

Shire of Wandering

Ordinary Council Meeting 14 December 2017

NOTICE OF MEETING

Dear Elected Member

The next ordinary council meeting of the Shire of Wandering will be held on Thursday 14 December 2017 in the Council Chambers, 22 Watts Street, Wandering commencing at 3.30pm.

Amanda O'Halloran
Chief Executive Officer

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Ordinary Council Meeting Agenda

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
3. DISCLOSURE OF INTERESTS

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (*updated 13 March 2000*)

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc., and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e. if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:

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6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or

6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

(a) in a written notice given to the Chief Executive Officer before the Meeting; or

(b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL – 16 NOVEMBER 2017

ATTACHMENT 6.1.1

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9. REPORTS OF COMMITTEES

10. REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF NOVEMBER 2017

FILE REFERENCE: 1.1.29.1

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 4 December 2017

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Helen Mark, Administration Officer

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

The purpose of this agenda item is to report to Council for information, Use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of November 2017.

BACKGROUND

Council has authorised the updated delegations register at the November 2017 Ordinary Meeting of Council. The procedure associated with the register is to report to Council the activities or actions that have been performed under the Delegated Authority. A report will be completed for Council at each meeting that identifies (1) use of the Common Seal, and (2) actions performed under the Delegated Authority requiring referral to Council as per the Shire of Wandering Delegated Authority Register 2017.

COMMENT/ DETAILS

Actions performed under delegation during November 2017 are provided below:

- **Food Stall Holders Licence:**
Wandering Primary School – 25/11/17 - "Quiz Night"
Wandering CRC – 1/12/17 – "Movie Night"
- **Planning Approval:**
A#10/DA17001 – 6519 Albany Hwy, North Bannister Zoya Investments – Service Station Price Board
- **Building Licences Issued:**
Nil
- **Health:**
Nil
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.

CONSULTATION

Planning and Building Specialists Shire of Kalamunda
Environmental Health Officer

STATUTORY/ LEGAL ENVIRONMENT

Local Government Act 1995 Section 9.49A

POLICY IMPLICATIONS

Affixing the Shire of Wandering Common Seal Policy
Shire of Wandering Delegations Register 2016
Purchasing and Tendering Policy

FINANCIAL IMPLICATIONS

Nil – all payments have been approved in the 2017/18 Annual Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent.

Strategy 5.2.2: Ensure that the organisation's governance structure, policies and procedures are current and relevant.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of November 2017.

10.1.2 ANNUAL ELECTORS MEETING 2017

FILE REFERENCE: 1.4.7

PROPONENTS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 21 November 2017

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Amanda O'Halloran, CEO

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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PURPOSE OF THE REPORT

This item is to review and endorse the Minutes of Annual Electors Meeting held on the 15 November 2017 as a true and correct record.

AGENDA FOR THE MEETING TO BE HELD 14 DECEMBER 2017

BACKGROUND

Council accepted the draft Annual Report for 2016/2017, including the Financial and Auditors Reports, at the Ordinary Meeting of Council held on the 21 September 2017. Council recommended holding the Annual Electors Meeting on the 15 November 2017, giving 55 days' notice of the meeting.

This item is to review and endorse the Minutes of Annual Electors Meeting held on the 15 November 2017 as a true and correct record.

COMMENT/ DETAILS

The Annual Electors Meeting was held on the 15 November 2017. 19 members of the public attended. The Minutes and CEO's Presentation are attached for Council's review and endorsement.

General business was focused on facility issues, free camping concerns and road conditions. Questions were taken on notice and will be incorporated into budget and operational planning as Council sees appropriate.

ATTACHMENTS 10.1.2.1 & 10.1.2.1

CONSULTATION

Manager Communities

STATUTORY/ LEGAL ENVIRONMENT

Sections 5.27, 5.53 and 5.54 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisations governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Accepts the Annual Electors Meeting Minutes as per **ATTACHMENT 10.1.2.1**
2. Authorises the CEO to publish the Minutes and CEO's Presentation as per **ATTACHMENTS 10.1.2.1 & 10.1.2.2** in the December edition of the Wandering Echo.

10.1.3 NOMINATION FOR WHEATBELT DEVELOPMENT COMMISSION BOARD MEMBERSHIP

FILE REFERENCE: 12.1.16

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

**DATE:
PREVIOUSLY BEFORE
COUNCIL:** N/A

**AUTHORS NAME &
POSITION:** Amanda O'Halloran, CEO

**NATURE OF COUNCIL'S
ROLE IN THE MATTER:**

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

To endorse the nomination of Council's representative(s) to fill one (1) Local Government authority vacancy on the Wheatbelt Development Commission's Board of Management.

BACKGROUND

The Pilbara Development Commission (PDC) has advised that it currently has two (2) Local Government vacancies on its Board of Management. Both positions are for a term of up to three (3) years from the date of appointment.

The objectives of the Pilbara Development Commission is to –

- maximise job creation and improve career opportunities in the Region;
- develop and broaden the economic base of the Region;
- identify infrastructure services to promote economic and social development within the region;
- provide information and advice to promote business development within the Region;
- seek to ensure that the general standard of government services and access to those services in the region are comparable to that which applies in the metropolitan area; and
- generally take steps to encourage, promote, facilitate and monitor the economic development of the Region.

COMMENT/ DETAILS

It is recommended that Council nominates one (1) elected member representative for membership of the Board of Management of the Wheatbelt Development Commission. Nominations close on Monday 18 December 2017.

Councillor Max Watts has expressed an interest and the Shire of Wandering is asked to endorse his nomination.

CONSULTATION

Shire of Wandering Councillors

STATUTORY/ LEGAL ENVIRONMENT

The Wheatbelt Development Commission was established under the Regional Development Commissions Act 1993.

Part 3, Division 1, Section 15 of the Regional Development Commission Act 1993 advises that the Board consists of a maximum of nine (9) members who are to be appointed by the Minister for Local Government and Regional Development, as follows (in part):

"15. Board of management of a commission

(1) Subject to section 16, a commission is to have a board of management comprising – ...

(b) a prescribed number of other members, not exceeding 9, who are to be appointed by the Minister in the prescribed manner. ..."

with the following section, Section 16 detailing three (3) members of the Board are to be elected from a local government authority within the Wheatbelt Region, unless particular circumstances require otherwise, as stated (in part):

"16. Method of appointment of appointed members

Regulations made for the purposes of paragraph (b) of section 15(1) are to be consistent with the following, unless particular circumstances require otherwise – ...

(b) one third of those members are to be members of the council of a local government in the region and are to be nominated by local governments in the region in accordance with the regulations; and ..."

[Section 16 amended by No. 14 of 1996 s. 4; No. 16 of 1997 s. 4.]

Schedule 2, Part 1 of the Regional Development Commissions Act 1993 outlines the constitution and proceeding of a Board, particularly Section 1 as stated (in full):

"1. Term of office of appointed member

(1) An appointed member holds office for such term, being not

- more than 3 years, as is specified in the member's instrument of appointment, but he or she is eligible –*
- (a) for further reappointment, if the reappointment is consecutive to a previous appointment and will not result in the member holding office continually for a time which exceeds 6 years; or*
 - (b) to be reappointed from time to time, if the term of the reappointment is not consecutive to a previous appointment.*
- (2) An appointed member, unless the member sooner dies or resigns or is removed from office, continues in office until a successor comes into office, despite the fact that the term for which the member was appointed may have expired.”*
- [Clause 1 amended by No. 16 of 1997 s. 6(1).]*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Whilst there is not a specific reference for this item, the Shire's Community Strategic Plan references Economic and Regional Development in all of its key Goals and Objectives. Growth and development of Wandering and the wider Wheatbelt Region is essential to support our Ratepayers and residents.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council advises the Wheatbelt Development Commission and the Minister for Local Government, Heritage, Culture and the Arts of Councils the nomination of Cr Max Watts for Membership of the Board of Management for the Wheatbelt Development Commission.

10.1.4 ENDORSEMENT OF CEO'S ANNUAL LEAVE

FILE REFERENCE: 1.4.11

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 1 December 2017

PREVIOUSLY BEFORE

COUNCIL: Nil

AUTHORS NAME &

POSITION: Amanda O'Halloran, Chief Executive Officer

**NATURE OF COUNCIL'S
ROLE IN THE MATTER:**

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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PURPOSE OF THE REPORT

To consider a request for the CEO to take three (3) weeks annual leave and appoint an Acting CEO for this same period, in accordance with the provisions of the Local Government Act, 1995 and subsidiary legislation.

BACKGROUND

The CEO is requesting leave for March 2018; the CEO last took annual Leave in December and January 2016/17.

COMMENT/ DETAILS

The CEO has requested leave from the 16 March 2018 to the 6 April 2018 inclusive; this equates to 14 working days and encompasses the 2018 Easter Break. The CEO has adequate leave to cover this request.

Manager of Communities, Mrs Monica Treasure is has previously acted in the position of CEO covering annual leave and sick leave in May 2016 and September 2017. Monica provided good governance and sound decision making during this time, and it is proposed to appoint Monica as acting CEO and again, affording Monica the opportunity to gain further experience in this regard.

Monica is keen to undertake the role and given that during the proposed time frame there is a limited formal CEO requirement, it is requested that the Acting CEO be paid 80% of the current CEO's salary as higher duties and be required to work five days a week during this time.

The CEO is available by phone on an adhoc basis and can provide support in the event of a serious or emergency situation.

CONSULTATION

Manager of Communities

STATUTORY/ LEGAL ENVIRONMENT

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and

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- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no additional financial implications as the provision for leave is included in the 2017/18 annual budget provisions. Provision was made for contractor CEO cover and whilst Acting Staff will receive an allowance for the extra duties and responsibilities during the time they will be acting in the CEO role, this is much less than employing a contractor to act in the role.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisations governance structure, policies and procedures are current and relevant.

Outcome 5.3: Professional, committed and multi – skilled staff

Strategy 5.3.2: Promote and Implement a relevant and practicable staff development program

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Approves the annual leave for the Chief Executive Officer for the period 16 March 2018 to the 8 April 2018 (inclusive);
2. Authorises Mrs Monica Treasure to be Acting Chief Executive Officer of the Shire of Wandering from the 16 March 2018 to the 8 April 2018 (inclusive);
3. That Mrs Monica Treasure Manager of Communities is paid 80% higher duties for the duration of the period of Acting CEO.

10.2 BUILDING AND PLANNING REPORTS

Nil

10.3 COMMUNITY SERVICES REPORTS

Nil

10.4 CORPORATE SERVICES

10.4.1 FINANCIAL STATEMENTS FOR THE PERIODS ENDED 30 NOVEMBER 2017

FILE REFERENCE: 10.1.16

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 6 December 2017

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Cara Ryan Finance Manager

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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PURPOSE OF THE REPORT

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

Monthly Financial Report, Payment Listing and Bank Reconciliations for the month of November 2017 are presented for Council's consideration.

BACKGROUND

In accordance with Local Government (Financial Management) Regulation 1996 34(1), local governments are required to prepare each month, a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

COMMENT/ DETAILS

Council is requested to accept the Monthly Financial Report, Bank Reconciliations and List of payments for the periods ended 30 November 2017, as presented.

Monthly Financial Report 30 November 2017	ATTACHMENT 10.4.1
List of Payments 30 November 2017	ATTACHMENT 10.4.1.1
Bank Reconciliations & Bank Statements (Muni A/C) 30 November 2017	ATTACHMENT 10.4.1.2
Bank Reconciliations & Bank Statements (Investment A/C) 30 November 2017	ATTACHMENT 10.4.1.3
Bank Reconciliations & Bank Statements (Trust A/C) 30 November 2017	ATTACHMENT 10.4.1.4
Credit Card Statement 30 November 2017	ATTACHMENT 10.4.1.5

CONSULTATION

Finance Officer

STATUTORY/ LEGAL ENVIRONMENT

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.3: Ensure appropriate funds are available to implement current and future action plans

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$418,706.95 for the period ending for the period ending 30 November 2017.
2. Receive the bank reconciliations & bank statements for the periods ended, 30 November 2017.
3. Receive the financial statements for the period ended 30 November 2017.

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

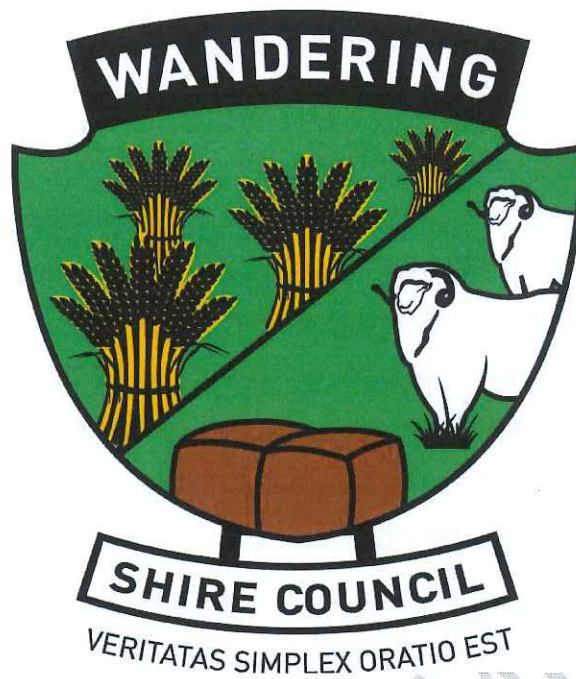
13. CONFIDENTIAL ITEMS

Nil

14. TIME AND DATE OF NEXT MEETING

Next Ordinary Council meeting to be held on 15 February 2018 at 3:30pm.

15. CLOSURE OF MEETING



SHIRE OF WANDERING

MINUTES OF THE ORDINARY COUNCIL MEETING

**Wandering Shire Council Chambers, 22 Watts Street,
Wandering**

**16 November 2017
3.30pm**

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SHIRE OF WANDERING ORDINARY MEETING OF COUNCIL

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Wandering will be held on 16 November 2017 at Shire of Wandering Council Chambers, 22 Watts Street, Wandering. Commencing at 3.30 pm

The business to be transacted is shown in the Agenda.

Amanda O'Halloran
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wandering warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during a Council meeting.

Ordinary Council Meeting

1. DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS

The Shire President, Cr B Whitely declared the meeting open at 3.28pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr B Whitely	President
Cr C Ferguson	Deputy President
Cr M Watts	
Cr G Parsons	
CR J Price	
Cr I Turton	

Staff:

Ms A O'Halloran	Chief Executive Officer
Mrs H Mark	Administration Officer

Visitors:

Nil

Apologies:

Nil

On Leave of Absence:

Nil

3. DISCLOSURE OF INTERESTS

Nil

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) *(updated 13 March 2000)*

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
 - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL – 26 OCTOBER 2017

ATTACHMENT 6.1.1

COUNCIL DECISION – ITEM 6.1

MOVED: Cr Turton

SECONDED: Cr Ferguson

That the minutes of the Ordinary Meeting of Council held on 26 October 2017, be confirmed as a true and accurate record.

CARRIED 6/0

7 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

8 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

9. REPORTS OF COUNCILLORS/COMMITTEES

Nil

10. REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF OCTOBER 2017

FILE REFERENCE: 1.1.29.1

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 1 NOVEMBER 2017

PREVIOUSLY BEFORE

COUNCIL: N/A

AUTHORS NAME &

POSITION: Helen Mark, Administration Officer

**NATURE OF COUNCIL'S
ROLE IN THE MATTER:**

Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

The purpose of this agenda item is to report to Council for information, Use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of October 2017.

BACKGROUND

Council has authorised the updated delegations register at the July 2016 Ordinary Meeting of Council. The procedure associated with the register is to report to Council the activities or actions that have been performed under the Delegated Authority. A report will be completed for Council at each meeting that identifies (1) use of the Common Seal, and (2) actions performed under the Delegated Authority requiring referral to Council as per the Shire of Wandering Delegated Authority Register 2016.

COMMENT/ DETAILS

Actions performed under delegation during October 2017 are provided below:

- **Food Stall Holders Licence:**
Nil
- **Planning Approval:**
Nil
- **Building Licences Issued:**
Nil
- **Health:**
Nil
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.

CONSULTATION

Planning and Building Specialists Shire of Kalamunda
Environmental Health Officer

STATUTORY/ LEGAL ENVIRONMENT

Local Government Act 1995 Section 9.49A

POLICY IMPLICATIONS

Affixing the Shire of Wandering Common Seal Policy
Shire of Wandering Delegations Register 2016
Purchasing and Tendering Policy

FINANCIAL IMPLICATIONS

Nil – all payments have been approved in the 2017/18 Annual Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent.

Strategy 5.2.2: Ensure that the organisation's governance structure, policies and procedures are current and relevant.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of October 2017.

COUNCIL DECISION – ITEM 10.1.1

MOVED: Cr Watts

SECONDED: Cr Watts

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of October 2017.

CARRIED 6/0

10.1.2 ANNUAL REVIEW AND ENDORSEMENT OF DELEGATED AUTHORITY REGISTER & COUNCIL APPROVED AUTHORISATIONS

FILE REFERENCE: 1.1.29

PROponents: Nil

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 5 November 2017

PREVIOUSLY BEFORE COUNCIL: Nil

AUTHORS NAME & POSITION: Amanda O'Halloran, Chief Executive Officer

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

The Delegations and Council Approved Authorisations Register is required to be reviewed once each financial year to comply with the Local Government Act 1995. This report seeks the Council's consideration in reviewing and adopting certain delegations of authority that permit officers to perform functions within a prescribed parameter.

BACKGROUND

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation.

Without delegated authority, most decisions of the Shire would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub – delegate these to other staff if appropriate. The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation.

The Local Government Act 1995 (The Act) provides for the delegation of certain powers and duties to certain Committees (Sections 5.16 & 5.17) and the Chief Executive Officer (Sections 5.42 & 5.43). The Chief Executive Officer may, unless prohibited by the Council's instrument of delegation, further on-delegate powers and duties to employees (Section 5.44).

The Act also provides for a delegations register to be maintained and reviewed each financial year (Section 5.46). Council Officers have reviewed the delegations and this report requests the Council to review the reviewed delegations as submitted by officers.

COMMENT/DETAILS

It is necessary to review all current delegations to ensure, in the first instance, that they are consistent with the legislation and secondly, that they are still necessary. Although the provisions of the Local Government Act 1995 do not affect delegations made under other legislation, it is also considered an appropriate time to review those delegations.

"Delegated Authority" refers only to those powers or duties required by legislation and are often referred to as statutory delegations. Generally, these delegated authorities will be made to the Chief Executive Officer who may then on-delegate to such person or persons as he/she feels appropriate.

The 2017 Delegated Authority Register for the Shire of Wandering is attached. This attachment provides specific detail as to the extent of each delegation. All Delegations have been reviewed by appropriate Staff and the CEO and any suggestions or Act revisions have been included.

The review process was undertaken by the CEO and given the extensive work that has been undertaken over the last 3 years, the main amendments recommended are fine tuning of the existing delegations. A listing of all Council Delegations is provided as an attachment with notes identifying any specific change to a delegation.

The following changes and additions are proposed:

"Minor Changes" refers to edits that has occurred in relation to revised positions in the organisation, changes to review dates and statutory reference updates, these changes have occurred in most instances.

Removal from the register:

Delegation	Proposed Changes
DA06-16 Appointment of Nominated Shire Officers as authorised Officers under the Food Act 2008	Removal of Delegation – consolidated into Public Health Delegation
DA06-17 Issue Prohibition Orders	Removal of Delegation – consolidated into Public Health Delegation
DA06-18 Certificates of Clearance	Removal of Delegation – consolidated into Public Health Delegation

The following Council Delegations are proposed for inclusion:

Delegation	Description
DA 06-16 Public Health	Consolidates individual delegations to the Food Act and Health Act and incorporates changes made to the Public Health Act 2016.
DA 06-17 Illegal Dumping and Noise	This is a new addition as it has been overlooked previously.
DA06-24 Emergency Management	This is a new addition as it has been overlooked previously.

ATTACHMENTS 10.1.2.1, 10.1.2.2 & 10.1.2.3

CONSULTATION

Relevant Staff and Contractors reviewed their respective delegations and each was checked for accuracy.

STATUTORY/ LEGAL IMPLICATIONS

The following section of the *Local Government Act 1995* applies:

Section 5.42 Delegation of some powers and duties to the CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
- a. this Act other than those referred to in section 5.43; or
 - b. the Planning and Development Act section 214(2), (3) or (5).

*Absolute Majority required.

Section 5.43 Limits on delegations to CEO

Section 5.44 CEO may delegate powers and duties to other employees

Section 5.46. Register of, and records relevant to, delegations to CEO and employees

- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure that the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council adopt the Delegations Register as per **ATTACHMENT 10.1.2.1** and the Council Approved Authorisations Register as per **ATTACHMENT 10.1.2.2** of this agenda and minutes.

COUNCIL DECISION – ITEM 10.1.2

MOVED: Cr Price

SECONDED: Cr Parsons

That Council adopt the Delegations Register as per **ATTACHMENT 10.1.2.1** and the Council Approved Authorisations Register as per **ATTACHMENT 10.1.2.2** of this agenda and minutes.

CARRIED 6/0

10.1.3 ORDINARY MEETING OF COUNCIL – SCHEDULE OF MEETING DATES, TIMES AND LOCATION FOR 2018

FILE REFERENCE: 1.4.1

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 31 October 2017

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Amanda O'Halloran, CEO

NATURE OF COUNCIL'S

ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

It is a requirement for Council to adopt the schedule of meeting dates, times and location for all Ordinary Meetings of Council each year. The following have been submitted to Council for approval:

- Schedule of Ordinary Meeting of Council dates, times and location.

BACKGROUND

Council traditionally holds its Council meeting on the third Thursday of the month. This tradition has been maintained in the dates set out below. Times have been reviewed in the last 12 months, and the 3.30pm timeslot appears to support the ability to undertake Councillor training and discussion sessions prior to the meeting.

COMMENT/ DETAILS

Suggested dates are outlined in the table below. It is suggested that there is no planned meeting for January 2018, if there is important business arising the CEO or Shire President will call a special meeting to consider those matters.

The December 2018 meeting be scheduled for the second Thursday (13 December 2018) to best accommodate the Christmas and New Year period.

The proposed schedule is set out below.

DATE	LOCATION	TIME
Thursday, 18 January 2018	No meeting Planned	
Thursday, 15 February 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 15 March 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 19 April 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 17 May 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 21 June 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 19 July 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 16 August 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 20 September 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 18 October 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 15 November 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 13 December 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
No Meeting planned, January 2019	Shire Offices, 22 Watts Street, Wandering	3.30pm

CONSULTATION

Nil

STATUTORY/ LEGAL ENVIRONMENT

Section 5.3 Ordinary and Special Council Meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the minister of that failure.

Section 5.25(g) Local Government Act 1995 indicates regulations may be made concerning the giving of public notice of the date and agenda for Council or Committee meetings.

The following section of the Local Government (Administration) Regulations 1996 applies:

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which –*
- (a) *The ordinary council meetings; and*
 - (b) *The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to the members of the public, are to be held in the next 12 months.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council sets aside sufficient funds in its budget to meet the cost of the advertisement and the associated costs of Council meetings.

STRATEGIC IMPLICATIONS**Community Strategic Plan 2013-2023****Goal 5 – A strong and Effective Organisation**

Outcome 5.1: Accessible customer services and information systems

Strategy 5.1.1: Promote and deliver responsive customer services

Strategy 5.1.2: Ensure all people can access information in a format that meets their needs

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Councils decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisations governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council adopt the Schedule of Ordinary Council Meeting dates, times and locations for the period January 2018 to January 2019 as outlined below.

DATE	LOCATION	TIME
Thursday, 18 January 2018	No meeting Planned	
Thursday, 15 February 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 15 March 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 19 April 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 17 May 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 21 June 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 19 July 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 16 August 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 20 September 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 18 October 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 15 November 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 13 December 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
No Meeting planned, January 2019	Shire Offices, 22 Watts Street, Wandering	3.30pm

COUNCIL DECISION – ITEM 10.1.3**MOVED:** Cr Turton**SECONDED:** Cr Price**That Council:**

That Council adopt the Schedule of Ordinary Council Meeting dates, times and locations for the period January 2018 to January 2019 as outlined below.

MINUTES FOR THE MEETING HELD 16 NOVEMBER 2017

DATE	LOCATION	TIME
Thursday, 18 January 2018	No meeting Planned	
Thursday, 15 February 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 15 March 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 19 April 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 17 May 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 21 June 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 19 July 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 16 August 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 20 September 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 18 October 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 15 November 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
Thursday, 13 December 2018	Shire Offices, 22 Watts Street, Wandering	3.30pm
No Meeting planned, January 2019	Shire Offices, 22 Watts Street, Wandering	3.30pm

CARRIED 6/0

UNCONFIRMED MINUTES

10.1.4 ANNUAL REVIEW OF COUNCIL POLICIES

FILE REFERENCE: 1.1.27

PROPOSERS: NIL

DISCLOSURE OF INTEREST: NIL

DATE: 31 October 2017

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Amanda O'Halloran, CEO

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

Section 2.7(2)(b) of the Local Government Act 1995 ("the Act") states that the making of policy is a role of the Council. Policies provide clarity, ownership, and accountability to the Wandering community and for the staff of the Shire. A review of the attached policies has been conducted as part 1 of the process to ensure accuracy and currency which reflect the Council's commitment to ensuring best practice governance principles. The policies attached have been reviewed by key stakeholders and Managers. The review included the need to define policy level; currency of the policy content; relevant statutory environments; policy owner and review timeframes; and formatting to align with the Shire's approved template models.

Part 2 with the remaining policies of Council will be presented at the December 2017 Meeting.

BACKGROUND

It was evident as part of the 2014/15 Probity Audit, all systems - policies, procedures, risk management and integrated planning, that a more formal and documented approach to Council's governance policies and procedures would be of benefit to all concerned. One of the suggestions was that Council adopt a maximum four year review timetable for all of its Policies.

The establishment of a formal management review system for all policies has been developed and integrated into the Shire work program. The regular review and analysis of Council's Policies highlights Council's focus on strategic governance as it provides clarity, ownership, and accountability to the Wandering community and for the operations staff of the Shire.

COMMENT

The review included the need to define currency of the policy content; relevant statutory environments; policy owner; review timeframes and format. All Council policies are kept in a Policy Register and uploaded onto the Shire's website and intranet.

Part 1 of the Council policies which have undergone review in 2017 are attached to this Agenda for consideration of approval. The next proposed review date is scheduled for October 2019. This is to coincide with the Election timetable and will enable new Councillors to be orientated and have input if required. No changes have been undertaken during this review.

ATTACHMENT 10.1.4.1

CONSULTATION

Shire Councillors
Manager Communities and Works
Shire Staff
Department of Local Government
WALGA

STATUTORY ENVIRONMENT

The Local Government Act 1995 Section 2.7(2)(b) of the Local Government Act 1995 ("the Act") states that the making of policy is a role of the Council.

POLICY IMPLICATIONS

Reviewed policies updated as per Policy Register and Council's recommendation.

FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of the policy review process, but there will be numerous and variable financial implications resultant from individual policy modifications. These would mostly be covered by the 2017/18 Annual Budget.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.1 Accessible customer services and information systems

Strategy 5.1.1: Promote and Deliver responsive customer services

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Simple Majority

Recommendation

That Council adopt the proposed reviewed policies as per **ATTACHMENT 10.1.4.1** of this Agenda and Minutes

Equal Opportunity, Harassment and Bullying	CP002
Disability Access and Inclusion	CP003
Use of Logo	CP004
Councillor Recognition	CP005
Employee Recognition	CP006
Dress Standard for Councillors and Employees	CP007
Common Seal	CP008
Official Photographs	CP009
Risk Management	CP010
Council Meetings	CP011
Memorials on Council Land	CP012
Naming of Public Places	CP013
Conduct of Public Question Time	CP016
Legal Representation for Councillors and Employees	CP018
Home Businesses	CP022
Occupational, Health and Safety	CP024

Addit: Council recommends that Policy CP007 be modified to remove the following statement – “The corporate uniform must be worn as a whole, and not mixed with other clothing (for example, a uniform shirt must not be worn with pants that have no logo and were not purchased through the corporate uniform program).”

COUNCIL DECISION – ITEM 10.1.4

MOVED: Cr Ferguson

SECONDED: Cr Parsons

That Council adopt the proposed reviewed policies as per **ATTACHMENT 10.1.4.1** of this Agenda and Minutes

Equal Opportunity, Harassment and Bullying	CP002
Disability Access and Inclusion	CP003
Use of Logo	CP004
Councillor Recognition	CP005
Employee Recognition	CP006
Dress Standard for Councillors and Employees	CP007
Common Seal	CP008
Official Photographs	CP009
Risk Management	CP010
Council Meetings	CP011

Memorials on Council Land	CP012
Naming of Public Places	CP013
Conduct of Public Question Time	CP016
Legal Representation for Councillors and Employees	CP018
Home Businesses	CP022
Occupational, Health and Safety	CP024

Including the recommended change to CP007 – removal of 2.1 statement –
“The corporate uniform must be worn as a whole, and not mixed with other clothing (for example, a uniform shirt must not be worn with pants that have no logo and were not purchased through the corporate uniform program).”

CARRIED 6/0

UNCONFIRMED MINUTES

10.1.5 APPROVAL TO INSTALL SOLAR POWER ON COUNCILS KEY INFRASTRUCTURE

FILE REFERENCE: 18.1.31

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

**DATE:
PREVIOUSLY BEFORE
COUNCIL:** N/A

**AUTHORS NAME &
POSITION:** Katherine Price, Support Officer
& Amanda O'Halloran, CEO

**NATURE OF COUNCIL'S
ROLE IN THE MATTER:**

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
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PURPOSE OF THE REPORT

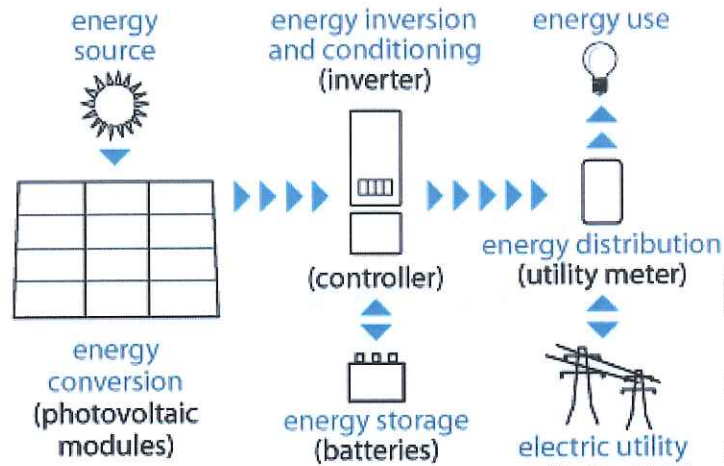
Council is committed to best practice financial management. Recent advances in Solar Power have significantly increased the efficiency and savings associated with solar installation. The Shire administration has been exploring opportunities to cost save and decrease Councils environmental foot print. Council is provided with 4 solar installation quotes for consideration.

BACKGROUND

Energy costs have always been high for the Shire of Wandering. With electricity prices continuing to rise, alternative energy sources are said to provide substantial long term energy savings. Solar power generation has emerged as one of the most rapidly growing renewable sources of electricity.

Currently, the average annual cost of electricity for the Shire Office Building alone is an average of approximately \$7000. Council spends up to \$17,000.00 per annum on its 4 key properties a year, given the purported savings that can occur with the implementation of Solar, Council is requested to consider the information enclosed and give direction to the Shire Administration on a proposed way forward. Solar photovoltaic (PV) system overview:

Solar PV systems are comprised of Solar Panels (or modules) and Inverters. Solar panels consist of individual solar cells, which function similarly to large semiconductors. When the solar cells are exposed to sunlight, they collect solar radiation from the sun, and actively convert the energy into direct current (DC) electricity. Inverters are the device which converts DC produced by the solar panels, into the alternating current (AC), creating usable electricity. This energy is utilised first, with electricity drawn from the grid if more is required.



The current cost of grid energy is 30.31 cents/kWh Flat, and is expected to increase by 3% each year. Considering the electricity requirements of the Shire of Wandering Office Building, a PV system could potentially generate \$112,670 in energy savings over the 20-year life of the system (\$5633.50 per annum), with a Levelised Cost of Energy (LCOE) of 8.96 cents. LCOE is calculated as the present value of the total costs of the PV system, divided by the energy generated by the PV system.

Four Shire properties have been considered for Solar PV Systems:

- Shire Office Building
- Community Resource Centre
- 13 Dunmall Dr (CEO's residence)
- 19 Humes Way

The combined cost of electricity for these properties is approximately \$17,000 per annum. Although this figure is seemingly small in the grand scheme of the Shire of Wandering's annual outgoings, taking measures to reduce this cost to the Shire, such as installing PV systems, can be expected to have long term financial benefits. In addition to increasing cash flow, solar power will assist in reducing the Shire of Wandering's carbon footprint, and add value to the properties where a PV system is installed.

Quotations have been received from four companies:

- SolarGrid \$50,000.00 incl GST
- Sunwise \$30,998.00 incl GST
- Solargain \$40,609.00 incl GST
- Infinite Energy \$18,616.00 incl GST

ATTACHMENT 10.1.5.1

Of these four companies, Solargain and Infinite Energy are listed in the WALGA Preferred Supplier Directory.

Comparing the quotations received from three of the suppliers, overall the recommended energy requirements for three of the four buildings listed above is fairly consistent:

- CRC recommended energy requirements varies from 5.83kW to 6.5kW
- 13 Dunmall Dr recommended energy requirements varies from 5.83 to 6.5kW
- 19 Humes Way recommended energy requirements varies from 2.43kW to 5.83kW

Recommended energy requirements for the Shire Office building does vary considerably between quotations:

- The Shire Office Building recommended energy requirements varies from 8.745kW to 15.12kW

However, as the third quotation recommends energy requirements of 13kW, the larger system is not that extreme a recommendation. Larger solar PV systems offer better value and produce more energy. Often, the increase in price is disproportionately small compared to the increase in energy yields. Although in this instance, the 15.12kW system is quoted as being \$911.00 less than the 8.745kW system.

It is very common to put more panel capacity on an inverter than its maximum output. The main reason for this is the panels will never perform at their peak rated power output. The panels receive their rating from standard test conditions which will never be seen in the real world at the same time.

The energy requirements recommended in the quotations from Infinite Energy are considerably lower than recommended by the other three providers. Due to this inconsistency, their quotation has not been referred to in the above recommended energy requirement variations.

From the quotations received, Solargain stands out as the most thorough. Their proposal is extensive, including but not limited to:

- Outlining the system recommendations for each property;
- Detailed inclusions and exclusions list, providing confidence in no 'hidden costs';
- Detailed Small-scale Technology Certificates (STCs) explanation;
- Detailed System Overview and Pricing Assumptions;
- Detailed information about the panels and inverters recommended, specific to each PV system;
- Process, timeline and compliance details, including Western Power Compliance requirements; and
- A list of referees, including City of Cockburn, City of Kalgoorlie-Boulder and the WA Department of Housing.

In addition to the information listed above, an email was also received from Chris Harvey, the Solargain consultant assigned to liaising with the Shire of Wandering, further outlining the quotation. This included:

- Suggestions for Inverter placement at the CRC. If located outside, a security cage is required at an additional cost of \$800;
- An explanation outlining the difference in cost of residential PV systems vs commercial PV system (i.e.; 13 Dunmall Dr vs CRC); and
- Confirming travel time for the installation of the residential PV systems is included in the quotation for each property.

Solargain's transparency certainly promotes confidence, and their customer service so far has been exceptional.

Sunwise is another supplier that provided fairly detailed quotations, and their customer service is excellent, however no referees or previous work history was provided.

Prior to a solar PV system being installed, it is a requirement by Western Power to have a bi-directional energy meter fitted. This type of meter is capable of separately measuring and recording electricity flows in each direction, that is, how much energy is consumed from the grid vs how much excess solar energy is exported back to the grid.

If any of the four properties listed above for solar PV system consideration, do not already have a bi-directional meter, the meter on that property will need to be replaced, reprogrammed or reconfigured to ensure it is compatible with the solar power system. Synergy can assist with arranging this with Western Power, and all metering costs incurred will be charged to the bill following installation.

Current Residential Metering costs to switch to REBS (inclusive of GST):

- Single phase meter \$138.24
- Three phase meter \$253.04
- Reprogram fee compatible meter: \$74.00

Therefore the recommendation to Council is to proceed with the Solargain quote and install solar PV systems in all 4 buildings in an effort to maximise Council's return over the 20 year life of the systems. The confidence that Solargain generates given their previous experience and delivery to Local Government in regional and remote areas qualifies them to support Wandering which can suffer from similar project complexities.

CONSULTATION

Sunwise Representatives
Solargain Representatives
Solargrid Representatives
Infinite Energy Representatives
Shire of Wandering CEO
Shire Councillors

STATUTORY/ LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

For the Council to proceed with the decision, a lending agreement will be required to be entered into. It is proposed to seek approval from WA Treasury. Council has not allocated the proposed expenditure in the 2017/18 Budget, and a decision of Absolute Majority would need to be considered. It is anticipated that no increase in expenditure is required as electricity costs have been allocated across all four properties and the net savings in power should more than adequately cover the costs of lending over a minimum of 5 years.

If Council authorises the expenditure and directs the CEO to seek WA Treasury approval, Council will be required to authorise the final lending terms, therefore a more detailed cost breakdown will be presented prior to entering into contracts.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure the Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure that the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council

1. Awards the contract to install Solar PV Systems to Solargain as per quote for the sum of \$40,609.00 (incl GST).
2. Authorises the CEO to seek finance from the Western Australian Treasury Corporation for the sum of \$40,609.00 over 5 years.

COUNCIL DECISION – ITEM 10.1.5

MOVED: Cr Ferguson

SECONDED: Cr Price

That Council

1. Awards the contract to install Solar PV Systems to Solargain as per quote for the sum of \$40,609.00 (incl GST).
2. Authorises the CEO to seek finance from the Western Australian Treasury Corporation for the sum of \$40,609.00 over 5 years.

LOST 0/6

Note: Council requests the CEO undertakes further economic modelling, cost analysis and prioritisation of buildings considered for implementation

10.1.6 APPROVAL FOR COUNCILLOR VANCANCY TO REMAIN UNFILLED

FILE REFERENCE: 9.1.1

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

**DATE:
PREVIOUSLY BEFORE
COUNCIL:** N/A

**AUTHORS NAME &
POSITION:** Amanda O'Halloran, CEO

**NATURE OF COUNCIL'S
ROLE IN THE MATTER:**

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

To consider future Councillor Representation, given the shortfall in nominations at the 2017 Council Elections.

BACKGROUND

The 2017 Council Elections failed to attract enough nominations to fill the 7 seats of the Wandering Council. 4 positions were vacant and 3 nominations were received at the time of nomination closing, no other interest or late nominations were received. Numbers of interested electors has dropped considerably over the last few years. An extraordinary election was held in 2016 when 2 Councillors resigned, Council was fortunate to receive 2 nominations; however this was the first time in a number of years that an election was not triggered.

Discussions with the Wandering Shire Council and other interested Community groups and members indicates that should an extraordinary election be called it would be unlikely to attract any nominations at this time.

COMMENT/ DETAILS

There are some circumstances in which vacant positions on council can remain unfilled even when the vacancy arises in a year when ordinary elections are not due. Sections 4.17(3) and (4A) allow a council, with the approval of the Electoral Commissioner, to leave a vacant position unfilled until the next ordinary elections, provided that 80 per cent of the remaining positions on council for the relevant district or ward are still filled.

The Shire of Wandering Administration is asking Council to consider leaving the position vacant for a period of 12 months, during which time the Shire undertakes a Councillor drive and conducts community sessions in an effort to increase the community's knowledge and perception regarding the role of Councillor.

It is necessary for Council to formally consider the option of leaving the vacant office unfilled prior to seeking the Electoral Commissioners determination.

CONSULTATION

Shire President
Wandering Shire Council
WA Electoral Commission

STATUTORY/ LEGAL ENVIRONMENT

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
 - (b) before the third Saturday in July in that election year,
the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

* Absolute majority required.

(4A) Subsection (3) applies —

- (a) if —
 - (i) the office is for a district that has no wards; and
 - (ii) at least 80% of the number of offices of member of the council in the district are still filled;

[Section 4.17 amended by No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are minimal financial implications in leaving the position vacant for 12 months, other than Administration and Councillor time to conduct information sessions and undertake a level of community engagement. However should an extraordinary election be required, the financial and resource implications have not been considered in the 2017/18 budget and are generally in the vicinity of \$5,000.00. The Shire Council will need to approve this expenditure should the Electoral Commissioner instruct Council to undertake an extraordinary election.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.2: Ensure the organisation's governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

Seek approval from the Electoral Commissioner for the vacancy to remain unfilled for a period of 12 in accordance with s4.17 of the Local Government Act 1995, during which time the Council and the Shire Administration undertake a Councillor drive, to encourage interest and participation on Council, with a review of interest and numbers to be considered in July 2018.

Item was amended by consensus at the meeting; the following recommendation was put for consideration by Council and carried.

COUNCIL DECISION – ITEM 10.1.6

MOVED: Cr Turton

SECONDED: Cr Watts

That Council:

Seek approval from the Electoral Commissioner for the vacancy to remain unfilled for a period of approximately 24 months to coincide with the next election in 2019 in accordance with s4.17 of the Local Government Act 1995, during which time the Council and the Shire Administration undertake a Councillor drive, to encourage interest and participation on Council in time for the 2019 election.

CARRIED 6/0

10.1.7 REQUEST FOR QUOTE WALGA – SUPPLY SPRAY SEAL AND RESEALS FOR 2017/18 WORKS PROGRAM

FILE REFERENCE: 33.1.6
PROPOSERS: Nil
DISCLOSURE OF INTEREST: Nil
DATE: 7 November 2017
PREVIOUSLY BEFORE COUNCIL: Nil
AUTHORS NAME & POSITION: Amanda O'Halloran, Chief Executive Officer

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

To consider the "eQuotes" received for the supply/spraying of bitumen for North Bannister Wandering and Reseals as budgeted in the 2017/18 Annual Budget.

BACKGROUND

Council has budgeted to carry out works on the following roads in the 2017/18 Annual Budget.

- North Bannister Wandering Road – 2 coat seal 4km – Regional Road Group Projects
- North Bannister Wandering Road – 2 coat seal 700m – Repair Failure – Shire Funds.
- Reseals miscellaneous Town Streets and entrance to Fuel Station 2.km – Roads to Recovery funding

As the work to be undertaken is above the \$150,000.00 threshold for authorisation without tender, the Council utilised the WALGA preferred supplier eQuotes tool to call for quotations for the works to be carried out. The Council is exempt from issuing a tender if it utilises the WALGA eQuotes tool.

COMMENT/ DETAILS

11 suppliers of the required service were notified of the Shire's request for Quotation.

The quotation was called on the 5 October 2017 and closed on the 27 October at 5.00pm. Two quotations were received at the time of closing.

The request for quotation specifications requested that the supplier provide the following services

- Final design of bitumen to be supplied
- Traffic management services, plan to be provided by Shire
- Works are required to be carried out adhoc
- Supplier must have OSH management system in place.

ATTACHMENT 10.1.7.1

eQuotes were received from

- Downer EDI Works - \$208,020.00 ex GST
- COLAS Pty Ltd \$182,420.00 ex GST

ATTACHMENT 10.7.1.2

Of the two responses received:

Both Quotes meet the requirements of the Shire and the Tender request, can meet the Shires timeframes and mobilisation requirements.

The Shire Staff and COLAS have had an association with COLAS for over 20 years and COLAS has a proven track record for service and support.

After evaluating the quotations in accordance with CP023, it is recommended that Council award the supply of Bitumen and Reseals to COLAS, Western Australia for the cost of \$182,420.00 (ex GST)

CONSULTATION

Works Manager

WALGA procurement Officers

STATUTORY/ LEGAL ENVIRONMENT

This procurement process has been completed in accordance with section 3.57 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 Section 4 Division 2.

POLICY IMPLICATIONS

CP023 Purchasing and Tender Policy. This policy outlines how the Shire of Wandering will deliver best practice in the purchasing of goods, services and works that align with the principals of transparency, probity and good governance whereby establishing efficient, economical, and sustainable procedures in all purchasing activities. This policy was used to undertake the procurement process via WALGA eQuotes.

FINANCIAL IMPLICATIONS

Funding has been allocated in the 2017/18 Budget estimates that cover the quotes received.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 4 – Infrastructure and Services that are well planned and delivered

Outcome 4.1: Infrastructure that is well constructed, maintained and utilised

Strategy 4.1.1: Maintain and further develop roads at an appropriate standard

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisations governance structure, policies and procedures are current and relevant

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council awards the Request for Quotation to supply bitumen and reseals to North Bannister Wandering Road, entrance to fuel station and miscellaneous town streets to COLAS Western Australia for the sum of \$182,420.00 (ex GST).

COUNCIL DECISION – ITEM 10.1.7

MOVED: Cr Ferguson

SECONDED: Cr Parsons

That Council awards the Request for Quotation to supply bitumen and reseals to North Bannister Wandering Road, entrance to fuel station and miscellaneous town streets to COLAS Western Australia for the sum of \$182,420.00 (ex GST).

CARRIED 6/0

10.1.8 AUTHORISATION TO INCREASE BANK OVERDRAFT

FILE REFERENCE: 10.1.8
PROPOSERS: Nil
DISCLOSURE OF INTEREST: Nil
DATE: 6 November 2017
PREVIOUSLY BEFORE COUNCIL: 21 May 2015 Item 10.1.1, 7 July 2015 10.1.2

AUTHORS NAME & POSITION: Amanda O'Halloran CEO

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

Council resolved by Absolute Majority at the May and July 2015 Ordinary Meetings of Council to approve an operational overdraft of \$200,000.00 from the Westpac Bank, this level of overdraft is more than adequate for day to day operations however with the level of flood damage works to be undertaken under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), Council's cash flow is likely to be stretched to capacity leaving very little room for movement. This item is requesting that Council authorise an eighteen month extension of the overdraft to 500,000.00

BACKGROUND

Council experienced two severe weather events during the latter part of 2017.

FEBRUARY 2017 FLOOD EVENT – AGRN 743

The Shire of Wandering received 167mls of rain over three days on the 10, 11 and 12 February 2017. This was a severe weather event that caused wide spread flooding and disruption to business and the transport network.

The damage in the Wandering Shire was relatively wide spread however central areas were worst hit. Wandering is a very undulating environment and the run off from the rain pressured many water crossing areas. Damage mainly consists of road carriage way and road shoulder scours, areas where unsealed gravel road pavements have been washed away, destroyed or blocked pipes and culverts, destruction or dislocation of culvert head walls, loss of rock armour and silting and cut off drains. Detailed damage assessment has been undertaken by the Shire of Wandering Works Manager and the Shire of Wandering CEO, with various help from field experts in the industry, 17 roads were considered significantly damaged and therefore eligible for funding. The Cost estimate to reinstate the assets to their previous status is \$771,527.00 (Council is required to contribute the first \$153,400.00 of the claim).

JUNE 2017 FLOOD EVENT – AGRN 767

The Shire of Wandering received 136.2mm of rain over 24 hours on the 22 June 2017. Local Farmers reported to receiving up to 175mm of rain within 10km of the Wandering BOM weather station. This was a severe weather event that caused wide spread flooding and disruption to business and the transport network. Significant stock losses also occurred throughout the Shire.

The damage in the Wandering Shire was focused mainly on the localities of Wandering, Codjatotine and Dwarda. Wandering is a very undulating environment and the run off from the rain pressured many water crossing areas. Unfortunately the worst hit areas, had previously incurred some level of damage in the WANDRRA AGRN 743 event. The rainfall increased the damage significantly in some instances. Damage mainly consists of road carriage way and road shoulder scours, areas where unsealed gravel road pavements have been washed away, destroyed or blocked pipes and culverts, destruction or dislocation of culvert head walls, loss of rock armour and silting and cut off drains.

Detailed damage assessment has been undertaken by the Shire of Wandering Works Manager and the Shire of Wandering CEO, with various help from field experts in the industry, 9 roads were considered significantly damaged and therefore eligible for funding.

The Cost estimate to reinstate the assets to their previous status is \$1,255,883.00 (Council is required to contribute the first \$153,400.00 of the claim).

COMMENT

The Shire has been proclaimed for two Natural Disaster events AGRN 743 and AGRN 765. Approved Reinstatement works will be funded by the Office of Emergency Management, administered by Main Roads. It is known that reimbursement of claims can take a considerable time and Council has limited funds in the most normal of circumstances.

Under the conditions of the WANDRRA claims all costs and works to be undertaken on each road need to be completed in their entirety in order to progress to a claim reimbursement, recent rain and ongoing moisture issues are preventing the Shire from fully completing a road and we are therefore carrying significant costs that are impacting on our cash flow.

It must also be noted that the Shire needs to contribute the first \$153,400 of each claim. Road claims are reimbursed at 75% until the \$153,400 is reached at which time reimbursements revert to a full 100%.

Council has other significant road works underway with 2 Regional Road Group projects in the vicinity of \$300,000 each also impacting on cash flow significantly.

Cash flow is anticipated to be extremely tight by December 2017. As it is unknown how quickly the WANDRRA claim turn around occurs, the Shire Administration feels it is prudent to carry the increased overdraft for the duration of the Flood damage program, to ensure that local contractors and Staff wages can be maintained.

There are significant processes to be undertaken in order to progress the overdraft and ensure it can be in place to meet the operational needs of the organisation.

The intent to extend the Council's overdraft facility from \$200,000.00 to \$500,000.00 will need to be advertised in accordance with section 6.20 of the *Local Government Act 1995*. The advertisement will need to be published in local papers, the Shire's website and on local notice boards for 30 days.

Final negotiations will occur with the Westpac Bank once Council has approved the proposal.

CONSULTATION

Shire President
Finance Officer
Works Manager
Westpac Bank Officials

STATUTORY ENVIRONMENT

6.20. Power to borrow

- (1) Subject to this Act, a local government may —
- (a) borrow or re-borrow money; or
 - (b) obtain credit; or
 - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,

to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (**power to borrow**) and details of that proposal have not been included in the annual budget for that financial year —
- (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
 - (b) the resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow and —
- (a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
 - (b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,

the local government may resolve* to expend the money or utilise the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

* *Absolute majority required.*

- (4) A local government is not required to give local public notice under subsection (3) —

- (a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or
 - (b) in such other circumstances as are prescribed.
- (5) A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.

6.21. Restrictions on borrowing

- (1) Where, under section 6.20(1), a regional local government borrows money, obtains credit or arranges for financial accommodation to be extended to the regional local government that money, credit or financial accommodation is to be secured only —
- (a) by the regional local government giving security over the financial contributions of the participants to the regional local government's funds as set out or provided for in the establishment agreement for the regional local government; or
 - (b) by the regional local government giving security over Government grants which were not given to the regional local government for a specific purpose; or
 - (c) by a participant giving security over its general funds to the extent agreed by the participant.
- (1a) Despite subsection (1)(a) and (c), security cannot be given over —
- (a) the financial contributions of a particular participant to the regional local government's funds; or
 - (b) the general funds of a particular participant,
- if the participant is not a party to the activity or transaction for which the money is to be borrowed by, the credit is to be obtained for, or the financial accommodation is to be extended to, the regional local government.
- (2) Where, under section 6.20(1), a local government borrows money, obtains credit or arranges for financial accommodation to be extended to the local government that money, credit or financial accommodation is only to be secured by giving security over the general funds of the local government.
- (3) The Treasurer or a person authorised in that behalf by the Treasurer may give a direction in writing to a local government with respect to the exercise of its power under section 6.20(1) either generally or in relation to a particular proposed borrowing and the local government is to give effect to any such direction.
- (4) In this section and in section 6.23 —
- general funds** means the revenue or income from —
- (a) general rates; and
 - (b) Government grants which were not given to the local government for a specific purpose; and
 - (c) such other sources as are prescribed.

[Section 6.21 amended by No. 49 of 2004 s. 59.]

FINANCIAL IMPLICATIONS

Council has the financial capacity to service the overdraft and it is intended that the overdraft is only to be utilised times of cash flow shortages.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisations governance structure, policies and procedures are current and relevant

POLICY IMPLICATIONS

There are no policy implications.

VOTING REQUIREMENT

Absolute Majority Required

RECOMMENDATION

That Council:

1. Approve an increase of the Shires overdraft facility from \$200,000.00 to \$500,000.00 through the Westpac Bank.
2. Authorises the CEO to advertise the Council's proposal in accordance with Section 6.20 of the Local Government Act 1995
3. Authorises the Shire President Cr Brendan Whitely and the Chief Executive Officer Amanda O'Halloran to affix the Common Seal to, and execute the agreement for the overdraft of \$500,000.00 from the Westpac bank.
4. Authorises the Chief Executive Officer Amanda O'Halloran to manage and draw on the facility as required.

Addit: The CEO introduced new information which alters the recommendation for Council to consider lending from the Western Australian Treasury Corporation, undertaking a Short Term Loan Facility for the sum of \$1,000,000.00. The facility allows the Council to borrow to meet immediate cash flow needs and repay from future cash flows. Capital and interest if incurred are repayable on the maturity date.

The CEO recommends that at the consensus of Council that the recommendation be modified to include the intention to borrow funds from the Western Australian Treasury Corporation.

COUNCIL DECISION – ITEM 10.1.8

MOVED: Cr Watts

SECONDED: Cr Ferguson

That Council:

- Approve a short term loan facility from the Western Australian Treasury Corporation of \$1,000,000 over 2 years for the purpose of funding the time lag from WANDRA reimbursement for flood works.
- Authorises the CEO to advertise the Council's proposal in accordance with Section 6.20 of the Local Government Act 1995
- Authorises the Shire President Cr Brendan Whitely and the Chief Executive Officer Amanda O'Halloran to affix the Common Seal to, and execute the agreement for the short term loan facility of \$1,000,000 from the Treasury Corporation
- Authorises the Chief Executive Officer Amanda O'Halloran to manage and draw on the facility as required.
- CEO to report to Council monthly regarding the balance and movement of funds

10.1.9 ROYALTIES FOR REGIONS – WHEATBELT REGIONAL GRANTS SCHEME

FILE REFERENCE: 12.1.16

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 6 November

PREVIOUSLY BEFORE COUNCIL: 7 September 2016 Item 10.1.7

AUTHORS NAME & POSITION: Amanda O'Halloran CEO

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

To seek councils direction on progressing the Royalties for Regions – Wheat belt Regional Grants Scheme funding for the "Creating a Vibrant Wandering Commercial Precinct Project", given that the project has a \$195,000.00 shortfall with limited options to seek further funding at this time.

BACKGROUND

The Council was successful in receiving \$100,000.00 in the Royalties for Regions – Wheatbelt Regional Grants Scheme on the 24 January 2017. The Councils "Creating a Vibrant Wandering Commercial Precinct Project" was aimed at stimulating economic development by providing further avenues to harness economic return from the increasing visitor numbers travelling through Wandering. The project would deliver 3 shoppettes and were intended to provide for a small store and other retail or commercial operations. Ongoing negotiations and discussions with the Wheatbelt Development Commission have indicated that only the \$100,000.00 is available. The Grant submission and the project planning have placed the full project costs in the vicinity of \$400,000.00. The initial grant application was requesting \$295,000.00 in funding; therefore a shortfall of \$195,000.00 in cash exists.

COMMENT

Many options have been considered over the last three months, to try and provide an avenue to utilise the Royalties for Regions funding, however the extensive head works and land development costs of which Council would need to meet in order to satisfy contribution requirements are still considerable and require far more monetary input than Council had considered contributing to the Project.

In kind costs are limited and previously Council had hoped to fund its contribution entirely from in kind contributions. There is no doubt that this project would have considerable community impact and gain, the economic times that the Council is operating under are close to the most constrained in the Shires history and the Shire Administration reluctantly advises caution and further consideration of the option of not proceeding with this opportunity at this time.

Council will have a number of competing capital investments to make during the budget periods that would require commitment to this project, in order to meet core business requirements such as road maintenance and construction. The Shire Administration is of the opinion that maintaining a focus on our core business needs to be the priority in these challenging financial times which has limited the Councils Capacity to invest in economic and community development projects of this nature. It is further suggested that Council continue to actively seek opportunities similar to this project into the future.

The Wheatbelt Development Commission have sought Council's direction as to the short term future of the grant offer and Council's intention regarding the project, The Shire Administration also seeks Council's direction in regards to proceeding with negotiations given the substantially increased financing that would be required from Council in order for the project to proceed.

CONSULTATION

Wheatbelt Development Commission Officers
Shire President
Wandering Shire Councillors

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Should Council consider going ahead with the project; a financial contribution in the vicinity of \$280,000.00 would be necessary.

The original project plan and application Council had undertaken to contribute \$85,000.00, however with the shortfall in grant funding a further contribution of \$195,000.00 would need to be considered, whilst there may be some level of cost cutting possible, the project had tight budget targets from the outset and there is little room for cost cutting. Council is limited in its capacity and timing to seek other contributory funds at this time.

Council would need to consider lending options to raise these funds.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 2 – A Robust and Diverse Rural Economy

Outcome: 2.1 Attract and retain visitors to the Shire

Strategy 2.1.2: Promote the provision of services and infrastructure to support tourism

Outcome 2.2 Sustain and grow our business and industry sector

Strategy 2.2.2: Facilitate the identification and attraction of value adding and compatible new business and industries to our town

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.2: Ensure the organisations governance structure, policies and procedures are current and relevant

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority Required

RECOMMENDATION

That Council:

1. Does not authorise the CEO to progress any further negotiations with the Wheatbelt Development Commission in regards to the "CREATING A VIBRANT WANDERING COMMERCIAL PRECINCT" project with anticipated funding of \$100,000.00 from Royalties for Regions.
2. Directs the CEO to write to the Wheatbelt Development Commission indicating Councils inability to progress with the project due to funding constraints at this time.
3. Directs the CEO to write to the Minister for Regional Development, thanking the Department for the funding, indicating however Councils disappointment in the project only being 25% funded.

COUNCIL DECISION – ITEM 10.1.9

MOVED: Cr Ferguson

SECONDED: Cr Price

That Council:

1. Does not authorise the CEO to progress any further negotiations with the Wheatbelt Development Commission in regards to the "CREATING A VIBRANT WANDERING COMMERCIAL PRECINCT" project with anticipated funding of \$100,000.00 from Royalties for Regions.
2. Directs the CEO to write to the Wheatbelt Development Commission indicating Councils inability to progress with the project due to funding constraints at this time.
3. Directs the CEO to write to the Minister for Regional Development, thanking the Department for the funding, indicating however Councils disappointment in the project only being 25% funded.

CARRIED 6/0

10.2 BUILDING AND PLANNING REPORTS

Nil

10.3 COMMUNITY SERVICES REPORTS

Nil

10.4 CORPORATE SERVICES

10.4.1 FINANCIAL STATEMENTS FOR THE PERIODS ENDED 30 SEPTEMBER & 31 OCTOBER 2017

FILE REFERENCE: 10.1.16
PROPOSERS: Nil
DISCLOSURE OF INTEREST: Nil
DATE: 6 November 2017

PREVIOUSLY BEFORE COUNCIL: N/A

AUTHORS NAME & POSITION: Amanda O'Halloran CEO

NATURE OF COUNCIL'S ROLE IN THE MATTER:

- Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative Includes adopting local laws, local planning schemes and policies.
- Review When Council reviews decisions made by Officers.
- Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

PURPOSE OF THE REPORT

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

Monthly Financial Report, Payment Listing and Bank Reconciliations for the months of 1 September to 31 October 2017 is presented for Council's consideration.

BACKGROUND

In accordance with Local Government (Financial Management) Regulation 1996 34(1), local governments are required to prepare each month, a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

COMMENT/ DETAILS

Council is requested to accept the Monthly Financial Report, Bank Reconciliations and List of payments for the periods ended 30 September & 31 October 2017, as presented.

Monthly Financial Report 30 September 2017	ATTACHMENT 10.4.1
List of Payments 30 September 2017	ATTACHMENT 10.4.1.1
Bank Reconciliations & Bank Statements (Muni A/C) 30 September 2017	ATTACHMENT 10.4.1.2
Bank Reconciliations & Bank Statements (Investment A/C) 30 September 2017	ATTACHMENT 10.4.1.3
Bank Reconciliations & Bank Statements (Trust A/C) 30 September 2017	ATTACHMENT 10.4.1.4
Credit Card Statement 30 September 2017	ATTACHMENT 10.4.1.5
Monthly Financial Report 31 October 2017	ATTACHMENT 10.4.2
List of Payments 31 October 2017	ATTACHMENT 10.4.2.1
Bank Reconciliations & Bank Statements (Muni A/C) 31 October 2017	ATTACHMENT 10.4.2.2
Bank Reconciliations & Bank Statements (Investment A/C) 31 October 2017	ATTACHMENT 10.4.2.3
Bank Reconciliations & Bank Statements (Trust A/C) 31 October 2017	ATTACHMENT 10.4.2.4
Credit Card Statement 31 October 2017	ATTACHMENT 10.4.2.5

CONSULTATION

Finance Officer
Finance Contractor

STATUTORY/ LEGAL ENVIRONMENT

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and Effective Organisation

Outcome 5.2: Accountable decision making and resource allocation through effective governance

Strategy 5.2.1: Ensure Council's decision making process is effective and transparent

Strategy 5.2.3: Ensure appropriate funds are available to implement current and future action plans

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$315,029.89 & \$331,528.06 for the period ending for the period ending 30 September & 31 October 2017 respectively.
2. Receive the bank reconciliations & bank statements for the periods ended, 30 September & 31 October 2017.
3. Receive the financial statements for the period ended 30 September & 31 October 2017.

COUNCIL DECISION – ITEM 10.4.1

MOVED: Cr Ferguson

SECONDED: Cr Watts

That Council:

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$315,029.89 & \$331,528.06 for the period ending for the period ending 30 September & 31 October 2017 respectively.
2. Receive the bank reconciliations & bank statements for the periods ended, 30 September & 31 October 2017.
3. Receive the financial statements for the period ended 30 September & 31 October 2017.

CARRIED 6/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13 CONFIDENTIAL ITEMS

Nil

14 TIME AND DATE OF NEXT MEETING

Next Ordinary Council meeting to be held on 14 December 2017 at 3:30pm.

15 CLOSURE OF MEETING

The Shire President declared the meeting closed at 4.31 pm

**These Minutes were confirmed at the Ordinary Council Meeting
on Thursday 14 December 2017.**

Signed:

Presiding Person at the meeting at which the minutes were confirmed

Date:

UNCONFIRMED

SHIRE OF WANDERING

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2017



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	Statement of Financial Activity by Program
Note 1	Significant Accounting Policies
Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
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Note 6	Receivables
Note 7	Capital Disposals
Note 8	Capital Acquisitions
Note 9	Grants and Contributions
Note 10	Trust
Appendix A	Detailed Schedules

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF WANDERING
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2017

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues	\$	\$	\$	\$	%	
Governance	0	0	0	0		
General Purpose Funding - Rates	936,766	936,766	944,951	8,185	1%	
General Purpose Funding - Other	492,258	129,872	145,359	15,487	12%	▲
Law, Order and Public Safety	37,520	12,763	13,561	798	6%	
Health	1,000	415	1,727	1,312	316%	
Education and Welfare	0	0	0	0		
Housing	40,300	16,790	16,964	174	1%	
Community Amenities	41,150	34,965	35,664	699	2%	
Recreation and Culture	1,500	205	611	406	198%	
Transport	1,377,430	52,663	30,337	(22,327)	(42%)	▼
Economic Services	695,786	314,155	337,400	23,245	7%	
Other Property and Services	30,450	14,175	20,147	5,972	42%	▲
Total Operating Revenue	3,654,160	1,512,769	1,546,720	33,951		
Operating Expense						
Governance	(184,857)	(89,312)	(89,593)	(281)	(0%)	
General Purpose Funding	(85,262)	(32,520)	(36,439)	(3,919)	(12%)	
Law, Order and Public Safety	(141,232)	(64,664)	(69,553)	(4,889)	(8%)	
Health	(30,642)	(12,755)	(16,466)	(3,711)	(29%)	
Education and Welfare	(3,770)	(1,560)	(730)	830	53%	▲
Housing	(66,182)	(18,515)	(16,145)	2,370	13%	▲
Community Amenities	(208,582)	(83,540)	(83,745)	(205)	(0%)	
Recreation and Culture	(194,333)	(73,610)	(76,592)	(2,982)	(4%)	
Transport	(2,474,499)	(888,214)	(892,158)	(3,944)	(0%)	
Economic Services	(802,656)	(382,140)	(390,672)	(8,532)	(2%)	
Other Property and Services	(85,281)	38,624	13,430	(25,194)	65%	
Total Operating Expenditure	(4,277,296)	(1,608,206)	(1,658,662)	(50,456)		
Funding Balance Adjustments						
Add back Depreciation	707,690	294,835	280,896	(13,939)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0		
Adjust Provisions and Accruals	0	0	0	0		
Net Cash from Operations	84,554	199,398	168,955	(30,444)		
Capital Revenues						
Grants, Subsidies and Contributions	498,820	243,910	243,910	0	0%	
Proceeds from Disposal of Assets	0	0	0	0		
Total Capital Revenues	498,820	243,910	243,910	0		
Capital Expenses						
Land and Buildings	0	0	0	0		
Infrastructure - Roads	(748,724)	0	(145,111)	(145,111)		
Infrastructure - Bridges	(100,000)	0	0	0		
Plant and Equipment	(7,000)	0	0	0		
Furniture and Equipment	(2,000)	(1,000)	(968)	32	3%	
Total Capital Expenditure	(857,724)	(1,000)	(146,080)	(145,080)		
Net Cash from Capital Activities	(358,904)	242,910	97,830	(145,080)		
Financing						
Transfer from Reserves	0	0	0	0		
Repayment of Debentures	(69,957)	(34,762)	(34,762)	(0)	(0%)	
Transfer to Reserves	(2,283)	(500)	(680)	(180)	(36%)	
Net Cash from Financing Activities	(72,240)	(35,262)	(35,442)	(180)		
Net Operations, Capital and Financing	(346,590)	407,046	231,343	(175,703)		
Opening Funding Surplus(Deficit)	346,590	346,590	346,590	0	0%	
Closing Funding Surplus(Deficit)	(0)	753,636	577,933	(175,703)		

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 10.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

Revenues, expenses and as 0
GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.
The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF WANDERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF WANDERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

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

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

SHIRE OF WANDERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

SHIRE OF WANDERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

SHIRE OF WANDERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

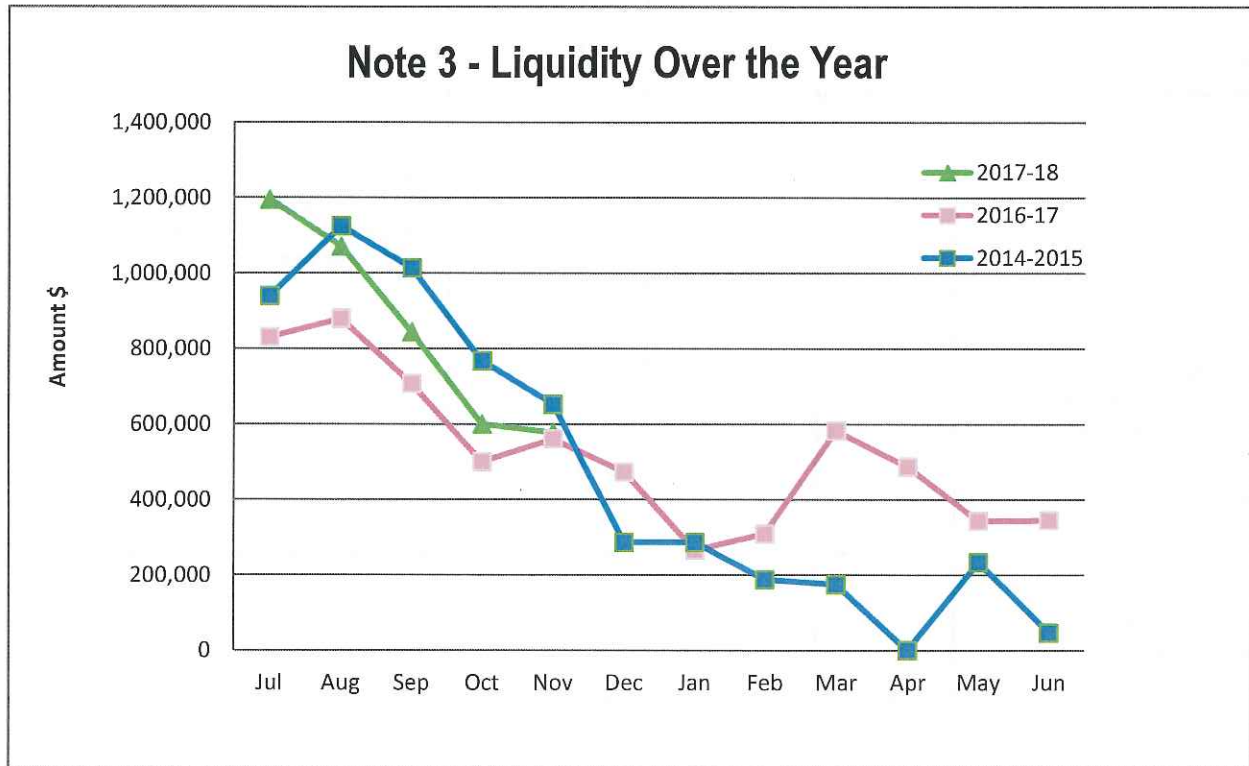
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0				
General Purpose Funding - Rates	8,185	0.87%			
General Purpose Funding - Other	15,487	11.93%	▲	Permanent	\$19,000 Grants Commission Bridges not included in Budget.
Law, Order and Public Safety	798	6.25%			
Health	1,312	316.20%			
Education and Welfare	0				
Housing	174	1.04%			
Community Amenities	699	2.00%			
Recreation and Culture	406	197.90%			
Transport	(22,327)	(42.39%)	▼	Permanent	Reduction on MRD Direct Grant - expenditure on Tree Pruning also reduced.
Economic Services	23,245	7.40%	▲	Permanent	\$12,645 Feral Pig Funding Transferred from Trust. \$7,150 Insurance Reimbursement for Storm Damage.
Other Property and Services	5,972	42.13%	▲	Timing	Fuel Rebate is more than expected.
Operating Expense					
Governance	(281)	(0.31%)			
General Purpose Funding	(3,919)	(12.05%)			
Law, Order and Public Safety	(4,889)	(7.56%)			
Health	(3,711)	(29.09%)			
Education and Welfare	830	53.23%	▲	Timing	Expenses relating to "other education" is less than expected.
Housing	2,370	12.80%	▲	Timing	Depreciation expense on housing is less than budgeted.
Community Amenities	(205)	(0.24%)			
Recreation and Culture	(2,982)	(4.05%)			
Transport	(3,944)	(0.44%)			
Economic Services	(8,532)	(2.23%)			
Other Property and Services	(25,194)	65.23%	▼	Timing	\$45,000 Contract Finance Officer during transition period whilst recruiting a Finance Officer. There is a reduction in Admin Salaries and Wages that is predicted to increase by the end of the year. \$30,085 unexpected expenditure on Low Loader
Capital Revenues					
Grants, Subsidies and Contributions	0	0.00%			
Proceeds from Disposal of Assets	0				
Capital Expenses					
Land and Buildings					
Infrastructure - Roads	16,882		▲	Permanent	Underbudget on Tree Pruning project due to reduced direct grant.
Infrastructure - Parks & Ovals					
Plant and Equipment	0				
Furniture and Equipment	32	3.18%			

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
Note	YTD 30 Nov 2017	Last Period YTD 30 Oct 2017	YTD 30 Nov 2016	
	\$	\$	\$	
Current Assets				
Cash Unrestricted	4	361,662	536,464	407,157
Cash Restricted	4	284,382	284,265	348,325
Receivables - Rates	6	143,252	167,260	108,663
Receivables -Other	6	246,812	216,874	173,605
Inventories		79,782	0	0
		1,115,889	1,204,863	1,037,750
Less: Current Liabilities				
Payables		(155,684)	(394,656)	(192,744)
Provisions		(136,848)	74,172	73,019
		(292,531)	(320,484)	(119,725)
Less: Cash Reserves	7	(284,382)	(284,265)	(348,325)
Add: Leave Entitlements Cash Backed		38,957	0	0
Net Current Funding Position		577,933	600,114	569,700



SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

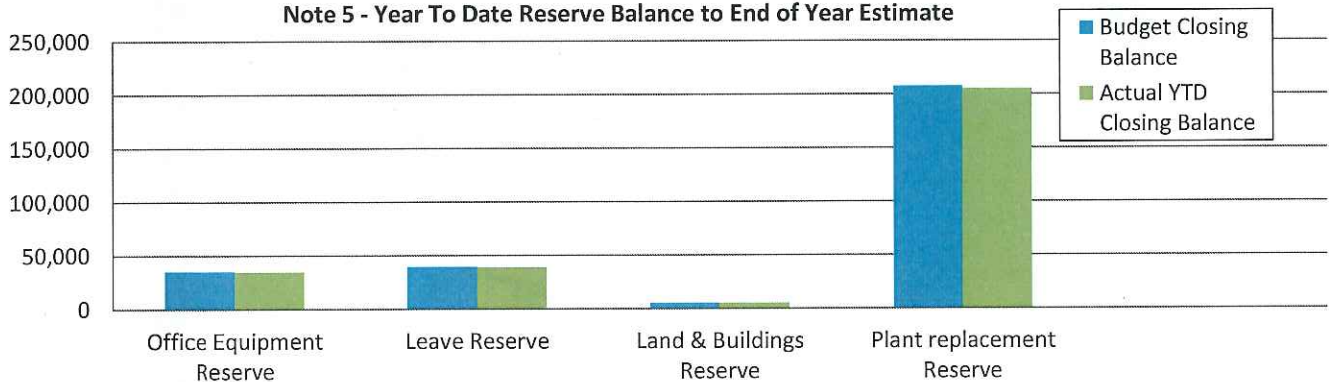
Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	226,119			226,119	WBC	At Call
Cash Investment Account	0.50%	134,443	284,382		418,825	WBC	At Call
Trust Bank Account	0.00%			35,765	35,765	WBC	At Call
Cash on Hand	0.00%	1,100			1,100		On Hand
(b) Term Deposits							
Municipal Reserves							
(c) Treasury							
Total		361,662	284,382	35,765	681,808		

Note 5: Cash Backed Reserve

2017-18	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Name	\$	\$	\$	\$	\$	\$	\$	\$	\$
Office Equipment Reserve	34,642	400	83	344	0	0	0	35,386	34,725
Leave Reserve	38,864	500	93	385	0	0	0	39,749	38,957
Land & Buildings Reserve	5,440	50	13	54	0	0	0	5,544	5,453
Plant replacement Reserve	204,757	1,366	490	1,500	0	0	0	207,623	205,247
	283,703	2,316	680	2,283	0	0	0	288,302	284,382

Note 5 - Year To Date Reserve Balance to End of Year Estimate



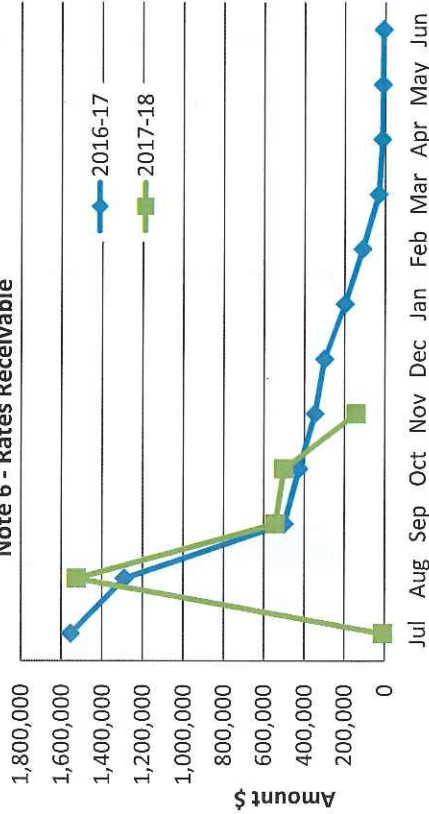
SHIRE OF SOMEWHERE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 30 Nov 2017	30 June 2016
Opening Arrears Previous Years	\$ 33,729	\$ 20,627
Levied this year	1,034,844	928,909
Discounts Given	(36,420)	(35,676)
Less Collections to date	(888,901)	(880,131)
Equals Current Outstanding	143,252	33,729
Net Rates Collectable	143,252	33,729
% Collected	86.12%	96.31%

Note 6 - Rates Receivable



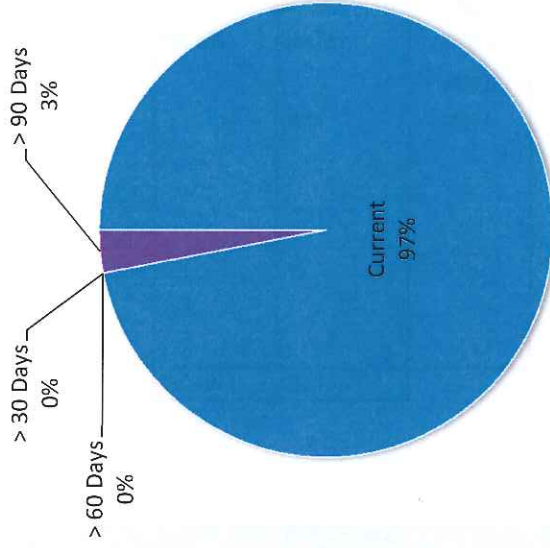
Comments/Notes - Receivables Rates

Receivables - General

	Current	> 30 Days	> 60 Days	> 90 Days
Receivables - General	\$ 239,234	\$ 0	\$ 0	\$ 7,578
Total Receivables General Outstanding	239,234	0	0	7,578

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 7: CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Current Budget		
					YTD 30 11 2017		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$	
0	0	0	0	0	0	0	

Note 8: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	YTD 30 11 2017			
			Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
0%	○	Land & Buildings				
		Land & Buildings Total	0	0	0	0
0%	○	Plant & Machinery				
		Weighing System	(7,000)	0	0	0
		Plant & Machinery Total	(7,000)	0	0	0
		Roads				
		Regional Road Group Construction				0
0%	○	North Bannister Wandering Rd - Reconstruct, widen, 2 coat seal (SLK25 to SLK27) - Stage 2	(322,529)	0	(984)	(984)
25%	○	North Bannister Wandering Rd - Reconstruct, widen, 2 coat seal (1.9km) - Stage 1	(271,202)	(70,000)	(70,443)	(443)
100%	●	Wandering Pingelly Rd - Tree Pruning	(51,993)	(51,993)	(35,000)	16,993
		Roads to Recovery				
0%	○	Down St/Dunmall Dr - Reseal	(30,000)	0	0	0
75%	◉	Intersection Wandering/Bannister Rd & Ricks Rd - construct to 7m wide, 2 coat seal	(53,000)	(20,000)	(18,942)	1,058
100%	●	Mulching	(20,000)	(20,000)	(19,743)	257
		Roads Total	(748,724)	(161,993)	(145,111)	16,882
		Bridges				
0%	○	Corrairing Bridge	(100,000)	0	0	0
		Bridges Total	(100,000)	0	0	0
		Furniture & Equipment				
50%	◉	Office Equipment	(2,000)	(1,000)	(968)	32
		Furniture & Equipment Total	(2,000)	(1,000)	(968)	32
		Capital Expenditure Total	(857,724)	(162,993)	(146,080)	16,913

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Approval	2017-18 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
						Received	Not Received
GENERAL PURPOSE FUNDING	(Y/N)	\$	\$	\$	\$	\$	\$
Equalisation Grant	Y	263,372	0	263,372	0	65,211	198,161
Local Road Grant	Y	213,892	0	213,892	0	52,498	161,395
LAW, ORDER, PUBLIC SAFETY							
ESL Maintenance Grant	Y	30,600	0	30,600	0	7,650	22,950
TRANSPORT							
Direct Grant	Y	51,993	(22,050)	29,943	0	29,943	0
Regional Road Group	Y	395,820	0	0	395,820	230,648	165,172
MRD Storm Damage Funding	Y	1,322,937	0	1,322,937	0	0	1,322,937
Roads to Recovery	Y	103,000	0	0	103,000	13,262	89,738
ECONOMIC SERVICES							
Community Resource Centre - Delivery Grant	Y	101,214	0	101,214	0	52,922	0
CRC - Centrelink	Y	4,882	0	4,882	0	4,882	0
CRC - Trainee Grant	Y	30,279	0	30,279	0	16,500	13,779
CRC - Other Grants	Y	3,000	0	3,000	0	0	0
Community Development Grant	Y	8,750	0	8,750	0	0	0
TOTALS		2,529,739	(22,050)	2,008,869	498,820	473,515	1,974,132
Operating		2,030,919	(22,050)	2,008,869		229,605	
Non-Operating		498,820	0			243,910	
		<u>2,529,739</u>	<u>(22,050)</u>			<u>473,515</u>	

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 10: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 30-Nov-17
	\$	\$	\$	\$
Councillor Nomination Deposits	0	240	0	240
Cleaning Bonds	2,000	650	(500)	2,150
Town Planning Bonds	12,613	1,000	(3,000)	10,613
Fire Brigade Donations	3,340	0	0	3,340
Declared Species Group	31,717	(350)	(12,645)	18,722
	49,670	1,540	(16,145)	35,065

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
GOVERNANCE					
Members of Council					
E04101	Members Conference Expenses	(12,000)	(5,000)	(4,760)	240
E04102	Council Election Expenses	(5,000)	(2,080)	(1,061)	1,019
E04103	President's Allowance	(4,000)	(1,665)	(1,000)	665
E04104	Members Refreshments	(6,000)	(2,500)	(2,628)	(128)
E04105	Members - Insurance	(5,372)	(5,372)	(5,400)	(28)
E04106	Members - Subscriptions, Donations	(15,725)	(15,725)	(10,957)	4,768
E04109	Members Sitting Fees	(500)	(205)	(431)	(226)
E04112	Maintenance - Council Chambers	(1,443)	(595)	(493)	102
E04113	Members Other Expenditure	(14,000)	(5,830)	(2,366)	3,464
E04198	Depreciation	0	0	0	0
E04199	Administration Allocated	(120,817)	(50,340)	(60,497)	(10,157)
Sub-total: Members of Council		(184,857)	(89,312)	(89,593)	(281)
NET RETURN : GOVERNANCE		(184,857)	(89,312)	(89,593)	(281)
GENERAL PURPOSE FUNDING					
Rates					
R03103	General Rates Levied	975,619	975,619	979,684	4,065
R03104	Ex-Gratia Rates Received	2,692	2,692	2,692	0
R03105	Penalty Interest Raised on Rates	3,000	1,250	3,493	2,243
R03108	Instalment Interest Received	2,184	910	1,625	715
R03109	Rates Administration Fee Received	2,400	1,000	2,373	1,373
R03120	Less Discount on Rates	(41,545)	(41,545)	(37,426)	4,119
Total Revenue		944,350	939,926	952,441	12,515
E03100	Minor Rate Expenses	0	0	(346)	(346)
E03101	Valuation Expenses and Title Searches	(6,000)	(2,500)	(351)	2,149
E03199	Administration Allocated	(48,636)	(20,265)	(25,427)	(5,162)
Total Expenditure		(54,636)	(22,765)	(26,124)	(3,359)
Sub-total: Rates		889,714	917,161	926,317	9,156
General Purpose Grants					
R03201	Grants Commission - General	263,372	71,686	65,211	(6,475)
R03202	Grants Commission - Roads	213,892	51,946	52,498	552
R03203	Grants Commission - Bridges	0	0	19,000	19,000
R03250	Interest Received - Municipal	410	170	159	(11)
R03251	Interest Received - Reserve Funds	3,500	1,455	680	(775)
R03252	Interest Received - Short Term Investments	3,500	1,455	322	(1,133)
Total Revenue		484,674	126,712	137,869	11,157
E03290	Other General Purpose Funding Expenses	(10,000)	(1,165)	0	1,165
E03299	Administration Allocated	(20,626)	(8,590)	(10,314)	(1,724)
Total Expenditure		(30,626)	(9,755)	(10,314)	(559)
Sub-total: General Financing		454,048	116,957	127,555	10,598
NET RETURN : GENERAL PURPOSE FUNDING		1,343,762	1,034,118	1,053,871	19,753

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
LAW, ORDER & PUBLIC SAFETY					
Fire Prevention					
R05100	DFES Grants	30,600	7,598	7,650	52
R05101	ESL Administration Fee	4,000	4,000	4,000	0
R05102	Fines and Penalties - Fire Prevention	720	0	250	250
Total Revenue		35,320	11,598	11,900	302
E05100	Purchase of Plant & Equipment <\$1,200 per item	(4,000)	0	0	0
E05101	Maintenance of Plant and Equipment	(750)	(310)	0	310
E05102	Maintenance of Vehicles/Trailers/Boats	(8,881)	(3,695)	(4,584)	(889)
E05103	Maintenance of Land and Buildings	(4,316)	(1,795)	(733)	1,062
E05104	Clothing and Accessories	(3,000)	(1,250)	0	1,250
E05105	Utilities, Rates and Taxes	(1,500)	(625)	(630)	(5)
E05106	Other Goods and Services	(2,000)	(830)	(448)	382
E05107	Insurances	(7,569)	(7,569)	(7,471)	98
E05190	Other Fire Control Expenses	(7,719)	(6,215)	(5,434)	781
E05198	Depreciation	(49,778)	(20,740)	(20,352)	388
E05199	Administration Allocated	(25,520)	(10,630)	(19,239)	(8,609)
Total Expenditure		(115,033)	(53,659)	(58,890)	(5,231)
Sub-total: Fire Prevention		(79,713)	(42,061)	(46,990)	(4,929)
Animal Control					
R05201	Fines and Penalties - Animal Control	300	125	0	(125)
R05202	Dog Registration Fees	1,800	1,000	1,541	541
R05203	Cat Registration Fees	100	40	120	80
Total Revenue		2,200	1,165	1,661	496
E05200	Ranger Services	(12,000)	(4,400)	(3,591)	809
E05290	Other Animal Control Expenses	(1,483)	(615)	(235)	380
E05299	Administration Allocated	(6,946)	(2,890)	(3,557)	(667)
Total Expenditure		(20,429)	(7,905)	(7,382)	523
Sub-total: Animal Control		(18,229)	(6,740)	(5,722)	1,018
Other Law & Order					
		0	0	0	0
Total Revenue		0	0	0	0
E05300	CCTV Camera Maintenance	(1,200)	(1,200)	(1,200)	0
E05398	Depreciation of CCTV Camera	(2,574)	(1,070)	(1,078)	(8)
E05399	Administration Allocated	(1,996)	(830)	(1,002)	(172)
Total Expenditure		(5,770)	(3,100)	(3,280)	(180)
Sub-total: Other Law & Order		(5,770)	(3,100)	(3,280)	(180)
NET RETURN: LAW, ORDER & PUBLIC SAFETY		(103,712)	(51,901)	(55,992)	(4,091)

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
HEALTH					
Administration and Inspection					
E07400	Consultant Health Surveyor	(16,500)	(6,875)	(8,729)	(1,854)
E07401	Analytical Expenses	(400)	(165)	0	165
E07490	Other Preventative Services Expenses	(282)	(115)	(296)	(181)
E07499	Administration Allocated	(9,373)	(3,905)	(4,785)	(880)
Sub-total: Administration and Inspection		(26,555)	(11,060)	(13,811)	(2,751)
Preventative Services - Pest Control					
E07599	Administration Allocated	(751)	(310)	(1,345)	(1,035)
Sub-total: Preventative Services - Pest Control		(751)	(310)	(1,345)	(1,035)
Preventative Services - Other					
E07699	Administration Allocated	(1,374)	(570)	(711)	(141)
Sub-total: Preventative Services - Other		(1,374)	(570)	(711)	(141)
Other Health					
R07701	Income Relating to Other Health	1,000	415	1,727	1,312
Total Revenue		1,000	415	1,727	1,312
E07790	Expenses Relating to Other Health	(1,500)	(625)	(373)	252
E07799	Administration Allocated	(462)	(190)	(226)	(36)
Total Expenditure		(1,962)	(815)	(599)	216
Sub-total: Other Health		(962)	(400)	1,128	1,528
NET RETURN: HEALTH		(29,642)	(12,340)	(14,739)	(2,399)
EDUCATION & WELFARE					
Education					
E08290	Other Expenses Relating to Other Education	(2,916)	(1,210)	(309)	901
E08299	Administration Allocated	(116)	(45)	(65)	(20)
Sub-total: Education		(3,032)	(1,255)	(374)	881
Welfare					
E08699	Administration Allocated	(738)	(305)	(356)	(51)
Sub-total: Welfare		(738)	(305)	(356)	(51)
NET RETURN: EDUCATION & WELFARE		(3,770)	(1,560)	(730)	830

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
HOUSING					
Staff Housing					
Total Revenue		0	0	0	0
E09101	Maintenance - 13 Dunmall Drive	(13,259)	(10,515)	(10,941)	(426)
E09102	Maintenance - 19 Humes Way	(5,151)	(2,140)	(3,014)	(874)
E09103	Maintenance - 14 Down Street	(26,384)	(2,985)	(2,998)	(13)
E09104	Maintenance - 1 Dowsett Street	(13,306)	(2,535)	(1,996)	539
E09196	Housing Cost Reallocated to Works and Services	62,630	29,095	29,219	124
E09198	Depreciation	(32,118)	(13,380)	(9,739)	3,641
E09199	Administration Allocated	(7,921)	(3,300)	(4,042)	(742)
Total Expenditure		(35,509)	(5,760)	(3,510)	2,250
Sub-total: Staff Housing		(35,509)	(5,760)	(3,510)	2,250
Other Housing					
R09126	Rental Income - 7 Gnowing St	9,100	3,790	3,850	60
R09127	Rental Income - 5 Dunmall Drive	31,200	13,000	13,114	114
Total Revenue		40,300	16,790	16,964	174
E09105	Maintenance - 1 Michibin Street	(4,045)	(1,670)	(1,790)	(120)
E09106	Maintenance - 7 Gnowing Street	(2,630)	(1,090)	(1,009)	81
E09201	Maintenance - 5 Dunmall Drive	(2,913)	(1,210)	(2,008)	(798)
E09202	Interest Charges	(8,521)	(3,550)	(3,460)	90
E09298	Depreciation	(12,564)	(5,235)	(4,368)	867
Total Expenditure		(30,673)	(12,755)	(12,635)	120
Sub-total: Other Housing		9,627	4,035	4,329	294
NET RETURN : HOUSING		(25,882)	(1,725)	820	2,545
COMMUNITY AMENITIES					
Sanitation - Household Refuse					
R10101	Domestic Refuse Collection Fees	24,000	24,000	27,104	3,104
R10102	Domestic Refuse Collection Fees - Season Pass	3,100	2,790	3,399	609
R10190	Household waste Fees & Charges	500	205	68	(137)
Total Revenue		27,600	26,995	30,571	3,576
E10101	Domestic Refuse Collection	(19,000)	(6,615)	(4,851)	1,764
E10102	Recycling Service - Domestic	(7,700)	(3,205)	(2,607)	598
E10103	Refuse Site Maintenance Costs	0	0	(1,420)	(1,420)
E10104	Bulk Recycling	(6,000)	(2,500)	(1,706)	794
E10190	Transfer Station Bin Collections	(30,000)	(12,500)	(11,683)	817
E10199	Administration Allocated	(14,067)	(5,860)	(7,178)	(1,318)
Total Expenditure		(76,767)	(30,680)	(29,445)	1,235
Sub-total: Sanitation		(49,167)	(3,685)	1,126	4,811

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
Sanitation - Other					
R10201	Commercial Refuse Collection Fees	4,000	4,000	2,118	(1,883)
R10204	Drum Muster Income	2,050	850	0	(850)
R10290	Commercial waste Fees & Charges	3,000	1,250	2,053	803
R10291	Recycling Waste Fees & Charges	0	0	41	41
R10293	White goods waste Fees & Charges	0	0	35	35
R10294	Car bodies & Tyres Waster Fees & Charges	0	0	329	329
Total Revenue		9,050	6,100	4,575	(1,525)
E10201	Commercial Refuse Collection	(200)	(80)	(1,723)	(1,643)
E10202	Bulk Recycling at Transfer Station	(200)	(80)	0	80
E10203	Street Bin Collection Expenses	(9,000)	(3,750)	(920)	2,830
E10204	DrumMuster	(2,000)	(830)	(1,095)	(265)
E10298	Depreciation	(3,276)	(1,365)	(3,005)	(1,640)
E10299	Administration Allocated	(12,819)	(5,340)	(6,434)	(1,094)
Total Expenditure		(27,495)	(11,445)	(13,178)	(1,733)
Sub-total: Sanitation - Other		(18,445)	(5,345)	(8,603)	(3,258)
Sewerage					
R10390	Income Relating to Sewerage	1,000	415	0	(415)
Total Revenue		1,000	415	0	(415)
E10390	Expenses Relating to Sewerage	(500)	(205)	0	205
E10399	Administration Allocated	(1,578)	(655)	(808)	(153)
Total Expenditure		(2,078)	(860)	(808)	52
Sub-total: Sewerage		(1,078)	(445)	(808)	(363)
Urban Stormwater Drainage					
E10490	Expenses Relating to Urban Stormwater Drainage	(500)	(205)	(254)	(49)
E10499	Administration Allocated	(650)	(270)	(356)	(86)
Sub-total: Urban Stormwater Drainage		(1,150)	(475)	(610)	(135)
Protection of the Environment					
E10501	Removal of Abandoned Vehicles	(500)	(205)	0	205
E10599	Administration Allocated	(4,302)	(1,790)	(2,166)	(376)
Sub-total: Protection of the Environment		(4,802)	(1,995)	(2,166)	(171)
Town Planning and Regional Development					
R10601	Town Planning Fees & Charges	2,000	830	518	(312)
Total Revenue		2,000	830	518	(312)
E10601	Planning Consultant Fees	(5,000)	(80)	0	80
E10602	Town Planning Advertising	0	0	(387)	(387)
E10699	Administration Allocated	(41,938)	(17,470)	(21,049)	(3,579)
Total Expenditure		(46,938)	(17,550)	(21,436)	(3,886)
Sub-total: Town Planning and Regional Development		(44,938)	(16,720)	(20,918)	(4,198)

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
Other Community Amenities					
R10705	Cemetery Fees & Charges	1,500	625	0	(625)
Total Revenue		1,500	625	0	(625)
E10701	Public Conveniences - Watts Street	(23,590)	(9,825)	(5,003)	4,822
E10702	Public Conveniences - Pumphreys Bridge	(8,118)	(3,370)	(4,794)	(1,424)
E10705	Cemetery Maintenance	(500)	(205)	(682)	(477)
E10790	Expenses Relating to Other Community Amenities	(500)	(205)	0	205
E10798	Depreciation	(9,491)	(3,950)	(2,001)	1,949
E10799	Administration Allocated	(7,153)	(2,980)	(3,621)	(641)
Total Expenditure		(49,352)	(20,535)	(16,101)	4,434
Sub-total: Other Community Amenities		(47,852)	(19,910)	(16,101)	3,809
NET RETURN: COMMUNITY AMENITIES		(167,432)	(48,575)	(48,080)	495
RECREATION & CULTURE					
Public Halls and Civic Centre					
R11101	Community Centre Fees & Charges	1,000	0	32	32
Total Revenue		1,000	0	32	32
E11101	Wandering Community Centre	(29,233)	(8,675)	(8,692)	(17)
E11198	Depreciation	(12,854)	(5,355)	(4,953)	402
E11199	Administration Allocated	(13,712)	(5,710)	(6,919)	(1,209)
Total Expenditure		(55,799)	(19,740)	(20,564)	(824)
Sub-total: Public Halls and Civic Centre		(54,799)	(19,740)	(20,532)	(792)
Other Recreation and Sport					
R11390	Other Recreation Fees & Charges	500	205	545	340
Total Revenue		500	205	545	340
E11300	Public Parks, Gardens & Reserves	(26,346)	(16,970)	(18,341)	(1,371)
E11301	Community Centre Oval	(16,865)	(5,020)	(5,287)	(267)
E11302	Cheefaning Street Oval	(2,860)	(1,185)	(890)	295
E11303	Wandering Tennis Courts	(1,988)	(825)	(1,291)	(466)
E11305	Bowling Green	(1,682)	(695)	(1,008)	(313)
E11306	Playgrounds	(6,799)	(2,825)	(2,270)	555
E11307	Skate Park Maintenance	(3,089)	(1,285)	(980)	305
E11398	Depreciation	(40,527)	(16,885)	(15,920)	965
E11399	Administration Allocated	(8,903)	(3,705)	(4,527)	(822)
Total Expenditure		(109,059)	(49,395)	(50,513)	(1,118)
Sub-total: Other Recreation and Sport		(108,559)	(49,190)	(49,968)	(778)
Television and Broadcasting					
E11498	Depreciation	(701)	(290)	(293)	(3)
Sub-total: Television and Broadcasting		(701)	(290)	(293)	(3)

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
Libraries					
E11500	Council Contribution to Library Operations	(9,500)	0	0	0
E11590	Other Library Expenses	0	0	(80)	(80)
Sub-total: Libraries		(9,500)	0	(80)	(80)
Other Culture					
R11690	Other Cultural Fees & Charges	0	0	33	33
Total Revenue		0	0	33	33
E11601	Community Events	(9,219)	0	0	0
E11698	Depreciation	(2,397)	(995)	(1,229)	(234)
E11699	Administration Allocated	(7,658)	(3,190)	(3,912)	(722)
Total Expenditure		(19,274)	(4,185)	(5,141)	(956)
Sub-total: Other Culture		(19,274)	(4,185)	(5,108)	(923)
NET RETURN: RECREATION & CULTURE		(192,833)	(73,405)	(75,981)	(2,576)

TRANSPORT

Roads & Streets					
R12200	Grant - Regional Road Group	395,820	230,625	230,648	23
R12201	Grant - Roads to Recovery	103,000	12,915	13,262	347
R12204	Grant - MRWA Direct	51,993	51,993	29,943	(22,050)
R12210	Grant - Storm & Flood Damage	1,322,937	0	0	0
R12290	Other Roads Income	2,500	1,040	394	(646)
Total Revenue		1,876,250	296,573	274,246	(22,327)
E12200	Rural Road Maintenance	(463,265)	(242,224)	(231,721)	10,503
E12201	Town Street Maintenance	0	0	(3,571)	(3,571)
E12202	Mulching/Clearing	0	0	(7,088)	(7,088)
E12203	Drainage Maintenance/Spraying	(8,000)	(1,330)	(934)	396
E12204	Footpath Maintenance	(500)	(205)	0	205
E12206	Depot Maintenance	0	0	(9,287)	(9,287)
E12207	Street Lighting	(9,600)	(4,000)	(2,728)	1,272
E12208	Road & Street Signs	(2,000)	(830)	(692)	138
E12209	Flood Damage 1	(1,475,937)	(424,965)	(141,209)	283,756
E12210	Flood Damage II	0	0	(276,408)	(276,408)
E12211	Roman consultant	(5,000)	(2,080)	0	2,080
E12214	Flood Damage Admin	0	0	(7,000)	(7,000)
E12298	Depreciation	(430,000)	(179,165)	(175,468)	3,697
E12299	Administration Allocated	(80,197)	(33,415)	(36,052)	(2,637)
Total Expenditure		(2,474,499)	(888,214)	(892,158)	(3,944)
Sub-total: Roads & Streets		(598,249)	(591,641)	(617,911)	(26,270)
TOTAL: TRANSPORT		(598,249)	(591,641)	(617,911)	(26,270)

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
ECONOMIC SERVICES					
Rural Services					
R13102	Feral Pigs Funding	0	0	12,645	12,645
Total Revenue		0	0	12,645	12,645
E13102	Feral Pigs	(10,000)	(12,645)	(12,645)	(0)
E13103	Vermin Control	(1,944)	(805)	0	805
E13199	Administration Allocated	(2,823)	(1,175)	(1,423)	(248)
Total Expenditure		(14,767)	(14,625)	(14,068)	557
Sub-total: Rural Services		(14,767)	(14,625)	(1,423)	13,202
Tourism & Area Promotion					
R13200	Caravan Park Fees & Charges	3,000	1,250	1,930	680
R13290	Other Tourism & Area Promotion Income	0	0	105	105
Total Revenue		3,000	1,250	2,035	785
E13200	Caravan Park	(16,179)	(7,740)	(8,672)	(932)
E13202	Area Promotion	(10,000)	(6,665)	(6,985)	(320)
E13203	Vintage Machinery Shed	(3,234)	(1,345)	(1,338)	7
E13298	Depreciation	(9,088)	(3,785)	(3,791)	(6)
E13299	Administration Allocated	(6,483)	(2,700)	(3,330)	(630)
Total Expenditure		(44,984)	(22,235)	(24,117)	(1,882)
Sub-total: Tourism & Area Promotion		(41,984)	(20,985)	(22,082)	(1,097)
Building Control					
R13301	Building License Fees & Charges	3,000	1,250	611	(639)
R13302	BSL Commissions	120	50	5	(45)
R13303	BCITF Commissions	120	50	0	(50)
R13390	Other Building Control Income	500	205	0	(205)
Total Revenue		3,740	1,555	616	(939)
E13300	Consultant Building Surveyor	(5,000)	(280)	(136)	144
E13390	Other Building Control Expenses	(282)	(115)	(296)	(181)
E13399	Administration Allocated	(26,906)	(11,210)	(13,677)	(2,467)
Total Expenditure		(32,188)	(11,605)	(14,110)	(2,505)
Sub-total: Building Control		(28,448)	(10,050)	(13,494)	(3,444)
Community Resource Centre					
R13400	CRC Donations	0	0	182	182
R13401	CRC Centrelink	4,882	4,882	4,882	(0)
R13402	CRC Fees & Charges	2,000	830	128	(702)
R13403	CRC Training Course Fees	3,500	1,455	386	(1,069)
R13404	CRC Reimbursements	0	0	564	564
R13410	CRC Project Grants Income	33,279	13,865	1,300	(12,565)
R13412	Wandering Echo	6,000	2,500	1,047	(1,453)
R13413	Library Contribution from Shire	9,500	0	0	0
R13414	Licensing Commissions	5,500	2,290	2,973	683
R13418	RDL Prof. Development & Training	0	0	3,029	3,029
R13420	RDL Traineeship	4,000	1,665	16,500	14,835
R13423	Community Development Grants Income	8,750	3,645	0	(3,645)
R13430	Fees(CRC)-Govt. Service Delivery	101,214	50,608	52,922	2,314
Total Revenue		178,625	81,740	83,913	2,173

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
E13401	CRC Salaries	(82,170)	(46,235)	(34,212)	12,023
E13402	CRC Superannuation	(10,553)	(4,395)	(4,929)	(534)
E13403	CRC Other Staff Related Expenses	(2,000)	(830)	(1,118)	(288)
E13404	CRC Insurance	(3,381)	(1,405)	(2,910)	(1,505)
E13405	CRC Utilities	(4,500)	(1,875)	(2,428)	(553)
E13406	CRC Training Courses	(18,000)	(5,000)	(5,005)	(5)
E13407	CRC Printing & Stationery	(3,000)	(1,250)	(1,282)	(32)
E13408	CRC Postage & Freight	(1,000)	(415)	0	415
E13410	CRC Project Grants	(3,000)	(1,250)	(8,361)	(7,111)
E13411	CRC Building Maintenance	(16,500)	(10,875)	(3,781)	7,094
E13412	Wandering Echo	(1,500)	(625)	(691)	(66)
E13413	Library	(3,000)	(1,250)	(1,849)	(599)
E13414	Licensing	(1,600)	(665)	0	665
E13416	CRC Equipment Fixture & Fittings	(2,500)	(1,040)	(74)	966
E13417	CRC Marketing & Promotion	(7,000)	(915)	(964)	(49)
E13418	CRC Professional Develop. & Train.	(3,500)	(1,455)	(649)	806
E13419	CRC Info & Comm Tech & Develop	(1,500)	(625)	(328)	297
E13420	CRC Traineeship	0	0	(11,032)	(11,032)
E13430	Community Development Grants Expenses	(8,750)	(7,045)	(7,108)	(63)
E13498	Depreciation	(4,811)	(2,000)	(1,380)	620
E13499	Administration Allocated	(12,903)	(5,375)	(7,081)	(1,706)
Total Expenditure		(191,168)	(94,525)	(95,184)	(659)
Sub-total: Community Resource Centre		(12,543)	(12,785)	(11,271)	1,514
Other Economic Services					
R13490	Insurance Reimbursement	0	0	7,150	7,150
R13501	Post Office Commission	36,000	8,000	7,833	(167)
R13502	Post Office Fees & Charges	4,000	1,665	2,017	352
R13503	Telstra Exchange Lease Income	12,122	0	0	0
R13504	Fees - Sale of Newspapers	2,344	975	1,324	349
R13505	NBN Deed Access Income	455	185	0	(185)
R13590	Other Economic Services Income	500	205	0	(205)
Total Revenue		55,421	11,030	18,323	7,293
E13501	Postal Agency Expenses	(4,000)	(1,665)	(1,498)	167
E13504	Purchase of West Australian	(2,000)	(830)	(1,491)	(661)
E13599	Administration Allocated	(52,580)	(21,905)	(26,934)	(5,029)
Total Expenditure		(58,580)	(24,400)	(29,923)	(5,523)
Sub-total: Other Economic Services		(3,159)	(13,370)	(11,599)	1,771
Fuel Facility					
R13601	Fuel Sales - ULP	220,000	91,665	93,016	1,351
R13602	Fuel Sales - Diesel	235,000	126,915	126,852	(63)
Total Revenue		455,000	218,580	219,868	1,288

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
E13601	Fuel Purchases - ULP	(200,000)	(83,330)	(80,382)	2,948
E13602	Fuel Purchases - Diesel	(210,000)	(108,900)	(108,907)	(7)
E13610	Fuel Facility Maintenance	(11,483)	(4,775)	(3,842)	933
E13690	Other Fuel Facility Expenses	(4,000)	(2,965)	(2,974)	(9)
E13698	Depreciation	(11,427)	(4,760)	(4,038)	722
E13699	Administration Allocated	(24,059)	(10,020)	(13,128)	(3,108)
Total Expenditure		(460,969)	(214,750)	(213,270)	1,480
Sub-total: Fuel Facility		(5,969)	3,830	6,597	2,767
TOTAL ECONOMIC SERVICES		(106,870)	(67,985)	(53,272)	14,713
OTHER PROPERTY & SERVICES					
Private Works					
R14100	Private Works Fees & Charges	8,000	4,830	5,177	347
Total Revenue		8,000	4,830	5,177	347
E14100	Private Works Expenses	(5,000)	(2,080)	(1,690)	390
E14199	Administration Allocated	(5,695)	(2,370)	(3,007)	(637)
Total Expenditure		(10,695)	(4,450)	(4,698)	(248)
Sub-total: Private Works		(2,695)	380	480	100
Public Works Overheads					
R14210	Workers Compensation Reimbursements	0	0	0	0
Total Revenue		0	0	0	0
E14200	Works - Administration Expenses	(40,000)	(16,665)	(9,249)	7,416
E14201	Works - Superannuation	(64,871)	(27,025)	(27,215)	(190)
E14202	Works - Annual, LSL, Public Holiday & Sick Leave	(54,906)	(32,875)	(32,600)	275
E14203	Works - Health, Safety & Training	(18,000)	(7,500)	(21,838)	(14,338)
E14204	Works - Protective Clothing	(6,500)	(2,705)	(238)	2,467
E14205	Tools & Consumables	(10,000)	(4,165)	(3,415)	750
E14290	Other Works Related Expenses	(23,417)	(22,755)	(31,753)	(8,998)
E14294	Less PWOH allocated to Works & Services	299,163	194,650	198,062	3,412
E14295	Housing Allocated	(50,970)	(21,235)	(6,244)	14,991
E14299	Administration Allocated	(39,949)	(16,645)	(21,728)	(5,083)
Total Expenditure		(9,450)	43,080	43,781	701
Sub-total: Public Works Overheads		(9,450)	43,080	43,781	701
Plant Operation					
R14301	Diesel Fuel Rebate	17,000	7,080	11,977	4,897
R14302	Motor Vehicle Policy discount	2,000	830	0	(830)
Total Revenue		19,000	7,910	11,977	4,067

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
E14301	Plant - Insurance	(18,741)	(18,741)	(22,927)	(4,186)
E14302	Plant - Fuel & Oils	(72,000)	(30,000)	(42,308)	(12,308)
E14303	Plant - Tyres and Tubes	(7,000)	(2,915)	(3,040)	(125)
E14304	Plant - Parts & Repairs	(70,000)	(29,165)	(68,499)	(39,334)
E14305	Plant - Internal Repair Wages	(9,853)	(4,105)	(8,395)	(4,290)
E14306	Plant - Licences	(15,268)	(6,360)	(3,048)	3,312
E14307	Plant - Depreciation	(57,261)	(23,855)	(22,386)	1,469
E14308	Less Plant Operation Costs allocated to Works & Service	243,169	101,320	159,736	58,416
E14309	Plant - Depot Maintenance	(13,762)	(5,725)	(255)	5,470
E14398	Depreciation - Plant	(2,431)	(1,010)	(1,159)	(149)
E14399	Administration Allocated	(15,580)	(6,490)	(8,439)	(1,949)
Total Expenditure		(38,727)	(27,046)	(20,719)	6,327
Sub-total: Plant Operation		(19,727)	(19,136)	(8,742)	10,394
Administration					
R14500	Administration Fees & Charges	950	395	40	(355)
R14590	Other Administration Income	2,500	1,040	2,902	1,862
R14791	Income Relating to Unclassified - GST Free	0	0	50	50
Total Revenue		3,450	1,435	2,992	1,557
E14500	Admin - Salaries	(367,583)	(153,155)	(125,473)	27,682
E14501	Admin - Superannuation	(51,363)	(21,400)	(19,928)	1,472
E14502	Admin - Fringe Benefits Tax	(9,000)	(3,750)	(6,504)	(2,754)
E14503	Admin - Training Expenses	(5,000)	(2,080)	(241)	1,839
E14504	Admin - Staff Uniforms	(3,500)	(1,455)	(182)	1,273
E14505	Admin - Conference Expenses	(15,000)	(6,250)	(9,781)	(3,531)
E14506	Admin - Building Maintenance	(13,000)	(5,410)	(21,025)	(15,615)
E14507	Admin - Utilities	(17,200)	(7,165)	(8,623)	(1,458)
E14508	Admin - Insurance Premiums	(26,743)	(11,140)	(20,359)	(9,219)
E14509	Admin - Vehicle Running Expenses	(11,000)	(4,580)	(2,391)	2,189
E14510	Office Equipment Maintenance	(1,000)	(415)	0	415
E14511	IT Licensing & Support	(35,000)	(26,580)	(26,697)	(117)
E14512	Audit Fees	(22,000)	(9,165)	(6,553)	2,612
E14513	Bank Charges	(3,000)	(1,250)	(744)	506
E14514	Legal Expenses	(7,000)	(2,915)	(2,061)	854
E14515	Consultancy Fees	(5,000)	(2,080)	(47,080)	(45,000)
E14516	Advertising	(1,500)	(625)	(599)	26
E14517	Printing, Stationery & Postage	(9,500)	(3,955)	(4,751)	(796)
E14519	Overdraft Facility Charges	(1,200)	(500)	0	500
E14520	Overdraft Facility Interest	0	0	(214)	(214)
E14590	Other Administration Expenses	(9,000)	(3,750)	(1,462)	2,288
E14591	Housing Allocated	(11,660)	(4,855)	(1,510)	3,345
E14594	Less Admin Costs allocated to Programs	625,231	310,510	310,980	470
E14598	Depreciation	(26,392)	(10,995)	(9,737)	1,258
Total Expenditure		(26,410)	27,040	(4,935)	(31,975)
Sub-total: Administration		(22,960)	28,475	(1,943)	(30,418)

SHIRE OF WANDERING
APPENDIX A - DETAILED OPERATING SCHEDULE
For the Period Ended 30 November 2017

COA	Description	17/18 Budget	YTD Budget	YTD Actual	Variance (\$)
Gross Salaries and Wages					
E14600	Gross Salaries & Wages	0	0	(444,621)	(444,621)
E14601	Less Sal & Wages Alloc to Works	0	0	444,621	444,621
Total Expenditure		0	0	0	0
Sub-total: Salaries & Wages		0	0	0	0
Town Planning Schemes					
		0	0	0	0
Total Revenue		0	0	0	0
		0	0	0	0
Total Expenditure		0	0	0	0
Sub-total: Town Planning Schemes		0	0	0	0
TOTAL OTHER PROPERTY & SERVICES		(54,832)	52,799	33,576	(19,223)
NET RETURN		(124,317)	148,473	131,968	(16,505)

Shire of Wandering

Payment Listing for the period ending 30 November 2017

Chq/EFT No	Date	Description	Amount
Municipal Bank Account			
EFT3559	03/11/2017	Shire of Wagin Recoup of EHO costs to PPE 05/10/2017	886.50
EFT3560	03/11/2017	Best Office Systems Colour copying 3195 copies @ 0.088 cents each Black & White printing 7229 copies @ 0.0088 cents each	379.25
EFT3561	03/11/2017	Shire Of Wandering Payroll deductions - Rates Payment	60.00
EFT3562	03/11/2017	E & MJ Rosher Pty Ltd Input shaft, bearings, input shaft seal and coupling slip joint for plant repairs	443.75
EFT3563	03/11/2017	Covs Parts Pty Ltd Purchase of new jockey wheel for trailer	136.69
EFT3564	03/11/2017	WALGA WALGA 2017 Election Composite Advertising Program, call for nominations, notice of election, enrol to vote	1,166.00
EFT3565	03/11/2017	Courier Australia Freight for water sampling - Con Note 8965734305	10.44
EFT3566	03/11/2017	Avon Waste 88 x Domestic Rubbish x 4 weeks, Transport of Domestic Waste to Suez site, 88 x Recycling Services, Additional recycle service A201 - Office, Bulk Recycling for September 2017, Clearing of transfer station bins 13th & 27th Sept 17, Transport of transfer station waste to Suez site	3,509.31
EFT3567	03/11/2017	Hotham Mechanical Resecured fuel lines, replaced broken 1 way fuel valve. Replaced starter motor and drive belts on Holden Colorado Parts for Plate Compactor Adjust and grease brake slack adjusters on low loader & side tipper Carry out service, grease and checkover. Adjusted rear brakes, replaced both tail light globes on Toyota Hilux - PU2	1,434.40
EFT3568	03/11/2017	RSA Signs Pty Ltd Traffic signs for storm damaged roads Purchase of various signs for Noombling Norrine Flood Damage, Drive Slowly, Prepare to Stop, Gravel Road, Stop - Slow Purchase of Rural Road Number Plates (Green) x 10, GST	3,830.20
EFT3569	03/11/2017	Startrack Express Freight for library books 17th October 2017	89.92
EFT3570	03/11/2017	Perfect Computer Solutions Create additional email addresses for Amanda, Trish & Helen, configure so that they don't conflict with work email addresses. Instruct and set up onto each machine, explain how to use it, force GAL update for users to view email address. Put latest version of picture manager on pc for Amanda to view photos. Set up new user, support, to have same Synergy access as Finance. Forward all building emails to support	637.50
EFT3571	03/11/2017	ENZED Fremantle Remove, install and supply new hose for excavator	303.40
EFT3572	03/11/2017	Country Sparky Services 13 Dunmall Drive - Replace fan in ensuite and adjust to turn on with light, replace front outdoor sensor 2 way with another sensor out back and replace all outdoor wall lights. Install downlights over dining table, remove pendant light next to dining down lights, 1 over sink, 2 downlights over kitchen bench Replace oven and service swampy air conditioner. Replace airconditioning evaporative pads Install 15 amp power point on pole at Fuel Facility Move power point at front desk for new reception desk - lighthouse grant	3,075.28
EFT3573	03/11/2017	Fuel Distributors Of WA Purchase of 11000 Litres of Unleaded Petrol @ 1.07063 plus GST	13,182.69
EFT3574	03/11/2017	Austral Mercantile Collections Pty Ltd A299 - Solicitor Fees & Travel Fee A12 - Search Fees A344 - Skip Locate Fees Adjustment A299 - Bailiff Fees & Court Filing Fees	1,173.96

EFT3575	03/11/2017	Department of Fire & Emergency Services 2017/18 ESL in accordance with the Fire & Emergency Services Act 1998 for all shire properties	975.00
EFT3576	03/11/2017	Sheridan's for Badges 1 x Full colour name bar for Councillor Ian Turton	61.27
EFT3577	03/11/2017	Major Motors Pty Ltd Purchase of new air filter for Mitsubishi Canter Crew Cab	41.58
EFT3578	03/11/2017	LM & VP Sewell Supply of 6000 cubic metres of gravel for Noombling Norrine Road	13,200.00
EFT3579	03/11/2017	Brendan Whitely Travel reimbursement for State Council Meeting 7th & 8th September 2017 & Local Government Week	430.50
EFT3580	03/11/2017	Pingelly Iga (newsagency) Purchase of West Australian for the period 10/07/2017 to 31/07/2017	204.20
EFT3581	03/11/2017	Boral Construction Materials 1 x Bulker bag of coldmix for general rural road maintenance	495.00
EFT3582	03/11/2017	Boddington News Boddington News edition # 587 & 588	18.00
EFT3583	03/11/2017	MJB Industries Pty Ltd 2 x 200mm single pipe headwalls, 2 x 450mm single pipe headwalls & 16 x 375 single pipe headwalls for Noombling Norrine Road, 2 x 375 single pipe headwalls for Stevens Road Purchase of 600mm single pipe headwalls for Noombling Norrine 300mm single pipe headwalls for us on Moramocking, Noombling Norrine, Bannister, Stevens, 14 Milebrook Roads	22,935.00
EFT3584	03/11/2017	WA Contract Ranger Services Ranger services performed for 10th & 25th October 2017	701.25
EFT3585	03/11/2017	Rob Curtis Operating of waste transfer station for 22nd/23rd & 29th/30th October 2017 & Clearing of roadside bins	782.00
EFT3586	03/11/2017	Suez Recycling & Recovery Pty Ltd Domestic Waste Disposal for the month of September	444.04
EFT3587	03/11/2017	Fuji Xerox Colour printing 843 copies @ 0.085 cents & Black & White printing 3385 copies @ 0.0085 cents	208.33
EFT3588	03/11/2017	Allwest Plant Hire Australia Dry Hire of Amman AP240 Roller for October 2017 for rural road maintenance & Noombling Norrine Flood Damage Dry Hire of Roller for September 2017 for rural road maintenance, Noombling Norrine & Carabin Roads	10,956.00
EFT3589	03/11/2017	Spiffy Lawns & Gardens Mow depot, council office, toilet block & community centre lawns and snipping areas of long grass, Mow CEO house, snip tall grass around, Spray verges on Humes Way, Snip edge of oval and back of oval, Spray bowling green and tennis courts, Spray drain near fuel facility, Mow oval with Toro. Adjust heights of Toro and levels for cutting, Retic adjustment at council gardens, Mowing industrial yard and reserves near fuel facility, Snip bank on oval edge	752.50
EFT3590	03/11/2017	Kennedys Tree Service 10 Days of tree works/mulching on the Wandering Pingelly Road	38,500.00
EFT3591	03/11/2017	Supalux Linemarking services on Ricks road intersection	20,764.30
EFT3592	03/11/2017	P & D Sullivan Side tipper carting gravel from Hardie's pit to Noombling Norrine Road, 10th to 13th October 2017 & 16th to 20th October 2017	10,153.00
EFT3593	03/11/2017	Steve O'Halloran Consultancy work for flood damage submission and planning for the period 4th September to 27th October 2017	8,340.00
EFT3594	03/11/2017	JAGS Cafe Supply of lunches, slices & quiches for Traffic Management Course held on 12th, 13th & 16th October 2017	369.00
EFT3595	03/11/2017	Baileys Fertilisers Purchase of a Pallet of Fertiliser for Community Centre Oval	1,388.75
EFT3596	03/11/2017	Conplant Replacement glass window RH Top for hire roller	338.05
EFT3597	03/11/2017	Japanese Truck & Bus Spares Transmission repairs including labour for Isuzu Truck	8,872.50

EFT3598	03/11/2017	Adrienne Yzerman Photography Labour & post production - 16 images - unlimited usage - Full resolution - Councillors photos	520.00
EFT3599	03/11/2017	M & M Contractors Hire of Side Tipper for gravel carting on Noombling Norrine Road	3,146.00
EFT3601	03/11/2017	JMajko & K Mozgova Rates refund for assessment A414 4 Dunmall Dr WANDERING 6308	27.46
EFT3602	13/11/2017	WALGA Short course booking for Helen Mark - Planning practices - The Essentials - 28th November 2017	515.00
EFT3603	13/11/2017	Australia Post Purchase of prepaid envelopes x 10	35.20
EFT3604	13/11/2017	G Carstairs & Co Slurry mix delivered to Culvert end headwalls on Noombling Norrine Road	1,089.00
EFT3605	13/11/2017	Boddington News Boddington News edition # 589	9.00
EFT3606	13/11/2017	John Chapman Supply and installation of decoder and smart card at 1 Dowsett Street	400.00
EFT3607	13/11/2017	Williams Anglican Parish Single sized Business Calendar Advert for 2018	66.00
EFT3608	13/11/2017	Amanda O'Halloran Reimbursement for expenses paid in relation to meals, parking & accommodation whilst at LG Professionals Conference 7th to 11th November 2017	902.15
EFT3609	13/11/2017	Air & Power Purchase of new air compressor for use at depot	2,700.50
EFT3610	13/11/2017	Polaris Business Solutions 4 Yoga x 902 minute sessions delivered in Wandering	450.00
EFT3611	13/11/2017	P & D Sullivan Side tipper carting gravel on Stevens Road for period 30/10/2017 to 03/11/2017	5,648.50
EFT3612	13/11/2017	Durga Ojha Preparation of September & October monthly financial report	4,560.00
EFT3613	13/11/2017	Jezamyn Douglas Reimbursement for travel to and from Narrogin for LG Professionals Local Government Course	106.08
EFT3614	13/11/2017	Sherrin Rentals Dry Hire of 12T Smooth Drum Roller for North Bannister Wandering Road - Stage 1	457.87
EFT3615	13/11/2017	A & P Reid Contracting Installing headwalls and cleaning around culverts on Noombling Norrine Road, Stevens Road & York Williams Road	7,535.00
EFT3616	17/11/2017	Monica Beth Treasure Reimbursement for expenses incurred on Seniors Outing - 9th November 2017 - Lunch & Icecreams	812.81
EFT3617	17/11/2017	Shire Of Wandering Payroll deductions - Rates Payment	60.00
EFT3618	17/11/2017	Rob Curtis Operating of waste transfer station 5th/6th & 12th/13th November 2017 & clearing of roadside bins	782.00
EFT3619	17/11/2017	Spiffy Lawns & Gardens Spray oval for weeds in turf, test cut with Toro on oval, Spray Dowsett St House for weeds, snip banks of oval, Set up 15L spray unit for various road spraying, Spray Humes Way verges & weeds in lawn at Humes Way, CEO House and Michibin House, Prune large shrub on verge blocking view to road near CEO House on Dunmall Dve, Fertilise lawns at depot, council lawns, toilet block and community centre, test and repair retic at council lawns, Mow oval with Toro	665.00
EFT3620	17/11/2017	Claw Environmental Pty Ltd Processing & removal of drums from Wandering Transfer Station for Drummuster	1,204.56
EFT3621	17/11/2017	Rhonie's Wandering Mop & Bucket Cleaning of Public Conveniences & Caravan Park for period 8/10/17 to 04/11/2017	1,080.00

EFT3622	17/11/2017	David John Binns Reimbursement for travel to attend Traffic Management Course - 232 kms	174.00
EFT3623	24/11/2017	Australian Taxation Office October 2017 BAS	846.00
EFT3624	24/11/2017	BOC Limited Depot container services for the period 28/09/2017 to 28/10/2017	66.57
EFT3625	24/11/2017	Boogie Roos Boogie Roos sessions at wandering Community Centre - 3 sessions in Term 4 2017	780.00
EFT3626	24/11/2017	Wandering Smash Repairs Regas airconditioner including check over on PU1 - Holden Colorado	240.00
EFT3627	24/11/2017	Classic Trophies & Darts Purchase of new name plates for shields - B Dowsett & W Gowland	33.00
EFT3628	24/11/2017	Nicholls Bus & Coach Service Hire of coach, 50 seats from Wandering at 8.30am to Mandurah Cruises and return by 4pm with driver - Seniors Outing	880.00
EFT3629	24/11/2017	Fuji Xerox Colour printing 715 copies @ 0.85 cents & Black & White printing - 1811 copies @ 0.085 cents	83.78
EFT3630	24/11/2017	Spiffy Lawns & Gardens Supply and install various plants at CEO residence - Dunmall drive	745.00
EFT3631	24/11/2017	Moore Stephens Attendance at Nuts & Bolts Finance Essentials Workshop 27th & 28th November 2017 - Tricia Brown	1,584.00
EFT3632	24/11/2017	Forpark Australia Purchase of various nuts, bolts plastic cups and lobe drivers for repairs to Playground Equipment	126.50
EFT3633	24/11/2017	Fuels West Petroleum Supply of 30020 Litres of Diesel @ 1.0413 plus GST	34,385.81
EFT3634	24/11/2017	Advanced Traffic Management Traffic Management Plan - North Bannister Wandering Road Stage 1 & 2	1,468.50
EFT3635	24/11/2017	Maggie Dent Two hour Parent/Community Seminar - From the Sandpit to Adulthood - 27th November 2017 - includes travel & accommodation contribution	2,730.00
EFT3636	30/11/2017	Shire of Wagin Recoup of EHO costs to PPE 19/10/2017	886.50
EFT3637	30/11/2017	Best Office Systems Black & White copies - 7369 copies @ 0.0088 cents & Colour copying - 3890 copies @ 0.880 cents	447.88
EFT3638	30/11/2017	Shire Of Wandering Payroll deductions - Rates Payment	60.00
EFT3639	30/11/2017	Boddington Hardware & Newsagency Purchase of Fence droppers - steel for use on Nth Bannister Wandering Road	158.60
EFT3640	30/11/2017	Courier Australia Freight for DFES printed material from Quality Press	24.73
EFT3641	30/11/2017	Startrack Express Freight for parts from Forpark Australia for playground repairs	41.62
EFT3642	30/11/2017	Perfect Computer Solutions Set up Helen's login and profile on CRC computer. Clean up CEO laptop, setup emails for Finance Manager, set up Finance Manager PC to access shire data	382.50
EFT3643	30/11/2017	Quick Corporate Australia Purchase of various stationary items, staff amenities, soap for public conveniences	458.41
EFT3644	30/11/2017	IT Vision Australia Pty Ltd Purchase of 2 new Synergysoft Licences including annual licence fees	2,312.95
EFT3645	30/11/2017	Austral Mercantile Collections Pty Ltd Court Filing Fees A423 - RM Ivas	190.75
EFT3646	30/11/2017	Edwards Holden Purchase of new aerial for CEO Vehicle	68.45
EFT3647	30/11/2017	West Australian Newspapers Limited Shire of Wandering inclusion - advert in Bushfire Directory	120.00
EFT3648	30/11/2017	WA Contract Ranger Services Ranger services performed 1st, 7th & 8th November in relation to firebreak inspections and control	1,800.15

EFT3649	30/11/2017	Rob Curtis Operating of waste transfer station 19th/20th & 26th/27th November 2017 & clearing of roadside bins	782.00
EFT3650	30/11/2017	Suez Recycling & Recovery Pty Ltd Domestic Waste Disposal for the month of October 2017	419.19
EFT3651	30/11/2017	P & D Sullivan Hire of side tipper for flood damage on Stevens Road	3,432.00
EFT3652	30/11/2017	JAGS Cafe Catering for Maggie Dent presentation - 27th November 2017 - Morning Tea & Lunch Supply of morning tea and lunch for Rates Workshop	3,180.00
EFT3653	30/11/2017	G & D Lyster Hire of excavator and loader for Blackboy Springs fire track culvert - includes mobilisation for 2 machines	9,999.00
EFT3654	30/11/2017	Orix Australia Hire of Toyota Hilux for the period 27/10/2017 to 31/10/2017 - North Bannister Wandering Road - Stage 1	228.80
EFT3655	30/11/2017	Little Polkadot Pantry Table decorations for staff christmas party to be reimbursed by social club account	275.00
13957	03/11/2017	Telstra Usage charges to 10 Sept 2017 & services & equipment rental to 10 Oct 2017 for all shire properties and includes new phone system repayment	3,257.06
13958	07/11/2017	Shire of Wandering - Petty Cash Shire Banking Money Orders x 2, Reimbursement for Jodi Treasure - White Card Traffic Management, Postage for Firebreak Letters - Private Works, Hotham Butchering Co - Nibbles for works Health & Safety Training Course - Traffic Management, Managing Asbestos Safety Forms - Bulk Mail, Bulk Mail Seniors Trip, Narrogin Observer - Copy of Advert, Registered Letter - Re: Firebreaks, Butter for Chambers, Annual Electors Meeting Flyers	266.95
13960	24/11/2017	Synergy Supply charges for the period 05/09/2017 to 02/11/2017 - For all shire properties	4,435.00
13961	24/11/2017	Wandering Primary School Shire contribution/donation for Book Award for senior room Citizenship Award EOY 2017	40.00
13962	30/11/2017	Shire of Wandering - Petty Cash Shire Banking Money Orders x 3, Purchase of water bottles for seniors outing, Bulk mail out for Movie Night being held 1st Dec, Box of 100 Stamps for office use, Bulk mail out of 3rd Instalment notices for rates, Batteries purchased for office use	267.90
DD2476.1	01/11/2017	WA SUPER PLAN Payroll deductions	3,025.37
DD2476.2	01/11/2017	Retail Employees Superannuation Pty Ltd Superannuation contributions	88.78
DD2476.3	01/11/2017	AMP Super Superannuation contributions	83.13
DD2476.4	01/11/2017	Rod Evenis Superannuation Fund Pty Ltd Superannuation contributions	614.99
DD2476.5	01/11/2017	I & T Brown Family Super Fund Superannuation contributions	620.18
DD2476.6	01/11/2017	Hesta Superannuation contributions	480.83
DD2476.7	01/11/2017	ANZ Onepath Masterfund Superannuation contributions	681.86
DD2476.8	01/11/2017	Superwrap Personal Super Plan Superannuation contributions	118.51
DD2476.9	01/11/2017	BT Classic Lifetime - Personal Super Superannuation contributions	282.63
DD2482.1	03/11/2017	Synergy 41 x streetlights - electricity supply for period 25/08/2017 to 24/09/2017	800.70
DD2491.1	19/11/2017	Australian Communications & Media Authority Renewal of Licence - Comms Mast, Mount Saddleback, off Pinjarra-Williams Road, Boddington	109.00
DD2491.2	21/11/2017	Kleenheat Gas 2 x 45kg Cylinder Fee - Service charges 2017-2018 year for Community Centre	75.90
DD2498.1	15/11/2017	WA SUPER PLAN Payroll deductions	3,109.27

DD2498.2	15/11/2017	Retail Employees Superannuation Pty Ltd Superannuation contributions	92.63
DD2498.3	15/11/2017	AMP Super Superannuation contributions	196.18
DD2498.4	15/11/2017	Rod Evenis Superannuation Fund Pty Ltd Superannuation contributions	614.99
DD2498.5	15/11/2017	I & T Brown Family Super Fund Superannuation contributions	627.31
DD2498.6	15/11/2017	Hesta Superannuation contributions	475.37
DD2498.7	15/11/2017	ANZ Onepath Masterfund Superannuation contributions	643.67
DD2498.8	15/11/2017	Superwrap Personal Super Plan Superannuation contributions	118.51
DD2498.9	15/11/2017	BT Classic Lifetime - Personal Super Superannuation contributions	280.96
DD2506.1	29/11/2017	WA SUPER PLAN Payroll deductions	3,054.30
DD2506.2	29/11/2017	Retail Employees Superannuation Pty Ltd Superannuation contributions	81.23
DD2506.3	29/11/2017	AMP Super Superannuation contributions	207.81
DD2506.4	29/11/2017	Rod Evenis Superannuation Fund Pty Ltd Superannuation contributions	614.99
DD2506.5	29/11/2017	I & T Brown Family Super Fund Superannuation contributions	609.49
DD2506.6	29/11/2017	Hesta Superannuation contributions	475.37
DD2506.7	29/11/2017	ANZ Onepath Masterfund Superannuation contributions	643.68
DD2506.8	29/11/2017	Superwrap Personal Super Plan Superannuation contributions	98.76
DD2506.9	29/11/2017	BT Classic Lifetime - Personal Super Superannuation contributions	252.70
DD2476.10	01/11/2017	Prime Super Superannuation contributions	282.63
DD2476.11	01/11/2017	BT Super For Life Superannuation contributions	274.31
DD2498.10	15/11/2017	Prime Super Superannuation contributions	252.70
DD2498.11	15/11/2017	BT Super For Life Superannuation contributions	199.50
DD2506.10	29/11/2017	Prime Super Superannuation contributions	252.70
DD2506.11	29/11/2017	BT Super For Life Superannuation contributions	270.99

Trust Bank Account

EFT3600	03/11/2017	Bizzy Bodies Fitness REFUND OF COMMUNITY CENTRE BOND	200.00
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Credit Card

DD2512.1	24/11/2017	Westpac Credit Card	5,443.31
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Job	Supplier	Comments	Amount
1E134160.520	Kmart	Purchase of Kitchenware from Kmart for Christmas Lights competition	81.00
1E041040.520	WA Fresh Delivered	Purchase of various fruit for council refreshments and after school sports from WA Fresh Delivered	131.00
1E134060.520	Kitchen Warehouse	Purchase of hampers and various items for Christmas Lights competition prizes	343.10
1E134060.520	Maggie Beer	Various food items from Maggie Beer for Christmas Lights competition hampers	101.24
1E142030.520	BlueDog Training	WA White Construction Card for Alister Humes	80.00
1E041040.521	Wander-In T/Away	Catering from Wander-In take away for council meeting lunch - Hot Beef rolls	52.00
1E041040.521	Wander-In T/Away	Catering from Wander-In take away for council meeting lunch - Hot Beef rolls	52.00
1E143090.520	Battery World	Purchase of new battery for use at depot	109.99

PT1	Ashdown Ingram	Purchase of tail lights, parts & globes for Isuzu Prime Mover	477.74
1E143020.520	Repco	Purchase of portable air grease kit from Repco for use across depot	800.00
1E143020.520	Repco	Purchase of portable air grease kit parts from Repco for use across depot	14.55
1E143090.520	Bunnings	Purchase of various items from Bunnings, Wet dry vacuum, brooms	170.10
PSP	Dpt of Transport	Change of plates for Trailer WD1158 to WD3018 & Isuzu Truck WD 355 to WD422	51.40
1E143400.520	Green Pack	Purchase of plates & cutlery for Maggie Dent Catering	307.07
1E1434120.520	Axmag	Purchase of PDF digital programme to send out echo from Axmag	617.82
1E1434170.520	Imprint Plastics	Name badges for seniors outing	497.20
1E1434060.520	Mandurah Cruises	Mandurah Cruises for Seniors outing	745.20
1E1434170.520	Imprint Plastics	Name Bages for Seniors Outing incorrectly charged twice - credit to be issued - will see on next statement	497.20
1E145050.502	Taxi	Taxi to Civic Legal West Perth from Crown	23.96
1E041040.520	WA Fresh Delivered	Salads & Food for November Council Meeting and Annual Electors Meeting	123.04
1E1434060.520	Mandurah Cruises	Refund from Mandurah Cruises	-82.80
1E041040.520	Hotham Butchering	Council Meeting Lunch - Meat supplied from Hotham Butchering	105.50
1E041040.520	Riverside R/house	Cakes & Slices for Annual Electors meeting from Riverside Roadhouse	145.00

Licensing

1877	Police Licensing		4124.60
		Licensing Collections 06/11/2017	
1878	Police Licensing		2456.55
		Licensing Collections 07/11/2017	
1879	Police Licensing		133.50
		Licensing Collections 09/11/2017	
1880	Police Licensing		803.95
		Licensing Collections 13/11/2017	
1884	Police Licensing		2437.75
		Licensing Collections 16/11/2017	
1885	Police Licensing		900.30
		Licensing Collections 20/11/2017	
1886	Police Licensing		113.70
		Licensing Collections 21/11/2017	
1891	Police Licensing		397.60
		Licensing Collections 22/11/2017	
1889	Police Licensing		1028.80
		Licensing Collections 23/11/2017	
1891	Police Licensing		400.00
		Licensing Collections 28/11/2017	

Payroll

PPE 01/11/2017	Staff Payroll		32485.28
		PPE 01/11/2017	
PPE 15/11/2017	Staff Payroll		32672.09
		PPE 15/11/2017	
PPE 29/11/2017	Staff Payroll		32697.30
		PPE 29/11/2017	

Total Payments for Month Ending 30 Nov 2017: 418,706.95

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment was submitted to each member of the Council on Thursday, 14 December 2017 and has been checked and is fully supported by vouchers and invoices which are sub certified as to the receipt of goods and services and as to prices, computations and costings and the amounts shown are due for payment.

Amanda O'Halloran, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts was submitted to the Council on Thursday, 14 December 2017 and that the amounts were approved for payment.

Cr Brendan Whitely, Chairman

ATTACHMENT 10.4.1.2

Municipal Bank Reconciliation 30/11/2017

Balance as per Bank Statement	\$272,131.15
Add Outstanding Deposits	\$3,383.61
Less unpresented Cheques	-\$49,395.99
Total as per Bank Statement	\$226,118.77
Balance as per GL	\$226,118.77
Total As per General Ledger	\$226,118.77
Differences	\$0.00



Finance Officer



Chief Executive Officer



Westpac Community Solutions One

Statement Period
31 October 2017 - 30 November 2017

Account Name
**SHIRE OF WANDERING MUNICIPAL
ACCOUNT**

Customer ID
1930 8463 SHIRE OF WANDERING

BSB Account Number
036-170 000 091

Opening Balance	+ \$417,121.24
Total Credits	+ \$254,721.01
Total Debits	- \$399,711.10
Closing Balance	+ \$272,131.15

TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
31/10/17	STATEMENT OPENING BALANCE			417,121.24
01/11/17	Deposit E & R Houghton Houghton Lot 8 Pol		50.00	417,171.24
01/11/17	Deposit Ivas,Roslyn Marr A423		50.00	417,221.24
01/11/17	Deposit Jane Ross A264 Gr Brown		100.00	417,321.24
01/11/17	Deposit Bank Of QLD A333		300.00	417,621.24
01/11/17	Deposit M J Thurkle A379 lot 4 Mellows		302.50	417,923.74
01/11/17	Deposit Glenn Carstairs ass a298		434.40	418,358.14
01/11/17	Deposit Dlgc 006555		1,100.00	419,458.14
01/11/17	Deposit Fdmsa Payment 42298585287407		1,700.23	421,158.37
01/11/17	Withdrawal Westpac Merchant Fees 24215998Fee 001556	41.80		421,116.57
01/11/17	Withdrawal Westpac Merchant Fees 23253198Fee 001556	165.94		420,950.63
01/11/17	Withdrawal Mobile Multi 1875548 Pymt WBC.aba Payroll	32,485.28		388,465.35
01/11/17	Payment By Authority To Transport Wado20171030	576.55		387,888.80
01/11/17	Payment By Authority To Shire Of Wanderi Merchant Fee	25.00		387,863.80
01/11/17	Payment By Authority To Fdmsa Fee 42298585287407	381.94		387,481.86
02/11/17	Deposit Mellick A329		17.90	387,499.76
02/11/17	Deposit Ryan Marwick A517		299.95	387,799.71
02/11/17	Deposit Ryan Marwick A366		300.06	388,099.77
02/11/17	Deposit A205 Whale Rent A205 Whale Rent		350.00	388,449.77



TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
02/11/17	Deposit Mellick A329		1,082.28	389,532.05
02/11/17	Deposit Fdmsa Payment 42298585287407		1,333.45	390,865.50
02/11/17	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		224.00	391,089.50
02/11/17	Payment By Authority To Transport Wado20171031	47.15		391,042.35
03/11/17	Deposit Online 2008777 Pymt Wandering Shire Shire of Wandering		60.00	391,102.35
03/11/17	Deposit Bendigo Bank R J Cumper #451		30.00	391,132.35
03/11/17	Deposit A J Taylor a397		302.50	391,434.85
03/11/17	Deposit Adams,Ricky Jame A275		309.97	391,744.82
03/11/17	Deposit Rural Bank Ref A374		845.45	392,590.27
03/11/17	Deposit Fdmsa Payment 42298585287407		1,967.60	394,557.87
03/11/17	Withdrawal Online Multi 1817375 Pymt Wbccrs.aba Creditors	174,915.56		219,642.31
03/11/17	Withdrawal Online 1833247 Pymt Wbccrs.aba Creditors	27.46		219,614.85
03/11/17	Withdrawal Online 5377680 Bpay Synergy Streetlighting	755.40		218,859.45
03/11/17	Withdrawal Online 6208816 Bpay Synergy Dowsett Final	45.30		218,814.15
06/11/17	Deposit Landgate Eas2 Payment Oct-2		190.00	219,004.15
06/11/17	Deposit Fdmsa Payment 42298585287407		1,156.03	220,160.18
06/11/17	Deposit A428 Wandering Shire		1,229.71	221,389.89
06/11/17	Deposit Fdmsa Payment 42298585287407		1,397.44	222,787.33
06/11/17	Deposit Australia Post Lip171106180228		1,820.77	224,608.10
06/11/17	Deposit Fdmsa Payment 42298585287407		1,916.40	226,524.50
06/11/17	Merchant Settlement 0920001 Shire Of Wandering 0001 Wandering		75.00	226,599.50
06/11/17	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		1,779.40	228,378.90
07/11/17	Deposit Fdmsa Payment 42298585287407		1,360.29	229,739.19
07/11/17	Deposit Rural Bank Ref A175		1,679.85	231,419.04
07/11/17	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		250.00	231,669.04
07/11/17	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		678.05	232,347.09
08/11/17	Deposit S D Lazenby & P A347		200.00	232,547.09
08/11/17	Deposit Fdmsa Payment 42298585287407		1,284.49	233,831.58
08/11/17	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		1,541.81	235,373.39



TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
08/11/17	Payment By Authority To Transport Wado20171106	4,124.60		231,248.79
09/11/17	Deposit Bendigo Bank wd rates		400.00	231,648.79
09/11/17	Deposit State Revenue De Esl08111700088183R		579.69	232,228.48
09/11/17	Deposit Fdmsa Payment 42298585287407		1,604.73	233,833.21
09/11/17	Deposit State Revenue De Pen08111700088184R		7,670.91	241,504.12
09/11/17	Deposit Dpird 39689		16,500.00	258,004.12
09/11/17	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		133.50	258,137.62
09/11/17	Payment By Authority To Transport Wado20171107	2,456.55		255,681.07
10/11/17	Deposit Narrogin WA		7,958.65	263,639.72
10/11/17	Deposit Bendigo Bank R J Cumper #451		30.00	263,669.72
10/11/17	Deposit Fdmsa Payment 42298585287407		1,511.07	265,180.79
10/11/17	Withdrawal/Cheque 013957	3,257.06		261,923.73
10/11/17	Withdrawal/Cheque 013958	266.95		261,656.78
13/11/17	Deposit Online 2205341 Pymt Sheree Watt inv 4569		36.75	261,693.53
13/11/17	Deposit Timothy Tuohey A430		254.85	261,948.38
13/11/17	Deposit Bank Of QLD A131		305.90	262,254.28
13/11/17	Deposit Knight A392		320.00	262,574.28
13/11/17	Deposit Bank Of QLD A354		368.74	262,943.02
13/11/17	Deposit Fdmsa Payment 42298585287407		1,302.54	264,245.56
13/11/17	Deposit Fdmsa Payment 42298585287407		1,679.95	265,925.51
13/11/17	Deposit Fdmsa Payment 42298585287407		2,663.20	268,588.71
13/11/17	Merchant Settlement 0920001 Shire Of Wandering 0001 Wandering		25.00	268,613.71
13/11/17	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		250.00	268,863.71
13/11/17	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		221.50	269,085.21
13/11/17	Withdrawal Online Multi 1062969 Pymt Wbccrs.aba Creditors	24,474.30		244,610.91
13/11/17	Withdrawal Online 4177520 Bpay Acma S/T Acma	109.00		244,501.91
13/11/17	Withdrawal Online 7795758 Bpay Kleenheat Kleenheat Com Ctre	75.90		244,426.01
13/11/17	Payment By Authority To Transport Wado20171109	133.50		244,292.51



TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
14/11/17	Deposit Online 2336351 Pymt Cosmag Pty Ltd Kennedys 4555		595.64	244,888.15
14/11/17	Deposit Ivas,Roslyn Marr A423		50.00	244,938.15
14/11/17	Deposit Mrs Charmain Sch A345 Schimpf		100.00	245,038.15
14/11/17	Deposit Inv 4559 Mayencl Wandering Shire		260.40	245,298.55
14/11/17	Deposit Fdmsa Payment 42298585287407		1,454.28	246,752.83
14/11/17	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		300.00	247,052.83
15/11/17	Deposit Online 2045206 Pymt Manuela Holleis A412 Holleis		200.00	247,252.83
15/11/17	Deposit Narrogin WA		5,710.45	252,963.28
15/11/17	Deposit Hewitt L Inv 4565		30.00	252,993.28
15/11/17	Deposit C Hutton Ass40		300.00	253,293.28
15/11/17	Deposit Slann,Glenda Lea Slann A460		355.73	253,649.01
15/11/17	Deposit Fdmsa Payment 42298585287407		3,333.95	256,982.96
15/11/17	Withdrawal Online Multi 1342662 Pymt WBC.aba Payroll	32,672.09		224,310.87
15/11/17	Payment By Authority To Transport Wado20171113	803.95		223,506.92
16/11/17	Deposit Linda Barge Inv 4578		64.30	223,571.22
16/11/17	Deposit Brad Orford A443		200.00	223,771.22
16/11/17	Deposit A205 Whale Rent A205 Whale Rent		350.00	224,121.22
16/11/17	Deposit Fdmsa Payment 42298585287407		2,620.92	226,742.14
16/11/17	Deposit Housing Authorit Vp107446		2,657.14	229,399.28
16/11/17	Deposit Government Of WA EFT161117-05		58,854.25	288,253.53
16/11/17	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		2,071.30	290,324.83
17/11/17	Deposit Online 2701209 Pymt Wandering Shire Shire of Wandering		60.00	290,384.83
17/11/17	Deposit Bendigo Bank R J Cumper #451		30.00	290,414.83
17/11/17	Deposit Lorraine Hall A395		302.50	290,717.33
17/11/17	Deposit Gillian Hansen A280 Hansen		600.00	291,317.33
17/11/17	Deposit Fdmsa Payment 42298585287407		1,096.62	292,413.95
17/11/17	Withdrawal Online Multi 1547719 Pymt Wbccrs.aba Creditors	4,778.37		287,635.58
20/11/17	Deposit E & R Houghton Houghton Lot 8 Pol		50.00	287,685.58
20/11/17	Deposit Fdmsa Payment 42298585287407		1,817.32	289,502.90
20/11/17	Deposit Fdmsa Payment 42298585287407		1,827.41	291,330.31
20/11/17	Deposit Fdmsa Payment 42298585287407		1,922.13	293,252.44
20/11/17	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		250.00	293,502.44

**TRANSACTIONS**

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
20/11/17	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		900.30	294,402.74
20/11/17	Payment By Authority To Transport Wado20171116	2,437.75		291,964.99
21/11/17	Deposit Heather Hyde 4571		15.75	291,980.74
21/11/17	Deposit Fdmsa Payment 42298585287407		922.98	292,903.72
21/11/17	Deposit Main Roads Weste 2039203		70,969.80	363,873.52
21/11/17	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		184.35	364,057.87
21/11/17	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		113.70	364,171.57
22/11/17	Deposit Joyce E. Darker Rates		144.30	364,315.87
22/11/17	Deposit Fdmsa Payment 42298585287407		1,140.19	365,456.06
22/11/17	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		25.00	365,481.06
22/11/17	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		397.60	365,878.66
22/11/17	Payment By Authority To Transport Wado20171120	900.30		364,978.36
23/11/17	Deposit Ms Amanda Jayne 432		300.00	365,278.36
23/11/17	Deposit Brad Orford A443		451.79	365,730.15
23/11/17	Deposit Fdmsa Payment 42298585287407		941.34	366,671.49
23/11/17	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		673.95	367,345.44
23/11/17	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		392.45	367,737.89
23/11/17	Payment By Authority To Transport Wado20171121	113.70		367,624.19
24/11/17	Deposit Bendigo Bank R J Cumper #451		30.00	367,654.19
24/11/17	Deposit Fdmsa Payment 42298585287407		1,589.01	369,243.20
24/11/17	Withdrawal Online Multi 1662536 Pymt Wbccrs.aba Creditors	43,969.16		325,274.04
24/11/17	Payment By Authority To Transport Wado20171122	397.60		324,876.44
27/11/17	Deposit Narrogin WA		1,741.64	326,618.08
27/11/17	Deposit Fdmsa Payment 42298585287407		1,414.79	328,032.87
27/11/17	Deposit Fdmsa Payment 42298585287407		1,685.70	329,718.57
27/11/17	Deposit Fdmsa Payment 42298585287407		2,091.35	331,809.92
27/11/17	Payment By Authority To Cc Payment Cc0005336810000001	5,443.31		326,366.61

**TRANSACTIONS**

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
27/11/17	Payment By Authority To Transport Wado20171123	1,028.80		325,337.81
28/11/17	Deposit Ivas,Roslyn Marr A423		50.00	325,387.81
28/11/17	Deposit Fdmsa Payment 42298585287407		1,328.58	326,716.39
28/11/17	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		58.21	326,774.60
28/11/17	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		504.00	327,278.60
28/11/17	Withdrawal/Cheque 013960	4,435.00		322,843.60
29/11/17	Deposit E & R Houghton Houghton Lot 8 Pol		30.00	322,873.60
29/11/17	Deposit Jane Ross A264 Gr Brown		100.00	322,973.60
29/11/17	Deposit Department Of Tr Payment:88248		583.61	323,557.21
29/11/17	Deposit Fdmsa Payment 42298585287407		1,070.30	324,627.51
29/11/17	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		25.00	324,652.51
29/11/17	Withdrawal Online Multi 1684089 Pymt WBC.aba Payroll	32,697.30		291,955.21
30/11/17	Interest Paid		23.98	291,979.19
30/11/17	Deposit A205 Whale Rent A205 Whale Rent		350.00	292,329.19
30/11/17	Deposit Hassett,Darryl E A453 - Hassett		659.65	292,988.84
30/11/17	Deposit Austral Mercanti 82617		1,498.82	294,487.66
30/11/17	Deposit Fdmsa Payment 42298585287407		1,514.59	296,002.25
30/11/17	Deposit Chris Gronow A232 Gronow		1,797.43	297,799.68
30/11/17	Withdrawal Mobile Multi 1931340 Pymt Wbccrs.aba Creditors	25,268.53		272,531.15
30/11/17	Payment By Authority To Transport Wado20171128	400.00		272,131.15
30/11/17	CLOSING BALANCE			272,131.15

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ATTACHMENT 10.4.1.3

Investment Bank Reconciliation 30 November 2017

Balance as per Bank Statements	\$	418,825.02
Total as per Bank Statement	\$	418,825.02
Balance as per GL	\$	418,825.02
Total As per General Ledger	\$	418,825.02
Difference		\$0.00



Finance Officer



Chief Executive Officer



Account activity

An HR and Benefits platform for Westpac customers with no ongoing licence costs.

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Investment Account 036-167 214822
\$418,825.02

Account actions

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- [Manage account settings](#)
- [View & download statements](#)
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- [Bank feeds](#)

Transactions

[Open search](#)

Date	Description	Debit	Credit	Balance ¹
30 Nov 2017	INTEREST PAID		\$172.04	\$418,825.02
31 Oct 2017	INTEREST PAID		\$204.06	\$418,652.98
29 Sep 2017	INTEREST PAID		\$199.38	\$418,448.92
31 Aug 2017	INTEREST PAID		\$213.02	\$418,249.54
31 Jul 2017	INTEREST PAID		\$212.91	\$418,036.52
30 Jun 2017	DEPOSIT ONLINE 2518998 TFR Community Solutions Muni to Investment		\$30,220.54	\$417,823.61
30 Jun 2017	INTEREST PAID		\$222.61	\$387,603.07
29 Jun 2017	WITHDRAWAL ONLINE 1601134 TFR Community S Transfer WD6	-\$66,233.00		\$387,380.46
31 May 2017	INTEREST PAID		\$301.63	\$453,613.46
26 May 2017	WITHDRAWAL ONLINE 1736431 TFR Community S Network Branding	-\$46,073.90		\$453,311.83
12 May 2017	WITHDRAWAL ONLINE 1653076 TFR Community S Inv to Muni	-\$150,000.00		\$499,385.73
28 Apr 2017	INTEREST PAID		\$333.26	\$649,385.73
21 Apr 2017	WITHDRAWAL ONLINE 1713707 TFR Community S Inv to Muni	-\$100,000.00		\$649,052.47
31 Mar 2017	INTEREST PAID		\$316.61	\$749,052.47
22 Mar 2017	WITHDRAWAL ONLINE 1456434 TFR Community S Net Brand Grant	-\$41,471.29		\$748,735.86
14 Mar 2017	DEPOSIT ONLINE 2741209 TFR Community Solutions		\$350,000.00	\$790,207.15
1 Mar 2017	WITHDRAWAL ONLINE 1818366 TFR Community S Network Branding	-\$37,605.86		\$440,207.15
28 Feb 2017	INTEREST PAID		\$219.82	\$477,813.01
31 Jan 2017	INTEREST PAID		\$365.74	\$477,593.19
30 Jan 2017	WITHDRAWAL ONLINE 1640292 TFR Community S	-\$71,471.00		\$477,227.45

ATTACHMENT 10.4.1.4

Trust Bank Reconciliation 30 November 2017

Balance as per Bank Statements	\$35,173.28
Unpresented Cheque	-\$8.77
Outstanding Deposits	\$600.00
Total as per Bank Statements	\$35,764.51
<hr/>	
Balance as per GL	\$35,764.51
Total as per General Ledger	\$35,764.51
<hr/>	
Difference	\$0.00



Finance Officer



Chief Executive Officer

Unpresented Cheques 30/11/2017

Interest		\$2.78
Interest		\$3.10
Interest		\$2.89
	Total	\$8.77

Outstanding Deposits 30/11/2017

Wandering Cricket Club Bond	\$250.00
Chad Ferguson	\$300.00
Barry Edwards	\$50.00
Total	\$600.00

Electronic Statement



Westpac Community Solutions One

Statement Period
31 October 2017 - 30 November 2017

Account Name
SHIRE OF WANDERING TRUST
ACCOUNT

Customer ID
1930 8463 SHIRE OF WANDERING

BSB
036-170 Account Number
000 120

Opening Balance	+ \$35,370.39
Total Credits	+ \$2.89
Total Debits	- \$200.00
Closing Balance	+ \$35,173.28

TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
31/10/17	STATEMENT OPENING BALANCE			35,370.39
03/11/17	Withdrawal Online 1822446 Pymt Wbccrs.aba			
	Creditors	200.00		35,170.39
30/11/17	Interest Paid		2.89	35,173.28
30/11/17	CLOSING BALANCE			35,173.28

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BusinessChoice Everyday VISA Card Statement

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For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name Amanda Jean O'Halloran	Card Number 4293 1830 0196 6342	Credit Limit 20,000	Available Credit 20,000.00
Statement From 20 OCT 2017	Statement To 19 NOV 2017	Facility Number 00053368	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	5,443.31	0.00	0.00	5,443.31 -	0.00	0.00	0.00

S002169 / M000649 / 322 / CN1VPCPT

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

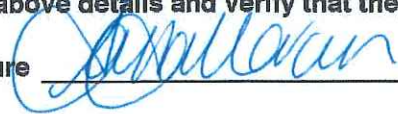
BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
23 OCT	KMART DIRECT MULGRAVE 03 AU	81.00	
	DISCOUNT STORES		
23 OCT	WA FRESH DELIVERED CANNING VALE AU	131.00	
	MISCELLANEOUS FOOD STORES -		
23 OCT	Kitchen Warehouse Bibra Lake AU	343.10	
	MISCELLANEOUS HOUSE FURNISHI		
24 OCT	MAGGIE BEER PRODUCTS P TANUNDA AU	101.24	
	GROCERY STORES, SUPERMARKETS		
26 OCT	BLUE DOG TRAINING MILTON AU	80.00	
	MISCELLANEOUS & SPECIALTY RE		
26 OCT	WANDER IN TAKE AWAY WANDERING AU	52.00	
	FAST FOOD RESTAURANTS		
26 OCT	WANDER IN TAKE AWAY WANDERING AU	52.00	
	FAST FOOD RESTAURANTS		
27 OCT	MRMCORP PTY LTD MADDINGTON AU	109.99	
	MOTOR VEHICLE SUPPLIES AND N		
27 OCT	ASHDOWN INGRAM KEWDALE AU	477.74	
	AUTOMOTIVE PARTS, ACCESSORIE		
27 OCT	REPCO 016446 KELMSCOTT AU	800.00	
	AUTOMOBILE & TRUCK DEALER -		
27 OCT	REPCO 016446 KELMSCOTT AU	14.55	
	AUTOMOBILE & TRUCK DEALER -		
27 OCT	BUNNINGS 316000 MADDINGTON AU	170.10	
	HARDWARE STORES		
30 OCT	SHIRE OF WANDERING WANDERING AU	51.40	
	GOVERNMENT SERVICES NOT ELSE		
02 NOV	GREEN PACK 61266802550 AU	307.07	
	MISCELLANEOUS HOUSE FURNISHI		

S002189 / M000649 / 322 / CN1VPCP1

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
02 NOV	DRI aXmag Premium serv 5424641391 IE INC FX FEE AUD \$17.99	617.82	
03 NOV	COMPUTERS, PERIPHERALS, SOFT D & J ZAPPAVIGNA PTY MYAREE AU	497.20	
06 NOV	INDUSTRIAL SUPPLIES, NOT ELS MANDURAH CRUISES MANDURAH AU	745.20	
07 NOV	TRAVEL AGENCIES AND TOUR OPE D & J ZAPPAVIGNA PTY MYAREE AU	497.20	
08 NOV	INDUSTRIAL SUPPLIES, NOT ELS TAXI EPAY AUSTRALIA WEST MELBOURN AU	23.96	
13 NOV	TAXICABS/LIMOUSINES WA FRESH DELIVERED CANNING VALE AU	123.04	
14 NOV	MISCELLANEOUS FOOD STORES - MANDURAH CRUISES MANDURAH AU	82.80 -	
15 NOV	TRAVEL AGENCIES AND TOUR OPE HOTHAM BUTCHERING CO BODDINGTON AU	105.50	
15 NOV	MISCELLANEOUS FOOD STORES - RIVERSIDE ROADHOUSE BANNISTER AU	145.00	
	FAST FOOD RESTAURANTS		
	Sub Total:	5,443.31	
	Miscellaneous Transactions		
19 NOV	TRANSFER CLOSING BALANCE TO BILLING ACCT	5,443.31 -	
	Sub Total:	5,443.31 -	
	Grand Total:	0.00	



I have checked the above details and verify that they are correct.

Cardholder Signature  Date 4/12/2017

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

Effective 1 October 2017, the insurer of your Commercial Cards Insurance will be changing from QBE Insurance (Australia) Limited ("QBE") to Allianz Australia Insurance Limited ("Allianz") ABN 15 000 122 850, AFSL 234708.

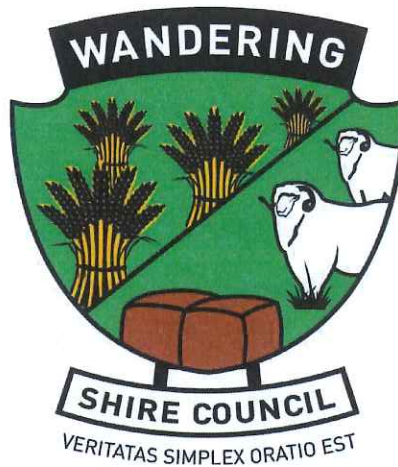
Whilst your policy wording has been updated, your level of cover will remain the same with Allianz as it is with QBE.

The policy wording updates have been made to reflect Allianz's standard policy wording.

The key clauses that have been updated are Privacy, Complaints and dispute resolution process, and Emergency and medical services whilst overseas.

For details of this change and to view the new Commercial Cards Insurance Policy, please visit westpac.com.au/ccinsurance.

S002190 / M000649 / 322 / CN1VPCP1



SHIRE OF WANDERING

ANNUAL GENERAL MEETING OF ELECTORS

MINUTES

Wandering Community Centre

Down Street, Wandering

15 November 2017

Commencing at 7.30pm

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1.0 Declaration of Opening

The Shire President opened the meeting at 7.30.pm

2.0 Announcement of Visitors

Nil

3.0 Attendance

3.1 Present

Cr B Whitely *President*
Cr C Ferguson *Deputy President*
Cr I Turton
Cr J Price
Cr G Parsons
Cr M Watts

A O'Halloran *Chief Executive Officer*
R Evenis *Manager of Works*
M Treasure *Manager Communities & Minute Taker*

Mrs M Whitely
Mr J Price
Mrs J Cornish
Mr W Gowland
Mr B Dowsett
Mrs V Watts
Mr G Treasure
Mr M Treasure
Mrs L Boddy
Mr S Dexter
Mr R Treasure
Mr K Price
Mrs L Muller
Mr R Curtis
Mr P Treasure
Mr M Schorer
Mr S Bullock
Mr J McNeil
Mr K Weir

3.2 Apologies

Mr B Cornish
Mr D Cornish
Mrs S Little

Mrs S Cornish
Mr B Little

4.0 Confirmation of Minutes of Previous Meeting

4.1 *Annual General Meeting of Electors held on the 2nd November 2016*

Moved: Mr W Gowland

Seconded: Mrs J Cornish

That the Minutes of the Annual General Meeting held on 2nd November 2016 to be confirmed as a true and accurate record.

Carried

4.2 *Business Arising from Previous Minutes*

Drains: Mrs J Cornish stated that the problem of the water tables being blocked and drains unmaintained is a continuing problem and caused most of the flood damage. Cr B Whitely noted the concern.

5.0 Adoption of 2016/2017 Annual Report

5.1 *President's Report- Annual Report*

Cr B Whitely reported on the 2016 / 2017 financial year has been an interesting year for Council with the two flood events experienced causing considerable problems for council. Council is working their way through the damage.

5.2 *Chief Executive Officer's Report*

The Chief Executive Officer gave a presentation on the 2016/2017 year. Presentation attached.

Adoption of 2016/2017 Annual Report - that the Shire of Wandering's 2016/2017 Annual Report and Audited Financial Report be received as presented.

Moved: Mrs L Muller

Seconded: Mr S Bullock

That the Shire of Wandering 2016/2017 Annual Report and Audited Financial Report be received as presented.

Carried

6.0 General Business

6.1 Presentation of Plaque

The Shire President presented plaques to Mr Bruce Dowsett and Mr Wade Gowland, former Councillor's for their time, service and effort on Council.

6.2 Facilities

Mrs J Cornish reported that the disabled toilet in the public toilets is not to the correct standard, handrails are missing, the toilet paper is in the incorrect position and the seat moves.

Cr B Whitely stated that the Council would review the facilities.

6.2.1 Pumphreys Bridge

Cr M Watts relayed a suggestion from a recent camper at Pumphreys Bridge (which is a free camping site) for an honour box to be installed. Rob Curtis supported the request.

The Shire President stated that this was a good suggestion to be looked into.

Mr J McNeil asked why the new toilet block at Pumphreys Bridge can't be used or shifted now there is no tennis being held. At present it is going to waste. Mr McNeil suggested it be moved to the Cemetery.

The Shire President stated that there has been an issue with the old toilet block and this suggestion will be taken on notice.

6.2.2 Codjatotine Rest Stop

Mrs M Whitely queried the free camping that is increasing at the Codjatotine rest stop and at the Pumphreys camp ground and why weren't there no camping signs in place.

The Chief Executive Officer stated that it costs a considerable amount of resources to stop the free camping, the Ranger could patrol but that would require weekend work at a large cost. At present we have a contract Ranger that comes from York. The Council haven't advertised the Codjatotine or Pumphreys stop and do not encourage the sites.

The Shire President stated that the honour box may be an option.

6.3 Roads

Mr J McNeil commented on the state of Bannister Road that has a gutter across the road, as well as the poor general condition of the gravel roads within the Shire, in particular - Corser Road which motorists are getting bogged on with a rugged general condition. Mr McNeil was also concerned regarding Herdigan Road and that it isn't going to 'hold' up during harvest.

The Shire President stated his comments would be taken on-board.

Mr M Schorer asked what the criteria were for the 2km's of road that is to be repaired on the North Bannister – Wandering Road and why not near Max Watts place on the S bends which has never been fixed. In a truck you have to be on the white line to avoid the potholes and crumbling of the road edge, it is very dangerous. Also coming down the hill from Mission Road turn off.

The Chief Executive Officer stated the roads were a five year plan that Council endorse and renew each year, The sections referred to are scheduled for 2018/19 if the Shire is successful securing funding.

Mr B Treasure commented on the Ricks Road corner and the engineers design on the corner. It was stated that there is reason for concern that it is an accident waiting to happen and a waste of money, Bob further stated that Council should not just take the direction of management in these instances.

The Shire President stated this would be taken on-board.

Mrs J Cornish asked why the second entrance to Ferguson Way has been blocked off.

The Shire President stated that it isn't actually a road and advice has been received from Main Roads; the entrance is too close to the bend for safety concerns and it isn't a gazetted road.

7.0 Closure of Meeting

The President thanked all those in attendance and closed the meeting at 8.14pm. The President stated that the minutes for the meeting will be signed off at the December Council meeting.

2016/17 A YEAR IN REVIEW



2016/17 Snap shot



- Events and Activities this past year –
 - Afterschool Sports and Craft
 - Boogie Roos
 - Boot Camp
 - Yoga
 - Mothers Day Craft
 - Auspice funds for Pig Eradication Program
 - Load Restraint Course
 - Grant Writing Workshop
 - National Story Time
 - Meditation Mayhem
 - Snazzy Seniors – excursion to Araluen and Roleys on the Ridge
 - Supported Wandering Fair with Food Van
 - Support ANZAC DAY
 - Community BBQ
 - Shire funded Wandering Primary School Excursion – Banners in the Tce, Met up with Shire President and CEO
 - Farm Gate Christmas Decoration Competition
 - School Holiday Programs
 - Skate Park Party
 - Movie Day and Night
 - Kalamunda Water Park
 - Easter Craft and Lego Excursion



Budget & Governance Pressures

- Direct Grant cut by 42% - \$22,000 2.4% rates
(Allocated to mulching - 4 week program reduced to 2 weeks)
- Auditor General Initiative - \$ 20,000 per annum 2.2% of rates
(Currently spend in the vicinity of \$25,000 - this will rise to \$45,000)
- Mandatory Training by Councillors - Will be funded by individual Councils - likely going to impact by approx. \$20,000
- Changes to Accounting Standards and ATO procedures all Councils need to have online wages and finance portal for all creditors, debtors and wages to be directly loaded to ATO - this year cost us \$1,500.00 - likely with upgrades to software etc to cost a minimum of \$10,000.00



Budget & Governance Pressures

NBN and IT costs likely to increase ongoing operational costs –
Cloud services and fibre verses NBN issues.

Bush Fire Management
Integrated Planning and Reporting
Document Control



How does WANDRRA Work

- Works are for reinstatement only, improvement works may be funded on ratio scenario – with contribution by the Shire
- Shire has to pay first \$153,400 towards the cost of the claim. Shire had 2 events ARGN 743 and AGRN 767
- Claim is complex... Works to be carried out by SLK and claimed by demonstration through photos at damage points, invoices, time sheets, work dockets etc...
- Works are to be carried out as quick as possible. The intent of the funding is emergency response, reinstatement back to pre event condition in a timely manner to support business operations and local travel.
- Councils on trial, first time in a number of years that Councils have been able to complete the works in house... - likely to be audited...
- Considerable advantages to Council – Works to our standard, plant usage, extensive works will decrease road impost in budget for the next few years, job opportunities locally, but local and the wealth stays in the region.

Claim One Feb – Rain Event

Echidna Close	\$ 18,420.00
Humes Way	\$ 16,837.00
Extracts	\$ 43,814.00
Anderson	\$ 71,134.00
Stevens	\$ 79,008.00
Codjatotine Hastings	\$ 33,781.00
RedGum Court	\$ 28,656.00
Fuller Road	\$ 85,705.00
Carabin Road	\$ 12,713.00
Wandoo Crescent	\$ 22,194.00
O'Connell Road	\$ 36,842.00
George Road	\$ 79,302.00
Nth Wandering Road	\$ 90,294.00
Watts Road	\$ 20,240.00
York Williams Road	\$ 56,280.00
Potts Road	\$ 76,789.00
Dwarda East Road	\$ <u>27,887.00</u>
Total	\$ 799,896.00

Claim Two June – Rain Event

Moramocking Road	\$ 260,323.00
14 Mile Brook Road	\$ 128,518.00
Reid Road	\$ 301,954.00
Echidna Close	\$ 27,978.00
Bannister Road	\$ 153,168.00
Noombling Norrine	\$ 208,550.00
Crossman Dwarda Road	\$ 87,880.00
Codjatotine Mooterdine Road	\$ 67,760.00
Down Street	\$ <u>19752.00</u>
Total	\$1,255,779.00
Total Claim	\$2,055,779.00
Shires Contribution	\$ <u>306,400.00</u>
Total possible funds to be received	\$1,748,979.00

Thankyou to Councillors – It continues be an all day affair!!

Your Councillors give their time free of charge, giving up a full day a month and other Meeting attendance times, many of them on top of their other community commitments such as Bush Fire Brigade, Lions and the Wandering Fair.

Recent elections saw Bruce Dowsett and Wade Gowland resign. Many thanks for your commitment and contributions. Obviously special mention to Bruce Dowsett 22 years Councillor - 8 years President and 8 years as Deputy over 2 terms. A committed community member!

I would like to take this opportunity on behalf of the Staff and Community and thank the Councillors for their commitment to local Government and community development.



What's planned for this year

- 2 x North Bannister Wandering Road 2kms - each
- Tree Pruning Program – 3rd Year Completed
- Town Street Reseals
- Flood Damage – extensive program
- Road Valuations to be completed
- Integrated Planning to be finalised
- Rates Review
- Cara Ryan commences work as Finance Manager
- Ian Turton new Councillor...

