

Shire of Wiluna

MINUTES



Ordinary Meeting of Council

Held

Wednesday 22 March 2017

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MINUTES**1. Declaration of Opening and Announcement of Visitors**

The Chairperson declared the meeting open at 12.18pm and welcomed Councillors and staff to the meeting.

2. Record of Attendance / Apologies and Leave of Absence Previously Approved

Cr Jim Quadrio	President
Cr Graham Harris	Deputy President
Cr Chris Webb	
Cr Norma Ward	
Cr Stacey Petterson	
Cr Caroline Thomas	

Colin Bastow	Acting Chief Executive Officer
Warren Olsen	Acting Deputy Chief Executive Officer
Tracey Luke	Executive Manager Community & Economic Development
Louka Shopov	Executive Manager Engineering & Development Services
Katrina Boylan	Senior Administration Officer

3. Response to Previous Public Question Taken on Notice

Nil

4. Public Question Time

Nil

5. Applications for Leave of Absence

- 5.1.** Cr Petterson and Cr Harris requested a leave of absence for the Ordinary Council Meeting on 24 May 2017 and Cr Webb requested a leave of absence for the Ordinary Council Meeting on 28 June 2017.

Council Decision**Item 5.1.****MOVED CR THOMAS****SECONDED CR WARD**

That Cr Petterson and Cr Harris be granted a leave of absence for the Ordinary Council Meeting to be held on 24 May 2017 and Cr Webb be granted a leave of absence for the Ordinary Council Meeting to be held on the 28 June 2017.

CARRIED 6/0**Resolution 038/17****6. Notations of Interest****6.1. Interest Affecting Impartiality Shire of Wiluna Code of Conduct****6.2. Financial Interest Local Government Act Section 5.60A**

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Stacey Petterson	10.2.2.	Indirect Financial	Occasional paid worker for Murlpirrmarra

6.3. Proximity Interest Local Government Act Section 5.60B**7. Petitions and Deputations**

Adriano Truscott – Principal, Wiluna Remote Community School

This will be deferred to later in the meeting, Mr Truscott not available until later.

8. Confirmation of Minutes of Previous Meeting**Council Decision****MOVED CR HARRIS****SECONDED CR WEBB**

The Minutes of the Ordinary Meeting held on 22 February 2017 be accepted as a true record of the meeting.

CARRIED 6/0**Resolution 039/17****9. Announcement Presiding Member without Discussion**

Nil

10. Reports of Officers and Committees

10.1. Chief Executive Officer

10.1.1. CEO Performance Review Committee

File:	Personnel File
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	11 March 2017
Date of Meeting:	23 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for the Shire to establish a CEO Performance Review Committee (Committee).

Background

The Council is required to annually review the performance of the Shire's Chief Executive Officer (CEO) and this requirement is best achieved by establishing a dedicated committee of Council to undertake the review.

The Committee should be actively involved in the recruitment and selection processes of selecting a new CEO. This allows for a more manageable interviewing process as it can be difficult to conduct an interview with seven or more interviewers.

Comment

The Role of the Committee should be as follows:

- Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's employment contract
- Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's employment contract to the Council at a Council meeting for consideration and actioning
- Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's employment contract
- Review the Chief Executive Officer's employment contract and make recommendations to Council in relation to varying the contract as and when necessary.
- On behalf of Council, recruit and interview candidates for the position of CEO.
- Recommend to Council a suitable remuneration package to the suitable applicant.

However, the final decision to appoint a CEO or accept an annual performance review will still remain with Council as the Committee is not expected to have any delegated authority.

The DRAFT CEO Performance Review Committee's Terms of Reference sets out the purpose/objectives of the Committee and how it will be operated.

Two Councillors are required to nominate for the Committee's vacant membership positions.

Consultation

Nil

Statutory Environment

Local Government Act 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.38. Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements ABSOLUTE MAJORITY**Officer Recommendation & Council Decision****Item 10.1.1.****MOVED CR HARRIS****SECONDED CR PETTERSON****That Council:**

- 1. Establishes a Shire of Wiluna CEO Performance Review Committee;**
- 2. Adopts the attached Shire of Wiluna CEO Performance Review Committee's Terms of Reference.**
- 3. The following Councillors will be appointed members of the Shire of Wiluna's CEO Performance Review Committee:**
 - a. Shire President, Jim Quadrio;**
 - b. Deputy President, Graham Harris;**
 - c. Councillor Webb; and**
 - d. Councillor Petterson.**

CARRIED 6/0 by Absolute Majority**Resolution 040/17****10.1.2. Policy - Staff Special Remuneration Allowances**

File:	ADM 0180
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	11 March 2017
Date of Meeting:	23 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to seek support from Council to either continue or not continue non-Award Allowances.

Background

The Shire has been offering a number of above award allowances to its staff for a number of years. These additional allowances are as follows:

- Annual Airfare Allowance (\$1,300 per year);
- Gym Membership (Free);
- Use of Gardening Plant & Equipment (Free);
- Attendance Bonus (Outside Crew- \$100 per fortnight);
- Six monthly Attendance Bonus (Outside Crew \$500 subject to receiving all Fortnightly Attendance Bonus for the period);
- District Allowance (\$76.80 per fortnight with dependence or \$38.40 per fortnight without dependence); and
- Builders travel allowance (All staff at \$300 except the logistics coordinator \$900)

Council needs to consider if it supports the continuation of these allowances or their removal.

Comment

The Shire has offered a number of special allowances to encourage the recruitment and retention of staff. As these allowances are outside of the applicable employment awards, Council should have been requested to consider if they are appropriate and the time of introduction.

Unfortunately, if Council wishes to not support the continuation of these allowances then staff will likely have a right to be compensated for their removal. For example, the Shire has included the right for an Annual Airfare Allowance in many of its employment contracts.

The Shire does need to offer special incentives to attract and retain professional and experienced staff to a remote rural location such as Wiluna. Other allowance such as the two different Attendance Bonuses should be discontinued as staff are already paid to attend work. If staff do not attend work, then there are other disciplinary actions that the Shire can pursue to correct this behaviour, which includes the termination of employment. Not all staff are entitled to this allowance which has caused some resentment.

The Chief Executive Officer (CEO) should seek Councils support for any future Fly in Fly Out (FIFO) employment arrangements due to the cost of operating such a scheme and the issues associated with equity and fairness of the previous arrangements.

The Shire is planning to transition its future and current employment contracts to the State Awards as it is not considered to be a Constitutional Corporation. Only organisations which are Constitutional Corporations are required to be on the Federal Award, which most of the employment contracts of the Shire currently are due to WALGA's previous advice.

Under the State Award, Shire employees are subject to a Location (District) Allowance of \$21.30 per week (\$42.60 with a dependant). To be equitable to all staff, it is proposed to offer the same District/Location Allowance which is above the State Award's allowance. The State Award's Location Allowance appears very low for a remote community which has a high cost of living.

The continuation of the free use of the Shire's Gym Facilities and use of the Shire's small plant for maintaining gardens is supported due to the low cost to the Shire and the added benefits to staff.

The CEO reserves the right to not to offer future employees any or all of the above special allowances when it is seen to be unfair to do so. For example, the Annual Airfare should not be offered to any staff who are employed on FIFO basis.

The Shire has been paying a travel allowance of \$300 for the Interpretation and Heritage Building Crew and a \$900 travel allowance to the Building Crew's logistics coordinator for the use of his truck to cart material to Wiluna. The travel allowance will only be operational for the duration of the Interpretation and Heritage centre's renovation works.

Consultation

Shire records

Shire's Finance Team

Statutory Environment

- Local Government Act 1995.
- Local Government Industry Award 2010.
- Local Government Officers (Western Australia) Interim Award 2011.

Risk Assessment

That the Shire is offering Allowance which is not supported by Council.

Policy Implications

Council should endorse a policy on special allowances to assist with the recruitment and retention of Shire staff.

Financial Implications

The annual estimated cost of the following special allowances:

- Annual Airfare Allowance \$19,500 per year;
- Gym Membership \$1,500 per year;
- Attendance Bonus up to \$10,400;
- Six monthly Attendance Bonus up to \$8,000 per year; and
- District Allowance \$25,000.

The Shire is not planning to introduce any new allowances, but to only seek endorsement of the current allowances that are being offered to Shire employees. Therefore, there is no expected increase in costs to the Shire if Council supports the above additional allowances.

Strategic Implications

Leading Wiluna – A strong, capable and well trained workforce and Council operating in a supportive and culturally sensitive work environment.

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.1.2.****MOVED CR HARRIS****SECONDED CR THOMAS****That Council:**

1. Approves the CEO to be able to offer the following allowances to Shire staff:
 - (a) Noncumulative Annual Airfare Allowance (2 x Return Airfares to Perth) of up to \$1,300 per year to full time employees;
 - (b) Free use of the Shire's minor plant & equipment (e.g. hand mower and whipper snipper) for the purpose of garden maintenance of Shire's owned/controlled residential houses;
 - (c) Free Shire Gym Membership;
 - (d) District/Location Allowance (up to \$76.80 per fortnight with dependents or up to \$38.40 per fortnight without dependents);
 - (e) Builders travel allowance \$300; and
 - (f) Builders travel with a truck from the collection of material and supplies \$900.
2. Delete the following allowance at staff next annual performance review:
 - (a) Attendance Bonus (\$100 per fortnight);
 - (b) Six Monthly Attendance Bonus (\$500); and
 - (c) FIFO Flights.

The above 2(a) and 2 (b) allowances are to be added to the applicable staff's (outside crew) annual salary and wages, to compensate them for the loss of these allowances

CARRIED 6/0**Resolution 041/17**

10.1.3. CEO Employment Contract

File:	Personnel File
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	12 March 2017
Date of Meeting:	23 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to approve an employment contract for the CEO position.

Background

The Shire does need to update its previous CEO contract that was last used during the appointment of Andrea Nunan.

Comment

The Shire has received a copy of WALGA's latest template CEO contract. Unfortunately this contract has been drafted to comply with employment conditions of the Federal Award. As the Shire is not considered to be a Constitutional Corporation, the Shire is required to modify the contract to ensure it meets the requirements of the State Award.

The contract was also modified to include some of the current Shire practices:

- Shire undertakes CEO's garden maintenance;
- Accrue up to 60 days of leave before Council can require leave to be taken; and
- Allow the CEO to take leave without Council permission.

Council had been given a DRAFT copy of the CEO contract at the last Council Forum. Since that time the contract has been modified as follows:

- CEO can only hold one position in the Shire; and
- CEO can not bid for any Shire tender/s.

Further items that Council requires to consider prior to the recruitment of a CEO:

- CEO's Position Description;
- Outsourcing of the recruitment process or handle the recruitment in-house;
- Advertising the CEO Vacancy;
- Performance Criteria;
- Remuneration Package; and
- Selection and Appointment Process.

Consultation

The Shire's elected members

Statutory Environment

Local Government Act 1995 - Division 4 Local government employees:

5.36. Local government employees

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

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
 - (1a) Despite subsection (1) —
 - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
 - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
 - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
 - (b) in every other case, cannot be for a term exceeding 5 years.
- (3) A contract under this section is of no effect unless —
 - (a) the expiry date is specified in the contract; and
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.
- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

Additional information can be found in the Local Government Operational Guidelines Number 10 – Appointing a CEO.

Risk Assessment

There is always a risk of having a poorly worded employment contract that does not ensure the desired performance outcomes from the appointed CEO.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The CEO is responsible for achieving Council's strategic goals.

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 10.1.3.*****MOVED CR PETTERSON****SECONDED CR WEBB****That Council endorses the attached CEO employment contract.****CARRIED 6/0****Resolution 142/17**

Cr Webb left the meeting at 12.35pm and returned at 12.36

10.1.4. Human Resource/Staffing Policies

File:	ADM 0180
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	16 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider the adoption of new Human Resource policies that covers the following areas:

- Disciplinary Policy;
- ICT Usage Policy; and
- Social Media Policy.

Background

The Shire has reviewed WALGA's template policies and has modified them where appropriate to better suit the Shire's needs.

Currently the Shire either does not have any suitable policies to cover these areas or needs to update its current policies to better covers these matters.

Comment

WALGA has a number of Human Resource/Staffing Template policies that have been established and reviewed by their Industrial Relations staff. The policies have been developed to comply with the current Industrial Relations Legislative requirements and are easy for staff to read and understand.

The Shire had set aside \$25,000 for the development and updating of its Human Resource/Staffing Policies. However, as a subscriber to the WALGA's Employee Relations service the Shire is able to access their Template polices for free.

Currently the Shire has already adopted three of WALGA's template policies and if Council approve these three DRAFT policies, that number will be six.

Disciplinary Policy has been recommended for adoption by Council to ensure the Shire is consistent and fair when dealing with staff who may have acted inappropriately. A policy of this nature also provides advice and guidance to line managers to ensure their actions are compliant with current industrial requirements.

ICT Usage Policy allows for the Shire to better manage its computer/office equipment. Staff will be better informed about their rights and responsibilities about the use of computer/office equipment and what the consequences may be if they do not comply with the policy.

Social Media Policy is important for staff education as it is a common belief that they can say anything they want on social media. However this is not the case as the Shire does have the right to discipline including terminating the employment, if inappropriate comments are made about the Shire in a public forum. The Shire does need to be more active on social media, so it can better communicate with the local community. Therefore a strong social media policy is required to better manage any public social media interaction.

Consultation

All Staff have been given an opportunity to view and comment on the proposed policies, however no comments have been received.

Statutory Environment

Local Government Act 1995

Local Government Officers (Western Australia) Interim Award 2011.

Risk Assessment

The Shire is required to adopt relevant and appropriate Human Resource Policies and ensure they are enforced. The Shire is also obligated to ensure its staff understand and comply with its Human Resource Policies.

Failure to comply with the above requirement could expose the Shire to Industrial Action by its staff.

Policy Implications

There is a need for the Shire to have policies that will cover the use of its Computer equipment, social media and have a clearly defined staff disciplinary policy that will promote consistency and fairness to all staff.

Financial Implications

Nil

Strategic Implications

Leading Wiluna.

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.1.4.****MOVED CR THOMAS****SECONDED CR WARD****That Council:****Approved the following Human Resource Policies as attached:**

- **Disciplinary Policy;**
- **ICT Usage Policy; and**
- **Social Media Policy.**

CARRIED 6/0**Resolution 043/17****10.1.5. Updated Code of Conduct**

File:	ADM 0180
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	16 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider updating the Shire's current Code of Conduct.

Background

The attached Code of Conduct has been updated to include the following:

- Include the amendment to gifts legislative requirements;
- Reduce conflict of Interest issues;
- Document where additional support with regards to interpretation of the code can be accessed;
- Formalise the new Shire's cultural values; and
- Assist with the improvement of relationship between elected members and staff.

Comment

The current Shire's Code of Conduct has been updated to cover a number of issues that have been recently identified and needed to be resolved.

The recent changes to elected members and designated senior employees relating to gifts has been added to the attached Code of Conduct.

There has been a number of issues that have been identified as either having a potential direct or indirect conflict of interest by staff and contractors. To remove the possibility of a repeat of a recurrence of this issues, it would be appropriate to include them in the Shire's Code of Conduct as follows:

- The Chief Executive Officer can only hold one position within the Shire;
- All Senior Staff are not allowed to bid for Shire Tenders except if it is on behalf of the Shire, e.g. Shires' own Tender.
- Contractors who prepare Tender Documents are not allowed to bid for the Tender.

To assist Elected Members, Committee Members and Staff with the interpretation of the Shire Code of Conduct an additional clause has been added called 6.0 Support/Advice on the Shire's Code of Conduct.

Below is the Cultural Values that the Shire has been promoting to improve staff interaction. The Shire has already actively undertaken some education on the Cultural Values with its staff.

Elected Members, Committee Member and Staff are expected to work within the values and display the following behaviours.

Respect: Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.

Openness: Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.

Leadership: Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.

Excellence: Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

The above Cultural Values are expected to grow and develop over time that will reflect the Shire's development as an organisation.

The attached Code of Conduct has expended comments about what is the expected behaviour between staff and elected members. This approach was taken so that both parties better understand what is acceptable behaviour as the current Code only comments on the elected member's behaviour towards staff.

Consultation

Jim Quadrio, Shire President;
Shire's Senior Staff.

Statutory Environment

The Shire of Wiluna's Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 103 - Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

Risk Assessment

The Code of Conduct is an important statutory document as it is designed to modify elected members and staff behaviour to an acceptable standard e.g. reduce conflicts of interests.

Failure to establish and maintain an appropriate standard of behaviour could expose the Shire to adverse litigation.

Policy Implications

The Shire requires an up to date Code of Conduct.

Financial Implications

Nil

Strategic Implications

Leading Wiluna

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 10.1.5.*****MOVED CR HARRIS****SECONDED CR WEBB****That Council endorse the Attached Code of Conduct****CARRIED 6/0****Resolution 044/17****10.1.6. Review of Corporate Structure**

File:	ADM 0292
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	16 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider a new Corporate Structure.

Background

The Shire President has requested that the current corporate structure be reviewed. A DRAFT Organisation Chart was presented to Shire staff and Elected members for their comment. The Attached Organisational Chart was the version that the Shire's Elected Members have already seen and endorsed in principle.

Comment

The current Corporate Structure is considered to be too top heavy and would require a high level of recruitment from outside of the Shire. The Shires' housing stock does not have enough residential housing for this level of external recruiting. As a result the Shire has been unable to fill a significant number of positions and there are many areas where a sub standard of service is being offered to the community.

The Shire's Community Development Section only has two employees from a structure that had seven funded positions. Currently the Shire is recruiting a Community Development Coordinator - Arts, Heritage and Tourism as the new Interpretive and Heritage Centre including the Art Gallery is just about to reopen after many months of renovations as well as a local Ranger/General Hand/ Events Officer. The remaining three positions are presently at a Coordinator level and expected to remain unfilled for sometime to come due to lack of residential housing.

The Shire does need to consider the provision of additional administration support as this will allow the Executive Managers and above to spend more time on project management as well as strategic planning.

The Shire's Engineering and Development Services Department does need to have two additional positions to assist with asset management duties e.g. roads, building and other infrastructure assets.

Summary of Proposed Changes**CEO Section**

- Senior Administration Officer (Change position title to Executive Assistant).
- Administration Assistant (to be supervised by the Executive Assistant).

Corporate Services

- Deputy CEO to now Manage the Department.
- Executive Manager Corporate Service (Downgraded to Manager of Finance/Accountant).
- Receptionist (Change position title to Customer Service Officer).
- New Position – Administration Support / Records.

Community Development & Economic Services

- Community Development Coordinator - Economic Services (Delete position and move funding to use contractors).
- Community Development Coordinator – Sports & Rec, Youth & Senior Services (Downgrade position to encourage local applications).
- Community Development Coordinator – Events, Communications and Tourism (Delete position and move duties to other positions).
- Community Development Coordinator – Arts, Culture & Learning (Add Tourism and History to the position).
- Arts Centre Trainee – Grant funded position.
- Shire Ranger/General Hand (Add Events to position).
- New Position – Heritage & Tourism Assistant.

Engineering and Development Services

- New Position – Roads Technical Officer.
- New Position – Building Maintenance Officer.

Future reviews

- Need for a second new Senior Finance Officer.
- Need for a Community Development Coordinator – Economic Development (benefits of employee v's contractors).
- Review of Recreation and Leisure Facilities.

Consultation

- Jim Quadrio, Shire President;
- Shire Staff; and
- Elected Members.

Statutory Environment

Local Government Act 1995

Risk Assessment

The proposed Corporate Structure is intended to allow the Shire to fill positions which otherwise would remain unfilled under the current structure due to the lack of Shire housing. Therefore the Shire should be in a better position to complete projects and undertake works and achieve a higher level of compliance.

Policy Implications

Nil

Financial Implications

The proposed changes to the Shire's Corporate Structure has not been fully costed, however with the downgrading and deletion of a number of higher level positions it is only expected to increase the Shire's annual salary and wages cost of between \$150,000 to \$200,000 per year. Although an addition allocation of up to \$150,000 may be need to fund the Shire's use of Economic Development consultants.

A new Building Maintenance Officer is expected to cost around \$35,000 for the remainder of the financial year (\$80,000 p.a). The cost of the position is expected to be funded from building projects and maintenance existing budget allocations. This position will be housed in unit 3, 30 Scotia Street, Wiluna.

Strategic Implications

The Shire's Corporate Structure should be designed to ensure Council's Strategic Objective can be achieved.

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.1.6.****MOVED CR HARRIS****SECONDED CR WARD****That Council:**

- 1. Approves the Attached Organisational Chart (Staffing) as the new Shire Corporate Structure.**
- 2. Approve the appointment of a Building Maintenance Officer which is to be funded from various building maintenance and special projects budget allocations.**

CARRIED 6/0**Resolution 045/17****10.2. Deputy Chief Executive Officer****10.2.1. Execution of Lease for Department of Prime Minister and Cabinet**

File:	ADM 0098
Reporting Officer:	Warren Olsen – Acting Deputy Chief Executive Officer
Date of Report:	13 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to ask the Council to make a resolution pursuant to Part 19 of the Shire of Wiluna Standing Orders Local Law 1999 authorising the execution under seal of a lease to the Department of Prime Minister and Cabinet.

Background

The Shire has leased to the Department of Prime Minister and Cabinet its premises at 47 and 49 Wotton Street, legally described as Lot 36 and lot 37 on Plan no. 223212.

A lease agreement was apparently negotiated with the previous Acting CEO.

JLL (previously known as Jones Lang LaSalle), a commercial property firm who acts on behalf of the Commonwealth of Australia, has recently been chasing up execution of the lease agreement which is attached as an appendix to this agenda.

Comment

The present writer has reviewed the attached lease agreement, which seems to be in order and contains no clauses that would be disadvantageous to the Shire.

Subject to Special Condition 2 (Early termination), the term of the lease is 18 months commencing on 31 December 2016 and expiring on 30 June 2018. There is also a lessee's option to extend the lease for a further term of 6 months.

The lessee must pay all rates, charges, and taxes, and must also pay for all services.

The lease agreement is fair to the lessor, and there is no reason for the Shire not to execute it.

Consultation

The Acting CEO.

Statutory Environment

The lease is subject to the laws of Western Australia.

The lease is designed to be executed under seal. Use of the Council's Common Seal is regulated by part 19 of the Shire of Wiluna Standing Orders Local Law 1999.

Subclause 19.1 (2) provides that the common Seal may only be used on the authority of the Council, and every document to which the seal is affixed must be signed by the president and the CEO (or the CEO's delegate).

Consequently, unless the Council gives a general delegation of authority, each use of the seal must be authorised by a Council resolution.

Risk Assessment

The main risk that would be involved with a lease such as this is that the Shire may want to use the premises for a purpose of its own. This risk is limited to the opportunity cost of not being able to use the premises during the currency of the lease.

In this particular case, that risk is almost completely mitigated by the inclusion of Special Condition 2 of the lease agreement which provides that either party can terminate this lease prior to the expiry date and without penalty upon giving 2 month's written notice to the other party.

Policy Implications

Nil

Financial Implications

The agreement provides for an annual rent of \$5200 plus GST during the first 12 months, with the CPI review on the anniversary of the commencement of the lease.

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.2.1.****MOVED CR WEBB****SECONDED CR WARD**

That, pursuant to Part 19 of the Shire of Wiluna Standing Orders Local Law 1999, the Shire President and the Acting CEO be authorised to execute under the Council's Common Seal the Remote Service Delivery Lease of 47 and 49 Wotton Street to the Commonwealth of Australia represented by the Department of the Prime Minister and Cabinet.

CARRIED 6/0**Resolution 046/17**

Cr Petterson declared an interest and left the meeting at 1.47pm and returned at 1.49pm (after item 10.2.2 was resolved by Council)

10.2.2. Write-off of Sundry Debt – Murlpirrmarra Connection Ltd

File:	ADM 0263
Reporting Officer:	Warren Olsen – Acting Deputy CEO
Date of Report:	14 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to ask the Council to resolve to write off a sundry debt amounting to \$9,850.00 (GST inc).

Background

Councillors will have observed from Note 6 of the Statement of Financial Activity for the period ended 31 January 2017 that outstanding receivables stood at almost \$663,000 for rates and more than \$60,000 for sundry debts.

The present writer has been initiating action to collect some of the outstanding money.

In respect of sundry debts, a little more than \$40,000 (ie. Approximately two-thirds) has been outstanding for more than 90 days. Further investigation has revealed that some of these debts have been outstanding since as long ago as August 2013.

We should attempt to collect the larger debts and, if they prove to be uncollectible, they should be written off. Every endeavour should be made in the future to ensure that we don't allow sundry debts to accumulate or to go uncollected for such a long period of time.

The debt that is the subject of this report should possibly not have arisen in the first place, and it needs to be written off. It is probably not the last of these old sundry debts that will need to be written off, but we will report on the others in due course,

Comment

In December 2014, the Shire's former Manager of Technical Services Rod Liversidge requested the Accounts Section to raise an invoice in the sum of \$10,800 "for WA Department of Sport and Recreation funding for the KidSport Program which is being used by 216 participants aged 5 to 18 years within the Shire of Wiluna to access the Wiluna community swimming pool for a seasonal fee basis in 2014. \$50 swimming pool seasonal fee x 216 participants = \$10,800".

That invoice was invoice no. TI14-227, raised on 19 December 2014 and subsequently cancelled following further advice on 14 April 2015 from Mr Liversidge:

"This is the invoice to cancel and then could you redo an invoice please regarding the same information for \$9,850 – that is for 197 people aged 5 to 18 years. There has just been a revision of the numbers of the children/youth for the Wiluna District".

So invoice no TI14-256 in the amount of \$9,850.00 was raised on 29 May 2015, and that is the debt which we are now asking to be written off.

Sometime thereafter, the Shire received an undated letter from Darren Patten, Chief Executive Officer/Director of Murupirramarra Connection Ltd, concerning 3 invoices. In his letter, Mr Patten said "Invoice No. TI14-256 will be paid very shortly". Mr Patten's comments in relation to the other 2 invoices are not relevant to this report.

That appears to be the last communication that we received from Murupirramarra Connection Ltd until very recently, after the debt was referred to our debt collectors and Murupirramarra Connection Ltd started receiving demands for payment.

As a consequence of receiving demands for payment from our debt collectors, Mr Patten requested a meeting with the CEO and Executive Manager Community and Economic Development on 3 March 2017. At that meeting, Mr Patten revealed that the Shire of Yalgoo had been the administering body for the KidSport grant to which the invoice refers; he further claimed that the money had been repaid to the Shire of Yalgoo.

Enquiries made of the Shire of Yalgoo elicited the following response:

Steven from Yalgoo has confirmed that they've received payment from Murupirramarra regarding the Kidsports Funding.

Note: Steven is unsure how the Shire of Wiluna is connected with them regarding the funding. They had an agreement with Murupirramarra for 3 lots of payments, however something had occurred which led to

Muripirramarra and the Yalgoo Shire settling on a payment of \$15,466.00 (they were expecting more than that).

The present writer subsequently spoke with Mr Paul Goodley from the Department of Sport and Recreation, who is involved with administration of the KidSport program. According to Mr Goodley, \$200 per child was originally allocated through the Shire of Yalgoo to Muripirramarra Connection Ltd in respect of children in Wiluna. However, when the Department of Sport and Recreation learned that it was intended to pay \$50 per child to the Shire in respect of access to the swimming pool, they reduced the allocation to \$150 per child because they were the view that it was not the purpose of the KidSport program to be paying Shires for swimming pool admissions in respect of members of the Shires' own communities.

That being the case, it seems appropriate to write off this debt as the invoices should probably not been raised in the first place.

Consultation

CEO

Executive Manager Community and Economic Development

Executive Manager Corporate Services

Senior Finance Officer

Steven Cosgrove - Coordinator of Governance & Technical Services, Shire of Yalgoo

Paul Goodley, Department of Sport and Recreation

Statutory Environment

Local Government (Financial Management) Regulations 1996

Risk Assessment

There is no risk associated with the recommendation in this report. There is little chance of us collecting the money, and writing-off this particular debt will distance us from what may appear to be an attempt to inappropriately exploit the KidSport program.

Policy Implications

None presently identified. In due course, the Council may wish to adopt some policy guidelines regarding our involvement in applying for grants through 3rd parties.

Financial Implications

Our "collectibles" will be reduced by \$8,954.55 (net of GST). However, as there is little or no prospect of ever collecting the money, this will serve to make our financial statements more realistic.

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.2.2.****MOVED CR HARRIS****SECONDED CR THOMAS**

That the sundry debt amounting to \$8,954.55 plus GST represented by invoice no. TI14-256 be written off.

CARRIED 5/0**Resolution 047/17****10.2.3 Write-off of Rates – Assessment no. A2108**

File:	ADM 0263
Reporting Officer:	Warren Olsen – Acting Deputy CEO
Date of Report:	16 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to ask the Council to resolve to write off a rates debt amounting to \$1,424.98.

Background

Note 6 of the Statement of Financial Activity for the period ended 28 February 2017 revealed that outstanding rates stood at \$618,811.

Not all of that sum will be “overdue”, as outstanding rates will include instalments (approximately \$188,227 due at the end of this month). However, there is still a significant amount that is overdue, including (as at 28 February) \$358,497 in arrears relating to previous years.

The present writer has been initiating action to collect some of the outstanding money.

Not all of the outstanding rates will be collectible, for various reasons.

The debt that is the subject of this report has remained uncollected for so long that the tenement has expired, and the (former) debtor has been deregistered; it is, therefore, uncollectible and it needs to be written off.

It is probably not the last of these old rates debts that will need to be written off, but we will report on the others in due course.

Every endeavour should be made in the future to ensure that we don't allow rates debts to go uncollected for such a long period of time that they become uncollectible, which is a very significant risk for mining sector rates in particular.

Comment

Assessment no. A2108 relates to former exploration tenement E69/02940, which was held by Carnegie Mining Pty Ltd (now deregistered).

The tenement was created on 15 April 2013 and expired on 17 July 2013. The 2012-13 interim rates were \$1,152.16. The 2013-14 rates were levied at \$5,629.61 but, due to the expiry of the tenement on 17th July, a credit of \$5,382.83 was subsequently applied.

No rates were ever paid, and the amount to be written off includes an interest charge of \$26.04.

On 7 July 2015 the Australian Securities and Investments Commission (ASIC) published a notice of proposed deregistration of Carnegie Mining Pty Ltd pursuant to section 601AB of the Corporations Act.

Part 5 A.1 of the Corporations Act 2001 provides that ASIC may deregister a corporation after first giving 2 months' notice of its intention to do so. A search of the ASIC database has revealed that the company was deregistered on 7 September 2015.

In summary, there is no land or tenement to secure the debt and there is no longer a debtor in existence from whom the debt could be collected. Consequently, the debt must be written off.

Consultation

Senior Finance Officer.

Statutory Environment

The Shire's powers to levy and collect rates are set out in Part 6 Division 6 of the Local Government Act 1995 and in Part 5 of the Local Government (Financial Management) Regulations 1996.

Part 5 A.1 of the Corporations Act 2001 (C'wth) deals with the deregistration of corporations. One of the requirements is that ASIC must give 2 months' notice (on its website and in the *Gazette*) before deregistering a corporation.

In the case of a voluntary deregistration pursuant to section 601AA, one of the requirements for deregistration is that the corporation must have no liabilities. In such a case, it is worth advising ASIC during the 2 month notice period if the Shire is owed any debts, because that would result in the deregistration being refused and the Shire would still have a debtor to pursue.

However, in the case of a deregistration initiated by ASIC pursuant to section 601AB, it is not clear that having liabilities is any impediment to deregistration and our experience is that ASIC doesn't really care.

Risk Assessment

There is no risk associated with the recommendation in this report. There is no chance of the Shire ever collecting this debt.

Policy Implications

None presently identified. In due course we will review the Shire's policies and practices with regard to collection of rates and other debts.

Financial Implications

Our "outstanding rates" collectibles will be reduced by \$1,424.98. However, as there is no prospect of ever collecting the money, this will serve to make our financial statements more realistic.

Strategic Implications

Nil.

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 10.2.3.*****MOVED CR WARD****SECONDED CR HARRIS**

That the rates debt amounting to \$1,424.98 relating to Assessment no. A2108 be written off.

RATES 6/0**Resolution 048/17****10.3. Principal Environmental Health Officer and Building Surveyor**

Nil

10.4. Executive Manager of Corporate Services Reports**10.4.1. Financial Report and Accounts Paid in Authority - February 2017**

File:	ADM 0071
Reporting Officer:	Glenn Deocampo – Executive Manager Corporate Services
Date of Report:	13 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to present to Council the Financial Reports for the period ending 28 February 2017, and the accounts paid in by authority for the month of February 2017.

Background

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The financial reports, including the Statement of Financial Activity, for the period ending 28 February 2017, and the list of accounts paid in February 2017 is listed as Appendix 10.4.1.

Comment

The net current asset as at 28 February 2017 is \$9,650,725. The Statement of Financial Activity and Net Current Asset reports details the composition of this surplus.

A report for variances between budgeted and actual expenditure including the required material variances is included in the monthly financial statements.

Consultation

Deputy CEO

Statutory Environment

Local Government Financial Management Regulations 1996 – Regulations 34-35.

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Specific financial implications are outlined in the Statement of Financial Activity.

Strategic Implications

Effective governance and administration of Shire's services and prudent financial management all underpin the ability of the Shire to effectively deliver services and programmes.

Voting Requirement SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.4.1.****MOVED CR THOMAS****SECONDED CR WEBB****For Council to:**

- 1 Receive the Financial Reports, including the Statement of Financial Activity, for the period ending 28 February 2017.**
- 2 Receive the list of accounts paid by authority for February 2017, \$4,969,311.02.**

CARRIED 6/0**Resolution 049/17****10.4.2. Financial Investments Reports**

File:	ADM 0071
Reporting Officer:	Glenn Deocampo – Executive Manager Corporate Services
Date of Report:	12 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to present to Council information regarding the current investments – February 2017.

Background

The Council policy no. 2.20 - Financial Investment Policy requires that monthly report is to be presented to "Council detailing the performance of all investments". Further, it requires that investment register is to be maintained.

The current investments of both reserves and municipal funds are presented as Appendix 10.4.2.

Comment

Municipal Funds: The funds are currently deposited in "call deposit" and fixed term accounts. Both types of deposits yield higher interest than the normal checking account.

A total of \$4,347,809.42 fund was reinvested with AMP-Curve Securities in a fixed term, 182 days, due to mature on 28 March 2017 and the expected interest earnings at maturity is \$59,618.59. This fund includes the Asset Replacement reserve, \$3,238,321.40 and Municipal Funds, \$1,109,488.02.

Reserve Funds: The reserve funds comprised of the following:

Asset Replacement Reserve	\$3,238,321.40
Leave Reserve	\$ 74,062.93
Computer Reserve	\$ 102,489.93
Airport Reserve	\$1,101,653.97
Wiluna Tele centre	\$ 16,100.49

The Leave Reserve, Computer Reserve, Airport Reserve and Wiluna Tele centre reserve funds totalling to \$1,294,307.32 were invested in NAB, 90 days, due to mature on 08 March 2017, and expected earnings at maturity of \$8,297.76.

The call account balance as at 28 February 2017 is \$6,062,941.50.

All investments are done in compliance with the policy.

Consultation

Deputy Chief Executive Officer

Statutory Environment

Nil

Policy Implications

In compliance with Policy No. 2.20 - Financial Investments Policy

Financial Implications

Interest earned from investments is an income for the Council.

Strategic Implications

Effective governance and administration of Shire's services and prudent financial management all underpin the ability of the Shire to effectively deliver services and programmes.

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.4.2****MOVED CR HARRIS****SECONDED CR WARD****For Council to receive the information in this report.****CARRIED 6/0****Resolution 050/17****10.4.3. Budget Review 2016/2017**

File:	ADM 0314
Reporting Officer:	Glenn Deocampo, Executive Manager-Corporate Services
Date of Report:	14 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider and adopt the Budget review for 2016/2017 as presented in the Statement of Financial Activity for the period 1 July 2016 to 31 December 2017

Background

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2017 for the period ending 31 January 2017 is presented to council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a Budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Local governments are required to conduct a Budget review in order to establish whether they are meeting their budget commitments and/or to determine any areas of savings, over-spend/concern or required changes, and give consideration to receipt of income and incurred expenditure in accordance with the adopted budget. Once Officers have completed the review, Council is required to consider the review submitted and determine whether or not to adopt the review or any recommendations made.

The Shire of Wiluna Budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity.

Comment

The actual budget review details are attached (Appendix 10.4.3.), and this provides details of actual income and expenditure to the 31 January 2017, together with the adopted budget estimates, and projected year end budget and variances. There are projected increases and decreases on various income and expenditures both operating and capital as noted in this report. Other projects are anticipated to come in line with the adopted Budget.

There are some changes resulting from the Budget review as noted in the report.

Closing Budget Surplus

As a result of this review, the closing fund has a projected surplus of \$6,877,977. This surplus can be reconciled as follows:

- Net cash from operations to \$2,793,978. There have been savings from salaries and wages due to lack of housing so various positions have been vacant, and also some projects have been delayed and funds not utilised.
- Net cash from capital activities to (\$3,576,533). A number of projects will either be carried over to financial year 2016/2017, or cancelled due to non-availability of funding or such purchase deemed unnecessary. These projects are noted in the budget review reports.
- Net cash from financing activities to \$322,969. Council approved an additional borrowing and net transfer of funds to/from reserves.

Opening Budget/Actual Surplus

The opening budget surplus for 2016/17 remains the same, \$7,279,585 and the actual surplus is \$7,337,562. The difference of \$57,977 between budget and actual are accounting transactions that occurred after budget adoption but before the previous year's financial statements and audit.

Operating/Capital Income and Expenditure

Reasons for variances in income and expenditure for both operating and capital are discussed in the variance analysis reports of the 2016/2017 Budget Review. It is recommended that Council adopt the Budget review as shown in the report provided.

Consultation

Acting Chief Executive Officer
Acting Deputy CEO
Senior Managers

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (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) *The review of an annual budget for a financial year must-*

- (a) *Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *Consider the local government's financial position as at the date of the review; and*
 - (c) *Review the outcomes for the end of that financial year are forecast in the budget.*
- (3) *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.*
- (4) *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.*
- (5) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Specific financial implications are outlined in the Budget review statement. The Budget review is a legislative requirement but also establishes a system for sound and prudent financial management for the Shire, as the Budget underpins the Shire's ability to meet current and future demands/requirements for works, services and programmes.

Council is asked to consider amending the budget to include an additional \$131,500 of operating/capital expenditure.

Strategic Implications

The adopted Budget and subsequent review has been developed using the existing strategic planning documents adopted by Council.

The budget is based on principles contained in the Community Strategic Plan and Forward Capital Works Plan, as well as other operations plans that make up the integrated planning framework.

Voting Requirements ABSOLUTE MAJORITY

Officer Recommendation & Council Decision

Item 10.4.3

MOVED CR THOMAS

SECONDED CR HARRIS

That Council:

1. approve the Budget review for the period 1 July 2016 to 31 January 2017 as per the projected figures indicated in the Statement of Budget review (affixed hereto).
2. approve the following budget amendments:
 - a) Increase the following operating expenditure:
 - i. Fencing repairs and extensions \$10,000; and
 - ii. Building Maintenance – Various Buildings \$10,000
 - b) Increase the following capital expenditure works:
 - i. Wiluna Public Swimming Pool Stairs \$6,500;
 - ii. Additional works towards the Red Hill Lookout \$10,000;
 - iii. Depot Maintenance- removal of old shed \$7,500
 - iv. Depot & Town Maintenance including Casual Staff \$40,000; and
 - v. Depot Caretakers Cottage Renovations \$50,000.
 - c) Transfer from Reserve
 - i. Asset Replacement Reserve (Capital Income) – Depot Caretakers Cottage \$50,000

(The above operating and capital projects are to be funded from reserve or the Estimated Net Current Asset Surplus)
3. note the change in the forecast closing surplus for 2016/2017 from \$0 to \$6,877,977 (\$6,395,000 is expected to be carried forward capital works projects)

CARRIED 6/0 by Absolute Majority

Resolution 051/17

10.5. Executive Manager Economic and Community Development

Nil

7. Petitions and Deputations

Adriano Truscott, Principal of Wiluna Remote Community School, entered the meeting at 1.02pm and gave a brief presentation on the challenges facing the school and also informed Council on how the school operated.

He informed the Council that the school direction is set by the school council and the three main focuses were on Health, Language & Culture and Attendance.

The quality of teachers is set by the Education Department and they also experience the same challenges that most other agencies do in the town, i.e shortage of housing and attracting staff to a remote area.

There was a general discussion around the table with various questions raised by the Councillors. The subject of last year's Christmas party was widely discussed and some Councillors expressed their disappointment that the pastoral children were not included in the receiving of a gift. The consensus was that the Shire would be happy to take on the Christmas Party again.

The subject of numeracy and literacy was raised with Mr Truscott and he agreed it was a difficult area, although a student could be attending every day they have to make a participate in the lessons, at times the children for various reasons could be very hard to engage in learning.

The Shire President thanked Mr Truscott for coming and welcomed any future attendance and expressed that possibly the Shire could pursue some of the challenges facing the school as it affects all of us.

Mr Colin Lockhart entered the meeting at 1.07pm and left at 1.25pm.

Louka Shopov left the meeting at 1.25pm and returned at 1.28pm

Warren Olsen left the meeting at 1.54pm and returned at 1.56pm

10.6. Executive Manager Engineering & Development Services

10.6.1. Wiluna Aerodrome Runway Pavement Investigation Report

File:	ADM 0141
Reporting Officer:	Louka Shopov-Executive Manager Engineering and Development Services
Date of Report:	15 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Background

WML Consultants was engaged by the Shire to carry out a pavement investigation report for the Wiluna Aerodrome .(Appendix 10.6.1). The main goal of investigation was to assess the structural capacity of the runway, taxiway and apron pavement and determine the Pavement Classification Number of the runway.

Comment

WML approached and performed the investigation professionally. Consultants strictly followed the scope of works, set up by the Shire, and engaged suitably qualified and accredited laboratory and site testing subcontractors. A software program COMFAA, developed by the United States Federal Aviation association, was used to calculate the Pavement Classification Number. The report was submitted shortly after the agreed date.

Pavement Classification Number was found to be 23 for an "A" type subgrade and depends on aircraft numbers and their weight. If Cobham BAe-146-100 is operating at its maximum take-off weight of 40,600 kg the PCN reduces to 22. Previously assumed PCN for Wiluna Aerodrome runway was 16.

Consultation

Aerodrome Management Services P/L

Statutory Environment

Nil

Risk Assessment

WML Consultants have recently celebrated 20 years successful practice in Australia. The risk of producing below standard report is minimal.

Policy Implications

2.6 Purchase of Goods and Service

Financial Implications

Site investigation and preparation of the report cost \$26,637 from budget account E126270 Wiluna Aerodrome Operation Costs

Strategic Implications

Shire of Wiluna-Wiluna Airport Master Plan

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 10.6.1.*****MOVED CR HARRIS****SECONDED CR WARD****For Council to:**

- 1. Accept the report from WML Consultants P/L**
- 2. Approve the CEO to either accept or reject any application that is received from air transportation providers to operate heavier planes like the Bae-100-146 based on determined pavement classification number (PNC) of 20.**

CARRIED 6/0**Resolution 052/17**

10.6.2. Permission for a Caravan to be Used on Building Site

File:	ADM 0054
Reporting Officer:	Louka Shopov-Executive Manager Engineering and Development Services
Date of Report:	15 March 2017
Date of Meeting:	22 March 2017
Disclosure of Interest:	Nil

Background

A builder, involved in the Heritage/Interpretive Centre project, has been using a tourists caravan as a temporary accommodation within the area of works. A question from a resident was asked, at the last electors meeting, about the legality of using a caravan for a long period.

Comment

Regulation 11(2) (C) from *Caravan Parks and Camping Grounds Regulations*, specifies the ability to approve 12 months occupation of caravan on land subject to building works being carried out under a building permit.

There is a lack of housing in Wiluna to provide for all workers involved in the project and having a person on site is minimising the risk of vandalism or theft.

Consultation

Shire of Wiluna Building Inspector
Council Forum dated 8 March 2017.

Statutory Environment

Nil

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 10.6.2.*****MOVED CR THOMAS****SECONDED CR HARRIS**

That Council approve the use of a caravan as temporary accommodation by Shire workers at the Heritage/Interpretive Centre for the duration of the renovation works.

CARRIED 6/0**Resolution 053/17****10.7 Committee Reports****10.7.1. Report of the Audit Committee**

The report of the Audit Committee Meeting held on 22 February 2017 is attached as Appendix 10.7.1.

Committee Recommendation & Council Decision***Item 10.7.1.*****MOVED CR WARD****SECONDED CR THOMAS****That:**

- 1. The report of the Audit Committee Meeting of 22 February 2017 be received and noted.**
- 2. In accordance with the recommendation of the Audit Committee:**
 - a) It be noted that the Acting Chief Executive Officer commenced his duty with the Shire of Wiluna in November 2016 and that the Acting Deputy CEO commenced his duty with the Shire of Wiluna at the end of January 2017 and that, consequently, neither of those officers have any direct knowledge of the period under review.**
 - b) It also be noted that Councillors have no direct knowledge of most of the issues with which the Compliance Audit Return is concerned, and therefore rely on the knowledge and advice of the Chief Executive Officer and senior managers.**
 - c) With these qualifications, the 2016 Compliance Audit Return be adopted.**

CARRIED 6/0**Resolution 054/17**

- 11. Elected Members Motion of Which Previous Notice Has Been Given**
Nil
- 12. Urgent Business Approved by the Person Presiding or by Decision of Council**
Nil
- 13. Matters Behind Closed Doors**
Nil
- 14. Closure**
There being no further business the Chairperson closed the meeting at 2.00pm.

These minutes were confirmed at the Ordinary Meeting of Council on the 26 April 2017

Signed _____

(Presiding Person at the meeting of which the minutes were confirmed.)

Date: _____

SHIRE OF WILUNA
CEO PERFORMANCE REVIEW COMMITTEE
TERMS OF REFERENCE

1. Name

The name of the Committee shall be the Shire of Wiluna CEO Performance Review Committee.

2. Head of Power

The Committee is established by Council under Section 5.8 of the *Local Government Act 1995*.

3. Definitions

Act means the *Local Government Act 1995*.

Committee means the Shire of Wiluna CEO Performance Review Committee as stipulated in this document.

Council means the Council of the Shire of Wiluna.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Shire of Wiluna.

Elected Member means a Councillor of the Shire of Wiluna.

Independent Facilitator means the person appointed to assist with the performance review process and who is acceptable to both parties, i.e. CEO and Committee.

KRAs means Key Result Areas as agreed between the CEO and Committee to deliver the key priorities of the Shire of Wiluna Corporate Business Plan.

Salaries and Allowances Determination means the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975* which requires the Tribunal at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

4. Objectives

4.1 The Committee is established to fulfil the following functions:

- 4.1.1 Undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment;
- 4.1.2 In conjunction with the CEO, develop key result areas to deliver the key

priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council;

- 4.1.3 Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination;
- 4.1.4 Provide positive communication opportunities between Council and the CEO;
- 4.1.5 Provide guidance to Council in assessing the CEO's performance.
- 4.1.6 Provide assistance in the selection process of a new CEO e.g. interviews and recommending to Council a suitable candidate etc.
- 4.1.7 Negotiate on behalf of Council a suitable Employment Contract for the CEO. The CEO Employment Contract including remuneration package requires Council final approval.

5. Committee Structure

- 5.1 The Committee shall consist of Shire President, Deputy President and two elected members;
- 5.2 An independent facilitator of the Committee, who is not a member of the Committee, may be appointed under delegation to the Committee by Council to assist with the performance review process; and
- 5.3 A quorum will be three members.

The Committee is supported by the CEO's Executive Assistant or an equivalent position e.g. Council Meeting Minute Taker.

6. Terms of Appointment

Appointment to the Committee shall be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. If a member of the Committee resigns prior to an ordinary local government election, the Council will appoint a replacement.

7. Presiding Member

- 7.1 The Presiding Member of the Committee shall be the Shire President;
- 7.2 The Deputy Presiding Member of the Committee shall be the Deputy President.;
- 7.3 If the Chairperson is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.
- 7.4 The role of the Presiding Member includes:
 - 7.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's Standing Orders Local Law;
 - 7.4.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

- 7.4.3 where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

8. Meetings of the Committee

- 8.1 The Committee will meet as required to facilitate an annual assessment of the CEO's performance and assist with the recruitment of a new CEO as required.
- 8.2 An ordinary or a special meeting of the Committee is to be held:
- 8.2.1.1 if called for by either the Chairperson or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - 8.2.2 if so decided by the Committee; or
 - 8.2.3 if called for by Council.
- 8.3 The Committee shall also meet with the CEO on such dates and at such times as the Committee determines to receive and discuss an update on the progress of KRAs or other matters.

9. Powers of the Committee

- 9.1 The Committee is a formally appointed committee of Council and is responsible to that body.
- 9.2 The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
- 9.3 The Committee does not have any delegated authority.
- 9.4 The Committee recommendations must be adopted by Council before implementation.

10. Voting

- 10.1 Each member of the Committee at a meeting will have one vote.
- 10.2 The Chairperson does not in the event of an equality of votes have a casting vote.
- 10.3 In the event of a tied vote the matter will be referred to the Council for deliberation.

11. Review Process

The CEO's performance review process/procedure shall be agreed upon by both the CEO and Council.

When agreement is not possible between the CEO and Council, then an independent Facilitator will be engaged by the Shire to determine a fair and equitable performance review process/procedure. The Facilitator will take into consideration local government industry standard policy and practices when determining this matter.

12. Dispute

Where the CEO disagrees with the feedback, he/she is entitled to request Council consider the rating.

13. Reporting Requirements

Recommendations arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council as a confidential item.

14. Termination of Committee

Termination of the Committee shall be:

- 14.1 in accordance with the Act; or
- 14.2 at the discretion of Council.

DRAFT A

CHIEF EXECUTIVE OFFICER EMPLOYMENT CONTRACT

SHIRE OF WILUNA

AND

<PREFERRED APPLICANT>

THIS CONTRACT is made the <Contract Date Signed>.

THIS CONTRACT is made between the <Local Government> at <Address>, <Suburb>, Western Australia.

AND **Xxxx Xxxx**

(“the Chief Executive Officer”)

OF **Address>, <Suburb>WA <Postcode>**

BACKGROUND

- A. The Local Government has appointed the Chief Executive Officer pursuant to Section 5.36 of the *Local Government Act 1995* (as amended from time to time).
- B. The Local Government wishes to appoint the Chief Executive Officer for a term of **three or five years**.
- C. The Chief Executive Officer agrees to accept such appointment subject to the terms and conditions of this Contract.

AGREED TERMS

1. DEFINITIONS

DEFINITIONS

In this Contract:

- 1.1 “Act”** means the *Local Government Act 1995*.
- 1.2 “Chief Executive Officer”** means the Chief Executive Officer of the <Local Government>.
- 1.3 “Confidential Information”** means any information, whether or not marked as confidential, owned, received, held or developed by the Local Government, and which is not publicly available and relates in any manner to the operations of the Local Government or their suppliers or clients including but not limited to each of the following:
 - (a) The Local Government’s Intellectual Property, including future and possible Intellectual Property.
 - (b) Personnel, policies, business plans, marketing strategies, products, services, product and service development, finances, funding, pricing policies, or other transactions or affairs of the Local Government.
 - (c) Customer lists, databases, supplier information, partners, alliances.
 - (d) Trade secrets, know-how, secret or confidential operations, processes, approaches or techniques developed by the Local Government in the course of its/their business and operations.
 - (e) Any other information that is or may be commercially valuable to the Local Government or their suppliers or clients.

Information will not be Confidential Information in any of the following circumstances:

- (i) At the time of the disclosure, the information was in the public domain.
- (ii) It can be established by reasonable proof that the information was in the possession or knowledge of the Chief Executive Officer without it being derived from any information obtained from the Local Government.
- (iii) The information is information that is agreed between the Chief Executive Officer and the Local Government in writing as being information that is not to be treated as Confidential Information.

1.4 “Council” means the Council of the Shire of Wiluna

1.5 “Intellectual Property” means each of the following used by or on behalf of the Local Government or developed in connection with the business or operations of the Local Government before, during or after the employment:

- (a) Know-how;
- (b) Trade marks, whether registered or unregistered;
- (c) Domain names;
- (d) Business names;
- (e) Confidential Information;
- (f) Copyright, moral rights, inventions, patents, patent applications, designs;
- (g) any other intellectual property.

1.6 “Industrial Relations Law” means:

1.6.1 Local Government Officers (Western Australia) Interim Award 2011; and

1.6.2 Any other workplace law of the State or Commonwealth which affects the subject matter of this document.

1.7 “Key Result Areas” are those defined in Appendix 1 to this Contract and amended from time to time

1.8 “Local Government” means the body corporate as defined by Section 1.4 of the Act;

1.9 “Long Service Leave Regulations” means the Local Government (Long Service Leave) Regulations

1.10 “Mediation Service” as referred to in Clause 11 means an individual or company contracted to mediate a dispute between the parties.

1.11 “Policies” means the policies adopted by the Council.

1.12 “Position” means the office or position defined in subclause 3.1.

1.13 “Position Description” means Appendix 1 to this Contract, as amended from time to time.

1.14 “SAT” means the Salaries and Allowances Tribunal as prescribed in the Salaries and Allowances Act 1975.

1.15 “Total Reward Package” means the Total Reward Package specified in Clause 6.2.

1.16 “Term” means the term specified at subclause 3.2.

2. INTERPRETATION

Unless expressed to the contrary:

- 2.1** words importing the singular include the plural and vice versa;
- 2.2** if a word or phrase is defined, cognate words or phrases have corresponding definitions;
- 2.3** a reference to a month means a calendar month;
- 2.4** a person includes a firm, an unincorporated association, an incorporated association, a corporation and a government or statutory body or authority;
- 2.5** a person includes his or her legal personal representative, successors and assigns;
- 2.6** a statute, ordinance, code, regulation, award or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 2.7** a right includes a benefit, remedy, discretion, authority or power;
- 2.8** an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- 2.9** a provision or term of this Contract, or another document, contract, understanding or arrangement, includes a reference to a provision or term that is either express or implied;
- 2.10** this Contract or any other document includes this Contract or other document as varied or replaced and notwithstanding any change in the identity of the parties;
- 2.11** writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions or other electronic mail or transmissions;
- 2.12** any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- 2.13** a clause or Schedule is a reference to a clause or Schedule of this Contract; and
- 2.14** headings are for convenience only and do not affect the interpretation of this Contract.

3. CONTRACT TERM

3.1 Appointment

The Shire appoints the Chief Executive Officer and the Chief Executive Officer accepts the appointment to carry out fully the functions of Chief Executive Officer according to the terms and conditions of this Contract and Position Description as set out in Appendix 1 or as may be varied by agreement in writing between the parties from time to time.

3.2 Term

3.2.1 The employment of the Chief Executive Officer will commence on <Date> ("Commencement Date") and continue for a term of three or five years concluding at the close of business on <date> ("Expiry Date") unless it is earlier terminated in accordance with this Contract.

3.2.2 If the Chief Executive Officer is reappointed, the term of employment will be as set out in a new Contract. That new Contract must be executed prior to the Expiry Date, failing which the Chief Executive Officer's appointment and employment will terminate on the Expiry Date.

3.3 Further Contracts

There is no compulsion on either the Council or the Chief Executive Officer to agree to a new Contract. The Council and/or the Chief Executive Officer may initiate discussions not later than 12 months prior to the expiry of the Term for the parties to enter into a new Contract for a further term. The Council may make a decision to finalise those discussions not later than six months prior to the expiry of the term of this Contract. In the event that the Council and the Chief Executive Officer agree to a new contract, a new contract will be executed and will replace this Contract.

4. FUNCTIONS AND DUTIES

4.1 Functions and duties

In addition to the functions and duties set out in an adopted Position Description the Chief Executive Officer must:

- 4.1.1 report directly to and be accountable to the Council;
- 4.1.2 comply with the Act and any other legislation relevant to the Chief Executive Officer's functions and duties;
- 4.1.3 carry out any function and duty incidental to the functions and duties set out in the Position Description and this Contract with a view to achieving the Key Performance Indicators as agreed from time to time;
- 4.1.4 carry out all duties to the best of the Chief Executive Officer's abilities;
- 4.1.5 promote and assist the Council to achieve its aims and objectives as are set out in the Shire's Business Plans;

- 4.1.6 comply with all lawful Council instructions;
- 4.1.7 well and faithfully serve the Shire in a conscientious, expeditious and professional manner acting in the Shire's best interests at all times;
- 4.1.8 comply with the Shire's Code of Conduct as amended from time to time pursuant to section 5.103 of the Act or as prescribed in Regulations under the Act;
- 4.1.9 devote his whole time and attention to the duties during the hours reasonably required to properly perform those duties which the Chief Executive Officer acknowledges are reasonable additional hours for the purposes of the *Local Government Officers' (Western Australia) Interim Award 2011 or equivalent*.
- 4.1.10 attend all meetings of the Council (and Council Committees as may be necessary or as directed by the Council) other than when on approved leave.
- 4.1.11 The Chief Executive Officer confirms that s/he holds all qualifications that s/he has represented himself/herself to the Council as holding.
- 4.1.12 The Council must provide such support staff and office facilities as are reasonably necessary for the Chief Executive Officer to perform the duties.
- 4.1.13 The Chief Executive Office cannot hold any other position in the Shire, other than that of the Chief Executive Officer.
- 4.1.14 The Chief Executive Officer shall not bid for any Shire Tender/s other than on behalf of the Shire. This requirement excluded the Chief Executive Officer from bidding on any Shire Tender or an individual basis or by any associated company/s and/or businesses.

4.2 Powers of Chief Executive Officer

- 4.2.1 Clause 4.1 will not be construed as limiting the Chief Executive Officer's exercise of statutory duties, functions or powers as Chief Executive Officer under the Act or any other relevant legislation.
- 4.2.2 This Contract will be read subject to any legislation affecting the Local Government so as not to exceed the power of the Shire. Where any clause of this Contract would, but for this subclause, have been construed as being in excess of the Shire's powers, both the Contract and the clause will nevertheless be valid to the extent to which they are not in excess of that power.

4.3 Additional business or employment

The Chief Executive Officer must not engage in any additional business or employment, whether paid or voluntary, without the prior written consent of the Council. In the event that Council gave such consent then should any risk arise that the position might conflict with the interests of the Shire, or of the requirement of the position of Chief Executive Officer of the Shire, or his ability to perform the duties then the Chief Executive Officer must immediately notify the Council and obtain Council's further written consent to engage or continue in that additional business or employment.

4.4 Confidential Information re Shire affairs

- 4.4.1 The Chief Executive Officer's obligations of confidentiality as set out in this clause, apply during the employment, and continue to apply at all times following termination of employment.
- 4.4.2 The Chief Executive Officer must hold all Confidential Information in strict confidence.
- 4.4.3 The Chief Executive Officer must not at any time during the course of the employment or subsequently, except as specifically authorised by the Shire, disclose to any person, sell to any person, or share with any person, or copy or make use of in any manner, any Confidential Information of the Shire or any information which the Shire has received from others, which it is obliged to treat as Confidential.
- 4.4.4 The Chief Executive Officer must not make use of any Confidential Information for the benefit of any person other than the Shire.
- 4.4.5 The Chief Executive Officer must not make a copy or summary of any Confidential Information unless required to do so in the course of the employment. If the Chief Executive Officer is required to make a copy of any Confidential Information during the course of the employment, then such record remains the property of the Shire.
- 4.4.6 The Chief Executive Officer must take all necessary and reasonable steps to prevent Confidential Information from being disclosed to any unauthorised person.
- 4.4.7 The Chief Executive Officer indemnifies the Shire for any loss, which arises from any breach of the Chief Executive Officer's obligations under this clause.
- 4.4.8 The Chief Executive Officer must take all necessary and reasonable steps to prevent Confidential Information being disclosed to any unauthorised persons.
- 4.4.9 Without limiting any other obligation under this Agreement, the Chief Executive Officer must not make use of the Confidential Information to the commercial, financial or competitive detriment or disadvantage of the Shire.
- 4.4.10 The Chief Executive Officer must immediately notify the Shire of any actual or suspected unauthorised use, copying or disclosure of the Confidential Information.
- 4.4.11 The Chief Executive Officer must provide any assistance reasonably required by the Shire in proceedings by the Shire against any person for unauthorised use, copying or disclosure of Confidential Information.
- 4.4.12 The Chief Executive Officer acknowledges that these obligations of confidentiality are reasonable and necessary to protect the goodwill and business interests of the Shire. The Chief Executive Officer further acknowledges that the remedy of damages may be inadequate to protect the interests of the Shire, and the Chief Executive Officer (Shire?) is entitled to seek and obtain injunctive relief or any other relief in respect of a breach of these obligations.
- 4.4.13 The Chief Executive Officer acknowledges that a breach of any of these obligations of confidentiality is a very serious matter and may result in summary dismissal.

4.5 Intellectual Property

- 4.5.1 The Chief Executive Officer acknowledges and agrees that it is a condition of employment that the Shire is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Chief Executive Officer (whether alone or with others) in the course of employment.
- 4.5.2 If for any reason any creation or contribution of any documents, materials or other things results in any right, title or interest vesting in the Chief Executive Officer, the Chief Executive Officer must unconditionally and irrevocably assign all of the right, title and interest to the Shire (or any person nominated by the Shire) and do all things necessary for this to occur.
- 4.5.3 The Chief Executive Officer must, at the expense of the Shire, do each of the following:
- (i) Sign any necessary documents and do all things that the Shire may require for perfecting the assignment of the Intellectual Property rights under clause 4.5.2.
 - (ii) Assist in all administrative and legal procedures before any relevant authority, court or other relevant body brought by, for or against the Shire (or any person to whom the Shire directs the Chief Executive Officer to make an assignment under clause 4.5.2) involving any Intellectual Property rights owned by or assigned to the Shire pursuant to this Clause.
- 4.5.4 Any act to be done or document to be signed by the Chief Executive Officer pursuant to clause 4.5.2 may be done or signed by a person authorised in writing by the Shire. The Chief Executive Officer irrevocably appoints any nominee of the Shire to be the Chief Executive Officer's attorney for that purpose.
- 4.5.5 The Chief Executive Officer consents to any act or omission by or authorised by the Shire, or the Shire's assignees, licensees or successors in title that would, but for this consent, otherwise infringe any of the employee's moral rights (as defined in the *Copyright Act 1968*).

4.6 Confidentiality regarding this Contract

Neither the Shire nor the Chief Executive Officer may during or after the termination of employment under this Contract, except in the course of duties to the Shire or Chief Executive Officer respectively or as required by law divulge to any person any information concerning this Contract or the terms and conditions of employment generally or in any particular case.

5. PERFORMANCE DEVELOPMENT AND REVIEW
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5.1 Adherence to Key Result Areas

The Chief Executive Officer agrees with the Shire that the Chief Executive Officer must, in performing the Chief Executive Officer's obligations under this Contract, use every reasonable endeavour to achieve the agreed Key Result Areas ("KRAs").

5.2 Performance Reviews

- 5.2.1 The Chief Executive Officer's performance pursuant to this Contract shall be reviewed by the Council annually during the Term and more frequently if the Council or the Chief Executive Officer perceives that there is a need to do so.
- 5.2.2 The Council shall give the Chief Executive Officer reasonable notice in writing that a performance review is to be conducted to enable the Chief Executive Officer sufficient time to prepare.

5.3 Conduct of Performance Review

- 5.3.1 Any performance review will be conducted on behalf of the Council by the nominated persons or person to whom the Council delegates that task. The Council shall use an independent party to facilitate the performance review.
- 5.3.2 The facilitator of the performance review will be required to act in a fair and reasonable manner at all times in the conduct and analysis of the performance review.
- 5.3.3 In the event that the Chief Executive Officer has not satisfied any or some of the requirements of the Position Description (Requirements) and/or the KRAs, the facilitator and the Chief Executive Officer must establish a plan with a timetable for the Chief Executive Officer to achieve the relevant Requirements and/or KRAs, such plan to include counselling, advice, assistance and additional reviews as are considered necessary by the facilitator to achieve the Requirements and/or KRAs. The Chief Executive Officer agrees to use his best endeavours to achieve the Requirements and/or KRAs in accordance with the plan.

5.4 Procedure

Any performance review conducted shall be broadly based on the following Key Areas having regard to the Position Description and the specific Indicators agreed to by the parties at the end of each performance review:

- 5.4.1 Leadership
- 5.4.2 Councillor Relations
- 5.4.3 External Relations, including customers and stakeholders
- 5.4.4 Organisation Management
- 5.4.5 Planning
- 5.4.6 Financial Management.

6. REMUNERATION

6.1 Remuneration

- 6.1.1 The Shire shall pay the Chief Executive Officer with a Total Reward Package as specified in clause 6.2. The Council shall have the right to unilaterally amend the Total Reward Package at any time should there be a change in law relating to the Total Reward Package. Change in law shall include but not be limited to a change in the Act, other relevant legislation, or decisions of the SAT.
- 6.1.2 The Chief Executive Officer may request the salary sacrifice of certain benefits provided that such arrangements are permitted under Council policies.
- 6.1.3 The salary component of the Total Reward Package is payable fortnightly in equal instalments or otherwise as agreed.
- 6.1.4 The parties agree that the Chief Executive Officer's Total Reward Package includes:

- (a) payment for all hours worked or attendance at meetings or functions outside the Shire's usual office hours, being the reasonable additional hours required and hereby agreed to by the Chief Executive Officer;
- (b) payment of the Shire's contribution to superannuation as required by law from time to time;
- (c) the cost to the Shire of all fringe benefits taxes levied on any part of the Total Reward Package, or on any other benefit provided to the Chief Executive Officer under this Contract; and
- (d) payment for all entitlements to leave loading, overtime loading, weekend or public holiday loading and any other form of salary loading; but not any payment of expenses made pursuant to clause 6.7.

6.2 Total Reward Package Components

The components of the Total Reward Package are:

6.2.1	Salary (cash component)	\$XXX,XXX per year;
6.2.2	The benefit value of the provision of a motor vehicle for private use	\$ XX,XXX per year;
6.2.3	Superannuation X%	\$ XX,XXX per year
6.2.4	Professional memberships	\$ X,XXX per year
6.2.5	Communication Allowance	\$ X,XXX per year
6.2.6	Annual Airfare (non-cumulative)	\$ X,XXX per year
6.2.6	Other benefits outlined in clause 6.5	\$ X,XXX per year
Total:		\$XXX,XXX per year

6.3 Motor Vehicle

- 6.3.1 The Shire must provide and maintain for the unrestricted private use (within the State of Western Australia) of the Chief Executive Officer a motor vehicle in accordance with Shire's motor vehicle policy or other arrangements (including a novated lease) as agreed by Council and the Chief Executive Officer provided there is no additional cost to the Shire. In terms of a Shire motor vehicle the Shire is to pay all operating expenses (including the cost of petrol, oil, comprehensive insurance, registration, repairs, servicing and any Fringe Benefits Tax) in connection therewith. "Unrestricted Private Use" is defined as access to the vehicle for periods including annual leave, long service leave and other paid leave but will exclude periods of unpaid leave.
- 6.3.2 The Chief Executive Officer will be personally responsible for the payment of traffic infringement fines incurred by him including parking fines and speeding fines.
- 6.3.3 The Chief Executive Officer must be the holder of a current 'C' class driver's licence at all times when driving a Shire vehicle.
- 6.3.4 The fuel and servicing costs incurred whilst on annual or long service leave outside the State will not be reimbursed by the Shire.
- 6.3.5 Unlimited Private use entitles the Chief Executive Officer to use the motor vehicle for both business and private purposes in Western Australia. The Chief Executive Officer's spouse may also drive the vehicle.

6.3.6 The Chief Executive Officer is responsible for the motor vehicle being maintained, serviced and cleaned in an appropriate manner.

6.3.7 The benefit value of the provision of a motor vehicle for private use is \$XX,XXX. The Shire is providing the Chief Executive Officer with a motor vehicle as it is considered a tool of trade for the position. Therefore, the Shire agrees that the benefit value of the provision of a motor vehicle for private use is not considered part of the Total Reward Package under the current SAT determination.

6.4 Superannuation

6.4.1 The Shire will make superannuation contributions, on behalf of the Chief Executive Officer, during the term of the Contract in satisfaction of the Shire's obligations under applicable Superannuation Guarantee Legislation (and the Trust Deed of the WA Local Government Superannuation Plan

6.4.2 In addition to its obligations in clause 6.4.1, the Shire will make a superannuation contribution of X% p.a. of the Chief Executive Officer's salary on behalf of the Chief Executive Officer. The Chief Executive Officer acknowledges that should the Shire's obligations under applicable superannuation guarantee legislation increase, the increase will be absorbed against the superannuation contribution made in accordance with this clause.

6.4.3 The parties agree that the Shire's superannuation contributions will be paid into a fund chosen by the Shire unless the Chief Executive Officer nominates another by providing the Shire with a duly completed 'Choice of Superannuation Fund Standard Choice Form' or other relevant documentation as required under the Superannuation Choice provisions.

6.4.4 Provided that such request complies with applicable Superannuation Guarantee Legislation, the Chief Executive Officer may request that additional amounts of superannuation are paid by salary sacrifice on the Chief Executive Officer's behalf.

6.5 Regional/Isolation Allowance

6.5.1 The Shire shall provide the Chief Executive Officer with an annual Regional/Isolation Allowance of \$XX,XXX. This Regional/Isolation Allowance is paid as an amount additional to the Total Reward Package.

6.5.2 The Shire shall pay this Regional/Isolation Allowance to the Chief Executive Officer as Salary.>

6.5.3 The Chief Executive Officer acknowledges that the provision of an annual Regional/Isolation Allowance of \$XX,XXX may result in an increase to the superannuation benefit that subsequently results in the Total Rewards Package set down by SAT being exceeded. If this occurs, the Chief Executive Officer agrees that the salary must be decreased by an amount that allows the Shire to comply with the Total Rewards Package set down by SAT.

6.6 Housing Allowance (Where Shire owns or leases the accommodation and provides it to the Chief Executive Officer)

6.6.1 The Shire shall provide a property at <address> for the accommodation of the Chief Executive Officer.

6.6.2 The benefit value of the provision of this property to the Chief Executive Officer is \$XX,XXX per annum. This benefit value is not included in the Total Reward Package.

6.6.3 The Shire commits to undertake periodic maintenance, regular garden maintenance and upgrades to the property to ensure it remains in a suitable living condition.

6.6.4 The Chief Executive Officer agrees to maintain the property at an appropriate level. This shall include upkeep of the tidiness and cleanliness of the property.

6.6.5 The Chief Executive Officer requires the approval of the Council prior to making any alterations to the property, including any painting or garden modifications.

6.6 Housing Allowance (Where Shire provides a subsidy to the Chief Executive Officer on property owned or leased by the CEO)

6.6.1 The Shire shall provide a subsidy to the Chief Executive Officer towards accommodation that is owned or leased by the Chief Executive Officer.

6.6.2 The benefit value of the provision of this subsidy as part of the Total Rewards Package to the Chief Executive Officer is \$XX,XXX per annum .

6.6.3 The Shire commits to undertake periodic maintenance and upgrades to the property to ensure it remains in a suitable living condition.

6.6.4 The Chief Executive Officer agrees to maintain the property at an appropriate level. This shall include regular garden maintenance and upkeep of the tidiness and cleanliness of the property.

6.6.5 The Chief Executive Officer requires the approval of the Council prior to making any alterations to the property, including any painting or garden modifications.

6.7 Relocation Expenses

6.7.1 The Shire will reimburse the Chief Executive Officer the reasonable costs associated with the relocation of household goods, personal effects and furniture to an address within the Shire.

6.7.2 Reasonable travel costs of the Chief Executive Officer, his/her spouse and family plus transport of personal vehicles will also be reimbursed.

6.7.3 The reimbursement of relocation/removal expenses and travel costs will be to a total maximum value of \$XXXX.

6.7.4 The Shire agrees that the value of the reimbursement for relocation expenses is not considered part of the Total Rewards Package under the current SAT determination.

6.7.5 Relocation expenses are not payable in the event that the Shire provided a fully furnished residential house.

6.8 Other benefits

Any other benefits, agreed by the parties, that are provided to the Chief Executive Officer by the Shire, are to be included as a component of the Total Reward Package in accordance with the SAT determination.

6.9 Expenses

If:

- 6.9.1 the Chief Executive Officer incurs expenses in the exercise of his or her duties, or the performance of his or her functions, under this Contract; and
- 6.9.2 the Chief Executive Officer provides the Shire with an itemised account, together with supporting documentation, the Shire shall reimburse the Chief Executive Officer for those expenses.

6.10 Valuation

The value to be allocated to each component of the Chief Executive Officer's Total Reward Package shall be determined by the Shire in accordance with such valuation principles as it may adopt from time to time to value benefits extended to its employees.

6.11 Annual review

- 6.11.1 The Total Reward Package shall be reviewed annually by the Council.
- 6.11.2 In a review under sub-clause 6.9.1 there is no obligation on the Shire to increase the salary or amount of the Total Reward Package and the Shire shall not reduce the salary or the Total Reward Package.

7. LEAVE ENTITLEMENTS

Leave entitlement shall be provided in accordance with the NES, as summarised below:

7.1 Annual Leave

The Chief Executive Officer is entitled to five weeks paid annual leave each year. The Council may also direct the Chief Executive Officer to take annual leave if he has accrued over 60 days' entitlement.

7.2 Long service leave

The long service leave accrued by the Chief Executive Officer shall be in accordance with the Shire (Long Service Leave) Regulations.

7.3 Personal leave

- 7.3.1 Paid personal leave is available to the Chief Executive Officer when they are absent:
 -) due to personal illness or injury (sick leave); or
 -) for the purposes of caring for an immediate family or household member who is sick and requires the Chief Executive Officer's care and support (carer's leave); or
 -) for an unexpected emergency affecting the member; or
 -) because of the serious illness, injury or death of an immediate family or household member (bereavement leave).
- 7.3.2 The amount of personal leave to which the Chief Executive Officer is entitled depends on how long they have worked for the Shire and shall accrue as follows:

)	On commencement	10 days
)	On Commencement of 2 and 3rd year of continuous service	10 days
)	On commencement of 4th and subsequent years	12 days

7.3.3 The Chief Executive Officer is entitled to use up to two days' personal leave as non-cumulative paid compassionate leave on any occasion on which a member of the Chief Executive Officer's immediate family or household:

-) contracts or develops a personal illness that poses a serious threat to his or her life; or
-) sustains a personal injury that poses a serious threat to his or her life; or
-) dies.

7.3.4 The Chief Executive Officer is entitled to use up to two weeks personal leave each year to care for members of his or her immediate family or household who are sick and require care and support or for an unexpected emergency affecting the member. This entitlement is subject to the Chief Executive Officer being responsible for the care and support of the person concerned.

7.3.5 The maximum accrual for personal leave is 260 days.

7.4 Parental leave

7.4.1 Parental Leave encompasses Maternity Leave, Paternity Leave and Adoption Leave, and is available if the Chief Executive Officer has been employed for a 12-month period or more immediately preceding the commencement of the leave.

7.4.2 The leave is unpaid (including Public Holidays), and is available for a period of up to 52 weeks in one unbroken period (with the ability to request an additional 52 weeks). Personal leave is not available and no leave entitlements accrue during the period of Parental Leave.

7.4.3 The Chief Executive Officer may take any other forms of paid leave to which he is entitled, such as annual or long service leave, in substitution for some or all of this 52-week period. The maximum entitlement to Paternity Leave is reduced by any maternity leave taken by the Chief Executive Officer's spouse. Paternity Leave cannot normally be taken while the Chief Executive Officer's spouse is on maternity leave.

7.5 Public holidays

The Chief Executive Officer shall be entitled to Western Australian Gazetted public holidays.

7.6 Executive, Community Service and Study Leave

The Chief Executive Officer is entitled to reasonable executive leave and, if relevant, community service and/or study leave by agreement with the Council.

8. SUSPENSION

8.1 If certain circumstances occur relating to the Chief Executive Officer, which at the sole discretion of the Council may warrant termination pursuant to subclause 9.3 or subclause 9.4, while the Council investigates the matter and decides whether to take action according to subclause 9.3 or subclause 9.4, the Chief Executive Officer may be suspended on full pay

until the Council has reached such decision. Subject to subclause 8.3 the period of suspension may be no longer than two months.

- 8.2 The Chief Executive Officer must be provided with written reasons for the suspension and an opportunity to respond to such reasons.
- 8.3 If after two months investigation, the Council is unable to make a decision in accordance with this clause, unless the Council provides substantial reasons justifying an extension of the investigation period, the Chief Executive Officer must resume his ordinary duties in accordance with this Contract.

9. TERMINATION OF EMPLOYMENT

9.1 Effluxion of time

The employment of the Chief Executive Officer shall, unless a new contract is negotiated, terminate on the expiry date specified in Clause 3 of this Contract.

9.2 Termination by Council for any other reason

- 9.2.1 If the Council elects to terminate the employment of the Chief Executive Officer in accordance with this subclause, the Council must approve a payment to the Chief Executive Officer equivalent to the value of one year's total reward package if the contract has one year or more to run, or, if the contract has less than one year to run, a payment not exceeding the value of the total reward package that the Chief Executive Officer would have received if the contract had been completed.

9.3 Termination with notice

The Council may terminate the Chief Executive Officer's employment at any time by giving 4 weeks' notice in writing, or payment in lieu of notice, if the Employee—

- 9.3.1 commits a persistent breach of any of the provisions of this Contract and again breach the provision after being given notice of the breach by the Council;
- 9.3.2 becomes incapacitated by injury or illness from performing in full the functions for an aggregate period of more than 90 days in any period of 12 consecutive months (but that period is not to include any accumulated leave taken);
- 9.3.3 fails to substantially measure up to and achieve the Performance Criteria and continue to do so for a period of 4 weeks after the Council gives him written notice of that failure and of the course of action which the Council wishes him to follow in order to address and correct that failure.
- 9.3.4 A payment under subclause 9.2.1 does not apply where the termination is carried out in accordance with subclause 9.3.

9.4 Summary dismissal

- 9.4.1 The Council may terminate the employment of the Chief Executive Officer prior to the expiry of the Term by notice in writing, or summarily if this is warranted, if:

- (a) the Chief Executive Officer commits any wilful or serious misconduct or wilful neglect in the discharge of the Chief Executive Officer's responsibilities or obligations under this Contract; or
- (b) the Chief Executive Officer wilfully disobeys any reasonable and lawful order or direction by the Council; or
- (c) The Chief Executive Officer commits a serious breach of any of the provisions or terms of this Contract; or
- (d) The Chief Executive Officer is convicted and under sentence for a crime or has been convicted of a serious offence.

9.4.2 A payment under subclause 9.2.1 does not apply where the termination is a result of an event identified under subclause 9.4.

9.5 Termination by Chief Executive Officer

9.5.1 The Chief Executive Officer may terminate this Contract by giving three months' written notice to the Council.

9.6 Return of Property on Termination

Unless otherwise agreed in writing between the parties, within 24 hours of the termination of this Contract, the Chief Executive Officer must deliver up to the Shire any property or thing to which the Shire has an entitlement to possession, namely any Shire vehicle, keys or other security devices, electronic equipment, credit cards and all documents relating to the Shire, such documents comprising any form of information storage including but not limited to financial records, ratepayer lists, information held in any computer compatible form, any security codes used by the Chief Executive Officer in conjunction with the Shire's IT systems, agreements and computer software in his possession or control which relate to the Shire. The Chief Executive Officer must not retain a copy of any documents referred to in this clause.

10. INCONSISTENCY AND SEVERANCE
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10.1 This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Australia, and in their absence, the State of Western Australia.

10.2 If there is any inconsistency between this Contract and any Industrial Relations Law, the Industrial Relations Law prevails, but only to the extent of the inconsistency.

10.3 If there is any inconsistency between this Contract and the Act, the Act prevails but only to the extent of the inconsistency.

10.4 Each provision of this document shall be read and construed independently of the other provisions of this document so that if one or more are held to be invalid for any reason whatsoever, then the remaining provisions shall be valid to the extent that they are not held to be so invalid.

10.5 If a provision of this document is found to be void or unenforceable but would be valid if some part hereof were deleted or the period of application reduced, such provision shall apply with such modification as may be necessary to make it valid and effective.

- 10.6** This Contract may only be varied or replaced by agreement in writing signed by the parties.

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11. DISPUTE RESOLUTION

In relation to any matter that may be in dispute between the Chief Executive Officer and the Council, the parties shall:

- 11.1** attempt to resolve the matter at workplace level by the Chief Executive Officer and the Council, or a person or a committee delegated by the Council for that purpose, meeting and conferring on the matter;
- 11.2** agree to allow either party to refer the matter to a Mediation Service if the matter cannot be resolved at the workplace level;
- 11.3** agree that if either party refers the matter to a Mediation Service, both parties will participate in the mediation process in good faith; and
- 11.4** acknowledge the right of either party to appoint, in writing, another person to advise that party in relation to the mediation process. Such mediation shall operate in a manner as agreed by the parties.
- 11.5** The cost of the Mediation Service will be met by the Shire. Where an advisor is used by either party, that party will be responsible for meeting the cost of the advisor.

12. NOTICES

- 12.1** A notice or other communication required or permitted to be served by a party on another party must be in writing and may be served:
 - 12.1.1** by delivering it personally to that party; or
 - 12.1.2** by sending it by pre-paid post, addressed to that party at his address set out in this Contract or subsequently notified to each party from time to time; or
 - 12.1.3** by facsimile to the facsimile number of the addressee; or
 - 12.1.4** by electronic mail
- 12.2** A notice or other communication is deemed served:
 - 12.2.1** if delivered, upon delivery; or
 - 12.2.2** if posted, on the expiration of two business days after the date of posting; or
 - 12.2.3** if sent by facsimile, on the next business day of the addressee during the addressee's normal business hours, unless the addressee has requested re-transmission before the end of that business day; or
 - 12.2.4** by electronic mail

13. SIGNATORIES

EXECUTED by the parties

The Common Seal of

SHIRE OF WILUNA

was affixed in accordance with the

Local Government Act 1995 in the presence of:

Signature

Name (Printed)

PRESIDENT

Office Held

Signature

PREFERRED APPLICANT

Name (Printed)

CHIEF EXECUTIVE OFFICER, SHIRE OF WILUNA

Office Held

Signature (Witness)

Name (Printed) (Witness)

Office Held

Signature (Witness)

Name (Printed) (Witness)

Office Held

APPENDIX 1 – POSITION DESCRIPTION
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POSITION DESCRIPTION

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SHIRE OF WILUNA

Disciplinary Policy

Policy Statement

The **Shire of Wiluna** may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

Application

This policy applies to all employees who work at **Shire of Wiluna** including contractors, volunteers and any person performing work for or with the **Shire of Wiluna** in any capacity.

Commitment

The **Shire of Wiluna** is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with **Shire of Wiluna** policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

Authority to take Disciplinary Action

Disciplinary action may only be taken when authorised by the Chief Executive Officer **or other appropriate senior manager** or other more senior positions in that Department's reporting line. The authorising officer may only approve disciplinary action after consultation with Chief Executive Officer.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of **Shire of Wiluna** policy and procedures including, but not limited to:

-) breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
-) poor performance such as frequently attending for work late or producing a poor quality or work; or
-) inappropriate personal behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, Cultural Values or wilfully disobeying a lawful instruction.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken.

-) **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the Grievances, Investigations & Resolution Policy and Procedure.
-) **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support.
-) **Confidential:** All parties must keep matters related to a disciplinary process confidential.
-) **Fair and impartial:** The **Shire of Wiluna** strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct includes, but is not limited to:

-) wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
-) conduct that causes serious and imminent risk to:
 - o the health or safety of a person; or
 - o the reputation, viability or profitability of the **Shire of Wiluna's** organisation;
-) the employee, in the course of the employee's employment, engaging in:
 - o theft; or
 - o fraud; or
 - o assault;
-) the employee being intoxicated at work; or
-) the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the **Shire of Wiluna's** Policies, the employee could be disciplined as follows:

-) **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
-) **Written warning** – If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.
-) **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the **Shire of Wiluna** has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the **Shire of Wiluna's** discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the **Shire of Wiluna's** Grievances, Investigations, and Resolutions Procedure.

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the **Shire of Wiluna's** Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the **Shire of Wiluna** has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

Variation to this Policy

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

Related Corporate Documents

-) Managing and Developing Performance Guideline
-) Grievances, Investigations, and Resolutions Policy
-) Grievances, Investigations, and Resolutions Procedure
-) Code of Conduct

Policy Number

Policy Version

Policy Owners

Creation Date

Next Review Due

This policy should be reviewed every 12 months (annually), or more often where circumstances require.

SHIRE OF WILUNA

ICT Use Policy

Policy Statement

Effective security is a team effort involving the participation and support of every **Shire of Wiluna** employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term “employee/s” shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Wiluna** in any capacity.

General Use of ICT Equipment

-) While **Shire of Wiluna**'s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of **Shire of Wiluna**. Because of the need to protect **Shire of Wiluna**'s network, the confidentiality of personal (non-work-related) information stored on any network device belonging to **Shire of Wiluna** cannot be guaranteed; and
-) A degree of personal use is allowed on the **Shire of Wiluna**'s equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
 - Personal use should be conducted either before or after contracted hours of work or authorised breaks;
 - Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
 - Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
 - Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and

- If there is any uncertainty regarding acceptable personal use, then employees should consult their supervisor or manager for guidance.
-) For security and network maintenance purposes, authorised individuals within **Shire of Wiluna** may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
-) **Shire of Wiluna** reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by **Shire of Wiluna** staff should include the 'signature' and disclaimer at the foot of the body of the email, in the format specified by the **Shire of Wiluna's** style guide or as otherwise advised by Communications/Public Relations Officer.

Security and Proprietary Information

-) All information stored on the **Shire of Wiluna's** corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance;
-) Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with **Shire of Wiluna's** advice from the ICT Team;
-) All devices connected to the **Shire of Wiluna's** computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
-) People must use caution when opening files received from unknown senders.

Unacceptable Use

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising **Shire of Wiluna** ICT systems or resources.

System and Network Activities

The following activities are not permitted:

-) Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the **Shire of Wiluna** or the end user;
-) Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the **Shire of Wiluna** or the end user does not have an active license;
-) Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is in unclear;
-) Introduction of malicious programs or code into the network or onto devices connected to the network;
-) Revealing your account password to others or allowing use of your account by others;
-) The **Shire of Wiluna's** equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager and also the ICT Team;
-) Making fraudulent offers of products, items, or services, or running private business interests via any **Shire of Wiluna** equipment, device or account; and
-) Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

-) Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
-) Executing any form of network monitoring which will intercept data not intended for the user's host;
-) Attempting to avoid or bypass **Shire of Wiluna's** network security measures;
-) Interfering with any other user's account, by whatever means; and

-) Using the system in a way that could damage or affect the performance of the network in any way.

Email and Communications Activities

The following activities are not permitted:

-) Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
-) Any form of harassment via electronic/ICT means;
-) Unauthorised use, or forging, of email header information;
-) Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
-) Creating or forwarding "chain letters" or "pyramid" schemes of any type;
-) Use of any of the **Shire of Wiluna's** network or systems for the purpose of generating unsolicited communications;
-) Providing information about, or lists of the **Shire of Wiluna's** employees to parties outside **Shire of Wiluna** or to personal email addresses;
-) Communicating in a manner that could adversely affect the reputation or public image of **Shire of Wiluna**; and
-) Communicating in a manner that could be construed as making statements or representations on behalf of **Shire of Wiluna** without the **Shire of Wiluna's** express permission to do so; and

Users should also endeavor to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

Remote Access

Users with remote access should be reminded that, when they are connected to the **Shire of Wiluna's** network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the **Shire of Wiluna's** corporate equipment and systems. That is, their machines need to connect and communicate reliably with the **Shire of Wiluna's** network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the **Shire of Wiluna's** system:

-) Family members must not violate any of the **Shire of Wiluna's** policies, perform illegal activities, or use the access for outside business interests;
-) The device that is connected remotely to the **Shire of Wiluna's** corporate network should be secure from access by external non-**Shire of Wiluna** parties and should be under the complete control of the user;
-) The use of non-**Shire of Wiluna** email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of **Shire of Wiluna** business, thereby ensuring official business is not confused with personal business; and
-) All devices (whether personal or corporate) connected to the **Shire of Wiluna's** networks via remote access technologies should have up-to-date anti-malicious-code software.

Provision and Use of Mobile Phones and Information/ Communication Devices

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the **Shire of Wiluna** and users must not change service providers unless permitted to do so.

Where a mobile device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the **Shire of Wiluna** should be through the **Shire of Wiluna's** server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

Consequences of Breaching This Policy

-) Any user found to have breached this policy may be subject to disciplinary action including possible termination of employment. The **Shire of Wiluna** may also be

obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

-) Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the **Shire of Wiluna** s employees will be notified of any variation to this policy by the normal correspondence method. All users of the organisations ICT are responsible for reading this policy prior to accessing the organisations ICT.

Statement of Understanding

I confirm that I have received a full copy of the **Shire of Wiluna's** ICT Use Policy, and I understand that that I must comply with the terms and conditions contained within it.

Please do not sign this document unless you fully understand the contents and requirements.

Person's Printed Full Name

Person's Signature

Date

Please forward signed copy to the Human Resources Team.

Related Corporate Documents

-) Code of Conduct
-) Social Media Use Policy

Policy Number

Policy Version

Policy Owners

Creation Date

Next Review Due

This policy should be reviewed every 12 months (annually), or more often where circumstances require.

SHIRE OF WILUNA

Social Media

Policy Statement

The **Shire of Wiluna** understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the **Shire of Wiluna**.

This policy applies to all employees and contractors (whether paid or unpaid) at **the Shire of Wiluna** who access social media for professional or social purposes whether via personal devices or those supplied by the **Shire of Wiluna**.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

*Social Media Use for **Shire of Wiluna** Purposes*

The **Shire of Wiluna** may direct specified employees to use social media for **Shire of Wiluna** purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for **Shire of Wiluna** purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the **Shire of Wiluna**. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

-) Use spell check and proof read each post;
-) Understand the context before entering any conversation;
-) Know the facts and verify the sources;
-) Be respectful of all individuals and communities with which the person interacts with online;
-) Be polite and respectful of other opinions;
-) Seek to conform to the cultural and behavioural norms of the social media platform being used;
-) If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
-) Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the **Shire of Wiluna** may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

*Records Personal/Private Use of the **Shire of Wiluna's** Corporate Sites*

An employee cannot comment on behalf of the **Shire of Wiluna** unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the **Shire of Wiluna** is able to share links that the **Shire of Wiluna** has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

*Personal/Private Use of Non-**Shire of Wiluna** Sites*

Employees at the **Shire of Wiluna** are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the **Shire of Wiluna** and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the **Shire of Wiluna**, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the **Shire of Wiluna's** employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

Statement of Understanding

I confirm that I have received a full copy of the **Shire of Wiluna's** Social Media Policy and I understand that I must comply with the terms and conditions within it.

Please do not sign this document unless you fully understand the contents and requirements.

Person's Printed Full Name

Person's Signature

Date

Please forward signed copy to the Human Resources Team.

Related Corporate Documents

This policy should be read in conjunction with the ICT Use Policy and the Code of Conduct.

Policy Number

Policy Version

Policy Owners

Creation Date

Next Review Due

This policy should be reviewed every 12 months (annually), or more often where circumstances require.



DRAFT CODE OF CONDUCT
For Councillors, Committee Members and
Staff (Employees)

MARCH 2016

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PREAMBLE

The Shire of Wiluna Code of Conduct provides Council Members, Committee Members and staff with consistent guidelines for an acceptable standard of professional conduct. The Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability.

The Shire of Wiluna's Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in: -

- (a) better decision-making by the Shire;
- (b) greater community participation in the decisions and affairs of the Shire;
- (c) greater accountability of the Shire to their communities; and
- (d) more efficient and effective Shire.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Shire's responsibilities may be based.

In VERY simple terms: this Code of Conduct informs every one of the expected/required behaviour and actions from Councillors, Committee members and all staff (including contractors and Volunteers). It also makes everyone aware of the consequences if Councillors, Committee members and staff do not act or behave like this Code of Conduct requires.

STATUTORY ENVIRONMENT

The Shire of Wiluna's Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 103 - Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

"A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

-) achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;*
-) achieving sound financial management and accountability in relation to the Shire's finances;*
-) ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns; working with other governments and organisations to achieve benefits for the community at both a local and regional level;*
-) having an awareness of the statutory obligations imposed on Council Members and on the organisation as a whole.*

In carrying out its functions the Shire of Wiluna will use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff (Employee)

The role of staff is determined by the functions of the Chief Executive Officer (CEO) as set out in S 5.41 of the Local Government Act 1995:

"The CEO's functions are to —

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

- the local government's functions;*
- f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

"(1) The council —

(a) directs and controls the local government's affairs; and 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."*

Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other To achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

-) accept that their role is a leadership, not a management or administrative one;
-) acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
-) refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility;

Staff are employed by and responsible to the CEO of the Shire of Wiluna. While their direction, supervision and management is the sole responsibility of the CEO in accordance with Section 5.41(g) of the *Local Government Act 1995*, it is also recognised that the CEO has a responsibility to the Council of the Shire of Wiluna to ensure employees provide it with relevant and quality advice.

-) Staff shall therefore be aware of their duty to, via the CEO, provide relevant and quality advice to the Council and Committees.
-) Staff shall also act courteously and with due respect during their dealings with the Council, any Committee, any Council Member or Committee member.
-) It is expected that Staff will deal with each other, Council Members and Committee Members in an honest and respectful manner.

Councillors, Committee Members and Staff shall act in a professional, courteous, honest and respectful manner towards each other.

Cultural Values

Elected Members, Committee Member and Staff are expected to work within the values and display the following behaviours.

Respect: Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.

Openness: Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.

Leadership: Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.

Excellence: Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Wiluna, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided. Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing

in land within the Shire area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

- (c) Council Members, Committee Members and staff who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (d) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.
- (e) The Chief Executive Officer and/or designated Senior Employees are not allowed to submit a Tender/Quote for any Shire of Wiluna works and/or services on behalf of themselves or their associated companies or businesses.
- (f) The Shire's Chief Executive Officer including a contractor Chief Executive Officer can only hold one employed/contractor/consultant position within the Shire, that being the position of Chief Executive Officer.
- (g) staff including contractors, who are involved in the preparation of tenders will be excluded from submitting to those Tender/s. This exclusion also applies to any associated business and companies of the staff member/contractor.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting, immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d) (ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e) (ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. **PERSONAL BENEFIT**

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

*“activity involving local government discretion” means an activity -
that cannot be undertaken without an authorisation from the local government; or
by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include -
a gift from a relative as defined in S 5.74(1); or
a gift that must be disclosed under Regulation 30B of the Local Government
(Elections) Regulations 1997; or a gift from a statutory authority, government instrumentality or non-
profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means -
a gift worth between \$50 and \$300; or*

*a gift that is one of 2 or more gifts given to the employee by the same person within
a period of 6 months that are in total worth between \$50 and \$300; “prohibited gift”, in relation to a
person who is an employee, means -*

a gift worth \$300 or more; or

*a gift that is one of 2 or more gifts given to the employee by the same person within
a period of 6 months that are in total worth \$300 or more*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a Shire discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a Shire discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a Shire discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a Shire discretion, notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) - a description; and
 - (1) the estimated value; and
 - (2) the date of acceptance,of each other gift accepted within the 6-month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the Shire in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the Shire.

3.5 DISCLOSURE OF GIFTS AND CONTRIBUTIONS TO TRAVEL AND REMOTE ATTENDANCE AT COUNCIL MEETINGS

As of 4 March 2016, the Act requires **relevant persons** who accept a gift worth more than \$200 to disclose this gift, in writing, to the chief executive officer (CEO) within 10 days of receipt. This replaces the previous process of disclosing these in the annual return. All contributions to travel over \$200 must also be disclosed as do multiple gifts or contributions from the same donor where the total value is over \$200.

The threshold for disclosures remains the same as do the other disclosures required under the Act for the annual return.

A relevant person is defined under section 5.74 of the Act as a person who is a council member or a designated employee which includes:

- (g) mayors
- (h) presidents
- (i) council members
- (j) the CEO
- (k) employees with delegated powers and duties under Part 5, Division 4 of the Act
- (l) employees who are members of committees comprising elected members and employees, and
- (m) other employees nominated by the local government to be designated employees

Section 5.78(1) is amended to remove the need to disclose gifts and contributions to travel under sections 5.82 and 5.83 in the annual return.

Sections 5.82 and 5.83 are amended - From 4 March 2016, these sections require relevant persons to declare gifts and contributions to travel, in writing, to the CEO within 10 days of receipt, rather than on an annual basis. This includes multiple gifts made within a year by the same person,

the aggregate value of which reach the prescribed amount of \$200.

The disclosure for a gift must include:

- (n) a description of the gift
- (o) the name and address of the person who made the gift
- (p) the date on which the gift was received
- (q) the estimated value of the gift at the time it was made, and
- (r) the nature of the relationship between the relevant person and the person who made the gift.

For contributions to travel, the disclosure must include:

- (s) a description of the contribution
- (t) the name and address of the person who made the contribution
- (u) the date on which the contribution was received
- (v) the estimated value of the contribution at the time it was made
- (w) the nature of the relationship between the relevant person and the person who made the contribution
- (x) a description of the travel, and
- (y) the date of travel

3.5.1 Register of gifts and contributions to travel

A new section 5.89A requires the CEO to keep a register of gifts and contributions to travel in the form prescribed (see Form 4 attached).

The CEO is required to make the register available for public inspection and to publish it on the local government's official website.

If the person ceases to be a relevant person, the CEO is to remove from the register all records relating to that person. These records, however, must be retained for at least five years and made available for public inspection.

3.5.2 Offences

New section 5.89B makes it an offence if a person does not comply with sections 5.82 and 5.83 in relation to the disclosure of gifts and contributions to travel.

Section 5.89 is amended making it an offence for the person to give false or misleading information or to provide information which is likely to deceive in relation to the disclosure of gifts and contributions to travel.

The penalty for each offence is a fine of \$10,000 or imprisonment for two years.

Section 9.25(1) is amended to provide that there is no time limit for bringing a prosecution against a person who has not disclosed gifts or contributions to travel.

Local Government (Rules of Conduct) Regulations 2007 amendments

5.5.3 Transitional provisions for council members

Regulations 14 and 15 require council members to disclose gifts and contributions to travel received between 1 July 2015 and 3 March 2016 within 28 days from 4 March 2016 (that is, by 31 March). This disclosure is necessary as these will no longer form part of the annual return. The disclosure needs to be in writing and to the CEO.

Regulations 14(7) and 15(7) require the CEO to maintain the register of gifts and contributions to travel received by council members during the transitional period.

Local Government (Administration) Regulations 1996 amendments

3.5.4 Transitional provisions for designated employees

Regulations 34F and 34G require designated employees to disclose gifts and contributions to travel received between 1 July 2015 and 3 March 2016 within 28 days from 4 March 2016. This disclosure is necessary as these will no longer form part of the annual return. The disclosure needs to be in writing and to the CEO.

Regulation 34F(7) and 34G(7) require the CEO to maintain the register of gifts and contributions to travel received by designated employees during the transitional period.

3.5.5 Forms

Form 3 - Parts 4 and 5 have been deleted from Form 3 (annual return) as there is no longer a requirement to disclose gifts and contributions to travel in the annual return.

Form 4 - New Form 4 is the register the CEO is to keep which is established under section 5.89A of the Act. A copy of this form is attached.

3.5.6 Remote attendance at council meetings

Regulation 14A amended to enable a person with a disability to attend a meeting with fewer restrictions. 'Disability' has the same meaning as in section 3 of the *Disability Services Act 1993*.

- 1) The words 'other than a person with a disability' are inserted in regulation 14A(2) which effectively means that this class of persons will no longer be required to be physically present for at least half of the council meetings.
- 2) The existing definition of 'suitable place' is amended, allowing council to approve a place to be suitable in relation to a person with a disability without the restriction that it must be within a townsite and more than 150 kilometres from the place of the meeting.

3.5.7 Closely associated persons

Regulation 20 is amended to correct a drafting error. The effect is that a person that receives legal or financial professional services from an elected member or supplies those services to an elected member is a closely associated person for the purposes of section 5.62 of the Act. The elected member must disclose this if a matter comes before council in which the person has a direct or indirect interest or a proximity interest. This regulation gives effect to a recommendation by the Panel Inquiry into the City of Cockburn.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

(a) Council Members, Committee Members and staff will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Shire uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community;
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and always act in accordance with their obligation of fidelity to the Shire.

- (b) Council Members will represent and promote the interests of the Shire, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Shire President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Shire, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Shire in an official capacity.
- (ii) The Shire reserves the right to adopt policies relating to corporate dress standards.

(b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving Shire's activities should reflect the status and objectives of that Shire. Communications should be accurate, polite and professional.

-) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that: as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
-) information of a confidential nature ought not be communicated until it is no longer treated as confidential;
-) information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
-) information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

- (ii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Shire may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

-) clearly understand the basis of their appointment; and
-) provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Shire Resources

Council Members and Staff will:

- (a) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire resources entrusted to them effectively and economically in the course of their duties; and

- 5.2 **not use the Shire's resources** (including the services of Shire Staff) for private purposes (other than when supplied as part of a contract of employment or Shire Policy), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer) Travelling and Sustenance Expenses

Council Members, Committee Members and Staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire in accordance with Shire policy and the provisions of the Local Government Act 1995.

5.3 Access to Information

- (a) The CEO will ensure that Council Members are given access to information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

6.0 Support/Advice on the Shire's Code of Conduct

6.1 Elected Members

Elected Members should contact the following persons if they require addition support and/or advice about how to interpret and follow the Shire' Code of Conduct:

-) Shire President,
-) Chief Executive Officer,
-) WALGA, or
-) Department of Local Government & Communities.

6.2 Committee Members

Committee Members should contact the following persons if they require addition support and/or advice about how to interpret and follow the Shire' Code of Conduct:

-) Shire President, or
-) Chief Executive Officer.

6.3 Staff

Staff should contact the following persons if they require addition support and/or advice about how to interpret and follow the Shire' Code of Conduct:

-) Chief Executive Officer,
-) Line Manager, or
-) Trade Union Representative.

APPENDIX 1



Western Australia

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Local Government (Rules of Conduct) Regulations 2007

Local Government (Rules of Conduct) Regulations 2007

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Defined terms

Local Government (Rules of Conduct) Regulations 2007

Part 1 — General

1. Citation

These regulations are the *Local Government (Rules of Conduct) Regulations 2007*¹.

2. Commencement

These regulations come into operation as follows:

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government (Official Conduct) Amendment Act 2007* section 11 comes into operation.

3. General principles to guide the behaviour of council members

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) avoid damage to the reputation of the local government; and
 - (e) be open and accountable to the public; and
 - (f) base decisions on relevant and factually correct information; and
 - (g) treat others with respect and fairness; and
 - (h) not be impaired by mind affecting substances.

- (2) The general principles referred to in subregulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

4. Contravention of certain local laws

- (1) In this regulation —
local law as to conduct means a local law relating to conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

Part 2 — Rules of conduct

Division 1 — Preliminary

[Heading inserted in Gazette 4 Mar 2016 p. 659.]

5. Rules of conduct

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

Division 2 — Rules of conduct: general

[Heading inserted in Gazette 4 Mar 2016 p. 660.]

6. Use of information

- (1) In this regulation —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
 - (a) at a closed meeting; or

- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

7. Securing personal advantage or disadvantaging others

- (1) A person who is a council member must not make improper use of the person's office as a council member —
 - (a) to gain directly or indirectly an advantage for the person or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

8. Misuse of local government resources

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*; or
- (b) for any other purpose,

unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

9. Prohibition against involvement in administration

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government

unless authorised by the council or by the CEO to undertake that task.

- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

10. Relations with local government employees

- (1) A person who is a council member must not —
 - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

11. Disclosure of interest

- (1) In this regulation —
interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person

having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if —
 - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
 - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —
 - (a) under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or

- (b) under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

12. Gifts

- (1) In this regulation —

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1) of the Act; or
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- (d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072);

notifiable gift, in relation to a person who is a council member, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

prohibited gift, in relation to a person who is a council member, means —

- (a) a gift worth \$300 or more; or
 - (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.
- (2) A person who is a council member must not accept a prohibited gift from a person —
 - (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.
- (3) A person who is a council member and who accepts a notifiable gift from a person —
 - (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
 - (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

[Regulation 12 amended in Gazette 20 Jan 2017 p. 649-50.]

Division 3 — Rules of conduct: transitional period

[Heading inserted in Gazette 4 Mar 2016 p. 660.]

13. Terms used

In this Division —

address has the meaning given in section 5.74(1) of the Act;

assent day means the day on which the *City of Perth Act 2016* receives the Royal Assent;

designated employee has the meaning given in section 5.74(1) of the Act;

gift has the meaning given in section 5.82(4) of the Act;

political party has the meaning given in section 5.83(4) of the Act;

relative has the meaning given in section 5.74(1) of the Act;

transitional period means the period beginning on 1 July 2015 and ending at the close of assent day;

travel has the meaning given in section 5.83(4) of the Act;

travel contribution, in relation to a person, means a financial or other contribution that has been made to any travel undertaken by the person.

[Regulation 13 inserted in Gazette 4 Mar 2016 p. 660-1.]

14. Disclosure of gifts

- (1) A person who is a council member must disclose each gift received by the person during the transitional period.
- (2) The disclosure is to be made in writing to the CEO.
- (3) The disclosure is to be made within 28 days after assent day.
- (4) The disclosure is to include the following —
 - (a) a description of the gift;
 - (b) the name and address of the person who made the gift;

- (c) the date on which the gift was received;
 - (d) the estimated value of the gift at the time it was made;
 - (e) the nature of the relationship between the person who is a council member and the person who made the gift.
- (5) Nothing in this regulation requires a person to disclose a gift received by the person if —
 - (a) the amount of the gift did not exceed \$200 unless —
 - (i) the gift was one of 2 or more gifts made by one person at any time during the year; and
 - (ii) the sum of those 2 or more gifts exceeded \$200;
 - or
 - (b) the donor was a relative of the person.
- (6) For the purposes of subregulation (5)(a), the amount of a gift comprising property, other than money, or the conferral of a financial benefit is to be treated as being an amount equal to the value of the property or the financial benefit at the time the gift was made.
- (7) The CEO must maintain a register of gifts received during the transitional period in which details of disclosures made under this regulation are recorded.

[Regulation 14 inserted in Gazette 4 Mar 2016 p. 661-2.]

15. Disclosure of travel contributions

- (1) A person who is a council member must disclose each travel contribution received by the person during the transitional period.
- (2) The disclosure is to be made in writing to the CEO.
- (3) The disclosure is to be made within 28 days after assent day.
- (4) The disclosure is to include the following —
 - (a) a description of the contribution;
 - (b) the name and address of the person who made the contribution;

- (c) the date on which the contribution was received;
 - (d) the estimated value of the contribution at the time it was made;
 - (e) the nature of the relationship between the person who is a council member and the person who made the contribution;
 - (f) a description of the travel;
 - (g) the date of travel.
- (5) Nothing in this regulation requires a person to disclose a travel contribution if —
- (a) the contribution was made from Commonwealth, State or local government funds; or
 - (b) the contribution was made by a relative of the person; or
 - (c) the contribution was made in the ordinary course of an occupation of the person which is not related to the person's duties as a council member; or
 - (d) the amount of the contribution did not exceed \$200 unless —
 - (i) the contribution was one of 2 or more contributions made by one person at any time during the year; and
 - (ii) the sum of those 2 or more contributions exceeded \$200;
- or
- (e) the contribution was made by a political party of which the person was a member and the travel was undertaken for the purpose of political activity of the party, or to enable the person to represent the party.
- (6) For the purposes of subregulation (5)(d), the amount of a contribution (other than a financial contribution) is to be treated as being an amount equal to the value of the contribution at the time the contribution was made.

- (7) The CEO must maintain a register of travel contributions received during the transitional period in which details of disclosures made under this regulation are recorded.

[Regulation 15 inserted in Gazette 4 Mar 2016 p. 662-4.]

Notes

- ¹ This is a compilation of the *Local Government (Rules of Conduct) Regulations 2007* and includes the amendments made by the other written laws referred to in the following table.

Compilation table

Citation	Gazettal	Commencement
<i>Local Government (Rules of Conduct) Regulations 2007</i>	21 Aug 2007 p. 4203-16	r. 1 and 2: 21 Aug 2007 (see r. 2(a)) Regulations other than r. 1 and 2: 21 Oct 2007 (see r. 2(b) and <i>Gazette</i> 21 Aug 2007 p. 4173)
<i>Local Government (Rules of Conduct) Amendment Regulations 2016</i>	4 Mar 2016 p. 659-64	r. 1 and 2: 4 Mar 2016 (see r. 2(a)) Regulations other than r. 1 and 2: 5 Mar 2016 (see r. 2(b))
<i>Local Government Regulations Amendment (Gifts) Regulations 2017</i> Pt. 3	20 Jan 2017 p. 648-50	21 Jan 2017 (see r. 2(b))

Defined terms

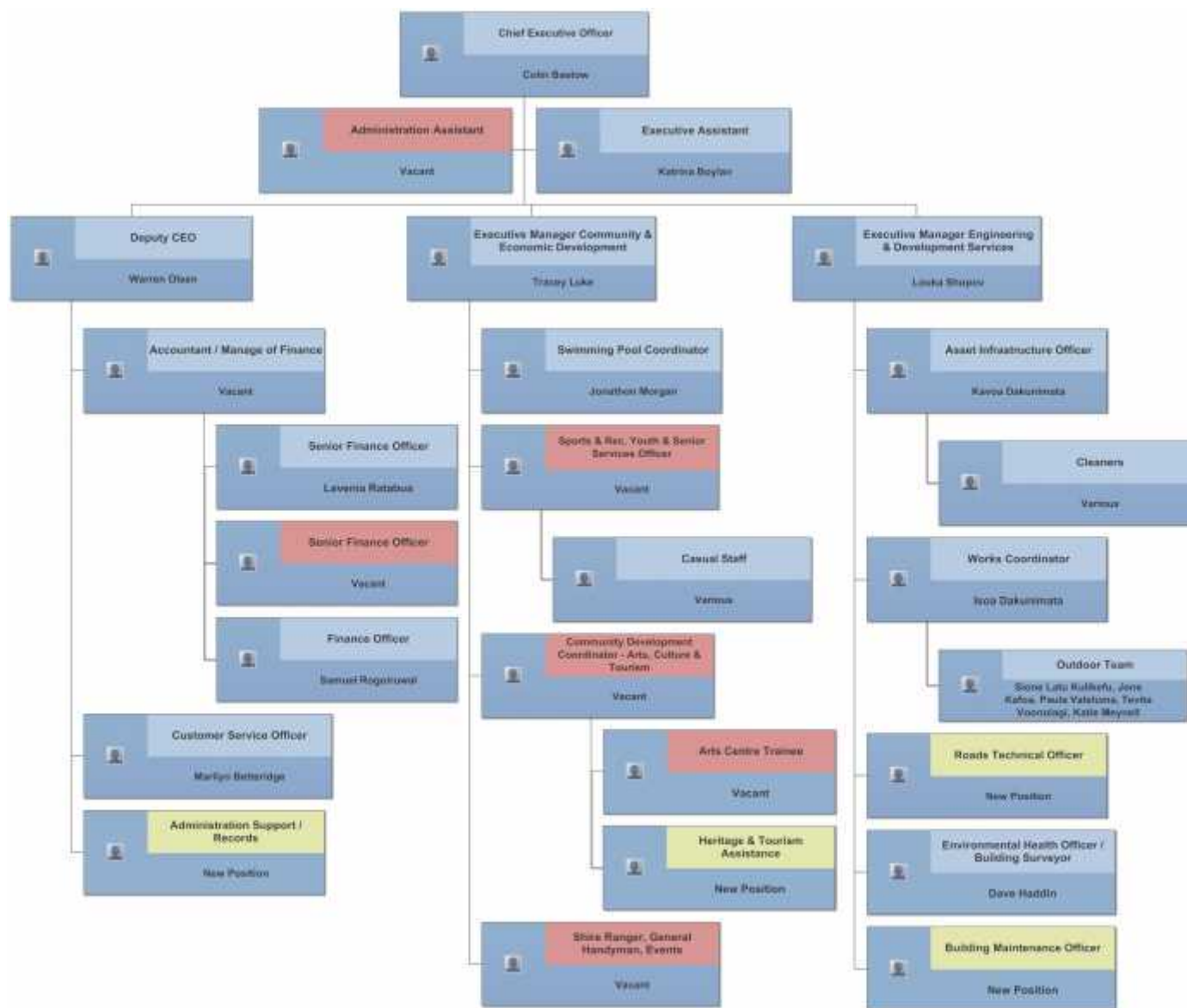
*[This is a list of terms defined and the provisions where they are defined.
The list is not part of the law.]*

Defined term	Provision(s)
activity involving a local government discretion	12(1)
address	13
assent day.....	13
closed meeting	6(1)
confidential document	6(1)
designated employee.....	13
gift.....	12(1), 13
interest	11(1)
local law as to conduct.....	4(1)
non-confidential document	6(1)
notifiable gift	12(1)
political party	13
prohibited gift	12(1)
relative	13
transitional period	13
travel	13
travel contribution.....	13

PRIVATE & CONFIDENTIAL

Shire of Wiluna

Proposed Organisational Restructure (2017)



**REMOTE SERVICE DELIVERY
LEASE
47 & 49 WOTTON STREET, WILUNA**

Shire of Wiluna

Lessor

and

**The Commonwealth of Australia represented by the Department of the
Prime Minister and Cabinet**

Lessee

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DATE

This Lease is dated

PARTIES

This Lease is made between and binds the following parties:

1. **Shire of Wiluna (ABN 64 535 061 721)** a local government established under the *Local Government Act 1995, of (Community Government Areas) Act 2004* (QLD), of Scotia Street, Wiluna WA 6646 (**Lessor**)
2. **The Commonwealth of Australia** represented by the Department of the Prime Minister and Cabinet of 1 National Circuit Barton ACT 2600 (**Lessee**)

CONTEXT

This Lease is made in the following context:

- A. The Lot is vested in the Lessor.
- B. The Land is part of the Lot.
- C. The Lessor wishes to grant to the Lessee a Lease of the Land for the Permitted Use.
- D. The Lessee wishes to accept the grant of a Lease of the Land for the Permitted Use.

1. Definitions and Interpretation

- 1.1. Unless the contrary intention appears, a term in bold type has the meaning shown opposite it:

Business Day	means a day that is not a Saturday, Sunday or a public holiday in the Jurisdiction.
Commencement Date	means the date specified in Item 3.
Further Term	means the period specified in Item 12.
Hazardous Substance	includes any substance, material, thing, component or element which is, creates or may be a risk to the health or safety of the Lessee or the Lessee's Agents. The criteria for identifying whether a substance is a Hazardous substance shall be the criteria set out in the National

	Occupational Health and Safety Commission document entitled “Approval Criteria for Classifying Hazardous Substances (NOHSC: 1008 (2004) 3 rd edition” published by the Australian Government Publishing Service, Canberra (as amended from time to time).
Jurisdiction	means the state or territory described in Item 13.
Land	means the land described in Item 2.
Lessee’s Agents	means the Lessee’s employees, servants, agents, contractors and invitees.
Lessee’s representative	means the person for the time being performing the duties and functions of the office or person specified in Item 10.
Lessee’s Improvements	means all buildings, infrastructure and other improvements which are constructed or placed on or affixed or annexed to the Land by the Lessee.
Lessor’s Improvements	all buildings, infrastructure and other improvements which are on the Land at the Commencement Date.
Lot	means the lot described in Item 1.
Permitted Use	means the permitted use described in Item 5.
Rent	means the amount specified in Item 6, as adjusted in accordance with this Lease.
Review Date	means the dates specified in Item 8.
Services	means all utilities and services on or connected to the Land including water, gas, electricity, lighting, sanitation, drainage, stormwater, communication and telecommunication systems and includes all wires, cables, pipes, ducts, conduits, tanks, electrical and mechanical plant and all other ancillary or associated parts and accessories.
Special Conditions	means the special conditions (if any) in Annexure 1.
Term	means the period specified in Item 4 together with the Further Term, if applicable, unless this Lease is earlier terminated.
Waste	means any waste material generated by the Lessee including refuse, garbage, oil, chemicals and all other waste material.

- 1.2. In this Lease, unless a contrary intention appears:
- a. a reference to an Item is a reference to an Item in Schedule 1;
 - b. a reference to a Schedule is a reference to a Schedule to this Lease;
 - c. words in the singular include the plural and vice versa;
 - d. words importing one gender include each of the other genders; and
 - e. the terms “Lessor” and “Lessee” include their respective successors in title.

2. Grant of Lease

- 2.1. In consideration of the Rent and the Lessee’s covenants, the Lessor leases to the Lessee the Land for the Permitted Use for the Term.

3. Rent

- 3.1. The Lessee must, during the Term, pay to the Lessor the Rent by equal monthly instalments, in advance, of the amount and in the manner specified in Item 7 on the first day of each month.
- 3.2. On each Review Date the Rent will increase by the amount or percentage specified in Item 8.

4. Rates, charges and taxes

- 4.1. The Lessor must pay all rates, charges and taxes in respect of the Land.

5. Services

- 5.1. The Lessee must pay for all Services used by the Lessee on the Land.
- 5.2. Nothing in clause 5.1 prevents the Lessee from imposing the obligation to pay for the Services to a sublessee.

6. Warranty as to fitness

- 6.1. The Lessor warrants that, at the Commencement Date:
- a. and during the Term, there is no impediment to the Lessor granting this Lease to the Lessee;
 - b. the Land is, and during the Term will be, fit for use and occupation in accordance with the Permitted Use; and

- c. there are no Hazardous Substances on the Land.

7. Treatment of Hazardous Substances

- 7.1. If any Hazardous Substance is at any time discovered on the Land and the presence of the Hazardous Substance is not attributable to the act or omission of the Lessee:
 - a. the party that becomes aware of the presence of the Hazardous Substance must promptly notify the other party;
 - b. the Lessor must promptly and in a safe manner remove the Hazardous Substance; and
 - c. provided the Lessor has complied with clause 7.1.b, the Lessee must pay the reasonable costs incurred by the Lessor in removing the Hazardous Substance, subject to:
 - A. the Lessor providing the Lessee with such information the Lessee reasonably requires to evidence the costs incurred by the Lessor (including quotations, invoices and receipts); and
 - B. in the event of a dispute between the Lessor and the Lessee in relation to the reasonable costs of removing the Hazardous Substance the parties will determine such dispute in accordance with clause 17.

8. Lessor's Improvements

- 8.1. The Lessor's Improvements are and remain the property of the Lessor.
- 8.2. The Lessor is responsible for the maintenance and repair of the Lessor's Improvements

9. Lessee's Improvements

- 9.1. The Lessor acknowledges and agrees that the Lessee may construct, place, extend, make additions to, replace or remove Lessee's Improvements on the Land in accordance with the Permitted Use without requiring the consent of the Lessor.
- 9.2. The Lessee's Improvements:
 - a. remain the personal property of the Lessee regardless of the degree of affixation or annexation of the Lessee's Improvements to the Land; and
 - b. may be dealt with and disposed of as the personal property of the Lessee.

- 9.3. The Lessee is responsible for the maintenance and repair of the Lessee's Improvements.

10. Yield up

- 10.1. On the expiry of the Term or earlier termination of the Lease (including termination as a result of the Lessee's default), the Lessee may remove the Lessee's Improvements from the Land and must yield up the Land in a clean and tidy condition (having regard to the condition of the Land at the commencement of the Term), subject to fair wear and tear.
- 10.2. The Lessee must make good any damage the Lessee causes to the Land in removing the Lessee's Improvements in accordance with clause 10.1.
- 10.3. If the Lessee elects not to remove any Lessee's Improvements on the expiration of the Term the Lessee will give the Lessor notice not less than 3 months prior to the expiration of the Term.

11. Lessor's rights of entry

- 11.1. Subject to the Lessee's security requirements, the Lessor or its nominee may, at reasonable times and on giving reasonable written notice to the Lessee, enter the Land for the purpose of inspecting the state of repair of the Land.
- 11.2. In an emergency, the Lessor or its nominee may at any time, without giving notice if that is impracticable, enter the Land unaccompanied for the purpose of ascertaining and, if found necessary, remedying the cause of the emergency but the Lessor must in all such cases promptly inform the Lessee in writing of the entry.
- 11.3. In exercising its rights of entry under this clause, the Lessor must cause no undue interference to the occupation, use or enjoyment of the Land by the Lessee, and as soon as practicable, make good any damage caused to the Land or the Lessee by exercise of those rights.

12. Requirements of authorities

- 12.1. The Lessor must comply with all statutes, ordinances, regulations and by-laws relating to the Land, except to the extent the Lessee is bound to comply because of its use of the Land in which case the Lessee must comply.

13. Lessee to insure

- 13.1. During the Term the Lessee must maintain insurance in respect of:
- a. public liability for not less than the sum specified in Item 11;
 - b. loss of or damage to the Lessee's Improvements for their full reinstatement value; and
 - c. workers compensation, as required by law.
- 13.2. The Lessee must, if required by the Lessor, produce for inspection by the Lessor reasonable proof of the existence of any insurance policy affected for the purposes of this clause and reasonable evidence of its renewal.
- 13.3. This clause 13 does not apply while the Lessee is the Commonwealth of Australia.

14. Use of Land

- 14.1. The Lessee must not use the Land for any purpose other than the Permitted Use or for any purpose that is not reasonably incidental to the Permitted Use without the written consent of the Lessor.

15. Assignment and subletting

- 15.1. The Lessee may not transfer, sublet, mortgage or surrender this Lease or otherwise part with or share possession of the Land except:
- a. as expressly provided in this Lease; or
 - b. with the prior consent of the Lessor (whose consent will not be unreasonably withheld).

16. Quiet enjoyment

- 16.1. Subject to the Lessee paying the Rent and otherwise complying with the provisions of this Lease, the Lessor covenants with the Lessee that the Lessee may peaceably hold and enjoy the Land during the Term without any interruption or disturbance from the Lessor or any person lawfully claiming through or under the Lessor.

17. Dispute resolution

- 17.1. The parties agree that a dispute arising under this Lease will be dealt with as follows:
- a. the party claiming that there is a dispute will give the other party a notice setting out the nature of the dispute;

- b. within 7 Business Days after receipt of that notice each party will nominate a representative not having any prior involvement in the dispute;
 - c. the representatives will try to settle the dispute by direct negotiation between them;
 - d. failing settlement within a further 14 Business Days, the parties may agree to refer the dispute to an independent third person with power:
 - A. to intervene and direct some form of resolution, in which case the parties will be bound by that resolution; or
 - B. to mediate and recommend some form of non-binding resolution;
 - e. the parties will cooperate fully with any process instigated under clause 17.1.d in order to achieve a speedy resolution; and
 - f. if a resolution is not reached within a further 28 Business Days, either party may commence legal proceedings or exercise any other rights it may have under or in respect of this Lease.
- 17.2. Each party will bear its own costs of complying with this clause 17, and the parties must bear equally the cost of any third person engaged under clause 17.1.d.
- 17.3. This clause 17 does not apply to legal proceedings by either party seeking urgent interlocutory relief.

18. Termination

- 18.1. The Lessee defaults under this Lease if the Rent is unpaid after it becomes due and the Lessee fails to pay the Rent within 60 days after the receipt of a correctly rendered tax invoice from the Lessor to make that payment.
- 18.2. If the Lessee defaults and does not remedy the default within 60 days after receipt of a notice in accordance with clause 18.1, the Lessor may do any one or more of the following without affecting any pre-existing rights of a party:
- a. re-enter and take possession of the Land;
 - b. by notice to the Lessee, terminate this Lease; and
 - c. exercise any of its other legal rights.
- 18.3. The Lessor defaults under this Lease if:

- a. the Lessor fails to perform or observe a provision of this Lease and that failure continues for not less than 60 days after the Lessee gives notice to the Lessor to remedy that failure; or
- b. the Lessor is a corporation and an administrator or controller is appointed or a resolution is passed or proceedings are commenced for the winding up of the Lessor.

18.4. If the Lessor defaults and does not remedy the default within 60 days after receipt of a notice in accordance with clause 18.3, the Lessee may do either one or both of the following without affecting any pre-existing rights of a party:

- a. by notice to the Lessor, terminate this Lease; and
- b. exercise any of its other legal rights.

19. Remedies where Land unfit for occupation

- 19.1. Notwithstanding clause 3, if during the Term the Land is wholly or partially unfit for the Lessee to occupy, use or enjoy in the reasonable opinion of both the Lessor and the Lessee (and in the event that they cannot agree, clause 17 will apply), or where the Land is rendered inaccessible, then:
- a. the Rent and all other moneys becoming payable by the Lessee under this Lease after the date of the opinion by the Lessee or a fair and just proportion according to the nature and extent of the effect upon the Land will be suspended and cease to be payable until the Land has been reinstated, repaired or rendered accessible so as to be fit for occupation, use, enjoyment and access by the Lessee; and
 - b. where the Land is wholly or substantially unfit for occupation, use or enjoyment, or the Land is rendered inaccessible, and the Land is likely to remain wholly or substantially unfit or inaccessible, the Lessee may by notice in writing to the Lessor terminate this Lease.

20. Further Term

- 20.1. If:
- a. a Further Term is set out in Item 12; and
 - b. the Lessee wishes to Lease the Land for the Further Term commencing upon the expiration of the Term; and
 - c. the Lessee gives notice to the Lessor of that wish not less than 6 months prior to the expiration of the Term; and
 - d. the Lessee is not then in breach of this Lease,

then the term of this Lease will be extended for the Further Term, commencing upon the expiration of the Term and this Lease will be amended so that:

- e. the Rent for the first rent period of the Further Term is agreed between the parties or, failing agreement within 3 months after the commencement of the Further Term, determined as if the commencement date of the Further Term was a Review Date; and
- f. clause 20 will be omitted unless Item 12 refers to a Further Term after that for which the Lease is being extended.

21. Holding over

- 21.1. Where the Lessee continues in occupation of the Land after the expiration of the Term (or the Further Term, if applicable) without any demand for possession having been made by the Lessor, the Lessee is deemed to be holding the Land under a monthly tenancy determinable at any time upon 3 month's notice (which notice may expire at any time) being given by either party to the other, at the same Rent and upon and subject to the same terms as are contained in this Lease so far as they can be applied to a monthly tenancy.

22. Costs of Lease

- 22.1. The parties must each bear their own costs of and incidental to the negotiation, settlement, preparation and execution of this Lease.
- 22.2. The Lessee will pay any stamp duty payable in respect of or in connection with this Lease.

23. Notices

- 23.1. Any notice or other communication to or by a party under this Lease:
- a. may be given by personal service, pre-paid registered post, facsimile or e-mail;
 - b. must be in writing, legible and in English;
 - c. must be addressed:
 - A. (if the notice is to the Lessor), to the Lessor's Representative in accordance with Item 9 or to such other address as may be notified by the Lessor to the Lessee from time to time; and

- B. (if the notice is to the Lessee) to the Lessee's Representative in accordance with Item 10 or to such other address as may be notified by the Lessee to the Lessor from time to time;
- d. is deemed to be given by the sender and received by the addressee:
 - A. if delivered in person, when delivered to the addressee;
 - B. if posted, 2 Business Days (or 6 Business Days, if posted outside Australia) after the date of posting to the addressee whether delivered or not;
 - C. if sent by facsimile transmission, on the date and time shown on the transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety and in legible form to the facsimile number of the addressee; or
 - D. if sent by e-mail, on the date and time the notice enters the e-mail system of the addressee,

but if the delivery or receipt is on a day which is not a Business Day or is after 4.00 pm (addressee's time), it is deemed to have been received at 9.00 am on the next Business Day.

24. Goods and Services Tax

- 24.1. For the purposes of this clause:
 - a. **GST Act** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth); and
 - b. **adjustment event, adjustment note, GST, input tax credit** and **taxable supply** have the meanings given to those terms in the GST Act.
- 24.2. Unless otherwise stated, all amounts payable by one party to the other party under this Lease are exclusive of GST.
- 24.3. A recipient of a taxable supply made under this Lease must pay to the supplier an amount equivalent to any GST paid or payable by the supplier in respect of the taxable supply, subject to the supplier issuing a valid tax invoice in accordance with the GST Act to the recipient.
- 24.4. A party's obligation to reimburse the other party for an amount paid or payable to a third party includes GST on the amount paid or payable to the third party, except to the extent that the party being reimbursed is entitled to claim an input tax credit for that GST.

- 24.5. Each party must issue an adjustment note to the other party as soon as it becomes aware of an adjustment event relating to a taxable supply by it under this Lease.

25. Interest

- 25.1. Any provision expressed or implied in this Lease obliging the Lessee to pay interest on any moneys including the Rent has no effect.

26. Extractive Minerals

- 26.1. The Lessee acknowledges and agrees that it will not excavate or remove from the Land or any other land vested in the Lessor any earth, stone, clay, sand or gravel without entering into a separate agreement with the Lessor permitting it to do so.

27. Environmental Protection

- 27.1. The Lessee shall not dispose of any Waste on the Land or on any other area in such a way as it may leak, wash or be blown or otherwise enter into any watercourse or the sea.

28. Nuisance

- 28.1. The Lessee shall not carry on upon the Land or any part of the Land, any noisome, dangerous or offensive trade, business, process or activity which may become a nuisance to the Lessor or persons living in the vicinity of the Land.

29. General

- 29.1. This Lease will be governed by the law of the Jurisdiction.
- 29.2. This Lease may be executed in a number of counterparts. All counterparts taken together constitute this Lease.
- 29.3. This Lease may be varied only by a further written document signed by all parties.
- 29.4. A breach or any right arising from a breach of this Lease is not waived by any failure to or delay in the exercise, or partial exercise, of that right of election or any other right.
- 29.5. Any provision of this Lease which is prohibited or unenforceable in any jurisdiction will be ineffective in that jurisdiction to the extent of the prohibition or unenforceability. This will not invalidate the

remaining provisions of this Lease nor affect the validity or enforceability of the provision in any other jurisdiction.

- 29.6. The rights, powers and remedies provided to a party under this Lease are in addition to and do not exclude or limit any right, power or remedy provided by the law or equity or any agreement.
- 29.7. The covenants, powers and provisions implied in leases under any relevant legislation are hereby expressly excluded except to the extent that they are expressly embodied in this Lease or to the extent only that it would be unlawful to exclude any such covenant, power or provision.

30. Satellite dish and antenna cabling

- 30.1. Subject to clause 30.2, the Lessee may install a satellite receiver antenna dish (**Dish**) displaying the logo of the network on the Land or the Lessee's Improvements in a place approved by the Lessor and electrical cabling and ducting (**Cabling**) necessary to operate an interactive video network system or any other communication system within the Lessee's Improvements.
- 30.2. Prior to the installation of the Dish and Cabling the Lessee must provide for the Lessor's approval (which must not be unreasonably withheld) copies of plans and specifications relating to the installation of the Dish and Cabling.
- 30.3. The Lessee retains the property in the Dish and the Cabling and may remove the Dish and Cabling at any time on or before the expiry or termination of this Lease or any holding over.
- 30.4. The Lessee must repair or make good all damage to the Land caused by the installation or removal of the Dish and Cabling.
- 30.5. The Lessee may access the Dish and Cabling for the purpose of servicing and maintenance.

31. Special Conditions

- 31.1. This Lease is subject to the Special Conditions.
- 31.2. Where any of the Special Conditions are contrary to or inconsistent with the terms of this Lease, the Special Conditions prevail.

SCHEDULE 1. PARTICULARS

1. Lot	47 Wotton Street = Lot 36 – Plan No. 223212 49 Wotton Street = Lot 37 – Plan No. 223212
2. Land	The building located on the right hand side (northern most) of Lots 36 & 37 Wiluna, known as 47 & 49 Wotton Street Wiluna, as shown in the plan at Annexure 2.
3. Commencement Date	31 December 2016
4. Term	18 months, expiring 30 June 2018
5. Permitted Use	Office accommodation including constructing, placing, extending, making additions to, replacing or removing Lessee's Improvements (including demountable units) for the purpose of providing office accommodation and related infrastructure.
6. Rent	\$5,200.00 per annum (plus GST)
7. Manner of payment of Rent	By monthly instalments of \$433.33 (plus GST) in advance, payable on the first day of each month
8. Rent reviews and Review Dates	Rent Reviews CPI increases in accordance with Special Condition 1.2. Review Dates Each anniversary of the Commencement Date
9. Lessor's Representative and addresses for service of notices.	Lessor's Representative: The Chief Executive Officer Addresses for service of notices: <i>By hand/post:</i> Shire of Wiluna PO Box 38, Wiluna WA 6646

	<p><i>By facsimile:</i></p> <p>(08) 9981 7110</p> <p><i>By e-mail:</i></p> <p>admin@wiluna.wa.gov.au</p>
<p>10. Lessee's Representative and addresses for service of notices</p>	<p>Lessee's Representative:</p> <p>Mary Georgiou</p> <p>Addresses for service of notices:</p> <p><i>By hand:</i></p> <p>Department of the Prime Minister and Cabinet Regional and Remote Property Services Level 1 One National Circuit Barton ACT 2600</p> <p><i>By post:</i></p> <p>PO Box 6500 Canberra ACT 2600</p> <p><i>By facsimile:</i></p> <p>(02) 6271 9999</p> <p><i>By e-mail:</i></p> <p>mary.georgiou@pmc.gov.au</p>
<p>11. Public liability insurance amount</p>	<p>\$20 million</p>
<p>12. Further Term</p>	<p>One further term of six (6) months.</p>
<p>13. Jurisdiction</p>	<p>Western Australia</p>

ANNEXURE 1 – SPECIAL CONDITIONS

1. CPI Review

1.1. The following definitions are inserted into clause 1.1 of this Lease:

CPI	means the Consumer Price Index (All Groups) for the city of Perth kept by the Australian Statistician and published by the Australian Bureau of Statistics ('the Index') and in the event of the Index being discontinued or abolished then such price index as the Australian Statistician substitutes for it.
Rent Period	means: (a) for the first Rent Period, the period commencing on the Commencement Date and ending on the day before the first Review Date; and (b) for each subsequent Rent Period, the period commencing on a Review Date and ending on the earlier of the day before the next Review Date and the end of the Term.

1.2. The Rent payable on each Review Date for the relevant Rent Period will be the Rent calculated in accordance with the following formula:

$$A = B \times \frac{C}{D}$$

where:

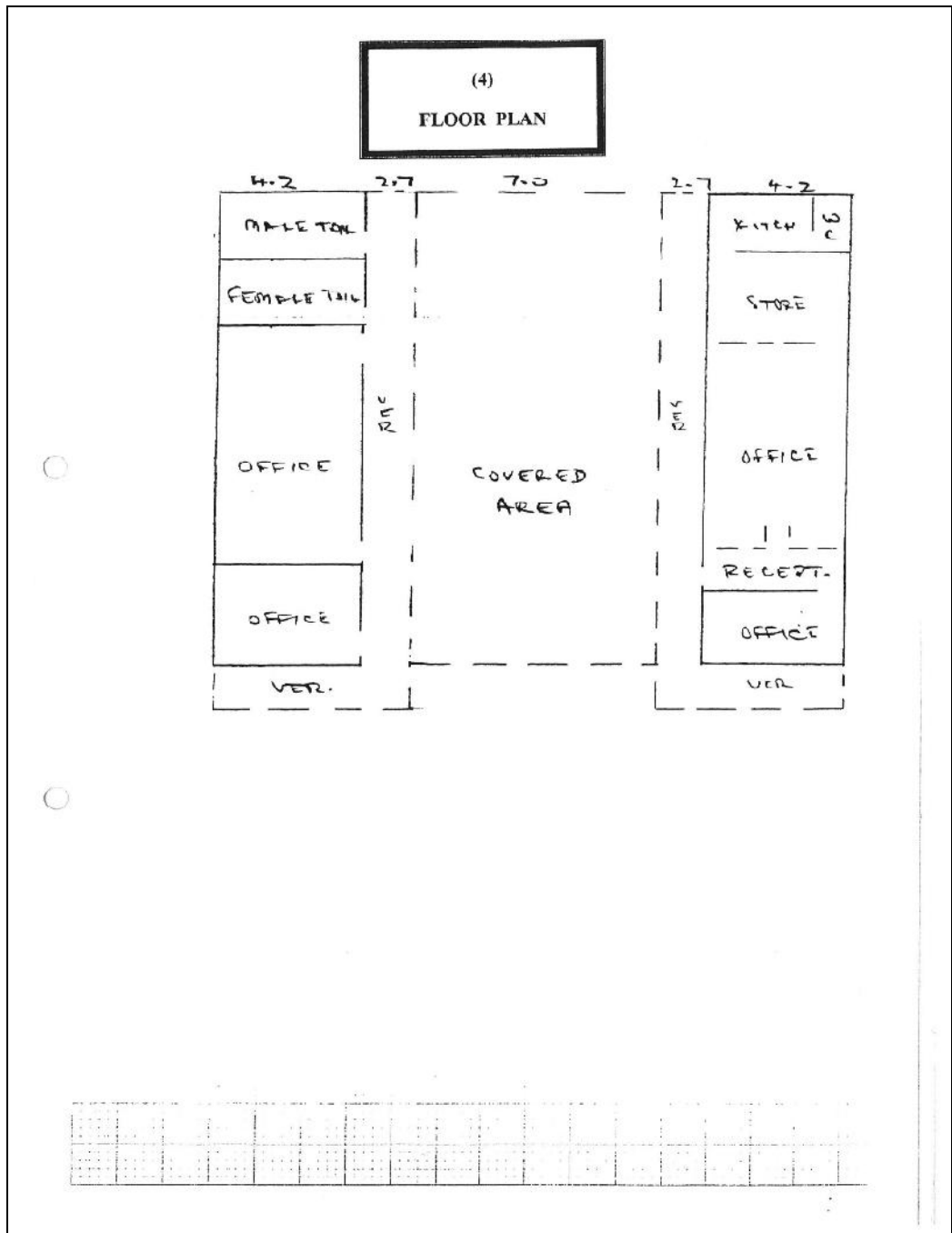
- A is the Rent payable on and from the Review Date;
- B is the Rent payable immediately before the Review Date;
- C is the CPI current at the relevant Review Date; and
- D is the CPI current at the last Review Date (which for the first Review Date is the Commencement Date).

1.3. The Rent, reviewed in accordance with this special condition, will be payable on and from the commencement of the relevant Rent Period.

2. Early termination

Notwithstanding any other provision of this Lease, either party can terminate this lease prior to the expiry date and without penalty upon giving 2 month's written notice to the other party.

ANNEXURE 2 – LAND



Executed as a deed

**THE COMMON SEAL of Wiluna
Shire the affixing of which was
witnessed by**

Authorised Person

Authorised Person

Print name

Print name

**Signed sealed and delivered for and
on behalf of the Commonwealth of
Australia by :**

In the presence of:

Signature

Signature

Print name

Print name

Position

Position

SHIRE OF WILUNA
MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2017

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

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SHIRE OF WILUNA

Compilation Report

For the Period Ended 28 February 2017

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 page 2,3, and 4.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 5 and shows a surplus as at 28 February 2017 of \$9,650,725.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Glenn B Deocampo

Reviewed by: Warren Olsen

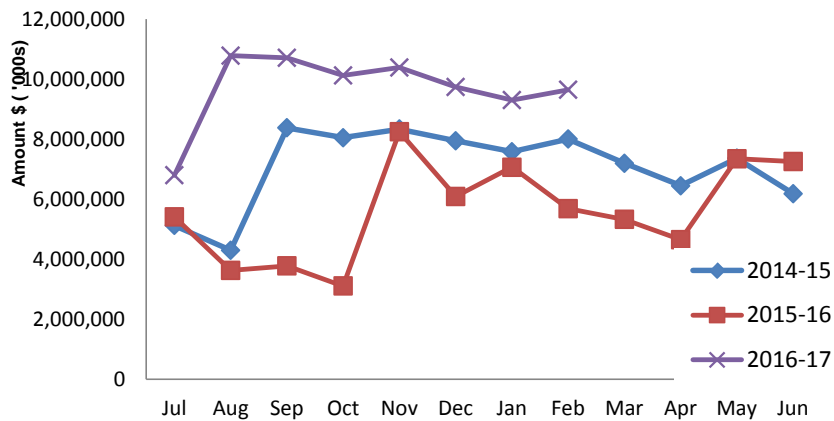
Date prepared: 09 March 2017

SHIRE OF WILUNA

Monthly Summary Information

For the Period Ended 28 February 2017

Liquidity Over the Year (Refer Note 3)



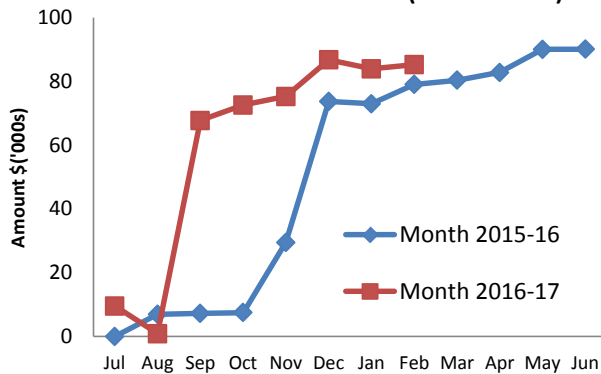
Cash and Cash Equivalents as at period end

Unrestricted	\$	9,048,048
Restricted	\$	4,532,629
	\$	13,580,677

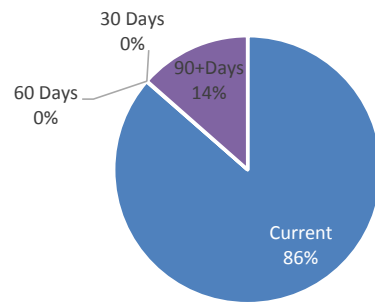
Receivables

Rates	\$	618,811
Other	\$	305,808
	\$	924,619

Rates Receivable (Refer Note 6)

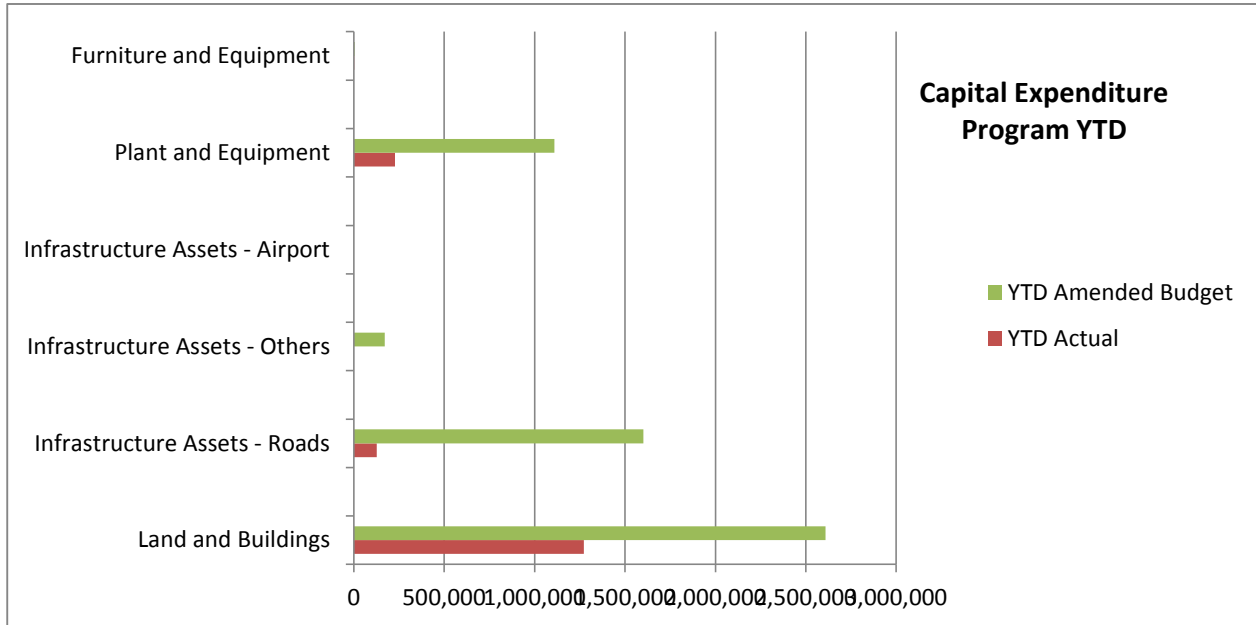


**Accounts Receivable Ageing (non- rates)
(Refer Note 6)**

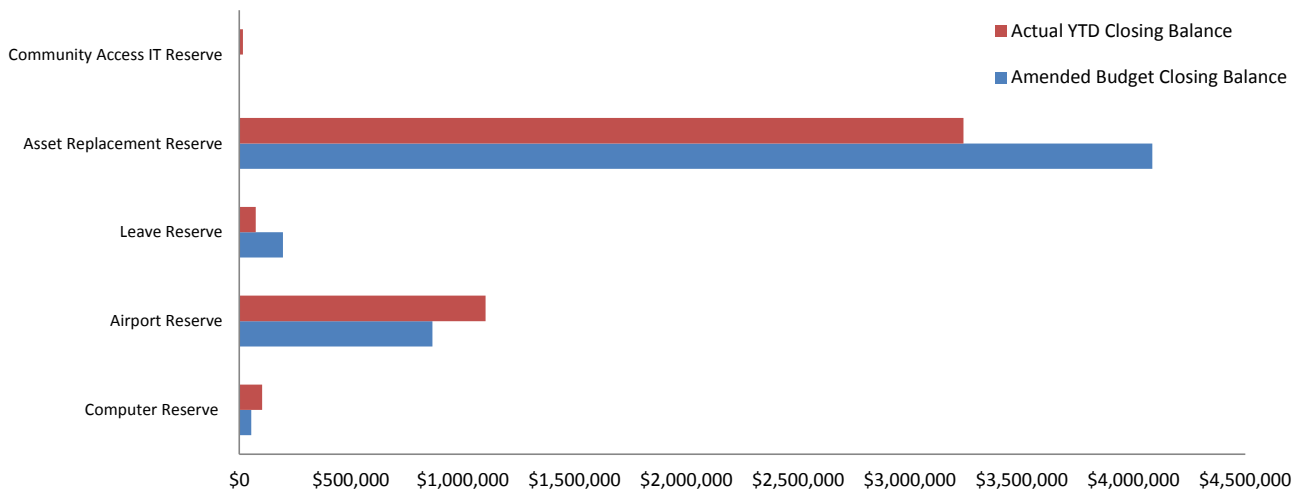


This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WILUNA
Monthly Summary Information
For the Period Ended 28 February 2017



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



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

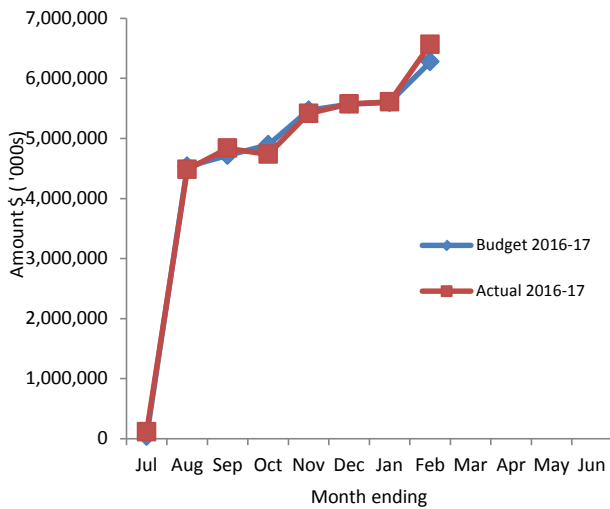
SHIRE OF WILUNA

Monthly Summary Information

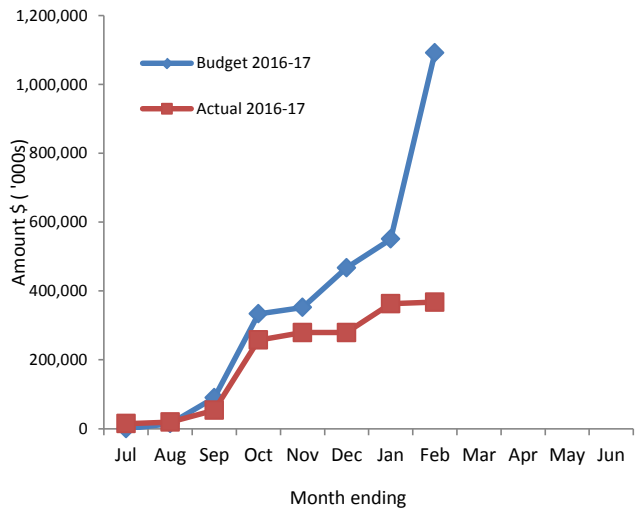
For the Period Ended 28 February 2017

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

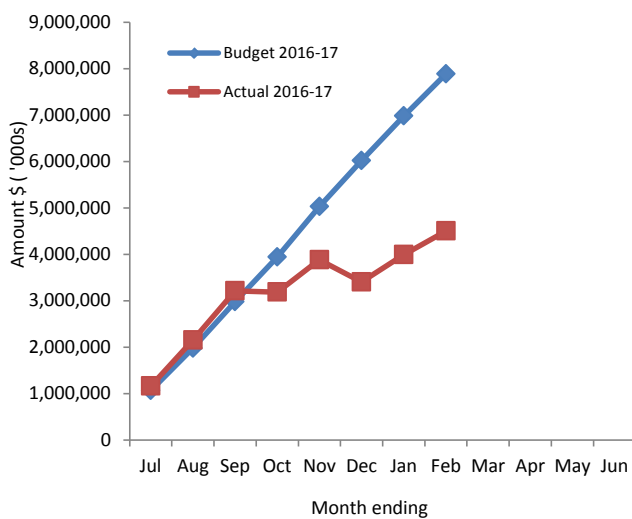


Budget Capital Revenue -v- Actual (Refer Note 2)

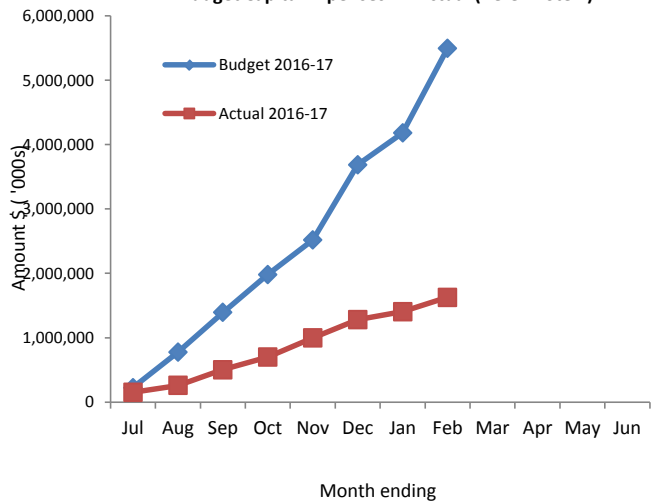


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



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

SHIRE OF WILUNA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2017

	Note	Adopted/ Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Operating Revenues		\$	\$	\$	\$	%
Governance		500	350	57	(293)	(1)
General Purpose Funding - Rates	9	3,702,061	3,702,061	3,705,127	3,066	0
General Purpose Funding - Other		2,659,567	1,989,213	2,016,626	27,413	0
Law, Order and Public Safety		7,122	7,122	7,911	789	0
Health		413	413	672	259	1
Education and Welfare		150	100	0	(100)	(1)
Housing		500	300	227	(73)	(0)
Community Amenities		78,930	75,090	69,961	(5,129)	(0)
Recreation and Culture		248,400	232,714	197,816	(34,898)	(0)
Transport		251,597	218,883	514,599	295,716	1
Economic Services		15,550	10,372	12,858	2,486	0
Other Property and Services		49,164	36,675	40,911	4,236	0
Total Operating Revenue		7,013,954	6,273,293	6,566,766	293,473	
Operating Expense						
Governance		(1,424,825)	(947,906)	(623,724)	324,182	0
General Purpose Funding		(236,334)	(150,523)	(107,888)	42,634	0
Law, Order and Public Safety		(214,867)	(145,205)	(64,110)	81,095	1
Health		(100,003)	(64,290)	(49,089)	15,201	0
Education and Welfare		(255,402)	(169,083)	(73,534)	95,549	1
Housing		0	0	(0)	(0)	
Community Amenities		(510,624)	(339,854)	(375,414)	(35,560)	(0)
Recreation and Culture		(1,413,797)	(994,406)	(652,123)	342,283	0
Transport		(7,147,740)	(4,770,103)	(2,313,948)	2,456,155	1
Economic Services		(454,676)	(303,124)	(225,953)	77,171	0
Other Property and Services		(58,570)	(5,707)	(20,432)	(14,725)	(3)
Total Operating Expenditure		(11,816,838)	(7,890,201)	(4,506,216)	3,383,985	
Funding Balance Adjustments						
Add back Depreciation		6,487,050	4,319,904	1,792,735	(2,527,169)	(1)
Adjust (Profit)/Loss on Asset Disposal	8	(1,340)	(1,340)	(25,671)	(24,331)	18
Loss on revaluation of non-current assets		50,000	0	0		
Adjust provisions and accruals		0	0		0	
Net Cash from Operations		1,732,826	2,701,656	3,827,615	1,125,958	
Capital Revenues						
Grants, Subsidies and Contributions	11	2,150,314	973,398	249,178	(724,220)	(1)
Proceeds from Disposal of Assets	8	660,000	118,182	118,182	0	0
Total Capital Revenues		2,810,314	1,091,580	367,360	(724,220)	
Capital Expenses						
Land and Buildings	13	(8,322,800)	(2,609,800)	(1,272,607)	1,337,193	1
Infrastructure - Roads	13	(1,486,094)	(1,602,188)	(127,256)	1,474,932	1
Infrastructure - Others	13	(800,000)	(170,000)	0	170,000	1
Infrastructure - Airport	13	(385,000)	0	0	0	
Plant and Equipment	13	(1,207,000)	(1,110,000)	(226,832)	883,168	1
Furniture and Equipment	13	(4,000)	(4,000)	(673)	3,327	1
Work in Progress	13	0	0	0		
Total Capital Expenditure		(12,204,894)	(5,495,988)	(1,627,368)	3,868,620	
Net Cash from Capital Activities		(9,394,580)	(4,404,408)	(1,260,008)	3,144,400	
Financing						
Repayment of Debentures	10	(159,277)	(159,277)	(159,277)	0	0
Proceeds from new debentures		1,300,000	0	0		
Transfers to cash backed reserves (restricted assets)	7	(1,325,000)	(95,167)	(95,167)	0	0
Transfers from cash backed reserves (restricted assets)		566,446	0	0		
Net Cash from Financing Activities		382,169	(254,443)	(254,443)	0	
Net Operations, Capital and Financing		(7,279,585)	(1,957,194)	2,313,163	4,270,358	
Opening Funding Surplus(Deficit)	3	7,279,585	7,337,562	7,337,562	0	0
Closing Funding Surplus(Deficit)	3	0	5,380,368	9,650,725	4,270,358	

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 WILUNA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2017

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual	Var. \$	Var. %
Operating Revenues		\$	\$	\$	\$	%
Rates	9	3,702,061	3,702,061	3,705,127	3,066	0
Operating Grants, Subsidies and Contributions	11	2,773,129	2,169,669	2,190,375	20,706	0
Fees and Charges		260,308	202,691	420,746	218,055	1
Interest Earnings		187,000	132,950	162,040	29,090	0
Other Revenue		75,400	46,760	62,807	16,047	0
Profit on Disposal of Assets	8	16,056	16,056	25,671	9,615	1
Total Operating Revenue		7,013,954	6,270,187	6,566,766	296,579	
Operating Expense						
Employee Costs		(2,209,502)	(1,517,345)	(956,626)	560,720	0
Materials and Contracts		(2,616,333)	(1,609,460)	(1,360,983)	248,478	0
Utility Charges		(175,895)	(130,601)	(88,012)	42,589	0
Depreciation on Non-Current Assets		(6,487,050)	(4,319,904)	(1,792,735)	2,527,169	1
Interest Expenses		(36,948)	(14,716)	(42,247)	(27,531)	(2)
Insurance Expense		(214,894)	(213,682)	(202,928)	10,754	0
Other Expenditure		(11,500)	(35,051)	(62,685)	(27,633)	(1)
Loss on Disposal of Assets	8	(14,716)	(81,769)	0	81,769	
Loss on revaluation of non-current assets		(50,000)	0	0		
Total Operating Expenditure		(11,816,838)	(7,922,529)	(4,506,216)	3,416,313	
Funding Balance Adjustments						
Add back Depreciation		6,487,050	4,319,904	1,792,735	(2,527,169)	(1)
Adjust (Profit)/Loss on Asset Disposal	8	(1,340)	(1,340)	(25,671)	(24,331)	18
Loss on revaluation of non-current assets		50,000	0	0		
Adjust provisions and accruals		0		0		
Net Cash from Operations		1,732,826	2,666,222	3,827,615	1,161,392	
Capital Revenues						
Grants, Subsidies and Contributions	11	2,150,314	973,398	249,178	(724,220)	(1)
Proceeds from Disposal of Assets	8	660,000	118,182	118,182	0	0
Total Capital Revenues		2,810,314	1,091,580	367,361	(724,219)	
Capital Expenses						
Land and Buildings	13	(8,322,800)	(2,609,800)	(1,272,607)	1,337,193	1
Infrastructure - Roads	13	(1,486,094)	(1,602,188)	(127,256)	1,474,932	1
Infrastructure - Others	13	(800,000)	(170,000)	0	170,000	1
Infrastructure - Airport	13	(385,000)	0	0	0	
Plant and Equipment	13	(1,207,000)	(1,110,000)	(226,832)	883,168	1
Furniture and Equipment	13	(4,000)	(4,000)	(673)	3,327	1
Work in Progress						
Total Capital Expenditure		(12,204,894)	(5,495,988)	(1,627,368)	3,868,620	
Net Cash from Capital Activities		(9,394,580)	(4,404,408)	(1,260,007)	3,144,401	
Financing						
Repayment of Debentures		(159,277)	(159,277)	(159,277)		
Proceeds from new debentures		1,300,000	0	0		
Transfers to cash backed reserves	7	(1,325,000)	(95,167)	(95,167)	0	0
Transfers from cash backed reserves	10	566,446	0	0	0	
Net Cash from Financing Activities		382,169	(254,443)	(254,443)	0	
Net Operations, Capital and Financing		(7,279,585)	(1,992,629)	2,313,165	4,305,793	
Opening Funding Surplus(Deficit)	3	7,279,585	7,337,562	7,337,562	0	0
Closing Funding Surplus(Deficit)	3	0	5,344,932	9,650,725	4,305,793	

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 WILUNA
STATEMENT OF FINANCIAL POSITION
28-February-2017

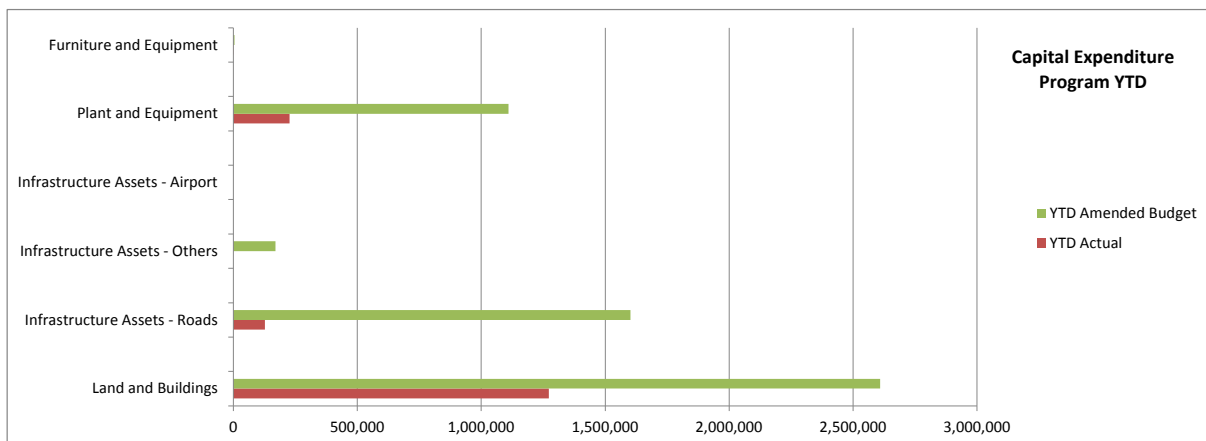
	Note	2016/2017	2015/2016
CURRENT ASSETS			
Cash at Bank and On Hand	4	13,580,677	11,221,277
Rates Outstanding		598,467	338,386
Sundry Debtors		300,587	1,155,392
Gst Receivable		27,964	7,722
Accrued Income/Payments In Advance		0	27,195
Stocks on Hand		41,188	42,458
TOTAL CURRENT ASSETS		14,548,883	12,792,430
CURRENT LIABILITIES			
Sundry Creditors		127,009	709,276
Accrued Interest on loans		0	15,060
Accrued Salaries & Wages		0	47,106
GST Payable		24,903	0
Accrued Expenses		0	84,215
Other current liabilities		62,959	11,092
Loan Liability (Current)		0	159,277
Provision For Annual Leave		91,968	91,968
Provision For Long Service Leave (Current)		58,690	58,690
TOTAL CURRENT LIABILITIES		365,529	1,176,683
NET CURRENT ASSETS		14,183,354	11,615,747
NON-CURRENT ASSETS			
Land & Buildings		14,845,540	13,572,933
Accumulated Depreciation Land & Building		(893,182)	(692,623)
Furniture & Equipment		132,518	131,845
Accumulated Depreciation Furniture&Equip		(31,632)	0
Plant & Equipment		2,147,605	2,053,250
Accumulated Depreciation Plant & Equip		(155,474)	0
Roads		219,126,814	218,999,558
Accumulated Depreciation Roads		(53,880,396)	(52,645,756)
Airport		3,578,148	3,578,148
Accumulated Depreciation Airport		(232,478)	(137,881)
Other Infrastructure		1,272,250	1,272,250
Accumulated Depreciation Other Infrastru		(88,497)	(52,630)
Work in Progress - Buildings		616,334	616,334
Work in Progress -Other Infrastructures		40,632	40,632
TOTAL NON-CURRENT ASSETS		186,478,181	186,736,059
NON-CURRENT LIABILITIES			
Loan Liability (Non Current)		1,098,709	1,098,709
Provision For Long Service Leave (Non Current)		42,900	42,900
TOTAL NON-CURRENT LIABILITIES		1,141,609	1,141,609
NET ASSETS		199,519,926	197,210,198
EQUITY			
Accumulated Surplus		25,024,656	22,498,554
Revaluation Surplus-Land & Buildings		6,347,852	6,347,852
Revaluation Surplus-Furniture & Equipment		103,228	103,228
Revaluation Surplus-Plant & Equipment		641,225	641,225
Revaluation Surplus - Infrastructure Road		160,237,455	160,237,455
Revaluation Surplus-Infrastructure Airport		2,632,881	2,632,881
Reserve - Asset Replacement		3,238,321	3,163,590
Reserve - Computer	7	102,490	100,872
Reserve - Airport	7	1,101,654	1,084,261
Reserve - Leave	7	74,063	72,894
Reserve - Wiluna Telecentre	7	16,100	15,846
TOTAL EQUITY		199,519,926	196,898,657

SHIRE OF WILUNA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 28 February 2017

YTD 28 02 2017							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	39,438	1,233,168	1,272,607	2,609,800	8,322,800	(1,337,193)
Infrastructure Assets - Roads	13	127,256	0	127,256	1,602,188	1,486,094	(1,474,932)
Infrastructure Assets - Others	13	0	0	0	170,000	800,000	(170,000)
Infrastructure Assets - Airport	13	0	0	0	0	385,000	0
Plant and Equipment	13	150,433	76,399	226,832	1,110,000	1,207,000	(883,168)
Furniture and Equipment	13	673	0	673	4,000	4,000	(3,327)
Date prepared: 18 July 2016		317,800	1,309,568	1,627,368	5,495,988	12,204,894	(3,868,620)

Funded By:

Capital Grants and Contributions	249,178	973,398	2,150,314	(724,220)
Borrowings	0	0	1,200,000	0
Other (Disposals & C/Fwd)	118,182	118,182	660,000	0
Own Source Funding - Cash Backed Reserves	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	1,260,008	4,404,408	8,194,580	(3,144,400)
Capital Funding Total	1,627,368	5,495,988	12,204,894	(3,868,620)



SHIRE OF WILUNA
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 28 February 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	500		500	350
General Purpose Funding - Rates	3,702,061	0	3,702,061	3,702,061
General Purpose Funding - Other	2,659,567		2,659,567	1,989,213
Law, Order and Public Safety	7,122		7,122	7,122
Health	413		413	413
Education and Welfare	150		150	100
Housing	500		500	300
Community Amenities	78,930		78,930	75,090
Recreation and Culture	248,400		248,400	232,714
Transport	251,597		251,597	218,883
Economic Services	15,550		15,550	10,372
Other Property and Services	49,164		49,164	36,675
Total Operating Revenue	7,013,954	0	7,013,954	6,273,293
Operating Expense				
Governance	(1,424,825)		(1,424,825)	(947,906)
General Purpose Funding	(236,334)	0	(236,334)	(150,523)
Law, Order and Public Safety	(214,867)		(214,867)	(145,205)
Health	(100,003)		(100,003)	(64,290)
Education and Welfare	(255,402)	60,000	(195,402)	(169,083)
Housing	0		0	0
Community Amenities	(510,624)		(510,624)	(339,854)
Recreation and Culture	(1,413,797)		(1,413,797)	(994,406)
Transport	(7,147,740)		(7,147,740)	(4,770,103)
Economic Services	(454,676)		(454,676)	(303,124)
Other Property and Services	(58,570)		(58,570)	(5,707)
Total Operating Expenditure	(11,816,838)	60,000	(11,756,838)	(7,890,201)
Funding Balance Adjustments				
Add back Depreciation	6,487,050		6,487,050	4,319,904
Adjust (Profit)/Loss on Asset Disposal	(1,340)		(1,340)	(1,340)
Loss on revaluation of non-current assets	50,000		50,000	0
Net Cash from Operations	1,732,826	60,000	1,792,826	2,701,656
Capital Revenues				
Grants, Subsidies and Contributions	2,150,314		2,150,314	973,398
Proceeds from Disposal of Assets	660,000		660,000	118,182
Total Capital Revenues	2,810,314	0	2,810,314	1,091,580
Capital Expenses				
Land and Buildings	(8,322,800)	(460,000)	(8,782,800)	(2,609,800)
Infrastructure - Roads	(1,486,094)		(1,486,094)	(1,602,188)
Infrastructure - Others	(800,000)		(800,000)	(170,000)
Infrastructure - Airport	(385,000)		(385,000)	0
Plant and Equipment	(1,207,000)		(1,207,000)	(1,110,000)
Furniture and Equipment	(4,000)		(4,000)	(4,000)
Total Capital Expenditure	(12,204,894)	(460,000)	(12,664,894)	(5,495,988)
Net Cash from Capital Activities	(9,394,580)	(460,000)	(9,854,580)	(4,404,408)
Financing				
Repayment of Debentures	(159,277)		(159,277)	0
Proceeds from new debentures	1,300,000	300,000	1,600,000	(159,277)
Transfers to cash backed reserves (restricted assets)	(1,325,000)		(1,325,000)	(95,167)
Transfers from cash backed reserves (restricted assets)	566,446	100,000	666,446	
Net Cash from Financing Activities	382,169	400,000	782,169	(254,443)
Net Operations, Capital and Financing	(7,279,585)	0	(7,279,585)	(1,957,195)
Opening Funding Surplus(Deficit)	7,279,585		7,279,585	7,337,562
Closing Funding Surplus(Deficit)	0	0	0	5,380,367

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

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and

ly 2016 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.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

(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:

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	2 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	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

(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.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, 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 the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:
"A proud, green, go-ahead and healthy Wiluna"

The Strategic Community Plan defines the key objectives of the Shire as:
"Working together to enhance our furture through good governance"

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Expenses associated with provision of services to members of council and elections and the administrative support available to the council for the provision of governance of the district. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above revenues, e.g. valuation expense debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Supervision and enforcement of Local Laws, fire prevention, animal control, provision of ranger services and other aspects of public safety including emergency services.

HEALTH

Health inspection services, food quality control, mosquito and pest control and waste disposal compliance.

EDUCATION AND WELFARE

Provision and development of community service programmes, including training and disability requirements.

HOUSING

Provision and maintenance of housing accommodation for employees.

COMMUNITY AMENITIES

Sanitation, sewerage, protection of the environment, public conveniences, cemeteries, rubbish collection services, operation of rubbish disposal sites, litter control, and administration of town planning schemes.

RECREATION AND CULTURE

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

TRANSPORT

Construction and maintenance of roads, footpaths, depots, traffic control, cleaning of streets, and maintenance of street trees, streetlighting and etc.

ECONOMIC SERVICES

Tourism and area promotion, provision of rural services including weed control and vermin control. Building control and economic development facilities.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials, private works operations

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

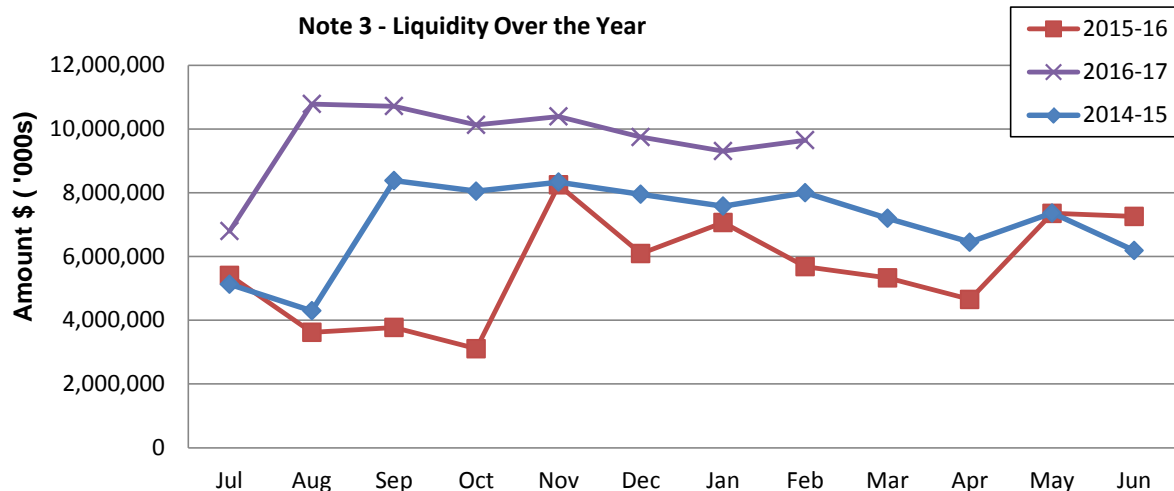
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%		
General Purpose Funding	30,480	0	Timing	Increase in interest earnings in rates and funds invested in higher rates, and interim rates due to changes in valuation
Governance	(293)	(1)	Timing	
Law, Order and Public Safety	789	0	Permanent	ESL Grant was set at lower budget, and less fees received from animal control
Health	259	1	Timing	Fees from Septic tanks/water waste treatment
Education and Welfare	(100)	(1)	Timing	No hire charges as Training Room not available
Housing	(73)	(0)	Timing	No material variance
Community Amenities	(5,129)	(0)	Timing	No material variance
Recreation and Culture	(34,898)	(0)	Permanent	Prior year adjustment - Pool admission/Hire charges, and lower art sales
Transport	295,716	1	Permanent	Increase in airport fees and charges
Economic Services	2,486	0	Timing	Increased sales of tourist items and community bus hire
Other Property and Services	4,236	0		Insurance rebate 14/15 and 15/16 actual wages (Permanent)
Operating Expense				
General Purpose Funding	42,634	0	Timing	Administration/operation cost is less than expected
Governance	324,182	0	Timing	Administration/operation cost is less than expected
Law, Order and Public Safety	81,095	1	Timing	Administration/operation cost is less than expected
Health	15,201	0	Timing	Administration/operation cost is less than expected
Education and Welfare	95,549	1	Timing	Administration/operation cost is less than expected
Housing	(0)	0		
Community Amenities	(35,560)	(0)	Permanent	Operation cost is more than expected - Site Disposal Maintenance, Public Convenience, Grave Digging
Recreation and Culture	342,283	0	Permanent	Savings: Vacant positions to date - Sports and Recreation
Transport	2,456,155	1	Permanent	Adjustment on roads depreciation - budget overstated
Economic Services	77,171	0	Timing	Savings: Vacant positions to date -Economic Development
Other Property and Services	(14,725)	(3)	Timing	
Capital Revenues				
Grants, Subsidies and Contributions	(724,220)	(1)	Timing	Grants delayed
Proceeds from Disposal of Assets	0	0	Timing	
Capital Expenses				
Land and Buildings	1,337,193	1	Timing	Construction of new admin buildings delayed
Infrastructure - Roads	1,474,932	1	Timing	Roads construction delayed
Infrastructure - Others	170,000	1	Timing	Projects under economic development area delayed/deferred - Cemetery, Caravan site, RedHill/North Pool, Town water supply
Infrastructure - Airport	0			
Plant and Equipment	883,168	1	Timing	Purchases of plant and vehicles delayed/cancelled
Furniture and Equipment	3,327	1	Timing	
Financing				
Loan Principal	0	0		

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 28 Feb 2017	30th June 2016	YTD 28 Feb 2016
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	9,048,048	6,783,815	5,322,784
Cash Restricted	4	4,532,629	4,437,462	3,402,481
Receivables - Rates	6	598,467	338,386	758,657
Receivables -Other	6	300,587	1,155,392	65,139
Interest / ATO Receivable/Accrual		27,964	34,917	152,231
Inventories		41,188	42,458	26,827
		14,548,883	12,792,430	9,728,119
Less: Current Liabilities				
Payables		(214,872)	(1,026,026)	(515,819)
Provisions		(150,658)	(150,658)	(127,574)
		(365,529)	(1,176,683)	(643,393)
Less: Cash Reserves	7	(4,532,629)	(4,437,462)	(3,402,481)
Secured by floating charge		0	159,277	0
Net Current Funding Position		9,650,725	7,337,562	5,682,245



Comments - Net Current Funding Position

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 4: CASH AND INVESTMENTS

(a) **Cash Deposits**

Municipal Bank Account
Call Deposit
Trust Bank Account
Cash On Hand - Petty Cash

(b) **Term Deposits**

Curve Securities-NAB 2
Curve Securities - AMP

Total

Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
Vary	1,874,718			1,874,718	ANZ	At Call
Vary	6,062,942			6,062,942	ANZ	At Call
Vary			10,845	10,845	ANZ	At Call
Nil	900			900	N/A	N/A
2.60%		1,294,307		1,294,307	NAB	08-Mar-16
2.65%	1,109,488	3,238,321		4,347,809	AMP	28-Aug-16
	9,048,048	4,532,629	10,845	13,591,521		

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
C091186	60A Scotia St - Furnishings	OCM Res #037/17	Capital Expenses		5,500		5,500
C091187	60B Scotia St - Furnishings	OCM Res #037/17	Capital Expenses		5,500		11,000
C091166	7/30 Scotia St - purchase of new aircondition	OCM Res #037/17	Capital Expenses			(11,000)	0
C091185	5/30 Scotia Street - Roofing	OCM Res #034/17	Capital Expenses		7,000		7,000
C091159	1/30 Scotia St - Upgrade	OCM Res #034/17	Capital Expenses			(13,000)	(6,000)
C091183	2/30 Scotia Street - Furnishings	OCM Res #034/17	Capital Expenses		3,000		(3,000)
C091184	3/30 Scotia St- Furnishings	OCM Res #034/17	Capital Expenses		3,000		0
C091203	Single Person's Accommodation construction	OCM Res #003/17	Capital Expenses			(300,000)	(300,000)
L060100	Loan	OCM Res #003/17	Capital Revenue		300,000		0
C122001	Depot Shed renovation	OCM Res #022/17	Capital Expenses			(100,000)	(100,000)
C123236	Grader	OCM Res #022/17	Capital Expenses		100,000		0
L072100	Transfer to Reserve - Asset Replacement	OCM Res #022/17	Capital Revenue			(100,000)	(100,000)
C123236	Grader	OCM Res #022/17	Capital Expenses		100,000		0
C142109	Genset	OCM Res #022/17	Capital Expenses			(35,000)	(35,000)
C123236	Grader	Budget Review	Capital Expenses		35,000		0
C142108	Temporary Administration Office	OCM Res #001/17	Capital Expenses			(60,000)	(60,000)
E114103	Economic Development Officer salaries	OCM Res #001/17	Operating Expenses		60,000		0
				0	619,000	(619,000)	

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year and adjustments
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

% Collected

YTD 28 Feb 2017	42,551
\$ 358,497	\$ 145,488
3,842,889	3,486,575
(3,582,575)	(3,273,565)
618,811	358,497
618,811	358,497
1	1

Receivables - General

Receivables - General

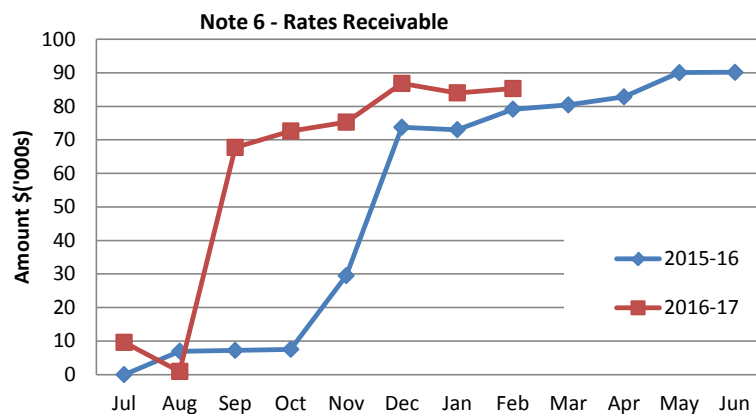
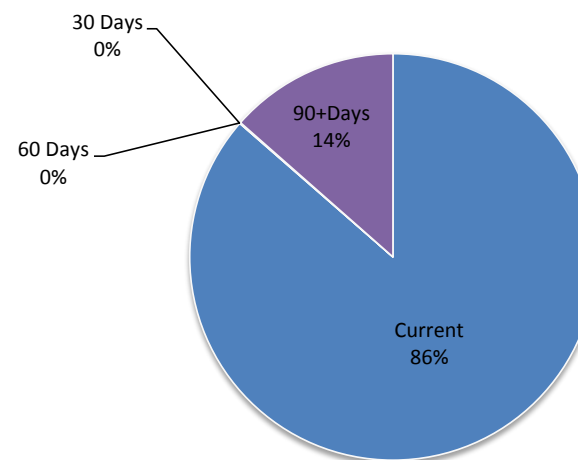
Current	30 Days	60 Days	90+Days
\$ 264,270	\$ 0	\$ 236	\$ 41,303

Total Receivables General Outstanding

305,808

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates

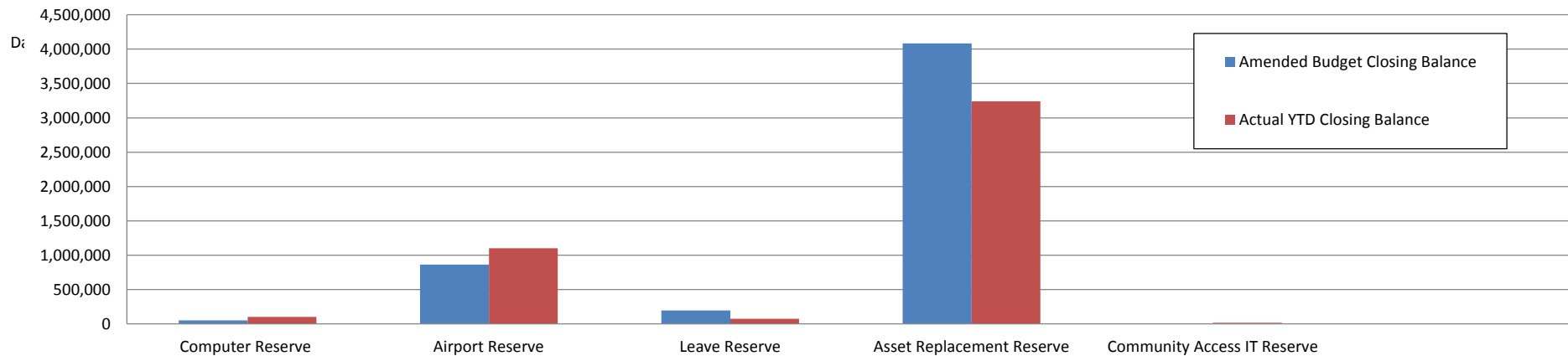
Comments/Notes - Receivables General

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 7: Cash Backed Reserve

2016-17		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
Computer Reserve	\$ 100,872	\$ 2,500	\$ 1,618	\$	\$	\$ (50,000)	\$ -		\$ 53,372	\$ 102,490
Airport Reserve	1,084,261	29,000	17,393			(250,000)	-		863,261	1,101,654
Leave Reserve	72,894	2,900	1,169	120,000	-	0	-		195,794	74,063
Asset Replacement Reserve	3,163,590	70,000	74,731	1,100,000		(250,000)	-		4,083,590	3,238,321
Community Access IT Reserve	15,846	600	254	-	-	(16,446)	-		0	16,100
	4,437,462	105,000	95,167	1,220,000	0	(566,446)	0		5,196,016	4,532,629

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



SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 28 02 2017			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$	
			0	5067 Bobcat 2200 (Utility-Gardens) WU-27	(3,173)	0	3,173	Carried over 2016/17
			0	Cat 950G Loader 1BOC325 P36	2,237	0	(2,237)	Carried over 2016/17
				Grader John Deere 2004 P19	(11,543)		11,543	
57,478	(29,920)	34,545	6,988	Nissan Patrol 2014 manual (EMTS Vehicle)	3,819	6,988	3,169	
75,000	(10,047)	83,636	18,683	CEO's Vehicle	10,000	18,683	8,683	1st out of 6 change over
132,478	(39,967)	118,182	25,671		1,340	25,671	24,331	

Comments - Capital Disposal/Replacements

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 9: RATING INFORMATION

	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV Wiluna Townsite	8.6700	69	1,078,928	134,609	0	0	134,609	93,543	0	0	93,543
GRV Mining	17.1430	6	6,380,000	1,093,723	0	0	1,093,723	1,093,723	0	0	1,093,723
UV Rural/Pastoral	11.6950	27	1,209,951	141,504	0	0	141,504	141,504	0	0	141,504
UV Mining	15.3490	202	11,726,761	1,799,941	0	0	1,799,941	1,799,941	38,000	0	1,837,941
UV Exploration & Prospecting Pastoral	22.6820	205	1,999,252	453,470	0	0	453,470	453,470	0	0	453,470
Sub-Totals		509	22,394,892	3,623,247	0	0	3,623,247	3,582,181	38,000	0	3,620,181
Minimum Payment	Minimum \$										
GRV Wiluna Townsite	410.00	19	8,018	7,790	0	0	7,790	7,790	0	0	7,790
GRV Mining	310.00	3	60	930	0	0	930	930	0	0	930
UV Rural/Pastoral	310.00	2	1,695	620	0	0	620	620	0	0	620
UV Mining	310.00	192	73,247	59,520	0	0	59,520	59,520	0	0	59,520
UV Exploration & Prospecting Pastoral	310.00	42	30,270	13,020	0	0	13,020	13,020	0	0	13,020
Sub-Totals		258	113,290	81,880	0	0	81,880	81,880	0	0	81,880
Amount from General Rates							3,705,127				3,702,061
Ex-Gratia Rates							3,705,127 0				3,702,061 0
Totals							3,705,127				3,702,061

Comments - Rating Information

All land except exempt land in the Shire of Wiluna is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire. The General Rates detailed above for the above 2016/17 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year. The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities. The intention to impose differential rating was advertised on 25 May 2016. Three submissions were received. Council resolved to proceed with differential rates and minimums as advertised (and as per above table).

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Recreation & Culture Wiluna Recreation Ground Changerooms, Toilets & Kiosk	369,996		46,846	46,846	323,150	323,150	15,123	9,918
Economic Services Gunbarrel Hwy/Canning Stock Route Heritage Interpretive Centre	887,990		112,431	112,431	775,559	775,559	26,456	23,800
	1,257,985	0	159,277	159,277	1,098,708	1,098,708	41,579	33,718

All debenture repayments were financed by general purpose revenue.

No new debentures were raised during the reporting period.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status		Comment
							Received	Not Received	
GENERAL PURPOSE FUNDING		(Y/N)	\$	\$	\$	\$	\$	\$	
Grants Commission - General	WALGGC	Y	1,667,376	0	1,667,376	0	1,244,968	422,408	Operating
Grants Commission - Roads	WALGGC	Y	796,041	0	796,041	0	597,470	198,571	Operating
LAW, ORDER, PUBLIC SAFETY									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	6,212	0	6,212	0	7,701	(1,489)	Operating
EDUCATION AND WELFARE									
Community Resource Centre			40,000	0		40,000	0	40,000	Non-Operating
RECREATION AND CULTURE									
Art Gallery Operation Grant	Dept of Reg. Australia, LG, Arts & Sports	Y	135,000	0	135,000	0	135,000	0	Operating
Sports Courts & Cricket Practice Wickets	Dept of Sports and Recreation	Y	14,700	0	0	14,700	14,700	0	Non-Operating
Pool Revitalisation Programme	Dept of Sports and Recreation	Y	32,000	0	15,000	17,000	32,000	0	Operating/Non-Operating
TRANSPORT									
Regional Road Group Grant	Regional Road Group	Y	300,000	0	0	300,000	120,000	180,000	Non-Operating
Federal Government Roads to Recovery	Roads to Recovery	Y	886,094	0	0	886,094	0	886,094	Non-Operating
Remote Communities- FAGS	WALGGC	Y	18,604	0	0	18,604	13,953	4,651	Non-Operating
Remote Aboriginal Communities	Mainroads	Y	9,000	0	0	9,000	3,698	5,302	Non-Operating
Direct Regional Grant	Mainroads	Y	150,000	0	150,000	0	190,236	(40,236)	Operating
Airport Sealing	Regional Airport Development Scheme	Y	192,500	0	0	192,500	0	192,500	Non-Operating
Airport Terminal	Regional Airport Development Scheme	Y	250,000	0	0	250,000	0	250,000	Non-Operating
ECONOMIC SERVICES									
RV Dump Point			5,000			5,000	0	5,000	Non-Operating
Art Gallery Fit Out	Dept of Reg. Australia, LG, Arts & Sports	Y				79,827	79,827	0	Non-Operating
OTHER PROPERTY AND SERVICES									
New Admin Bldg	Country Local Government Fund	Y	417,416	0	0	417,416	0	417,416	Non-Operating
TOTALS			4,919,943	0	2,769,629	2,230,141	2,439,553	2,560,217	
Operating	Operating		2,784,329				2,207,375		
Non-Operating	Non-operating		2,150,314				249,178		
			<u>4,934,643</u>				<u>2,456,553</u>		

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

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 1 Jul 16	Amount Received	Amount Paid	Closing Balance 28-Feb-17
Gym Keys Deposit/Housing Bond	\$ 11,817	\$ 2,901	\$ (3,873)	\$ 10,845
	11,817	2,901	(3,873)	10,845

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 13: CAPITAL ACQUISITIONS

		Budget by Asset Class										
Account Number	Description	Land & Buildings	Plant and Equipment	Furniture and Equipment	Roads	Airport	Other Infrastructures	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
LAW ORDER AND PUBLIC SAFETY												
C052521	Ranger's Vehicle		45,000					45,000	45,000	45,000	34,310	10,690
C052522	Pound Upgrade	10,000						10,000	10,000	10,000	-	10,000
	Total Law Order and Public Safety	10,000	45,000	-	-	-	-	55,000	55,000	55,000	34,310	20,690
EDUCATION AND WELFARE												
C086100	Community Resource Centre	50,000						50,000	50,000	50,000	-	50,000
	Total Education and Welfare	50,000	-	-	-	-	-	50,000	50,000	50,000	-	50,000
HOUSING												
C091186	60A Scotia St - Furnishings			5,500				5,500	-	-	-	-
C091187	60B Scotia St - Furnishings			5,500				5,500	-	-	-	-
C091185	5/30 Scotia Street	12,000						12,000	5,000	-	-	-
C091167	6/30 Scotia St	3,500						3,500	3,500	3,500	2,522	978
C091166	7/30 Scotia St	8,500						8,500	19,500	19,500	-	19,500
C091151	U8/ 1487 Scotia St	4,800						4,800	4,800	4,800	-	4,800
C091155	21 Lennon St	12,000						12,000	12,000	12,000	-	12,000
C091159	1/30 Scotia St - Upgrade								13,000	-	-	-
C091178	38 Lennon St	3,000						3,000	3,000	3,000	-	3,000
C091116	44 Lennon St	7,000						7,000	7,000	7,000	-	7,000
C091183	2/30 Scotia Street - Furnishings			3,000				3,000	-	-	-	-
C091184	3/30 Scotia St- Furnishings			3,000				3,000	-	-	-	-
C091119	67/69 Scotia St - Furnishings			4,000				4,000	4,000	4,000	-	4,000
C091200	Staff Housing 1	300,000						300,000	300,000	-	-	-
C091201	Staff Housing 2	300,000						300,000	300,000	300,000	-	300,000
C091202	Staff Housing 3	400,000						400,000	400,000	400,000	-	400,000
C091203	Single Person's accommodation								300,000	-	-	-
C091204	Depot - Single Person's Quarter								-	-	-	-
	Total Housing	1,050,800	-	21,000	-	-	-	1,071,800	1,371,800	753,800	2,522	751,278
COMMUNITY AMENITIES												
C107054	Cemetery Improvement						40,000	40,000	40,000	40,000	-	40,000
	Total Community Amenities	-	-	-	-	-	40,000	40,000	40,000	40,000	-	40,000
RECREATION AND CULTURE												
C111104	Recreation Centre Upgrade	30,000						30,000	30,000	-	-	-
C112101	Pool Equipment		22,000					22,000	22,000	-	2,359	2,359
C112102	Swimming Pool repairs	5,000						5,000	5,000	-	-	-
	Total Recreation and Culture	35,000	22,000	-	-	-	-	57,000	57,000	-	2,359	2,359

TRANSPORT											
Street and Road Construction:											
C121001	Wongawol Road			450,000			450,000	450,000	250,000	-	250,000
C121010	Granite Peak Road			600,000			600,000	600,000	600,000	127,256	472,744
C121011	Wiluna North Road			250,000			250,000	250,000	336,094	-	336,094
C121011	Wiluna North Road			86,094			86,094	86,094	336,094	-	336,094
C121012	Various Roads			100,000			100,000	100,000	80,000	-	80,000
	Sub Total	-	-	-	1,486,094	-	-	1,486,094	1,486,094	1,602,188	1,474,932
Road Plant Purchases											
C123127	Works Ute	25,000					25,000	25,000	25,000	22,180	2,820
C123224	Loader	250,000					250,000	250,000	250,000	-	250,000
C123236	Grader	350,000					350,000	115,000	315,000	-	315,000
C123239	SAM Trailer	15,000					15,000	15,000	15,000	-	15,000
C123125	EMTS Vehicle	45,000					45,000	45,000	45,000	41,416	3,584
C123126	Work's Manager Vehicle	45,000					45,000	45,000	45,000	-	45,000
C122001	Depot Shed							100,000	-	-	-
	Sub Total	-	730,000	-	-	-	-	730,000	595,000	695,000	631,404
Airport											
C126262	Airport Sealing					385,000	385,000	385,000	-	-	-
C126264	Airport Terminal	500,000					500,000	500,000	-	-	-
C126261	Airport Electrical Renewal						-	-	-	-	-
	Sub Total	500,000	-	-	-	385,000	-	885,000	885,000	-	-
Total Transport											
ECONOMIC SERVICES											
C132156	Heritage Centre - Art Gallery Fit Out						-	-	-	20,651	20,651
C132157	Heritage/Interpretive Centre	2,700,000					2,700,000	2,700,000	1,800,000	1,195,465	604,535
C132159	Mainstreet Revitalisation				530,000		530,000	530,000	-	-	-
C134100	Town Water Supply				170,000		170,000	170,000	70,000	-	70,000
C132341	Recreation Site Development-RedHill/NorthPool				10,000		10,000	10,000	10,000	-	10,000
C132343	Caravan Site				45,000		45,000	45,000	45,000	-	45,000
C132344	RV Dump Point				5,000		5,000	5,000	5,000	-	5,000
	Total Economic Services	2,700,000	-	-	-	-	760,000	3,460,000	3,460,000	1,930,000	734,535
OTHER PROPERTY AND SERVICES											
C142100	DCEO Vehicle	50,000					50,000	50,000	50,000	41,416	8,584
C142101	CEO Vehicle	480,000					480,000	480,000	320,000	85,151	234,849
C147182	New Administration Building	3,500,000					3,500,000	3,500,000	-	17,052	17,052
C142104	IT Equipment	25,000					25,000	25,000	-	-	-
C142105	Upgrade Server	25,000					25,000	25,000	-	-	-
C142106	Admin Furnishings	30,000					30,000	30,000	-	673	673
C142108	Transportable Officers (Donga)	-					-	60,000	60,000	36,917	23,083
C142109	GenSet							35,000	-	-	-
	Total Other Property and Services	3,500,000	610,000	-	-	-	-	4,110,000	4,205,000	430,000	248,791
	TOTALS	7,845,800	1,407,000	21,000	1,486,094	385,000	800,000	11,944,894	12,204,894	5,555,988	3,949,271

Buildings	8,322,800	2,609,800	1,272,607	1,394,761
Plant & Equipment	1,207,000	1,110,000	226,832	882,495
Furniture & Equipment	4,000	4,000	673	4,000
Roads	1,486,094	1,602,188	127,256	1,474,932
Airport	385,000	-	-	-
Other Infrastructure	800,000	170,000	-	170,000
TOTALS	12,204,894	5,495,988	1,627,368	3,926,188
	-			

28/02/2017

Programme						Adopted Budget	Adopted Budget	Amended Budget	Amended Budget	YTD Budget Income	YTD Budget	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)				
Prog	Description	SP	Sub-Programme Description	COA	Description	Income	Expenditure	Income	Expenditure		Expenditure								
05	Law, Order & Public Saf 052		Fire Prevention Total	E051524	Fire Station Bldg operation costs		\$1,919.00		\$1,919.00		\$1,379.00		\$871.97	-\$507.03	-36.77%				
				R051503	Emergency Services Grant-Operating - BFB	-\$6,212.00		-\$6,212.00		-\$6,212.00		-\$7,700.78		-\$1,488.78	23.97%				
							-\$6,212.00	\$36,996.00	-\$6,212.00	\$36,996.00	-\$6,212.00	\$25,258.92	-\$7,700.78	\$18,503.54	-\$8,244.16				
				E052521	Ranger Salaries		\$76,297.00		\$76,297.00		\$50,864.64		\$14,154.85	-\$36,709.79	-72.17%				
				E052522	Dog pound maintenance		\$3,132.00		\$3,132.00		\$2,038.00		\$1,267.80	-\$770.20	-37.79%				
				E052523	Ranger Superannuation		\$11,444.00		\$11,444.00		\$7,629.36		\$0.00	-\$7,629.36					
				E052524	Housing Allocation		\$20,070.00		\$20,070.00		\$13,380.00		\$5,423.78	-\$7,956.22					
				E052525	Other Employment Cost		\$8,500.00		\$8,500.00		\$6,500.00		\$104.73	-\$6,395.27					
				E052526	Other control expenses		\$14,398.00		\$14,398.00		\$9,058.80		\$6,236.15	-\$2,822.65	-31.16%				
				E052527	Administration allocated		\$12,913.00		\$12,913.00		\$8,608.64		\$6,630.84	-\$1,977.80	-22.97%				
				E052528	Ranger - Vehicle Operation Costs		\$11,932.00		\$11,932.00		\$7,299.20		\$3,322.50	-\$3,976.70					
				R052523	Dog Registration Fees	-\$500.00		-\$500.00		-\$500.00		-\$210.00		\$290.00	-58.00%				
				R052524	Cat Registration Fees	-\$200.00		-\$200.00		-\$200.00		\$0.00		\$200.00					
				R052525	Impounding fees and charges	-\$100.00		-\$100.00		-\$100.00		\$0.00		\$100.00	-100.00%				
				R052526	Other Animal Control and Penalties	-\$110.00		-\$110.00		-\$110.00		\$0.00		\$110.00					
					Animal Control Total	-\$910.00	\$158,686.00	-\$910.00	\$158,686.00	-\$910.00	\$105,378.64	-\$210.00	\$37,140.65	-\$67,537.99					
					Other Law, Order & Public														
				05	Law, Order & Public Saf 053	Safety	Other Law, Order & Public Safety Total	E053521	Emergency equipment maintenance		\$3,032.00		\$3,032.00		\$1,799.20		\$351.64	-\$1,447.56	-80.46%
								E053523	Local Emergency committee costs		\$6,000.00		\$6,000.00		\$6,000.00		\$3,500.00	-\$2,500.00	-41.67%
								E053590	Depreciation		\$1,200.00		\$1,200.00		\$800.00		\$97.66	-\$702.34	-87.79%
								E053592	Administration allocated		\$8,953.00		\$8,953.00		\$5,968.64		\$4,516.44	-\$1,452.20	-41.67%
										\$0.00	\$19,185.00	\$0.00	\$19,185.00	\$0.00	\$14,567.84	\$0.00	\$8,465.74	-\$6,102.10	
					Law, Order & Public Safety Total	-\$7,122.00	\$214,867.00	-\$7,122.00	\$214,867.00	-\$7,122.00	\$145,205.40	-\$7,910.78	\$64,109.93	-\$81,884.25					
07	Health	071	Preventative Services - Administration & Inspection	E071713	Health consultancy services		\$14,789.00		\$14,789.00		\$9,856.00		\$10,018.00	\$162.00	1.64%				
				E071715	Administration allocated		\$12,655.00		\$12,655.00		\$8,436.64		\$6,205.88	-\$2,230.76	-26.44%				
				E071716	Other health administration costs		\$500.00		\$500.00		\$500.00		\$0.00	-\$500.00	-100.00%				
				R071715	Fees and licences for Health facilities	-\$300.00		-\$300.00		-\$300.00		-\$200.00		\$100.00	-33.33%				
				R071716	Septic Tanks / Waste Water Treatment	-\$113.00		-\$113.00		-\$113.00		-\$472.00		-\$359.00	317.70%				
					Preventative Services - Administration & Inspection Total	-\$413.00	\$27,944.00	-\$413.00	\$27,944.00	-\$413.00	\$18,792.64	-\$672.00	\$16,223.88	-\$2,827.76					
				072	Control	E072721	Mosquito control		\$53,894.00		\$53,894.00		\$33,136.40		\$24,700.29	-\$8,436.11	-25.46%		
						E072722	Other pest control		\$2,766.00		\$2,766.00		\$1,859.60		\$552.44	-\$1,307.16	-70.29%		
						E072725	Administration allocated		\$9,639.00		\$9,639.00		\$6,426.00		\$4,711.47	-\$1,714.53	-26.68%		
					Preventative Services - Pest Control Total		\$66,299.00		\$66,299.00		\$41,422.00		\$29,964.20	-\$11,457.80					
				073	Other	E073715	Administration allocated		\$5,060.00		\$5,060.00		\$3,373.32		\$2,450.82	-\$922.50	-27.35%		
						E073731	Analytical expenses		\$700.00		\$700.00		\$700.00		\$450.00	-\$250.00	-35.71%		
							Preventative Services - Other Total		\$5,760.00		\$5,760.00	\$0.00	\$4,073.32	\$0.00	\$2,900.82	-\$1,172.50			
					Health Total	-\$413.00	\$100,003.00	-\$413.00	\$100,003.00	-\$413.00	\$64,287.96	-\$672.00	\$49,088.90	-\$15,458.06					
				08	Education & Welfare	083	Aged & Disabled - Other	E083103	Disability service & inclusions plan		\$10,000.00		\$10,000.00		\$5,000.00		\$0.00	-\$5,000.00	-100.00%
											\$0.00	\$10,000.00		\$10,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	-\$5,000.00
				08	Education & Welfare	084	Other Welfare - Community Development Management	E084102	Administration allocated		\$33,241.00		\$33,241.00		\$22,160.64		\$16,668.22	-\$5,492.42	-24.78%
E084103	Salaries & Allowances		\$129,470.00						\$129,470.00		\$86,313.32		\$26,116.88	-\$60,196.44	-69.74%				
E084105	Housing Allocated		\$23,673.00						\$23,673.00		\$15,782.00		\$13,668.32	-\$2,113.68	-13.39%				
E084106	Insurance		\$2,391.00						\$2,391.00		\$2,391.00		\$2,511.40	\$120.40	5.04%				
E084108	Staff superannuation		\$19,420.00						\$19,420.00		\$12,946.65		\$0.00	-\$12,946.65	-100.00%				
E084109	Occupation Safety & Health costs		\$1,000.00						\$1,000.00		\$1,000.00		\$0.00	-\$1,000.00	-100.00%				
E084110	Training & conference costs		\$5,000.00						\$5,000.00		\$3,000.00		\$4,286.96	\$1,286.96	42.90%				
E084111	Other employment costs		\$9,000.00						\$9,000.00		\$5,400.00		\$0.00	-\$5,400.00	-100.00%				
E084114	Other community development costs		\$2,000.00						\$2,000.00		\$1,000.00		\$202.31	-\$797.69	-79.77%				
E084116	Consultants		\$3,000.00						\$3,000.00		\$2,000.00		\$0.00	-\$2,000.00	-100.00%				
	Other Welfare - Community Development Management Total	\$0.00	\$228,195.00						\$228,195.00	\$0.00	\$151,993.61	\$0.00	\$63,454.09	-\$88,539.52					
08	Education & Welfare	086	Other Education - Training Centre					E086101	Administration allocated		\$10,836.00		\$10,836.00		\$7,224.00		\$4,781.53	-\$2,442.47	-33.81%
								E086102	Depreciation		\$1,100.00		\$1,100.00		\$736.00		\$252.05	-\$483.95	-65.75%
								E086106	Training Centre Bldg operation costs		\$4,705.00		\$4,705.00		\$3,789.75		\$4,614.22	\$824.47	21.76%
								E086107	Training Centre Bldg maintenance costs		\$566.00		\$566.00		\$339.60		\$431.96	\$92.36	27.20%
								R086100	Grant - Community Resource Centre	-\$40,000.00		-\$40,000.00		-\$40,000.00		\$0.00	\$40,000.00		
				R086103	Training room hire charges	-\$150.00		-\$150.00		-\$100.00		\$0.00	\$100.00	-100.00%					
					Other Education - Training Centre Total	-\$40,150.00	\$17,207.00	-\$40,150.00	\$17,207.00	-\$40,100.00	\$12,089.35	\$0.00	\$10,079.76	\$38,090.41					
	Education & Welfare Total	-\$40,150.00	\$255,402.00	-\$40,150.00	\$255,402.00	-\$40,100.00	\$169,082.96	\$0.00	\$73,533.85	-\$55,449.11									
09	Housing	091	Staff Housing	E091910	Depreciation		\$141,000.00		\$141,000.00		\$94,000.00		\$100,990.49	\$6,990.49	7.44%				
				E091915	Operating costs-21 Lennon St		\$6,507.00		\$6,507.00		\$4,598.68		\$4,658.62	\$59.94	1.30%				
				E091916	Operating costs-44 Lennon St		\$6,406.00		\$6,406.00		\$4,322.67		\$4,415.00	\$92.33	2.14%				
				E091917	Operating costs-67/69 Scotia St		\$6,507.00		\$6,507.00		\$4,927.68		\$3,868.48	-\$1,059.20	-21.49%				
				E091918	Operating costs-13 Woodley St (SPQ)		\$1,447.00		\$1,447.00		\$1,137.07		\$1,137.07	-\$89.93	-7.33%				
				E091919	Operating costs-U1/30 Scotia St		\$7,113.00		\$7,113.00		\$5,204.66		\$4,324.40	-\$880.26	-16.91%				
				E091920	Operating costs-U2/30 Scotia St		\$6,305.00		\$6,305.00		\$4,396.67		\$2,019.77	-\$2,376.90	-54.06%				
				E091921	Operating costs-U3/30 Scotia St		\$6,305.00		\$6,305.00		\$4,396.68		\$2,022.03	-\$2,374.65	-54.01%				
				E091922	Operating costs-U4/30 Scotia St		\$6,305.00		\$6,305.00		\$4,396.67		\$2,329.56	-\$2,067.11	-47.02%				

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Programme					Adopted Budget	Adopted Budget	Amended Budget	Amended Budget	YTD Budget Income	YTD Budget	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)				
Prog	Description	SP	Sub-Programme Description	COA	Description	Income	Expenditure	Income		Expenditure					Expenditure			
10	Community Amenities	101	Sanitation - Household Refuse	E091923	Operating costs-U5/30 Scotia St		\$6,810.00		\$6,810.00		\$4,901.67		\$3,824.85	-\$1,076.82	-21.97%			
				E091924	Operating costs-CEO flat Scotia St		\$2,958.00		\$2,958.00		\$2,758.00		\$2,026.84	-\$731.16	-26.51%			
				E091926	Operating costs-38 Lennon St		\$6,204.00		\$6,204.00		\$4,295.66		\$3,088.61	-\$1,207.05	-28.10%			
				E091927	Operating costs-U7/30 Scotia St		\$6,709.00		\$6,709.00		\$4,625.67		\$3,126.76	-\$1,498.91	-32.40%			
				E091928	Operating costs-U6/30 Scotia St		\$6,204.00		\$6,204.00		\$4,295.68		\$2,010.53	-\$2,285.15	-53.20%			
				E091929	Operating costs-61/63 Scotia St		\$6,709.00		\$6,709.00		\$4,625.66		\$3,170.32	-\$1,455.34	-31.46%			
				E091930	Operating costs-60A Scotia St		\$7,088.00		\$7,088.00		\$4,979.96		\$3,640.94	-\$1,339.02	-26.89%			
				E091931	Operating costs-60B Scotia St		\$6,888.00		\$6,888.00		\$5,019.00		\$2,435.41	-\$2,583.59	-51.48%			
				E091932	Operating costs-60C Scotia St		\$6,888.00		\$6,888.00		\$4,846.64		\$2,422.80	-\$2,423.84	-50.01%			
				E091940	Operating costs-U8/30 Scotia St		\$7,642.00		\$7,642.00		\$5,714.02		\$2,727.14	-\$2,986.88	-52.27%			
				E091941	Operating costs-Unit 1 Lot 962 Jones St		\$5,912.00		\$5,912.00		\$4,328.67		\$2,030.01	-\$2,298.66	-53.10%			
				E091942	Operating costs-Unit 2 Lot 962 Jones St		\$9,048.00		\$9,048.00		\$6,219.33		\$2,436.42	-\$3,782.91	-60.83%			
				E091943	Operating costs-Unit 3 Lot 962 Jones St		\$5,912.00		\$5,912.00		\$4,128.67		\$2,289.49	-\$1,839.18	-44.55%			
				E091955	Maintenance costs -21 Lennon St		\$6,851.00		\$6,851.00		\$4,567.98		\$7,507.18	\$2,939.20	64.34%			
				E091956	Maintenance costs-44 Lennon St		\$6,851.00		\$6,851.00		\$4,567.98		\$3,371.23	-\$1,196.75	-26.20%			
				E091957	Maintenance costs-67/69 Scotia St		\$10,451.00		\$10,451.00		\$8,168.02		\$66,389.68	\$58,221.66	712.80%			
				E091958	Maintenance costs-13 Woodley St (SPQ)		\$5,651.00		\$5,651.00		\$3,767.99		\$3,790.60	\$22.61	0.60%			
				E091959	Maintenance costs-U1/30 Scotia St		\$7,151.00		\$7,151.00		\$4,468.00		\$12,539.66	\$8,071.66	180.65%			
				E091960	Maintenance costs-U2/30 Scotia St		\$7,451.00		\$7,451.00		\$4,868.03		\$3,467.68	-\$1,400.35	-28.77%			
				E091961	Maintenance costs-U3/30 Scotia St		\$7,451.00		\$7,451.00		\$4,967.98		\$2,389.96	-\$2,578.02	-51.89%			
				E091962	Maintenance costs-U4/30 Scotia St		\$7,251.00		\$7,251.00		\$4,767.98		\$3,768.23	-\$999.75	-20.97%			
				E091963	Maintenance costs-U5/30 Scotia St		\$7,451.00		\$7,451.00		\$4,967.98		\$8,740.73	\$3,772.75	75.94%			
				E091964	Maintenance costs-CEO flat Scotia St		\$1,695.00		\$1,695.00		\$1,130.64		\$2,277.09	\$1,146.45	101.40%			
				E091965	Maintenance costs-38 Lennon St		\$7,152.00		\$7,152.00		\$4,767.98		\$2,277.09	-\$2,490.89	-52.24%			
				E091966	Maintenance costs-U7/30 Scotia St		\$7,152.00		\$7,152.00		\$4,817.99		\$7,469.61	\$2,651.62	55.04%			
				E091967	Maintenance costs-U6/30 Scotia St		\$7,152.00		\$7,152.00		\$4,817.98		\$2,582.33	-\$2,235.65	-46.40%			
				E091968	Maintenance costs-61/63 Scotia St		\$7,152.00		\$7,152.00		\$4,767.98		\$2,641.04	-\$2,126.94	-44.61%			
				E091969	Maintenance costs-60A Scotia St		\$7,152.00		\$7,152.00		\$4,767.98		\$2,853.78	-\$1,914.20	-40.15%			
				E091970	Maintenance costs-60B Scotia St		\$7,552.00		\$7,552.00		\$5,067.98		\$3,475.01	-\$1,592.97	-31.43%			
				E091971	Maintenance costs-60C Scotia St		\$7,152.00		\$7,152.00		\$4,817.98		\$2,822.37	-\$1,995.61	-41.42%			
				E091973	Maintenance costs-U8/30 Scotia St		\$7,152.00		\$7,152.00		\$4,867.98		\$7,082.42	\$2,214.44	45.49%			
				E091974	Maintenance costs-Unit 1 Lot 962 Jones St		\$7,452.00		\$7,452.00		\$5,067.98		\$2,531.04	-\$2,536.94	-50.06%			
				E091975	Maintenance costs-Unit 2 Lot 962 Jones St		\$7,452.00		\$7,452.00		\$4,967.98		\$4,273.21	-\$694.77	-13.98%			
E091976	Maintenance costs-Unit 3 Lot 962 Jones St		\$7,452.00		\$7,452.00		\$4,967.98		\$3,631.10	-\$1,336.88	-26.91%							
E091999	Staff House Costs Allocated to Works			-\$421,093.00			-\$421,093.00		-\$288,149.71		-\$316,876.46	-\$28,726.75	9.97%					
Staff Housing Total						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.12	\$0.12					
Housing Total	R092913	Reimbursement			-\$500.00			-\$500.00		-\$300.00		\$0.00		\$300.00	-100.00%			
	R092914	Rental			\$0.00		\$0.00		\$0.00		-\$227.27		-\$227.27					
							-\$500.00	\$0.00	-\$500.00	\$0.00	-\$300.00	\$0.00	-\$227.27	\$0.12	\$300.12			
10	Community Amenities	101	Sanitation - Household Refuse	E101010	Depreciation		\$5,300.00		\$5,300.00		\$3,533.32		\$3,501.76	-\$31.56	-0.89%			
				E101011	Refuse collection (internal costs)		\$123,286.00		\$123,286.00		\$81,857.30		\$82,096.28	\$238.98	0.29%			
				E101012	Disposal site operation		\$113,174.00		\$113,174.00		\$75,973.28		\$121,372.73	\$45,399.45	59.76%			
				E101013	Bulk Refuse Collection (Verge)		\$12,195.00		\$12,195.00		\$8,230.00		\$7,139.94	-\$1,090.06				
				E101014	Refuse collection (external costs)		\$3,000.00		\$3,000.00		\$2,000.00		\$0.00	-\$2,000.00	-100.00%			
				E101015	Administration allocated		\$12,983.00		\$12,983.00		\$8,655.33		\$6,385.52	-\$2,269.81	-26.22%			
				E101020	Collection & disposal of vehicles(car bodies)		\$5,964.00		\$5,964.00		\$4,075.98		\$11,598.89	\$7,522.91	184.57%			
				E101024	Litter control		\$35,885.00		\$35,885.00		\$23,990.00		\$26,444.43	\$2,454.43	10.23%			
				E101025	Insurance - Pollution Legal Liability		\$16,541.00		\$16,541.00		\$16,541.00		\$6,192.10	-\$10,348.90	-62.57%			
				R101012	Refuse collection - Domestic	-\$36,410.00		-\$36,410.00		-\$36,410.00		-\$41,254.00		-\$4,844.00	13.30%			
				R101013	Refuse Collection Commercial/Industrial	-\$29,390.00		-\$29,390.00		-\$29,390.00		-\$23,000.00		\$6,390.00	-21.74%			
				Sanitation - Household Refuse Total						-\$65,800.00	\$328,328.00	-\$65,800.00	\$328,328.00	-\$65,800.00	\$224,856.21	-\$64,254.00	\$264,731.65	\$39,875.44
10	Community Amenities	103	Sewerage	E103025	Liquid waste disposal site maintenance		\$11,829.00		\$11,829.00		\$8,052.63		\$4,030.54	-\$4,022.09	-49.95%			
				R103023	Liquid waste disposal site fees	-\$6,000.00		-\$6,000.00		-\$4,000.00		-\$107.27		\$3,892.73	-97.32%			
				R103024	Asbestos Waste Disposal Site Fees	-\$130.00		-\$130.00		-\$90.00		\$0.00		\$90.00				
Sewerage Total						-\$6,130.00	\$11,829.00	-\$6,130.00	\$11,829.00	-\$4,090.00	\$8,052.63	-\$107.27	\$4,030.54	-\$39.36				
10	Community Amenities	106	Town Planning & Regional Development	E106051	Town Planning-Local planning strategy		\$5,000.00		\$5,000.00		\$3,000.00		\$0.00	-\$3,000.00	-100.00%			
				E106052	Structure Plan Wiluna Townsite		\$20,000.00		\$20,000.00		\$10,000.00		\$6,126.90	-\$3,873.10	-38.73%			
				E106054	Administration allocated		\$16,760.00		\$16,760.00		\$11,173.32		\$8,312.36	-\$2,860.96	-25.61%			
				E106059	Administration & control--consultants & applications		\$20,000.00		\$20,000.00		\$10,000.00		\$0.00	-\$10,000.00	-100.00%			
				E106060	Administration & control-services of Bldg officer		\$5,808.00		\$5,808.00		\$3,872.00		\$4,118.00	\$246.00	6.35%			
				R106051	Town planning scheme amendment fees	-\$500.00		-\$500.00		-\$300.00		\$0.00		\$300.00	-100.00%			
				R106053	Planning development application fees	-\$1,500.00		-\$1,500.00		-\$900.00		\$0.00		\$900.00	-100.00%			
				Town Planning & Regional Development Total						-\$2,000.00	\$67,568.00	-\$2,000.00	\$67,568.00	-\$1,200.00	\$38,045.32	\$0.00	\$18,557.26	-\$18,288.06
10	Community Amenities	107	Other Community Amenities	E107010	Depreciation-Public conveniences		\$4,500.00		\$4,500.00		\$3,000.00		\$3,193.52	\$193.52	6.45%			
				E107054	Maintenance - Public Conveniences		\$41,233.00		\$41,233.00		\$27,657.28		\$40,186.22	\$12,528.94	45.30%			
				E107061	Maintenance - Grave Digging		\$21,524.00		\$21,524.00		\$14,349.28		\$29,896.69	\$15,547.41	108.35%			
				E107062	Maintenance - Cemetery		\$23,157.00		\$23,157.00		\$15,404.62		\$8,995.55	-\$6,409.07	-41.60%			
				E107063	Building operation-Cemetery		\$489.00		\$489.00		\$425.00		\$404.28	-\$20.72	-4.88%			
				E107064	Street furniture		\$2,199.00		\$2,199.00		\$1,532.66		\$666.41	-\$866.25	-56.52%			
				E107092	Administration allocated		\$9,796.00		\$9,796.00		\$6,530.66		\$4,751.45	-\$1,779.21	-27.24%			
				R107053	Other fees - Cemetery	\$0.00		\$0.00		\$0.00		-\$2,000.00		-\$2,000.00				
				R107051	Burial fees - Cemetery	-\$5,000.00		-\$5,000.00		-\$4,000.00		-\$3,600.00		\$400.00	-10.00%			
				Other Community Amenities Total						-\$5,000.00	\$102,898.00	-\$5,000.00	\$102,898.00	-\$4,000.00	\$68,899.50	-\$5,600.00	\$88,094.12	\$15,594.62
				Community Amenities Total						-\$78,930.00	\$510,623.00	-\$78,930.00	\$510,623.00	-\$75,090.00	\$339,853.66	-\$69,961.27	\$375,413.57	\$38,688.64

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Programme		SP	Sub-Programme Description	COA	Description	Adopted Budget	Adopted Budget	Amended Budget	Amended Budget	YTD Budget Income	YTD Budget	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
Prog	Description					Income	Expenditure	Income	Expenditure		Expenditure				
11	Recreation & Culture	111	Public Halls & Civic Centres	E111105	Administration allocated		\$10,385.00		\$10,385.00		\$6,923.33		\$5,044.00	-\$1,879.33	-27.14%
				E111110	Depreciation		\$33,700.00		\$33,700.00		\$22,472.00		\$21,723.13	-\$748.87	-3.33%
				E111114	Recreation Centre Bldg operation		\$21,377.00		\$21,377.00		\$16,061.66		\$7,725.15	-\$8,336.51	-51.90%
				E111116	Recreation Centre Bldg maintenance		\$18,460.00		\$18,460.00		\$12,306.66		\$25,358.86	\$13,052.20	106.06%
				E111119	Recreation Centre gardens maintenance		\$11,329.00		\$11,329.00		\$7,552.66		\$6,012.67	-\$1,539.99	-20.39%
				R111501	Recreation Centre hire charges	-\$500.00		-\$500.00		-\$350.00		-\$696.35		-\$346.35	98.96%
				R111504	Hire of table and chairs	-\$200.00		-\$200.00		-\$150.00		-\$255.00		-\$105.00	70.00%
				R111505	Reimbursement	-\$100.00		-\$100.00		-\$100.00		-\$30,413.64		-\$30,313.64	30313.64%
			Public Halls & Civic Centres Total			-\$800.00	\$95,251.00	-\$800.00	\$95,251.00	-\$600.00	\$65,316.31	-\$31,364.99	\$65,863.81	-\$30,217.49	
11	Recreation & Culture	112	Swimming Areas And Beaches	E112100	Administration allocated		\$18,476.00		\$18,476.00		\$12,317.32		\$8,860.02	-\$3,457.30	-28.07%
				E112101	Swimming pool - salaries & allowances		\$101,212.00		\$101,212.00		\$67,474.66		\$43,283.21	-\$24,191.45	-35.85%
				E112102	Swimming pool - superannuation		\$9,121.00		\$9,121.00		\$6,080.64		\$5,590.79	-\$489.85	-8.06%
				E112104	Depreciation		\$65,200.00		\$65,200.00		\$43,466.66		\$44,668.60	\$1,201.94	2.77%
				E112105	Housing allocated-Pool manager		\$20,078.00		\$20,078.00		\$13,384.00		\$10,014.80	-\$3,369.20	-25.17%
				E112106	Insurance		\$1,600.00		\$1,600.00		\$1,600.00		\$1,580.80	-\$19.20	-1.20%
				E112108	Swimming pool building operation		\$27,361.00		\$27,361.00		\$20,740.00		\$21,830.08	\$1,090.08	5.26%
				E112109	Swimming pool building maintenance		\$19,161.00		\$19,161.00		\$12,768.00		\$8,118.28	-\$4,649.72	-36.42%
				E112111	Swimming pool bowl & pool plant maintenance		\$11,161.00		\$11,161.00		\$7,440.00		\$4,007.12	-\$3,432.88	-46.14%
				E112113	Pool Community Events		\$8,000.00		\$8,000.00		\$6,000.00		\$7,653.98	\$1,653.98	
				E112114	Swimming pool chemicals and gas		\$8,000.00		\$8,000.00		\$5,336.00		\$5,215.56	-\$120.44	-2.26%
				E112115	Swimming pool grounds/gardens		\$14,161.00		\$14,161.00		\$9,432.00		\$9,807.18	\$375.18	3.98%
				E112118	Training & conference costs		\$7,000.00		\$7,000.00		\$5,000.00		\$0.00	-\$5,000.00	-100.00%
				E112119	Other employment costs		\$8,900.00		\$8,900.00		\$1,500.00		\$83.00	-\$1,417.00	-94.47%
				E112122	Occupation Safety & Health costs		\$1,000.00		\$1,000.00		\$1,000.00		\$0.00	-\$1,000.00	-100.00%
				R112101	Pool Revitalisation Program	-\$32,000.00		-\$32,000.00		-\$32,000.00		-\$32,000.00		\$0.00	0.00%
				R112103	Swimming pool daily admissions	-\$500.00		-\$500.00		-\$500.00		-\$9,818.18		\$10,318.18	2063.64%
			Swimming Areas And Beaches Total			-\$32,500.00	\$320,431.00	-\$32,500.00	\$320,431.00	-\$32,500.00	\$213,539.28	-\$22,181.82	\$170,713.42	-\$32,507.68	
11	Recreation & Culture	113	Other Recreation & Sport - Grounds & Reserves	E113104	Depreciation		\$53,000.00		\$53,000.00		\$35,336.00		\$33,691.74	-\$1,644.26	-4.65%
				E113105	Administration allocated		\$25,593.00		\$25,593.00		\$17,064.00		\$12,081.79	-\$4,982.21	-29.20%
				E113110	Verge & median strips garden maintenance		\$20,391.00		\$20,391.00		\$13,592.00		\$3,180.20	-\$10,411.80	-76.60%
				E113114	Townsite parks maintenance		\$11,401.00		\$11,401.00		\$7,624.00		\$5,844.26	-\$1,779.74	-23.34%
				E113115	Vacant land & reserves maintenance		\$56,643.00		\$56,643.00		\$37,760.00		\$35,856.58	-\$1,903.42	-5.04%
				E113120	Recreation Ground- Bldg loan interest		\$9,918.00		\$9,918.00		\$9,918.00		\$15,123.16	\$5,205.16	52.48%
				E113121	Recreation ground (oval) bldg & structures operation		\$4,731.00		\$4,731.00		\$3,731.00		\$2,676.50	-\$1,054.50	-28.26%
				E113122	Recreation ground (oval) maintenance		\$37,519.00		\$37,519.00		\$25,016.00		\$38,825.74	\$13,809.74	55.20%
				E113123	Basketball/tennis/netball court maintenance		\$5,098.00		\$5,098.00		\$3,400.00		\$2,420.34	-\$979.66	-28.81%
				E113124	Racecourse maintenance		\$2,208.00		\$2,208.00		\$1,835.00		\$497.57	-\$1,337.43	-72.88%
				E113125	Basketball/tennis/netball court operation		\$1,276.00		\$1,276.00		\$1,276.00		\$1,075.62	-\$200.38	-15.70%
				E113126	Changeroom(Oval) Operation		\$3,009.00		\$3,009.00		\$2,575.65		\$1,583.82	-\$991.83	-38.51%
				E113127	Changeroom(Oval) Maintenance		\$9,796.00		\$9,796.00		\$6,764.00		\$4,408.71	-\$2,355.29	-34.82%
				E113128	Golf course maintenance		\$3,132.00		\$3,132.00		\$2,088.00		\$1,832.54	-\$255.46	-12.23%
				E113130	Town water reticulation & bore's operation maintenance		\$61,838.00		\$61,838.00		\$41,280.00		\$39,433.57	-\$1,846.43	-4.47%
				R113130	Basketball/tennis/netball court & recreation ground fees	-\$100.00		-\$100.00		-\$100.00		\$239.50		\$239.50	239.50%
				R113131	Changeroom Hire	-\$500.00		-\$500.00		-\$300.00		\$180.00		\$480.00	160.00%
				R113132	Grant - Sports Courts & Cricket Practice Wickets- DSR	-\$14,700.00		-\$14,700.00		-\$14,700.00		-\$14,700.00		\$0.00	0.00%
			Other Recreation & Sport - Grounds & Reserves Total			-\$15,300.00	\$305,553.00	-\$15,300.00	\$305,553.00	-\$15,100.00	\$209,259.65	-\$14,380.50	\$198,532.14	-\$10,008.01	
11	Recreation & Culture	114	Other Recreation & Sport - Sports & Recreation Programmes	E114100	Administration allocated		\$24,019.00		\$24,019.00		\$16,016.00		\$11,315.23	-\$4,700.77	-29.35%
				E114102	Depreciation		\$700.00		\$700.00		\$464.00		\$4,291.20	\$3,827.20	824.83%
				E114103	Sports & Recreation staff salaries & allowances		\$155,838.00		\$95,838.00		\$103,896.00		\$12,959.77	-\$90,936.23	-87.53%
				E114104	Sports & Recreation staff superannuation		\$21,876.00		\$21,876.00		\$14,584.00		\$401.41	-\$14,182.59	-97.25%
				E114105	Housing allocated		\$35,014.00		\$35,014.00		\$23,344.00		\$11,524.44	-\$11,819.56	-50.63%
				E114106	Insurance		\$4,782.00		\$4,782.00		\$4,782.00		\$4,781.50	-\$0.50	-0.01%
				E114107	Other employment costs		\$4,900.00		\$4,900.00		\$2,940.00		\$90.86	-\$2,849.14	-96.91%
				E114108	Occupational Health & safety		\$1,500.00		\$1,500.00		\$1,000.00		\$0.00	-\$1,000.00	-100.00%
				E114109	Training & conference		\$5,000.00		\$5,000.00		\$3,000.00		\$0.00	-\$3,000.00	-100.00%
				E114110	Recruitment and Relocation Costs		\$10,000.00		\$10,000.00		\$10,000.00		\$0.00	-\$10,000.00	-100.00%
				E114115	Vehicle costs - Toyota Van(Bus)		\$9,747.00		\$9,747.00		\$6,803.00		\$3,449.10	-\$3,353.90	-49.30%
				E114120	Coaching/Sports specialist		\$8,000.00		\$8,000.00		\$5,336.00		\$0.00	-\$5,336.00	-100.00%
				E114121	Equipment and Costs for Activities		\$16,000.00		\$16,000.00		\$10,664.00		\$375.93	-\$10,288.07	-96.47%
				E114122	After school activities		\$3,000.00		\$3,000.00		\$2,000.00		\$0.00	-\$2,000.00	-100.00%
				R114001	Gym fees	-\$2,500.00		-\$2,500.00		-\$2,000.00		-\$2,177.24		-\$177.24	8.86%
				R114002	Grants & Subsidies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				R114003	Reimbursement	-\$300.00		-\$300.00		-\$100.00		-\$54.54		\$45.46	-45.46%
				R114004	Kiosk sales	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				R114007	Shire's Bus Hire	-\$1,500.00		-\$1,500.00		-\$1,000.00		\$0.00		\$1,000.00	
				R114005	CSRF Grant - Facilities Audit/Master Plan	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
			Other Recreation & Sport - Sports & Recreation Programmes Total			-\$4,300.00	\$300,376.00	-\$4,300.00	\$240,376.00	-\$3,100.00	\$204,829.00	-\$2,231.78	\$49,189.44	-\$154,771.34	
11	Recreation & Culture	115	Television And Rebroadcasting	E115104	Depreciation		\$2,600.00		\$2,600.00		\$1,736.00		\$518.36	-\$1,217.64	-70.14%
				E115131	Television and radio operation		\$500.00		\$500.00		\$300.00		\$1,374.74	\$1,074.74	358.25%

28/02/2017						Adopted Budget	Adopted Budget	Amended Budget	Amended Budget	YTD Budget Income	YTD Budget	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)						
Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Income	Expenditure	Income	Expenditure		Expenditure										
11	Recreation & Culture	116	Libraries	E115134	Administration allocated		\$9,725.00		\$9,725.00		\$6,480.00		\$4,719.96	-\$1,760.04	-27.16%						
				Television And Rebroadcasting Total																	
						\$0.00	\$12,825.00	\$0.00	\$12,825.00		\$8,516.00		\$6,613.06	-\$1,902.94							
				E116147	Administration allocated		\$33,853.00		\$33,853.00		\$22,568.00		\$16,044.14	-\$6,523.86	-28.91%						
				E116150	Library book exchanges expense		\$1,000.00		\$1,000.00		\$800.00		\$0.00	-\$800.00	-100.00%						
			E116151	Library lost and damage books		\$500.00		\$500.00		\$400.00		\$200.00	-\$200.00	-50.00%							
			E116152	Library - other costs		\$3,300.00		\$3,300.00		\$2,200.00		\$532.73	-\$1,667.27	-75.79%							
			R116501	Lost/damaged book reimbursement		-\$100.00		-\$100.00		-\$50.00		\$0.00		\$0.00	-100.00%						
			Libraries Total																		
						-\$100.00	\$38,653.00	-\$100.00	\$38,653.00	-\$50.00	\$25,968.00	\$0.00	\$16,776.87	-\$9,191.13							
11	Recreation & Culture	117	Heritage	E117001	Administration allocated		\$15,399.00		\$15,399.00		\$10,264.00		\$7,387.64	-\$2,876.36	-28.02%						
				E117011	Municipal heritage inventory review		\$15,000.00		\$15,000.00		\$10,000.00		\$0.00	-\$10,000.00	-100.00%						
				E117012	Historical photographs		\$4,000.00		\$4,000.00		\$2,000.00		\$0.00	-\$2,000.00	-100.00%						
				E117014	Heritage Operation/Maintenance Costs		\$3,706.00		\$3,706.00		\$2,806.00		\$1,769.83	-\$1,036.17	-36.93%						
				Heritage Total																	
					\$0.00	\$38,105.00	\$0.00	\$38,105.00	\$0.00	\$25,070.00	\$0.00	\$9,157.47	-\$15,912.53								
11	Recreation & Culture	118	Other Culture - Art Gallery	E118101	Administration allocated		\$47,650.00		\$47,650.00		\$31,768.00		\$22,922.67	-\$8,845.33	-27.84%						
				E118102	Insurance		\$3,182.00		\$3,182.00		\$3,182.00		\$0.00	0.00%							
				E118103	Gallery materials		\$6,000.00		\$6,000.00		\$4,000.00		\$3,246.13	-\$753.87	-18.85%						
				E118104	Gallery miscellaneous items		\$10,363.00		\$10,363.00		\$7,000.00		\$2,166.15	-\$4,833.85	-69.06%						
				E118105	Gallery consultants		\$10,000.00		\$10,000.00		\$6,000.00		\$4,928.36	-\$1,071.64	-17.86%						
				E118106	Gallery travel - exhibitions & workshops		\$10,048.00		\$10,048.00		\$7,000.00		\$230.30	-\$6,769.70	-96.71%						
				E118107	Gallery professional development		\$5,800.00		\$5,800.00		\$4,000.00		\$920.00	-\$3,080.00	-77.00%						
				E118108	Gallery payment to the artist		\$34,600.00		\$34,600.00		\$23,064.00		\$11,258.64	-\$11,805.36	-51.19%						
				E118109	Gallery - purchase of headsox		\$3,000.00		\$3,000.00		\$2,000.00		\$2,291.50	\$291.50	14.58%						
				E118110	Gallery - marketing activities		\$5,000.00		\$5,000.00		\$3,336.00		\$165.03	-\$3,170.97	-95.05%						
				E118111	Gallery - building operating costs		\$16,912.00		\$16,912.00		\$12,990.00		\$7,463.45	-\$5,526.55	-42.54%						
				E118112	Gallery - building maintenance		\$4,199.00		\$4,199.00		\$2,628.00		\$2,132.86	-\$495.14	-18.84%						
				E118113	Gallery - inhouse meetings & conferences		\$500.00		\$500.00		\$400.00		\$0.00	-\$400.00	-100.00%						
				E118115	Gallery - artist skills development		\$5,000.00		\$5,000.00		\$3,000.00		\$0.00	-\$3,000.00	-100.00%						
				E118116	Gallery - housing allocated		\$20,471.00		\$20,471.00		\$13,648.00		\$9,220.90	-\$4,427.10	-32.44%						
				E118117	Gallery Assistant Wages		\$24,242.00		\$24,242.00		\$16,160.00		\$389.00	-\$15,771.00	-100.00%						
				E118119	Gallery - staff salaries & allowances		\$101,431.00		\$101,431.00		\$67,624.00		\$50,361.07	-\$17,262.93	-25.53%						
				E118120	Gallery - staff superannuation		\$17,518.00		\$17,518.00		\$11,680.00		\$9,519.31	-\$2,160.69	-18.50%						
				E118121	Gallery - other employment costs		\$4,000.00		\$4,000.00		\$1,800.00		\$0.00	-\$1,800.00	-100.00%						
				E118122	Gallery - occupational safety & health costs		\$1,000.00		\$1,000.00		\$1,000.00		\$0.00	-\$1,000.00	-100.00%						
				E118125	Art Development Proposal - Fit Out		\$5,000.00		\$5,000.00		\$3,000.00		\$0.00	-\$3,000.00							
				R118101	Grant - Art gallery operation		-\$135,000.00		-\$135,000.00		-\$135,000.00		-\$135,000.00		-\$135,000.00		\$0.00	0.00%			
				R118102	Reimbursement General		-\$3,000.00		-\$3,000.00		-\$2,000.00		-\$262.73		\$1,737.27		-\$86.86%				
				R118103	Gallery art sales		-\$45,000.00		-\$45,000.00		-\$30,000.00		-\$15,085.68		\$14,914.32		-\$49.71%				
				R118104	Gallery reimbursement		-\$34,600.00		-\$34,600.00		-\$23,064.00		-\$5,576.66		\$17,487.34		-\$75.82%				
				R118105	Sale of headsox		-\$6,000.00		-\$6,000.00		-\$4,000.00		-\$3,431.93		\$568.07		-\$14.20%				
				Other Culture - Art Gallery Total						-\$223,600.00	\$335,916.00	-\$223,600.00	\$335,916.00	-\$194,064.00	\$225,280.00	-\$159,357.00	\$130,397.37	-\$60,175.63			
				11	Recreation & Culture	119	Other Culture- Events, Celebrations & Festivals	E119002	Events & Celebrations Shire Funded		\$20,000.00		\$20,000.00		\$12,000.00		\$2,951.12	-\$9,048.88	-75.41%		
								E119003	Events & Celebrations Community Sponsored		\$3,500.00		\$3,500.00		\$2,500.00		\$294.55	-\$2,205.45	-88.22%		
								E119192	Administration Allocated		\$3,188.00		\$3,188.00		\$2,128.00		\$1,634.17	-\$493.83	-23.21%		
								R119001	Contributions & Grants/Community Sponsored		-\$3,500.00		-\$3,500.00		-\$2,000.00		\$0.00		\$2,000.00	-100.00%	
								Other Culture- Events, Celebrations & Festivals Total													
									-\$3,500.00	\$26,688.00	-\$3,500.00	\$26,688.00	-\$2,000.00	\$16,628.00	\$0.00	\$4,879.84	-\$9,748.16				
				Recreation & Culture Total						-\$280,100.00	\$1,473,798.00	-\$280,100.00	\$1,413,798.00	-\$247,414.00	\$994,406.24	-\$229,516.09	\$652,123.42	-\$324,434.91			
				12	Transport	121	Streets, Roads, Bridges & Depot Construction	R121210	Roads 2025 (Regional Road Group) Grant	-\$300,000.00		-\$300,000.00		-\$150,000.00		-\$120,000.00		\$30,000.00	-20.00%	14/15 RRG	
R121213	Roads to Recovery Grant	-\$886,094.00						-\$886,094.00		-\$486,094.00		\$0.00		\$486,094.00	-100.00%						
R121220	Remote Communities Grant - FAG	-\$18,604.00						-\$18,604.00		-\$18,604.00		-\$13,953.00		\$4,651.00	-25.00%						
R121221	Remote Communities Grant - MainRoads	-\$9,000.00						-\$9,000.00		-\$9,000.00		-\$3,698.00		\$5,302.00	-58.91%						
Streets, Roads, Bridges & Depot Construction Total								-\$1,213,698.00	\$0.00	-\$1,213,698.00	\$0.00	-\$663,698.00	\$0.00	-\$137,651.00	\$0.00	\$526,047.00					
12	Transport	122	Streets, Roads, Bridges & Depot Maintenance	E122201	Depreciation- Depot facilities		\$8,100.00		\$8,100.00		\$5,400.00		\$8,890.36	\$3,490.36	64.64%						
				E122202	Depreciation - Infrastructure assets		\$5,600,000.00		\$5,600,000.00		\$3,733,336.00		\$1,234,639.79	-\$2,498,696.21	-66.93%						
				E122205	Administration allocated		\$21,704.00		\$21,704.00		\$14,472.00		\$11,052.97	-\$3,419.03	-23.63%						
				E122223	Depot building operation		\$13,687.00		\$13,687.00		\$10,287.00		\$9,102.14	-\$1,184.86	-11.52%						
				E122224	Depot building maintenance		\$65,143.00		\$65,143.00		\$43,424.00		\$41,165.13	-\$2,258.87	-5.20%						
				E122225	Footpath maintenance		\$8,996.00		\$8,996.00		\$6,000.00		\$2,636.85	-\$3,363.15	-56.05%						
				E122226	Street lighting		\$16,000.00		\$16,000.00		\$10,664.00		\$6,807.18	-\$3,856.82	-36.17%						
				E122227	Street sweeping and cleaning		\$13,329.00		\$13,329.00		\$8,888.00		\$7,934.22	-\$953.78	-10.73%						
				E122228	Townsite street trees		\$13,164.00		\$13,164.00		\$8,768.00		\$3,468.85	-\$5,299.15	-60.44%						
				E122229	Signs - directional roads & streets		\$27,152.00		\$27,152.00		\$17,768.00		\$17,020.02	-\$747.98	-4.21%						
				E122234	Maintenance road grading		\$792,640.00		\$792,640.00		\$528,432.00		\$636,477.41	\$108,045.41	20.45%						
				E122236	Verge Clearing		\$150,000.00		\$150,000.00		\$100,000.00		\$0.00	-\$100,000.00	-100.00%						
				E122237	Town street maintenance		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00							
				E122238	Consultants		\$20,000.00		\$20,000.00		\$10,000.00		\$11,881.42	\$1,881.42	18.81%						
				E122239	Miscellaneous		\$0.00		\$0.00		\$0.00		\$1,571.07	\$1,571.07							
				R122001	Reimbursement & contributions		-\$100.00		-\$100.00		-\$100.00		\$0.00		\$100.00						
				R122002	Mainroads direct grant		-\$150,000.00		-\$150,000.00		-\$150,000.00		-\$190,236.00		-\$40,236.00	26.82%					
				R122005	Road Closure and Vehicle Movement		-\$200.00		-\$200.00		-\$150.00		\$0.00		\$150.00	-100.00%					
				Streets, Roads, Bridges & Depot Maintenance Total						-\$150,300.00	\$6,749,915.00	-\$150,300.00	\$6,749,915.00	-\$150,250.00	\$4,497,439.00	-\$190,236.00	\$1,992,647.41	-\$2,544,777.59			
				12	Transport	123	Road Plant Purchases	E123010	Purchase of minor plant/equipment		\$10,000.00		\$10,000.00		\$6,000.00		\$0.00	-\$6,000.00	-100.00%		
E123001	Loss on sale of asset		\$14,716.00						\$14,716.00		\$14,716.00		\$0.00	-\$14,716.00	-100.00%						

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Programme		SP	Sub-Programme Description	COA	Description	Adopted Budget	Adopted Budget	Amended Budget	Amended Budget	YTD Budget Income	YTD Budget	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
Prog	Description					Income	Expenditure	Income	Expenditure		Expenditure				
12	Transport	126	Aerodromes	R123001	Gain on Sale of assets	-\$2,237.00		-\$2,237.00		-\$2,237.00		-\$6,987.60		-\$4,750.60	
				R123010	Sale of plant & equipment	-\$145,000.00		-\$145,000.00		-\$145,000.00		-\$34,545.45		\$110,454.55	-76.18%
				R123020	Less: Sale of plant & equipment	\$145,000.00		\$145,000.00		\$145,000.00		\$34,545.45		-\$110,454.55	-76.18%
				Road Plant Purchases Total		-\$2,237.00	\$24,716.00	-\$2,237.00	\$24,716.00	-\$2,237.00	\$20,716.00	-\$6,987.60	\$0.00	-\$25,466.60	
				E126248	Depreciation		\$145,000.00		\$145,000.00		\$96,664.00		\$97,025.11	\$361.11	0.37%
				E126249	Administration allocated		\$26,657.00		\$26,657.00		\$17,768.00		\$13,581.89	-\$4,186.11	-23.56%
				E126250	Insurance		\$4,140.00		\$4,140.00		\$3,885.81		\$4,140.00	-\$254.19	-6.14%
				E126270	Aerodrome operation		\$66,521.00		\$66,521.00		\$43,680.00		\$84,224.76	\$40,544.76	92.82%
				E126271	Aerodrome maintenance		\$119,886.00		\$119,886.00		\$79,928.00		\$88,844.81	\$8,916.81	11.16%
				E126272	Aerodrome Building Operation		\$10,904.00		\$10,904.00		\$9,768.00		\$8,312.67	-\$1,455.33	-14.90%
				E126273	Wiluna Airport Master Plan		\$0.00		\$0.00		\$0.00		\$2,240.00	\$2,240.00	
				E126274	Unspent Grant (Returned)		\$0.00		\$0.00		\$0.00		\$23,186.00	\$23,186.00	
				R126242	Landing fees	-\$48,000.00		-\$48,000.00		-\$32,000.00		-\$65,708.78		-\$33,708.78	105.34%
				R126243	Lease charges	-\$1,060.00		-\$1,060.00		-\$1,060.00		\$0.00		\$1,060.00	-100.00%
				R126244	Grant - Wiluna Airport Master Plan	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				R126245	Passenger Service Fee	-\$50,000.00		-\$50,000.00		-\$33,336.00		-\$251,666.37		-\$218,330.37	654.94%
				R126246	Grant - Airport Electrical Renewal	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				R126262	Grant - Airport Sealing	-\$192,500.00		-\$192,500.00		\$0.00		\$0.00		\$0.00	
				R126264	Grant - Airport Terminal	-\$250,000.00		-\$250,000.00		-\$250,000.00		\$0.00		\$250,000.00	-100.00%
				Aerodromes Total		-\$541,560.00	\$373,108.00	-\$541,560.00	\$373,108.00	-\$316,396.00	\$251,948.00	-\$317,375.15	\$321,301.05	\$68,373.90	
				Transport Total		-\$1,907,795.00	\$7,147,739.00	-\$1,907,795.00	\$7,147,739.00	-\$1,132,581.00	\$4,770,103.00	-\$652,249.75	\$2,313,948.46	-\$2,225,823.29	
13	Economic Services	131	Rural Services	E1131331	Noxious weeds and pest plants		\$8,297.00		\$8,297.00		\$5,278.00		\$1,068.01	-\$4,209.99	-79.76%
				E1131333	GNRBA Projects		\$50,000.00		\$50,000.00		\$25,000.00		\$25,000.00	\$0.00	0.00%
13	Economic Services	132	Tourism & Area Promotion	Rural Services Total			\$58,297.00		\$58,297.00		\$30,278.00		\$26,068.01	-\$4,209.99	
				E132105	Administratin allocated		\$59,009.00		\$59,009.00		\$39,336.00		\$28,926.36	-\$10,409.64	-26.46%
13	Economic Services	133	Building Control	E132301	Tourist officer salary & allowances		\$76,297.00		\$76,297.00		\$50,864.00		\$30,395.18	-\$20,468.82	-40.24%
				E132302	Tourist officer superannuation		\$3,876.00		\$3,876.00		\$2,584.00		\$6,655.18	\$4,071.18	157.55%
				E132303	Insurance		\$808.00		\$808.00		\$808.00		\$808.00	\$0.00	0.00%
				E132304	Occupational Safety and Health Cost		\$500.00		\$500.00		\$500.00		\$0.00	-\$500.00	-100.00%
				E132307	Other employment costs		\$5,000.00		\$5,000.00		\$2,500.00		\$0.00	-\$2,500.00	-100.00%
				E132310	Depreciation		\$1,300.00		\$1,300.00		\$864.00		\$2,616.20	\$1,752.20	202.80%
				E132311	CSR/Interpretive Centre - loan interest		\$23,800.00		\$23,800.00		\$23,800.00		\$26,455.55	\$2,655.55	11.16%
				E132330	Tourism promotional activities		\$50,000.00		\$50,000.00		\$33,336.00		\$31,579.09	-\$1,756.91	-5.27%
				E132331	Training & conference costs		\$2,500.00		\$2,500.00		\$1,664.00		\$785.64	-\$878.36	-52.79%
				E132332	Tourist Souvenir Items		\$10,000.00		\$10,000.00		\$6,664.00		\$2,001.09	-\$4,662.91	
				E132340	Tourist information bay		\$15,513.00		\$15,513.00		\$10,348.00		\$10,535.72	\$187.72	1.81%
				E132341	Picnic sites maintenance		\$28,755.00		\$28,755.00		\$19,160.00		\$10,463.08	-\$8,696.92	-45.39%
				E132342	Regional Local Government Tourism Group		\$6,000.00		\$6,000.00		\$6,000.00		\$0.00	-\$6,000.00	-100.00%
				E132343	Caravan Park Maintenance		\$13,737.00		\$13,737.00		\$9,615.00		\$0.00	-\$9,615.00	
				R132156	Heritage Centre - Art Gallery Fit out	\$0.00		\$0.00		\$0.00		-\$79,827.00		\$0.00	
				R132503	Sale of maps & tourist items	-\$6,000.00		-\$6,000.00		-\$4,000.00		-\$6,013.57		-\$2,013.57	50.34%
				R132505	Sales - General	\$0.00		\$0.00		\$0.00		-\$84.00		-\$84.00	
				R132343	Grant - RV Dump Point	-\$5,000.00		-\$5,000.00		-\$5,000.00		\$0.00		\$5,000.00	
				Tourism & Area Promotion Total		-\$11,000.00	\$297,095.00	-\$11,000.00	\$297,095.00	-\$9,000.00	\$208,043.00	-\$85,924.57	\$151,221.09	-\$53,919.48	
13	Economic Services	133	Building Control	E133331	Building control consultancy services		\$12,480.00		\$12,480.00		\$8,320.00		\$9,424.00	\$1,104.00	13.27%
				E133334	Administration allocated		\$10,385.00		\$10,385.00		\$6,920.00		\$5,043.40	-\$1,876.60	-27.12%
13	Economic Services	134	Economic Development	E133336	Building control - other costs		\$2,000.00		\$2,000.00		\$1,000.00		\$0.00	-\$1,000.00	-100.00%
				E133332	Building - Fees and charges	-\$500.00		-\$500.00		-\$300.00		-\$114.23		\$185.77	-61.92%
13	Economic Services	136	Other Economic Services	Building Control Total		-\$500.00	\$24,865.00	-\$500.00	\$24,865.00	-\$300.00	\$16,240.00	-\$114.23	\$14,467.40	-\$1,586.83	
				E134104	Depreciation		\$8,600.00		\$8,600.00		\$5,736.00		\$5,724.79	-\$11.21	-0.20%
				E134105	Administration allocated		\$19,948.00		\$19,948.00		\$13,296.00		\$9,946.25	-\$3,349.75	-25.19%
				E134106	Wiluna Enterprise Development operation costs		\$8,808.00		\$8,808.00		\$6,727.00		\$2,220.84	-\$4,506.16	-66.99%
				E134107	Wiluna Enterprise Development maintenance costs		\$8,564.00		\$8,564.00		\$5,704.00		\$5,204.57	-\$499.43	-8.76%
				E134108	Economic Impact Study		\$25,000.00		\$25,000.00		\$15,000.00		\$0.00	-\$15,000.00	-100.00%
				R136332	Rental- Wiluna Enterprise Development	-\$5,050.00		-\$5,050.00		-\$3,368.00		-\$5,782.37		-\$2,414.37	71.69%
				Economic Development Total		-\$5,050.00	\$70,920.00	-\$5,050.00	\$70,920.00	-\$3,368.00	\$46,463.00	-\$5,782.37	\$23,096.45	-\$25,780.92	
				E136004	Standpipe water costs		\$1,000.00		\$1,000.00		\$600.00		\$194.95	-\$405.05	-67.51%
				E136005	Cost for bottle water		\$2,500.00		\$2,500.00		\$1,500.00		\$10,904.74	\$9,404.74	626.98%
				R136001	Community bus hire charges	\$0.00		\$0.00		\$0.00		-\$738.11		-\$738.11	
				R136004	Standpipe water costs	-\$1,200.00		-\$1,200.00		-\$840.00		-\$56.82		\$783.18	-93.24%
				R136005	Sale of water bottle	-\$2,800.00		-\$2,800.00		-\$1,864.00		-\$69.09		\$1,794.91	-96.29%
				Other Economic Services Total		-\$4,000.00	\$3,500.00	-\$4,000.00	\$3,500.00	-\$2,704.00	\$2,100.00	-\$864.02	\$11,099.69	\$10,839.67	
				Economic Services Total		-\$20,550.00	\$454,677.00	-\$20,550.00	\$454,677.00	-\$15,372.00	\$303,124.00	-\$92,685.19	\$225,952.64	-\$74,657.55	
14	Other Property & Serv	141	Private Works	E141411	Private works - various		\$3,570.00		\$3,570.00		\$2,376.00		\$7,290.23	\$4,914.23	206.83%
				R141413	Profit on Private Works	-\$4,125.00		-\$4,125.00		-\$2,752.00		-\$3,924.86		-\$1,172.86	42.62%
14	Other Property & Serv	142	Administration General	Private Works Total		-\$4,125.00	\$3,570.00	-\$4,125.00	\$3,570.00	-\$2,752.00	\$2,376.00	-\$3,924.86	\$7,290.23	\$3,741.37	
				E142406	Staff Uniform - Admin		\$2,000.00		\$2,000.00		\$522.00		\$0.00	-\$1,478.00	-73.90%
				E142408	Recruitment & relocation - Admin		\$15,000.00		\$15,000.00		\$10,000.00		\$0.00	-\$10,000.00	-100.00%
				E142411	Salaries and allowances - Admin		\$644,230.00		\$644,230.00		\$429,488.00		\$292,767.11	-\$136,720.89	-31.83%

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Programme					Adopted Budget	Adopted Budget	Amended Budget	Amended Budget		YTD Budget					
Prog	Description	SP	Sub-Programme Description	COA	Description	Income	Expenditure	Income	Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
					E142412		\$80,083.00		\$80,083.00		\$53,392.00		\$30,502.41	-\$22,889.59	-42.87%
					E142414		\$5,000.00		\$5,000.00		\$3,000.00		\$0.00	-\$3,000.00	-100.00%
					E142416		\$14,500.00		\$14,500.00		\$7,250.00		\$5,988.00	-\$1,262.00	-17.41%
					E142421		\$24,684.00		\$24,684.00		\$18,127.00		\$16,471.14	-\$1,655.86	-9.13%
					E142422		\$5,686.00		\$5,686.00		\$3,792.00		\$6,205.10	\$2,413.10	63.64%
					E142423		\$52,865.00		\$52,865.00		\$35,412.00		\$29,649.70	-\$5,762.30	-16.27%
					E142431		\$33,400.00		\$33,400.00		\$22,264.00		\$23,958.79	\$1,694.79	7.61%
					E142432		\$21,500.00		\$21,500.00		\$14,336.00		\$10,454.76	-\$3,881.24	-27.07%
					E142433		\$3,000.00		\$3,000.00		\$2,000.00		\$1,378.09	-\$621.91	-31.10%
					E142434		\$3,500.00		\$3,500.00		\$2,500.00		\$1,785.63	-\$714.37	-28.57%
					E142435		\$2,000.00		\$2,000.00		\$1,336.00		\$936.64	-\$399.36	-29.89%
					E142436		\$15,000.00		\$15,000.00		\$10,000.00		\$190.00	-\$9,810.00	-98.10%
					E142437		\$35,000.00		\$35,000.00		\$23,336.00		\$9,468.91	-\$13,867.09	-59.42%
					E142439		\$40,000.00		\$40,000.00		\$20,000.00		\$32,513.15	\$12,513.15	62.57%
					E142440		\$15,000.00		\$15,000.00		\$10,000.00		\$0.00	-\$10,000.00	-100.00%
					E142442		\$44,000.00		\$44,000.00		\$37,500.00		\$34,161.52	-\$3,338.48	-8.90%
					E142443		\$15,000.00		\$15,000.00		\$10,000.00		\$5,576.77	-\$4,423.23	-44.23%
					E142445		\$14,100.00		\$14,100.00		\$14,100.00		\$10,104.27	-\$3,995.73	-28.34%
					E142451		\$5,000.00		\$5,000.00		\$3,336.00		\$1,078.33	-\$2,257.67	-67.68%
					E142459		\$22,414.00		\$22,414.00		\$10,708.00		\$20,835.66	\$10,127.66	94.58%
					E142461		\$27,880.00		\$27,880.00		\$19,481.00		\$17,392.59	-\$2,088.41	-10.72%
					E142462		\$6,500.00		\$6,500.00		\$3,900.00		\$4,550.00	\$650.00	16.67%
					E142463		\$15,000.00		\$15,000.00		\$11,000.00		\$2,499.60	-\$8,500.40	-77.28%
					E142464		\$15,000.00		\$15,000.00		\$9,500.00		\$12,972.74	\$3,472.74	36.56%
					E142465		\$10,000.00		\$10,000.00		\$6,000.00		\$0.00	-\$6,000.00	-100.00%
					E142466		\$15,000.00		\$15,000.00		\$10,000.00		\$8,374.18	-\$1,625.82	-16.26%
					E142472		\$300,000.00		\$300,000.00		\$200,000.00		\$107,738.97	-\$92,261.03	-46.13%
					E142476		\$20,643.00		\$20,643.00		\$20,643.00		\$22,134.98	\$1,491.98	7.23%
					E142477		\$15,925.00		\$15,925.00		\$15,925.00		\$15,875.00	-\$50.00	-0.31%
					E142478		\$20,000.00		\$20,000.00		\$12,000.00		\$2,887.18	-\$9,112.82	-75.94%
					E142480		\$158,841.00		\$158,841.00		\$105,896.00		\$102,734.21	-\$3,161.79	-2.99%
					E142482		\$15,000.00		\$15,000.00		\$15,000.00		\$11.63	-\$14,988.37	-99.92%
					E142483		\$25,000.00		\$25,000.00		\$10,000.00		\$11,077.21	\$1,077.21	10.77%
					E142491		\$50,000.00		\$50,000.00		\$33,328.00		\$27,006.47	-\$6,321.53	-18.97%
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28/02/2017

Programme						Adopted Budget	Adopted Budget	Amended Budget	Amended Budget	YTD Budget						
17	Prog	Description	SP	Sub-Programme Description	COA	Description	Income	Expenditure	Income	Expenditure	YTD Budget Income	Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
					E147002	Loss on revaluation of fixed assets		\$50,000.00		\$50,000.00		\$0.00		\$0.00	\$0.00	
					E147102	Loss on Sale of Asset		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	
					R147100	Income Relating to Unclassified	-\$5,100.00		-\$5,100.00		-\$3,060.00		-\$2,556.12		\$503.88	-16.47%
					R147102	Gain on Sale of Assets	-\$13,819.00		-\$13,819.00		-\$13,819.00		-\$18,683.38		\$431,363.64	
					R147103	Less: Sale on Asset	-\$515,000.00		-\$515,000.00		-\$515,000.00		-\$83,636.36		-\$431,363.64	
					R147104	Sale of Asset	\$515,000.00		\$515,000.00		\$515,000.00		\$83,636.36			
					R147427	Grant - CGLF - Admin Bldg	-\$417,416.00		-\$417,416.00		\$0.00		\$0.00		\$0.00	
					Unclassified Total		-\$436,335.00	\$50,000.00	-\$466,335.00	\$50,000.00	-\$16,879.00	\$0.00	-\$21,239.50	\$0.00	-\$18,179.50	
					Other Property & Services Total		-\$466,580.00	\$58,570.00	-\$466,580.00	\$58,570.00	-\$36,675.00	\$5,707.00	-\$40,910.94	\$20,432.03	-\$10,096.10	
					Grand Total		-\$9,164,268.00	\$11,876,837.00	-\$9,164,268.00	\$11,816,837.00	-\$7,246,690.75	\$7,890,198.54	-\$6,817,943.92	\$4,506,215.53	-\$3,092,881.86	

List of Accounts Paid by Authority 01/02/2017 to 28/02/2017				
Chq/EFT	Date	Name	Description	Amount
53	01/02/2017	BWAMS - BWAMS FEE	BWAMS Fee	-82.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
53	27/02/2017	ServFee - ACCOUNT SERVICE FEE	Account service fee	-22.00
53	01/02/2017	ANZMerchan - ANZ BANK MERCHANT FEE	ANZ bank merchant fee	-79.03
53	01/02/2017	ANZMerchan - ANZ BANK MERCHANT FEE	ANZ bank merchant fee	-63.95
53	07/02/2017	ANZTrans - ANZ TRANSACTIVE FEE	ANZ Transactive fee	-65.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
53	09/02/2017	StopPay - STOP PAYMENT FE	Stop payment fee	-15.00
DD2804.1	28/02/2017	ANZ Bank	January 2017 Credit Card Charges - Interest	-18.54
		<i>Credit Card Interest</i>	<i>Interest - Jan 2017</i>	<i>18.54</i>
DD2764.1	09/02/2017	Western Australian Treasury Corporation	Feb 2017 loan repayment	-103765.87
DD2784.1	03/02/2017	WA Local Government Superannuation Plan	Superannuation Payroll deductions	-6317.13
DD2784.2	03/02/2017	Colonial First State-First Choice Superannuation Trust	Superannuation Payroll deductions	-1473.00
DD2784.3	03/02/2017	Australian Super	Superannuation contributions	-268.62
DD2784.4	03/02/2017	Sunsuper Fund	Superannuation contributions	-171.09
DD2784.5	03/02/2017	Host Plus	Superannuation contributions	-180.90
DD2784.6	03/02/2017	Commonwealth Essential Super	Superannuation contributions	-725.34
DD2784.7	03/02/2017	Concept One	Superannuation contributions	-218.62

DD2784.8	03/02/2017	Australian Super VIC	Superannuation contributions	-461.54
DD2784.9	03/02/2017	Cbus	Superannuation contributions	-784.21
DD2785.1	17/02/2017	WA Local Government Superannuation Plan	Superannuation Payroll deductions	-7030.53
DD2785.2	17/02/2017	Colonial First State-First Choice Superannuation Trust	Superannuation Payroll deductions	-2695.90
DD2785.3	17/02/2017	Australian Super	Superannuation contributions	-490.93
DD2785.4	17/02/2017	Sunsuper Fund	Superannuation contributions	-174.61
DD2785.5	17/02/2017	Host Plus	Superannuation contributions	-180.90
DD2785.6	17/02/2017	Commonwealth Essential Super	Superannuation contributions	-658.53
DD2785.7	17/02/2017	Concept One	Superannuation contributions	-461.54
DD2785.8	17/02/2017	Australian Super VIC	Superannuation contributions	-461.54
DD2785.9	17/02/2017	Cbus	Superannuation contributions	-699.20
DD2796.1	27/02/2017	BOQ Asset Finance & Leasing Pty Ltd	BOQ Printing Managed Services - July 2016 Adj	91.69
DD2797.1	27/02/2017	BOQ Asset Finance & Leasing Pty Ltd	BOQ Finance Printing Managed Services - October 2016 Adj	14.60
DD2798.1	27/02/2017	BOQ Asset Finance & Leasing Pty Ltd	BOQ Finance printing managed services - November 16	-2849.92
DD2800.1	27/02/2017	ANZ Bank	Bp charges May 2016	-748.85
DD2803.1	28/02/2017	ANZ Bank	Bp charges January 2017	-52.26
DD2784.10	03/02/2017	Prime Super	Superannuation contributions	-461.54
DD2785.10	17/02/2017	Prime Super	Superannuation contributions	-461.54
1052	02/02/2017	Shire of Wiluna - Trust	Bond refund	-100.00
1053	06/02/2017	Shire of Wiluna - Trust	Bond refund	-1400.00
1054	06/02/2017	Shire of Wiluna - Trust	IPS - Bond refund	-200.00
EFT4683	03/02/2017	Shire of Wiluna	Avdata Admin & Billing charges December 2016	-6915.15
EFT4684	03/02/2017	Wiluna Traders	Australia Day BBQ breakfast 26/1/17	-928.64
EFT4685	03/02/2017	Landgate	Mining Tenements Job187466	-38.00
EFT4686	03/02/2017	McMahon Burnett Transport	Freight Cage 3 empty cylinders	-329.83
EFT4687	03/02/2017	Toll Ipec	Freight charges	-1825.50
EFT4688	03/02/2017	Ixom	Mining Tenements Job187466	-1724.80
EFT4689	03/02/2017	WALGA	WALGA Effective Supervision - Part 1, 23 & 24 Feb 17	-1012.00

EFT4690	03/02/2017	BOC Gases Australia Limited	Oxygen/acetylene tracking 28/11/2016-28/12/2016	-139.97
EFT4691	03/02/2017	Westland Autos Pty Ltd	Recall & reinstall seat cover - P096	-151.25
EFT4692	03/02/2017	Johns Building Supplies Pty Ltd	P/C CCA70356000 70 x 35 H3 Treated pine 6000mm	-1075.26
EFT4693	03/02/2017	Direct Couriers (Perth) Pty Ltd	Freight charges	-54.53
EFT4694	03/02/2017	Goodwork Holdings Pty Ltd	Maintenance grading Wiluna - Sandstone rd 98km's	-31955.00
EFT4695	03/02/2017	Carroll & Richardson Flagworld Pty Ltd	Aboriginal Flag	-272.50
EFT4696	03/02/2017	Harvey Norman AV/IT Superstore Kalgoorlie	Westinghouse 610L Fridge WSE6100	-2285.00
EFT4697	03/02/2017	Elite Electrical Contracting Pty Ltd	Inspect&repair oval reticulation (solenoids/sprinklers)	-24237.32
EFT4698	03/02/2017	Skippers Aviation Pty Ltd	Return ticket Perth to Wiluna 27/02/17 - 03/03/2017 for Ms Annette James - ARO Training	-770.00
EFT4699	03/02/2017	Colin Lockhart	Travel Expenses 01/02/2017	-993.50
EFT4700	03/02/2017	Gary Julius	Travel Expenses 30/01/2017	-300.00
EFT4701	03/02/2017	Ryan Julius	Travel Expenses 30/01/2017	-300.00
EFT4702	03/02/2017	Danny Luke Whiteaker	Travel Expenses 30/01/2017	-300.00
EFT4703	03/02/2017	Solomon Kells	Travel Expenses 30/01/2017	-300.00
EFT4704	03/02/2017	Muhammad Hassan Zakaria	Travel Expenses 30/01/2017	-300.00
EFT4705	03/02/2017	Brendan Julius	Travel Expenses 30/01/2017	-300.00
EFT4706	03/02/2017	Tyler Forbes	Travel Expenses 30/01/2017	-300.00
EFT4707	03/02/2017	John Forbes	Travel Expenses 30/01/2017	-300.00
EFT4708	03/02/2017	Nicholas Newman	Travel Expenses 30/01/2017	-300.00
EFT4709	03/02/2017	Central Regional TAFE	Cert II Rural Operations Course Units and costings	-18658.20
EFT4710	03/02/2017	G.A Julius & Co Pty Ltd t/a The Julius Trading Trust	Carry out demolition works, straighten columns,replace timber roof beams, battens and roof sheeting. Inclusions : labour,materials, accommodation and travel. As quoted (quotation no# :21916) on 28th Nov 2016 by Gary Julius for the amount of \$34455.00 + GST Sports & Recreation Centre - 133 Scotia St, Wiluna.	-19800.00
EFT4711	10/02/2017	Wiluna Traders	1 x 20Ltrs jerry can ULP - P088	-55.00

EFT4712	10/02/2017	McMahon Burnett Transport	Freight	-153.02
EFT4713	10/02/2017	Urbis Pty Ltd	Preparation of scheme amendment report/Post 1/stage6	-964.70
EFT4714	10/02/2017	Ixom	Service Fee	-5.46
EFT4715	10/02/2017	Bunnings Building Supplies Kalgoorlie	Baileys 30L Soil Improver Plus Fertiliser I/N: 3011620	-113.88
EFT4716	10/02/2017	Australia Post	Postage fee	-117.24
EFT4717	10/02/2017	WALGA	WALGA Effective Supervision Part 2- 15&16 May, 2017	-1012.00
EFT4718	10/02/2017	LO-GO Appointments	Recruitment of a Acting DCEO	-10010.00
EFT4719	10/02/2017	BOC Gases Australia Limited	Oxygen/ Acetylene Tracking 29/12/2016-28/01/2017	-139.97
EFT4720	10/02/2017	IT Vision Australia Pty Ltd	Purchase Order Template changes	-242.00
EFT4721	10/02/2017	Goodwork Holdings Pty Ltd	Maintenance grading on Granite Peak - Lake Violet Rd	-39069.80
EFT4722	10/02/2017	Cabcharge	Cabcharge	-6.00
EFT4723	10/02/2017	Elite Electrical Contracting Pty Ltd	Aircon inspection & repair	-1434.58
EFT4724	10/02/2017	Graham's Joinery	Please supply doors quoted on quotation no# 622 on the 02/12/16 by Graham.	-7053.69
EFT4725	10/02/2017	Gradow Pty Ltd T/A Great Southern Fuel	Supply 20,000Ltrs diesel to the Shire of Wiluna Works Depot	-23996.90
EFT4726	10/02/2017	The Trustee for Lockhart Family Trust t/a Mini Projects	Please supply the materials below from Anodiser WA - 6 x C Mikado 25 Microns (AA25) Floor plates 150mm W Perimeter - 0.360 Length 3.000 - 6 x Etch (strippi 25 Microns (AA25) ETCH W Perimeter - 0.360 Length 3.000 - 10 x C Mikado 25 Microns (AA25) Floor plates 150mm W Perimeter 0.360 Length 1.570 - 10 x Etch (strippi 25 microns AA25) Etch perimeter 0.360 Length 1.750	-1033.13
EFT4727	10/02/2017	Shearers and Pastoral Workers Social Club	Donation to SAPWSC video project	-2000.00
EFT4728	13/02/2017	Australian Taxation Office	Business Activity Statement January 2017	-3431.00
EFT4729	17/02/2017	WesTrac Pty Ltd	P/N 8T-4778 Locknut	-117.04
EFT4730	17/02/2017	Wiluna Traders	Food for forum lunch 8.2.17	-82.15

EFT4731	17/02/2017	McMahon Burnett Transport	Freight	-1716.42
EFT4732	17/02/2017	Toll Ipec	Freight	-2458.82
EFT4733	17/02/2017	Bunnings Building Supplies Kalgoorlie	I/N 6690251 Laminate flooring formica 8mm ++ 2.397 sqm PK western JRH 968505	-645.96
EFT4734	17/02/2017	J Blackwood & Son Pty Limited	Respirator	-346.15
EFT4735	17/02/2017	Sheridan's for Badges	Name badges Cr Webb x 1, Cr Petterson x 1, CEO x 2, WAA x 2, SAA x 2	-241.29
EFT4736	17/02/2017	Johns Building Supplies Pty Ltd	P/C CCA70356000 70 x 35 H3 Treated pine 6000mm	-3290.62
EFT4737	17/02/2017	Goodwork Holdings Pty Ltd	Maintenance grading on Granite Peak - Lake Violet Rd	-25258.20
EFT4738	17/02/2017	Aflex	Aflex - Log Runner, Ringo, Gecko, High Pressure Blower, Non-Slip Entry Mat, Rules of Play signage and carry bag	-7239.10
EFT4739	17/02/2017	Malcolm Thompson Pumps	Repair and testing of SQN7-55 Town Bore Bring back pump to operational standard - Town Bore	-544.50
EFT4740	17/02/2017	RSEA Pty Ltd	E1371ST_YENY00XL ELEVEN - E1371ST Shirt L/S Vent riptop w/tape yellow navy XL	-458.18
EFT4741	17/02/2017	Jtagz	Dog Tags Exp 2019 (Red) - 200 Tags 95mm Wrap Strap 19001 to 19200	-136.40
EFT4742	17/02/2017	Isoa Tute Dakunimata	Reimbursement	-295.85
EFT4743	17/02/2017	Katanning Furnishings	Please supply flooring materials as quoted 4195. - Quickstep classic 8mm laminate flooring (25 x boxes, 39.90/m2) - 1 roll quickstep combi-lay std underlay - 50 lineal metres Elite Scotia - Incizo all in 1 trim , (2.15lm) are priced at \$56 ea - Argo TX sheet vinly for area 4m x 2.6m	-2181.00
EFT4744	17/02/2017	The Trustee for Lockhart Family Trust t/a Mini Projects	Please provide the Certificate of Design Compliance for the 4 x transportable units	-2025.96
EFT4745	17/02/2017	Olsen Warren Keith	Reimbursement internet	-245.09
EFT4746	24/02/2017	Katrina Anne Boylan	Annual airfare 2016/17	-1300.00
EFT4747	24/02/2017	Norma Ward	Councilor Travel Allowance - February 2017	-168.31

EFT4748	24/02/2017	Wiluna Traders	Senior managers luncheon, 20 litres fuel Jerry Can, Unleaded fuel for builder, food for staff gathering, Telstra prepaid recharge for WAA and AWC	-317.58
EFT4749	24/02/2017	Toll Ipec	Freight	-140.64
EFT4750	24/02/2017	RSM Bird Cameron	Audit for Roads Recovery	-4510.00
EFT4751	24/02/2017	Westland Autos Pty Ltd	Please provide 30,000kms service including wheel balance, aircon service and wheel rotate - P094 Rego no#: ELM653	-748.95
EFT4752	24/02/2017	Johns Building Supplies Pty Ltd	Heritage centre - Swan grey GP Cemnet 20kg bag hand delivered	-1874.99
EFT4753	24/02/2017	Coyles Mower & Chainsaw Centre	P088 - whipper snipper x3 (inspection/ repair) include required parts	-1102.70
EFT4754	24/02/2017	Tracey Luke	Expenses GTNA Meeting	-304.20
EFT4755	24/02/2017	Environmental Health & Building Services	Consulting/Administration 13/02/2017-14/02/2017	-3267.00
EFT4756	24/02/2017	Elite Electrical Contracting Pty Ltd	Install exterior lights Heritage/Interpretative Centre, install conduits into front building, track lighting in Art Gallery, extra GPOs in accommodation units, remove & replace damaged pit rengel, move outdoor aircon units, extra GPO's for canning stock route room, lower power cables to accommodation, provide power to Cenotaph, power & lights to toilets & showers, provide power & lighting to utilities room, install power points for data pack. 11 Materials	-34990.58
EFT4757	24/02/2017	Michael Gooch Contracting	Renovation work @ 67/69 Scotia St	-4525.40
EFT4758	24/02/2017	Colin Lockhart	Travel Expenses 13/02/2017	-900.00
EFT4759	24/02/2017	Gary Julius	Travel Expenses 10/02/2017	-300.00
EFT4760	24/02/2017	Ryan Julius	Travel Expenses 10/02/2017	-300.00
EFT4761	24/02/2017	Danny Luke Whiteaker	Travel Expenses 10/02/2017	-300.00
EFT4762	24/02/2017	Solomon Kells	Travel Expenses 10/02/2017	-300.00
EFT4763	24/02/2017	Muhammad Hassan Zakaria	Travel Expenses 10/02/2017	-300.00
EFT4764	24/02/2017	Brendan Julius	Travel Expenses 09/02/2017	-300.00
EFT4765	24/02/2017	Tyler Forbes	Travel Expenses 09/02/2017	-300.00
EFT4766	24/02/2017	John Forbes	Travel Expenses 09/02/2017	-300.00
EFT4767	24/02/2017	Aglo Systems	Heritage centre - LED Recessed snow downlight 28w 3000Lm SLM 830 white Medium beamsread C/W 50W Phillips Xitanium driver	-1056.00

EFT4768	24/02/2017	Nicholas Newman	Travel Expenses 09/02/2017	-300.00
EFT4769	24/02/2017	Direct Trades Supply Pty Ltd	Fencing materials - Aerodrome maintenance	-3363.05
EFT4770	24/02/2017	WAITOC	Waitoc membership	-143.00
EFT4771	27/02/2017	AMP Bank Ltd	Transfer of funds to Fixed term deposit	-4347809.42
22128	03/02/2017	Water Corporation	Water charges - Swimming Pool	-6044.22
22129	03/02/2017	Shire of Wiluna 1	Petty Cash	-205.50
22130	03/02/2017	Staples Australia Pty Ltd	Custom Stamps	-1354.77
22131	10/02/2017	Telstra Corporation	Phone charges	-1333.19
22132	10/02/2017	Horizon Power	Electricity charges - Housing (Scotia Street)	-1064.67
22133	10/02/2017	Water Corporation	Water charges - U1/ Scotia St (Temporary Art Gallery Office)	-1310.99
22135	10/02/2017	Hoddz Mechanical Repairs	Inspect and service airconditioning system.	-96.80
22136	10/02/2017	Comfort Inn Bay of Isles Motel	Accommodation and meals Harris GVROC meeting 3/2/17	-841.00
22137	17/02/2017	Telstra Corporation	Satelite phone	-210.00
22138	17/02/2017	Railway Motel & Function Centre	Accommodation & meals as required Crs Quadrio & Harris 1/2/17	-676.50
22139	17/02/2017	Staples Australia Pty Ltd	P/C: 86789390 Brighton Professional Disinfectant Cleaner & Deodoriser Spring Blossom 5L - U5/30 Scotia St	-666.43
22140	17/02/2017	WML CONSULTANTS PTY LTD	Wiluna Aerodrome Runway Pavement Investigation as per quote 7368. - Excavate 6 test pits, and test the material in a NATA laboratory. - Carry out non-destructive Falling Weight Deflectometer testing to provide a full view of the conditions of the runway. - Test pitting to be carried out with a small digger to a depth of 1.0m and samples of the material be tested in the same laboratory.	-4312.44
22141	24/02/2017	Squibb Carpentry & Cabinets	Supply timber window frames as quoted # 794	-10937.30
22142	28/02/2017	GWR Group Limited	Rates refund for assessment A1061 LOT E53/01089 MINING WILUNA WA 6646	-125.36
22143	28/02/2017	Iron West Resources Pty Ltd	Rates refund for assessment A2239 LOT E69/03284 MINING WILUNA WA 6646	-274.12
PE03.02.2017	03.02.2017	Payroll Ending PE03.02.2017	Payroll Ending PE03.02.2017	-64646.47
PE17.02.2017	17.02.2017	Payroll Ending PE17.02.2017	Payroll Ending PE17.02.2017	-78178.55
Total List of Accounts Paid by Authority: - \$				4,969,311.02

Shire of Wiluna
INVESTMENT REGISTER
28-Feb-17

Account	Type	Institution	Term Days	Yield	Maturity	Investments Movement				
						Balance B/fwd	Transfer In	Actual Interest	Transfer (out)	Closing Balance
21938	Fixed Term Deposit	NAB	90	2.65%	27/02/2017	4,319,584.19		28,225.23		4,347,809.42
016307-33773	Call Deposit	ANZ	n/a	Varies	n/a	6,056,967.51		5,973.99		6,062,941.50
90-306-2595	Curve Securities	NAB	90	2.60%	8/03/2017	1,294,307.32				1,294,307.32
Total Investments						11,670,859.02	0.00	34,199.22	0.00	11,705,058.24
Represented By:										
L072300	Reserve Airport	NAB	90	2.60%	8/03/2017	1,101,653.97		0.00		1,101,653.97
L072100	Reserve - Asset Replaceme	NAB	90	2.65%	27/02/2017	3,217,298.78		21,022.62		3,238,321.40
L072200	Reserve - Computer	NAB	90	2.60%	8/03/2017	102,489.93		0.00		102,489.93
L072400	Reserve - Leave	NAB	90	2.60%	8/03/2017	74,062.93		0.00		74,062.93
L072500	Reserve - Wiluna Telecent	NAB	90	2.60%	8/03/2017	16,100.49		0.00		16,100.49
Sub Total Reserves						4,511,606.10	0.00	21,022.62	0.00	4,532,628.72
	Restricted - Loan	NAB	90	2.65%	27/02/2017	1,102,285.41		7,202.61	0.00	1,109,488.02
	Call Deposit Account	ANZ	n/a	Varies	n/a	6,056,967.51	0.00	5,973.99		6,062,941.50
Sub Total Reserves						7,159,252.92	0.00	13,176.60	0.00	7,172,429.52
Total Funds Invested						11,670,859.02	0.00	34,199.22	0.00	11,705,058.24

0.00



SHIRE OF WILUNA

BUDGET REVIEW 2016/2017

Shire of Wiluna

BUDGET REVIEW

For period ended 31 January 2017

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Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 33A .

Statement of Budget Review by reporting program and nature & type

is presented on page 2 and 3 and shows a closing surplus of \$ 6,877,976.71

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Glenn B Deocampo

Reviewed by: Warren Olsen

Date prepared: 14 March 2017

Shire of Wiluna
STATEMENT OF BUDGET REVIEW
BY PROGRAM
For period ended 31 January 2017

		Budget v Actual		Variance	Projected Year End Budget (a)+(c)
		Adopted Budget (a)	Year to date Actuals (b)	Analysis as per schedule (c)	
Note(N)/Schedule(S)		\$	\$	\$	\$
Operating Revenues					
Governance	S4	500	57	0	500
General Purpose Funding - Rates	S3	3,702,061	3,646,528	(17,533)	3,684,528
General Purpose Funding - Others	S3	2,659,567	1,363,328	23,859	2,683,426
Law, Order and Public Safety	S5	7,122	7,911	1489	8,611
Health	S7	413	436	0	413
Education and Welfare	S8	150	0	0	150
Housing	S9	500	189	0	500
Community Amenities	S10	78,930	69,961	454	79,384
Recreation and Culture	S11	248,400	196,752	30,400	278,800
Transport	S12	251,597	272,238	386,987	638,584
Economic Services	S13	15,550	10,269	738	16,288
Other Property and Services	S14	49,164	40,911	22,537	71,701
Total		7,013,954	5,608,580	448,931	7,462,885
Operating Expense					
Governance	S4	(1,424,825)	(553,080)	271,302	(1,153,523)
General Purpose Funding	S3	(236,334)	(96,991)	16,487	(219,847)
Law, Order and Public Safety	S5	(214,867)	(60,048)	59,370	(155,497)
Health	S7	(100,003)	(42,118)	2,038	(97,965)
Education and Welfare	S8	(255,402)	(62,434)	(1,244)	(256,646)
Housing	S9	0	0	0	0
Community Amenities	S10	(510,624)	(315,102)	(5,008)	(515,632)
Recreation and Culture	S11	(1,473,797)	(565,024)	197,001	(1,276,796)
Transport	S12	(7,147,740)	(2,003,643)	3,217,295	(3,930,445)
Economic Services	S13	(454,676)	(192,931)	41,791	(412,885)
Other Property and Services	S14	(58,570)	(105,640)	(1,930)	(60,500)
Total		(11,876,838)	(3,997,009)	3,797,101	(8,079,737)
Funding Balance Adjustment					
Add back Depreciation		6,487,050	1,580,367	(3,100,549)	3,386,501
Adjust (Profit)/Loss on Asset Disposal		(1,340)	(25,671)	(24,331)	(25,671)
Loss on revaluation of non-current assets		50,000	0	0	50,000
Net Operating Cash from Operations		1,672,826	3,166,267	1,121,152	2,793,978
Capital Revenues					
Grants, Subsidies and Contributions		2,150,314	244,527	(589,600)	1,560,714
Proceeds from Disposal of Assets		660,000	118,182	(455)	659,545
Total		2,810,314	362,709	(590,055)	2,220,259
Capital Expenses					
Land and Buildings		(7,845,800)	(1,051,550)	5,076,184	(2,769,616)
Infrastructure - Roads		(1,486,094)	(127,256)	0	(1,486,094)
Infrastructure - Others		(800,000)	0	690,000	(110,000)
Infrastructure - Airport		(385,000)	0	0	(385,000)
Plant and Equipment		(1,407,000)	(226,517)	375,918	(1,031,082)
Furniture and Equipment		(21,000)	(673)	6,000	(15,000)
Total Capital Expenditure		(11,944,894)	(1,405,996)	6,148,102	(5,796,792)
Net Cash from Capital Activities		(9,134,580)	(1,043,288)	5,558,047	(3,576,533)
Financing					
Repayment of Debentures		(159,277)	(78,858)	0	(159,277)
Proceeds from new debentures		1,000,000	0	300,000	1,300,000
Transfers to cash backed reserves (restricted assets)		(1,225,000)	(74,144)	(159,200)	(1,384,200)
Transfers from cash backed reserves (restricted assets)		566,446		0	566,446
Net Cash from Financing Activities		182,169	(153,002)	140,800	322,969
Net Operations, Capital, & Financing					
		(7,279,585)	1,969,977	6,819,999	(459,585)
Opening Surplus(Deficit)		7,279,585	7,337,562	57,977	7,337,562
Less: Closing Funding Surplus(Deficit)	N1	0	9,307,539	6,877,977	6,877,977

SHIRE OF WILUNA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For period ended 31 January 2017

	Adopted Annual Budget	YTD Actual	Variance per schedule	Projected Budget Year End
Operating Revenues	\$	\$		
Rates	3,702,061	3,646,528	(17,533)	3,684,528
Operating Grants, Subsidies and Contributions	2,773,129	1,576,229	41,725	2,814,854
Fees and Charges	260,308	174,496	348,195	608,503
Interest Earnings	187,000	122,868	20,781	207,781
Other Revenue	75,400	62,789	46,148	121,548
Profit on Disposal of Assets	16,056	25,671	9,615	25,671
Total Operating Revenue	7,013,954	5,608,580	448,931	7,462,885
Operating Expense				
Employee Costs	(2,269,502)	(834,652)	379,565	(1,889,937)
Materials and Contracts	(2,616,333)	(1,218,444)	437,128	(2,179,205)
Utility Charges	(175,895)	(79,089)		(175,895)
Depreciation on Non-Current Assets	(6,487,050)	(1,580,368)	3,100,549	(3,386,501)
Interest Expenses	(36,948)	(18,901)		(36,948)
Insurance Expenses	(214,894)	(203,291)	10,232	(204,662)
Other Expenditure	(11,500)	(62,265)	(145,089)	(156,589)
Loss on Disposal of Assets	(14,716)	0	14,716	0
Loss on revaluation of non-current assets	(50,000)	0		(50,000)
Total Operating Expenditure	(11,876,838)	(3,997,009)	3,797,101	(8,079,737)
Funding Balance Adjustments				
Add back Depreciation	6,487,050	1,580,368	(3,100,549)	3,386,501
Adjust (Profit)/Loss on Asset Disposal	(1,340)	(25,671)	(24,331)	(25,671)
Loss on revaluation of non-current assets	50,000	0	0	50,000
Net Cash from Operations	1,672,826	3,166,268	1,121,152	2,793,978
Capital Revenues				
Grants, Subsidies and Contributions	2,150,314	244,527	(589,600)	1,560,714
Proceeds from Disposal of Assets	660,000	118,182	(455)	659,545
Total Capital Revenues	2,810,314	362,709	(590,055)	2,220,259
Capital Expenses				
Land and Buildings	(7,845,800)	(1,051,550)	5,076,184	(2,769,616)
Infrastructure - Roads	(1,486,094)	(127,256)	0	(1,486,094)
Infrastructure - Others	(800,000)	0	690,000	(110,000)
Infrastructure - Airport	(385,000)	0	0	(385,000)
Plant and Equipment	(1,407,000)	(226,517)	375,918	(1,031,082)
Furniture and Equipment	(21,000)	(673)	6,000	(15,000)
Total Capital Expenditure	(11,944,894)	(1,405,996)	6,148,102	(5,796,792)
Net Cash from Capital Activities	(9,134,580)	(1,043,288)	5,558,047	(3,576,533)
Financing				
Repayment of Debentures	(159,277)	(78,858)	0	(159,277)
Proceeds from new debentures	1,000,000	0	300,000	1,300,000
Transfers to cash backed reserves (restricted assets)	(1,225,000)	(74,144)	(159,200)	(1,384,200)
Transfers from cash backed reserves (restricted assets)	566,446	0	0	566,446
Net Cash from Financing Activities	182,169	(153,002)	140,800	322,969
Net Operations, Capital and Financing	(7,279,585)	1,969,978	6,819,999	(459,585)
Opening Funding Surplus(Deficit)	7,279,585	7,337,562	57,977	7,337,562
Closing Funding Surplus(Deficit)	0	9,307,540	6,877,977	6,877,977

Shire of Wiluna
Variance Analysis
BY PROGRAM
For period ended 31 January 2017

Description Programmes	Note/ Schedule	Adopted Budget	Projected Year End	Variance \$	Variance %	Comments	Actions
Governance	Sched 4	500	500	0	0%	Decrease in consultancy and administration allocation costs	No action required
Revenue							
Expenditure		(1,424,825)	(1,153,523)	(271,302)	19%		
Total		(1,424,325)	(1,153,023)	(271,302)			
General Purpose Funding	Sched 3					Net increase due to valuation changes (Townsite), and anticipated interest income being municipal funds invested into term deposit with high interest and rate, and increase in instalment payments Revaluation(Rates) done in previous year and expected to recur in the next five years; net decrease in administration cost	No action required
Revenue		6,361,628	6,367,954	(6,326)	(0.10%)		
Expenditure		(236,334)	(219,847)	(16,487)	7%		
Total		6,125,294	6,148,107	(22,813)	0		
Law, Order and Public Safety	Sched 5					The ESL budget set is lower than the actual/expected grant to be received Ranger position vacant to date	No action required No action required
Revenue		7,122	8,611	(1,489)	-21%		
Expenditure		(214,867)	(155,497)	(59,370)	28%		
Total		(207,745)	(146,886)	(60,859)	0		
Health	Sched 7					No material variance	No action required
Revenue		413	413	0	0%		
Expenditure		(100,003)	(97,965)	(2,038)	2%		
Total		(99,590)	(97,552)	(2,038)	2%		
Education and Welfare	Sched 8					No material variance	No action required
Revenue		150	150	0	0%		
Expenditure		(255,402)	(256,646)	1,244	0%		
Total		(255,252)	(256,496)	1,244	0%		
Housing	Sched 9						
Revenue		500	500	0	0.00		
Expenditure		0	0	0	0.00		
Total		500	500	0	0%		

Shire of Wiluna
Variance Analysis
BY PROGRAM
For period ended 31 January 2017

Description Programmes	Note/ Schedule	Adopted Budget	Projected Year End	Variance \$	Variance %	Comments	Actions
Community Amenities	Sched 10						
Revenue		78,930	79,384	(454)	-0.6%	No material variance	No action required
Expenditure		(510,624)	(515,632)	5,008	-1.0%	No material variance	No action required
Total		(431,694)	(436,248)	4,554	-1.1%		
Recreation and Culture	Sched 11						
Revenue		248,400	278,800	(30,400)	-12.2%	Insurance claim for storm damages	No action required
Expenditure		(1,473,797)	(1,276,796)	(197,001)	13.4%	Savings in employment cost as positions have not been filled in to date	No action required
Total		(1,225,397)	(997,996)	(227,401)	1.1%		
Transport	Sched 12						
Revenue		251,597	638,584	(386,987)	-153.8%	Direct Road Grant - the budget set is lower than the actual/expected grant to be received	No action required
Expenditure		(7,147,740)	(3,930,445)	(3,217,295)	45.0%	adjustment on depreciation cost due to revaluation of roads; unspent airport electrical renewal grant	No action required
Total		(6,896,143)	(3,291,861)	(3,604,282)	-108.8%		
Economic Services	Sched 13						
Revenue		15,550	16,288	(738)	-5%	No material variance	No action required
Expenditure		(454,676)	(412,885)	(41,791)	9%	Savings in employment cost as position not filled to date	No action required
Total		(439,126)	(396,597)	(42,529)	4.4%		
Other Property and Services	Sched 14						
Revenue		49,164	71,701	(22,537)	-46%	Work compensation claim and insurance refunds/rebates from actual wages; profit on sale of CEO's vehicle	No action required.
Expenditure		(58,570)	(60,500)	1,930	-3%	No material variance	No action required.
Total		(9,406)	11,201	(20,607)	-49.1%		
TOTAL PROGRAMME							
Revenue		7,013,954	7,462,885	(448,931)	-238%		
Expenditure		(11,876,838)	(8,079,737)	(3,797,101)	-81%		
Net Revenue		(4,862,884)	(616,852)	(4,246,032)	-320%		
Rates Levied		3,702,061	3,684,528	17,533	0.5%	Decrease due to valuation changes and deaths.	No action required
Opening Surplus(Deficit)		7,279,585	7,337,562	(57,977)			
Closing Funding Surplus(Deficit)	Note 1	0	6,877,977	6,877,977			

Shire of Wiluna
Variance Analysis
BY NATURE AND TYPE
For period ended 31 January 2017

Description Programmes	Adopted Budget	Projected Year End	Variance \$	Variance %	Comments	Actions
OPERATING REVENUE						
Rates	3,702,061	3,684,528	17,533	0.5%	Decrease due to valuation changes and deaths.	No action required
Operating Grants, Subsidies and	2,773,129	2,814,854	(41,725)	(1.50%)	Direct Grant and ESL grant budget set is lower than the actual/expected grant to be received	No action required
Fees and Charges	260,308	608,503	(348,195)	-134%	Net increase in fees and charges particularly in airport landing and passenger fees	No action required
Interest Earnings	187,000	207,781	(20,781)	-11%	Due to the opportunity to align reserves and municipal interest and so invest larger amounts of cash, interest returns have been increased	No action required
Other Revenue	75,400	121,548	(46,148)	-61%	Insurance claims from damages and refunds/rebates for actual wages	No action required
Profit on Disposal of Assets	16,056	25,671	(9,615)	-60%	Profit from sale of assets is under budget. This is a non-cash revenue item and will not impact on the carry forward funding result at the end of the year	No action required
Total	7,013,954	7,462,885	(448,931)			
OPERATING EXPENSE						
Employee Costs	(2,269,502)	(1,889,937)	(379,565)	17%	During this financial year, due to housing issues various positions have been vacant , so there have been some savings in salaries and wages, superannuation and other employee costs.	No action required
Materials and Contracts	(2,616,333)	(2,179,205)	(437,128)	17%	Due to some vacant positions, most projects were delayed and funds not utilised.	No action required
Utility Charges	(175,895)	(175,895)	0	0%		
Depreciation on Non-Current	(6,487,050)	(3,386,501)	(3,100,549)	48%	Adjustment on depreciation cost due to road revaluation increments not considered during the budget process, and over/under budget of other assets	
Interest Expenses	(36,948)	(36,948)	0	0%		No action required.
Insurance Expenses	(214,894)	(204,662)	(10,232)	5%	No material variance	
Other Expenditure	(11,500)	(156,589)	145,089	-1262%	Reclassification of Income and Expense code. Allowances and fees for members of the council were classified as materials and contract in the budget. Please note this will not have an impact on the carried forward funding result at the end of the year	No action required
Loss on Disposal of Assets	(14,716)	0	(14,716)	100%	Assets for disposal - Grader cancelled	No action required.
Loss on revaluation of non-cur	(50,000)	(50,000)	0	0%		
Total	(278,058)	(398,199)	(3,797,101)	-1156.9%		
Rates Levied	3,702,061	3,684,528	17,533	0.5%	No material variance	No action required
Opening Surplus(Deficit)	7,279,585	7,337,562	(57,977)			
Closing Funding Surplus(Deficit)	0	6,877,977	(6,877,977)			

SHIRE OF WILUNA
Variance Analysis
CAPITAL ACQUISITIONS
For the Period Ended 28 February 2017

		Budget by Asset Class									Variances			
Account Number	Description	Land & Buildings	Plant and Equipment	Furniture and Equipmemt	Roads	Airport	Other Infrastructure s	Adopted Annual Budget	YTD Actual	Projected Year End	Timing Difference	Permanent Difference	Comment	Action Required
C052521	LAW ORDER AND PUBLIC SAFETY													
C052522	Ranger's Vehicle		45,000					45,000	34,310	39,070		5,930	Savings	
	Pound Upgrade	10,000						10,000	0	10,000	0			
	Total Law Order and Public Safety	10,000	45,000	0	0	0	0	55,000	34,310	49,070	0	5,930		
C086100	EDUCATION AND WELFARE													
	Community Resource Centre	50,000						50,000	0	0	50,000		No funding available; Rebudget FY2017/18	
	Total Education and Welfare	50,000	0	0	0	0	0	50,000	0	0	50,000	0		
	HOUSING													
C091186	60A Scotia St - Furnishings			5,500				5,500	0	0		5,500	Funds used to 7/30 Scotia St - new aircon - OCM Res#037/17	
C091187	60B Scotia St - Furnishings			5,500				5,500	0	0		5,500	Funds used to 7/30 Scotia St - new aircon - OCM Res#037/17	
C091166	7/30 Scotia St									11,000		(11,000)	Purchase of new airconditioning - OCM Res#037/17	
C091185	5/30 Scotia Street	12,000						12,000	0	5,000		7,000	Funds used to 1/30 Scotia St - resheeting of roof - OCM Res.#034/17	
C091167	6/30 Scotia St	3,500						3,500	0	3,500	0			
C091166	7/30 Scotia St	8,500						8,500	0	8,500	0			
C091151	U8/ 1487 Scotia St	4,800						4,800	0	4,800	0			
C091155	21 Lennon St	12,000						12,000	0	12,000	0			
C091178	38 Lennon St	3,000						3,000	0	3,000	0			
C091116	44 Lennon St	7,000						7,000	0	7,000	0			
C091159	1/30 Scotia St - Upgrade									13,000		(13,000)	Resheeting of the roof - OCM Resolution #037/17	
C091183	2/30 Scotia Street - Furnishings			3,000				3,000	0	0		3,000	Funds used to 1/30 Scotia St - resheeting of roof - OCM Res.#037/17	
C091184	3/30 Scotia St- Furnishings			3,000				3,000	0	0		3,000	Funds used to 1/30 Scotia St - resheeting of roof - OCM Res.#037/17	
C091119	67/69 Scotia St - Furnishings			4,000				4,000	0	4,000	0			
C091200	Staff Housing 1	300,000						300,000	0	0	300,000		Carry over to FY 17/18	
C091201	Staff Housing 2	300,000						300,000	0	0	300,000		Carry over to FY 17/18	
C091202	Staff Housing 3	400,000						400,000	0	0	400,000		Carry over to FY 17/18	
C091203	Single Person's Accommodation									300,000		(300,000)	Renovate Single Unit - OCM Res#003/17 - funded through borrowing	
C091204	Depot - Single Person Quarter (SPQ)									50,000		(50,000)	Renovate SPQ - Depot (Woodley St)	
	Total Housing	1,050,800	0	21,000	0	0	0	1,071,800	0	421,800	1,000,000	(350,000)		Budget amendment-Renovation SPQ - Woodley St
C107054	COMMUNITY AMENITIES													
	Cemetery Improvement						40,000	40,000	0	0	40,000		Carry over to FY 17/18	
	Total Community Amenities	0	0	0	0	0	40,000	40,000	0	0	40,000	0		
C111104	RECREATION AND CULTURE													
C112101	Recreation Centre Upgrade	30,000						30,000	0	30,000	0			
C112102	Pool Equipment		22,000					22,000	2,044	22,000	0			
	Swimming Pool repairs	5,000						5,000	0	5,000	0			
	Total Recreation and Culture	35,000	22,000	0	0	0	0	57,000	2,044	57,000	0	0		
	TRANSPORT													
C121001	Street and Road Construction:													
C121001	Wongawol Road				450,000			450,000	0	450,000	0			
C121010	Granite Peak Road				600,000			600,000	127,256	600,000	0			
C121011	Wiluna North Road				250,000			250,000	0	250,000	0			
C121011	Wiluna North Road				86,094			86,094	0	86,094	0			
C121012	Various Roads				100,000			100,000	0	100,000	0			

SHIRE OF WILUNA
Variance Analysis
CAPITAL ACQUISITIONS
For the Period Ended 28 February 2017

		Budget by Asset Class							Variances					
Account Number	Description	Land & Buildings	Plant and Equipment	Furniture and Equipmemt	Roads	Airport	Other Infrastructure s	Adopted Annual Budget	YTD Actual	Projected Year End	Timing Difference	Permanent Difference	Comment	Action Required
	Sub Total	0	0	0	1,486,094	0	0	1,486,094	127,256	1,486,094	0	0		
C123127	Plant Purchases/ Buildings													
	Works Ute		25,000					25,000	22,180	22,180		2,820	Savings	
C123224	Loader		250,000					250,000	0	250,000	0			
C123236	Grader		350,000					350,000	0	0		350,000	Savings - cancelled	
C123239	SAM Trailer		15,000					15,000	0	15,000	0			
C123125	EMTS Vehicle		45,000					45,000	41,416	41,416		3,584	Savings	
C123126	Work's Manager Vehicle		45,000					45,000	0	0		45,000	Savings - cancelled	
													Upgrade the Depot Old Shed - OCM Res #022/17; funds from Grader	
C122001	Depot Shed							0	0	100,000		(100,000)		
	Sub Total	0	730,000	0	0	0	0	730,000	63,596	428,596	0	301,404		
C126262	Airport													
	Airport Sealing					385,000		385,000	0	385,000	0			
C126264	Airport Terminal	500,000						500,000	0	0	500,000		No funding available; Rebudget FY 17/18	
	Sub Total	500,000	0	0	0	385,000	0	885,000	0	385,000	500,000	0		
	Total Transport													
	ECONOMIC SERVICES													
C132156	Heritage Centre - Art Gallery Fit Out							0	19,691	117,816		(117,816)	Funded by Department of Culture & Arts - Fit Out grant and variation Art Gallery operation grant	
C132157	Heritage/Interpretive Centre	2,700,000						2,700,000	981,306	2,000,000	700,000		Completion maybe delayed; rebudget 2017/2018	
C132159	Mainstreet Revitalisation						530,000	530,000	0	0	530,000		Completion maybe delayed; rebudget 2017/2018	
C134100	Town Water Supply						170,000	170,000	0	50,000	120,000		Completion maybe delayed; rebudget 2017/2018	
C132341	Recreation Site Development-RedHill/NorthPool						10,000	10,000	0	10,000	0			
C132343	Caravan Site						45,000	45,000	0	45,000	0			
C132344	RV Dump Point						5,000	5,000	0	5,000	0			
	Total Economic Services	2,700,000	0	0	0	0	760,000	3,460,000	1,000,998	2,227,816	1,350,000	(117,816)		
	OTHER PROPERTY AND SERVICES													
C142100	DCEO Vehicle		50,000					50,000	41,416	41,416		8,584	Savings	
C142101	CEO Vehicle		480,000					480,000	85,151	480,000	0			
C147182	New Administration Building	3,500,000						3,500,000	17,052	40,000	3,460,000		Rebudget 2017/2018	
C142104	IT Equipment		25,000					25,000	0	25,000	0			
C142105	Server Upgrade		25,000					25,000	0	30,000	(5,000)		Increase budget	
C142106	Admin Furnishings		30,000					30,000	673	30,000	0			
C142108	Transportable Offices (Donga)	0						0	33,500	60,000		(60,000)	Temporary Administration Office-OCM Res #001/17	
													New Genset for Temporary offices (Donga) - OCM Res #022/17	
C142109	Genset									35,000		(35,000)		
	Total Other Property and Services	3,500,000	610,000	0	0	0	0	4,110,000	177,793	741,416	3,455,000	(86,416)		
	TOTALS	7,845,800	1,407,000	21,000	1,486,094	385,000	800,000	11,944,894	1,405,996	5,796,792	6,395,000	(246,898)		

Buildings	1,051,550	2,769,616	5,710,000	(633,816)
Plant & Equipment	226,517	1,001,082	(5,000)	380,918
Furniture & Equipment	673	45,000	0	6,000
Roads	127,256	1,486,094	0	0
Airport	0	385,000	0	0
Other Infrastructure	0	110,000	690,000	0
TOTALS	1,405,996	5,796,792	6,395,000	(246,898)

Shire of Wiluna
Variance Analysis
CAPITAL DISPOSALS
For period ended 31 January 2017

DISPOSALS					
Description	Annual Budget Proceeds	Projected Year End Proceeds	Variance	Comments	Action Required
Plant and Equipment	\$	\$	\$		
Bobcat 2200 (Utility-Gardens) WU-271 P48	5,000	5,000	0		
Cat 950G Loader 1BOC325 P36	50,000	50,000	0		
Grader John Deere 2004 P19	90,000	90,000	0		
Nissan Patrol 2014 manual (EMTS Vehicle) P09	35,000	34,545	-455		
CEO's Vehicle	480,000	480,000	0	6 changeovers - CEO's vehicle	
Capital Disposals Total	660,000	659,545	(455)		

Note 1: Closing Funds

Budget Review 2016/2017

Shire of Wiluna
Schedules by Programme
For the period ended 31 January 2017

				Adopted Budget (a)	Year to Date Actuals	Projected Year End (b)	Projected Year End (c)	VARIANCE				COMMENTS
								Variance (\$) (a-b)	Timing (b)	Permanent (a-b)	Variance (%)	
Programmed	COA	Description										
03	GENERAL PURPOSE FUNDING											
031	General Rate Revenue											
	E031801	Administration allocated		158,210	69,001	144,171		14,039	14,039		9%	Decrease in administration cost
	E031803	Collection Costs		5,000	920	5,000		0			0%	
	E031804	Valuation Expenses		5,000	479	3,000		2,000	2,000		40%	Revaluation done in FY 14/15 and expected to recur in the next four years.
	E031805	Searches Expense		500	0	500		0			0%	
	E031807	Rates Written-off/Bad Debts Expense		9,500	0	9,500		0			0%	
	Total Operating Expenditure			178,210	70,399	162,171		16,039	16,039	0		
	R031020	Interest on overdue rates		(30,000)	(9,712)	(30,000)		0			0%	
	R031101	Mining Rates - UV		(1,837,941)	(1,799,941)	(1,837,941)		0			0%	
	R031102	Rural Rates - UV		(141,504)	(141,504)	(141,504)		0			0%	
	R031103	Mining Rates - GRV		(1,093,723)	(1,093,723)	(1,093,723)		0			0%	
	R031104	Townsite Rates - GRV		(93,543)	(76,010)	(76,010)		(17,533)	17,533		19%	Decrease due to valuation changes
	R031105	Minimum Mining Rates - UV		(59,520)	(59,520)	(59,520)		0			0%	
	R031106	Minimum Rural Rates - UV		(620)	(620)	(620)		0			0%	
	R031107	Minimum Mining Rates - GRV		(930)	(930)	(930)		0			0%	
	R031108	Minimum Townsites Rates - GRV		(7,790)	(7,790)	(7,790)		0			0%	
	R031109	UV Exploration and Prospecting		(453,470)	(453,470)	(453,470)		0			0%	
	R031110	UV Exploration and Prospecting Minimum		(13,020)	(13,020)	(13,020)		0			0%	
	R031310	Reimbursement		(1,000)	(3,058)	(3,058)		2,058		2,058	-206%	Legal charges from collection of delinquent rates
	R031311	Excess Rates Credits / Minor		0	(4)	0		0			0%	
	R031320	Installment Charges- Rates Administration Fee		(4,000)	(4,970)	(4,970)		970		970	-24%	Increase in the number of rates payer availing the instalment
	R031321	Interest on installments		(7,000)	(9,781)	(9,781)		2,781		2,781	-40%	Increase in the number of rates payer availing the instalment
	R031330	ESL Administration Fee - DFES		(4,000)	(4,000)	(4,000)		0			0%	
	R031900	Rates Enquiry/Searches		(100)	(136)	(150)		50		50	-50%	Increase in number of rates queries
	Total Operating Revenue			(3,748,161)	(3,678,190)	(3,736,487)		(11,674)	(17,533)	5,859		
032	Other General											
	E032100	Administration Allocated		19,914	8,982	20,287		(373)	373		-2%	
	E033100	Interest on overdraft & other		2,000	927	2,000		0			0%	
	E033101	Bank fees and charges		6,500	3,476	6,500		0			0%	
	E033102	Administration Allocated		29,710	13,206	28,889		821	821		3%	
	Total Operating Expenditure			58,124	26,591	57,676		448	448	0		
	R032000	Grants Commission Grant Received - General		(1,667,376)	(830,052)	(1,667,376)		0			0%	
	R032005	Grants Commission Grant Received- Roads		(796,041)	(398,240)	(796,041)		0			0%	
	R032110	Interest Received - Municipal Term		(33,000)	(34,675)	(45,000)		12,000		12,000	-36%	Invested funds in a longer maturity term with a high interest rate
	R032111	Interest earned - Muni Cheque		(12,000)	(10,966)	(18,000)		6,000		6,000	-50%	anticipated interest increase as funds are not utilised yet to date.
	R032130	Interest Received -Reserves		(105,000)	(57,733)	(105,000)		0			0%	
	R032140	Admin Fee - Dishonoured Cheque		(50)	0	(50)		0				
	Total Operating Revenue			(2,613,467)	(1,331,667)	(2,631,467)		18,000	0	18,000		
	General Purpose Funding Total Net			(6,125,294)	(4,912,866)	(6,148,107)		22,813	(1,046)	23,859		

Shire of Wiluna
Schedules by Programme
For the period ended 31 January 2017

	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	VARIANCE				COMMENTS
							Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	
04	GOVERNANCE										
040	Members Of Council										
		E040306	Members General Meeting	200	0	200	0			0%	
		E040307	GVROC / GERGC Expenses	23,000	17,140	23,000	0			0%	
		E040308	Members Telephone Subsidy	8,750	3,750	8,750	0			0%	
		E040309	Deputy President's Allowance	4,000	2,000	4,000	0			0%	
		E040310	President's Allowance	16,000	8,557	16,000	0			0%	
		E040311	Members Travelling Expenses	14,352	6,684	14,352	0			0%	
		E040312	Members Sitting Fees	78,801	31,902	78,801	0			0%	
		E040313	Members Conference Expenses	25,000	14,893	25,000	0			0%	
		E040315	Local Government Week Expenses	25,000	9,757	25,000	0			0%	
		E040316	Members Professional Development	5,000	100	5,000	0			0%	
		E040317	Refreshments and Receptions	8,000	6,071	8,000	0			0%	
		E040318	Board/Outside Committee Expenses	1,000	472	1,000	0			0%	
		E040319	Council Chamber Bldg Operation costs	2,528	245	500	2,028	2,028		80%	Old Chamber not in used
		E040320	Maintenance - Council Chambers	566	415	566	0			0%	
		E040321	Southwing Bldg Operatin costs	5,201	3,095	5,201	0			0%	
		E040322	Members - Insurance	4,735	5,238	5,238	(503)	-	503	-11%	Under budget
		E040323	Subscriptions/Memberships	22,800	8,347	22,800	0			0%	
		E040325	Community Financial Assistance Program	20,000	1,004	20,000	0	-		0%	Over budget
		E040326	Interest on Loans	3,230	0	3,230	0			0%	
		E040330	Depreciation	2,200	529	1,134	1,066		1,066	48%	Over budget
		E040332	SouthWing Building Maintenance cost	566	458	566	0			0%	
		E040336	Administration allocated	381,443	161,524	313,919	67,524	67,524		18%	Decrease in administration cost
			Total Operating Expenditure	652,372	282,181	582,257	70,115	69,552	563		
		R040320	Reimbursement - Members	(100)	0	(100)	0			0%	
			Total Operating Revenue	(100)	0	(100)	0	0	0		
041	Other Governance										
		E041001	Administation allocated	622,452	264,849	521,264	101,188	101,188		16%	Decrease in administration cost
		E041010	Consultants for specific governance projects	150,000	6,050	50,000	100,000		100,000	67%	Decrease consultancy cost
			Total Operating Expenditure	772,452	270,899	571,264	201,188	101,188	100,000		
		R041422	Reimbursements	(200)	(57)	(200)	0			0.00%	
		R041426	Other minor income	(200)	0	(200)	0			0.00%	
			Total Operating Revenue	(400)	(57)	(400)	0	0	0		
			Governance Total Net	1,424,324	553,023	1,153,022	271,302	170,740	100,563		
05	LAW, ORDER AND PUBLIC SAFETY										
051	Fire Prevention										
		E051512	Insurance	3,000	2,951	3,000	0			0.00%	
		E051515	Bush Fire-Plant & Equipment maintenance	6,810	3,889	6,810	0			0.00%	
		E051517	Administration allocated	11,735	5,173	11,103	632	632		5.39%	
		E051518	Depreciation	4,400	2,529	5,418	(1,018)	- 1,018		-23.14%	Under budget
		E051520	Fire Station Bldg maintenance	3,132	857	3,132	0			0.00%	
		E051521	Minor Plant & Equipment purchases	1,000	627	1,000	0			0.00%	
		E051522	Fire control officers & Brigade costs	5,000	271	5,000	0			0.00%	
		E051524	Fire Station Bldg operation costs	1,919	872	1,919	0			0.00%	
			Total Operating Expenditure	36,996	17,167	37,382	(386)	(386)	0		
		R051503	Emergency Services Grant-Operating - BFB	(6,212)	(7,701)	(7,701)	1,489		1,489	-23.97%	The budget set is lower than the actual/expected grant to be received
			Total Operating Revenue	(6,212)	(7,701)	(7,701)	1,489	0	1,489		

Shire of Wiluna
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						VARIANCE				COMMENTS		
			Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)			
	Programmed	COA	Description									
052	Animal Control	E052521	Ranger Salaries	76,297	14,155	41,854	34,443		34,443	45.14%	Savings - position vacant to date	
		E052522	Dog pound maintenance	3,132	1,150	3,132	0			0.00%		
		E052523	Ranger Superannuation	11,444	0	4,086	7,358		7,358	64.29%		
		E052524	Housing Allocation	20,070	4,864	12,260	7,810	7,810		38.91%		
		E052525	Other Employment Cost	8,500	105	3,000	5,500		5,500	64.71%		
		E052526	Other control expenses	14,398	6,019	14,398	0			0.00%		
		E052527	Administration allocated	12,913	5,851	8,927	3,986	3,986		30.87%		
		E052528	Ranger - Vehicle Operation Costs	11,932	2,818	11,932	0			0.00%		
		Total Operating Expenditure			158,686	34,962	99,589	59,097	11,796	47,301		
		R052523	Dog Registration Fees	(500)	(210)	(500)	0					0.00%
	R052524	Cat Registration Fees	(200)	0	(200)	0				0.00%		
	R052525	Impounding fees and charges	(100)	0	(100)	0				0.00%		
	R052526	Other Animal Control and Penalties	(110)	0	(110)	0				0.00%		
	Total Operating Revenue			(910)	(210)	(910)	0	0	0			
	053	Other Law, Order & Public Safety	E053521	Emergency equipment maintenance	3,032	259	3,032	0				0.00%
			E053523	Local Emergency committee costs	6,000	3,500	6,000	0				0.00%
			E053590	Depreciation	1,200	98	209	991		991		82.56%
E053592			Administration allocated	8,953	4,062	9,284	(331)	- 331		-3.70%		
Total Operating Expenditure			19,185	7,918	18,526	659	(331)	991				
Law, Order & Public Safety Total			207,745	52,137	146,886	60,859	11,079	49,780				
07	HEALTH Preventative Services - Administration & Inspection											
071	Inspection	E071713	Health consultancy services	14,789	8,830	14,789	0			0.00%	Decrease in administration cost	
		E071715	Administration allocated	12,655	5,563	11,864	791	791		6.25%		
		E071716	Other health administration costs	500	0	500	0			0.00%		
		Total Operating Expenditure			27,944	14,393	27,153	791	791	0		
	R071715	Fees and licences for Health facilities	(300)	(200)	(300)	0				0.00%		
	R071716	Septic Tanks / Waste Water Treatment	(113)	(236)	(113)	0				0.00%		
	Total Operating Revenue			(413)	(436)	(413)	0	0	0			
072	Preventative Services - Pest Control	E072721	Mosquito control	53,894	20,441	53,894	0			0.00%		
		E072722	Other pest control	2,766	418	2,766	0			0.00%		
		E072725	Administration allocated	9,639	4,222	8,927	712	712		7.39%		
		Total Operating Expenditure			66,299	25,081	65,587	712	712	0		
073	Preventative Services - Other	E073715	Administration allocated	5,060	2,194	4,525	535	535		10.57%		
		E073731	Analytical expenses	700	450	700	0			0.00%		
		Total Operating Expenditure			5,760	2,644	5,225	535	535	0		
	Health Total (Net)			99,590	41,682	97,552	2,038	2,038	0			

Shire of Wiluna
Schedules by Programme
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				VARIANCE							
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS
08	EDUCATION AND WELFARE										
083	Aged & Disabled - (E083103	Disability service & inclusions plan	10,000	0	10,000	0			0.00%	
			Total Operating Expenditure	10,000	0	10,000	0	0	0		
084	Other Welfare - Community Development	E084102	Administration allocated	33,241	14,979	33,764	(523)	- 523		-1.57%	
		E084103	Salaries & Allowances	129,470	21,500	136,854	(7,384)	-	7,384	-5.70%	Senior Manager - Community and Economic Development salaries
		E084105	Housing Allocated	23,673	10,495	22,489	1,184		1,184	5.00%	
		E084106	Insurance	2,391	2,511	2,511	(120)	-	120	-5.02%	
		E084108	Staff superannuation	19,420	0	18,838	582		582	3.00%	
		E084109	Occupation Safety & Health costs	1,000	0	1,000	0		-	0.00%	
		E084110	Training & conference costs	5,000	3,367	5,000	0			0.00%	
		E084111	Other employment costs	9,000	0	9,000	0		-	0.00%	
		E084114	Other community development costs	2,000	202	2,000	0			0.00%	
		E084116	Consultants	3,000	0	3,000	0			0.00%	
			Total Operating Expenditure	228,195	53,055	234,456	(6,261)	(523)	(5,737)		
086	Training Centre	E086101	Administration allocated	10,836	4,231	6,380	4,456	4,456		41.13%	decrease in administration costs
		E086102	Depreciation	1,100	252	540	560	560		50.90%	Over budget
		E086106	Training Centre Bldg operation costs	4,705	4,573	4,705	0			0.00%	
		E086107	Training Centre BLdg maintenance costs	566	323	566	0			0.00%	
			Total Operating Expenditure	17,207	9,379	12,191	5,016	5,016	0		
		R086100	Grant - Community Resource Centre	(40,000)	0	0	(40,000)		(40,000)	100.00%	No funding available
		R086103	Training room hire charges	(150)	0	(150)	0			0.00%	
			Total Operating Revenue	(40,150)	0	(150)	(40,000)	0	(40,000)		
			Education & Welfare Total	215,252	62,434	256,496	(41,244)	4,493	(45,737)		
09	HOUSING										
091	Staff Housing	E091910	Depreciation	141,000	89,541	191,873	(50,873)	-	50,873	-36.08%	Under budget
		E091915	Operating costs-21 Lennon St	6,507	4,247	6,507	0			0.00%	
		E091916	Operating costs-44 Lennon St	6,406	4,223	6,406	0			0.00%	
		E091917	Operating costs-67/69 Scotia St	6,507	3,747	6,507	0			0.00%	
		E091918	Operating costs-13 Woodley St (SPQ)	1,447	1,123	1,447	0			0.00%	
		E091919	Operating costs-U1/30 Scotia St	7,113	3,399	7,113	0			0.00%	
		E091920	Operating costs-U2/30 Scotia St	6,305	1,785	6,305	0			0.00%	
		E091921	Operating costs-U3/30 Scotia St	6,305	1,748	6,305	0			0.00%	
		E091922	Operating costs-U4/30 Scotia St	6,305	1,842	6,305	0			0.00%	
		E091923	Operating costs-U5/30 Scotia St	6,810	2,981	6,810	0			0.00%	
		E091924	Operating costs-CEO flat Scotia St	2,958	2,027	2,958	0			0.00%	
		E091926	Operating costs-38 Lennon St	6,204	2,744	6,204	0			0.00%	
		E091927	Operating costs-U7/30 Scotia St	6,709	2,388	6,709	0			0.00%	
		E091928	Operating costs-U6/30 Scotia St	6,204	1,726	6,204	0			0.00%	
		E091929	Operating costs-61/63 Scotia St	6,709	3,170	6,709	0			0.00%	
		E091930	Operating costs-60A Scotia St	7,088	3,641	7,088	0			0.00%	
		E091931	Operating costs-60B Scotia St	6,888	2,435	6,888	0			0.00%	
		E091932	Operating costs-60C Scotia St	6,888	2,423	6,888	0			0.00%	

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						VARIANCE				COMMENTS	
			Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)		
Programmed	COA	Description									
10		E091940	Operating costs-U8/30 Scotia St	7,642	2,217	7,642	0			0.00%	Depreciation under budget
		E091941	Operating costs-Unit 1 Lot 962 Jones St	5,912	2,030	5,912	0			0.00%	
		E091942	Operating costs-Unit 2 Lot 962 Jones St	9,048	2,436	9,048	0			0.00%	
		E091943	Operating costs-Unit 3 Lot 962 Jones St	5,912	2,289	5,912	0			0.00%	
		E091955	Maintenance costs -21 Lennon St	6,851	6,930	6,851	0			0.00%	
		E091956	Maintenance costs-44 Lennon St	6,851	2,671	6,851	0			0.00%	
		E091957	Maintenance costs-67/69 Scotia St	10,451	60,637	10,451	0			0.00%	
		E091958	Maintenance costs-13 Woodley St (SPQ)	5,651	3,213	5,651	0			0.00%	
		E091959	Maintenance costs-U1/30 Scotia St	7,151	10,500	7,151	0			0.00%	
		E091960	Maintenance costs-U2/30 Scotia St	7,451	2,642	7,451	0			0.00%	
		E091961	Maintenance costs-U3/30 Scotia St	7,451	1,766	7,451	0			0.00%	
		E091962	Maintenance costs-U4/30 Scotia St	7,251	1,700	7,251	0			0.00%	
		E091963	Maintenance costs-U5/30 Scotia St	7,451	7,158	7,451	0			0.00%	
		E091964	Maintenance costs-CEO flat Scotia St	1,695	1,700	1,695	0			0.00%	
		E091965	Maintenance costs-38 Lennon St	7,152	1,700	7,152	0			0.00%	
		E091966	Maintenance costs-U7/30 Scotia St	7,152	6,037	7,152	0			0.00%	
		E091967	Maintenance costs-U6/30 Scotia St	7,152	1,804	7,152	0			0.00%	
		E091968	Maintenance costs-61/63 Scotia St	7,152	2,024	7,152	0			0.00%	
		E091969	Maintenance costs-60A Scotia St	7,152	2,277	7,152	0			0.00%	
		E091970	Maintenance costs-60B Scotia St	7,552	2,898	7,552	0			0.00%	
		E091971	Maintenance costs-60C Scotia St	7,152	2,245	7,152	0			0.00%	
		E091973	Maintenance costs-U8/30 Scotia St	7,152	4,964	7,152	0			0.00%	
		E091974	Maintenance costs-Unit 1 Lot 962 Jones St	7,452	1,954	7,452	0			0.00%	
		E091975	Maintenance costs-Unit 2 Lot 962 Jones St	7,452	3,607	7,452	0			0.00%	
		E091976	Maintenance costs-Unit 3 Lot 962 Jones St	7,452	3,054	7,452	0			0.00%	
		E091999	Staff House Costs Allocated to Works	(421,093)	(275,643)	(471,966)	50,873	50,873		-12.08%	
			Total Operating Expenditure	0	0	0	0	50,873	(50,873)		
		R092913	Reimbursement	(500)	38	(500)	0			0.00%	
		R092914	Rental	0	(227)	0	0			0.00%	
			Total Operating Revenue	(500)	(189)	(500)	0	0	0		
			Housing Total (Net)	(500)	(189)	(500)	0	50,873	(50,873)		
	10	COMMUNITY AMENITIES									
	101		Sanitation - Household Refuse								
E101010		Depreciation	5,300	3,098	6,639	(1,339)	-	1,339	-25.27%		
E101011		Refuse collection (internal costs)	123,286	66,603	123,286	0			0.00%		
E101012		Disposal site operation	113,174	102,334	113,174	0			0.00%		
E101013		Bulk Refuse Collection (Verge)	12,195	5,427	12,195	0			0.00%		
E101014		Refuse collection (external costs)	3,000	0	3,000	0			0.00%		
E101015		Administration allocated	12,983	5,726	12,304	679	679		5.23%		
E101020		Collection & disposal of vehicles(car bodies)	5,964	9,778	12,000	(6,036)	-	6,036	-101.21%		
E101024		Litter control	35,885	22,311	35,885	0			0.00%		
E101025		Insurance - Pollution Legal Liability	16,541	6,192	6,192	10,349		10,349	62.57%		
		Total Operating Expenditure	328,328	221,468	324,675	3,653	679	2,974			
		R101012	Refuse collection - Domestic	(36,410)	(41,254)	(41,254)	4,844	4,844		-13.30%	
		R101013	Refuse Collection Commercial/Industrial	(29,390)	(23,000)	(23,000)	(6,390)	- 6,390		21.74%	

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						VARIANCE								
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS			
103	Sewerage	E103025	Total Operating Revene	(65,800)	(64,254)	(64,254)	(1,546)	(1,546)	0	2.35%	Inventory done after budget was set			
			Liquid waste disposal site maintenance	11,829	3,162	11,829	0			0.00%				
			Total Operating Expenditure	11,829	3,162	11,829	0	0	0					
		R103023 R103024	Liquid waste disposal site fees	(6,000)	(107)	(6,000)	0			0.00%				
			Asbestos Waste Disposal Site Fees	(130)	0	(130)	0			0.00%				
			Total Operating Revene	(6,130)	(107)	(6,130)	0	0	0					
106	Town Planning & Regional Development	E106051 E106052 E106054 E106059 E106060	Town Planning-Local planning strategy	5,000	0	5,000	0			0.00%				
			Structure Plan Wiluna Townsite	20,000	5,250	20,000	0			0.00%				
			Administration allocated	16,760	7,461	16,375	385	385		2.30%				
			Administration & control--consultants & applicatio	20,000	0	20,000	0			0.00%				
			Administration & control-services of Bldg officer	5,808	3,524	5,808	0			0.00%				
			Total Operating Expenditure	67,568	16,235	67,183	385	385	0					
		R106051 R106053	Town planning scheme amendment fees	(500)	0	(500)	0			0.00%				
			Planning development application fees	(1,500)	0	(1,500)	0			0.00%				
			Total Operating Revene	(2,000)	0	(2,000)	0	0	0					
			107	Other Community Amenities	E107010 E107054 E107061 E107062 E107063 E107064 E107092	Depreciation-Public conveniences	4,500	2,826	6,055	(1,555)	1,555		-34.55%	Under budget
						Maintenance - Public Conveniences	41,233	31,470	41,233	0			0.00%	
						Maintenance - Grave Digging	21,524	26,912	30,000	(8,476)	-	8,476	-39.38%	
Maintenance - Cemetery	23,157	7,876				23,157	0			0.00%				
Building operation-Cemetery	489	404				489	0			0.00%				
Street furniture	2,199	495				2,199	0			0.00%				
Administration allocated	9,796	4,254				8,811	985	985		10.05%				
Total Operating Expenditure	102,898	74,236				111,944	(9,046)	(570)	(8,476)					
R107051	Burial fees - Cemetery	(5,000)			(5,600)	(7,000)	2,000		2,000	-40.00%	Increase in number of burial services			
	Total Operating Revenue	(5,000)			(5,600)	(7,000)	2,000	0	2,000					
	Community Amenities Total(Net)	431,693			245,140	436,247	(4,554)	(1,052)	(3,502)					
11	RECREATION AND CULTURE													
111	Civic Centres	E111105 E111110 E111114 E111116 E111119	Administration allocated	10,385	4,516	9,390	995	995		9.58%	Under budget			
			Depreciation	33,700	19,267	41,286	(7,586)	7,586		-22.51%				
			Recreation Centre Bldg operation	21,377	7,725	21,377	0			0.00%				
			Recreation Centre Bldg maintenance	18,460	24,031	30,000	(11,540)	-	11,540	-62.51%				
			Recreation Centre gardens maintenance	11,329	4,815	11,329	0			0.00%				
			Total Operating Expenditure	95,251	60,354	113,382	(18,131)	(6,591)	(11,540)					
		R111501 R111504 R111505	Recreation Centre hire charges	(500)	64	(500)	0			0.00%	Insurance claim for storm damages			
			Hire of table and chairs	(200)	(255)	(200)	0			0.00%				
			Reimbursement	(100)	(30,414)	(30,500)	30,400		30,400	-30400.0%				
			Total Operating Revenue	(800)	(30,605)	(31,200)	30,400	0	30,400					

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				VARIANCE							
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS
112	Swimming Areas And Beaches										
	E112100		Administration allocated	18,476	7,921	15,897	2,579	2,579		13.96%	Decrease in administration cost
	E112101		Swimming pool - salaries & allowances	101,212	34,611	91,073	10,139		10,139	10.02%	Savings - Pool Assistant not filled in to date
	E112102		Swimming pool - superannuation	9,121	4,933	8,723	398		398	4.36%	Savings - Pool Assistant not filled in to date
	E112104		Depreciation	65,200	39,536	84,720	(19,520)	-	19,520	-29.94%	Under budget
	E112105		Housing allocated-Pool manager	20,078	8,892	22,497	(2,419)	2,419		-12.05%	Increase in housing cost
	E112106		Insurance	1,600	1,581	1,581	19		19	1.19%	
	E112108		Swimming pool building operation	27,361	21,830	27,361	0			0.00%	
	E112109		Swimming pool building maintenance	19,161	6,661	19,161	0			0.00%	
	E112111		Swimming pool bowl & pool plant maintenance	11,161	3,509	11,161	0			0.00%	
	E112113		Pool Community Events	8,000	1,029	8,000	0			0.00%	
	E112114		Swimming pool chemicals and gas	8,000	4,941	8,000	0			0.00%	
	E112115		Swimming pool grounds/gardens	14,161	8,243	14,161	0			0.00%	
	E112118		Training & conference costs	7,000	0	7,000	0			0.00%	
	E112119		Other employment costs	8,900	83	8,900	0			0.00%	
	E112122		Occupation Safety & Health costs	1,000	0	1,000	0				
	Total Operating Expenditure			320,431	143,770	329,236	(8,805)	160	(8,965)		
	R112101 Pool Revitalisation Program			(32,000)	(32,000)	(32,000)	0			0.00%	
	R112103 Swimming pool daily admissions			(500)	9,818	(500)	0			0.00%	
	Total Operating Revenue			(32,500)	(22,182)	(32,500)	0	0	0		
113	& Sport - Grounds & Reserves										
	E113104		Depreciaiton	53,000	29,840	63,943	(10,943)	-	10,943	-20.65%	Under budget
	E113105		Administration allocated	25,593	10,782	20,667	4,926	4,926		19.25%	Decrease in administration cost
	E113110		Verge & median strips garden maintenance	20,391	2,453	20,391	0			0.00%	
	E113114		Townsite parks maintenance	11,401	3,932	11,401	0			0.00%	
	E113115		Vacant land & reserves maintenance	56,643	29,261	56,643	0			0.00%	
	E113120		Recreation Ground- Bldg loan interest	9,918	8,256	9,918	0			0.00%	
	E113121		Recreation ground (oval) bldg & structures operati	4,731	2,644	4,731	0			0.00%	
	E113122		Recreation ground (oval) maintenance	37,519	34,438	37,519	0			0.00%	
	E113123		Basketball/tennis/netball court maintenance	5,098	1,944	5,098	0			0.00%	
	E113124		Racecourse maintenance	2,208	388	2,208	0			0.00%	
	E113125		Basketball/tennis/netball court operation	1,276	1,076	1,276	0			0.00%	
	E113126		Changeroom(Oval) Operation	3,009	1,584	2,509	500	500		16.62%	
	E113127		Changeroom(Oval) Maintenance	9,796	3,681	9,796	0			0.00%	
	E113128		Golf course maintenance	3,132	1,398	3,132	0			0.00%	
	E113130		Town water reticulation & bore's operation mainte	61,838	33,104	61,838	0			0.00%	
	Total Operating Expenditure			305,553	164,781	311,070	(5,517)	5,426	(10,943)		
	R113130 Basketball/tennis/netball court & recreation groun			(100)	140	(100)	0			0.00%	
	R113131 Changeroom Hire			(500)	180	(500)	0			0.00%	
	R113132 Grant - Sports Courts & Cricket Practice Wickets- D			(14,700)	(14,700)	(14,700)	0			0.00%	
Total Operating Revenue			(15,300)	(14,381)	(15,300)	0	0	0			
114	& Sport - Sports & Recreation Programmes										
	E114100		Administration allocated	24,019	10,095	19,227	4,792	4,792		19.95%	Decrease in administration cost
	E114102		Depreciaiton	700	3,816	8,176	(7,476)	-	7,476	0.00%	Under budget
	E114103		Sports & Recreation staff salaries & allowances	155,838	12,750	43,700	112,138		112,138	71.96%	Savings - Positions not filled in to date

Shire of Wiluna
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						VARIANCE						
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS	
115	Television And Rebroadcasting	E114104	Sports & Recreation staff superannuation	21,876	342	4,220	17,656		17,656	80.71%	Savings - Positions not filled in to date	
		E114105	Housing allocated	35,014	10,279	32,127	2,887	2,887		8.24%		
		E114106	Insurance	4,782	4,782	4,782	0			0.00%		
		E114107	Other employment costs	4,900	91	3,000	1,900		1,900	38.78%		
		E114108	Occupational Health & safety	1,500	0	1,500	0			0.00%		
		E114109	Training & conference	5,000	0	5,000	0			0.00%		
		E114110	Recruitment and Relocation Costs	10,000	0	10,000	0			0.00%		
		E114115	Vehicle costs - Toyota Van(Bus)	9,747	3,088	9,747	0			0.00%		
		E114120	Coaching/Sports specialist	8,000	0	8,000	0			0.00%		
		E114121	Equipment and Costs for Activities	16,000	376	16,000	0			0.00%		
		E114122	After school activities	3,000	0	3,000	0			0.00%		
			Total Operating Expenditure	300,376	45,617	168,480	131,896	7,679	124,217			
	R114001	Gym fees	(2,500)	(1,873)	(2,500)	0			0.00%			
	R114003	Reimbursement	(300)	(55)	(300)	0			0.00%			
	R114007	Shire's Bus Hire	(1,500)	0	(1,500)	0			0.00%			
		Total Operating Revenue	(4,300)	(1,927)	(4,300)	0	0	0				
	E115104	Depreciation	2,600	518	1,111	1,489	1,489		57.28%	Over budget		
	E115131	Television and radio operation	500	1,375	3,000	(2,500)	-	2,500	-500.00%	Cost to fix the radio not budgeted		
	E115134	Administration allocated	9,725	4,226	8,767	958	958		9.85%			
		Total Operating Expenditure	12,825	6,119	12,878	(53)	2,447	(2,500)				
116	Libraries											
		E116147	Administration allocated	33,853	14,324	27,781	6,072	6,072		17.94%	Decrease in administration cost	
		E116150	Library book exchanges expense	1,000	0	1,000	0			0.00%		
		E116151	Library lost and damage books	500	200	500	0			0.00%		
		E116152	Library - other costs	3,300	533	3,300	0			0.00%		
			Total Operating Expenditure	38,653	15,057	32,581	6,072	6,072	0			
		R116501	Lost/damaged book reimbursement	(100)	0	(100)	0			0.00%		
	Total Operating Expenditure	(100)	0	(100)	0	0	0					
117	Heritage	E117001	Administration allocated	15,399	6,605	13,271	2,128	2,128		13.82%	Decrease in administration cost	
		E117011	Municipal heritage inventory review	15,000	0	15,000	0			0.00%		
		E117012	Historical photographs	4,000	0	4,000	0			0.00%		
		E117014	Heritage Operation/Maintenance Costs	3,706	1,540	3,706	0			0.00%		
			Total Operating Expenditure	38,105	8,145	35,977	2,128	2,128	0			
118	Other Culture - Art	E118101	Administration allocated	47,650	20,502	41,515	6,135	6,135		12.88%	Decrease in administration cost	
		E118102	Insurance	3,182	3,182	3,182	0			0.00%		
		E118103	Gallery materials	6,000	3,246	6,000	0			0.00%		
		E118104	Gallery miscellaneous items	10,363	1,962	10,363	0			0.00%		
		E118105	Gallery consultants	10,000	4,928	10,000	0			0.00%		
		E118106	Gallery travel - exhibitions & workshops	10,048	230	10,048	0			0.00%		
		E118107	Gallery professional development	5,800	920	5,800	0			0.00%		
		E118108	Gallery payment to the artist	34,600	11,259	34,600	0			0.00%		
		E118109	Gallery - purchase of headsox	3,000	2,292	3,000	0			0.00%		

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						VARIANCE						
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS	
119	Other Culture - Art Gallery	E118110	Gallery - marketing activities	5,000	152	5,000	0			0.00%		
		E118111	Gallery - building operating costs	16,912	7,389	16,912	0			0.00%		
		E118112	Gallery - building maintenance	4,199	1,657	4,199	0			0.00%		
		E118113	Gallery - inhouse meetings & conferences	500	0	500	0			0.00%		
		E118115	Gallery - artist skills development	5,000	0	5,000	0			0.00%		
		E118116	Gallery - housing allocated	20,471	7,778	22,889	(2,418)	2,418		-11.81%	increase in housing cost	
		E118117	Gallery Assistant Wages	24,242	0	19,123	5,119		5,119	21.12%	Savings - Position has been vacant for a number of months	
		E118119	Gallery - staff salaries & allowances	101,431	42,746	32,206	69,225		69,225	68.25%	Savings - Position not filled to date - Gallery Coordinator	
		E118120	Gallery - staff superannuation	17,518	8,365	5,865	11,653		11,653	66.52%	Savings - Position not filled to date - Gallery Coordinator	
		E118121	Gallery - other employment costs	4,000	0	4,000	0			0.00%		
		E118122	Gallery - occupational safety & health costs	1,000	0	1,000	0			0.00%		
		E118125	Art Development Proposal - Fit Out	5,000	0	5,000	0			0.00%		
		Total Operating Expenditure			335,916	116,607	246,202	89,714	3,717	85,997		
		R118101	Grant - Art gallery operation	(135,000)	(135,000)	(135,000)	0			0.00%		
		R118102	Reimbursement General	(3,000)	(263)	(3,000)	0			0.00%		
		R118103	Gallery art sales	(45,000)	(15,086)	(45,000)	0			0.00%		
		R118104	Gallery reimbursement	(34,600)	(5,577)	(34,600)	0			0.00%		
		R118105	Sale of headsox	(6,000)	(3,432)	(6,000)	0			0.00%		
		Total Operating Revenue			(223,600)	(159,357)	(223,600)	0	0	0		
		E119002	Events & Celebrations Shire Funded	20,000	2,806	20,000	0			0.00%		
		E119003	Events & Celebrations Community Sponsored	3,500	295	3,500	0			0.00%		
		E119192	Administration Allocated	3,188	1,472	3,493	(305)	305		-9.56%		
		Total Operating Expenditure			26,688	4,573	26,993	(305)	(305)	0		
		R119001	Contributions & Grants/Community Sponsored	(3,500)	0	(3,500)	0			0.00%		
		Total Operating Revenue			(3,500)	0	(3,500)	0	0	0		
		Recreation & Culture Total			1,193,698	336,572	966,297	227,401	20,734	206,666		
12	TRANSPORT											
121	Bridges & Depot Construction											
		R121210	Roads 2025 (Regional Road Group) Grant	(300,000)	(120,000)	(300,000)	0			0.00%		
		R121213	Roads to Recovery Grant	(886,094)	0	(886,094)	0			0.00%		
		R121220	Remote Communities Grant - FAG	(18,604)	(9,302)	(18,604)	0			0.00%		
		R121221	Remote Communities Grant - MainRoads	(9,000)	(3,698)	(9,000)	0			0.00%		
		Total Operating Revenue			(1,213,698)	(133,000)	(1,213,698)	0	0	0		
122	Bridges & Depot Maintenance											
		E122201	Depreciation- Depot facilities	8,100	7,866	16,856	(8,756)		8,756	-108.09%	Increase budget - revaluation	
		E122202	Depreciation - Infrastructure assets	5,600,000	1,083,561	2,321,916	3,278,084		3,278,084	58.54%	Road revaluation increments not considered in budget	
		E122205	Administration allocated	21,704	9,950	23,255	(1,551)	1,551		-7.15%		
		E122223	Depot building operation	13,687	8,437	13,687	0			0.00%		
		E122224	Depot building maintenance	65,143	33,243	65,143	0			0.00%		
		E122225	Footpath maintenance	8,996	2,035	8,996	0			0.00%		

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						VARIANCE				COMMENTS						
			Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)							
Programmed	COA	Description														
123	Road Plant Purcha	E122226	Street lighting	16,000	5,839	16,000	0			0.00%	Traffic counter purchased not in budget					
		E122227	Street sweeping and cleaning	13,329	6,087	13,329	0			0.00%						
		E122228	Townsite street trees	13,164	2,617	13,164	0			0.00%						
		E122229	Signs - directional roads & streets	27,152	13,022	27,152	0			0.00%						
		E122234	Maintenance road grading	792,640	535,934	792,640	0			0.00%						
		E122236	Verge Clearing	150,000	0	150,000	0			0.00%						
		E122238	Consultants	20,000	11,881	20,000	0			0.00%						
		E122239	Miscellaneous	0	1,571	1,571	(1,571)		- 1,571	0.00%						
		Total Operating Expenditure		6,749,915	1,722,045	3,483,709	3,266,206	(1,551)	3,267,757							
		R122001	Reimbursement & contributions	(100)	0	(100)	0			0.00%		The budget set is lower than the actual/expected grant to be received				
		R122002	Mainroads direct grant	(150,000)	(190,236)	(190,236)	40,236		40,236	-26.82%						
		R122005	Road Closure and Vehicle Movement	(200)	0	(200)	0			0.00%						
		Total Operating Revenue		(150,300)	(190,236)	(190,536)	40,236	0	40,236							
		123	Road Plant Purcha	E123010	Purchase of minor plant/equipment	10,000	0	10,000	0			0.00%	Disposal of Grader deferred/cancelled			
				E123001	Loss on sale of asset	14,716	0	0	14,716		14,716	100.00%				
				Total Operating Expenditure		24,716	0	10,000	14,716	0	14,716	59.54%				
				R123001	Gain on Sale of assets	(2,237)	(6,988)	(6,988)	4,751		4,751	-212.38%				
				R123010	Sale of plant & equipment	(145,000)	(34,545)	(145,000)	0			0.00%				
				R123020	Less: Sale of plant & equipment	145,000	34,545	145,000	0			0.00%				
				Total Operating Revenue		(2,237)	(6,988)	(6,988)	4,751	0	4,751					
				126	Aerodromes	E126248	Depreciation	145,000	85,747	183,744	(38,744)			- 38,744	-26.72%	Under budget - revaluation of assets
						E126249	Administration allocated	26,657	12,228	28,608	(1,951)	- 1,951			-7.32%	
						E126250	Insurance	4,140	3,886	3,886	254			254	6.14%	
		E126270	Aerodrome operation			66,521	71,024	66,521	0			0.00%				
		E126271	Aerodrome maintenance			119,886	75,070	119,886	0			0.00%				
		E126272	Aerodrome Building Operation			10,904	8,218	10,904	0			0.00%				
		E126273	Wiluna Airport Master Plan			0	2,240	0	0			0.00%				
E126274	Unspent Grant (Returned)	0	23,186			23,186	(23,186)		- 23,186	0.00%						
Total Operating Expenditure		373,108	281,598			436,735	(63,627)	(1,951)	(61,676)							
R126242	Landing fees	(48,000)	(29,427)			(90,000)	42,000		42,000	-87.50%	Increase in Airport fees as Council approval					
R126243	Lease charges	(1,060)	0	(1,060)	0			0.00%								
R126245	Passenger Service Fee	(50,000)	(45,587)	(350,000)	300,000		300,000	-600.00%	Increase in Airport fees as Council approval							
R126262	Grant - Airport Sealing	(192,500)	0	(192,500)	0			0.00%								
R126264	Grant - Airport Terminal	(250,000)	0	0	(250,000)		- 250,000	100.00%	Capital Grant - no funding available - Rebudget 2017/18							
Total Operating Revenue		(541,560)	(75,014)	(633,560)	92,000	0	92,000									
Transport Total		5,239,944	1,598,405	1,885,662	3,354,282	(3,502)	3,357,784									
13	ECONOMIC SERVICES															
131	Rural Services	E131331	Noxious weeds and pest plants	8,297	813	8,297	0			0.00%						
		E131333	GNRBA Projects	50,000	25,000	50,000	0			0.00%						
		Total Operating Expenditure		58,297	25,813	58,297	0	0	0							

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					VARIANCE						
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS
132	Tourism & Area Pr	E132105	Administratin allocated	59,009	25,928	55,242	3,767	3,767		6.38%	
		E132301	Tourist officer salary & allowances	76,297	29,406	24,567	51,730		51,730	67.80%	Savings - Position not filled in to date
		E132302	Tourist officer superannuation	3,876	6,458	4,394	(518)	- 518		-13.36%	Savings - Position not filled in to date
		E132303	Insurance	808	808	808	0			0.00%	
		E132304	Occupational Safety and Health Cost	500	0	500	0			0.00%	
		E132307	Other employment costs	5,000	0	5,000	0			0.00%	
		E132310	Depreciation	1,300	2,315	2,315	(1,015)	- 1,015		-78.08%	Under budget
		E132311	CSR/Interpretive Centre - loan interest	23,800	9,976	23,800	0			0.00%	
		E132330	Tourism promotional activities	50,000	31,579	50,000	0			0.00%	
		E132331	Training & conference costs	2,500	509	2,500	0			0.00%	
		E132332	Tourist Souvenir Items	10,000	2,001	10,000	0			0.00%	
		E132340	Tourist information bay	15,513	8,219	15,513	0			0.00%	
		E132341	Picnic sites maintenance	28,755	9,238	28,755	0			0.00%	
		E132342	Regional Local Government Tourism Group	6,000	0	6,000	0			0.00%	
		E132343	Caravan Park Maintenance	13,737	0	13,737	0			0.00%	
			Total Operating Expenditure	297,095	126,436	243,132	53,963	2,234	51,730		
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Shire of Wiluna
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						VARIANCE						
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS	
14		R136001	Community bus hire charges	0	(738)	(738)	738		738	0.00%	Bus hire not included in the budget	
		R136004	Standpipe water costs	(1,200)	(57)	(1,200)	0			0.00%		
		R136005	Sale of water bottle	(2,800)	(69)	(2,800)	0			0.00%		
			Total Operating Revenue	(4,000)	(864)	(4,738)	738	0	738			
			Economic Services Total	434,127	102,834	273,782	160,345	3,309	157,036			
			OTHER PROPERTY AND SERVICES									
	141	Private Works	E141411	Private works - various	3,570	5,304	5,500	(1,930)	- 1,930		-54.06%	Increase in number of private works
				Total Operating Expenditure	3,570	5,304	5,500	(1,930)	(1,930)	0		
		R141413	Profit on Private Works	(4,125)	(3,925)	(6,050)	1,925	1,925		-46.67%	Increase in number of private works	
	Private Works Total		(4,125)	(3,925)	(6,050)	1,925	1,925	0				
142	Administration Gen	E142406	Staff Uniform - Admin	2,000	522	2,000	0			0.00%	Savings - a number of positions not filled to date Savings - a number of positions not filled to date	
		E142408	Recruitment & relocation - Admin	15,000	0	15,000	0			0.00%		
		E142411	Salaries and allowances - Admin	644,230	245,728	586,746	57,484		57,484	8.92%		
		E142412	Superannuation - Admin	80,083	29,923	56,250	23,833		23,833	29.76%		
		E142414	Other employment costs- Admin	5,000	0	5,000	0			0.00%		
		E142416	Fringe Benefits Tax - Admin	14,500	5,988	14,500	0			0.00%		
		E142421	Administration building operation costs	24,684	16,227	24,684	0			0.00%		
		E142422	Administration building maintenance	5,686	4,697	5,686	0			0.00%		
		E142423	Administration grounds maintenance	52,865	24,070	52,865	0			0.00%		
		E142431	Printing & Stationery - Admin	33,400	20,677	33,400	0			0.00%		
		E142432	Telecommunications - Admin	21,500	9,196	21,500	0			0.00%		
		E142433	Postage	3,000	1,272	3,000	0			0.00%		
		E142434	Advertising	3,500	1,425	3,500	0			0.00%		
		E142435	Office Equipment Maintenance - Admin	2,000	869	2,000	0			0.00%		
		E142436	Integrated Planning Framework	15,000	190	15,000	0			0.00%		
		E142437	Records Management	35,000	9,469	35,000	0			0.00%		
		E142439	Audit Cost	40,000	28,413	40,000	0			0.00%		
		E142440	Risk Management Expense	15,000	0	15,000	0			0.00%		
		E142442	IT system- Software License & Support	44,000	33,942	44,000	0			0.00%		
		E142443	IT System - Hardware Maintenance	15,000	5,577	15,000	0			0.00%		
		E142445	Subscriptions/Memberships Administration	14,100	10,104	14,100	0			0.00%		
		E142451	Other Office Expenses	5,000	952	5,000	0			0.00%		
		E142459	Administration Vehicle Costs	35,114	17,435	35,114	0			0.00%		
		E142461	Administration Vehicle Costs- CEO	27,880	15,998	27,880	(0)			0.00%		
		E142462	Annual Airfares-Admin	6,500	3,250	6,500	0			0.00%		
		E142463	Conference/Training- Admin	15,000	1,985	15,000	0			0.00%		
		E142464	Meeting Attendance	15,000	12,973	15,000	0			0.00%		
		E142465	Staff Professional Development	10,000	0	10,000	0			0.00%		

Shire of Wiluna
Schedules by Programme
For the period ended 31 January 2017

				VARIANCE								
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (b)	Permanent (a-b)	Variance (%)	COMMENTS	
143	Public Works Overl	E142466	Human Resources Expenses	15,000	8,374	15,000	0			0.00%	Current Acting CEO on salary basis not a contract	
		E142472	Consultants	300,000	107,739	110,000	190,000		190,000	63.33%		
		E142476	Insurance	20,643	22,135	22,135	(1,492)		-	1,492		-7.23%
		E142477	Workers Compensation Premiums- Administration	15,925	15,875	15,875	50			50	0.31%	
		E142478	Legal Expenses Administration	20,000	2,887	20,000	0				0.00%	
		E142480	Housing allocated - Admin	158,841	84,870	182,764	(23,923)	-	23,923		-15.06%	Increase in housing cost
		E142482	Occupational safety & health costs-Admin	15,000	12	15,000	0				0.00%	
		E142483	Asset Revaluation Cost	25,000	11,077	25,000	0				0.00%	
		E142491	Depreciation	50,000	24,108	51,660	(1,660)	-	1,660		-3.32%	
		E142492	Less: Administration allocated	(1,820,451)	(777,959)	(1,576,160)	(244,291)	-	244,291		13.42%	Decrease in administration costs
		Total Operating Expenditure			0	0	0	(0)	(269,875)	269,874		
		R142420	Reimbursement	(15,000)	0	(15,000)	0				0.00%	
		R142450	Photocopying	(20)	1	(20)	0				0.00%	
		Total Operating Revenue			(15,020)	1	(15,020)	0	0	0		
		E143011	Salaries-Work's manager,supervisor,office assistant	238,818	141,378	271,241	(32,423)	-	32,423		-13.58%	Positions not filled in to date
		E143044	Staff unallocated time	2,602	3,253	3,800	(1,198)	-	1,198		-46.04%	
		E143051	Depot office telephone & other costs	4,600	1,476	4,600	0				0.00%	
		E143081	Fringe Benefits Tax- Works	14,500	5,988	14,500	0				0.00%	
		E143091	Superannuation - Works	62,799	30,757	58,490	4,309		4,309		6.86%	
		E143101	Leaves - SL, Annual, LSL, Public Holidays, Bonus	40,309	52,951	60,000	(19,691)		-	19,691	-48.85%	Accrued leaves not taken in previous financial year due to short staff
		E143121	Protective clothing/uniforms	4,600	2,907	4,600	0				0.00%	
		E143130	Annual airfares	6,500	3,900	6,500	0				0.00%	
		E143131	Occupational safety & health costs	5,000	27	5,000	0				0.00%	
		E143132	Training & conference costs	8,000	31,728	8,000	0				0.00%	
		E143141	Relocation & recruitment costs	15,000	342	15,000	0				0.00%	
		E143145	Housing allocated	142,946	148,464	189,199	(46,253)		-	46,253	-32.36%	Housing utilised by builders not considered in budget
		E143146	Work's manager/supervisor vehicles	22,063	10,534	23,561	(1,498)	-	1,498		-6.79%	
		E143171	Employer indemnity insurance-works staff	18,991	18,966	18,966	25		25		0.13%	
		E143172	Other insurances	17,492	18,780	18,780	(1,288)	-	1,288		-7.36%	
		E143202	Staff allowances	40,309	10,313	40,309	0				0.00%	
		E143333	Consultants' Fee	0	0		0				0.00%	
		E143992	Administration allocated	81,687	36,379	79,922	1,765		1,765		2.16%	
		E143999	Less: PWOH allocated to projects	(726,216)	(452,373)	(822,468)	96,252		96,252		-13.25%	Increase in overhead costs
		Total Operating Expenditure			0	65,769	0	0	65,944	(65,944)		
		R143430	Reimbursement & contributions	(100)	0	(100)	0				0.00%	
		Total Operating Revenue			(100)	0	(100)	0	0	0	0.00%	

Shire of Wiluna
Schedules by Programme
For the period ended 31 January 2017

				VARIANCE								
	Programmed	COA	Description	Adopted Budget (a)	Year to Date Actuals (b)	Projected Year End (c)	Variance (\$) (a-b)	Timing (a-b)	Permanent (a-b)	Variance (%)	COMMENTS	
144	Plant Operation Co	E144012	Depreciation	297,000	153,746	329,455	(32,455)		- 32,455	-10.93%	Asset reclassifications and revaluation	
		E144022	Fuel & Oils	30,000	28,782	30,000	0			0.00%		
		E144032	Tyres and Tubes	10,000	12,192	13,000	(3,000)		- 3,000	-30.00%	Under budget	
		E144042	Parts & Repairs	35,000	23,098	35,000	0			0.00%		
		E144052	Vehicle registration/licenses	6,000	6,071	6,000	0			0.00%		
		E144062	Insurance	23,007	20,069	20,069	2,938		2,938	12.77%	Savings	
		E144072	Expendable tools	5,000	583	5,000	0			0.00%		
		E144082	Operation/Internal repair wages & overheads	61,090	46,123	61,090	0			0.00%		
		E144992	Administration allocated	43,775	18,496	35,740	8,035	8,035		18.36%	Decrease in administration costs	
		E144999	Less: POC allocated to projects	(510,872)	(276,140)	(535,354)	24,482	24,482		-4.79%	Increase in plant cost	
		Total Operating Expenditure			0	33,020	0	(0)	32,517	(32,517)		
		R144430	Diesel Fuel Rebate	(5,000)	0	(5,000)	0			0.00%		
		R144432	Reimbursement	(1,000)	0	(1,000)	0			0.00%		
		Total Operating Revenue			(6,000)	0	(6,000)	0	0	0		
146	Salaries & Wages	E146013	Gross Salaries & Wages	1,828,353	1,280,207	1,566,173	262,180		262,180	14.34%	Savings - positions not filled in to date	
		E146100	Workers Compensation Payments	5,000	1,547	5,000	0			0.00%		
		E146999	Less Sal & Wages Alloc to Works	(1,828,353)	(1,280,207)	(1,566,173)	(262,180)		- 262,180	14.34%	Savings - positions not filled in to date	
		Total Operating Expenditure			5,000	1,547	5,000	0	0	0		
		R146200	Reimbursement	(5,000)	(15,748)	(20,748)	15,748		15,748	0.00%	LGIS Actual wages refund FY 14/15 and FY 15/16	
		Salaries & Wages Total			(5,000)	(15,748)	(20,748)	15,748	0	15,748		
147	Unclassified	E147100	Expenses Relating to Unclassified	0	0	0	0			0.00%		
		E147002	Loss on revaluation of fixed assets	50,000	0	50,000	0			0.00%		
		E147102	Loss on Sale of Asset	0	0	0	0			0.00%		
		Total Operating Expenditure			50,000	0	50,000	0	0	0		
		R147100	Income Relating to Unclassified	(5,100)	(2,556)	(5,100)	0			0.00%		
		R147102	Gain on Sale of Assets	(13,819)	(18,683)	(18,683)	4,864		4,864	-35.20%	Sale of CEO's vehicle	
		R147103	Less: Sale on Asset	(515,000)	(83,636)	(515,000)	0			0.00%		
		R147104	Sale of Asset	515,000	83,636	515,000	0			0.00%		
		R147427	Grant - CGLF - Admin Bldg	(417,416)	0	0	(417,416)		- 417,416	100.00%	Capital Grant - Funds already received in FY 14/15 included in budget	
		Unclassified Total			(436,335)	(21,240)	(23,783)	(412,552)	0	(412,552)		
		Other Property & Services Total			(408,010)	64,729	(11,201)	(396,809)	(171,418)	(225,391)		
					2,712,569	(1,856,098)	(943,863)	3,656,432	86,247	3,570,185		
Add back Capital Grant				\$2,150,314	\$244,527	\$1,560,714	\$589,600	-	589,600			
Net Change in Operation				4,862,883	- 1,611,571	616,851	4,246,032	86,247	4,159,785			

**RUNWAY PAVEMENT INVESTIGATION
WILUNA AERODROME
REPORT**



SHIRE OF WILUNA

Distribution Record:

Revision	Reviewed By	Date Issued	Purpose of Issue	Issued To
DRAFT	Tony Chisholm / Paul Foley	10/01/2017	Client Review	Louka Shopov (Shire of Wiluna)
FINAL	Tony Chisholm / Paul Foley	24/01/2017	Final Report	Louka Shopov (Shire of Wiluna)

Prepared by: Paul Foley / Attie Swart / Alex Pope

Signed: *Attie Swart*

Date: 24 February 2017

WML Name: Wiluna Aerodrome Runway Pavement Investigation

WML Project No: 7368

About your geotechnical investigation and report.....

A geotechnical investigation is planned and conducted solely for the intended recipient of the report and for the purposes stated in the report. The report should not be reproduced in whole or part without agreement of WML Consultants.

A geotechnical investigation is planned and conducted based upon the information about the site and proposed works that is made available to WML Consultants, as stated in the report.

A geotechnical investigation typically includes investigation and testing at a few isolated locations. The choice of the locations is usually made by the author having consideration for the nature of the site and proposed works. Conditions for the remainder of the site are necessarily extrapolated from the conditions observed at the locations investigated. Thus the report will contain a mixture of facts, interpretation and professional judgement. Facts will usually be confined to a description of the fieldwork carried out, the observations made and any results of laboratory testing. However, field notes and logs contain estimates of conditions observed at the time, and may differ from the results obtained from subsequent laboratory testing of samples. Other comments and conclusions should be considered as interpretation and professional judgement, unless specifically stated otherwise.

As the nature of geotechnical conditions is so variable WML Consultants accepts no liability or responsibility for the conditions encountered beyond the limits of our investigation. Such conditions may exist between test locations or in deeper strata than observed than can reasonably be interpreted from the limited extent of this investigation.

For various reasons (e.g. seasonal effects), the site conditions encountered during construction may differ from those observed or extrapolated from the initial investigation. In this instance the recommendations in the geotechnical report may not be appropriate and it is strongly recommended WML Consultants be requested to inspect the different conditions, review the initial report and provide follow-up advice. Unless specifically allowed for in the brief, the follow-up review will attract an additional fee.

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1 INTRODUCTION

WML Consultants (WML) was engaged by the Shire of Wiluna (the Shire) to carry out a pavement investigation for Wiluna Aerodrome Runway at the Wiluna Aerodrome (the site).

The ultimate purpose of the investigation was to assess the pavement structural capabilities of the Airport's Runway and Taxiway and determine the Pavement Classification Number (PCN) of the Runway. The scope of work as specified by the Shire comprised:

- Excavation of 6 six test pits, and test the materials in a NATA laboratory.
- Carry out non-destructive Falling Weight Deflectometer (FWD) testing to provide a full view of the conditions of the runway.
- Excavation of test pits to a nominal depth of 1.0m and sampling of representative materials.
- Laboratory testing to determine the Atterberg Limits, Particle Size Distribution (PSD) and California Bearing Ratio (CBR).
- Incorporation of the test pitting information into the pavement back analysis model.
- Preparation of a detailing information from the testing with technical interpretation of the results and PCN calculation.

This report presents the findings of the fieldwork, soils testing and the resulting PCN calculation.

2 SITE SETTING

2.1 Site Location and Description

The proposed site is located approximately 5km to the south of the Wiluna town centre. The site comprises an 1800m long x 30m wide runway, taxi way, apron and an office / administration permanent structure located on the northern half of the site. The site is fenced and accessed from the northern side via a gate adjacent to the administration building.

The site is surrounded by bushland with the nearest infrastructure being a tailings storage dam 300m from the runway's most northern end and open pit mining activity approximately 1.2km toward the east.

2.2 Geology

According to the 1:250,000 geological map 'WILUNA', the near surface material is 'sheetwash deposits' (clay silt and sand in extensive fans; commonly ferruginous).

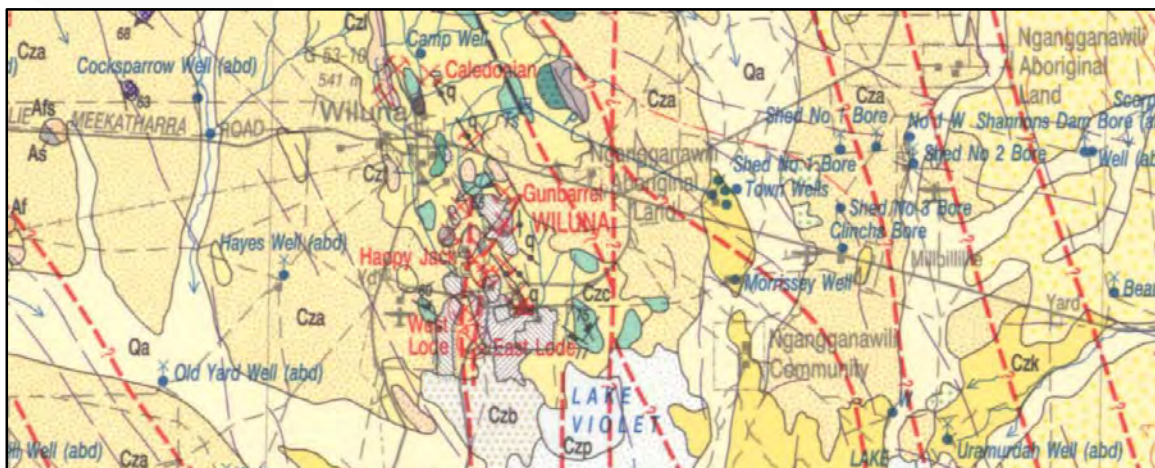


Figure 1: Site Geology

2.3 Site History and Proposed Development

The history of the site is not known. The Shire indicated that no improvements to the aerodrome were envisaged at the time of writing the report.

3 GROUND INVESTIGATION

3.1 Service Location

WML conducted a Dial-Before-You-Dig search to determine the presence of services in the site's vicinity. The search indicated there were no buried services in the vicinity of the investigation site. The Shire staff indicated that there is no below ground infrastructure in the sealed runway areas. The nearest underground infrastructure was electrical cabling running adjacent to the runway for the runway delineation lights.

The test pit locations were selected based on the above searches to avoid any underground services, and were also based on the deflection data provided by the FWD Contractor.

3.2 Fieldwork

The fieldwork consisted of FWD testing, machine excavated test pits, in-situ testing and sampling of representative materials.

3.2.1 Falling Weight Deflectometer Testing

WML engaged STATS WA to conduct the FWD testing of the Runway, Taxiway and the Apron area. STATS WA's engineering crew conducted the testing on the site from 18 to 19 November 2016 using a Dynatest FWD, which included 214 test locations to the relevant ASTM standard made up of the Runway (192 tests), the Taxiway (6 tests) and the Apron (16 tests). The testing was carried out:

- Along the runway in five runs at 40m spacing: centreline (CL), 5m (+5m) and 10m (+10m) to the right of the centreline, and 5m (-5m) and 10m (-10m) to the left of the centreline. The testing commenced at the south east end of the Runway.
- Across the apron at 15m spacing.
- Along the taxiway in three runs at 20m spacing.

The FWD rig broke down during testing and as a result did not undertake the runway run 10m left of the centreline. The data collected was reviewed and considered sufficient to undertake the analysis.

STATS WA processed the raw data for deflections and provided the results to WML (included in Appendix B of this report) which were used to identify uniform sections of the runway and to back calculate the stiffness of the pavement layers.

3.2.2 Test Pits, In-situ Testing & Material Sampling

The location of test pits on the runway, apron and taxiway were based on WML's interpretation of the deflection data provided by the FWD contractor. The locations of the test pits are indicated Appendix A1 at the end of this report.

Excavation of the test pits were carried out on 24 November 2016 by an engineer from WML. A backhoe, machine operator and maintenance staff were provided by the Shire. The work consisted of logging six (6) test pits combined with in-situ testing where applicable. Photographs were taken of the test pits in support of the logged material descriptions and are included at Appendix C.

The test pits were excavated to a target depth of approximately 1.5m below ground level. The subgrade material in the majority of pits was hard and the excavator refused prior to reaching the target depth. No evidence of services were found during the excavation.

Dynamic Cone Penetrometer (DCP) testing was conducted within the test pits which is discussed in more detail in section 5.2. The test pit logs, including DCP testing results from within the pits, are included in Appendix D of this report. Representative samples of soils were taken from the test pits for laboratory testing.

4 LABORATORY TESTING

Representative soil samples collected during the investigation were submitted to Coffey, a NATA accredited laboratory, for geotechnical testing. Testing included Particle Size Distribution, Atterberg Limits, Moisture Content, California Bearing Ratio (CBR) including Maximum Dry Density.

Laboratory Test certificates were received on 12 December 2016 and are included in Appendix E of this report. A summary of the test results, sourced from the test pit locations, are provided in Table 1.

Table 1. Summary of Laboratory Test Certificate Results

Sample ID	Sample Depth (mm)		Modified Maximum Dry Density	Liquid Limit	Plastic Limit	Plasticity Index	Linear Shrinkage %	Moisture Content %	California Bearing Ratio
	From	To							
TP1 - Runway CH 100m Basecourse	40	340		20	10	10	4.0	4.5	
TP1 - Runway CH 100m Subgrade	700	800	2.20					7.5	40
TP2 - Runway CH 600m Basecourse	40	290		18	10	8	2.5	5.3	
TP2 - Runway CH 600m Subgrade	900	1000	2.22						40
TP3 - Runway CH 1200m Basecourse	40	340		19	10	9	3.0	6.0	
TP3 - Runway CH 1200m Subgrade	1400	1500	2.24					6.0	70
TP4 - Runway CH 1600m Basecourse	40	300		23	11	12	5.0	7.9	
Combine Basecourse of TP1, TP2, TP3 & TP4			2.46						
TP5 - Taxiway CH 100m Basecourse	40	340						7.0	
TP5 - Taxiway CH 100m Subgrade	900	1000						11.3	
TP6 - Taxiway CH 20m Basecourse	40	290		NA	NP	NP	0.0	8.1	
TP6 - Taxiway CH 20m Subgrade	290	350	1.89						90

5 FINDINGS OF INVESTIGATION

5.1 Soil Types

The test pits indicated a typical sub-surface profile as described in Table 2.

Table 2. Typical Sub-Surface Profile

Depth (m)	Description
0.0 – 0.04	40mm thick bitumen seal
0.04 – 0.25 to 0.30	Dry to moist, red /brown with traces of yellow, fine round GRAVEL with some fine to medium sand and traces of silt, stiff consistency
0.25 to 0.3 – 0.39 to 1.5	Dry, red / brown, medium to coarse GRAVEL with some medium to coarse sand and traces of silt, hard consistency (some rock possibly "coffee rock" resulting in angular shaped stone in gravel component)
Comments	Groundwater was not encountered in any of the test pits.

5.2 Dynamic Cone Penetrometer Testing

The DCP testing conducted within the Test Pits (commencing from start depth) delivered results as summarized in Table 3 below. CBRs were derived by using MRWA's ERN 9 correlation against PSD's and Atterbergs. Testing was stopped when either reaching the target depth (750mm) or refusal:

Table 3. DCP Testing Results

Location ID	Start Depth (mm)	Start depth - 150mm		150 -300mm		300-450mm	
		Blows	CBR%	Blows	CBR%	Blows	CBR%
TP1	340	25	42	Stopped	na	-	na
TP2	290	25	42	Stopped	na	-	na
TP3	300	15	23	20	32	25	42
TP4	290	25	42	Stopped	na	-	na
TP5	290	25	42	Stopped	na	-	na
TP6	340	25	42	Stopped	na	-	na

6 ANALYSIS AND INTERPRETATION

6.1 Pavement Composition

For the Runway the base thickness varies from 250mm to 300mm, with an average of 265mm and a standard deviation of 24mm. The Taxiway base thickness is 290mm and the Apron 300mm.

Two models were prepared for the runway:

- 40mm bitumen seal + 250mm of base; and
- 40mm bitumen seal + 265mm of base.

6.2 Laboratory Testing Results

The findings and results from the test pit logging, sampling and laboratory testing as well as DCP testing indicate a reasonably consistent existing pavement structure typically as described under 5.1 above.

Moisture contents were also determined for the various pavement and soil profiles at various locations across the site and are recorded in the table under section 4.

Analysis of these results indicates moisture content within all profiles increases from south to north along the site (3.4% in the basecourse and 3.8% in the subgrade).

Vertically, moisture content increases with depth from 3.0%-4.3% between the basecourse and the subgrade except at CH 1200 where there is no difference between basecourse and subgrade i.e. both at 6.0%.

CBR testing was requested for samples collected at the deepest level within selected Test Pits. As excavation was stopped when either reaching the target depth or refusal no vertical correlation can be derived from the data however it can be noted that the CBR values at these depths roughly doubles (40 to avg. 80) from south to north along the site.

Within the basecourse samples the Liquid Limit and Plastic Limit remain consistent across the site while Plasticity Index and Linear Shrinkage values were found to be slightly lower in Test Pits 3 and 4 compared to Pits 1 and 2.

The trend of increasing moisture content generally with increasing chainage is consistent with the trend of deflections (see Section 6.3). The high values of subgrade CBR are consistent with DCP testing (Section 5.2) and Pavement Layer Indexing (Section 6.3.3).

6.3 FWD Testing

6.3.1 Runway Uniform Sections

The data was analysed initially using the method of cumulative sums of differences of the maximum surface deflections to determine uniform sections of pavement as shown on Figures 1 and 2.

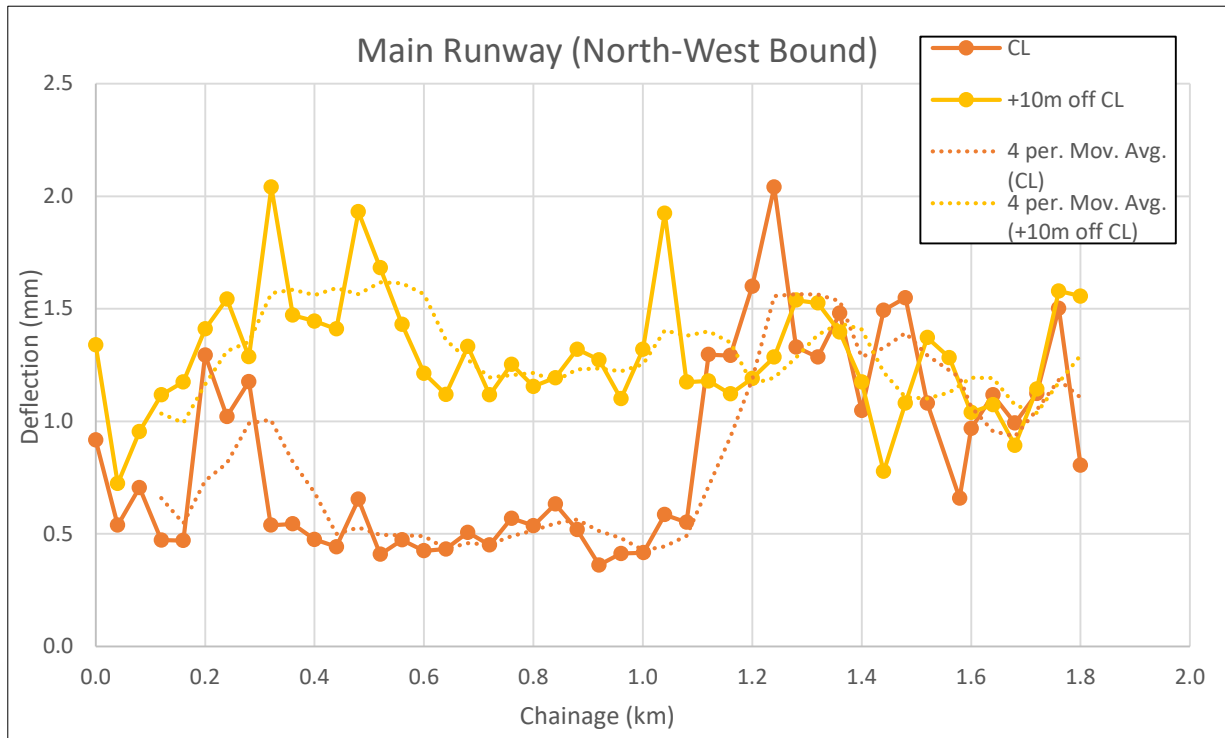


Figure 2. Maximum deflections for centreline and 10m right of the centreline

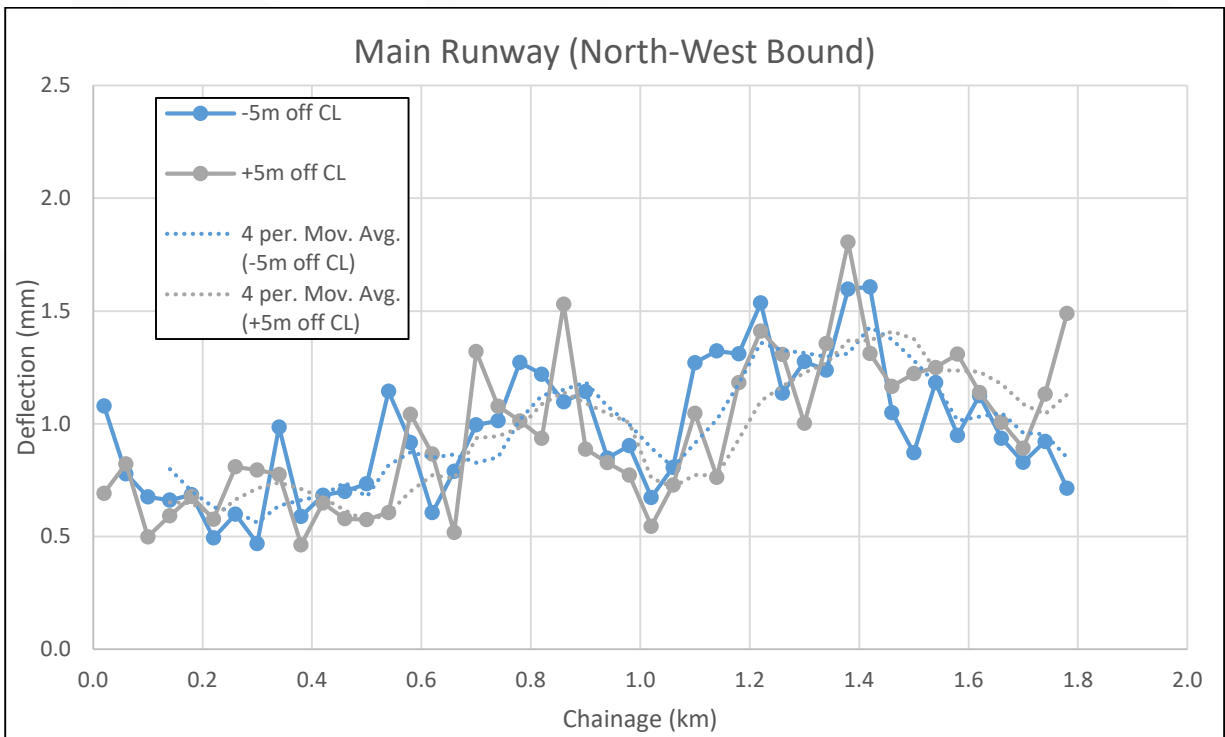


Figure 3. Maximum deflections for 5m right and 5m left of the centreline

A change in the slope of the cumulative sums plots indicates a change in the pavement behaviour. Refer to Figures 3-5.

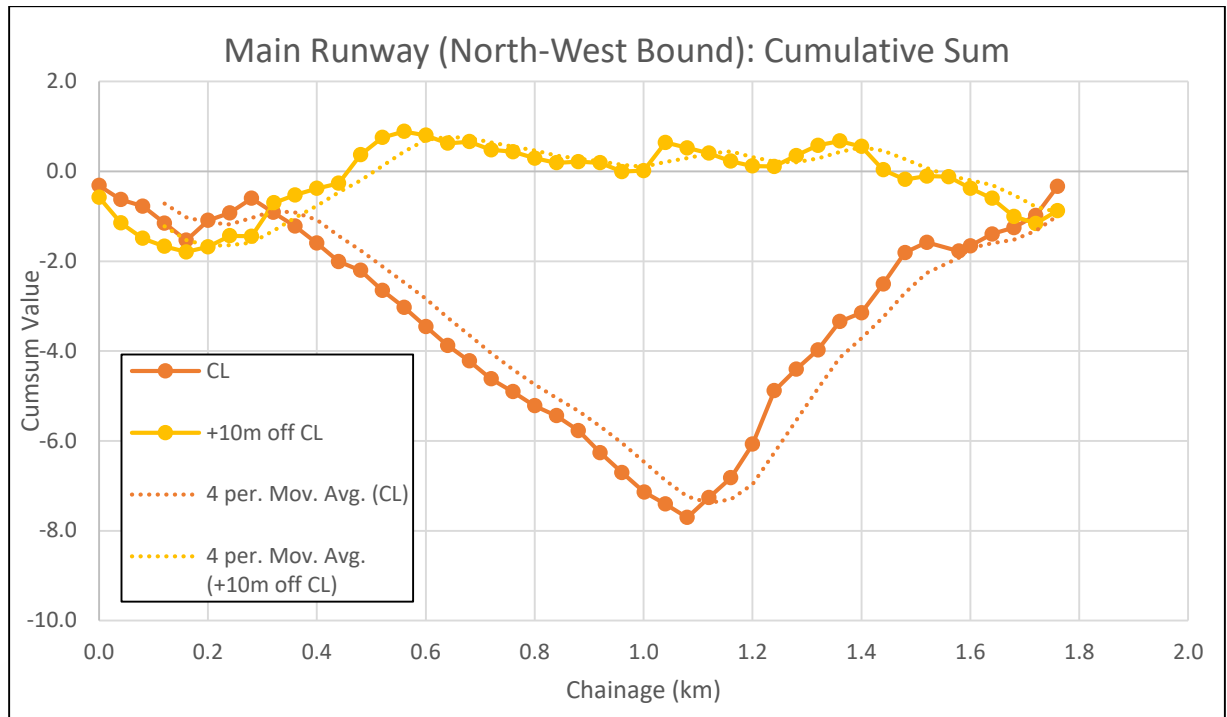


Figure 4. Cumulative sums for centreline and 10m right of the centreline

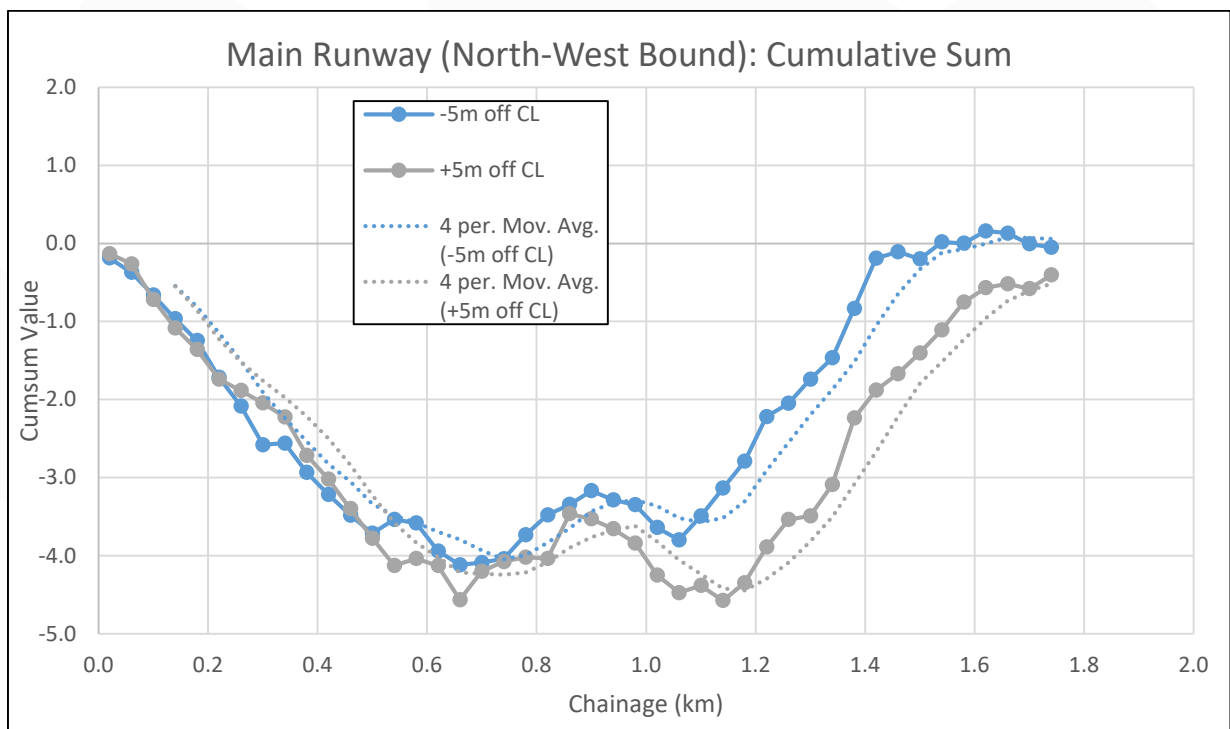


Figure 5. Cumulative sums for 5m right and 5m left of the centreline

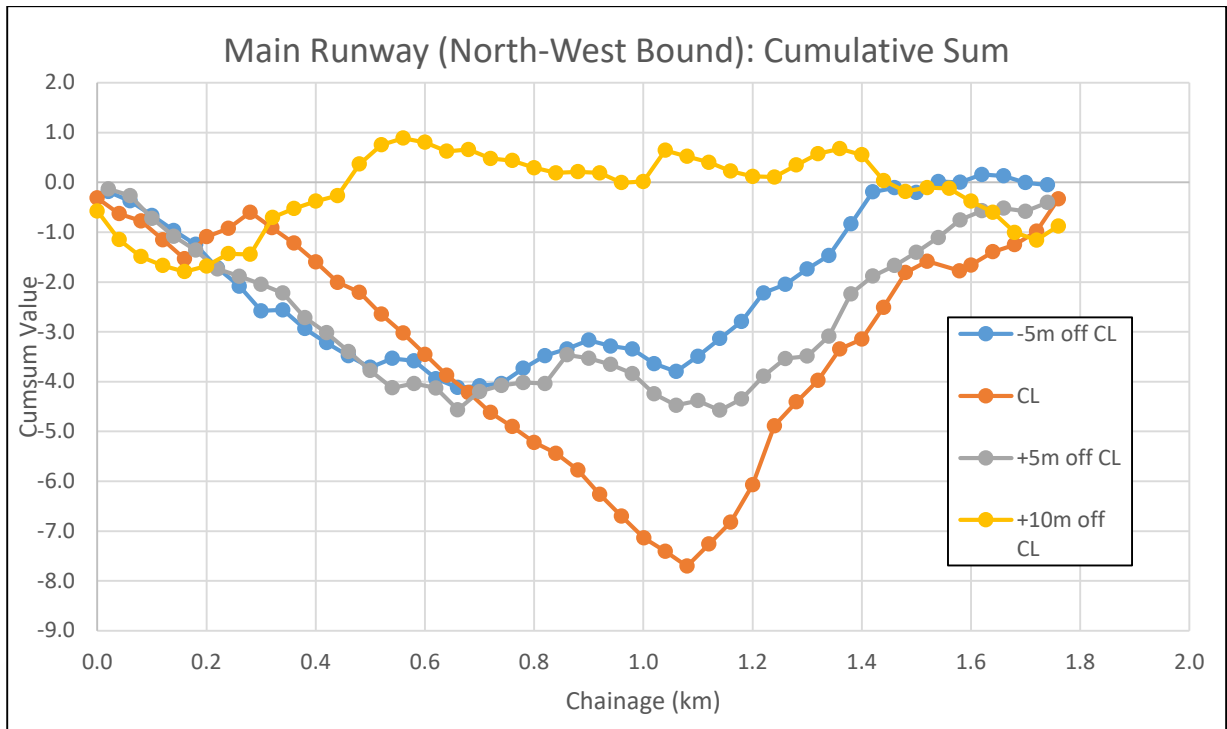


Figure 6. Cumulative sums for all of the runway

Of note:

- The centreline deflections are significantly less than the 10m right of centreline deflections for cha 0m to cha 1080m, and thereafter similar for cha 1080m to cha 1760m. The highest deflection recorded was 2.04mm at cha 1240m on the centreline. Refer to Figure 1.
- The trend of deflections for the centreline, and 5m right and 5m left of the centreline are similar. Refer to Figure 2.
- The cumulative sums can be best viewed in Figure 5. The plots for the centreline, and 5m right and 5m left of the centreline are considered the most relevant as they represent the most likely travel path of the aircraft tyres. The plots for each run are not consistent, but indicate the following uniform pavement sections:
 - 0m to 160m
 - 160m to 280m
 - 280m to 1080m
 - 1080m to 1800m

6.3.2 Maximum deflections

Pavement deflections provide an indication of current and future pavement performance. High surface deflections are an indication of pavement weakness. Refer to Figures 1 and 2. The deflections are summarised in Table 4 for each of the uniform pavement sections.

Table 4. Average maximum deflections (mm)

Section (cha)	CL	-5m	+5m	+10m
0 - 160	0.66	0.80	0.65	1.03
160 - 280	0.93	0.59	0.69	1.34
280 – 1080	0.53	0.88	0.83	1.40
1080 - 1800	1.24	1.16	1.21	1.21

The deflections indicate the pavement in the section 0m to 1080m is stiff and sound, but the section 1080m to 1800m is considered to be in a warning classification and at risk.

6.3.3 Pavement layer indexing

Pavement layer indices are a tool to identify the structural condition of each pavement layer. Three indices are presented for the project:

1. *Base Layer Index (BLI)* [$D_0 - D_{300}$] provides an indication of the base structural condition (generally the top 300mm).
2. *Middle Layer Index (MLI)* [$D_{300} - D_{600}$] provides an indication of sub-base structural condition (generally 300mm – 600mm below the surface).
3. *Lower Layer Index (LLI)* [$D_{600} - D_{900}$] provides an indication of the subgrade condition (generally 600mm – 900mm below the surface).

Where:

- D_0 is the deflection measured under the centre of the FWD loading plate.
- D_{300} is the deflection measured 300mm from the centre of the FWD loading plate.
- D_{600} is the deflection measured 600mm from the centre of the FWD loading plate.
- D_{900} is the deflection measured 900mm from the centre of the FWD loading plate.

Each of the indices has been plotted and divided into 'severe', 'warning' and 'sound' categories (refer to Figures 6 – 8).

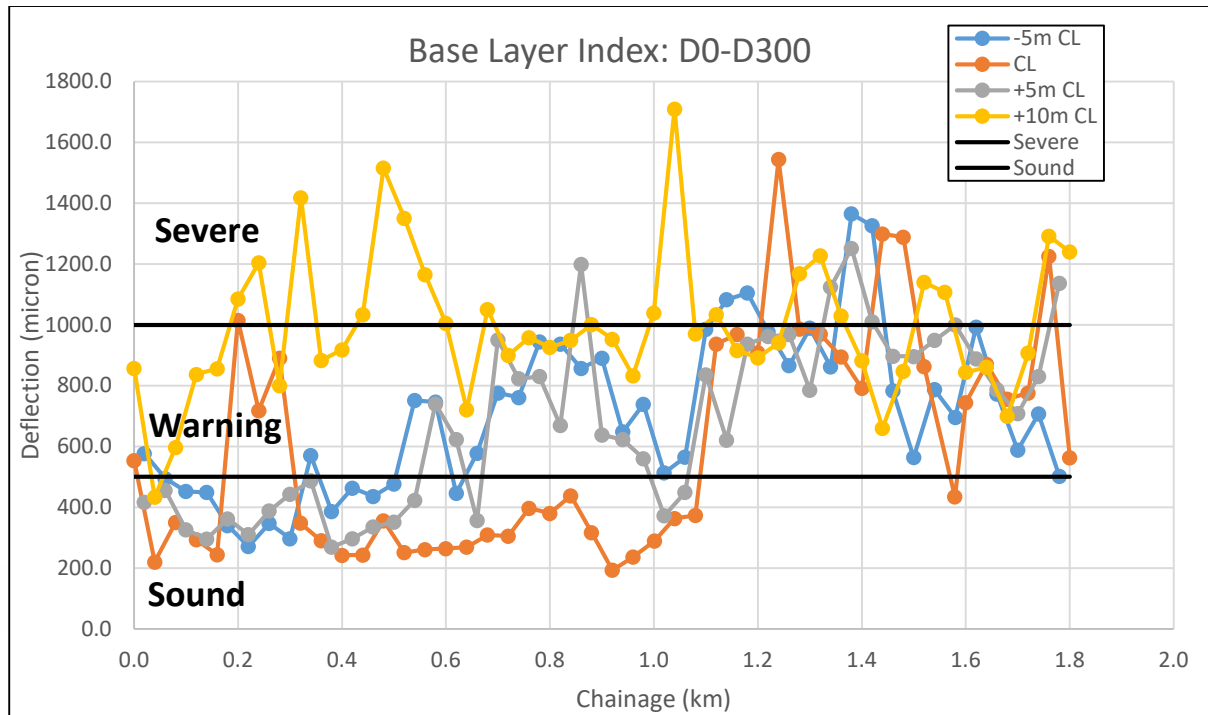


Figure 7. Base Layer Index

The BLI is in the 'severe' category at cha 200m (CL), between cha 1100m – 1500m (generally) and between 1750m – 1800m (generally). The BLI is in the 'warning' category between cha 200m and 300m (CL), between 500m and 1100m (5m left and 5m right of CL) and between 1100m and 1800m (generally). Note the run 10m left of CL has been ignored from this analysis.

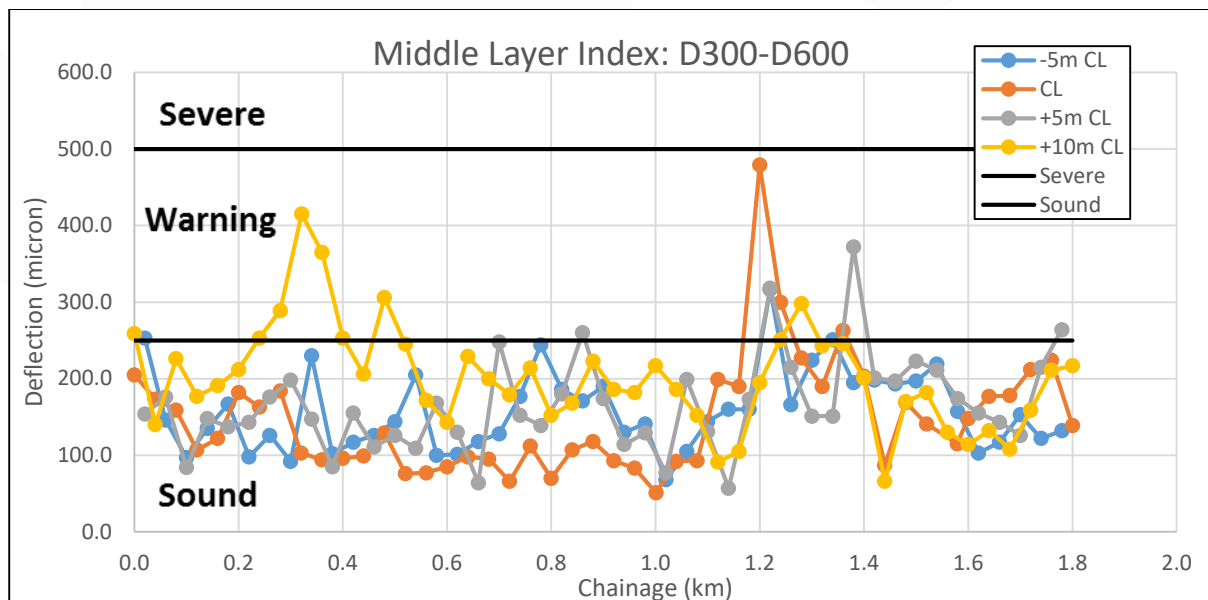


Figure 8. Middle Layer Index

The MLI is generally in the 'sound' category. The MLI is in the 'warning' category between 0m and 20m, between 700m and 850m, between 1150m and 1400m and at 1800m.

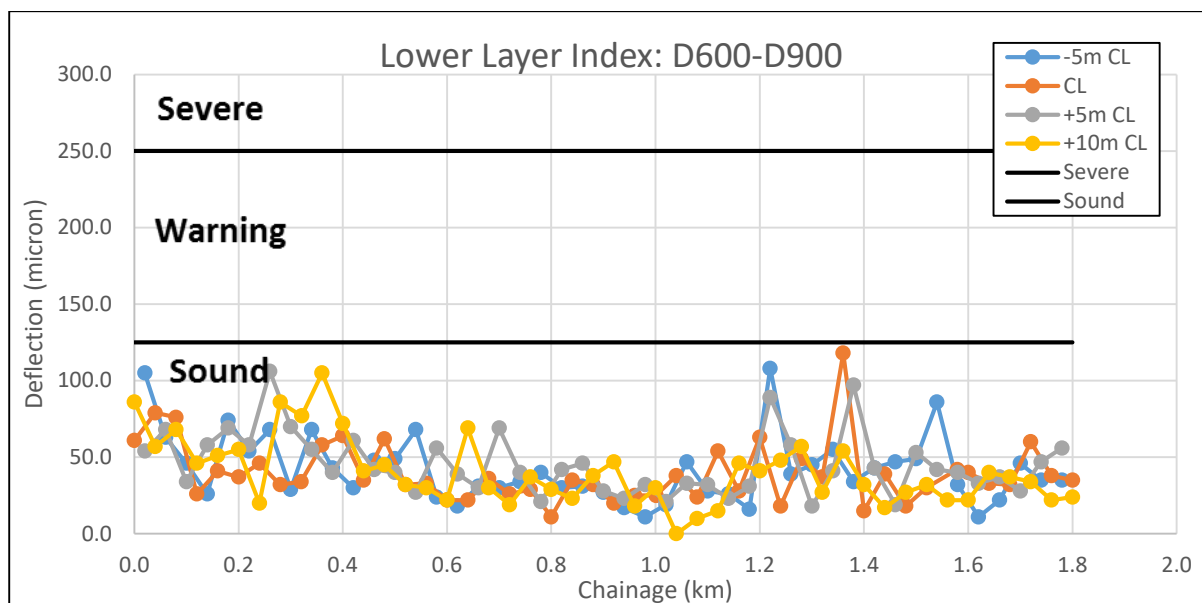


Figure 9. Lower Layer Index

The LLI is sound for the whole of the runway.

6.3.4 Pavement layer stiffness

The FWD data was used to back-calculate pavement layer elastic modulus (or stiffness) using the program ELMOD 6. The average layer stiffness for each pavement section and for each run has been summarised in Tables 5 – 7. The pavement has been modelled as three layers, a 40mm surface bitumen seal layer, a 250mm or 265mm base layer and a subgrade.

Table 5. (Average) Back-calculated layer stiffness for 40mm bitumen seal (MPa)

Pavement Section (m)	CL	+5m	-5m	+10m
0 – 160	1118	644	515	1026
160 – 280	1069	493	440	1177
280 – 1080	934	611	632	1787
1080 - 1800	1447	695	661	1562

Table 6. (Average) Back-calculated layer stiffness for 250mm gravel base course (MPa)

Pavement Section (m)	CL	+5m	-5m	+10m
0 – 160	1164	965	635	382
160 – 280	252	1230	1390	228
280 – 1080	978	627	441	221
1080 - 1800	261	303	362	222

Table 7. (Average) Back-calculated layer stiffness for 265mm gravel base course (MPa)

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Pavement Section (m)	CL	+5m	-5m	+10m
0 – 160	1164	888	614	389
160 – 280	252	1103	1272	231
280 – 1080	978	612	440	208
1080 - 1800	261	295	350	226

Table 8. (Average) Back-calculated layer stiffness for subgrade (MPa)

Pavement Section (m)	CL	+5m	-5m	+10m
0 – 160	161	219	230	174
160 – 280	214	140	166	121
280 – 1080	389	225	239	198
1080 - 1800	213	154	143	277

The (average) back-calculated stiffness of the asphalt surfacing varied from 440MPa to 1787MPa for the whole airstrip, and varied from 440MPa to 1447MPa for the central 10m of the airstrip. In practice, the asphalt stiffness varies with type of asphalt mix, the temperature at the time of testing and rate of testing. The pavement temperature at the time of testing varied between 32°C and 50°C. The theoretical asphalt stiffness may be estimated using the method described in Austroads (2008), 'Guide to Pavement Technology, Part 2: Pavement Structural Design' (AGPT, Part 2).

For an 80km/hr equivalent rate of testing the stiffness at 32°C varies from approximately 1,400MPa (for 10mm asphalt mix) to approximately 2,000MPa (for 14mm asphalt mix), but then for 50°C drops to approximately 350MPa (for 10mm asphalt mix) to approximately 500MPa (for 14mm mix). On this basis the back-calculated values are considered reasonable for the as-tested conditions.

The (average) back-calculated stiffness of the base course varied from 208MPa to 1272MPa for the whole airstrip, and varied from 252MPa to 1272MPa for the central 10m of the airstrip. It is also noted the results in Tables 6 and 7 are consistent with Figure 6 which indicated a weaker base layer at cha 200m, and between cha 1100m and cha 1500m. AGPT, Part 2 suggests the following presumptive values for base materials:

- High standard crushed rock = 300 – 700MPa
- Normal standard crushed rock = 200 – 500MPa
- Base quality gravel = 150 – 400MPa

The above suggests an appropriate description for the in-situ material is 'base quality gravel', which represents the weaker material observed.

The (average) back-calculated stiffness of the subgrade varied from 121MPa to 389MPa. AGPT, Part 2 provides the relationship: Modulus (MPa) = 10 x CBR (with a maximum value of modulus of 150MPa, or CBR = 15). This suggests a reasonable value of subgrade CBR for the runway is the maximum of 15%. This is also the maximum value allowed in the ACN/PCN method.

6.4 Aircraft Traffic

The Shire indicated a mixture of regular and charter service aircraft traffic make use of the site. The information provided by the Shire is summarised below:

- Regular: the heaviest plane is the FOKKER 100 Jet, landing twice a week at this stage. Small planes EMBRAER "Brasilia" EMB 120 with 30 passengers and 3000 kg payload fly three times a week. The Royal Flying Doctor Service (RFDS) visited Wiluna 71 times last year and smaller planes land occasionally.
- Charter: twice a week (on Tuesday and Wednesday), equalling a total of 104 flights in a year. The planes used are: Cobham BAe-146-100 or Bae-146-200 jets with a maximum of 63 passengers flying in to Wiluna and 71 flying out of Wiluna. The weight of these aircraft are limited to a maximum of 35,421kg. In regards to refuelling, Cobham does not currently uplift fuel from Wiluna.

The following is noted:

- The EMB 120 has a dual tandem undercarriage and a Maximum Take-Off Weight (MTOW) of 11,500kg.
- The RFDS operate the Hawker 800XP and Pilatus PC-12 in Western Australia. The Hawker 800 XP has a dual tandem undercarriage and a MTOW of 12,701kg. The Pilatus PC-12 has a single tandem undercarriage and a MTOW of 4,740kg.

The Shire has not specified a design life. A design life of 20 years has been used. A nominal traffic growth rate of 3% per annum has been included, but in practice traffic will increase (or decrease) as more of a step function (for example, if the F100 regular flights increased from twice a week to three times a week).

It has been assumed the RFDS flights were split between the Hawker 800XP and the Pilatus PC-12. The design traffic is summarised in Table 9. General Aviation traffic has not been included.

Table 9. Design Traffic

Aircraft	Maximum Take-off Weight (kg)	Annual Departures	Pass to Traffic Cycle Ratio	Growth Factor (3%)	Cycles for Design Life
F100	44,680	104	2	27	5,616
BAe-146-200	35,421	104	2	27	5,616
800XP	12,701	35	2	27	1,890
PC-12	4,740	35	2	27	1,890

6.5 PCN

6.5.1 Background

The International Civil Aviation Organisation (ICAO) developed a standardised method of reporting aircraft pavement strength known as the Aircraft Classification Number/Pavement Classification Number (ACN/PCN).

The US Federal Aviation Association (FAA) recommends that PCN calculations be based on the same method adopted by ICAO for calculating ACN. For this purpose, the FAA developed the software program COMFAA, which computes ACN following the procedures specified by ICAO.

COMFAA calculates an ACN and PCN for a design aircraft and a corresponding flexible pavement thickness for a designated subgrade CBR. The flexible pavement thickness is based on a reference pavement composition (FAA Advisory Circular 150/5335-5C).

For aircraft with less than four wheels on a main gear the reference pavement consists of 3" (76.2mm) of asphalt and 6" (152.4mm) of high quality granular base (crushed rock base course). FAA also provides a spreadsheet to compare the actual pavement composition to the reference pavement using material equivalencies.

The Australian Government Civil Aviation Safety Authority (CASA) Manual of Standards (MOS) Part 139 – Aerodromes. Version 1.13: March 2016, Clause 6.2.10.1 states the pavement strength rating for a runway must be determined using the ACN-PCN pavement rating system.

6.5.2 PCN Calculation

The inputs for the PCN calculation are the runway bearing strength, the runway pavement thickness and the design traffic. The runway bearing strength (CBR) is 15%. The Runway granular pavement thickness varies from 250mm to 300mm, with an average of 265mm. A representative thickness of 250mm has been adopted.

Using the supporting COMFAA spreadsheet, the existing pavement of 40mm of bitumen seal and 250mm granular pavement has an equivalent thickness of 284mm, as shown in Figure 9.

Reference Guidance	AC 150/5335-5C App B Fig. A2-2 Convert to P-209	Figs.A2-1&2 Convert to P-154	Existing Flexible Pavement Layers	ENTER Existing Layer Thickness								
P-401/3 P 403	1.6	Use FAA Std Factors	P-401/3	40.0 mm								
P-306 ECONOCRTE	1.2		P-306	0.0 mm								
P-304 CEM. TRTD	1.2	n/a	P-304	0.0 mm								
P-209 Cr AGG	1.0	1.4	P-209	0.0 mm								
P-208 Agg, P-211	1.0	1.2	P-208	250.0 mm								
P-301 SOIL-CEM.	n/a	1.2	P-301	0.0 mm								
P-154 Subbase	n/a	1.0	P-154	0.0 mm								
Equivalent Thickness, mm			Subgrade CBR...	15.0								
P-401/3 76.2 P-209 152.4 P-154 55.6 Total 284.2			<input checked="" type="radio"/> Metric <input type="radio"/> English									
ENTER Ref.Section Requirements P-401 reference t 76.20 mm P-209 reference t 152.40 mm			<table border="1"> <tr> <th>Loc_ID</th> <th>Pavement ID</th> </tr> <tr> <td>LOC ID</td> <td>Enter RW ID</td> </tr> <tr> <td colspan="2">Project Details</td> </tr> <tr> <td colspan="2">Examples</td> </tr> </table>		Loc_ID	Pavement ID	LOC ID	Enter RW ID	Project Details		Examples	
Loc_ID	Pavement ID											
LOC ID	Enter RW ID											
Project Details												
Examples												

COMFAA Inputs

Evaluation thickness t = 284 mm

Evaluation CBR = 15.0

Recommended PCN Codes: F/A/Y

Format Chart

Save Data

Clear Saved Data

Zero Layer Data

Figure 10. COMFAA Supporting Spreadsheet

The equivalent thickness, subgrade CBR and design traffic was input to the COMFAA program. The COMFAA input screens for the four types of aircraft are shown in Figures 10 – 13 and the output screen shown in Figure 14.

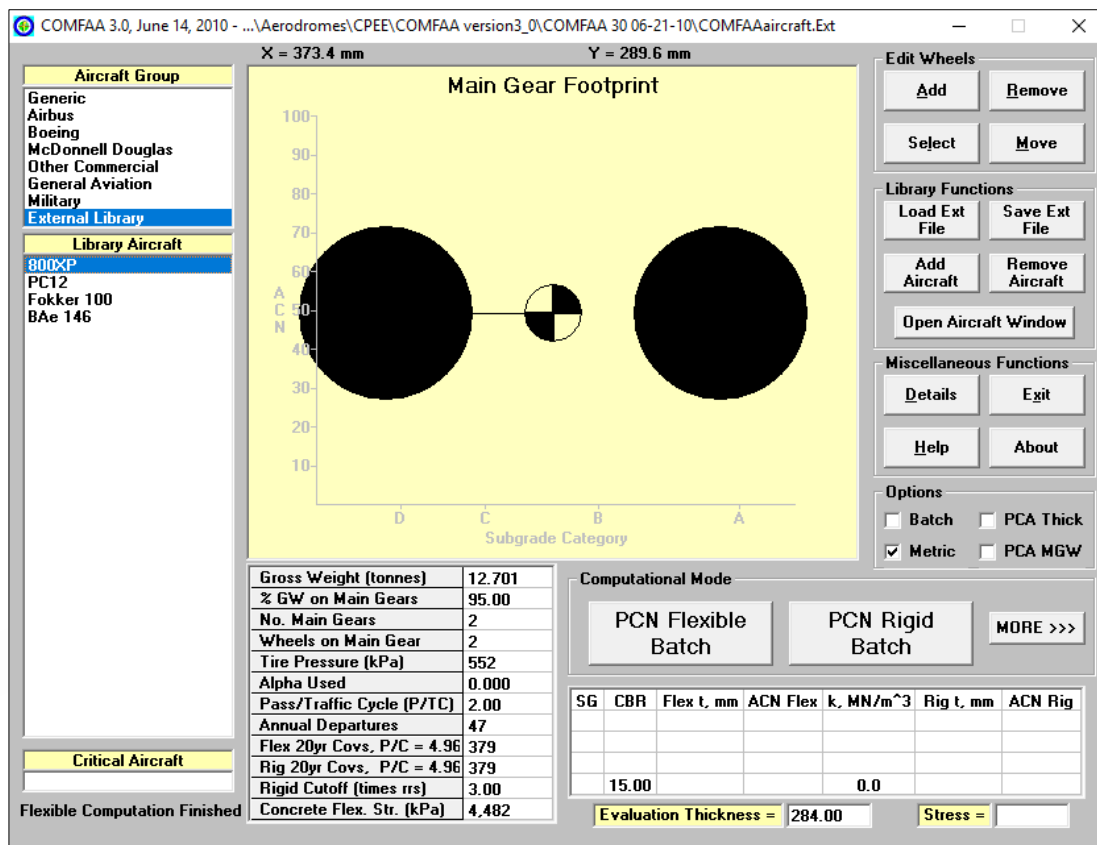


Figure 11. 800XP COMFAA Input

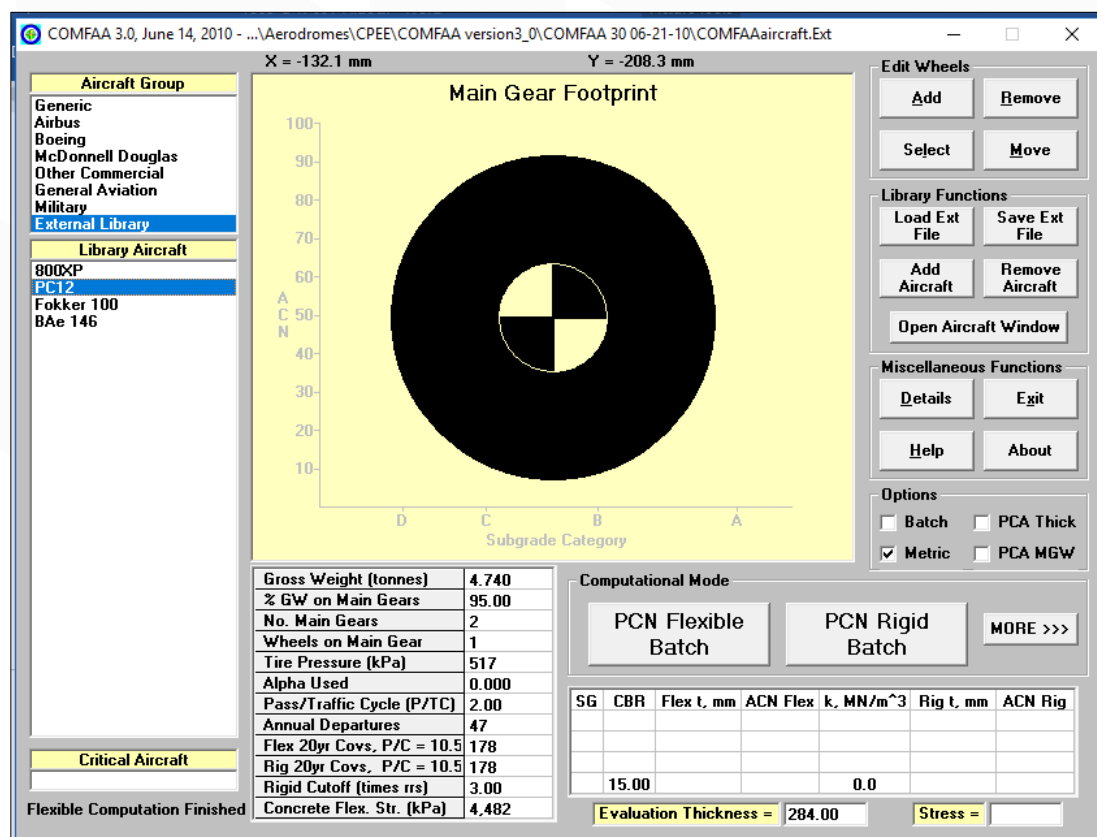


Figure 12. PC12 COMFAA Input

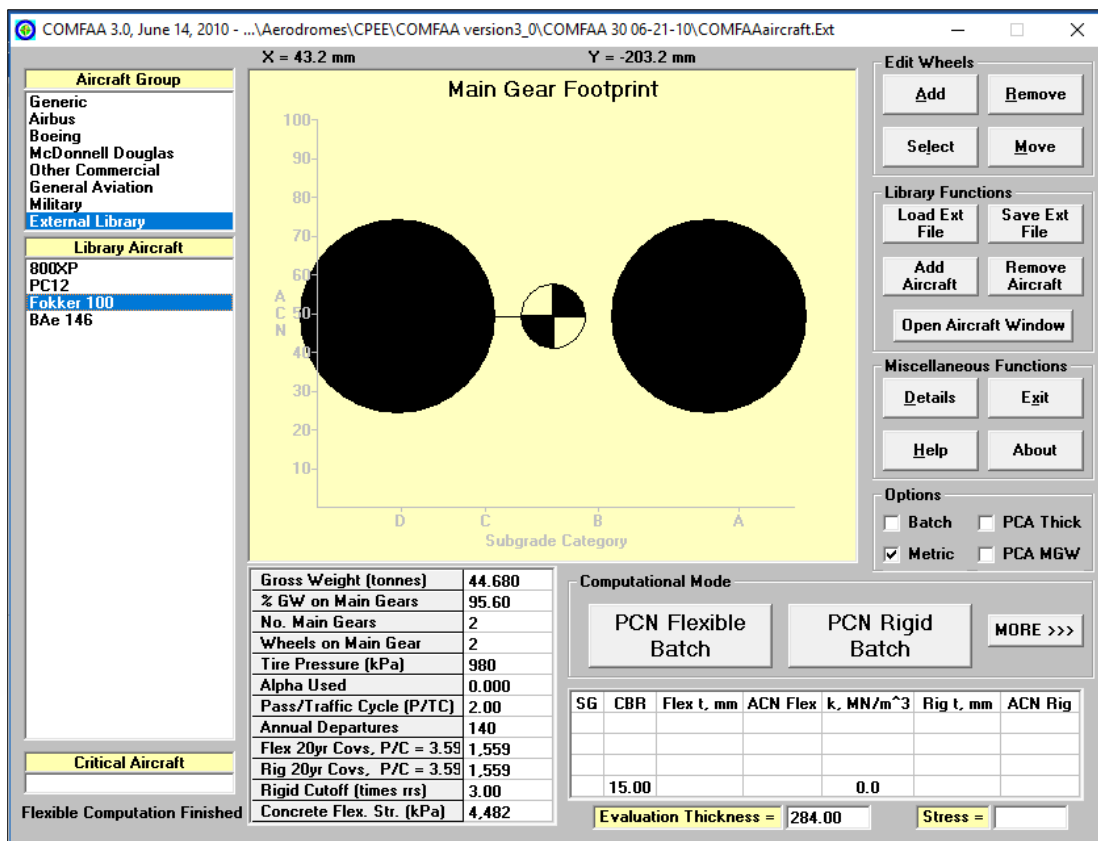


Figure 13. F100 COMFAA Input

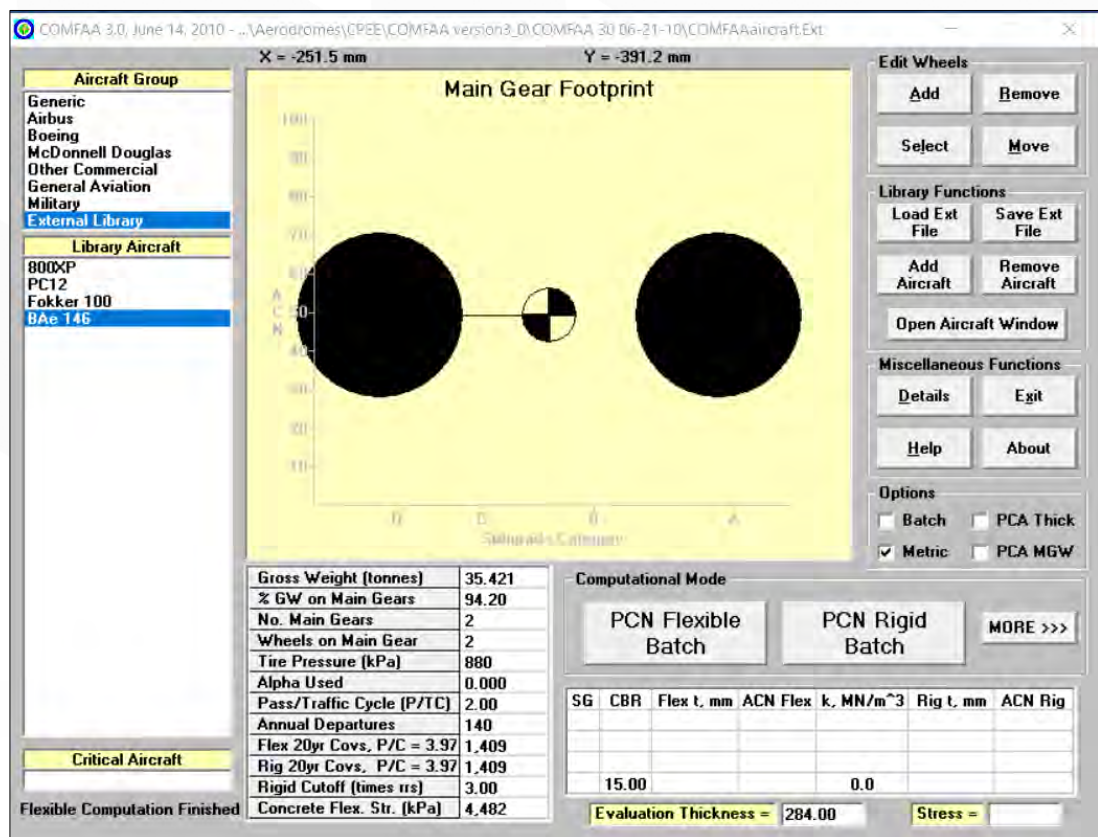


Figure 14. BAe COMFAA 146 Input

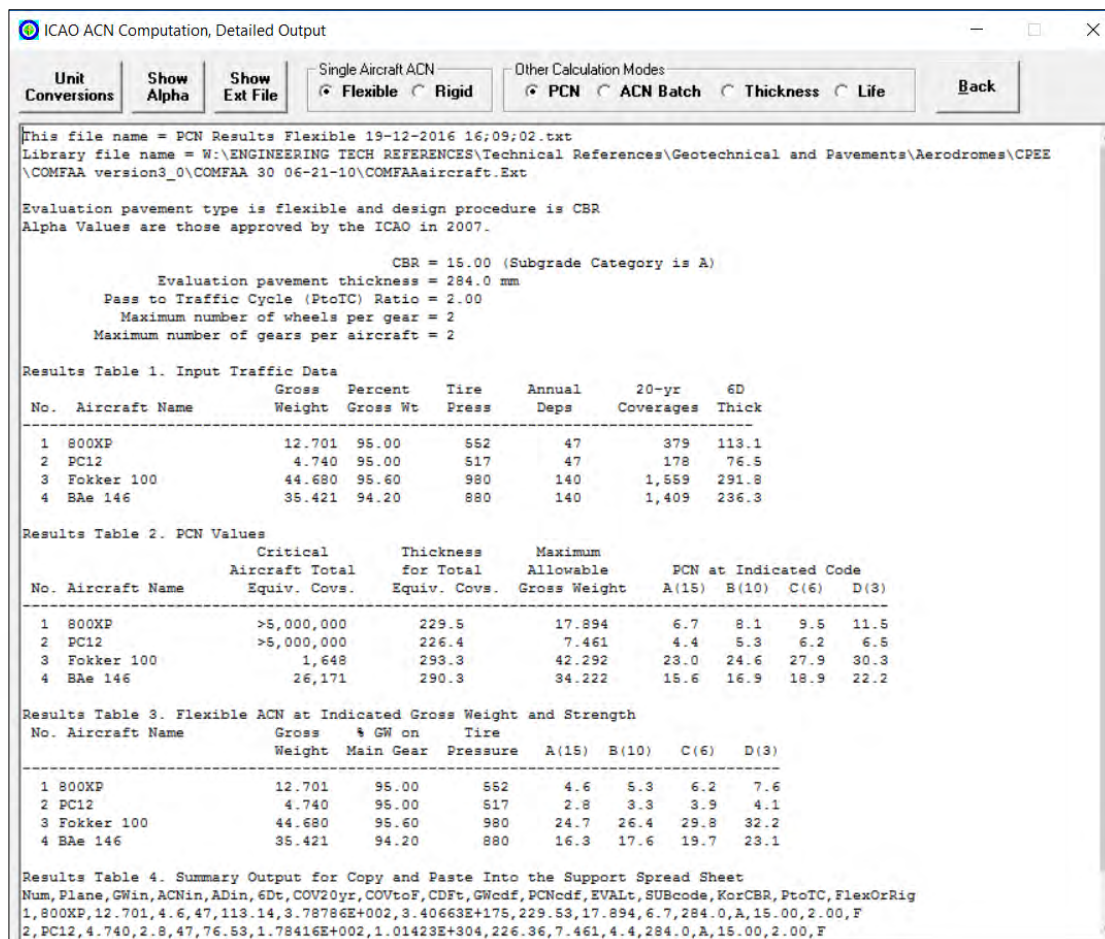


Figure 15. COMFAA Output for the Existing Aircraft Traffic

The PCN is selected as the largest value from Figure 14 for each subgrade category. For an 'A' subgrade, PCN = 23.

The PCN is dependent upon the current traffic, in terms of aircraft numbers and their weight. For example, if the BAe 146 was operating at its MTOW of 40,600kg (rather than the current limit of 35,421kg), the PCN reduces to 22. This is illustrated in Figure 16.

If the number of aircraft movements doubled for each aircraft type over the design life the PCN would reduce to 20. This is illustrated in Figure 17.

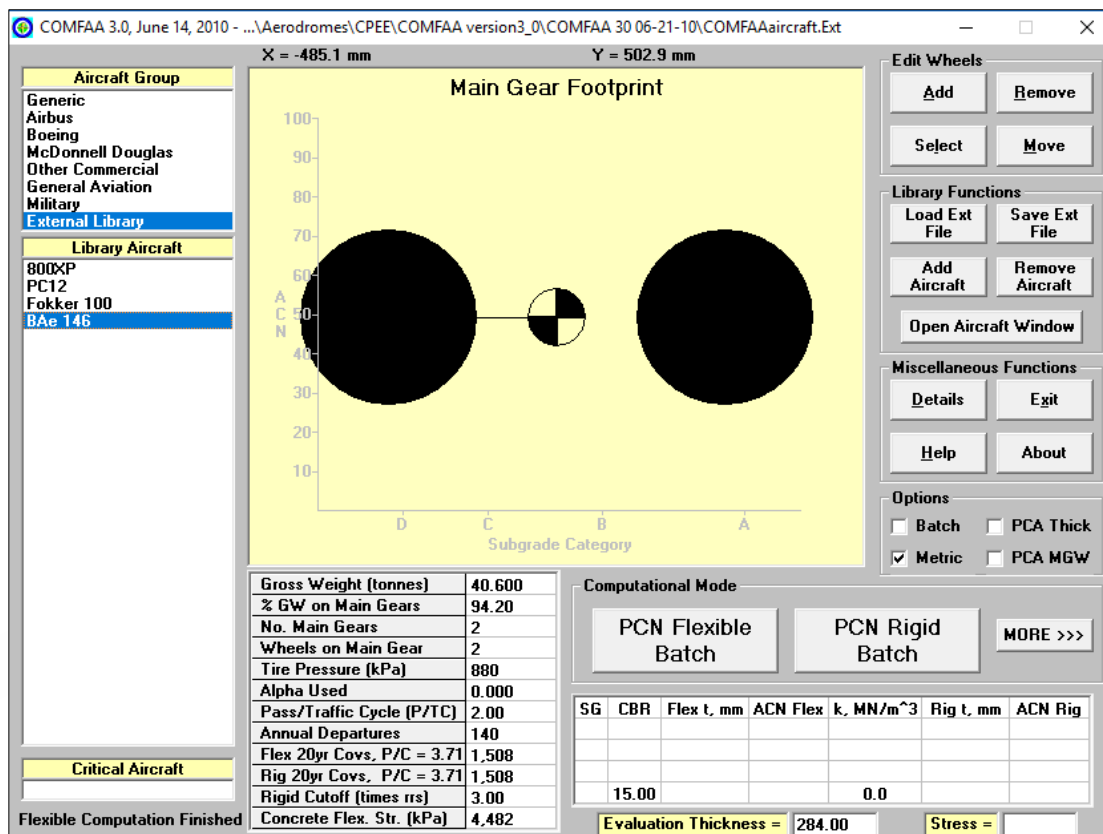


Figure 16. Bae146 COMFAA Input at MTOW

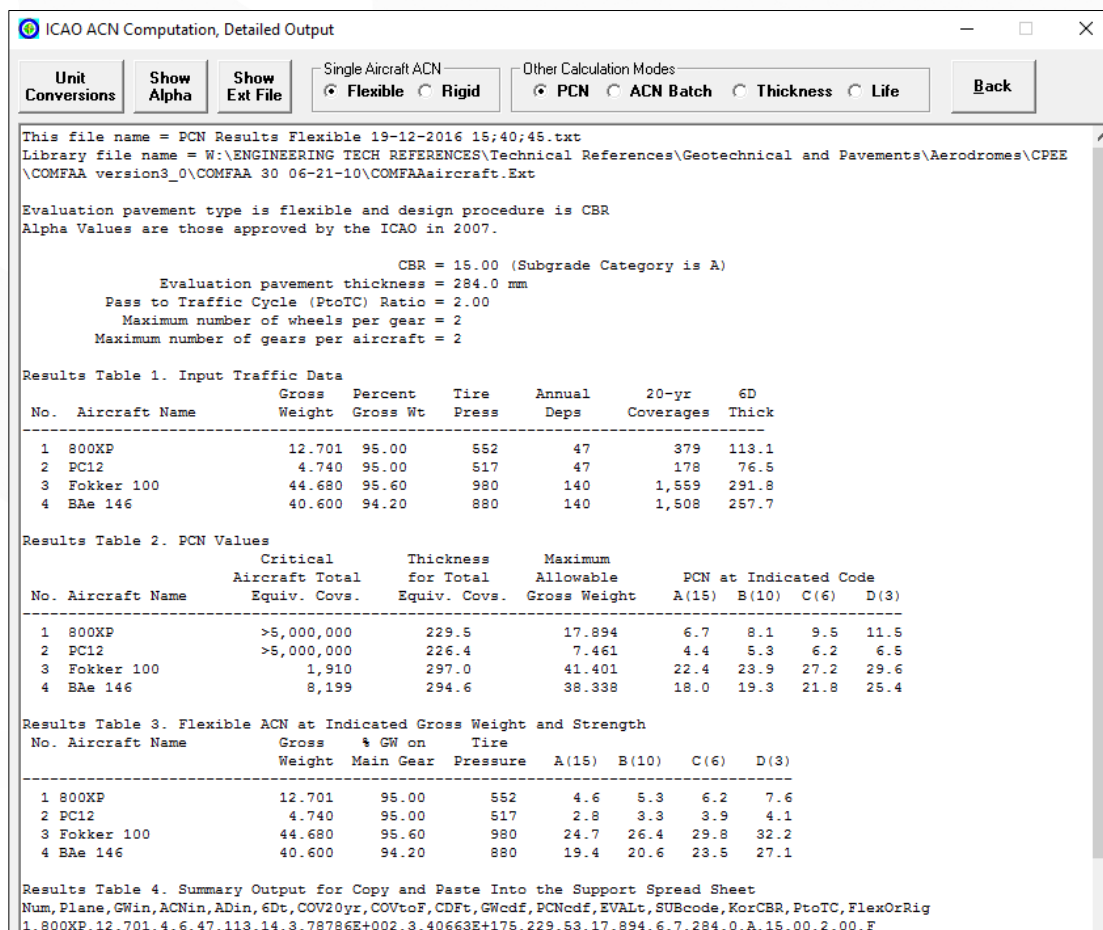


Figure 17. COMFAA Output for Bae 146 operating at MTOW

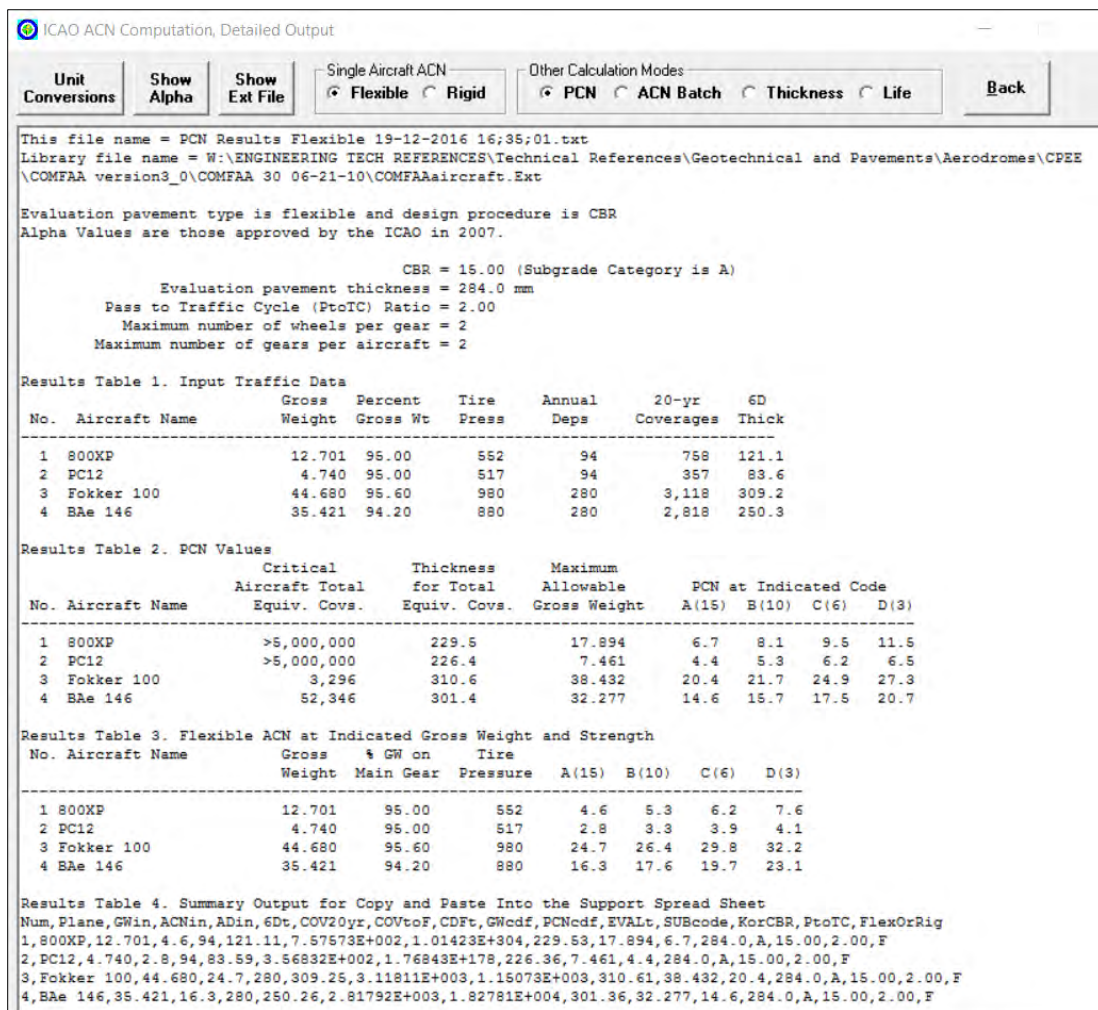


Figure 18. COMFAA Output for Twice Existing Aircraft Traffic

6.5.3 PCN Code

The PCN code consists of:

- Numerical PCN value;
- Pavement type;
- Subgrade strength category;
- Allowable tyre pressure; and
- Method used to determine the PCN.

6.5.3.1 Numerical PCN value

As per section 6.5.2 a numerical PCN value of **23** applies to this study.

6.5.3.2 Pavement type

The pavement type is classified as per Table 10:

Table 10. Pavement type classification for reporting PCN

Pavement type for ACN-PCN determination	Code
Rigid pavement	R
Flexible pavement	F

As per section 6.5.1 a type **F** is appropriate for this study.

6.5.3.3 Subgrade strength category

The subgrade strength is categorized as per Table 11.

Table 11. Subgrade Strength Category for reporting PCN

Subgrade Strength Category	Code
High strength: characterised by a K value of 150 MN/m ³ and representing all K values above 120MN/m ³ for rigid pavements, and by CBR 15 and representing all CBR values above 13 for flexible pavements.	A
Medium strength: characterised by a K value of 80 MN/m ³ and representing a range in K of 60 to 120 MN/m ³ for rigid pavements, and by CBR 10 and representing a range in CBR of 8 to 13 for flexible pavements.	B
Low strength: characterised by a K value of 40 MN/m ³ and representing a range in K of 25 to 60 MN/m ³ for rigid pavements, and by CBR 6 and representing a range in CBR of 4 to 8 for flexible pavements.	C
Ultra-low strength: characterised by a K value of 20 MN/m ³ and representing all K values below 25 MN/m ³ for rigid pavements, and by CBR 3 and representing all CBR values below 4 for flexible pavements.	D

As per section 6.3.4 a subgrade strength category **A** is applicable to this study.

6.5.3.4 Allowable tyre pressure

There are four tyre pressure codes as shown in Table 12.

Table 12. Tyre Pressure Codes for reporting PCN for reporting PCN

Category	Code	Tyre Pressure Range
High	W	No pressure limit
Medium	X	Pressure limited to 1.5MPa
Low	Y	Pressure limited to 1.0MPa
Very low	Z	Pressure limited to 0.5MPa

The FAA recommends a Code Y where asphalt thickness is less than 3" (76mm).

The COMFAA aircraft library indicates the highest tyre pressure for the aircraft operating to and from Wiluna is 0.98MPa for the F100.

Therefore, a Code **Y** is appropriate.

6.5.3.5 Method used to determine the PCN

The method is specified as either 'T' for a technical study and 'U' for the "using plane experience". Therefore a method **T** is appropriate.

6.5.3.6 PCN Code Summary

The complete PCN code for the Wiluna Aerodrome Runway is therefore **23/F/A/Y/T**.

6.6 Pavement Condition

At the time of the fieldwork the condition of the pavement and surfacing was considered to be good with no apparent defects such as rutting or cracking of the pavement, or flushing of the seal. A number of small areas had been resealed, including the taxiway, as shown in the Appendix A2 of the report.

Shire staff indicated that they have not had problems with stormwater run-off during rainfall events to date however none of the staff had been in Wiluna longer than 2 years. There was no visual evidence of stormwater damage e.g. scouring, ponding etc.

Section 6.3.3 described an analysis of the FWD data. Base Layer Indexing, Middle Layer Indexing and Lower Layer Indexing were determined for the runway. The indexing indicated the pavement is generally reasonably strong, but the base course is clearly at risk between cha 1100 and cha 1800. The distress would likely be rutting, but this may only become apparent with increasing aircraft movements or over time. The information indicates the base course will require strengthening in this section at some time, either through insitu stabilisation or as a granular overlay (but geometric considerations would also need to be taken into account with this latter option).

7 REFERENCES

- Austroads (2008), 'Guide to Pavement Technology, Part 2: Pavement Structural Design' (AGPT, Part 2).
- International Civil Aviation Organisation (ICAO) method of reporting aircraft pavement strength - Aircraft Classification Number/Pavement Classification Number (ACN/PCN).
- The US Federal Aviation Association (FAA)
- FAA software program COMFAA
- FAA Advisory Circular 150/5335-5C
- Australian Government Civil Aviation Safety Authority (CASA) Manual of Standards (MOS) Part 139 – Aerodromes. Version 1.13: March 2016



APPENDIX A

A1 - Location of Test Pits

A2 - Resealed Pavement Areas



A1: LOCATION OF TEST PITS

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A2: RESEALED PAVEMENT AREAS

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APPENDIX B

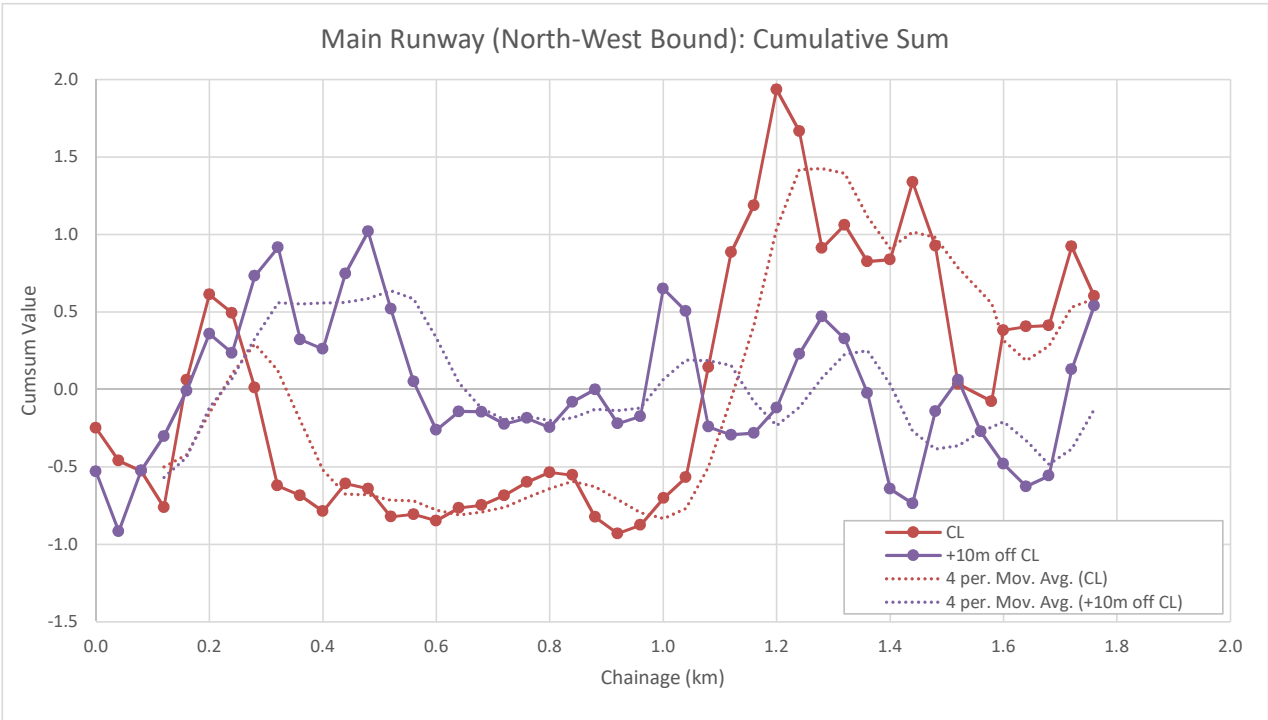
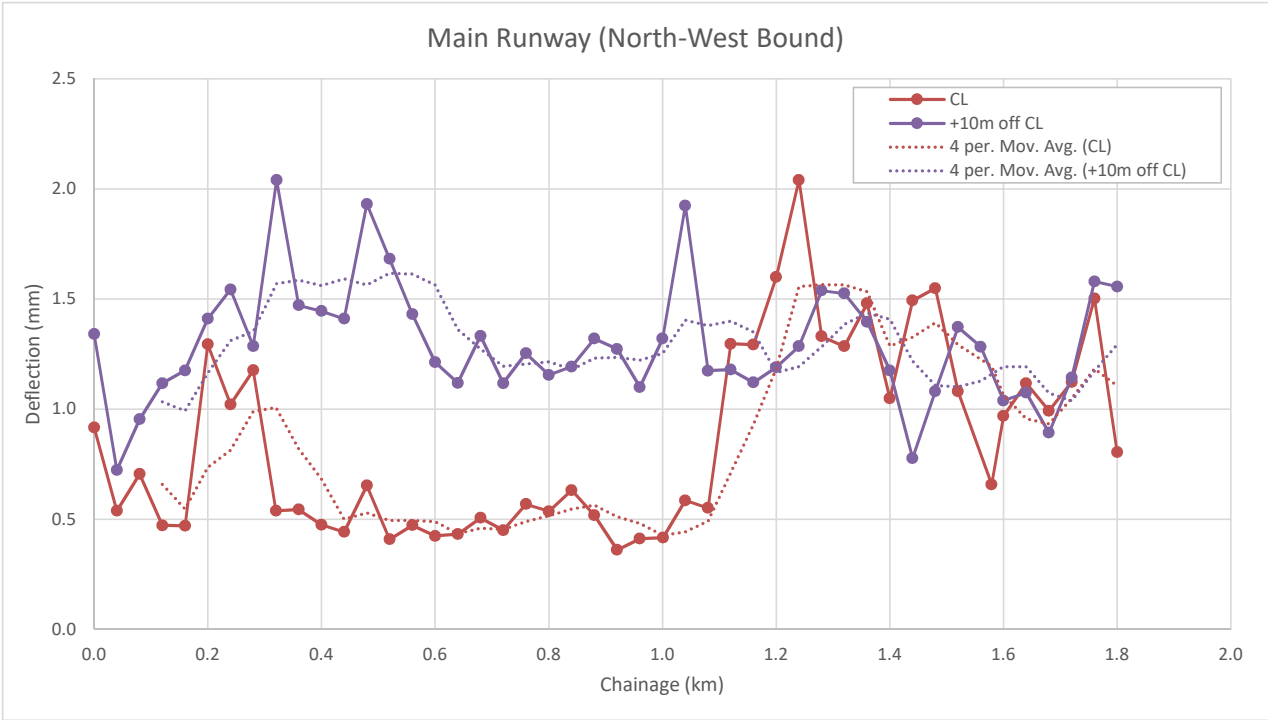
FWD Testing Report by STATS WA

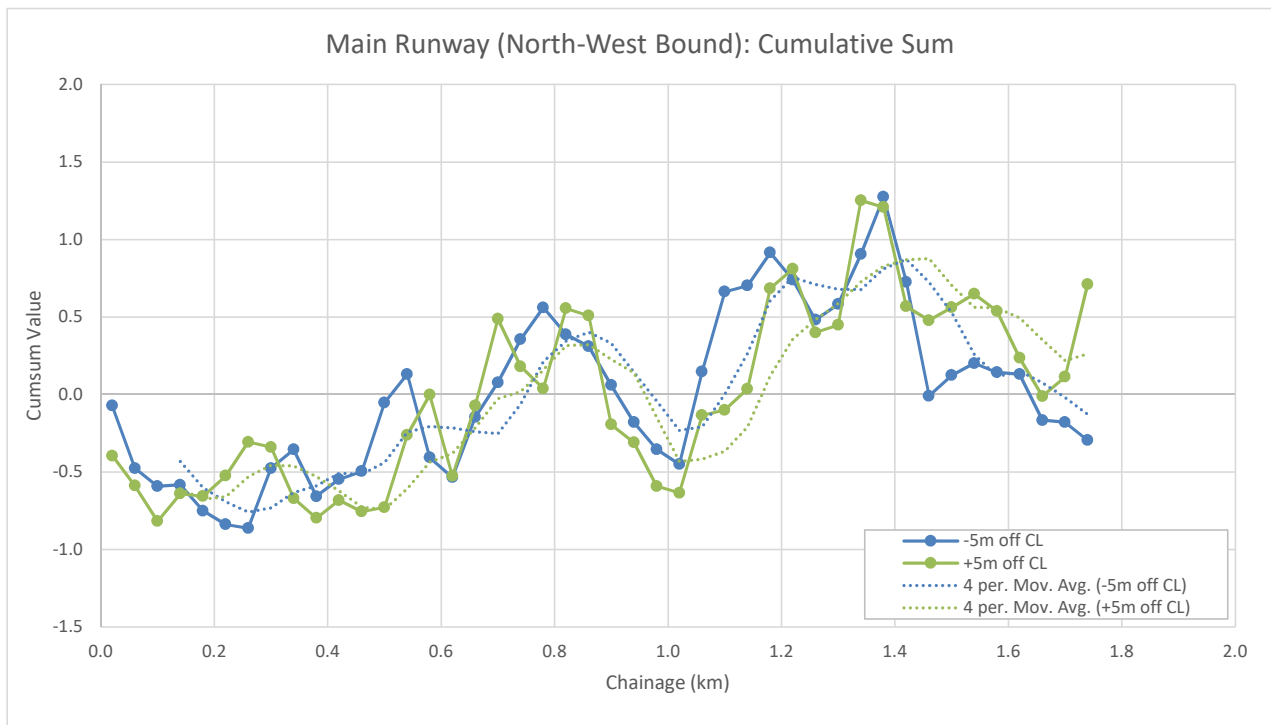
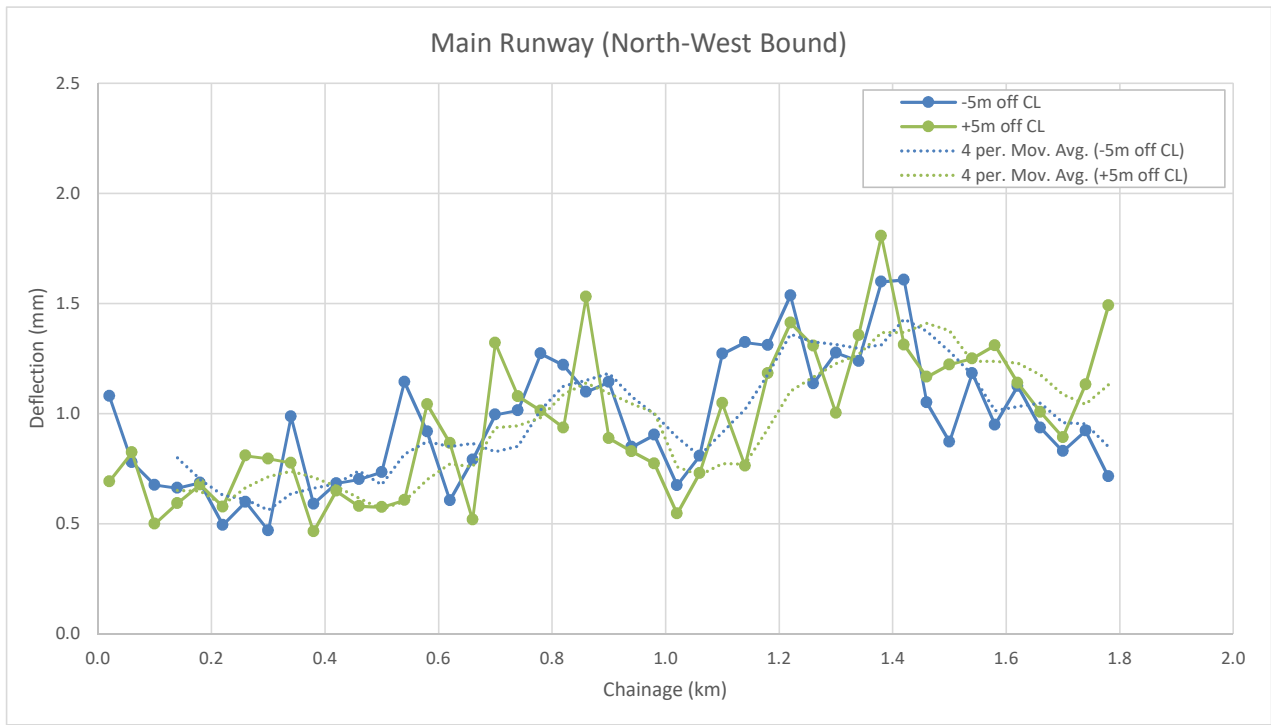


Falling Weight Deflectometer Data

Runway NW Bound

Chainage (km)	Deflection (mm)	Mean	Chainage (km)	Deflection (mm)	Mean	Chainage (km)	Deflection (mm)	Mean	Chainage (km)	Deflection (mm)	Mean
-5m off CL		0.965	CL		0.852	+5m off CL		0.955	+10m off CL		1.297
		Sn			Sn			Sn			Sn
0.020	1.080	-0.072	0.000	0.917	-0.248	0.020	0.692	-0.395	0.000	1.340	-0.531
0.060	0.779	-0.476	0.040	0.538	-0.460	0.060	0.823	-0.588	0.040	0.723	-0.917
0.100	0.676	-0.593	0.080	0.705	-0.526	0.100	0.499	-0.818	0.080	0.954	-0.523
0.140	0.662	-0.583	0.120	0.472	-0.761	0.140	0.593	-0.640	0.120	1.117	-0.302
0.180	0.686	-0.751	0.160	0.470	0.061	0.180	0.677	-0.656	0.160	1.175	-0.009
0.220	0.494	-0.838	0.200	1.294	0.612	0.220	0.577	-0.524	0.200	1.410	0.359
0.260	0.599	-0.863	0.240	1.021	0.494	0.260	0.809	-0.306	0.240	1.543	0.235
0.300	0.469	-0.476	0.280	1.176	0.011	0.300	0.795	-0.339	0.280	1.286	0.732
0.340	0.986	-0.355	0.320	0.538	-0.621	0.340	0.776	-0.670	0.321	2.040	0.917
0.380	0.590	-0.658	0.360	0.544	-0.684	0.380	0.464	-0.797	0.360	1.471	0.322
0.420	0.683	-0.547	0.400	0.475	-0.786	0.420	0.649	-0.682	0.400	1.445	0.261
0.460	0.701	-0.496	0.440	0.442	-0.608	0.460	0.579	-0.756	0.440	1.410	0.747
0.500	0.734	-0.053	0.480	0.653	-0.641	0.500	0.575	-0.728	0.480	1.931	1.019
0.540	1.144	0.131	0.520	0.409	-0.821	0.540	0.607	-0.261	0.520	1.682	0.519
0.580	0.918	-0.407	0.560	0.473	-0.806	0.580	1.042	-0.002	0.560	1.431	0.050
0.620	0.606	-0.535	0.600	0.424	-0.847	0.620	0.866	-0.526	0.600	1.213	-0.262
0.660	0.790	-0.146	0.640	0.432	-0.765	0.660	0.518	-0.072	0.640	1.119	-0.143
0.700	0.995	0.078	0.680	0.506	-0.747	0.700	1.320	0.488	0.680	1.332	-0.145
0.740	1.014	0.355	0.720	0.450	-0.684	0.740	1.078	0.181	0.720	1.117	-0.224
0.780	1.272	0.561	0.760	0.569	-0.598	0.780	1.013	0.039	0.760	1.253	-0.186
0.820	1.220	0.387	0.800	0.536	-0.535	0.820	0.936	0.556	0.800	1.155	-0.246
0.860	1.098	0.310	0.840	0.632	-0.553	0.860	1.530	0.508	0.840	1.193	-0.081
0.900	1.143	0.060	0.880	0.518	-0.824	0.900	0.888	-0.194	0.880	1.320	-0.001
0.940	0.848	-0.180	0.920	0.361	-0.930	0.940	0.828	-0.309	0.920	1.273	-0.221
0.980	0.903	-0.354	0.960	0.412	-0.875	0.980	0.773	-0.591	0.960	1.100	-0.174
1.020	0.674	-0.450	1.001	0.416	-0.702	1.020	0.546	-0.635	1.000	1.320	0.650
1.060	0.807	0.147	1.040	0.585	-0.567	1.060	0.729	-0.134	1.040	1.924	0.504
1.100	1.271	0.663	1.080	0.551	0.144	1.100	1.047	-0.100	1.080	1.174	-0.241
1.140	1.323	0.702	1.120	1.296	0.885	1.140	0.763	0.036	1.120	1.179	-0.294
1.180	1.310	0.915	1.160	1.292	1.188	1.180	1.183	0.685	1.160	1.121	-0.283
1.220	1.536	0.741	1.200	1.599	1.936	1.220	1.412	0.810	1.200	1.190	-0.119
1.260	1.136	0.481	1.240	2.040	1.667	1.260	1.308	0.400	1.240	1.285	0.229
1.300	1.276	0.583	1.280	1.330	0.912	1.300	1.002	0.448	1.280	1.538	0.469
1.340	1.238	0.905	1.320	1.285	1.062	1.340	1.356	1.252	1.320	1.525	0.327
1.380	1.598	1.274	1.360	1.480	0.825	1.380	1.806	1.208	1.360	1.396	-0.023
1.420	1.607	0.726	1.400	1.048	0.838	1.420	1.312	0.568	1.400	1.175	-0.642
1.460	1.050	-0.009	1.440	1.493	1.339	1.460	1.166	0.478	1.440	0.777	-0.736
1.500	0.872	0.124	1.480	1.549	0.926	1.500	1.222	0.562	1.480	1.081	-0.141
1.540	1.183	0.201	1.520	1.080	0.035	1.540	1.250	0.649	1.520	1.372	0.061
1.580	0.949	0.143	1.579	0.658	-0.077	1.580	1.309	0.538	1.560	1.283	-0.272
1.620	1.125	0.130	1.600	0.968	0.382	1.620	1.139	0.236	1.600	1.039	-0.481
1.660	0.936	-0.166	1.640	1.117	0.406	1.660	1.007	-0.011	1.640	1.074	-0.627
1.700	0.829	-0.180	1.680	0.992	0.412	1.700	0.892	0.114	1.680	0.893	-0.558
1.740	0.922	-0.295	1.720	1.123	0.922	1.740	1.132	0.712	1.720	1.143	0.128
1.780	0.714		1.760	1.502	0.603	1.780	1.490		1.760	1.579	0.541
			1.800	0.804					1.800	1.556	







FALLING WEIGHT DEFLECTOMETER TESTING – WILUNA AIRPORT



For WML Consultants Pty Ltd



Document History and Status

Title:	Wiluna Airport - FWD Testing
Job Number:	101054
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Approval:	Aidan Seck

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STATS	Nil	1 pdf, Server

IMPORTANT NOTE

Please refer to STATS "Notes about Your Report"



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Figure 1: FWD Test Locations

Appendices

Appendix 1: Notes Relating to this Report.
Appendix 2: Deflection and Curvature Results

Graph

Graph 1: Graphical representation of deflections and curvatures of the runway.



EXECUTIVE SUMMARY

Specialist Testing and Technical Services (STATS) was engaged by Attie Swart on behalf of WML Consultants Pty Ltd (the Client), to conduct Falling Weight Deflectometer (FWD) testing of Wiluna Airport main runway, taxiway and apron pavement.

The purpose of the investigation was to provide the in situ structural capability of the pavement in terms of deflection and curvature values and to provide back-computation of moduli for the existing pavement profile.

A total 265 FWD test points were proposed by the Client. However, due to unforeseen circumstances only 214 test points were performed. These were distributed between the main runway, taxiway and apron as presented in Figure 1.

One Solenoid of the FWD hydraulic system failed during the operation. Attempts to recover or replace the Solenoid in Wiluna was not possible and for this reason the total number of FWD was reduced from 265 to 214 FWD. The Solenoid failure did not affect the integrity of the acquired data as the FWD machine self-diagnostic check terminated the survey.

The FWD testing was conducted in November 18th, 2016. The field work required no traffic supervision as only one flight was scheduled to use the runway at the time of testing.



1.0 INTRODUCTION

- 1.1 The following is a report on the Falling Weight Deflectometer (FWD) tests of pavement at the Wiluna Airport, which is situated approximately 1127km North East of Perth in Western Australia.
- 1.2 The investigation was commissioned by WML Consultant Pty Ltd.
- 1.3 The objective was to obtain information on the in-situ pavement structural capability in terms of deflection and curvature values representing the different lanes on the Runway, Apron and Taxiway.
- 1.4 The field FWD testing was carried out in one day, on the 18th November 2016.
- 1.5 The weather conditions at the time of the pavement survey is described as “sunny and dry”.
- 1.6 A total of 214 FWD test points were conducted along the three sections of the airport pavement (main runway, taxiway and apron) at the locations shown in Figure 1.

2.0 SCOPE OF INVESTIGATION

- 2.1 The scope of testing works is as follows:
 - Desktop study of information provided of the project site.
 - Mobilisation and demobilisation to Wiluna Airport Site.
 - Perform FWD testing a drop stress of 1200 kPa.
 - Perform FWD testing at nominal spacing's of 20m across the apron area (minimum 20 tests).
 - Perform FWD testing along the taxiway centreline and at offsets to the right and left of the centre at 20m spacing's.
 - Perform FWD testing along the main runway centreline and at offsets +5m, -5m, +10m, -10m at nominal 40m spacing's.
 - Processing and reporting the FWD data for deflection and curvature.
 - Undertake an initial Back-Computation of the pavement moduli using the FWD data and the pavement profile provided by the client.
 - Perform a stage Back Computation after submitting the final report; for different pavement profiles to be proposed by the client.

2.0 SITE LOCATION

- 3.1 The Wiluna Airport/Aerodrome is situated some 531km north of Kalgoorlie and 1127km from Perth, in Western Australia.
- 3.2 The local site topography of the area is described as flat.
- 3.2 The drainage of the site surface is classified as “moderate”. However, during the visit to the airport no water ponding noted.



4.0 FIELD PROGRAM

4.1 Falling Weight Deflectometer Testing

- 4.1.1 Deflection parameters and curvature values, used for the determination of the structural capability of the pavement, were calculated from Falling Weight Deflectometer (FWD) field test data.
- 4.1.2 The FWD is a non-destructive pavement testing machine, widely used to provide accurate data on pavement response to dynamic loads.
- 4.1.3 A dynamic load is generated by dropping a mass from a variable height onto a loading plate resting on the surface of the pavement. The magnitude of the load and the pavement deflection are measured by a load cell and from the response of a number of geophones; attached to the machine at known distance from the loading plate.
- 4.1.4 STATS FWD machine is three monthly calibrated by the MR Engineering Branch in Perth and meet international standards on testing pavement and runways for pavement performances.
- 4.1.4 A drop stress of 1200kPa was selected for testing by the Client. This was used to generate maximum deflections thus allowing non-destructive identification of weak and strong pavement areas without complicated field intrusive testing.
- 4.1.5 FWD testing was conducted on the following locations:
- Main Runway – FWD tests were performed at 20m interval along the centreline of the main runway as well as at offsets +5m and +10m to the east of the centreline and at -5m to west of the centreline of the runway. A total of 192 FWD test points were conducted on the runway.
 - Taxiway – FWD tests were performed along the centreline as well as to the left and right at 20m nominal interval. A total of 16 FWD test points were performed on the taxiway.
 - Apron Area – FWD tests were performed on the apron area along the centreline and one only FWD test point to the northern end of the Apron. Tests were also performed at 20m spacing.
- 4.1.6 The total FWD test points performed over the three sections was 214points.
- 4.1.7 The processed deflection and curvature data for the runway were presented graphically to identify strong and week section of the runway. The graph is presented as Graph 1.
- 4.1.8 The approximate test points and site locations are presented in Figure 1.

4.2 Laboratory Work

- 4.2.1 No sampling of materials from the site was conducted and no Laboratory tests were performed by STATS WA Laboratory.



5.0 CONCLUSION

The pavement deflection and curvature values were acquired at 1200 kPa and the summary of the processed data is presented in Appendix 2.

A graphical representation of changes in deflection and curvature along the 1800m runway is presented in Graph 1

The FWD results of the runway, Taxiway and Apron are summarized per lane-run for the full length of tested locations of Wiluna Airport.

STATS PTY LTD

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Figures

Figure 1: Tests and Site Locations

(No of pages including this page: 02)



Project Title: Pavement Investigation FWD Testing of Wiluna Airport	Title: WILUNA AIRPORT – FWD Location		STATS PTY LTD Unit 1/24 Baile Road, CANNING VALE WA 6155 Tel: 08 9455 3654 Fax: 08 9455 3709 www.statswa.com.au	
	Figure: 1	Scale: NTS		
	Date: 30 th November 2016	Drawn: TIM		
	Checked: AS	Approved: TIM		
	Drawing No: # 101054	Rev: 1		

Appendices

Appendix 1: Notes Relating to this Report

(No of pages including this page: 02)

NOTES ABOUT YOUR REPORT

STATS prepared this report based on our understanding of you (the Client) and your project requirements. This report is developed based on a unique set of project conditions and requirements, such as the objectives of the project, the locality and size, as well as the feasibility of the development. These notes are meant to allow you to understand where our responsibilities as the engineers begin and end, and to assist you to manage and plan your construction, and mitigate any perceived risk. If there are areas in our report that you do not understand and would like to seek clarification, please contact STATS and we will assist you.

Our findings are based on limited subsurface investigation, sampling and testing works due to site constraints, underground service information and location, as well as project costs. Some variations to our findings may occur. It is therefore recommended, that we are engaged for the construction supervision and ongoing support based on either a site visit to confirm the accuracy/expectation of the conditions originally encountered, or that of full time supervision.

Below are examples of conditions which will influence how this report is interpreted and therefore will affect the limitations of the report.

- a) Subsurface conditions can be affected by events such as the removal of soil or placement of fill and by events such as seasonal fluctuations in ground water table, flood, earthquake and unstable landforms all of which can change with time. It is therefore necessary when the above situations occur to undertake additional sampling, testing and/or analysis.
- b) Any changes in the proposed development, layout, orientation, elevation, loading and configuration will affect the findings and recommendations in our report.
- c) If information provided in the report is to be used by others, the report shall be produced in full and not in part.
- d) This report is prepared for a specific purpose and is for the client or specific party involved in the initial project request. This report must be regarded as confidential to the Client and the Client's professional team. To prevent misunderstanding or misuse of information, it is recommended that you inform and discuss with STATS first before passing your report to a third party. STATS do not accept any responsibility for any damage caused by the decisions or actions made by third party.
- e) This report has been prepared with no inclusions for environmental considerations, unless specified in our scope. If there are any known concerns or documents which relate to environmental risks at site, it is your responsibility to inform STATS and we shall advise where further information and/or contacts are required.
- f) Our report has been prepared with no inclusions for environmental considerations, unless specified in our scope. If there are specific concerns or document in relation to environmental risks at site, it is your responsibility to inform STATS and we shall advise on further information and contacts.

STATS has prepared this report based on information provided by the Client and others. STATS disclaim responsibility relating to any unverified information provided, including errors in, or omissions from such information. The opinions, conclusions and recommendations in this report are based on, but not limited to, assumptions made in the project proposal and accepted scope of work.

Further attention is drawn to the information "Guidelines for the Provision of Geotechnical Information in Tender Documents", published by the Institution of Engineers, Australia. Whereby information or data obtained from the report is provided for tendering purposes, it is important that all information, including the written report, email correspondence and any discussions be made available. In the event that sections of the report are not relevant to the contractual document, it may be appropriate to prepare an edited executive summary document. Contact STATS if you need assistance in this regard.

Appendices

Appendix 2: FWD Test Report

(No of pages including this page: 18)

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	+5m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'r deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.020	38.0	+5m	1194	688	406	271	200	117	63	32	0.692	0.284
0.060	38.0	+5m	1201	824	524	368	276	192	124	62	0.823	0.300
0.100	38.0	+5m	1205	501	241	175	135	91	57	27	0.499	0.259
0.140	41.9	+5m	1195	590	371	294	226	146	88	47	0.593	0.220
0.180	40.8	+5m	1196	675	405	313	248	176	107	53	0.677	0.271
0.220	40.8	+5m	1203	578	363	268	217	125	67	25	0.577	0.215
0.260	40.8	+5m	1196	806	546	418	342	242	136	58	0.809	0.261
0.300	40.8	+5m	1206	799	471	356	262	158	88	42	0.795	0.327
0.340	40.8	+5m	1196	774	414	287	217	140	85	39	0.776	0.361
0.380	40.8	+5m	1205	466	266	197	160	112	72	41	0.464	0.198
0.420	40.8	+5m	1191	645	469	348	252	193	132	78	0.649	0.177
0.460	40.8	+5m	1190	574	336	239	191	128	86	50	0.579	0.240
0.500	40.8	+5m	1187	569	310	218	146	92	52	27	0.575	0.261
0.540	41.8	+5m	1201	608	284	185	119	76	49	37	0.607	0.324
0.580	41.8	+5m	1206	1048	496	308	220	140	84	41	1.042	0.548
0.620	41.8	+5m	1203	869	386	246	179	116	77	45	0.866	0.481
0.660	41.8	+5m	1188	513	220	156	126	92	62	38	0.518	0.296
0.700	41.8	+5m	1200	1320	649	369	232	121	52	20	1.320	0.672

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	+5m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.740	42.9	+5m	1199	1077	453	254	171	102	62	30	1.078	0.625
0.780	42.9	+5m	1209	1021	400	191	116	52	31	18	1.013	0.616
0.820	43.0	+5m	1193	930	464	261	161	81	39	14	0.936	0.469
0.860	44.0	+5m	1199	1529	649	330	191	70	24	14	1.530	0.881
0.900	44.0	+5m	1199	887	452	249	150	75	47	22	0.888	0.436
0.940	44.0	+5m	1200	828	351	205	139	91	68	49	0.828	0.477
0.980	44.0	+5m	1192	767	365	207	134	78	46	23	0.773	0.405
1.020	44.0	+5m	1207	550	257	178	135	101	80	57	0.546	0.291
1.060	44.0	+5m	1202	731	429	282	168	83	50	30	0.729	0.301
1.100	45.0	+5m	1200	1047	422	211	135	80	48	27	1.047	0.625
1.140	45.0	+5m	1195	760	256	139	108	82	59	31	0.763	0.506
1.180	45.0	+5m	1183	1166	505	229	124	56	25	17	1.183	0.671
1.220	45.0	+5m	1200	1412	673	450	292	132	43	12	1.412	0.739
1.260	44.3	+5m	1199	1307	554	339	226	124	66	30	1.308	0.753
1.300	44.3	+5m	1182	987	369	202	114	51	33	17	1.002	0.627
1.340	44.3	+5m	1205	1361	456	237	163	86	45	22	1.356	0.902
1.380	44.3	+5m	1182	1779	834	527	344	155	58	18	1.806	0.960
1.420	44.3	+5m	1177	1287	516	276	176	75	32	23	1.312	0.787

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	+5m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
1.460	44.0	+5m	1178	1144	611	247	133	50	31	19	1.166	0.543
1.500	44.4	+5m	1209	1231	573	335	219	112	59	35	1.222	0.653
1.540	44.4	+5m	1202	1252	537	303	183	92	50	28	1.250	0.714
1.580	44.4	+5m	1183	1290	553	290	189	116	76	37	1.309	0.748
1.620	44.4	+5m	1185	1125	435	237	143	82	49	25	1.139	0.699
1.660	45.2	+5m	1201	1008	390	221	140	78	41	22	1.007	0.618
1.700	45.2	+5m	1197	890	330	182	109	56	28	17	0.892	0.562
1.740	45.2	+5m	1201	1133	536	303	185	88	41	26	1.132	0.597
1.780	45.2	+5m	1206	1497	646	360	205	96	40	18	1.490	0.847
Mean			1197	952	448	272	184	107	61	32	0.955	0.505
SDEV			8	320	131	80	59	41	27	15	0.32	0.22
COVR, %			1	34	29	29	32	39	44	46	33.7	43.4
97.5 Percentile											1.526	

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	+10m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.000	45.2	+10m	1199	1339	706	482	352	223	137	61	1.340	0.634
0.040	45.5	+10m	1197	721	398	288	222	148	91	40	0.723	0.325
0.080	45.5	+10m	1217	968	531	371	264	145	77	37	0.954	0.431
0.120	45.5	+10m	1196	1113	456	276	176	99	53	24	1.117	0.659
0.160	45.5	+10m	1209	1184	526	328	220	137	86	47	1.175	0.653
0.200	45.5	+10m	1210	1422	609	337	208	125	70	34	1.410	0.806
0.240	46.1	+10m	1203	1546	639	342	190	89	69	41	1.543	0.905
0.280	46.1	+10m	1212	1299	711	499	346	210	124	53	1.286	0.582
0.321	46.1	+10m	1220	2074	1055	656	422	241	164	95	2.040	1.002
0.360	46.1	+10m	1205	1477	891	594	409	229	124	54	1.471	0.583
0.400	45.0	+10m	1187	1429	740	511	378	258	186	96	1.445	0.697
0.440	45.0	+10m	1194	1403	618	369	249	163	122	74	1.410	0.789
0.480	45.0	+10m	1200	1931	842	415	230	109	64	38	1.931	1.089
0.520	45.0	+10m	1189	1666	648	315	167	70	38	26	1.682	1.028
0.560	45.0	+10m	1194	1424	509	259	152	87	57	27	1.431	0.920
0.600	46.0	+10m	1197	1210	458	205	114	62	40	20	1.213	0.754
0.640	46.0	+10m	1189	1109	611	388	248	159	90	44	1.119	0.502
0.680	46.0	+10m	1201	1333	545	282	167	82	52	31	1.332	0.788

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	+10m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'r deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.720	46.0	+10m	1207	1124	516	224	114	45	26	14	1.117	0.604
0.760	46.0	+10m	1204	1257	545	299	180	85	48	27	1.253	0.710
0.800	46.0	+10m	1201	1156	427	230	144	78	49	30	1.155	0.728
0.840	46.0	+10m	1191	1184	461	235	134	67	44	36	1.193	0.728
0.880	46.0	+10m	1178	1296	548	295	169	72	34	20	1.320	0.762
0.920	46.0	+10m	1182	1254	521	301	195	115	68	45	1.273	0.745
0.960	46.0	+10m	1194	1094	432	261	128	79	61	39	1.100	0.666
1.000	46.0	+10m	1195	1315	670	276	149	59	29	28	1.320	0.648
1.040	46.0	+10m	1195	1916	691	206	72	20	43	39	1.924	1.230
1.080	47.0	+10m	1198	1172	440	201	97	49	39	25	1.174	0.733
1.120	47.0	+10m	1208	1187	335	153	89	62	47	32	1.179	0.847
1.160	47.0	+10m	1200	1121	334	205	149	100	54	20	1.121	0.787
1.200	47.0	+10m	1192	1182	534	290	185	95	54	27	1.190	0.652
1.240	47.0	+10m	1198	1283	682	342	201	91	43	31	1.285	0.602
1.280	47.0	+10m	1210	1551	657	383	222	85	28	10	1.538	0.886
1.320	47.5	+10m	1209	1537	619	309	175	66	39	28	1.525	0.911
1.360	47.5	+10m	1191	1385	602	355	230	109	55	31	1.396	0.789
1.400	47.5	+10m	1191	1167	532	285	174	84	52	34	1.175	0.639

Client :		WML Consultants						Job No:			1010544	
Project Name:		FWD Testing - Wiluna Aerodrome						File Name:			MainRunwayCenter	
Road Name:		Main Runway						Survey Date:			18th November 2016	
Section / Lane:		+10m off Centre Line Northwest bound						Tested By:			BB/RA	
Surface Tested:		Seal						Testing Interval:			40m	
Prepared By:		BB		Checked By:		TM						
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2											Normalised to (kPa)	
											1200	
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
1.440	47.5	+10m	1207	782	260	122	85	56	39	31	0.777	0.519
1.480	47.5	+10m	1203	1083	449	236	137	66	39	28	1.081	0.633
1.520	47.5	+10m	1217	1392	536	252	146	70	38	21	1.372	0.843
1.560	47.5	+10m	1209	1293	475	186	101	56	34	42	1.283	0.811
1.600	47.5	+10m	1200	1039	390	195	125	81	59	36	1.039	0.648
1.640	47.5	+10m	1198	1073	413	212	141	80	40	15	1.074	0.660
1.680	47.5	+10m	1208	899	355	199	145	91	54	19	0.893	0.540
1.720	47.5	+10m	1202	1145	435	238	148	79	45	33	1.143	0.709
1.760	47.5	+10m	1196	1573	601	281	157	70	48	40	1.579	0.976
1.800	47.5	+10m	1206	1564	726	324	192	107	83	45	1.556	0.834
Mean			1200	1297	558	305	189	103	64	36	1.297	0.739
SDEV			9	271	153	109	82	54	36	18	0.27	0.17
COVR, %			1	21	27	36	43	53	56	49	20.8	23.2
97.5 Percentile											1.930	

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'r deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.000	33.7	Cntr	1189	908	551	355	252	150	89	40	0.917	0.361
0.040	33.7	Cntr	1200	538	396	318	244	145	66	31	0.538	0.142
0.080	33.7	Cntr	1190	699	477	349	279	190	114	50	0.705	0.224
0.120	31.7	Cntr	1197	471	247	178	133	71	45	24	0.472	0.224
0.160	31.7	Cntr	1196	468	293	224	168	102	61	40	0.470	0.176
0.200	31.7	Cntr	1203	1297	545	282	178	100	63	34	1.294	0.750
0.240	31.7	Cntr	1194	1016	452	298	220	135	89	49	1.021	0.567
0.280	32.0	Cntr	1193	1169	467	279	178	95	63	30	1.176	0.707
0.320	32.4	Cntr	1195	536	263	188	144	85	51	26	0.538	0.274
0.360	32.4	Cntr	1193	540	315	250	205	156	98	56	0.544	0.227
0.400	32.4	Cntr	1195	473	293	231	188	135	71	31	0.475	0.180
0.440	32.4	Cntr	1194	439	256	196	152	97	62	33	0.442	0.185
0.480	32.4	Cntr	1186	645	360	289	232	160	98	51	0.653	0.288
0.520	32.4	Cntr	1201	409	218	158	124	82	50	29	0.409	0.191
0.560	32.4	Cntr	1190	470	277	209	175	132	99	65	0.473	0.195
0.600	32.4	Cntr	1186	419	221	155	117	70	48	29	0.424	0.201
0.640	32.4	Cntr	1207	435	240	166	113	68	46	32	0.432	0.194
0.680	32.4	Cntr	1198	505	279	196	150	101	65	34	0.506	0.227

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.720	32.4	Cntr	1188	445	205	140	108	74	48	22	0.450	0.243
0.760	33.5	Cntr	1193	566	281	169	109	57	28	34	0.569	0.286
0.800	33.5	Cntr	1178	527	196	147	122	77	66	56	0.536	0.336
0.840	33.5	Cntr	1182	622	263	184	138	77	42	24	0.632	0.365
0.880	33.5	Cntr	1186	512	276	195	144	77	45	27	0.518	0.238
0.920	33.5	Cntr	1194	359	213	166	127	73	53	34	0.361	0.147
0.960	34.4	Cntr	1187	407	225	171	132	88	63	43	0.412	0.184
1.001	34.4	Cntr	1190	413	181	124	94	73	48	26	0.416	0.234
1.040	34.4	Cntr	1178	574	319	211	183	119	81	42	0.585	0.260
1.080	35.0	Cntr	1184	543	252	170	123	77	53	34	0.551	0.295
1.120	35.0	Cntr	1171	1265	469	328	232	129	75	37	1.296	0.816
1.160	34.5	Cntr	1158	1246	531	278	164	88	60	36	1.292	0.741
1.200	34.5	Cntr	1155	1540	534	632	237	153	90	33	1.599	1.044
1.240	34.5	Cntr	1120	1904	714	360	170	60	42	25	2.040	1.275
1.280	34.5	Cntr	1167	1293	527	307	185	80	31	14	1.330	0.789
1.320	35.0	Cntr	1150	1232	444	262	157	72	35	25	1.285	0.822
1.360	35.0	Cntr	1163	1434	754	539	412	276	158	59	1.480	0.701
1.400	35.0	Cntr	1186	1036	560	245	100	42	27	16	1.048	0.482

Client :		WML Consultants						Job No:			1010544	
Project Name:		FWD Testing - Wiluna Aerodrome						File Name:			MainRunwayCenter	
Road Name:		Main Runway						Survey Date:			18th November 2016	
Section / Lane:		Centre Line Northwest bound						Tested By:			BB/RA	
Surface Tested:		Seal						Testing Interval:			40m	
Prepared By:		BB		Checked By:		TM						
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2											Normalised to (kPa)	
											1200	
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
1.440	36.2	Cntr	1180	1468	480	169	103	82	43	18	1.493	1.005
1.480	36.2	Cntr	1179	1522	542	233	131	64	46	35	1.549	0.998
1.520	36.2	Cntr	1188	1069	497	206	131	65	35	17	1.080	0.578
1.579	36.2	Cntr	1194	655	316	221	162	106	64	30	0.658	0.341
1.600	36.2	Cntr	1195	964	384	220	142	72	32	10	0.968	0.582
1.640	36.2	Cntr	1188	1106	457	235	132	58	25	14	1.117	0.656
1.680	36.2	Cntr	1200	992	444	236	136	58	26	15	0.992	0.549
1.720	40.8	Cntr	1201	1124	583	348	236	136	76	31	1.123	0.541
1.760	40.8	Cntr	1215	1521	630	296	161	72	34	21	1.502	0.880
1.800	38.0	Cntr	1194	800	334	237	175	98	63	35	0.804	0.469
Mean			1186	839	386	247	167	99	60	32	0.852	0.460
SDEV			17	411	148	97	58	43	26	13	0.43	0.29
COVR, %			1	49	38	39	35	43	44	39	50.1	63.8
97.5 Percentile											1.593	

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	-5m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'r deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.020	47.5	-5m	1189	1070	687	493	377	240	135	60	1.080	0.386
0.060	47.5	-5m	1199	778	418	283	214	137	74	30	0.779	0.360
0.100	47.5	-5m	1189	670	310	218	158	121	75	41	0.676	0.364
0.140	47.5	-5m	1198	661	305	212	139	77	51	24	0.662	0.356
0.180	47.5	-5m	1194	683	454	343	268	176	102	48	0.686	0.230
0.220	47.5	-5m	1193	491	288	220	157	122	68	29	0.494	0.204
0.260	47.5	-5m	1189	594	328	247	186	121	53	21	0.599	0.268
0.300	48.0	-5m	1184	463	255	166	117	74	45	23	0.469	0.211
0.340	48.0	-5m	1187	976	594	406	278	176	108	49	0.986	0.386
0.380	48.0	-5m	1200	590	283	204	157	102	59	36	0.590	0.307
0.420	48.0	-5m	1200	683	340	220	151	103	73	48	0.683	0.343
0.460	48.0	-5m	1201	701	375	265	200	139	91	48	0.701	0.326
0.500	48.0	-5m	1214	743	381	266	193	122	73	41	0.734	0.358
0.540	48.0	-5m	1201	1145	626	393	285	188	120	71	1.144	0.519
0.580	48.0	-5m	1203	920	339	174	115	74	50	28	0.918	0.580
0.620	48.0	-5m	1186	599	256	153	98	52	34	25	0.606	0.347
0.660	50.0	-5m	1187	782	351	204	139	86	55	31	0.790	0.435
0.700	50.0	-5m	1208	1002	399	226	151	98	68	49	0.995	0.598

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	MainRunwayCenter
Road Name:	Main Runway	Survey Date:	18th November 2016
Section / Lane:	-5m off Centre Line Northwest bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	40m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'r deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.740	50.0	-5m	1202	1016	455	255	154	78	44	24	1.014	0.560
0.780	50.0	-5m	1205	1277	597	333	192	89	49	30	1.272	0.677
0.820	50.0	-5m	1203	1223	488	286	179	100	70	43	1.220	0.733
0.860	50.0	-5m	1196	1094	425	237	144	66	35	20	1.098	0.672
0.900	50.0	-5m	1202	1145	516	255	147	65	38	22	1.143	0.627
0.940	50.0	-5m	1196	846	348	198	118	68	51	38	0.848	0.500
0.980	50.0	-5m	1218	917	382	178	93	37	26	22	0.903	0.527
1.020	50.0	-5m	1194	671	254	158	123	90	71	53	0.674	0.419
1.060	50.0	-5m	1207	812	410	247	190	142	95	59	0.807	0.399
1.100	50.0	-5m	1196	1267	517	282	194	138	110	76	1.271	0.753
1.140	50.0	-5m	1188	1310	469	227	138	67	41	28	1.323	0.849
1.180	50.0	-5m	1212	1323	536	218	120	58	42	30	1.310	0.779
1.220	50.0	-5m	1200	1536	915	559	395	242	134	48	1.536	0.621
1.260	50.0	-5m	1190	1127	486	261	169	95	56	26	1.136	0.646
1.300	50.0	-5m	1214	1291	1234	302	182	78	33	18	1.276	0.056
1.340	50.0	-5m	1184	1221	598	359	228	108	53	27	1.238	0.632
1.380	50.0	-5m	1216	1619	553	254	140	59	25	11	1.598	1.052
1.420	50.0	-5m	1198	1604	541	278	165	80	37	19	1.607	1.065

Client :		WML Consultants						Job No:			1010544	
Project Name:		FWD Testing - Wiluna Aerodrome						File Name:			MainRunwayCenter	
Road Name:		Main Runway						Survey Date:			18th November 2016	
Section / Lane:		-5m off Centre Line Northwest bound						Tested By:			BB/RA	
Surface Tested:		Seal						Testing Interval:			40m	
Prepared By:		BB		Checked By:		TM						
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2											Normalised to (kPa)	
											1200	
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
1.460	50.0	-5m	1215	1063	481	280	174	87	40	23	1.050	0.574
1.500	50.0	-5m	1191	865	497	301	200	104	55	27	0.872	0.371
1.540	50.0	-5m	1206	1189	617	402	291	183	97	36	1.183	0.570
1.580	50.0	-5m	1198	947	455	251	161	94	62	36	0.949	0.494
1.620	50.0	-5m	1214	1138	341	145	79	42	31	23	1.125	0.788
1.660	50.0	-5m	1216	949	328	176	105	59	37	21	0.936	0.613
1.700	50.0	-5m	1204	832	408	244	167	91	45	19	0.829	0.422
1.740	50.0	-5m	1202	924	399	217	149	95	60	44	0.922	0.524
1.780	50.0	-5m	1199	714	313	212	144	80	45	21	0.714	0.401
Mean			1200	966	457	262	176	104	63	34	0.965	0.509
SDEV			9	289	178	86	67	47	28	15	0.29	0.21
COVR, %			1	30	39	33	38	45	45	43	29.8	41.5
97.5 Percentile											1.592	

Client :	WML Consultants	Job No:	1010544
Project Name:	FWD Testing - Wiluna Aerodrome	File Name:	Apron
Road Name:	Apron	Survey Date:	18th November 2016
Section / Lane:	Centre Line - Southeast Bound	Tested By:	BB/RA
Surface Tested:	Seal	Testing Interval:	15m
Prepared By:	BB	Checked By:	TM

DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2

Normalised to (kPa)

1200

Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.000	50.0	Apron 0	1211	1070	470	261	166	108	73	34	1.060	0.595
0.015	50.0	Apron 0	1185	601	363	271	216	139	75	31	0.608	0.241
0.030	50.0	Apron 0	1199	1043	511	359	260	157	76	37	1.044	0.532
0.045	50.0	Apron 0	1210	1975	847	625	448	266	122	41	1.959	1.118
0.060	50.0	Apron 0	1198	1559	614	391	285	172	98	40	1.562	0.947
Mean			1201	1250	561	381	275	169	89	37	1.247	0.687
SDEV			11	529	184	147	107	60	21	4	0.52	0.35
COVR, %			1	42	33	38	39	35	24	10	41.9	50.7
97.5 Percentile											1.919	

Client :		WML Consultants					Job No:			1010544		
Project Name:		FWD Testing - Wiluna Aerodrome					File Name:			Apron		
Road Name:		Apron					Survey Date:			18th November 2016		
Section / Lane:		Apron-L Southeast Bound					Tested By:			BB/RA		
Surface Tested:		Seal					Testing Interval:			Variable		
Prepared By:		BB	Checked By:	TM								
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2										Normalised to (kPa)		
										1200		
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.008	50.0	Apron L	1190	1060	501	340	249	184	100	42	1.069	0.563
Mean			1190	1060	501	340	249	184	100	42	1.069	0.563
SDEV			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
COVR, %			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
97.5 Percentile											1.069	
90 Percentile											1.069	

Client :		WML Consultants				Job No:		1010544				
Project Name:		FWD Testing - Wiluna Aerodrome				File Name:		Taxiway				
Road Name:		Taxiway				Survey Date:		18th November 2016				
Section / Lane:		Taxiway 0 Northeastbound				Tested By:		BB/RA				
Surface Tested:		Seal				Testing Interval:		20m				
Prepared By:		BB	Checked By:	TM								
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2								Normalised to (kPa)				
								1200				
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.000	50.0	Cntr	1201	931	423	238	148	74	43	22	0.930	0.508
0.020	50.0	Cntr	1198	472	360	315	257	171	91	30	0.473	0.112
0.040	50.0	Cntr	1204	783	714	558	472	333	195	65	0.781	0.069
0.060	50.0	Cntr	1200	1066	689	556	400	223	90	19	1.066	0.378
0.080	50.0	Cntr	1179	1504	910	644	448	222	87	33	1.531	0.604
0.100	50.0	Cntr	1193	1885	966	515	309	122	52	26	1.896	0.924
Mean			1196	1107	677	471	339	191	93	32	1.113	0.432
SDEV			9	511	247	158	125	91	54	17	0.52	0.32
COVR, %			1	46	36	34	37	47	58	52	46.6	74.2
97.5 Percentile										1.850		

Client :		WML Consultants					Job No:			1010544		
Project Name:		FWD Testing - Wiluna Aerodrome					File Name:			Taxiway		
Road Name:		Taxiway					Survey Date:			18th November 2016		
Section / Lane:		Taxiway Left Lane off Centre Northeastbound					Tested By:			BB/RA		
Surface Tested:		Seal					Testing Interval:			20m		
Prepared By:		BB	Checked By:		TM							
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2										Normalised to (kPa)		
										1200		
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.010	50.0	L.Cntr	1209	627	412	372	300	200	103	34	0.622	0.213
0.030	50.0	L.Cntr	1194	946	654	425	344	256	151	50	0.951	0.294
0.050	50.0	L.Cntr	1184	768	589	505	418	287	155	44	0.778	0.181
0.070	50.0	L.Cntr	1194	1152	896	764	635	414	210	61	1.158	0.257
0.090	50.0	L.Cntr	1198	1392	787	507	343	203	118	41	1.394	0.606
Mean			1196	977	668	514	408	272	147	46	0.981	0.310
SDEV			9	304	186	150	134	87	41	10	0.31	0.17
COVR, %			1	31	28	29	33	32	28	22	31.1	55.0
97.5 Percentile											1.370	

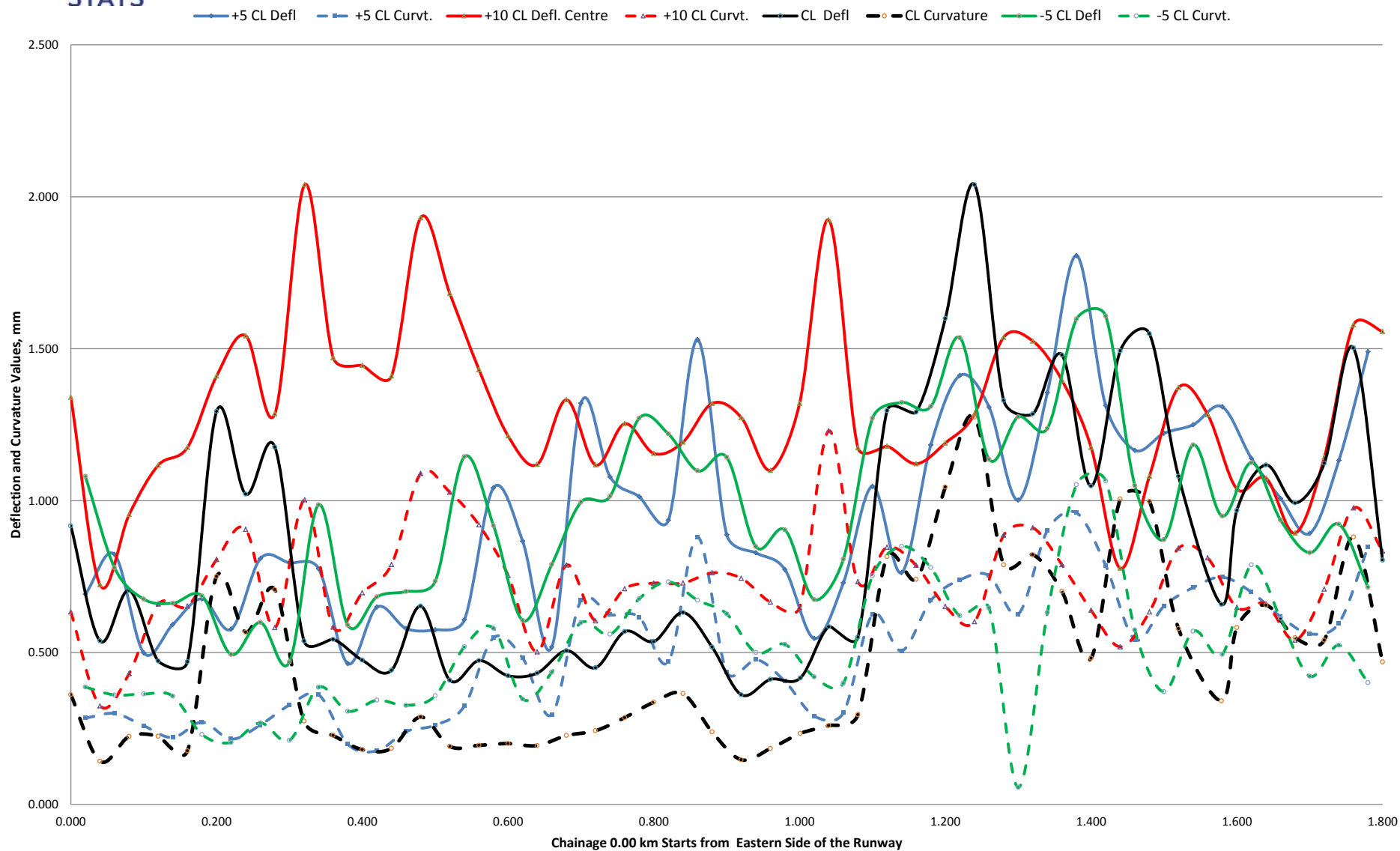
Client :		WML Consultants					Job No:			1010544		
Project Name:		FWD Testing - Wiluna Aerodrome					File Name:			Taxiway		
Road Name:		Taxiway					Survey Date:			18th November 2016		
Section / Lane:		Taxiway R Lane off Centre Northeastbound					Tested By:			BB/RA		
Surface Tested:		Seal					Testing Interval:			20m		
Prepared By:		BB	Checked By:		TM							
DYNATEST FWD (E- 044) TEST RESULTS TO WA:326.2										Normalised to (kPa)		
										1200		
Chainage (km)	Surface Temp'tr deg °C	Lane	FWD Stress (kPa)	Geophone Location (mm) and Deflections (micron)							Deflection (mm)	Curvature (mm)
				0	200	300	400	600	900	1500		
0.010	50.0	R Cntr	1194	614	432	382	287	168	78	30	0.617	0.183
0.030	50.0	R Cntr	1195	635	460	407	337	226	132	46	0.637	0.175
0.050	50.0	R Cntr	1207	754	526	453	368	249	143	54	0.750	0.227
0.070	50.0	R Cntr	1202	1559	1042	769	586	322	134	32	1.556	0.516
0.090	50.0	R Cntr	1198	969	495	363	274	175	95	33	0.971	0.475
Mean			1199	906	591	475	370	228	116	39	0.906	0.315
SDEV			5	391	255	168	126	62	28	11	0.39	0.17
COVR, %			0	43	43	35	34	27	24	27	43.0	52.7
97.5 Percentile											1.498	

Graph 1: Plot of Deflection and Curvature Variations

(No of pages including this page: 02)



FWD DATA - GRAPHICAL REPRESENTATION OF FWD TEST DATA - WILUNA RUNWAY



APPENDIX C

Photographs





Test Pit1



Test Pit1



Test Pit2



Test Pit 3



Test Pit 4



Test Pit 4



Test Pit5



Test Pit 5

APPENDIX D

Test Pit Logs



TEST PIT LOG

CLIENT : Shire of Wiluna

TEST PIT # : Runway CH100

WML JOB # : 7368

DATE : 24.10.2016

DESCRIPTION : Wiluna Aerodrome Pavement Investigation

LOCATION : Wiluna Aerodrome

DATUM :

LOGGED BY : AJS

RL SURFACE :

Method	Water	Depth (m)	RL (m)	Graphic Log	Classification Symbol	Material description: Moisture condition, colour, secondary components, SOIL TYPE, particle size, strength plasticity	Liquid Limit	Plasticity Limit	Linear Shrinkage	MDD	OMC	Additional Observations
						40mm thick asphalt						
		0.2				Dry, red /brown with traces of yellow, fine GRAVEL with some fine to medium sand and traces of silt, stiff consistency (gravel component is of a round shape possibly "laterite")						1x10kg sample taken
		0.34										
		0.4										
		0.6				Dry, red / brown, medium to coarse GRAVEL with some medium to coarse sand and traces of silt, hard consistency (some rock possibly "coffee rock" resulting in angular shaped stone in gravel component)						Hard digging. When water is added & close / press hand it does hold together due to the silt component. Cannot be rolled into a tube.
		0.8										1x20kg sample taken 1xsmall sealed bag taken
		1										
		1.2										
		1.4										
		1.6										
		1.8										
		2.0										
		2.2										

DYNAMIC CONE PENOTROMETER TESTING:

Test Pit	Start Depth (mm)	No. of Blows		
		0-150mm	150-300mm	300-450mm
TP1	340	25	-	-

Stopped at 100mm

TEST PIT LOG

CLIENT : Shire of Wiluna
WML JOB # : 7368

TEST PIT # : Runway CH600

DATE : 24.10.2016
LOCATION : Wiluna Aerodrome
LOGGED BY : AJS

DESCRIPTION : Wiluna Aerodrome Pavement Investigation
DATUM :
RL SURFACE :

Method	Water	Depth (m)	RL (m)	Graphic Log	Classification Symbol	Material description: Moisture condition, colour, secondary components, SOIL TYPE, particle size, strength plasticity	Liquid Limit	Plasticity Limit	Linear Shrinkage	MDD	OMC	Additional Observations
						40mm thick asphalt						
		0.2				Dry, red /brown with traces of yellow, fine round GRAVEL with some fine to medium sand and traces of silt, stiff consistency						
		0.29										1x10kg sample taken
		0.4										
		0.6				Dry, red / brown, medium to coarse GRAVEL with some medium to coarse sand and traces of silt, hard consistency (some rock possibly "coffee rock" resulting in angular shaped stone in gravel component)						Medium to hard digging. When water is added & close / press hand it does hold together due to the silt component. Cannot be rolled into a tube.
		0.8										
		1										1x20kg sample taken 1xsmall sealed bag taken
		1.2										
		1.4										
		1.6										
		1.8										
		2.0										
		2.2										

DYNAMIC CONE PENOTROMETER TESTING:

Test Pit	Start Depth (mm)	No. of Blows		
		0-150mm	150-300mm	300-450mm
TP1	290	25	-	-

Stopped

TEST PIT LOG

CLIENT : Shire of Wiluna

TEST PIT # : Runway CH1200

WML JOB # : 7368

DATE : 24.10.2016

DESCRIPTION : Wiluna Aerodrome Pavement Investigation

LOCATION : Wiluna Aerodrome

DATUM :

LOGGED BY : AJS

RL SURFACE :

Method	Water	Depth (m)	RL (m)	Graphic Log	Classification Symbol	Material description: Moisture condition, colour, secondary components, SOIL TYPE, particle size, strength plasticity	Liquid Limit	Plasticity Limit	Linear Shrinkage	MDD	OMC	Additional Observations
						40mm thick asphalt						
		0.2				Dry to moist, red /brown with traces of yellow, fine round GRAVEL with some fine to medium sand and traces of silt, stiff consistency						
		0.29										1x10kg sample taken
		0.4										
		0.6										
		0.8										
		1				Dry to moist, red/brown, medium to coarse SAND with some fine gravel and traces of silt, firm consistency						Easy digging. Will have to check MC results however material definately softer & more moist than other pits
		1.2										
		1.4										
		1.5										1x20kg sample taken 1xsmall sealed bag taken
		1.6										
		1.8										
		2.0										
		2.2										

DYNAMIC CONE PENOTROMETER TESTING:

Test Pit	Start Depth (mm)	No. of Blows		
		0-150mm	150-300mm	300-450mm
TP1	290	15	20	25

Stopped at 350mm

TEST PIT LOG

CLIENT : Shire of Wiluna

TEST PIT # : Runway CH1600

WML JOB # : 7368

DATE : 24.10.2016

DESCRIPTION : Wiluna Aerodrome Pavement Investigation

LOCATION : Wiluna Aerodrome

DATUM :

LOGGED BY : AJS

RL SURFACE :

Method	Water	Depth (m)	RL (m)	Graphic Log	Classification Symbol	Material description: Moisture condition, colour, secondary components, SOIL TYPE, particle size, strength plasticity	Liquid Limit	Plasticity Limit	Linear Shrinkage	MDD	OMC	Additional Observations
						40mm thick asphalt						
		0.2				Dry to moist, red /brown with traces of yellow, fine round GRAVEL with some fine to medium sand and traces of silt, stiff consistency						1x10kg sample taken
		0.30										
		0.4										
		0.6				Dry, red / brown, medium to coarse GRAVEL with some medium to coarse sand and traces of silt, hard consistency (some rock possibly "coffee rock" resulting in angular shaped stone in gravel component)						Medium to hard digging
		0.8										
		1										1xsmall sealed bag taken
		1.2										
		1.4										
		1.5										
		1.6										
		1.8										
		2.0										
		2.2										

DYNAMIC CONE PENOTROMETER TESTING:

Test Pit	Start Depth (mm)	No. of Blows		
		0-150mm	150-300mm	300-450mm
TP1	290	15	-	-

Stopped

TEST PIT LOG

CLIENT : Shire of Wiluna
WML JOB # : 7368

TEST PIT # : Taxiway CH20

DATE : 24.10.2016
LOCATION : Wiluna Aerodrome
LOGGED BY : AJS

DESCRIPTION : Wiluna Aerodrome Pavement Investigation
DATUM :
RL SURFACE :

Method	Water	Depth (m)	RL (m)	Graphic Log	Classification Symbol	Material description: Moisture condition, colour, secondary components, SOIL TYPE, particle size, strength plasticity	Liquid Limit	Plasticity Limit	Linear Shrinkage	MDD	OMC	Additional Observations
						40mm thick asphalt						
		0.2				Dry, red /brown with traces of yellow, fine round GRAVEL with some fine to medium sand and traces of silt, stiff consistency						1x10kg sample taken
		0.29										
		0.35										
		0.4										
						Dry, red / brown, medium to coarse GRAVEL with some coarse sand , hard consistency (some rock possibly "coffee rock" resulting in angular shaped stone in gravel component)						Very hard digging 1x20kg sample taken 1xsmall sealed bag taken
		0.6										
		0.8										
		1										
		1.2										
		1.4										
		1.6										
		1.8										
		2.0										
		2.2										

DYNAMIC CONE PENOTROMETER TESTING:

Test Pit	Start Depth (mm)	No. of Blows		
		0-150mm	150-300mm	300-450mm
TP1	290	25	-	-

Stopped at 50mm

TEST PIT LOG

CLIENT : Shire of Wiluna

TEST PIT # : Taxiway CH100 (apron)

WML JOB # : 7368

DATE : 24.10.2016

DESCRIPTION : Wiluna Aerodrome Pavement Investigation

LOCATION : Wiluna Aerodrome

DATUM :

LOGGED BY : AJS

RL SURFACE :

Method	Water	Depth (m)	RL (m)	Graphic Log	Classification Symbol	Material description: Moisture condition, colour, secondary components, SOIL TYPE, particle size, strength plasticity	Liquid Limit	Plasticity Limit	Linear Shrinkage	MDD	OMC	Additional Observations
						40mm thick asphalt						
		0.2				Dry to moist, red /brown with traces of yellow, fine round GRAVEL with some fine to medium sand and traces of silt, stiff consistency						
		0.34										1x10kg sample taken
		0.4										
		0.6				Dry, red / brown, medium to coarse GRAVEL with some medium to coarse sand and traces of silt, hard consistency (some rock possibly "coffee rock" resulting in angular shaped stone in gravel component)						Medium to hard digging
		0.8										
		1										2x20kg bags taken 1xsmall sealed bag taken
		1.2										
		1.4										
		1.5										
		1.6										
		1.8										
		2.0										
		2.2										

DYNAMIC CONE PENOTROMETER TESTING:

Test Pit	Start Depth (mm)	No. of Blows		
		0-150mm	150-300mm	300-450mm
TP1	340	25	-	-

Stopped

APPENDIX E

Soil Testing Certificates



Maximum Dry Density Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.



Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03488

Sampling Method: Submitted by client

Date Sampled: 24/11/2016

Material:

Date Submitted: 2/12/2016

Source: Unknown

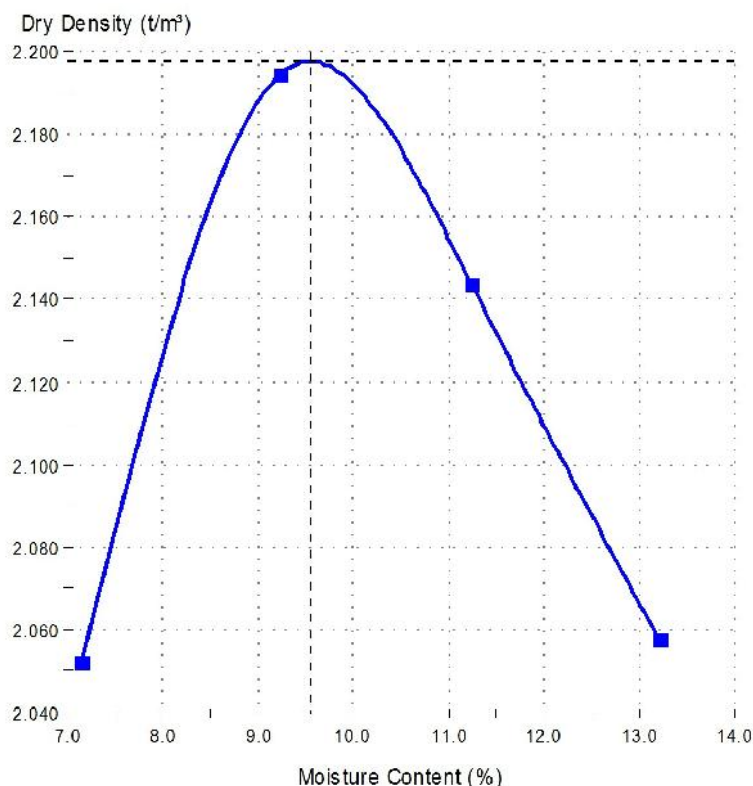
Date Tested:

Specification: Determined by client

Project Location: Wiluna, WA

Sample Location: No. 2 Runway CH 100m Subgrade @ 700 - 800

Dry Density - Moisture Content Relationship



Test Results

AS 1289.5.2.1

Modified MDD (t/m³): 2.20

Modified OMC (%): 9.5

Retained Sieve 19mm (%): 7

Comments

Maximum Dry Density Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430


Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

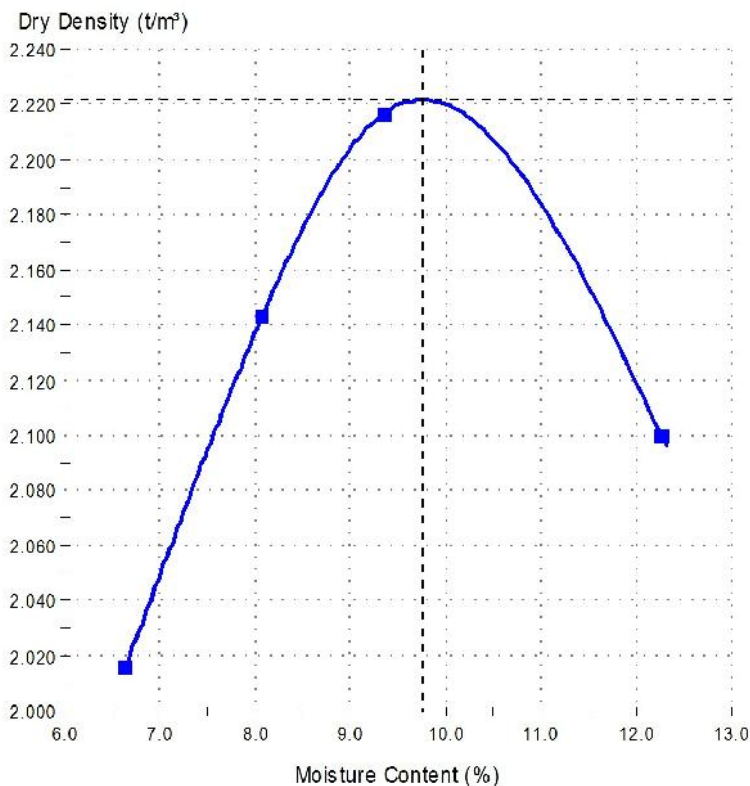



Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID:	PERT16S-03491	Sampling Method:	Submitted by client
Date Sampled:	24/11/2016	Material:	
Date Submitted:	2/12/2016	Source:	Unknown
Date Tested:	9/12/2016	Specification:	Determined by client
Project Location:	Wiluna, WA		
Sample Location:	No. 5 Runway CH 600m Subgrade @ 900 - 1000		

Dry Density - Moisture Content Relationship



Test Results

AS 1289.5.2.1
Modified MDD (t/m³): 2.22
Modified OMC (%): 10.0
Retained Sieve 19mm (%): 6

Comments

Material Test Report

Report No: PERT16S-03487-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.: **TRN:**

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.




Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

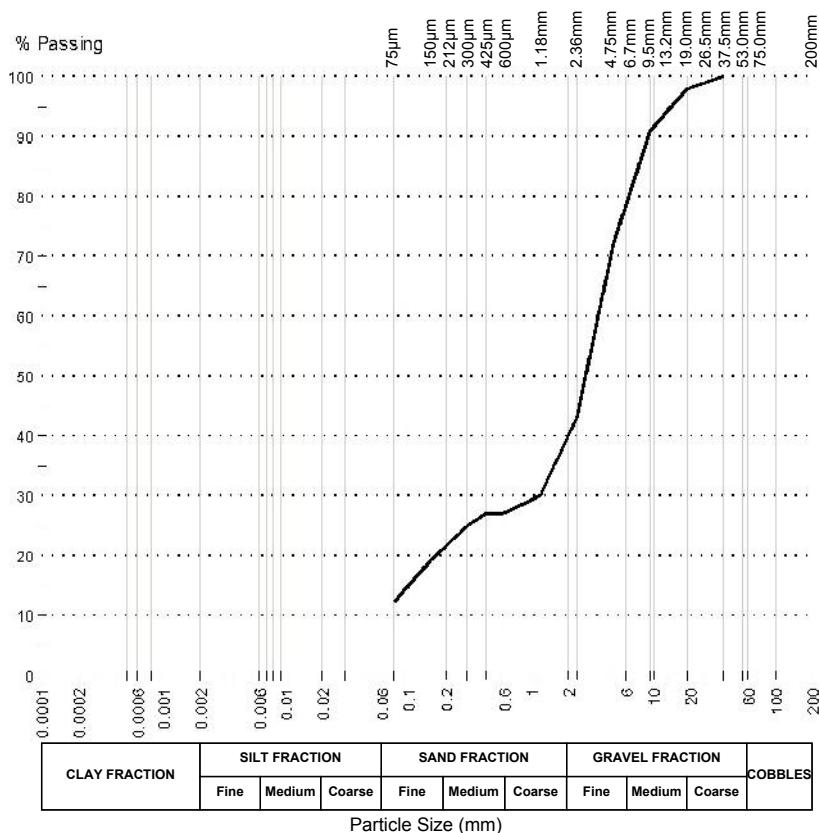
Sample ID: PERT16S-03487
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 1 Runway CH 100m Basecourse @ 40 - 340

Atterberg Limit:

Liquid Limit: 20
Plastic Limit: 10
Plasticity Index: 10
Linear Shrinkage (%): 4.0

Sample Description:

Particle Size Distribution



Grading: AS 1289.3.6.1

Date Tested: 6/12/2016

Note: Sample Washed

Sieve Size	% Passing	Limits
37.5mm	100	
19.0mm	98	
9.5mm	91	
4.75mm	72	
2.36mm	43	
1.18mm	30	
600µm	27	
425µm	27	
300µm	25	
150µm	19	
75µm	12	



A TETRA TECH COMPANY

Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03487-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430


Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.


Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03487
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 1 Runway CH 100m Basecourse @ 40 - 340

Other Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	4.5	
Sample History	AS 1289.1.1		
Preparation	AS 1289.1.1	Dry Sieved	
Linear Shrinkage (%)	AS 1289.3.4.1	4.0	
Mould Length (mm)		250	
Cracking		Yes	
Liquid Limit (%)	AS 1289.3.1.1	20	
Method		Four Point	
Plastic Limit (%)	AS 1289.3.2.1	10	
Plasticity Index (%)	AS 1289.3.3.1	10	
Date Tested		9/12/2016	

Comments

N/A



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Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03489-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



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Approved Signatory: Blake Newton
(Laboratory Supervisor)

NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03489
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 3 Runway CH 100m Subgrade @ 700 - 800

Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	7.5	
Date Tested		6/12/2016	

Comments

N/A

Material Test Report

Report No: PERT16S-03490-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.



Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

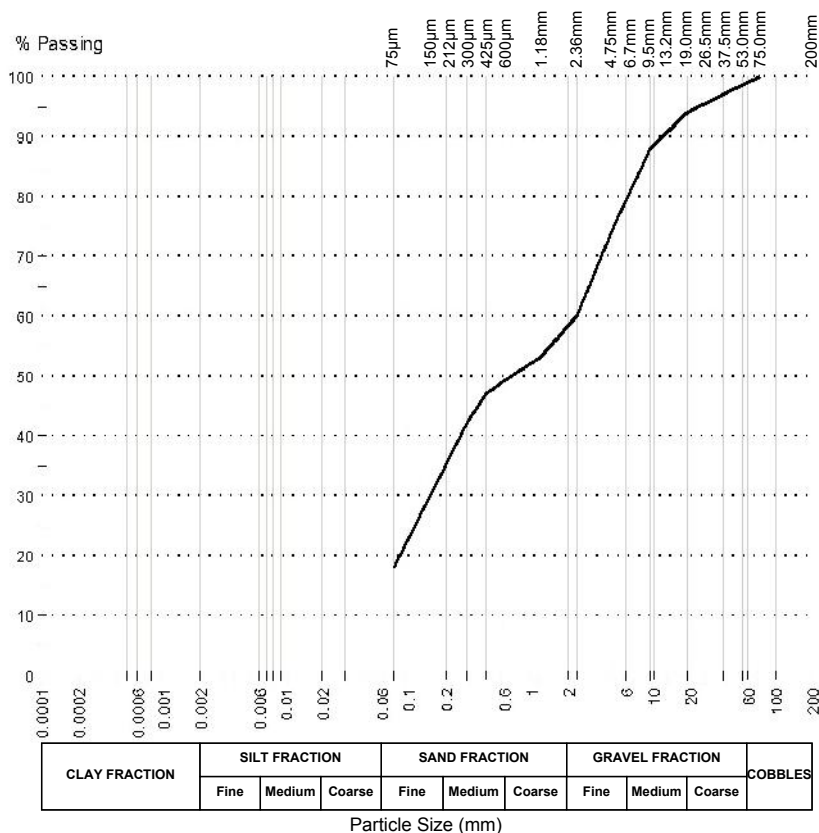
Sample ID: PERT16S-03490
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 4 Runway CH 600m Basecourse @ 40 -290

Atterberg Limit:

Liquid Limit: 18
Plastic Limit: 10
Plasticity Index: 8
Linear Shrinkage (%): 2.5

Sample Description:

Particle Size Distribution



Grading: AS 1289.3.6.1

Date Tested: 6/12/2016

Note: Sample Washed

Sieve Size	% Passing	Limits
75.0mm	100	
37.5mm	97	
19.0mm	94	
9.5mm	88	
4.75mm	75	
2.36mm	60	
1.18mm	53	
600µm	49	
425µm	47	
300µm	42	
150µm	30	
75µm	18	



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Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03490-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:

Project No.: 754-PERT00032AA

Project Name: Wiluna Aerodrome

Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

Approved Signatory: Blake Newton
(Laboratory Supervisor)

NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03490
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 4 Runway CH 600m Basecourse @ 40 -290

Other Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	5.3	
Date Tested		6/12/2016	
Sample History	AS 1289.1.1		
Preparation	AS 1289.1.1	Dry Sieved	
Linear Shrinkage (%)	AS 1289.3.4.1	2.5	
Mould Length (mm)		250	
Cracking		Yes	
Liquid Limit (%)	AS 1289.3.1.1	18	
Method		Four Point	
Plastic Limit (%)	AS 1289.3.2.1	10	
Plasticity Index (%)	AS 1289.3.3.1	8	
Date Tested		9/12/2016	

Comments

N/A



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Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Material Test Report

Report No: PERT16S-03492-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430


Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.


Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03492
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 6 Runway No. 7 Runway CH 1200m Basecourse @ 900 - 1000

Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	6.0	
Date Tested		2/12/2016	

Comments

N/A

Material Test Report

Report No: PERT16S-03493-1

Issue No: 1


Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.: **TRN:**

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.




Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

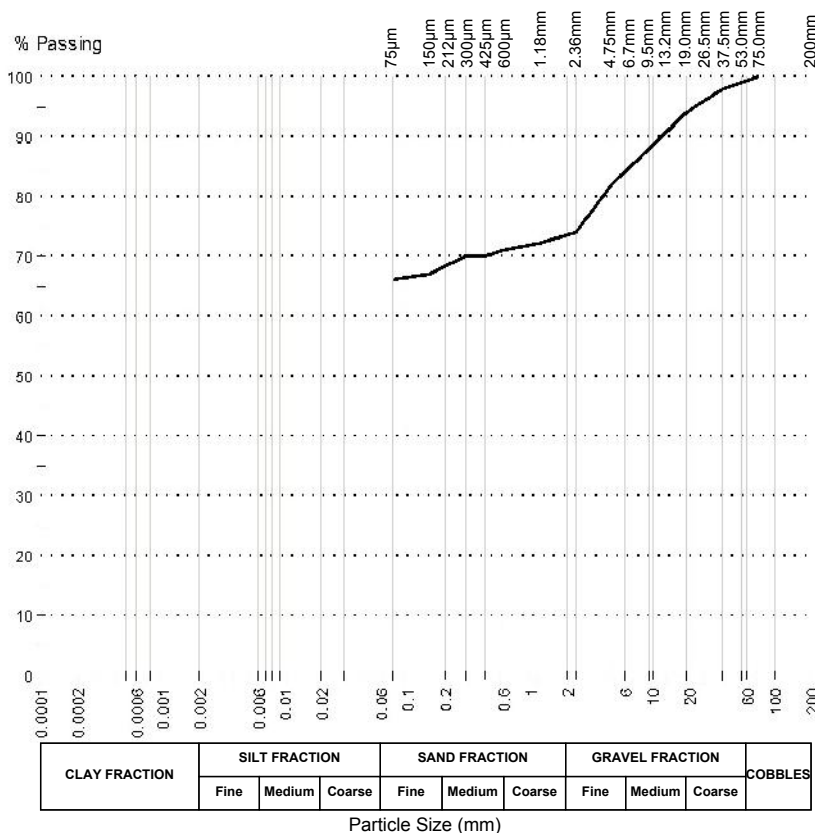
Sample ID: PERT16S-03493
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 7 Runway CH 1200m Basecourse @ 40 - 340

Atterberg Limit:

Liquid Limit: 19
Plastic Limit: 10
Plasticity Index: 9
Linear Shrinkage (%): 3.0

Sample Description:

Particle Size Distribution



Grading: AS 1289.3.6.1

Date Tested: 6/12/2016

Note: Sample Washed

Sieve Size	% Passing	Limits
75.0mm	100	
37.5mm	98	
19.0mm	94	
9.5mm	88	
4.75mm	82	
2.36mm	74	
1.18mm	72	
600µm	71	
425µm	70	
300µm	70	
150µm	67	
75µm	66	



A TETRA TECH COMPANY

Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03493-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430


Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.


Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03493
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 7 Runway CH 1200m Basecourse @ 40 - 340

Other Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	6.0	
Date Tested		6/12/2016	
Sample History	AS 1289.1.1		
Preparation	AS 1289.1.1	Dry Sieved	
Linear Shrinkage (%)	AS 1289.3.4.1	3.0	
Mould Length (mm)		250	
Cracking		Yes	
Liquid Limit (%)	AS 1289.3.1.1	19	
Method		Four Point	
Plastic Limit (%)	AS 1289.3.2.1	10	
Plasticity Index (%)	AS 1289.3.3.1	9	
Date Tested		9/12/2016	

Comments

N/A



A TETRA TECH COMPANY

Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03495-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.


Approved Signatory: Blake Newton
(Laboratory Supervisor)

NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03495
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 9 Runway CH 1200m Subgrade @ 1400 - 1500

Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	6.0	
Date Tested		6/12/2016	

Comments

N/A

Material Test Report

Report No: PERT16S-03496-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.: TRN:

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.



Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

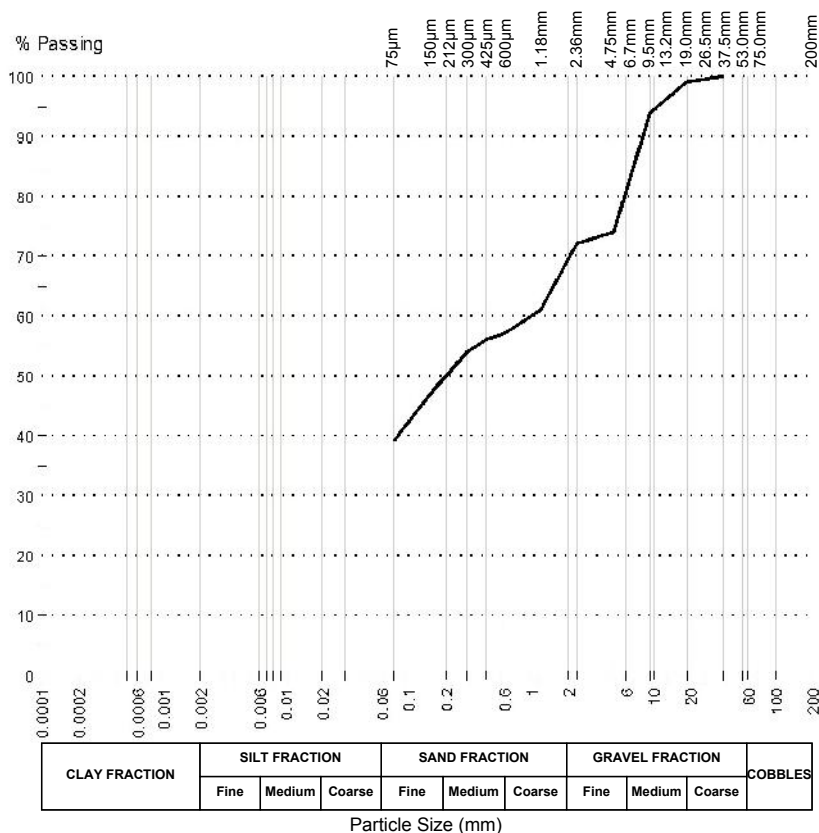
Sample ID: PERT16S-03496
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 10 Runway CH 1600m Basecourse @ 40 - 300

Atterberg Limit:

Liquid Limit: 23
Plastic Limit: 11
Plasticity Index: 12
Linear Shrinkage (%): 5.0

Sample Description:

Particle Size Distribution



Grading: AS 1289.3.6.1

Date Tested: 6/12/2016

Note: Sample Washed

Sieve Size	% Passing	Limits
37.5mm	100	
19.0mm	99	
9.5mm	94	
4.75mm	74	
2.36mm	72	
1.18mm	61	
600µm	57	
425µm	56	
300µm	54	
150µm	47	
75µm	39	



A TETRA TECH COMPANY

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03496-1

Issue No: 1

Material Test Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:

Project No.: 754-PERT00032AA

Project Name: Wiluna Aerodrome

Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

Approved Signatory: Blake Newton
(Laboratory Supervisor)

NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03496
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 10 Runway CH 1600m Basecourse @ 40 - 300

Other Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	7.9	
Sample History	AS 1289.1.1		
Preparation	AS 1289.1.1	Dry Sieved	
Linear Shrinkage (%)	AS 1289.3.4.1	5.0	
Mould Length (mm)		250	
Cracking		Yes	
Liquid Limit (%)	AS 1289.3.1.1	23	
Method		Four Point	
Plastic Limit (%)	AS 1289.3.2.1	11	
Plasticity Index (%)	AS 1289.3.3.1	12	
Date Tested		9/12/2016	

Comments

N/A



A TETRA TECH COMPANY

Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03498-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:

Project No.: 754-PERT00032AA

Project Name: Wiluna Aerodrome

Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

Approved Signatory: Blake Newton
(Laboratory Supervisor)

NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03498
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 12 Taxiway CH 100m Basecourse @ 40 - 340

Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	7.0	
Date Tested		6/12/2016	

Comments

N/A



A TETRA TECH COMPANY

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03499-1

Issue No: 1

Material Test Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.


Approved Signatory: Blake Newton
(Laboratory Supervisor)

NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03499
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 13 Taxiway CH 100m Subgrade @ 900 - 1000

Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	11.3	
Date Tested		6/12/2016	

Comments

N/A

Material Test Report

Report No: PERT16S-03500-1

Issue No: 1


Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.: **TRN:**

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.




Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

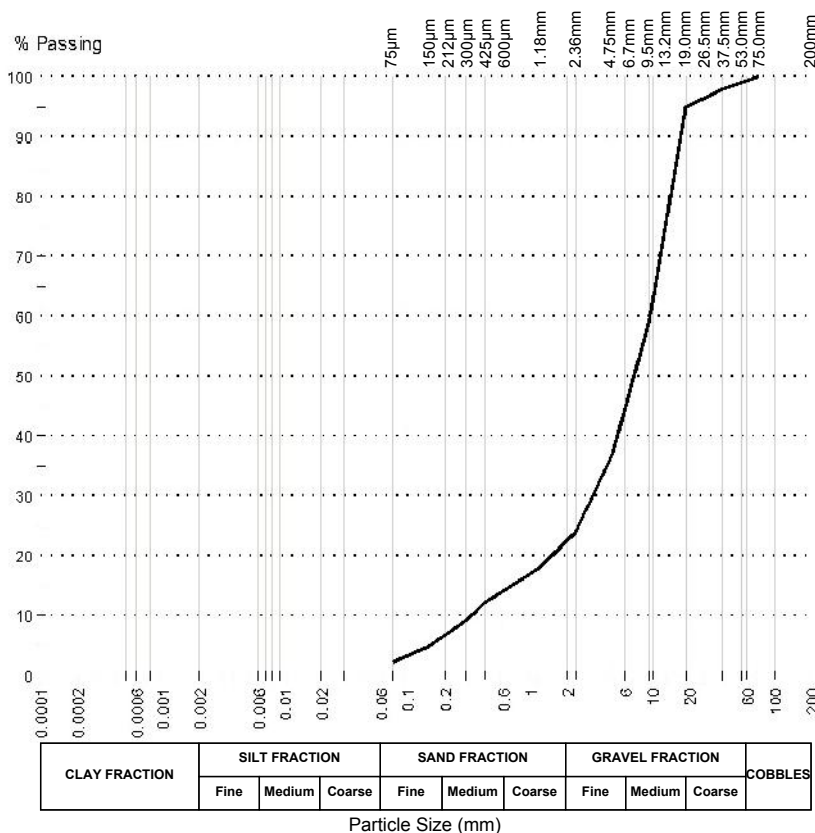
Sample ID: PERT16S-03500
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 14 Taxiway CH 20m Basecourse @ 40 - 290

Atterberg Limit:

Liquid Limit: N/A
Plastic Limit: NP
Plasticity Index: NP
Linear Shrinkage (%): 0.0

Sample Description:

Particle Size Distribution



Grading: AS 1289.3.6.1

Date Tested: 9/12/2016

Note: Sample Washed

Sieve Size	% Passing	Limits
75.0mm	100	
37.5mm	98	
19.0mm	95	
9.5mm	59	
4.75mm	37	
2.36mm	24	
1.18mm	18	
600µm	14	
425µm	12	
300µm	9	
150µm	5	
75µm	2	



A TETRA TECH COMPANY

Material Test Report

Perth Laboratory

Coffey Services Australia Pty Ltd
ABN 55 139 460 521
269A Treasure Road (Cnr Poole St)
Welshpool WA 6106

Phone: +61 8 6466 2400
Fax: +61 8 6466 2450

Report No: PERT16S-03500-1

Issue No: 1

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430


Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:



Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.


Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03500
Client Sample:
Date Sampled: 24/11/2016
Source: Unknown
Material:
Specification: Determined by client
Sampling Method: Submitted by client
Project Location: Wiluna, WA
Sample Location: No. 14 Taxiway CH 20m Basecourse @ 40 - 290

Other Test Results

Description	Method	Result	Limits
Moisture Content (%)	AS 1289.2.1.1	8.1	
Date Tested		6/12/2016	
Sample History	AS 1289.1.1		
Preparation	AS 1289.1.1	Dry Sieved	
Linear Shrinkage (%)	AS 1289.3.4.1	0.0	
Mould Length (mm)		250	
Crumbling		Yes	
Liquid Limit (%)	AS 1289.3.1.1	N/A	
Method		Four Point	
Plastic Limit (%)	AS 1289.3.2.1	NP	
Plasticity Index (%)	AS 1289.3.3.1	NP	
Date Tested		9/12/2016	

Comments

N/A

Maximum Dry Density Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430


Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

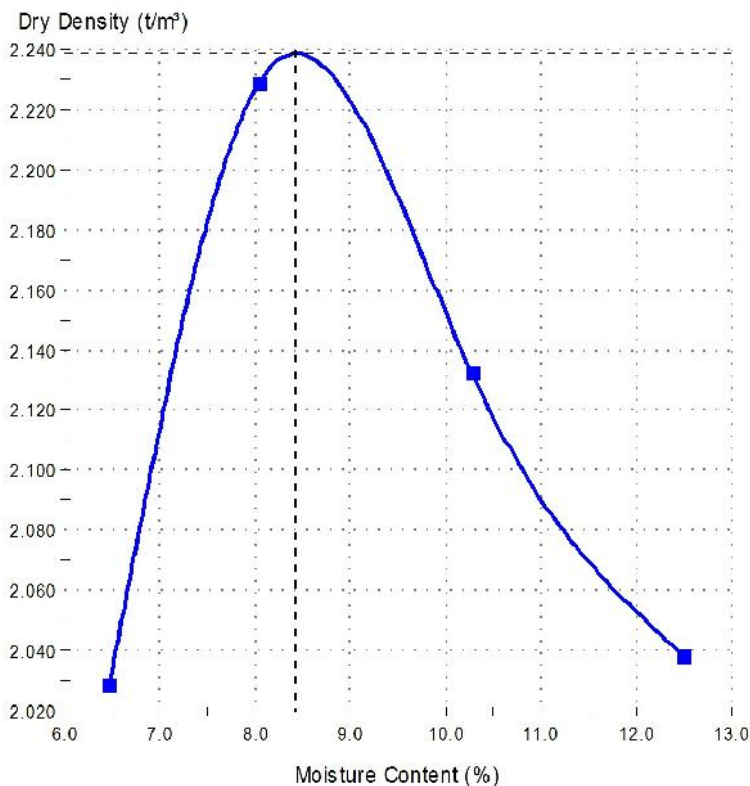



Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID:	PERT16S-03494	Sampling Method:	Submitted by client
Date Sampled:	24/11/2016	Material:	
Date Submitted:	2/12/2016	Source:	Unknown
Date Tested:	9/12/2016	Specification:	Determined by client
Project Location:	Wiluna, WA		
Sample Location:	No. 8 Runway CH 1200m Subgrade @ 1400 - 1500		

Dry Density - Moisture Content Relationship



Test Results

AS 1289.5.2.1
Modified MDD (t/m³): 2.24
Modified OMC (%): 8.5
Retained Sieve 19mm (%): 5

Comments

Maximum Dry Density Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:

Accredited for compliance with ISO/IEC 17025.

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

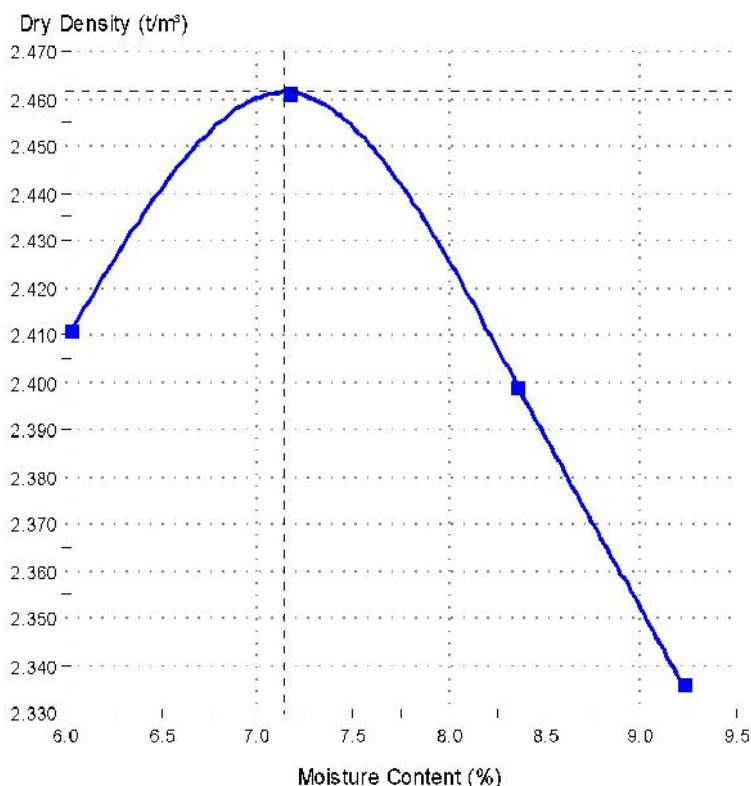


Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 14/12/2016

Sample Details

Sample ID: PERT16S-03497	Sampling Method: Submitted by client
Date Sampled: 24/11/2016	Material:
Date Submitted: 2/12/2016	Source: Unknown
Date Tested: 12/12/2016	Specification: Determined by client
Project Location: Wiluna, WA	
Sample Location: No. 11 Combine Basecourse of No. 1, 4, 7 & 10	

Dry Density - Moisture Content Relationship



Test Results

AS 1289.5.2.1
Modified MDD (t/m³): 2.46
Modified OMC (%): 7.0
Retained Sieve 19mm (%): 0

Comments

Deviation from standard - only 1 point dry of OMC.

Maximum Dry Density Report

Client: WML Consultants
Suite 1, 45 Brookman Street,
Kalgoorlie WA 6430

Principal:
Project No.: 754-PERT00032AA
Project Name: Wiluna Aerodrome
Lot No.:

TRN:

Accredited for compliance with ISO/IEC 17025.



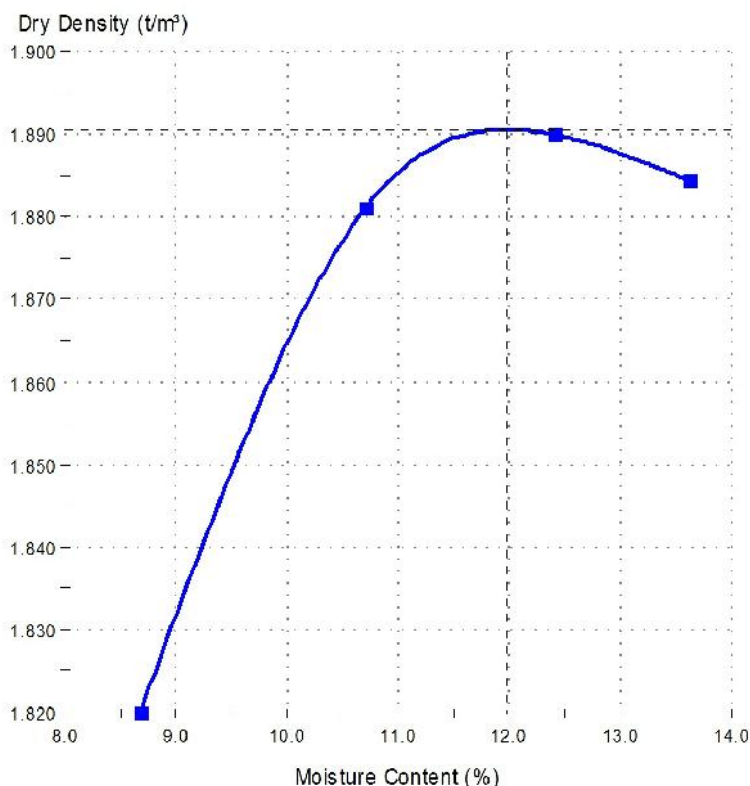
The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

[Signature]
Approved Signatory: Blake Newton
(Laboratory Supervisor)
NATA Accredited Laboratory Number: 431
Date of Issue: 12/12/2016

Sample Details

Sample ID: PERT16S-03501	Sampling Method: Submitted by client
Date Sampled: 24/11/2016	Material:
Date Submitted: 2/12/2016	Source: Unknown
Date Tested: 7/12/2016	Specification: Determined by client
Project Location: Wiluna, WA	
Sample Location: No. 15 Taxiway CH 20m Subgrade @ 290 - 350	

Dry Density - Moisture Content Relationship



Test Results

AS 1289.5.2.1
Modified MDD (t/m³): 1.89
Modified OMC (%): 12.0
Retained Sieve 19mm (%): 39

Comments

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APPENDIX 4.1. 2016 Compliance Audit Return

MINUTES

For the Meeting held on Wednesday 22 February 2017, in the Recreation Centre, at 11.06am.

1. Attendance

Cr Chris Webb	Chairperson
Cr Jim Quadrio	
Cr Caroline Thomas	
Cr Norma Ward	
Cr Stacey Petterson	

Colin Bastow	Acting Chief Executive Officer
Warren Olsen	Acting Deputy Chief Executive Officer
Glenn Deocampo	Executive Manager Corporate Services
Katrina Boylan	Senior Administration Officer

Apologies

Cr Graham Harris

2. Declaration of Interest

Nil

3. Confirmation of Minutes – 25 January 2017

<i>Committee Recommendation</i>
--

MOVED CR WARD

SECONDED CR QUADRIO

That the Minutes of the meeting held on 25 January 2017 be confirmed as a true and correct record of proceedings.

CARRIED 5/0

4.1. 2016 Compliance Audit Return:

File:	ADM 0151
Reporting Officer:	Warren Olsen – Acting Deputy Chief Executive Officer
Date of Report:	22 February 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to consider and, if thought fit to adopt, the Compliance Audit Return (CAR) for the calendar year ended 31 December 2016.

Background

Each local government is to carry out a compliance audit in respect of each calendar year against requirements established by the Department of Local Government and Communities, and to formally adopt the Compliance Audit Return by Absolute Majority.

The Compliance Audit Return must first be considered by the Audit Committee, and the Audit Committee must make a recommendation to the Council in respect of the adoption of the Compliance Audit Return.

After the Compliance Audit Return has been presented to the Council, a certified copy of the Return along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Director General, Department of Local Government and Communities by March 31 in the following year.

Our Compliance Audit Return for the year ended 31 December 2016 has now been prepared, and is separately circulated with this agenda.

Comment

Councillors should note that a number of non-compliances have been identified; the executive management team is currently taking steps to resolve the issues to prevent recurrences of these non-compliances in the future.

Because of the adverse attention brought upon the Shire of Wiluna by the Department's current investigation into panel tenders, I have given the considerable priority to ensuring that the 2016 Compliance Audit Return is completed in time for it to be submitted by the statutory deadline of 31 March 2017.

As the Acting CEO did not commence his employment here until 24 November 2016 and I did not commence my employment until 30 January 2017, neither of us can have any direct knowledge in respect of events or of compliance matters during the 2016 calendar year. It was therefore not appropriate to complete the Compliance Audit Return as a "flick and tick" exercise; considerable research (made more difficult by the absence of an adequate records system) was called for.

In the event, completion of the 2016 Compliance Audit Return has taken more than a week of full-time effort and I am satisfied that the Compliance Audit Return has been completed as accurately as possible under the circumstances.

Although I am confident that the Compliance Audit Return has been completed as accurately as possible under the circumstances, our lack of any direct knowledge of the review period means that we cannot be 100% confident of the veracity of the Return now presented.

It should also be noted that councillors cannot have any direct knowledge of most of the compliance issues that the Compliance Audit Return endeavours to audit. Council necessarily relies on the advice of its officers, and I believe that we have protected the Council in this regard to the best of our ability.

Taking the lack of any direct knowledge of the review period by either the Acting CEO or the Acting Deputy CEO together with the lack of any direct knowledge of most of the issues by councillors, it is recommended that Council considers qualifying the resolution to adopt the Annual Compliance Return.

Consultation

Chief Executive Officer

Administration Officer

Executive Manager Corporate Services

Statutory Environment

Regulation 14 of the Local Government (Audit) Regulations 1996 provide that:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (2) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 of the Local Government (Audit) Regulations 1996 provide that:

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

Policy Implications

The Compliance Audit Return has identified a number of areas where policies and procedures need to be reviewed, improved and enforced.

These relate particularly to purchasing and tenders.

Recommendations in relation to these matters will be the subject of separate reports.

Financial Implications

There are no financial implications directly related to the adoption and submission of the Compliance Audit Return.

Strategic Implications

Although completion and submission of the Compliance Audit Return has no particular strategic significance in itself, its timely adoption and submission will go a long way to restoring the confidence of the Department of Local Government and Communities in the ability of the Council to properly manage its affairs.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Committee Decision
--

Item 4.1

MOVED CR THOMAS

SECONDED CR PETTERSON

To recommend to Council:-

1. That it be noted that the Acting Chief Executive Officer commenced his duty with the Shire of Wiluna in November 2016 and that the Acting Deputy CEO commenced his duty with the Shire of Wiluna at the end of January 2017 and that, consequently, neither of those officers have any direct knowledge of the period under review.
2. That it also be noted that Councillors have no direct knowledge of most of the issues with which the Compliance Audit Return is concerned, and therefore rely on the knowledge and advice of the Chief Executive Officer and senior managers.
3. That, with these qualifications, the 2016 Compliance Audit Return be adopted.

CARRIED 5/0

5. There being no further business the meeting was declared closed at 11.35am.



Wiluna - Compliance Audit Return 2016

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A	There were no major trading undertakings in 2016	Warren Olsen
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A	There were no major land transactions in 2016	Warren Olsen
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A	There were no major land transactions in 2016	Warren Olsen
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A	There were no major trading undertakings in 2016	Warren Olsen
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	There were no major land transactions and no major trading undertakings in 2016	Warren Olsen

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	The only delegations were to the Management Review Committee. The other committees had no delegations.	Warren Olsen
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes	There is a Council minute, and also a "charter" for the Management Review Committee that includes a copy of the delegations.	Warren Olsen
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes	The delegations to the Management Review Committee were the Council's powers under sections 5.37 and 5.39 of the Local Government Act.	Warren Olsen
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	No	The delegations to the Management Review Committee could not be found in the Delegations Register.	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A	The Management Review Committee was established and delegated its powers on 14/12/2015. The Committee was disestablished on 25/1/2017.	Warren Olsen
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes	The delegations of 7/12/2016 relate to the Public Health Act only. The CEO's consolidated delegations exclude those listed in section 5.43.	Warren Olsen
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Refer resolution no. 117/16 of 7 December 2016.	Warren Olsen
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Included in the Delegations Register.	Warren Olsen
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Included in the Delegations Register.	Warren Olsen
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A	There were delegations revoked during the review period.	Warren Olsen
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Warren Olsen
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	No	The delegations were last reviewed April 2015. A new Acting CEO commenced in November 2016, and caused a review of his delegations in December 2016. It is intended to review delegations to other staff over the next few months.	Warren Olsen
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Warren Olsen

Disclosure of Interest

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



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Warren Olsen
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	There were no newly elected members during the review period.	Warren Olsen
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes	<p>All acknowledgements were dated within 3 months of commencement date of the employee concerned.</p> <p>However, not every position to which a delegation was recorded in the Delegations Register has been recognised as a "designated employee"; the Delegations Register needs to be reviewed and then all officers with a delegation recognised as 'designated employees' (and be required to submit returns of financial interests where they have not already done so).</p>	Warren Olsen
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes	The acknowledgements of annual returns were all dated prior to 31 August.	Warren Olsen
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes	The acknowledgements of annual returns were all dated prior to 31 August.	Warren Olsen
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Warren Olsen
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Warren Olsen
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	There have been no disclosures pursuant to section 5.71.	Warren Olsen
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	No	Former Councillor Newland's primary return was still in the register; it has now been removed.	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	All returns are kept in a separate folder once removed from the public register.	Warren Olsen
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Warren Olsen
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Warren Olsen
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Warren Olsen
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes	<p>However, the register was not compliant with the legislation and prescribed form that came into force on 4 March 2016.</p> <p>A compliant register in the prescribed form has now been produced and is on the Shire's website as the legislation requires.</p>	Warren Olsen

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	There were no disposals of property during 2016.	Warren Olsen
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A	There were no disposals of property during 2016.	Warren Olsen



Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	There were no elections held in 2016.	Warren Olsen

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Refer resolution no. 159/15 of 28 October 2015.	Warren Olsen
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	The Audit Committee does not have any delegated powers.	Warren Olsen
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Russell Harrison - Registered Company Auditor no. 14152	Warren Olsen
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Refer resolution no. 009/16 of 26 February 2016	Warren Olsen
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes	Received on 13 December 2016 (same day as the date of the Auditor's report).	Warren Olsen
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes	Received on 13 December 2016 (same day as the date of the Auditor's report).	Warren Olsen
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	The Council did not resolve that action be taken in relation to any matters raised in the Auditor's report.	Warren Olsen
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	The Council did not resolve that action be taken in relation to any matters raised in the Auditor's report. The Officer report introducing the Auditor's report briefly described management actions to be taken.	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	The Council did not resolve that action be taken in relation to any matters raised in the Auditor's report.	Warren Olsen
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Clause 1	Warren Olsen
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Clause 3	Warren Olsen
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Clause 4 and Appendix A (section 2)	Warren Olsen
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Appendix A - section 6	Warren Olsen
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Clause 8	Warren Olsen



Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	The position of CEO has not been advertised during the review period.	Warren Olsen
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A	The position of CEO was last advertised in 2012. The CEO appointed from that recruitment resigned effective November 2015. Since then, the role has been filled by temporary "acting" CEOs pursuant to sub-section 5.39 (1a) of the Act.	Warren Olsen
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	The position of CEO has not been advertised during the review period.	Warren Olsen
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	There have been no applications for the position of CEO within the review period.	Warren Olsen
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	Until 24 August 2016, there were no designated senior employ positions other than the CEO. Council designated some senior employee positions at its meeting of 24 August. There have been no engagements or dismissals related to the senior employee positions between 24 August and 31 December 2016.	Warren Olsen



Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the Complaints Officer.	Warren Olsen
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	No	The Shire has never received any complaints pursuant to Division 9 of the Local Government Act. However, we were unable to find a compliant register in which any such complaints would be recorded. A register fully compliant with section 5.121 of the Act has now been established (in February 2017).	Warren Olsen
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	No	Such a register did not exist in the review period. The new register established in February 2017 includes provision for recording of the name of the council member about whom the complaint is made.	Warren Olsen
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	No	Such a register did not exist in the review period. The new register established in February 2017 includes provision for recording the name of the person who makes the complaint.	Warren Olsen
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	No	Such a register did not exist in the review period. The new register established in February 2017 includes provision for recording a description of the minor breach that the standards panel finds has occurred.	Warren Olsen
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	No	Such a register did not exist in the review period. The new register established in February 2017 includes provision to record details of the action taken under s5.110(6)(b) or (c).	Warren Olsen



Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	No	The Auditor's management letter identified an instance where (without inviting tenders) a supplier was paid more than \$150,000 for services during FY 2015-2016. The new Acting CEO has undertaken that the Shire will review its purchasing policies and procedures to ensure that this type of error does not reoccur in the future.	Warren Olsen
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	There were no instances of multiple contracts being entered into for the same goods and/or services.	Warren Olsen
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes	Details of advertising and copies of most tender notices from the WEST AUSTRALIAN are included in the tender register.	Warren Olsen
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	No	Most tender notices did not include any reference as to where and how tenders may be submitted, although such information was presumably included in the tender documents. Some tender notices did not specify a PERSON from whom more detailed information could be obtained - just a phone number and email address.	Warren Olsen
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A	There were no variations to information supplied to tenderers during 2016.	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	No	<p>There is no lock on the "tender box".</p> <p>All other requirements of Regulation 16 are complied with.</p> <p>The Shire will procure a new tender box that can be locked, and will also investigate options for the secure electronic submission of tenders (eg Tenderlink).</p>	Warren Olsen
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	No	<p>A tender for 2016/05 Supply of Bitumen and Aggregate was considered despite not being received before the close of tenders. This was because it was considered to be "delayed by Australia Post".</p> <p>Tender documentation and procedures will be improved to prevent a similar situation in future.</p>	Warren Olsen
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Written assessments have been sighted for every tender.	Warren Olsen
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	No	<p>No copy of Tender Notice in relation to RFT 2016/03.</p> <p>In respect of RFTs 2016/01, 2016/02 and 2016/03, the "particulars of the decision to invite tenders" was left blank.</p>	Warren Olsen
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Letters have been sighted to unsuccessful tenderers, except for 2016/04 which has not yet been determined.	Warren Olsen
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No expressions of interest were invited in 2016.	Warren Olsen
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	No expressions of interest were invited in 2016.	Warren Olsen
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	No expressions of interest were invited in 2016.	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	No expressions of interest were invited in 2016.	Warren Olsen
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes	<p>Although the terminology used in the notice was "Tender" rather than "Application to join a panel of pre-qualified suppliers". The terminology used is probably better understood by prospective suppliers.</p> <p>The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.</p>	Warren Olsen
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	No	<p>The notices did not include any reference as to where and how applications could be submitted, although such information was presumably included in the documents provided to prospective suppliers. The notices did not specify a PERSON from whom more detailed information could be obtained - just a phone number and email address.</p> <p>The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.</p>	Warren Olsen
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	No	<p>There is no lock on the "tender box".</p> <p>The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.</p>	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	I could not find any instance of variation to the information supplied prospective suppliers. The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.	Warren Olsen
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	I could find no evidence of any late applications. The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.	Warren Olsen
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	In fact, one of the RFAs (2016/03) was assessed twice due to errors in the first assessment. The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.	Warren Olsen
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	No	No copy of Tender Notice in relation to RFT 2016/03. In respect of RFTs 2016/01 and 2016/03, the "particulars of the decision to invite tenders" was left blank. The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.	Warren Olsen



No	Reference	Question	Response	Comments	Respondent
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes	Letters have been sighted in the case of both panel tenders. The Shire's "panel tenders" are currently subject to investigation by the Department of Local Government, and it would probably be inappropriate to preempt the outcome for that investigation in this Compliance Audit Return.	Warren Olsen
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	There is no evidence that a regional price preference has been applied to any tender within the review period.	Warren Olsen
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	No regional price preference policy was adopted in 2016.	Warren Olsen
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	The policy is well documented in the policy manual. It needs to be reviewed and then disseminated to staff, and enforced.	Warren Olsen

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

Signed Mayor / President, Wiluna

Signed CEO, Wiluna