

Shire of Wongan-Ballidu



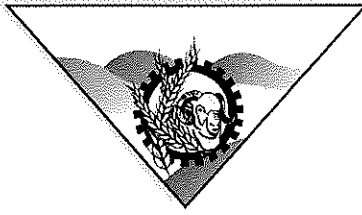
MINUTES

**ORDINARY MEETING OF
COUNCIL
WEDNESDAY 28 SEPTEMBER 2016**



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SHIRE OF WONGAN-BALLIDU

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr Peter Macnamara declared the meeting open at 3.01pm

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Attendees:

Cr Peter Macnamara	Shire President
Cr Brad West	Deputy Shire President
Cr Alfreda Lyon	
Cr Jon Hasson	
Cr Norma Walton	
Cr Richard Morgan	

Staff:

Stuart Taylor	Chief Executive Officer
David Taylor	Deputy Chief Executive Officer
Karl Mickle	Manager Works and Services
Joanne Guest	Manager Community Services
Melissa Marcon	Building Services Coordinator
Alana Wigmore	Personal Assistant (Minutes)

Apologies:

Nil

Leave of absence previously granted:

Cr Hugh Barrett-Lennard was previously granted leave for this meeting

Public:

Four members of the public were in attendance for the duration of this meeting

3. PUBLIC QUESTION TIME

Ms Pam Toster questioned Council regarding backslope grading practices, and noted her concern that wild radish and other weeds were growing back on graded verges. The Shire President and the CEO responded on Council's behalf, acknowledging Ms Toster's concern and stating that grading of backslopes is carried out in accordance with relevant legislation.

Ms Pam Toster requested Council's Parks and Gardens crew's assistance in tidying up the Railway precinct area. The CEO responded that this land parcel was not owned by the Shire, therefore could not be accessed to work on. The Shire President requested the CEO determine the current lease holder of this land, and investigate the possibility of the transfer of this lease to the Shire. The CEO will also work with Ballidu Progress Association and write to the current leaseholder to request maintenance action.

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

- Four (4) guest will be joining Council for dinner at the Ballidu Tavern after this meeting.

5. PETITIONS AND PRESENTATIONS

Ms Reta Alspach made a short presentation to Council in her role as President of the Ballidu Progress Association. Council thanked Ms Alspach for her presentation and the Association's contribution to the town of Ballidu and the Shire as a whole.

6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION 24 AUGUST 2016

MOTION: **MOVED: Cr Walton / Cr Morgan**

That the minutes of the Ordinary meeting of Council held on Wednesday 24 August 2016 be confirmed as a true and correct record of the proceedings.

CARRIED: 6/0
RESOLUTION: 010916

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:	21 September 2016
APPLICANT/PROponent:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	August 2016

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.

List of Accounts Due & Submitted to Council 1 August to 31 August 2016

Chq/EFT	Date	Name	Description	Amount
Direct Debit	08/08/2016	CRC - FUJI XEROX AUSTRALIA PTY LTD	CRC Photocopier	-553.30
Direct Debit	29/08/2016	CEO CREDIT CARD	CEO Credit Card	-5527.64
EFT14152	03/08/2016	YOSHI HIRO INOUE		-26870.62
		YOSHI HIRO INOUE	Reimbursement - Rental Income	3870.62
		YOSHI HIRO INOUE	Reimbursement - Medicare Billing	23000.00
EFT14153	03/08/2016	CHILD SUPPORT	Payroll Deduction	-230.00
EFT14154	03/08/2016	AUSTRALIAN SERVICES UNION	Employee Union Fees	-52.70
EFT14155	03/08/2016	IOU SOCIAL CLUB	Employee Social Club Deductions	-250.00
EFT14156	03/08/2016	MUNICIPAL EMPLOYEES UNION	Employee Union Fees	-19.40
EFT14157	03/08/2016	ANZ BANK (NETT WAGES)	Wages PPE 02.08.16	-58506.17
EFT14159	05/08/2016	COURIER AUSTRALIA INTERNATIONAL	Freight charges for Mack Truck PTK33	-56.42
EFT14160	05/08/2016	CUTTING EDGES PTY LTD	Grader blades for Komatsu Grader PG14	-4904.90
EFT14161	05/08/2016	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges for Cat Vibrating Roller PROL13	-103.27
EFT14162	05/08/2016	WATER CORPORATION		-272.72
		WATER CORPORATION	Standpipe charges - Kirwin Rd	232.59
		WATER CORPORATION	Standpipe charges - Railway St Burakin	40.13
EFT14163	05/08/2016	HDJ CONTRACTING	Cleaning - CRC	-1540.00
EFT14164	05/08/2016	HENDOS PLUMBING & GAS SERVICES	Replace old solar hart hot water system - 14 Ellis St	-5500.00
EFT14165	05/08/2016	RURAL RANGER SERVICES	Ranger services + travel - 19/7/16, 22/7/16, 26/7/16 and 28/7/16	-830.00
EFT14166	15/08/2016	YOSHI HIRO INOUE		-6000.00
		YOSHI HIRO INOUE	Reimbursement - Medicare Billing - 1/8/16 - 5/8/16	3000.00
		YOSHI HIRO INOUE	Reimbursement - Medicare Billing - 8/8/16 - 11/8/16	3000.00
EFT14167	17/08/2016	STAPLES	Stationery - Shire	-452.22
EFT14168	17/08/2016	BOEKEMAN NOMINEES PTY LTD		-1487.35
		BOEKEMAN NOMINEES PTY LTD	Filters for Backhoe, Rollers, Sundry Plants, Tractor, Wheel Loader and Works Coordinator Vehicle	1132.80
		BOEKEMAN NOMINEES PTY LTD	Service for CEO Vehicle VCEO	354.55
EFT14169	17/08/2016	BROOKS HIRE SERVICE PTY LTD	Dozer Hire - Waddington Rd	-10417.44
EFT14170	17/08/2016	COURIER AUSTRALIA INTERNATIONAL		-63.03
		COURIER AUSTRALIA INTERNATIONAL	Freight charges for Hamm Rubber Tyre Roller PROL14	47.63
		COURIER AUSTRALIA INTERNATIONAL	Freight charges for Komatsu Grader PG15	15.40
EFT14171	17/08/2016	WONGAN HILLS IGA		-825.56
		WONGAN HILLS IGA	Monthly Account July 2016 - Shire	808.77
		WONGAN HILLS IGA	Monthly Account July 2016 - CRC	16.79
EFT14172	17/08/2016	MOORE STEPHENS	Audit of WH Access Ramps & Footpaths Acquittal	-1155.00
EFT14173	17/08/2016	JR & A HERSEY PTY LTD		-3169.10
		JR & A HERSEY PTY LTD	Gloves, pipes, measuring tapes and magnetic hook for road works	305.80
		JR & A HERSEY PTY LTD	Guideposts, delineators, bollards, cable ties for Bunketch-Kuja Rd, Danubin St, Kalajzic Rd, Wongan Hills - Waddington Rd, Hooper Rd, Kalguddering West Rd, Litchfield Rd, Montague Rd & Johnson St	2863.30
EFT14174	17/08/2016	LandMARK OPERATIONS	20L Roundup for WH weed control	-1066.07

EFT14175	17/08/2016	MCINTOSH & SON		-1023.98
		MCINTOSH & SON	Extra adhesive sealant for Cat Grader PG13	33.34
		MCINTOSH & SON	Ball joint end for Sundry Plant PSP3	16.63
		MCINTOSH & SON	Lube and fuel filter for Volvo Wheel Loader PLDR6	132.35
		MCINTOSH & SON	Deliver and empty skip bins for Sports Ground	264.00
		MCINTOSH & SON	Aerial car radio spring base for Komatsu Grader PG14	22.28
		MCINTOSH & SON	11Kg Grease for Cat Grader PG13	521.42
		MCINTOSH & SON	Nuts and bolts for Tri Axle Trailer PTRL13	13.09
		MCINTOSH & SON	Fuel hose and cable antenna for Komatsu Grader PG15	20.87
EFT14176	17/08/2016	MULTIGROUP DISTRIBUTION SERVICES PTY LTD		-166.67
		MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges for Tri Axle Trailer PTRL13	125.79
		MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges for Isuzu Crew Truck PTK32	40.88
EFT14177	17/08/2016	OFFICEWORKS BUSINESS DIRECT	Boomer paper for CRC	-216.98
EFT14178	17/08/2016	WESTRAC EQUIPMENT PTY LTD		-2254.90
		WESTRAC EQUIPMENT PTY LTD	Brackets for Cat Vibrating Roller PROL13	736.08
		WESTRAC EQUIPMENT PTY LTD	Scrapers for Cat Vibrating Roller PROL13	804.96
		WESTRAC EQUIPMENT PTY LTD	Brackets for Cat Vibrating Roller PROL13	184.02
		WESTRAC EQUIPMENT PTY LTD	Brackets for Cat Vibrating Roller PROL13	529.84
EFT14179	17/08/2016	WHEATBELT TYRES		-724.50
		WHEATBELT TYRES	Supply and fit truck tyre for Tandem Backhoe Trailer PTRL21	462.00
		WHEATBELT TYRES	Fit and balance tyres for DCEO Vehicle VMAFS	35.50
		WHEATBELT TYRES	Fit truck tyre for Hamm Rubber Tyre Roller PROL14	22.00
		WHEATBELT TYRES	Fit, balance and scrap tyres for Toyota Hilux PUT68	205.00
EFT14180	17/08/2016	WONGAN NEWSAGENCY	Monthly Account for Shire - July 2016	-114.40
EFT14181	17/08/2016	WONGAN STEEL MANUFACTURERS		-1878.72
		WONGAN STEEL MANUFACTURERS	Guard and paint for Komatsu Grader PG14	808.94
		WONGAN STEEL MANUFACTURERS	Angle, painted pipe and round bar for Tandem Backhoe Trailer PTRL21	140.22
		WONGAN STEEL MANUFACTURERS	Guard for grader grease pot and paint for Komatsu Grader PG14	232.38
		WONGAN STEEL MANUFACTURERS	Guard for grader grease pot and paint for Komatsu Grader PG14	232.38
		WONGAN STEEL MANUFACTURERS	Hydraulic hose and hose fittings for Tri Axle Trailer PTRL13	134.75
		WONGAN STEEL MANUFACTURERS	Channel for Tri Axle Trailer PTRL13	108.00
		WONGAN STEEL MANUFACTURERS	Male and Female breakaway for Tandem Backhoe Trailer PTRL21	125.00
		WONGAN STEEL MANUFACTURERS	Bend sheet for door and zincanneal sheet for Dog Pound	97.05
EFT14182	17/08/2016	IXOM OPERATIONS PTY LTD	Chlorine for Swimming Pool	-169.14
EFT14183	17/08/2016	WESFARMERS KLEENHEAT GAS PTY LTD	Cylinder charge for Doctors Residence	-69.30
EFT14184	17/08/2016	MAJOR MOTORS PTY LTD	Plate step for Isuzu Crew Truck PTK32	-98.34
EFT14185	17/08/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA		-1026.00
		LOCAL GOVERNMENT MANAGERS AUSTRALIA	2016-2017 Membership - Stuart Taylor	513.00
		LOCAL GOVERNMENT MANAGERS AUSTRALIA	2016-2017 Membership - David Taylor	513.00

EFT14186	17/08/2016	COAD COMMUNICATIONS	Digging tree roots on Kondut West Rd	-1061.50
EFT14187	17/08/2016	ADVANCED AUTOLOGIC PTY LTD		-583.00
		ADVANCED AUTOLOGIC PTY LTD	20kg Grease for JCB Backhoe PBH3	179.00
		ADVANCED AUTOLOGIC PTY LTD	Citrus cleaner for Isuzu Crew Truck PTK32, armourtec for Mack Truck PTK33 and SD cleaner for Komatsu Grader PG14	404.00
EFT14188	17/08/2016	METROCOUNT	Metrocount units and full field kits for engineering	-15730.00
EFT14189	17/08/2016	WONGAN TREES	Trees for Oval and surrounds	-175.21
EFT14190	17/08/2016	RBC RURAL	Meterplan charges for Shire Photocopier	-1019.78
EFT14191	17/08/2016	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM.	Health Authorities Analytical Services - 2016/2017	-495.00
EFT14192	17/08/2016	WONGAN HILLS HARDWARE		-6126.55
		WONGAN HILLS HARDWARE	Building Account - July 2016	1536.07
		WONGAN HILLS HARDWARE	Works Account - July 2016	2110.84
		WONGAN HILLS HARDWARE	20Kg Fast set cement for Kalguddering West Rd, Gabalong East Rd, Kokardine East Rd and Kokardine West Rd	520.64
		WONGAN HILLS HARDWARE	Stihl quickcut for Sundry Plant PSP3	1959.00
EFT14193	17/08/2016	WURTH AUSTRALIA PTY LTD	400mm wiper blade for Cat Grader PG13	-158.82
EFT14194	17/08/2016	BULLIVANTS HandLING SAFETY	10mm clevis hook for Tandem Backhoe Trailer PTRL21	-47.19
EFT14195	17/08/2016	THE FARM SHOP		-7469.60
		THE FARM SHOP	Various parts for Hino Prime Mover PTK30, Holden Colorado Ute PUT67 and Tri Axle Semi Water Tanker PTRL26	876.20
		THE FARM SHOP	20kg bags of energy turf for WH Ovals	6593.40
EFT14196	17/08/2016	WONGAN MAIL SERVICE		-628.26
		WONGAN MAIL SERVICE	Mail Account for Shire - July 2016	589.11
		WONGAN MAIL SERVICE	Mail Account for CRC - July 2016	39.15
EFT14197	17/08/2016	DUNNINGS INVESTMENTS P/L	Fuel Supply July 2016	-2668.30
EFT14198	17/08/2016	PUBLIC TRANSPORT AUTHORITY of WA	Transwa Account for July 2016	-140.99
EFT14199	17/08/2016	FIRE & SAFETY AUSTRALIA PTY LTD	Breathing apparatus training for Swimming Pool	-2200.00
EFT14200	17/08/2016	LAM-VY PHAN	Chaplaincy Fees - July 2016	-1720.62
EFT14201	17/08/2016	INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION		-1003.20
		INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION	Standpipe remote access charge - 24 Months	501.60
		INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION	Standpipe remote access charge - 24 Months	501.60
EFT14202	17/08/2016	WONGAN HILLS HOTEL		-550.28
		WONGAN HILLS HOTEL	Member's Refreshments - July 2016	395.50
		WONGAN HILLS HOTEL	Member's Refreshments - July 2016	154.78
EFT14203	17/08/2016	TKB MECHANICAL	Oil filter, oil, element filter, air duct, front disc brake and labour for ford Transit Tipping Tray Truck PUT64	-1474.72
EFT14204	17/08/2016	DUN DIRECT PTY LTD	9700L Diesel	-12750.65
EFT14205	17/08/2016	FUJI XEROX AUSTRALIA PTY LTD	Boomer prints for CRC	-3185.46
EFT14206	17/08/2016	TEAM DIGITAL	A3 photo paper & light black toner for CRC	-469.00
EFT14207	17/08/2016	GREAT SOUTHERN FUEL SUPPLIES	Fuel Supply July 2016	-870.97
EFT14208	17/08/2016	EMMI TAYLOR	Reimbursement for furniture materials	-98.00
EFT14209	17/08/2016	WIRTGEN AUSTRALIA PTY LTD	Service kit for Rubber Tyre Roller PROL14	-743.33
EFT14210	17/08/2016	BP AUSTRALIA	CEO Vehicle Fuel - July 2016	-117.43
EFT14211	17/08/2016	MARKET CREATIONS PTY LTD		-1017.50

		MARKET CREATIONS PTY LTD	Cloud Services and office 365 Licensing - July 2016	571.78
		MARKET CREATIONS PTY LTD	Cloud Services, backup and storage	445.72
EFT14212	17/08/2016	CENTRAL MIDLANDS CONSTRUCTION PTY LTD		-8929.69
		CENTRAL MIDLANDS CONSTRUCTION PTY LTD	First milestone payment for WH Sports Complex Redevelopment	3827.01
		CENTRAL MIDLANDS CONSTRUCTION PTY LTD	Consultancy Services for WH Sports Complex	5102.68
EFT14213	17/08/2016	RAMM SOFTWARE PTY LTD	Ramm annual support & maintenance fee 01/07/2016 - 30/06/2017	-7794.63
EFT14214	17/08/2016	REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INC	Cost benefit analysis course RDA for CRC	-100.00
EFT14215	17/08/2016	PURSLOWE TINETTI FUNERALS	Reimbursement of overpayment of Debtor Account	-1171.00
EFT14216	17/08/2016	CHILD SUPPORT	Payroll Deduction	-230.00
EFT14217	17/08/2016	AUSTRALIAN SERVICES UNION	Employee Union Fees	-52.70
EFT14218	17/08/2016	IOU SOCIAL CLUB	Employee Social Club Deductions	-250.00
EFT14219	17/08/2016	MUNICIPAL EMPLOYEES UNION	Employee Union Fees	-19.40
EFT14220	17/08/2016	ANZ BANK (NETT WAGES)	Wages PPE 16.08.16	-57274.19
EFT14221	19/08/2016	AVON WASTE	Domestic WH rubbish collection July 2016	-11287.83
EFT14222	19/08/2016	MOORE STEPHENS	Final progressive billing July 2016	-4312.00
EFT14223	19/08/2016	KOMATSU AUSTRALIA PTY LTD	Parts for Komatsu Grader PG14	-121.63
EFT14224	19/08/2016	WALLIS COMPUTER SOLUTIONS	Logitech wireless keyboard & mouse	-165.00
EFT14225	19/08/2016	MOORA GLASS SERVICE	Unit 3/20 Stickland St Wongan Hills supply & install roller blinds	-734.47
EFT14226	19/08/2016	MAJOR MOTORS PTY LTD	SL coolant for Isuzu Crew Truck PTK32	-29.05
EFT14227	19/08/2016	IT VISION AUSTRALIA PTY LTD	Tax patch update	-235.40
EFT14228	19/08/2016	AUSTRALIA DAY COUNCIL of WESTERN AUSTRALIA	2016/17 Australia Day WA Membership - Bronze	-220.00
EFT14229	19/08/2016	COVS	Micro blade kit	-321.52
EFT14230	19/08/2016	ZIPFORM PTY LTD	Printing of the 2016/2017 Tip Passes	-951.50
EFT14231	19/08/2016	RBC RURAL		-1584.82
		RBC RURAL	Travel charge for service	110.00
		RBC RURAL	Monthly rental and copy charge of Admin Photocopier	1474.82
EFT14232	19/08/2016	OVERLAND FREIGHT	Freight charges - July 2016	-643.01
EFT14233	19/08/2016	SIGMA CHEMICALS		-243.87
		SIGMA CHEMICALS	Repair dolphin equipment	188.87
		SIGMA CHEMICALS	Repair chemigem equipment	55.00
EFT14234	19/08/2016	MCG ARCHITECTS PTY LTD	10% Complete - Design and development - Site visit	-5500.00
EFT14235	19/08/2016	DUN DIRECT PTY LTD	10,000L Bulk diesel	-10526.01
EFT14236	19/08/2016	AIR LIQUIDE WA PTY LTD	Cylinder rental fee	-41.37
EFT14237	19/08/2016	JAIME REILLY	Reimbursement - Purchase of wine glasses	-35.70
EFT14238	19/08/2016	EMMI TAYLOR	Reimbursement of event purchases	-14.54
EFT14239	19/08/2016	HDI CONTRACTING	fortnightly cleaning contract - CRC	-1540.00
EFT14240	19/08/2016	FEGAN BUILDING SURVEYING	Building surveying	-1633.50
EFT14241	19/08/2016	RURAL RANGER SERVICES	Ranger services 6/8/16 - 11/08/2016	-830.00
EFT14242	19/08/2016	YOSHI HIRO INOUE		-3140.00
		YOSHI HIRO INOUE	Pre employment medical	140.00
		YOSHI HIRO INOUE	Reimbursement - Medicare 15/08/16 - 18/08/16	3000.00
EFT14243	19/08/2016	TOPP DOGG (PG & JH WALSH)	Shire polos	-561.00

EFT14244	19/08/2016	WACKER NEUSON PTY LTD	Vibration rammer for Sundry Plant PSP3	-3300.00
EFT14245	19/08/2016	LJ & DJ MINCHERTON	Reimbursement for Medical Centre account being paid twice	-100.00
EFT14246	29/08/2016	COURIER AUSTRALIA INTERNATIONAL		-116.18
		COURIER AUSTRALIA INTERNATIONAL	Freight charges Liswa - CRC	28.35
		COURIER AUSTRALIA INTERNATIONAL	Freight charges Liswa - CRC	10.30
		COURIER AUSTRALIA INTERNATIONAL	Freight charges Liswa - CRC	30.28
		COURIER AUSTRALIA INTERNATIONAL	Freight charges - FUSO Tray Truck PTK31, Komatsu Grader PG14 and Komatsu Grader PG15	47.25
EFT14247	29/08/2016	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges for Isuzu Crew Truck PTK32	-76.92
EFT14248	29/08/2016	OFFICEWORKS BUSINESS DIRECT	A3 paper - CRC	-288.61
EFT14249	29/08/2016	BOC LIMITED	Refill acetylene bottle for Tri-Axle Semi Water Tanker PTRL26	-413.47
EFT14250	29/08/2016	G R & N W WALTON	Remove old Tv mast and supply and install new antenna and booster - 14 Ellis St	-566.50
EFT14251	29/08/2016	WONGAN HILLS BETTA HOME LIVING	Sound lead - CRC furniture & fittings	-11.95
EFT14252	29/08/2016	AUSTRALIAN TAXATION OFFICE	July 2016 BAS	-14897.00
EFT14253	29/08/2016	ESPLANADE HOTEL FREMANTLE	Liwa conference	-709.50
EFT14254	29/08/2016	SHANNON ABBOTT	Diagnose and repair electrical fault for Cat Vibrating Roller PRO13	-448.25
EFT14255	29/08/2016	THE FARM SHOP	Fuel delivery hose and clamps for Sundry Plant PSP4	-197.34
EFT14256	29/08/2016	STATE LIBRARY of WA	Better Beginnings Birth Packs - CRC Library	-104.50
EFT14257	29/08/2016	DAVINA ENTERPRISES (KYLIE DAVEY)	Catering - SECM - CRC event	-286.00
EFT14258	29/08/2016	DEPARTMENT of COMMERCE - BUILDING COMMISSION	BSL reconciliation - August 2016	-704.37
EFT14259	29/08/2016	AUSTSWIM	Renewal of Rachel Bairstow Austswim Certificate - Swimming Pool	-255.00
EFT14260	29/08/2016	NEWINS FAMILY TRUST	Management of WH Refuse Site - August 2016	-3858.33
EFT14261	29/08/2016	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Filters for JCB Backhoe PBH3	-462.65
EFT14262	29/08/2016	YOSHI HIRO INOUE	Medicare reimbursement - 22/8/2016 - 25/8/2016	-1900.00
EFT14263	29/08/2016	THE ROOF & WALL DOCTOR	Replace gutters and down pipes at Ballidu Hall	-3245.00
EFT14264	29/08/2016	FREARSON WELDING SERVICES		-3426.53
		FREARSON WELDING SERVICES	Repair stainless steel stairs, supa slide, flatbar and fasteners for Swimming Pool	1090.45
		FREARSON WELDING SERVICES	Fabricate & install filter ladder, volleyball poles, repairs to pool cover stands - Swimming Pool	2336.08
EFT14265	31/08/2016	CHILD SUPPORT	Payroll Deduction	-230.00
EFT14266	31/08/2016	AUSTRALIAN SERVICES UNION	Employee Union Fees	-52.70
EFT14267	31/08/2016	IOU SOCIAL CLUB	Employee Social Club Deductions	-260.00
EFT14268	31/08/2016	MUNICIPAL EMPLOYEES UNION	Employee Union Fees	-19.40
EFT14269	31/08/2016	ANZ BANK (NETT WAGES)	Wages PPE 30.08.16	-57619.69
EFT14270	31/08/2016	DEPARTMENT of TRANSPORT	August DPI Payment	-62818.20
20785	03/08/2016	SHIRE of WONGAN-BALLIDU - PAYROLL	Payroll Deduction	-1290.00
20786	17/08/2016	TELSTRA CORPORATION LIMITED	Telephone Account - July 2016	-2405.04
20787	17/08/2016	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	Bitumen emulsion - 2L of LBC	-7.70
20788	17/08/2016	SYNERGY	Electricity - Street lighting	-3974.85

20789	17/08/2016	DAIMLER TRUCKS PERTH	Damage repair for Mechanical Services Coordinator Vehicle VMSC	-2836.91
20790	17/08/2016	SHIRE of WONGAN-BALLIDU - PAYROLL	Payroll Deduction	-1380.00
20791	19/08/2016	WESTNET PTY LTD	Internet Account - Admin	-329.79
20792	19/08/2016	TELSTRA CORPORATION LIMITED	Telephone Account - 1 Elphin Cres	-9.71
20793	19/08/2016	SHIRE of WONGAN-BALLIDU	Design hours for rates guide	-1255.50
20794	19/08/2016	SYNERGY		-2583.15
		SYNERGY	Electricity consumption - Sports Pavilion	1048.85
		SYNERGY	Electricity consumption - CRC	1534.30
20795	29/08/2016	DAIMLER TRUCKS PERTH	Repair engine fault for FUSO Tray Truck PTK31	-7413.85
20796	29/08/2016	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First aid renewal - Swimming Pool	-160.00
20797	29/08/2016	WONGAN HILLS & DISTRICTS MUSEUM & HISTORICAL SOCIETY	Gardening contract payment of 2015/2016 Year - Museum	-2900.00
20798	29/08/2016	CONSTRUCTION TRAINING FUND	Commission for BCITF	-776.62
20799	29/08/2016	SYNERGY	Electricity - Swimming Pool	-613.15
20800	29/08/2016	TELSTRA CORPORATION LIMITED		-2841.93
		TELSTRA CORPORATION LIMITED	Phone Account - CRC July 2016	394.14
		TELSTRA CORPORATION LIMITED	Repair damage corner of Vincent Rd & Lego Rd Cadoux	2447.79
20801	31/08/2016	SHIRE of WONGAN-BALLIDU - PAYROLL	Payroll Deduction	-1350.00
Direct Debit	02/08/2016	WALGS SUPERANNUATION PLAN	Employee Superannuation	-6553.88
Direct Debit	02/08/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation Contributions	-149.94
Direct Debit	02/08/2016	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Payroll Deductions	-293.52
Direct Debit	02/08/2016	CONCEPT ONE SUPERANNUATION PLAN	Superannuation Contributions	-122.29
Direct Debit	02/08/2016	KYLEREAN SUPERANNUATION FUND	Superannuation Contributions	-1238.11
Direct Debit	02/08/2016	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation Contributions	-1521.76
Direct Debit	02/08/2016	BT SUPER for LIFE	Superannuation Contributions	-195.66
Direct Debit	02/08/2016	REST SUPERANNUATION	Superannuation Contributions	-47.52
Direct Debit	02/08/2016	AMP SUPERANNUATION LTD.	Superannuation Contributions	-216.42
Direct Debit	16/08/2016	WALGS SUPERANNUATION PLAN	Employee Superannuation	-6694.19
Direct Debit	16/08/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation Contributions	-149.94
Direct Debit	16/08/2016	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Payroll Deductions	-301.79
Direct Debit	16/08/2016	CONCEPT ONE SUPERANNUATION PLAN	Superannuation Contributions	-120.18
Direct Debit	16/08/2016	KYLEREAN SUPERANNUATION FUND	Superannuation Contributions	-1238.11
Direct Debit	16/08/2016	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation Contributions	-1546.34
Direct Debit	16/08/2016	BT SUPER for LIFE	Superannuation Contributions	-287.33
Direct Debit	16/08/2016	REST SUPERANNUATION	Superannuation Contributions	-47.52
Direct Debit	16/08/2016	AMP SUPERANNUATION LTD.	Superannuation Contributions	-220.10
Direct Debit	30/08/2016	WALGS SUPERANNUATION PLAN	Employee Superannuation	-7436.36
Direct Debit	30/08/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation Contributions	-149.94
Direct Debit	30/08/2016	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Payroll Deductions	-301.79
Direct Debit	30/08/2016	CONCEPT ONE SUPERANNUATION PLAN	Superannuation Contributions	-120.18
Direct Debit	30/08/2016	KYLEREAN SUPERANNUATION FUND	Superannuation Contributions	-664.35
Direct Debit	30/08/2016	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation Contributions	-1517.58
Direct Debit	30/08/2016	BT SUPER for LIFE	Superannuation Contributions	-219.75
Direct Debit	30/08/2016	REST SUPERANNUATION	Superannuation Contributions	-47.52
Direct Debit	30/08/2016	AMP SUPERANNUATION LTD.	Superannuation Contributions	-220.10

Direct Debit	02/08/2016	PRIME SUPER	Superannuation Contributions	-589.12
Direct Debit	02/08/2016	AXA RETIREMENT SECURITY PLAN	Superannuation Contributions	-196.27
Direct Debit	16/08/2016	PRIME SUPER	Superannuation Contributions	-591.31
Direct Debit	16/08/2016	AXA RETIREMENT SECURITY PLAN	Superannuation Contributions	-197.31
Direct Debit	30/08/2016	PRIME SUPER	Superannuation Contributions	-590.37
Direct Debit	30/08/2016	AXA RETIREMENT SECURITY PLAN	Superannuation Contributions	-197.31

Municipal	-480256.98
Trust	-62818.20
Total	-543075.18
Recoverable	140.99
Partially Recoverable	1048.85

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	4 October 2016
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended 31 August 2016 be received:

BACKGROUND:

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

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

Financial activity statement report

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

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

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

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

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

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

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

COMMENT:

Refer to attachment.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 AUGUST 2016

	Approved Budget 2016- 2017	Current Budget 2016-2017	YTD BUDGET *	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,707,294)	(2,707,294)	(2,597,908)	(2,513,581)		3.2%	✓
Grants Operating, Subsidies & Contributions	(2,324,395)	(2,324,395)	(810,000)	(796,023)		1.7%	✓
Non Operating Grants, Subsidies & Contributions	(1,265,892)	(1,265,892)	(175,000)	(168,020)		4.0%	✓
Fees & Charges & Service Charges	(1,014,544)	(1,014,544)	(225,500)	(226,203)		(0.3%)	✓
Other Revenue	(64,636)	(64,636)	(21,545)	(23,296)		(8.1%)	✓
Interest	(87,599)	(87,599)	(14,500)	(13,904)		4.1%	✓
Profit on sale of Assets	(2,000)	(2,000)	(200)	-		100.0%	⊖
a: TOTAL INCOME	(7,466,360)	(7,466,360)	(3,844,654)	(3,741,027)			
OPERATING EXPENSES							
Employee Costs	2,308,197	2,308,197	401,568	393,035		(2.1%)	✓
Materials & Contracts	1,428,290	1,428,290	220,541	199,705		(9.4%)	✓
Utilities (Gas, Electricity) etc.	304,392	304,392	40,540	37,893		(6.5%)	✓
Interest #	37,113	37,113	11,500	10,480	11	(8.9%)	✓
Insurance	254,223	254,223	165,480	151,939		(8.2%)	✓
Other General	248,094	248,094	40,000	39,467		(1.3%)	✓
Loss on Asset Disposals	60,500	60,500	10,083	6,860		(32.0%)	⊖
Depreciation	2,408,839	2,408,839	370,591	-		(100.0%)	⊖
b: TOTAL OPERATING EXPENSES	7,049,647	7,049,647	1,260,303	839,379			
c: NET OPERATING (SURPLUS) / DEFICIT	(416,713)	(416,713)	(2,584,351)	(2,901,649)			
CAPITAL EXPENSES							
Land & Buildings	283,520	283,520	33,500	31,417		(6.2%)	✓
Furniture & Equipment	3,417	3,417	342	-		(100.0%)	⊖
Motor Vehicles	275,150	275,150	75,000	61,800		(17.6%)	⊖
Plant	566,000	566,000	56,600	-		(100.0%)	⊖
Infrastructure Other	18,501	18,501	3,700	-		(100.0%)	⊖
Infrastructure Roads	2,601,977	2,601,977	165,500	155,341		(6.1%)	✓
d: TOTAL CAPITAL	3,748,566	3,748,566	334,642	248,558			
e: TOTAL OPERATING & CAPITAL	3,331,853	3,331,853	(2,249,709)	(2,653,091)			
ADJUST - NON CASH ITEMS							
Depreciation	(2,408,839)	(2,408,839)	(370,591)	-			
Profit on sale of assets	2,000	2,000	200	-	6		
Loss on sale of assets	(60,500)	(60,500)	(10,083)	(6,860)	6		
Proceeds from Sale of Assets	(200,000)	(200,000)	(16,667)	(60,000)	6		
Transfer from reserves	(320,000)	(320,000)	-	-	10		
Transfer to reserves	274,834	274,834	-	-	10		
Interest paid to reserves #	39,670	39,670	13,171	13,171	10		
LSL Provision in reserves	-	-	-	-			
Loan proceeds	-	-	-	-			
Loan principal repayment	52,699	52,699	4,392	3,477	11		
SSL Principal Reimbursements	(52,699)	(52,699)	(4,392)	(3,477)	11		
Less (Surplus)/deficit B/Fwd	(659,018)	(659,018)	(659,018)	(659,018)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	0	0	(3,292,697)	(3,365,798)			

** 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%		⊖

Shire of Wongan-Ballidu
Variance Report for August 2016

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. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.

Code	Report Section	Comments
	Operating Income	
①	Profit on Sale of Assets	Fair valuations are still being processed and as a result we are unable to roll the assets into the new financial year.
	Operating Expenditure	
①	Loss on Asset Disposals	Fair valuations are still being processed and as a result we are unable to roll the assets into the new financial year.
①	Depreciation	Fair valuations are still being processed and as a result we are unable to roll the assets into the new financial year.
	Capital	
①	Furniture and Equipment	Delayed commencement of projects.
①	Motor Vehicles	Delayed commencement of projects.
①	Plant	Delayed commencement of projects.
①	Infrastructure Other	Delayed commencement of projects.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 AUGUST 2016

		APPROVED BUDGET	CURRENT BUDGET	YTD ACTUAL
INCOME				
General Purpose Funding	03	(4,706,525)	(4,706,525)	(3,006,395)
Governance	04	(24,300)	(24,300)	(5,906)
Law, Order & Public Safety	05	(32,300)	(32,300)	(2,713)
Health	07	(19,200)	(19,200)	(9,644)
Education & Welfare	08	(4,381)	(4,381)	(1,930)
Housing	09	(75,362)	(75,362)	(15,383)
Community Amenities	10	(174,810)	(174,810)	(168,781)
Recreation & Culture	11	(78,170)	(78,170)	(4,231)
Transport	12	(2,035,957)	(2,035,957)	(457,674)
Economic Services	13	(11,750)	(11,750)	(7,335)
Other Property & Services	14	(303,605)	(303,605)	(61,035)
a: TOTAL INCOME		(7,466,360)	(7,466,360)	(3,741,027)
OPERATING EXPENSES				
General Purpose Funding	03	110,782	110,782	19,527
Governance	04	250,140	250,140	55,834
Law, Order & Public Safety	05	191,581	191,581	25,920
Health	07	201,133	201,133	76,730
Education & Welfare	08	216,382	216,382	29,612
Housing	09	224,226	224,226	32,057
Community Amenities	10	442,171	442,171	47,778
Recreation & Culture	11	1,642,245	1,642,245	177,488
Transport	12	2,611,044	2,611,044	282,764
Economic Services	13	244,239	244,239	13,148
Other Property & Services #	14	915,705	915,705	78,521
b: TOTAL OPERATING EXPENSES		7,049,647	7,049,647	839,379
c: NET OPERATING (SURPLUS)/DEFICIT		(416,713)	(416,713)	(2,901,649)
CAPITAL EXPENSES				
General Purpose Funding	23	-	-	-
Governance	24	100,251	100,251	61,800
Law, Order & Public Safety	25	-	-	-
Health	27	45,000	45,000	-
Education & Welfare	28	-	-	-
Housing	29	15,167	15,167	-
Community Amenities	30	25,000	25,000	-
Recreation & Culture	31	230,885	230,885	31,417
Transport	32	3,287,312	3,287,312	155,341
Economic Services	33	-	-	-
Other Property & Services	34	44,950	44,950	-
d: TOTAL CAPITAL EXPENSES		3,748,566	3,748,566	248,558
e: TOTAL OPERATING & CAPITAL		3,331,853	3,331,853	(2,653,091)

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF NET CURRENT ASSETS AS AT 31 AUGUST 2016

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

	2015-2016	BUDGET	2016-2017
SURPLUS / (DEFICIT)	659,018	(0)	3,365,798
COMPRISES			
Cash (including reserves)	3,313,938	2,830,650	4,142,255
Current rates	118,335	61,267	2,146,855
Sundry debtors	212,167	68,887	84,975
Tax receivables	59,495	37,146	35,180
Other debtors	5,713	29,207	57,712
A: SSL debtors (are excluded see D: adj)	67,258	(8,212)	11,082
Inventories	9,521	33,888	13,182
Less:			
Reserves	(2,643,507)	(2,638,011)	(2,656,677)
Sundry creditors	-	-	-
Accrued interest	(27,780)	(27,780)	(27,780)
ESL Levy Owed	(9,093)	(55,281)	(55,423)
PAYG/GST Due To ATO	(68,726)	(29,346)	(64,672)
B: Other - DOT (are excluded see D: adj)	-	-	-
LSL Cash backed Reserve	6,994	17,578	17,578
Tax liabilities	38,758	50,103	50,103
Other	-	-	-
C: Loan liability (are excluded see D: adj)	(50,308)	(27,538)	(46,832)
Current employee benefits provisions	(356,798)	(378,309)	(377,489)
D: Adjustments (see above A to C)	(16,949)	35,750	35,750
	-	-	-
Surplus / (Deficit) Variance	659,018	(0)	3,365,798

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

	2014-2015	BUDGET	YTD
Current assets			
Cash & cash equivalents	3,313,938	2,830,650	4,142,255
Sundry debtors	462,968	188,295	2,335,804
Inventories	9,521	33,888	13,182
Total current assets	3,786,427	3,052,833	6,491,240
Current liabilities			
Creditors and accounts payable	(59,846)	(44,726)	(97,772)
Current loan liability	(50,308)	(27,538)	(46,832)
Provisions	(356,798)	(378,309)	(377,489)
Total current liability	(466,953)	(450,573)	(522,092)
Net current assets	3,319,474	2,602,261	5,969,148
Less: restricted reserves	(2,643,507)	(2,638,011)	(2,656,677)
Less: SSL principal repayments	(67,258)	8,212	(11,082)
Add back: Current loan liability	50,308	27,538	46,832
Add back: LSL Cash backed Reserve	-	-	17,578
Surplus / (Deficit) Variance	659,018	(0)	3,365,798

SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT AS AT 31 AUGUST 2016

	2016-2017 APPROVED BUDGET	2016-2017 CURRENT BUDGET	2016-2017 ACTUAL
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,999,231)	(1,999,231)	(492,814)
Governance	(24,300)	(24,300)	(5,906)
Law, Order & Public Safety	(32,300)	(32,300)	(2,713)
Health	(19,200)	(19,200)	(9,644)
Education & Welfare	(4,381)	(4,381)	(1,930)
Housing	(75,362)	(75,362)	(15,383)
Community Amenities	(174,810)	(174,810)	(168,781)
Recreation & Culture	(78,170)	(78,170)	(4,231)
Transport	(2,035,957)	(2,035,957)	(457,674)
Economic Services	(11,750)	(11,750)	(7,335)
Other Property & Services	(303,605)	(303,605)	(61,035)
A	(4,759,066)	(4,759,066)	(1,227,446)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	110,782	110,782	19,527
Governance	250,140	250,140	55,834
Law, Order & Public Safety	191,581	191,581	25,920
Health	201,133	201,133	76,730
Education & Welfare	216,382	216,382	29,612
Housing	224,226	224,226	32,057
Community Amenities	442,171	442,171	47,778
Recreation & Culture	1,642,245	1,642,245	177,488
Transport	2,611,044	2,611,044	282,764
Economic Services	244,239	244,239	13,148
Other Property & Services	915,705	915,705	78,521
B	7,049,647	7,049,647	839,379
C= A and B	2,290,581	2,290,581	(388,067)
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Revenue</u>			
Depreciation on Assets	(2,408,839)	(2,408,839)	-
Profit/(Loss) on Asset Sales	(58,500)	(58,500)	(6,860)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings #	283,520	283,520	31,417
Purchase of furniture & equipment	3,417	3,417	-
Purchase of motor vehicles #	275,150	275,150	61,800
Purchase of plant & machinery #	566,000	566,000	-
Purchase of other infrastructure #	18,501	18,501	-
Purchase of roads infrastructure #	2,601,977	2,601,977	155,341
Proceeds from sale of assets	(200,000)	(200,000)	(60,000)
<u>Financing Activities</u>			
Repayment of Loan Principal*	52,699	52,699	3,477
Loan proceeds / refinancing CL to NCL adj	-	-	-
Self Supporting Loan Income	(52,699)	(52,699)	(3,477)
<u>Reserve Movements</u>			
Transfers to Reserves	274,834	274,834	-
Interest paid to Reserves	39,670	39,670	13,171
Transfer from Reserves	(320,000)	(320,000)	-
LSL Provsion in resreves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(659,018)	(659,018)	(659,018)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(3,365,798)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,707,294	2,707,294	(852,217)
TOTAL RATES RAISED	2,707,294	2,707,294	2,513,581

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 AUGUST 2016

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	1456	65,000	(64,000)	1,000	66,860	(60,000)	6,860
Doctor Vehicle		22,000	(18,000)	4,000			-
MWS Vehicle		34,000	(24,500)	9,500			-
Plant & Equipment							
Parks Single Cab Utility		11,000	(8,000)	3,000			-
Building Utility		7,500	(6,500)	1,000			-
Parks Tipper Truck		26,000	(9,000)	17,000			-
Volvo Tip Truck		70,000	(45,000)	25,000			-
Cat 924G Loader		23,000	(25,000)	(2,000)			-
TOTAL		258,500	(200,000)	58,500	66,860	(60,000)	6,860
By Program							
Governance							
CEO Vehicle		65,000	(64,000)	1,000	66,860	(60,000)	6,860
Health							
Doctor Vehicle		22,000	(18,000)	4,000			-
Transport							
Parks Single Cab Utility		11,000	(8,000)	3,000			-
Building Utility		7,500	(6,500)	1,000			-
Parks Tipper Truck		26,000	(9,000)	17,000			-
Volvo Tip Truck		70,000	(45,000)	25,000			-
Cat 924G Loader		23,000	(25,000)	(2,000)			-
Other Property & Services							
MWS Vehicle		34,000	(24,500)	9,500			-
TOTAL		258,500	(200,000)	58,500	66,860	(60,000)	6,860
Motor Vehicle and Plant & Equipment Change Over							
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over	
Motor Vehicles							
CEO Vehicle	69,000	(64,000)	5,000	61,800	(60,000)	1,800	
Doctor Vehicle	45,000	(18,000)	27,000				-
MWS Vehicle	45,200	(24,500)	20,700				-
Plant & Equipment							
Parks Single Cab Utility	36,000	(8,000)	28,000				-
Building Utility	34,950	(6,500)	28,450				-
Parks Tipper Truck	45,000	(9,000)	36,000				-
Volvo Tip Truck	260,000	(45,000)	215,000				-
Cat 924G Loader	276,000	(25,000)	251,000				-
TOTAL	811,150	(200,000)	611,150	61,800	(60,000)	1,800	

**SHIRE OF WONGAN - BALLIDU
RATES OUTSTANDING 31 AUGUST 2016**

	Rates Raised for 2016-2017	\$ 2,719,794.32	
	Rates Outstanding Breakdown		
Total Amount Outstanding	31-Aug-16	\$ 2,186,551.01	80%
Outstanding same time last year	31-Aug-15	\$ 910,865.36	33%

SUNDRY DEBTORS OUTSTANDING 31 AUGUST 2016

Debtors Ageing Summary			
Current		\$ 26,796.07	
30 Days		\$ 9,569.00	
60 Days		\$ 5,433.75	
90 Days & Over		\$ 31,975.87	
Credit Balances		\$ (1,522.10)	
Total Outstanding		\$ 72,252.59	
Accounts 90 Days & Over:	Date	Dr No.	Comments
	2/11/2013	794	Rent & damages
	7/05/2015	907	Rent
	17/09/2015	1066	Private Works
	20/11/2015	1007	Standpipe water
	3/03/2016	1162	Reimbursements
	2/05/2016	847	CRC Kitchen Hire
	2/05/2016	314	Boomer Advertising
	15/04/2016	336	Private Works
	20/04/2016	194	Workers Compensation Claim
	2/05/2016	1088	CRC Small Office Hire
Total		\$ 31,975.87	

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATIONS FOR 31 AUGUST 2016

	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	3,012,120.72	328,735.39	37,794.85	2,644,740.48	850.00
Add:					
Receipts	1,701,690.98	1,636,796.79	52,957.20	11,936.99	
Investment - Transfers	-	-	-	-	-
Less:					
Payments - EFT & Cheques	(543,075.18)	(480,256.98)	(62,818.20)		
Payments - Bank Fees and Rounding	(548.13)	(548.13)			
Investment - Transfers	-	-	-	-	-
Balance as per General Ledger	4,170,188.39	1,484,727.07	27,933.85	2,656,677.47	850.00
Balance as per Bank Statements	1,254,205.82	1,227,173.56	25,297.63	884.63	850.00
Balance as per Bank Deposit Certificates	1,825,475.41	300,222.93		1,525,252.48	
Balance as per Holder Certificates	1,130,540.36			1,130,540.36	
Add:					
Outstanding Deposits	42,011.47	39,375.25	2,636.22		
Adjustments	4,279.76	4,279.76			
Less:					
Unpresented Payments	(86,324.43)	(86,324.43)			
Balance as per Cash Book	4,170,188.39	1,484,727.07	27,933.85	2,656,677.47	850.00
Figure should equal same as Creditor Payment List					
	\$ -	\$ -	\$ -	\$ -	\$ -

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 AUGUST 2016

MUNICIPAL INVESTMENTS

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Last Placed	Interest/Transfers	Closing Balance	BANK TO INVESTMENT	
Muni Online Saver	2234-48021	Cash at Bank						\$ 600,000.00	\$ (600,000.00)	\$ -	NO	
Muni Online Saver	4580-17867	Cash at Bank						\$ 1,000,000.00	\$ (999,944.47)	\$ 55.53	NO	
Total of matured municipal investments										1,600,000.00	-1,599,944.47	55.53

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised	
Muni Online Saver	016820-407450767	Cash at Bank				2.30%		\$ 300,222.93		\$ -	\$ 300,222.93	\$ -	
Total of current municipal investments										\$ 300,222.93	\$ -	\$ 300,222.93	\$ -

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Interest Rate	Investment last Placed	Interest/Transfer Realised	Closing Balance	BANK TO INVESTMENT
016820-973398684	Term Deposit			1-May-16	1-Aug-16	92	2.90%		\$ 1,514,149.68		\$ 0.00	0.00
Total of matured reserve investments										1,514,149.68	0.00	0.00

Current Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Opening Invest	Transfers in/out	YTD Interest	Closing Balance	Interest Realised		
016820-973398684	TD			1/08/2016	1/11/2016	92	2.6%	\$1,525,252.48		\$ -	\$ 1,525,252.48	\$ -		
016820-223448048	ANZ Online Saver							\$1,127,362.00	\$ 470.00	\$ 2,708.36	\$ 1,130,540.36	\$ 2,708.36		
Reserve Saver	2527-63397	Cash at bank						\$ 884.63		\$ -	\$ 884.63	\$ -		
Total of reserve investments and cash										\$2,653,499.11	\$ 470.00	\$ 2,708.36	\$ 2,656,677.47	\$ 2,708.36

Total of matured municipal and reserve investment

										\$ 3,114,149.68	\$ (1,599,944.47)	\$ 55.53
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Total of current municipal and reserve investment and cash

										\$ 470.00	\$ 2,708.36	\$ 2,956,900.40	\$ 2,708.36
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SHIRE OF WONGAN - BALLIDU

ANALYSIS OF RESERVE ACCOUNTS AS AT 31 AUGUST 2016

		ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 AUGUST 2016				
Reserve Description	GL Acct.	Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	Actual Balance
Centenary Celebrations Reserve	01925													
Community Resource Centre Reserve	01989	12,613	189			12,802	189			12,802	62.85			12,676
Depot Improvement Reserve	01940	6,027	90			6,117	90			6,117	30.03			6,057
Historical Publications Reserve	01965	6,597	99			6,696	99			6,696	32.87			6,630
Housing Reserve	01955	1,728	44			1,772	44			1,772	8.61			1,737
Land & Buildings Reserve	01930													
Loan Principal Reserve	01950	500,121	7,502			507,623	7,502			507,623	2,491.78			502,613
LSL Reserve	01935	76,444	1,147			77,591	1,147			77,591	380.87			76,825
Medical Facilities & R4R Special Projects Reserve	01975	400,097	6,001			406,098	6,001			406,098	1,993.42			402,090
Patterson Street JV Housing Reserve	01988	21,929	329	(250,000)	5,000	27,258	329	(250,000)	224,000	27,258	109.26			22,038
Plant Reserve	01945	570,994	8,565			553,559	8,565			553,559	2,844.91			573,839
Quinlan Street JV Housing Reserve	01987	32,257	484			37,741	484			37,741	160.72			32,418
Stickland JV Housing Reserve	01986	30,481	457	(10,000)	5,000	25,938	457	(10,000)	5,000	25,938	151.87			30,633
Swimming Pool Reserve	01970	100,274	1,504			131,778	1,504			131,778	499.60			100,773
Waste Management Reserve	01920	22,863	343			28,206	343			28,206	113.91			22,977
WH Industrial/LIA Park Reserve	01985			(60,000)	834	814,832	12,916	(60,000)	834	814,832	4,290.21			865,372
Spurring Co-Location Reserve	01990	861,062												
TOTALS		2,643,507	39,670	(320,000)	274,834	2,638,011	39,670	(320,000)	274,834	2,638,011	13,171			2,656,677.47

**SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 31 AUGUST 2016**

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Loan Paid in Aug 16	Accrued Int. Due as at 31 August	YTD Interest Paid	Loan Balance @ July 2016	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Aug 16
142	Housing Construction	WB Community Association*	Mar-2020	400,000		3,403		144,129			144,129
145C	Land Development	Shire of Wongan-Ballidu	Jul-2017	500,000		281	(8,550)	500,000			500,000
147	Aged Persons	Ninan House*	Jul-2022	100,000		30	(1,930)	55,860		(3,477)	52,383
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000		358		48,406			48,406
TOTAL EXISTING LOANS				1,115,000	-	4,072	(10,480)	748,395	-	(3,477)	744,918

500,000	-	281	(8,550)	500,000	-	-	500,000
615,000	-	3,791	(1,930)	248,395	-	(3,477)	244,918
1,115,000	-	4,072	(10,480)	748,395	-	(3,477)	744,918

Shire Loan Summary
Self Supporting Loan Summary

SSL	Shire	Total
(46,832)	-	(46,832)
(198,087)	(500,000)	(698,087)
(244,918)	(500,000)	(744,918)

Current loan liability
Non current liability
Total Loan Liability

9.1.3 FINANCIAL MANAGEMENT REVIEW

FILE REFERENCE:	
REPORT DATE:	16 September 2016
APPLICANT/PROPONENT:	NIL
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	NIL
AUTHOR:	David Taylor – Deputy Chief Executive Officer
ATTACHMENTS:	Yes – Financial Management Review 2016

PURPOSE OF REPORT:

To present to the Council, the results of the Financial Management Review conducted by Moore Stephens Pty Ltd Chartered Accountants.

BACKGROUND:

In accordance with the requirements outlined within the Local Government (Financial Management) Regulation 5 (2) (c), the Chief Executive Officer is to undertake a review the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

COMMENT:

In accordance with the requirements outlined within the Local Government (Financial Management) Regulation 5 (2) (c), a review of the financial management systems at the Shire of Wongan-Ballidu has been undertaken.

The primary objective of the review is to provide assurance to the Council that its Financial Management Systems are being effectively managed and have effective controls. This includes a review of;

- Proper segregation of functional responsibilities.
- A system of authorisation and adequate recording to provide accounting control of assets, liabilities, revenues and expenses.
- Sound practices in performance of duties and functions.

The following financial system and procedures of Council were the subject of this review;

The Chief Executive Officer has obtained the services of the Council's Auditors Moore Stephens (WA) Pty Ltd Chartered Accountants to perform the Financial Management Review in June 2016.

- Bank Reconciliations and Petty Cash
- Trust Funds
- Receipts and Receivables
- Rates
- Fees and Charges
- Purchases, Payments and Payables (including Purchase Orders)
- Salaries and Wages
- Fixed Assets (including Acquisition and Disposal)
- Credit Card Procedures
- Cost and Administration Overhead Allocations
- Minutes and Meetings
- Financial Reports
- Budget

- Plan for the Future
- Registers (including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of Documents / Record Keeping
- General Compliance

A copy of the report is attached for the Council's perusal.

The following is a brief summary of the recommendations contained in the report, these can be found on page 5 of the attachment.

RATES

4.4 Manual rolling reconciliations were not independently reviewed.

Officer Comment: This review was being conducted, however, the document was not being signed with an authorizing signature.

PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)

4.5 Purchase orders were not always raised or only raised after the supplier tax invoices were received.

Officer Comment: Employees have been reminded to ensure Purchase Order are appropriately authorised before making orders.

4.6 Creditor's system audit trail report was not printed and reviewed at every payment run.

Officer Comment: Procedures have since been updated so that this audit trail is reviewed as part of the monthly procedures.

4.6 The purchasing policy was not updated with the new tender threshold.

Officer Comment: This item has been reviewed and is included within the September Council meeting.

CREDIT CARD PROCEDURES

4.9 The accuracy of credit card purchases was not certified by card holders.

Officer Comment: Procedures have since been updated to include authorisation from the cardholder.

COST AND ADMINISTRATION OVERHEADS

4.10 Allocation rates for Public Works Overheads and Plant Operating Costs have not been regularly reviewed or adjusted.

Officer Comment: A control exists at year-end to ensure that any relevant adjustments are made, however, the procedures have since been updated to perform these monthly at the reviews recommendation.

FINANCIAL INTERESTS REGISTER

4.15 Returns of ex-Councillors and ex-employees were not removed as required.

9.1.4 DELEGATION OF CAT ACT 2011

FILE REFERENCE:	
REPORT DATE:	16 September 2016
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	DCEO - David Taylor
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To delegate the Cat Act 2011 to the Chief Executive Officer

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.

COMMENT:

Division 2 Section 44 of the Cat Act 2011 allows the local government to delegate the provisions of the Cat Act 2011 to its Chief Executive Officer in order to exercise its powers and exercise any duties under another provision of the Act.

This delegation is being recommended in order to allow the Shire of Wongan-Ballidu to effectively exercise the powers and duties of the Cat Act 2011.

This delegation will be added to the delegations list that is reviewed annually.

Finance & Administration

DELEGATED AUTHORITY 20

DELEGATION: Cat Act 2011

SECTION/ACT: Cat Act 2011 Section 44

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

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Cat Act 2011

Local Government Act 1995.

STRATEGIC IMPLICATIONS:

There are no strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental implications associated with this item.
- **Economic**
There are no known economic implications associated with this proposal.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications.

VOTING REQUIREMENTS: Absolute Majority
ABSOLUTE MAJORITY REQUIRED: Yes

MOTION: MOVED: Cr West / Cr Lyon

That Council delegate the following powers and authorities to the Chief Executive Officer and add this delegation to the Delegations Register.

FINANCE AND ADMINISTRATION 20

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

CARRIED BY ABSOLOUTE MAJORITY: 6/0
RESOLUTION: 050916

9.1.5 ACCOUNTING POLICY

FILE REFERENCE:	
REPORT DATE:	19 September 2016
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer – David Taylor
ATTACHMENTS:	Policy F1.8 Accounting Policy

PURPOSE OF REPORT:

For Council to adopt the amended Accounting Policy to account for changes in Useful Lives, Residual Value and Depreciation in accordance with the Shire of Wongan-Ballidu's Strategic Resource Plan 2016-2031 (Asset Management Plan and Long Term Financial Plan).

BACKGROUND:

The Shire of Wongan-Ballidu has recently adopted its Strategic Resource Plan 2016-2031 and this policy has been reviewed to be brought into line with the estimated Useful Lives and residual Values used.

COMMENT:

The Shire of Wongan-Ballidu Strategic Resource Plan 2016-2031 was adopted at the August 2016 Council meeting whereby it had been prepared on the basis of estimated Useful Lives and Residual Value's in order to calculate the rates of asset depletion (depreciation). This Accounting Policy has now been amended to reflect these assumptions and bring the policy into alignment with the long-term financial planning of the Shire of Wongan-Ballidu.

POLICY REQUIREMENTS:

This policy is in line with the Shire of Wongan-Ballidu Strategic Resource Plan 2016-2031.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Local Government (Financial Management) Regulations 1996.

STRATEGIC IMPLICATIONS:

In compliance with the Shire of Wongan-Ballidu Strategic Resource Plan 2016-2031.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental implications associated with this item.

➤ Economic

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

This policy will have effect on the calculation and application of depreciation on the Shire's non-current assets.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOTION: **MOVED: Cr Morgan / Cr Walton**

That Council adopt the revised policy F1.8 Accounting Policy.

CARRIED: 6/0
RESOLUTION: 060916

Title:	ACCOUNTING POLICY
Policy Owner:	Administration & Financial Services
File No:	F1.8
Resolution No:	
Date:	20 September 2016
Scheduled Review:	October 2018

OBJECTIVE

OBJECTIVE

To ensure that all Financial Statements are prepared in accordance with the relevant statutory requirements.

POLICY

The significant accounting policies are:

(a) Basis of Accounting

All Financial Reports will be prepared in accordance with the Local Government Act 1995 and accompanying regulations. The reports will also be prepared on an accrual basis under the convention of historical cost accounting.

(b) The Local Government Reporting Entity

All funds through which the Council controls resources to carry on its functions will be included in the financial statements.

In the process of reporting on the Local Government as a single unit, all transactions and balances between those Funds (for example loans and transfers between funds) will be eliminated.

All monies held in the Trust Fund are to be excluded from the Financial Statements, but a separate statement of those monies should appear as a Note to the Statements.

(c) Actual Balances

Balances are shown in the budget as previous years Actual are forecast at the time of budget preparation and are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in the Reports, other than a rate in the dollar, are to be rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the Local Government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon the receipt of rates.

(f) Superannuation

The Shire of Wongan-Ballidu contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

(g) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

Infrastructure Assets

Infrastructure (eg. Roads, drainage, parks and ovals etc) were valued and recorded in the Statement of Financial Position as at June 30 2016. All infrastructure constructed or acquired during each year is capitalised and depreciated over its useful life.

(i) Depreciation, Useful Life and Capitalisation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner, which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition, or in respect of internally constructed assets, from the time the asset is completed and held ready for use. Assets are written off when they fall below the capitalisation threshold in the Asset Register.

Depreciation is recognised on a straight-line basis, using rates which are calculated based on useful life and residual values; these are illustrated below and reviewed each reporting period:

<u>Asset</u>	<u>Useful Life (Years)</u>	<u>Est. Residual Value</u>
Buildings	25 - 100	0 - 20%
Furniture and Equipment	4 - 10	0%
Light Vehicles	1- 5	30 – 70%
Heavy Plant	5 - 15	40 – 50%
Other Plant & Equipment	5	0 - 50%
Infrastructure - Drainage	70	0%
Infrastructure - Footpaths	30 - 40	0%
Infrastructure - Other	15 - 60	0%
Infrastructure – Road Seals	27	0 – 20%
Infrastructure – Roads Subgrade	200	100%
Infrastructure – Roads Unsealed	10	0%

<u>Asset</u>	<u>Capitalisation Threshold</u>
Buildings	\$5,000
Furniture and Equipment	\$5,000
Light Vehicles	All
Heavy Plant	All
Other Plant & Equipment	\$5,000
Infrastructure - Drainage	\$5,000
Infrastructure - Footpaths	\$5,000
Infrastructure - Other	\$5,000
Infrastructure – Road Seals	\$5,000
Infrastructure – Roads Subgrade	\$5,000
Infrastructure – Roads Unsealed	\$5,000

Capital Expenditure defined, the benefits of which will accrue to future years, is as follows:

- Creates a new asset which will not be consumed by the council within 12 months;
- Significantly lengthens the expected useful life of an existing asset and is not merely expenditure required to maintain the asset in normal efficient working order; and / or
- Significantly increases the earning capacity of an existing asset.

Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which is vested in the Local Government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and also Local Government (Financial Management) Regulation 16(a)(i), which prohibits Local Governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits Local Governments from recognising such land as an asset.

The Local Government (Financial Management) Regulation 4(2) provides that, in the event of an inconsistency between the accounting standards and the regulations, the Local Government (Financial Management) Regulations shall prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Employee Entitlements

The provisions for employee entitlements relates to the amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

Wages, Salaries and Annual Leave

The provision for employees' entitlements to wages, salaries and annual leave represents the amount that the municipality has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on current wage and salary and includes related on-costs.

Long Service Leave

The provision for employees' entitlements for long service leave represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date in accordance with AAS30.

Goods and Services Tax

In accordance with recommended practice, revenue expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of GST.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer responsible for the implementation and operation of this policy.

9.1.6 PURCHASING POLICY

FILE REFERENCE:	F1.9.2
REPORT DATE:	19 September 2016
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	N/A
AUTHOR:	David Taylor – Deputy Chief Executive Officer
ATTACHMENTS:	Policy F1.9.0 Purchasing & Procurement Policy

PURPOSE OF REPORT:

Council to adopt the revised Purchasing & Procurement Policy in accordance with the Local Government Act 1995.

BACKGROUND:

In September 2015, the purchasing threshold of which purchases are required to go to Tender increased from \$100,000 to \$150,000.

COMMENT:

In the recent Financial Management Review (FMR), Moore Stephens have flagged that the Shire of Wongan-Ballidu's purchasing policy had not been updated to reflect the new Tender threshold.

The opportunity has been taken to review the purchasing policy as a whole rather than simply updating the thresholds. The WALGA 'Model Purchasing Policy' has been referred to when conducting this review to ensure that best practice is achieved.

The revised policy breaks down purchases into 5 main categories (refer table below):

- | | |
|------------------------|---|
| • Up to \$5,000 | Direct purchase from suppliers, requires at least one (1) oral or written quotation from a suitable supplier. |
| • \$5,001 - \$20,000 | Obtain at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirements |
| • \$20,001 - \$50,000 | Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirements. |
| • \$50,001 - \$149,999 | Obtain at least three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value from money considerations). |
| • \$150,000 and above | Conduct a public tender process per the Local Government Act 1995. |

Recording

Where the policy states verbal quotes it requires documentary evidence to be recorded on the office copy of the purchase order which is ultimately matched to the invoice and then processed for payment.

Local Purchasing Policy

The Shire currently enforces a local purchasing/buy policy that is used. It gives a tolerance of up to 10% difference between local purchase and outside purchases. This policy would still be enforced even with the WALGA model purchasing policy.

Sole Suppliers (Monopoly Suppliers)

Purchases on these types are included in the policy, but it does require every endeavour to find alternative sources where possible and documentary evidence be kept on file for later audit.

Policy Exemptions

The following circumstances are exempt from the policy quotation procedures:-

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under WALGA (preferred supplier arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Tender related purchases

The policy has increased the threshold of tender requirements from over \$100,000, to over \$150,000 purchases, it also provides a checklist to be applied in the tender process, as per point form below:

- Tender criteria
- Advertising Tenders
- Issuing Tender Documentation
- Tender Deadline
- Opening of Tenders
- No Tenders Received
- Tender Evaluation
- Addendum to Tender
- Minor Variation
- Notification of Outcome
- Records Management

Presently the Shire conforms to the points outlined above, but of note is the offer of a Tender Bureau Service that offers a new suite of consultancy based options to engage procurement professionals to assist in the process. This will no doubt add cost to the purchase and in the authors opinion, due to locality and time is not required for this Shire.

Transition Arrangements

It is acknowledged that there will be circumstances whereby purchase orders prior to the adoption of this policy will be processed and passed for payment. In such circumstances a period of 3 months will be allowed to cater for these, after 3 months any older type purchase orders will require the quotation process to be deployed.

POLICY REQUIREMENTS:

This report recommends the adoption of the revised policy.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 and the Local Government Act (Functions and General) Regulations 1996 (as amended in March 2007).

Title:	PURCHASING & PROCUREMENT POLICY
Policy Owner:	Deputy Chief Executive Officer
File No:	F1.9.0
Resolution No:	
Date:	20 September 2016
Scheduled Review:	October 2018

OBJECTIVE

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in September 2015).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

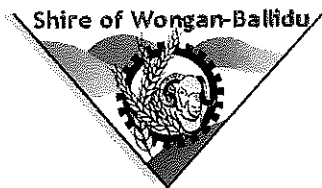
POLICY

Refer Below.

NB: This policy also needs to be cross referenced to "Regional Purchasing Policy".

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer and all designated purchasing officers are responsible for ensuring that this policy is carried out.



Shire of Wongan-Ballidu Purchasing and Tender Purchasing Policy

OBJECTIVES

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in September 2015).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.
- To mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers.

CROSS REFERENCE TO EXISTING POLICIES

- Officers please note the existence of the Councils adopted 'Regional Purchasing Policy' in applying this policy.

WHY DO WE NEED A PURCHASING POLICY?

The Local Government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Local Government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Local Government receives value for money in its purchasing.
- Ensures that the Local Government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Local Government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstands probity.

ETHICS & INTEGRITY

All officers and employees of the Local Government must have regard for the Code of Conduct and shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price; particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of the contract over the full contract period, including all options to extend,; or the extent to which it could be reasonable expected that the Shire of Wongan-Ballidu will continue to purchase a particular category of good, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

PURCHASING VALUE DEFINITION

Where the Shire of Wongan-Ballidu has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wongan-Ballidu must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase (Exc GST)	Purchasing Requirement
Up to \$5,000	<u>Direct purchase from suppliers, requires at least one (1) oral or written quotation from a suitable supplier.</u>

	<p>Where the value of procurement of goods or services does not exceed \$5,000, one (1) oral or written quotation is permitted, either from;</p> <ul style="list-style-type: none"> • An existing panel of pre-qualified suppliers administered by the Shire of Wongan-Ballidu; or • A pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • From the open market. <p>It is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations</p>
\$5,001 - \$20,000	<p><u>Obtain at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirements, either from;</u></p> <ul style="list-style-type: none"> • An existing panel of pre-qualified suppliers administered by the Shire of Wongan-Ballidu; or • A pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • From the open market. <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.</p>
\$20,001 - \$50,000	<p><u>otations from suppliers following a brief outlining the specified requirements, either from;</u></p> <ul style="list-style-type: none"> • An existing panel of pre-qualified suppliers administered by the Shire of Wongan-Ballidu; or • A pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • From the open market. <p>NOTES: The general principles relating to written quotations are;</p>

	<ul style="list-style-type: none"> • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion. • The request for written quotation should include as a minimum: <ul style="list-style-type: none"> ○ Written Specification ○ Selection Criteria to be applied ○ Price Schedule ○ Conditions of responding ○ Validity period of offer • Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented. • Respondents should be advised as soon as possible after the final determination is made and approved. <p>The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.</p> <p>The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.</p>
<p>\$ 50,001 - \$149,999</p>	<p><u>Obtain at least three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), either from;</u></p> <ul style="list-style-type: none"> • An existing panel of pre-qualified suppliers administered by the Shire of Wongan-Ballidu; or • A pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • From the open market. <p>NOTES: The general principles relating to written quotations are;</p> <ul style="list-style-type: none"> • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion. • The request for written quotation should include as a minimum: <ul style="list-style-type: none"> ○ Written Specification ○ Selection Criteria to be applied

	<ul style="list-style-type: none"> ○ Price Schedule ○ Conditions of responding ○ Validity period of offer • Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented. • Respondents should be advised as soon as possible after the final determination is made and approved. <p>The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.</p> <p>For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.</p>
\$150,000 and above	Conduct a public tender process per the Local Government Act 1995.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The above model confines thresholds are determined purely on dollar values, however the regulations also allow quotation criteria to be set for different types of goods or services, suppliers, contracts or any other thing that the Local Government considers appropriate.

REGULATORY COMPLIANCE

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;

- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$50,001 and \$149,999, the panel must contain a minimum of 2 members; and
- \$150,000 and above, the panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the local government decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
 - the criteria for deciding which tender should be accepted;
 - whether or not the local government has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,001 & \$149,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's

9.2 WORKS

9.2.1 2016/2017 BITUMEN

FILE REFERENCE:

REPORT DATE: 23 September 2016
 APPLICANT/PROPOSER: Shire of Wongan-Ballidu
 OFFICER DISCLOSURE OF INTEREST: Nil
 PREVIOUS MEETING REFERENCES: Nil
 AUTHOR: Karl Mickle (MWS)
 ATTACHMENTS: Individual Pricing

PURPOSE OF REPORT:

The purpose of this report is to provide sufficient information summarising the results of the submissions called for the supply and laying of bitumen products for the 2016/2017 financial year, to enable Council to award the contract for this service.

BACKGROUND:

As the Shire's proposed bitumen sealing programme for the 2016/2017 financial year exceeds \$100,000.00, it was necessary to call tenders for the service.

This process was done with WALGA preferred supplier-e-Quotes which allows us to submit tender requirements on line.

The submission called for a complete bitumen service, which included the supply/spray of bitumen, the supply/spread of aggregate, rolling, sweeping and traffic management within the Shire of Wongan-Ballidu up to 30th June 2017.

Submission closed at 5pm Monday 26th August 2016.

SCHEDULE OF RATES

SCHEDULE OF PRICES (SUPPLY & LAY BITUMEN PRODUCTS 2016/2017)

JOB LOCATION	sq.m	TREATMENT	Budget		Fulton/Hogan		Bitutek				Downer				Colas	
			\$ per / m2 (Inc GST)	Fixed Price	\$ per / m2 (Inc GST)	Fixed Price	\$ per / m2 (Inc GST)	Fixed Price	RISE & FALL	\$ per / m2 (Inc GST)	Fixed Price	RISE & FALL	\$ per / m2 (Inc GST)	Fixed Price	Colas	
Dowerin-Kalannie Rd	17000	10mm reseal	\$ 3.25	\$ 55,250	\$ 3.50	\$ 3.25	\$ 59,500	\$ 55,250	\$ 2.81	\$ 3.09	\$ 47,770	\$ 52,530	\$ 2.81	\$ 47,770		
Hospital Road	17000	10mm reseal	\$ 3.25	\$ 55,250	\$ 3.50	\$ 3.25	\$ 59,500	\$ 55,250	\$ 2.81	\$ 3.09	\$ 47,770	\$ 52,530	\$ 2.81	\$ 47,770		
Waddington Rd	17000	10mm reseal	\$ 3.25	\$ 55,250	\$ 3.50	\$ 3.25	\$ 59,500	\$ 55,250	\$ 2.81	\$ 3.09	\$ 47,770	\$ 52,530	\$ 2.81	\$ 47,770		
Waddington Rd	16000	14mm primer reseal	\$ 4.03	\$ 64,480	\$ 4.40	\$ 4.04	\$ 70,400	\$ 64,640	\$ 3.65	\$ 4.02	\$ 58,400	\$ 64,320	\$ 2.96	\$ 47,360		
WANDOO CRES	2600	Two coat 14mm & 7mm	\$ 6.82	\$ 17,732	\$ 5.45	\$ 5.00	\$ 14,170	\$ 13,000	\$ 4.95	\$ 5.45	\$ 12,870	\$ 14,170	\$ 4.95	\$ 12,870		
CADOUX K00RDA ROAD	48000	Two coat 14mm & 7mm	\$ 5.97	\$ 286,560	\$ 5.45	\$ 5.00	\$ 261,600	\$ 240,000	\$ 4.95	\$ 5.45	\$ 237,600	\$ 261,600	\$ 4.95	\$ 237,600		
TRUCK PARKING BAYS	4800	7mm reseal	\$ 3.17	\$ 15,216	\$ 3.20	\$ 3.05	\$ 15,360	\$ 14,640	\$ 2.39	\$ 2.63	\$ 11,472	\$ 12,624	\$ 2.80	\$ 13,440		
HOSPITAL ROAD 3.3km	29000	10mm reseal	\$ 3.25	\$ 94,250	\$ 3.50	\$ 3.25	\$ 101,500	\$ 94,250	\$ 2.81	\$ 3.09	\$ 81,490	\$ 89,610	\$ 2.81	\$ 81,490		
HOSPITAL ROAD shoulders	8000	Two coat 14mm & 7mm	\$ 6.82	\$ 54,560	\$ 5.45	\$ 5.00	\$ 43,800	\$ 40,000	\$ 4.95	\$ 5.45	\$ 39,600	\$ 43,800	\$ 4.95	\$ 39,600		
FENTON SERVICE ROAD	9200	Sealcoat	\$ 7.16	\$ 65,872	\$ 6.50	\$ 6.50	\$ 59,800	\$ 59,800	\$ 6.50	\$ 7.15	\$ 59,800	\$ 65,780	\$ 5.78	\$ 53,176		
QUINLAN STREET (720)	16000	7mm reseal	\$ 3.17	\$ 50,720	\$ 3.20	\$ 3.05	\$ 51,200	\$ 48,800	\$ 2.39	\$ 2.63	\$ 38,240	\$ 42,080	\$ 2.80	\$ 44,800		
WANDOO CRES	14000	7mm reseal	\$ 3.17	\$ 44,380	\$ 3.20	\$ 3.05	\$ 44,800	\$ 42,700	\$ 2.39	\$ 2.63	\$ 33,460	\$ 36,820	\$ 2.80	\$ 39,200		
Ackland Street	3000	7mm reseal	\$ 3.17	\$ 9,510	\$ 3.20	\$ 3.05	\$ 9,600	\$ 9,150	\$ 2.39	\$ 2.63	\$ 7,170	\$ 7,890	\$ 2.80	\$ 8,400		
Federation Street	4500	10mm/7mm reseal	\$ 3.17	\$ 14,265	\$ 3.20	\$ 3.05	\$ 14,400	\$ 13,725	\$ 2.39	\$ 2.63	\$ 10,755	\$ 11,835	\$ 2.80	\$ 12,600		
		Total		\$883,295			\$864,930	\$806,455			\$734,167	\$807,919		\$733,846		

COMMENT:

As can be seen, there is a significant variation between the (4) tenderers, both in relation to the total tender price and the variance between the "fixed" price and the "rise & fall" price.

Colas has previously contracted to the Shire of Wongan-Ballidu on several occasions and has a proven track record in relation to quality, reliability and service delivery. It is noted that there have been some past issues with quality, but upon notification, Colas have returned and undertaken remedial work and resolved the issues at their cost.

Colas prices are slightly lower than Downer. Colas have built a good working relationship with Shire over the past few years and they are very keen to keep our business. They have been able to reduce their cost by working closely beside us. For example, they undertake our prime seals and all our reseals in one trip which reduces their cost immensely. Downer have put in an extremely competitive price this year. However it is noted that Downer have had a lot of quality problems and reliability issues around the State.

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

Bitumen prices have dropped from \$1000 to \$720 per barrel over the last 12 months, and the below graph illustrates this.

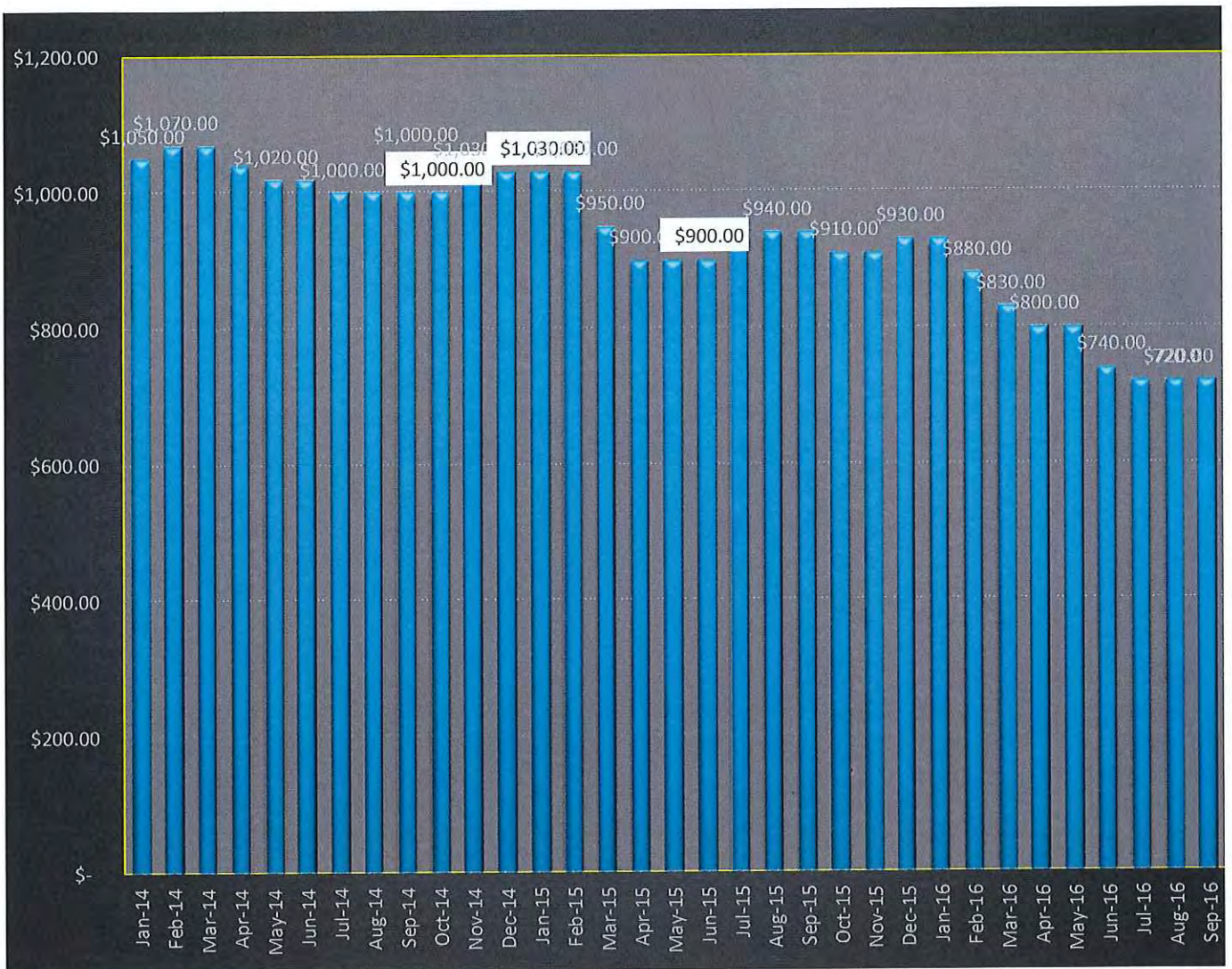
Colas advised that in all probability they do not be expect there to be any more price reductions in the near future.

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

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

In relation to potential savings based on budget estimates, selecting Colas on a fixed price tender would realise a budgetary savings of approx. \$58,000 inc GST.

BITUMEN PRICES PER BARREL – JANUARY 2014 to SEPTEMBER 2016



POLICY REQUIREMENTS:

- Purchasing and Procurement Policy

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no significant environmental implications.

➤ **Economic**

There are no significant economic implications.

➤ **Social**

There are no significant social implications.

FINANCIAL IMPLICATIONS:

In relation to potential savings based on budget estimates, selecting Colas on a fixed price tender would realise a budgetary savings of approx. \$58,000 inc GST.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOTION: MOVED: Cr Walton / Cr Hasson

That Council accept the Quote from Colas Contracting Pty Ltd (PO Box 196, Guildford WA 6935) for a fixed price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2016/2017 in accordance with the attached pricing structure.

**CARRIED: 6/0
RESOLUTION: 080916**

9.3.1 WONGAN BALLIDU SMALL COMMUNITY GRANTS POLICY

FILE REFERENCE:	F 1.11.2
REPORT DATE:	26 September 2016
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Joanne Guest- Manager Community Services
ATTACHMENTS:	Copy of policy

PURPOSE OF REPORT:

The purpose of this report is to allow Council to adopt 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.

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:

In the past, community groups have been advised that the closing date for Wongan Ballidu Small Community Grants is 30th April for consideration in the following financial year funding round. It has however been the case that some grant applications are being submitted up to and including the week of the July Council meeting, making assessment of eligibility and priority difficult, and disadvantaging those applicants who submit their applications on time. On occasion, applicants who have been advised they are too late to submit applications have gone directly to Councillors and had their applications brought to Council for consideration. To give applicants sufficient time to complete applications and to create an equitable environment for all applicants, it is proposed that Council adopt a policy whereby to be eligible for consideration in the following financial year funding round grant applications be accepted at the Shire Office only until 21st May, may not be handed directly to Councillors and late applications not be accepted.

POLICY REQUIREMENTS:

Policy – Wongan Ballidu Small Grants

Title:	WONGAN-BALLIDU SMALL COMMUNITY GRANTS PROGRAM
Policy Owner:	Finance & Administration Services
File No:	F1.11.2
Minute No:	
Date:	September 2016
Scheduled Review:	October 2016

OBJECTIVE

To assist community groups and support community projects

To give clear direction and consistency to decision making for itself and Sporting, Community and Cultural Groups (not for profit) of the Shire about Councils support for capital projects for buildings and infrastructure on Council land

POLICY

Each financial year grant funds will be able to be applied for to support community projects undertaken by incorporated community, cultural or sporting group within the Shire

Funding will be given to projects which fit into the priority areas listed below

Category	Description
Capital Works	New facilities, major modifications or extensions to existing Shire owned facilities. e.g: <ul style="list-style-type: none"> • Additions to existing facilities • Extension of playing surfaces • New Buildings
Major Maintenance Works	Major maintenance to existing Shire owned facilities (fixtures and structural only).e.g: <ul style="list-style-type: none"> • Replacement of playing surfaces • Kitchen upgrades • Carpet or curtain replacement • Reroof of existing building
Volunteers	Projects which support and develop Volunteers, including training and recognition
Community	Community Events and Workshops e.g: <ul style="list-style-type: none"> • Festivals, • Workshops
Youth	Activities and programs for youth
Physical Activity	Funding for programs that increase physical activity and participation in sport and Recreation activities within the Shire. Sports skill development
Community Services Support	Funding to support Community Groups operations e.g: <ul style="list-style-type: none"> • Promotion and Marketing • Training and Development

	<ul style="list-style-type: none"> • Office Equipment • Operational
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Application Process

1. Contact Council's Development Officer to discuss the details of the grant requested (at least six months prior to application if it is for a large project)
2. Complete the application form and ensure all relevant information is attached. Incomplete applications may be disadvantaged. The Manager Community Services is available to assist with writing of applications and acquittals upon request
3. Submit the application to the Shire of Wongan-Ballidu before 4.30pm on 21st May to be eligible for consideration in the following financial year funding round
4. Applications will be assessed and prioritised by Council at the May Council meeting
5. Council will approve or reject applications at its Budget Meeting in July
6. Decision communicated to applicants in writing by the second week in August

Conditions of Grant - Capital and Major Maintenance

1. It being demonstrated that the project is sustainable;
2. Applications for capital works must demonstrate a need through a Needs Assessment
3. That the group has developed a plan to deal with the 'whole of life' costs of the asset or infrastructure so built and maintained without further Council assistance;
4. Applications for major maintenance must submit a three-year maintenance plan and prioritise each component
5. That the total project cost is over \$10,000; (Capital and Major Maintenance Project Grants only)
6. For requested contribution amounts over \$5,000, the organisations independently audited financial statements must be provided for the immediate prior year and;
7. Infrastructure projects will generally be supported at the ratio of 1/6th and Building projects 1/3rd and;
8. Adequate advance notice, considering the size of the project, is provided to Council;
9. Councils existing, ongoing or regular contributions to that organisation are taken into account
10. Recipients are required to publicise that the Shire of Wongan-Ballidu is a sponsor of the project
11. Applications for capital works or major maintenance will only be considered for Shire owned facilities and fixtures
12. Applications for major maintenance must submit a three year maintenance plan and prioritize each component

13. Successful grants must be acquitted prior to the end of March of the financial year in which they are received. Applicants who have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted

Conditions of Grant - Small

1. Organisations must be not-for-profit and based in the Shire of Wongan-Ballidu
2. Applicants must demonstrate they have applied for contributions from other funding agencies. For example Lotterywest will consider funding community projects up to 1/2 and the Department of Sport & Recreation will consider funding for sport & recreation projects up to 1/3
3. All grants other than capital or major maintenance must be matched two for one with the Shire of Wongan-Ballidu's grant. This can be either financial (fundraising, grant from other outside agency) or in-kind
4. Recipients are required to publicise that the Shire of Wongan-Ballidu is a sponsor of the project
5. Successful grants must be acquitted prior to the end of March of the financial year in which they are received. Applicants who have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted

Conditions of Grant – General

1. Where possible, projects must have the support of the wider community and not replicate existing projects in the community
2. Grant availability and application process will be advertised in the Wonga-Balli Boomer from the second week in January each year until the Tuesday prior to the May 21st closing date
3. The Grant open period will run from January 14th to May 21st each year
4. Applications must be submitted to the Shire Office before 4.30pm on May 21st to be eligible for consideration in the following financial year funding round. Applications will be assessed and prioritised by Council at the May Council meeting
5. Council will approve or reject applications at its Budget meeting in July
6. Decisions will be communicated to applicants by the second week in August
7. Applications will only be accepted by not-for-profit incorporated organisations (unless an organisation is requesting assistance in becoming incorporated or unless the organisation/group has an incorporated sponsoring body acting as a guarantor)
8. Applications must be submitted with all supporting documentation
9. Applications must not be submitted directly to Councillors
10. Late applications will not be accepted

11. Applicants must complete relevant acquittal forms before the end of March in the year in which the grant is awarded. Previous recipients who have outstanding acquittals will be ineligible for consideration until all acquittals have been submitted. Forms outlining the acquittal process will be forwarded once a grant is awarded
12. Expenditure must take place in the financial year the grant is awarded

Disbursement of Grants

1. Payment of grants will only be paid on receipt of a tax invoice from the applicant
2. CDF grants in excess of \$2,000.00 will be disbursed quarterly on the following dates:
 - 30 September
 - 31 December
 - 31 March
 - 30 June
3. The CEO has delegated authority to adjust the disbursement if the applicant requires payment in one installment or earlier for financial hardship reasons
4. Grants must be expended in the financial year they were awarded
5. Council has the right to refuse payment and/or request monies be returned from an approved grant if the project has altered from the original application
6. Any monies unspent at the conclusion of the funding period must be returned to Council within 60 days of completion of the project or the end of the financial year
7. The applicant must be ABN registered

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this policy.

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13. CLOSURE

There being no further business, the Shire President, Cr Macnamara declared the meeting closed at 3.55pm.

These minutes were confirmed at a meeting on 26 October 2016.

Signed _____
President