



# **SHIRE OF JERRAMUNGUP**

## **ORDINARY COUNCIL MEETING**

**Held at the Emergency Services Shed**

**Bremer Bay**

**Wednesday, 17 April 2019**

### **MINUTES**

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**Wednesday 17 April 2019**

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# ORDINARY COUNCIL MEETING MINUTES

## 1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 2:08pm by the Shire President.

## 2.0 RECORD OF ATTENDANCE

### 2.1 ATTENDANCE

#### ELECTED MEMBERS:

Cr Robert Lester	Shire President (Chair)
Cr Joanne Iffla	Deputy Shire President
Cr Bill Bailey	Councillor
Cr Rex Parsons	Councillor
Cr Bruce Trevaskis	Councillor
Cr Julie Leenhouders	Councillor
Cr Andrew Price	Councillor

#### STAFF:

Martin Cuthbert	Chief Executive Officer
Charmaine Solomon	Deputy Chief Executive Officer
Murray Flett	Manager of Works
Rachel Smith	Executive Assistant

#### VISITORS:

Nil

#### GALLERY:

Nil

### 2.2 APOLOGIES

Craig Pursey, Manager of Development

### 2.3 APPROVED LEAVE OF ABSENCE

### 2.4 ABSENT

### 2.5 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

**2.5.1 DECLARATIONS OF FINANCIAL INTERESTS**

Nil

**2.5.2 DECLARATIONS OF PROXIMITY INTERESTS**

Nil

**2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS**

Nil

**3.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**4.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS**

In accordance with regulation 14A of the Local Government (Administration) Regulations 1996 Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by Absolute Majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

**5.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6.0 PUBLIC TIME**

**6.1 PUBLIC QUESTION TIME**

Nil

**6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS**

Nil

**7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Ordinary Council Meeting held 20 March 2019.

**That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held at the Council Chambers, 8 Vasey Street, Jerramungup, on 20 March 2019 be CONFIRMED.**

**MOTION: OCM190401**

**MOVED: Cr Price**

**SECONDED: Cr Bailey**

**That Council CONFIRMS;**

- 1. The Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held at the Council Chambers, 8 Vasey Street, Jerramungup, on 20 March 2019.**

**CARRIED: 7/0**

Local Emergency Management Committee

**That the Minutes of the Local Emergency Management Committee Meeting held at the Cameron Business Centre, Jerramungup, on 26 March 2019 be CONFIRMED.**

**MOTION: OCM190402**

**MOVED: Cr Parsons**

**SECONDED: Cr Bailey**

**That Council CONFIRMS;**

**1. The Minutes of the Local Emergency Management Committee Meeting held at the Cameron Business Centre, Jerramungup, on 26 March 2019 subject to the following amendments being made;**

- **Item 7.5 Amend: replace Matt Henry with Matt *Hicks*.**
- **Item 8.5 Amend: replace 1 x defibrillator with 12 x defibrillators located around the Shire with *one on order in Bremer Bay and another discussed with Needilup*.**

**CARRIED: 7/0**

## **8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES**

Nil

## 9.0 REPORTS

### 9.1 TECHNICAL SERVICES

#### 9.1.1 WORKS REPORT FOR MARCH 2019

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Author:</b>	Murray Flett, Manager of Works
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	2 April 2019
<b>Attachments:</b>	1. Road Construction Program Schedule
<b>Authority/Discretion:</b>	Information

#### **SUMMARY:**

For Council to note the works completed for the prior month.

#### **BACKGROUND:**

##### **Road Construction**

This month the Construction crew have been undertaking general maintenance works within the Bremer Bay townsite and surrounding areas. These works involved gravel sheeting, pavement repairs and drainage improvements to various roads. The crew also carted and placed rock protection along storm damaged sections at little Boat Harbour.

The recent rains allowed the crew to undertake additional works at the Meechi Road culverts where they cement stabilised the batters behind and up to, the top of the headwalls. This will allow works to progress above the culverts even with water running through the pipes.

Attached is the year to date 2018/2019 construction program.

##### **Town Services**

The recent rains have helped rejuvenate the lawns and established native gardens within both town sites that were struggling as a result of the dry spell. Unfortunately, with the rain comes the onset of weeds so the annual spray program has commenced on the most affected roads.

The Great Southern Technical and Further Education (TAFE) campus have now propagated in excess of 7,000 native plants from seeds collected within work areas for future re-vegetation projects. These seedlings will be planted at rehabilitation sites by Cert III and IV students as part of their Cert III CLM training. TAFE may even exceed having 20,000 native seedlings propagated by the time the rehabilitation works commence later this year. This type of exposure to real time works has been invaluable training to these students undertaking their Cert III and Cert IV CLM units.

##### **Road Maintenance**

Even with the recent rains, conditions are still very dry for maintenance grading so the crew are still focussing on maintaining not only the running surface, but also offshoot drains, back-slopes, the inside of curves and sight lines at intersections to improve driving conditions for the road user.

Some gravel patching has been undertaken to rectify failures in the road pavement but all road users are urged to drive according to the road conditions given the ever changing conditions.

#### **CONSULTATION:**

Internal

**COMMENT:**

This report is for information only to advise Council on the previous months works activities.

**STATUTORY ENVIRONMENT:**

There are no statutory implications for this report.

**STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;  
Aspiration 3.4 – Service and Infrastructure Provision: To lobby, advocate for and deliver a first class transport and telecommunications network.

Objectives:

3.4.1 – Continued improvements on the local road network

**FINANCIAL IMPLICATIONS:**

The works completed are included in the 2018/2019 Shire of Jerramungup budget.

**WORKFORCE IMPLICATIONS:**

This report provides an overview of the outside workforce operations for the previous month.

**POLICY IMPLICATIONS:**

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council RECEIVE the works report for March 2019.**

**MOTION: OCM190403**

**MOVED: Cr Leenhouders**

**SECONDED: Cr Iffla**

**That Council RECEIVE the works report for March 2019.**

**CARRIED: 7/0**

2:24pm Murray Flett left the meeting.

2:25pm Murray Flett returned to the meeting.



## 9.2 CORPORATE SERVICES

### 9.2.1 ACCOUNTS FOR PAYMENT – MARCH 2019

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Author:</b>	Sarah Van Elden, Finance Officer
<b>Responsible Officer:</b>	Charmaine Solomon, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	5 April 2019
<b>Attachments:</b>	1. List of Accounts Paid to 31 March 2019 2. Credit Card Statement 27 February 2019 – 27 March 2019
<b>Authority/Discretion:</b>	Information

#### SUMMARY:

For Council to note the list of accounts paid under the Chief Executive Officer's delegated authority during the month of March 2019.

#### BACKGROUND:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's municipal and trust funds. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Office is to be provided to Council.

#### CONSULTATION:

Internal consultation within the Finance Department.

#### COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2018-19 Annual Budget as adopted by Council at its meeting held 23 July 2018 (Minute No. SC180701 refers) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month of March 2019. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
<b>Municipal Account</b>		
Last Cheque Used	28170	
EFT Payments	15851	\$30,726.09
EFT Payments	15853 - 15900	\$199,463.99
	15902 – 15913	\$72,476.93
Direct Deposits		\$24,770.87
<b>Municipal Account Total</b>		<b>\$327,437.88</b>
<b>Trust Account</b>		
EFT Payments	15852	\$104,317.81
	15901	\$26,327.95
<b>Trust Account Total</b>		<b>\$130,645.76</b>
<b>Grand Total</b>		<b>\$458,083.64</b>

## **CERTIFICATE**

This schedule of accounts as presented, which was submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been paid.

## **STATUTORY ENVIRONMENT:**

*Local Government (Financial Management) Regulations 1996*

### **12. Payments from municipal fund or trust fund, restrictions on making**

*12(1) A payment may only be made from the municipal fund or a trust fund—*

- (a) if the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds—by the CEO: or*
- (b) otherwise, if the payment is authorised in advance by a resolution of the council.*

*The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.*

### **13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

*(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared—*

- (a) the payee's name; and*
- (b) the amount of the payment; and*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

*(2) A list of accounts for approval to be paid is to be prepared each month showing—*

- (a) for each account which requires council authorisation in that month—*
  - (i) the payee's name; and*
  - (ii) the amount of the payment; and*
  - (iii) sufficient information to identify the transaction; and*
- (b) the date of the meeting of the council to which the list is to be presented.*

*(3) A list prepared under subregulation (1) or (2) is to be—*

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting.*

## **STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026; Aspiration 2.5 – Civic Leadership to provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process

## **FINANCIAL IMPLICATIONS:**

All expenditure from the municipal fund was included in the annual budget as adopted or revised by Council.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council.

**POLICY IMPLICATIONS:**

Finance Policy FP5 – Corporate Credit Card

Finance Policy FP6 – Purchasing

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer's list of accounts paid under delegated authority being;

- a) The List of Accounts Paid to 31 March 2019 as detailed in Attachment 9.2.1(a).
- b) The Credit Card Statement 27 February 2019 – 27 March 2019 as detailed in attachment 9.2.1(b).

**MOTION: OCM190404**

**MOVED: Cr Trevaskis**

**SECONDED: Cr Parsons**

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer's list of accounts paid under delegated authority being;

- a) The List of Accounts Paid to 31 March 2019 as detailed in Attachment 9.2.1(a).
- b) The Credit Card Statement 27 February 2019 – 27 March 2019 as detailed in attachment 9.2.1(b).

**CARRIED: 7/0**

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Time: 2:38:23PM

Shire of Jerramungup  
Accounts Payable Report

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15851	05/03/2019	WA TREASURY CORPORATION	Loan No. 260 Interest payment -	1		30,726.09
INV 260	05/03/2019	WA TREASURY CORPORATION	Loan No. 260 Interest payment -		30,726.09	
EFT15852	11/03/2019	SHIRE OF KATANNING	REIMBURSEMENT OF EXPENDITURE ON THE REGIONAL WASTE PROJECT	2		104,317.81
INV 41612	08/03/2019	SHIRE OF KATANNING	REIMBURSEMENT OF EXPENDITURE ON THE REGIONAL WASTE PROJECT	2	104,317.81	
EFT15853	11/03/2019	SYNERGY	STREET LIGHTING CHARGE 01/02/2019-05/03/2019	1		4,495.85
INV 5955058705/03/2019		SYNERGY	STREET LIGHTING CHARGE 01/02/2019-05/03/2019		4,495.85	
EFT15854	11/03/2019	TELSTRA	USAGE CHARGES TO 22.02.2019, SERVICES & EQUIPMENT RENTAL TO 22.03.2019	1		3,263.48
INV 4566063622/02/2019		TELSTRA	USAGE CHARGES TO 22.02.2019		856.89	
INV 2503813423/02/2019		TELSTRA	SERVICES & EQUIPMENT RENTAL TO 18.03.2019		96.88	
INV 6344067727/02/2019		TELSTRA	SERVICES & EQUIPMENT RENTAL TO 22.03.2019		34.95	
INV 6335743027/02/2019		TELSTRA	SERVICES & EQUIPMENT RENTAL TO 22.03.2019		34.95	
INV 6336743027/02/2019		TELSTRA	SERVICES & EQUIPMENT RENTAL TO 22.03.2019		34.95	
INV 0985677627/02/2019		TELSTRA	SERVICES & EQUIPMENT RENTAL TO 22.03.2019		428.21	
INV 6273833602/03/2019		TELSTRA	USAGE CHARGES TO 22.02.2019, SERVICES & EQUIPMENT RENTAL TO 22.03.2019		94.94	
INV 6318724502/03/2019		TELSTRA	USAGE CHARGES TO 22.02.2019, SERVICES & EQUIPMENT RENTAL TO 22.03.2019		342.89	
INV 6336244002/03/2019		TELSTRA	USAGE CHARGES TO 22.02.2019, SERVICES & EQUIPMENT RENTAL TO 22.03.2019		1,338.82	
EFT15855	11/03/2019	WATER CORPORATION	SERVICE CHARGE 01.01.2019 - 28.02.2019	1		41.69
INV 9077927919/02/2019		WATER CORPORATION	SERVICE CHARGE 01.01.2019 - 28.02.2019		41.69	
EFT15856	11/03/2019	LANDMARK OPERATIONS LIMITED	CHEMICAL ORDER FOR POOL	1		472.45
INV 9015046423/02/2019		LANDMARK OPERATIONS LIMITED	CHEMICAL ORDER FOR POOL		402.05	

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9015218228/02/2019		LANDMARK OPERATIONS LIMITED	CHEMICAL ORDER FOR POOL		70.40	
EFT15857	11/03/2019	BREMER BAY ROADHOUSE	PURCHASES FOR BREMER BAY FIRE	1		13.45
INV 81	10/01/2019	BREMER BAY ROADHOUSE	PURCHASES FOR BREMER BAY FIRE		13.45	
EFT15858	11/03/2019	ITVISION	Rates Service - Annual rates service	1		4,331.25
INV 30965	28/02/2019	ITVISION	RATE NOTICE TEMPLATE		1,650.00	
INV 30964	28/02/2019	ITVISION	Rates Service - Annual rates service		2,681.25	
EFT15859	11/03/2019	SOUTH COAST MANAGEMENT GROUP	ASSISTANCE IN ANNUAL OPERATIONS	1		2,200.00
INV 2018/8	10/02/2019	SOUTH COAST MANAGEMENT GROUP	ASSISTANCE IN ANNUAL OPERATIONS		2,200.00	
EFT15860	11/03/2019	BREMER PRODUCE	CONTRACT CLEANING SERVICES FOR THE MONTH OF FEBRUARY 2019	1		13,859.10
INV INVOICE28/02/2019		BREMER PRODUCE	CONTRACT CLEANING SERVICES FOR THE MONTH OF FEBRUARY 2019		13,859.10	
EFT15861	11/03/2019	CALDWELL LAND SURVEYS	SITE SURVEY AND BOUNDARY MARKING AT LOT 3 YANDIL ST, 19 MCGLADE CL, LOT 265 & 263 COLLINS ST	1		4,125.00
INV 0000161814/02/2019		CALDWELL LAND SURVEYS	SITE SURVEY AND BOUNDARY MARKING AT LOT 3 YANDIL ST, 19 MCGLADE CL, LOT 265 & 263 COLLINS ST		4,125.00	
EFT15862	11/03/2019	CLASSIC FUNDING GROUP	LEASING COSTS ASSOCIATED WITH PHOTOCOPIER REFERENCE 3M04656513	1		1,657.76
INV 039009	27/02/2019	CLASSIC FUNDING GROUP	LEASING COSTS ASSOCIATED WITH PHOTOCOPIER REFERENCE 3M04656513		1,657.76	
EFT15863	11/03/2019	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	CONNECT PRINTERS FPR MEW DESKS, MONTHLY DAILY MONITORING FEE	1		170.00
INV 24449	28/02/2019	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	CONNECT PRINTERS FPR MEW DESKS, MONTHLY DAILY MONITORING FEE		170.00	
EFT15864	11/03/2019	FIRST HEALTH SERVICES	SERVICE FEE FOR THE MONTH OF MARCH 2019 PURSUANT TO CLAUSE 5.1 OF THE BUSINESS SERVICES AGREEMENT WITH RESPECT TOT HE JERRAMUNGUP MEDICAL CENTRE	1		16,027.97

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000817201	03/2019	FIRST HEALTH SERVICES	SERVICE FEE FOR THE MONTH OF MARCH 2019 PURSUANT TO CLAUSE 5.1 OF THE BUSINESS SERVICES AGREEMENT WITH RESPECT TOT HE JERRAMUNGUP MEDICAL CENTRE		16,027.97	
EFT15865	11/03/2019	OCEANSIDE PLUMBING AND GAS	KITCHEN TAP REPAIRS AND WASHERS - 2 DERRICKST	1		577.00
INV 0000061120	02/2019	OCEANSIDE PLUMBING AND GAS	INVESTIGATE & REPAIR POOR WATER PRESSURE AT CAMERON BUSINESS CENTRE		245.60	
INV 0000062302	03/2019	OCEANSIDE PLUMBING AND GAS	KITCHEN TAP REPAIRS AND WASHERS - 2 DERRICKST		331.40	
EFT15866	11/03/2019	DROP IN MECH	1TLV361: REPAIRS TO TRAILER, JP009: REPAIR AIR LEAKS, FIT VALVES IN HYDRAULIC CYLINDER	1		2,277.00
INV INV-065427	02/2019	DROP IN MECH	1TRR948: MAKE UP FRAME TO FIT PUMP, 1GGL321: REPAIR FUSES AND RELAYS		792.00	
INV INV-065628	02/2019	DROP IN MECH	1TLV361: REPAIRS TO TRAILER, JP009: REPAIR AIR LEAKS, FIT VALVES IN HYDRAULIC CYLINDER		990.00	
INV INV-065708	03/2019	DROP IN MECH	JP003: 48000KM SERVICE, JP004: REPAIRS TO INDICATOR AND WIRING		495.00	
EFT15867	11/03/2019	CLEANAWAY WASTE MANAGEMENT LIMITED	TRANSFER STATION FOR THE MONTH OF FEBRUARY 2019	1		25,908.32
INV 2151840828	02/2019	CLEANAWAY WASTE MANAGEMENT LIMITED	ADDITIONAL SERVICES FOR THE MONTH OF FEBRUARY 2019		1,019.70	
INV 2151840728	02/2019	CLEANAWAY WASTE MANAGEMENT LIMITED	ADDITIONAL SERVICES FOR THE MONTH OF FEBRUARY 2019		675.44	
INV 2151673128	02/2019	CLEANAWAY WASTE MANAGEMENT LIMITED	TRANSFER STATION FOR THE MONTH OF FEBRUARY 2019		9,782.63	
INV 2151840628	02/2019	CLEANAWAY WASTE MANAGEMENT LIMITED	REFUSE COLLECTIONS FOR THE MONTH OF FEBRUARY 2019		8,408.49	
INV 2151841628	02/2019	CLEANAWAY WASTE MANAGEMENT LIMITED	RECYCLE SERVICES FOR THE MONTH OF FEBRUARY 2019		6,022.06	
EFT15868	11/03/2019	Bremer Bay Mechanical Pty Ltd	JP0014: NEW TYRE	1		330.00
INV 2046	01/03/2019	Bremer Bay Mechanical Pty Ltd	JP0014: NEW TYRE		330.00	
EFT15869	11/03/2019	SOUTHERN ECOLOGY	Completing flora survey at Bremer Bay Airstrip, as per quote SE1801	1		8,500.00

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Time: 2:38:23PM

Shire of Jerramungup  
Accounts Payable Report

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SE1801#218/02/2019		SOUTHERN ECOLOGY	Completing flora survey at Bremer Bay Airstrip, as per quote SE1801		8,500.00	
EFT15870	11/03/2019	Harbour Software Pty Ltd	DOCS ON TAP ANNUAL SUBSCRIPTION FEE - 01/01/2019 - 31/12/2019	1		2,706.00
INV 1426	22/11/2018	Harbour Software Pty Ltd	DOCS ON TAP ANNUAL SUBSCRIPTION FEE - 01/01/2019 - 31/12/2019		2,706.00	
EFT15871	11/03/2019	Macleod Corporation Pty Ltd	Audit of BB Town Centre and Trail Project Final Report	1		1,045.00
INV 3873	08/03/2019	Macleod Corporation Pty Ltd	Audit of BB Town Centre and Trail Project Final Report		1,045.00	
EFT15872	11/03/2019	Reside Contracting	VARIOUS WORKS COMPLETED AT PAPERBARKS PARK AND BREMER BAY SKATE PARK	1		2,035.00
INV 167	25/02/2019	Reside Contracting	VARIOUS WORKS COMPLETED AT PAPERBARKS PARK AND BREMER BAY SKATE PARK		2,035.00	
EFT15873	11/03/2019	Four Winds Farming Co	REIMBURSEMENT FOR DAMAGE TO VEHICLE DURING BREMER BAY FIRES, INC#418144	1		1,705.00
INV 390438	11/01/2019	Four Winds Farming Co	REIMBURSEMENT FOR DAMAGE TO VEHICLE DURING BREMER BAY FIRES, INC#418144		1,705.00	
EFT15874	11/03/2019	BEVERLEY MARGARET DODD	REIMBURSEMENT FOR CP18-003	1		500.00
INV CP18-00304/12/2018		BEVERLEY MARGARET DODD	REIMBURSEMENT FOR CP18-003		500.00	
EFT15875	11/03/2019	OZRUSS TRADING CO	JP0010: 2X GRADER TYRE	1		3,644.00
INV 4110	08/01/2019	OZRUSS TRADING CO	JP006: HYDRAULIC OIL		135.00	
INV 4129	12/01/2019	OZRUSS TRADING CO	JP0010: 2X GRADER TYRE		2,750.00	
INV 4117	31/01/2019	OZRUSS TRADING CO	JP0016: 2X TYRES		759.00	
EFT15876	11/03/2019	AUSTRALIA POST	POSTAGE FOR THE MONTH OF FEBRUARY 2019	1		256.27
INV 100833103/03/2019		AUSTRALIA POST	POSTAGE FOR THE MONTH OF FEBRUARY 2019		256.27	
EFT15877	11/03/2019	LANDGATE	ONLINE TRANSACTION SUMMARY FOR FEBRUARY 2019	1		77.10
INV FEB2019 05/03/2019		LANDGATE	ONLINE TRANSACTION SUMMARY FOR FEBRUARY 2019		77.10	

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EFT15878	11/03/2019	HASSELL DISTRICT TRADERS	CAR STEREO	1	119.00	119.00
INV 1006278101/03/2019		HASSELL DISTRICT TRADERS	CAR STEREO		119.00	
EFT15879	11/03/2019	JR & A HERSEY	100 GUIDE POSTS, 200 RED DELINEATORS & 200 WHITE DELINEATORS	1	1,463.00	1,463.00
INV 0004459201/03/2019		JR & A HERSEY	100 GUIDE POSTS, 200 RED DELINEATORS & 200 WHITE DELINEATORS		1,463.00	
EFT15880	11/03/2019	WESTERBERG PANEL BEATERS	JP0014: INSURANCE EXCESS	1	500.00	500.00
INV 80449	11/02/2019	WESTERBERG PANEL BEATERS	JP0014: INSURANCE EXCESS		500.00	
EFT15881	11/03/2019	T & C SUPPLIES	JP0011: HOSE FITTINGS	1	35.91	35.91
INV 1049325205/03/2019		T & C SUPPLIES	JP0011: HOSE FITTINGS		35.91	
EFT15882	11/03/2019	ALLAN CAMPBELL & CO	FREIGHT FROM BREMER BAY TO JERRAMUNGUP & RETURN	1	198.00	198.00
INV FEB19	28/02/2019	ALLAN CAMPBELL & CO	FREIGHT FROM BREMER BAY TO JERRAMUNGUP & RETURN		198.00	
EFT15883	11/03/2019	JASON SIGNMAKERS	ORDER OF 21x STREET SIGNS	1	1,329.90	1,329.90
INV 194586	28/02/2019	JASON SIGNMAKERS	ORDER OF 21x STREET SIGNS		1,329.90	
EFT15884	11/03/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2018/19 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMETN OF FIRE & EMERGENCY SERVICES OF WA ACT 1998 PART 6A	1	29,839.80	29,839.80
INV 148748	21/02/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2018/19 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMETN OF FIRE & EMERGENCY SERVICES OF WA ACT 1998 PART 6A		29,839.80	
EFT15885	11/03/2019	JERRAMUNGUP SPORTS CLUB INC	DONATION TO BOWLING CLUB CARPET REPLACEMENT	1	18,559.20	18,559.20
INV 0000113618/02/2019		JERRAMUNGUP SPORTS CLUB INC	DONATION TO BOWLING CLUB CARPET REPLACEMENT		18,559.20	
EFT15886	11/03/2019	MOORE STEPHENS	VARIOUS WORKSHOPS EMP 77; FINANCIAL REPORTING, WALGA TAX PAYG, MANAGEMENT REPORTING	1	3,146.00	3,146.00
INV 320	05/03/2019	MOORE STEPHENS	PAYROLL END OF YEAR REPORTING WEBINAR - EMP 178		220.00	



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INV 326	07/03/2019	MOORE STEPHENS	VARIOUS WORKSHOPS EMP 77; FINANCIAL REPORTING, WALGA TAX PAYG, MANAGEMENT REPORTING		2,926.00	
EFT15887	11/03/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGPA)	EMPLOYEE 77 - FINANCE PROFESSIONALS CONFERENCE 14TH & 15TH MARCH 2019	1		1,160.00
INV 10567	06/03/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGPA)	EMPLOYEE 77 - FINANCE PROFESSIONALS CONFERENCE 14TH & 15TH MARCH 2019		1,160.00	
EFT15888	11/03/2019	BAMLEY PTY LTD	TREAT EXTERIOR FOR CONTROL OF ANTS AND SPIDERS	1		528.00
INV 0000697103/03/2019		BAMLEY PTY LTD	TREAT EXTERIOR FOR CONTROL OF ANTS		220.00	
INV 0000697203/03/2019		BAMLEY PTY LTD	TREAT EXTERIOR FOR CONTROL OF ANTS AND SPIDERS		308.00	
EFT15889	11/03/2019	JERRAMUNGUP DISTRICT HIGH SCHOOL	DONATION TOWARDS LEEUWIN VOYAGE 2018 AWARD	1		1,150.00
INV 1578	25/02/2019	JERRAMUNGUP DISTRICT HIGH SCHOOL	DONATION TOWARDS LEEUWIN VOYAGE 2018 AWARD		1,000.00	
INV 1580	26/02/2019	JERRAMUNGUP DISTRICT HIGH SCHOOL	DONATION FOR 2018 END OF YEAR AWARDS		150.00	
EFT15890	11/03/2019	BREMER BAY COMMUNITY RESOURCE CENTRE (CRC)	CLEANING FOR THE MONTH OF FEBRUARY 2019	1		640.16
INV 0000144206/03/2019		BREMER BAY COMMUNITY RESOURCE CENTRE (CRC)	CLEANING FOR THE MONTH OF FEBRUARY 2019		630.00	
INV 0000144306/03/2019		BREMER BAY COMMUNITY RESOURCE CENTRE (CRC)	PRINTING/PHOTOCOPYING FOR THE MONTH OF FEBRUARY 2019		10.16	
EFT15891	11/03/2019	ASH-MON LAWN MOWING SERVICE	BREMER BAY TRANSFER STATION 8/2/19 - 20/2/19	1		720.00
INV 3073	20/02/2019	ASH-MON LAWN MOWING SERVICE	BREMER BAY TRANSFER STATION 8/2/19 - 20/2/19		720.00	
EFT15892	11/03/2019	TOBRUK TRADERS	JP0085: UNLEADED FOR FEBRUARY 2019	1		439.18
INV 29688	28/02/2019	TOBRUK TRADERS	JP0085: UNLEADED FOR FEBRUARY 2019		439.18	
EFT15893	11/03/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	SHORT COURSE BOOKING, LOCAL GOVERNMENT ACT - THE ESSENTIALS. EMP 187	1		567.00
INV 1307530728/02/2019		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	SHORT COURSE BOOKING, LOCAL GOVERNMENT ACT - THE ESSENTIALS. EMP 187		567.00	
EFT15894	11/03/2019	EASTERN GREAT SOUTHERN PETROLEUM	4200LTRS DIESEL FUEL DELIVERED TO JMP DEPOT	1		13,089.65

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INV 1006743	14/02/2019	EASTERN GREAT SOUTHERN PETROLEUM	4200LTRS DIESEL FUEL DELIVERED TO JMP DEPOT		5,881.72	
INV 1006754	21/02/2019	EASTERN GREAT SOUTHERN PETROLEUM	2600LTRS DIESEL FUEL DELIVERED TO JMP DEPOT		3,701.12	
INV 1006769	27/02/2019	EASTERN GREAT SOUTHERN PETROLEUM	2000LTRS DIESEL FUEL DELIVERED TO JMP DEPOT		2,897.18	
INV FEB19	28/02/2019	EASTERN GREAT SOUTHERN PETROLEUM	GREASE FOR DEPOT & JP001		609.63	
EFT15895	11/03/2019	BUILDING COMMISSION - Department of Mines, Industry Regulation and Safety (DMIRS)	BUILDING SERVICE LEVY FOR THE MONTH OF FEBRUARY 2019	1		339.90
INV BSLFEB205	03/2019	BUILDING COMMISSION - Department of Mines, Industry Regulation and Safety (DMIRS)	BUILDING SERVICE LEVY FOR THE MONTH OF FEBRUARY 2019		339.90	
EFT15896	11/03/2019	JERRAMUNGUP COMMUNITY RESOURCE CENTRE (CRC)	CLEANING CONTRACT FOR THE MONTH OF JANUARY 2019	1		750.00
INV 0000742506	03/2019	JERRAMUNGUP COMMUNITY RESOURCE CENTRE (CRC)	CLEANING CONTRACT FOR THE MONTH OF JANUARY 2019		750.00	
EFT15897	11/03/2019	G & M DETERGENTS	CLEANING SUPPLIES	1		765.60
INV 25620	26/02/2019	G & M DETERGENTS	CLEANING SUPPLIES		765.60	
EFT15898	11/03/2019	ALBANY LOCK SERVICE & SUPERIOR SECURITY	2X STANDPIPE KEYS	1		72.00
INV 0001091821	02/2019	ALBANY LOCK SERVICE & SUPERIOR SECURITY	2X STANDPIPE KEYS		72.00	
EFT15899	11/03/2019	ABBOTTS LIQUID SALVAGE	PUMP OUT TANKS AT PAPERBARKS, LIONS PARK, LITTLE BOAT HARBOUR & MILLERS POINT	1		3,256.00
INV 2019120208	02/2019	ABBOTTS LIQUID SALVAGE	PUMP OUT TANKS AT PAPERBARKS, LIONS PARK, LITTLE BOAT HARBOUR & MILLERS POINT		3,256.00	
EFT15900	21/03/2019	AUSTRALIAN TAXATION OFFICE	February 2019 BAS	1		20,577.00
INV FEB 19	28/02/2019	AUSTRALIAN TAXATION OFFICE			20,577.00	
EFT15901	25/03/2019	NEWMAN'S CONCRETE	Variation - Jerramungup Transfer Station - Progressive Payment for Works Completed to date as per quote D3554	2		26,327.95
INV D3770	28/02/2019	NEWMAN'S CONCRETE	Final Payment on Completion of Works as Per Quote Reference: Waste Transfer Station Shed dated 14/08/2018		11,562.10	
INV D3772	28/02/2019	NEWMAN'S CONCRETE	Variation - Jerramungup Transfer Station - Progressive Payment for Works Completed to date as per quote D3554		14,765.85	

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EFT15902	29/03/2019	SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019	1		7,135.30
INV 8041671113/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 09/03/2019		213.50	
INV 5138992313/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		108.80	
INV 1130181113/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		246.55	
INV 1846624513/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		332.75	
INV 2320256513/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		164.30	
INV 9424435513/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 09/03/2019		259.10	
INV 2786689013/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		462.35	
INV 2561968913/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		158.95	
INV 5018269213/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		429.20	
INV 7190425113/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 09/03/2019		317.75	
INV 9359309913/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		492.40	
INV 2128644413/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		973.95	
INV 9667921213/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		307.15	
INV 9499667013/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 08/03/2019		104.25	
INV 1012409914/03/2019		SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019		280.70	
INV 2042033514/03/2019		SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019		247.95	
INV 9647302514/03/2019		SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019		365.55	
INV 9833215514/03/2019		SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019		1,080.20	
INV 6599052414/03/2019		SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019		176.05	
INV 9681607514/03/2019		SYNERGY	Usage Charges for Supply Period 09/01/2019 - 11/03/2019		105.70	
INV 4765964218/03/2019		SYNERGY	Usage Charges for Supply Period 08/01/2019 - 12/03/2019		193.10	
INV 2941394819/03/2019		SYNERGY	Usage Charges for Supply Period 19/02/2019 - 18/03/2019		115.05	
EFT15903	29/03/2019	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	12/03/2019 - UPGRADE SYNERGY TO .243	1		340.00

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INV 24489	14/03/2019	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	12/03/2019 - UPGRADE SYNERGY TO .243		340.00	
EFT15904	29/03/2019	HOWSON MANAGEMENT PTY LTD	Produce RAMM report for Depreciation. Assist with data for Grant Commission form	1		522.20
INV HT0319-218/03/2019	29/03/2019	HOWSON MANAGEMENT PTY LTD	Produce RAMM report for Depreciation. Assist with data for Grant Commission form		522.20	
EFT15905	29/03/2019	FOUNDATION ELECTRICAL PTY LTD	SERVICE OF POOL PUMP, CHEMI GEN AND OTHER MISCELLANOUS ITEMS.	1		2,634.15
INV 67492	13/03/2019	FOUNDATION ELECTRICAL PTY LTD	SERVICE OF POOL PUMP, CHEMI GEN AND OTHER MISCELLANOUS ITEMS.		2,634.15	
EFT15906	29/03/2019	DROP IN MECH	JP70079: Various Works & Repairs	1		9,138.69
INV INV-065812/03/2019	29/03/2019	DROP IN MECH	JP70079: Various Works & Repairs		5,593.50	
INV INV-065915/03/2019	29/03/2019	DROP IN MECH	JP009: CHECK UP ION ISSUES WITH HYDRAULIC OIL		426.69	
INV INV-066119/03/2019	29/03/2019	DROP IN MECH	JP70079: Press out suspension pins, refit all tyres, fit new plug to trailer light		3,118.50	
EFT15907	29/03/2019	JERRAMUNGUP TRANSPORT	Freight - Jason Signmakers, JCB & JRA Hersey	1		315.65
INV INV-142315/03/2019	29/03/2019	JERRAMUNGUP TRANSPORT	Freight - Jason Signmakers, JCB & JRA Hersey		315.65	
EFT15908	29/03/2019	HASSELL DISTRICT TRADERS	NEW KEYS CUT FOR 6 DERRICK STREET	1		33.00
INV 1006284411/03/2019	29/03/2019	HASSELL DISTRICT TRADERS	NEW KEYS CUT FOR 6 DERRICK STREET		33.00	
EFT15909	29/03/2019	SHIRE OF RAVENSTHORPE	CESO CONTRIBUTION - QUARTER 2 18/19	1		5,192.96
INV 2832	19/03/2019	SHIRE OF RAVENSTHORPE	CESO CONTRIBUTION - QUARTER 2 18/19		5,192.96	
EFT15910	29/03/2019	JERRAMUNGUP SPORTS CLUB INC	Donation Request - Contribution to Bowling Club Carpet Replacement	1		37,346.13
INV 0000114119/03/2019	29/03/2019	JERRAMUNGUP SPORTS CLUB INC	Donation Request - Contribution to Bowling Club Carpet Replacement		37,119.50	
INV 0000114225/03/2019	29/03/2019	JERRAMUNGUP SPORTS CLUB INC	POWER CHARGES FOR JERRAMUNGUP ENTERTAINMETN CENTRE 22/01/2019 - 25/03/2019		226.63	
EFT15911	29/03/2019	ASH-MON LAWN MOWING SERVICE	Bremer Bay Transfer Station 22.2.2019 - 6.3.2019	1		1,440.00

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INV 3074	06/03/2019	ASH-MON LAWN MOWING SERVICE	Bremer Bay Transfer Station 22.2.2019 - 6.3.2019		720.00	
INV 3075	20/03/2019	ASH-MON LAWN MOWING SERVICE	Bremer Bay Transfer Station 8.3.2019 - 17.3.2019		720.00	
EFT15912	29/03/2019	TOBRUK TRADERS	Catering & Stationary Order	1		1,143.65
INV 29660	01/02/2019	TOBRUK TRADERS	Catering & Stationary Order		823.65	
INV 29796	20/03/2019	TOBRUK TRADERS	Catering for Council Meeting lunch 20 March 2019. 16 pax at \$20 per head		320.00	
EFT15913	29/03/2019	EASTERN GREAT SOUTHERN PETROLEUM	2605Ltrs Diesel Fuel Delivered to JMP Depot	1		7,235.20
INV 1006780	07/03/2019	EASTERN GREAT SOUTHERN PETROLEUM	2605Ltrs Diesel Fuel Delivered to JMP Depot		3,806.24	
INV 1521001	13/03/2019	EASTERN GREAT SOUTHERN PETROLEUM	24/450g Spheerol ep12 grease		250.27	
INV 1006799	13/03/2019	EASTERN GREAT SOUTHERN PETROLEUM	2100Ltrs Diesel Fuel Delivered to JMP Depot		3,068.37	
INV 1521003	13/03/2019	EASTERN GREAT SOUTHERN PETROLEUM	JP009: 1/20LT HYP SIN		110.32	
DD16028.1	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1		10,132.03
INV SUPER	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Superannuation contributions	1	7,301.94	
INV DEDUCT06/03/2019	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	200.00	
INV DEDUCT06/03/2019	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	390.72	
INV DEDUCT06/03/2019	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	290.53	
INV DEDUCT06/03/2019	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	329.82	
INV DEDUCT06/03/2019	06/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	1,619.02	
DD16028.2	06/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1		495.61
INV DEDUCT06/03/2019	06/03/2019	BT SUPER FOR LIFE	Payroll deductions	1	191.85	
INV SUPER	06/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1	303.76	

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DD16028.3	06/03/2019	PRIME SUPER	Superannuation contributions	1		584.41
INV DEDUCT06/03/2019	06/03/2019	PRIME SUPER	Payroll deductions	1	143.12	
INV SUPER 06/03/2019	06/03/2019	PRIME SUPER	Superannuation contributions	1	441.29	
DD16028.4	06/03/2019	AUSTRALIAN SUPER	Superannuation contributions	1		233.01
INV SUPER 06/03/2019	06/03/2019	AUSTRALIAN SUPER	Superannuation contributions	1	233.01	
DD16028.5	06/03/2019	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	1		103.57
INV SUPER 06/03/2019	06/03/2019	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	1	103.57	
DD16028.6	06/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1		287.77
INV SUPER 06/03/2019	06/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1	287.77	
DD16028.7	06/03/2019	COMMONWEALTH BANK GROUP SUPER (ACCUMULATE PLUS)	Superannuation contributions	1		259.35
INV SUPER 06/03/2019	06/03/2019	COMMONWEALTH BANK GROUP SUPER (ACCUMULATE PLUS)	Superannuation contributions	1	259.35	
DD16041.1	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1		9,787.31
INV SUPER 20/03/2019	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Superannuation contributions	1	7,052.37	
INV DEDUCT20/03/2019	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	200.00	
INV DEDUCT20/03/2019	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	390.72	
INV DEDUCT20/03/2019	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	295.53	
INV DEDUCT20/03/2019	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	330.58	
INV DEDUCT20/03/2019	20/03/2019	WA SUPER (WA LOCAL GOVERNMENT SUPER PLAN)	Payroll deductions	1	1,518.11	
DD16041.2	20/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1		495.61
INV DEDUCT20/03/2019	20/03/2019	BT SUPER FOR LIFE	Payroll deductions	1	191.85	

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INV SUPER	20/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1	303.76	
DD16041.3	20/03/2019	PRIME SUPER	Superannuation contributions	1		585.66
INV DEDUCT	20/03/2019	PRIME SUPER	Payroll deductions	1	143.43	
INV SUPER	20/03/2019	PRIME SUPER	Superannuation contributions	1	442.23	
DD16041.4	20/03/2019	AUSTRALIAN SUPER	Superannuation contributions	1		233.51
INV SUPER	20/03/2019	AUSTRALIAN SUPER	Superannuation contributions	1	233.51	
DD16041.5	20/03/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	1		94.99
INV SUPER	20/03/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	1	94.99	
DD16041.6	20/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1		287.77
INV SUPER	20/03/2019	BT SUPER FOR LIFE	Superannuation contributions	1	287.77	
DD16041.7	20/03/2019	COMMONWEALTH BANK GROUP SUPER (ACCUMULATE PLUS)	Superannuation contributions	1		259.35
INV SUPER	20/03/2019	COMMONWEALTH BANK GROUP SUPER (ACCUMULATE PLUS)	Superannuation contributions	1	259.35	
DD16064.1	27/03/2019	BANKWEST	CC PAYMENT 27/02/2019 - 27/03/2019	1		930.92
INV CC 27.2.127	03/2019	BANKWEST	CC PAYMENT 27/02/2019 - 27/03/2019	1	930.92	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL 5332607	327,437.88
2	TRUST BANK 0042691	130,645.76
<b>TOTAL</b>		<b>458,083.64</b>

Credit Card Payment 27/02/2019 - 27/03/2019

GLA/JOB No.	GL Description	Amount	Date	Comment	Amount
11405070	Training Expenses - Admin MUN	\$800.97	8/03/2019	Emp 92: Meal expenses while on Training	\$26.50
			9/03/2019	Emp 92: Accommodation while on training	\$319.50
			16/03/2019	Emp 77: Accommodation & meals while on training	\$454.97
					<b>\$800.97</b>
11405000.521	Expenses relating to Administration MUN	\$129.95	1/02/2019	Westnet	\$129.95
					<b>\$129.95</b>

**Total** **\$930.92**

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_



## 9.2.2 MONTHLY FINANCIAL REPORT – MARCH 2019

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Author:</b>	Charmaine Solomon, Deputy Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 April 2019
<b>Attachments:</b>	1. Monthly Financial Report for the period ending 31 March 2019
<b>Authority/Discretion:</b>	Information

### SUMMARY:

For Council to note the statement of financial activity for the period ended 31 March 2019 as required by the *Local Government Act 1995* ('the Act').

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 31 March 2019.

### BACKGROUND:

At its meeting held 23 July 2018 (Minute No. SC180701 refers), Council adopted the annual budget for the 2018-19 financial year. The figures in this report are compared to the adopted budget.

It should be noted that these reports do not represent a projection to the end of year position or that there are funds surplus to requirements. It represents the year to date position to 31 March 2019 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominately due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following is included in the financial report:

- The annual budget estimates.
- The operating revenue, operating income, and all other income and expenses.
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period.
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period.
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result.
- Include an operating statement.
- Any other required supporting notes.

Additionally, and pursuant to regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 23 July 2018, the Council adopted (Minute No. SC180701 part 1.6 refers) the following material variance reporting threshold for the 2018-19 financial year:

*1.6 Adoption of Material Variance for Monthly Reports – Financial Management regulation 34*

*That Council ADOPT a material variance level of 10% with a minimum \$10,000.00 variance for the 2018/2019 financial year for monthly reporting purposes.*

**CONSULTATION:**

Internal consultation within the Finance Department and Council's financial records.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

**COMMENT:**

The financial report contains annual budget estimates, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

All expenditure included in the financial statements is incurred in accordance with Council's adopted budget or subsequent approval in advance.

**STATUTORY ENVIRONMENT:**

Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:

**34. Financial activity statement required each month (Act s. 6.4)**

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail—*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) *budget estimates to the end of the month to which the statement relates; and*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing—*
  - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown—*
  - (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be—*
  - (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*

(5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

**STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026; Aspiration 2.5 – Civic Leadership: To provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process

**FINANCIAL IMPLICATIONS:**

Expenditure for the period ending 31 March 2019 has been incurred in accordance with the 2018-19 budget parameters, which have been structured on financial viability and sustainability principles.

Details of any budget variation in excess of \$10,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council.

**POLICY IMPLICATIONS:**

AP4 – Regional Price Preference

FP2 – Rates and Accounts Collection

FP3 – Investments

FP6 – Purchasing

Significant Accounting Policies as detailed within the Monthly Financial Report

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 March 2019 in accordance with section 6.4 of the *Local Government Act 1995*.**

**MOTION: OCM190405**

**MOVED: Cr Bailey**

**SECONDED: Cr Price**

**That Council RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 March 2019 in accordance with section 6.4 of the *Local Government Act 1995*.**

**CARRIED: 7/0**

**SHIRE OF JERRAMUNGUP**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 March 2019**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**SHIRE OF JERRAMUNGUP**  
**Information Summary**  
**For the Period Ended 31 March 2019**

## Key Information

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

### Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

### Statement of Financial Activity by reporting program

Is presented on page 5 and shows a surplus as at 31 March 2019 of \$1,573,332.

### Items of Significance

The material variance adopted by the Shire of Jerramungup for the 2018/19 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	%				
	Collected / Completed	Annual Budget	YTD Budget	YTD Actual	
<b>Significant Projects</b>					
Bremer Bay Civic Square Construction	96%	\$ 323,816	\$ 242,865	\$ 309,371	
Bremer Bay Skate Park	104%	\$ 55,082	\$ 41,310	\$ 57,086	
Paperbark Park Redevelopment	100%	\$ 132,361	\$ 99,270	\$ 132,757	
Seniors Independent Living & Key Worker Accommodation Project	5%	\$ 2,584,000	\$ 1,937,997	\$ 127,308	
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	83%	\$ 1,078,873	\$ 605,309	\$ 890,226	
Non-operating Grants, Subsidies and Contributions	28%	\$ 2,824,604	\$ 1,795,983	\$ 792,182	
	43%	\$ 3,903,477	\$ 2,401,292	\$ 1,682,408	
Rates Levied	102%	\$ 3,280,348	\$ 3,280,348	\$ 3,333,830	

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>		<b>This Time Last Year</b>	<b>Current</b>
Adjusted Net Current Assets	181%	\$ 870,722	\$ 1,573,331
Cash and Equivalent - Unrestricted	142%	\$ 1,228,253	\$ 1,745,715
Cash and Equivalent - Restricted	105%	\$ 1,604,815	\$ 1,677,732
Receivables - Rates	61%	\$ 243,996	\$ 148,910
Receivables - Other	120%	\$ 169,617	\$ 203,629
Payables	77%	\$ 721,561	\$ 557,452

*% Compares current ytd actuals to prior year actuals at the same time*

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

## Preparation

Prepared by: Charmaine Solomon

Reviewed by: Martin Cuthbert

Date prepared: 8th April 2019

**SHIRE OF JERRAMUNGUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 March 2019**

	Note	Amendea Annual Budget \$	Amendea YTD Budget \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	3	1,485,152	1,485,152	<b>1,485,320</b>	168	0%	
<b>Revenue from operating activities</b>							
Rates	9	3,280,348	3,280,348	<b>3,333,830</b>	53,482	2%	
Operating Grants, Subsidies and Contributions	11	1,078,873	627,809	<b>890,226</b>	262,417	42%	▲
Fees and Charges		801,051	703,226	<b>733,686</b>	30,460	4%	
Interest Earnings		76,400	57,300	<b>56,912</b>	(388)	(1%)	
Other Revenue		78,029	18,000	<b>15,183</b>	(2,817)	(16%)	
Profit on Disposal of Assets	8	65,027	0	<b>0</b>	0		
		<b>5,379,728</b>	<b>4,686,683</b>	<b>5,029,838</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,947,406)	(1,449,531)	<b>(1,282,414)</b>	167,117	12%	▲
Materials and Contracts		(1,981,151)	(1,471,949)	<b>(945,179)</b>	526,770	36%	▲
Utility Charges		(187,058)	(137,802)	<b>(131,558)</b>	6,244	5%	
Depreciation on Non-Current Assets		(1,796,522)	(1,058,084)	<b>(1,445,051)</b>	(386,967)	(37%)	▼
Interest Expenses		(44,786)	(27,461)	<b>(15,809)</b>	11,652	42%	▲
Insurance Expenses		(224,770)	(168,030)	<b>(189,396)</b>	(21,366)	(13%)	▼
Other Expenditure		(240,425)	(225,492)	<b>(177,819)</b>	47,673	21%	▲
Loss on Disposal of Assets	8	(175,948)	(131,955)	<b>(123,555)</b>	8,400	6%	
		<b>(6,598,066)</b>	<b>(4,670,304)</b>	<b>(4,310,780)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,796,522	1,058,084	<b>1,445,051</b>	386,967	37%	▲
Adjust (Profit)/Loss on Asset Disposal	8	110,921	131,955	<b>123,555</b>	(8,400)	(6%)	
Adjust Provisions and Accruals			0	<b>(25,390)</b>	(25,390)		▼
<b>Amount attributable to operating activities</b>		<b>689,105</b>	<b>1,206,418</b>	<b>2,262,273</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	2,824,604	1,795,983	<b>792,182</b>	(1,003,801)	(56%)	▼
Proceeds from Disposal of Assets	8	607,000	455,250	<b>206,091</b>	(249,159)	(55%)	▼
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(2,744,750)	(2,112,561)	<b>(227,724)</b>	1,884,837	89%	▲
Infrastructure Assets - Roads	13	(2,273,686)	(1,705,347)	<b>(1,615,533)</b>	89,814	5%	
Infrastructure Assets - Public Facilities	13	(511,259)	(383,445)	<b>(499,214)</b>	(115,769)	(30%)	▼
Infrastructure Assets - Footpaths	13	(61,034)	(45,783)	<b>(18,097)</b>	27,686	60%	▲
Infrastructure Assets - Drainage	13	0	0	<b>0</b>	0		
Plant and Equipment	13	(495,225)	(371,430)	<b>(489,095)</b>	(117,665)	(32%)	▼
Furniture and Equipment	13	(87,117)	(11,340)	<b>(13,887)</b>	(2,547)	(22%)	
<b>Amount attributable to investing activities</b>		<b>(2,741,467)</b>	<b>(2,378,673)</b>	<b>(1,865,277)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		500,000	500,000	<b>0</b>	(500,000)	(100%)	▼
Transfer from Reserves	7	903,830	903,830	<b>0</b>	(903,830)	(100%)	▼
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(224,406)	(168,305)	<b>(125,987)</b>	42,318	25%	▲
Transfer to Reserves	7	(612,214)	(459,161)	<b>(182,998)</b>	276,163	60%	▲
<b>Amount attributable to financing activities</b>		<b>567,210</b>	<b>776,365</b>	<b>(308,985)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>(0)</b>	<b>1,089,261</b>	<b>1,573,331</b>	484,070	44%	▲

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF JERRAMUNGUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$		%	
<b>Opening Funding Surplus(Deficit)</b>	3	1,485,152	1,485,152	<b>1,485,320</b>	168	0%	
<b>Revenue from operating activities</b>							
Governance		0	0	<b>1,349</b>	1,349		
General Purpose Funding - Rates	9	3,280,348	3,280,348	<b>3,333,830</b>	53,482	2%	
General Purpose Funding - Other		720,644	357,473	<b>546,210</b>	188,737	53%	▲
Law, Order and Public Safety		236,321	137,298	<b>171,776</b>	34,478	25%	▲
Health		7,363	3,681	<b>11,955</b>	8,274	225%	
Education and Welfare		1,088	810	<b>940</b>	130	16%	
Housing		129,233	96,894	<b>60,757</b>	(36,137)	(37%)	▼
Community Amenities		578,085	480,410	<b>511,019</b>	30,609	6%	
Recreation and Culture		12,911	42,499	<b>61,023</b>	18,525	44%	▲
Transport		126,500	113,022	<b>189,804</b>	76,782	68%	▲
Economic Services		61,895	46,386	<b>43,001</b>	(3,385)	(7%)	
Other Property and Services		225,340	127,862	<b>98,172</b>	(29,690)	(23%)	▼
		<b>5,379,728</b>	<b>4,686,683</b>	<b>5,029,838</b>			
<b>Expenditure from operating activities</b>							
Governance		(393,160)	(367,057)	<b>(274,122)</b>	92,935	25%	▲
General Purpose Funding		(125,603)	(93,039)	<b>(76,407)</b>	16,632	18%	▲
Law, Order and Public Safety		(617,322)	(461,288)	<b>(362,862)</b>	98,426	21%	▲
Health		(269,267)	(198,997)	<b>(218,400)</b>	(19,403)	(10%)	
Education and Welfare		(84,569)	(64,083)	<b>(61,584)</b>	2,499	4%	
Housing		(224,912)	(170,957)	<b>(14,305)</b>	156,652	92%	▲
Community Amenities		(1,384,383)	(1,035,226)	<b>(778,774)</b>	256,452	25%	▲
Recreation and Culture		(778,096)	(581,900)	<b>(704,799)</b>	(122,899)	(21%)	▼
Transport		(2,491,922)	(1,612,361)	<b>(1,477,689)</b>	134,672	8%	
Economic Services		(90,208)	(79,753)	<b>(165,068)</b>	(85,315)	(107%)	▼
Other Property and Services		(138,624)	(5,643)	<b>(164,145)</b>	(158,502)	(2809%)	▼
		<b>(6,598,066)</b>	<b>(4,670,304)</b>	<b>(4,298,155)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,796,522	1,058,084	<b>1,445,051</b>	386,967	37%	▲
Adjust (Profit)/Loss on Asset Disposal	8	110,921	131,955	<b>123,555</b>	(8,400)	(6%)	
Adjust Provisions and Accruals		0	0	<b>(25,390)</b>	(25,390)		▼
<b>Amount attributable to operating activities</b>		<b>689,105</b>	<b>1,206,418</b>	<b>2,274,898</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	2,824,604	1,795,983	792,182	(1,003,801)	(56%)	▼
Proceeds from Disposal of Assets	8	607,000	455,250	206,091	(249,159)	(55%)	▼
Land Held for Resale		0	0	<b>0</b>	0		
Land and Buildings	13	(2,816,750)	(2,112,561)	(227,724)	1,884,837	89%	▲
Infrastructure Assets - Roads	13	(2,273,686)	(1,705,347)	(1,615,533)	89,814	5%	
Infrastructure Assets - Public Facilities	13	(511,259)	(383,445)	(499,214)	(115,769)	(30%)	▼
Infrastructure Assets - Footpaths	13	(61,034)	(45,783)	(18,097)	27,686	60%	▲
Infrastructure Assets - Drainage	13	0	0	0	0		
Plant and Equipment	13	(495,225)	(371,430)	(489,095)	(117,665)	(32%)	▼
Furniture and Equipment	13	(15,117)	(11,340)	(13,887)	(2,547)	(22%)	
<b>Amount attributable to investing activities</b>		<b>(2,741,467)</b>	<b>(2,378,673)</b>	<b>(1,865,277)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		500,000	500,000	<b>0</b>	(500,000)	(100%)	▼
Transfer from Reserves	7	903,830	903,830	<b>0</b>	(903,830)	(100%)	▼
Advances to Community Groups		0	0	<b>0</b>	0		
Repayment of Debentures	10	(224,406)	(168,305)	<b>(125,987)</b>	42,318	25%	▲
Transfer to Reserves	7	(612,214)	(459,161)	<b>(195,622)</b>	263,538	57%	▲
<b>Amount attributable to financing activities</b>		<b>567,210</b>	<b>776,365</b>	<b>(321,609)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(1)</b>	<b>1,089,261</b>	<b>1,573,332</b>			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

**Note 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 12.

**(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.

**(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 JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 1: Significant Accounting Policies**

**(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:

<b>Asset</b>	<b>Years</b>
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 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.

*(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 JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 1: Significant Accounting Policies**

**(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

**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

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, 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 these as 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.

**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.

**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 State taxes. Donations and subsidies made to community groups.

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 1: Significant Accounting Policies**

**(r) Program Classifications (Function/Activity)**

City/Town/Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING**

**Objective:**

To provide and maintain elderly residents housing.

**Activities:**

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**

**Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**TRANSPORT**

**Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES**

**Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES**

**Objective:**

To monitor and control City/Town/Shire overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Operating Grants, Subsidies and					
					Department of Transport funds to repair the boat ramp has been received (\$34,538 this was not factored into the budget). There was also an increase of \$54,836 for the Main Roads direct grant.
Contributions	262,417	42%	▲	Timing	
Fees and Charges	30,460	4%		Timing	
Interest Earnings	(388)	-1%		Timing	
Other Revenue	(2,817)	-16%		Timing	
Profit on Disposal of Assets	0				
<b>Operating Expense</b>					
					Waste Facility Officer and part time town services officer was budgeted to commence 1st July. Full time plant operator position also vacant.
Employee Costs	167,117	12%	▲	Timing	
Materials and Contracts	526,770	36%	▲	Timing	Timing difference YTD actual v budget
Utility Charges	6,244	5%		Timing	
Depreciation on Non-Current Assets	(386,967)	-37%	▼		Depreciation will be run in March there will be a significant difference in the March monthly financials. 30th June interest accrued journals have been entered and then reversed 1st July this creates a negative. The will net off when principal payments are made.
Interest Expenses	11,652	42%	▲	Timing	Only second instalment left on insurance for property only this is timing only.
Insurance Expenses	(21,366)	-13%	▼	Timing	Significant difference is due to funds not being paid to the Jerramungup Bowls Club for the new bowling green this project has now commenced.
Other Expenditure	47,673	21%	▲	Timing	
Loss on Disposal of Assets	8,400	6%		Timing	
<b>Capital Revenues</b>					
					Timing due to the housing project grant funds not yet claimed. As the project progresses the variance will reduce when progress payments are received.
Grants, Subsidies and Contributions	(1,003,801)	-56%	▼	Timing	
Proceeds from Disposal of Assets	(249,159)	-55%	▼	Timing	Sale of council houses expected to occur over the next coming months.
<b>Capital Expenses</b>					
					Housing project has now commenced tenders expected to go out in the next coming month.
Land and Buildings	1,884,837	89%	▼	Timing	
Infrastructure Assets - Roads	89,814	5%	▼	Timing	Road construction program currently on hold due to weather conditions.
Infrastructure Assets - Public Facilities	(115,769)	-30%		Timing	
Infrastructure Assets - Footpaths	27,686	60%	▲	Timing	Quotes being sought for footpath maintenance.
Plant and Equipment	(117,665)	-32%	▲	Timing	All plant has been purchased as per budget this is just a timing difference with YTD budget and actuals.
Furniture and Equipment	(2,547)	-22%			
<b>Financing</b>					
					Timing difference first lot of capital repayments and interest payments have been paid.
Repayment of Debentures	42,318	25%	▲	Timing	

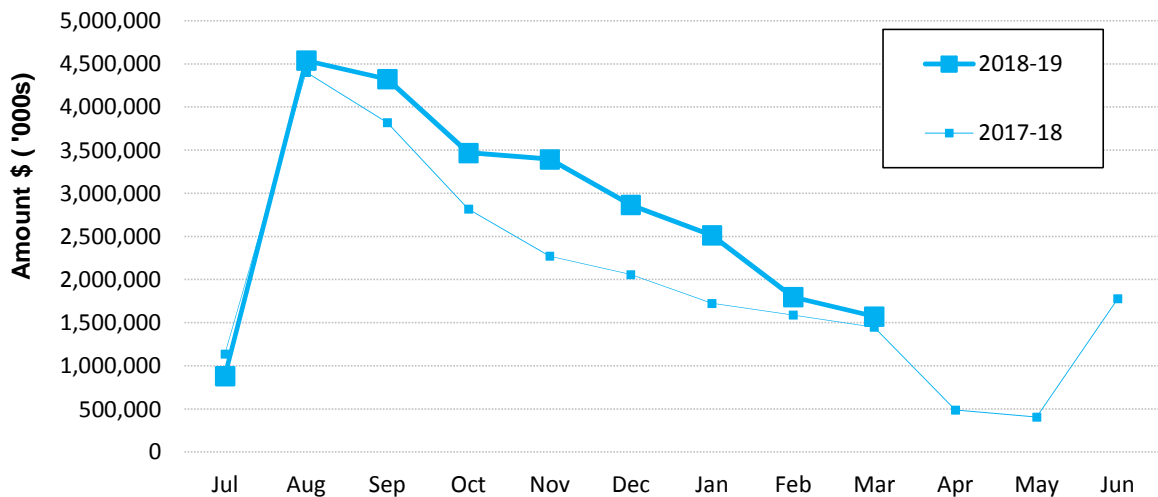
**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2018	31 Mar 2018	31 Mar 2019
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	347,533	414,304	<b>1,745,715</b>
Investments		398,055	813,949	<b>0</b>
Cash Restricted	4	1,481,993	1,604,815	<b>1,677,732</b>
Receivables - Rates	6	60,097	243,996	<b>148,910</b>
Receivables - Other, including prepaid expenses	6	1,376,385	169,617	<b>203,629</b>
Inventories		30,286	55,810	<b>32,530</b>
		<b>3,694,348</b>	<b>3,302,491</b>	<b>3,808,515</b>
<b>Less: Current Liabilities</b>				
Payables		(721,561)	(826,954)	<b>(557,452)</b>
Provisions		(299,687)	(319,202)	<b>(299,687)</b>
		<b>(1,021,248)</b>	<b>(1,146,156)</b>	<b>(857,140)</b>
Less: Cash Reserves / Restricted	7	(1,481,993)	(1,604,815)	<b>(1,677,732)</b>
Add Back - Non Cash Provisions Accruals		299,687	319,202	<b>299,687</b>
Difference to Budgeted Opening Balance		(5,475)		
<b>Net Current Funding Position</b>		<b>1,485,320</b>	<b>870,722</b>	<b>1,573,331</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2019

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>								
Municipal Bank Account	645,515				645,515	BankWest	1.50%	
Till / Petty Cash	200				200	BankWest	0.00%	At Call
Committed Funds		14,897			14,897	BankWest	1.05%	At Call
<b>(b) Term Deposits</b>								
Reserves Term Deposit		350,000			350,000	Bankwest	2.65%	08-May-19
Reserves Term Deposit		500,000			500,000	Bankwest	2.45%	13-May-19
Reserves Term Deposit		537,830			537,830	Bankwest	2.50%	17-Jun-19
Muni Cash Deposit	600,000				600,000	Bankwest	2.50%	06-May-19
Muni Cash Deposit	500,000				500,000	Bankwest	2.60%	17-Apr-19
<b>(c) Investments</b>								
Investment Account					0	WA Treasury		At Call
Investment account					0	Bankwest		At Call
Reserves Cash A/c		275,005			275,005	BankWest	1.05%	At Call
<b>Total</b>	<b>1,745,715</b>	<b>1,677,732</b>	<b>0</b>	<b>0</b>	<b>3,423,446</b>			

**Comments/Notes - Investments**

Muni cash term deposit of \$500,000 taken out and matures 17th April 2019 interest rate of 2.60%  
Muni cash term deposit of \$600,000 taken out and matures 6th May 2019 interest rate of 2.50%  
Reserve term deposit of \$350,000 taken out and matures 8th May 2019 interest rate of 2.65%  
Reserve term deposit of \$500,000 taken out and matures 13th May 2019 interest rate of 2.45%  
Reserve term deposit of \$537,830 taken out and matures 17th June 2019 interest rate of 2.60%

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 5: Budget Amendments**  
**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>			\$	\$	\$	\$
	<b>Permanent Changes</b>						
	Opening surplus adjustment		Opening Surplus	0	0	0	0
				\$	\$	\$	\$
				0	0	0	0

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

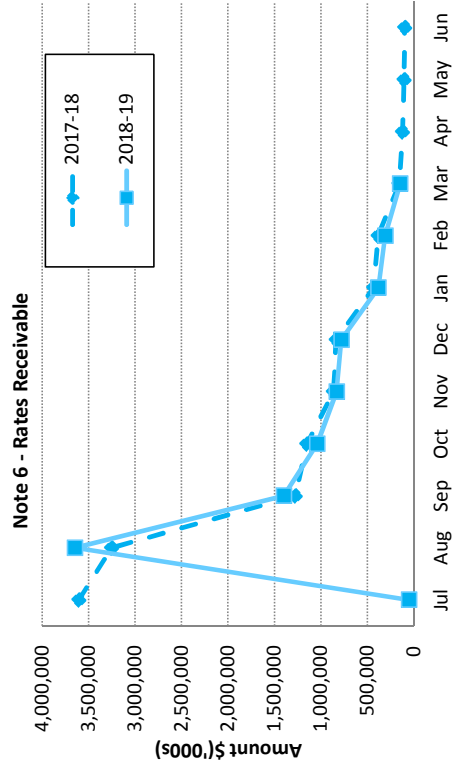
**Note 6: Receivables**

Receivables - Rates Receivable	31 Mar 2019	30 June 2018
Opening Arrears Previous Years	\$ 3,287,374	\$ 60,097
Rates Levied this year	492,449	
Rubbish, Recycling and Fire Levy this year	3,672,470	18,539
Less Collections to date	<b>107,353</b>	<b>41,558</b>
Equals Current Outstanding		
<b>Net Rates Collectable</b>	<b>107,353</b>	<b>41,558</b>
% Collected	97.16%	30.85%

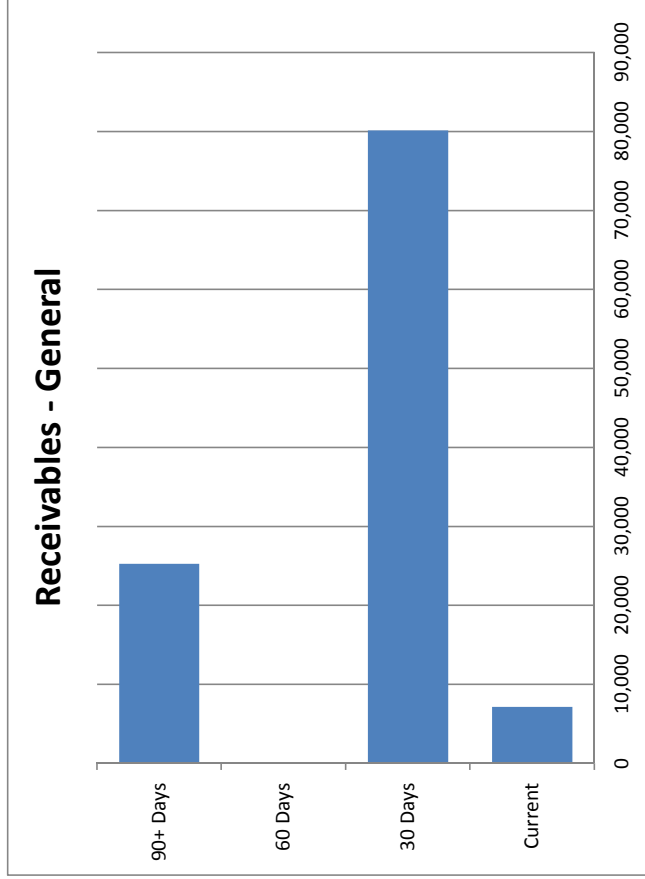
  

Receivables - General	Current	30 Days	60 Days	90+ Days	Credit Balances
Receivables - General	\$ 7,130	\$ 80,101	\$ 0	\$ 25,221	\$ (1,291)
GST Receivable	68,781				
Prepayments	23,696				
<b>Total Receivables General Outstanding</b>					<b>203,638</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables Rates**  
 Rates billing occurred 11th August



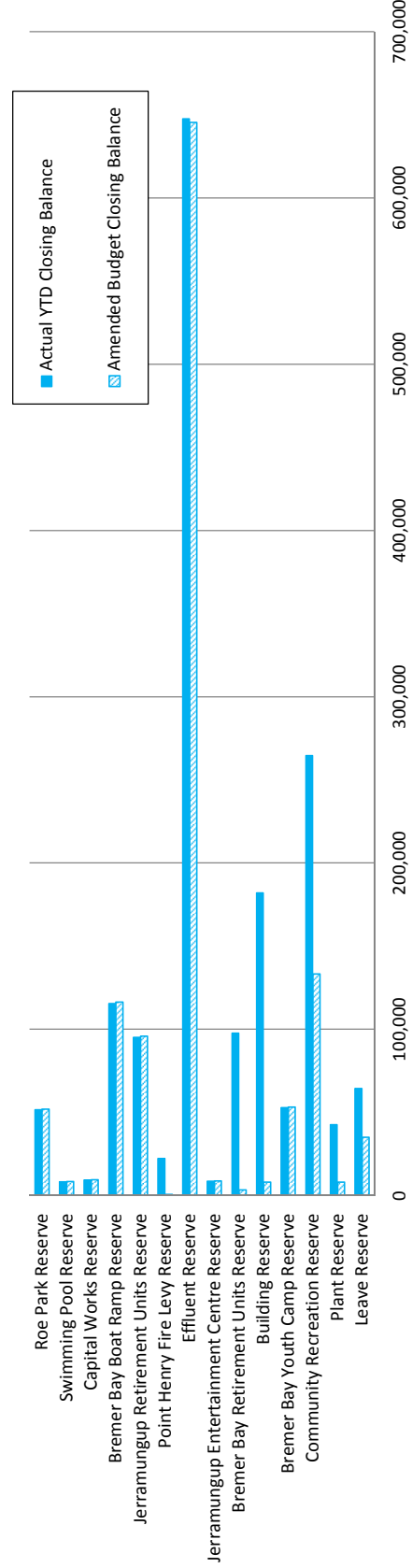


**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 7: Cash Backed Reserve**

Name	Opening Balance \$	Amended Budget Interest Earned		Actual Interest Earned		Amended Budget Transfers In (+)		Actual Transfers In (+)		Amended Budget Transfers Out (-)		Actual Transfers Out (-)		Amended Budget Closing Balance		Actual YTD Closing Balance	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Leave Reserve	63,966	837	517	837	517					(30,000)				34,803	64,483		
Plant Reserve	42,311	465	342	465	342	15,088	15,088			(50,000)			7,864	42,653			
Community Recreation Reserve	182,258	2,383	1,810	2,383	1,810	80,636	80,636			(132,160)			133,117	264,704			
Bremer Bay Youth Camp Reserve	52,399	685	423	685	423								53,084	52,822			
Building Reserve	180,539	2,361	1,459	2,361	1,459	400,000	400,000			(575,000)			7,900	181,998			
Bremer Bay Retirement Units Reserve	96,917	1,267	783	1,267	783					(95,000)			3,184	97,700			
Jerramungup Entertainment Centre Reserve	8,544	112	69	112	69								8,656	8,613			
Effluent Reserve	572,128	7,481	4,920	7,481	4,920	65,722	65,722	70,692	70,692	(21,670)			645,331	647,740			
Point Henry Fire Levy Reserve	516	7	95	7	95	21,670	21,670						523	22,281			
Jerramungup Retirement Units Reserve	94,415	1,235	763	1,235	763								95,650	95,178			
Bremer Bay Boat Ramp Reserve	114,606	1,499	926	1,499	926								116,105	115,533			
Swimming Pool Reserve	9,218	120	75	120	75								9,338	9,293			
Roe Park Reserve	8,157	107	66	107	66								8,264	8,223			
Restricted Cash	41,240	539	376	539	376	10,000	10,000	10,000	10,000				51,779	51,615			
	<b>1,481,993</b>	<b>19,098</b>	<b>12,624</b>	<b>19,098</b>	<b>12,624</b>	<b>593,116</b>	<b>593,116</b>	<b>182,998</b>	<b>182,998</b>	<b>(903,830)</b>	<b>0</b>	<b>0</b>	<b>1,190,377</b>	<b>1,677,732</b>			

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual			Amended Budget				
		WDV Value	Proceeds	Profit	(Loss)	WDV Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
	<b>Disposal of Assets</b>								
	1GGL315 - Doctors vehicle	39,500	25,454		(14,046)	39,500	28,000	(11,500)	
	JP00 - CEO Vehicle	47,626	41,818		(5,808)	47,626	46,000	(1,626)	
	JP0036 - DCEO Vehicle	34,160	25,455		(8,705)	34,160	28,000	(6,160)	
	Isuzu Dual Cab Truck	20,855	5,455		(15,400)	20,855	10,000	(10,855)	
	Bomag BW24 Roller	46,900	32,000		(14,900)	46,900	27,500	(19,400)	
	Vibromax VM116	32,980	30,000		(2,980)	32,980	30,000	(2,980)	
	JP0021 - Ranger Utility	25,055	10,909		(14,146)	25,055	7,500	(17,555)	
	JP4816 - Tool Carrier Volvo Loader	82,568	35,000		(47,568)	82,568	30,000	(52,568)	
	Sale of 9 Monash Avenue (Land & Building)	171,882				171,882	120,000	(51,882)	
	Sale of 2 Coral Sea Road (Land & Building)	68,411				68,411	120,000	51,589	
	Sale of 8 Derrick Street (Land & Building)	146,562				146,562	160,000	13,438	
		<b>716,499</b>	<b>206,091</b>	<b>0</b>	<b>(123,553)</b>	<b>716,499</b>	<b>607,000</b>	<b>65,027</b>	<b>(174,526)</b>

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

Note 9: Rating Information	Rate in \$	Number of Properties	Rateable Value \$	YTD Actual			Amended Budget					
				Rate Revenue \$	Interim Rates \$	Back Rates \$	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$		
<b>Differential General Rate</b>												
GRV	9.8991	532	6,550,298	648421	0	0	648,421	648,421	0	0	0	648,421
UV	1.1087	325	215,496,210	2389206			2,389,206	2,389,206	0	0	0	2,389,206
<b>Sub-Totals</b>		<b>857</b>	<b>222,046,508</b>	<b>3,037,627</b>	<b>0</b>	<b>0</b>	<b>3,037,627</b>	<b>3,037,627</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,037,627</b>
<b>Minimum Payment</b>												
GRV	679.00	315	1,273,243	213885	0	0	213,885	213,885	0	0	0	213,885
UV	801.00	36	0	28836	0	0	28,836	28,836	0	0	0	28,836
<b>Sub-Totals</b>		<b>351</b>	<b>1,273,243</b>	<b>242,721</b>	<b>0</b>	<b>0</b>	<b>242,721</b>	<b>242,721</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>242,721</b>
<b>Totals</b>		<b>1,208</b>	<b>223,319,751</b>	<b>3,280,348</b>	<b>0</b>	<b>0</b>	<b>3,280,348</b>	<b>3,280,348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,280,348</b>
Concession							0	0				0
<b>Amount from General Rates</b>							<b>3,280,348</b>	<b>3,280,348</b>				<b>3,280,348</b>
Ex-Gratia Rates							54,977	54,977				54,977
Specified Area Rates							0	0				0
<b>Totals</b>							<b>3,335,325</b>	<b>3,335,325</b>				<b>3,335,325</b>

**Comments - Rating Information**  
CBH Total tonnage treated as ex-gratia rates

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 10: Information on Borrowings**

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
<b>Housing</b>								
Loan 264 - Staff Housing & Seniors Independent Living		500,000	0	21,379				
Loan 259 - Key Personnel Housing	155,403		31,050	63,095	124,353	92,308	1,552	5,178
<b>Community Amenities</b>								
Loan 261 - Housing Bremer Bay	260,144		16,824	34,008	243,320	226,136	2,647	9,423
<b>Transport</b>								
Loan 260 - Bremer Bay Town Centre	323,943		50,680	50,679	273,263	273,264	7,184	10,772
Loan 262 - Grader	97,076		11,926	23,987	85,150	73,089	798	1,543
Loan 263 - Bremer Bay Town Centre Stage 2	350,000		15,508	31,258	334,492	318,742	3,628	9,795
	1,186,566	500,000	125,987	224,406	1,060,579	983,539	15,809	36,711

All debenture repayments were financed by general purpose revenue.

Negative interest payments reflect end of year accrual journals.

(b) New Debentures

18-19 Budget identified new borrowings of \$500,000 the new loan purpose will be for the Staff Housing and Seniors Independent Living Project

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Operating	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected Revenue (d)+(e)	YTD Actual Revenue (Expended) (c)	Unspent Grant (a)+(b)+(c)
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General Purpose Funding</b>												
11	030201	WALGGC	0	297,595	0	0	148,797	297,595	0	297,595	254,618	0
11	030202	WALGGC	0	271,320	0	0	135,660	271,320	0	271,320	217,941	0
11	030205	WALGGC	0	0	0	0	0	0	0	0	0	0
<b>Law, Order and Public Safety</b>												
11	050102	Dept. of Fire & Emerg Operating	0	172,751	0	0	89,652	172,751	0	172,751	117,628	0
11	050106	Dept. of Fire & Emerg Operating	0	33,750	0	0	25,308	33,750	0	33,750	25,911	0
11	050107	Dept. of Fire & Emerg Operating	0	0	0	0	0	0	0	0	0	0
11	050109	Dept. of Fire & Emerg Operating	0	4,000	0	0	2,997	4,000	0	4,000	4,000	0
<b>Education and Welfare</b>												
11	080302	Various	0	0	0	0	0	0	0	0	51	0
<b>Housing</b>												
11	090124	LGIS	0	0	0	0	0	0	0	0	7,490	0
<b>Community Amenities</b>												
11	100501	Various	0	8,500	0	0	4,369	8,500	0	8,500	2,700	0
11	100601	Various	0	0	0	0	0	0	0	0	0	0
11	100701	Various	0	0	0	0	0	0	0	0	0	0
<b>Recreation and Culture</b>												
11	110101	Various	0	0	0	0	0	0	0	0	256	0
11	110301	Lotterywest / Various Operating	0	5,223	0	0	5,223	5,223	0	5,223	42,250	0
11	110313	Department of Sport: Operating	0	0	0	0	0	0	0	0	0	0
11	110601	Various	0	0	0	0	0	0	0	0	273	0
18	110301	Lotterywest	0	0	209,382	0	209,382	209,382	0	209,382	193,319	0
<b>Transport</b>												
11	120212	Main Roads WA	0	87,700	0	0	87,700	87,700	0	87,700	142,536	0
11	120201	Main Roads WA	0	0	0	0	0	0	0	0	1,579	0
11	120218	Main Roads WA	0	23,000	0	0	17,250	23,000	0	23,000	26,229	0
18	120201	Various	0	0	50,000	0	25,000	50,000	0	50,000	0	0
18	120211	Main Roads WA	0	0	705,334	0	528,999	705,334	0	705,334	339,334	0
18	120216	Roads to Recovery	0	0	410,638	0	307,977	410,638	0	410,638	259,529	0
18	120601	Various	0	0	0	0	0	0	0	0	0	0
<b>Other Property and Services</b>												
11	140201	Various	0	0	0	0	0	0	0	0	108	0
11	140210	LGIS WA	0	25,000	0	0	18,747	25,000	500	25,500	6,889	0
11	140311	LGIS WA	0	0	0	0	0	0	0	0	3,263	0
11	140404	ATO	0	48,000	0	0	36,000	48,000	4,000	52,000	32,291	0
11	140512	Various	0	44,813	0	0	33,606	44,813	0	44,813	4,215	0
18	140512	Various	0	0	1,449,250	0	724,625	1,449,250	0	1,449,250	0	0
11	140515	Centrelink	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>			<b>0</b>	<b>1,021,652</b>	<b>2,824,604</b>	<b>2,401,292</b>	<b>2,401,292</b>	<b>3,846,256</b>	<b>4,500</b>	<b>3,850,756</b>	<b>1,682,408</b>	<b>0</b>
<b>SUMMARY</b>												
	Operating		0	1,021,652	0	0	605,309	1,021,652	4,500	1,026,152	890,226	0
	Operating - Tied		0	0	0	0	0	0	0	0	0	0
	Non-operating		0	0	2,824,604	1,795,983	1,795,983	2,824,604	0	2,824,604	792,182	0
<b>TOTALS</b>			<b>0</b>	<b>1,021,652</b>	<b>2,824,604</b>	<b>2,401,292</b>	<b>2,401,292</b>	<b>3,846,256</b>	<b>4,500</b>	<b>3,850,756</b>	<b>1,682,408</b>	<b>0</b>

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2019**

**Note 12: 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 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Mar 2019
	\$	\$	\$	\$
Trust Building Bond receipts	24,000	8,000	4,000	24,000
Trust Key Bonds receipt	650	0		650
Trust Housing bonds receipt	440	1,100	640	900
Trust Developer fees & bonds receipts	55,658	2,362	2,000	56,020
Trust Other Bonds receipts	1,250	0		1,250
Trust Hall and Shire bonds receipts	0	0		0
Footpath bonds	0	0		0
Trust Waste Management Funds	0	0		0
Trust Regional Waste Management Funds	2,812,001	0	255,845	2,556,156
Trust BB Community Funds receipts	0	20,813	20,813	0
	<b>2,893,998</b>	<b>32,275</b>	<b>283,298</b>	<b>2,638,976</b>

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2019

**Note 13: Capital Acquisitions**

Assets	Asset / Job #	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	Variance YTD Actual to Total Budget	
		\$	\$	\$	\$	\$	\$	
<i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
<b>Housing</b>								
	A52	0		0	144,000	108,000	144,000	
	A894		41,180	41,180	50,000	37,503	8,820	
	A721		16,750	16,750	16,750	12,564	0	
	A25		11,143	11,143	0	0	(11,143)	
	A906	1,094		1,094	0	0	(1,094)	
	A907	1,094		1,094	0	0	(1,094)	
	Lot 263 Collins Street, Jerramungup (3x2) House	1,095		1,095	0	0	(1,095)	
	A909	1,095		1,095	0	0	(1,095)	
	A897L	122,848		122,848	0	0	(122,848)	
	A897	4,460		4,460	2,584,000	1,937,997	2,579,540	
	<b>Housing Total</b>	<b>131,685</b>	<b>69,073</b>	<b>200,758</b>	<b>2,794,750</b>	<b>2,096,064</b>	<b>2,593,992</b>	
<b>Community Amenities</b>								
<b>Recreation And Culture</b>								
	A262I		571	571	0	0	(571)	
	A896		26,395	26,395	22,000	16,497	(4,395)	
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>26,395</b>	<b>26,395</b>	<b>22,000</b>	<b>16,497</b>	<b>(4,395)</b>	
	<b>Buildings Total</b>	<b>132,257</b>	<b>95,467</b>	<b>227,724</b>	<b>2,816,750</b>	<b>2,112,561</b>	<b>2,589,026</b>	

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2019

**Note 13: Capital Acquisitions**

Assets	Asset / Job #	YTD Actual			Amended Budget		Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	
		\$	\$	\$	\$	\$	
<b>Footpaths</b>							
<b>Transport</b>							
	Townsite Footpaths - Bremer Bay	621	621	621	28,034	21,033	27,413
	Extra Path In The New Town Centre	17,476		17,476	18,000	13,500	524
	Bremer Bay Town Centre Footpaths Around I	0	0	0	15,000	11,250	15,000
	<b>Transport Total</b>	<b>18,097</b>	<b>0</b>	<b>18,097</b>	<b>61,034</b>	<b>45,783</b>	<b>42,937</b>
	<b>Footpaths Total</b>	<b>18,097</b>	<b>0</b>	<b>18,097</b>	<b>61,034</b>	<b>45,783</b>	<b>42,937</b>
<b>Furniture &amp; Office Equip.</b>							
<b>Other Property and Services</b>							
	New Computer Equipment		9,544	9,544	8,000	6,003	(1,544)
	Purchase New Pa System		4,343	4,343	4,777	3,582	434
	<b>Other Property and Services Total</b>	<b>0</b>	<b>13,887</b>	<b>13,887</b>	<b>12,777</b>	<b>9,585</b>	<b>(1,110)</b>
<b>Recreation And Culture</b>							
	Upgrade Library Computer X2		0	0	2,340	1,755	2,340
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,340</b>	<b>1,755</b>	<b>2,340</b>
	<b>Furniture &amp; Office Equip. Total</b>	<b>0</b>	<b>13,887</b>	<b>13,887</b>	<b>15,117</b>	<b>11,340</b>	<b>1,230</b>



**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2019

**Note 13: Capital Acquisitions**

Assets	Asset / Job #	YTD Actual			Amended Budget		Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	
		\$	\$	\$	\$	\$	\$
<b>Plant , Equip. &amp; Vehicles</b>							
<b>Transport</b>							
	A898		58,956	58,956	55,095	41,319	(3,861)
	A899		56,157	56,157	54,067	40,554	(2,090)
	A901		32,356	32,356	30,803	23,103	(1,553)
	A902		151,760	151,760	165,000	123,750	13,240
	A903		132,000	132,000	131,250	98,442	(750)
	A904		57,865	57,865	59,010	44,262	1,145
	A905		2,400	2,400	0	0	(2,400)
	<b>Transport Total</b>	<b>0</b>	<b>489,095</b>	<b>489,095</b>	<b>495,225</b>	<b>371,430</b>	<b>6,130</b>
	<b>Plant , Equip. &amp; Vehicles Total</b>	<b>0</b>	<b>489,095</b>	<b>489,095</b>	<b>495,225</b>	<b>371,430</b>	<b>6,130</b>
<b>Public Facilities</b>							
<b>Recreation And Culture</b>							
	A854		132,757	132,757	132,361	99,270	(396)
	A855		57,086	57,086	55,082	41,310	(2,004)
	A856		309,371	309,371	323,816	242,865	14,445
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>499,214</b>	<b>499,214</b>	<b>511,259</b>	<b>383,445</b>	<b>12,045</b>
	<b>Public Facilities Total</b>	<b>0</b>	<b>499,214</b>	<b>499,214</b>	<b>511,259</b>	<b>383,445</b>	<b>12,045</b>

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2019

**Note 13: Capital Acquisitions**

Assets	Asset / Job #	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	Variance YTD Actual to Total Budget	
		\$	\$	\$	\$	\$	\$	
<b>Roads (Non Town)</b>								
<b>Transport</b>								
	Jerramungup North Road		112,733	112,733	135,321	101,493	22,588	
	Cowalellup Road		1,003	1,003	126,020	94,518	125,017	
	Brook Road		93,740	93,740	126,478	94,860	32,738	
	Upgrade 4W'd Access		0	0	8,000	6,003	8,000	
	Stock Road		77,844	77,844	87,830	65,880	9,986	
	Dillon Bay Road	91		91	119,499	89,622	119,408	
	Rabbit Proof Fence Road	74,229		74,229	140,478	105,363	66,249	
	Lake Magenta Road	186,022		186,022	232,881	174,654	46,859	
	Gairdner South Road	242,215		242,215	225,000	168,759	(17,215)	
	Needilup North Road		149,100	149,100	180,000	135,009	30,900	
	Borden Boxwood Road		69,652	69,652	90,000	67,500	20,348	
	Devils Creek Road		145,628	145,628	180,000	135,009	34,372	
	Meechi Road	57,817		57,817	166,738	125,064	51,104	
	Jacup North Road	101,085		101,085	234,461	175,851	32,291	
	<b>Transport Total</b>	<b>661,460</b>	<b>808,603</b>	<b>1,470,063</b>	<b>2,052,706</b>	<b>1,539,585</b>	<b>582,643</b>	
	<b>Roads (Non Town) Total</b>	<b>661,460</b>	<b>808,603</b>	<b>1,470,063</b>	<b>2,052,706</b>	<b>1,539,585</b>	<b>582,643</b>	

**SHIRE OF JERRAMUNGUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2019

**Note 13: Capital Acquisitions**

Assets	Asset / Job #	YTD Actual			Amended Budget			Variance YTD		Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	Budget	Actual to Total Budget		
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Town Streets</b>										
<b>Transport</b>										
	Townsite Reseals - Jerramungup	0	31,700	31,700	30,000	22,518	(1,700)			
	Townsite Reseals - Bremer Bay	0	55,775	55,775	60,000	45,000	4,225			
	Staff Housing & Seniors Independent Living	0	0	0	63,750	47,817	63,750			
	Black Rocks Road	0	57,996	57,996	67,230	50,427	9,234			
	<b>Transport Total</b>	<b>0</b>	<b>145,470</b>	<b>145,470</b>	<b>220,980</b>	<b>165,762</b>	<b>75,510</b>			
	<b>Town Streets Total</b>	<b>0</b>	<b>145,470</b>	<b>145,470</b>	<b>220,980</b>	<b>165,762</b>	<b>75,510</b>			

**Capital Expenditure Total**



### 9.2.3 BUDGET REVIEW 2018/2019

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Author:</b>	Charmaine Solomon, Deputy Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	19 March 2019
<b>Attachments:</b>	1. Budget Review Report 2018/2019
<b>Authority/Discretion:</b>	Executive

#### **SUMMARY:**

This item addresses Council's annual statutory budget review and gives an indication and projection of the end of year financial position. Based on current expenditure patterns and review of road construction projects the forecast end of year position is expected to be a surplus of \$6,129 which this report aims to address. The recommendation seeks to adopt the 18/19 budget review.

#### **BACKGROUND:**

Under regulation 33A (2) and (3) of the *Local Government (Financial Management) Regulations 1996*, a budget review is to be undertaken by Senior Staff, the results of which are to be presented to Council within 30 days of completion and then forwarded to the Department of Local Government, Sport and Cultural Industries, along with Council's determination.

A budget review was undertaken by the Senior Finance Officer and Deputy Chief Executive Officer using figures to 31 January 2019. The attached financials take on a similar format to Council's monthly statements. The results are hereby reviewed and submitted to be adopted by Council.

#### **CONSULTATION:**

Internal consultation within the Finance Department and Council's financial records.

These projections are estimates done to the best of the abilities of the staff involved consulting with current accounts, forecasted expenditures and current budgets. These estimates do not guarantee that the 2018/2019 projected results will match the end of year result as there are many external influences through the remainder of the financial year that can have a bearing on Council's income and capacity for expenditure.

Contained in the attachments in Note 2 is a detailed discussion regarding areas of material variance within the budget forecasts for this financial year.

#### **Major Projects:**

- a) The major project currently under review is Meechi Road which to date is forecast to be higher than budgeted, it is recommended to reallocate funds from the Dillon Bay Road project and the remainder of funds from Rabbit Proof Fence Road.
- b) The Jacup Fire Shed construction will occur prior to 30 June, this is offset by capital grant funding of \$285,014. The Shire is required to pay the costs for power connection which is \$21,412 ex GST which has been factored into the 18/19 budget review process.
- c) At the beginning of December 2018 the Shire of Jerramungup provided the Department of Transport (DoT) with photographs, diving inspection video and a report on the condition of the Boat Ramp at Fisheries due to safety concerns that had been raised. DoT advised in view of the overall poor condition of the ramp facility and given that user safety is paramount the Shire

should give serious consideration to immediately temporarily close the facility with appropriate signage. The Shire immediately engaged Sea Shore Engineering to specify short term urgent repairs to be undertaken to the boat ramp at Fisheries so that it could be re-opened prior to Christmas. Once the cost of the urgent repairs was known the Shire negotiated with the Department of Transport on the costs and the Department of Transport agreed to contribute \$37,992 ex GST towards the work. The total cost of the work was \$66,031 ex GST. As part of the budget review process a transfer of \$25,000 from the Fisheries Boat Ramp Reserve has been factored into the review as the project was not identified in the 2018/19 annual budget.

- d) Since the adoption of the budget the Shire has also received advice that we are unable to claim the GST on the construction costs of any of the Key Worker Accommodation Houses or Aged Care Units. The Shire is therefore unable to claim the GST on the recent purchase of Lot 3 Yandil Place, Bremer Bay.

## **STATUTORY ENVIRONMENT:**

### ***Local Government (Financial Management) Regulations 1996***

#### ***Part 3 Annual budget — s. 6.2***

##### ***33A. Review of budget***

- 1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- 2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- 3) A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\*Absolute majority required.*
- 4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

## **STRATEGIC IMPLICATIONS:**

The Shire's Annual Budget is the primary tool for the implementation of the Strategic Community Plan.

## **FINANCIAL IMPLICATIONS:**

End of Year Financial Forecast as attached.

## **WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council.

## **POLICY IMPLICATIONS:**

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

## **VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

**That Council, BY AN ABSOLUTE MAJORITY;**

1. **ADOPT** the Budget Review for the financial year 2018/2019 that was conducted in accordance with Regulation 33A (2) and (3) of the *Local Government (Financial Management) Regulations 1996*.
2. **APPROVE** a budget amendment to defer the construction of Dillion Bay Road and reallocate total project funds of \$119,499 to Meechi Road.
3. **APPROVE** a budget amendment to reduce the total budget on Rabbit Proof Fence Road by \$58,249 and reallocate funds to Meechi Road.
4. **APPROVE** the construction of the Jacup Bushfire Shed for \$278,634 which will be offset from Department of Fire and Emergency Services capital funding of \$254,654.

**MOTION: OCM190406**

**MOVED: Cr Parsons**

**SECONDED: Cr Leenhouders**

**That Council, BY AN ABSOLUTE MAJORITY;**

6. **ADOPT** the Budget Review for the financial year 2018/2019 that was conducted in accordance with Regulation 33A (2) and (3) of the *Local Government (Financial Management) Regulations 1996*.
7. **APPROVE** a budget amendment to defer the construction of Dillion Bay Road and reallocate total project funds of \$119,499 to Meechi Road.
8. **APPROVE** a budget amendment to reduce the total budget on Rabbit Proof Fence Road by \$58,249 and reallocate funds to Meechi Road.
9. **APPROVE** the construction of the Jacup Bushfire Shed for \$278,634 which will be offset from Department of Fire and Emergency Services capital funding of \$254,654.
10. **APPROVE** the transfer of \$25,000 from the Fisheries Boat Ramp Reserve due to the urgent repairs that were required on the boat ramp at Fisheries Beach.

**CARRIED: 7/0 BY ABSOLUTE MAJORITY**

**9.3 DEVELOPMENT SERVICES**

Nil

## 9.4 EXECUTIVE SERVICES

### 9.4.1 INFORMATION BULLETIN MARCH 2019

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	3 April 2019
<b>Attachments:</b>	1. March 2019 Information Bulletin
<b>Authority/Discretion:</b>	Information

#### **SUMMARY:**

To advise Council on the information items for March 2019 including actions that have been undertaken in relation to decisions of Council and actions performed under delegated authority.

#### **BACKGROUND:**

There is no specific requirement to report on actions performed under delegated authority to Council. However, to increase transparency this report has been prepared for Council and includes actions performed under delegated authority for the month of March 2019.

#### **CONSULTATION:**

#### **COMMENT:**

The Status of Council Decisions report is an important administrative tool used by the Shire to monitor the implementation of Council decisions. Any Council decision that has not yet been fully implemented will remain on the list until it has been completed.

Once the minutes of each Council meeting have been completed, the Executive Assistant uploads each decision of Council into the spreadsheet and allocates it to the relevant Shire office for actioning and comment. The spreadsheet is accessible by all relevant Shire officers.

The Shire enters into various agreements by affixing its Common Seal. The *Local Government Act 1995* states that the Shire is a body corporate with perpetual succession and a Common Seal. Those documents that are to be executed by affixing the Common Seal or signed by the Shire President and the Chief Executive Officer are reported to Council for information on a regular basis.

#### **STATUTORY ENVIRONMENT:**

##### ***Local Government (Administration) Regulations 1996***

##### ***19. Delegates to keep certain records (Act s. 5.46(3))***

*Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —*

- a) how the person exercised the power or discharged the duty; and*
- b) when the person exercised the power or discharged the duty; and*
- c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.*



**STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026; Aspiration 2.5 – Civic Leadership: To provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process

**FINANCIAL IMPLICATIONS:**

There are no financial implications for this report.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for this report.

**POLICY IMPLICATIONS:**

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of March 2019.

**MOTION: OCM190407**

**MOVED: Cr Leenhouders**

**SECONDED: Cr Bailey**

**That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of March 2019.**

**CARRIED: 7/0**

## 9.4.2 SUPPLY OF HOOKLIFT BINS – WASTE AND RECYCLING

**Location/Address:** N/A  
**Name of Applicant:** N/A  
**File Reference:**  
**Author:** Martin Cuthbert, Chief Executive Officer  
**Responsible Officer:** Martin Cuthbert, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 8 March 2019  
**Attachments:**

1. Confidential Schedule of Rates - Cleanaway
2. Confidential Schedule of Rates – S&A Martin
3. Confidential Price Comparison Executive

### SUMMARY:

The Shire of Jerramungup engaged WALGA Procurement Services to undertake a procurement process to appoint a suitable Contractor for the provision of Waste and Recycling Services. As part of that service Cleanaway were requested to provide pricing for the weekly provision of hooklift bins rental fee and service fee for waste and recycling.

An interested local supplier S&A Martin was approached to provide a quote for the weekly provision of hooklift bins rental fee and service fee for waste and recycling.

The schedule of rates provided by Cleanaway and S&A Martin is attached, a price comparison is also attached for Council's information.

### BACKGROUND:

The waste collection contractor (Cleanaway) currently provides the following hooklift bins at the Jerramungup Transfer Station site, however the Shire are currently finalising works at the Jerramungup site to allow for a larger waste hook lift bin to be utilised.

Preference for the waste hook lift bins in Jerramungup is to be a minimum of 30 cubic meters once works have been completed at the Jerramungup transfer station;

2 Hooklift Bins	30 cubic metres	Waste
1 Hooklift Bin	32 cubic metres	Recycling

The waste collection contractor currently provides the following skip bins at the Bremer Bay Transfer Station;

2 Hooklift Bins	30 cubic metres	Waste
1 Hooklift Bin	32 cubic metres	Recycling

### CONSULTATION:

WALGA

Executive Staff

S&A Martin

### COMMENT:

Under the Shire of Jerramungup's current Administration Policy No 4 and Finance Policy No 6 a price preference will apply to all tenders and quotations invited by the Shire for the supply of good and services.

Cleanaway provided a quote for the supply of hooklift bins utilising the WALGA Preferred Supply Arrangement (PSA) for the provision of Waste Collection Goods and Services – C002/11.

S&A Martin provided the Shire with a quote for the supply of hooklift bins only under the Regional Price Preference Policy.

Recyclable collection waste is to be taken by the contractor to be processed at their Material Recovery Facility and any contamination disposed of at its cost.

The Contractor shall be responsible for the sale of the recyclables. Following collection of waste material from bins, the material becomes the property of the Contractor.

When the Contractor places the recyclables into the collection truck they will be delivered to the nominated Material Recovery Facility for on-selling. The Contractor shall notify the Principal of any change in the Material Recovery Facility address.

Only non-recyclable contamination may be removed from the collected material, with all recyclable material to be presented to a Materials Recovery Facility approved by the Principal.

S&A Martin are unable to provide the recycling hooklift bin service as they do not have a recycling site. It is recommended that the supply of hooklift bins for recycling is awarded to Cleanaway.

In regards to the supply of hooklift bins for waste only the Contractor shall ensure the rubbish contained in a vehicle to be kept completely covered at all times except when rubbish is being deposited therein at the nominated disposal site.

The Contractor shall prevent rubbish falling from or being blown from the vehicle. When a vehicle is filled to capacity with rubbish, the Contractor shall ensure it is taken directly to the nominated disposal site and emptied; and

Any rubbish or debris from a vehicle which is blown or displaced onto private or public property shall be retrieved and placed on a vehicle and taken to the disposal site by the Contractor no later than seven (7) days from receiving notification of such an event.

The nominated waste disposal site is located at the Shire of Ravensthorpe Waste Management Facility, Reserve 7380, Moir Road, Ravensthorpe.

An annual consolidated report is required to be provided to the Shire of Jerramungup in order to meet its obligations to the Department of Environment and Conservation Regulation. The preferred contractor will also need to ensure that a monthly report on the waste tonnage delivered to the Ravensthorpe Landfill Facility is accurately recorded and provided to the Shire on a monthly basis.

Under the Shire of Jerramungup's current Regional Price Preference Policy it states;

*"It should be noted that price is only one factor to be considered when the Shire assesses tender or quotation submissions. Value for money principles will be used to achieve the best possible outcome for funds spent by the Shire. This is achieved by assessing all costs and benefits rather than simply selecting the lowest purchase price. Other factors used in the value for money assessment may include:*

- a) Capacity of the business to deliver the goods or services.*
- b) Timeliness for delivery of goods or services.*
- c) Demonstrated experience and quality delivered by the business in past transactions.*
- d) After sales service ability of the business.*
- e) Other local economic benefits of the transaction.*
- f) Compliance with the Shire's safety and risk requirements.*
- g) Ongoing costs associated with the transaction.*
- h) Contract management risks."*

For the supply of General Waste hooklift bins staff have reviewed the price schedule and other factors listed above and recommend that the schedule of rates submitted by Cleanaway for provision of hooklift bins waste be accepted.

**STATUTORY ENVIRONMENT:**

As this was an additional service requested on a monthly basis Cleanaway provided a price schedule through the WALGA's e-quote service. S&A Martin are not a WALGA preferred supplier however as they are a local supplier they had opportunity to quote on the supply of hooklift bins or equivalent for general waste only.

**STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026; Aspiration 1.1 – Environmental Stewardship: To be an industry leader in implementing new technology and initiatives which deliver environmental benefits to the region.

1.1.4 – Development of modern, accessible, cost effective and innovative waste disposal options.

The 2019/2020 Annual Budget will be prepared using the costs submitted by Councils preferred supplier.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for this report.

**POLICY IMPLICATIONS:**

FP6 – Purchasing Policy.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council:**

- 1. ACCEPT the schedule of rates submitted by Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for the provision of of hooklift bins for Recycling at the Bremer Bay and Jerramungup Transfer Stations, for a two (2) year period until 31 March 2021, with the option to extend the term for an additional three (3) x twelve (12) month extensions to 31 March 2024 at the Principals discretion; and**
- 2. ACCEPT the schedule of rates submitted by Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for the provision of hooklift bins for General Waste at the Bremer Bay and Jerramungup Transfer Stations, for a two (2) year period until 31 March 2021, with the option to extend the term for an additional three (3) x twelve (12) month extensions to 31 March 2024 at the Principals discretion.**

**MOTION: OCM190408**

**MOVED: Cr Leenhouders**

**SECONDED: Cr Iffla**

**That Council:**

- 1. ACCEPT the schedule of rates submitted by Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for the provision of of hooklift bins for Recycling at the Bremer Bay and Jerramungup Transfer Stations, for a two (2) year period until 31 March 2021, with the option to extend the term for an additional three (3) x twelve**

**(12) month extensions to 31 March 2024 at the Principals discretion; and**

- 2. ACCEPT the schedule of rates submitted by Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for the provision of hooklift bins for General Waste at the Bremer Bay and Jerramungup Transfer Stations, for a two (2) year period until 31 March 2021, with the option to extend the term for an additional three (3) x twelve (12) month extensions to 31 March 2024 at the Principals discretion.**

**CARRIED: 7/0**

### 9.4.3 RFQ 02/19 – WASTE AND RECYCLING COLLECTION

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 April 2019
<b>Attachments:</b>	1. <b>Confidential</b> WALGA Recommendation Report 2. <b>Confidential</b> – Schedule of Rates
<b>Authority/Discretion:</b>	Executive

#### **SUMMARY:**

The Shire of Jerramungup and the Shire of Ravensthorpe engaged WALGA Procurement Services to undertake a procurement process to appoint a suitable Contractor for the provision of Waste and Recycling Collection Services, utilising the WALGA Preferred Supply Arrangement (PSA) for the provision of Waste Collection Goods and Services – C002/11.

The scope of this engagement included:

- Document Preparation;
- Request for Quotation (RFQ) lodgement via e-Quotes;
- Management of the RFQ open period;
- Provision of two (2) Evaluators;
- Management of the Evaluation Process;
- Provision of a Recommendation Report; and
- Contract Preparation.

The RFQ was issued and Respondents were invited through WALGA's e-Quotes system on Thursday 31 January 2019. This RFQ closed on Thursday, 21 February, 2019 at 5PM (WST).

One (1) single response was received by the closing date of the RFQ. The response was reviewed by an evaluation panel consisting of a representative from each of the Shires, and WALGA staff.

#### **BACKGROUND:**

Cleanaway have been providing waste services since the 1970's and currently provide services to 34 local government authorities including Jerramungup and Ravensthorpe since 2016.

They identify themselves as a '*Community Partner of Choice*' and prove strong recent experience within metro and rural localities and strong knowledge of the logistical challenges and route optimisation requirements servicing 150,000 regional households and operating multiple regional Material Recovery Facilities, including Albany.

The Shire of Jerramungup's current waste collection contract expired on 31 March 2018. The Shire of Jerramungup invited submissions from Preferred Suppliers who are currently part of the Waste Collection Services Preferred Supplier Panel C002.11 for the provision of Waste and Recycling Collection Services within the Shires' boundaries.

The Shire of Jerramungup is seeking a two (2) year contract through until the 31 March 2021, with the option to extend by a further three (3) x twelve (12) month options, at the Shires discretion potentially providing a 5 year term expiring 31 March 2024.

**CONSULTATION:**

WALGA

Executive Staff

**COMMENT:**

All Responses were processed through to the qualitative/price evaluation on the basis that all compliance criteria had been met for the purposes of assessment.

The following table highlights Respondents qualitative score and ranking.

Location	Respondent	Weighted Score	Ranking
Shire of Jerramungup	Cleanaway	75.76	1

The Respondent provided a detailed pricing schedule, the following table shows pricing over the full 5 year term of the Contract, inclusive of the three (3) x twelve (12) month extension options.

**Contract Pricing – Full Term of Contract (excl GST) (incl Option period)**

Service Description	Shire of Jerramungup
Recycling Collection Services	\$152,570
General Refuse Waste Collection	\$555,990
Commercial Waste Collection	\$13,790
Commercial Recycling Collection	\$7,990
Public Litter Bin Collection	\$8,620
<b>TOTAL</b>	<b>\$738,960</b>

The Shire of Jerramungup staff requested the Contractor provide a cost for public litter bin collection in Jerramungup. Currently the public litter collection service in Bremer Bay is carried out by Bremer Produce under an existing contract. The public litter collection in Jerramungup is undertaken in-house by Shire Staff. At the Shire’s current rate for staff wages, overheads and plant costs the cost over the 5 year period is approximately \$21,060. Cleanaway can provide the service over the 5 years for \$8,620 ex GST. Therefore, it is recommended that Council accept the public litter bin collection service.

The Shire of Jerramungup also requested a price to provide a Bulk Waste collection service. The service provides for the collection of green waste, hard waste (general household refuse), e-waste and metals from residential premises within the Shire’s town sites of Jerramungup and Bremer Bay.

This Bulk Waste Service can be negotiated with the Contractor, with the frequency of collections considered;

- Green Waste Bulk Waste Collection in October
- Hard Waste Bulk Waste Collection in April

Staff are investigating the additional Green Waste Bulk Waste Collection service in October to entice landowners to be well prepared for the upcoming bushfire season. It was thought that this would be a proactive approach to bushfire mitigation in the townsites ensuring landowners are “Bushfire Ready”.

The Contractor shall provide all necessary plant, equipment and manpower to ensure that the collection of bulk rubbish is conducted efficiently and effectively. If Council wish to proceed with the Bulk Waste Collection service, Staff will negotiate with the Contractor through the annual budget process.

An annual consolidated report is required to be provided to the Shire of Jerramungup in order to meet its obligations to the Department of Environment and Conservation Regulation. Cleanaway will also provide a monthly report on the tonnage delivered to the Ravensthorpe Landfill Facility.

**STATUTORY ENVIRONMENT:**

In view of the cost of the provision of the service, the *Local Government Act 1995* requires that a tender process is conducted. The use of WALGA preferred suppliers meets this requirement of the Act.

**STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026; Aspiration 1.1 – Environmental Stewardship: To be an industry leader in implementing new technology and initiatives which deliver environmental benefits to the region.

1.1.4 – Development of modern, accessible, cost effective and innovative waste disposal options.

**FINANCIAL/BUDGET IMPLICATIONS:**

The 2019/2020 Annual Budget will be prepared using the costs submitted in Cleanaway's response.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for this report.

**POLICY IMPLICATIONS:**

FP6 – Purchasing Policy.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council:**

1. **ACCEPT** the quotation submitted by Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for the provision of Waste and Recycling Collection Services in accordance with the specifications and rates detailed in their quotation for an initial period of two (2) years until 31 March 2021, with the option to extend the term for an additional three (3) x twelve (12) month extensions to 31 March 2024 at the Principals discretion;
2. **Accept** the Cleanaway Schedule of Rates to provide extra services for;
  - a) **Summer period Bremer Bay – Split town collection**
  - b) **Commercial waste collection**
  - c) **Commercial recycling collection**
  - d) **Public litter bins**
3. **Negotiate** with Cleanaway to provide an annual or bi-annual bulk waste collection (green waste, hard waste, e-waste, metals).

**and**

4. **Delegates** authority to the Chief Executive Officer to negotiate with Cleanaway on the formation of the Contract, subject to any variations (of a minor nature) prior to Contract execution.



**MOTION: OCM190409**

**MOVED: Cr Price**

**SECONDED: Cr Leenhouders**

**That Council:**

- 1. ACCEPT the quotation submitted by Cleanaway under the WALGA Preferred Supplier Contract CO02/11 for the provision of Waste and Recycling Collection Services in accordance with the specifications and rates detailed in their quotation for an initial period of two (2) years until 31 March 2021, with the option to extend the term for an additional three (3) x twelve (12) month extensions to 31 March 2024 at the Principals discretion;**
  - 2. Accept the Cleanaway Schedule of Rates to provide extra services for;**
    - a) Summer period Bremer Bay – Split town collection**
    - b) Commercial waste collection**
    - c) Commercial recycling collection**
    - d) Public litter bins**
  - 3. Negotiate with Cleanaway to provide an annual or bi-annual bulk waste collection (green waste, hard waste, e-waste, metals).**
- and**
- 4. Delegates authority to the Chief Executive Officer to negotiate with Cleanaway on the formation of the Contract, subject to any variations (of a minor nature) prior to Contract execution.**

**CARRIED: 7/0**

3:38pm Murray Flett left the meeting

3:40pm Murray Flett returned to the meeting

#### 9.4.4 RFT001-0319 JACUP FIRE SHED

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Author:</b>	Charmaine Solomon, Deputy Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	9 April 2019
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Request for tender</li><li>2. <b>Confidential</b> - 3 tenders received</li><li>3. Tender scoring sheet</li></ol>
<b>Authority/Discretion:</b>	Information

#### **SUMMARY:**

The Shire of Jerramungup applied for funding in March 2018 to construct a bushfire shed at Lot 301 South Coast Highway, Jacup. The Shire was successful in gaining \$285,014 for the new facility.

This item seeks to appoint a builder to construct the Jacup Bushfire Shed at Lot 301 South Coast Highway, Jacup.

#### **BACKGROUND:**

The application made to the Department was based upon the Department's standard floor plans and the costs to construct the Boxwood and Needilup fire sheds.

In March 2013 Council authorised the Chief Executive Officer and Shire President to execute a lease between the Shire of Jerramungup and Lawson Grains Limited for a portion of Lot 301 on Deposited Plan 33122 for use as a bushfire brigade shed and truck storage. The lease being \$1 rent for a period of 20 years with the expiry date being the 31 December 2032.

However for the Shire of Jerramungup to secure funding from the Department of Fire and Emergency Services for the capital project the land title was required to be in the Shire's name. Section 3.5 Conditions of the Grant in the Local Government Grant Scheme (LGGS) *Approvals for Capital Grants for new facilities are conditional upon suitable land being immediately available so to facilitate construction. The land can be owned freehold by the Local Government (with title) or crown land under management order with the Local Government. The land provided by the Local Government is to be in close proximity to utilities (power, water and communications).*

The Shire then sought approval from the Lawson Grains Board to subdivide and gift the land to the Shire of Jerramungup for the Jacup Bushfire Brigade. On 26 March 2018 Russell Cavill, CEO of Lawson Grains Pty Ltd, advised that the Lawson Grains Board signed off on the gifting of the parcel of land requested by the Jerramungup Shire and advised to proceed with the subdivision process.

Council approved the costs associated with the subdivision process in the 2018/19 budget. The Shire engaged Aaron Caldwell to commence this process in July 2018. One of the requirements to finalise the subdivision process was to liaise with Western Power to provide a scope of works for power connection. The connection of power is not covered through the DFES Capital Grants Program. The Shire will be responsible for the additional cost for power connection which was factored into the 2018/19 budget review of \$21,412 ex GST.

#### **CONSULTATION:**

This project has been discussed with the Council, Department of Fire and Emergency Services and the Jacup Volunteer Bushfire Brigade on a number of occasions.

**COMMENT:**

The request for tender closed 4.00pm on Tuesday 9 April 2019. The recommendation is to award the tender to Plantagenet Sheds & Steel for the construction of the Jacup Bushfire Shed.

**STATUTORY ENVIRONMENT:**

Section 3.57 of the *Local Government Act 1995* applies to this item.

**3.57. Tenders for providing goods or services**

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

**STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

**Aspiration 2.4** – Emergency Management: To ensure that the Shire of Jerramungup is seen as an industry leader in emergency management and preparedness.

2.4.1 – Maintain a high standard of emergency planning and preparedness.

2.4.2 – Retain strong relationships and support to volunteer emergency services.

**FINANCIAL/BUDGET IMPLICATIONS:**

The capital project was factored into the 2018-2019 Budget Review, the project will be offset by DFES Capital Grant of \$285,014.

The power connection of \$21,412 ex GST is a cost to the Shire of Jerramungup which was factored into the 2018/19 budget review.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for this report.

**POLICY IMPLICATIONS:**

FP6 – Purchasing Policy.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council AWARD Tender RFT001-0319 – Construction of the Jacup Bush Fire Shed to Plantagenet Sheds & Steel for the supply and construction of the Jacup Bush Fire Shed.**

**MOTION: OCM190410**

**MOVED: Cr Iffla**

**SECONDED: Cr Bailey**

**That Council AWARD Tender RFT001-0319 – Construction of the Jacup Bush Fire Shed to Plantagenet Sheds & Steel for the supply and construction of the Jacup Bush Fire Shed.**

**CARRIED: 7/0**

#### 9.4.5 POLICY MANUAL REVIEW

<b>Location/Address:</b>	Shire of Jerramungup
<b>Name of Applicant:</b>	Shire of Jerramungup
<b>File Reference:</b>	
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 April 2019
<b>Attachments:</b>	AP1 – Equal Opportunity Policy AP2 – Payments to Employees in Addition to Contact or Award Policy AP3 – Regional Price Preference Policy AP4 – Record Keeping Policy AP5 – Donations Policy AP6 – Council Housing and Staff Accommodation Policy AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy AP8 – Complaint Handling Policy AP9 – Risk Management Governance Framework Policy AP10 – Grievance Policy AP11 – Misconduct, Fraud and Corruption Resilience Policy  FP9 – Portable and Attractive Items Policy FP10 – Asset Management Policy
<b>Authority/Discretion:</b>	Legislative

#### SUMMARY:

The purpose of this report is for Council to consider rescinding policies deemed redundant and adopt new and reviewed policies as detailed in this report.

#### BACKGROUND:

Although not a requirement of the *Local Government Act 1995*, it is considered good practice for Council to review its Policy Manual on a regular basis. It is intended to review the Policy Manual by each section on a monthly basis until all policies have been reviewed during 2019.

In addition to any annual review, any changes to existing policies or the need for new policies identified during the course of the year will be presented through the appropriate meetings for Council consideration.

Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the CEO by the Act.

The objectives of the Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- to enable electors to obtain immediate advice on matters of Council Policy.

- Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of Council policies.

Changes to Council Policy shall be made only on:

1. a) the outcome of the Annual Review or
2. b) an agenda item clearly setting out details of the proposed amendment

Users should be mindful of the fact that, in simple terms:

- Policy provides what can be done;
- Procedures provide for how to do it;
- Delegation provides for who can do it.

It is important to note that the Shire's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

#### **CONSULTATION:**

Internal – Relevant Shire staff have been consulted.

#### **COMMENT:**

A review has been conducted of the Shire of Jerramungup's existing Administration Policies and included are several new Policies for Council consideration. Council Policies are developed to assist Council in achieving its strategic goals and contribute to meeting mandatory obligations with the 'Objective' providing the reason why the Policy has been developed.

Policies guide the discretionary powers of Council's decision making and are defined as "A course of principle of action", while Management Practices explain the steps and the considerations to be followed by management when applying Policy to a matter and are defined as "A series of actions conducted in a certain order or manner to give effect to Policy". Although Management Practices are the responsibility of management they have been included in the report for Council information.

Detail is provided below outlining content, intent and/or proposed changes to the policies included in the review. Note: Policy numbers have been amended to ensure continuity.

#### ***Amended Policies:***

This policy has been reviewed and amended to reflect current industry standard. The main changes are the separation of Policy and Management Practices.

#### **AP2 – Payments to Employees in Addition to Contract or Award Policy**

This policy has been reviewed and amended to reflect current industry standard, including clarification on what is defined by "continuous service".

#### **AP3 – Regional Price Preference Policy**

This policy has been reviewed and amended to reflect current industry standard and compliance with the *Local Government (Financial Management) Regulations 1996*.

#### **AP4 – Record Keeping Policy**

This policy has been reviewed and amended to reflect current industry standard. The main changes are the separation of Policy and Management Practices. This enables easier updating by management to enable new guidelines to be implemented when released to ensure best practice principles are maintained.

#### **AP5 – Donations Policy**

This policy has been reviewed and amended to reflect current industry standard. The main changes are the separation of Policy and Management Practices.

#### **AP6 – Council Housing and Staff Accommodation Policy**

This policy has been reviewed and amended to reflect current industry standard. The main changes are the separation of Policy and Management Practices. The Management Practice will allow greater detail to be included in the management and implementation of tenancy agreements.

#### **AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy**

This policy has been reviewed with no amendments recommended besides formatting and updating of current award hourly rates.

#### **AP8 – Complaint Handling Policy**

This policy has been reviewed and amended to reflect current industry standard. The main changes are the separation of Policy and Management Practices.

#### **AP9 – Risk Management Governance Framework Policy**

This policy has been reviewed and amended to reflect current industry standard. The main changes are the separation of Policy and Management Practices.

#### ***New Policies:***

#### **AP10 – Grievance Policy**

This new policy supports the health and wellbeing of all Council employees by providing them with a documented procedure to ensure a safe working environment. The policy provides for complaints and grievances to be handled and resolved in an appropriate, fair, transparent and timely manner, and in accordance with the principles of natural justice.

#### **AP11 – Misconduct, Fraud and Corruption Resilience Policy**

This new policy will support the Shire of Jerramungup Code of Conduct. It sets out the Shire's commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

From the 2017/2018 financial year, external audits, including performance audits will be conducted through the ambit of the Office of the Auditor General. The Auditor General will be further scrutinising local government from a governance, compliance and risk management perspective compared to a more financial focussed audit that local government was traditionally audited under.

#### **AP12 – Related Party Disclosures Policy**

The Department of Local Government, Sport and Cultural Industries released an Implementation Guide for AASB 124 – Related Party Disclosures to assist local government to meet its new compliance obligations. The Department recommended that each local government adopts a council policy on related party disclosures.

This policy has been drafted to assist Council in meeting its obligations under AASB 124 and a Management Practice developed to assist Elected Members and Key Management Personnel to accurately complete their disclosures.

#### **FP9 – Portable and Attractive Items Policy**

This new policy is in response to amendments to regulation 17A of the *Local Government (Financial Management) Regulations 1996*, which will exclude assets on a local government annual financial report valued under \$5,000. In order to ensure effective asset management of low value assets that are susceptible to theft or loss, local governments will be required to maintain a property register of portable and attractive items. This change brings local governments in line with State Government agencies as specified in Treasurer’s Instruction 410 Record of Assets.

#### **FP10 – Asset Management Policy**

In 2010, the Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia as part of the State Government’s Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013. The *Integrated Planning and Reporting – Asset Management Guidelines* released by the Department of Local Government, Sport and Cultural Industries in 2011 outlined the three core asset planning outputs – Asset Management Policy, Asset Management Strategy and Asset Management Plans.

An Asset Management Policy outlines a local government’s asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced. The Asset Management Policy must support a ‘whole of life’ and ‘whole of organisation’ approach to asset management.

#### ***Policies to Rescind:***

#### **AP9 – Legal Deposit**

This policy is recommended to be rescinded as it duplicates legislation and is not required.

#### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995 s.2.7(2)(b)*

#### *2.7. Role of council*

1. *The council —*
  - (a) *governs the local government’s affairs; and*
  - (b) *is responsible for the performance of the local government’s functions.*
2. *Without limiting subsection (1), the council is to —*
  - (a) *oversee the allocation of the local government’s finances and resources; and*
  - (b) *determine the local government’s policies.*

#### **STRATEGIC IMPLICATIONS:**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026; Aspiration 2.5 – Civic Leadership: To provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications for this report.

**WORKFORCE IMPLICATIONS:**

Policies provide direction for all Shire of Jerramungup employees.

**POLICY IMPLICATIONS:**

As detailed in each policy.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council:**

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm the continued application and operation of each of the following current Council Policies as amended in the report and attached to this report for a further two (2) years or such earlier date as Council may determine from time to time:

AP1 – Equal Opportunity Policy

AP2 – Payments to Employees in Addition to Contract or Award Policy

AP3 – Regional Price Preference Policy

AP4 – Record Keeping Policy

AP5 – Donations Policy

AP6 – Council Housing and Staff Accommodation Policy

AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy

AP8 – Complaint Handling Policy

AP9 – Risk Management Governance Framework Policy

2. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* ADOPT the new Council Policies presented as attached to this report:

AP10 – Grievance Policy

AP11 – Misconduct, Fraud and Corruption Resilience Policy

AP12 – Related Party Disclosures Policy

FP9 – Portable and Attractive Items Policy

FP10 – Asset Management Policy

3. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* Rescind Policy:

4. NOTES the attached associated Management Practices.

**MOTION: OCM190411**

**MOVED: Cr Parsons**

**SECONDED: Cr Trevaskis**

**That Council:**

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm the continued application and operation of each of the following current Council Policies as amended in the report and attached to this report for a further two (2) years or



such earlier date as Council may determine from time to time:

**AP1 – Equal Opportunity Policy**

**AP2 – Payments to Employees in Addition to Contract or Award Policy**

**AP3 – Regional Price Preference Policy**

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**AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy**

**AP8 – Complaint Handling Policy**

**AP9 – Risk Management Governance Framework Policy**

**2. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* ADOPT the new Council Policies presented as attached to this report:**

**AP10 – Grievance Policy**

**AP11 – Misconduct, Fraud and Corruption Resilience Policy**

**AP12 – Related Party Disclosures Policy**

**FP9 – Portable and Attractive Items Policy**

**FP10 – Asset Management Policy**

**3. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* Rescind Policy:**

**AP9 – Legal Deposit**

**4. NOTES the attached associated Management Practices.**

**CARRIED: 7/0**

**10.0 COUNCILLOR REPORTS**

Cr Rex Parsons – Attended 2 x FBG meetings and 2 x CEO Review Committee meetings.

Cr Andrew Price – Attended a WALGA Zone meeting.

Cr Joanne Iffla – Attended a Lower Great Southern Economic Alliance meeting, 2 x CEO Review Committee meetings, Audit Entry Interview teleconference, Great Southern Housing Initiative briefing session with the Executive Staff and Project Officer.

Cr Bill Bailey – Attended a BFAC meeting.

Cr Julie Leenhouders – Attended 2 x CEO Review Committee meetings.

Cr Robert Lester - Attended a Lower Great Southern Economic Alliance meeting, 2 x CEO Review Committee meetings, WALGA Zone meeting, LEMC meeting, met with John Hassell Nationals Candidate, Audit Entry Interview teleconference, Great Southern Housing Initiative briefing with the Executive Staff and Project Officer.

**11.0 NEW BUSINESS OF AN URGENT NATURE**

Cr Leenhouders requested the Shire investigate why the Telstra tower in Bremer Bay is still experiencing issues and mobile coverage is worsening. Executive Staff to follow this through with Telstra and also highlight the significant impact it has on the community in an emergency situation.

Cr Iffla would like the following formally noted as comments have been made by members of the public;

Cr Iffla informed Council that she has purchased the Old Telegraph Station in Bremer Bay the site contained rocks that belonged to the Shire. As the town centre and boat ramp works have been completed the Shire works staff have removed the remaining rocks from her property.

Cr Iffla informed Council that a shire pump was located on their dam. The Shire was pumping water from their dam to carry out road construction works on Meechi Road.

**12.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED  
(CONFIDENTIAL MATTERS)**

Nil

**13.0 CLOSURE**

**13.1 DATE OF NEXT MEETING**

The next ordinary meeting of Council will be held Wednesday, 15 May 2019, commencing at 2.00pm, in the Council Chambers, Jerramungup.

**13.2 CLOSURE OF MEETING**

The Presiding Member closed the meeting at 4:36pm.

These minutes were confirmed at a meeting held  
  
.....  
  
Signed: .....  
Presiding Person at the meeting at which these minutes were confirmed