



AGENDA

ORDINARY MEETING OF COUNCIL WEDNESDAY 27 MARCH 2019





SHIRE OF WONGAN-BALLIDU

NOTICE OF AN ORDINARY COUNCIL MEETING

DEAR COUNCIL MEMBER

THE NEXT ORDINARY MEETING OF THE SHIRE OF WONGAN-BALLIDU WILL BE HELD ON WEDNESDAY 27 MARCH 2019, IN THE COUNCIL CHAMBERS, CNR ELPHIN CRESCENT & QUINLAN STREET, WONGAN HILLS, COMMENCING 3.00PM.

STUART TAYLOR
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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SHIRE OF WONGAN-BALLIDU

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Request has been received from Cr Boekeman for Leave of Absence for 24 April 2019, 26 June 2019 & 10 July 2019.

3. PUBLIC QUESTION TIME

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

5. PETITIONS AND PRESENTATIONS

6. APPLICATION/S FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

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

STAFF RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council held on Wednesday 27 February 2019 be confirmed as a true and correct record of the proceedings.

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. LATE ITEMS

9.1 SPORTS COLOCATION TENDER

Details will be forwarded under separate cover before the meeting.

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 GOVERNANCE

COMPLIANCE AUDIT RETURN 2018

FILE REFERENCE:	F1.7.1
REPORT DATE:	18 March 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Compliance Return

PURPOSE OF REPORT:

To consider and adopt the 2018 Compliance Audit Return.

BACKGROUND:

Council is required to carry out a compliance audit (CAR) for the period 1 January 2018 to 31 December 2018 against the requirements included in the 2018 Compliance Audit Return.

The Compliance Audit Return is to be,

- a. Presented to Council at a meeting of the Council,
- b. Adopted by the Council, and
- c. The adoption recorded in the minutes of the meeting at which it is adopted.

The adopted Compliance Audit Return is to be submitted to the Director General, Department of Local Government and Communities by 31 March 2019.

COMMENT:

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

POLICY REQUIREMENTS:

There are no known legislative requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

Environment

There are no known environmental impacts associated with this proposal.

➤ **Economic**

➤ There are no known economic impacts associated with this proposal.

➤ **Social**

➤ There are no known social implications associated with this proposal.

➤ **Financial Implications:**

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

COMMITTEE RECOMMENDATION:

That Council;

- 1. Adopt the 2018 Compliance Return as presented;**
- 2. Note the area of non-compliance relating to Question 10, Tenders for Providing Goods and Services;**
- 3. Acknowledge the CEO has modified procedures and templates to ensure that in future, full compliance is achieved with F&G Reg 19.**



Wongan-Ballidu - Compliance Audit Return 2018

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Alan
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Alan
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Alan
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Alan
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	No	Council did not enter into any major trading activities in 2018.	Alan



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Alan
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Alan
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Alan
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Alan
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	Yes	OCM 28/2/2018 Resolution 040218	Alan
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes	OCM 28/02/18 Resolution 040218	Alan
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	OCM 28/02/18 Resolution 040218	Alan
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Alan
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Alan
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Alan
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Alan
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Alan
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Alan

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A	No disclosures were made in 2018.	Alan
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No disclosures were made in 2018	Alan



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	N/A	No disclosures were made in 2018	Alan
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	There were no newly Elected members in 2018.	Alan
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A	There were no new designated employees in 2018.	Alan
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Alan
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Alan
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Alan
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Alan
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Alan
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Alan
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Alan
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A	No disclosures were made in 2018.	Alan
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Alan



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A	No disclosures were made in 2018	Alan
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	N/A	No notifiable Gifts were received in 2018.	Alan

Disposal of Property

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

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	OCM 26/09/18 Resolution 020918	Alan
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Alan
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Alan
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Alan
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Alan
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes	Received 13/11/18	Alan
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No Matters Raised	Alan



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No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No Matters Raised	Alan
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No Matters Raised	Alan
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Alan
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Alan
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Alan
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Alan
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Alan
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	No		Alan
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	Yes	April 2019	Alan



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	OCM 28/6/17 Resolution 090617	Alan
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Alan
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	OCM 28/06/17 Resolution 060617	Alan
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Alan
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	OCM 24/08/16 Resolution 050816	Alan
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	OCM 24/06/15 Resolution 050615	Alan
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	OCM 25/09/13 Resolution 040913	Alan



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



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the Complaints Officer.	Alan
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Alan
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Alan
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Alan
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Alan
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Alan

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Alan
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Alan
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Alan
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Alan



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Alan
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Alan
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Alan
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Alan
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Alan
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	No		Alan
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	The Shire did not advertise EOI in 2018	Alan
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Alan
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Alan
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Alan
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	The Shire does not have a panel of Pre-qualified Suppliers.	Alan
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Alan



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Alan
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Alan
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Alan
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Alan
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Alan
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Alan
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Alan
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Alan
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Alan



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

Signed Mayor / President, Wongan-Ballidu

Signed CEO, Wongan-Ballidu

10.2 ADMINISTRATION & FINANCIAL SERVICES

10.2.1 ACCOUNTS SUBMITTED FOR FEBRUARY 2019

FILE REFERENCE:	F1.4
REPORT DATE:	21 March 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	February 2018

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

Lists of Accounts

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

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with the proposals.

➤ **Economic**

There are no known environmental implications associated with the proposals.

➤ **Social**

There are no known environmental implications associated with the proposals.

FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That the accounts submitted from 1 to 28 February 2019 totalling \$494,443.14 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

LIST OF ACCOUNTS DUE & SUBMITTED FROM 1ST FEBRUARY TO 28 FEBRUARY 2019

Chq/EFT	Date	Name	Description	Amount
100	19/02/2019	CRC - CRC PHOTOCOPIER LEASE	CRC Photocopier Lease	-557.70
1117	13/02/2019	IAN ALFRED CLAYTON SMITH	Bond refund for Civic Centre	-150.00
1118	13/02/2019	CHARMAINE BAKER	Bond refund for Civic Centre	-100.00
EFT17874	08/02/2019	BOEKEMAN NOMINEES PTY LTD		-1411.11
	22/01/2019	BOEKEMAN NOMINEES PTY LTD	Parts for JCB Backhoe, Parts for Cat Roller, Parts for Mack Truck, Parts for Mack Prime Mover	1053.05
	23/01/2019	BOEKEMAN NOMINEES PTY LTD	Parts for Toyota Ute	307.32
	08/01/2019	BOEKEMAN NOMINEES PTY LTD	Supply 1 x Sikaflex cart 450g blk for Roller PRO13	50.74
EFT17875	08/02/2019	COURIER AUSTRALIA INTERNATIONAL		-113.53
	18/01/2019	COURIER AUSTRALIA INTERNATIONAL	Freight charge ex Path West & Gleenman Truck Parts	96.20
	11/01/2019	COURIER AUSTRALIA INTERNATIONAL	Freight Charges ex Industrial Automation Group	17.33
EFT17876	08/02/2019	WONGAN HILLS IGA		-339.16
	31/01/2019	WONGAN HILLS IGA	Supplies for Shire Administration	275.21
	31/12/2018	WONGAN HILLS IGA	Supplies for CRC Administration	63.95
EFT17877	08/02/2019	JASON SIGNMAKERS	Supply street Blade decals N for Moonijin West Road	-19.25
EFT17878	08/02/2019	LANDMARK OPERATIONS	Supply 2 x Star post for parks and gardens	-18.52
EFT17879	08/02/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD		-180.44
	23/01/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges ex Jason Signmakers & Winc Stationery	146.30
	17/01/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Stationary for Shire administration	34.14
EFT17880	08/02/2019	OFFICEWORKS BUSINESS DIRECT	Supply Reflex Ultra White A3 Copy Paper 3 Ream Carton for CRC Administration	-207.70
EFT17881	08/02/2019	WCS CONCRETE	2 x 450mm double headwall 2 x 375mm double headwall 6 x 375mm class 4 concrete pipes for Waddington Rd	-4584.80
EFT17882	08/02/2019	WONGAN NEWSAGENCY	Shire Administration January account	-87.94
EFT17883	08/02/2019	MOORA GLASS SERVICE	Reglaze bedroom window at 27C Quinlan Street Wongan Hills	-269.50
EFT17884	08/02/2019	IXOM OPERATIONS PTY LTD	Service fee for Chlorine gas at Wongan Hills Swimming Pool & Parks and Gardens	-182.78
EFT17885	08/02/2019	WONGAN HILLS BETTA HOME LIVING	supply male USB 2.0 to Male Serial RS232 9 Pin Adaptor for Shire Administration	-34.95
EFT17886	08/02/2019	COVS		-278.87
	01/02/2019	COVS	Supply spark plugs, filters, oil, cabin filter, heat shrink dual wall for various plants	271.19
	02/02/2019	COVS	Supply crimp terminal for WVC vehicle	7.68
EFT17887	08/02/2019	ADVANCED AUTOLOGIC PTY LTD	AdBlue gravity hose kit for PTK33, PTK34 & PTK36	-895.00
EFT17888	08/02/2019	WESTERN DIAGNOSTIC PATHOLOGY	Drug screen test for Works Staff	-35.04
EFT17889	08/02/2019	WONGAN HILLS HARDWARE		-4918.05
	18/01/2019	WONGAN HILLS HARDWARE	Supply parts for Mocardy Dam	1470.80
	31/01/2019	WONGAN HILLS HARDWARE	Works account for January 2019	2655.68
	31/01/2019	WONGAN HILLS HARDWARE	Building account for January 2019	791.57
EFT17890	08/02/2019	WURTH AUSTRALIA PTY LTD	Supply flap disc, aluminum polish, seal cord, ratchet, hex nut, bolts & hose clamps for various plants	-201.73
EFT17891	08/02/2019	SIGMA CHEMICALS	Supply Sodium bicarbonate 25kg, swim mirror, seal, thermometer, box of tabs for Wongan Hills Swimming Pool	-973.34
EFT17892	08/02/2019	BALLIDU TRADING POST	Cleaning of various locations in Ballidu	-1045.00
EFT17893	08/02/2019	STUART TAYLOR	Reimbursement for the payment of Assessment 155 - Removal of Caveat	-318.00
EFT17894	08/02/2019	WONGAN MAIL SERVICE		-521.20
	31/01/2019	WONGAN MAIL SERVICE	January account for CRC Administration	9.00
	31/01/2019	WONGAN MAIL SERVICE	January account for Shire Administration	512.20
EFT17895	08/02/2019	DAVINA ENTERPRISES	Morning Tea and Lunch 1 day for CRC Event	-396.00
EFT17896	08/02/2019	INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION	Standpipe parts and repairs	-926.42
EFT17897	08/02/2019	THE WATERSHED WATER SYSTEMS	Supply poly X flanged adapter 110x100 Gasket and bolts for Wongan Hills Parks and Gardens	-181.49
EFT17898	08/02/2019	TKB MECHANICAL		-517.00
	31/01/2019	TKB MECHANICAL	Carry out four wheel alignment for Toyota Hilux PUT70	88.00
	22/01/2019	TKB MECHANICAL	WB004 windscreen replacement (Insurance Claim)	429.00
EFT17899	08/02/2019	GREAT SOUTHERN FUEL SUPPLIES		-14306.64
	31/01/2019	GREAT SOUTHERN FUEL SUPPLIES	Supply 11000 litres of Diesel	13821.83
	31/01/2019	GREAT SOUTHERN FUEL SUPPLIES	Fuel supply for various vehicles	484.81
EFT17900	08/02/2019	FORRESTFIELD MOWER AND CHAINSAW CENTRE	Supply 1 x Vacuum bag for Billy Goat Machine	-215.00
EFT17901	08/02/2019	HDJ CONTRACTING	Cleaning of the CRC Building & Allied Health Side of Medical Centre from Mon 14/01/19 to Fri 25/01/19	-1155.00
EFT17902	08/02/2019	MARKET CREATIONS PTY LTD		-1244.65
	30/01/2019	MARKET CREATIONS PTY LTD	Management of Office 365	798.93
	30/01/2019	MARKET CREATIONS PTY LTD	Management of Backup licenses and storage	445.72
EFT17903	08/02/2019	AFGRI EQUIPMENT AUSTRALIA	Supply hydraulic fittings for Mack PTK33	-726.92
	21/12/2018	AFGRI EQUIPMENT AUSTRALIA	40,000km Service for Nissan Pathfinder WB2	349.97
	17/01/2019	AFGRI EQUIPMENT AUSTRALIA	Supply hydraulic fittings for Mack PTK33	376.95
EFT17904	08/02/2019	FEGAN BUILDING SURVEYING	Building surveying	-220.00
EFT17905	08/02/2019	RURAL RANGER SERVICES	Rural Ranger services from 22.01.19 to 01.02.2019	-1437.50
EFT17906	08/02/2019	SAFE AVON VALLEY INC.	3 x cat impound @ \$20.00 per day	-180.00
EFT17907	08/02/2019	3EM ENGINEERING CONSULTANTS	Building and engineering consultancy services provided for Wongan Hills Sports Complex	-440.00
EFT17908	08/02/2019	RE EWEN	Wongan Hills Museum - New landing at the top of the stairs, repair/replace ballustrade and decking to verandah	-3410.00

LIST OF ACCOUNTS DUE & SUBMITTED FROM 1ST FEBRUARY TO 28 FEBRUARY 2019				
EFT17909	08/02/2019	FIVE STAR BUSINESS & INNOVATION		-28.35
	23/01/2019	FIVE STAR BUSINESS & INNOVATION	Postage fee for the delivery of 2 x toners for CRC Administration	14.85
	05/02/2019	FIVE STAR BUSINESS & INNOVATION	Delivery fee for the supply of 1 x toner for CRC Administration	13.50
EFT17910	08/02/2019	WINC AUSTRALIA PTY LTD		-724.87
	30/01/2019	WINC AUSTRALIA PTY LTD	Supply stationery for Shire Administration	337.13
	17/01/2019	WINC AUSTRALIA PTY LTD	Supply stationery for Shire Administration	60.97
	23/01/2019	WINC AUSTRALIA PTY LTD	Supply printer toners for CRC Administration	177.98
	25/01/2019	WINC AUSTRALIA PTY LTD	Supply Kyocera Black Cartridge for Shire Administration Office	148.79
EFT17911	08/02/2019	RICOH FINANCE	Shire Administration Photocopier Lease	-276.96
EFT17912	08/02/2019	JB HI-FI GROUP PTY LTD		-1115.85
	03/02/2019	JB HI-FI GROUP PTY LTD	Supply 10 x Teac HDB860 Set Top Box incl Freight for Community Services	460.00
	01/02/2019	JB HI-FI GROUP PTY LTD	Supply 10 x Teac HDB860 Set Top Box incl Freight for Community Services	410.00
	25/01/2019	JB HI-FI GROUP PTY LTD	Supply Surface Pro Keyboard and Ethernet adapter for Shire Administration	245.85
EFT17913	08/02/2019	CDA AIR & SOLAR	Re-gas air conditioners in rooms 6&7 Allied Health side of Medical Centre	-1813.00
EFT17914	13/02/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 147 Interest payment -	-5406.52
EFT17915	13/02/2019	YOUTHCARE - WONGAN HILLS	Refund Civic Centre bond payment	-150.00
EFT17916	13/02/2019	ANZ BANK (NETT WAGES)	Wages PPE 12.02.19	-67540.26
EFT17917	13/02/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT17918	13/02/2019	IOU SOCIAL CLUB	Payroll deductions	-210.00
EFT17919	13/02/2019	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT17920	22/02/2019	WONGAN HILLS DISTRICT HIGH SCHOOL	Refund Civic Centre bond payment	-300.00
EFT17921	22/02/2019	AVON WASTE	Domestic & Commercial Collection Wongan Hills & Ballidu	-11613.65
EFT17922	22/02/2019	BOEKEMAN NOMINEES PTY LTD	Suction hose for PBH3 JCB Backhoe	-526.91
EFT17923	22/02/2019	COURIER AUSTRALIA INTERNATIONAL	Freight Charges ex Path west	-10.73
EFT17924	22/02/2019	KOMATSU AUSTRALIA PTY LTD		-644.49
	06/02/2019	KOMATSU AUSTRALIA PTY LTD	Parts for PG15 Komatsu Grader	532.44
	08/02/2019	KOMATSU AUSTRALIA PTY LTD	Parts for PG15 Komatsu Grader	112.05
EFT17925	22/02/2019	MCINTOSH & SON		-813.76
	16/01/2019	MCINTOSH & SON	Cone jet tip for PSP3	50.60
	22/01/2019	MCINTOSH & SON	Supply of various bearings for PSP4	221.91
	30/01/2019	MCINTOSH & SON	Parker push-in reducer for PTRL26	301.95
	29/01/2019	MCINTOSH & SON	Male antenna crimp plug for PROL 13 CAT roller	15.25
	25/01/2019	MCINTOSH & SON	Supply of nuts and bolts for PTK33	17.95
	24/01/2019	MCINTOSH & SON	Supplies for PBH3 Backhoe	175.00
	24/01/2019	MCINTOSH & SON	Supplies for PTK31 Patching truck	31.10
EFT17926	22/02/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD		-179.92
	12/02/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight Charges ex Winc	145.06
	30/01/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight Charges ex Winc	34.86
EFT17927	22/02/2019	OFFICEWORKS BUSINESS DIRECT	Stationary for CRC administration	-124.45
EFT17928	22/02/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA Planning Practices - Advanced Course for Melissa Marcon June 2019	-515.00
EFT17929	22/02/2019	WHEATBELT TYRES		-3390.10
	31/01/2019	WHEATBELT TYRES	Supply battery for PLDR8 Volvo Loader	392.00
	31/01/2019	WHEATBELT TYRES	Rotate and Balance of tyres on PUT69 Toyota Ute	22.00
	31/01/2019	WHEATBELT TYRES	Supply of tyres for PTK36 Mack Truck	1033.30
	31/01/2019	WHEATBELT TYRES	Supply tyres for PSP4 trailer	391.20
	31/01/2019	WHEATBELT TYRES	Supply of tyre and o-ring for PG15 Komatsu Grader	1299.70
	31/01/2019	WHEATBELT TYRES	Supply battery's for airport lights (recoverable)	93.90
	31/01/2019	WHEATBELT TYRES	fit new tyre tubing to PBH3 JCB Backhoe	158.00
EFT17930	22/02/2019	G R & N W WALTON	Troubleshoot and repair of alarm transmitter at Wongan Hills Swimming Pool	-299.75
EFT17931	22/02/2019	THE WORKWEAR GROUP P/L		-519.30
	26/10/2018	THE WORKWEAR GROUP P/L	Uniforms for CSO-P	465.00
	03/01/2019	THE WORKWEAR GROUP P/L	Uniform for CSO-P	54.30
EFT17932	22/02/2019	DALLIMORE NOMINEES PTY LTD	Replace carpet and vinyl to 16 Moore St Wongan Hills	-7928.00
EFT17933	22/02/2019	T A MATTHEWS ELECTRICAL SERVICES		-693.00
	31/01/2019	T A MATTHEWS ELECTRICAL SERVICES	Replacement Light for BSC office	187.00
	31/01/2019	T A MATTHEWS ELECTRICAL SERVICES	Smoke detector for Admin building main office	297.00
	31/01/2019	T A MATTHEWS ELECTRICAL SERVICES	Replace battery for security panel at CRC	209.00
EFT17934	22/02/2019	IT VISION AUSTRALIA PTY LTD	Assistance with ESL Reporting	-242.00
EFT17935	22/02/2019	OVERLAND FREIGHT		-1003.11
	31/01/2019	OVERLAND FREIGHT	Supply Refresh Pure Water refills for Shire, Administration Office in January 2019,	72.00
	01/01/2019	OVERLAND FREIGHT	Freight Charges ex Ixom, Newbury Lodge (partially recoverable), Sunny Signs, Metro count and Sigma Chemicals	931.11
EFT17936	22/02/2019	CAPS AUSTRALIA PTY LTD	Supply pump for water catchment management	-2752.75
EFT17937	22/02/2019	WREN OIL	Oil Waste Disposal	-16.50
EFT17938	22/02/2019	PUBLIC TRANSPORT AUTHORITY OF WA	CRC TRANSWA ticket sales for January 2019	-118.60
EFT17939	22/02/2019	DRIVE STRAIGHT ALIGNMENT SERVICE	Wheel alignment for PTK31 FUSO patching truck	-220.00
EFT17940	22/02/2019	DUN DIRECT PTY LTD	Fuel for MWS vehicle	-2817.25

LIST OF ACCOUNTS DUE & SUBMITTED FROM 1ST FEBRUARY TO 28 FEBRUARY 2019

EFT17941	22/02/2019	HDJ CONTRACTING	Cleaning of the CRC Building and Allied Health Side of Medical Centre from Mon 28.01.19 to Fri 08.02.2019	-1039.50
EFT17942	22/02/2019	NEWINS FAMILY TRUST	Management of Wongan Hills Refuse Site from February	-5951.00
EFT17943	22/02/2019	AIR & POWER PTY LTD	Compressor Pump for water catchment management	-1815.00
EFT17944	22/02/2019	MELISSA MARCON	Uniform Reimbursement for BSC	-75.00
EFT17945	22/02/2019	ALANA WIGMORE	Uniform reimbursement for MCS	-100.00
EFT17946	22/02/2019	FEGAN BUILDING SURVEYING	Building Surveying	-440.00
EFT17947	22/02/2019	RURAL RANGER SERVICES	Ranger services between 04.02.2019 to the 12.02.2019	-425.00
EFT17948	22/02/2019	TOPP DOGG (PG & JH WALSH)	PPE for various outside personnel	-3237.90
EFT17949	22/02/2019	SAFE AVON VALLEY INC.	Cat impound services from the 21.01 to 07.02.2019	-200.00
EFT17950	22/02/2019	TERBRIDGE NOMINEES PTY LTD T/AS METISC	3.75 hrs @ \$200 per hr Shire Administration Office unable to modify data coming from Synergy Soft.	-825.00
EFT17951	22/02/2019	FIVE STAR BUSINESS & INNOVATION	Administration and Handling fees for supply of Toner to CRC photocopier	-13.50
EFT17952	22/02/2019	WINC AUSTRALIA PTY LTD		-858.92
	05/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	148.79
	11/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	177.46
	15/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	18.69
	13/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	211.83
	07/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	20.56
	06/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	177.24
	06/02/2019	WINC AUSTRALIA PTY LTD	Stationery for Shire Administration	104.35
EFT17953	22/02/2019	CEMETERIES & CREMATORIA ASSOC OF WA	2 x Registrations for CCAWA Seminar and AGM for BSC & CSO-A	-310.00
EFT17954	22/02/2019	MAYDAY EARTHMOVING	Hire of 13T Vibe Roller - Dry Hire rate Per Day \$220 inc Mobilisation	-1567.50
EFT17955	22/02/2019	FREMANTLE COMMERCIAL DIVING	Inspection of the Mocardy Dam floating Offtake	-6895.90
EFT17956	22/02/2019	GLEEMAN TRUCK PARTS P/L	20L coolant for PTK33 Mack Truck	-1043.74
EFT17957	22/02/2019	WESTNET PTY LTD	Internet usage for Depot Office	-609.90
EFT17958	26/02/2019	ANZ CORPORATE CREDIT CARD	CEO Credit Card	-4468.88
EFT17959	27/02/2019	ANZ BANK (NETT WAGES)	One Off Pay for Cleaner Staff	-1252.10
EFT17960	27/02/2019	ANZ BANK (NETT WAGES)	Wages PPE 26.02.19	-70728.48
EFT17961	27/02/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT17962	27/02/2019	IOU SOCIAL CLUB	Payroll deductions	-210.00
EFT17963	28/02/2019	BOEKEMAN NOMINEES PTY LTD	Purchase of new Case Tractor, including trade in of New Holland Tractor	-35750.00
EFT17964	28/02/2019	COURIER AUSTRALIA INTERNATIONAL		-46.82
	25/01/2019	COURIER AUSTRALIA INTERNATIONAL	Freight charges ex Path West for Parks & Gardens, Freight charges ex Path West for Swimming Pool	21.46
	08/02/2019	COURIER AUSTRALIA INTERNATIONAL	Freight ex Komatsu for Grader PG15	25.36
EFT17965	28/02/2019	JR & A HERSEY PTY LTD	Bypass Pruners for Parks and Gardens	-431.09
EFT17966	28/02/2019	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges ex Staples Stationery for Shire Administration	-134.72
EFT17967	28/02/2019	OFFICEWORKS BUSINESS DIRECT	Supply Reflex Ultra White A3 copy paper for CRC Boomer Consumables	-150.51
EFT17968	28/02/2019	G R & N W WALTON	Troubleshooting of medical centre phone system	-242.00
EFT17969	28/02/2019	AUSTRALIAN TAXATION OFFICE	January BAS	-38844.00
EFT17970	28/02/2019	T A MATTHEWS ELECTRICAL SERVICES		-3059.10
	27/02/2019	T A MATTHEWS ELECTRICAL SERVICES	Works conducted at Wongan Hills Airport. Partial works for insurance claim, (Part invoice)	1039.50
	31/01/2019	T A MATTHEWS ELECTRICAL SERVICES	Supply cable for Wongan Hills oval retic	2019.60
EFT17971	28/02/2019	COAD COMMUNICATIONS		-1112.68
	21/02/2019	COAD COMMUNICATIONS	Irrigation supplies for Wongan Hills Ovals	804.68
	28/02/2019	COAD COMMUNICATIONS	Telstra Risers & Lids at Wandoo Crescent Wongan Hills	308.00
EFT17972	28/02/2019	LGIS INSURANCE BROKING	2017-2018 Motor vehicle premium adjustment	-669.46
EFT17973	28/02/2019	RBC RURAL	Shire Administration Photocopier charges - Colour & Black	-570.34
EFT17974	28/02/2019	SIGMA CHEMICALS	Supply 12 x 20L Chlorine drums for Wongan Hills Swimming Pool	-414.04
EFT17975	28/02/2019	KAREN BOX	Refund of Swimming Lessons for Peter - less 20%	-72.00
EFT17976	28/02/2019	FORRESTFIELD MOWER AND CHAINSAW CENTRE	Supply 2 sets of Blades to suit Husqvarna Z242E for PMOW8	-130.00
EFT17977	28/02/2019	HDJ CONTRACTING	Cleaning of the CRC Building & Allied Health Side of Medical Centre from Mon 11/2/19 to Fri 22/2/19	-1155.00
EFT17978	28/02/2019	BP AUSTRALIA	Unleaded fuel for WB2	-391.68
EFT17979	28/02/2019	FIVE STAR BUSINESS & INNOVATION		-1636.17
	20/02/2019	FIVE STAR BUSINESS & INNOVATION	February Metre reading for CRC Photocopier	1622.67
	22/02/2019	FIVE STAR BUSINESS & INNOVATION	Admin / postage charge for the supply of toner - CRC Administration	13.50
EFT17980	28/02/2019	JB HI-FI GROUP PTY LTD	Supply Teac HDB860 Set Top Boxes for Communication Services	-460.00
EFT17981	28/02/2019	FAYE COUGHLAN	Refund of Swimming lessons enrolment - less 20%	-56.00
EFT17982	28/02/2019	DEPARTMENT OF TRANSPORT	DPI February 2019	-97535.20
21314	08/02/2019	LANDGATE		-92.20
	30/01/2019	LANDGATE	Minimum Charges	66.50
	04/02/2019	LANDGATE	2x Land Enquiry's for rates department	25.70
21315	08/02/2019	WATER CORPORATION		-1876.64
	16/01/2019	WATER CORPORATION	Water rates for Standpipe at Depot Road Wongan Hills	620.65
	10/01/2019	WATER CORPORATION	Water consumption for Kondut Hall	5.07
	16/01/2019	WATER CORPORATION	Water rates for 27C Quinlan Street, Wongan Hills	231.58

LIST OF ACCOUNTS DUE & SUBMITTED FROM 1ST FEBRUARY TO 28 FEBRUARY 2019				
	16/01/2019	WATER CORPORATION	Water rates for 27B Quinlan Street Wongan Hills	231.43
	16/01/2019	WATER CORPORATION	Water rates & consumption for Quinlan Street Gardens Wongan Hills	233.53
	16/01/2019	WATER CORPORATION	Water Consumption & rates for 27D Quinlan Street Wongan Hills	233.53
	16/01/2019	WATER CORPORATION	Water rates for Hall at 16 Mitchell Street Wongan Hills	81.88
9018328734	16/01/2019	WATER CORPORATION	Mocardy Dam Licence	7.54
9009281786	16/01/2019	WATER CORPORATION	Service Charges for 27B Quinlan Street Wongan Hills	231.43
21316	08/02/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE	CRC Room Hire, Electors Meeting, Function Room Half Day	-227.00
21317	08/02/2019	TELSTRA CORPORATION LIMITED	January telephone account for Shire Administration	-4776.02
21318	08/02/2019	SHIRE OF WONGAN-BALLIDU	Boomer Advertising - Swimming Lessons Full Page Colour Edition 875 & 876	-164.00
21319	08/02/2019	SYNERGY		-4377.90
	01/02/2019	SYNERGY	Electricity consumption for Street Lighting	4219.15
	15/02/2019	SYNERGY	Electricity consumption for Medical Centre	158.75
21320	12/02/2019	LANDGATE	Fee to lodge caveat	-171.20
21321	21/02/2019	GEORGIANA LEAHY	Gratuity Payment	-50.00
21322	22/02/2019	WATER CORPORATION	Water Rates for 42 Mitchell Street Wongan Hills	-230.74
21323	22/02/2019	SYNERGY		-2572.80
	13/02/2019	SYNERGY	Electricity Consumption for Wongan Hills Recreation Complex	1834.85
	13/02/2019	SYNERGY	Electricity Consumption for Lot 1 Wongan Road Wongan Hills (CRC)	562.20
	08/02/2019	SYNERGY	Electricity Consumption for 27 Mitchell Street Wongan Hills	175.75
21324	22/02/2019	AH WONG'S ROADHOUSE		-552.10
	08/02/2019	AH WONG'S ROADHOUSE	Supply of food and non-alcoholic beverages for bushfire volunteers	396.10
	08/02/2019	AH WONG'S ROADHOUSE	Supply of food and non-alcoholic beverages for emergency bushfire volunteers.	156.00
21325	22/02/2019	PW GEE WELDING SERVICES	Supply of piping for CCTV	-948.77
21326	28/02/2019	TELSTRA CORPORATION LIMITED		-8017.57
4456931130	20/02/2019	TELSTRA CORPORATION LIMITED	Telephone charges for Harvest ban line	979.94
5349504000	26/02/2019	TELSTRA CORPORATION LIMITED	February telephone account for Shire Administration Office	7037.63
21327	28/02/2019	AUSTRALIA POST	Shire Administration PO Box 84 renewal	-314.00
21328	28/02/2019	SYNERGY	Electricity consumption for Swimming Pool Complex	-1689.95
21329	28/02/2019	WONGAN HILLS & DISTRICTS MUSEUM & HISTORICAL SOCIETY	Gardening maintenance contract from July 2017 to June 2018	-2900.00
DD9221.1	12/02/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-7613.97
DD9221.2	12/02/2019	AUSTRALIAN SUPER	Payroll deductions	-719.82
DD9221.3	12/02/2019	BT SUPER FOR LIFE	Payroll deductions	-222.81
DD9221.4	12/02/2019	CBUS SUPER	Payroll deductions	-371.40
Direct Debit	12/02/2019	SHIRE OF WONGAN-BALLIDU	Payroll deductions	-1260.00
DD9221.5	12/02/2019	ASGARD SUPERANNUATION	Superannuation contributions	-351.98
DD9221.6	12/02/2019	ANZ SMART CHOICE SUPER	Superannuation contributions	-543.75
DD9221.7	12/02/2019	PRIME SUPER	Superannuation contributions	-923.82
DD9221.8	12/02/2019	REST SUPERANNUATION	Superannuation contributions	-83.41
DD9221.9	12/02/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-234.79
DD9240.1	12/02/2019	WALGS SUPERANNUATION PLAN	Superannuation contributions	-134.34
DD9245.1	26/02/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-7709.90
DD9245.2	26/02/2019	AUSTRALIAN SUPER	Payroll deductions	-719.78
DD9245.3	26/02/2019	BT SUPER FOR LIFE	Payroll deductions	-222.81
DD9245.4	26/02/2019	CBUS SUPER	Payroll deductions	-367.41
Direct Debit	26/02/2019	SHIRE OF WONGAN-BALLIDU	Payroll deductions	-1260.00
DD9245.5	26/02/2019	ASGARD SUPERANNUATION	Superannuation contributions	-301.03
DD9245.6	26/02/2019	ANZ SMART CHOICE SUPER	Superannuation contributions	-543.75
DD9245.7	26/02/2019	PRIME SUPER	Superannuation contributions	-921.87
DD9245.8	26/02/2019	REST SUPERANNUATION	Superannuation contributions	-53.68
DD9245.9	26/02/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-252.59
DD9259.1	26/02/2019	WALGS SUPERANNUATION PLAN	Superannuation contributions	-447.70
DD9221.10	12/02/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-210.17
DD9221.11	12/02/2019	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-56.94
DD9221.12	12/02/2019	COLONIAL FIRST STATE FIRSTCHOICE SUPER	Superannuation contributions	-148.48
DD9245.10	26/02/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-210.98
DD9245.11	26/02/2019	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-76.98
DD9245.12	26/02/2019	COLONIAL FIRST STATE FIRSTCHOICE SUPER	Superannuation contributions	-171.15

Municipal	396207.94
Trust	98235.20
TOTAL	494443.14
Recoverable	2457.00
Partially Recoverable	

10.2.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	21 March 2019
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 February 2019 be received:

BACKGROUND:

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

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

Financial activity statement report

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

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

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

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

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

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

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The financial reports for the period ending February 2018 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That the following Statements and reports for the month ended February 2019 be received:

- **Monthly Statements as follows;**

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

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 28 FEBRUARY 2019

	Approved Budget 2018- 2019	Current Budget 2018-2019	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,875,483)	(2,875,483)	(2,874,651)	(2,557,595)		11.0%	⊖
Grants Operating, Subsidies & Contributions	(1,709,675)	(1,709,675)	(1,199,142)	(1,232,842)		(2.8%)	✓
Non Operating Grants, Subsidies & Contributions	(1,191,824)	(1,191,824)	(484,775)	(569,769)		(17.5%)	✗
Fees & Charges & Service Charges	(521,414)	(537,777)	(429,641)	(405,956)		5.5%	✓
Other Revenue	(117,848)	(117,848)	(72,230)	(156,517)		(116.7%)	✗
Interest	(82,263)	(82,263)	(59,599)	(81,918)		(37.4%)	✗
Profit on sale of Assets	(3,328)	(3,328)	(2,216)	(9,286)		0.0%	✓
a: TOTAL INCOME	(6,501,835)	(6,518,198)	(5,122,254)	(5,013,881)			
OPERATING EXPENSES							
Employee Costs	2,175,723	2,182,723	1,423,387	1,380,148		(3.0%)	✓
Materials & Contracts	1,361,584	1,421,984	763,294	629,464		(17.5%)	⊖
Utilities (Gas, Electricity) etc.	374,962	374,962	253,132	207,812		(17.9%)	⊖
Interest	24,260	24,260	7,850	9,123	11	16.2%	✗
Insurance	239,954	239,954	220,402	237,966		8.0%	✓
Other General	251,297	251,297	199,448	189,697		(4.9%)	✓
Loss on Asset Disposals	179,840	179,840	89,924	13,137		(85.4%)	⊖
Depreciation	1,569,779	1,569,779	1,046,504	1,564,526		49.5%	✗
b: TOTAL OPERATING EXPENSES	6,177,399	6,244,799	4,003,941	4,231,873			
c: NET OPERATING (SURPLUS) / DEFICIT	(324,436)	(273,399)	(1,118,313)	(782,008)			
CAPITAL EXPENSES							
Land & Buildings	1,881,195	1,879,695	536,213	195,042		(63.6%)	⊖
Furniture & Equipment	24,000	147,000	-	863			✓
Motor Vehicles	150,000	144,407	144,407	92,423		(36.0%)	⊖
Plant	688,600	691,950	213,200	181,414		(14.9%)	⊖
Infrastructure Other	628,450	660,994	369,363	594,531		61.0%	✗
Infrastructure Roads	1,602,464	1,602,464	949,598	984,651		3.7%	✓
d: TOTAL CAPITAL	4,974,709	5,126,510	2,212,781	2,048,922			
e: TOTAL OPERATING & CAPITAL	4,650,273	4,853,111	1,094,468	1,266,914			
ADJUST - NON CASH ITEMS							
Depreciation	(1,569,779)	(1,569,779)	(1,046,504)	(1,564,526)			
Profit on sale of assets	3,328	3,328	2,216	9,286	6		
Loss on sale of assets	(179,840)	(179,840)	(89,924)	(13,137)	6		
FINANCING ACTIVITIES							
Proceeds from Sale of Assets	(191,800)	(249,007)	(140,079)	(92,455)	6		
Transfer from reserves	(835,285)	(820,835)	-	-	10		
Transfer to reserves	148,119	419,431	-	16,364	10		
Interest paid to reserves	32,500	32,500	21,762	32,377	10		
Net Movement in LSL Reserve	-	-	-	(1,147)			
LSL Provision in reserves	-	-	-	-			
Loan proceeds	-	-	-	-			
Loan principal repayment	80,481	80,481	80,481	138,380	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(80,481)	(80,481)	(80,481)	(138,380)	11		
Less (Surplus)/deficit B/Fwd	(2,081,517)	(2,488,910)	(2,081,517)	(2,488,916)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	(24,000)	-	(2,239,578)	(2,835,239)			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			Key	Within budget tolerance of 10%	✓		
				Over budget tolerance of 10%	✗		
				Under budget tolerance of 10%	⊖		

Shire of Wongan-Ballidu
Variance Report 28 February 2019

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

Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
⊕	317,056	Timing	Rates	The variance to budget is due to 2018/19 Rates being pre-paid before 30.6.18. These funds have been required to be recognised as income in 2017/18 year. This may be offset with prepaid rates at the end of June 2019.
✓	(33,700)	Within Threshold	Grants Operating, Subsidies & Contributions	Within Council variance reporting threshold.
×	(84,994)	Timing	Non Operating Grants, Subsidies & Contributions	Regional road grant and Roads to Recovery funding higher than YTD budget with funds being received earlier than budgeted. Blackspot funding and Co-location grants are Under YTD budget due to timing.
✓	23,685	Within Threshold	Fees & Charges & Service Charges	Within Council variance reporting threshold.
×	(84,287)	Permanent	Other Revenue	The Shire has received re-imbursements that were not budgeted for or planned for this financial year. (eg insurance and workers compensation). This type of income is offset by expenditure.
×	(22,319)	Permanent	Interest	Interest earnings and late payment interest are higher than YTD budget. This will result in additional income for the year.
✓	(7,070)	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
Operating Expenditure				
✓	(43,239)	Within Threshold	Employee Costs	Within Council variance reporting threshold.
⊕	(133,830)	Timing	Materials & Contracts	Road Maintenance and Plant operating costs are together \$178k higher than YTD budget. Staff will monitor expenditure and recoveries during the year.
⊕	(45,320)	Timing	Utilities (Gas, Electricity) etc.	Many of the monthly budgets are 1/12 of the annual budget and the majority of these accounts are 2 monthly, variances occur. In addition, with regard to Electricity, some of the Shire's major electricity using buildings now have solar systems installed resulting in a lower than budgeted expenditure. This will be monitored during the year as any savings in electricity charges will be transferred to reserve to fund the repayment of the systems.
×	1,273	Within Threshold	Interest	Interest payments are slightly below budget. This is a timing issue with budget allocations, and will even out over the next few months.
✓	17,564	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	(9,751)	Within Threshold	Other General	Within Council variance reporting threshold.
⊕	(76,787)	Timing	Loss on Asset Disposals	The replacement of plant and equipment has commenced, this variance is considered a timing issue as the majority of plant will be replaced later in the financial year.
×	518,022	Permanent	Depreciation	Depreciation is higher than budget due to an increase of value of Road Infrastructure in the 2017/18 Roads Revaluation. At time of preparing the budget road infrastructure was valued lower than current value. As this is a non-cash item it has no impact to the Municipal Surplus.
Capital				
⊕	(341,171)	Timing	Land & Buildings	The Buildings Capital Program budgets are spread evenly over each month of the year, works will commence in an orderly manner during the financial year.
✓	863	Within Threshold	Furniture & Equipment	Within Council variance reporting threshold.
⊕	(51,984)	Timing	Motor Vehicles	The Fleet replacement program for this financial year has commenced. This variance is related to timing and the purchase of a Doctors Vehicle.
⊕	(31,786)	Timing	Plant	The Plant replacement program for this financial year has commenced. This variance is relates to timing.
×	225,168	Timing	Infrastructure Other	The Mocardy Dam Pipeline project is the main cause of the YTD variance, with expenditure higher than YTD budget. This is due to budget expenditure timing in the General Ledger.
✓	35,053	Within Threshold	Infrastructure Roads	Within Council variance reporting threshold.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 28 FEBRUARY 2019

	Approved Budget	Current Budget	YTD Actual
INCOME			
General Purpose Funding	(3,880,483)	(3,880,483)	(3,392,994)
Governance	(53,400)	(53,400)	(69,835)
Law, Order & Public Safety	(35,500)	(35,500)	(23,496)
Health	(32,100)	(32,100)	(1,983)
Education & Welfare	(18,498)	(18,498)	(10,699)
Housing	(80,787)	(80,787)	(43,218)
Community Amenities	(202,040)	(202,040)	(193,557)
Recreation & Culture	(592,813)	(592,813)	(39,928)
Transport	(1,283,680)	(1,283,680)	(937,024)
Economic Services	(42,950)	(59,313)	(33,980)
Other Property & Services	(279,584)	(279,584)	(267,167)
a: TOTAL INCOME	(6,501,835)	(6,518,198)	(5,013,881)
OPERATING EXPENSES			
General Purpose Funding	118,466	118,466	70,033
Governance	251,200	262,600	182,838
Law, Order & Public Safety	150,930	150,930	94,688
Health	155,804	155,804	85,040
Education & Welfare	218,055	218,055	109,274
Housing	200,532	200,532	106,932
Community Amenities	468,989	468,989	263,750
Recreation & Culture	1,573,368	1,622,368	1,021,299
Transport	2,010,485	2,010,486	1,694,480
Economic Services	203,639	203,639	105,483
Other Property & Services	825,931	832,931	498,057
b: TOTAL OPERATING EXPENSES	6,177,399	6,244,799	4,231,873
c: NET OPERATING (SURPLUS)/DEFICIT	(324,436)	(273,399)	(782,008)
CAPITAL EXPENSES			
General Purpose Funding	-	-	-
Governance	20,126	20,126	16,268
Law, Order & Public Safety	24,000	147,000	-
Health	3,000	3,000	41,650
Education & Welfare	4,650	4,650	4,227
Housing	41,032	41,032	10,844
Community Amenities	653,088	685,632	573,975
Recreation & Culture	1,727,187	1,732,287	166,384
Transport	2,447,526	2,438,683	1,234,874
Economic Services	-	-	-
Other Property & Services	54,100	54,100	700
d: TOTAL CAPITAL EXPENSES	4,974,709	5,126,510	2,048,922
e: TOTAL OPERATING & CAPITAL	4,650,273	4,853,111	1,266,914

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF NET CURRENT ASSETS AS AT 28 FEBRUARY 2019

NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2017-2018	Original Budget	2018-2019
SURPLUS / (DEFICIT)	2,488,916	24,000	2,835,239
COMPRISES			
Cash (including reserves)	4,506,432	2,107,654	4,644,138
Current rates	136,319	169,115	318,740
Sundry debtors	319,907	64,022	360,143
Tax receivables	72,120	47,220	77,174
Other debtors	8,802	-	14,961
A: SSL debtors (are excluded see D: adj)	(10,423)	77,231	(148,803)
Inventories	11,856	13,887	(8,433)
Less:			
Reserves	(2,235,359)	(1,529,267)	(2,284,100)
Sundry creditors	748	(377,327)	-
Accrued interest	(6,083)	(15,000)	(0)
ESL Levy Owed	(35,538)	-	(37,044)
PAYG/GST Due To ATO	(67,794)	(77,237)	(99,746)
B: Other - (are excluded see D: adj)			
LSL Cash backed Reserve	79,379	80,559	80,526
Tax liabilities	60,418	-	93,578
Other - Asset Additions and Disposals	-	-	7,382
C: Loan liability (are excluded see D: adj)	(80,481)	(77,231)	57,899
Current employee benefits provisions	(362,291)	(459,626)	(332,078)
D: Adjustments (see above A to C)	90,904	-	90,904
	-	-	-
Surplus / (Deficit) Variance	2,488,916	24,000	2,835,239
NOTE 1B: CLOSING FUNDS alternate format to Note 1 above	2017-2018	Original Budget	2018-2019
Current assets			
Cash & cash equivalents	4,506,431	2,107,654	4,644,138
Sundry debtors	526,725	357,588	622,214
Inventories	11,856	13,887	(8,433)
Total current assets	5,045,012	2,479,129	5,257,918
Current liabilities			
Creditors and accounts payable	(48,248)	(389,005)	(43,213)
Current loan liability	(80,481)	(77,231)	57,899
Provisions	(362,291)	(459,626)	(332,078)
Total current liability	(491,020)	(925,862)	(317,391)
Net current assets	4,553,992	1,553,267	4,940,528
Less: restricted reserves	(2,235,359)	(1,529,267)	(2,284,100)
Less: SSL principal repayments	10,423	77,231	148,803
Add back: Current loan liability	80,481	(77,231)	(57,899)
Add back: LSL Cash backed Reserve	79,379	-	80,526
Other - Trust	-	-	7,382
Surplus / (Deficit) Variance	2,488,916	24,000	2,835,239

SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT AS AT 28 FEBRUARY 2019

	2018-2019	2018-2019	2018-2019
	Approved Budget	Current Budget	Actual
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,005,000)	(1,005,000)	(835,400)
Governance	(53,400)	(53,400)	(69,835)
Law, Order & Public Safety	(35,500)	(35,500)	(23,496)
Health	(32,100)	(32,100)	(1,983)
Education & Welfare	(18,498)	(18,498)	(10,699)
Housing	(80,787)	(80,787)	(43,218)
Community Amenities	(202,040)	(202,040)	(193,557)
Recreation & Culture	(592,812)	(592,812)	(39,928)
Transport	(1,283,680)	(1,283,680)	(937,024)
Economic Services	(42,950)	(59,313)	(33,980)
Other Property & Services	(279,584)	(279,584)	(267,167)
A	(3,626,351)	(3,642,714)	(2,456,287)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	118,466	118,466	70,033
Governance	251,200	262,600	182,838
Law, Order & Public Safety	150,930	150,930	94,688
Health	155,804	155,804	85,040
Education & Welfare	218,055	218,055	109,274
Housing	200,532	200,532	106,932
Community Amenities	468,989	468,989	263,750
Recreation & Culture	1,573,368	1,622,368	1,021,299
Transport	2,010,485	2,010,486	1,694,480
Economic Services	203,639	203,639	105,483
Other Property & Services	825,931	832,931	498,057
B	6,177,399	6,244,799	4,231,873
C= A and B	2,551,048	2,602,085	1,775,586
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(1,569,779)	(1,569,779)	(1,564,526)
Profit/(Loss) on Asset Sales	(176,512)	(176,512)	(3,851)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings	1,881,195	1,879,695	195,042
Purchase of furniture & equipment	24,000	147,000	863
Purchase of motor vehicles	150,000	144,407	92,423
Purchase of plant & machinery	688,600	691,950	181,414
Purchase of other infrastructure	628,450	660,994	594,531
Purchase of roads infrastructure	1,602,464	1,602,464	984,651
Proceeds from sale of assets	(191,800)	(249,007)	(92,455)
<u>Financing Activities</u>			
Repayment of Loan Principal	80,481	80,481	138,380
Loan proceeds / refinancing CL to NCL adj	-	-	-
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(80,481)	(80,481)	(138,380)
<u>Reserve Movements</u>			
Transfers to Reserves	148,119	419,431	16,364
Interest paid to Reserves	32,500	32,500	32,377
Transfer from Reserves	(835,285)	(820,835)	-
Net Movement in LSL Reserve	-	-	(1,147)
LSL Provision in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(2,081,517)	(2,488,910)	(2,488,916)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(2,835,239)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,851,483	2,875,483	2,557,595
TOTAL RATES RAISED	2,875,483	2,875,483	2,557,595
(Surplus) / Deficit Variance	(24,000)	-	-

**SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 28 FEBRUARY 2019**

	Asset No	Budget Net Book Value	Original Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class							
Motor Vehicles							
MWS Vehicle	1441	36,948	(28,000)	8,948	36,605	(36,000)	605
Mechanic Vehicle	1409	22,492	(15,000)	7,492	-	-	-
Grader Utility	1444	11,702	(12,000)	(298)	-	-	-
Doctors Vehicle	1498				28,964	(21,000)	7,964
Plant & Equipment							
Grader	1432	209,059	(105,000)	104,059	-	-	-
Parks Tractor	1406	21,970	(25,000)	(3,030)	20,714	(30,000)	(9,286)
Rollers	1413	59,192	(4,800)	54,392	-	-	-
Skid Steer	1455	6,949	(2,000)	4,949	6,690	(3,636)	3,053
Husqvarna Ride on Mower	1482				3,333	(1,818)	1,515
TOTAL		368,312	(191,800)	176,512	96,306	(92,455)	3,851

By Program							
Health							
Toyota Prius Sedan	1498	-	-	-	28,964	(21,000)	7,964
Transport							
MWS Vehicle	1441	36,948	(28,000)	8,948	36,605	(36,000)	605
Mechanic Vehicle	1409	22,492	(15,000)	7,492	-	-	-
Grader Utility	1444	11,702	(12,000)	(298)	-	-	-
Grader	1432	209,059	(105,000)	104,059	-	-	-
Parks Tractor	1406	21,970	(25,000)	(3,030)	20,714	(30,000)	(9,286)
Rollers	1413	59,192	(4,800)	54,392	-	-	-
Skid Steer	1455	6,949	(2,000)	4,949	6,690	(3,636)	3,053
Husqvarna Ride on Mower	1482				3,333	(1,818)	1,515
TOTAL		368,312	(191,800)	176,512	96,306	(92,455)	3,851

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						
MWS Vehicle	49,000	(28,000)	21,000	53,225	(36,000)	17,225
Mechanic Vehicle	69,000	(15,000)	54,000	-	-	-
Grader Utility	26,407	(12,000)	14,407	-	-	-
Doctors Vehicle	-	-	-	39,198	(21,000)	18,198
Plant & Equipment						
Bushfire Truck	15,000	-	15,000	-	-	-
Grader	390,000	(105,000)	285,000	-	-	-
Parks Tractor	75,000	(25,000)	50,000	-	-	-
Rollers	80,000	(4,800)	75,200	-	-	-
Skid Steer	113,600	(2,000)	111,600	112,279	(3,636)	108,643
Husqvarna Ride on Mower	-	-	-	6,635	(1,818)	4,816
TOTAL	818,007	(191,800)	626,207	211,337	(62,455)	148,882

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 28 FEBRUARY 2019															
ADOPTED FULL YEAR'S BUDGET								CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 28 FEBRUARY 2019			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	Actual Balance
Centenary Celebrations Reserve	01925	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Resource Centre Reserve	01989	(13,068)	(13,098)	(195)	-	-	(13,293)	(195)	-	-	(13,293)	(189)	-	-	(13,287)
Depot Improvement Reserve	01940	(6,245)	(6,259)	(93)	-	-	(6,352)	(93)	-	-	(6,352)	(4,052)	-	-	(10,311)
Historical Publications Reserve	01965	(6,835)	(6,850)	(102)	-	-	(6,952)	(102)	-	-	(6,952)	(99)	-	-	(6,949)
Housing Reserve	01955	(1,790)	(1,794)	(27)	-	-	(1,821)	(27)	-	-	(1,821)	(26)	-	-	(1,820)
LSL Reserve	01935	(79,201)	(79,379)	(1,180)	-	-	(80,559)	(1,180)	-	-	(80,559)	(1,147)	-	-	(80,526)
Medical Facilities & R4R Special Projects Reserve	01975	(284,250)	(284,986)	(4,236)	-	-	(289,222)	(4,236)	-	-	(289,222)	(4,116)	-	-	(289,102)
Patterson Street JV Housing Reserve	01988	(32,803)	(32,884)	(489)	-	(5,000)	(38,373)	(489)	-	(5,000)	(38,373)	(475)	-	-	(33,359)
Plant Reserve	01945	(708,919)	(710,580)	(10,563)	100,000	(70,000)	(691,143)	(10,563)	85,550	(70,000)	(705,593)	(6,302)	-	-	(716,882)
Quinlan Street JV Housing Reserve	01987	(33,338)	(33,421)	(497)	-	(5,000)	(38,918)	(497)	-	(5,000)	(38,918)	(483)	-	-	(33,903)
Stickland JV Housing Reserve	01986	(41,663)	(41,765)	(621)	-	(5,000)	(47,386)	(621)	-	(5,000)	(47,386)	(603)	-	-	(42,368)
Swimming Pool Reserve	01970	(134,388)	(134,690)	(2,002)	24,000	-	(112,692)	(2,002)	24,000	-	(112,692)	(1,945)	-	-	(136,635)
Waste Management Reserve	01920	(33,771)	(33,855)	(503)	-	(5,000)	(39,358)	(503)	-	(5,000)	(39,358)	(489)	-	-	(34,344)
Sporting Co-Location Reserve	01990	(807,662)	(855,798)	(11,992)	711,285	(58,119)	(214,624)	(11,992)	711,285	(329,431)	(485,936)	(12,451)	-	(16,364)	(884,613)
TOTALS		(2,183,933)	(2,235,359)	(32,500)	835,285	(148,119)	(1,580,693)	(32,500)	820,835	(419,431)	(1,866,455)	(32,377)	-	(16,364)	(2,284,100)

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 28 FEBRUARY 2019

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Loan Principal Paid in Feb 19	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2018	Refinancing	Principal Repayments YTD	Loan Balance @ 28 Feb 19
142	Housing Construction	WB Community Association*	Mar-2020	400,000	-	-	(1,210)	76,379	-	(18,247)	58,132
147	Aged Persons	Ninan House*	Jul-2022	100,000	-	-	(1,517)	41,215	-	(8,102)	33,113
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000	-	-	(666)	22,015	-	(7,116)	14,899
151A	Aged Persons	Ninan House*	Oct-2032	300,000	-	-	(3,894)	292,400	-	(7,739)	284,661
151B	Aged Persons	Ninan House*	Nov-2032	100,000	-	-	(1,837)	97,177	-	(97,177)	0
TOTAL EXISTING LOANS				1,015,000	-	-	(9,123)	529,186	-	(138,380)	390,806

Shire Loan Summary
 Self Supporting Loan Summary

1,015,000	-	-	(9,123)	529,186	-	(138,380)	390,806
1,015,000	-	-	(9,123)	529,186	-	(138,380)	390,806

	Loan Balance @ 30 June 2018	SSL	Shire	Total
Current loan liability	(80,481)	57,899	-	57,899
Non current liability	(448,705)	(448,705)	-	(448,705)
Total Loan Liability	(529,186)	(390,806)	-	(390,806)

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATIONS FOR 28 FEBRUARY 2019

	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	4,561,756.88	2,228,454.94	60,933.27	2,271,518.67	850.00
Add: Receipts	641,535.28	535,333.82	93,619.90	12,581.56	
Investment - Transfers In/(Out)	-				
Less: Payments - EFT & Cheques	(494,443.14)	(396,207.94)	(98,235.20)		
Payments - Bank Fees	(1,081.07)	(1,081.07)			
Investment - Transfers In/Out	(7,312.00)	(7,312.00)			
	-				
Balance as per General Ledger	4,700,455.95	2,359,187.75	56,317.97	2,284,100.23	850.00
Balance as per Bank Statements	299,510.94	238,815.54	44,231.42	16,463.98	
Balance as per Bank Deposit Certificates	3,992,048.30	1,724,406.41		2,267,641.89	
Balance as per Holder Certificates	502,100.18	501,250.18			850.00
Add: Outstanding Deposits	9,530.95	4,239.90	5,291.05		
Adjustments - Bank Transfers	-	(7,312.00)	7,312.00		
	-				
Less: Unpresented Payments	(101,764.33)	(101,664.33)	(100.00)		
	-				
Adjustments & Transfers	(970.09)	(547.95)	(416.50)	(5.64)	
	-				
Balance as per Cash Book	4,700,455.95	2,359,187.75	56,317.97	2,284,100.23	850.00
Figure should equal same as Creditor Payment List	\$ -	\$ -	\$ -	\$ -	\$ -

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 28 FEBRUARY 2019

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Last Placed	Interest/Transfers	Closing Balance	BANK TO INVESTMENT
									0.00	0.00	0.00

Total of matured municipal investments

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9770-46811	Muni Term Deposit			10/12/2018	9/06/2019	2.20%	\$ 206,591.56	\$ -	\$ 1,133.14	\$ 207,724.70	\$ 1,133.14
978974433	Muni Term Deposit			2/01/2019	2/04/2019	2.20%	\$ 500,000.00	\$ -	\$ 5,560.57	\$ 505,560.57	\$ 5,560.57
978974441	Muni Term Deposit			2/01/2019	2/04/2019	2.20%	\$ 500,000.00	\$ -	\$ 5,560.57	\$ 505,560.57	\$ 5,560.57
978974468	Muni Term Deposit			2/10/2018	2/04/2019	2.25%	\$ 500,000.00	\$ -	\$ 5,560.57	\$ 505,560.57	\$ 5,560.57
470591546	Online Saver Account			7/11/2018		0.40%	\$ 500,000.00	\$ -	\$ 1,250.18	\$ 501,250.18	\$ 1,250.18
Total of current municipal investments							\$ 2,206,591.56	\$ -	\$ 19,065.03	\$ 2,225,656.59	\$ 19,065.03

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment last Placed	Interest/Transfer Realised	Closing Balance	BANK TO INVESTMENT
978842609	Term Deposit			6/06/2018	6/08/2018	61	2.00%	\$ 537,746.60	\$ 1,826.86	\$ 539,573.46	YES
978842596	Term Deposit			6/06/2018	6/08/2018	61	2.00%	\$ 537,746.60	\$ 1,826.86	\$ 539,573.46	YES
978842748	Term Deposit			6/06/2018	6/08/2018	61	2.00%	\$ 537,746.60	\$ 1,826.86	\$ 539,573.46	YES
978842588	Term Deposit			6/06/2018	6/08/2018	61	2.00%	\$ 537,746.60	\$ 1,826.86	\$ 539,573.46	YES
Total of matured reserve investments								2,150,986.40	7,307.44	2,158,293.84	

Current Reserve Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
978842609	Term Deposit		6/02/2019	6/04/2019	59	2.30%	\$ 539,573.46	\$ -	\$ 6,137.43	\$ 545,710.89	\$ 6,137.43
978842596	Term Deposit		6/02/2019	6/04/2019	59	2.30%	\$ 539,573.46	\$ -	\$ 6,137.43	\$ 545,710.89	\$ 6,137.43
978842748	Term Deposit		6/02/2019	6/04/2019	59	2.30%	\$ 539,573.46	\$ -	\$ 6,137.43	\$ 545,710.89	\$ 6,137.43
978842588	Term Deposit		6/02/2019	6/03/2019	28	2.30%	\$ 539,573.46	\$ -	\$ 6,137.43	\$ 545,710.89	\$ 6,137.43
978982644	Term Deposit		3/10/2018	3/04/2019	182	2.25%	\$ 84,373.00	\$ -	\$ 425.33	\$ 84,798.33	\$ 425.33
Reserve Saver	2527-63397	Cash at bank					\$ 92.38	\$ 16,363.64	\$ 7.96	\$ 16,463.98	\$ 7.96
Total of reserve investments and cash							\$ 2,242,759.22	\$ 16,363.64	\$ 24,983.01	\$ 2,284,105.87	\$ 24,983.01

Total of matured municipal and reserve investment

Total of current municipal and reserve investment and cash

								\$ 2,150,986.40	\$ 7,307.44	\$ 2,158,293.84	\$ -
							\$ 4,449,350.78	\$ 16,363.64	\$ 44,048.04	\$ 4,509,762.46	\$ 44,048.04

SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 28 FEBRUARY 2019				
		Rates Raised for 2018-2019	\$ 2,887,254.40	
Rates Outstanding Breakdown				
Total Amount Outstanding		28-Feb-19	\$ 405,825.93	14%
Outstanding same time last year		28-Feb-18	\$ 342,101.46	12%
SUNDRY DEBTORS OUTSTANDING 28 FEBRUARY 2019				
Debtors Ageing Summary				
Current			\$ 348,059.70	
30 Days			\$ 1,243.75	
60 Days			\$ 501.80	
90 Days & Over			\$ 12,406.28	
Credit Balance			\$ (2,363.73)	Rent Paid in Advance and Boomer Advertising
Total Outstanding			\$ 359,847.80	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
2/11/2013	794	Rent & damages	\$ 6,871.55	Legal dispute - Judgement filed. Debtor has been listed and is paying the debt off. The next step will be the bayliff seizing goods to the value of debt.
17/09/2015	1066	Private Works	\$ 360.26	Debtor has advised financial hardship and will be making monthly payments to pay debt off with council.
15/04/2016	336	Private Works	\$ 239.09	Continued emailing and posting statements and invoice and debtor will not pay account.
1/06/2017	1261	Private Works	\$ 560.00	Customer Disputing Account. Will be forwarding to Debt Collector
5/05/2017	1192	Medicare PIP & Wages Reimbursement	\$ 4,113.38	Statement sent, will follow up on the Balance
2/10/2018	1176	Medical Centre Room Hire	\$ 20.00	Statement and Invoice resent.
30/08/2018	91	Domestic Rubbish Collection	\$ 242.00	Statement and Invoice resent.
Total			\$ 12,406.28	

10.3 WORKS AND SERVICES

10.3.1 FIXED STANDPIPE REVIEW

FILE REFERENCE:	ES4.6
REPORT DATE:	27 March 2019
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Karl Mickle - Manager Works & Services
ATTACHMENTS:	NIL

PURPOSE OF REPORT:

Council is requested to consider reducing the number of fixed standpipes available for public use and/or reducing the meter size on several fixed standpipes.

BACKGROUND:

In 2017 the Water Corporation commenced a review of the fixed standpipes in regional Western Australia.

Wendy Matthews from the Water Corporation met with the Manager of Works & Services and the Technical Services Officer to advise the outcome of the review. Effective from 1 July 2019, a new pricing structure will be introduced. The new pricing structure is linked to the size of the standpipe meter, as this determines the flow rate. Small standpipes (20mm and 25mm) generally deliver 20-40 litres per minute. Large standpipes (any pipe larger than 25mm) generally deliver 80 litres per minute and above.

All LGA standpipes with a meter size of 20mm or 25mm will receive concessional rates and are to be used by the LGA or for community purposes only (such as drought assistance for farmers or households not connected to scheme water when a drought condition is announced by the Government). All standpipes with a meter size above 25mm will be charged at a commercial rate, but an exemption to consumption charges will apply for water used for fire-fighting purposes.

Standpipes with a meter size above 25mm that are located in a shire depot or locked for Shire use only will be able to access the concessional rate by providing evidence of the ability to control user access.

The changes are being made as some commercial customers have in the past accessed LGA owned standpipes with concessional rates which are below the regulated Town Class rate for the location as set by Government. Water is a precious resource and is regulated like any other valuable natural resource and correct pricing must be enforced.

When the incorrect water rates are used, it creates inequity and results in the community and State Government subsidising the activities of private enterprises on an unequal basis.

COMMENT:

The new fee structure as set by Water Corporation is shown in the below table.

STANDPIPE

METER NUMBER	METER SIZE	NAME	SHIRE NAMED STANDPIPE	SWIPE CARD	17/18 WATER SERVICE CHARGES	COMMERCIAL RATE	COMMUNITY RATE	LOCAL AUTHORITY RATE (INC FIRE USE)	CURRENT WATER USAGE CHARGES
EK1250096	40	BALLIDU, FAIRBANK STREET	BALLIDU	YES	\$252.95	\$1,061.73	\$1,061.73	\$1,061.73	\$8.353
M0100329	50	DEPOT ROAD	WONGAN HILLS	YES	\$252.95	\$1,658.93	\$1,658.93	\$1,658.93	\$8.353
WFK9700005	50	MANMANNING ROAD	OLIVER ROAD	NO	\$252.95	\$1,658.93	\$265.41	\$0.00	\$5.011
FK1350065	50	KONDUT EAST ROAD	HOOPER ROAD	NO	\$252.95	\$1,658.93	\$265.41	\$0.00	\$5.011
FK0400037	50	CRAIG ROAD	CRAIG ROAD	NO	\$252.95	\$1,658.93	\$265.41	\$0.00	\$5.011
FK0950007	50	PODMORE ROAD	CLARKE ROAD	NO	\$252.95	\$1,658.93	\$265.41	\$0.00	\$5.011
FK1150116	50	CALINGIRI-WONGAN ROAD	CALINGIRI-WONGAN ROAD	NO	\$252.95	\$1,658.93	\$265.41	\$0.00	\$5.011
BC0635604	20	CALINGIRI-WONGAN ROAD	CALINGIRI-WONGAN ROAD	NO	\$252.95	\$265.41	\$265.41	\$0.00	\$2.530
BC0401085	20	KONDUT WEST ROAD	KONDUT WEST ROAD	NO	\$252.95	\$265.41	\$265.41	\$0.00	\$2.530
FK0950002	20	DAVIES ROAD	DAVIES ROAD	NO	\$252.95	\$265.41	\$265.41	\$0.00	\$2.530
8082535-99	50	RAILWAY STREET	BURAKIN	YES	\$252.95	\$1,658.93	\$1,658.93	\$1,658.93	\$5.011
FM0100305	50	CADOUX, JAMES STREET	CADOUX	YES	\$252.95	\$1,658.93	\$1,658.93	\$1,658.93	\$5.011
FK9710043	50	RABBIT PROOF FENCE ROAD	KIRWAN	NO	\$252.95	\$1,658.93	\$265.41	\$0.00	\$5.011
BD9606659 WCD9750695	20 25	SUMMERS EAST ROAD	GABALONG EAST ROAD	NO	\$252.95	\$265.41	\$265.41	\$0.00	\$2.530
				TOTAL	\$3,541.30	\$17,053.74	\$8,692.62	\$6,038.52	

This is a comparison table for the Standpipe water services charges for the 17/18 financial year to the 1st of July 2019. All locked standpipes for Local Authority use will not be charged a Water Service Charge, only the Water Use Charges which will be capped at \$2.534 per kilolitre (see table for current rates). Any Water Use by local fire authorities will be reimbursed to the Shire once reports are sent to Watercorp. Rates in RED would remain the same into all columns as they are already automated and will remain for Commercial Use.

ANY STANDPIPE TO BE SHUT DOWN WILL NEED TO BE REPORTED TO WATERCORP BY FEBRUARY THE 28TH OTHERWISE ALL COSTS OF THE SHUTDOWN WILL BE INCURRED BY THE SHIRE.

In order to minimise the increased water charges, a meeting was held with the Works Committee on Wednesday the 20th of March, to ascertain whether any of the existing standpipes could be locked and or have the meter size downgraded. Both of these would ensure that the rate charged would be the lesser fee of \$2.534 cents per kilolitre and would reduce the annual service charge per standpipe.

As a result of the review by Staff it is recommended Council consider the following actions:

- All swipe card activated Standpipes are to be left as is,
- Decommission standpipes on Calingiri-Wongan Hills road and Craig Road (at the cost to Water Corporation),
- Lock all remaining standpipes for Shire and Emergency Services use only, with the exception of Kirwan Standpipe.
- Monitor the use of Kirwan Standpipe over the next financial year to ascertain whether or not it requires locking for Shire and Emergency Services use only.

The above recommendations provide the Shire with savings of \$9,356.29.

For the standpipes that are to become locked, keys will be issued to the Bush Fire Brigade, Manager Works & Services and Works Supervisor should access be required.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

- **Environment**
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:

The new fee structure will have an impact on Council's water expenditure that will need to be accounted for in future budgets.

The fee for the on-selling of water from the standpipes with card access will need to be increased in the Fees & Charges Schedule to cover this increase in fees from the Water Corporation. Currently the fee is \$2.50 per kL.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council

- **Endorse the Officer's recommendation to lock the fixed standpipes located in the Shire of Wongan-Ballidu on the following roads (to Water Corporations records)**
 - **Manmanning Road - meter number WFK9700005**
 - **Kondut East Road – meter number FK1350065**
 - **Podmore Road – meter number FK0950007**
 - **Kondut West Road – meter number BC0401085**
 - **Davies Road – meter number FK0950002**
 - **Summers East Road – meter numbers BD9606659 & WCD9750695**
- **Endorse the Officer's recommendation to decommission the following standpipes**
 - **Craig Road – meter number FK0400037**
 - **Calingiri-Wongan Hills Road – meter numbers FK1150116 & BC0635604**
- **Endorse the Officer's recommendation to leave the following standpipes as is:**
 - **Fairbank Street – meter number EK1250096**
 - **Depot Road – meter number M0100329**
 - **Railway Street – meter number 8082535-99**
 - **James Street – meter number FM0100305**
 - **Rabbit Proof Fence Road – meter number FK9710043**
- **Authorise the Chief Executive Officer to advise Water Corporation of the above action to enable the correct rates to be charged**

10.4 HEALTH, BUILDING AND PLANNING

Nil

10.5 COMMUNITY SERVICES

10.5.1 LIGHTING MANAGEMENT POLICY

FILE REFERENCE:	A2.20.4
REPORT DATE:	19 March 2019
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alana Wigmore - Manager Community Services
ATTACHMENTS:	Copy of policy

PURPOSE OF REPORT:

The purpose of this report is to allow Council to adopt the attached policy, which has been drafted by Astrotourism WA.

BACKGROUND:

The purpose of policy documents are 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:

Part of the work with the Astrotourism Towns project is to encourage member Councils to adopt some lighting guidelines to keep the night sky dark.

The attached Lighting Management Policy was developed by Astrotourism WA with assistance from the NSW Government's Department of Planning and Environment, the International Dark-Sky Association and representatives from the Warrumbungle Dark Sky Park/Siding Spring Observatory (home to Australia's first Internationally Accredited Dark Sky Park).

Astrotourism WA encourages the nine participating Astrotourism Town Councils to adopt this policy so we can continue to protect the dark night sky asset for tourism activities for many decades to come.

POLICY REQUIREMENTS:

Adoption of new Council Policy 10.27

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

- **Environment**
It is envisaged that this policy may have positive future environmental implications.
- **Economic**
There are no significant economic implications.
- **Social**
There are no significant social implications.

FINANCIAL IMPLICATIONS:

There are no significant current financial implications.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

STAFF RECOMMENDATION

That Council:

Adopt the Lighting Management Policy 10.27 as attached.



10.27 Lighting Management Policy

Date of Issue:	March 2019
Date of Last Review:	
Date of Last Amendment:	
Scheduled Review:	March 2021

OBJECTIVE

The Lighting Management Policy outlines the commitment and objectives regarding management of current and proposed lighting within the Shire as it seeks to develop Astrotourism to diversify the regional economy, grow tourism and create jobs.

BACKGROUND

The inappropriate or excessive use of artificial light is known as light pollution. The International Dark Sky Association (IDA) states that components of light pollution include:

- Skyglow – brightening of the night sky over inhabited areas
- Glare – excessive brightness that causes visual discomfort
- Light trespass – light falling where it is not intended or needed
- Clutter – bright, confusing and excessive groupings of light sources¹

Skyglow impacts the view of the night sky. The International Astronomical Union describes that “wasteful light from artificial sources emitted upward (at horizontal angles and higher) is scattered by aerosols such as clouds and fog or small particulates like pollutants in the atmosphere. This scattering forms a diffuse glow that can be seen from very far away. Skyglow is the most commonly known form of light pollution.”²

Good lighting design principles are important considerations to manage skyglow to enable Astrotourism development.

The Shire acknowledges Astrotourism activities can be of benefit economically and to the wider community. Astrotourism can:

- Increase visitor numbers, overnight stays and visitor spending;
- Diversify and increase employment;
- Increase regional economic development opportunities for Aboriginal Astronomy enterprise, tourism business and private investment in assets such as accommodation;
- Grow community capacity; and
- Raise the awareness within a community to apply for accreditation through the IDA International Dark Sky Places (IDSP) Program, founded in 2001.

¹ <https://www.darksky.org/light-pollution/> (accessed 20 December 2018)

² IAU Office for Astronomy Outreach, <https://www.iau.org/public/images/detail/light-pollution-brochure/> (accessed 26 April 2018)



POLICY

It is the Shire's policy to implement the following good lighting design principles to maintain and improve the quality of the dark night sky in its efforts to develop Astrotourism within the region.

The principles can be applied to any situation where protection and conservation values of the night sky are important. Application of the principles benefit astrotourism, astronomy, heritage, human health, safety, energy, wildlife, environment and ecology values.

GOOD LIGHTING DESIGN PRINCIPLES

1. Overview

This part sets out the design principles that must be considered in the preparation, design and assessment of development.

Good lighting design demonstrates adoption of the following principles:

1. Eliminate upward spill light
2. Direct light downwards, not upwards
3. Use shielded fittings
4. Avoid 'over' lighting
5. Switch lights off when not required
6. Use energy efficient bulbs
7. Use asymmetric beams, where floodlights are used
8. Ensure lights are not directed towards reflective surfaces
9. Use warm white colours

2. ³The Design Principles

Principle 1 Eliminate upward spill light

Spill light is light that falls outside the area that is intended to be lit. Spill light from the internal and external lighting of a development can cause glare and wastes energy. Spill light above the horizontal plane contributes directly to artificial skyglow.

All light fittings should be located, aimed or shielded to avoid lighting unintended areas, especially above the horizontal plane of the light fitting (see Figure 1). Light can be prevented from shining above the horizontal plane by:

- installing light fittings with an opaque cover and flat glass, mounted horizontally on both axes, or
- mounting the light under part of a building like an awning, verandah or roof, so that light is blocked from shining above the horizontal plane, and
- designing buildings to internalise light and prevent it from escaping into the night sky.

³ Perth has the highest daily average number of bright sunshine hours in Australia. Its long-term annual average of sunshine is 8.8 hours a day (<http://www.bom.gov.au/wat/sunshine/>)

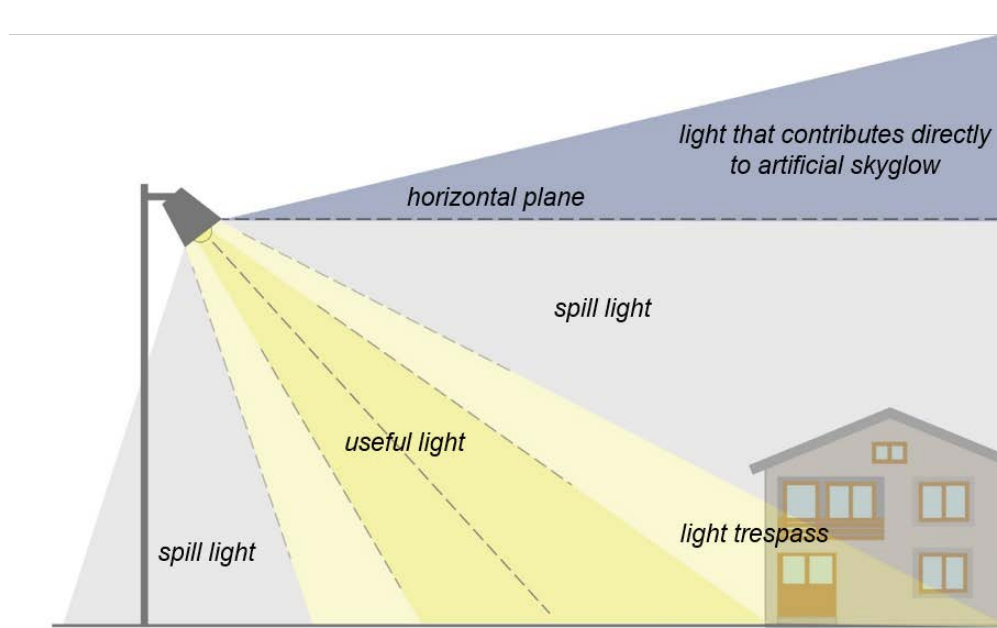
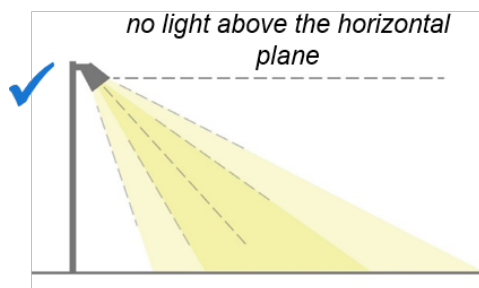


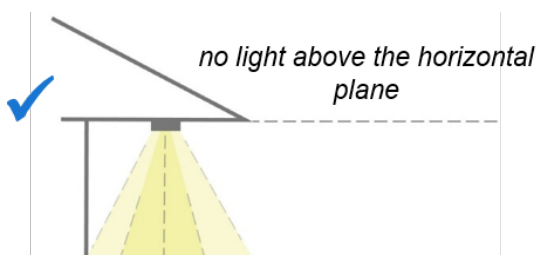
Figure 1 Common aspects of light pollution

Figure 2 provides design solutions to minimise light spill above the horizontal plane.

(a) Installing shielded outside light fittings



(b) Installing outside light fittings under a building element (e.g. awning or eave)



(c) Using building design e.g. verandahs

and block-out blinds to control the spill of internal lighting

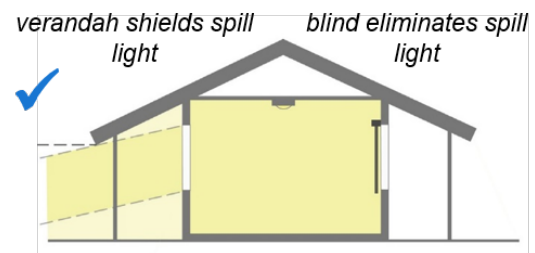


Figure 2 Design solutions to minimise interior spill light above horizontal plane

Adequate measures to avoid and minimise interior light escaping through windows, roof windows, sliding doors and skylights include full block-out curtains, blinds or shutters. Suitable conditions should be imposed to manage the spill of internal light into the night sky.



Principle 2 Direct light downwards, not upwards

Wherever possible, light should be directed downwards, not upwards. This includes light used for roads, public amenities and the vertical lighting of structures such as advertising boards and building facades. If there are extenuating circumstances requiring up-lighting, it must be demonstrated that the light will not spill into the night sky. This may be achieved by using a wide overhang to the building that stops the light shining directly into the night sky or relocating the lights to shine down the building façade to achieve the same effect.

Directional fittings (for example floodlights, spot lights and sign lights) should be installed so that they do not shine directly into a neighbouring residence, onto a roadway, skyward or outside of a property boundary.

To keep glare to a minimum use higher mounting heights that allow lower main beam angles that are closer to vertical.

The lighting of all night operations such as mines, extractive industries and intermodal hubs will need to be downward facing, of a peach colour and shielded. Where strong light is needed or there are gas flares or burning associated with the development, consultation with the Shire is required to assist in identifying an appropriate way to light the development.

Figure 3 shows how mounting height, narrow beam and vertical aiming angle reduces light spill.

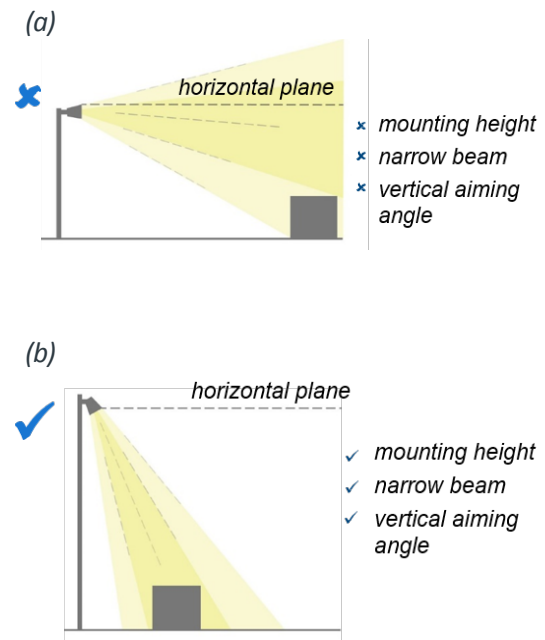


Figure 3 Application of mounting height and vertical aiming angle to control light spill

Principle 3 Use shielded fittings

Light fittings that are specifically designed to minimise light shining near to or above the horizontal plane should be used.

Shielded fittings are those that do not allow any light above the horizontal plane. Figure 4 shows a fitting with a bulb that is completely exposed allowing light to shine in all directions (a); a bulb that is fitted with a partial shield minimising light above the horizontal plane (b); and a shielded fitting which allows only the downward projection of light (c). The shielded fitting is the preferred design.

The effective light distribution or shielding characteristics of a light fitting can be verified by referring to manufacturer's specifications. These are available from the manufacturer or relevant sales outlet.

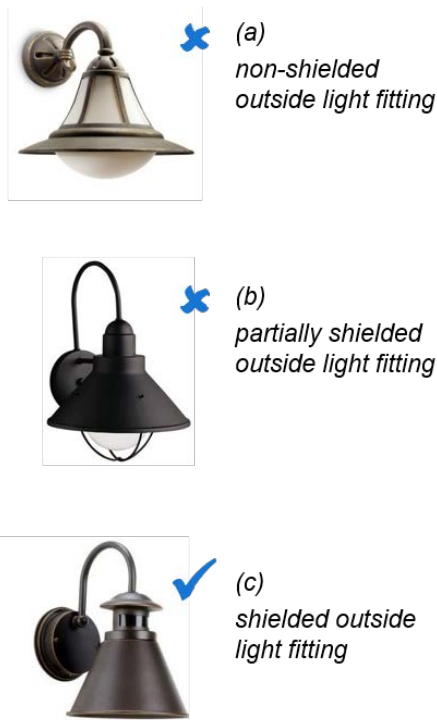


Figure 4 Shielding characteristics of light fittings

In some urban locations, particularly within heritage conservation areas, outdoor lights are fitted with a decorative cover. These designs may leave the bulb completely exposed and allow light to shine in all directions. To minimise light spill the bulb should be fitted into the top of the fitting, allowing only the downward projection of light (see Figure 5).

Lighting suppliers stock a range of shielded light fittings suitable for residential, commercial and industrial applications.

If a supplier is unable to provide a shielded fitting, a shielding device should be applied. Most outside light fittings are equipped with or are capable of being fitted with a baffle, visor or hood to ensure light is appropriately directed. (see Figures 6 and 7).

(a) non-shielded outside light fitting



(b) shielded outside light fitting with bulb fitted to the top



Figure 5 Exposed bulb that allows light to shine in all directions and a fitting designed to minimise light spill by only allowing downward projection of light.

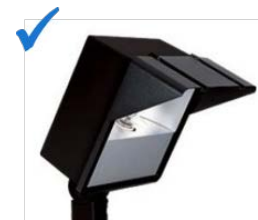


Figure 6 Floodlight fitted with shielding attachment



Figure 7 Floodlight that incorporates shielding in the fitting design (no attachment necessary)



What is a light fitting?

A light fitting, or luminaire, is the complete lighting unit. It includes the bulb, elements designed to give light output control such as a reflector (mirror) or refractor (lens), the ballast, housing and the attached parts.

(a) One light fitting



(b) Two light fittings



Where multiple light fittings are mounted on a single base, as illustrated in (b) above, these are to be counted as additional light fittings. For example, a dwelling house with seven outside light fittings may have three type (a) light fittings and two type (b) light fittings, of which two must be automatic light fittings.

Principle 4 Avoid over lighting

Lighting levels should be appropriate for the activity. To avoid 'over' lighting, select an appropriate bulb type and light the task, rather than the environment.

Improvements in technology mean that many new bulb types produce significantly greater amounts of light while using equivalent or smaller amounts of energy. Halogen bulbs produce more light than standard

incandescent bulbs for the same energy use. LED lights produce between two and five times the amount of light as incandescent bulbs. Careful selection of bulb type will ensure the amount of light produced is appropriate for the activities.

The amount of light produced (lumen), rather than the amount of energy used (watt) is the most important consideration in ensuring that an area is not over lit.

Principle 5 Switch lights off when not required

Lights should be switched off when not required to light a task or an area for safety or security purposes. The concept of a curfew with further limitations on lighting levels between agreed hours is encouraged. Examples include extinguishing or dimming advertising and decorative lighting after 11:00pm. Light fittings with timers that switch on at dusk and switch off by 11:00pm are also encouraged.

The use of automatic light fittings is recommended. Lights that are activated by a sensor and switch off automatically after a period of time reduce the cumulative amount of light emitted from development and reduce energy waste.

Principle 6 Use energy efficient bulbs

Improvements in technology mean that many recently developed bulb types use significantly smaller amounts of energy to produce the same amount of light.

Energy efficient globes include LEDs, metal halide, induction bulbs, high pressure sodium, linear and compact fluorescent. High pressure sodium lights emit a peach coloured light and are suitable for a range of applications. They are energy efficient and have a lower impact than white lights.



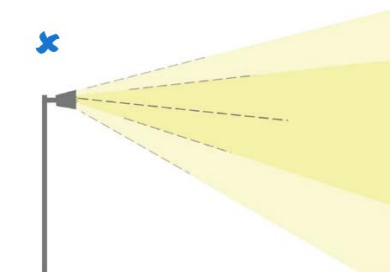
White lights such as LEDs, modern fluorescent lights and metal halide lights should be used where recognising colour is important, for example at pedestrian crossings, major road intersections and sports grounds. Blue-white mercury bulbs have commonly been used for roadway lighting, but they are no longer permitted in new installations. An Australian Standard (AS/NZS 1158) addresses lighting for roads and public spaces, including parks and gardens and must be applied, where relevant.

Principle 7 Use asymmetric beams (when floodlights are required)

Where floodlights are required, for example sports lighting applications and commercial stock yards, wherever possible use fittings with asymmetric beams that permit horizontal glazing. These are to be kept at or near parallel to the surface being lit, usually the ground and should only light the area that needs to be lit, preventing spill light, see Figure 8.

An asymmetric beam also allows the light fitting to be mounted on the edge of an area, and avoids the need for fittings to be tilted upwards. Flat glass light fittings should be installed with the glass horizontal to make efficient use of the brightest part of the beam and to eliminate spill light.

(a) *symmetric beam distribution*



(b) *asymmetric beam distribution*

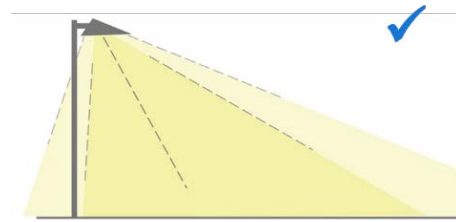


Figure 8 *Appropriate floodlighting design includes use of an asymmetric beam*

Principle 8 Ensure lights are not directed towards reflective surfaces

At the design stage, it is desirable that surfaces with a low level of reflectivity be installed in the vicinity of outdoor lighting, compatible with the function of the area.

Illuminance is a measure of the amount of light reflected by a surface and is determined by the reflective properties of the surface. Where a natural grass surface is used the illuminance will be low, but may be significant where the surface is relatively light in colour, for example uncoloured concrete, artificial grass with sand infill or light coloured walls. Table 2 provides a guide to the reflective properties of common surfaces.

Table 2 *Reflective properties of common surfaces*

Surface	Reflective properties
Natural grass and vegetation	Low
Painted surface (dark)	Low
Pre-coloured factory metal (dark)	Low
Brick (dark)	Low
Raw or stained timber	Medium
Stone surface	Medium
Uncoloured concrete	High
Painted surface (light)	High
Artificial grass (sand base)	High
Pre-coloured factory metal (light)	High



Brick (light)	High
Zincalume steel (unpainted)	High

Internally lit signage contributes to the luminance component of artificial skyglow. The internationally accepted limit on illuminated signage should be implemented as provided in Table 3.

Table 3 Maximum luminance of illuminated signage

Illuminated area (square metre)	Maximum luminance at any point (candela per square metre)
More than 10	300
2 to 10	600
0.5 to 2	800
Less than 0.5	1000

Principle 9 Use warm white colours

Use warm coloured light bulbs and avoid using cool blue-rich high colour temperature bulbs that are the least sky-friendly.

More information on bulb types and colour temperature is provided in Table 4.

Principle 10 Ensure appropriate luminance levels of electronic message boards

Luminance levels - During the night hours, which commence no later than one hour after sunset, luminance levels shall not exceed:

- (a) In urban areas (Lighting Zone 3 and 4 of the Model Lighting Ordinance⁴ or CIE Environmental Zone E3 or E4⁵): 150 cd/m² as measured under the brightest conditions of a full white display.⁶
- (b) In suburban and rural areas (Lighting Zone 1 and 2, Environmental Zone 2): 50 cd/m² as measured under conditions of a full white display.
- (c) Electronic message boards should never be located in natural areas (Lighting Zone 0 or Environmental Zone E1).

Curfew - Electronic message boards shall be switched off completely after 11pm (or 30 minutes after the close of business for on-premises signs, whichever is later), and remain off until one hour before sunrise. Electronic message board applications for traffic and safety information shall be exempt from curfew.

Luminance is measured by a Luminance Meter in accordance with manufacturer instructions.

⁴ IES/IDA Model Lighting Ordinance (darksky.org)

⁵ CIE 150:2017 Standard Guide on the limitation of the effects of obtrusive light from outdoor lighting installations, Second Edition

⁶ A brighter sign does not necessarily mean a more visible or readable sign. Informational highway signs have a maximum luminance of 90 cd/m². A survey of hundreds of legacy floodlit billboards in Arizona, USA indicated that most were 50-100

cd/m², with all externally illuminated billboards below 200 cd/m². Even in bright city areas, IDA tests in urban areas indicate that sign legibility can be maintained at luminance values well below the 300-400 cd/m² that is sometimes cited as a lower limit for luminance by the advertising industry. As an everyday reference, laptop computer displays can emit up to 100 - 400 cd/m², and are typically operated at 100-200 cd/m² in indoor illuminated settings.



Table 4 Common bulb types and associated colour temperature

Bulb type	Colour temperature	Colour appearance	Best lighting
Full spectrum fluorescent	5000K	Cool	
Cool white fluorescent	4100K	Intermediate	
Metal halide	4000K	Intermediate	
Soft white fluorescent	3500K	Intermediate	
Warm white fluorescent, tungsten halogen	3000K	Warm	
Standard incandescent	2700K	Warm	
High pressure sodium	2200K	Warm orange/peach	

Note: With LEDs, any colour temperature can be produced, but warm colours are preferred.



Glossary

Artificial skyglow is the part of the skyglow that is attributable to human-made sources of light.

Baffle is an opaque or translucent element to shield a light source from direct view, or to prevent light reflecting from a surface like a wall.

Brightness is the strength of the visual sensation on the naked eye when lit surfaces are viewed.

Bulb is the source of electric light and is a component of a light fitting, not a light fitting on its own.

Candela is the unit of intensity of light. A candle emits light with a luminous intensity of approximately one candela.

Colour temperature is the perceived colour of a light source ranging from cool (blue) to warm (yellow), measured in Degrees Kelvin (K). A low correlated colour temperature such as 2500K will have a warm appearance whilst 6500K will appear cold.

Horizontal plane, in relation to the light fitting, means the horizontal plane passing through the centre of the light source (for example the bulb) of the light fitting.

Illuminance is the amount of light reflected from a surface.

Incandescent bulb is a bulb that provides light by a filament heated to a high temperature by electric current.

Intensity is the amount of energy or light in a given direction.

Light is the radiant energy that is visible to humans and animals. Light stimulates sight and makes things visible.

Light fitting is the complete lighting unit. It includes the bulb, elements designed to give light output control, such as a reflector (mirror) or refractor (lens), the ballast, housing and the attached parts.

Light pollution means the brightening of the night sky caused by artificial light.

Lumen is the unit of luminous flux which is the light emitted by a bulb. Lumens are a measure of light output from a bulb. The quantity of lumens produced by a bulb is independent of the wattage. Some types of bulb are more energy efficient than others and produce more lumens per watt.

Luminance is the amount of light emitted in a given direction by the light source or illuminated surface and is measured in candelas per square metre.

Luminance meter is a single element detector that measures photometric brightness (the amount of light that strikes a surface) in lumens.

Lux is the unit of measure of illuminance, equal to one lumen per square metre.

Natural skyglow is that part of the skyglow which is attributable to radiation from celestial sources and luminescent processes in the Earth's upper atmosphere.

Mounting height is the height of the fitting or bulb above the ground.

Outdoor lighting is the nighttime illumination of an area by any form of outside light fitting.

Outside light fitting means a light fitting that is attached or fixed outside or on the exterior of a building or structure, whether temporary or permanent.

Reflected light is light that bounces off a surface. Light coloured surfaces reflect more light than darker coloured surfaces.

Shielded light fitting means a light fitting that does not permit light to shine above the horizontal plane. If a fitting is to be used which is not a shielded fitting, some form of permanent physical opaque shield must be used to provide the shielding requirement. This can be a cover or part of a building. Care must be taken to also shield adjacent surfaces, if they are lightly coloured, to prevent excessive reflected light from adding to skyglow. The shielding should be constructed to minimise emissions in the 10 degrees below horizontal.

Skyglow is the brightness of the night sky caused by the cumulative impact of reflected radiation (usually visible light), scattered from the constituents of the atmosphere in the direction of observation. Skyglow comprises two separate components: natural skyglow and artificial skyglow.

Spill light is light that falls outside the boundaries of the object intended to be lit. Spill light serves no purpose and, if directed above the horizontal plane, contributes directly to artificial skyglow.

Wattage is the amount of electricity needed to light the bulb. Generally, the higher the wattage, the brighter the light will be and the more lumens it will produce.



IMPLEMENTATION

The good lighting design principles outlined in this Policy will assist the Shire to consider the impacts of lighting associated with rural, urban or other development including roads, industry and buildings. The Shire may impose conditions in relation to design of light fittings, shielding of light, the design and operation of development and hours of lighting operation to manage contribution to artificial skyglow.

VARIATION TO POLICY

This policy may be cancelled or varied from time to time at the discretion of Chief Executive Officer. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

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11. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

**12.1 SPORTS COLOCATION TENDER
(TO BE FORWARDED UNDER SEPARATE COVER BEFORE THE MEETING)**

13. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14. CLOSURE