

# SHIRE OF WANDERING AGENDA



19 April  
2018

## ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Thursday 19 April,  
2018 in the Council Chambers commencing at 3.30pm.

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## Notice of Meeting

The next Ordinary Council Meeting for the Shire of Wandering will be held on Thursday 19 April 2018 in the Council Chambers, 18 Watts Street, Wandering commencing at 3.30pm.

Amanda O'Halloran  
Chief Executive Officer

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## Order of Business

Ordinary Council Meeting to be held on Thursday 19 April 2018

<b>9.00 am</b>	<i>Council Budget Workshop</i>
<b>12.15 pm</b>	<i>Lunch</i>
<b>1.00 pm</b>	<i>Briefing Session</i>
<b>2.00 pm</b>	<i>Premium Grain Handling Presentation</i>
<b>3.00 pm</b>	<i>Councillor Briefing Session</i>
<b>3.30 pm</b>	<i>Council Meeting</i>
<b>4.30 pm</b>	<i>Information Bulletins</i>
<b>5.00 pm</b>	<i>Refreshments</i>

*Agenda for the Ordinary Council Meeting held in the Shire of Wandering Council Chambers on  
Thursday 19 April 2018*

<b>1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....</b>	<b>5</b>
<b>2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....</b>	<b>5</b>
<b>3. DISCLOSURE OF INTERESTS.....</b>	<b>5</b>
<b>4. PUBLIC QUESTION TIME .....</b>	<b>6</b>
<b>5. APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>6</b>
<b>6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>6</b>
<b>7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....</b>	<b>6</b>
<b>8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....</b>	<b>6</b>
<b>9. REPORTS OF COMMITTEES .....</b>	<b>6</b>
<b>10. REPORTS OF OFFICERS .....</b>	<b>6</b>
<b>10.1 CHIEF EXECUTIVE OFFICER.....</b>	<b>7</b>
<b>10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF MARCH 2018 .....</b>	<b>7</b>
<b>10.1.2 ENDORSEMENT OF THE SHIRE OF WANDERING FIVE (5) YEAR ROAD REPLACEMENT PROGRAM 2018 - 2023.....</b>	<b>9</b>
<b>10.1.3 BUSH FIRE ADVISORY COMMITTEE MINUTES.....</b>	<b>13</b>
<b>10.1.4 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS FOR THE SHIRE OF WANDERING.....</b>	<b>17</b>
<b>10.1.5 WANDERING ANNUAL FAIR – PROPOSED SHELTER FOR WANDER IN FOOD VAN.....</b>	<b>24</b>
<b>10.1.6 REQUEST FOR WAIVING OF HALL FOYER FEES TO OFFER COMMUNITY ACCESS TO TAI CHILL – CHI FIT CLASSES .....</b>	<b>27</b>
<b>10.2 BUILDING AND PLANNING REPORTS.....</b>	<b>30</b>
<b>10.2.1 PLANNING APPLICATION – PROPOSED TRANSPORTABLE DWELLING – LOT 69 (70) BLACKBOY GULLY ROAD, WANDERING .....</b>	<b>30</b>
<b>10.2.2 PLANNING APPLICATION – PROPOSED OUTBUILDING (SHED) AT 948(LOT 2) MORAMOCKINING ROAD, WANDERING.....</b>	<b>34</b>
<b>10.3 COMMUNITY SERVICES REPORTS .....</b>	<b>39</b>
<b>10.3.1 DEPARTMENT OF TRANSPORT, AGREEMENT FOR THE PROVISION OF LICENSING SERVICES IN SHIRE OF WANDERING DOT966117 .....</b>	<b>39</b>
<b>10.3.2 DONATION TO THE BODDINGTON JUNIOR FOOTBALL CLUB .....</b>	<b>42</b>
<b>10.4 CORPORATE SERVICES.....</b>	<b>44</b>
<b>10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2018.....</b>	<b>44</b>
<b>11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>46</b>
<b>12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....</b>	<b>46</b>
<b>13. CONFIDENTIAL ITEMS.....</b>	<b>46</b>
<b>14. TIME AND DATE OF NEXT MEETING .....</b>	<b>46</b>
<b>15. CLOSURE OF MEETING .....</b>	<b>46</b>

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:
  - 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 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES**

##### **6.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Wandering Ordinary Council Meeting held on Thursday 15 March 2018

**ATTACHMENT 6.1.1**

##### **OFFICER'S RECOMMENDATION**

*That the Minutes of the Shire of Wandering Ordinary Council Meeting held on Thursday 15 March 2018 (Attachment 6.1.1) be confirmed as a true and correct record.*

#### **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 MARCH 2018

File Reference	1.1.29.1
Proponents:	Nil
Disclosure of Interest:	Nil
Date:	9 April 2018
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

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 March 2018.

#### 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 March 2018 are provided below:

- **Food Stall Holders Licence:**  
Nil
- **Planning Approval:**  
Nil

- **Building Licences Issued:**  
 BL178 – Rural Building Co on behalf of Morgan and Manaia McKenzie  
 Lot 106 Moramocking Rd, Wandering Dwelling Signed: Monica Treasure – Acting CEO  
  
 BL179 – Glen and Caron Allen  
 Lot 99 Echidna Close, Wandering Shed Signed: Amanda O'Halloran - CEO
- **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 City 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**

Strategic Community Plan			
Outcome	Strategies	Strategies	
<b>5.2</b>	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.
		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 months of March 2018.



## 10.1.2 ENDORSEMENT OF THE SHIRE OF WANDERING FIVE (5) YEAR ROAD REPLACEMENT PROGRAM 2018 - 2023

File Reference	33.1.12
Proponents:	Nil
Disclosure of Interest:	Nil
Date:	12 April 2018
Previously Before Council:	Nil
Authors Name & Position:	Amanda O'Halloran CEO
Attachments:	5 Year Road Program 10.1.2.1

### 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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- 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 is requested to adopt, a five (5) year road construction program to align with Council's Strategic, Asset Management and Long Term Financial Plans. The plan directs the CEO in regards to road applications, road counts, maintenance planning and associated budget allocation. The 2018 – 2023 plan is presented for Council's consideration and endorsement.

### BACKGROUND

The Five (5) Year Road Replacement Program has been prepared to provide detailed information about the Shires Road construction projects planned over the next five years for the following program areas:

- Major Road Construction Program
- Road Preservation and Resurfacing Program
- Bridges Program
- Secondary Freight Network Project Plan

The Road Replacement Program has been developed to meet anticipated community infrastructure needs and the future development of the Shire with the strategic direction for the Program provided by the Long Term Financial Plan and the Shire of Wandering Strategic Community Plan.

Council has approved for construction only those projects listed in the first year (2018/19) of this Program. All projects detailed in the consecutive years 2019/20 to 2022/23 are approved for listing in the Five (5) Year Road Replacement Program.

It is essential for Council to reconfirm its ongoing road replacement priorities prior to the annual budget, this enables the administration to plan the annual budget and complete the proceeding year's road applications and environmental clearances for the Regional Road Group and Roads to Recovery Programs.

Council has generally undertaken a Road Inspection collectively and this has then influenced the Shire Administration to set the Program, this year the Shire President requested that a workshop be held in the Council Chambers to discuss issues and allow a more thorough review of the program to take place. Councilors were requested to collect their own information regarding road conditions etc. Shire Administration Staff had undertaken a full road review during a recent road valuation data pick up and are very up to date with road conditions.

#### **COMMENT/ DETAILS**

Council attended a full day workshop in the Council Chamber on the 11 April 2018. The work shop went from 9am to 4.30pm.

The key issues discussed included:

- Flood Damage – The WANDARA events of February and June 2017 has had considerable impact on the Shires road network. Some works have commenced and is having a considerable impact on Councils resources. Works are anticipated to continue until at least March 2019.
- Secondary Freight Route – Council is working with the Regional Road Group to help get this project to funding submission/ business case ready status. This project however is vital to the Shire, which experiences considerable impact on the local road network by through traffic as there are no MRWA roads to push traffic on to, only a few shires face this difficulty throughout the North and South Regional Road Groups.

*Sustainably funding the road network to meet the needs of industry and the community is a key issue for rural local governments in Western Australia. Council has identified a network of secondary roads that support secondary freight coming to the region and travelling through it. This network is often utilised by lime, grain and stock transporters. This project's ultimate objective is to assist Regional Road Groups Wheatbelt North and Wheatbelt South to make a case for capital funding contributions from the State and Federal Governments towards the costs of construction/upgrade of the Wheatbelt Secondary Freight Network.*

The Shire of Wandering's key roads for consideration are documented in the plan.

- Nth Bannister Wandering, Wandering Pingelly and Wandering Narrogin Road – Increasing difficulty to keep up with the maintenance issues. This road is receiving more and more traffic. Trucks and cars travelling from Lake Grace, Wickopin and further are increasing. The road has a number of failures and requires constant surveillance and up keep.

It needs to be noted that all significant works require funding to be received prior to the works going ahead. The Community needs to recognise that the program requires funding contributions from the Regional Road Group and the Roads to Recovery Programs in order to be viable. Only the 2018/19 allocations have been confirmed.

The Shire Administration has also been in negotiations with MRWA Narrogin Bridge Team and has been negotiating a way forward for the upgrade of the necessary bridges in the region. The Five (5) year Road Replacement Program has two significant bridge replacements identified over the next few years – funding is still to be confirmed. This is positive work for the Shire, which will offer increased skills and training to the maintenance team, improve the Shire's road network, decrease the impost of bridge maintenance and help fund salaries and wages during the project.

The Five (5) year Road Replacement Program presented has tried to take into consideration the best value for money options, ensuring that rate payers receive a positive return. The program aims to ensure medium outcomes for many taking into consideration the diverse community that Wandering is. The program Plan is presented for Council's endorsement.

#### ATTACHMENT 10.1.2.1

The Program generally includes road maintenance priorities, however Council is currently undertaking further negotiations with the Shire Administration in this area and this isn't finalised to be included at this time. The Shire Administration will present the road maintenance program as soon as it is finalised.

#### CONSULTATION

Wandering Shire Council  
MRWA Narrogin and Northam Office Representatives  
Regional Road Group  
Roads to Recovery – Canberra Officers

#### STATUTORY/ LEGAL ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Council makes allowances for road works under the Activity of Transport in each year's budget. The Five (5) Year Road Replacement Plan informs the budget process.

#### STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

#### **Goal 4 – Infrastructure and services that are well planned and delivered.**

Strategic Community Plan			
Outcome	Strategies	Strategies	
4.1	Outcome 4.1: Infrastructure that is well constructed, maintained and utilised	4.1.1	Maintain and further develop roads at appropriate standards
		4.1.4:	Develop asset management plans for all Shire infrastructure and assets that consider current and future needs and are linked to the Long Term Financial Plan

#### **Goal 5 – A strong and effective Organisation**

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.1	Accessible customer services and information systems	5.1.1	Promote and deliver responsive customer services
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.
		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 adopt the Five (5) year Road Replacement Plan as Attachment 10.1.2.1 of this Agenda and Minutes.

### 10.1.3 BUSH FIRE ADVISORY COMMITTEE MINUTES

File Reference	4.1.1
Proponents:	Nil
Disclosure of Interest:	Nil
Date:	13 April 2018
Previously Before Council:	N/A
Authors Name & Position:	Amanda O'Halloran CEO
Attachments	Minutes of Bush Fire Advisory Committee 10.1.3.1.

#### NATURE OF COUNCILS 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

Council is requested to consider the minutes of the meeting of the Wandering Bush Fire Advisory Committee held on the 11 April 2018.

#### BACKGROUND

The Wandering Bush Fire Advisory Committee meets twice a year, at a minimum, to advise Council on matters relating to its responsibilities under the Bush Fire Act 1954.

#### COMMENT/DETAILS

The minutes of the meeting are generally self-explanatory, however Council's attention is drawn to the following items of significance.

- Item 7.0 Appointment of Bush Fire Control Officers will be covered in the next agenda item.
- Item 8.2 Significant changes to the Bush Fire Notice were proposed at the Meeting as follows –
  - Motion proposed by Graeme Parsons - Minimum fire units for properties greater than 80 hectares to be increased to 600Lts, from the current requirement of 450Lts. Discussion was had regarding the legal weights for smaller light 2 wheel drive utes. Members stated that there are alternatives to the unit being mounted on a light 2 wheel drive ute.  
Moved: Graeme Parsons                      Seconded: Anthony Turton                      Carried
  - Motion proposed by Shaun Brand – All other small holdings of 80 hectares or less are to have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 150mm across the entire property (living trees, shrubs, plants, and agricultural crops under cultivation are excepted).  
Moved Shaun Brand                      Seconded: Warrick Brand                      Carried

- Motion proposed by Graham Treasure – Properties in Blackboy Springs and Wandering Downs Estate are to have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 150mm across the entire property (living trees, shrubs, plants, and agricultural crops under cultivation are excepted).

Moved: Graham Treasure                      Seconded: Shaun Brand                      Carried

- Item 8.5                      Local Reserves Burn Plan, Fire Hazards, Road Sides Brigades Recommendation
  - Amanda presented Department of Parks and Wildlife correspondence, which outlines proposed burns for the autumn and spring of 2018.

<b>RESERVE</b>	<b>AREA TO BE BURNT</b>
Moramocking Road Reserve	0.7km (0.7ha)
Crown Reserve 335 (Lot 2866 On Plan 251298) (Cockburn Sound Location 2866)	14.4ha
Crown Reserve 335 (Lot 2866 On Plan 251298) (Cockburn Sound Location 2866)	24.7ha
Barrett Road Reserve	4.1km (4ha)
North Bannister Wandering Road Reserve	6.6km (7ha)
Crown Reserve 601	7.5ha
Crown Reserve 334	38.7ha

- Codjatotine Brigade discussed carrying out burn at Shire Reserve at Pumphreys – Amanda to check Native Title Implications.
- Melvin raised tip and Town site Reserve – Amanda to work on plan with Paul Blechynden and liaise with Melvin.
- Graeme Parsons stated that Narrogin Parks and Wildlife have previously discussed George Road Reserve burn; the Shire has had no formal notification of this. – Amanda to Follow up.

The Shire administration has reviewed the items for consideration and checked the matters against the legal and statutory considerations. All matters are relevant under the *Act*.

Further review of the proposed changes to the Fire Break Notice has been undertaken and the Shire Administration recommends the following occurs:

- A one year phasing in period for all 3 recommendations occurs. This would enable property owners to take on board the changes and work to being compliant by the 2019 season. This would give reasonable timeframes for landowners to make investment in improved plant and or physical land improvements to meet the requirements.
- A significant media campaign is undertaken to ensure that land owners are given reasonable opportunity to understand the changes and seek advice or clarification if required.
- A register of feedback received is collated and tabled to the Bush Fire Advisory Committee and Council at the October and April Meetings to ensure that feedback can be considered prior to issuing the 2019/20 Bush Fire Notice.

The minutes of the meeting of the Shire of Wandering Bush Fire Advisory held on the 5 April 2017 to be received and the recommendations therein be adopted.

**ATTACHMENT 10.1.3.1**

**CONSULTATION**

Shire President  
Councillor Ian Turton  
Codjatonine, Hastings, Wandering and Wandering Town Fire Brigade Representatives.  
Area Officer Narrogin

**STATUTORY/ LEGAL IMPLICATIONS**

Bush Fires Act 1954

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

**Goal 5 – A strong and effective Organisation**

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.
		5.2.2:	Ensure that the organisation's governance structure, policies and procedures are current and relevant.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council

1. **Receives** the minutes of the Bush Fire Advisory Committee Held on the 11 April 2018.
2. Council endorses the proposed changes to the 2018/19 Bush Fire Notice with the following improvements to be phased in to be enforceable for the 2019/20 Fire season.  
Council will provide written advice to land owners that do not meet these standards for the 2018/19 Fire Season and will work with Landowners to gain compliance by October 2019.
  - 2.1 Combined Rural Holdings in the Shire of Wandering greater than 80 hectares:  
Point one of the notice to change to – *have on standby an operational mobile firefighting unit of minimum 600litre capacity.*
  - 2.2 All other Small Rural Holdings with an area of 80 Hectares or less: point to be added – *are to have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 150mm across the entire property (living trees, shrubs, plants, and agricultural crops under cultivation are excepted)*

- 2.3 Properties in Black Boy Springs and Wandering Downs: point to be added – *are to have all flammable matter slashed, mowed or trimmed down by other means to a height no greater than 150mm across the entire property (living trees, shrubs, plants, and agricultural crops under cultivation are excepted)*
3. Direct the CEO to undertake a significant media campaign, utilising social media, website and direct mail to inform residents that the changes have occurred and that they have until 2019 to be compliant.
  4. Direct the CEO to seek Legal advice on the proposed changes and report to Council at the May 2018 meeting any legal implications, prior to final sign off of the Notice.



#### 10.1.4 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS FOR THE SHIRE OF WANDERING

File Reference	4.1.1
Proponents:	Nil
Disclosure of Interest:	Nil
Date:	12 April 2018
Previously Before Council:	Nil
Authors Name & Position:	Amanda O'Halloran CEO
Attachments:	Nil

#### NATURE OF COUNCILS ROLE IN THE MATTER:

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#### PURPOSE OF THE REPORT

The Bush Fire Advisory Committee has recommended to Council that the Officers recommended within this report be appointed to the respective Bush Fire Control Positions for the 2018/19 fire season.

#### BACKGROUND

The Wandering Bush Fire Advisory Committee meets a minimum of twice a year to advise Council on matters relating to its responsibilities under the Bush Fire Act 1954. The minutes of the 11 April 2018 meeting were presented in the previous report to Council, Item 10.1.3.

#### COMMENT/DETAILS

The Bush Fire Advisory Committee has recommended to Council that the following people be appointed to the respective Bush Fire Control positions, as indicated:

<u>Chief Fire Control Officer</u>	P Monk
<u>Deputy Chief Fire Control Officer</u>	M Schorer
<u>Chief Fire Weather Officers</u>	P Monk GR Parsons T Treasure
<u>Deputy Fire Weather Officers</u>	B Dowsett A O'Halloran A Watts

**Vehicle Movement Ban Officers**

P Monk  
GR Parsons  
T Treasure  
B Dowsett  
A Watts  
A O'Halloran

**Clover Burning Permit Officers**

P Monk  
A Turton

**Fire Control Officers**

**Hastings**

GR Parsons – Permit to Burn  
A Watts  
C Ferguson  
R Bostock  
A Turton – Permit to Burn

**Wandering**

T Treasure – Permit to Burn  
T Hardie – Permit to Burn  
S Watts – Permit to Burn

**Codjatonine**

P Monk – Permit to Burn  
M Schorer – Permit to Burn  
D Warburton – Permit to Burn  
B Hardie – Permit to Burn

**Wandering Town**

G Treasure  
W Brand – Permit to Burn  
S Brand  
B Whitely

**Dual Appointments**

**Brookton**

GR Parsons

**Brookton**

P Monk

**Pingelly**

R Bostock

**Pingelly**

P Monk

**Cuballing**

P Monk

**Boddington**

T Hardie

**Boddington**

P Monk

**Williams**

T Hardie

**Williams**

P Monk

**CONSULTATION**

Codjatonine, Hastings, Wandering and Wandering Town Fire Brigade Representatives.  
Shire President

## STATUTORY/ LEGAL IMPLICATIONS

Section 38 of the Bush Fires Act 1954 provides that:

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A
- (a) Appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the DFES Act) to the vacant office.
- (e) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
- (a) carrying out normal brigade activities;
- (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
- (e) procuring the due observance by all persons of the provision of Part III.
- (5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
- (c) The provisions of this subsection are not in derogation of those of subsection (4).

- (6) (a) In this section — approved local government means a local government approved under paragraph by the Authority.
- (b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the Government Gazette —
- (i) may approve the local government as one to which this subsection applies; and
  - (ii) may from time to time cancel or vary any previous approval given under this paragraph.
- (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
- (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
- (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.
- (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the Government Gazette.
- (e) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsection.
- (f) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by paragraph (h), notwithstanding the advice and assistance tendered to him by the committee.
- (g) The provisions of this subsection are not in derogation of those of any other subsection of this section.
- (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is

"catastrophic", "extreme", "severe" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

- (i) This subsection does not authorise the burning of bush — (i) during the prohibited burning times; or
- (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

Section 38A of the Bush Fires Act provides that:

(1) At the request of a local government the Authority may appoint a member of staff (as defined in the DFES Act) to be the Chief Bush Fire Control Officer for the district of that local government.

(2) Where a Chief Bush Fire Control Officer has been appointed under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).

(3) The provisions of this Act, other than section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.

(4) Section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if —

(a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and

(b) the references in those subsections to the local government were references to the Authority.

Section 40 of the Bush Fires Act provides that:

(1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.

(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

**Goal 5 – A strong and effective Organisation**

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.
		5.2.2:	Ensure that the organisation's governance structure, policies and procedures are current and relevant.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

That Council authorise the recommendations from the Shire of Wandering Bush Fire Advisory Committee to appoint the following officers to the nominated positions and direct the CEO to advertise in accordance with the Bush Fires Act 1954.

<b><u>Chief Fire Control Officer</u></b>	P Monk
<b><u>Deputy Chief Fire Control Officer</u></b>	M Schorer
<b><u>Chief Fire Weather Officers</u></b>	P Monk GR Parsons T Treasure
<b><u>Deputy Fire Weather Officers</u></b>	B Dowsett A O'Halloran A Watts
<b><u>Vehicle Movement Ban Officers</u></b>	P Monk GR Parsons T Treasure B Dowsett A Watts A O'Halloran
<b><u>Clover Burning Permit Officers</u></b>	P Monk A Turton
<b><u>Fire Control Officers</u></b>	
<b>Hastings</b>	GR Parsons – Permit to Burn A Watts C Ferguson R Bostock A Turton – Permit to Burn
<b>Wandering</b>	T Treasure – Permit to Burn T Hardie – Permit to Burn S Watts – Permit to Burn
<b>Codjatonine</b>	P Monk – Permit to Burn M Schorer – Permit to Burn D Warburton – Permit to Burn B Hardie – Permit to Burn
<b>Wandering Town</b>	G Treasure W Brand – Permit to Burn S Brand B Whitely

**Dual Appointments**

Brookton	GR Parsons
Brookton	P Monk
Pingelly	R Bostock
Pingelly	P Monk
Cuballing	P Monk
Boddington	T Hardie
Boddington	P Monk
Williams	T Hardie
Williams	P Monk

### 10.1.5 WANDERING ANNUAL FAIR – PROPOSED SHELTER FOR WANDER IN FOOD VAN

File Reference	18.1.39
Proponents:	Wandering Annual Fair
Disclosure of Interest:	The CEO is the Treasurer of the Wandering Annual Fair Committee
Date:	13 April 2018
Previously Before Council:	10.1.2 – 20 April 2017
Authors Name & Position:	Amanda O'Halloran CEO
Attachments:	Structure Plans and Letter 10.1.5.1

#### 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 Wandering Annual Fair is proposing to build a shelter over the Wander In food van and are seeking Councils approval to proceed.

#### BACKGROUND

Council approved the Wandering Annual Fairs request to operate the Wander In food van on Council land in February 2017. The Food Van is located on Council land between the Shire of Wandering Office and the Wandering Community Resource Centre. The Van has continued to operate for near on 12 months. The Van provides short order meals and coffee in a takeaway capacity Monday to Thursday. This has been a welcome addition to the economic activity of the town.

#### COMMENT/ DETAILS

The Wandering Annual Fair Committee would like to build a structure over the Wander In food van , in order to improve the aesthetics of the operation and to provide relief from the weather elements in Summer and Winter which will also provide shade and protection to patrons purchasing from the Van .

The Wandering Lions Club is financing and erecting the structure on behalf of the Wandering Annual Fair Committee.

#### ATTACHMENT 10.1.5.1

Dimensions of the proposed structure are as follows:

Span:	6.00m
Length:	8.00m
Roof Pitch:	12 degrees
Height:	3.00m
Clearance:	2.80m
Apex Height:	3.64m
Bay Size:	3 evenly spaced
Materials:	Steel frame and Colorbond Steel Sheeting



The proposed structure will have bolt on footings to enable removal if, for any reason, the van is moved from the existing site. If this occurs, the site will be restored. The Structure colours will be in keeping with the surrounding structures.

Peter Hulme, Kalamunda Building Officer has requested confirmation from the Shire of Wandering that there are no issues from a Planning point of view, before a Building Permit will be issued.

**CONSULTATION**

Wandering Annual Fair  
Wandering Lions Club  
Shire President

**STATUTORY/ LEGAL ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The Shire will waive the general building fee as the structure is on Shire Land and will increase the amenity of the Shire Reserve. Statutory Fees are required to be paid by the applicant. Council has provision for this in the 2017/18 Budget.

**STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

**Goal 1 – A community that is involved and caring**

Strategic Community Plan			
Outcome	Strategies	Strategies	
1.2	A community that celebrates and participates together	1.2.1	Actively promote and assist community groups and clubs

**Goal 5 – A strong and effective Organisation**

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council

1. **authorises** the erection of the proposed Food Van Shelter on Council land as per the attachments to this agenda and minutes.
2. **Accepts** that the Shelter will remain under the ownership of the Wandering Annual Fair and will be removed with the Van if operations were to cease indefinitely.
3. **Requires** the Wandering Annual Fair Committee to provide an annual \$10,000,000 Public Liability Certificate which covers the Van and the Structure.

### 10.1.6 REQUEST FOR WAIVING OF HALL FOYER FEES TO OFFER COMMUNITY ACCESS TO TAI CHILL – CHI FIT CLASSES

File Reference	10.1.7
Proponents:	Lisa Boddy - Bizzy Bodies Fitness
Disclosure of Interest:	Nil
Date:	13 April 2018
Previously Before Council:	10.1.2 – 20 April 2017
Authors Name & Position:	Amanda O'Halloran CEO
Attachments:	Request Letter 10.1.6.1

#### 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

Bizzy Bodies Fitness, a local fitness business has requested the waiving of the Community Centre foyer fees, to assist with the provision of services to the Wandering Community.

#### BACKGROUND

Bizzy Bodies Fitness has been operating in and around Wandering for 4 years. The business predominately provides fitness classes and healthy lifestyle advice. The Tai Chill classes have been held in Wandering for the past 12 months in 6 – 8 week blocks.

Tai Chill is a graceful form of exercise designed to improve health by harmonising the mind and body from within. It is low impact and puts minimal stress on the muscles and joints, making it generally safe for all ages and fitness levels. Wandering has limited opportunities for residents to access fitness classes with trained instructors and it is well documented that exercise is essential to a person's ongoing well-being. Seniors will be a target audience for these classes, which adds to the opportunities available to them to engage and be healthy.

Last winter Council waived the Community Centre hire fee unless the classes reached 10 attendees for a six week block, this worked well and one occasion the fee was paid. Lisa maintained the centre and there were no issues during this time. In the warmer months the classes are held at one of the local wineries. The classes have been attracting a regular group of 6 attendees. Lisa Boddy the owner of the business has written to Council requesting that the hire fees of the Community Centre be waived to help make the classes viable. Bizzy Bodies Fitness is proposing to hold Tai Chill – Chi Fit Classes one night a week at 6pm for up to eight (8) weeks.

#### COMMENT/ DETAILS

Council is being asked to donate the Community Centre hire fee of \$35 for a weekly session for 8 weeks as it is unlikely that participant numbers will be high. Lisa Boddy has stated in her correspondence that she is prepared to pay the fee if class numbers reached 10 participants or over. The Shire would expect that the

foyer and toilets be left clean and tidy ready for use by others, so the Council doesn't incur any extra cleaning charges.

#### ATTACHMENT 10.1.6.1

Council has made provision in the budget to support community groups and health and lifestyle initiatives such as these. This cause is considered to meet the strategic implications of the Shires Strategic Community Plan in which particular emphasis is placed on increasing patronage of our facilities and supporting the provision of activities for the aged and community as a whole.

Council is therefore recommended to support this request.

#### CONSULTATION

Nil

#### STATUTORY/ LEGAL ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Council has made provision for donations within the 2017/18 Budget. Furthermore, if Bizzy Bodies are directed to clean the areas utilised, then there will be no further cost to Council.

#### STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

#### Goal 1 – A community that is involved and caring

Strategic Community Plan			
Outcome	Strategies	Strategies	
1.1	Community Facilities that suit the community	1.1.1	Promote community programs in the Community Centre to increase patronage
1.2	A community that celebrates and participates together	1.2.1	Actively promote and assist community groups and clubs
1.3	A supportive and inclusive community for all ages	1.3.3	Support and promote activities for the Aged

#### Goal 5 – A strong and effective Organisation

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council **authorises**

1. The waiving of the Community Centre Foyer Fee for an eight (8) week block for the provision of Tai Chi classes to be provided by Bizzy Bodies Fitness should participant numbers not reach 10 per session.
2. Requests in return for the waiving of the fee that Bizzy Bodies Fitness maintains the foyer and the toilets to a clean standard, for immediate use by other groups.
3. Should participants reach 10 per session the Community Centre foyer fee of \$35.00 will be paid to Council.

## 10.2 BUILDING AND PLANNING REPORTS

### 10.2.1 PLANNING APPLICATION – PROPOSED TRANSPORTABLE DWELLING – LOT 69 (70) BLACKBOY GULLY ROAD, WANDERING

File Reference	A261/DA17013
Proponents:	Peter and Deborah Latham
Disclosure of Interest:	Nil
Date:	21 March 2018
Previously Before Council:	N/A
Authors Name & Position:	Luke Harris – Planning Officer (City of Kalamunda)
Attachments:	Aerial Photograph 10.2.1.1 Site Plan and Elevation Plan 10.2.1.2 Map of Blackboy Springs 10.2.1.3 Blackboy Springs 10.2.1.4

#### 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

This report recommends that Council approves the application for a proposed transportable dwelling and carport at lot 69 (70) Blackboy Gully Road, Wandering, subject to appropriate conditions.

#### BACKGROUND

The applicant is seeking Council's planning approval to construct a transportable dwelling at Lot 69 (70) Blackboy Gully Road, Wandering. The site currently contains an outbuilding located in the north-west of the property and scattered vegetation.

Under the provisions of the Shire of Wandering's Town Planning Scheme No. 3, a dwelling is a 'P' permitted use on land zoned as rural-residential.

The subject site is located to the south-west of the Wandering Town Site, with access made via O'Connell Road and Blackboy Gully Road. The lot is surrounded by other Rural-Residential properties. Aerial photography suggests that the majority of the adjoining properties have been developed at this time.

Under the terms of the information and plans submitted in support of the application the following is proposed:

1. Two transportable units will be located on site, one to contain bedrooms and laundry, the other to contain kitchen and family room;
2. A carport is proposed to be located on site for the purposes of cover for vehicles. Maximum proposed height to the roof pitch is 3.98m;
3. Maximum proposed height to the roof pitch is 2.4m;
4. There will be a deck area constructed in the centre of the transportable units; and
5. Setbacks of the transportable units are compliant with the provisions of the Shire of Wandering Town Planning Scheme No. 3.

## COMMENT/ DETAILS

### Town Planning Scheme No. 3

The subject site is zoned as 'Rural Residential' under the Shire of Wandering's current operative Town Planning Scheme No.3 (TPS No.3).

The objectives outlined for rural residential zoned land within the Shire are as follows:

- a) *"To select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- b) *To generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- c) *To make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- d) *Having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable".*

Under TPS No. 3 a dwelling has the following definition:

*"Has the same meaning given to the term in the Residential Design Codes."*

Under the Residential Design Codes, a dwelling is defined as follows:

*"A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family."*

**ATTACHMENTS: 10.2.1.1, 10.2.1.2, 10.2.1.3, 10.2.1.4**

### Compliance with Development Standards

After completing an assessment of the proposal against the development standards prescribed in TPS No.3, it is considered that the proposal satisfies the relevant requirements.

It is noted that under the Shire's Relocated Dwellings Policy Council may impose a number of conditions relating to the design and aesthetics of the structures to ensure that the amenity of the area is not unduly impacted. Of particular interest in this case are conditions requiring the provision of screening and the colour of the building being altered to match any existing structures on site. The applicant has submitted that they will plant screening to minimise the visual impact of the units, however it is considered that additional works can be undertaken on the units and that appropriate conditions can ensure that these works occur.

**Officer Comment**

The proposed transportable dwelling is compliant with all provisions of the Shire's TPS No.3 in relation to setbacks and zoning requirements. The applicant has indicated that appropriate screening will be planted on site to mitigate the impact of the structure on the surrounding area in line with the Shire's Relocated Dwellings Policy. It is considered that appropriate conditions can be place on any approval given to ensure that the screening be enforced and that other provisions are put in place to ensure that the visual impact of the structure can be reduced.

**CONSULTATION**

As the proposal complies with all aspects of the Shire of Wandering's TPS No. 3 and relevant provisions of the Relocated Dwellings Policy it is considered that public notification is not required in this instance.

The proposal was referred to the Shire's Environmental Health department for assessment and comment. They advised that they had already approved the application to install an apparatus for the treatment of sewage. It is therefore considered that the Shire's Health department have no objections to the proposal subject to appropriate conditions.

**STATUTORY/ LEGAL ENVIRONMENT**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Scheme) Regulations 2015*
- *Shire of Wandering Town Planning Scheme No.3*

**POLICY IMPLICATIONS**

- *Town Planning Policy – Relocated Dwellings*

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

**Goal 3 Development that is in keeping with the Rural Landscape**

Strategic Community Plan	
Outcome	Strategies
3.1	Vibrant Rural Planning and Development

**Goal 5 – A strong and effective Organisation**

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.



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## VOTING REQUIREMENT

Simple Majority

## OFFICER RECOMMENDATION

That Council **APPROVE** the planning application submitted by the applicants Peter and Deborah Latham to construct a transportable dwelling and carport at Lot 69 (70) Blackboy Gully Road, Wandering, subject to the following conditions and advice notes.

### Conditions

1. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
2. All stormwater generated by the proposed development shall be managed and disposed of onsite to the specifications and satisfaction of the Shire of Wandering.
3. The proposed development shall be provided with an adequate on-site effluent disposal system constructed and maintained to the specifications and satisfaction of the Shire of Wandering.
4. The transportable dwellings and carport shall be painted or clad to match the colouring of the existing outbuilding (shed) on-site, to the satisfaction of the Shire of Wandering.
5. The applicant is to submit a revegetation plan within 30 days of the date of this approval outlining the proposed planting that will occur to screen the buildings from the street. This planting is to occur within 60 days of the completion of construction of the dwelling and thereafter maintained to the satisfaction of the Shire of Wandering.
6. Vehicle parking, manoeuvring and circulation areas are to be suitably constructed and drained to the satisfaction of the Shire of Wandering, prior to the occupation of the dwelling.

### Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
2. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
3. No construction works shall commence on the land without the Shire's written approval.
4. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.

**10.2.2 PLANNING APPLICATION – PROPOSED OUTBUILDING (SHED) AT 948(LOT 2)  
MORAMOCKINING ROAD, WANDERING**

File Reference	A124/DA17015
Proponents:	Christopher Dissanayake
Disclosure of Interest:	Nil
Date:	10 April 2018
Previously Before Council:	N/A
Authors Name & Position:	Luke Harris – Planning Officer (City of Kalamunda)
Attachments:	Aerial Photograph 10.2.2.1 Site Plan and Elevation Plan 10.2.2.2 Black Boy Springs Map 10.2.2.3 Building Envelope Map 10.2.2.4

**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**

This report recommends that a planning application submitted by Christopher Dissanayake for the construction of a proposed outbuilding (shed) and the relocation of the existing building envelope at 948 Moramocking Road, Wandering be approved, subject to appropriate conditions.

**BACKGROUND**

The applicant is seeking Council's planning approval to construct an outbuilding (shed) and relocate the existing building envelope at 948 Moramocking Road, Wandering. The site is not currently developed with the exception of a shipping container.

Under the provisions of the Shire of Wandering's Outbuilding Policy an outbuilding (shed) is a permitted construction on Rural-Residential zoned land.

The subject site is located to the south-west of the Wandering town site, with access made via Moramocking Road from the Wandering-Pingelly Road. Aerial imagery suggests that the lots directly to the north, west and east have not been developed. There appears to be a house located on the lot to the south.

Under the terms of the information and plans submitted in support of the application the following is proposed:

1. The proposed wall height of the outbuilding is 4.25m;
2. Maximum proposed height to the roof pitch is 5m;
3. The total floor area is proposed to be 108sqm;
4. Outbuilding to be set back in accordance with the Shire of Wandering's Town Planning Scheme No.3 (TPS No.3); and
5. The outbuilding will not be used for commercial, habitable, or industrial purposes.

#### **COMMENT/ DETAILS**

##### Zoning and Proposed Land Use Permissibility

The subject site is zoned as 'Rural Residential' under the Shire of Wandering's current operative TPS No.3.

The objectives outlined for rural residential zoned land within the Shire are as follows:

- a) *"To select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- b) *To generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- c) *To make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- d) *Having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable".*

Under the Shire's Outbuilding Policy an outbuilding has the following definition:

*"An enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling."*

Under the terms of the Outbuilding Policy an outbuilding is permitted to be constructed on such a site, subject to appropriate conditions.

##### Compliance with Development Standards

After completing an assessment of the proposal against the development standards prescribed in TPS No.3, it is considered that the proposal satisfies the relevant requirements.

After completing an assessment of the proposal against the Shire's Outbuilding policy, the following variations are non-complaint:

Aspect of Design	Compliant Principle	Proposed	Variation
Wall Height	3m	4.25m	1.25m
Pitch Height	4m	5m	1m

It is also noted that the total floor area of the outbuilding is to be 108sqm. Under the provisions of the Shire of Wanderings Outbuilding Policy the structure is therefore considered to be compliant if it is constructed from Colorbond®. It is considered that this can be a condition of any approval granted by the Shire.

It is noted that the subject site does not have any existing residences constructed upon it at this time. Generally, an outbuilding is not considered on site unless a dwelling has been constructed, this is done to ensure that a lot is appropriately used and is does not have an outbuilding alone upon a property in perpetuity. However, the applicant has indicated that a residence will be built upon the site in the next few years.

In addition to this the Shire's outbuilding policy states that within the Shire of Wandering only properties that are zoned as 'Residential' are beholden to this condition. It is considered that 'Rural-Residential' development can allow an outbuilding to precede a dwelling, and that this condition is less applicable in this instance.

Regarding the proposed relocation of the building envelope on site assessment of plans provided indicates that the existing building envelope is located in an area that is somewhat vegetated, containing a number of established trees (Refer Attachment 1 and site plan within Attachment 2). The proposed new location of the building envelope is not at all vegetated and is still compliant with the setback requirements of the Shire's TPS No.3.

In addition to this, Clause 5.16.3 (c) of the Shire's TPS No.3 (Development Requirements in Rural-Residential Zones) states:

*"in order to conserve the rural environment or features of natural beauty all trees shall be retained unless their removal is authorised by the local government."*

It is therefore considered that to allow the relocation of this building envelope would reduce the potential for removal of vegetation on site, thus complying with the above Clause of TPS No.3.

**Officer Comment**

The proposed outbuilding is compliant with all provisions of TPS No.3. The applicant has indicated that a house will be built upon the property in the coming years. It is considered that the large setback distance from the existing roads and adjoining properties will reduce any amenity impact upon surrounding properties and street. In addition to this, the proposed new location of the building envelope is in a lesser vegetated area, which would in turn reduce the impact of any future structures upon any vegetation that requires clearing, thus satisfying Clause 5.16.3 (c) of TPS No. 3 as stated above.

**ATTACHMENT 10.2.2.1, 10.2.2.2, 10.2.2.3, 10.2.2.4**

**CONSULTATION**

While the size of the outbuilding exceeds the provisions of the Shire's Outbuilding Policy it is considered that due to the proposed location of the outbuilding and the large overall distance between the outbuilding and all boundaries that the visual impact of the structure will be minimised. The variations proposed are unlikely to be discernible from neighbouring landowners. In addition to this it is considered that the relocation of the building envelope is at the discretion of Council entirely. It is therefore considered in this instance that public consultation is not required.

## STATUTORY/ LEGAL ENVIRONMENT

- *Planning and Development Act 2005*
- *Shire of Wandering Town Planning Scheme No.3*

## POLICY IMPLICATIONS

- *Town Planning Policy – Outbuildings; Residential and Rural Residential Zones*

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

**Goal 3 Development that is in keeping with the Rural Landscape**

Strategic Community Plan	
Outcome	Strategies
3.1	Vibrant Rural Planning and Development

**Goal 5 – A strong and effective Organisation**

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.

## VOTING REQUIREMENT

Simple Majority

## OFFICER RECOMMENDATION

That Council **APPROVE** the planning application submitted by the applicant Christopher Dissanayake to construct an oversize outbuilding and relocate the existing building envelope at 948 Moramocking Road, Wandering subject to the following conditions and advice notes.

### Conditions

1. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
2. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.
3. The external cladding of the outbuilding is to be constructed only of Colorbond®, in accordance with the Shire of Wanderings Town Planning Policy – Outbuildings; Residential and Rural Residential Zones.
4. The outbuilding is not to be used for any commercial, industrial, or habitable purposes.

### Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.

2. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
3. No construction works shall commence on the land without the Shire's written approval.
4. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.
5. The applicant is advised that all future development at the site is required to be undertaken within the newly approved building envelope.

## 10.3 COMMUNITY SERVICES REPORTS

### 10.3.1 DEPARTMENT OF TRANSPORT, AGREEMENT FOR THE PROVISION OF LICENSING SERVICES IN SHIRE OF WANDERING DOT966117

File Reference	
Proponents:	Nil
Disclosure of Interest:	Nil
Date:	23 March 2018
Previously Before Council:	N/A
Authors Name & Position:	Monica Treasure, Manager Communities
Attachments:	Contract 10.3.1.1

#### 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

Request Council to authorise the continuance of the Department of Transport Online Licensing Service contract and delegate authority to the Chief Executive Officer and Shire President to sign the contract renewal and affix the Shire Common Seal 2018.

#### BACKGROUND

The Shire has received correspondence from the Department of Transport dated 20 December 2017 titled 'Agreement No.966117, for the Provision of Licensing Services under Section 11 of the Road Traffic (Administration) Act 2008'.

#### ATTACHMENT 10.3.1.1

The Current Agreement expired on 31 December 2017. A temporary extension of the agreement is in place until the 31 May, 2018 to provide adequate time to consider and sign the new proposed agreement.

#### COMMENT/ DETAILS

The Department recognised the short period of time given to consider the new agreement and offered a three (3) month extension to the 31st March 2018, a further extension has been sought from the Department to the 31 May, 2018, to provide adequate time to consider the new agreement. Provision of licensing services to the Wandering community is an essential service that the Shire currently provides.

The Department will continue to offer more options for people to pay online and it expects the Shire will see fewer people present with these 'simple' transactions over time. It is recommended that the Shire enter into the new agreement which will ensure the service continues through to the 31st December 2020.

The cost of providing the service is offset by the commission fees received from the Department of Transport for undertaking the services on their behalf. The commissions received from the Department of Transport licensing services for 2016/2017 was \$5,998.307.

The contract requires the Common Seal of the Shire of Wandering.

## CONSULTATION

Chief Executive Officer  
Department of Transport

## STATUTORY/ LEGAL ENVIRONMENT

Local Government Act 1995 Section 9.49A

*Division 3 — Documents 9.49A. Execution of documents (1) A document is duly executed by a local government if — (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so. (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government. (3) The common seal of the local government is to be affixed to a document in the presence of — (a) the mayor or president; and (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed. (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation. (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation. (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown. (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

## POLICY IMPLICATIONS

Affixing the Shire of Wandering Common Seal Policy  
Shire of Wandering Delegations Register 2017

## FINANCIAL IMPLICATIONS

Nil – It should be noted that Commissions may decrease with the Department of Transport actively promoting online transactions, however at this stage the direct impact is unknown.

## STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

### Goal 5 – A strong and effective Organisation

Strategic Community Plan			
Outcome	Strategies	Strategies	
5.2	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.
		5.2.2	Ensure that the organisation's governance structure, policies and procedures are current and relevant.



**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council **AUTHORISES** the Chief Executive Officer and Shire President to sign and affix the Shire Common Seal on the Department of Transport contract titled DOT966117 Agreement for the provision of licensing services in the Shire of Wandering in terms of section 11 of the Road Traffic (Administration) Act 2008.

### 10.3.2 DONATION TO THE BODDINGTON JUNIOR FOOTBALL CLUB

File Reference	
Proponents:	Boddington Junior Football Club
Disclosure of Interest:	Nil
Date:	26 March 2018
Previously Before Council:	10 April 2016
Authors Name & Position:	Monica Treasure, Manager of Communities
Attachments:	Letter and Documents 10.3.2.1

#### 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

Boddington Junior Football Club has requested sponsorship for the 2018 season, the club is happy for the members to contribute to a litter drive in return of the funds.

#### BACKGROUND

The Shire of Wandering has supported the Boddington Junior Football Club on previous occasions with the last sponsorship in the 2016 season. In 2016 the Club organised a litter drive on the North Bannister – Wandering Road from the Albany Highway for 2 km's in return for the funds, which greatly supported the Shire operations and improved the aesthetics of the roadway.

#### COMMENT/DETAILS

Council has a minor provision for financial assistance requests of this nature in the 2017/18 budget. Given other donations made this financial year there is capacity to support the Boddington Football Clubs request.

It is proposed that should Council support the Club that a service is provided to the Club as in previous years. It is therefore proposed that the Shire support the junior teams to \$500.00 for the season and in exchange request that another litter drive occur at a site negotiated by the Shire and Club prior to the end of the football season.

**ATTACHMENT: 10.3.2.1**

#### CONSULTATION

Chief Executive Officer

#### STATUTORY/ LEGAL IMPLICATIONS

Nil

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**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Provision has been made in the 2017/18 Annual Budget for minor requests of this nature in the 2017/18 Budget.

**STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

**Goal 1 – A community that is involved and caring**

Strategic Community Plan			
Outcome	Strategies	Strategies	
1.2	A community that celebrates and participates together.	1.2.1	Actively promote and assist community groups and clubs.
1.3	A supportive and inclusive community for all ages	1.3.1	Support and promote programs and activities for youth

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council sponsor the Boddington Football Club Juniors, for the 2018 Football season in return for a litter drive on a site negotiated by the Shire and Club prior to the conclusion of the 2018 Football Season to the amount of \$500.00.

## 10.4 CORPORATE SERVICES

### 10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2018

File Reference	10.1.16
Proponents:	Nil
Disclosure of Interest:	Nil
Date:	2018
Previously Before Council:	N/A
Authors Name & Position:	Cara Ryan, Finance Manager
Attachments:	Monthly Financial Report 10.4.1.1 Bank Reconciliations, Bank Statements (Muni A/C) 10.4.1.2 Bank Reconciliations, Bank Statements (Invest A/C) 10.4.1.3 Bank Reconciliations, Bank Statements (Trust A/C) 10.4.1.4 Credit Card Statement 10.4.1.5 List of Payments 10.4.1.6

#### 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 Reconciliation for the month of March 2018 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 Reconciliation and List of payment for the period ended 28 February 2018, as presented.

Monthly Financial Report 31 March 2018	<b>ATTACHMENT 10.4.1.1</b>
Bank Reconciliations & Bank Statements (Muni A/C) 31 March 2018	<b>ATTACHMENT 10.4.1.2</b>
Bank Reconciliations & Bank Statements (Investment A/C) 31 March 2018	<b>ATTACHMENT 10.4.1.3</b>
Bank Reconciliations & Bank Statements (Trust A/C) 31 March 2018	<b>ATTACHMENT 10.4.1.4</b>
Credit Card Statement 31 March 2018	<b>ATTACHMENT 10.4.1.5</b>
List of Payments 31 March 2018	<b>ATTACHMENT 10.4.1.6</b>

**CONSULTATION**

Finance Officer  
Chief Executive 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**

Strategic Community Plan			
Outcome	Strategies	Strategies	
<b>5.2</b>	Accountable decision making and resource allocation through effective governance.	5.2.1	Ensure the Council's decision making process is effective and transparent.
		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 \$282,030.48 for the period ending for the periods ending 31 March 2018.
2. Receive the bank reconciliations & bank statements for the periods ended, 31 March 2018.
3. Receive the financial statements for the periods ended 31 March 2018.

- 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**
  
- 14. TIME AND DATE OF NEXT MEETING**  
Next Ordinary Council meeting to be held on 17 May 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**

**15th MARCH 2018  
3.30PM**

# Agenda

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	4
2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	4
3. DISCLOSURE OF INTERESTS.....	4
4. PUBLIC QUESTION TIME .....	5
5. APPLICATIONS FOR LEAVE OF ABSENCE .....	5
6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....	6
8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	6
9. REPORTS OF COMMITTEES .....	6
10. REPORTS OF OFFICERS.....	7
10.1 CHIEF EXECUTIVE OFFICER.....	7
10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF FEBRUARY 2018 .....	7
10.2 BUILDING AND PLANNING REPORTS .....	9
10.2.1 PROPOSED CHANGE OF USE (PRIVATE RECREATION – PERSONAL TRAINING SESSIONS) AT LOT 84 (640) MORAMOCKINING ROAD, WANDERING.....	9
10.4 CORPORATE SERVICES.....	19
10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2018 .....	19
11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	21
12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	21
13. CONFIDENTIAL ITEMS.....	22
14. TIME AND DATE OF NEXT MEETING .....	22
15. CLOSURE OF MEETING .....	22



UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Wandering will be held on 15 February 2018 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 Agenda**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Declared the meeting open at 3.44pm  
Visitors - Nil

**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
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**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 – 15 FEBRUARY 2018

ATTACHMENT 6.1.1

<b>COUNCIL DECISION – ITEM 6.1</b>
------------------------------------

**MOVED:** Cr Turton

**SECONDED:** Cr Price

That the minutes of the Ordinary Meeting of Council held on 15 February 2018, 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 COMMITTEES**

**WALGA Meeting Training 20 February 2018**

Cr Ian Turton and Cr Max Watts attended Training in Beverly

- Training was worthwhile.
- Broad representation from the region.

**Country Central Zone 23 February 2018**

Wandering hosted Meeting, Positive feedback on Wandering and the Shires Contribution to the Community. Catering feedback was positive. Cr Whitely, Ferguson and Turton attended the Meeting with Amanda O'Halloran CEO.

- Unfortunately no politicians attended Meeting, when there are a number of pressing issues to lobby for – WANDRRA ISSUES, Road Funding, Budget Cuts, CRC etc...
- CCZ finalised submission to LG Act Review
- Presentation by the New LG Department

**Always a good opportunity to network and share and discuss pressing Shire Issues...**

**Regional Road Group 28 February 2018**

Cr Ferguson and Cr Whitely attended meeting in Wickepin

- High appeal rate on clearing permits, taking much longer to come through this is effecting our ability for Shires to complete projects within the specified time periods.
- MRWA indicated that there may be some surplus funds, distribution id required will occur through the Technical Group.
- Presentation on the new changes to NDRRA – operational from July 2018
- Members of the Hotham Dale Sub Group very supportive of the Wandering plight.
- WANDRRA issues were discussed

**LEMC 13 March 2018**

Cr Whitely and Amanda O'Halloran CEO attended desktop exercise in Pingelly. Very worthwhile exercise which incorporated all agencies, Shires and Emergency response Groups.

**Secondary Freight Route Workshop 12 March 2018**

Amanda O'Halloran CEO attended meeting in Narrogin to confirm Routes to be included and review available data and qualifications. Shire of Wandering roads that qualify:

- York Williams
- Nth Bannister Wandering, Pingelly & Narrogin Road
- Bannister Road
- Nth Wandering Road to Kubbine T/o
- Kubbine Road

Amanda discussed grant process and Councils contribution and way forward.

UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

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 FEBRUARY 2018

FILE REFERENCE: 1.1.29.1

PROPOSERS: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 4 March 2018

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**

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 February 2018.

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

### 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 February 2018 are provided below:

- **Food Stall Holders Licence:**
- **Planning Approval:**
- **Building Licences Issued:**  
Nil
- **Health:**  
Food Premises Approval
  - Thoughtfare Food Van
  - Shell Roadhouse
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.
- **CEO:** Delegation of CEO duties under section - DA02-1

### APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (FOR PERIODS OF 10 DAYS OR LESS)

Mrs Monica Treasure delegated A/CEO for the dates all inclusive 28 February 2018 4.00pm until the 10 March 2018.

### CONSULTATION

Planning and Building Specialists City 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 months of February 2018.

**COUNCIL DECISION – ITEM 10.1.1**

**MOVED:** Cr Ferguson

**SECONDED:** Cr Watts

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of February 2018.

**CARRIED 6/0**

**10.2 BUILDING AND PLANNING REPORTS**

**10.2.1 PROPOSED CHANGE OF USE (PRIVATE RECREATION – PERSONAL TRAINING SESSIONS) AT LOT 84 (640) MORAMOCKINING ROAD, WANDERING**

**FILE REFERENCE:** A443/DA17011

**PROPOSERS:** Bradley & John Orford

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 22 February 2018

**PREVIOUSLY BEFORE COUNCIL:** N/A

**AUTHORS NAME & POSITION:** Luke Harris – Planning Officer (City of Kalamunda)

**ATTACHMENTS:**

1. Aerial Photograph	10.2.1.1
2. Plans	10.2.1.2
3. Applicant Report	10.2.1.3
4. Submitter's Table	10.2.1.4

**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.

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

- 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

This report recommends that a planning application submitted by Bradley and John Orford for a change of use (private recreation – personal training sessions) at Lot 84 (640) Moramocking Road, Wandering be granted temporary approval for a period of two years, subject to appropriate conditions.

### BACKGROUND

The applicant is seeking Council's planning approval for a change of use (private recreation – personal training sessions) at Lot 84 (640) Moramocking Road, Wandering. Under the provisions of the Shire of Wandering's Town Planning Scheme No. 3, a private recreation use can be considered on Rural-Residential zoned land.

The subject site is located to the south-west of the Wandering Town Site, with access made via Moramocking Road. The lot abuts O'Connell Road to the north and Moramocking Road to the east, with additional properties located on the south and east of the property. Aerial photography suggests that all surrounding properties have been developed to some extent with single houses, water tanks and outbuildings.

Under the terms of the information and plans submitted in support of the application the following is proposed:

1. Hours of operation are to be between the hours of 6am and 8pm on weekdays, and 7am and 5pm on weekends;
2. Personal Training to be undertaken within an existing outbuilding (shed) on the property;
3. Group Training to be undertaken once a month outside of the outbuilding;
4. Access to be made to the property via the main entrance road and then an internal slip road to parking bays; and
5. Car parking to be located to the south of the property and structures.

### COMMENT/ DETAILS

#### Zoning and Proposed Land Use Permissibility

The subject site is zoned as 'Rural Residential' under the Shire of Wandering's current operative Town Planning Scheme No.3 (TPS No.3).

The objectives outlined for rural residential zoned land within the Shire are as follows:

- a) *"To select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- b) *To generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- c) *To make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- d) *Having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will*



## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

*generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable".*

Under TPS No. 3 a private recreation has the following definition:

*"means premises used for indoor and outdoor leisure, recreation and sport which are not normally open to the public without charge."*

Under the provisions of TPS No. 3 'private recreation' is a use that is not listed under Table 1 (Zoning Table) for the subject zoning, which means that Council can consider the proposal after first advertising the proposal in accordance with TPS No. 3.

### Compliance with Development Standards

After completing an assessment of the proposal against the development standards prescribed in TPS No.3, it is considered that the proposal satisfies the relevant requirements. Specifically, it is considered that the proposal meets objective 'b' of the above zoning objectives.

As the proposal does not fall under the definition of a 'Home Business' or 'Home Occupation' under TPS No. 3 it is considered that the Shire's Policy CP022 – Home Office, Home Business and Home Occupation does not apply in this case.

A private recreation use is a use not listed under the Shire of Wandering's TPS No. 3 for the Rural Residential zone, which means that such a use can be considered providing that proper advertising is undertaken. While it is considered that the proposal does meet one of the objectives of the zone as outlined above care must be given to ensure that such a proposal would not adversely impact upon the amenity of the surrounding properties. The objection received by an adjoining property owner suggests that an amenity impact may occur.

In regard to the concerns raised by the objecting property owner, the following is considered:

1. The hours of operation will result in vehicle entry and exit outside of normal business hours creating noise impacts – It is considered that by altering the access roads to be further from property boundaries and installing signage instructing cars to reduce their speed on the property to reduce noise impacts.
2. Group training sessions will result in excessive noise and have a detrimental impact on the visual amenity of the area – The proposal will be required to adhere at all times to the *Environmental Noise Regulations 1997*, with any failure to do so resulting in investigation and potential fines.
3. The group training sessions will result in a high number of vehicle movements – The applicant has stated that the group sessions will only take place once per month, with a maximum number of 20 persons. It is considered that as this would take place once per month and not on a regular basis, which would in turn reduce the prolonged impact of the activity.
4. Training within the existing shed may result in additional noise impacts – It is considered that the structure could be appropriately fitted to reduce noise impacts on the surrounding area.
5. The proposed car parking location should be toward the north side of the property – The applicant has provided revised plans that split the car parking on site.
6. The proposal is outside of the definitions of the Shire of Wandering's Policy CP022 – Home Office, Home Business and Home Occupation – This is correct, however the application is considered to be for a Private Recreation use, and therefore the policy does not apply.

It is considered that the proposal may create amenity impacts within the area, and while the applicant has resolved to reduce such impacts it is considered that a temporary approval may be best suited to be provided, with a new application to be lodged and advertised at the cessation of the approval to determine if the amenity of the area has been impacted

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

upon. It is recommended that the proposal for a change of use (private recreation – personal training) at Lot 84 (640) Moramocking Road, Wandering, be granted a temporary approval, subject to appropriate conditions.

### CONSULTATION

While there are no set standards that such an application is required to meet the proposal was required to be advertised to adjoining properties for comment for a total of 28 days. During this period a total of one (1) response was received, an objection with comments. Key concerns raised by the objection are as follows:

- The hours of operation will result in vehicle entry and exit outside of normal business hours creating noise impacts.
- Group training sessions will result in excessive noise and have a detrimental impact on the visual amenity of the area.
- The group training sessions will result in a high number of vehicle movements.
- Training within the existing shed may result in additional noise impacts.
- The proposed car parking location should be toward the north side of the property.
- The proposal is outside of the definitions of the Shire of Wanderings Policy CP022 – Home Office, Home Business and Home Occupation.

The applicant was asked to respond to the above points, and has provided the following justifications:

1. The hours of operation will result in vehicle entry and exit outside of normal business hours creating noise impacts – Please note that Wandering, in particular Black Boy Springs, is located in the middle of a farming community. Moramocking Road is the main thoroughfare serving the farming community and regularly operates outside normal business hours.

We have vehicle movement from locals before dawn and after dusk as many locals work at the mines; having both early morning and night shifts. From my perspective, vehicles arriving here will be standard vehicles which would not generate an undue noise impact. Certainly a lot less noise and vibration than the trucks that drive through here daily.

2. Group training sessions will result in excessive noise and have a detrimental impact on the visual amenity of the area – Group Training will consist of people performing exercises that will not generate noise heard by neighbours. The outdoor training course has been erected regardless of the business proposal as this is something I will be utilising for my own personal use and exercise; much the same visual effect as a child's playground. I may add that the area allocated for Group Training is not obtrusive. A neighbour would need binoculars to actually ascertain what was going on.
3. The group training sessions will result in a high number of vehicle movements – Please be reminded that Group sessions are held just once per month the number of people attending Group Training would be no different to having a group of friends over for a get together once a month. Please also be aware that Group sessions for 20 persons doesn't mean 20 vehicles. In reality it would be 10 vehicles or less i.e. as from experience of owning fitness centres in the past, people usually drive in couples or small groups.
4. Training within the existing shed may result in additional noise impacts – Noise from the shed would be the equivalent to a neighbour performing some private work, say carpentry. Music certainly cannot be heard by neighbours that are located at such a distance. For example: the sound levels are the same as someone listening to music in their household.
5. The proposed car parking location should be toward the north side of the property – The applicant has provided revised plans that split the car parking on site.

### STATUTORY/ LEGAL ENVIRONMENT

- *Planning & Development Act 2005*
- *Shire of Wandering Town Planning Scheme No.3*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

**Goal 2 A Robust and Rural Economy**

*Outcome 2.2 Sustain and Grow our Business and Industry Sector*

**Goal 3 Development that is in keeping with the Rural Landscape**

*Outcome 3.1: Vibrant Rural Planning and Development*

**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.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council **APPROVE** the planning application submitted by the applicants Bradley and John Orford for a change of use (Private Recreation – Personal Training) at Lot 84 (640) Moramocking Road, Wandering, subject to the following conditions and advice notes.

Conditions

1. This approval is valid for a period of two (2) years from date of issue. Following the conclusion of the approval the applicant is to lodge a new application seeking permanent approval of the operation.
2. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
3. All stormwater generated by the proposed development shall be managed and disposed of onsite to the specifications and satisfaction of the Shire of Wandering.
4. Hours of operation are to be between the hours of 6am and 8pm on weekdays, and 7am and 5pm on weekends.
5. Clients are to attend the site by appointment only. A register of appointments is to be kept by the owner and made available to the Shire of Wandering upon request.
6. Group training sessions are to be made up of no more than 20 persons and are to only be held once per calendar month.
7. All personal training (with the exception of the group sessions) is to be held within the existing outbuilding.
8. Signage is to be installed on site directing clients that a speed limit of no greater than 20km/ph is enforced on the site.

Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
2. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

3. No construction works shall commence on the land without the Shire's written approval.
4. The applicant is advised that the proposal is to comply with the Building Code of Australia Change of Use Classification requirements.
5. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.

### COUNCIL DECISION – ITEM 10.2.1

MOVED: Cr Ferguson

SECONDED: Cr Watts

That Council **APPROVE** the planning application submitted by the applicants Bradley and John Orford for a change of use (Private Recreation – Personal Training) at Lot 84 (640) Moramocking Road, Wandering, subject to the following conditions and advice notes.

#### Conditions

9. This approval is valid for a period of two (2) years from date of issue. Following the conclusion of the approval the applicant is to lodge a new application seeking permanent approval of the operation.
10. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
11. All stormwater generated by the proposed development shall be managed and disposed of onsite to the specifications and satisfaction of the Shire of Wandering.
12. Hours of operation are to be between the hours of 6am and 8pm on weekdays, and 7am and 5pm on weekends.
13. Clients are to attend the site by appointment only. A register of appointments is to be kept by the owner and made available to the Shire of Wandering upon request.
14. Group training sessions are to be made up of no more than 20 persons and are to only be held once per calendar month.
15. All personal training (with the exception of the group sessions) is to be held within the existing outbuilding.
16. Signage is to be installed on site directing clients that a speed limit of no greater than 20km/ph is enforced on the site.

#### Advice Notes

6. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
7. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
8. No construction works shall commence on the land without the Shire's written approval.
9. The applicant is advised that the proposal is to comply with the Building Code of Australia Change of Use Classification requirements.
10. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.

CARRIED 4/2

UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

**10.2.2 PLANNING APPLICATION – PROPOSED OUTBUILDING (SHED) – LOT 99 ECHIDNA CLOSE, WANDERING**

**FILE REFERENCE:** A458/DA17012

**PROponents:** Glenn and Caron Allen

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 23 February 2018

**PREVIOUSLY BEFORE COUNCIL:** N/A

**AUTHORS NAME & POSITION:** Luke Harris – Planning Officer (City of Kalamunda)

**ATTACHMENTS:**

1. Aerial Photograph	10.2.2.1
2. Site Plan and Elevation Plan	10.2.2.2

**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**

This report recommends that Council approves the application for a proposed outbuilding (shed) at Lot 99 Echidna Close, subject to appropriate conditions.

**BACKGROUND**

The applicant is seeking Council's planning approval to construct an outbuilding (shed) at Lot 99 Echidna Close, Wandering. The site currently does not appear to have any structures located on site.

Under the provisions of the Shire of Wandering's Outbuilding Policy, an outbuilding (shed) is permitted on Rural-Residential zoned land.

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

The subject site is located to the south-west of the Wandering Town Site, with access made via O'Connell Road and Moramocking Road. The lot is at the very end of a cul-de-sac and is surrounded by other Rural and Rural-Residential properties. Aerial photography suggests that the adjoining properties have not been developed at this time.

Under the terms of the information and plans submitted in support of the application the following is proposed:

6. The proposed wall height of the outbuilding is 3m;
7. Maximum proposed height to the roof pitch is 3.68m;
8. The total floor area is proposed to be 90sqm;
9. Outbuilding to be set back in accordance with the Shire of Wandering's Town Planning Scheme No.3;
10. Outbuilding to be of Colorbond construction; and
11. The outbuilding will be used to store tools and machinery for the upkeep of the property.

### COMMENT/ DETAILS

#### Town Planning Scheme No. 3

The subject site is zoned as 'Rural Residential' under the Shire of Wandering's current operative Town Planning Scheme No.3 (TPS No.3).

The objectives outlined for rural residential zoned land within the Shire are as follows:

- e) *"To select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- f) *To generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- g) *To make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- h) *Having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable".*

Under the Shire's Outbuilding Policy an outbuilding has the following definition:

*"An enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling."*

Under the terms of the Outbuilding Policy an outbuilding is permitted to be constructed on such a site, subject to appropriate conditions.

#### Compliance with Development Standards

After completing an assessment of the proposal against the development standards prescribed in TPS No.3, it is considered that the proposal satisfies the relevant requirements. The proposed outbuilding is compliant with all provisions of the Shire's Outbuilding policy and the setback requirements of TPS No.3.

It is noted that the subject site does not have any existing residences constructed upon it at this time. Generally, an outbuilding is not considered on site unless a dwelling has been constructed, this is done to ensure that a lot does not have an outbuilding alone upon a property in perpetuity. However, the applicant has indicated that the outbuilding is to be used to store machinery and tools used in the upkeep of the property in question, and that a residence will be built upon the site in the next few years. It is considered that the outbuilding will assist in reducing the potential visual impact of equipment storage on site and the large setback distance from the existing roads and adjoining properties will reduce any amenity impact upon surrounding properties and street.

In addition to this the Shire's outbuilding policy states that within the Shire of Wandering only properties that are zoned as 'Residential' are beholden to this condition. As the property is zoned 'Rural-Residential' it is considered that this condition does not apply to the property.

### CONSULTATION

As the proposal complies with all aspects of the Shire of Wandering's TPS No. 3 and Outbuilding Policy it is considered that public notification is not required in this instance.

### STATUTORY/ LEGAL ENVIRONMENT

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Scheme) Regulations 2015*
- *Shire of Wandering Town Planning Scheme No.3*

### POLICY IMPLICATIONS

- *Town Planning Policy – Outbuildings; Residential and Rural Residential Zones*

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

**Goal 3 Development that is in keeping with the Rural Landscape**

*Outcome 3.1: Vibrant Rural Planning and Development*

**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.

### VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION

That Council **APPROVE** the planning application submitted by the applicants Glen and Caron Allen to construct an outbuilding (shed) at Lot 99 Echidna Close, Wandering, subject to the following conditions and advice notes.

### Conditions

1. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

2. All stormwater generated by the proposed development shall be managed and disposed of onsite to the specifications and satisfaction of the Shire of Wandering.
3. The external cladding of the outbuilding is to be constructed only of Colorbond, in accordance with the Shire of Wandering's *Town Planning Policy – Outbuildings; Residential and Rural Residential Zones*.
4. The outbuilding is not to be used for any commercial, industrial, or habitable purposes.

### Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
2. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
3. No construction works shall commence on the land without the Shire's written approval.
4. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.

### **COUNCIL DECISION – ITEM 10.2.2**

**MOVED: Cr Turton**

**SECONDED: Cr Ferguson**

That Council **APPROVE** the planning application submitted by the applicants Glen and Caron Allen to construct an outbuilding (shed) at Lot 99 Echidna Close, Wandering, subject to the following conditions and advice notes.

### Conditions

5. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
6. All stormwater generated by the proposed development shall be managed and disposed of onsite to the specifications and satisfaction of the Shire of Wandering.
7. The external cladding of the outbuilding is to be constructed only of Colorbond, in accordance with the Shire of Wandering's *Town Planning Policy – Outbuildings; Residential and Rural Residential Zones*.
8. The outbuilding is not to be used for any commercial, industrial, or habitable purposes.

### Advice Notes

5. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
7. No construction works shall commence on the land without the Shire's written approval.
8. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.



CARRIED 6/0

10.3 COMMUNITY SERVICES REPORTS

Nil

10.4 CORPORATE SERVICES

10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2018

FILE REFERENCE: 10.1.16

PROponents: Nil

DISCLOSURE OF INTEREST: Nil

DATE: 2018

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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- 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 Reconciliation for the month of February 2018 is presented for Council's consideration.

BACKGROUND

## UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

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 Reconciliation and List of payment for the period ended 28 February 2018, as presented.

Monthly Financial Report 28 February 2018	ATTACHMENT 10.4.1.1
Bank Reconciliations & Bank Statements (Muni A/C) 28 February 2018	ATTACHMENT 10.4.1.2
Bank Reconciliations & Bank Statements (Investment A/C) 28 February 2018	ATTACHMENT 10.4.1.3
Bank Reconciliations & Bank Statements (Trust A/C) 28 February 2018	ATTACHMENT 10.4.1.4
Credit Card Statement 28 February 2018	ATTACHMENT 10.4.1.5
List of Payments 28 February 2018	ATTACHMENT 10.4.1.6

### CONSULTATION

Finance Officer  
Chief Executive 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 \$400,481.09 for the period ending for the periods ending 28 February 2018.
2. Receive the bank reconciliations & bank statements for the periods ended, 28 February 2018.
3. Receive the financial statements for the periods ended 28 February 2018.

**COUNCIL DECISION - ITEM 10.1.1**

**MOVED: Cr Ferguson**

**SECONDED: Cr Turton**

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 \$400,481.09 for the period ending for the periods ending 28 February 2018.
2. Receive the bank reconciliations & bank statements for the periods ended, 28 February 2018.
3. Receive the financial statements for the periods ended 28 February 2018

**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**

**12.1.1 COUNCIL DECISION**

**MOVED: Cr Watts**

**SECONDED: Cr Turton**

That council allow item 12.1.2 Reid Road Culvert Funding to be introduced to the meeting as new business of an urgent nature.

**CARRIED 6 /0**

**12.1.2 Reid Road Culvert Funding**

Council is requested to consider making a financial contribution towards the WANDRRA Flood Damage program in regards to the repairs to the Reid Road Culvert.

The WANDRRA program will only fund reinstatement of what was in place prior to the flood event, due to the antiquated design this has been calculated as a 3 x 1500mm pipe design, however engineering studies, design and hydrology calculations indicate that a 5 x 1500mm pipe design would meet the flood requirements more satisfactorily. Council has consulted MRWA Engineering Advisors, Rod Munns Consultant Engineer and Australian Road Standards to ensure that a satisfactory solution is achieved.

Council is likely to incur a budget deficit should this decision be supported, however the Shire Administration believe that this is a very cost effective solution at a time of opportunity for Council to implement the best possible solution given the circumstances.

**VOTING REQUIREMENT**  
**ABSOLUTE MAJORITY**

**CEO RECOMMENDATION**

That council approve the out of budget expenditure up to \$35,000.00 as Councils contribution to the WANDRRA AGRN 767 flood repairs to enable a 5 pipe culvert to be implemented.

UNCONFIRMED MINUTES FOR COUNCIL MEETING 15 MARCH 2018

**12.1.2 COUNCIL DECISION**

**MOVED:** Cr Watts

**SECONDED:** Cr Ferguson

**Recommendation**

That council approve the out of budget expenditure up to \$35,000.00 as Councils contribution to the WANDRRA AGRN 767 flood repairs to enable a 5 pipe culvert to be implemented.

**CARRIED 5/1**

**13. CONFIDENTIAL ITEMS**

Nil

**14. TIME AND DATE OF NEXT MEETING**

Next Ordinary Council meeting to be held on 19 April 2018 at 3:30pm.

**15. CLOSURE OF MEETING**

The Shire President declared the meeting closed at 5.10 pm

**These Minutes were confirmed at the Ordinary Council Meeting  
on Thursday 19 April 2018.**

**Signed:** .....

**Presiding Person at the meeting at which the minutes were confirmed**

**Date:** .....

# SHIRE OF WANDERING

## MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2018



### TABLE OF CONTENTS

	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
Note 5	Cash Backed Reserves
Note 6	Receivables
Note 7	Capital Disposals
Note 8	Capital Acquisitions
Note 9	Grants and Contributions
Note 10	Trust
Note 11	Budget Amendments
Appendix A	Detailed Schedules

**SHIRE OF WANDERING**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2018**

	Note	Adopted Annual Budget	Revised Annual Budget	Var. \$ (b)-(a)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	\$	%	
<b>Operating Revenues</b>									
Governance		0	0	0	0	0	0		
General Purpose Funding - Rates	11	936,766	945,766	9,000	945,766	947,751	1,985	0%	
General Purpose Funding - Other	11	492,258	275,950	(216,308)	207,952	207,672	(280)	(0%)	
Law, Order and Public Safety	11	37,520	32,470	(5,050)	24,257	33,677	9,420	39%	▲
Health	11	1,000	4,500	3,500	3,375	4,445	1,070	32%	
Education and Welfare		0	0	0	0	0	0		
Housing		40,300	40,300	0	30,222	30,050	(172)	(1%)	
Community Amenities	11	41,150	43,850	2,700	41,525	45,169	3,644	9%	
Recreation and Culture		1,500	1,500	0	870	678	(192)	(22%)	
Transport	11	1,377,430	1,355,430	(22,000)	31,855	31,112	(743)	(2%)	
Economic Services	11	695,786	721,536	25,750	541,573	558,443	16,870	3%	
Other Property and Services	11	30,450	35,450	5,000	29,568	32,250	2,682	9%	
<b>Total Operating Revenue</b>		<b>3,654,160</b>	<b>3,456,752</b>	<b>(197,408)</b>	<b>1,855,973</b>	<b>1,891,244</b>	<b>34,272</b>		
<b>Operating Expense</b>									
Governance	11	(184,857)	(180,857)	4,000	(137,140)	(134,037)	3,103	2%	
General Purpose Funding	11	(85,252)	(89,262)	(4,000)	(67,436)	(70,201)	(2,765)	(4%)	
Law, Order and Public Safety	11	(141,232)	(138,232)	3,000	(103,092)	(113,388)	(10,296)	(10%)	
Health		(30,642)	(30,642)	0	(22,959)	(26,746)	(3,787)	(16%)	
Education and Welfare	11	(3,770)	(2,270)	1,500	(1,692)	(962)	730	43%	▲
Housing	11	(66,182)	(64,182)	2,000	(24,533)	(24,250)	283	1%	
Community Amenities	11	(208,582)	(191,382)	17,200	(143,433)	(141,953)	1,480	1%	
Recreation and Culture	11	(194,333)	(190,333)	4,000	(139,132)	(131,907)	7,225	5%	
Transport	11	(2,474,499)	(2,348,499)	126,000	(1,391,212)	(1,380,124)	11,086	1%	
Economic Services	11	(802,650)	(831,156)	(28,500)	(624,129)	(636,308)	(12,259)	(2%)	
Other Property and Services	11	(85,281)	(36,594)	48,687	(87,182)	(80,458)	(6,724)	8%	
<b>Total Operating Expenditure</b>		<b>(4,277,296)</b>	<b>(4,103,409)</b>	<b>173,887</b>	<b>(2,567,576)</b>	<b>(2,579,499)</b>	<b>(11,923)</b>		
<b>Funding Balance Adjustments</b>									
Add back Depreciation		707,690	707,690	0	524,703	503,043	(21,660)	(4%)	
Adjust (Profit)/Loss on Asset Disposal	7	0	0	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>84,554</b>	<b>61,033</b>	<b>(23,521)</b>	<b>(185,900)</b>	<b>(185,212)</b>	<b>688</b>		
<b>Capital Revenues</b>									
Grants, Subsidies and Contributions	9	498,820	540,413	41,593	436,267	436,267	0	0%	
Proceeds from New Debentures		0	0	0	0	350,000	350,000	100%	▲
Proceeds from Disposal of Assets	7	0	0	0	0	0	0		
<b>Total Capital Revenues</b>		<b>498,820</b>	<b>540,413</b>	<b>41,593</b>	<b>436,267</b>	<b>786,267</b>	<b>350,000</b>		
<b>Capital Expenses</b>									
Land and Buildings	8	0	0	0	0	0	0		
Infrastructure - Roads	8	(748,724)	(739,601)	9,123	(552,953)	(549,896)	3,097	1%	
Infrastructure - Bridges	8	(100,000)	(100,000)	0	0	0	0		
Plant and Equipment	8	(7,000)	(7,000)	0	0	0	0		
Furniture and Equipment	8	(2,000)	(2,000)	0	(1,000)	(908)	32	3%	
<b>Total Capital Expenditure</b>		<b>(857,724)</b>	<b>(848,601)</b>	<b>9,123</b>	<b>(553,953)</b>	<b>(550,864)</b>	<b>3,129</b>		
<b>Net Cash from Capital Activities</b>		<b>(358,904)</b>	<b>(308,188)</b>	<b>50,716</b>	<b>(117,725)</b>	<b>235,404</b>	<b>353,129</b>		
<b>Financing</b>									
Transfer from Reserves	5	0	0	0	0	0	0		
Repayment of Debentures		(69,957)	(69,957)	0	(69,957)	(69,957)	0	(0%)	
Transfer to Reserves	5	(2,283)	(2,283)	0	(750)	(921)	(171)	(23%)	
<b>Net Cash from Financing Activities</b>		<b>(72,240)</b>	<b>(72,240)</b>	<b>0</b>	<b>(70,707)</b>	<b>(70,878)</b>	<b>(171)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(346,590)</b>	<b>(319,395)</b>	<b>27,195</b>	<b>(374,333)</b>	<b>(20,687)</b>	<b>353,646</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>346,590</b>	<b>346,590</b>	<b>0</b>	<b>346,590</b>	<b>346,590</b>	<b>0</b>	<b>0%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>27,195</b>	<b>27,195</b>	<b>(27,743)</b>	<b>325,903</b>	<b>353,646</b>		

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

**SHIRE OF WANDEIRNG**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**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 assets are recognised net of the amount of GST, except where the amount of 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 31 March 2018**

**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 31 March 2018**

**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 seal	50 years
- 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 31 March 2018**

**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 31 March 2018**

**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 31 March 2018**

**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 WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

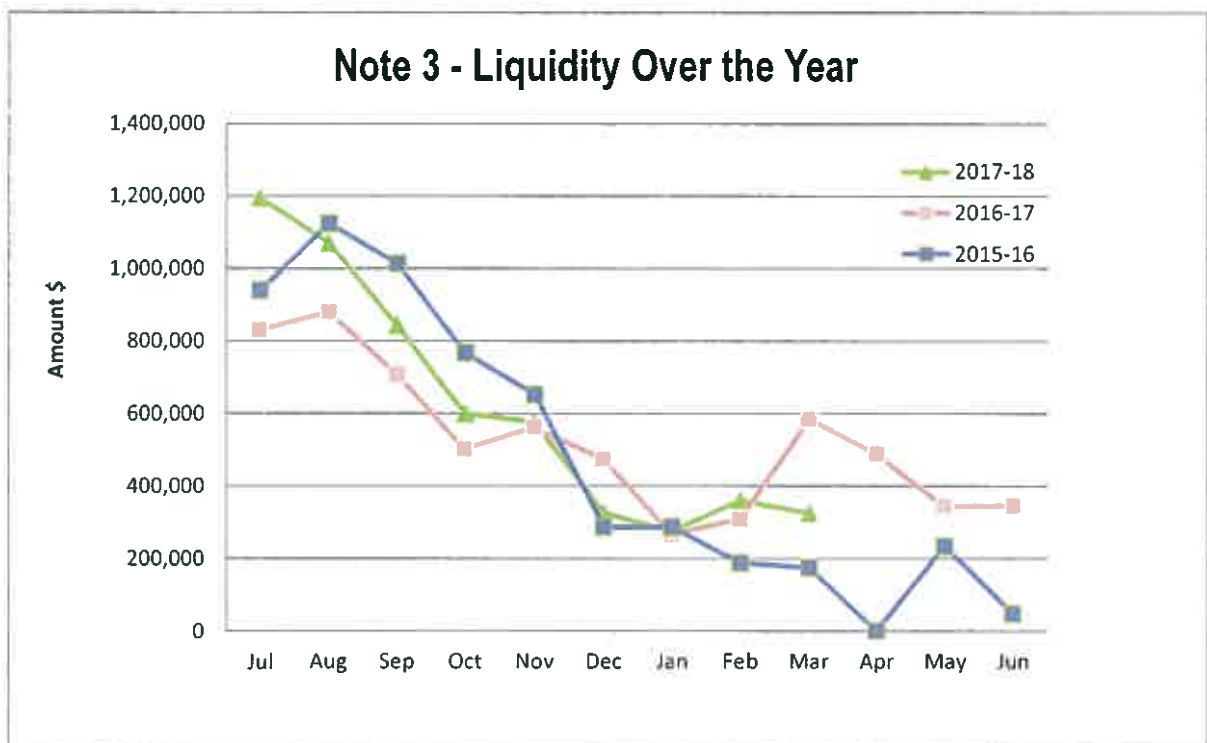
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	0				
General Purpose Funding - Rates	1 985	0.21%			
General Purpose Funding - Other	(280)	(0.13%)			
Law, Order and Public Safety	9,420	38.83%	▲	Permanent	Insurance claim reimbursement for damage to CCTV
Health	1 070	31.69%			
Education and Welfare	0				
Housing	(172)	(0.57%)			
Community Amenities	3 644	8.77%			
Recreation and Culture	(192)	(22.13%)			
Transport	(753)	(2.36%)			
Economic Services	16 870	3.11%			Fuel sales continuing to exceed budget expectations
Other Property and Services	2 682	9.07%			
<b>Operating Expense</b>					
Governance	3 103	2.26%			
General Purpose Funding	(2 765)	(4.10%)			
Law, Order and Public Safety	(10,296)	(9.99%)	▼	Permanent	Repairs to CCTV, see insurance claim reimbursement
Health	(3,787)	(16.49%)			
Education and Welfare	730	43.15%	▲		
Housing	283	1.15%			
Community Amenities	1,480	1.03%			
Recreation and Culture	7,225	5.19%			
Transport	11 086	0.80%			
Economic Services	(12,259)	(1.66%)			
Other Property and Services	(6,724)	7.71%			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	0	0.00%			
Proceeds from Disposal of Assets	0				
Proceeds from New Debentures	350 000	100.00%	▲	Timing	Short term lending facility provided by the WA Treasury Corporation to alleviate any cash flow issues relating to storm damage funding. This is planned to be paid back to Treasury by the 30h June 2018.
<b>Capital Expenses</b>					
Land and Buildings					
Infrastructure - Roads	3,097	0.56%			
Infrastructure - Parks & Ovals					
Plant and Equipment	0				
Furniture and Equipment	32	3.18%			

**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2018

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
	YTD 31 Mar 2018	Last Period YTD 28 Feb 2018	YTD 31 Mar 2017	
Note	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4	374,681	318,136	492,963
Cash Restricted	4	284,623	284,623	349,372
Receivables - Rates	6	54,211	71,608	50,700
Receivables -Other	6	10,818	29,248	241,715
Inventories		98,970	99,451	
		823,304	803,066	1,134,750
<b>Less: Current Liabilities</b>				
Payables		(144,241)	(83,616)	(240,450)
Provisions		(107,526)	(112,420)	38,378
		(251,767)	(196,036)	(202,072)
Less: Cash Reserves	7	(284,623)	(284,623)	(349,372)
Add: Leave Entitlements Cash Backed		38,990	38,990	
<b>Net Current Funding Position</b>		<b>325,903</b>	<b>361,397</b>	<b>583,307</b>



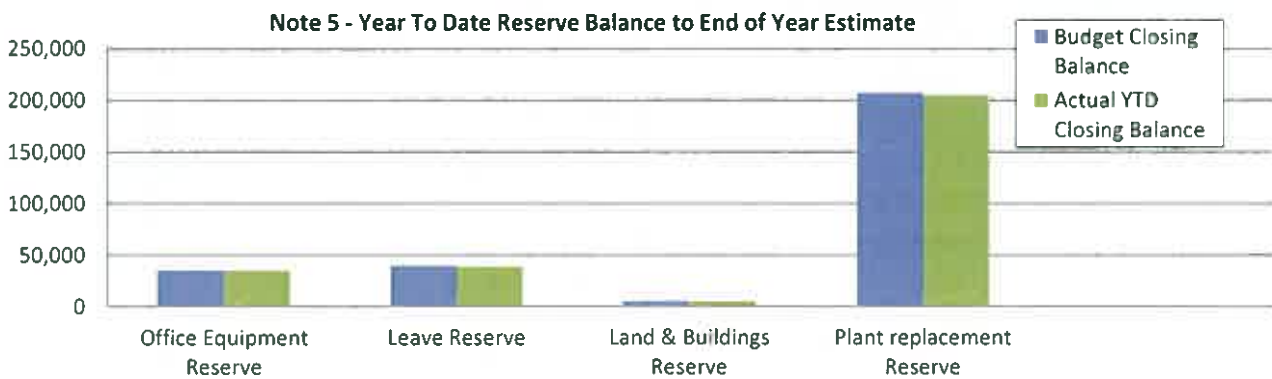
**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	238,900			238,900	WBC	At Call
Cash Investment Account	0.50%	134,681			134,681	WBC	At Call
Trust Bank Account	0.00%			22,910	22,910	WBC	At Call
Cash on Hand	0.00%	1,100			1,100		On Hand
<b>(b) Term Deposits</b>							
Municipal Reserves	2.40%		284,623		284,623	WBC	06-Jun-18
<b>(c) Treasury</b>							
<b>Total</b>		374,681	284,623	22,910	682,214		

**Note 5: Cash Backed Reserve**

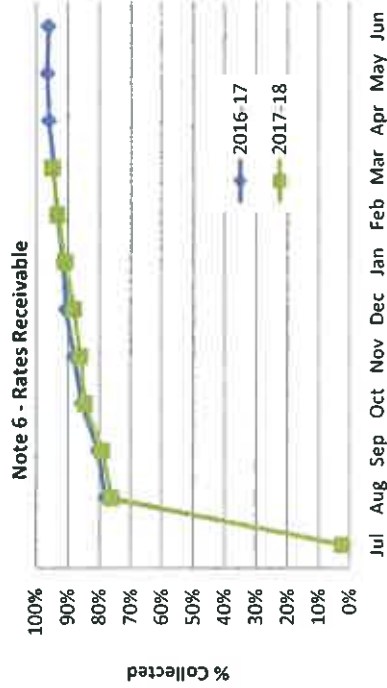
2017-18	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Name	\$	\$	\$	\$	\$	\$	\$	\$	\$
Office Equipment Reserve	34,642	400	112	344	0	0	0	35,386	34,754
Leave Reserve	38,864	500	126	385	0	0	0	39,749	38,990
Land & Buildings Reserve	5,440	50	18	54	0	0	0	5,544	5,458
Plant replacement Reserve	204,757	1,366	665	1,500	0	0	0	207,623	205,422
	<b>283,703</b>	<b>2,316</b>	<b>921</b>	<b>2,283</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>288,302</b>	<b>284,623</b>



**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 March 2018

**Note 6: RECEIVABLES**

	YTD 31 Mar 2018	30 June 2017
<b>Receivables - Rates Receivable</b>		
Opening Arrears Previous Years	\$ 33,729	\$ 20,627
Rates -levied this year	975,620	
Rubbish - levied this year	29,222	
ESL - levied this year	30,000	
<b>TOTAL - RATES/RUBBISH/ESL</b>	<b>1,034,842</b>	<b>928,909</b>
Discounts Given	(41,545)	(35,676)
Less Collections to date	(972,814)	(880,131)
<b>Equals Current Outstanding</b>	<b>54,211</b>	<b>33,729</b>
<b>Net Rates Collectable</b>	<b>54,211</b>	<b>33,729</b>
<b>% Collected</b>	<b>94.72%</b>	<b>96.31%</b>

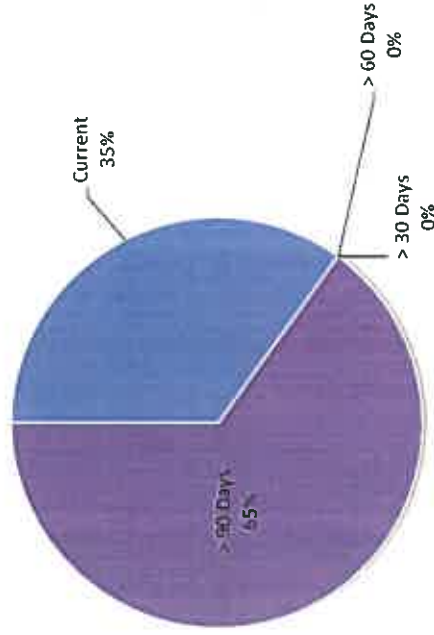


Comments/Notes - Receivables Rates

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
Receivables - General	\$ 4,027	\$ 0	\$ 0	\$ 7,494
<b>Total Receivables General Outstanding</b>				<b>11,521</b>

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



Comments/Notes - Receivables General



**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 7: CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Current Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 03 2018		
					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 31 03 2018				
			Adopted Annual Budget	Revised Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
0%		<u>Land &amp; Buildings</u>	0	0	0	0	0
		<b>Land &amp; Buildings Total</b>	0		0	0	0
0%		<u>Plant &amp; Machinery</u>					
		Weighing System	(7,000)	(7,000)	0	0	0
		<b>Plant &amp; Machinery Total</b>	(7,000)	(7,000)	0	0	0
		<u>Roads</u>					
		<b>Regional Road Group Construction</b>					0
75%		North Bannister Wandering Rd - Reconstruct, widen, 2 coat sea - Stage 1	(322,529)	(322,529)	(210,000)	(209,003)	998
100%		North Bannister Wandering Rd - Reconstruct, widen, 2 coat seal - Stage 2	(271,202)	(256,202)	(268,000)	(267,200)	792
100%		Wandering Pingelly Rd - Tree Pruning	(51,993)	(34,993)	(34,993)	(35,000)	(7)
		<b>Blackspot Funding</b>					
0%		Intersection Wandering/Bannister Rd & Ricks Rd - construct to 7m wide, 2 coat seal	0	(22,877)	(20,000)	(18,942)	1,058
		<b>Roads to Recovery</b>					
0%		Down St/Dunmall Dr - Reseal	(30,000)	(30,000)	0	0	0
0%		Townstreet Reseal	(53,000)	(53,000)	0	0	0
100%		Mulching	(20,000)	(20,000)	(20,000)	(19,743)	257
		<b>Roads Total</b>	(748,724)	(739,601)	(552,993)	(549,896)	3,097
		<u>Bridges</u>					
0%		Corrairing Bridge	(100,000)	(100,000)	0	0	0
		<b>Bridges Total</b>	(100,000)	(100,000)	0	0	0
		<u>Furniture &amp; Equipment</u>					
50%		Office Equipment	(2,000)	(2,000)	(1,000)	(968)	32
		<b>Furniture &amp; Equipment Total</b>	(2,000)	(2,000)	(1,000)	(968)	32
		<b>Capital Expenditure Total</b>	(857,724)	(848,601)	(553,993)	(550,864)	3,129

**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2018

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Approval	2017-18 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
						Received	Not Received
<b>GENERAL PURPOSE FUNDING</b>		\$	\$	\$	\$	\$	\$
Equalisation Grant	Y	263,372	(126,911)	136,461	0	97,817	38,645
Local Road Grant	Y	213,892	(102,897)	104,995	0	78,746	26,249
Grants Commission - Bridges	Y	0	19,000	0	19,000	19,000	0
<b>LAW, ORDER, PUBLIC SAFETY</b>							
ESL Maintenance Grant	Y	30,600	(7,650)	22,950	0	15,300	7,650
<b>TRANSPORT</b>							
Direct Grant	Y	51,993	(22,050)	29,943	0	29,943	0
Regional Road Group	Y	395,820	0	0	395,820	316,655	79,165
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	119,612	(16,612)
Blackspot Funding	Y	0	41,593	0	41,593	0	41,593
<b>ECONOMIC SERVICES</b>							
Community Resource Centre - Delivery Grant	Y	101,214	0	101,214	0	77,549	23,665
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	(8,750)	0	0	0	0
<b>TOTALS</b>		<b>2,529,739</b>	<b>(213,665)</b>	<b>1,756,661</b>	<b>559,413</b>	<b>776,004</b>	<b>1,537,070</b>
Operating		2,030,919	(274,258)			320,736	
Non-Operating		498,820	0			436,267	
		<u>2,529,739</u>	<u>(274,258)</u>			<u>757,004</u>	

**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**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 31-Mar-18
	\$	\$	\$	\$
Councillor Nomination Deposits	0	240	(240)	0
Cleaning Bonds	2,000	650	(1,300)	1,350
Town Planning Bonds	12,613	4,387	(5,000)	12,000
Fire Brigade Donations	3,340	0	0	3,340
Declared Species Group	31,667	0	(25,697)	5,770
Other Bonds	50	400		450
	<b>49,670</b>	<b>5,677</b>	<b>(32,437)</b>	<b>22,910</b>

**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 11: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption, as per Budget Review at February 2018 Ordinary Council Meeting.

GL Account Code	Description	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$
E04102	Council Election Expenses	Operating Expense	4,000		4,000
R03103	General Rates Levied	Operating Revenue	5,000		9,000
R03105	Penalty Interest Raised on Rates	Operating Revenue	3,000		12,000
R03120	Less Discount on Rates	Operating Revenue	4,000		16,000
R03201	Grants Commission - General	Operating Revenue		(126,911)	(110,911)
R03202	Grants Commission - Roads	Operating Revenue		(108,897)	(219,808)
R03203	Grants Commission - Bridges	Operating Revenue	19,000		(200,808)
R03252	Interest Received - Short Term Investments	Operating Revenue		(2,500)	(203,308)
E03290	Other General Purpose Funding Expenses	Operating Expense		(4,000)	(207,308)
R05100	DFES Grants	Operating Revenue		(7,650)	(214,958)
R05102	Fines and Penalties - Fire Prevention	Operating Revenue	2,600		(212,358)
E05200	Ranger Services	Operating Expense	3,000		(209,358)
R07701	Income Relating to Other Health	Operating Revenue	3,500		(205,858)
E08290	Other Expenses Relating to Other Education	Operating Expense	1,500		(204,358)
E09101	Maintenance - 13 Dunmall Drive	Operating Expense		(6,000)	(210,358)
E09104	Maintenance - 1 Dowsett Street	Operating Expense	8,000		(202,358)
R10101	Domestic Refuse Collection Fees	Operating Revenue	3,500		(198,858)
E10101	Domestic Refuse Collection	Operating Expense	4,000		(194,858)
E10103	Refuse Site Maintenance Costs	Operating Expense		(2,000)	(196,858)
R10201	Commercial Refuse Collection Fees	Operating Revenue		(1,800)	(198,658)
R10290	Commercial waste Fees & Charges	Operating Revenue	1,000		(197,658)
E10201	Commercial Refuse Collection	Operating Expense		(1,800)	(199,458)
E10203	Street Bin Collection Expenses	Operating Expense	6,000		(193,458)
E10601	Planning Consultant Fees	Operating Expense	3,000		(190,458)
E10701	Public Conveniences - Watts Street	Operating Expense	8,000		(182,458)
E11301	Community Centre Oval	Operating Expense	2,000		(180,458)
E11306	Playgrounds	Operating Expense	2,000		(178,458)
R12202	Grant - Blackspot Funding	Capital Revenue	41,593		(136,865)
R12204	Grant - MRWA Direct	Operating Revenue		(22,000)	(158,865)
E12200	Rural Road Maintenance	Operating Expense	134,000		(24,865)
E12201	Town Street Maintenance	Operating Expense		(10,000)	(34,865)
E12207	Street Lighting	Operating Expense	2,000		(32,865)
E12209	Flood Damage I	Operating Expense	800,000		767,135
E12210	Flood Damage II	Operating Expense		(800,000)	(32,865)
R13102	Feral Pigs Funding	Operating Revenue	14,000		(18,865)
E13102	Feral Pigs	Operating Expense		(14,000)	(32,865)
E13300	Consultant Building Surveyor	Operating Expense	3,000		(29,865)
R13403	CRC Training Course Fees	Operating Revenue		(1,500)	(31,365)
R13410	CRC Project Grants Income	Operating Revenue		(15,000)	(46,365)
R13412	Wandering Echo	Operating Revenue		(2,500)	(48,865)
R13418	RDL Prof. Development & Training	Operating Revenue	3,000		(45,865)
R13420	RDL Traineeship	Operating Revenue		(2,500)	(48,365)
R13423	Community Development Grants Income	Operating Revenue		(8,750)	(57,115)
E13406	CRC Training Courses	Operating Expense	5,000		(52,115)
E13417	CRC Marketing & Promotion	Operating Expense	2,500		(49,615)
R13490	Insurance Reimbursement	Operating Revenue	9,000		(40,615)
R13602	Fuel Sales - Diesel	Operating Revenue	30,000		(10,615)
E13602	Fuel Purchases - Diesel	Operating Expense		(25,000)	(35,615)
E14203	Works - Health, Safety & Training	Operating Expense		(8,000)	(43,615)
E14290	Other Works Related Expenses	Operating Expense		(8,000)	(51,615)
E14294	Less PWOH allocated to Works & Services	Operating Expense	77,762		26,147
R14301	Diesel Fuel Rebate	Operating Revenue	5,000		31,147
E14301	Plant - Insurance	Operating Expense		(4,000)	27,147
E14302	Plant - Fuel & Oils	Operating Expense		(30,000)	(2,853)

**SHIRE OF WANDERING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 11: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption, as per Budget Review at February 2018 Ordinary Council Meeting.

GL Account Code	Description	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
E14304	Plant - Parts & Repairs	Operating Expense		(20,000)	(22,853)
E14306	Plant - Licences	Operating Expense	10,000		(12,853)
E14308	Less Plant Operation Costs allocated to Works & Services	Operating Expense	65,854		53,001
E14309	Plant - Depot Maintenance	Operating Expense		(5,000)	48,001
E14500	Admin - Salaries	Operating Expense	52,592		100,593
E14501	Admin - Superannuation	Operating Expense	5,000		105,593
E14502	Admin - Fringe Benefits Tax	Operating Expense		(4,000)	101,593
E14506	Admin - Building Maintenance	Operating Expense		(9,000)	92,593
E14508	Admin - Insurance Premiums	Operating Expense	6,500		99,093
E14509	Admin - Vehicle Running Expenses	Operating Expense	3,000		102,093
E14510	Office Equipment Maintenance	Operating Expense		(5,260)	96,833
E14514	Legal Expenses	Operating Expense	2,000		98,833
E14515	Consultancy Fees	Operating Expense		(47,168)	51,665
E14521	Resource Sharing	Operating Expense		(33,593)	18,072
0012RRG	Stage II North Wandering Bannister Rd works	Capital Expenses	15,000		33,072
0056RRG	Wandering Pingelly Rd - Tree Pruning	Capital Expenses	17,000		50,072
0004BSF	Intersection Wandering/Bannister Rd & Ricks Rd	Capital Expenses		(22,877)	27,195
<b>Amended Budget Cash Position</b>			<b>1,386,901</b>	<b>(1,359,706)</b>	<b>27,195</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>GOVERNANCE</b>							
Members of Council							
E04101	Members Conference Expenses	(12,000)	(12,000)	0	(9,000)	(5,790)	3,210
E04102	Council Election Expenses	(5,000)	(1,000)	4,000	(1,000)	(1,061)	(61)
E04103	President's Allowance	(4,000)	(4,000)	0	(2,997)	(2,044)	953
E04104	Members Refreshments	(6,000)	(6,000)	0	(4,500)	(4,578)	(78)
E04105	Members - Insurance	(5,372)	(5,372)	0	(5,372)	(5,400)	(28)
E04106	Members - Subscriptions, Donations	(15,725)	(15,725)	0	(15,725)	(15,048)	677
E04109	Members Sitting Fees	(500)	(500)	0	(369)	(431)	(62)
E04112	Maintenance - Council Chambers	(1,443)	(1,443)	0	(1,071)	(539)	532
E04113	Members Other Expenditure	(14,000)	(14,000)	0	(6,494)	(5,223)	1,271
E04198	Depreciation	0	0	0	0	0	0
E04199	Administration Allocated	(120,817)	(120,817)	0	(90,612)	(93,923)	(3,311)
<b>Total Expenditure</b>		<b>(184,857)</b>	<b>(180,857)</b>	<b>4,000</b>	<b>(137,140)</b>	<b>(134,037)</b>	<b>3,103</b>
<b>Sub-total: Members of Council</b>		<b>(184,857)</b>	<b>(180,857)</b>	<b>4,000</b>	<b>(137,140)</b>	<b>(134,037)</b>	<b>3,103</b>
<b>NET RETURN : GOVERNANCE</b>		<b>(184,857)</b>	<b>(180,857)</b>	<b>4,000</b>	<b>(137,140)</b>	<b>(134,037)</b>	<b>3,103</b>
<b>GENERAL PURPOSE FUNDING</b>							
Rates							
R03103	General Rates Levied	975,619	980,619	5,000	980,619	982,530	1,911
R03104	Ex-Gratia Rates Received	2,692	2,692	0	2,692	2,692	0
R03105	Penalty Interest Raised on Rates	3,000	6,000	3,000	5,250	5,580	330
R03108	Instalment Interest Received	2,184	2,184	0	1,638	1,625	(13)
R03109	Rates Administration Fee Received	2,400	2,400	0	1,800	3,165	1,365
R03120	Less Discount on Rates	(41,545)	(37,545)	4,000	(37,545)	(37,471)	74
<b>Total Revenue</b>		<b>944,350</b>	<b>956,350</b>	<b>12,000</b>	<b>954,454</b>	<b>958,121</b>	<b>3,667</b>
E03100	Minor Rate Expenses	0	0	0	0	(346)	(346)
E03101	Valuation Expenses and Title Searches	(6,000)	(6,000)	0	(1,000)	(389)	611
E03199	Administration Allocated	(48,636)	(48,636)	0	(36,477)	(39,572)	(3,095)
<b>Total Expenditure</b>		<b>(54,636)</b>	<b>(54,636)</b>	<b>0</b>	<b>(37,477)</b>	<b>(40,307)</b>	<b>(2,830)</b>
<b>Sub-total: Rates</b>		<b>889,714</b>	<b>901,714</b>	<b>12,000</b>	<b>916,977</b>	<b>917,814</b>	<b>837</b>
General Purpose Grants							
R03201	Grants Commission - General	263,372	136,461	(126,911)	97,846	97,817	(29)
R03202	Grants Commission - Roads	213,892	104,995	(108,897)	78,746	78,746	0
R03203	Grants Commission - Bridges	0	19,000	19,000	19,000	19,000	0
R03250	Interest Received - Municipal	410	410	0	306	253	(53)
R03251	Interest Received - Reserve Funds	3,500	3,500	0	2,619	921	(1,698)
R03252	Interest Received - Short Term Investments	3,500	1,000	(2,500)	747	565	(182)
<b>Total Revenue</b>		<b>484,674</b>	<b>265,366</b>	<b>(219,308)</b>	<b>199,264</b>	<b>197,301</b>	<b>(1,963)</b>
E03290	Other General Purpose Funding Expenses	(10,000)	(14,000)	(4,000)	(14,497)	(13,880)	617
E03299	Administration Allocated	(20,626)	(20,626)	0	(15,462)	(16,014)	(552)
<b>Total Expenditure</b>		<b>(30,626)</b>	<b>(34,626)</b>	<b>(4,000)</b>	<b>(29,959)</b>	<b>(29,893)</b>	<b>66</b>
<b>Sub-total: General Financing</b>		<b>454,048</b>	<b>230,740</b>	<b>(223,308)</b>	<b>169,305</b>	<b>167,408</b>	<b>(1,897)</b>
<b>NET RETURN : GENERAL PURPOSE FUNDING</b>		<b>1,343,762</b>	<b>1,132,454</b>	<b>(211,308)</b>	<b>1,086,282</b>	<b>1,085,222</b>	<b>(1,060)</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>							
<b>Fire Prevention</b>							
R05100	DFES Grants	30,600	22,950	(7,650)	15,300	15,300	0
R05101	ESL Administration Fee	4,000	4,000	0	4,000	4,000	0
R05102	Fines and Penalties - Fire Prevention	720	3,320	2,600	2,960	5,231	2,271
<b>Total Revenue</b>		<b>35,320</b>	<b>30,270</b>	<b>(5,050)</b>	<b>22,260</b>	<b>24,531</b>	<b>2,271</b>
E05100	Purchase of Plant & Equipment <\$1,200 per item	(4,000)	(4,000)	0	(1,332)	(635)	697
E05101	Maintenance of Plant and Equipment	(750)	(750)	0	(558)	0	558
E05102	Maintenance of Vehicles/Trailers/Boats	(8,881)	(8,881)	0	(6,651)	(4,965)	1,686
E05103	Maintenance of Land and Buildings	(4,316)	(4,316)	0	(1,731)	(965)	766
E05104	Clothing and Accessories	(3,000)	(3,000)	0	(1,000)	(209)	791
E05105	Utilities, Rates and Taxes	(1,500)	(1,500)	0	(1,125)	(935)	190
E05106	Other Goods and Services	(2,000)	(2,000)	0	(1,494)	(1,113)	381
E05107	Insurances	(7,569)	(7,569)	0	(7,569)	(7,471)	98
E05190	Other Fire Control Expenses	(7,719)	(7,719)	0	(7,787)	(6,705)	1,082
E05198	Depreciation	(49,778)	(49,778)	0	(37,332)	(36,447)	885
E05199	Administration Allocated	(25,520)	(25,520)	0	(19,134)	(29,869)	(10,735)
<b>Total Expenditure</b>		<b>(115,033)</b>	<b>(115,033)</b>	<b>0</b>	<b>(85,713)</b>	<b>(89,316)</b>	<b>(3,603)</b>
<b>Sub-total: Fire Prevention</b>		<b>(79,713)</b>	<b>(84,763)</b>	<b>(5,050)</b>	<b>(63,453)</b>	<b>(64,785)</b>	<b>(1,332)</b>
<b>Animal Control</b>							
R05201	Fines and Penalties - Animal Control	300	300	0	225	10	(215)
R05202	Dog Registration Fees	1,800	1,800	0	1,700	1,868	168
R05203	Cat Registration Fees	100	100	0	72	120	48
<b>Total Revenue</b>		<b>2,200</b>	<b>2,200</b>	<b>0</b>	<b>1,997</b>	<b>1,998</b>	<b>1</b>
E05200	Ranger Services	(12,000)	(9,000)	3,000	(6,750)	(6,481)	269
E05290	Other Animal Control Expenses	(1,483)	(1,483)	0	(1,107)	(235)	872
E05299	Administration Allocated	(6,946)	(6,946)	0	(5,202)	(5,522)	(320)
<b>Total Expenditure</b>		<b>(20,429)</b>	<b>(17,429)</b>	<b>3,000</b>	<b>(13,059)</b>	<b>(12,238)</b>	<b>821</b>
<b>Sub-total: Animal Control</b>		<b>(18,229)</b>	<b>(15,229)</b>	<b>3,000</b>	<b>(11,062)</b>	<b>(10,240)</b>	<b>822</b>
<b>Other Law &amp; Order</b>							
R05390	Income Relating to Other Law	0	0	0	0	7,148	7,148
<b>Total Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,148</b>	<b>7,148</b>
E05300	CCTV Camera Maintenance	(1,200)	(1,200)	0	(900)	(8,348)	(7,448)
E05398	Depreciation of CCTV Camera	(2,574)	(2,574)	0	(1,926)	(1,930)	(4)
E05399	Administration Allocated	(1,996)	(1,996)	0	(1,494)	(1,556)	(62)
<b>Total Expenditure</b>		<b>(5,770)</b>	<b>(5,770)</b>	<b>0</b>	<b>(4,320)</b>	<b>(11,834)</b>	<b>(7,514)</b>
<b>Sub-total: Other Law &amp; Order</b>		<b>(5,770)</b>	<b>(5,770)</b>	<b>0</b>	<b>(4,320)</b>	<b>(4,686)</b>	<b>(366)</b>
<b>NET RETURN: LAW, ORDER &amp; PUBLIC SAFETY</b>		<b>(103,712)</b>	<b>(105,762)</b>	<b>(2,050)</b>	<b>(78,835)</b>	<b>(79,711)</b>	<b>(876)</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>HEALTH</b>							
Administration and Inspection							
E07400	Consultant Health Surveyor	(16,500)	(16,500)	0	(12,375)	(14,921)	(2,546)
E07401	Analytical Expenses	(400)	(400)	0	(297)	0	297
E07490	Other Preventative Services Expenses	(282)	(282)	0	(207)	(296)	(89)
E07499	Administration Allocated	(9,373)	(9,373)	0	(7,029)	(7,430)	(401)
<b>Total Expenditure</b>		<b>(26,555)</b>	<b>(26,555)</b>	<b>0</b>	<b>(19,908)</b>	<b>(22,646)</b>	<b>(2,738)</b>
<b>Sub-total: Administration and Inspection</b>		<b>(26,555)</b>	<b>(26,555)</b>	<b>0</b>	<b>(19,908)</b>	<b>(22,646)</b>	<b>(2,738)</b>
Preventative Services - Pest Control							
E07599	Administration Allocated	(751)	(751)	0	(558)	(1,993)	(1,435)
<b>Sub-total: Preventative Services - Pest Control</b>		<b>(751)</b>	<b>(751)</b>	<b>0</b>	<b>(558)</b>	<b>(1,993)</b>	<b>(1,435)</b>
Preventative Services - Other							
E07699	Administration Allocated	(1,374)	(1,374)	0	(1,026)	(1,104)	(78)
<b>Sub-total: Preventative Services - Other</b>		<b>(1,374)</b>	<b>(1,374)</b>	<b>0</b>	<b>(1,026)</b>	<b>(1,104)</b>	<b>(78)</b>
Other Health							
R07701	Income Relating to Other Health	1,000	4,500	3,500	3,375	4,445	1,070
<b>Total Revenue</b>		<b>1,000</b>	<b>4,500</b>	<b>3,500</b>	<b>3,375</b>	<b>4,445</b>	<b>1,070</b>
E07790	Expenses Relating to Other Health	(1,500)	(1,500)	0	(1,125)	(651)	474
E07799	Administration Allocated	(462)	(462)	0	(342)	(351)	(9)
<b>Total Expenditure</b>		<b>(1,962)</b>	<b>(1,962)</b>	<b>0</b>	<b>(1,467)</b>	<b>(1,002)</b>	<b>465</b>
<b>Sub-total: Other Health</b>		<b>(962)</b>	<b>2,538</b>	<b>3,500</b>	<b>1,908</b>	<b>3,443</b>	<b>1,535</b>
<b>NET RETURN: HEALTH</b>		<b>(29,642)</b>	<b>(26,142)</b>	<b>3,500</b>	<b>(19,584)</b>	<b>(22,301)</b>	<b>(2,717)</b>
<b>EDUCATION &amp; WELFARE</b>							
Education							
E08290	Other Expenses Relating to Other Education	(2,916)	(1,416)	1,500	(1,062)	(309)	753
E08299	Administration Allocated	(116)	(116)	0	(81)	(100)	(19)
<b>Sub-total: Education</b>		<b>(3,032)</b>	<b>(1,532)</b>	<b>1,500</b>	<b>(1,143)</b>	<b>(410)</b>	<b>733</b>
Welfare							
E08699	Administration Allocated	(738)	(738)	0	(549)	(552)	(3)
<b>Sub-total: Welfare</b>		<b>(738)</b>	<b>(738)</b>	<b>0</b>	<b>(549)</b>	<b>(552)</b>	<b>(3)</b>
<b>NET RETURN: EDUCATION &amp; WELFARE</b>		<b>(3,770)</b>	<b>(2,270)</b>	<b>1,500</b>	<b>(1,692)</b>	<b>(962)</b>	<b>730</b>



**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>HOUSING</b>							
Staff Housing							
Total Revenue		0	0	0	0	0	0
E09101	Maintenance - 13 Dunmall Drive	(13,259)	(19,259)	(6,000)	(12,927)	(14,378)	(1,451)
E09102	Maintenance - 19 Humes Way	(5,151)	(5,151)	0	(3,852)	(4,128)	(276)
E09103	Maintenance - 14 Down Street	(26,384)	(26,384)	0	(3,773)	(3,677)	96
E09104	Maintenance - 1 Dowsett Street	(13,306)	(5,306)	8,000	(3,969)	(2,197)	1,772
E09196	Housing Cost Reallocated to Works and Services	52,630	52,630	0	46,971	44,117	(2,854)
E09198	Depreciation	(32,118)	(32,118)	0	(19,084)	(17,441)	1,643
E09199	Administration Allocated	(7,921)	(7,921)	0	(5,940)	(6,275)	(335)
Total Expenditure		(35,509)	(33,509)	2,000	(2,574)	(3,979)	(1,405)
Sub-total: Staff Housing		(35,509)	(33,509)	2,000	(2,574)	(3,979)	(1,405)
Other Housing							
R09126	Rental Income - 7 Gnowing St	9,100	9,100	0	6,822	6,650	(172)
R09127	Rental Income - 5 Dunmall Drive	31,200	31,200	0	23,400	23,400	(0)
Total Revenue		40,300	40,300	0	30,222	30,050	(172)
E09105	Maintenance - 1 Michibin Street	(4,045)	(4,045)	0	(3,006)	(2,296)	710
E09106	Maintenance - 7 Gnowing Street	(2,630)	(2,630)	0	(1,962)	(1,337)	625
E09201	Maintenance - 5 Dunmall Drive	(2,913)	(2,913)	0	(2,178)	(2,420)	(242)
E09202	Interest Charges	(8,521)	(8,521)	0	(6,390)	(6,396)	(6)
E09298	Depreciation	(12,564)	(12,564)	0	(8,423)	(7,822)	601
Total Expenditure		(30,673)	(30,673)	0	(21,959)	(20,271)	1,688
Sub-total: Other Housing		9,627	9,627	0	8,263	9,779	1,516
<b>NET RETURN : HOUSING</b>		<b>(25,882)</b>	<b>(23,882)</b>	<b>2,000</b>	<b>5,689</b>	<b>5,800</b>	<b>111</b>

**COMMUNITY AMENITIES**

Sanitation - Household Refuse							
R10101	Domestic Refuse Collection Fees	24,000	27,500	3,500	27,500	27,660	160
R10102	Domestic Refuse Collection Fees - Season Pass	3,100	3,100	0	3,616	4,301	685
R10190	Household waste Fees & Charges	500	500	0	369	68	(301)
Total Revenue		27,600	31,100	3,500	31,485	32,029	544
E10101	Domestic Refuse Collection	(19,000)	(15,000)	4,000	(11,250)	(11,287)	(37)
E10102	Recycling Service - Domestic	(7,700)	(7,700)	0	(5,769)	(5,118)	651
E10103	Refuse Site Maintenance Costs	0	(2,000)	(2,000)	(1,503)	(1,525)	(22)
E10104	Bulk Recycling	(6,000)	(6,000)	0	(4,500)	(3,419)	1,081
E10190	Transfer Station Bin Collections	(30,000)	(30,000)	0	(22,500)	(21,495)	1,005
E10199	Administration Allocated	(14,067)	(14,067)	0	(10,548)	(11,144)	(596)
Total Expenditure		(76,767)	(74,767)	2,000	(56,070)	(53,988)	2,082
Sub-total: Sanitation		(49,167)	(43,667)	5,500	(24,585)	(21,959)	2,626

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>Sanitation - Other</b>							
R10201	Commercial Refuse Collection Fees	4,000	2,200	(1,800)	1,647	2,118	471
R10204	Drum Muster Income	2,050	2,050	0	1,530	1,518	(12)
R10290	Commercial waste Fees & Charges	3,000	4,000	1,000	2,997	3,676	679
R10291	Recycling Waste Fees & Charges	0	0	0	0	41	41
R10293	White goods waste Fees & Charges	0	0	0	0	35	35
R10294	Car bodies & Tyres Waster Fees & Charges	0	0	0	0	329	329
<b>Total Revenue</b>		<b>9,050</b>	<b>8,250</b>	<b>(800)</b>	<b>6,174</b>	<b>7,716</b>	<b>1,542</b>
E10201	Commercial Refuse Collection	(200)	(2,000)	(1,800)	(1,494)	(1,723)	(229)
E10202	Bulk Recycling at Transfer Station	(200)	(200)	0	(144)	0	144
E10203	Street Bin Collection Expenses	(9,000)	(3,000)	6,000	(2,250)	(1,732)	518
E10204	DrumMuster	(2,000)	(2,000)	0	(1,494)	(1,095)	399
E10298	Depreciation	(3,276)	(3,276)	0	(2,457)	(5,382)	(2,925)
E10299	Administration Allocated	(12,819)	(12,819)	0	(9,612)	(9,990)	(378)
<b>Total Expenditure</b>		<b>(27,495)</b>	<b>(23,295)</b>	<b>4,200</b>	<b>(17,451)</b>	<b>(19,922)</b>	<b>(2,471)</b>
<b>Sub-total: Sanitation - Other</b>		<b>(18,445)</b>	<b>(15,045)</b>	<b>3,400</b>	<b>(11,277)</b>	<b>(12,206)</b>	<b>(929)</b>
<b>Sewerage</b>							
R10390	Income Relating to Sewerage	1,000	1,000	0	747	236	(511)
<b>Total Revenue</b>		<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>747</b>	<b>236</b>	<b>(511)</b>
E10390	Expenses Relating to Sewerage	(500)	(500)	0	(369)	0	369
E10399	Administration Allocated	(1,578)	(1,578)	0	(1,179)	(1,255)	(76)
<b>Total Expenditure</b>		<b>(2,078)</b>	<b>(2,078)</b>	<b>0</b>	<b>(1,548)</b>	<b>(1,255)</b>	<b>293</b>
<b>Sub-total: Sewerage</b>		<b>(1,078)</b>	<b>(1,078)</b>	<b>0</b>	<b>(801)</b>	<b>(1,019)</b>	<b>(218)</b>
<b>Urban Stormwater Drainage</b>							
E10490	Expenses Relating to Urban Stormwater Drainage	(500)	(500)	0	(369)	(254)	115
E10499	Administration Allocated	(650)	(650)	0	(486)	(552)	(66)
<b>Sub-total: Urban Stormwater Drainage</b>		<b>(1,150)</b>	<b>(1,150)</b>	<b>0</b>	<b>(855)</b>	<b>(806)</b>	<b>49</b>
<b>Protection of the Environment</b>							
E10501	Removal of Abandoned Vehicles	(500)	(500)	0	(369)	0	369
E10599	Administration Allocated	(4,302)	(4,302)	0	(3,222)	(3,363)	(141)
<b>Sub-total: Protection of the Environment</b>		<b>(4,802)</b>	<b>(4,802)</b>	<b>0</b>	<b>(3,591)</b>	<b>(3,363)</b>	<b>228</b>
<b>Town Planning and Regional Development</b>							
R10601	Town Planning Fees & Charges	2,000	2,000	0	1,994	3,836	1,842
<b>Total Revenue</b>		<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>1,994</b>	<b>3,836</b>	<b>1,842</b>
E10601	Planning Consultant Fees	(5,000)	(2,000)	3,000	(1,503)	(335)	1,168
E10602	Town Planning Advertising	0	0	0	0	(387)	(387)
E10699	Administration Allocated	(41,938)	(41,938)	0	(31,446)	(32,680)	(1,234)
<b>Total Expenditure</b>		<b>(46,938)</b>	<b>(43,938)</b>	<b>3,000</b>	<b>(32,949)</b>	<b>(33,402)</b>	<b>(453)</b>
<b>Sub-total: Town Planning and Regional Development</b>		<b>(44,938)</b>	<b>(41,938)</b>	<b>3,000</b>	<b>(30,955)</b>	<b>(29,566)</b>	<b>1,389</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>Other Community Amenities</b>							
R10705	Cemetery Fees & Charges	1,500	1,500	0	1,125	1,352	227
<b>Total Revenue</b>		<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,125</b>	<b>1,352</b>	<b>227</b>
E10701	Public Conveniences - Watts Street	(23,590)	(15,590)	8,000	(11,691)	(10,612)	1,079
E10702	Public Conveniences - Pumphreys Bridge	(8,118)	(8,118)	0	(6,066)	(6,719)	(653)
E10705	Cemetery Maintenance	(500)	(500)	0	(369)	(2,681)	(2,312)
E10790	Expenses Relating to Other Community Amenities	(500)	(500)	0	(369)	0	369
E10798	Depreciation	(9,491)	(9,491)	0	(7,110)	(3,584)	3,526
E10799	Administration Allocated	(7,153)	(7,153)	0	(5,364)	(5,622)	(258)
<b>Total Expenditure</b>		<b>(49,352)</b>	<b>(41,352)</b>	<b>8,000</b>	<b>(30,969)</b>	<b>(29,217)</b>	<b>1,752</b>
<b>Sub-total: Other Community Amenities</b>		<b>(47,852)</b>	<b>(39,852)</b>	<b>8,000</b>	<b>(29,844)</b>	<b>(27,865)</b>	<b>1,979</b>
<b>NET RETURN: COMMUNITY AMENITIES</b>		<b>(167,432)</b>	<b>(147,532)</b>	<b>19,900</b>	<b>(101,908)</b>	<b>(96,785)</b>	<b>5,123</b>
<b>RECREATION &amp; CULTURE</b>							
<b>Public Halls and Civic Centre</b>							
R11101	Community Centre Fees & Charges	1,000	1,000	0	501	32	(469)
<b>Total Revenue</b>		<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>501</b>	<b>32</b>	<b>(469)</b>
E11101	Wandering Community Centre	(29,233)	(29,233)	0	(14,915)	(13,857)	1,058
E11198	Depreciation	(12,854)	(12,854)	0	(9,639)	(8,871)	769
E11199	Administration Allocated	(13,712)	(13,712)	0	(10,278)	(10,743)	(465)
<b>Total Expenditure</b>		<b>(55,799)</b>	<b>(55,799)</b>	<b>0</b>	<b>(34,832)</b>	<b>(33,471)</b>	<b>1,361</b>
<b>Sub-total: Public Halls and Civic Centre</b>		<b>(54,799)</b>	<b>(54,799)</b>	<b>0</b>	<b>(34,331)</b>	<b>(33,439)</b>	<b>892</b>
<b>Other Recreation and Sport</b>							
R11390	Other Recreation Fees & Charges	500	500	0	369	545	176
<b>Total Revenue</b>		<b>500</b>	<b>500</b>	<b>0</b>	<b>369</b>	<b>545</b>	<b>176</b>
E11300	Public Parks, Gardens & Reserves	(26,346)	(26,346)	0	(24,746)	(26,701)	(1,955)
E11301	Community Centre Oval	(16,865)	(14,865)	2,000	(9,633)	(9,246)	387
E11302	Cheetaning Street Oval	(2,860)	(2,860)	0	(2,133)	(1,190)	943
E11303	Wandering Tennis Courts	(1,988)	(1,988)	0	(1,485)	(1,291)	194
E11305	Bowling Green	(1,682)	(1,682)	0	(1,251)	(1,008)	243
E11306	Playgrounds	(6,799)	(4,799)	2,000	(3,591)	(2,324)	1,267
E11307	Skate Park Maintenance	(3,089)	(3,089)	0	(2,313)	(1,662)	651
E11398	Depreciation	(40,527)	(40,527)	0	(30,393)	(28,510)	1,883
E11399	Administration Allocated	(8,903)	(8,903)	0	(6,669)	(7,028)	(359)
<b>Total Expenditure</b>		<b>(109,059)</b>	<b>(105,059)</b>	<b>4,000</b>	<b>(82,214)</b>	<b>(78,959)</b>	<b>3,255</b>
<b>Sub-total: Other Recreation and Sport</b>		<b>(108,559)</b>	<b>(104,559)</b>	<b>4,000</b>	<b>(81,845)</b>	<b>(78,414)</b>	<b>3,431</b>
<b>Television and Broadcasting</b>							
E11498	Depreciation	(701)	(701)	0	(522)	(525)	(3)
<b>Sub-total: Television and Broadcasting</b>		<b>(701)</b>	<b>(701)</b>	<b>0</b>	<b>(522)</b>	<b>(525)</b>	<b>(3)</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>Libraries</b>							
E11500	Council Contribution to Library Operations	(9,500)	(9,500)	0	(7,119)	(9,500)	(2,381)
E11590	Other Library Expenses	0	0	0	0	(80)	(80)
<b>Sub-total: Libraries</b>		<b>(9,500)</b>	<b>(9,500)</b>	<b>0</b>	<b>(7,119)</b>	<b>(9,580)</b>	<b>(2,461)</b>
<b>Other Culture</b>							
R11690	Other Cultural Fees & Charges	0	0	0	0	100	100
<b>Total Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>
E11601	Community Events	(9,219)	(9,219)	0	(6,912)	(1,096)	5,816
E11698	Depreciation	(2,397)	(2,397)	0	(1,791)	(2,201)	(410)
E11699	Administration Allocated	(7,658)	(7,658)	0	(5,742)	(6,074)	(332)
<b>Total Expenditure</b>		<b>(19,274)</b>	<b>(19,274)</b>	<b>0</b>	<b>(14,445)</b>	<b>(9,371)</b>	<b>5,074</b>
<b>Sub-total: Other Culture</b>		<b>(19,274)</b>	<b>(19,274)</b>	<b>0</b>	<b>(14,445)</b>	<b>(9,271)</b>	<b>5,174</b>
<b>NET RETURN: RECREATION &amp; CULTURE</b>		<b>(192,833)</b>	<b>(186,633)</b>	<b>4,000</b>	<b>(138,262)</b>	<b>(131,229)</b>	<b>7,033</b>

**TRANSPORT**

<b>Roads &amp; Streets</b>							
R12200	Grant - Regional Road Group	395,820	395,820	0	316,655	316,655	0
R12201	Grant - Roads to Recovery	103,000	103,000	0	119,612	119,612	0
R12202	Grant - Blackspot Funding	0	41,593	41,593	0	0	0
R12204	Grant - MRWA Direct	51,993	29,993	(22,000)	29,993	29,943	(50)
R12210	Grant - Storm & Flood Damage	1,322,937	1,322,937	0	0	0	0
R12290	Other Roads Income	2,500	2,500	0	1,872	1,169	(703)
<b>Total Revenue</b>		<b>1,876,250</b>	<b>1,895,843</b>	<b>19,593</b>	<b>468,132</b>	<b>467,379</b>	<b>(753)</b>
E12200	Rural Road Maintenance	(463,265)	(329,265)	134,000	(248,818)	(252,614)	(3,796)
E12201	Town Street Maintenance	0	(10,000)	(10,000)	(7,497)	(4,551)	2,946
E12202	Mulching/Clearing	0	0	0	0	0	0
E12203	Drainage Maintenance/Spraying	(8,000)	(8,000)	0	(3,994)	(934)	3,060
E12204	Footpath Maintenance	(500)	(500)	0	(369)	0	369
E12206	Depot Maintenance	0	0	0	0	0	0
E12207	Street Lighting	(9,600)	(7,600)	2,000	(5,697)	(5,340)	357
E12208	Road & Street Signs	(2,000)	(2,000)	0	(1,494)	(692)	802
E12209	Flood Damage 1	(1,475,937)	(675,937)	800,000	(136,952)	(239,331)	(102,379)
E12210	Flood Damage II	0	(800,000)	(800,000)	(600,003)	(506,455)	93,548
E12211	Roman consultant	(5,000)	(5,000)	0	(3,744)	0	3,744
E12214	Flood Damage Admin	0	0	0	0	0	0
E12298	Depreciation	(430,000)	(430,000)	0	(322,497)	(314,237)	8,260
E12299	Administration Allocated	(80,197)	(80,197)	0	(60,147)	(55,972)	4,175
<b>Total Expenditure</b>		<b>(2,474,499)</b>	<b>(2,348,499)</b>	<b>126,000</b>	<b>(1,391,212)</b>	<b>(1,380,126)</b>	<b>11,086</b>
<b>Sub-total: Roads &amp; Streets</b>		<b>(598,249)</b>	<b>(452,656)</b>	<b>145,593</b>	<b>(923,080)</b>	<b>(912,746)</b>	<b>10,334</b>
<b>TOTAL: TRANSPORT</b>		<b>(598,249)</b>	<b>(452,656)</b>	<b>145,593</b>	<b>(923,080)</b>	<b>(912,746)</b>	<b>10,334</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>ECONOMIC SERVICES</b>							
<b>Rural Services</b>							
R13102	Feral Pigs Funding	10,000	24,000	14,000	24,000	23,910	(90)
<b>Total Revenue</b>		<b>10,000</b>	<b>24,000</b>	<b>14,000</b>	<b>24,000</b>	<b>23,910</b>	<b>(90)</b>
E13102	Feral Pigs	(10,000)	(24,000)	(14,000)	(21,497)	(23,910)	(2,413)
E13103	Vermin Control	(1,944)	(1,944)	0	(1,449)	(265)	1,184
E13199	Administration Allocated	(2,823)	(2,823)	0	(2,115)	(2,209)	(94)
<b>Total Expenditure</b>		<b>(14,767)</b>	<b>(28,767)</b>	<b>0</b>	<b>(25,061)</b>	<b>(26,384)</b>	<b>1,090</b>
<b>Sub-total: Rural Services</b>		<b>(4,767)</b>	<b>(4,767)</b>	<b>0</b>	<b>(1,061)</b>	<b>(2,474)</b>	<b>(1,413)</b>
<b>Tourism &amp; Area Promotion</b>							
R13200	Caravan Park Fees & Charges	3,000	3,000	0	2,250	4,753	2,503
R13290	Other Tourism & Area Promotion Income	0	0	0	0	178	178
<b>Total Revenue</b>		<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>2,250</b>	<b>4,931</b>	<b>2,681</b>
E13200	Caravan Park	(16,179)	(16,179)	0	(12,132)	(12,459)	(327)
E13202	Area Promotion	(10,000)	(10,000)	0	(7,497)	(9,223)	(1,726)
E13203	Vintage Machinery Shed	(3,234)	(3,234)	0	(2,421)	(1,338)	1,083
E13298	Depreciation	(9,088)	(9,088)	0	(6,813)	(6,788)	25
E13299	Administration Allocated	(6,483)	(6,483)	0	(4,860)	(5,171)	(311)
<b>Total Expenditure</b>		<b>(44,984)</b>	<b>(44,984)</b>	<b>0</b>	<b>(33,723)</b>	<b>(34,979)</b>	<b>(1,256)</b>
<b>Sub-total: Tourism &amp; Area Promotion</b>		<b>(41,984)</b>	<b>(41,984)</b>	<b>0</b>	<b>(31,473)</b>	<b>(30,048)</b>	<b>1,425</b>
<b>Building Control</b>							
R13301	Building License Fees & Charges	3,000	3,000	0	2,250	1,501	(749)
R13302	BSL Commissions	120	120	0	90	14	(76)
R13303	BCITF Commissions	120	120	0	90	8	(83)
R13390	Other Building Control Income	500	500	0	369	105	(265)
<b>Total Revenue</b>		<b>3,740</b>	<b>3,740</b>	<b>0</b>	<b>2,799</b>	<b>1,627</b>	<b>(1,172)</b>
E13300	Consultant Building Surveyor	(5,000)	(2,000)	3,000	(1,503)	(988)	515
E13390	Other Building Control Expenses	(282)	(282)	0	(207)	(296)	(89)
E13399	Administration Allocated	(26,906)	(26,906)	0	(20,178)	(21,234)	(1,056)
<b>Total Expenditure</b>		<b>(32,188)</b>	<b>(29,188)</b>	<b>3,000</b>	<b>(21,888)</b>	<b>(22,519)</b>	<b>(631)</b>
<b>Sub-total: Building Control</b>		<b>(28,448)</b>	<b>(25,448)</b>	<b>3,000</b>	<b>(19,089)</b>	<b>(20,892)</b>	<b>(1,803)</b>
<b>Community Resource Centre</b>							
R13400	CRC Donations	0	0	0	0	182	182
R13401	CRC Centrelink	4,882	4,882	0	4,882	4,882	(0)
R13402	CRC Fees & Charges	2,000	2,000	0	1,494	334	(1,160)
R13403	CRC Training Course Fees	3,500	2,000	(1,500)	1,503	2,249	746
R13404	CRC Reimbursements	0	0	0	0	864	864
R13410	CRC Project Grants Income	33,279	18,279	(15,000)	13,707	16,300	2,593
R13412	Wandering Echo	6,000	3,500	(2,500)	2,628	1,062	(1,566)
R13413	Library Contribution from Shire	9,500	9,500	0	7,119	9,500	2,381
R13414	Licensing Commissions	5,500	5,500	0	4,122	4,375	253
R13418	RDL Prof. Development & Training	0	3,000	3,000	2,250	3,029	779
R13420	RDL Traineeship	4,000	1,500	(2,500)	1,125	1,500	375
R13423	Community Development Grants Income	8,750	0	(8,750)	0	0	0
R13430	Fees(CRC)-Govt. Service Delivery	101,214	101,214	0	75,912	77,549	1,637
<b>Total Revenue</b>		<b>178,625</b>	<b>151,375</b>	<b>(27,250)</b>	<b>114,742</b>	<b>121,826</b>	<b>7,084</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
E13401	CRC Salaries	(82,170)	(82,170)	0	(64,023)	(67,556)	(3,535)
E13402	CRC Superannuation	(10,553)	(10,553)	0	(7,911)	(9,738)	(1,827)
E13403	CRC Other Staff Related Expenses	(2,000)	(2,000)	0	(1,494)	(2,206)	(712)
E13404	CRC Insurance	(3,381)	(3,381)	0	(2,529)	(2,910)	(381)
E13405	CRC Utilities	(4,500)	(4,500)	0	(3,375)	(3,976)	(601)
E13406	CRC Training Courses	(18,000)	(13,000)	5,000	(9,747)	(8,614)	1,133
E13407	CRC Printing & Stationery	(3,000)	(3,000)	0	(2,250)	(3,775)	(1,525)
E13408	CRC Postage & Freight	(1,000)	(1,000)	0	(747)	(23)	724
E13410	CRC Project Grants	(3,000)	(3,000)	0	(2,250)	(362)	1,888
E13411	CRC Building Maintenance	(16,500)	(16,500)	0	(8,375)	(6,301)	2,074
E13412	Wandering Echo	(1,500)	(1,500)	0	(1,125)	(1,014)	111
E13413	Library	(3,000)	(3,000)	0	(2,250)	(2,048)	202
E13414	Licensing	(1,600)	(1,600)	0	(1,197)	(914)	283
E13416	CRC Equipment Fixture & Fittings	(2,500)	(2,500)	0	(1,872)	(360)	1,512
E13417	CRC Marketing & Promotion	(7,000)	(4,500)	2,500	(2,375)	(512)	1,863
E13418	CRC Professional Develop. & Train.	(3,500)	(3,500)	0	(2,619)	(2,231)	388
E13419	CRC Info & Comm Tech & Develop	(1,500)	(1,500)	0	(1,125)	(1,131)	(6)
E13420	CRC Traineeship	0	0	0	0	0	0
E13430	Community Development Grants Expenses	(8,750)	(8,750)	0	(6,561)	(8,267)	(1,706)
E13498	Depreciation	(4,811)	(4,811)	0	(3,600)	(2,472)	1,128
E13499	Administration Allocated	(12,903)	(12,903)	0	(9,675)	(10,993)	(1,318)
<b>Total Expenditure</b>		<b>(191,168)</b>	<b>(183,668)</b>	<b>7,500</b>	<b>(135,100)</b>	<b>(135,405)</b>	<b>(305)</b>
<b>Sub-total: Community Resource Centre</b>		<b>(12,543)</b>	<b>(32,293)</b>	<b>(19,750)</b>	<b>(20,358)</b>	<b>(13,579)</b>	<b>6,779</b>
<b>Other Economic Services</b>							
R13490	Insurance Reimbursement	0	9,000	9,000	9,000	9,165	165
R13501	Post Office Commission	36,000	36,000	0	18,000	13,307	(4,693)
R13502	Post Office Fees & Charges	4,000	4,000	0	2,997	3,094	97
R13503	Telstra Exchange Lease Income	2,122	2,122	0	1,584	0	(1,584)
R13504	Fees - Sale of Newspapers	2,344	2,344	0	1,755	2,030	275
R13505	NBN Deed Access Income	455	455	0	333	0	(333)
R13590	Other Economic Services Income	500	500	0	369	0	(369)
<b>Total Revenue</b>		<b>45,421</b>	<b>54,421</b>	<b>9,000</b>	<b>34,038</b>	<b>27,596</b>	<b>(6,442)</b>
E13501	Postal Agency Expenses	(4,000)	(4,000)	0	(2,997)	(2,758)	239
E13504	Purchase of West Australian	(2,000)	(2,000)	0	(1,494)	(2,083)	(589)
E13599	Administration Allocated	(52,580)	(52,580)	0	(39,429)	(41,816)	(2,387)
<b>Total Expenditure</b>		<b>(58,580)</b>	<b>(58,580)</b>	<b>0</b>	<b>(43,920)</b>	<b>(46,657)</b>	<b>(2,737)</b>
<b>Sub-total: Other Economic Services</b>		<b>(13,159)</b>	<b>(4,159)</b>	<b>9,000</b>	<b>(9,882)</b>	<b>(19,061)</b>	<b>(9,179)</b>
<b>Fuel Facility</b>							
R13601	Fuel Sales - ULP	220,000	220,000	0	164,997	159,156	(5,841)
R13602	Fuel Sales - Diesel	235,000	265,000	30,000	198,747	219,397	20,650
<b>Total Revenue</b>		<b>455,000</b>	<b>485,000</b>	<b>30,000</b>	<b>363,744</b>	<b>378,553</b>	<b>14,809</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description				YTD		
		Adopted Annual Budget	Revised Annual Budget	Variance (\$)	Current/Revised Budget	YTD Actual	Variance (\$)
E13601	Fuel Purchases - ULP	(200,000)	(200,000)	0	(149,994)	(140,833)	9,162
E13602	Fuel Purchases - Diesel	(210,000)	(235,000)	(25,000)	(176,247)	(192,480)	(16,233)
E13610	Fuel Facility Maintenance	(11,483)	(11,483)	0	(8,595)	(4,374)	4,221
E13690	Other Fuel Facility Expenses	(4,000)	(4,000)	0	(2,997)	(5,145)	(2,148)
E13698	Depreciation	(11,427)	(11,427)	0	(8,568)	(7,231)	1,337
E13699	Administration Allocated	(24,059)	(24,059)	0	(18,036)	(20,381)	(2,345)
<b>Total Expenditure</b>		<b>(460,969)</b>	<b>(485,969)</b>	<b>(25,000)</b>	<b>(364,437)</b>	<b>(370,444)</b>	<b>(6,007)</b>
<b>Sub-total: Fuel Facility</b>		<b>(5,969)</b>	<b>(969)</b>	<b>5,000</b>	<b>(693)</b>	<b>8,109</b>	<b>8,802</b>
<b>TOTAL ECONOMIC SERVICES</b>		<b>(106,870)</b>	<b>(109,620)</b>	<b>(2,750)</b>	<b>(82,556)</b>	<b>(77,945)</b>	<b>4,611</b>
<b>OTHER PROPERTY &amp; SERVICES</b>							
<b>Private Works</b>							
R14100	Private Works Fees & Charges	8,000	8,000	0	5,994	5,784	(210)
<b>Total Revenue</b>		<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>5,994</b>	<b>5,784</b>	<b>(210)</b>
E14100	Private Works Expenses	(5,000)	(5,000)	0	(3,744)	(2,612)	1,132
E14199	Administration Allocated	(5,695)	(5,695)	0	(4,266)	(4,669)	(403)
<b>Total Expenditure</b>		<b>(10,695)</b>	<b>(10,695)</b>	<b>0</b>	<b>(8,010)</b>	<b>(7,281)</b>	<b>729</b>
<b>Sub-total: Private Works</b>		<b>(2,695)</b>	<b>(2,695)</b>	<b>0</b>	<b>(2,016)</b>	<b>(1,497)</b>	<b>519</b>
<b>Public Works Overheads</b>							
R14210	Workers Compensation Reimbursements	0	0	0	0	0	0
<b>Total Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
E14200	Works - Administration Expenses	(40,000)	(40,000)	0	(14,997)	(13,058)	1,939
E14201	Works - Superannuation	(64,871)	(64,871)	0	(48,645)	(47,803)	842
E14202	Works - Annual, LSL, Public Holiday & Sick Leave	(54,906)	(54,906)	0	(50,175)	(47,232)	2,943
E14203	Works - Health, Safety & Training	(18,000)	(26,000)	(8,000)	(19,503)	(19,546)	(143)
E14204	Works - Protective Clothing	(6,500)	(6,500)	0	(4,869)	(4,261)	608
E14205	Tools & Consumables	(10,000)	(10,000)	0	(7,497)	(5,874)	1,623
E14290	Other Works Related Expenses	(23,417)	(31,417)	(8,000)	(25,559)	(26,310)	(751)
E14294	Less PWOH allocated to Works & Services	299,163	376,925	77,762	352,699	346,360	(6,339)
E14295	Housing Allocated	(50,970)	(50,970)	0	(38,223)	(21,856)	16,367
E14299	Administration Allocated	(39,949)	(39,949)	0	(29,951)	(33,734)	(3,773)
<b>Total Expenditure</b>		<b>(9,450)</b>	<b>52,312</b>	<b>61,762</b>	<b>113,270</b>	<b>126,586</b>	<b>13,316</b>
<b>Sub-total: Public Works Overheads</b>		<b>(9,450)</b>	<b>52,312</b>	<b>61,762</b>	<b>113,270</b>	<b>126,586</b>	<b>13,316</b>
<b>Plant Operation</b>							
R14301	Diesel Fuel Rebate	17,000	22,000	5,000	19,497	20,237	740
R14302	Motor Vehicle Policy discount	2,000	2,000	0	1,494	2,242	748
R14303	Insurance reimbursement	0	0	0	0	0	0
<b>Total Revenue</b>		<b>19,000</b>	<b>24,000</b>	<b>5,000</b>	<b>20,991</b>	<b>22,480</b>	<b>1,489</b>

**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
E14301	Plant - Insurance	(18,741)	(22,741)	(4,000)	(17,055)	(22,927)	(5,872)
E14302	Plant - Fuel & Oils	(72,000)	(102,000)	(30,000)	(76,500)	(72,447)	4,053
E14303	Plant - Tyres and Tubes	(7,000)	(7,000)	0	(5,247)	(3,591)	1,656
E14304	Plant - Parts & Repairs	(70,000)	(90,000)	(20,000)	(72,497)	(89,957)	(17,460)
E14305	Plant - Internal Repair Wages	(9,853)	(9,853)	0	(7,389)	(9,355)	(1,966)
E14306	Plant - Licences	(15,268)	(5,268)	10,000	(3,951)	(3,255)	696
E14307	Plant - Depreciation	(57,261)	(57,261)	0	(42,939)	(40,090)	2,849
E14308	Less Plant Operation Costs allocated to Works & Se	243,169	309,023	65,854	261,777	252,641	(9,136)
E14309	Plant - Depot Maintenance	(13,762)	(18,762)	(5,000)	(14,058)	(14,297)	(239)
E14398	Depreciation - Plant	(2,431)	(2,431)	0	(1,818)	(2,076)	(258)
E14399	Administration Allocated	(15,580)	(15,580)	0	(11,682)	(13,102)	(1,420)
<b>Total Expenditure</b>		<b>(36,727)</b>	<b>(21,873)</b>	<b>16,854</b>	<b>8,641</b>	<b>(18,457)</b>	<b>(27,098)</b>
<b>Sub-total: Plant Operation</b>		<b>(19,727)</b>	<b>2,127</b>	<b>21,854</b>	<b>29,632</b>	<b>4,022</b>	<b>(25,610)</b>
<b>Administration</b>							
R14500	Administration Fees & Charges	950	950	0	711	79	(632)
R14590	Other Administration Income	2,500	2,500	0	1,872	3,857	1,985
R14791	Income Relating to Unclassified - GST Free	0	0	0	0	50	50
<b>Total Revenue</b>		<b>3,450</b>	<b>3,450</b>	<b>0</b>	<b>2,583</b>	<b>3,986</b>	<b>1,403</b>
E14500	Admin - Salaries	(367,583)	(314,991)	52,592	(236,241)	(237,602)	(1,361)
E14501	Admin - Superannuation	(51,363)	(46,363)	5,000	(34,776)	(33,583)	1,193
E14502	Admin - Fringe Benefits Tax	(9,000)	(13,000)	(4,000)	(9,747)	(9,756)	(9)
E14503	Admin - Training Expenses	(5,000)	(5,000)	0	(3,744)	(6,400)	(2,656)
E14504	Admin - Staff Uniforms	(3,500)	(3,500)	0	(2,619)	(182)	2,437
E14505	Admin - Conference Expenses	(15,000)	(15,000)	0	(11,250)	(9,066)	2,184
E14506	Admin - Building Maintenance	(13,000)	(22,000)	(9,000)	(25,497)	(25,224)	273
E14507	Admin - Utilities	(17,200)	(17,200)	0	(12,897)	(13,658)	(771)
E14508	Admin - Insurance Premiums	(26,743)	(20,243)	6,500	(21,683)	(20,359)	1,324
E14509	Admin - Vehicle Running Expenses	(11,000)	(8,000)	3,000	(4,003)	(3,337)	666
E14510	Office Equipment Maintenance	(1,000)	(6,260)	(5,260)	(4,698)	(6,178)	(1,480)
E14511	IT Licensing & Support	(35,000)	(35,000)	0	(26,244)	(24,318)	1,926
E14512	Audit Fees	(22,000)	(22,000)	0	(7,497)	(6,553)	944
E14513	Bank Charges	(3,000)	(3,000)	0	(2,250)	(1,036)	1,214
E14514	Legal Expenses	(7,000)	(5,000)	2,000	(3,753)	(4,940)	(1,187)
E14515	Consultancy Fees	(5,000)	(52,168)	(47,168)	(39,123)	(50,080)	(10,957)
E14516	Advertising	(1,500)	(1,500)	0	(1,125)	(599)	526
E14517	Printing, Stationery & Postage	(9,500)	(9,500)	0	(7,119)	(7,648)	(529)
E14519	Overdraft Facility Charges	(1,200)	(1,200)	0	(900)	0	900
E14520	Overdraft Facility Interest	0	0	0	0	0	0
E14521	Resource Sharing	0	(33,593)	(33,593)	(25,191)	(14,991)	10,200
E14590	Other Administration Expenses	(9,000)	(9,000)	0	(6,750)	(9,759)	(3,009)
E14591	Housing Allocated	(11,660)	(11,660)	0	(8,739)	(1,463)	7,276
E14594	Less Admin Costs allocated to Programs	625,231	625,231	0	488,918	483,789	(5,129)
E14598	Depreciation	(26,392)	(26,392)	0	(19,791)	(17,437)	2,354
<b>Total Expenditure</b>		<b>(26,410)</b>	<b>(56,339)</b>	<b>(29,929)</b>	<b>(26,719)</b>	<b>(20,391)</b>	<b>6,328</b>
<b>Sub-total: Administration</b>		<b>(22,960)</b>	<b>(52,889)</b>	<b>(29,929)</b>	<b>(24,136)</b>	<b>(16,404)</b>	<b>7,732</b>



**SHIRE OF WANDERING**  
**APPENDIX A - DETAILED OPERATING SCHEDULE**  
**For the Period Ended 31 March 2018**

COA	Description	Adopted Annual Budget	Revised Annual Budget	Variance (\$)	YTD Current/Revised Budget	YTD Actual	Variance (\$)
<b>Gross Salaries and Wages</b>							
E14600	Gross Salaries & Wages	0	0	0	0	(777,745)	(777,745)
E14601	Less Sal & Wages Alloc to Works	0	0	0	0	777,745	777,745
<b>Total Expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sub-total: Salaries &amp; Wages</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Town Planning Schemes</b>							
<b>Total Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sub-total: Town Planning Schemes</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>		<b>(54,832)</b>	<b>(1,145)</b>	<b>53,687</b>	<b>116,750</b>	<b>112,707</b>	<b>(4,043)</b>
<b>NET RETURN</b>		<b>(124,317)</b>	<b>(106,245)</b>	<b>18,072</b>	<b>(274,336)</b>	<b>(251,987)</b>	<b>22,349</b>



ATTACHMENT 10.4.1.2

Municipal Bank Reconciliation 31/03/2018

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Balance as per Bank Statement	\$262,135.28
Add Outstanding Deposits	\$13,030.41
Less unpresented Cheques	-\$36,265.80
<b>Total as per Bank Statement</b>	<b>\$238,899.89</b>
<hr/>	
Balance as per GL	\$238,899.89
<b>Total As per General Ledger</b>	<b>\$238,899.89</b>
<hr/>	
Differences	\$0.00



Finance Officer



Finance Manager



**Unpresented Cheques 31/03/2018**

Unpresented Cheques 31/03/2018		
Rates refund Cheque no 13760		\$ 832.15
Electricity bill payment		\$ 47.65
Super Payment PPE 07/02/2018 - One off payment		\$ 16.22
Super Payment PPE 21/02/2018		\$ 6,231.14
Super Payment PPE 07/03/2018		\$ 6,350.68
Super Payment PPE 21/03/2018		\$ 6,180.69
Licensing Collections 31/07/2017		\$ 0.10
Licensing Collections 29/03/2018		\$ 36.40
Licensing Collections 28/03/2018		\$ 4,765.35
Telstra Cheque		\$ 1,644.16
Water Corporation Cheque		\$ 3,663.97
Synergy Cheque		\$ 5,174.95
Rates refund cheque - Korby - Property Sale		\$ 56.89
Returned Payment - Incorrect Bank Details		\$ 215.45
Trust 67 - Rural Building Company		\$ 1,000.00
Trust - Caravan Park Bond Paid		\$ 50.00
	<b>Total</b>	<b>36265.80</b>



Electronic Statement

Statement Period  
28 February 2018 - 29 March 2018

Westpac Community Solutions One

Account Name  
SHIRE OF WANDERING MUNICIPAL  
ACCOUNT

Customer ID  
1930 8463 SHIRE OF WANDERING

BSB  
036-170 Account Number  
000 091

Opening Balance	+ \$206,828.26
Total Credits	+ \$333,288.15
Total Debits	- \$277,981.13
Closing Balance	+ \$262,135.28

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
28/02/18	STATEMENT OPENING BALANCE			206,828.26
01/03/18	Deposit Heather Armitage A208		266.90	207,095.16
01/03/18	Deposit Bendigo Bank A221		299.95	207,395.11
01/03/18	Deposit Fdmsa Payment 42298585287407		1,694.97	209,090.08
01/03/18	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		150.00	209,240.08
01/03/18	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		342.40	209,582.48
01/03/18	Withdrawal Westpac Merchant Fees 24215998Fee 001556	53.61		209,528.87
01/03/18	Withdrawal Westpac Merchant Fees 23253198Fee 001556	71.50		209,457.37
01/03/18	Payment By Authority To Transport Wado20180227	388.70		209,068.67
01/03/18	Payment By Authority To Shire Of Wandering Merchant Fee	25.00		209,043.67
01/03/18	Payment By Authority To Fdmsa Fee 42298585287407	219.85		208,823.82
02/03/18	Deposit E & R Houghton Houghton Lot 8 Pol		10.00	208,833.82
02/03/18	Deposit Bendigo Bank R J Cumper #451		30.00	208,863.82
02/03/18	Deposit Big Sky Cu Wandering Rates		254.85	209,118.67
02/03/18	Deposit Sinclair,Callum A267 4th install		299.95	209,418.62
02/03/18	Deposit Geoffrey K. Lane A233		299.95	209,718.57
02/03/18	Deposit Geoffrey K. Lane A224		299.95	210,018.52
02/03/18	Deposit D A Jervis A381		302.50	210,321.02



## 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
02/03/18	Deposit Bendigo Bank rates		302.96	210,623.98
02/03/18	Deposit Fdmsa Payment 42298585287407		1,866.59	212,490.57
02/03/18	Merchant Settlement 0910001 Shire Of Wandering 0001 Wandering		110.00	212,600.57
02/03/18	Payment By Authority To Transport Wado20180228	35.80		212,564.77
05/03/18	Deposit Collin Smith A422 Smith		254.85	212,819.62
05/03/18	Deposit M J Thurkle Lot 4 mellows rd		302.50	213,122.12
05/03/18	Deposit Paul Ross Anthon A252		324.00	213,446.12
05/03/18	Deposit Glenn Carstairs ass a298		434.40	213,880.52
05/03/18	Deposit Limehill Pty Ltd A101		928.00	214,808.52
05/03/18	Deposit Fdmsa Payment 42298585287407		1,399.46	216,207.98
05/03/18	Deposit Fdmsa Payment 42298585287407		1,759.14	217,967.12
05/03/18	Deposit Fdmsa Payment 42298585287407		1,850.48	219,817.60
06/03/18	Deposit Landgate Eas2 Payment Feb-2		137.50	219,955.10
06/03/18	Deposit James Watterson A431		254.85	220,209.95
06/03/18	Deposit Strathan Pty Ltd A340		300.13	220,510.08
06/03/18	Deposit Wcfbeef Inv 4585		315.00	220,825.08
06/03/18	Deposit Fdmsa Payment 42298585287407		1,754.40	222,579.48
06/03/18	Deposit Main Roads Weste 2041304		20,900.00	243,479.48
06/03/18	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		1,153.91	244,633.39
06/03/18	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		438.05	245,071.44
06/03/18	Payment By Authority To Transport Wado20180301	342.40		244,729.04
07/03/18	Deposit Online 2755106 Pymt Susan Gregory A436		254.85	244,983.89
07/03/18	Deposit Australia Post Lipo000000000013		1,626.57	246,610.46
07/03/18	Deposit Fdmsa Payment 42298585287407		1,959.81	248,570.27
07/03/18	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		50.00	248,620.27
07/03/18	Withdrawal Online Multi 1771622 Pymt WBC.aba Payroll	32,511.00		216,109.27
07/03/18	Payment By Authority To Clicksuper p.vu/cc/04533099	23,262.96		192,846.31
08/03/18	Deposit Mrs Narelle F Di A28		416.35	193,262.66
08/03/18	Deposit Fdmsa Payment 42298585287407		978.47	194,241.13
08/03/18	Deposit Dept Of Infra Rtr 03/18		106,350.00	300,591.13
08/03/18	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		3,514.81	304,105.94



## 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
08/03/18	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		1,405.10	305,511.04
08/03/18	Payment By Authority To Transport Wado20180306	501.35		305,009.69
09/03/18	Deposit Bendigo Bank R J Cumper #451		30.00	305,039.69
09/03/18	Deposit Natalie Black 29 Blackboy Gully		50.00	305,089.69
09/03/18	Deposit Doj-08 9425 2177 Fer 203133		736.50	305,826.19
09/03/18	Deposit Rowe J A424		991.00	306,817.19
09/03/18	Deposit Fdmsa Payment 42298585287407		1,801.96	308,619.15
09/03/18	Merchant Settlement 0910001 Shire Of Wandering 0001 Wandering		315.00	308,934.15
09/03/18	Withdrawal Online Multi 1088121 Pymt Wbccrs.aba Creditors	42,484.48		266,449.67
09/03/18	Payment By Authority To Transport Wado20180307	33.80		266,415.87
12/03/18	Deposit A264 Rates Brown A264 Rates		150.00	266,565.87
12/03/18	Deposit Fdmsa Payment 42298585287407		1,173.16	267,739.03
12/03/18	Deposit Fdmsa Payment 42298585287407		1,625.85	269,364.88
12/03/18	Deposit Fdmsa Payment 42298585287407		2,053.08	271,417.96
12/03/18	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		392.50	271,810.46
12/03/18	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		699.70	272,510.16
12/03/18	Payment By Authority To Transport Wado20180308	1,405.10		271,105.06
13/03/18	Deposit Knight A392		302.50	271,407.56
13/03/18	Deposit Caldwell Cv rate payment A399		835.90	272,243.46
13/03/18	Deposit Fdmsa Payment 42298585287407		1,495.41	273,738.87
13/03/18	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		25.00	273,763.87
13/03/18	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		24.65	273,788.52
14/03/18	Deposit Narrogin WA		8,752.05	282,540.57
14/03/18	Deposit Fdmsa Payment 42298585287407		1,410.91	283,951.48
14/03/18	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		579.10	284,530.58
14/03/18	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		92.90	284,623.48
14/03/18	Payment By Authority To Transport Wado20180312	2,168.50		282,454.98
14/03/18	Withdrawal/Cheque 013969	287.95		282,167.03





## 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
15/03/18	Deposit Dawsons Funeral Dawsons Acc 174		1,420.00	283,587.03
15/03/18	Deposit Fdmsa Payment 42298585287407		2,526.40	286,113.43
15/03/18	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		224.00	286,337.43
15/03/18	ATM Deposit Handybank Mandurah Fm 1 15/03 432		100.00	286,437.43
15/03/18	Payment By Authority To Transport Wado20180313	832.75		285,604.68
16/03/18	Deposit Bendigo Bank R J Cumper #451		30.00	285,634.68
16/03/18	Deposit Fdmsa Payment 42298585287407		1,392.98	287,027.66
16/03/18	Merchant Settlement 0910001 Shire Of Wandering 0001 Wandering		268.00	287,295.66
16/03/18	Withdrawal Online Multi 1951213 Pymt Wbcrcs aba Creditors	25,837.28		261,458.38
16/03/18	Payment By Authority To Transport Wado20180314	565.90		260,892.48
19/03/18	Deposit Online 2106261 Pymt Wandering Shire Shire of Wandering		60.00	260,952.48
19/03/18	Deposit S D Lazenby & P A347		210.00	261,162.48
19/03/18	Deposit Fdmsa Payment 42298585287407		1,413.08	262,575.56
19/03/18	Deposit Fdmsa Payment 42298585287407		1,801.34	264,376.90
19/03/18	Deposit Fdmsa Payment 42298585287407		1,825.10	266,202.00
19/03/18	Deposit Housing Authorit Vp129069		2,571.43	268,773.43
19/03/18	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		88.00	268,861.43
19/03/18	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		1,142.60	270,004.03
19/03/18	Payment By Authority To Transport Wado20180315	207.85		269,796.18
20/03/18	Direct Credit Returned 190318 Lodgement Ref Shire Of Wandering Answer 3		215.45	270,011.63
20/03/18	Rtgs High Value Payment Ref No 0395215 Western Australia		100,000.00	370,011.63
20/03/18	Deposit Doj-08 9425 2177 Fer 204060		50.00	370,061.63
20/03/18	Deposit Bank Of QLD A131		600.98	370,662.61
20/03/18	Deposit Bank Of QLD A354		725.71	371,388.32
20/03/18	Deposit Fdmsa Payment 42298585287407		2,004.77	373,393.09
20/03/18	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		3,656.68	377,049.77
21/03/18	Deposit Fdmsa Payment 42298585287407		1,580.54	378,630.31



## 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
21/03/18	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		262.00	378,892.31
21/03/18	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		70.40	378,962.71
21/03/18	Withdrawal Online Multi 1811716 Pymt WBC.aba Payroll	32,914.80		346,047.91
21/03/18	Payment By Authority To Transport Wado20180319	1,191.85		344,856.06
21/03/18	Withdrawal/Cheque 013970	1,498.68		343,357.38
22/03/18	Deposit Solgrd Inv 4602 Shire Wan Inv 4602		35.00	343,392.38
22/03/18	Deposit Morgan McKenzie 4453		150.00	343,542.38
22/03/18	Deposit Dpird 41496		330.00	343,872.38
22/03/18	Deposit A205 Whale Rent A205 Whale Rent		350.00	344,222.38
22/03/18	Deposit Fdmsa Payment 42298585287407		1,548.14	345,770.52
22/03/18	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		75.00	345,845.52
22/03/18	Payment By Authority To Transport Wado20180320	339.10		345,506.42
23/03/18	Deposit Online 2601074 Pymt Wandering Shire Shire of Wandering		60.00	345,566.42
23/03/18	Deposit Bendigo Bank R J Cumper #451		30.00	345,596.42
23/03/18	Deposit Fdmsa Payment 42298585287407		1,403.30	346,999.72
23/03/18	ATM Deposit Handybank Mandurah Fm 1 22/03 432		100.00	347,099.72
23/03/18	Withdrawal Online Multi 1508121 Pymt Wbccrs.aba Creditors	36,194.20		310,905.52
23/03/18	Payment By Authority To Transport Wado20180321	55.40		310,850.12
26/03/18	Deposit Online 2104758 Pymt Laurence Dixon Caravan Park Dixon		100.00	310,950.12
26/03/18	Deposit Natalie Black 29 Blackboy Gully		100.00	311,050.12
26/03/18	Deposit Fdmsa Payment 42298585287407		724.04	311,774.16
26/03/18	Deposit Fdmsa Payment 42298585287407		943.24	312,717.40
26/03/18	Deposit Fdmsa Payment 42298585287407		1,617.22	314,334.62
26/03/18	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		25.00	314,359.62
26/03/18	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		1,090.85	315,450.47
26/03/18	Payment By Authority To Transport Wado20180322	1,442.40		314,008.07
27/03/18	Deposit Inv 4601 Mayencl Shire Wandering		334.80	314,342.87



## 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
27/03/18	Deposit Doj-08 9425 2177 Fer 204355		343.25	314,686.12
27/03/18	Deposit Fdmsa Payment 42298585287407		1,608.38	316,294.50
27/03/18	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		100.00	316,394.50
27/03/18	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		170.70	316,565.20
27/03/18	Payment By Authority To Cc Payment Cc0005336810000001	6,044.25		310,520.95
28/03/18	Deposit Online 2604422 Pymt Central Country Inv 4603		1,575.00	312,095.95
28/03/18	Deposit Department Of Tr Payment:94295		366.64	312,462.59
28/03/18	Deposit Fdmsa Payment 42298585287407		2,037.96	314,500.55
28/03/18	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		148.50	314,649.05
28/03/18	Payment By Authority To Transport Wado20180326	1,090.85		313,558.20
29/03/18	Interest Paid		21.68	313,579.88
29/03/18	Deposit Narrogin WA		5,019.40	318,599.28
29/03/18	Deposit Mrs Kathleen Pau K paul bay 12 13		72.00	318,671.28
29/03/18	Deposit Bendigo Bank Kathleen		144.00	318,815.28
29/03/18	Deposit Fdmsa Payment 42298585287407		1,666.47	320,481.75
29/03/18	Deposit Lgis Lgis		7,148.00	327,629.75
29/03/18	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		479.35	328,109.10
29/03/18	Withdrawal Online 1843353 Pymt Wbccrs.aba Creditors	782.00		327,327.10
29/03/18	Withdrawal Online Multi 1858860 Pymt Wbccrs.aba Creditors	65,021.12		262,305.98
29/03/18	Payment By Authority To Transport Wado20180327	170.70		262,135.28
29/03/18	<b>CLOSING BALANCE</b>			<b>262,135.28</b>

## CONVENIENCE AT YOUR FINGERTIPS

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**MORE INFORMATION**

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone Banking on 132 142 from Australia or +61 2 9293 9262 from overseas.

The above Closing Balance amount may not be the same as the balance payable to you on closure of your account (the 'termination value'). Details of the termination value can be obtained by calling Telephone Banking on the numbers quoted above. Further information on how to close accounts, including calculation of the termination value, is contained in the Product Disclosure Statement (PDS) booklet or other disclosure document for your account.

We have an internal process for handling and resolving any problem you may have with, or complaints relating to, your account or this product. Information about this process can be found in the Product Disclosure Statement (PDS) or other disclosure document for your account, or you can contact us on 1300 130 467.

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**THANK YOU FOR BANKING WITH WESTPAC**

ATTACHMENT 10.4.1.3

Investment Bank Reconciliation 31 March 2018

Balance as per Bank Statements	\$	134,681.28
Total as per Bank Statement	\$	134,681.28
Balance as per GL	\$	134,681.28
Total As per General Ledger	\$	134,681.28
Difference		\$0.00



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Finance Officer



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Finance Manager



Electronic Statement

Statement Period  
29 December 2017 - 29 March 2018

Westpac Community Solutions Cash Reserve

Account Name  
SHIRE OF WANDERING

Customer ID  
1930 8463 SHIRE OF WANDERING

BSB Account Number  
036-167 214 822

Opening Balance	+ \$418,991.40
Total Credits	+ \$317.88
Total Debits	- \$284,628.00
Closing Balance	+ \$134,681.28

INTEREST RATES (PER ANNUM) ON CREDIT BALANCES

Effective Date	\$0 to \$9999	Over \$9999 to \$19999	Over \$19999 to \$49999	Over \$49999 to \$99999
17 Oct 2017	0.25 %	0.50 %	0.50 %	0.50 %

Effective Date	Over \$99999 to \$499999	Over \$499999
17 Oct 2017	0.50 %	0.50 %

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
29/12/17	STATEMENT OPENING BALANCE			418,991.40
31/01/18	Interest Paid		189.40	419,180.80
06/02/18	Withdrawal Cash Wanneroo WA	284,623.00		134,557.80
28/02/18	Interest Paid		75.00	134,632.80
01/03/18	Transaction Fee	5.00		134,627.80
29/03/18	Interest Paid		53.48	134,681.28
29/03/18	CLOSING BALANCE			134,681.28

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## TRANSACTION FEE SUMMARY

To reconcile your Transaction Fee Summary you may need to refer to transactions listed on your previous statement(s).

Fee(s) charged to account 036-167 21-4822

02 JAN 2018

Total  
\$0.00

01 FEB 2018

Total  
\$0.00

01 MAR 2018

Total  
\$5.00

	Volume	Unit Price	Fee
Non-internet/electronic tele-banking withd	1	\$5.00	\$5.00

## MORE INFORMATION

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone Banking on 132 032 from Australia or +61 2 9293 9270 from overseas.

The above Closing Balance amount may not be the same as the balance payable to you on closure of your account (the 'termination value'). Details of the termination value can be obtained by calling Telephone Banking on the numbers quoted above. Further information on how to close accounts, including calculation of the termination value, is contained in the Product Disclosure Statement (PDS) booklet or other disclosure document for your account.

We have an internal process for handling and resolving any problem you may have with, or complaints relating to, your account or this product. Information about this process can be found in the Product Disclosure Statement (PDS) or other disclosure document for your account, or you can contact us on 1300 130 467.

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ATTACHMENT 10.4.1.4

Trust Bank Reconciliation 31 March 2018

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Balance as per Bank Statements	\$21,863.43
Unpresented Cheque	-\$3.49
Outstanding Deposits	\$1,050.00
<b>Total as per Bank Statements</b>	<b>\$22,909.94</b>

---

Balance as per GL	\$22,909.94
<b>Total as per General Ledger</b>	<b>\$22,909.94</b>

---

Difference	\$0.00
------------	--------



Finance Officer



Finance Manager

Unpresented Cheques 31/03/2018

Interest	\$1.76
Interest	\$1.73
Total	<u>\$3.49</u>

**Outstanding Deposits 31/03/2018**

---

Rural Building Company - M & M McKenzie	\$ 1,000.00
Caravan Park Key Deposit	\$ 50.00
Total	\$1,050.00



Electronic Statement

Statement Period  
28 February 2018 - 29 March 2018

Westpac Community Solutions One

Account Name  
SHIRE OF WANDERING TRUST  
ACCOUNT

Customer ID  
1930 8463 SHIRE OF WANDERING

BSB Account Number  
036-170 000 120

Opening Balance	+ \$21,941.70
Total Credits	+ \$1.73
Total Debits	- \$80.00
Closing Balance	+ \$21,863.43

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
28/02/18	STATEMENT OPENING BALANCE			21,941.70
13/03/18	Withdrawal/Cheque 200034	80.00		21,861.70
29/03/18	Interest Paid		1.73	21,863.43
29/03/18	CLOSING BALANCE			21,863.43

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Attachment 104.1.5

### BusinessChoice Everyday VISA Card Statement

AMANDA JEAN O'HALLORAN  
SHIRE OF WANDERING  
13 DUNMALL DR  
WANDERING WA 6308

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

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Amanda Jean O'Halloran	4293 1830 0196 6342	20,000	20,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
20 FEB 2018	19 MAR 2018	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	6,044.25	0.00	0.00	6,044.25 -	0.00	0.00	0.00



S000796 / M000235 / 079 / CN1VPCP1

**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
20 FEB	<b>Purchases</b> SPOTLIGHT 063 CANNINGTON AU	113.92	
20 FEB	WINDOW COVERING & UPHOLSTERY COLES 0352 MELVILLE AU	221.74	
20 FEB	GROCERY STORES, SUPERMARKETS COLES 0352 MELVILLE AU	9.10	
20 FEB	Blossum Bicton AU	50.00	
20 FEB	EATING PLACES, RESTAURANTS DAN MURPHY'S 4257 CANNINGTONWA AU	251.85	
20 FEB	GROCERY STORES, SUPERMARKETS CLOCKWORK PRINT WEST PERTH AU	638.00	
20 FEB	QUICK-COPY, REPRODUCTION & B FRESH PROVISIONS BICTO BICTON AU	57.16	
21 FEB	GROCERY STORES, SUPERMARKETS CLOCKWORK PRINT WEST PERTH AU	1,232.00	
23 FEB	QUICK-COPY, REPRODUCTION & B GUS*SPOT MESSENGER 866-651-7768 US	291.11	
	U. S. DOLLAR 219.99 INC FX FEE AUD \$8.47		
28 FEB	CABLE AND OTHER PAY TELEVISI JBHiFi.com.au 0395777000 AU	28.48	
01 MAR	RADIO, TELEVISION & STEREO S RYANS QUALITY MEATS JANDAKOT AU	63.21	
01 MAR	MISCELLANEOUS FOOD STORES - RYANS QUALITY MEATS JANDAKOT AU	667.28	
01 MAR	MISCELLANEOUS FOOD STORES - Blossum Bicton AU	50.00	
05 MAR	EATING PLACES, RESTAURANTS COLES 0332 BOORAGOON AU	82.90	
	GROCERY STORES, SUPERMARKETS		

S000798 / M000235 / 079 / CN1VPCP1



**BusinessChoice Everyday VISA Card**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
05 MAR	KMART 1162 BOORAGOON AU DISCOUNT STORES	33.00	
05 MAR	WA FRESH DELIVERED CANNING VALE AU MISCELLANEOUS FOOD STORES -	161.10	
05 MAR	SPUDSHED JANDAKOT AU GROCERY STORES, SUPERMARKETS	35.85	
08 MAR	OVER THE BOARDS PTY WILLIAMS AU FAST FOOD RESTAURANTS	94.45	
08 MAR	RIVERSIDE ROADHOUSE BANNISTER AU FAST FOOD RESTAURANTS	108.00	
12 MAR	COLES 0396 NARROGIN AU GROCERY STORES, SUPERMARKETS	95.24	
12 MAR	AGODA.COM INTERNET AU TRAVEL AGENCIES AND TOUR OPE	310.70	
12 MAR	RENDEZVOUS GRAND HOT SCARBOROUGH AU HOTELS, MOTELS, RESORTS - LO	1,004.92	
13 MAR	WA FRESH DELIVERED CANNING VALE AU MISCELLANEOUS FOOD STORES -	69.29	
14 MAR	JBHiFi.com.au 0395777000 AU RADIO, TELEVISION & STEREO S	5.00 -	
14 MAR	POST WANDERING LPO AU POSTAL SERVICES GOVERNMENT O	81.00	
16 MAR	DAN MURPHYS ONLINE AU GROCERY STORES, SUPERMARKETS	298.95	
	<b>Sub Total:</b>	<b>6,044.25</b>	
	<b>Miscellaneous Transactions</b>		
19 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total:	6,044.25 - 6,044.25 -	
	<b>Grand Total:</b>	<b>0.00</b>	



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

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_



## Shire of Wandering

Payment Listing for the period ending 31 March 2018

Chq/EFT No	Date	Description	Amount
<b>Municipal Bank Account</b>			
EFT3836	09/03/2018	<b>Shire of Wagin</b> Recoup of EHO costs to PPE 08/02/2018	848.66
EFT3837	09/03/2018	<b>Boddington Hardware &amp; Newsagency</b> Purchase of 10 Litres of Apparent Axeman Triclopyr for general rural road maintenance Purchase of bolts for concrete saw	253.10
EFT3838	09/03/2018	<b>RSA Signs Pty Ltd</b> New metal inserts for event sign - 'Cricket Match Saturday', 'Annual Electors Meeting' & 'Friday night sports'	93.50
EFT3839	09/03/2018	<b>Shire of Kalamunda</b> Building services rendered from September to December 2017.	937.33
EFT3840	09/03/2018	<b>Quick Corporate Australia</b> Tork Toilet Rolls for various sites. Coffee & Sugar for staff amenities at depot. Blotack & Batteries, Slimline Hand towel interleaved for public conveniences. Notebook, Dividers, tissues & Teabags for admin staff	340.54
EFT3841	09/03/2018	<b>WesTrac Pty Ltd</b> Repairs to seat in Grader PG2 - seat will not pump up with air. Switch had failed. Wire rubbed on side of seat. Power getting to the switch not getting to the compressor - removed seat and base assembly from the cab. Strip and inspect suspension base. Found power wire had burnt out. Repair wiring and reassemble with a new switch	1,035.76
EFT3842	09/03/2018	<b>Rob Curtis</b> Operating of transfer station for period 25th/26th February & 4th/5th March 2018. Clearing of roadside bins 26th February & 5th March 2018	782.00
EFT3843	09/03/2018	<b>Western Australian Treasury Corporation</b> Loan Repayment Due 19/03/2018	37,441.09
EFT3844	09/03/2018	<b>Spiffy Lawns &amp; Gardens</b> Spray drains near fuel facility and mow oval with toro, Tree pruning under power lines and footpaths along White Street, Tree pruning under power lines and footpaths along Westwood Street, Pruning at Humes Way - damaged shrubs, spray weeds, Mow oval with Toro & fertilise oval - granular, Set up spray unit and spray oval with liquid fertiliser, Mowing depot yard, community centre, shire council lawn, Mow toilet block, Spray oval for weeds - crab grass	752.50
EFT3846	16/03/2018	<b>Shire Of Wandering</b> Payroll deductions - rates payment	60.00
EFT3847	16/03/2018	<b>Boddington Hardware &amp; Newsagency</b> Purchase of box of screws for use at North Bannister Wandering Road, Purchase of new blade, Apparent 1 Litre and Hex inserts for general rural road maintenance	101.40
EFT3848	16/03/2018	<b>WALGA</b> Short course booking for Ian Turton & Max Watts - Meeting procedures and debating - 20 February 2018	1,030.00
EFT3849	16/03/2018	<b>Shire of Pingelly</b> Reimbursement for speed trailers - SAM Trailer	100.00
EFT3850	16/03/2018	<b>Hotham Mechanical</b> Fitted second hand tyres to side tipper includes balancing & fitting Carry out service and checkover Caterpillar Roller. Replaced coolant over flow bottle, tightened belts - includes coolant and engine oil Replaced rear axle seals. Cleaned, adjusted and bled rear brakes on PU2 Hlux Carry out service and check over John Deere Tractor - Includes oil and filters	2,051.78
EFT3851	16/03/2018	<b>Perfect Computer Solutions</b> Monthly fee for daily monitoring, management and resolution of disaster recovery options at site for February 2018	85.00
EFT3852	16/03/2018	<b>Payroll Paper Solutions Pty Ltd</b> 500 x Hand Seal Laser payslip paper - includes postage	150.00
EFT3853	16/03/2018	<b>Country Sparky Services</b> RCD and smoke alarm check, general electrical check, airconditioning inspection at 13 Dunmall Drive	220.00
EFT3854	16/03/2018	<b>Austral Mercantile Collections Pty Ltd</b> A299 - Bailiff & Solicitors Fees - Bailiff Fees credited direct to SOW bank account as property settled and Bailiff was not required A12 - Solicitors Professional Fees & A423 - Solicitors Professional Fees	2,867.00

EFT3855	16/03/2018	<b>State Library of Western Australia</b> Administration Fee - Wandering Library - Rise and fall of Peter Brock - Not returned to State Library of WA	62.63
EFT3856	16/03/2018	<b>Boddington News</b> Boddington News edition # 594 & # 595	18.00
EFT3857	16/03/2018	<b>Boddington Medical Centre</b> Provide Medical Report for J Curtis on inception of employment	176.00
EFT3858	16/03/2018	<b>Amanda O'Halloran</b> Reimbursement for alterations to uniforms and reimbursement for purchase of new rollers for sliding door at 1 Michibin St	260.78
EFT3859	16/03/2018	<b>WA Contract Ranger Services</b> Ranger services performed 16th & 19th February 2018	374.00
EFT3861	16/03/2018	<b>Fuji Xerox</b> Colour printing - 215 copies @ 0.085 cents & Black & White printing - 314 copies @ 0.0085 cents	23.02
EFT3862	16/03/2018	<b>Work Clobber Kelmscott</b> Purchase of various protective shirts, trousers, jeans and boots for outside crew	2,578.47
EFT3863	16/03/2018	<b>P &amp; D Sullivan</b> Hire of 20,000 Litres of water cart for use on North Bannister Wandering Road Hire of 20000 Litre water cart for use on Watts Road	4,400.00
EFT3864	16/03/2018	<b>Rhonie's Wandering Mop &amp; Bucket</b> Cleaning of public conveniences for the period 31/12/2017 to 24/02/2018, Cleaning of caravan park ablutions and campers kitchen for the period 31/12/2017 to 24/02/2018	2,160.00
EFT3865	16/03/2018	<b>Conplant</b> Purchase of replacement glass window for Roller	338.05
EFT3866	16/03/2018	<b>M &amp; M Contractors</b> 3 days carting gravel for Watts Road storm damage	3,503.50
EFT3867	16/03/2018	<b>Orix Australia</b> Toyota Hilux ute lease for period 31/12/2017 to 31/01/2018 for North Bannister Wandering Road	1,773.20
EFT3868	16/03/2018	<b>Access Life Health &amp; Fitness</b> Conducting Boxing Bootcamp Session on 21/02/2018	100.00
EFT3869	16/03/2018	<b>Soundgear Australia</b> Purchase of new Mipro PA system with wireless receiver, CD/MP3/USB bluetooth player - includes Mipro handheld transmitter (microphone)	1,759.00
EFT3870	16/03/2018	<b>Pavement Management Services Pty Ltd</b> Pavement Testing for North Bannister Wandering Road	1,430.00
EFT3871	23/03/2018	<b>Monica Beth Treasure</b> Reimbursement for Breakfast, Dinner & Parking for Local Govt Course 13th/14th & 15th March, Reimbursement for travel to collect meat for Community BBQ, Site visit to Threeways Roadhouse, to pick up sundry items for Community BBQ, attend DRD Meeting in Williams 7th & 8th March via Riverside Roadhouse, CRC to Hall and Local Gov Act course	1,067.62
EFT3872	23/03/2018	<b>Shire of Wagin</b> Recoup of EHO costs to PPE 22/02/2018	848.66
EFT3873	23/03/2018	<b>Best Office Systems</b> Black & White printing - 4983 prints @ 0.0088 cents and Colour copying - 3221 copies @ 0.088 cents	360.02
EFT3874	23/03/2018	<b>Shire Of Wandering</b> Payroll deductions - rates payment	60.00
EFT3875	23/03/2018	<b>Australia Post</b> Supply of white copy paper	92.00
EFT3876	23/03/2018	<b>Hotham Mechanical</b> Tyre repair for hire ute	22.00
EFT3877	23/03/2018	<b>Australian Taxation Office</b> February 2018 BAS	6,613.00
EFT3878	23/03/2018	<b>BOC Limited</b> Container service for the depot for the period 29/01/2018 to 25/02/2018	60.61
EFT3879	23/03/2018	<b>Advertiser Print</b> Printing of Shire of Wandering blank cheques with new logo x 250	716.00
EFT3880	23/03/2018	<b>Pingelly Iga (newsagency)</b> Purchase of West Australians and Narrogin Observers for period 08/01/2018 to 21/01/2018	131.10
EFT3881	23/03/2018	<b>WA Contract Ranger Services</b> Ranger services performed for 28th February & 6th March 2018	374.00

EFT3882	23/03/2018	<b>Fuji Xerox</b> Colour printing - 3855 copies @ 0.085 cents and Black & White printing - 680 copies @ 0.0085 cents	366.80
EFT3883	23/03/2018	<b>Moore Stephens</b> Budgeting Workshop 2018 - Wednesday 28th February 2018 for Attendees Tricia Brown and Cara Ryan	1,588.40
EFT3884	23/03/2018	<b>Work Clobber Kelmscott</b> Supply of various PPE for outside crew	1,010.69
EFT3885	23/03/2018	<b>P &amp; D Sullivan</b> Side tipper transporting soil from culverts and gravel from shire pit to North Bannister Wandering Road Water truck hire for storm damage on Echidna Close Fire Break, Wandoo Crescent, O'Connell Road, Fuller Road, Echidna Close and Red Gum Court	15,020.50
EFT3886	23/03/2018	<b>Redfish Technologies Pty Ltd</b> Samsung Replacement CCTV at CRC as per insurance claim - water damage	7,862.80
EFT3887	29/03/2018	<b>Avon Waste</b> 90 x Domestic Rubbish x 4 weeks, Transport of Domestic Waste to Suez site, 90 x Recycling Services plus additional office service, Bulk Recycling for February 2018, Clearing of transfer station bins - 14th & 28th February 2018, Transport of transfer station waste to Suez site	3,535.63
EFT3888	29/03/2018	<b>Hotham Mechanical</b> Replacement drive belt for Isuzu Truck, Repair tyre on Hustler Mower	52.80
EFT3889	29/03/2018	<b>Startrack Express</b> Freight for sanitary bins for Watts St Public Conveniences, Freight for Road sign for premium grains	106.21
EFT3890	29/03/2018	<b>Shire Of Williams</b> Provision of Financial Management Services for February 2018 - Wages:84 hours and Motor vehicle use Reimbursement of 50% of Financial Reporting Workshop for C. Ryan and reimbursement for Management Reporting Workshop for T Brown	7,556.48
EFT3891	29/03/2018	<b>Country Sparky Services</b> Wandering Shire Office power circuit tripping - Rectify tripping circuit	814.00
EFT3892	29/03/2018	<b>Austral Mercantile Collections Pty Ltd</b> A12 - Solicitors Professional Fees, A299 - Solicitors Professional Fees	860.20
EFT3893	29/03/2018	<b>Boral Construction Materials</b> 2 bags of patching asphalt/cold mix for use in road maintenance	990.00
EFT3894	29/03/2018	<b>Boddington News</b> Boddington News edition 596	9.00
EFT3895	29/03/2018	<b>Construction Training Fund (bcitf)</b> BCIFT Levy payments Shire of Wandering (March 2018)	709.84
EFT3896	29/03/2018	<b>Suez Recycling &amp; Recovery Pty Ltd</b> Domestic waste disposal for February 2018	302.02
EFT3897	29/03/2018	<b>Fuji Xerox</b> Colour printing - 2559 copies @ 0.085 cents & Black & White printing - 733 copies @ 0.0085 cents	246.11
EFT3898	29/03/2018	<b>Allwest Plant Hire Australia</b> Dry Hire of Amman AP240 Roller for the period 01/02/2018 to 28/02/2018 for general rural road maintenance Dry Hire of Hyundai R55-9 Excavator for the period 19/02/2018 to 28/02/2018 for use on Fuller Road, Moramocking Road & Crossman Dwarda Road flood damage Dry Hire of Amman AP240 Multi Tyre Roller for period 01/02/2018 to 28/02/2018 for use on Fuller Road & Moramocking Road flood damage Dry Hire of Volvo Bi71 Backhoe for the period 01/02/2018 to 06/02/2018 for use on Fuller Road & Moramocking Road flood damage	9,365.13
EFT3899	29/03/2018	<b>Spiffy Lawns &amp; Gardens</b> Rake up leaves on oval, Mow reserves with Hustler, Mow oval with Toro, Tidy up Caravan Park and water plants, Spray verges at Humes Way, Down Street, Dunmall Drive and Depot, Garden bed improvements at Shire Council (gardens - soil added & blended in), Retic repairs, enhancement at garden, Collect rocks to make rock wall at council garden, Mow Humes Way, Enhance retic at garden bed (new one) ready for ANZAC Day service and future planting of annuals	840.00
EFT3900	29/03/2018	<b>The Lawn Doctor</b> 2 x 20L Green Fertiliser for Ian Price from Lawn Doctors for Community Centre Oval	154.00
EFT3901	29/03/2018	<b>Civic Legal</b> Freedom of information request support advice and legal review	1,019.70
EFT3902	29/03/2018	<b>Narrogin Chamber of Commerce</b> 2018-2019 Annual Membership	235.00

EFT3903	29/03/2018	<b>Initial Hygiene</b> Purchase of Bio Bin Cartridge (incl Bag & Granules) x 36 for Watts St Public Conveniences	220.97
EFT3904	29/03/2018	<b>WA Fuel Supplies</b> Purchase of 20001 Litres of Diesel @ 1.0968 plus GST Purchase of 10001 Litres of Unleaded @ 1.106 plus GST	36,302.43
EFT3905	29/03/2018	<b>Orix Australia</b> Hire of Toyota Hilux Ute - Turbo Diesel for use on North Bannister Wandering Road construction	1,601.60
EFT3906	29/03/2018	<b>Access Life Health &amp; Fitness</b> Conducting Boxing Bootcamp Session 28/02/2018	100.00
EFT3907	29/03/2018	<b>Rob Curtis</b> Operating of Waste Transfer station for 11th/12th & 18th/19th March 2018, Clearing of roadside bins 12th & 20th March 2018	782.00
13969	12/03/2018	<b>Shire of Wandering - Petty Cash</b> 3 x Purchase of money orders for shire banking, 15 Dozen eggs for Australia Day Breakfast, Purchase of 1 x box of 100 stamps for use for shire mail, Bulk mail for Auschem Accredited training flyers, Bulk mail for Community BBQ Flyers, Underpaid Postage - Ausq Training, 10 Dozen eggs for fox hunt as Shire donation	287.95
13970	16/03/2018	<b>Telstra</b> Usages Charges to 10 Feb 2018 & services and equipment rental to 10 March 2018 for all shire properties - includes New Phone System Repayment	1,498.68
13971	29/03/2018	<b>Synergy</b> Electricity supply for the period 05/01/2018 to 07/03/2018 for all shire properties Street lighting for the period 25/01/2018 to 24/02/2018	5,174.95
13972	29/03/2018	<b>Telstra</b> Telstra - Usage Charges to 10th March '18 & Services and equipment rental to 10th April '18 for all shire properties - includes New Phone System repayment SMS regarding Total Vehicle Movement Ban - 16th February 2018, SMS regarding Bushfire Training - 20th February 2018	1,644.16
13973	29/03/2018	<b>Water Corporation</b> Water Usage until 15 March 2018 from Water Corporation for all shire properties Water usage from Down Street standpipe for use on North Bannister Road construction	3,663.97
DD2594.2	02/03/2018	<b>Water Corporation</b> Water usage charges for period 20/12/2017 to 24/01/2018 for use on North Bannister Wandering Road	506.02
DD2598.1	07/03/2018	<b>WA SUPER PLAN</b> Payroll deductions	3,537.96
DD2598.2	07/03/2018	<b>Rod Evenis Superannuation Fund Pty Ltd</b> Superannuation contributions	683.78
DD2598.3	07/03/2018	<b>I &amp; T Brown Family Super Fund</b> Superannuation contributions	609.49
DD2598.4	07/03/2018	<b>ANZ Onepath Masterfund</b> Superannuation contributions	605.50
DD2598.5	07/03/2018	<b>Superwrap Personal Super Plan (annette Hardie)</b> Superannuation contributions	82.93
DD2598.6	07/03/2018	<b>BT Classic Lifetime - Personal Super</b> Superannuation contributions	242.73
DD2598.7	07/03/2018	<b>Prime Super</b> Superannuation contributions	262.68
DD2598.8	07/03/2018	<b>BT Super For Life</b> Superannuation contributions	239.40
DD2598.9	07/03/2018	<b>Retail Employees Superannuation Pty Ltd</b> Superannuation contributions	86.21
DD2614.1	21/03/2018	<b>WA SUPER PLAN</b> Payroll deductions	3,485.57
DD2614.2	21/03/2018	<b>Rod Evenis Superannuation Fund Pty Ltd</b> Superannuation contributions	614.99
DD2614.3	21/03/2018	<b>I &amp; T Brown Family Super Fund</b> Superannuation contributions	580.95
DD2614.4	21/03/2018	<b>ANZ Onepath Masterfund</b> Superannuation contributions	616.40
DD2614.5	21/03/2018	<b>Superwrap Personal Super Plan (annette Hardie)</b> Superannuation contributions	108.76
DD2614.6	21/03/2018	<b>BT Classic Lifetime - Personal Super</b> Superannuation contributions	252.70

DD2614.7	21/03/2018	<b>Prime Super</b> Superannuation contributions	<b>252.70</b>
DD2614.8	21/03/2018	<b>BT Super For Life</b> Superannuation contributions	<b>189.53</b>
DD2614.9	21/03/2018	<b>Retail Employees Superannuation Pty Ltd</b> Superannuation contributions	<b>79.09</b>

#### Westpac Credit Card

DD2618.1	19/03/2018	<b>Westpac Credit Card</b>	<b>6,044.25</b>
<b>Job</b>	<b>Supplier</b>	<b>Comments</b>	<b>Amount</b>
1E134060.520	Spotlight	Decorations for Central Country Zone Meeting	113.92
1E134060.520	Coles	Catering goods for Central Country Zone Meeting	221.74
1E134060.520	Coles	Catering goods for Central Country Zone Meeting	9.10
1E134060.520	Blossum	Catering goods for Central Country Zone Meeting	50.00
1E134060.520	Dan Murphys	Alcohol for Community BBQ and for Councillors	251.85
1E132020.520	Clockwork Print	2 x Banners for promotion of Wandering	638.00
1E134060.520	Fresh Provisions	Groceries for Country Zone Meeting	57.16
1E134070.520	Clockwork Print	Community Directory Printing	1232.00
1E142030.521	Spot	Spot messenger yearly activation membership (inclusive of AUD\$8 47 foreign fee) from SPOT	291.11
1E134130.520	JB Hifi	DVD Movie Night & School Holiday Event	28.48
1E134070.520	Ryan's Meats	Sausages for Community BBQ	63.21
1E134070.520	Ryan's Meats	Meat for Community BBQ	667.28
1E041040.520	Blossum	Catering Goods for Training	50.00
1E134100.520	Coles	Catering Groceries for Community BBQ	82.90
1E134100.520	Kmart	Bowls for Community BBQ	33.00
1E134100.520	WA Fresh Delivered	Vegetables for the Community BBQ	161.10
1E134100.520	Spudshed	Catering Goods for Community BBQ	35.85
1E134060.520	Williams Woolshed	Thankyou gift fo J.Schorer for helping at Country Zone Meeting	94.45
1E134100.520	Riverside Roadhouse	Rolls for Community BBQ & Morning Tea for Councillors	108.00
1E051060.520	Coles	Refreshments for DFES Training	95.24
1E134180.521	Agoda	Accomodation for Local Govt Training	310.70
1E134140.521	Rendezvous	Accomodation for Licensing Training for J.Curtis	1004.92
1E145900.520	WA Fresh Delivered	Catering goods for March council meeting from WA Fresh Delivered	69.29
1R134030.156	JB Hifi	Credit Voucher from JB Hi-Fi - price of pre-order DVD (Pitch Perfect 3) dropped before despatch date	-5.00
1E041130.521	Australia Post	Post office box renewals for Councillors PO Box	81.00
1E041040.520	Dan Murphys	Refreshments for Councillors	298.95

#### Licensing

JNL1980	<b>Police Licensing</b> Licensing Collections 01/03/2018	<b>342.40</b>
JNL1982	<b>Police Licensing</b> Licensing Collections 06/03/2018	<b>501.35</b>
JNL1991	<b>Police Licensing</b> Licensing Collections 07/03/2018	<b>33.80</b>
JNL1991	<b>Police Licensing</b> Licensing Collections 08/03/2018	<b>1405.10</b>
JNL1992	<b>Police Licensing</b> Licensing Collections 12/03/2018	<b>2168.50</b>
JNL1993	<b>Police Licensing</b> Licensing Collections 13/03/2018	<b>832.75</b>
JNL1994	<b>Police Licensing</b> Licensing Collections 14/03/2018	<b>565.90</b>
JNL1995	<b>Police Licensing</b> Licensing Collections 15/03/2018	<b>207.85</b>
JNL1998	<b>Police Licensing</b> Licensing Collections 19/03/2018	<b>1191.85</b>
JNL1996	<b>Police Licensing</b> Licensing Collections 20/03/2018	<b>339.10</b>
JNL2000	<b>Police Licensing</b> Licensing Collections 21/03/2018	<b>55.40</b>
JNL2003	<b>Police Licensing</b> Licensing Collections 22/03/2018	<b>1442.40</b>

JNL2004	<b>Police Licensing</b> Licensing Collections 26/03/2018	<b>1090.85</b>
JNL2005	<b>Police Licensing</b> Licensing Collections 27/03/2018	<b>170.70</b>
JNL2007	<b>Police Licensing</b> Licensing Collections 28/03/2018	<b>4765.35</b>
JNL2009	<b>Police Licensing</b> Licensing Collections 29/03/2018	<b>36.40</b>
<b>Payroll</b>		
PPE 07/03/2018	<b>Staff Payroll</b> PPE 07/03/2018	<b>32511.00</b>
PPE 21/03/2018	<b>Staff Payroll</b> PPE 21/03/2018	<b>32914.80</b>
<b>Total Payments for Month Ending 31 Mar 2018:</b>		<b>282,030.48</b>

**CERTIFICATION OF CHIEF EXECUTIVE OFFICER**

This schedule of accounts to be passed for payment was submitted to each member of the Council on Thursday, 19 April 2018 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, 19 April 2018 and that the amounts were approved for payment.

\_\_\_\_\_  
Cr Brendan Whitely, Chairman



# Shire of Wandering Regional Road Group 5 year Major Road Works Program

Financial Year	Description	18/19	19/20	20/21	21/22	22/23	Total
North Bannister Wandering Rd	Reconstruction, widen & two coat seal	7.85	8.40	0.55	**as per below		
North Bannister Wandering Rd	Reconstruction, widen & two coat seal	10.27	11.67	1.40	**as per below		
North Bannister Wandering Rd	Reconstruction, widen & two coat seal	13.13	13.54	0.41	\$416,764.00		
North Bannister Wandering Rd	Reconstruction, widen & two coat seal - Due to funding - Council will work to get as far as they can to repair worst parts	19.06	19.62	0.56	\$115,736.00		
North Bannister Wandering Rd	sections that were reduced because of funding constraints in 2018/19 - various sections	19.62	21.00	1.20		\$220,000.00	
				<b>4.12</b>	<b>\$532,500.00</b>	<b>\$532,500.00</b>	<b>\$1,537,500.00</b>
Wandering Pingelly Rd	Reconstruction, widen & two coat seal - various Sbends, etc... **higher cost as very challenged works - Pennington Farm	9.28	11.48	2.20		\$532,500.00	
Wandering Pingelly Rd	Reconstruction, widen & two coat seal - Various 1km sections Martadine (TP)	20.43	27.81	2.00		\$360,000.00	
				<b>1.70</b>	<b>\$532,500.00</b>	<b>\$532,500.00</b>	<b>\$897,500.00</b>
York Williams Rd	5-6km Pumpireys Bridge to Stevens Road - 2 coat seal	73.50	78.50	6.00		\$320,000.00	
York Williams Rd	Resheeting including widening various sections - Southern Section near Boundary			3.00		\$172,500.00	
York Williams Rd	Resheeting including widening various sections - Northern Section near Boundary			5.00		\$312,500.00	
				<b>17.00</b>	<b>\$532,500.00</b>	<b>\$532,500.00</b>	<b>\$1,017,000.00</b>
Fourteen Mile Brook Rd ** Pricing challenged would prefer \$50,000.00 more to cover well....	Construct, remove vegetation & 2 coat seal - Boundary to Dwarda East	11.00	13.78	2.78		\$212,500.00	
				<b>2.78</b>	<b>\$212,500.00</b>	<b>\$212,500.00</b>	<b>\$1,229,500.00</b>
<b>Total Yearly Allocations</b>						<b>\$532,500.00</b>	<b>\$2,667,000.00</b>



**Minutes of the Bush Fire Advisory Meeting held at the  
Shire of Wandering Council Chambers  
on Wednesday 11 April 2018**

**1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS**

Amanda O'Halloran, CEO welcomed all present and declared the meeting open at 7.38pm

**2. RECORD OF ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

**Present:** Melvin Schorer, Peter Monk, Graeme Parsons, Grant White, Shaun Brand, Ian Turton, Brendan Whitely, Warrick Brand, Graham Treasure, Tim Treasure, Brendon Hardie, Brook White, Anthony Turton, Blake Warburton, Amanda O'Halloran

**Guests:** Cindy Pearce A/Area Officer (DFES)

**Apologies:** Paul Blechynden Area Officer (DFES), Dean Warburton

**3. ELECTION OF CHAIRMAN**

Nominations are required for the position of Chairman of the Committee.

Brendan Whitely nominated by Melvin Schorer and Seconded by Graeme Parsons

Carried

**Brendan Whitely accepted the nomination and took over chair of the meeting.**

**4. CONFIRMATION OF MINUTES**

**4.1 Bush Fire Advisory Committee Meeting – 4 October 2017**

Minutes from the previous meeting have been circulated to the Brigade Secretaries.

**Moved Peter Monk, seconded Graeme Parsons that the minutes of the Bush Fire Advisory Committee meeting held on 4 October 2017 be confirmed as a true and correct record.**

Carried

Matters Arising:

- 14.2 Ian Turton asked if Amanda had carried out this action? The Action was to hold a sub meeting with the Fire Notice Team, this hadn't been attended. Amanda stated that that the intent was to reform the sub group meeting at this meeting tonight as the deadline for final sign off is the May Council Meeting.

**5. CONFIRM MEMBERSHIP LISTS**

Membership lists were distributed to the four brigades for review. Confirmation of member details to be returned to Amanda by the 20 April 2018.

*Hastings returned their list on the night.*

**6. REPORTS**

**6.1 Chief Bush Fire Control Officer**

Busy Year – 10 fires, thanks to Melvin and everyone for the support and everyone who has attended etc...

Biggest Issue has been Sues Rubbish Truck Fires on the Albany Hwy – many hazards involved – smoke inhalation, traffic on Albany Hwy not slowing down, and time of Volunteers when it is a commercial enterprise with ongoing issues.

## 6.2 CEO Report

Thanked everyone for their time and effort over the season. There have been some admin changes in the Office and the principal officer that was looking after the Bush Fire Brigades Helen Mark has unfortunately left the Shire. We will work to have someone in the role and trained up in time for the next season.

Infringements were less this year, and we feel that the workshops helped improve compliance. 19 infringements and 8 have been forwarded to fines enforcement.

## 6.3 BRIGADE REPORTS

### WANDERING & WANDERING TOWN VOLUNTEER BUSH FIRE BRIGADE

AGM held on the 18 March 2018, minutes submitted. 10 volunteers attended.

#### *Key issues from Meeting*

- Vehicle Id Stickers expire September 2018, people will need to apply for new ones.
- New Permit Books – there is no space to write end dates, so they need to be written on opening date line, Time Cards for Trucks needed.
- Suggestion to put engles in trucks to keep water cold instead of using eskys
- Brigades would like to first aid kits in all volunteers light vehicles.
- Need to order more foam.
- Need to wear gloves when handling suction hoses, Water on Albany Hwy had syringes in it.

### CODJATOTINE VOLUNTEER BUSH FIRE BRIGADE

AGM held on the 4 April 2018 at 7.30pm, minutes submitted. 12 volunteers attended.

#### *Key issues from Meeting*

- Fast Attack Vehicle withdrawn, still applying to get one.
- Volunteers need to register for Bush Fire Stickers and ID Photo.
- Issues regarding locked gates, road side fire hazards from debris and timber
- Discussion regarding need for a reserve burn around Pumphreys and Codjatotine areas.
- Brigade would like to see breathing apparatus purchased for fires on HWY.
- Need to do better at documenting attendees at fires.

### HASTINGS VOLUNTEER BUSH FIRE BRIGADE

AGM held on the 27th March 2018, minutes supplied. 7 volunteers attended.

#### *Key issues from Meeting*

- Discussion regarding burning/spraying and whether the land owner could receive an incentive to take over these duties.
- Discussions regarding firebreak widths and rules, Hastings fire members present stated that they would like to see no changes to the current rules and regulations
- Motion moved to increase the minimum fire unit from 450lts to 600lts
- Issuing of Permits should be done the night before and not the morning of the proposed burn.

## 7.0 Appointment of Fire Control Officers

### 7.1 Chief Fire Control Officer

An appointment for the 2018/19 fire season is required.

Peter Monk nominated by Melvin Schorer

**Moved Melvin Schorer , seconded Graeme Parsons that Council be requested to appoint Peter Monk as Chief Bush Fire Control Officer for the 2018/19 fire season.**

**Carried**

- 7.2 **Deputy Chief Fire Control Officer**  
An appointment for the 2018/19 fire season is required.

Melvin Schorer nominated by Peter Monk

**Moved Peter Monk, Seconded Shaun Brand that Council be requested to appoint Melvin Schorer as Deputy Chief Bush Fire Control Officer for the 2018/19 fire season.**

**Carried**

Melvin Noted that Peter and himself would be retiring over the next two years and the Brigades needed to consider who would be replacing them, Brendan discussed rotating Captains on a Two Year rotation.

- 7.3 **Second Deputy Chief Bush Fire Control Officer**  
An appointment for the 2018/19 fire season is required.

Graham Treasure nominated by Graeme Treasure

**Moved Peter Monk, Seconded Melvin Schorer that Council be requested to appoint Graham Treasure as Second Deputy Chief Bush Fire Control Officer for the 2018/19 fire season.**

**Carried**

- 7.4 **Vehicle Movement Ban Officers (Fire Weather Officers)**  
Appointments for the 2018/19 fire season are required.

Peter Monk, Graeme Parsons and Tim Treasure nominated by Warrick Brand , as Chief Weather Officers and Bruce Dowsett, Adam Watts and Amanda O'Halloran as their deputies for the 2018/19 fire season.

**Moved Warrick Brand, Seconded Graham Treasure that Council be requested to appoint Peter Monk, Graeme Parsons and Tim Treasure as the Chief Fire Weather Officers with Bruce Dowsett, Adam Watts and Amanda O'Halloran as their deputies for the 2018/19 fire season.**

**Carried**

- 7.4 **Clover Burning Permit Officers**  
Appointments for the 2018/19 fire season are required.

Peter Monk and Anthony Turton nominated by Graeme Parsons

**Moved Graeme Parsons, Seconded Melvin Schorer that Council be requested to appoint Peter Monk and Anthony Turton as Clover Burning Permit Officers for the 2018/19 fire season.**

**Carried**

7.5

**Fire Control Officers**

Appointments for the 2018/19 fire season are required.

Moved Melvin Schorer, Seconded Graham Treasure that Council be requested to appoint the following as Fire Control Officers, Permit to Burn Officers and Dual Fire Control Officers for the 2018/19 fire season.

**Hastings**

GR Parsons (Permit to Burn Officer)

A Watts

C Ferguson

R Bostock

A Turton (Permit to Burn Officer)

**Wandering**

T Hardie (Permit to Burn Officer)

T Treasure (Permit to Burn Officer)

G White

S Watts (Permit to Burn Officer)

**Codjatown**

P Monk (Permit to Burn Officer)

M Schorer (Permit to Burn Officer)

D Warburton (Permit to Burn Officer)

B Hardie (Permit to Burn Officer)

**Wandering Town**

G Treasure

W Brand (Permit to Burn Officer)

S Brand

B Whitely

**Dual Appointments**

Brookton – GR Parsons

Brookton – P Monk

Pingelly – R Bostock

Pingelly – P Monk

Cuballing – P Monk

Boddington – T Hardie

Boddington – P Monk

Williams – T Hardie

Williams – P Monk

Carried

8. **GENERAL BUSINESS**

8.1 **Report from Paul Blechynden DFES**

**Pre-season**

Pre-season sessions / forums were conducted in Pingelly, Brookton, Cuballing, Narrogin and Boddington. The feedback from these sessions was very positive, please keep in mind if another preseason session is needed before the start of the 2018/19 fire season and if so what people would like to cover.

**Bushfire Season**

A relatively quiet season throughout the Great Southern Region. While the number of header fires may have been up on previous years there were no significant fires in terms of size, duration or losses.

## **2018 Training**

Our training program has kicked off with AIIMS (Australasian Interagency Incident Management System) courses being run in Pingelly & Brookton to meet local needs. Some of the upcoming courses include:

- Advanced Bush Fire Fighting & Crew Leader (NBG - Boddington) 9-12 April 2018
- Fire Control Officer (Narrogin) 7 August 2018
- Ground Controller (Narrogin) 21 August 2018
- Bush Fire Fighting (Narrogin) 26 May 2018

### **Please note:**

The Bureau of Meteorology will be changing the format of their spot weather forecasts to include

- hourly forecasts for the first 12 hours, then to three hourly blocks
- Spatial variation of conditions
- Additional information on:
  - C-Haines index (degree of instability influencing the development of blow-up fires)
  - Mixing height
  - Thunderstorm Activity level rating

### **Building local knowledge into Level 3 Incident Management Teams**

Previous correspondence has sought to identify local people who are willing to be nominated to take on a role if there is a Level 3 incident in their local area. Please let me know if anyone is interested in undertaking training to be qualified in the following roles (Level 3):

- Incident Controller
- Planning Officer
- Operations Officer
- Public Information Officer
- Logistics Officer

### **Visits to the Emergency Services Complex & Air Operations**

Four bus trips to the Emergency Services Complex & Air Operations for Bush Fire Brigade members from Brookton, Cuballing, Williams, Wagin, Pingelly, Wandering and Boddington Shires together with DBCA, Parks and Wildlife Service personnel.

The trip was organised for regional volunteer fire fighters to meet the people they deal with during an emergency response and to see the facilities and aircraft that are available to support them. The trip involved a visit to the Emergency Services Complex where the group visited the '000' Communication Centre, they met the 000 operators and discussed the process from when a 000 call is received through to emergency services personnel being sent to assist.

The range of incidents involved was significant from cyclones, Hazardous material incidents, structure fires, bush fires, storm and road crash. This was a great opportunity for the fire fighters and the 000 operators to meet and gain a better appreciation of each other's job.

The opportunity to visit the Metropolitan Operations Centre and meet with the personnel there provided an opportunity to understand how emergency response is coordinated in and around Perth. Likewise, the visit to the State Operations Centre provided a perspective on how many different government agencies and specialists come together to coordinate the response required when there is significant incident running in the state.

At Jandakot Airport the group met DFES and Department of Biodiversity Conservation and Attractions, Parks and Wildlife Service personnel, pilots and support personnel involved in the range of air operations including fire spotting aircraft and water bombing aircraft (fixed wing and helicopters - Helitaks). The opportunity to look over the aircraft and discuss their use with the pilots and aircraft coordinators was very beneficial and supports more effective use at future incidents. The air intelligence work was of particular interest as the group was taken through the benefits of specialist aircraft to provide accurate and timely information to those running the fire by mapping the fire edge and identifying hot spots on the fire edge and amongst buildings. A couple of the trips were also fortunate enough to inspect the RAC rescue helicopter and meet the crew.





## 8.5 LOCAL RESERVES BURN PLAN, FIRE HAZARDS, ROAD SIDES BRIGADES RECOMMENDATION

- Amanda presented Department of Parks and Wildlife correspondence which outlines proposed burns for the Autumn and spring of 2018.

RESERVE	AREA TO BE BURNT
Moramocking Road Reserve	0.7km (0.7ha)
CROWN RESERVE 335 (LOT 2866 ON PLAN 251298) (COCKBURN SOUND LOCATION 2866)	14.4ha
CROWN RESERVE 335 (LOT 2866 ON PLAN 251298) (COCKBURN SOUND LOCATION 2866)	24.7ha
Barrett Road reserve	4.1km (4ha)
North Bannister Wandering Road reserve	6.6km (7ha)
Crown Reserve 601	7.5ha
Crown Reserve 334	38.7ha

- Codjotone Brigade discussed carrying out burn at Shire Reserve Pumpreys – Amanda to check Native Title Implications.
- Melvin raised tip and Town site Reserve – Amanda to work on plan with Paul Blechynden and liaise with Melvin.
- Graeme Parsons stated that Narrogin Parks and Wildlife have previously discussed George Road Reserve burn, the Shire has had no formal notification of this. – Amanda to Follow up.

## 8.6 COUNCIL PROVIDED WATER TRUCK TO SUEZ ALBANY HWY ? THIS HAS BEEN PAID FOR.

- Melvin stated that Incident 385709 on the 20/03/2018 Albany communications centre requested the provision of a water truck to provide water at incident – this is supposed to be paid for by Suez... Amanda to follow up.

## 9. MEETING CLOSURE

There being no further business the Chairman closed the meeting at 9.17pm

Tabled before the Ordinary Council Meeting on 19 April 2018.

.....  
CR B M Whitely, President



**Lions Club of Wandering**  
**Post Office Box 61**  
**Wandering, WA, 6308**



**President Mal Wilkins**  
**Secretary Tony Edwards**  
**Treasurer David Lockwood**

23/3/2018

Chief Executive Officer  
Shire of Wandering

**WANDERING FAIR FOOD VAN ROOF BUILDING APPLICATION**

On behalf of the Wandering Fair committee our club is submitting this application for your approval.

Our club is financing this project and also assisting in the erection of the structure. Once the project is complete the ownership of the structure will be handed over to the Wandering Fair committee.

Our club has one stipulation in that if for any reason the van is moved from the existing site the structure will also be removed and the site restored. The structure will have bolt on footings to enable removal.

Regards

A handwritten signature in cursive script, appearing to read 'Tony Edwards'.

Tony Edwards  
Secretary  
Phone: 0417 590 743



**GENERAL NOTES**

These documents show the general arrangement of the building and include some items not supplied (refer to the quotation for nomination of all items to be provided). All items not nominated therein shall be supplied and installed by others.

**DESIGN CRITERIA**

These building plans have been prepared to comply with the standards nominated in the engineer's letter and detailed details in the attached Design Information Sheet. All plans are not to Scale.

The plans provided here are the latest at the time of print. Earlier plans provided may have become outdated due to engineering changes and should not be used. The plans and drawings are extensive and give all the information needed for a competent person to erect the building. The building is not designed to stand up by itself when it is partially complete. Consequently, construction bracing is critical during erection.

The owner has been requested to check off the BOM after the building delivery. You should check that you are able to locate all materials nominated in the BOM. You should also confirm that the length and size (including thickness), nominated in the BOM is what has been provided. Any missing items are the responsibility of the client once correct delivery has been confirmed as per Terms and Conditions of Sale.

The structure has been designed to allow for less than 50% of the cross-section exposed to the wind under the roof to be blocked by goods or materials in accordance with AS/NZS1170.2:2011. Blocking more than 50% of the cross-section under the roof with goods or materials will change the loads on the structure which have not been allowed for.

**ADDITIONAL DOCUMENTATION TO BE SUPPLIED BY PURCHASER/OWNER**

- The Purchaser/Owner is responsible for
  - \* Provision of Soil Report for the site and in the building area on which the building is to be erected
  - \* Site/Drainage Plans
  - \* Any other plans not covered by these engineering plans requested by the local Council or the authority

**BUILDING CONSTRUCTION REQUIREMENTS**

The Purchaser/Owner is to be ensured that all building construction is carried out in accordance with the Plans, the Construction Manual and the Bill of Materials (BOM).

**PIER DETAILS - GENERAL**

- \* The minimum size of Piers under the columns and End Wall Mullions are nominated below. When the slab and piers are poured as one pour, the depth of the pier is to the top of the slab.
- \* Pier Reinforcement for any piers over 1100mm. deformed bar to within 100mm of base and minimum 75mm top cover. Minimum side cover 75mm, maximum 100mm. Rod to be caged horizontally at least twice and at a maximum of 300mm spacing. Tie with a minimum of 6mm diameter cage tie. Where pier diameter is less than 450mm diameter, use 4 N12. For diameters equal to and over 450mm, use 4 N16. \* Pier design covers slabs with a minimum of 100kPa safe bearing capacity soil classification A, S, M for a class 10a building. Other than this, owner to provide slab and pier details.

- \* Designs are in accordance with AS 3600:2009
- \* All concrete to be in accordance with AS 3600:2009. Minimum 25 Mpa, with 80mm slump.
- \* Piers should be cured for 7 days before commencing construction of the building.
- \* All dimensions are from center of columns. \* Where columns or end wall mullions have been removed, piers are not required.
- \* End wall mullion spacing may move due to location of openings or doors. Check layout and component position plan, and relocate piers as required.

**For Class A, S or M Sites**

Piers to be a minimum of SHS1030 - 300mm dia x 1000mm deep, centered to the C Section.

**BRACING NOTES**

- \* Refer to Connection Details
- \* All Cross Bracing (roof) is achieved with 1.2mm Strap G450
- \* Cross bracing is to be fixed fast and secured with 14.20 x 2.2 frame screws at each end, quantity as per connection details.
- \* Fly bracing to be fixed to the pulleys/girts at all mid portal rafters, columns and end wall mullions. The spacing between fly braces is determined by column/rafter sizes as follows:

- C150 - maximum 1800mm spacing
- C200, C250 - minimum 2200mm spacing
- C300 - minimum 2600mm spacing
- C350 - minimum 3000mm spacing

- \* All bracing strap ends to be located as close as practical to structural members (columns, rafters, mullions) centerline.

**BOLTS**

- \* Unless otherwise nominated, all bolts are grade 4.6
- \* All tensioned bolts shall be tensioned using the part turn method (refer to AS4100). For the exterior, full details are in the construction manual

**OTHER MATERIALS NOTES**

- \* All Sheetmetal, Flashing and framing screws are Climaseal 4.
- \* All purlin material has Z150 zinc coating with minimum strength of 450MPa.

Purchaser Name: Wandering Fair

Site Address: 1405 Street WANDERING WALES WA 6300 Australia

Drawing # WSS18/025-2

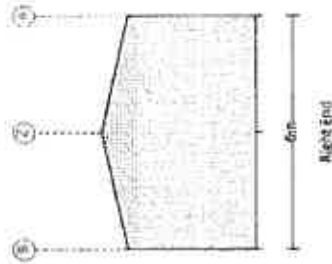
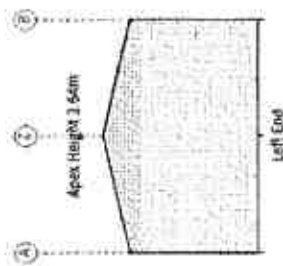
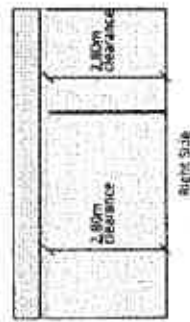
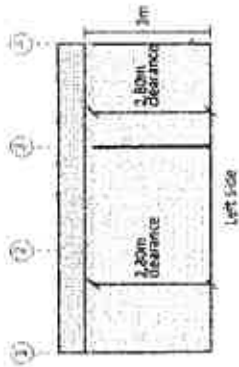
Print Date: 22/03/18

**General Notes**  
NOT FOR CONSTRUCTION  
Page 1 of 1  
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Seller: Wandering Fair Pty Ltd  
Phone: 07 5577 8888  
Fax: 07 5577 8899  
Email: admin@wanderingfair.com.au

**TMC ENGINEERING PTY LTD**  
ACN: 610 855 280  
1/67 Paul (Registered NER Structural & Civil) 2/4 Warr  
CLD - PECHINA, 13/750 VIC - EG4499, TNS - COLLIERIE 11/ 226521ES  
Practising Professional Structural & Civil Engineer

R. Nancarrow Date: 22/03/18



Purchaser Name: Murrumbidgee

Site Address: 1000s West Warrumbidgee NSW 2680 Australia

Drawing No: 1000s - 2

Print Date: 22/07/18

Lay out  
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© Caspigh Swire P Pty Ltd

Casper Swire Swire Swire  
Swire Pty Ltd  
Phone: 07 5577 8888  
Fax: 07 5577 8889  
Email: caspigh@swire.com.au

INC ENGINEERING PTY LTD  
ACN 510 853 740  
100 West Warrumbidgee NSW 2680  
OLD 1000s West Warrumbidgee NSW 2680  
Professional Engineers & Civil Engineers

Signature: *[Signature]* R. Scazzano Date: 22/07/18

**VATERIAL SPECIFICATIONS**


All dimensions are in metres. Per sizes mentioned are available for Class A, S or M sites. Refer to General Notes.

Categories	Span	Building Dimensions			Grids	Profile(s)
		Length	Pitch	Height		
Main Building	6	12	3	3	A, B	1-4

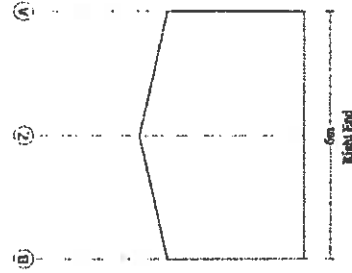
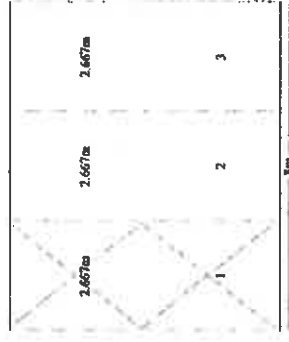
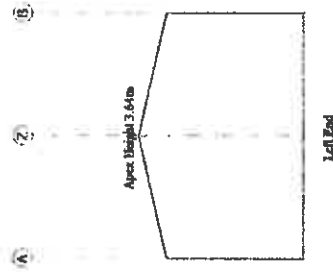
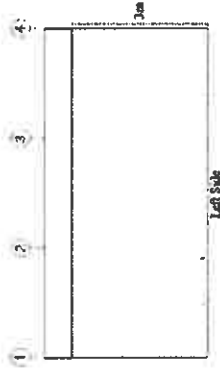
Grid / Portal Number	Portal Frame Elements			
	1	2	3	4
Columns	SHS 100x100x6	SHS 100x100x6	SHS 100x100x6	SHS 100x100x6
Diagonal	1.3	1.3	1.3	1.3
Roof	1	1	1	1
Roof Purlin	SHS 100x100x6	SHS 100x100x6	SHS 100x100x6	SHS 100x100x6
Roof Rafter	1.3	1.3	1.3	1.3
Depth	1	1	1	1
Roof Height	1.5012	1.5012	1.5012	1.5012
Roof Pitch	1:5012	1:5012	1:5012	1:5012

Grid / Line Number	Wall Section Details		
	1	2	3
Wall	1:64075	1:64075	1:64075
Roof Purlin	1:006	1:006	1:006
Roof Rafter	1:006	1:006	1:006
Roof Purlin Spacing	1:006	1:006	1:006
Roof Rafter Spacing	1:006	1:006	1:006
Roof Height	1:5012	1:5012	1:5012
Roof Pitch	1:5012	1:5012	1:5012
Roof Depth	1:103	1:103	1:103
Roof Width	1:103	1:103	1:103
Roof Length	1:103	1:103	1:103

Category	Colour	Product
Roof Sheeting	COLOURBOND steel	TRINCLAMP steel 0.42 BA17 (0.47TC)
Wall Sheeting	COLOURBOND steel	TRINCLAMP steel 0.42 BA17 (0.47TC)

Purchase Name: Wandering Fair	Specification Sheet NOT FOR CONSTRUCTION Page 1 of 1 © Copyright Sheehy Pty Ltd	Seller: Waco Span Sheds Sheehy Pty Ltd Phone: 07 5657 8888 Email: waco@sheehy.com.au	TMC ENGINEERING PTY LTD ACN: 616 855 250 MC Aust. Registered INER Structural & Civil 27/1/2010 QLD: RPEQ No. 13152 MC: 54260; TAS: 02286; N.I.: 2252152; Practising Professional Structural & Civil Engineer  Signature:  R. Nancarrow Date: 2/20/18
Site Address: Vids Street WANDERERG WA 6308 Available	Drawing # VSS18 1026 - 4 Print Date: 2/20/18		

Cross Bracing is achieved with L-Zone Strip. Refer to Connection Details.



Purchaser Name: Wandering Fair

Site address: Vicks street WANDERING WA6308 Australia

Drawing # WSS181028 - 5

Print Date: 22/03/18

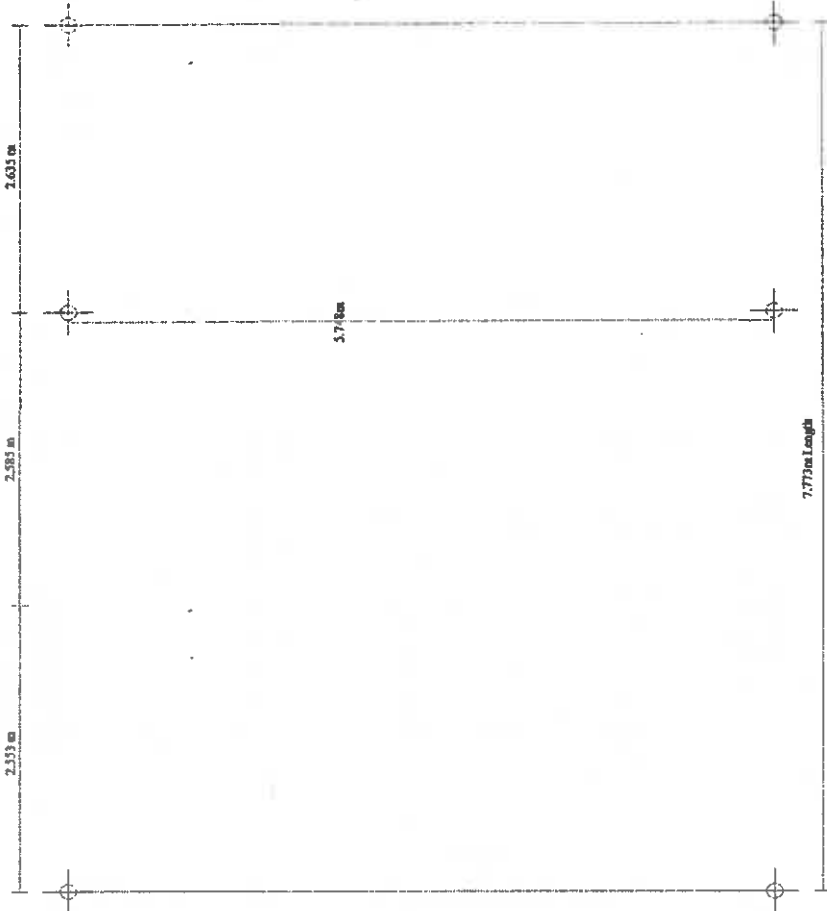
**Bracing**  
**NOT FOR CONSTRUCTION**  
 © Copyright Sweeny Pty Ltd

Seller: Wide Span Sheds  
 Sweeny Pty Ltd  
 Phone: 07 5557 8888  
 Fax: 07 5557 3058  
 Email: sales@sweeny.com.au

TMC ENGINEERING PTY LTD  
 ACN 610 655 280  
 ME Act (Registered NER Structural & Civil 2741240)  
 CLD - RFEO No. 13750 MC ECH684 TNS - CO8905 N.T. 225521ES.  
 Practising Professional Structural & Civil Engineer

Signature: *[Signature]*  
 R. Hancock Date: 22/03/18



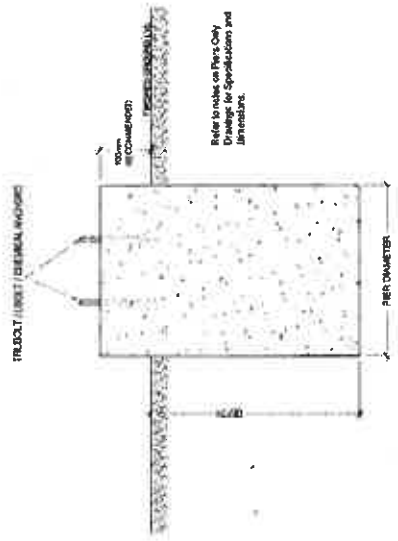


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 ACN 510 865 380  
 ME Aust. (Registered NERS Structural & Civil) 2741240  
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 Practising Professional Structural & Civil Engineer  
 Signature:  R. Hancock Date: 22/03/18

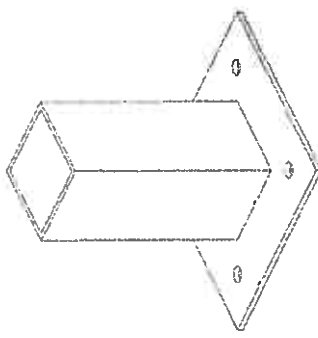
Sellen Wide Scan Struck  
 Sheehy Pty Ltd  
 Phone: 07 5657 8888  
 Fax: 07 5657 8889  
 Email: [sellen@sheehy.com.au](mailto:sellen@sheehy.com.au)

**Concrete Piers**  
**PIER MEASUREMENT ONLY. NOT FOR CONSTRUCTION**  
 Not to Scale  
 © Copyright Sheehy P Pty Ltd

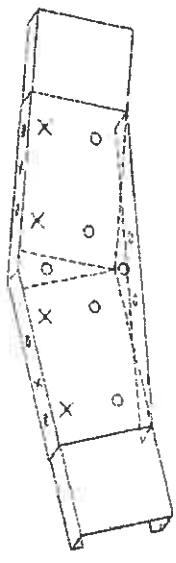
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 Drawing # WGS181028 - 6  
 P/M Date: 22/03/18



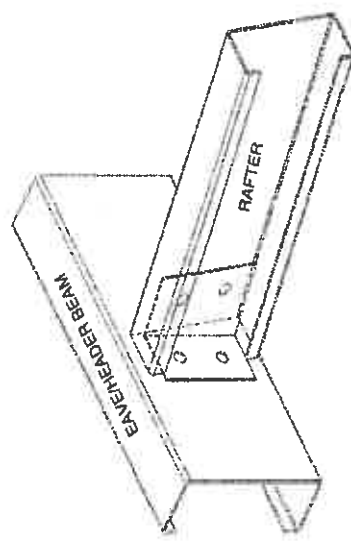
**BORED PIER**



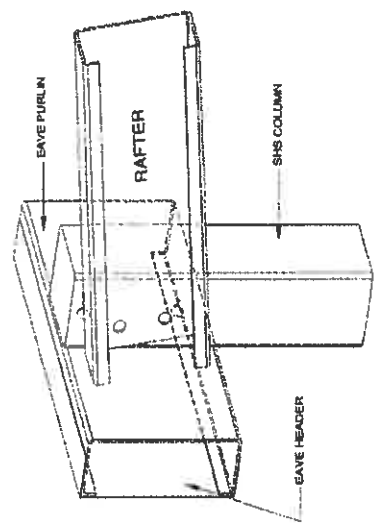
**FIXING BOLT - 4 OF M12 x T11 Galv**  
**COLUMN BASE PLATE - CARPORT**



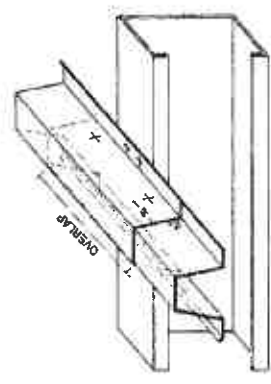
**FIXING BOLTS - 8 OF M12 x 30**  
**FIXING SCREWS - 6 OF 14.20 x 82**  
**APEX BRACKET C150, 12 deg**



**FIXING BOLTS - 4 OF M12 x 30**  
**RAFTER TO EAVE/HEADER CONNECTION**  
**C150 - 12deg**



**FIXING BOLTS - 4 OF M12 x 30**  
**RAFTER TO EAVE/COLUMN CONNECTION -**  
**C150, 12deg**



**FIXING SCREWS - 8 OF 14.20 x 22**  
**LAP = Greater of 10% of span or 500 mm**  
**PURLIN/GIRT FIXING - TOPHAT 64**  
**SINGLE COLUMN OR RAFTER**

Purchaser: Merit Wandering Fair

Site Address: Waze Street WANDERING WA 6309 Australia

Drawing # WSS1E 1026 - 7

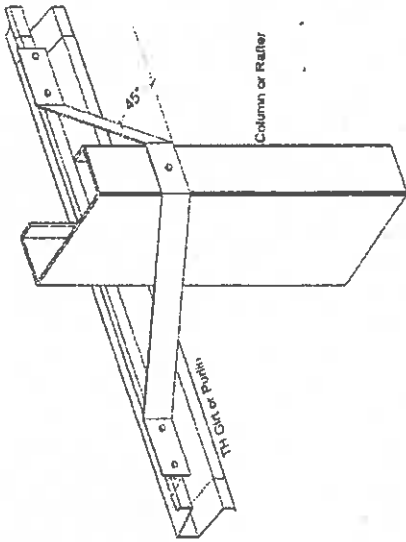
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**Connection Details**  
**NOT FOR CONSTRUCTION**  
 Page 1 of 2  
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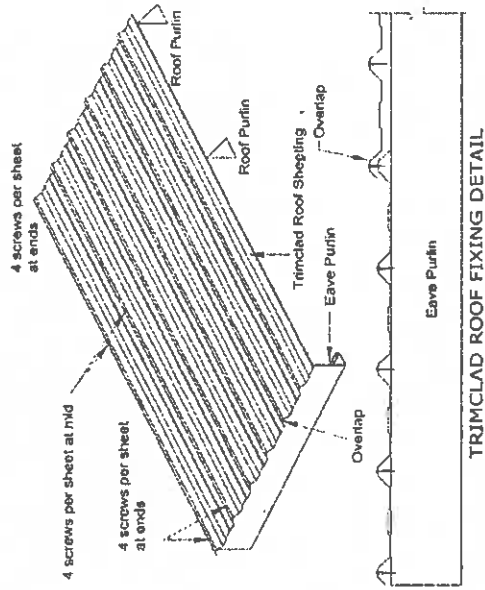
Simon Wade Span Steels  
 Steels Pty Ltd  
 Phone: 07 5557 8888  
 Fax: 07 5557 8899  
 Email: admin@spansteels.com.au

TAC ENGINEERING PTY LTD  
 10/11  
 ME Hall (Recreational) Structural & Civil 2741240  
 QLD R760 No. 13750 MC, EC44684 TAS, CC9588 NT 22652 IES.  
 Practising Professional Structural & Civil Engineer

Signature: R. Mironow Date: 22/03/18



FIXING SCREWS - 5 of 14 20 x 22  
FLY BRACING



TRJMCLAD ROOF FIXING DETAIL

Purchaser Name: Vendering Tele

Site Address: Walls street WANDERONG VIC 3608 Australia

Drawing # VASS181028 / 7

Print Date: 22/02/18

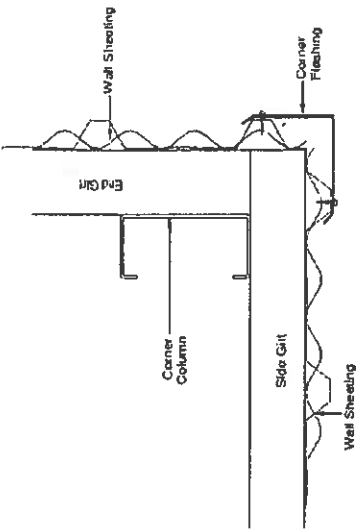
Connection Details  
NOT FOR CONSTRUCTION  
Page 2 of 2  
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Stahler-Walk Span Sheets  
Phone: 07 5657 8888  
Fax: 07 5657 8899  
Email: admin@stahler.com.au

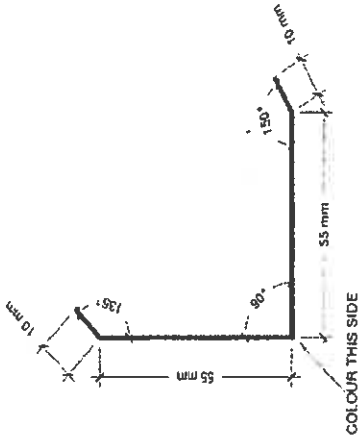
TMC ENGINEERING PTY LTD

ACN 619 855 261  
100/100 WINDERMERE DRIVE, CLUN 2711 NSW  
AUSTRALIA  
QLD: BRISBANE 13755, VIC: LIC24694, TAS: CC2866, NT: 2252 TICS  
Professional Structural & Civil Engineer

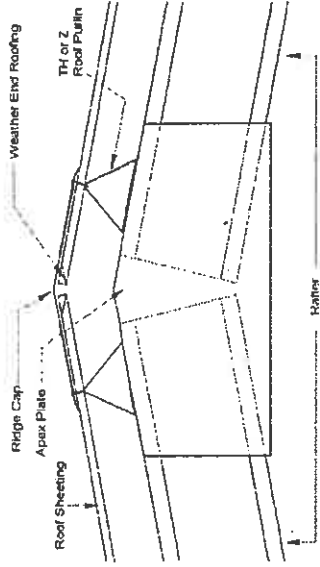
Signature:  R. Harcourt Date: 22/02/18



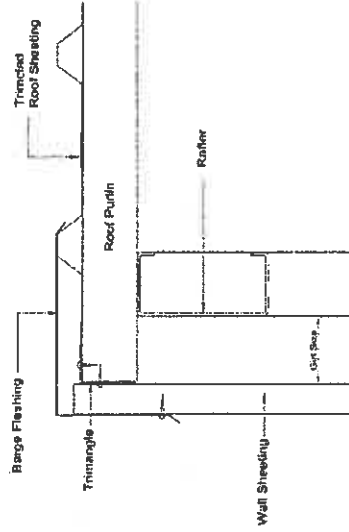
Corner Flashing XF20 - Connection



Ridge Cap - XF 82



Barge Flashing XF11 - Sheeting Gable



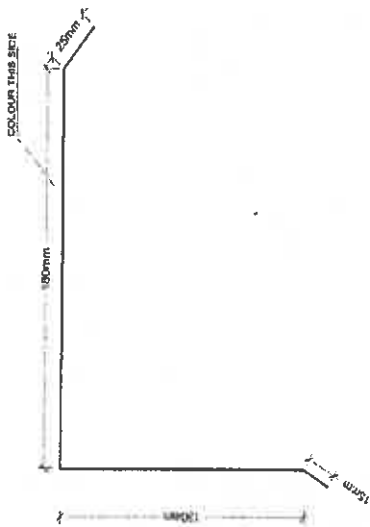
Purchaser Name: Wandering Fair	
Site Address: Vets sheet WANDERING WA 6308 Australia	
Drawing # WSS161028 - 8	Print Date: 22/03/18

Flashing Fixing Details  
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 Page 1 of 2  
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Saeek Wide Span Sheds  
 Saeek Pty Ltd  
 Phone: 07 5657 8888  
 Fax: 07 5657 8838  
 Email: admin@saeek.com.au

TAC ENGINEERING PTY LTD  
 16/21 1633 200  
 16/21 1633 200  
 16/21 1633 200  
 QLD: 16/21 1633 200, VIC: E044864, TAS: C026688, NT: 225321ES.  
 Practising Professional Structural & Civil Engineer

Signature: *[Signature]* R. Nemanow Date: 22/03/18



**XF 11**

Purchaser Name: Wandering Feir

Site / Address: Web Street WANDERING WA 6308 Australia

Drawing # VSS181026-0

Print Date: 22/03/18

**Flashing Fixing Details  
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Sales: Wide Span Steels  
Steels Pty Ltd  
Phone: 07 567 8988  
Fax: 07 567 8989  
Email: [sales@steels.com.au](mailto:sales@steels.com.au)

**TAC ENGINEERING PTY LTD**

12/15 DUBS RD  
MURRAY BRIDGE QLD 4272  
QLD 4272  
CLD 18200 No. 10759, VC: EC24484, TAS: CC65866, NT: 225521ES;  
Practising Professional Structural & Civil Engineer

Signature:  R. Narasimhan Date: 22/03/18





---

11 April 2018

Ms Amanda O'Halloran  
Chief Executive Officer  
Shire of Wandering  
22 Watts Street  
WANDERING WA 6308

Dear Amanda

**Re: Tai Chill Fitness Classes**

I would like to thank the Shire for agreeing to my previous request to be able to hire the foyer of the Community Centre for free, only paying if the class numbers reach 10, to hold the Tai Chill classes.

I am still running the Tai Chill classes but with the cold weather approaching I would like to ask once again if the Shire would be so kind as to waive the hire costs for the Community Centre for the period of Tuesday 1 May to Tuesday 19 June 2018 (8 week period), with the same proviso that if 10 or more attend I will pay the hire fee. For your information I have been getting a regular group of around 6 each week.

I hope you will give this request further consideration and look forward to hearing from you at your earliest convenience.

If you have any queries please do not hesitate to contact me.

Kind regards

Lisa Boddy

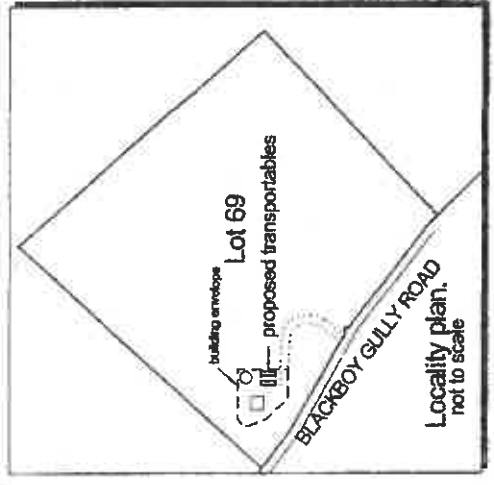
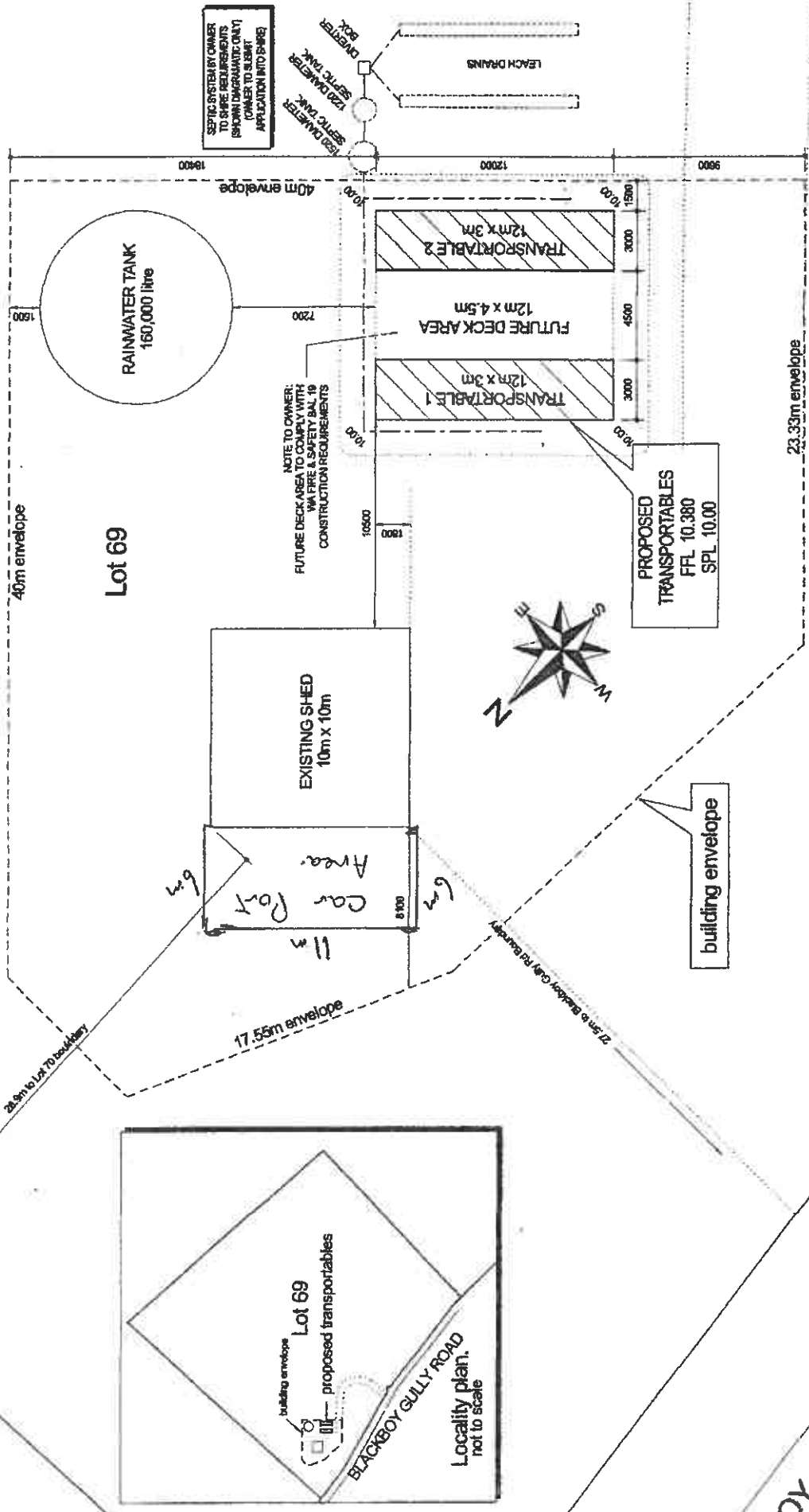






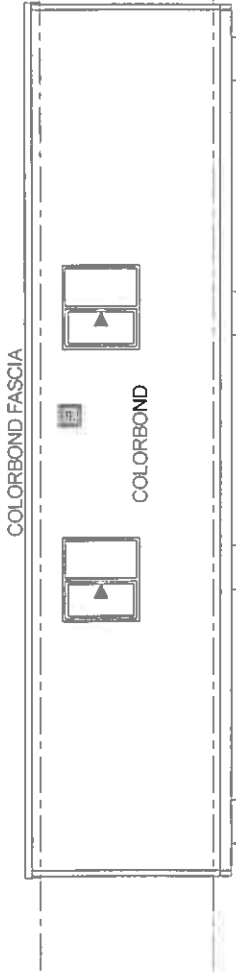
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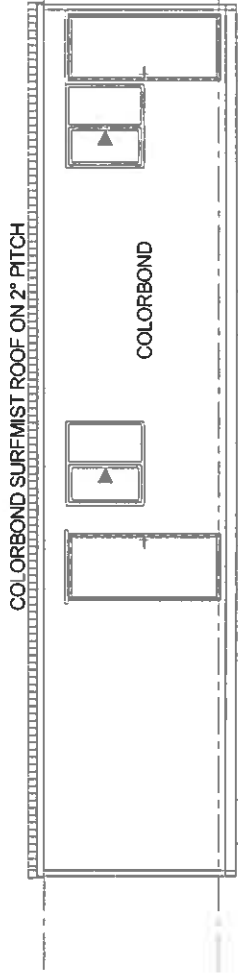


<b>2 of 12 x 3m transportable units</b> <b>Steve's Transportables</b> Steve Shorter - Proprietor Phone 0419 956 259 Email sshorter.1@bigpond.com		<b>JOONDALUP DESIGNS</b> Address 645 Muchea South Rd, Muchea, Post office Box 87, Muchea, 6501. Email joondalupdesigns@bigpond.com Phone 08 9571 4361 Mobile 0411 513 771		<b>JOONDALUP DESIGNS</b> 		<b>CLIENT NAME:</b> P & D Latham-0488224143 <b>SITE ADDRESS:</b> LOT 69 (No. 70) BLACKBOY GULLY RD, WANDERING SHIRE SHIRE OF WANDERING		<b>DATE:</b> 01.02.18 <b>BY:</b> LA	
<b>PROPOSED TRANSPORTABLES</b> FFL 10.380 SPL 10.00		<b>DATE DRAWN:</b> FEB 2018 <b>SCALE:</b> 1 : 200		<b>DRAWING NAME:</b> SITE-LOCALITY PLAN		<b>SHEET NO.:</b> S 1 <b>TOTAL SHEETS:</b> 0		<b>FILE NAME:</b> E:\projects\2018 Steve's Transportables\Lot 69\Site Plan	

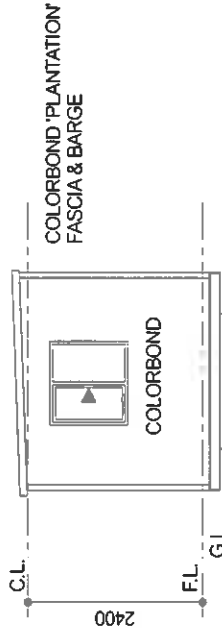
**BLACKBOY GULLY ROAD**



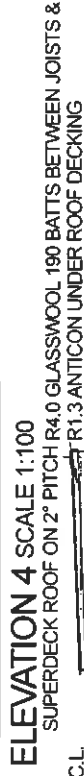
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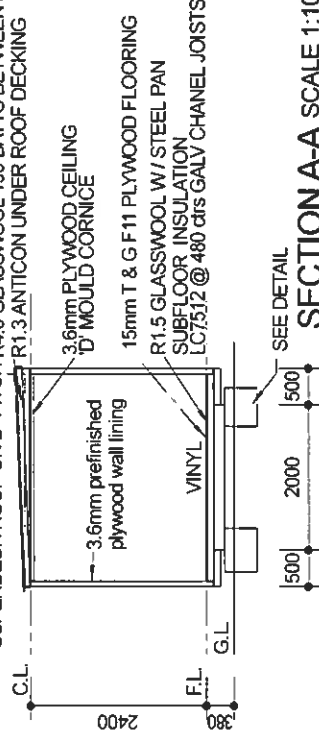
ELEVATION 2 SCALE 1:100



ELEVATION 3 SCALE 1:100



ELEVATION 4 SCALE 1:100

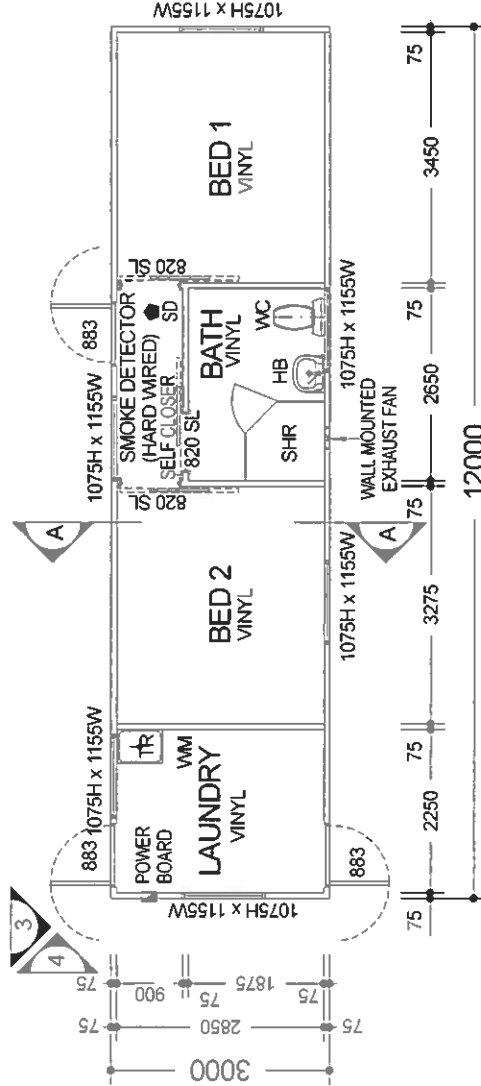


SECTION A-A SCALE 1:100

SECTION A-A SCALE 1:100

**PROJECT SPECIFICATION FOR RELOCATED NEAR NEW CONDITION SECOND HAND UNIT**

- FLOOR STRUCTURE**
- STEEL SKIDS-150UB14
- FLOOR JOISTS-LC7512 @ 480 cts
- FLOORING-15mm T & G F11 PLYWOOD FLOORING + 2mm VINYL
- 75mm UNDERFLOOR INSULATION ADDED VALUE R2.0
- WALL STRUCTURE**
- EXTERNAL 75mm STEEL FRAMED @ 400 CTS. EXT LINING CCS MESA PROFILE 'MERINO.' FIXED OVER 3.6mm ROUGH PLY + 75mm R2.0 GWOOL ACOUSTITHERM.
- ROOF STRUCTURE**
- CEILING STUDS 75mm STEEL FRAME @ 400 CTS WITH BOXED STUD EVERY 800 CTS
- ROOF DECKING-ZINCALUME SUPERDECK PROFILE-0.48mm BMT
- INSULATION-R3.0 FIBRE BATTS BETWEEN JOISTS & R1.3 ANTICON
- CEILING-PREFINISHED PLYWOOD CEILING LINING
- WINDOWS**
- POWDERCOATED ALUMINIUM FRAME
- ALL WINDOWS & DOOR FRAMES TO HAVE FIXINGS DOUBLED INTERNALLY AND EXTERNALLY



FLOOR PLAN SCALE 1:100



**B.A.L. - 19**

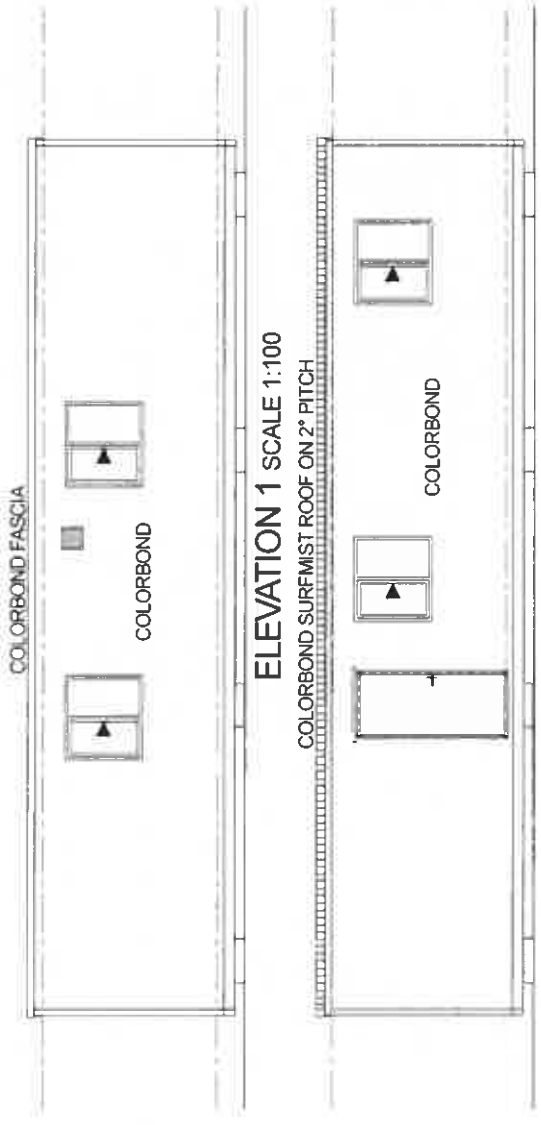
REFER TO WA FIRE & SAFETY BAL 19 CONSTRUCTION REQUIREMENTS

**Steve's Transportables**  
 Steve Shorter - Proprietor  
 Phone 0419 955 259  
 Email sshorter.1@bigpond.com

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**12 x 3m UNIT 1 for LATHAM**

E:\Documents\JD\2016 Steve's Transportables\12x3m Unit1 Latham.SKF



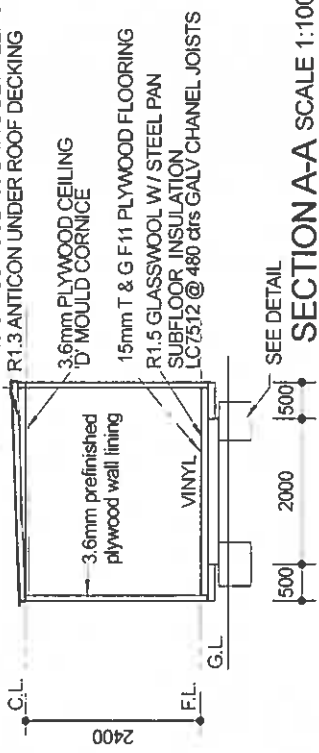
ELEVATION 1 SCALE 1:100

ELEVATION 2 SCALE 1:100

ELEVATION 3 SCALE 1:100

ELEVATION 4 SCALE 1:100

SUPERDECK ROOF ON 2° PITCH R4.0 GLASSWOOL 190 BATTS BETWEEN JOISTS & R1.3 ANTICON UNDER ROOF DECKING



SECTION A-A SCALE 1:100

SECTION A-A SCALE 1:100

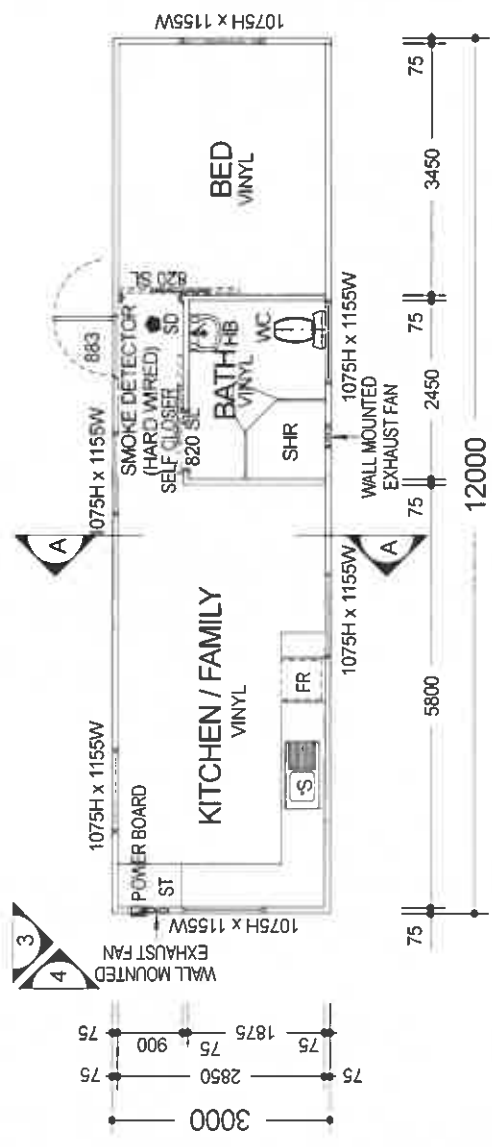
**PROJECT SPECIFICATION FOR RELOCATED NEAR NEW CONDITION SECOND HAND UNIT**

**FLOOR STRUCTURE**  
 STEEL SKIDS-150JB14  
 FLOOR JOISTS-LC7512 @ 480 cfs  
 FLOORING-15mm T & G F11 PLYWOOD FLOORING + 2mm VINYL  
 75mm UNDERFLOOR INSULATION ADDED VALUE R2.0

**WALL STRUCTURE**  
 EXTERNAL 75mm STEEL FRAMED @ 400 CTS. EXT LINING CCS MESA PROFILE 'MERINO.' FIXED OVER 3.6mm ROUGH PLY & 75mm R2.0 GWOOL.ACOUSTITHERM.

**ROOF STRUCTURE**  
 CEILING STUDS 75mm STEEL FRAME @ 400 CTS WITH BOXED STUD EVERY 800 CTS  
 ROOF DECKING-ZINCALUME SUPERDECK PROFILE-0.48mm BMT INSULATION-R3.0 FIBRE BATTS BETWEEN JOISTS & R1.3 ANTICON  
 CEILING-PREFINISHED PLYWOOD CEILING LINING

**WINDOWS**  
 POWDERCOATED ALUMINIUM FRAME  
 ALL WINDOWS & DOOR FRAMES TO HAVE FIXINGS DOUBLED INTERNALLY AND EXTERNALLY



FLOOR PLAN SCALE 1:100

B.A.L. - 19

REFER TO WA FIRE & SAFETY BAL 19 CONSTRUCTION REQUIREMENTS

**Steve's Transportables**  
 Steve Shorter - Proprietor  
 Phone 0419 955 259  
 Email sshorter.1@bigpond.com

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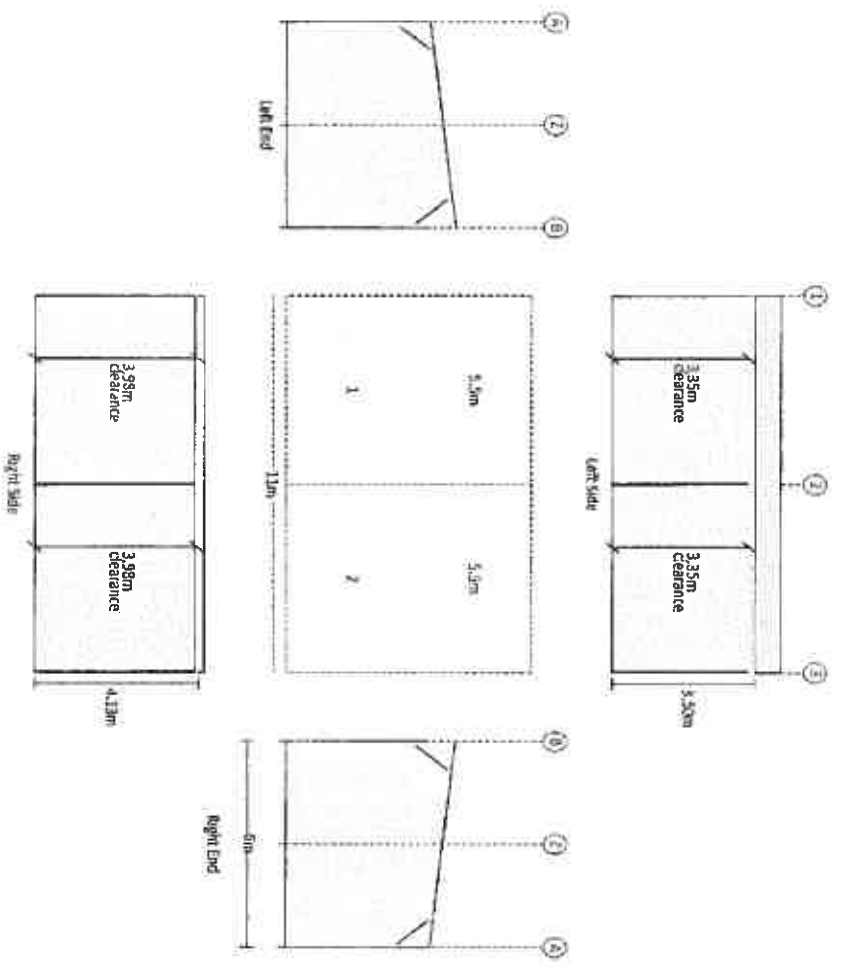
**12 x 3m UNIT 2 for LATHAM**  
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Purchaser Name: Peter Laganon  
 Site Address:  
 Ref # JAN1802098-1  
 Print Date: 28/12/18

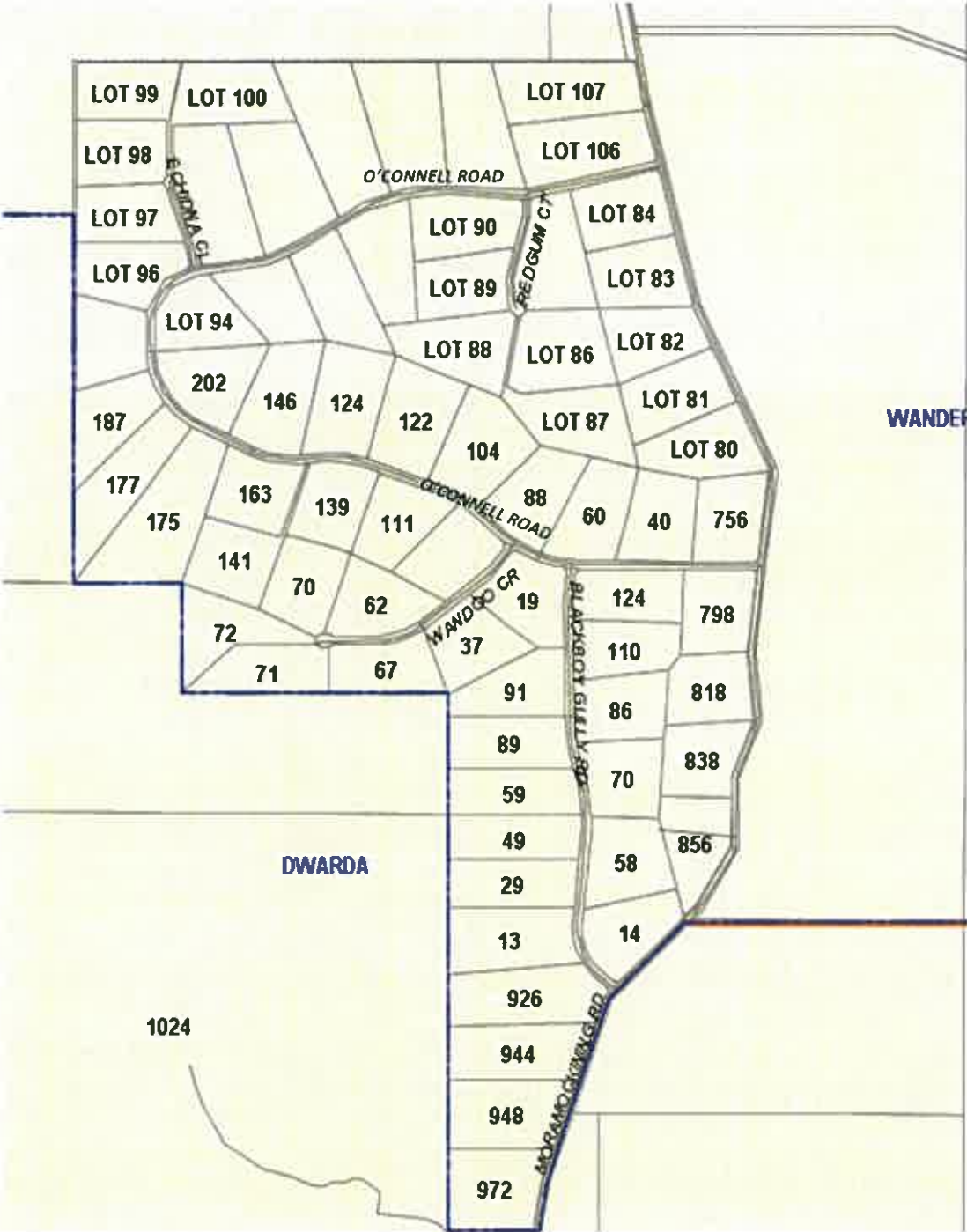
**Building Layout**

ref: JAN1802098-1

Seller: Anderson Sheets  
 Name: James Anderson  
 Phone: 08 9331 9990  
 Fax: 08 93357514  
 Email: james@andersonsheets.com.au



Black Boy Springs Complete Map



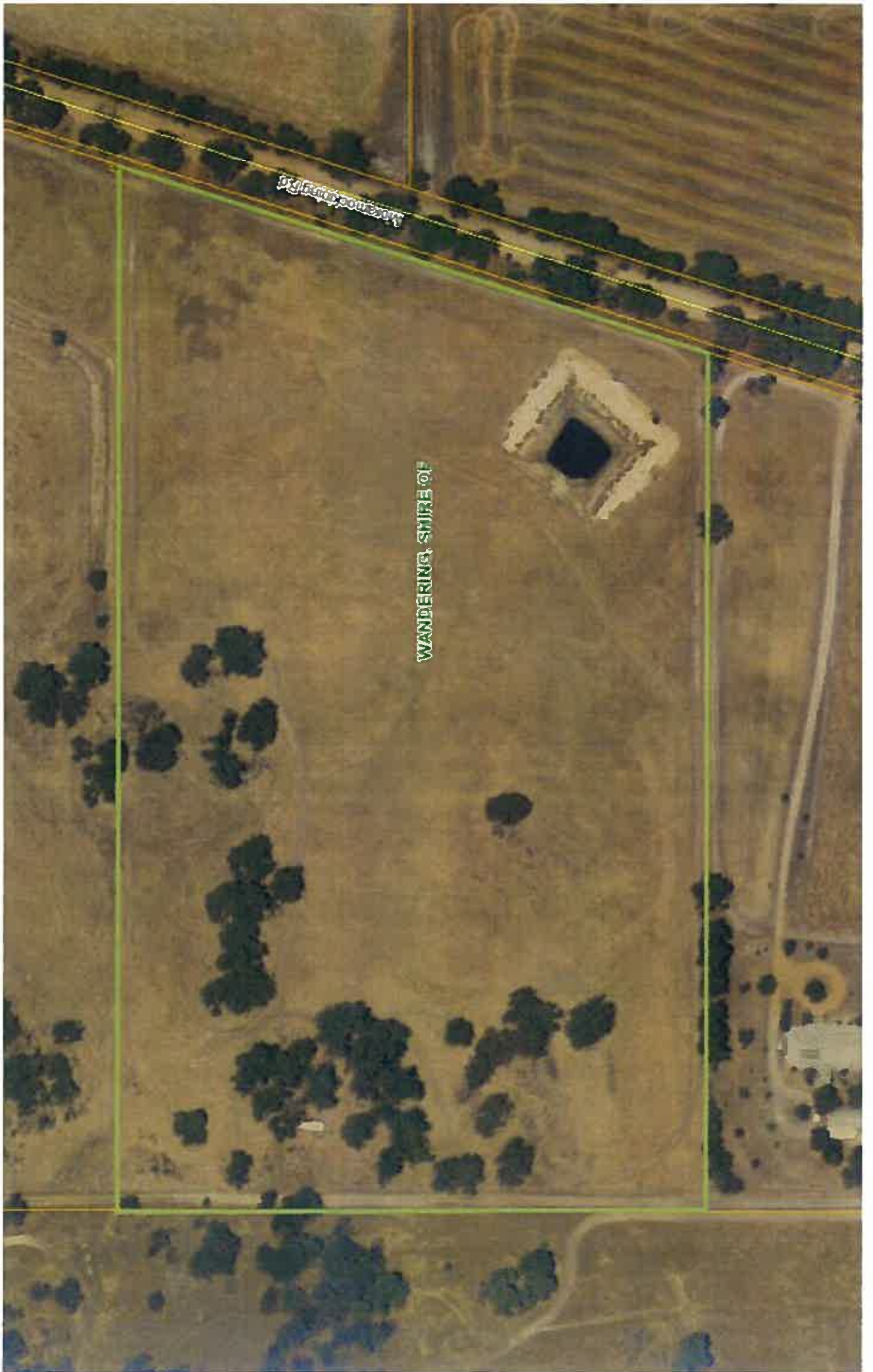






ROAD





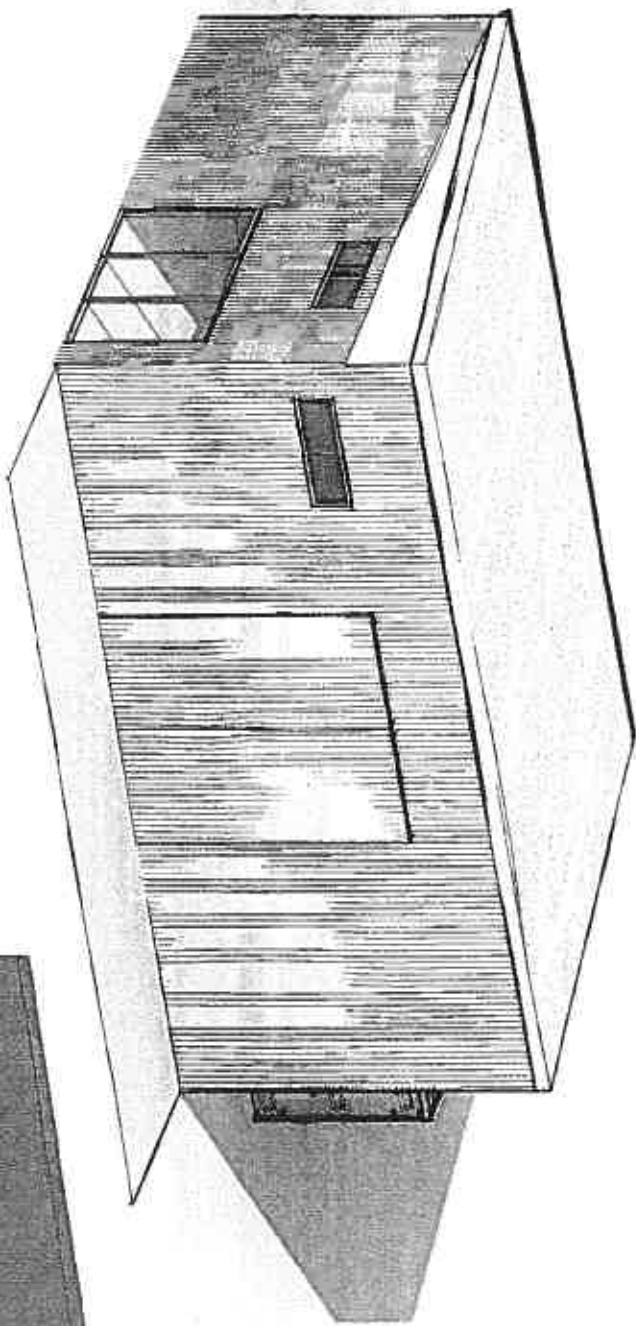
WANDERING SHIRE OF

WANDERING SHIRE OF

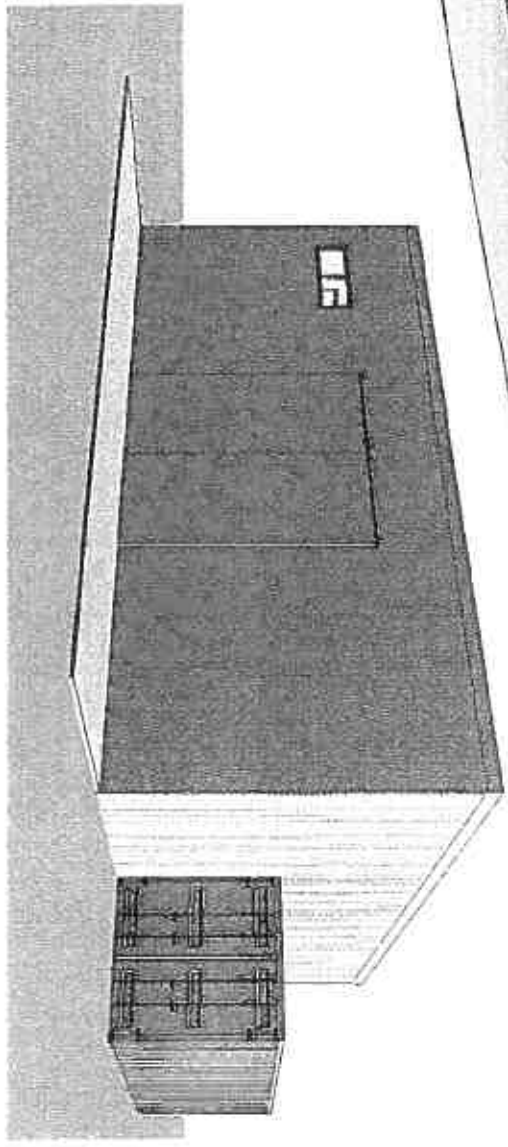


**SHEET LIST**

SHEET NUMBER	SHEET NAME
01	SHEETS SCHEDULE, OVERVIEW PERSPECTIVE
02	ARCHITECTURAL SPECIFICATION
03	SITE ANALYSIS PLAN
04	GROUND FLOOR PLAN
05	1st FLOOR PLAN
06	SECTION
07	SECTION AND SERVANT CONTROL WASTE MANAGEMENT PLAN
08	EROSION AND SEDIMENT CONTROL WASTE MANAGEMENT PLAN



**OVERVIEW PERSPECTIVE 1**



**OVERVIEW PERSPECTIVE 2**

**DRAFTINGPLANS**

www.draftingplans.com.au

No.	Description	Date
1	ISSUE FOR CLIENT	05.03.18

948 MORAMOCKING RD, WANDERING WA

SHEETS SCHEDULE, OVERVIEW PERSPECTIVE			
Project number	J666		
Date	05.03.18		01
Drawn by	FRANZ		
Checked by	JP	Scale	100

BE ADVISED - SOME CLAUSES IN THIS SPECIFICATION MAY NOT BE RELEVANT TO THIS PROJECT

- 11 ALL DIMENSIONS SHALL BE CHECKED ON SITE PRIOR TO COMMENCEMENT...
12 ALL WORK SHALL COMPLY WITH RELEVANT CURRENT AUSTRALIAN STANDARDS...
13 ALL WORKMANSHIP SHALL COMPLY WITH RELEVANT CURRENT AUSTRALIAN STANDARDS...
14 ALL WORK SHALL BE IN ACCORDANCE WITH REQUIREMENTS OF THE RESPECTIVE AUTHORITY...
15 THE RESPECTIVE TRADES MUST BE COMPLETED IN THE ORDER SHOWN ON THE CONTRACT DOCUMENTS...
16...
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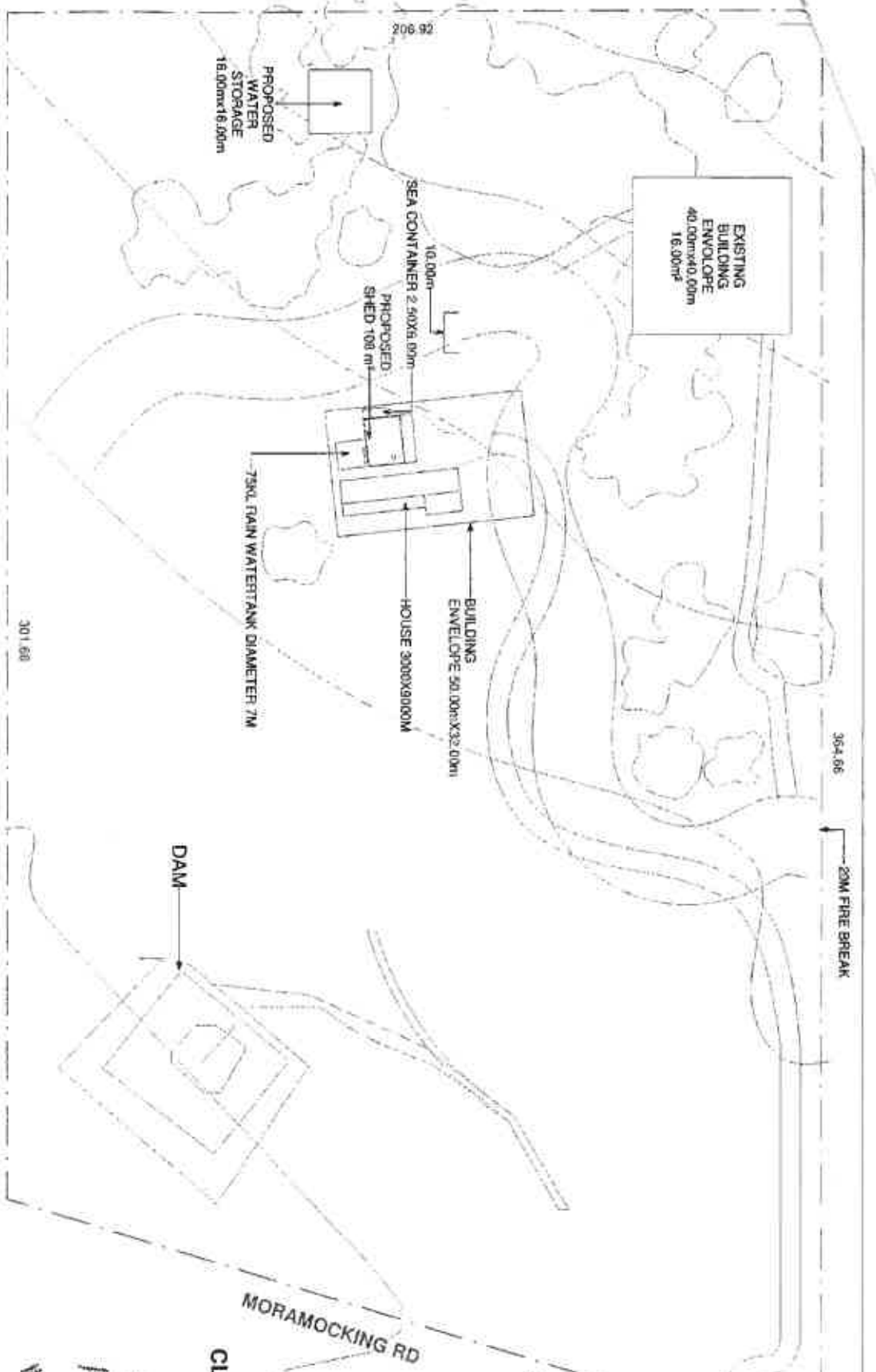
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Table with 4 columns: LAYER, THICKNESS, DENSITY, and AREA. Contains data for various construction layers like concrete, brickwork, and plaster.

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948 MORAMOCKING RD, WANDERING WA
ARCHITECTURAL SPECIFICATION
Project number: 1565
Date: 05.03.18
Drawn by: FRANZ
Checked by: JP
Scale: 1:100

DRAFTING PLANS
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**SITE/ ANALYSIS PLAN**  
 1 : 1000  
 0m 20m 40m 80m 100m  
 VISUAL SCALE 1:1000 @ A3

**NOTE:**  
 THESE PLANS MAY NOT BE TO SCALE



**SITE PLAN LEGEND**

**NOTES**  
 THIS DRAWING IS A PLAN ONLY AND NOT A CROSS SECTION. DIMENSIONS SHOWN ARE TO FACE UNLESS SPECIFIED OTHERWISE.

**SITE NOTES**  
 GENERAL ALL INFORMATION ON THIS SITE PLAN IS TO BE TAKEN FROM THE ARCHITECTURAL DRAWINGS AND NOT FROM THIS PLAN. THE ARCHITECTURAL DRAWINGS ARE THE AUTHORITY FOR ALL INFORMATION ON THIS SITE PLAN. THIS PLAN IS TO BE USED FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT CONSTITUTE A CONTRACT. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY DAMAGE OR LOSS OF ANY KIND ARISING FROM THE USE OF THIS PLAN. THE ARCHITECT'S OFFICE IS NOT RESPONSIBLE FOR ANY DAMAGE OR LOSS OF ANY KIND ARISING FROM THE USE OF THIS PLAN. THE ARCHITECT'S OFFICE IS NOT RESPONSIBLE FOR ANY DAMAGE OR LOSS OF ANY KIND ARISING FROM THE USE OF THIS PLAN.



\* SITE ANALYSIS PLAN IS TO BE USED IN CONJUNCTION WITH THE ARCHITECTURAL DRAWINGS TO DETERMINE THE EFFECTS OF ENVIRONMENTAL EFFECTS AND THE STRAIGHTENING OF ROADS AND THE STREETSCAPE ELEVATION.

**DRAFTING PLANS**

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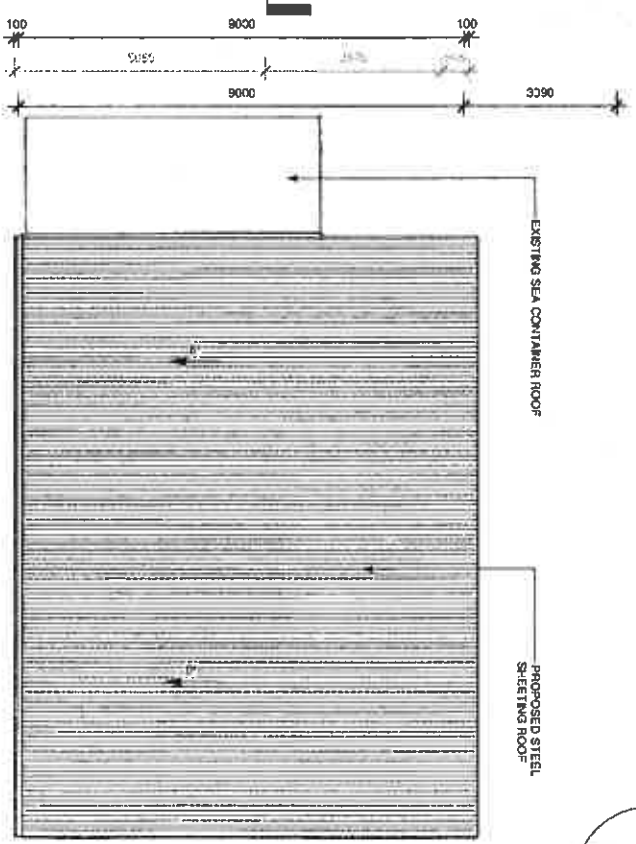
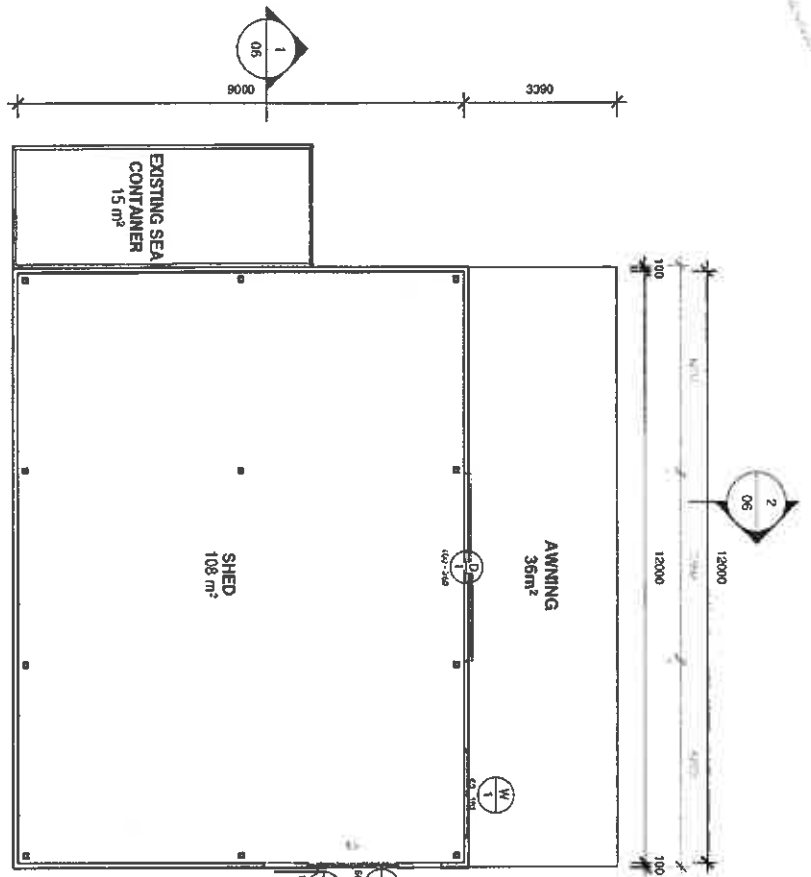
No.	Description	Date
1	ISSUE FOR CLIENT	05.03.18

948 MORAMOCKING RD, WANDERING WA

**SITE/ ANALYSIS PLAN**

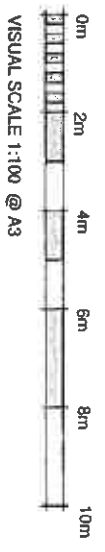
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Date	05.03.18
Drawn by	FWANT
Checked by	JP
Scale	1:100

**03**



**GROUND FLOOR PLAN**  
1 : 100

**ROOF PLAN**  
1 : 100



VISUAL SCALE 1:100 @ A3

**NOTE:**  
THESE PLANS MAY NOT BE TO SCALE

- CONSTRUCTION NOTES**
- CONSULT ENGINEER ON SITE TO OBTAIN RESOURCES PRIOR TO COMMENCEMENT OF ANY WORK.
  - SUPPLY AND INSTALL STEEL CHEMICAL TREATED REINFORCEMENT UNLESS OTHERWISE APPROVED TO SPECIFICATIONS.
  - ALL WORKMANSHIP INCLUDING BRICK WORKING SHALL BE IN ACCORDANCE WITH AUSTRALIAN BUILDING CODE WITH AS1018 - UNLESS OTHERWISE APPROVED.
  - ROOF FRAMING SHALL BE OF TRADITIONAL TIMBER FRAMED CONSTRUCTION.
  - ALL ROOFING SHALL BE IN ACCORDANCE WITH AS1562.1 AND AS1562.2.
  - ELECTRICAL SHALL BE INSTALLED IN ACCORDANCE WITH AS/NZS 3000 (WIRING RULES).
  - ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT BUILDING REGULATIONS.

**DRAFTINGPLANS**

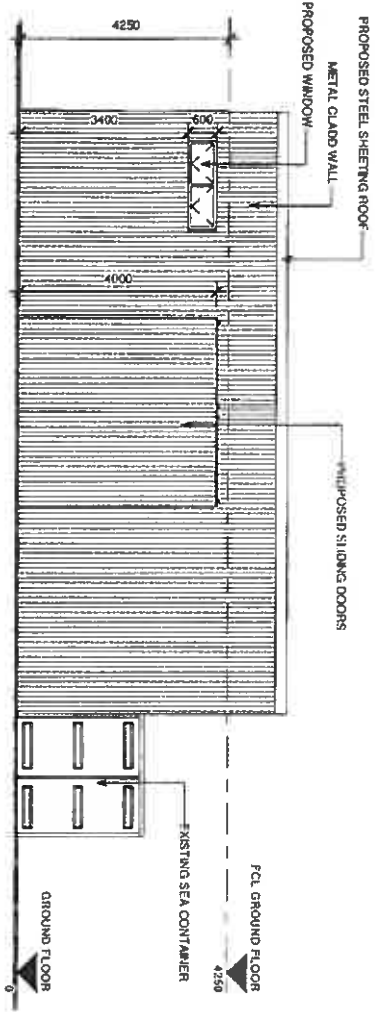
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No.	Description	Date
1	ISSUE FOR CLIENT	05.03.18

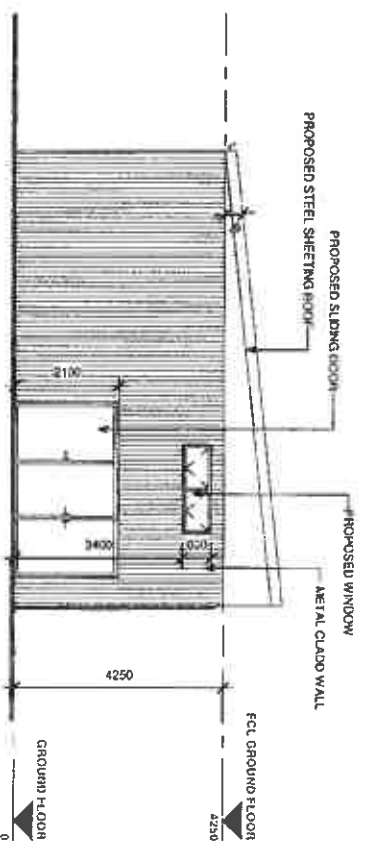
948 MORAMOCKING RD, WANDERING WA

GROUND FLOOR PLAN		Scale
Project number	J565	100
Date	05.03.18	
Drawn by	FARUQ	
Checked by	JP	Scale
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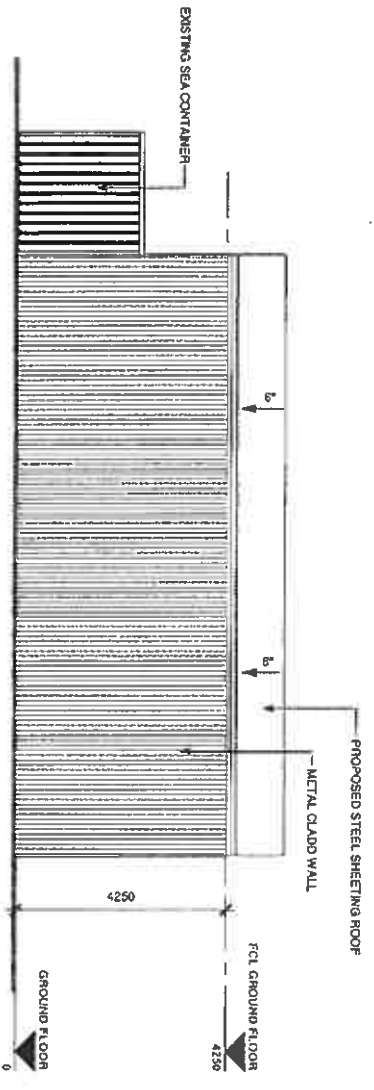




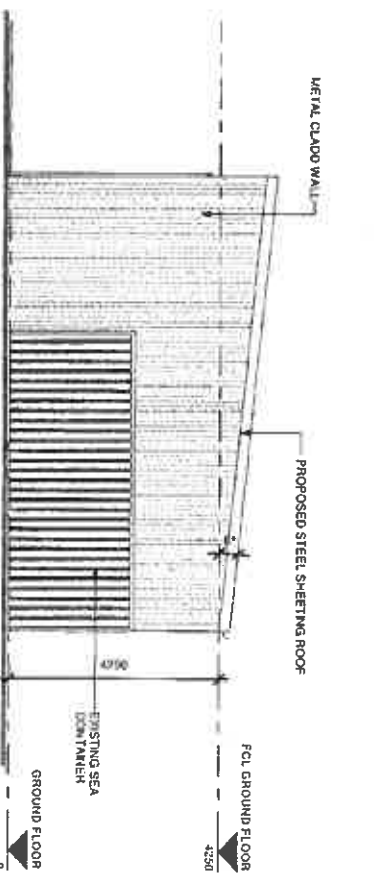
**NORTH ELEVATION**  
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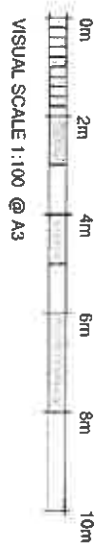
**EAST ELEVATION**  
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**SOUTH ELEVATION**  
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**WEST ELEVATION**  
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**NOTE:**  
THESE PLANS MAY NOT BE TO SCALE

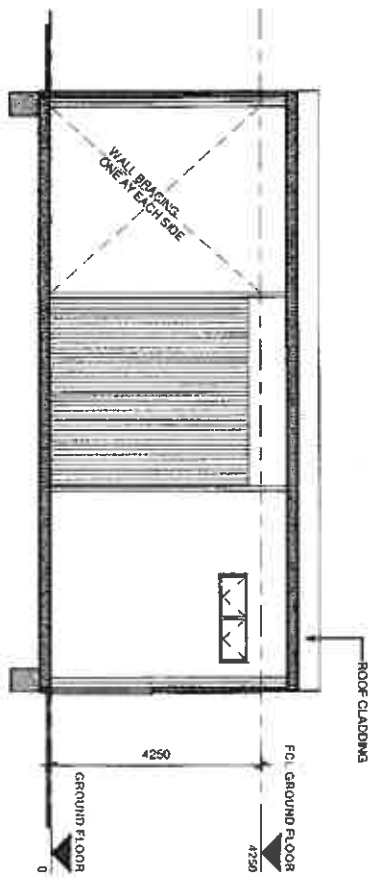
# DRAFTING PLANS

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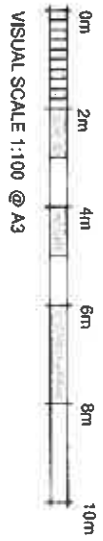
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ELEVATIONS	
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Date	05.03.18
Drawn by	FRANZ
Checked by	JP
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948 MORAMOCKING RD, WANDERING WA



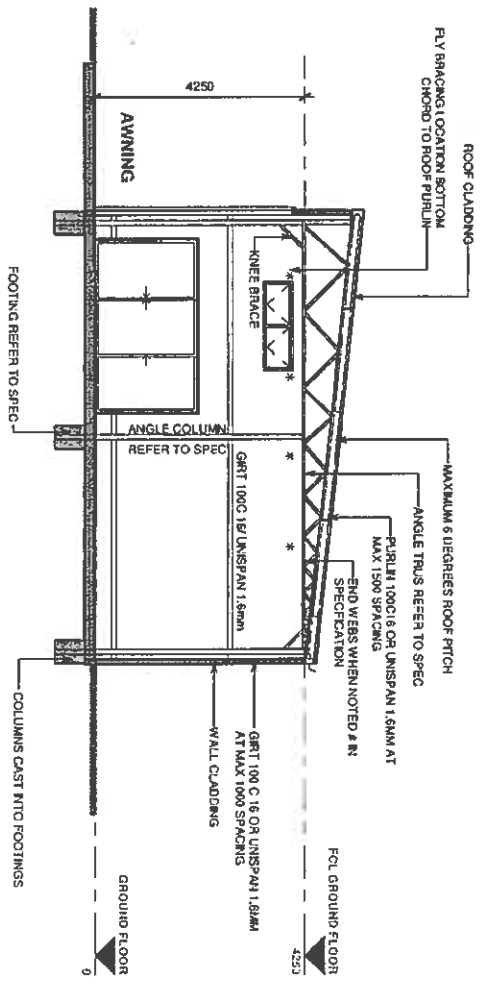
**SECTION 1**  
1 : 100



**NOTE:**  
THESE PLANS MAY NOT BE TO SCALE

DOORS SCHEDULE			
MARK	WIDTH	HEIGHT	DESCRIPTION
1	3600	4000	SLIDING DOOR
2	3570	2100	SLIDING DOOR

WINDOWS SCHEDULE						
MARK	WIDTH	HEIGHT	SILL HEIGHT	HEAD HEIGHT	AREA	DESCRIPTION
1	1810 mm	900 mm	3400 mm	4000 mm	1.1 m <sup>2</sup>	ALUMINIUM SLIDING WINDOWS
2	1810 mm	900 mm	3400 mm	4000 mm	1.1 m <sup>2</sup>	ALUMINIUM SLIDING WINDOWS



**SECTION 2**  
1 : 100

SPECIFICATION			
SPANS	TO 4500	TO 8000	TO 9000
BOTTOM CHORD	450X100 L	450X100 L	500X100 L
TOP CHORD	450X100 L	450X100 L	450X100 L
WEBBING	200X200 L	200X200 L	200X200 L
RAFTER	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END
TRUSS	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END
RAFTER	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END
TRUSS	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END
RAFTER	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END
TRUSS	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END	200X200 L WITH 1/2 BOLT AT EACH END

HEMBLITS			
COLU	HEMBLIT	HEMBLIT	HEMBLIT
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OPTIONAL ITEMS	
UP TO 3000	4000X100 L
UP TO 4500	500X100 L
UP TO 8000	500X100 L
UP TO 9000	500X100 L

# DRAFTING PLANS

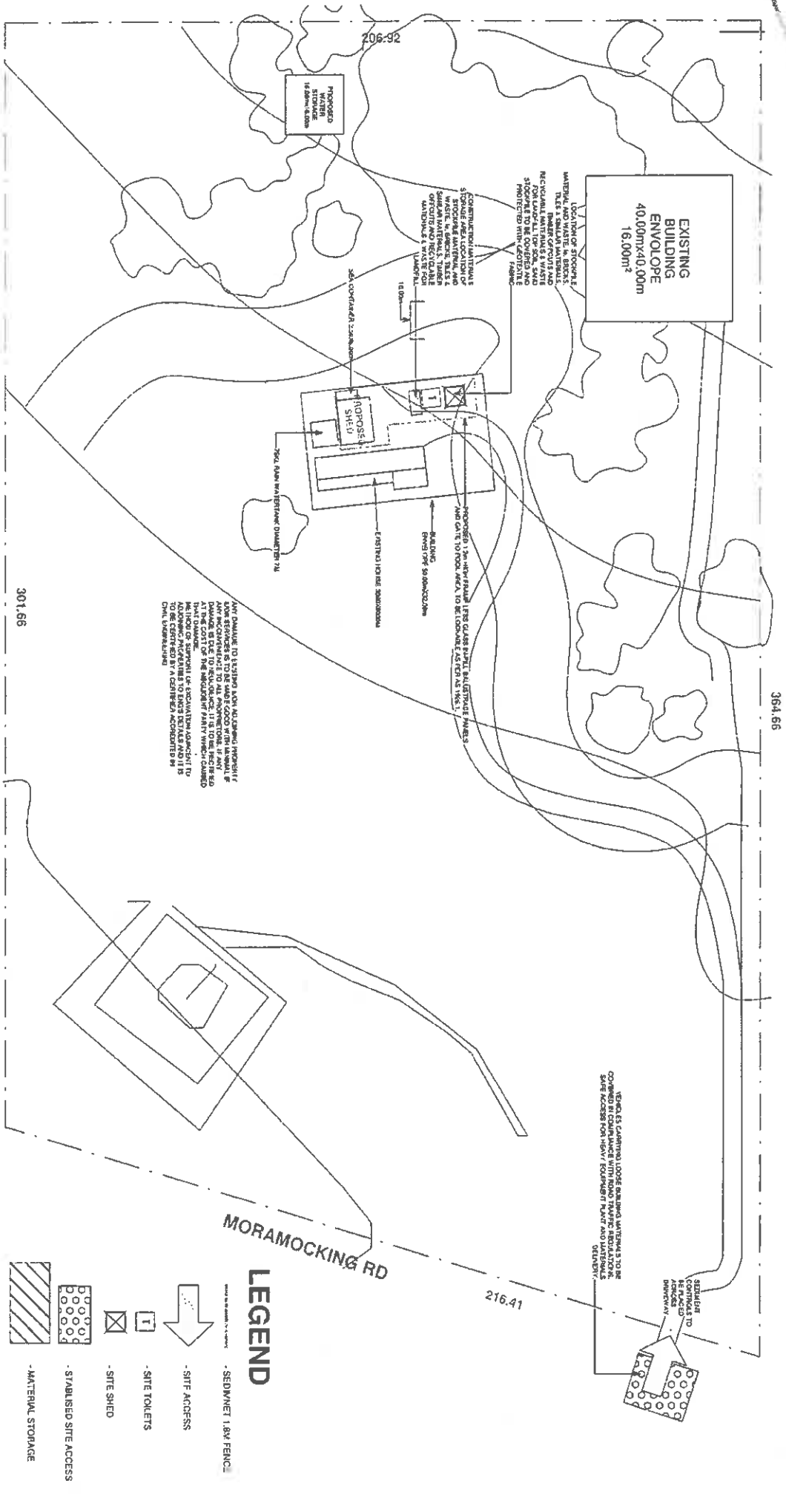
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No.	Description	Date
1	ISSUE FOR CLIENT	05.03.18

**SECTIONS**

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 Date: 05.03.18  
 Drawn by: FRANZ  
 Checked by: JP  
 Scale: 100

948 MORAMOCKING RD, WANDERING WA



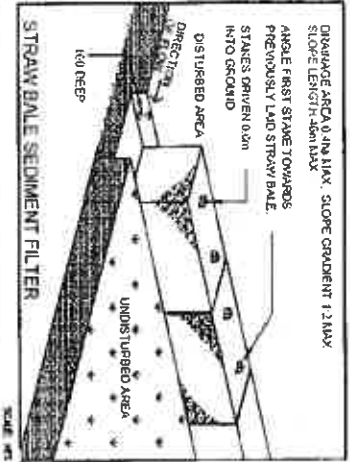
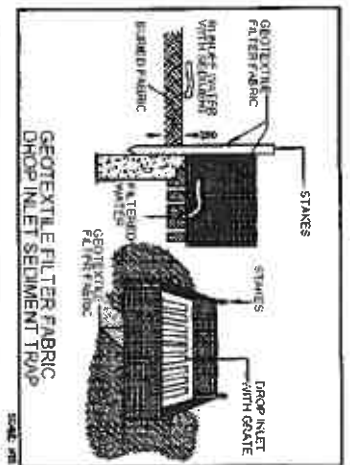
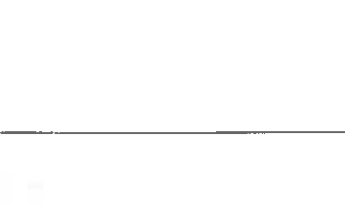
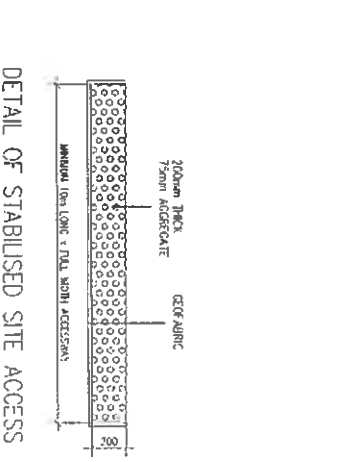
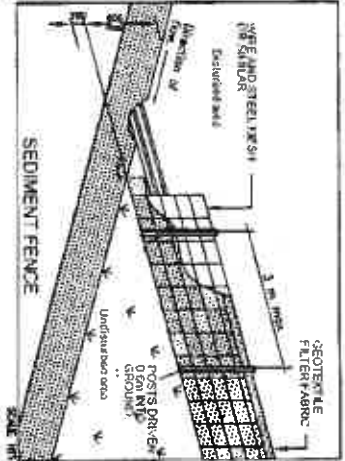
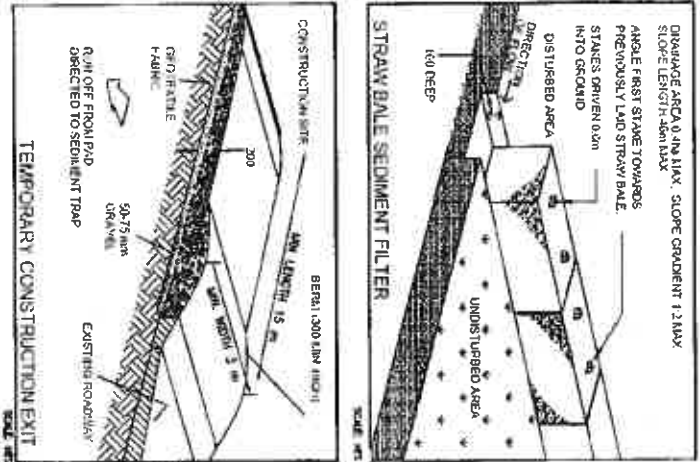
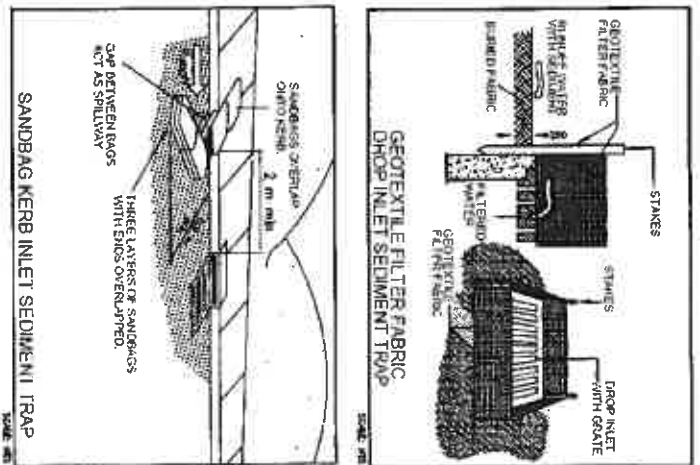
**EROSION AND SEDIMENT CONTROL/WASTE MANAGEMENT PLAN**  
 1 : 1000

# DRAFTING PLANS

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No.	Description	Date
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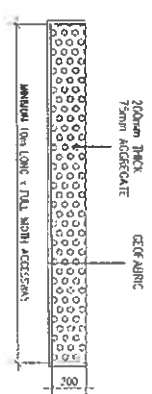
<b>948 MORAMOCKING RD, WANDERING WA</b>	
EROSION AND SEDIMENT CONTROL/WASTE MANAGEMENT PLAN	<b>07</b>
Project number	JSS5
Date	05.03.18
Drawn by	FRANZ
Checked by	JP
Scale	100



# SEDIMENT CONTROL

# DETAIL OF STABILISED SITE ACCESS

DETAIL OF STABILISED SITE ACCESS  
SCALE 1:100 HORIZONTAL  
SCALE 1:20 VERTICAL



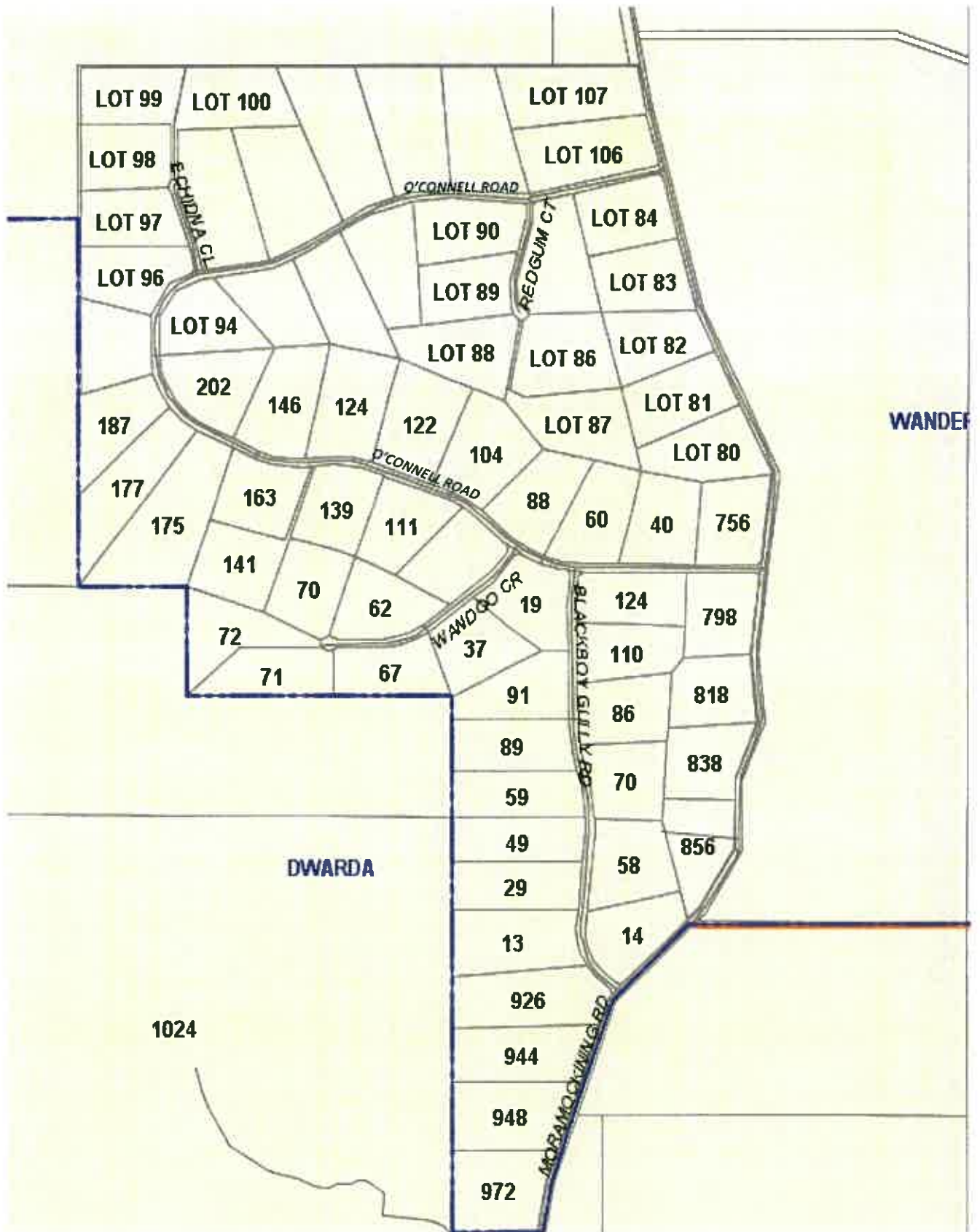
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No.	Description	Date
1	ISSUE FOR CLIENT	05.03.18

948 MORAMOCKING RD, WANDERING WA

EROSION AND SEDIMENT CONTROL/WASTE MANAGEMENT PLAN			
Project number	J565	08	100
Date	05.03.18		
Drawn by	FRANZ		
Checked by	JP		
Scale			

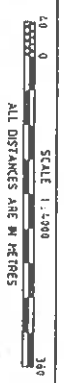




[ ] - BUILDING ENVELOPES

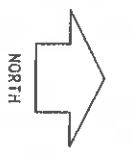
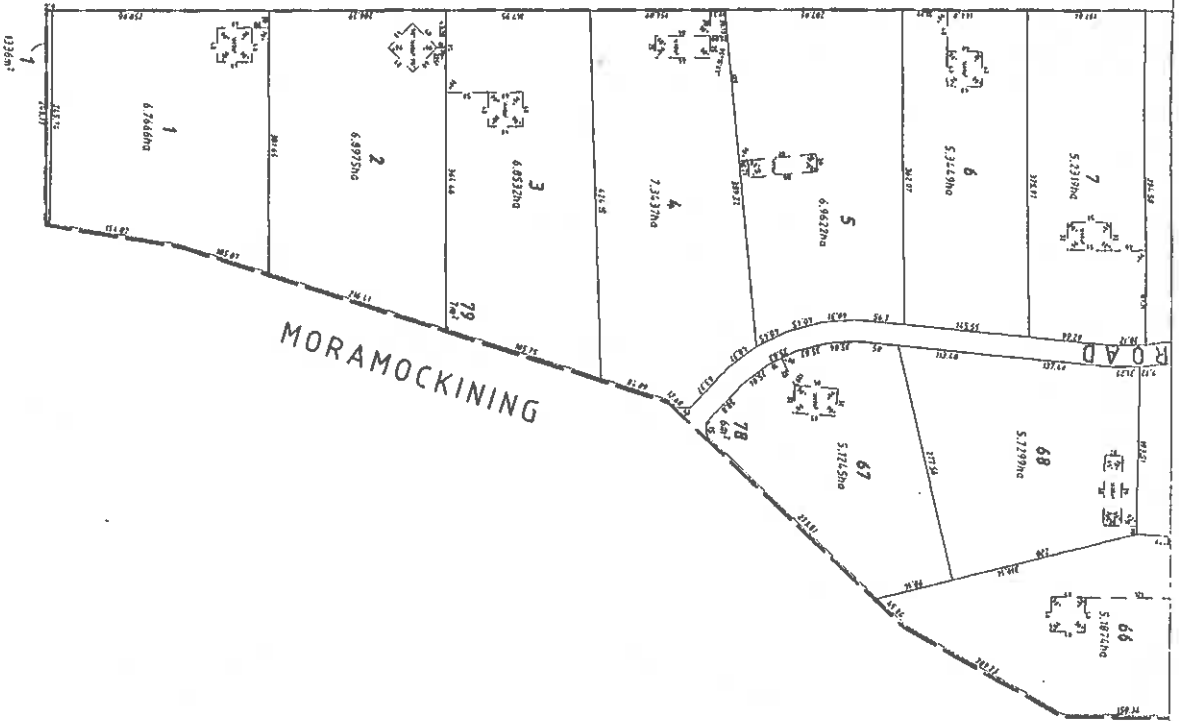
Revision	Description	DRW'n	DATE	CHECKED
B	Altered building envelope within lot 71.	DR	12/7/2003	JMC
A	Initial issue.	DR	12/6/2002	JMC

**BUILDING ENVELOPE LOCATIONS  
BLACKBOY SPRINGS ESTATE  
WANDERING**



All areas and dimensions are subject to survey and title office registration

FILES  
mapcode - 9718.gmg.the  
urisdiction - 317358-10



P.O. Box 117  
South Perth, W.A 6951  
Phone : 94.74.0999  
Fax : 94.74.1093  
E-Mail : mcps@mcpsurvey.com.au

Scale	1:1000 @ A1
Drawn	PCG
Job No.	93124
Date	12/6/2002
Drawing	93124-1
Revision	B







Government of **Western Australia**  
Department of **Transport**

**DOT966117 AGREEMENT FOR THE PROVISION OF LICENSING SERVICES IN SHIRE OF  
WANDERING IN TERMS OF SECTION 11 OF THE ROAD TRAFFIC (ADMINISTRATION) ACT  
2008**

**BETWEEN:**

The Chief Executive Officer of the Department of Transport of 140 William St, Perth,  
Western Australia 6000 ("**the CEO**")

**AND:**

The Shire of Wandering a body corporate with perpetual succession under the Local  
Government Act 1995 ("**the Agent**")

## TABLE OF CONTENTS

1.	DEFINITIONS AND INTERPRETATION.....	6
1.1.	DEFINITIONS .....	6
1.2.	INTERPRETATION .....	11
2.	TERM.....	12
3.	SUPPLY OF SERVICES .....	13
3.1.	SUPPLY OF SERVICES .....	13
3.2.	SCOPE AND QUALITY OF SERVICES.....	13
3.3.	ADDITIONAL WORK.....	13
3.4.	UNSATISFACTORY SERVICES .....	13
3.5.	VALUE FOR MONEY POLICY .....	13
4.	COLLECTION OF REVENUE .....	14
4.1.	FAMILIARITY WITH TREASURER'S INSTRUCTIONS AND <i>FINANCIAL MANAGEMENT ACT 2006</i> .....	14
4.2.	FORMS OF PAYMENT.....	14
4.3.	NO SURCHARGE .....	14
5.	PAYMENT .....	14
5.1.	COMMISSIONS PAYABLE .....	14
5.2.	VARIATIONS TO COMMISSIONS PAYABLE .....	14
5.3.	INVOICES.....	14
5.4.	PAYMENT OF INVOICES .....	15
5.5.	METHOD OF PAYMENT.....	15
5.6.	NO OBLIGATION TO PAY.....	15
5.7.	INCORRECT PAYMENT .....	15
5.8.	GST AND OTHER DUTIES, TAXES AND CHARGES .....	16
6.	AGENT'S GENERAL WARRANTIES AND UNDERTAKINGS .....	16
6.1.	AGENT'S GENERAL WARRANTIES .....	16
6.2.	GENERAL WARRANTIES MADE CONTINUOUSLY .....	17
6.3.	AGENT'S UNDERTAKINGS .....	17
6.4.	WARRANTIES AND INDEMNITY.....	17
6.5.	CONFLICT OF INTEREST .....	18
6.5.1.	WITHOUT LIMITING THE MEANING OF CONFLICT OF INTEREST, A CONFLICT OF INTEREST MAY ARISE IN THE FOLLOWING CIRCUMSTANCES:.....	18
6.5.2.	IF A CONFLICT OF INTEREST ARISES IN RESPECT OF THE AGENT OR THE AGENT'S PERSONNEL, IN RESPECT OF THE SUPPLY OF THE SERVICES UNDER THE AGREEMENT, THE AGENT MUST: .....	18
6.6.	AGENT'S OBLIGATION FOR SERVICES DIRECTLY TO THE PUBLIC .....	18
7.	INFORMATION TECHNOLOGY, EQUIPMENT AND PREMISES .....	18
7.1.	SUPPLY BY PRINCIPAL.....	18
7.2.	SUPPLY BY AGENT .....	19

7.3.	INSTALLATION OF ADDITIONAL HARDWARE OR SOFTWARE (OTHER THAN SUPPLIED BY THE PRINCIPAL)	19
7.4.	COMPLIANCE WITH PRINCIPAL'S REQUIREMENTS.....	19
7.5.	MAINTENANCE OF EQUIPMENT.....	19
7.6.	PREMISES.....	20
8.	EXPENSES .....	20
8.1.	BANK FEES AND CHARGES .....	20
8.2.	TRAINING.....	20
8.3.	TELECOMMUNICATIONS.....	21
8.4.	EVIDENCE.....	21
8.5.	REIMBURSEMENT.....	21
9.	PERSONNEL .....	22
9.1.	GENERAL PROVISIONS OF THE AGENT'S PERSONNEL.....	22
9.2.	QUALIFICATIONS .....	23
9.3.	USE OF LOBBYISTS.....	23
9.4.	AWARDS, WORKPLACE AGREEMENTS.....	23
10.	ACCESS AND CONFIDENTIALITY .....	23
10.1.	ACCESS AND RECORDS.....	23
10.2.	AGREEMENT DISCLOSURE .....	24
10.3.	USE OF THE PRINCIPAL'S SYSTEMS AND DATABASE.....	24
10.4.	CONFIDENTIALITY.....	25
10.5.	RETURN OF CONFIDENTIAL INFORMATION .....	26
10.6.	PUBLICITY.....	26
11.	AUDITOR GENERAL.....	26
12.	INTELLECTUAL PROPERTY RIGHTS .....	27
12.1.	PRINCIPAL SUPPLIED PROPERTY AND INTELLECTUAL PROPERTY RIGHTS.....	27
12.2.	AGENT SUPPLIED PROPERTY AND INTELLECTUAL PROPERTY RIGHTS .....	27
12.3.	INTELLECTUAL PROPERTY RIGHTS IN MODIFICATIONS, ENHANCEMENTS, ADAPTATIONS AND DEVELOPMENTS .....	27
12.4.	INDEMNITY – THIRD PARTY INTELLECTUAL PROPERTY RIGHTS .....	27
13.	INSURANCE .....	27
13.1.	INSURANCE REQUIREMENTS.....	27
13.2.	REPUTABLE AND SOLVENT INSURER .....	28
13.3.	MAINTENANCE OF INSURANCE .....	28
13.4.	EVIDENCE OF INSURANCE .....	28
13.5.	FAILURE TO PROVE INSURANCE .....	28
13.6.	INCIDENTS AND CLAIMS .....	28
13.7.	CONTINUING OBLIGATION.....	28
13.8.	NO LIMITATION OF OTHER LIABILITIES .....	29

14.	INDEMNITY .....	29
15.	PERFORMANCE AND COMPLIANCE MANAGEMENT .....	29
15.1.	AUDIT AND REVIEW.....	29
15.2.	PERFORMANCE AND COMPLIANCE REVIEW MEETINGS .....	30
16.	DISPUTES .....	30
17.	DEFAULT .....	31
18.	SUSPENSION AND TERMINATION .....	31
18.1.	SUSPENSION AND TERMINATION.....	31
18.2.	ENDING OF SUSPENSION .....	31
18.3.	CONSEQUENCES OF EXPIRATION OR TERMINATION.....	31
18.4.	TERMINATION BY MUTUAL AGREEMENT .....	32
18.5.	LIMITED LIABILITY.....	32
19.	REPRESENTATIVES OF THE PARTIES .....	32
20.	NOTICE.....	32
21.	MISCELLANEOUS .....	33
21.1.	CONSENT.....	33
21.2.	NO DEALING OR SUBCONTRACTING.....	33
21.3.	FURTHER ASSURANCE.....	33
21.4.	RELATIONSHIPS – NO PARTNERSHIP .....	33
21.5.	RIGHTS AND REMEDIES.....	33
21.6.	RIGHT OF SET OFF.....	34
21.7.	ENTIRE AGREEMENT .....	34
21.8.	VARIATIONS .....	34
21.9.	WAIVER.....	34
21.10.	COSTS.....	34
21.11.	GOVERNING LAW .....	34
21.12.	GOVERNMENT POLICY .....	34
21.13.	AUTHORITY TO COMPLETE BLANKS ETC. ....	34
21.14.	SEVERABILITY .....	35
	<b>SCHEDULE A: SERVICE SPECIFICATION .....</b>	<b>37</b>
1.	DEFINITIONS.....	37
2.	SCOPE OF SERVICES .....	37
3.	TRANSACTION PROCESSING REQUIREMENTS .....	37
4.	DIRECT DEBIT.....	37
5.	PHYSICAL STOCK REQUIREMENTS .....	38
6.	FINANCIAL RECONCILIATION AND REPORTING REQUIREMENTS .....	38
7.	TIMELINESS OF SERVICE .....	38
8.	QUALITY OF SERVICE .....	39
9.	AUDITING BY TRANSPORT SERVICE CENTRES .....	39
10.	PRACTICAL DRIVING ASSESSMENTS .....	39
11.	HAZARD PERCEPTION TEST (HPT) AND COMPUTER THEORY TEST (CTT).....	40
	<b>SCHEDULE B: SCHEDULE OF RATES.....</b>	<b>41</b>

<b>SCHEDULE C: AGREEMENT REPRESENTATIVES AND ADDRESSES FOR NOTICES</b> .....	<b>45</b>
1. PRINCIPAL'S REPRESENTATIVE .....	45
2. AGENT'S REPRESENTATIVES .....	45
3. PERSONNEL AUTHORISED TO ISSUE NOTICES .....	45
<b>SCHEDULE D: CONFIDENTIAL INFORMATION</b> .....	<b>46</b>
1. PRINCIPAL'S CONFIDENTIAL INFORMATION .....	46
1.1. CONFIDENTIALITY DEED POLL.....	46
2. AGENT'S CONFIDENTIAL INFORMATION .....	46
<b>SCHEDULE E: BUSINESS RULES</b> .....	<b>47</b>
1. BUSINESS RULES APPLICABLE TO THIS AGREEMENT .....	47
<b>SCHEDULE F: EQUIPMENT MAINTENANCE</b> .....	<b>48</b>
<b>SCHEDULE G: AGENT'S EMPLOYEE CONFIDENTIALITY DEED POLL</b> .....	<b>49</b>
<b>SCHEDULE H: PERFORMANCE MEASURES</b> .....	<b>54</b>
<b>SCHEDULE I: LOCATION OF PREMISES FOR SERVICE ROVISION</b> .....	<b>55</b>
<b>SCHEDULE J: PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS)</b> .....	<b>56</b>
<b>SCHEDULE K: NOTICE OF VARIATION TO SCHEDULE FORM</b> .....	<b>57</b>
<b>SCHEDULE L: AGREEMENT TERM AND CONTACT DETAILS</b> .....	<b>58</b>
<b>SCHEDULE M: CONDITIONS SPECIFIC TO THIS AGENT SITE &lt;SITE&gt; &lt;OR SITES&gt;</b> .....	<b>59</b>

THIS AGREEMENT is made the \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

BETWEEN:

The Chief Executive Officer (CEO) of the Department of Transport, under the *Road Traffic (Administration Act) 2008*, of 140 William Street, Perth Western Australia 6000 (**the Principal**)

and

Shire of Wandering (ABN 27 552 059 809), of 22 Watts Street WANDERING WA 6308 (**the Agent**)

#### RECITALS

- A. Under section 11 of the Road Traffic (Administration) Act 2008, the CEO may enter into an agreement providing for the CEO's functions under a Road Law that are described in the agreement to be performed on behalf of the CEO.
- B. The CEO wishes to enter into an agreement for the performance of certain of his licensing functions under Road Laws described in this Agreement.
- C. The Agent is prepared to perform the licensing functions described in the Agreement on behalf of the CEO and the CEO is prepared to remunerate the Agent accordingly.
- D. The CEO and Agent have also separately entered into an agreement for the Agent to perform certain Non-Road Law Services. The Agent will be acting in accordance with the Business Rules and utilising the same information technology infrastructure, software applications and transactional arrangements for the performance of both the Road-Law and Non Road Law Services.

#### OPERATIVE PART

##### 1. DEFINITIONS AND INTERPRETATION

###### 1.1. Definitions

In this Agreement, unless the context otherwise requires:

**Adjustment** has the same meaning as in the *GST Act*.

**Adjustment Note** has the same meaning as in the *GST Act*.

**Agent** means the Party to this Agreement who is authorised by the CEO to perform the CEO's functions under section 11 of the Road Traffic (Administration) Act 2008 as set out in this Agreement.

**Agent's Representative** means the person(s) so identified in Schedule C to this Agreement, and includes any person(s) for the time being acting in the place of such a person.

**Agreement** means this Agreement between the Principal and the Agent for the supply of Services by the Agent and includes the schedules attached hereto.

**Business Day** means any day, except a Saturday, Sunday or a Gazetted public holiday in Perth, Western Australia.

**Business Rules** means the rules set by the CEO from time to time regarding business processes, guidelines and policies including but not limited to instructions (known as Administrative Instruction's and Licensing Information's) which deal with amongst other things document handling, financial, banking and/or electronic operating procedures, developed by the CEO to ensure the integrity of the Services provided; including but not limited to Schedule E.

**Chief Executive Officer or CEO** means the Chief Executive Officer as defined in the *Road Traffic (Administration ) Act 2008* and is also known as the Director General.

**Commission** means the amount payable by the Principal to the Agent for the performance of a specified activity forming part of the Services, as set out in the *Schedule of Rates* at Schedule B to this Agreement.

**Commissioner of Taxation** means the person so appointed pursuant to section 4 of the *Taxation Administration Act 1953*.

**Conditions** means the terms and conditions set out in this Agreement.

**Confidential Information** means information in respect of the Agreement that:

- (a) is by its nature confidential; or
- (b) is specified by the Principal or the Agent to be confidential, including any information specified at Schedule D to this Agreement to be confidential; or
- (c) the Principal or the Agent knows or reasonably ought to know is confidential.

**Consumer Price Index** means the Perth Consumer Price Index (Consumer Price Index, Australia (Cat No 6401.0)): 1 All Groups, Index Numbers – Perth) from the preceding March quarter published by the Australian Bureau of Statistics.

**Copyright Act** means the *Copyright Act 1968 (Cth)*.

**CTT** means the Computerised Theory Test that forms the part of the requirements of the Principal's Graduated Driver Training and Licensing System.

**Common Use Arrangement** means common use procurement arrangements established by the Department of Finance for the use of State Government departments.

**DAIP** means the Disability Access and Inclusion Plan that must be prepared under the *Disability Services Act 1993*.

**Database** means the Principal's designated motor vehicle and driver licensing databases, including TRELIS.

**Department** means the Department of Transport or such other person or government agency which is responsible for assisting the Principal with:

- (a) the administration of this Agreement; and / or
- (b) the provision of Licensing Services.

**Direction** includes agreement, approval, authorisation, certificate, decision, demand, determination, explanation, instruction, notice, order, rejection, request or requirement of the Principal.

**Employee** means

- (a) Where the Agent is a local government body, a person employed by the Agent under Section 5.36 of the Local Government Act 1995, or otherwise engaged by the Agent, and includes a chief employee, a chief executive officer, a senior executive officer, an executive officer, an employee, a public service officer, public officers or a respondent as defined under the Public Sector Management Act 1994 or a clerk or servant as defined under section 1 of the Criminal Code Act 1913; and
- (b) the Agent's employees, directors, officers, nominees, agent or subcontractor.

**Error Rate** means the percentage of errors made when determining compliance with KPI 1 in Schedule H.

**Event of Default** means the occurrence of any one of the following events:

- (a) the Agent breaches an obligation under the Agreement that cannot be remedied, including a breach of its confidentiality obligations; or
- (b) the Agent breaches any other obligation under the Agreement and that breach is not remedied within two (2) Business Days after the Principal gives a notice to the Agent requiring the breach to be remedied, or within a later period specified by the Principal in the notice; or
- (c) the Agent commits three (3) separate breaches of its obligations under the Agreement over any twelve (12) month period, whether or not the Principal has given the Agent notice of any such breaches and whether or not the Agent has rectified such breaches; or
- (d) a representation or warranty made by the Agent under the Agreement is or becomes untrue or is breached; or
- (e) an Insolvency Event occurs in respect of the Agent; or
- (f) the Agent ceases, or, in the reasonable opinion of the Principal will likely imminently cease, to carry on business; or
- (g) any of the Agent's Personnel is or has at any time been convicted of a criminal offence that is punishable by imprisonment or detention that has not been disclosed to the Principal and the Principal has given its prior written consent; or
- (h) if the Agent is a body corporate, the Agent is convicted of a criminal or statutory offence that is punishable by a fine or penalty of, or exceeding, \$10,000; or
- (i) in the reasonable opinion of the Principal, the reputation of the Principal, the State of Western Australia or the Government of Western Australia is, or is likely to be, damaged by any act or omission of the Agent; or
- (j) any of the Agent's Personnel disclose the Principal's Confidential Information under Schedule D Confidential Information; or
- (k) the Agent refuses to comply with any reasonable Direction given by the Principal; or
- (l) where applicable, the Agent breaches its duty under the Local Government Act 1995; or
- (m) If the Agent also provides Non Road Law Services under a separate agreement to this Agreement and that agreement is terminated in accordance with the breach provisions of that agreement.

**Graduated Driver Training and Licensing System** means the system that allows new drivers to acquire their driver's licence by completing a number of assessments, including the



CTT and HPT, and by gaining experience by driving under supervision in a wide range of conditions.

**GST** has the same meaning as in the *GST Act*.

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and, where the context permits, includes the Commissioner of Taxation's goods and services tax rulings and determinations and any other written law dealing with GST applying for the time being in the State of Western Australia.

**HPT** means the Hazard Perception Test that forms part of the requirements of the Principal's Graduated Driver Training and Licensing System.

**Insolvency Event** means the happening of any of these events:

- (a) an order is made, or an application is made to a court for an order, that a body corporate be wound up; or
- (b) except to reconstruct or amalgamate while solvent, a body corporate:
  - i. is wound up or dissolved; or
  - ii. resolves to wind itself up, or otherwise dissolve itself, or gives notice of intention to do so; or
  - iii. enters into, or resolves to enter into, any form of formal or informal arrangement for the benefit of all or any class of its creditors, including a scheme of arrangement, deed of company arrangement, compromise or composition with, or assignment for the benefit of, all or any class of its creditors; or
- (c) a liquidator or provisional liquidator is appointed (whether or not under an order), or an application is made to a court for an order, or a meeting is convened or a resolution is passed, to make such an appointment, in respect of a body corporate; or
- (d) a receiver, manager, receiver and manager, trustee, administrator, controller (as defined in section 9 of the Corporations Act 2001 (Cth)) or similar officer is appointed, or an application is made to a court for an order, or a meeting is convened or a resolution is passed, to make such an appointment, in respect of a body corporate or any asset or undertaking of a body corporate; or
- (e) any step is taken to enforce security over, or a distress, attachment, execution or other similar process is levied, enforced or served out against any asset or undertaking of a body corporate; or
- (f) the process of any court or authority is invoked against a body corporate, or any asset or undertaking of a body corporate, to enforce any judgment or order for the payment of money or the recovery of any property;
- (g) a body corporate:
  - i. takes any step to obtain protection, or is granted protection, from its creditors under any applicable legislation; or
  - ii. stops or suspends payment of all, or a class of, its debts; or
  - iii. is or is taken by any applicable legislation to be, or states that it is, or makes a statement from which it may be reasonably deduced that it is:
    - a. insolvent or unable to pay its debts when they fall due; or

- b. the subject of an event described in section 459C(2)(b) or section 585 of the *Corporations Act 2001 (Cth)*; or
- iv. is taken to have failed to comply with a statutory demand as a result of the operation of section 459F(1) of the *Corporations Act 2001 (Cth)*; or
- v. ceases, or threatens to cease, to carry on all or a material part of its business; or
- (h) anything analogous or having a substantially similar effect to any of the events specified above happens under the law of any applicable jurisdiction.

**Intellectual Property Rights** means:

- (a) patents, copyright, rights in circuit layouts, registered designs, trade-marks and the right to have Confidential Information kept confidential; and
- (b) any application or right to apply for registration of any of the rights described in (a) above,

but does not include Moral Rights.

**Language Interpretation Facility** means the facility established by State Government to meet the needs of people unable to communicate effectively in English.

**Logbook** means the Logbook that forms part of the requirements of the Principal's Graduated Driver Training and Licensing System.

**Moral Right** has the same meaning as in the *Copyright Act*.

**Non Road Law Services** means transactions related to Maritime, WA Photo Card, Off Road Vehicles, and Driving Instructor and other services as detailed in a separate agreement.

**Party** means a party to this Agreement and **Parties** means both parties to this Agreement.

**PCI DSS** means the Payment Card Industry Data Security Standard being a baseline of technical and operational requirements designed to protect account data.

**PC** means personal computer and includes a central processing unit, monitor, mouse and keyboard.

**Performance Measures** means the criteria specified in Schedule H against which the Agent's delivery of Services will be measured.

**Personnel** means all Employees engaged in relation to the supply of the Services.

**Physical stock** means any items provided by the Principal to the Agent for the purpose of facilitating the Agent to undertake the Services, including but not limited to:

- (a) forms for completion by the Principal's Customers;
- (b) printer base stock;
- (c) vehicle licence plates;
- (d) 'P' plates
- (e) financial banking books;
- (f) Logbooks;

- (g) licensing publications and information material; and
- (h) any other stock as detailed by the Principal in Schedule M.

**Premises** means any premises listed in Schedule I which are owned or occupied by the Agent on or from which the Services are to be supplied or to which the Agent has access in order to supply the Services, and includes anything on those premises.

**Principal** means the CEO of the Department of Transport.

**Principal's Customers** means those persons who use the Services supplied by the Agent under the Agreement.

**Principal's Property** means all Records supplied for, or created by, the provision of the Services, all physical stock and equipment provided by the Principal.

**Principal's Representative** means the person(s) so identified at Schedule C to this Agreement, and includes any person(s) for the time being acting in the place of such a person.

**Processing Errors** has the meaning assigned in the *Service Specification* at Schedule A of this Agreement.

**Recipient Created Tax Invoice** has the same meaning as in the *GST Act*.

**Records** means records and information of any kind, including originals and copies of all accounts, financial statements, books, files, reports, records, correspondence, documents and other materials created for, or relating to, or used in connection with, the supply of the Services, whether or not containing Confidential Information, and whatever format in which such records and information are held, stored or recorded.

**Representative(s)** means either or both the Agent's Representative or the Principal's Representative as the context requires.

**Road Law** means the Road Traffic Act 1974, the Road Traffic (Administration Act) 2008; the Road Traffic (Authorisation to Drive) Act 2008; the Road Traffic (Vehicles) Act 2012 and the Road Traffic (Vehicles) (Taxing) Act 2008.

**Schedule of Rates** means the Commission payable to the Agent for the performance of Services as detailed at Schedule B to this Agreement.

**Services** means the licensing functions described in the *Service Specification* at Schedule A to this Agreement, to be supplied by the Agent in accordance with this Agreement.

**Specification** means the specification of the Services described in the *Service Specification* at Schedule A to this Agreement.

**State** means the State of Western Australia.

**State Records** has the same meaning as in the *State Records Act 2000*.

**Term** means the period from the date of commencement provided in clause 2 to the date when the Agreement expires or terminates, and includes any extension agreed by the Parties in writing.

## 1.2. Interpretation

In the Agreement Documents, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;

- (b) a reference to any thing is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (c) a reference to a gender includes other genders;
- (d) a reference to a person includes a public authority, a public body, a company and an incorporated or unincorporated association or body of persons;
- (e) a reference to a person includes a reference to the person's executors, administrators, successors, substitutes (including, but not limited to, a person taking by novation) and permitted assigns;
- (f) an agreement, representation or warranty on the part of, or in favour of, 2 or more persons binds, or is for the benefit of, them jointly and severally;
- (g) a reference to the Agreement or another instrument includes all variations and replacements of any of them despite any change of, or any change in the identity of, the Principal or the Agent;
- (h) a reference to a clause, schedule, attachment or appendix is a reference to a clause in, or a schedule, attachment or appendix to this Agreement;
- (i) all the provisions in any schedule, attachment or appendix to this Agreement are incorporated in, and form part of, this Agreement and bind the Principal and the Agent;
- (j) headings are included for convenience and do not affect the interpretation of this Agreement;
- (k) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (l) no rule of interpretation is to be applied to disadvantage the Principal or the Agent on the basis that it was responsible for preparing the Agreement;
- (m) if a word or phrase is defined, other grammatical forms of that word or phrase have a corresponding meaning;
- (n) if the word "including" or "includes" is used, the words "without limitation" are taken to immediately follow;
- (o) a reference to writing includes all means of representing or reproducing words in visible form including by electronic means such as facsimile transmission;
- (p) a reference to a liability includes all obligations to pay money and all other losses, costs and expenses of any kind;
- (q) a reference to a month is to a calendar month and a reference to a year is to a calendar year;
- (r) if a period of time is specified and dates from a given day or the day of an act or event, it is to be calculated inclusive of that day;
- (s) if a date stipulated for payment or for doing an act is not a Business Day, the payment must be made, or the act must be done, on the next Business Day; and
- (t) a reference to a monetary amount means that amount in Australian currency.

## **2. TERM**

- 2.1 This Agreement will begin on the Commencement Date as specified in Item 2 of Schedule L for the term specified in Item 1 of Schedule L. The Principal may by notice in writing to the Agent extend the term at his entire discretion for a further period or periods up to the maximum period set out in Item 3 of Schedule L.
- 2.2 This Agreement does not create or otherwise confer upon the Agent an enforceable right to be offered an extension of this Agreement.

## **3. SUPPLY OF SERVICES**

### **3.1. Supply of Services**

The Agent must supply the Services on each Business Day during the Term in accordance with the Agreement.

### **3.2. Scope and Quality of Services**

- (a) The Agent must supply the Services in accordance with the Specification.
- (b) The Services include any reasonable Direction given by the Principal in relation to performance of Services in this Agreement.
- (c) If no standards for the Services are specified in the Agreement, then the Agent must supply the Services in accordance with the highest reasonable standards that usually apply to the supply of the Services and in any event with proper skill, care and diligence.
- (d) The Agent must save and file all Business Rules, policies, guidelines, procedures Administrative Instruction's and Licensing Information's developed and distributed by the Principal so that they can be retrieved for ease of reference.
- (e) The Agent must observe, perform and comply with any Business Rules, policies, guidelines, procedures, Administrative Instruction's and Licensing Information's developed by the Principal to ensure the integrity of the Services provided.
- (f) The Principal does not underwrite, guarantee or accept any liability for the volume and value of the Services performed under the Agreement.

### **3.3. Additional Work**

If, at the written request of the Principal, the Agent performs work that is additional to the Services, then the Principal must pay the Agent for the additional work:

- (a) at the rate of a similar Service specified in the Schedule of Rates; or
- (b) if no rate is specified in the Schedule of Rates, at a rate agreed between the Principal and the Agent; or
- (c) if no rate is agreed under clause 3.3(a) or (b) within ten (10) Business Days from the date of the Principal's request, at the reasonable rate determined by the Principal.

### **3.4. Unsatisfactory Services**

- (a) If any of the Services have not been supplied in accordance with this clause 3 then, without limiting any other remedy available to the Principal, the Principal may by notice to the Agent require the Agent to re-supply those Services and the Agent must re-supply those Services at no cost to the Principal or the Principal's Customers.

- (b) If, on receipt of a notice under clause 3.4(a), the Agent considers that it has supplied the Services in accordance with this clause 3, then the Parties must attempt to resolve the dispute by following the dispute resolution process set out in clause 16.

### **3.5. Value for Money Policy**

- (a) The Principal has access to State Government common use arrangements which provide for discounted rates for specified goods and services. Where it is deemed by the Principal that better value for money can be achieved through the use of such common use arrangements, the Agent must access such services. The Principal will be responsible for organising approvals for the Agent to access Common Use Arrangements (CUA).
- (b) Where the Principal has access to other service contracts the Agent must access and use such contracts as advised by the Principal.

## **4. COLLECTION OF REVENUE**

### **4.1. Familiarity with Treasurer's Instructions and *Financial Management Act 2006***

It is the Agent's responsibility to ensure that they are familiar with, and knowledgeable on, the *Financial Management Act 2006* and Treasurer's Instructions relating to the collection and banking of public monies.

### **4.2. Forms of Payment**

- (a) The Agent must accept from the Principal's Customers and process all forms of payment acceptable to the Principal for the processing of licensing transactions.
- (b) If a customer cheque or other payment is dishonoured or is otherwise not credited to the Agent's bank account, the relevant provisions set out in the Business Rules in Schedule E will apply.

### **4.3. No Surcharge**

The Agent must not impose a surcharge, or any other form of cost recovery, on the Principal or the Principal's Customers for Services performed pursuant to this Agreement.

## **5. PAYMENT**

### **5.1. Commissions Payable**

Subject to the provisions of sub-clause 5.2, the Principal must pay the Agent Commissions to the value of the Services performed under the Agreement in accordance with the Schedule of Rates, as certified by the Principal, less any overpayment in Commissions or any other payment made to the Agent as advised in writing to the Agent by the Principal.

### **5.2. Variations to Commissions Payable**

- (a) On July 1 of each year of the Term, the Principal will review the Commissions specified in the Schedule of Rates in accordance with annual changes in the Consumer Price Index and the Commission's payable to the Agent will be increased accordingly, except in the instance where there is no movement in the CPI.
- (b) Where the CPI is a negative 'downward' movement, the Commission's payable to the Agent shall remain at the rate applicable for the previous year.
- (c) The Principal will forward the Agent a revised Schedule of Rates in accordance with clause (a) above no later than 30 Business Days after the Commission review date.

### **5.3. Invoices**

- (a) The Principal will issue the Agent Transaction and Payment Summary reports which include, inter-alia:
  - (i) tabulations to show all licensing transactions processed and the corresponding Commissions payable; and
  - (ii) confirmation the Commissions payable have been reconciled and authorised by the Principal.
- (b) The Principal will issue the Agent tax invoices, being Recipient Created Tax Invoices (RCTI), in respect of Commissions payable, on the basis of the Transaction and Payment Summary report for the corresponding period.
- (c) The Principal will issue a Transaction and Payment Summary Report and RCTI to the Agent:
  - (i) for each calendar month; and
  - (ii) not more than thirty (30) Business Days after the last day of the invoice period.
- (d) The Agent agrees it will not issue tax invoices in respect of the Services.
- (e) The Agent acknowledges that it is registered for GST when it agrees for the Principal to issue RCTI for the Services and will notify the Principal if it ceases to be registered or if it ceases to satisfy any of the requirements imposed by the Commissioner for Taxation.
- (f) The Principal acknowledges that it is registered for GST when it agrees to issue RCTI for the Services and will notify the Agent if it ceases to be registered or if it ceases to satisfy any of the requirements imposed by the Commissioner for Taxation.

### **5.4. Payment of Invoices**

The Principal will pay the amount specified in a RCTI within thirty (30) days of the last day of the month to which it relates.

### **5.5. Method of Payment**

The Principal will directly credit Commissions payable to the Agent's nominated bank account.

### **5.6. No Obligation to Pay**

The Principal has no obligation to make any payment to the Agent unless and until:

- (a) the Services have been supplied in accordance with clause 3; and
- (b) the Principal is satisfied that no Event of Default has occurred.

### **5.7. Incorrect Payment**

- (a) If the Agent finds an amount paid based on the RCTI is incorrect and the Principal has paid, the Agent is responsible for issuing an Adjustment Note to the Principal. If the amount is:
  - (i) less than the amount that should have been paid, the Principal must pay the difference to the Agent within twenty (20) days after the date the Adjustment Note is received;
  - (ii) more than the amount that should have been paid, the Principal may:

- a. debit the difference from the Agent's nominated account within twenty (20) days after the date the Adjustment Note is received; or
  - b. offset the difference against any amount subsequently payable by the Principal to the Agent.
- (b) If the Principal finds that the amount paid based on the RCTI was incorrect and the Principal has overpaid, the Principal is entitled to take the steps outlined in sub-clause 5.7(a)(ii) a. or b., without receipt of an Adjustment Note from the Agent.

#### **5.8. GST and other duties, taxes and charges**

- (a) In this clause (5.8) the expressions 'consideration', 'recipient', 'supply', 'tax invoice' and 'taxable supply' have the meanings given to those expressions in the *GST Act*.
- (b) All amounts in the Schedule of Rates are expressed exclusive of GST.
- (c) If GST is imposed on any supply made under the Agreement, the Principal will pay to the Agent an amount equal to the GST payable on the taxable supply.
- (d) The amount referred to in clause 5.8 (c) must be paid in addition to, and at the same time as, payment for the taxable supply is required to be made under the Agreement.
- (e) If a GST-inclusive price is charged or varied under the Agreement, the Principal will provide the Agent with a valid RCTI at or before the time of payment or variation.
- (f) If the amount of GST paid or payable by the Agent on any supply made under the Agreement differs from the amount of GST paid by the Principal, because the Commissioner of Taxation lawfully adjusts the value of the taxable supply for the purpose of calculating GST, then the amount of GST paid by the Principal will be adjusted accordingly by a further payment by the Principal to the Agent or the Agent to the Principal, as the case requires.
- (g) The Principal indemnifies the Agent for any liability for GST and penalty that may arise from an understatement of the GST payable on any supply for which it issues a RCTI where the understatement arises from fault on the part of the Principal.
- (h) All duties, taxes and charges (other than GST) imposed or levied in Australia or overseas in connection with the supply of the Services or any additional work undertaken by the Agent are payable by the Agent.

### **6. AGENT'S GENERAL WARRANTIES AND UNDERTAKINGS**

#### **6.1. Agent's General Warranties**

Except where the Agent has otherwise disclosed in writing to the Principal, and the Principal has given prior written consent to the matter disclosed, the Agent warrants in favour of the Principal that:

- (a) the Agent has no conflict of interest arising out of the Agreement;
- (b) the Agent is properly authorised and has the power to enter into the Agreement and perform the Agent's obligations under the Agreement;
- (c) the Agent's obligations under the Agreement are valid and binding and are enforceable against the Agent;
- (d) all information provided by the Agent to the Principal in connection with the Agreement is true and correct;



- (e) there is no litigation or arbitration, and there are no administrative proceedings, taking place, pending or threatened against the Agent which could have a materially adverse effect on the Agent's ability to supply the Services in accordance with the Agreement;
- (f) no Personnel performing the Services have been convicted of a criminal offence that is punishable by imprisonment or detention; and
- (g) there is nothing that prevents the Agent from complying with any obligation under the Agreement.

#### **6.2. General Warranties Made Continuously**

The warranties made by the Agent under clause 6.1 are taken to be made continuously throughout the Term.

#### **6.3. Agent's Undertakings**

The Agent must:

- (a) properly provide for the care, safety, security and protection of:
  - (i) all Records (whether created by the Principal, the Agent or any other person) that are in the custody or control of the Agent; and
  - (ii) all property, information technology equipment and software applications supplied by the Principal to the Agent in connection with the Agreement;
- (b) promptly notify the Principal if any warranty in clause 6.1 is breached or becomes untrue within two (2) business days of the identification of the breach;
- (c) securely manage and destroy any waste documentation;
- (d) securely manage all new and retained vehicle number plates at all times and only return or transfer those plates through the Principal's approved courier or representative;
- (e) securely return by the Principal's approved courier or representative all obsolete vehicle number plates to the Principal's nominated contractor for destruction;
- (f) always act ethically in connection with the Agreement and in accordance with good corporate governance practices;
- (g) comply with all State and Commonwealth laws relevant to the Agreement;
- (h) if the Agent obtains or has custody or control of State Records as a result of its activities under this Agreement, comply with the Principal's record keeping plan to the extent necessary under the *State Records Act 2000*;
- (i) cooperate fully with the Principal in respect of the administration of the Agreement;
- (j) ensure that no Personnel causes the Agent to breach the Agreement; and
- (k) except as otherwise specified in the Agreement, provide everything necessary to fully comply with all of its obligations under the Agreement.

#### **6.4. Warranties and Indemnity**

- (a) The Agent must give, or ensure the Principal has the benefit of, any warranties specified in the Agreement.

- (b) The Agent must do everything necessary to obtain the benefit of all third party warranties and must ensure that the Principal has the benefit of those warranties.
- (c) The Agent indemnifies the Principal against any loss or liability that results from the Agent not complying with sub-clauses 6.4(a) or (b).

## **6.5. Conflict of Interest**

6.5.1. Without limiting the meaning of conflict of interest, a conflict of interest may arise in the following circumstances:

- (a) when the Agent, or a person associated with the Agent, is in a position to benefit directly or indirectly from the actions of the Agent through an unfair or unintended imposition or loss on the Principal or some third party; or
- (b) when, due to a personal interest or a conflicting business arrangement, an Agent's honesty, objectivity or fairness in performing the Services is open to question.

6.5.2. If a conflict of interest arises in respect of the Agent or the Agent's Personnel, in respect of the supply of the Services under the Agreement, the Agent must:

- (a) promptly notify the Principal that the conflict has arisen and provide full details; and
- (b) take reasonable steps in consultation with the Principal to manage or resolve the conflict.

6.5.3. Without limiting the meaning of conflict of interest, a perceived conflict of interest may arise when an Agent or the Agent's Personnel accesses the Principal's Database or undertakes a transaction on behalf of a friend or relative or the Personnel's own record, without first obtaining the Principal's approval.

## **6.6. Agent's Obligation for Services Directly to the Public**

The Agent must:

- (a) to the extent practicable, implement the Principal's 'Disability Access and Inclusion Plan' (DAIP) prepared under the Disability Services Act 1993 (available at the Principal's website:  
<http://www.transport.wa.gov.au/aboutus/disability-access-and-inclusion-plan.asp>);
- (b) provide a report to the Principal prior to 30 June in each year of the Term reporting on the extent to which the Agent has implemented the Principal's DAIP; and
- (c) advise Customers that they may make use of the Language Interpretation Facility if they require such assistance.

## **7. INFORMATION TECHNOLOGY, EQUIPMENT AND PREMISES**

### **7.1. Supply by Principal**

The Principal will supply the Agent with the following:

- (a) telecommunications hardware and software, the nature of which is subject to the availability of telecommunications technology in the Agent's locality, linking the Agent's transaction processing equipment supplied by the Principal to the Database;
- (b) transaction processing hardware to the extent necessary to operate the software applications required by the Principal being:

- (i) PC/s;
  - (ii) printer/s (excluding consumables); and
  - (iii) image capture unit.
- (c) transaction processing software, being the Principal's software applications that enable the Agent to access the Principal's Database and any third party software applications required by the Principal;
  - (d) hardware and software to the extent necessary for the Agent to provide CTT/HPT and testing required by the Principal;
  - (e) the Physical Stock required by the Agent to perform this Agreement; and
  - (f) Vehicle licence plates.

#### **7.2. Supply by Agent**

- (a) The Agent must supply and maintain all hardware and software, not otherwise specified in the Agreement as the Principal's responsibility, to the extent required to enable the Agent to perform the Services. The Agent shall ensure that such hardware and software is compatible in all respects with the Principal's hardware and software.
- (b) Except as otherwise expressly provided in this Agreement, the Agent must provide, at its cost all office consumables.

#### **7.3. Installation of Additional Hardware or Software (other than supplied by the Principal)**

- (a) The Agent must make written application to the Principal, and obtain the Principal's written approval before installing any additional hardware or software to a PC designated for transaction processing.
- (b) Subject to clause (a) above:
  - (i) the installation of any additional hardware or software on the Principal's designated PC will be entirely at the Agents risk and the Principal will not be responsible for any hardware or software failure or resultant loss of the Agents data; and
  - (ii) the Agent will be responsible for and at its own cost to address any support issues, security breaches, network vulnerabilities, including increases in PCI DSS scope or loss of data resulting in the installation of the additional hardware or software.
- (c) The Agent will uninstall any additional hardware or software that the Agent installs on a PC designated for transaction processing by prior agreement with the Principal, when the PC is required to be replaced or returned to the Principal.

#### **7.4. Compliance with Principal's Requirements**

All information technology, whether supplied by the Principal or the Agent, must comply with the information technology policies and specification requirements as provided by the Principal from time to time.

#### **7.5. Maintenance of Equipment**

- (a) The Agent will ensure all equipment including, but not limited to, information technology hardware and software is:

- (i) maintained in good, safe and proper working condition, and capable of reliably performing the Services at all times; and
  - (ii) housed at the Agent's customer service area where the Services are provided.
- (b) All equipment provided by the Principal including, but not limited to, information technology hardware and software remains the property of the Principal and will be returned to the Principal on demand, at the Principal's cost and by the Principal's approved courier or representative.
  - (c) The Agent will provide any information required by the Principal relating to the audit and tracking of the Principal's equipment.
  - (d) In the event that equipment supplied by the Principal requires maintenance, the Agent will contact the Principal to discuss the maintenance options for the equipment as detailed in Schedule F.
  - (e) If any equipment supplied by the Principal requires repairs or replacement, the Principal will then organise at its cost.
  - (f) In the event equipment supplied by the Principal requires off-site maintenance, and that maintenance results in equipment not being available to the Agent for more than five (5) Business Days, the Principal will supply the Agent with equivalent replacement equipment for the duration of the period the equipment is unavailable to the Agent.

#### **7.6. Premises**

The Agent will:

- (a) ensure all areas in which the Services are to be performed are suitable for the purpose;
- (b) provide a secure and confidential environment to ensure protection of the Principal's interests against outside intrusion, improper or unauthorised use or access;
- (c) ensure security complies with any reasonable Direction given by the Principal;
- (d) do everything reasonably necessary to protect people and Property on the Premises, as they relate to the delivery of the Services; and
- (e) ensure compliance with Requirement 9 of the PCI DSS at Schedule J.

### **8. EXPENSES**

#### **8.1. Bank Fees and Charges**

The Principal will reimburse the Agent for specified bank fees and charges, being:

- (a) charges incurred in relation to dishonoured cheques received from the Principal's Customers.

#### **8.2. Training**

The Principal will reimburse the Agent for specified expenses incurred for Personnel attending the Principal's mandatory training in the Perth metropolitan area in accordance with this clause 8.2, being:

- (a) accommodation costs, to a maximum equal to the applicable accommodation allowance specified in schedule I of the current West Australian Public Service Award, Travelling, Transfer and Relieving Allowance, made under *Public Sector Management Act 1994*;

- (b) meal costs, to a maximum equal to the applicable meal allowance specified in schedule I of the current West Australian Public Service Award, Travelling, Transfer and Relieving Allowance, made under *Public Sector Management Act 1994*;
- (c) vehicle mileage costs only associated with travel to and from the Principal's training site, (not including personal use of the vehicle during the training course) to a maximum equal to the applicable vehicle mileage allowance specified in schedule F of the current West Australian Public Service Award, Motor Vehicle Allowance, made under *Public Sector Management Act 1994*;
- (d) return economy airfares; and
- (e) subject to the Principal's approval, taxi/ride sharing fees incurred to and from the training only.

### **8.3. Telecommunications**

The Principal will reimburse the Agent for specified telecommunications expenses, being:

- (a) charges incurred for one dedicated telecommunications line used solely for the purpose of providing a credit card payment facility, being:
  - (i) initial standard set-up costs of up to \$300; but
  - (ii) excluding any additional telecommunications infrastructure costs unless negotiated with the Principal prior to the commencement of Services; and
  - (iii) line rental.
- (b) charges incurred for any dedicated telecommunications line used solely for the purpose of dial-up network access to the Principal's Database on the basis of either:
  - (i) all STD call charges and line rental;
  - (ii) \$1.01 for each connection to the Principal's Database and line rental, whichever is the lesser; or
- (c) charges incurred for any telecommunications line used jointly for the purpose of dial-up network access to the Principal's Database and unrelated business of the Agent on the basis of either:
  - (i) STD call charges for each connection to the Principal's Database; or
  - (ii) \$1.01 for each connection to the Principal's Database, whichever is the lesser.
- (d) all charges incurred for the purpose of accessing the Principal's database through a specified dedicated ADSL Broadband connection.

### **8.4. Evidence**

The Agent must submit a statement and supporting evidence to the Principal when claiming reimbursement for expenses specified in the Agreement as the responsibility of the Principal.

### **8.5. Reimbursement**

The Principal will pay the Agent's claim for reimbursement within thirty (30) days from the date the claim in writing is received, if the amount claimed is:

- (a) properly payable;

- (b) correctly calculated in accordance with the Agreement; and
- (c) accompanied by sufficient supporting evidence.

## **9. PERSONNEL**

### **9.1. General Provisions of the Agent's Personnel**

- (a) All Personnel must be Employees of the Agent.
- (b) All prospective Personnel must be approved by the Principal for appointment prior to supplying the Services;
- (c) The Principal may direct the Agent to temporarily suspend the Personnel's access to the Principal's Database and Property and direct the Personnel to undertake immediate retraining.
- (d) The Agent must, at its expense, provide the Principal with a current (not more than three months old) Australia-wide police clearance for all prospective Personnel intended by the Agent for appointment as Personnel prior to the commencement of their involvement in supplying the Services.
- (e) The Principal may, at its discretion and expense, at any time and from time to time request the Agent to undertake further Australia-wide police clearance with respect to any prospective Personnel. The Agent must comply with the Principal's request within twenty (20) Business Days of such request.
- (f) If police clearance evidence provided by the Agent pursuant to clause 9.1(d) or 9.1(e) reveals that a prospective Personnel, or reveals that Personnel, has committed a criminal offence punishable by imprisonment or detention, then the Principal may, without prejudice to his other rights under the Agreement:
  - (i) refuse approval for the person to be appointed as Personnel; or
  - (ii) revoke its approval and require the removal of the Personnel in question from any involvement in the supply of the Services,as the case may be, and the Principal may do so solely in reliance on the police clearance evidence.
- (g) The Agent and its Employees must not, during the Term, have any affiliations, associations, connections, or professional engagements with any companies, agencies, organisations, clubs, associations, or other business or charitable institutions which have or have been found to have or proven to have any involvement in any disreputable, criminal or illegal business dealings or transactions.
- (h) The Principal will terminate this Agreement effective immediately, upon becoming aware of any such affiliations, associations, connections, or professional engagements referred to in 9.1 (g).
- (i) Notwithstanding other rights and remedies or actions available to it, the Principal may require the removal from the Services of any Personnel.
- (j) The Agent must immediately comply with a request under 9.1 (i).
- (k) Where the Agent continues to engage or retains the engagement of Employees contrary to the provisions of this clause 9, in addition to any other rights and actions available to the Principal, the Principal may terminate this Agreement immediately without notice.

- (l) In addition to the provisions of clauses 9.1(d) to (f), the Principal may withhold approval for the appointment of a prospective Employee as Personnel or require the Agent to remove any Personnel from involvement with supplying the Services if the Principal reasonably believes that the prospective Employee or Personnel, as the case may be, is unsuitable.
- (m) In the event that the Principal withholds approval of a prospective Employee or requests removal of any Personnel, in accordance with clause 9.1(f) or 9.1(l), the Principal shall, at the request of the Agent, provide reasons for its decision, unless to provide reasons would, in the reasonable view of the Principal, be contrary to the public interest.
- (n) In the event that any Personnel is required to be removed from supplying the Services pursuant to this clause 9.1, the Agent must at its own cost:
  - (i) ensure that the Personnel in question immediately ceases all involvement with the supply of the Services; and
  - (ii) replace the Personnel with other Personnel, approved by the Principal, of the highest skills and experience available to the Agent.
- (o) In addition to the obligations set out in this Agreement, in the event that the Agent becomes aware that a criminal charge has been laid or may be laid against it or its Personnel, it will immediately notify the Principal in writing.

## **9.2. Qualifications**

- (a) The Agent must ensure that all Personnel are properly qualified and suitable for the tasks allocated to them and that Personnel conduct themselves in all circumstances and at all times, in a fit and proper manner.
- (b) The Agent must ensure that all Personnel:
  - (i) attend mandatory training provided by the Principal, at a location determined by the Principal, prior to supplying the Services;
  - (ii) undertake e-learning training as directed by the Principal;
  - (iii) upon reasonable notice, undertake any additional training required by the Principal subsequent to any new policy or procedures adopted by the Principal; and
  - (iv) participate in a continuous education program relevant to the Services.

## **9.3. Use of Lobbyists**

The Agent warrants and represents that none of its officers, employees, agents or sub-contractors has employed, engaged or has otherwise been involved, directly or indirectly, in connection with the Agreement, with a person who is acting as a Lobbyist (as that term is defined in Public Sector Commissioner's Circular 2016 "Circular 2016") unless such person is duly registered as a Lobbyist in terms of Circular 2016 and that person has complied with his or her obligations under Circular 2016 as amended from time to time.

## **9.4. Awards, Workplace Agreements**

The Agent must ensure that the remuneration and terms of employment of all Personnel for the duration of the Agreement are consistent with the remuneration and terms of employment that reflect the industry standard as expressed in awards and agreements and any code of practice that may apply to a particular industry.

## **10. ACCESS AND CONFIDENTIALITY**

**10.1. Access and Records**

- (a) The Agent will allow the Principal:
  - (i) reasonable access to inspect any Premises and equipment used or occupied in connection with this Agreement;
  - (ii) reasonable access to all Records in the custody or control of the Agent; and
  - (iii) to examine, audit, copy and use any Records in the custody or control of the Agent.
- (b) The Agent will:
  - (i) keep accurate, complete and current written Records in respect of the Agreement including maintaining adequate audit controls of finances and Services provided to the Principal related to the Agreement;
  - (ii) comply with the directions of the Principal in relation to the keeping of Records whether those directions relate to the period before or after the expiry of the Term;
  - (iii) keep all Records for at least seven (7) years after:
    - a. the expiry of the Term; or
    - b. termination of the Agreement, if the Agreement is terminated before the end of the Term; and
  - (iv) do everything necessary to obtain any third party consents which are required to enable the Principal to have access to Records under this clause 10.1.
- (c) This clause 10.1 survives expiration or termination of the Agreement.

**10.2. Agreement Disclosure**

The Agent acknowledges that:

- (a) the Agreement; and/or
- (b) information held or compiled by the Principal or the State of Western Australia in relation to the Agreement or the Services supplied under the Agreement,

may be subject to the *Freedom of Information Act 1992*, Parliamentary reporting requirements, other statutory reporting requirements and examination, and/or court orders.

**10.3. Use of the Principal's Systems and Database**

- (a) The Principal will, subject to availability, permit the Agent to access the Database for the purposes of and to the extent necessary for the Agent to meet its obligations under this Agreement.
- (b) The Principal will require all of the Agent's Personnel, who are to be granted access to the Database, to sign the Confidentiality Deed Poll (Schedule G) that will be issued at the time of the Personnel undertaking the mandatory training in the use of the Database or on demand by the Principal.
- (c) The Agent will:



- (i) ensure all use of the Database is solely and exclusively for the purpose of supplying the Services;
  - (ii) comply with all data security requirements in respect of access to and use of data relevant to the Agreement, in addition to any statutory obligation relevant to data security;
  - (iii) prohibit and prevent any Employee(s) who has/have not been expressly approved to do so by the Principal from gaining access to the Database or any data relevant to the Agreement;
  - (iv) without limiting clause 10.3(c)(iii), use reasonable endeavours to prevent any unauthorised person from gaining access to the Database or any data relevant to the Agreement;
  - (v) prevent unauthorised and improper use of the Database;
  - (vi) prevent unauthorised and improper use of the software or hardware relating to the CTT and HPT;
  - (vii) notify the Principal immediately and comply with all directions of the Principal if the Agent becomes aware of any contravention of this clause 10.3 or any other of the Principal's data security requirements; and
  - (viii) comply with any security instructions or guidelines issued by the Principal.
- (d) Personnel will not:
- (i) divulge their authorised user identification to any other Personnel or person; or
  - (ii) while logged into the Principal's Database, allow any other Personnel or person to access the Principal's Database; or
  - (iii) leave the Principal's database unattended while they are logged in.
- (e) In the event of any occurrence described herein at clauses 10.3 (c) or (d) or any other use of the Database contrary to the provisions of the Agreement or reasonably deemed inappropriate by the Principal, the Principal will be entitled to:
- (i) immediately suspend the Agent's access to the Database with or without notice, in which case the provisions in clause 18 apply; and
  - (ii) notify the Agent of the breach by notice in writing.
- (f) The Agent must provide a written response within two (2) Business Days of receipt of the notice referred to in clause 10.3(e)(ii) stating the reasons for such breach.
- (g) In the event of the commission or attempted commission of any theft or fraudulent transaction by Personnel, the Agent must provide all possible assistance to the Principal and/or its nominated Agents or Representatives.
- (h) The provisions of this clause 10.3 are in addition to the Principal's other rights at law.

#### **10.4. Confidentiality**

- (a) The Agent will not use or disclose to any person the Principal's Confidential Information including but not limited to Schedule D, except:
  - (i) where necessary for the purpose of supplying the Services; or
  - (ii) as authorised in writing by the Principal; or
  - (iii) to the extent that the Confidential Information is public knowledge (other than because of a breach of this clause 10.4 by the Agent); or
  - (iv) as required by any law, judicial or parliamentary body or government agency; or
  - (v) when required (and only to the extent required) to the Agent's professional advisers, and the Agent must ensure that such professional advisers are bound by the confidentiality obligations imposed on the Agent under this clause 10.4.
- (b) The Agent will provide a secure storage environment for all Confidential Information and institute and maintain an effective form of control of access to ensure that the Confidential Information is only accessible by Personnel authorised to undertake the Services, and occurs exclusively in the context of the provisions of the Services.
- (c) The Agent will restrict access to payment cardholder data by business need to know.
- (d) The operation of this Clause 10.4 will survive the completion, expiry or termination of the Agreement.

#### **10.5. Return of Confidential Information**

The Agent will return all Records containing the Principal's Confidential Information immediately:

- (a) at the expiration or termination of the Agreement; or
- (b) as scheduled by the Principal through Business Rules; or
- (c) on demand by the Principal.

#### **10.6. Publicity**

- (a) Unless the Principal gives its prior written consent, the Agent will not:
  - (i) use the Agreement or the Principal's name or logo;
  - (ii) use the name or logo of any person specified in the Agreement;
  - (iii) refer to the Agent's association with the State of Western Australia or the Government of Western Australia which results from the Agreement; or
  - (iv) make any statement concerning the Agreement,

in any publication, advertisement or media release other than its annual report, annual financial statement, annual budget or other documents necessary under statutory reporting requirements.
- (b) The Principal may use the Agent's name and logo for reasonable promotional or publicity purposes at the Principal's discretion, but if the Principal uses the Agent's name or logo for such purposes, then the Principal must acknowledge the role of the Agent to the extent that is reasonable in the circumstances.

#### **11. AUDITOR GENERAL**

- (a) The powers and duties of the Auditor General are not limited or otherwise affected by the terms and conditions of the Agreement.
- (b) The Agent will allow the Auditor General, or an authorised representative of the Auditor General, to have access to and examine the Agent's Records concerning the Agreement.

## **12. INTELLECTUAL PROPERTY RIGHTS**

### **12.1. Principal Supplied Property and Intellectual Property Rights**

The Principal is acknowledged to be the sole owner of all personal property and all Intellectual Property Rights in all matters, things or processes including hardware, software, logos and information concerning the Principal's Customers supplied by the Principal to the Agent to enable the Agent to supply the Services (**Principal Supplied Property**).

### **12.2. Agent Supplied Property and Intellectual Property Rights**

The Agent is acknowledged to be the sole owner of all personal property and all Intellectual Property Rights in all matters, things or processes including hardware, software and logos, utilised by the Agent for, or in connection with, the provision of the Services under this Agreement, other than Principal Supplied Property (**Agent Supplied Property**).

### **12.3. Intellectual Property Rights in modifications, enhancements, adaptations and developments**

Unless otherwise agreed by the parties in writing, the Principal will own all Intellectual Property Rights in any modification, enhancement, adaptation or development of any matter, thing or process utilised by the Agent (**other than Agent Supplied Property**) for, or in connection with, the provision of the Services under the Agreement, irrespective of whether such modification, enhancement, adaptation or development has arisen because of the provision of the Services to the Principal or otherwise.

### **12.4. Indemnity – Third Party Intellectual Property Rights**

- (a) A Party will indemnify the other Party and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities including legal costs and expenses as a result of any action, suit, claim, demand or proceeding taken or made by a third party (**Third Party Claim**) alleging that any Agent Supplied Property (with respect to Third Party Claims made against the Principal) or Principal Supplied Property (with respect to Third Party Claims made against the Agent) infringes the Intellectual Property Rights or the Moral Rights of that third party.
- (b) The obligations of the parties under this clause 12.4 are continuing obligations and survive expiration or termination of the Agreement.

## **13. INSURANCE**

### **13.1. Insurance Requirements**

- (c) The Agent must take out and maintain all insurances required by law and any other insurances in relation to liabilities of the Agent under the Agreement, for the benefit of the Parties named in the Agreement, including but not limited to:
  - (i) public liability insurance covering any legal liability of the Agent and the Agent's Personnel that may arise from the Agreement for an amount of not less than twenty million dollars (\$20,000,000) for any one occurrence and unlimited in the aggregate; and

- (ii) workers compensation insurance in accordance with the provisions of the *Workers Compensation and Injury Management Act 1981 (WA)*, including cover for common law liability for an amount of not less than fifty million dollars (\$50 million) for any one occurrence in respect of the Agent's Personnel. The insurance policy must be extended to cover any claims or liability that may arise with respect to an indemnity under section 175(2) of the *Workers Compensation and Injury Management Act 1981*.
- (d) The Principal in specifying the types and levels of insurance coverage in the Agreement, incurs no responsibility or liability for the completeness of its list of insurances, the adequacy of the sum insured, the limit of liability, the scope of coverage, the conditions or exclusions of those insurances nor the manner or extent of the Principal's response to any loss, damage or liability.

**13.2. Reputable and Solvent Insurer**

Any policy of insurance taken out by the Agent with respect to the Agreement must be taken out with a reputable and solvent insurer acceptable to the Principal which carries on business in Australia and is authorised in Australia to operate as an insurance company.

**13.3. Maintenance of Insurance**

The Agent will:

- (a) punctually pay all premiums and amounts necessary for effecting and keeping current the insurance required under clause 13.1;
- (b) not vary or cancel any insurance required under clause 13.1 or as otherwise required under the Agreement or allow it to lapse during the Term or otherwise do or allow to be done anything which may vitiate, invalidate, prejudice or render ineffective the insurance or entitle the insurer to refuse a claim; and
- (c) without limiting clause 13.3(b), promptly reinstate any insurance required under clause 13.1 if it lapses or if cover is exhausted or is or becomes ineffectual for any reason.

**13.4. Evidence of Insurance**

The Agent will give to the Principal sufficient evidence of the insurance required under clause 13.1 (including, if requested, a copy of any policy) and provide a certificate of currency of insurance as requested by the Principal at any time.

**13.5. Failure to Prove Insurance**

If the Agent does not comply with clauses 13.1, 13.2, 13.3 and 13.4, then without limiting any other remedy available to the Principal, the Principal may suspend or terminate the Agreement under clause 18.

**13.6. Incidents and claims**

- (a) If either Party becomes aware of any event or incident occurring which gives rise or is likely to give rise to a claim under any insurance required under clause 13.1, it must as soon as reasonably practicable notify the other Party in writing of that event or incident.
- (b) Failure to comply with this clause 13.6 shall not invalidate or otherwise affect the rights of the Principal, or the obligations of the Agent, under clause 14.

**13.7. Continuing obligation**

- (a) The Agent must maintain the insurances required under clause 13.1 throughout the Term.

- (b) The obligations of the Agent under this clause 13 are continuing obligations and survive suspension, expiration or termination of the Agreement for so long as the obligations of the Agent under this clause 13.7 continue.

#### **13.8. No Limitation of Other Liabilities**

It is exclusively the Agent's responsibility to assess and consider the risks, types, extent and scope of insurance cover to accommodate all potential risks under this Agreement. Nothing in this clause 13, contained or implied, will relieve, release, reduce or limit the Agent's liabilities under the Agreement or restrict the Agent from insuring for sums or risks greater than those required under the Agreement.

#### **14. INDEMNITY**

- (a) The Agent indemnifies the Principal, the State of Western Australia and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities (including, legal costs and expenses) as a result of any action, suit, claim, demand or proceeding taken or made by any third party arising from or in connection with:
  - (i) any breach of an obligation under the Agreement by the Agent or any Employee; or
  - (ii) any wilful, tortious or unlawful act or omission of the Agent or any Employee; or
  - (iii) any breach of a State or Commonwealth law relevant to the Agreement by the Agent or any Employee.
- (b) The Agent's liability under the indemnity in clause 14 (a) shall be reduced proportionally to the extent that any costs, losses, expenses, claims, damages or other liabilities result from the negligence of the Principal, the State of Western Australia or their respective officers, employees or agents.
- (c) The Principal agrees to use its best endeavours to cooperate with the Agent, at the Agent's cost, in respect of the conduct of any defence, or the agreement of any settlement, of any third party action, suit, claim, demand or proceeding the subject of the indemnity under clause 14 (a).

#### **15. PERFORMANCE and COMPLIANCE MANAGEMENT**

##### **15.1. Audit and Review**

- (a) The Principal will conduct regular auditing, performance review and compliance activities, including, but not limited to:
  - (i) a daily electronic audit of all licensing transactions performed on the Database by the Agent;
  - (ii) a daily audit of all transaction supporting documentation received and processed by the Agent;
  - (iii) a monthly audit and review of the Agent's performance and compliance in key Agreement areas including but not limited to:
    - a. the Processing Errors;
    - b. compliance with the Business Rules;
    - c. timeliness of transactions;

- d. daily receipt by the Principal of transaction supporting documents;
  - e. Reconciliation of revenue collection against the Department of Transport TRELIS bank account; and
  - f. the Agent's performance generally.
- (b) The Principal may engage an independent qualified auditor to conduct a quality audit of the Services.
  - (c) The Agent must:
    - (i) assist in the conduct of any audit, performance and compliance reviews undertaken in accordance with this Clause 15.1; and
    - (ii) provide all and any information, including documentation, at the request of the Principal or the Principal's appointed auditor within fifteen (15) days of the request.
  - (d) The Principal shall be entitled to rely on the results of audits, performance and compliance reviews in the event of any breach and or default by the Agent and when considering any extension of the Agreement.
  - (e) Notwithstanding the preceding provisions of this Clause 15.1, auditing, performance and compliance reviews will be undertaken at the Principal's sole and absolute discretion.

**15.2. Performance and Compliance Review Meetings**

- (a) Performance and/or compliance review meetings may be held between the Agent and the Principal as determined by the Principal in consultation with the Agent to discuss performance, compliance and other issues associated with the Services which may be identified through auditing, performance or compliance review, or any other means of performance monitoring undertaken by the Principal.
- (b) Performance and compliance review meetings will be held at a location agreeable to the Parties.
- (c) The following Personnel are required to attend the performance and compliance reviews, as a minimum:
  - (i) the Principal's Representative; and
  - (ii) the Agent's Representative; or
  - (iii) the proxies that may be delegated or sent by the Parties.
- (d) The Principal will, prior to the performance or compliance review meeting, provide the Agent with a written statement setting out all of the matters which the Principal has reviewed pursuant to Clause 15.1 and which the Principal considers are not being carried out by the Agent to the Principal's satisfaction or in accordance with the Agreement.
- (e) The Representatives will attempt to reach agreement as to what action the Agent is required to take to remedy those matters raised pursuant to clause 15.2(d) herein. If agreement is reached, the Parties will produce a statement in writing setting out the agreed remedial action the Agent is required to take and the Agent will comply therewith.

**16. DISPUTES**

- (a) The Parties agree to use reasonable efforts to resolve by negotiation any problem relating to Services that arise between them under the Agreement
- (b) If a problem relating to Services arises, including a breach or an alleged breach, under the Agreement which is not resolved at an operational level or which is sufficiently serious that it cannot be resolved at an operational level, the Agent's Representative and the Principal's Representative will then arrange to meet and endeavour in good faith to agree upon a resolution.
- (c) Both Parties will continue to perform their obligations under the Agreement while negotiations under subclauses 16 (a) or (b) are exercised.

## **17. DEFAULT**

Notwithstanding any other provisions of this Agreement, if an Event of Default occurs, the Principal will be entitled to:

- (a) suspend payment of all sums due or becoming due to the Agent under the Agreement until such failure is rectified; and
- (b) rectify such failure itself whether by use of the Principal's employees or other agents and the Principal shall be entitled to deduct the cost of such rectification from all sums due to the Agent under the Agreement.

## **18. SUSPENSION AND TERMINATION**

### **18.1. Suspension and Termination**

Notwithstanding any other provisions of this Agreement the Principal may at any time after an Event of Default occurs, by notice to the Agent:

- (a) suspend the Agent's access to the Database for a period not exceeding 3 months, in which case and during which period the Agent shall not be entitled to perform the Services or be remunerated accordingly; or
- (b) terminate the Agreement, either immediately or after the period of suspension referred to in sub-clause 18.1(a).

### **18.2. Ending of Suspension**

- (a) The Principal may end the suspension at any time by written notice to the Agent.
- (b) At the end of the suspension, the Agent's access to the Database will be restored and therefore all rights and obligations of the Principal and the Agent under the Agreement recommence.

### **18.3. Consequences of Expiration or Termination**

- (a) The expiration or termination of the Agreement does not affect any rights, liabilities or obligations of the Principal or the Agent as a result of anything occurring before the expiration or termination.
- (b) On expiration or termination of the Agreement, the Agent must as soon as practicable:
  - (i) deliver to the Principal all Records as required by the Principal;
  - (ii) cease all access by the Agent and the Agent's Personnel to the Database;
  - (iii) cease to provide the Services;

- (iv) return all the Principal's Property including information technology hardware (excluding printers); and
- (v) in every other respect cooperate with the Principal as reasonably required by the Principal in order to minimise any loss, damage or inconvenience to the Principal resulting from the expiration or termination of the Agreement.

**18.4. Termination by Mutual Agreement**

If the Agreement is terminated by mutual agreement, and on the initiation of the Agent, the Agent agrees to continue to perform the Services for a period agreed by the Agent and the Principal to enable the Principal to establish alternative arrangements for the performance of the Services.

**18.5. Limited Liability**

Other than where the Principal has repudiated the Agreement or damages are not an appropriate remedy, if the Principal breaches the Agreement, then the remedies of the Agent are limited to damages.

**19. REPRESENTATIVES OF THE PARTIES**

- (a) Any person described in the Agreement as the Principal's Representative or the Agent's Representative may act as the Representative of the respective Party in relation to the Agreement.
- (b) The Representatives of the Parties must:
  - (i) be available at all reasonable times for consultation in connection with any matter arising under the Agreement; and
  - (ii) have the necessary authority to deal with those matters.
- (c) Either Party may at any time, by notice in writing to the other Party:
  - (i) vary or terminate the appointment of its Representative; or
  - (ii) appoint any other person to act as its Representative in relation to the Agreement.

**20. NOTICE**

Each notice or other communication given under the Agreement:

- (a) must be in writing;
- (b) may be given by either Party's Representative, a person authorised by the Party's Representative, or solicitor of the Principal or the Agent (as applicable);
- (c) must be:
  - (i) hand delivered; or
  - (ii) sent by prepaid post; or
  - (iii) sent by facsimile; or
  - (iv) sent by email;

to the Representative of the respective Party specified in this Agreement.



- (d) subject to clause 20(e), is taken to be received:
  - (i) in the case of hand delivery, on the date of delivery;
  - (ii) in the case of post, on the fifth Business Day after posting;
  - (iii) in the case of facsimile, on the date on which the sender's facsimile machine records that the facsimile was successfully transmitted;
  - (iv) in the case of email, on the date on which the receiver's email server records that the email was received; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

## **21. MISCELLANEOUS**

### **21.1. Consent**

Whenever the consent of the Principal is required under the Agreement:

- (a) that consent may be given or withheld by the Principal in the Principal's absolute discretion and may be given subject to such conditions as the Principal may determine;
- (b) the Principal is not required to provide a reason or reasons for giving or refusing its consent; and
- (c) the Agent agrees that any failure by it to comply with or perform a condition imposed under clause 21.1(a) shall constitute a breach of a term of this Agreement.

### **21.2. No Dealing or Subcontracting**

The Agent must not:

- (a) sell, transfer, assign, novate, mortgage, charge or otherwise dispose of or deal with any of its rights or obligations under the Agreement; or
- (b) subcontract any of its rights or obligations under the Agreement.

### **21.3. Further Assurance**

The Principal and the Agent must do everything reasonably necessary, including signing further documents if appropriate, to give full effect to the Agreement.

### **21.4. Relationships – No Partnership**

- (a) The Agent is an independent Contractor, and nothing in the Agreement may be construed to make the Agent a partner, representative, employee or joint venturer of the Principal.
- (b) The Agent must not represent that the Agent or any of its Personnel are the employees, partners or joint venturers of the Principal.
- (c) The Principal shall have no responsibility to the Agent or Agent's Personnel in respect of remuneration for annual leave, sick leave, long service leave, public holidays, redundancy payments, superannuation contributions or any other benefits for Personnel providing the Services.

### **21.5. Rights and Remedies**

The rights, powers and remedies in the Agreement are in addition to, and not exclusive of, the rights, powers and remedies existing at law or in equity.

**21.6. Right of Set Off**

The Principal may set off or deduct any amount claimed by the Principal, including any amount claimed under the indemnity in clause 14, from any amount owing by the Principal to the Agent on any account under the Agreement.

**21.7. Entire Agreement**

The Agreement supersedes all prior negotiations, understandings and agreements between the Principal and the Agent relating to the matters covered by the Agreement and constitutes the full and complete agreement between the Principal and the Agent relating to the matters covered by the Agreement.

**21.8. Variations**

- (a) Subject to 21.8(b) below, the Agreement may only be varied in writing by mutual agreement of the Parties.
- (b) The Schedules B, C, E, F, I, J and M may be varied at the sole discretion of the Principal by the issuing of a Notice of Variation to Schedule in the format in Schedule K.

**21.9. Waiver**

- (a) Any waiver by the Principal or the Agent must be in writing and signed by the Party waiving the right.
- (b) Any waiver by the Principal or the Agent does not affect its rights in respect of any other breach of the Agreement by another party.
- (c) Subject to clause 21.9(a), any failure by the Principal or the Agent to enforce any right under the Agreement must not be construed as a waiver of their respective rights under the Agreement.

**21.10. Costs**

- (a) Unless otherwise stated, the Agent must comply with all obligations of the Agent at the Agent's cost.
- (b) Unless otherwise stated, the Principal must comply with all obligations of the Principal at the Principal's cost.
- (c) The Principal and the Agent must pay their own costs including legal and other costs in connection with the preparation, negotiation, and signing of the Agreement.

**21.11. Governing Law**

The Agreement is governed by the laws of the State of Western Australia. The Principal and the Agent irrevocably submit to the non-exclusive jurisdiction of the courts of Western Australia.

**21.12. Government Policy**

If any obligations relating to State government procurement policies are specified in the Agreement, then those obligations form part of the Agreement and the Agent must comply with them.

**21.13. Authority to complete blanks etc.**

The Principal may date the Agreement and complete any blanks left by the Agent, provided that the obligations of the Agent are not thereby materially increased.

**21.14. Severability**

Each clause and sub-clause of the Agreement is severable from each other clause or sub-clause, and the invalidity or unenforceability of any clause or sub-clause will not prejudice or affect the validity or enforceability of any other clause or sub-clause.

Executed as an Agreement on the date written at the beginning of this document:

THE CEO, DEPARTMENT OF TRANSPORT, (ABN 27 285 643 255) PURSUANT TO THE POWERS OF THE CEO UNDER SECTION 11 OF THE ROAD TRAFFIC (ADMINISTRATION) ACT 2008

\_\_\_\_\_  
Name of Delegate (please print)

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Executed for and on behalf of the Shire of Wandering, a body corporate under section 2.5 of the *Local Government Act 1995* by

\_\_\_\_\_  
Shire Mayor (Please Print)

\_\_\_\_\_  
Name of Chief Executive Officer  
(Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Or

The COMMON SEAL of the        )  
Shire of Wandering                )  
Was hereunto affixed by        )  
Authority of a resolution of the    )  
Council in the presence of        )

Affix Common Seal

\_\_\_\_\_  
Shire Mayor (Please Print)

\_\_\_\_\_  
Chief Executive Officer (Please Print)

\_\_\_\_\_  
Signature

## SCHEDULE A: SERVICE SPECIFICATION

### 1. DEFINITIONS

In this service specification, the following definitions apply:

**Online** means the telecommunications link and associated computer hardware and software that enables the Agent to access the Principal's Database and process licensing transactions directly onto the Database.

**Processing Errors** means the errors which occur in the course of performing the Services, including but not limited to, errors in:

- (a) information entered onto the Database;
- (b) providing receipts;
- (c) providing the correct Vehicle Number Plate;
- (d) payment processing accuracy, including as to amounts levied and records made; and
- (e) customer identification verification and management.

**Transport Service Centre** means any of the Department's regional and metropolitan locations which are responsible for provision of auditing and support for their designated Agents.

### 2. SCOPE OF SERVICES

The Agent will undertake Road Law licensing functions of the Principal by processing licensing transactions Online for the Principal's Customers.

### 3. TRANSACTION PROCESSING REQUIREMENTS

- (a) The Agent will perform the following functions as part of the Service:
  - (i) perform all of the Services listed under 'Transaction Type' in the Schedule of Rates at Schedule B to this Agreement;
  - (ii) create and update records for the Principal's Customers on the Database as required;
  - (iii) collect the Principal's revenue;
  - (iv) produce receipts for every payment accepted by the Agent;
  - (v) provide assistance to the Principal's Customers to facilitate transactions; and
  - (vi) perform any other necessary and reasonable activities required to undertake the Services.
- (b) The Agent will accept from the Principal's Customers and process all forms of payment acceptable to the Principal for the processing of licensing transactions, being cash, EFTPOS, credit cards (except Diners Club and American Express), debit cards, cheque and money order.

### 4. DIRECT DEBIT

The Agent will:

- (a) use its own EFTPOS terminal and funds will be banked directly into the Agents nominated bank account.
- (b) bank on a daily basis revenue collected (cash/cheques/money orders) into the Agents nominated bank account.
- (c) prior to the commencement of Service provide the Principal with a Direct Debit Request and the Principal will debit the Agents bank account two business days after collection to the value of transactions processed on the TRELIS database. Note: the Agent will ensure that sufficient funds are available at the time of the direct debit.
- (d) comply with the Payment Card Industry Data Security Standards (PCI DSS) as set out in Schedule J. No annual reporting is required by the Agent.

#### **5. PHYSICAL STOCK REQUIREMENTS**

The Agent will:

- (a) issue to the customer the Physical Stock that meets the information, process, policy and legislative requirements of specific customer transactions;
- (b) implement inventory controls and ordering processes to ensure sufficient stocks of all categories of Physical Stock are maintained to fulfil the Agent's requirements to the Principal's satisfaction; and
- (c) ensure and account for the physical security of Physical Stock.

#### **6. FINANCIAL RECONCILIATION AND REPORTING REQUIREMENTS**

The Agent must:

- (a) balance remittance collections daily;
- (b) reconcile licensing transactions on the Database no later than 5.30 pm on the day of the transaction, or as otherwise directed by the Principal;
- (c) produce daily transaction audit reports;
- (d) record the corresponding vehicle licence number or driver's licence number, where payment is made by cheque, on the cheque;
- (e) dispatch transaction supporting documentation and daily transaction audit reports to the Agent's designated Transport Service Centre, on a daily basis; and
- (f) maintain a full audit trail to ensure that all transactions processed are easily traceable and identifiable.

#### **7. TIMELINESS OF SERVICE**

(a) The Agent must:

- (i) process all in-person monetary and non-monetary transactions onto the Database at the point of transaction;
- (ii) process all monetary and non-monetary transactions, required by documentation and other information received in the mail, onto the Database no later than the next Business Day; and

- (iii) forward all required documentation and receipts as scheduled by the Principal to the designated Transport Service Centre or as directed by the Principal.
- (b) In the event of the Agent's computer equipment failing or non-availability of the telecommunication link with the Database, the Agent must:
- (i) manually process all transactions and receipts as instructed by the Principal; and
  - (ii) dispatch all documentation for manually processed transactions to the Agent's designated Transport Service Centre for re-processing onto the Database daily; or
  - (iii) if unable to process transactions manually, the Principal shall provide written instruction to the Agent who will then provide advice to the Principal's Customers of the nearest available Transport Services Centre or alternate Agent of the Principal and any other specified information as required to minimise inconvenience to the Principal's Customers.
- (c) For the purposes of clause 7(b) in this Schedule A, non-availability of the telecommunication link, unless such non-availability was occasioned by the Agent, will not prejudice the Principal's assessment of timeliness.
- (d) In the event any transaction cannot be processed on the day it is received, the Agent must immediately notify the Principal.

#### **8. QUALITY OF SERVICE**

In addition to the provisions of clause 3.2 of this Agreement, the Agent must:

- (a) perform all transactions in accordance with the Business Rules; and
- (b) perform the Services while adhering to the Performance Measures set by the Principal in a manner that will not cause increased costs, delay or undue impact to the Principal or the Principal's Customers.

#### **9. AUDITING BY TRANSPORT SERVICE CENTRES**

The Principal may alter the designated Transport Service Centre for an Agent or specify an alternate location by notice to the Agent of no less than ten (10) Business Days.

#### **10. PRACTICAL DRIVING ASSESSMENTS**

- (a) The Agent agrees to provide a meeting point for the provision of practical driving assessments by the Principal's staff or contractors and agrees to the Agents staff conducting a proof of identity verification (POI) upon the arrival of applicants for a Practical Driving Assessment (PDA).
- (b) The Principal's staff as a part of the proof of identity process are to endorse the PDA scoresheet that the applicants POI has been verified prior to the PDA taking place. The PDA scoresheet is to be endorsed 'POI sighted' and the signature of the Principals' staff member sighting the documents is also to be made on the scoresheet.
- (c) The meeting point may be the Agent's Premises or a point agreed by the Parties.
- (d) The provision of a meeting point may include:
  - (i) A driving assessor parking on the Premises;
  - (ii) The Principal's clients, who will undergo a driving assessment, parking on the Agent's Premises; and

- (iii) Minimal use of the Agent's office facilities.

The Agent agrees to use the Practical Driving Assessment booking system as contained within the Principal's Database.

**11. HAZARD PERCEPTION TEST (HPT) AND COMPUTER THEORY TEST (CTT)**

The Agent agrees to make available a suitable area for computer testing that provides the following:

- (a) visibility to staff to deter cheating and is situated away from main public areas to allow protection from distractions; or
- (b) other appropriate arrangement as agreed by the Principal.



**SCHEDULE B: SCHEDULE OF RATES**

**SOUTHERN REGION COMMISSION SCHEDULE 1: 1 JANUARY 2018**

This Schedule 1 relates to Commission payment category rates for processing licensing cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

**Commission Payment Category Rates**

**Scale of Fees for On-line Processing - Monetary Transactions:**

Category	Average Transaction Time	Commission (Volume ≤ 19,300)	Commission (Volume ≥ 19,301)
Category 1	0 – 3.5 minutes	\$9.71	\$7.01
Category 2	3.6 – 5.5 minutes	\$12.54	\$8.86
Category 3	5.6 – 8.5 minutes	\$15.72	\$10.93
Category 4	8.6 – 10.5 minutes	\$18.88	\$13.03
Category 5	10.6 – 14.5 minutes	\$22.68	\$15.51
Category 6	14.6 – 20.5 minutes	\$29.03	\$19.64
Category 7	20.6 – 29.5 minutes	\$38.48	\$25.89
Category 8	29.6 – 35.5 minutes	\$48.01	\$32.10

**Scale of Fees for On-line Processing - Non Monetary Transactions:**

Category	Average Transaction Time	Commission (Volume ≤ 19,300)	Commission (Volume ≥ 19,301)
Category – updates		\$3.26	\$3.26
Category 9	0 - 3.5 minutes	\$6.49	\$4.90
Category 10	3.6 - 5.5 minutes	\$9.36	\$6.74
Category 11	5.6 - 8.5 minutes	\$12.45	\$8.80
Category 12	8.6 - 10.5 minutes	\$15.60	\$10.86
Category 13	10.6 - 14.5 minutes	\$19.40	\$13.33
Category 14	14.6 - 20.5 minutes	\$25.67	\$17.48
Category 15	20.6 - 29.5 minutes	\$35.10	\$23.68
Category 16	29.6 - 35.5 minutes	\$44.52	\$29.87
Category 17	45.0 - 50.0 minutes	TBD	TBD
Category 18	120.0 - 125.0 minutes	TBD	TBD

**SOUTHERN REGION COMMISSION SCHEDULE 2: 1 JANUARY 2018**

**Southern Commission Payment Rates for Individual Licensing Transactions**

This Schedule 2 relates to Commission payment rates for individual licensing transactions processed including cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

**Classification of Transactions**

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
<b>Vehicle Renewals</b>					
Straight Renewal	2	M	1	9.71	7.01
Renewal - with concession update	3	M	1	9.71	7.01
Renewal - with change of address	2.5	M	1	9.71	7.01
Renewal - with change of name	2.5	M	1	9.71	7.01
Renewal - with inspection form (details to be checked)	3	M	1	9.71	7.01
Renewal - with change of plate	3	M	1	9.71	7.01
Renewal - to uniform date	2	M	1	9.71	7.01
Renewal - with transfer infringement	2.5	M	1	9.71	7.01
Renewal - with plate infringement	2.5	M	1	9.71	7.01
Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance)	3	M	1	9.71	7.01
Renewal - with multiple updates	3	M	1	9.71	7.01
Heavy vehicles - renewal	2	M	1	9.71	7.01
Heavy vehicles - change of nominated use	2	M	1	9.71	7.01
Heavy vehicles - change of concession	2	M	1	9.71	7.01
Heavy vehicles - fixed nominated use advice	2	NM	update	3.26	3.26
Duplicate copy of licence papers	2	M	1	9.71	7.01
Renewal and change of address with no payment	1.75	NM	9	6.49	4.90
<b>Change of Plates</b>					
Straight change of plate	2	M	1	9.71	7.01
Lost or stolen plate change (statutory declaration)	2	M	1	9.71	7.01
Retained plate (to be issued at a later date)	2	M	1	9.71	7.01
Change plate for original issue of personalised, special series or remake	2	M	1	9.71	7.01
<b>Variation to Vehicle Details</b>					
Change of colour, model, engine number (no fee adjustment)	2	NM	9	6.49	4.90
Change of insurance class (fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change of horse power or tare (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change of fee type (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change in nominated use (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
<b>Vehicle Updates</b>					
Add condition	2	NM	9	6.49	4.90
Delete condition	2	NM	9	6.49	4.90
Add concession	2	NM	9	6.49	4.90
Delete concession	2	NM	9	6.49	4.90
<b>New Registration</b>					
Basic new registration	5	M	2	12.54	8.86
New registration with concession/condition update	5	M	2	12.54	8.86
New registration for heavy vehicle	6	M	3	15.72	10.93
<b>Plate Receipts</b>					

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
Eastern State plate return	2	NM	9	6.49	4.90
Western Australian plate return - no refund	2	NM	9	6.49	4.90
Western Australian plate return - refund	2.5	NM	9	6.49	4.90
Plate infringements	2	NM	9	6.49	4.90
<b>Transfers</b>					
Transfer details update (multi notification)	0.75	NM	update	3.26	3.26
Transfer update and payment	2.5	M	1	9.71	7.01
Transfer update, transfer payment and adjustment payment	3	M	1	9.71	7.01
Transfer update, transfer, adjustment and renewal payment	4	M	2	12.54	8.86
Transfer update, transfer, payment and infringement payment	3	M	1	9.71	7.01
Transfer update, concession update and transfer payment	2.5	M	1	9.71	7.01
Transfer update, transfer and renewal payment	3	M	1	9.71	7.01
Deceased estate transfer update and payment	2.5	M	1	9.71	7.01
Divorce settlement transfer update and payment	2.5	M	1	9.71	7.01
First and Final demand letter payment	1.5	M	1	9.71	7.01
Transfer infringement payment	1.5	M	1	9.71	7.01
Eastern States Registration with no inspection required	5	NM	11	12.45	8.80
<b>Dealer Acquisitions</b>					
One to five in one transaction	2	M	1	9.71	7.01
<b>Adjustment Payment</b>					
System generated notification	2	M	1	9.71	7.01
Created by update or variation plus update time	2	M	1	9.71	7.01
<b>Driver Renewal</b>					
Renewal with photograph	2	M	1	9.71	7.01
Renewal without photograph (data card still requires photographing)	2	M	1	9.71	7.01
Renewal with concession application	2	M	1	9.71	7.01
Renewal with concession deleted	2.5	M	1	9.71	7.01
Renewal with change of address	2.5	M	1	9.71	7.01
Change of name or date of birth	2.5	M	1	9.71	7.01
Renewal without payment	1.5	NM	9	6.49	4.90
Renewal and change of address without payment	2	NM	9	6.49	4.90
Duplicate copy of licence	2	M	1	9.71	7.01
Certified copy of licence	2	NM	9	6.49	4.90
<b>Change of Address (multi advice)</b>					
Motor driver licence	0.5	NM	update	3.26	3.26
Motor vehicle registration	0.5	NM	update	3.26	3.26
<b>Special Plate Applications</b>					
Personalised plates	2	M	1	9.71	7.01
Sporting plates	2.5	M	1	9.71	7.01
Local Authority	2.5	M	1	9.71	7.01
Special Series	2.5	M	1	9.71	7.01
<b>Plate Remake Applications</b>					
	2	M	1	9.71	7.01

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
Special Plate Transfers	2	M	1	9.71	7.01
Temporary Permits	3	M	1	9.71	7.01
Suspense Receipts	2	M	1	9.71	7.01
Vehicle Modification Permit	2	M	1	9.71	7.01
Dishonoured cheque payments	2	M	1	9.71	7.01
Instructors Fees	2	M	1	9.71	7.01
<b>Original Driver Licence</b>					
New application and application fee payment	5	M	2	12.54	8.86
Issue of Learners Permit	1.5	M	1	9.71	7.01
Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment	14	NM	13	19.40	13.33
Practical test update and renewal or duplicate	2	M	1	9.71	7.01
Transfer application, application fee and renewal payment	6	M	3	15.72	10.93
Additional class updates and application fee payment	4	M	2	12.54	8.86
Additional class learner permit	1.5	NM	9	6.49	4.90
Extra practical test payment	2	M	1	9.71	7.01
Extraordinary licence - original application	7	M	3	15.72	10.93
Extraordinary licence - renewal	2	M	1	9.71	7.01
Reissue of lapsed licence and payment of renewal	4	M	2	12.54	8.86
Issue of Medical Assessment	3	NM	9	6.49	4.90
Conducting Computerised Theory Test (CTT) - General	15	M	MDL	24.26	No volume rate is applicable and the four transactions will be processed as separate MDL Commission payment
Conducting Computerised Theory Test (CTT) - Heavy	15	M	MDL	16.72	
Conducting Computerised Theory Test (CTT) - Rider	15	M	MDL	16.72	
Practical test - light vehicle	50	NM	17	TBD	
Practical test - heavy vehicle	125	NM	18	TBD	TBD
Conducting Hazard Perception Test (HPT)	17	M	6	29.03	19.64
Practical Test update pass - issue Phase II permit and Log Book	3	M	1	9.71	7.01
Phase II application fee payment	3	M	1	9.71	7.01
Supplementary Phase II application fee payment	3	M	1	9.71	7.01
Verify Log Book details and update Licence record	5	NM	10	9.36	6.74
Issue replacement Log Book	3	NM	9	6.49	4.90
Service of Demerit Point Suspension	5	NM	10	9.36	6.74
Processing of good behaviour period elections	5	NM	10	9.36	6.74
Service of breach notices for good behaviour period	5	NM	10	9.36	6.74

## **SCHEDULE C: AGREEMENT REPRESENTATIVES AND ADDRESSES FOR NOTICES**

### **1. PRINCIPAL'S REPRESENTATIVE**

- (a) The Principal's Representatives are:
- (i) Director Commercial and Partnerships; or
  - (ii) Assistant Director Commercial Management, or
  - (iii) Manager Statutory Agency Agreements; or
  - (iv) the person/s who for the time being, for all intents and purposes, occupies those offices; or
  - (v) the person acting in the office that substitutes for any of the above-described offices; or
  - (vi) any officer of the Department of Transport exercising powers under an appropriate Instrument of Delegation.
- (b) The Principal will not be bound by any representations made to the Agent other than those made by the Principal's Representative.
- (c) The Principal's address for notices:
- Manager, Statutory Agency Agreements,  
Commercial and Partnerships  
Department of Transport  
GPO Box R1290  
Perth WA 6844  
Telephone: 08 6551 6378  
Facsimile: 08 6551 7022  
Email: SAA@transport.wa.gov.au

### **2. AGENT'S REPRESENTATIVES**

- (a) The Agent's Representatives are:
- (i) CEO.
  - (ii) or the person/s who for the time being, for all intents and purposes, occupy those offices.
- (b) The Agent's address for notices is the Agent's postal box address or, where the Agent does not maintain a postal box, the Agent's street address.

### **3. PERSONNEL AUTHORISED TO ISSUE NOTICES**

The Principal and Agent's respective Representatives listed at clauses 1 and 2 of this Schedule C are authorised to issue notices under the Agreement.

## **SCHEDULE D: CONFIDENTIAL INFORMATION**

### **1. PRINCIPAL'S CONFIDENTIAL INFORMATION**

Subject to any change(s) effected by notice in writing from the Principal to the Agent, the Principal's Confidential Information includes:

- (a) all information provided to the Agent from and relating to the Database or which can be accessed or extracted from the Database or other similar system, including information relating to the Principal's Customers or data provided to the Agent for the purposes of supplying the Services under this Agreement;
- (b) any other data or information which is provided to the Agent by the Principal or by the Principal's Customers or potential customers in the course of performing this Agreement;
- (c) any internal Department of Transport (Transport) information (including Departmental procedures, policies and instructions or similar documents or material) that the Agent may have, or has come to have, access to in the course of performing this Agreement;
- (d) computer programs, information about the Principal's Customers or potential customers or details of the Principal's methods of operation;
- (e) information comprised in, or relating to, any Intellectual Property of the Principal;
- (f) information relating to the internal management or structure of the Principal, or the personnel, policies and strategies of the Principal;
- (g) information of the Principal that has actual, or potential, commercial value to the Principal or to any person or corporation which has supplied that information;
- (h) information relating to the policies, strategies, practices and procedures of the Government of Western Australia or any information in the Agent's possession arising out of this Agreement relating to the Western Australian Public Service;
- (i) information in the Agent's possession relating to the Principal's suppliers, or like information;
- (j) information relating to the financial position or reputation of the Principal and/or the Department including information relating to assets and liabilities; and
- (k) information which is commercially sensitive or personal.

#### **1.1. Confidentiality Deed Poll**

The Agent's Personnel shall be required to sign a Confidentiality Deed Poll. These Confidentiality Deed Polls must be executed by the Agent's Personnel and returned to the Principal before the Principal will disclose Confidential Information to the Agent's Personnel.

### **2. AGENT'S CONFIDENTIAL INFORMATION**

Subject to any change(s) effected by notice in writing from the Agent to the Principal, the Agent's Confidential Information includes:

- (a) information relating to the financial position or reputation of the Agent including information relating to banking details and assets and liabilities.

## **SCHEDULE E: BUSINESS RULES**

### **1. BUSINESS RULES APPLICABLE TO THIS AGREEMENT**

The Agent must observe, perform and comply with Business Rules including, but not limited to:

- (a) Licensing Information documents issued by the Principal;
- (b) Administration Instructions issued by the Principal;
- (c) Reasonable directives or advices issued via writing by the Principal;
- (d) Financial Business Rules issued by the Principal. Financial Business Rules includes the procedure for dealing with situations when the Principal's customers payment method does not result in a payment being made; and
- (e) Other policies and procedures issued by the Principal.

## SCHEDULE F: EQUIPMENT MAINTENANCE

This Equipment Maintenance Schedule is the procedure for Agents to follow in the event Department of Transport supplied information technology hardware requires repairs or replacement.

Step	Process
<b>Repair or Replacement Issue</b>	<p>Agent's Personnel are to contact Transport's Customer Service Phone-Support only.</p> <p>Please do not contact the Business Information Systems (BIS) <i>Helpdesk (Helpdesk)</i> directly.</p> <p style="text-align: right;"><b>1800 354 928</b> <b>Phonesupport@transport.wa.gov.au</b></p>
<b>Job/Incident Logged</b>	<p>Agent's Personnel must provide details of the faulty equipment including the LF number (yellow sticker) and DP number (white sticker) and details of the problem. Customer Service Phone-Support will log the incident with Helpdesk.</p> <p><b>**Please Note**</b> When logging an issue, the Agent will be provided a <u>job/incident number which will need to be reference for any subsequent enquiries</u>. Always record this number.</p>
<b>Courier</b>	<p>Transport's Customer Phone-Support or BIS Helpdesk will instruct Agent's Personnel to courier the equipment if it needs to be returned for repair/replacement.</p>
<b>Courier details</b>	<p>The Agent is to immediately arrange for the return of the equipment item by calling Toll Ipec ☎ 13 18 85. Quote account number <b>XV1437</b>.</p> <p>The cost of the courier will be charged to the Department of Transport.</p> <p>Courier to Department of Transport BIS. 2 Tassel Place, Osborne Park, WA 6018.</p>
<b>Repair and/or Replacement</b>	<p>The Department of Transport will organise the repair and/or replacement of the equipment item.</p>
<b>Return Courier</b>	<p>BIS. will arrange for the equipment item to be returned by courier to the Agent.</p>
<b>Follow Up</b>	<p>If the Service Staff require any follow-up assistance, Transport's Customer Service Phone-Support can be contacted for further instruction. Please quote the job/incident number.</p>
<b>Escalation</b>	<p>If the Agent site experiences any delay or has any unresolved issues, an email should be sent to <a href="mailto:phonesupport@transport.wa.gov.au">phonesupport@transport.wa.gov.au</a> with all details, including the job/incident number. Attention to: Customer Service Phone Support Manager.</p>



**SCHEDULE G: AGENT'S EMPLOYEE CONFIDENTIALITY DEED POLL**

<b>CONFIDENTIALITY DEED POLL</b>
<b>ACCESS TO INFORMATION HELD BY THE DEPARTMENT OF TRANSPORT PURSUANT TO THE ROAD TRAFFIC ACT 1974</b>

**1. PRINCIPAL'S PARTICULARS**

<b>Name</b>	The CEO, Department of Transport		
<b>ABN</b>	27 285 643 255		
<b>Address</b>	140 William Street, Perth, Western Australia 6000		
<b>Contact</b>	Access Management	<b>Email</b>	access.management@transport.wa.gov.au
<b>Phone</b>	6551 6881	<b>Fax</b>	9227 3416

**2. AGENT'S EMPLOYEE'S PARTICULARS**

<b>Name</b>			
<b>Address</b>			
<b>Contact</b>		<b>Email</b>	
<b>Phone</b>			

**3. SERVICES**

The Agent will undertake Road Law licensing functions of the Principal by processing licensing transactions on-line for the Principal's Customers including:

- creating and updating records for the Principal's Customers on the Database as required;
- collecting the Principal's revenue;
- producing receipts for every payment accepted by the Agent;
- providing assistance to the Principal's Customers to facilitate transactions;
- providing HPT/CTT testing facilities; and
- performing any other necessary and reasonable activities required to undertake the Services.

**4. BACKGROUND**

- A. The Principal is responsible for the administration of the licensing provisions of the *Road Traffic Act 1974*.
- B. Section 11 of the *Road Traffic (Administration) Act 2008* empowers the Principal to enter into agreements for the performance of the Principal's functions under that Act.
- C. The Services are some of the functions of the Principal under the *Road Traffic Act 1974*.
- D. The Principal has entered into an Agreement with the Agent for the Agent to supply Services to the Principal's Customers.
- E. In order to be able to carry out the Services, the Agent's Personnel will require access to Confidential Information and the Principal has agreed to disclose Confidential Information to the Agent's Personnel on the strict understanding that the Confidential Information is provided solely to enable the Agent's Personnel to carry out the Services.
- F. This Confidentiality Deed Poll must be executed by the Agent's Employees and returned to the Principal before the Principal will disclose Confidential Information to the Agent's Employees.

**5. THE AGENT'S EMPLOYEE AGREES:**

In consideration of, amongst other things, being granted access to the Confidential Information on the terms contained in this deed, the Agent's Employee undertakes and agrees that he is subject to the following obligations:

**6. DEFINITIONS AND INTERPRETATION**

In this deed:

**Agent** means Shire of Wandering – ABN 27 552 059 809.

**Agent's Employee** means a person who supplies Services to the Principal's Customers under the Agreement made between the Principal and the Agent.

**Confidential Information** includes but is not limited to:

- (a) information regarding personal details of the Principal's Customers including, but not limited to, driver's licence number, name, date of birth, address and all other contact details of the Principal's Customers;
- (b) details of the vehicle number plates associated with the Principal's Customers;
- (c) any information which pertains to the conduct of the Principal's business which is not public knowledge or which is not publicly available;
- (d) information regarding business or system processes that the Agent's Employee has obtained, or which may be provided by the Principal, whether directly or indirectly;
- (e) information relating to the internal management and structure of the Principal, or the personnel, policies and strategies of the Principal;
- (f) policies, strategies, practices and procedures of the Principal and any sensitive information which the Agent's Employee may come to obtain or have access to relating to the Western Australian Public Service;
- (g) information which the Agent's Employee may come to obtain or have access to relating to the Principal, the Principal's Customer or suppliers, and like information; and
- (h) information which is commercially sensitive information or Personal Information, but does not include Excepted Information.

**Excepted Information** means information which:

- (a) is available or becomes available in the public domain other than by breach of this deed;
- (b) is known to the Agent's Employee before receiving it from the Principal and is not subject to an existing obligation of confidence between the parties;
- (c) is provided to the Agent's Employee by a third party whose use and disclosure of the information is not subject to any restrictions

**Law** includes any requirement of any statute, regulation, proclamation, ordinance or by-law, present or future, and whether State, Federal or otherwise.

**Principal's Customers** means those persons who use the Services supplied by the Agent under an Agreement made between the Principal and the Agent.

**Services** means the services listed in the box headed "Services" on the front page of this deed.

A reference to a gender includes other genders.

## **7. USE AND RETURN OF CONFIDENTIAL INFORMATION AND ACKNOWLEDGMENTS**

### **7.1. Use of Confidential Information**

The Agent's Employee agrees that, in consideration of the Principal disclosing Confidential Information to him, he will:

- (a) keep the Confidential Information secret and confidential;
- (b) use the Confidential Information solely for supplying the Services and for no other purpose;
- (c) not allow or assist a third party to access or use, publish or release the Confidential Information for any purpose;
- (d) take all steps and do all things necessary to safeguard the confidentiality of the Confidential Information including:
  - (i) keeping the Confidential Information within his possession confidential;
  - (ii) not making, or permitting to be made, any copy, note or memorandum of the Confidential Information;
  - (iii) ensuring that proper and secure storage is provided for the Confidential Information; and
  - (iv) protecting the Confidential Information from unauthorised access, disclosure or use in breach of this deed;
- (e) co-operate with the Principal if the Principal commences proceedings in respect of the unauthorised access, use, copying or disclosure of Confidential Information; and
- (f) immediately notify the Principal if he becomes aware of a breach or possible breach of any of the obligations contained in, or referred to in, this clause 7.

### **7.2. Return of Confidential Information**

The Agent's Employee acknowledges and agrees that:

- (a) immediately on request, he must deliver up to the Principal and cease to access and use all Confidential Information, including any copies of the Confidential Information (stored in any medium) which is in his possession as soon as practicable after the date when the Agent completes the Services or the relevant part of the Services; and
- (b) the return of Confidential Information does not release him from his other obligations under this deed.

### **7.3. Acknowledgments**

The Agent's Employee acknowledges and agrees that:

- (a) the Confidential Information provided by the Principal is secret and confidential;
- (b) the Confidential Information is the property of the Principal, and this deed does not convey any proprietary interest in the Confidential Information to him;
- (c) he is liable to the Principal for any unauthorised access, use or disclosure of the Principal's Confidential Information by him or by any third party as a result of his act or neglect to act;

- (d) disclosure of the Confidential Information in breach of this deed may cause considerable detriment to third parties and to the commercial, financial, regulatory affairs and reputation of the Principal; and
- (e) damages may not be a sufficient remedy for the Principal for any breach of this deed and the Principal may be entitled to specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach by him in addition to any other remedies available to the Principal.

**8. CRIMINAL CODE, ROAD TRAFFIC ACT AND STATE RECORDS ACT**

The Agent's Employee acknowledges and agrees that:

- (a) as a 'government contractor', the contractor is under a duty not to make an 'unauthorised disclosure' (as those terms in italics are defined in section 81 of the Criminal Code) and he is guilty of a crime if he does so - Maximum penalty: 3 years imprisonment;
- (b) the contractor is under a duty not to unlawfully use a 'restricted access computer system' (as that term in italics is defined in section 440A of the Criminal Code) and he is guilty of a crime if he does so - Maximum penalty: 10 years imprisonment;
- (c) the contractor is under a duty not to, directly or indirectly, record, disclose or make use of information obtained while carrying out the Services except for those purposes set out in 103 (1) (a) to (d) and (2) of the Road Traffic Act 1974 - Penalty: a fine of 100 PU or imprisonment for 12 months; and
- (d) the contractor is employed by the Agent who is engaged under an Agreement for services by the State Government to carry out the Services and that he comes within the definition of 'government organization employee' (as that term in italics is defined in section 3 of the State Records Act 2000) and that he may be subject to a maximum penalty of \$10,000 if found guilty of an offence under section 78 (1) to (5) of the State Records Act 2000.

**9. SURVIVAL OF THE OBLIGATIONS**

The obligations of the Agent's Employee under this deed commence on the date of this deed and will survive and will continue in force until the Principal releases him from his obligations by means of a written release.

**10. GOVERNING LAW**

This deed is governed by the laws of the State of Western Australia and the Agent's Employee irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of that state and courts entitled to hear appeals from those courts.

**IMPORTANT - THIS DOCUMENT HAS LEGAL IMPLICATIONS AND YOU SHOULD SEEK INDEPENDENT LEGAL ADVICE BEFORE EXECUTING IT**

EXECUTED AS A DEED POLL ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201X

SIGNED and DELIVERED \_\_\_\_\_ )

by.....)(Signature and job title)

the Agent's Employee

in the presence of:

Signature of witness:.....

Full name of witness .....  
(PLEASE WRITE IN BLOCK OR CAPITAL LETTERS)

Address of witness:.....

**SCHEDULE H: PERFORMANCE MEASURES**

No.		Qualitative Matrix
1	Daily Audit	<p>A report of transactions conducted by the Agent is forwarded daily to the allocated Transport Services Centre (TSC) office for audit. All documentation supporting each transaction processed must be forwarded by the Agent to the TSC within 2 business days of processing to assist with the audit process.</p> <p>The TSC will audit all the licensing transactions and notify the Agent in writing of the errors.</p> <p>The allocated site for the Agent is Albany.</p>
2	Identified errors	<p>Errors identified through an audit are corrected and returned to Albany within seven (7) Business Days.</p>
3	Recurrent or significant errors	<p>In instances where there are recurring errors or where an error requires significant rework, the Principal may issue a notice seeking an explanation from the Agent including advice on how the Agent will prevent future instances, or may request the Agent to implement processes intended to eliminate the incidence of errors.</p> <p>The Agent is to respond within seven (7) business days of this notice.</p>
4	Zero breach of TRELIS data security.	<p>Suspected breaches of TRELIS data security, within two (2) Business Days of the identification of the suspected breach, are to be communicated in writing to the:</p> <ol style="list-style-type: none"> <li>1. <a href="mailto:SAA@transport.wa.gov.au">SAA@transport.wa.gov.au</a>; or</li> <li>2. Manager Statutory Agency Agreements</li> </ol> <p align="center">Department of Transport GPO R1290 Perth WA 6844</p>
5	Written customer complaints	<p>Customer complaints are discussed with the Manager Statutory Agency Agreements and responded to in writing within 14 Business Days.</p> <p>Proposed strategies for service improvement are discussed with the Manager Statutory Agency Agreements and implemented within a mutually agreed timeframe.</p> <p>Should any strategies or timeframes not be agreed on, the Agent may escalate to the Assistant Director Commercial Management.</p>
6	Compliance Escalation	<p>The Agent must address initial concerns with compliance requirements to the Manager Statutory Agency Agreements.</p> <p>The escalation process for any Agreement compliance requirements, are to be issued in writing, as follows:</p> <ol style="list-style-type: none"> <li>1. Manager Statutory Agency Agreements</li> <li>2. Assistant Director Commercial Management</li> <li>3. Director Commercial &amp; Partnerships</li> </ol> <p>The Director Commercial &amp; Partnerships is the final escalation level.</p>

**SCHEDULE I: LOCATION OF PREMISES FOR SERVICE PROVISION**

The Agent shall provide the Services under the Agreement from the following Premises:

WANDERING

<b>Address</b>	<b>22 Watts Street WANDERING WA 6308</b>		
<b>Contact</b>	<b>CEO</b>	<b>Email</b>	<b>ceo@wandering.wa.gov.au</b>
<b>Phone</b>	<b>9733 7800</b>	<b>Fax</b>	

## SCHEDULE J: PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS)

**OVERVIEW** -The Payment Card Industry Data Security Standard (PCI DSS) was developed to encourage and enhance cardholder data security and facilitate the broad adoption of consistent data security measures globally. PCI DSS provides a baseline of technical and operational requirements designed to protect account data. PCI DSS applies to *all* entities involved in payment card processing—including merchants, processors, acquirers, issuers, and service providers. PCI DSS also applies to *all* other entities that store, process or transmit cardholder data (CHD) and/or sensitive authentication data (SAD). More detailed information is available at the Payment Card Industry Security Standards Council's website at: <https://www.pcisecuritystandards.org/merchants/index.php>

### PCI DSS Objectives and Requirements

Objective	Requirement No.	Requirements
Build and Maintain a Secure Network and Systems	1	Install and maintain a firewall configuration to protect cardholder data
	2	Do not use vendor-supplied defaults for system passwords and other security parameters
Protect Cardholder Data	3	Protect stored cardholder data
	4	Encrypt transmission of cardholder data across open, public networks
Maintain a Vulnerability Management Program	5	Protect all systems against malware and regularly update anti-virus software or programs
	6	Develop and maintain secure systems and applications
Implement Strong Access Control Measures	7	Restrict access to cardholder data by business need to know
	8	Identify and authenticate access to system components
	9	Restrict physical access to cardholder data
Regularly Monitor and Test Networks	10	Track and monitor all access to network resources and cardholder data
	11	Regularly test security systems and processes
Maintain an Information Security Policy	12	Maintain a policy that addresses information security for all personnel



**SCHEDULE K: NOTICE OF VARIATION TO SCHEDULE FORM**

**NOTICE OF VARIATION TO SCHEDULE**

Agreement No.:

Title:

Schedule:

Agent:

Variation No.:

Variation Date:

\_\_\_\_\_

\_\_\_\_\_

Date of Variation Effect:

\_\_\_\_\_

**VARIATION TO SCHEDULE:**

The Principal, pursuant to Clause 21.8 of the Agreement, hereby provides the Agent notice of the following variation(s) in relation to the above Schedule:

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Except as expressly varied, the terms and conditions of the Agreement, remain unaltered and in full force and effect.

---

*<Name and Title of authorised officer in DVS>*

*<Date>*

**SCHEDULE L: AGREEMENT TERM AND CONTACT DETAILS**

Item No	Item Description	Details
1	<b>Agreement Term</b>	The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020.
2	<b>Commencement Date</b>	The Commencement Date is the date the Agreement is made.
3	<b>Maximum Term</b>	The appointment of the Agent by the CEO will expire on 31 December 2020.

**SCHEDULE M: CONDITIONS SPECIFIC TO THIS AGENT SITE <SITE> <Or SITES>**



Juniors Committee  
PO Box 107  
Boddington, WA, 6390

eagles@boddingtonfc.com.au  
www.boddingtonfc.com.au



March 13th, 2018

## JUNIORS SPONSORSHIP

The football season is upon us and we invite your business to be part of our club community in 2018 as a Juniors Sponsor.

We estimate over 100 Juniors (Auskick, U/14 & U/18) will register in 2018. Juniors will need in excess of \$7,000 from sponsorship / grants / fundraisers to operate the season (over and above player registration fee contributions).

The club is in great shape. Morale is high with our long awaited new oval lights only months away. Last season results were well celebrated after back to back Grand Final wins for our C Grade Colts side and D & Seniors A Grade sides again making last rounds of finals. Our line up of club officials has an injection of new faces with energy and passion for our club continuing strong into it's 72nd year.

Projects we are committed to this year include:

- Installation of new lights for our oval (\$145,000 project).
- Finishing touches to our clubrooms at the new Rec Centre
- Completion of our new club website
- Roll out of our web shop and online registration processing
- Updated uniform design
- Constitution upgrade in line with latest WA laws

New for our sponsors in 2018 will be introduction of our Sponsors Day on June 30 where we have the chance to showcase our sponsors contribution and enjoy a great day of footy through to the night under lights.

Our Juniors Sponsorship packages again include a \$500 and \$1000 package or we can create a "Tailor Made" package to suit you. We look forward to making contact to discuss your possible sponsorship for 2018.

Sincerely,

David Readhead  
Juniors President

Juniors Sponsor Contact  
David Readhead  
Juniors Bank Account  
61FC  
BSB 088 535  
Acct # 620 430 773





# KICK WITH AN EAGLE

**JUNIORS  
SPONSORSHIP  
PACKAGES  
2018**



C Grade Premiers 2017. Photo: Ryan Howard

## THE CLUB

Boddington Football Club has an impressive history spanning 72 years. The Juniors component of the club (Auskick, D & C Grades) is run autonomously with a passionate volunteer committee who's focus is purely on stewardship of junior activities. This approach ensures continued opportunities for rich social, personal & physical development for youth of Boddington via Australian Rules Football.

Competing in the Upper Great Southern Football League (8 country clubs from Brookton to Katanning), the "Boddington Eagles" are a leading club with premierships and finalist teams over the years. Juniors stole the spotlight last season with D grade reaching the Preliminary Final and C Grade winning back to back Grand Finals after a 47 year gap. The results were a huge source of pride for the youth and parents alike, strengthening club morale and lifting community spirit through the season.

## THE KIDS

In the coming season club will run football for around 100 youth of Boddington for 8 months (Mar-Sept):

- 40 Boys/Girls via the Auskick development program (under 10).
- 40 Competitive D Grade boys and some girls (under 14).
- 20 Competitive C Grade "Colts" boys (under 18).

## THE BUDGET

Costs to run the club average of \$250 per player but fees are kept affordable at \$70, leaving a shortfall around \$7,000 the club must secure via sponsors, grants or volunteer fundraisers to operate the season.

## OUR SPEND

The Juniors Division operating expenditure this season will go on:

- Player uniforms, match day & training equipment, club trailer, water bottles.
- Game day player encouragement awards (5 different awards x 14 rounds for 2 teams).
- Team building social activity such as day trip, training session BBQ's and Jumpers Ceremony night.
- A night game vs Brookton Pingelly, bus for team trip to WAFL grand final.
- End of season ceremonial windup function, player trophies and awards.
- Compulsory coaches & umpire accreditation to ensure best practice.
- League affiliation fees to provide insurance cover and operational support.
- Club website and email for efficient communications and developing club culture.
- Operating the AFL Auskick program.

## SPONSORSHIP

**\$500, \$1000 OR TAILOR MADE PACKAGES**

## JUNIORS SPONSORSHIP

# packages



### \$500

1. LOGO ON SPONSORS STAGE BANNER
2. LOGO ON CLUBHOUSE TABLE TOPPER
3. LOGO ON CLUBHOUSE "SPONSORS WALL"
4. LOGO ON CLUB WEBSITE
5. ONE HOME GAME VIP SPECTATOR PASS
6. FACEBOOK SPONSOR SPOTLIGHT
7. INVITE TO SPONSORS DAY
8. OPEN INVITE TO HOME GAME GATHERINGS

### \$1,000

1- 8 AS PER \$500 PACKAGE

*Plus*

9. CLUB POLO TOP X 1

10. "GOLDEN EAGLE" \$150 COUPE HOME GAME PASS

Valid for a couple, Golden Eagle Pass includes club membership and voting rights, season entry pass for all home games, 5% Discount for BFC web shop purchases, priority ticket purchases to BFC events, guaranteed invite to Seniors Dinner & Awards night (Ticket fee applies)







# OUR SPONSORS

Our sponsors, believe sport develops youth.  
 Our sponsors, contribute to keep sport affordable.  
 Our sponsors, are committed to strengthening community.  
 Our sponsors, are driven by core beliefs, not accolades.  
 Our sponsors contribution, inspires us.



## IN APPRECIATION 2017

- |                                  |  |
|----------------------------------|--|
| Gary & Kylie Gillespie           | GB Gillespie & Sons                          |
| Steve McLure                     | WA Country Builders & The Rural building Co. |
| Greg & Yvonne Day                | Greg Day Motors                              |
| Russel & Sam Reynolds            | Russam Transport                             |
| Gavin & Zelda Cowcher            | Boddington Hardware & Newsagency             |
| Neil & Marie Battarbee           | Boddington Mechanical & Auto Electric        |
| Steven Derrick                   | Tax Pro                                      |
| Joseph Sangiacomo                | RBH Mechanical Services                      |
| Rob Hair                         | Armando Sports                               |
| Amanillo De Abreu                | BP Boddington Service station                |
| Ros & Kingsley Foster            | Hafham Butchering Company                    |
| Ian & Trish Brown                | Sportspower Narrogin                         |
| Lindsay George                   |  |
| IGA Boddington                   |  |
| Boddington Gold Mine Social Club |  |
| Newmont Boddington Gold          |  |



## STAGE BANNER

Our retractable Sponsors Stage Banner measures 610mm wide x 1500mm tall. Features a montage of our current sponsors logos. Banner displayed on stage at all possible club functions.

Juniors & Seniors displayed separately but side by side at all functions. Artwork used for table topper printing as well.

Reprinted around June each season to allow trickle in of Sponsorship Pledges.



## JUNIORS SPONSORS


**BODDINGTON**  

**G.B. GILLESPIE & SONS PTY LTD**  
 STEEL & POLY FABRICATION  
 BODDINGTON - PH 08 9883 9221  

**GREG DAY MOTORS**  

**RUBBAM TRANSPORT**  

**THRIFTY-LINK HARDWARE**  

**COUNTRY BUILDERS**  

**TAXPRO**  
 Taxation Professionals  

**BCM**  

**NEWMONT**  

**BODDINGTON SERVICE STATION**  

**INTER SPORT**  
**ARMANDO SPORTS**  

**SPORTSPOWER HARROGIN**  

**KITCHELL BUTCHERING COMPANY**



## SENIORS SPONSORS


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## Boddington Football Club - Juniors Committee & Officials 2018

COMMITTEE OFFICIALS		MOBILE	EMAIL
David Readhead	Juniors President, UGSFL Delegate, Sponsorship, Social Media & Website, Seniors Committee Rep. Players Registrar, Constitution Project, Lights Project, Juniors Uniforms	0421 623 405	david@k8wealth.com.au
Samantha Reynolds	Treasurer, Kidsport Claims	0447 225 317	acdowelding_sam@bigpond.com
Kallista Bolton	Secretary, Members Registration, Social Media & Website, Canteen Roster, Sponsorship, Constitution Project	0421 623 406	kal@k8wealth.com.au
Gary Gillespie	C Grade Coach	0427 022 339	gary.gbg@westnet.com.au
Lenny Bergin	Assist. C Grade Coach	0417 453 367	lennybergin@westnet.com.au
Tyson Densham	D Grade Coach, Seniors Committee member	0439 880 471	tyson.densham@south32.net
Sandy Ryniker	Meeting Minutes Secretary, Juniors Uniforms Co-ordinator & Webshop Orders	0429 848 442	sandy.ryniker@gmail.com
Kristie Anthony	General Committee	0428 085 134	kristie.anthony74@gmail.com
Daniel Day	General Committee	0429 838 101	d.day323@hotmail.com
Bailey Caley	General Committee	0459 695 161	bailey_caley@hotmail.com
NON COMMITTEE OFFICIALS & CO-ORDINATORS			
Paul Andrews	C Grade Manager	0407 474 153	paul.gbg@westnet.com.au
Steve McClure	C Grade Training Assistance, C Grade First Aid Officer	0437 206 642	steve.mcclure@wacountrybuilders.com.au
Brett Wallace	D Grade Assistant Coach, D Grade First Aid Officer	0449 874 473	brett.wallace@aapt.net.au
Zelda Cowcher	D Grade Manager	0458 289 800	gavzel@yahoo.com.au
Adam Durack	Auskick Coach & Proxy Juniors UGSFL Delegate	0427 838 865	durackam@bigpond.com
<b>Wanted</b>	Assist. Auskick Coach		
Melanie Durack	Auskick Admin Co-ordinator	0477 999 865	durackam@bigpond.com
<b>Wanted</b>	Assistant Uniform Co-ordinator		
<b>Wanted</b>	Home Game Dinner Co-ordinator – x 2 Dinners		
<b>Wanted</b>	Home Game Dinner Co-ordinator x 2 Dinners Auskick		
<b>Wanted</b>	Home Game Dinner Co-ordinator – x 4 Dinners		
Heather Salmeri	UGSFL Budget Form Guide & Bodd News writer, Mouthguards	0429 838 258	philheather@bigpond.com



## Boddington Football Club 2018 Season Match Fixtures

ROUND	DAY	DATE	HOME TEAM	AWAY TEAM	AWAY VENUE	NOTES
***School Holidays Sat 14 April to Sun 29 April***						
Round 1	Sunday	22 April	Boddington	Wagin		
Round 2	Saturday	28 April	Brookton/Pingelly	Boddington	Brookton	
Round 3	Sunday	6 May	Boddington	Wickepin		C Grade Bye
Round 4	Sunday	13 May	Katanning	Boddington	Quartermaine Oval	
	Sunday	20 May	General Bye			
Round 5	Sunday	27 May	Boddington	Kukerin/Dumbleyung		C Grade Bye
Round 6	Sunday	3 June	Boddington	Williams		
Round 7	Sunday	10 June	Narrogin	Boddington	Narrogin	
	Sat & Sun	16 & 17 June	Bye for Colts Carnival			C Grade event
Round 8	Saturday	23 June	Wagin	Boddington	Daikan	
Round 9	Saturday	30 June	Boddington	Brookton/Pingelly		BFC Sponsors Day D Grade night game
***School Holidays Sat 30 June to Sun 15 July***						
Bye for Landmark Country Championships						
Round 10	Sunday	6, 7 & 8 July	Wickepin	Boddington	Wickepin	Seniors Event in Perth C Grade Bye
Round 11	Sunday	15 July	Boddington	Katanning		
Round 12	Sunday	22 July	Kukerin/Dumbleyung	Boddington	Dumbleyung	C Grade Bye
Round 13	Sunday	29 July	Williams	Boddington	Williams	
Round 14	Saturday	5 August	Boddington	Narrogin		
	Saturday	11 August	First Semi Final			
	Sunday	19 August	Second Semi Final			
	Sunday	26 August	Preliminary Final			
	Sunday	2 September	Grand Final			
	Sunday	9 September				
***School Holidays Sat 22 Sept to Sun 7 Oct***						

**NOTES:**

\*\* Home games in red

\*\* Correct as at Tuesday 13 March 2018.