



Ordinary Council Meeting Attachments

Tuesday, 24 March 2020 at 3.30pm

ATTACHMENTS		
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10398	13/02/2020	MOORE CATCHMENT COUNCIL	Annual Donation to Moore Catchment Council - 2020	1		500.00
INV 0030073617/01/2020		MOORE CATCHMENT COUNCIL	Annual Donation to Moore Catchment Council - 2020		500.00	
EFT10399	13/02/2020	West Coast Media/West Coast On Hold	Monthly On Hold Message - February 2020	1		69.00
INV 1214	05/02/2020	West Coast Media/West Coast On Hold	Monthly On Hold Message - February 2020		69.00	
EFT10400	13/02/2020	Town Of Cottesloe	Reimbursement of LSL liability - Mathew Humfrey	1		4,493.82
INV 10958	29/01/2020	Town Of Cottesloe	Reimbursement of LSL liability - Mathew Humfrey		4,493.82	
EFT10401	13/02/2020	BP ROADHOUSE	Diesel for DL379 - Wubin Bush Fire Truck	1		73.42
INV 84	31/12/2019	BP ROADHOUSE	Diesel for DL379 - Wubin Bush Fire Truck		73.42	
EFT10402	13/02/2020	JOHN R WALLIS ENGINEERING	Degreaser for Johnston Street Footpaths - December 2019	1		2,400.11
INV INV-135231/12/2019		JOHN R WALLIS ENGINEERING	Consumable Stores - Works Depot - December 2019, Pinter Cartridge - Works Depot - December 2019, Reticulation Supplies - CBD Gardens - December 2019, Reticulation Supplies - Recreation Centre Precinct - December 2019, Degreaser for Johnston Street Footpaths - December 2019, Mudguard Replacements - DL80 - December 2019, Replacement Filters - DL103 - December 2019, Hose Clamp - Small Plant - December 2019, Engine Oil - DL304 - December 2019, Ball Valve - DL80 - December 2019, Reticulation Supplies - Dalwallinu Hockey Oval - December 2019		2,400.11	
EFT10403	13/02/2020	T-QUIP	Cable broom return	1		149.80
INV 90318#5	07/02/2020	T-QUIP	Cable broom return		149.80	
EFT10404	13/02/2020	JASON SIGNMAKERS	Assorted Road Signage	1		4,921.89
INV 204971	22/01/2020	JASON SIGNMAKERS	4 x Speed Limit Signs		379.72	
INV 205138	28/01/2020	JASON SIGNMAKERS	Assorted Road Signage		4,096.14	
INV 205160	28/01/2020	JASON SIGNMAKERS	12 x Bus Stop Signs		446.03	

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EFT10405	13/02/2020	WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel Purchases - 1 July 2019 - 30 June 2020	1		2,697.66
INV 63	31/01/2020	WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel Purchases - 1 July 2019 - 30 June 2020, Fuel Purchases - 1 July 2019 - 30 June 2020, Fuel Purchases - 1 July 2019 - 30 June 2020, Fuel Purchases - 1 July 2019 - 30 June 2020, Fuel Purchases - 1 July 2019 - 30 June 2020, Fuel Purchases - 1 July 2019 - 30 June 2020, Fuel Purchases - 1 July 2019 - 30 June 2020, Transaction Fee		2,697.66	
EFT10406	13/02/2020	AUSTRALIA POST - SHIRE	Postage - January 2020	1		245.22
INV 1009289403/02/2020		AUSTRALIA POST - SHIRE	Postage - January 2020		245.22	
EFT10407	13/02/2020	JR & A HERSEY PTY LTD	Assorted consumables and safty equipment for shire Depot.	1		1,368.73
INV 46012	10/02/2020	JR & A HERSEY PTY LTD	Assorted consumables and safty equipment for shire Depot.		35.75	
INV 46011	10/02/2020	JR & A HERSEY PTY LTD	Assorted consumables and safty equipment for shire Depot.		542.74	
INV 46010	10/02/2020	JR & A HERSEY PTY LTD	Assorted consumables and safty equipment for shire Depot.		790.24	
EFT10408	13/02/2020	DALWALLINU MOTORS	Diesel	1		2,525.04
INV 19566	31/01/2020	DALWALLINU MOTORS	Assorted Fuel & Oils for Small Plant - January 2020, Globes, Fuel - Jan 2020, Fuel - Jan 2020, Globes, Fuel - Jan 2020, Fuel - Jan 2020, Diesel, Diesel for Hospital generator, Diesel, Diesel, Diesel for generator, Fuel - Jan 2020, Diesel		2,525.04	
EFT10409	13/02/2020	BOC LIMITED	Container Rental for: R020G Industrial Oxygen R040G Acetylene R060F3VIPR Argoshield	1		37.09
INV 5004852229/01/2020		BOC LIMITED	Container Rental for., R020G Industrial Oxygen, R040G Acetylene, R060F3VIPR Argoshield		37.09	
EFT10410	13/02/2020	AVON WASTE	Domestic waste collections for January 2020	1		19,664.71

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INV 0003729931/01/2020		AVON WASTE	Domestic waste collections for January 2020, Commercial waste collections for January 2020, Recycling service collections for January 2020, Additional Monday services for January 2020, Street bin collections for January 2020, Bulk recycling bin collections for January 2020, Processing charges kerbside recycling services for January 2020, Processing charges frontlift recycling services for January 2020		19,664.71	
EFT10411	13/02/2020	IT VISION	SynergySoft Email RA functionality	1		1,447.60
INV 32675	31/01/2020	IT VISION	SynergySoft Email RA functionality		1,447.60	
EFT10412	13/02/2020	NORTHAM CARPETS	New flooring 68 Annetts rd Dalwallinu	1		6,295.00
INV 145477	10/12/2019	NORTHAM CARPETS	New flooring for Unit 3 Sullivan Lodge		2,205.00	
INV 145490	10/02/2020	NORTHAM CARPETS	New flooring 68 Annetts rd Dalwallinu		4,090.00	
EFT10413	13/02/2020	OFFICEWORKS	Shire Admin Stationery Order - January 2020	1		256.42
INV 4629732117/01/2020		OFFICEWORKS	Shire Admin Stationery Order - January 2020		256.42	
EFT10414	13/02/2020	ST JOHN AMBULANCE DALWALLINU	St John Ambulance collected for the month of January 2020	1		56.00
INV JAN20	31/01/2020	ST JOHN AMBULANCE DALWALLINU	St John Ambulance collected for the month of January 2020		56.00	
EFT10415	13/02/2020	SYNERGY	Street Lighting 25/12 - 24/1	1		6,144.41
INV 7153362703/02/2020		SYNERGY	Street Lighting 25/12 - 24/1		6,144.41	
EFT10416	13/02/2020	Refuel Australia	200liter Kerosene Drum for Shire Depot	1		585.00
INV 0140745729/01/2020		Refuel Australia	200liter Kerosene Drum for Shire Depot		585.00	
EFT10417	13/02/2020	OCLC (UK) LTD	Amlib annual maintenance - Amlib 1 user database support for Dalwallinu Public Library	1		1,651.43
INV 7000000031/12/2019		OCLC (UK) LTD	Amlib annual maintenance - Amlib 1 user database support for Dalwallinu Public Library		1,651.43	
EFT10418	13/02/2020	LGNET	Online Job Advertisement - Finance Officer - Payroll/Creditors 22/1/20-12/2/20	1		165.00

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INV 5,683	22/01/2020	LGNET	Online Job Advertisement - Finance Officer - Payroll/Creditors 22/1/20-12/2/20		165.00	
EFT10419	13/02/2020	ROWDY'S ELECTRICAL	Inspect 70 McNeill Street Dalwallinu and provide certification of 2 RCD's and 1 hard wired smoke alarm. If not compliant please install to make compliant and issue certification.	1		168.19
INV 4907	25/09/2019	ROWDY'S ELECTRICAL	Inspect 70 McNeill Street Dalwallinu and provide certification of 2 RCD's and 1 hard wired smoke alarm. If not compliant please install to make compliant and issue certification.		107.25	
INV 5069	10/02/2020	ROWDY'S ELECTRICAL	Fix fluro in kitchen of 1 Wasley Street Dalwallinu		60.94	
EFT10420	13/02/2020	WESTERN RURAL EARTHMOVING	For 10.5 hrs bulldozer work	1		3,093.75
INV 2851	24/01/2020	WESTERN RURAL EARTHMOVING	For 10.5 hrs bulldozer work		3,093.75	
EFT10421	13/02/2020	EVERGREEN SYNTHETIC GRASS	Supply & Install bowling green surface to Kalannie Bowling Club - as per quote dated 19 August 2019.	1		114,592.00
INV 0000784328/01/2020		EVERGREEN SYNTHETIC GRASS	Supply & Install bowling green surface to Kalannie Bowling Club - as per quote dated 19 August 2019.		114,592.00	
EFT10422	13/02/2020	DALWALLINU PHARMACY	Medication for John Leonard - Workers Compensation Claim 26802 19/12/2016	1		120.98
INV 375	01/01/2020	DALWALLINU PHARMACY	Medication for John Leonard - Workers Compensation Claim 26802 19/12/2016		120.98	
EFT10423	13/02/2020	Cabling Wa Pty Ltd	Refund of standpipe card bond for card 108906	1		50.00
INV REFUND12/02/2020		Cabling Wa Pty Ltd	Refund of standpipe card bond for card 108906		50.00	
EFT10424	13/02/2020	Ampac Debt Recovery	Debt recovery costs for January 2020	1		1,964.84
INV 62543	16/01/2020	Ampac Debt Recovery	Debt recovery costs for Period Ending 10/01/2020		55.00	
INV 62599	23/01/2020	Ampac Debt Recovery	Debt recovery costs for Period Ending 17/01/2020		386.21	
INV 62700	31/01/2020	Ampac Debt Recovery	Debt recovery costs for January 2020, Debt recovery costs for January 2020		1,523.63	
EFT10425	13/02/2020	Bitutek Pty Ltd	C170 Bitumen @ 2.6 L/m2 (total BAR with 10/14mm Aggregate	1		22,199.60

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INV 0000506231/01/2020		Bitutek Pty Ltd	C170 Bitumen @ 2.6 L/m2 (total BAR with 10/14mm Aggregate, Apply 10mm C170 Bitumen Seal @ 1.8 L/m2, Additional product used above quoted binder application rates		22,199.60	
EFT10426	13/02/2020	Toll Transport Pty Ltd	Freight for signage	1		32.68
INV 0448-S42-19/01/2020		Toll Transport Pty Ltd	Freight charges for 2019/20		10.73	
INV 0449-S42-26/01/2020		Toll Transport Pty Ltd	Freight for signage		21.95	
EFT10427	13/02/2020	R n R Auto Electrics	Please reset codes and find starting fault on genorator at admin	1		60.50
INV 5509	04/02/2020	R n R Auto Electrics	Please reset codes and find starting fault on genorator at admin		60.50	
EFT10428	13/02/2020	Dalwallinu Hardware	New Dishlex Dishwasher for CEO House.	1		3,625.49
INV 319194	02/01/2020	Dalwallinu Hardware	Rope		6.00	
INV 319344	03/01/2020	Dalwallinu Hardware	Batteries for Oval Retic		33.60	
INV 319349	03/01/2020	Dalwallinu Hardware	George Cross, 1 pair of work Boots		199.95	
INV 319481	06/01/2020	Dalwallinu Hardware	Jug Blue 5L		33.50	
INV 319510	06/01/2020	Dalwallinu Hardware	Flexible Tube		7.80	
INV 319552	06/01/2020	Dalwallinu Hardware	Screws		21.00	
INV 319583	07/01/2020	Dalwallinu Hardware	Makita 10M Heavey Duty and Cockroach Baits		39.70	
INV 319652	07/01/2020	Dalwallinu Hardware	Pop up sprinklers		16.20	
INV 319670	08/01/2020	Dalwallinu Hardware	New Orbit sprinkler timer 6 station.		231.00	
INV 319672	08/01/2020	Dalwallinu Hardware	Goods purchased by Shire Staff to a maximum of \$100 per purchase for the month of January 2020		74.80	
INV 319673	08/01/2020	Dalwallinu Hardware	Pliers		84.75	
INV 319684	08/01/2020	Dalwallinu Hardware	Roll Painters and Cloth - Street Furniture		12.50	
INV 319752	09/01/2020	Dalwallinu Hardware	Rapidset Concrete		20.80	
INV 319763	09/01/2020	Dalwallinu Hardware	New Dishlex Dishwasher for CEO House.		599.00	
INV 319767	09/01/2020	Dalwallinu Hardware	Pressure Sprayer		11.00	

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INV 319778	09/01/2020	Dalwallinu Hardware	Key Cut		27.80	
INV 319806	09/01/2020	Dalwallinu Hardware	Rake & Shovel		46.50	
INV 319817	09/01/2020	Dalwallinu Hardware	Ezi wet soil soaker		22.25	
INV 319825	09/01/2020	Dalwallinu Hardware	Chlorine, Raid, Thermometer		72.50	
INV 319826	09/01/2020	Dalwallinu Hardware	Concrete		52.00	
INV 319830	09/01/2020	Dalwallinu Hardware	Watering Can		18.50	
INV 319857	10/01/2020	Dalwallinu Hardware	Ezi wet soil soaker		22.25	
INV 319858	10/01/2020	Dalwallinu Hardware	Ezi wet soil soaker		22.25	
INV 319859	10/01/2020	Dalwallinu Hardware	Socket		5.00	
INV 319935	10/01/2020	Dalwallinu Hardware	Retic Parts		0.65	
INV 319939	10/01/2020	Dalwallinu Hardware	Retic parts		0.65	
INV 319940	10/01/2020	Dalwallinu Hardware	Retic parts		33.00	
INV 319944	10/01/2020	Dalwallinu Hardware	Key Cut		13.90	
INV 320097	13/01/2020	Dalwallinu Hardware	Chlorine		50.00	
INV 320166	14/01/2020	Dalwallinu Hardware	Rapidset concrete		10.40	
INV 320167	14/01/2020	Dalwallinu Hardware	Cap Hex Brass Fitting		5.90	
INV 320198	14/01/2020	Dalwallinu Hardware	Gloves		8.40	
INV 320213	14/01/2020	Dalwallinu Hardware	Pine		81.24	
INV 320222	14/01/2020	Dalwallinu Hardware	Retic Parts		99.30	
INV 320235	14/01/2020	Dalwallinu Hardware	Rapid set concrete		52.00	
INV 320266	15/01/2020	Dalwallinu Hardware	Retic parts		46.85	
INV 320277	15/01/2020	Dalwallinu Hardware	Killrust, Pine		47.08	
INV 320331	15/01/2020	Dalwallinu Hardware	Rapidset concrete		41.60	
INV 320339	15/01/2020	Dalwallinu Hardware	Materials for Signage		81.00	
INV 320364	16/01/2020	Dalwallinu Hardware	Retic Parts		24.45	

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INV 320381	16/01/2020	Dalwallinu Hardware	Chlorine		50.00	
INV 320396	16/01/2020	Dalwallinu Hardware	Fittings		11.00	
INV 320411	16/01/2020	Dalwallinu Hardware	First Aid Kit - DL80		44.50	
INV 320413	16/01/2020	Dalwallinu Hardware	Wrench and Pocket Knife		90.25	
INV 320439	16/01/2020	Dalwallinu Hardware	Cleaning materials		32.20	
INV 320452	16/01/2020	Dalwallinu Hardware	Metal Polish for Plaque		14.50	
INV 320472	17/01/2020	Dalwallinu Hardware	Bolts		20.90	
INV 320482	17/01/2020	Dalwallinu Hardware	Tie Down Buckle and elastic straps		18.50	
INV 320642	20/01/2020	Dalwallinu Hardware	Multi Purpose Oil		3.45	
INV 320679	20/01/2020	Dalwallinu Hardware	Pine		81.24	
INV 320688	20/01/2020	Dalwallinu Hardware	Chlorine, Sunscreen		85.25	
INV 320721	20/01/2020	Dalwallinu Hardware	Retic Parts		33.00	
INV 320759	21/01/2020	Dalwallinu Hardware	Retic Parts		89.60	
INV 320789	21/01/2020	Dalwallinu Hardware	Retic Parts		7.25	
INV 320790	21/01/2020	Dalwallinu Hardware	Retic Parts		12.70	
INV 320816	21/01/2020	Dalwallinu Hardware	Retic Parts		74.80	
INV 320855	22/01/2020	Dalwallinu Hardware	Flyscreen frame and screen		46.50	
INV 320873	22/01/2020	Dalwallinu Hardware	Chlorine		40.00	
INV 320885	22/01/2020	Dalwallinu Hardware	Retic parts		12.20	
INV 320941	23/01/2020	Dalwallinu Hardware	Pine		81.24	
INV 320947	23/01/2020	Dalwallinu Hardware	Bolts		4.00	
INV 320952	23/01/2020	Dalwallinu Hardware	Gloves		47.04	
INV 320982	23/01/2020	Dalwallinu Hardware	Shovel		27.25	
INV 321003	23/01/2020	Dalwallinu Hardware	Bolts		26.25	
INV 321021	23/01/2020	Dalwallinu Hardware	Drill Bit		23.00	

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INV 321085	24/01/2020	Dalwallinu Hardware	Gas for BBQ		83.90	
INV 321127	24/01/2020	Dalwallinu Hardware	Cable Ties		10.05	
INV 321158	24/01/2020	Dalwallinu Hardware	Power board		8.00	
INV 321166	24/01/2020	Dalwallinu Hardware	Chlorine		40.00	
INV 321310	28/01/2020	Dalwallinu Hardware	New taps for laundry		170.25	
INV 321321	28/01/2020	Dalwallinu Hardware	Refund of Invoice 321310		-170.25	
INV 321324	28/01/2020	Dalwallinu Hardware	Tap for washing machine		33.25	
INV 321325	28/01/2020	Dalwallinu Hardware	Handle		19.00	
INV 321412	29/01/2020	Dalwallinu Hardware	Cleaner Fast Dry Contact		20.00	
INV 321428	29/01/2020	Dalwallinu Hardware	Tie Downs for Banners		23.40	
INV 321513	29/01/2020	Dalwallinu Hardware	Wipes Heavy Duty		22.25	
INV 321539	29/01/2020	Dalwallinu Hardware	Paint for seats		111.95	
EFT10429	13/02/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Service on John Deer ride on mower	1		1,113.99
INV 1897871	07/01/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Service on John Deer ride on mower		790.00	
INV 1899370	16/01/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Service on DL 492.		323.99	
EFT10430	13/02/2020	DALLCON	trafficable lidPlease supply 1 x 1200 x 1200 liner , 1 x 1350 base slab and 1 x 1350 trafficable lid	1		1,149.50
INV 302995	30/01/2020	DALLCON	trafficable lidPlease supply 1 x 1200 x 1200 liner , 1 x 1350 base slab and 1 x 1350 trafficable lid		1,149.50	
EFT10431	13/02/2020	River Engineering	Consultant Services - Sewer Upgrade for McNeill Street (Leahy to James) Contract Administration Phase	1		4,603.50
INV DALW0203/02/2020		River Engineering	Consultant Services - Sewer Upgrade for McNeill Street (Leahy to James), Contract Administration Phase		4,603.50	
EFT10432	13/02/2020	Great Northern Rural Services Unit Trust	90 x 20kg bags of Brilliance granulated fertiliser - Dalwallinu Ovals	1		2,890.80
INV 4097228210/01/2020		Great Northern Rural Services Unit Trust	90 x 20kg bags of Brilliance granulated fertiliser - Dalwallinu Ovals		2,890.80	

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EFT10433	13/02/2020	Ixom Operations Pty Ltd	Purchase of 1x Chlorine cylinder for Shire of Dalwallinu Aquatic Centre Transport via P & J Transport - 0428 038 869	1		490.60
INV 6203910	20/01/2020	Ixom Operations Pty Ltd	Purchase of 1x Chlorine cylinder for Shire of Dalwallinu Aquatic Centre, Transport via P & J Transport - 0428 038 869		490.60	
EFT10434	13/02/2020	Liberty Plumbing & Gas	Supply & Install like for like solar HWU @ 1 South St, Dalwallinu	1		9,950.50
INV INV-108805	02/2020	Liberty Plumbing & Gas	New water fountain and installation Kalannie		2,420.00	
INV INV-109210	02/2020	Liberty Plumbing & Gas	Disconnection and re-connection of oven for floors to be installed.		100.00	
INV INV-109311	02/2020	Liberty Plumbing & Gas	Supply & Install like for like solar HWU @ 1 South St,, Dalwallinu		7,430.50	
EFT10435	13/02/2020	William John Armstrong	Reimbursement of Cleaning Supplies - Kallanie Sports Pavilion Plaque	1		18.10
INV REIMB	07/02/2020	William John Armstrong	Reimbursement of Cleaning Supplies - Kallanie Sports Pavilion Plaque, Reimbursement of Cleaning Supplies - Kallanie Sports Pavilion Plaque		18.10	
EFT10436	13/02/2020	Gdr Civil Contracting	Return of standpipe swipe card bond - 108952	1		50.00
INV REFUND	12/02/2020	Gdr Civil Contracting	Return of standpipe swipe card bond - 108952		50.00	
EFT10437	13/02/2020	Office of the Auditor General	Audit of Annual Financial Reports for year ending 30 June 2019	1		22,000.00
INV 207/2020	06/12/2019	Office of the Auditor General	Audit of Annual Financial Reports for year ending 30 June 2019		22,000.00	
EFT10438	13/02/2020	William James Taylor	Reimbursemet of rent - Will Taylor	1		400.00
INV FEB2020	07/02/2020	William James Taylor	Reimbursemet of rent - Will Taylor		400.00	
EFT10439	13/02/2020	JAYBRO GROUP PTY LTD.	Hand Held Driver & 1000 Guide Posts	1		17,998.20
INV 3620253	10/01/2020	JAYBRO GROUP PTY LTD.	Hand Held Driver & 1000 Guide Posts		17,998.20	
EFT10440	13/02/2020	Primaries Of Wa Pty Ltd	6 packs of 1.17cm fence droppers	1		957.00
INV 4097550416	01/2020	Primaries Of Wa Pty Ltd	6 packs of 1.17cm fence droppers		957.00	

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EFT10441	13/02/2020	Dalwallinu Foodworks	Refreshments	1		785.74
INV 1011812710/12/2019		Dalwallinu Foodworks	Council Refreshments - December Council Meeting, Council Refreshments - December Council Meeting - No GST		107.13	
INV DECEMB10/01/2020		Dalwallinu Foodworks	Assorted Goods as Selected by Shire Staff - December 2019, Assorted Goods as Selected for Shire Council - December 2019, Assorted Goods as Selected by Shire Staff - December 2019 - No GST, Assorted Goods as Selected for Shire Council - December 2019 - No GST		149.94	
INV FEB20	31/01/2020	Dalwallinu Foodworks	Assorted Goods as selected by Shire Staff - February 2020, Omari's farewell, Omari's farewell, Refreshments, Refreshments		528.67	
EFT10442	13/02/2020	BCW Air	Fixing of airconditioner 68 Annetts rd Dalwallinu	1		500.50
INV 0000089906/02/2020		BCW Air	Fixing of airconditioner 68 Annetts rd Dalwallinu		198.00	
INV 0000090910/02/2020		BCW Air	Air con in bedroom Unit 2 Wilfred Thomas Lodge Mr Lowen, Air con in bedroom Unit 3 Sullivan Lodge		181.50	
INV 0000091010/02/2020		BCW Air	Service on airconditioner at CEO house Bedroom ac		121.00	
EFT10443	13/02/2020	Suzanne Eaton	Refund of 1 swimming class - Koby Eaton due to bad weather on 6/2/20	1		12.00
INV REFUND11/02/2020		Suzanne Eaton	Refund of 1 swimming class - Koby Eaton due to bad weather on 6/2/20		12.00	
EFT10444	13/02/2020	Kalannie Agquip	Batteries x 2	1		446.00
INV 13217	11/12/2019	Kalannie Agquip	Batteries x 2		446.00	
EFT10445	13/02/2020	E Fire & Safety	Routine Maintenane of Fire Detection System - Admin Building	1		495.00
INV 515869	31/01/2020	E Fire & Safety	Routine Maintenane of Fire Detection System - Admin Building		495.00	
EFT10446	13/02/2020	Deep Bush Mechanical	Fixed loose part inside door and adjust door, travel.	1		396.00
INV 901	10/02/2020	Deep Bush Mechanical	Fixed loose part inside door and adjust door, travel.		396.00	
EFT10447	13/02/2020	Department Of Mines, Industry Regulations And Safety	BSL collected for month of January 2020	1		56.65
INV JAN 20	31/01/2020	Department Of Mines, Industry Regulations And Safety	BSL collected for month of January 2020		56.65	

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EFT10448	13/02/2020	Red Dust Holdings Pty Ltd	Grading works January 2020	1		26,334.00
INV 0000326931/01/2020		Red Dust Holdings Pty Ltd	Grading works January 2020		26,334.00	
EFT10449	13/02/2020	Impressive Signs And Designs	Supply and Delivery of Two (2) 'Welcome to Dalwallinu Banners'	1		794.00
INV 99	30/01/2020	Impressive Signs And Designs	Supply and Delivery of Two (2) 'Welcome to Dalwallinu Banners'		794.00	
EFT10450	13/02/2020	Tractus Australia	2 x Tyres, Fit & Balance - DL 304	1		451.68
INV 1000015	16/01/2020	Tractus Australia	2 x Tyres, Fit & Balance - DL 304		402.00	
INV 1000041	16/01/2020	Tractus Australia	Wheel Nuts - DL80		27.68	
INV 1000056	16/01/2020	Tractus Australia	Wheel Rotation & Puncture Repair - DL420		22.00	
EFT10451	13/02/2020	Dally Automotive	Repairs to DL 275	1		1,524.78
INV 20009	31/01/2020	Dally Automotive	Repairs to DL 275		1,524.78	
EFT10452	13/02/2020	Domain Digital	Provision of IT Services for 1 August 2019 to 30 June 2020 tender RFT2019-08	1		2,894.10
INV SLA-P6701/01/2020		Domain Digital	Provision of IT Services for 1 August 2019 to 30 June 2020 tender RFT2019-08, IT Services - Cloud Storage for 1 August 2019 to 30 June 2020		2,341.90	
INV SLA-P6701/01/2020		Domain Digital	Cloud Managed Security Appliance (Gateway, installation & configuration, Innter subnet configuration & testing), Meraki Licence and Support - 3 years, Backup and Disaster Recovery to 30 June 2020, Backup Configuration		112.20	
INV SLA-P6701/01/2020		Domain Digital	IT site management for Dalwallinu Recreation Centre monthly up to 30 June 2020		440.00	
EFT10453	13/02/2020	Medelect Biomedical Services	Preventative maintenance of defib and oxygen	1		376.75
INV 73434	31/01/2020	Medelect Biomedical Services	Preventative maintenance of defib and oxygen		376.75	
EFT10454	13/02/2020	Sabrina Hahn Hort with Heart	Sabrina Hahn planting day & community workshop	1		3,010.00
INV INV-069603/02/2020		Sabrina Hahn Hort with Heart	Sabrina Hahn planting day & community workshop		3,010.00	
EFT10455	13/02/2020	TELAIR PTY LTD	NBN Service January 2020	1		430.89

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INV TA11981-31/01/2020		TELAIR PTY LTD	NBN Service January 2020		430.89	
EFT10456	13/02/2020	Glenview Machine Kerbing	440m of kerbing in 3 locations	1		12,174.29
INV 0000568929/01/2020		Glenview Machine Kerbing	440m of kerbing in 3 locations, Accomodations		12,174.29	
EFT10457	13/02/2020	Poolshop Online Pty Ltd	Chemicals, Thermometer & Broom for Dalwallinu Aquatic Centre as per quote no. QU-0003	1		168.29
INV INV-003424/01/2020		Poolshop Online Pty Ltd	Chemicals, Thermometer & Broom for Dalwallinu Aquatic Centre as per quote no. QU-0003		168.29	
EFT10458	13/02/2020	Wheatbelt Signs	frosting gym window & door	1		539.00
INV 3074	05/02/2020	Wheatbelt Signs	frosting gym window & door		539.00	
EFT10459	13/02/2020	Joanne Diloreto	Refund of key bond paid - 1/8/19 - squash courts	1		70.00
INV REFUND11/02/2020		Joanne Diloreto	Refund of key bond paid - 1/8/19 - squash courts		70.00	
EFT10460	13/02/2020	Prisca Moyo	Refund of 2xkey deposits (DDC & Toiltes) paid 23/1/20	1		140.00
INV REFUND11/02/2020		Prisca Moyo	Refund of 2xkey deposits (DDC & Toiltes) paid 23/1/20		140.00	
EFT10461	13/02/2020	BOEKEMAN MACHINERY	Service DL 281	1		609.98
INV 281375	13/01/2020	BOEKEMAN MACHINERY	Service DL 281, Service DL 102,		315.23	
INV 281376	13/01/2020	BOEKEMAN MACHINERY	Service DL 281, Service DL 102,		294.75	
EFT10462	13/02/2020	LANDGATE	Rural UV Interim Valuations	1		83.76
INV 353765-1Q9/01/2020		LANDGATE	Rural UV Interim Valuations		83.76	
EFT10463	13/02/2020	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Aussie Day BBQ	1		125.00
INV 0005628614/01/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Aussie Day BBQ		25.00	
INV 0005628714/01/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - AGM Electors		25.00	
INV 0056288	14/01/2020	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Inention to Dispose - 3 Myers Street		25.00	

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INV 0005628914/01/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - For Sale by Tender - Sundry Plant & Equip		25.00	
INV 0005638604/02/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Planning - Scheme Amendment		25.00	
EFT10464	27/02/2020	DOUGLAS JAMES PAINTER	Annual Lease Payment for Kalannie Airstrip as per agreement from 25/2/20 to 24/2/21	1		1,650.00
INV LEASE 2025/02/2020		DOUGLAS JAMES PAINTER	Annual Lease Payment for Kalannie Airstrip as per agreement from 25/2/20 to 24/2/21		1,650.00	
EFT10465	27/02/2020	RBC - RURAL	Meterplan Charge for Photocopiers - 1 July 2019 - 30 June 2020	1		871.97
INV 0002737625/02/2020		RBC - RURAL	Meterplan Charge for Photocopiers - 1 July 2019 - 30 June 2020		871.97	
EFT10466	27/02/2020	STATE LAW PUBLISHER	Governemnt Gazette Advertising LPS No2 - Amendment 6 LPS No 2 - Amendment 5	1		211.40
INV 163022	06/02/2020	STATE LAW PUBLISHER	Governemnt Gazette Advertising, LPS No2 - Amendment 6, LPS No 2 - Amendment 5		105.70	
INV 163023	06/02/2020	STATE LAW PUBLISHER	Governemnt Gazette Advertising, LPS No2 - Amendment 6, LPS No 2 - Amendment 5		105.70	
EFT10467	27/02/2020	JASON SIGNMAKERS	Traffic hazard signage for road works	1		686.97
INV 205597	13/02/2020	JASON SIGNMAKERS	Traffic hazard signage for road works		615.47	
INV 205769	18/02/2020	JASON SIGNMAKERS	Sample street sign blade		71.50	
EFT10468	27/02/2020	WATER CORPORATION	Water Usage at 2 Dungey Rd - 7/1/20 to 5/2/20	1		143.82
INV 9010293908/01/2020		WATER CORPORATION	Water Service Charges 1 Jan to 29 Feb, Water Usage Charges 7 Nov to 7 Jan		90.84	
INV 9007826905/02/2020		WATER CORPORATION	Water Usage at 2 Dungey Rd - 7/1/20 to 5/2/20		52.98	
EFT10469	27/02/2020	AVON WASTE	Purchase of additional weighted base recycle bin for Buntine Collection point as per quote	1		258.50
INV 0003764331/01/2020		AVON WASTE	Purchase of additional weighted base recycle bin for Buntine Collection point as per quote		258.50	
EFT10470	27/02/2020	TELSTRA	New Admin Line	1		3,317.20

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INV 7844693014/02/2020		TELSTRA	Office Phone Line #1, Medical Centre, Caravan park, Aquatic Centre, Office Line #4, DDC, Admin Internet Line, Bush Fire Radio Line, Medical Centre, Medical Centre, Depot, Depot, HPT/CTT Line, Licensing Modem Line, Eftpos Line, MRDS Home Line, Deputy CEO Mobile, MWS Mobile, CEO Mobile, WS Mobile, MRDS Mobile, Cr Huggett iPad, Cr Huggett iPad, Cr Boys iPad, Cr Boys iPad, Admin Internet Backup, Rec Centre Internet, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Councillor, Caravan Park, Gym Phone, Fax machine, New Admin Line, New Admin Line, SPMO Line, Doctors House, Rounding		3,317.20	
EFT10471	27/02/2020	NORTHAM CARPETS	New flooring through out 36 Annetts rd and Blinds.	1		6,319.00
INV 145491	17/02/2020	NORTHAM CARPETS	New flooring through out 36 Annetts rd and Blinds.		6,319.00	
EFT10473	27/02/2020	SYNERGY	Electricity Usage at DDC 08/1/20 to 11/1/20	1		7,372.18
INV 1073087112/02/2020		SYNERGY	Electricity Usage at DDC 08/1/20 to 11/1/20		3,258.45	
INV 9741694020/02/2020		SYNERGY	Electricity Usage 16 Jan to 19 Feb - Squash Club, Electricity Usage 16 Jan to 19 Feb on peak - Sports Club on peak, Electricity Usage 16 Jan to 19 Feb on peak - Golf Club, Electricity Usage 16 Jan to 19 Feb on peak - Club Residence, Electricity Usage 16 Jan to 19 Feb on peak - Gym, Electricity Usage 16 Jan to 19 Feb on peak - Rec Centre, Electricity Usage 16 Jan to 19 Feb on peak - Pool Peak, Electricity Usage 16 Jan to 19 Feb on peak - Pool Off Peak		3,199.34	
INV 3962659020/02/2020		SYNERGY	Electricity Usage from 16/1 to 19/2, Electricity Usage from 16/1 to 19/2		914.39	
EFT10474	27/02/2020	CLARK EQUIPMENT SALES PTY LTD	New gas gun for Dalwallinu Oval Zon Mark 4.	1		778.60
INV 0820520704/02/2020		CLARK EQUIPMENT SALES PTY LTD	Gas Gun Lighter Kalannie Oval		176.10	
INV 0820611420/02/2020		CLARK EQUIPMENT SALES PTY LTD	New gas gun for Dalwallinu Oval Zon Mark 4.		602.50	
EFT10475	27/02/2020	PJ BYWATERS & CO	2x road train carting gravel	1		64,788.63

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INV 42262	10/02/2020	PJ BYWATERS & CO	x 2 single trailers verge clearing, , 2x road train carting gravel, HIRE OF WATER CART		39,679.75	
INV 42268	18/02/2020	PJ BYWATERS & CO	Gravel cartage to Thompson Rd		10,643.88	
INV 42269	18/02/2020	PJ BYWATERS & CO	Verge clear and cart gravel onto pithara east rd		14,465.00	
EFT10476	27/02/2020	Hitachi Construction Machinery (Australia) Pty Ltd	Assorted parts for Hitachi DL9138	1		1,527.99
INV SI039765:13/02/2020		Hitachi Construction Machinery (Australia) Pty Ltd	Assorted parts for Hitachi DL9138		1,527.99	
EFT10477	27/02/2020	LGNET	Advert - Finance and Admin Assistant	1		165.00
INV 5689	24/02/2020	LGNET	Advert - Finance and Admin Assistant		165.00	
EFT10478	27/02/2020	WILSONS SIGN SOLUTIONS	supply and deliver name plaques for honour board SANDERSON G.H 1986 - 2019 HARMS M.M 2019-	1		66.00
INV 75027	14/02/2020	WILSONS SIGN SOLUTIONS	supply and deliver name plaques for honour board, SANDERSON G.H 1986 - 2019, HARMS M.M 2019-		66.00	
EFT10479	27/02/2020	ROWDY'S ELECTRICAL	Option 1 - Replace two rigid lighting towers with bifold towers at Kalannie Sports Club - Part payment	1		12,143.86
INV 5073	16/02/2020	ROWDY'S ELECTRICAL	Emergency battery has died in the front doors at DDC, Please check and replace if needed.		349.80	
INV 5082	17/02/2020	ROWDY'S ELECTRICAL	inspecting conduit and fix		86.90	
INV 5084	20/02/2020	ROWDY'S ELECTRICAL	South end lighting tower, lights not working after storm.		184.80	
INV 5087	20/02/2020	ROWDY'S ELECTRICAL	Faulty power outlet in kitchen at shire admin office.		86.90	
INV 5088	20/02/2020	ROWDY'S ELECTRICAL	Faulty power outlet, please fix		139.07	
INV 5086	20/02/2020	ROWDY'S ELECTRICAL	Repairs to aircon in living room at Unit 3 Sullivan Lodge		86.90	
INV 5094	26/02/2020	ROWDY'S ELECTRICAL	Option 1 - Replace two rigid lighting towers with bifold towers at Kalannie Sports Club - Part payment		11,209.49	
EFT10480	27/02/2020	DAVE WATSON CONTRACTING PTY LTD	Lower dead tree to stump height at golf course (Tee Box 15), chip all suitable branches and leave logs Lower 2 dead trees at sewage farm to major fork and chip all suitable branches	1		3,080.00

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INV 0000186913/02/2020		DAVE WATSON CONTRACTING PTY LTD	Prune trees Pithara, McConnell, roach and remove dead tree Bonney st.		1,265.00	
INV 0000187013/02/2020		DAVE WATSON CONTRACTING PTY LTD	Lower dead tree to stump height at golf course (Tee Box 15), chip all suitable branches and leave logs, Lower 2 dead trees at sewage farm to major fork and chip all suitable branches		1,815.00	
EFT10481	27/02/2020	STALLION HOMES	Variation V-01 2 x Glass sliding doors 2315h x 1610w in 5mm toughened glass and fibreglass fly screen (discussed previously). Removal of window from lounge rooms, adding cladding back in. 6m x 6m Gable double carport with clad gable infill, Colorbond Pale Eucalypt, 75mm RHS columns, gutters and downpipes to ground level. (Please see attached design) 2 x 1200x600 built in robes with 1 shelf, hanging rail and mirrored sliding doors 31m2 extra brick paving for driveway and under carport due to new layout. Drainage grate with concrete sump and underground connection to town stormwater system.	1		8,426.00
INV 1305	19/12/2019	STALLION HOMES	Variation V-01, 2 x Glass sliding doors 2315h x 1610w in 5mm toughened glass and fibreglass fly screen (discussed previously)., Removal of window from lounge rooms, adding cladding back in., 6m x 6m Gable double carport with clad gable infill, Colorbond Pale Eucalypt, 75mm RHS columns, gutters and downpipes to ground level. (Please see attached design), 2 x 1200x600 built in robes with 1 shelf, hanging rail and mirrored sliding doors, 31m2 extra brick paving for driveway and under carport due to new layout., Drainage grate with concrete sump and underground connection to town stormwater system.,		8,426.00	
EFT10482	27/02/2020	Toll Transport Pty Ltd	Freight charges for 2019/20	1		263.34
INV 0450-S42:11/02/2020		Toll Transport Pty Ltd	Freight charges for 2019/20		263.34	
EFT10483	27/02/2020	Public Libraries Wa Inc.	Annual membership to Public Libraries WA	1		170.00
INV 00063	11/02/2020	Public Libraries Wa Inc.	Annual membership to Public Libraries WA		170.00	

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EFT10484	27/02/2020	R n R Auto Electrics	Please travel to Kalannie and replace flashing beacon on DL 9138 inv # 5513	1		1,631.33
INV 5513	19/02/2020	R n R Auto Electrics	Please travel to Kalannie and change out the two way on DL 9039 inv # 5513, , Please travel to Kalannie and replace flashing beacon on DL 9138 inv # 5513		1,344.45	
INV 5572	19/02/2020	R n R Auto Electrics	Please travel out to Richards Rd and check and repair Air con on DL122 inv # 5530, Please supply 2 x H1 globe 12v 55w P145S for DL 122 inv # 5572,		12.98	
INV 5530	19/02/2020	R n R Auto Electrics	Please travel out to Richards Rd and check and repair Air con on DL122 inv # 5530, Please supply 2 x H1 globe 12v 55w P145S for DL 122 inv # 5572,		273.90	
EFT10485	27/02/2020	Industrial Automation Group Pty Ltd	Standpipe Remote Access Charge @ \$39 per month 01/07/19 to 30/06/20, for Dalwallinu, Pithara & Kalannie standpipes	1		1,154.45
INV SINV-13825/02/2020	25/02/2020	Industrial Automation Group Pty Ltd	Standpipe Remote Access Charge @ \$39 per month 01/07/19 to 30/06/20, for Dalwallinu, Pithara & Kalannie standpipes, , Annual Cloud fee for standpipe access 01/07/19 to 30/06/20, for Dalwallinu, Pithara & Kalannie standpipes,		1,154.45	
EFT10486	27/02/2020	Ixom Operations Pty Ltd	Purchase of 2x Chlorine cylinder for Shire of Dalwallinu Football Oval Dam	1		981.20
INV 6218009	24/02/2020	Ixom Operations Pty Ltd	Transport via P & J Transport - 0428 038 869 Purchase of 1x Chlorine cylinder for Shire of Dalwallinu Aquatic Centre, Transport via P & J Transport - 0428 038 869, Purchase of 2x Chlorine cylinder for Shire of Dalwallinu Football Oval Dam, Transport via P & J Transport - 0428 038 869		981.20	
EFT10487	27/02/2020	Doug Burke	Western Power extended outage claim 30-31January2020	1		80.00
INV REFUND18/02/2020	18/02/2020	Doug Burke	Western Power extended outage claim 30-31January2020		80.00	
EFT10488	27/02/2020	Liberty Plumbing & Gas	Backflow testing lot 105 R15242, R32191Myers st Dalwallinu	1		247.50
INV INV-110024/02/2020	24/02/2020	Liberty Plumbing & Gas	Backflow testing lot 105 R15242, R32191Myers st Dalwallinu		247.50	
EFT10489	27/02/2020	Moore Stephens	Budget workshop 2020 - 20 March 2020	1		957.00
INV 925	26/02/2020	Moore Stephens	Budget workshop 2020 - 20 March 2020		957.00	
EFT10490	27/02/2020	William John Armstrong	Western Power extended outage claim 30-31 Janaury 2020	1		80.00

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INV REFUND	18/02/2020	William John Armstrong	Western Power extended outage claim 30-31 Janaury 2020		80.00	
EFT10491	27/02/2020	William James Taylor	Reimbursement of Electricity Usage - 3/12/19 TO 4/2/20	1		532.70
INV REIMB	20/02/2020	William James Taylor	Reimbursement of Electricity Usage - 3/12/19 TO 4/2/20		532.70	
EFT10492	27/02/2020	Jean Maree Sutherland	Western Power extended outage claim 30-31 Janaury 2020	1		80.00
INV REFUND	18/02/2020	Jean Maree Sutherland	Western Power extended outage claim 30-31 Janaury 2020		80.00	
EFT10493	27/02/2020	Totally Workwear Joondalup	Uniforms for Sheree Sundstrom	1		790.25
INV 7200441112	02/2020	Totally Workwear Joondalup	Uniforms for Sheree Sundstrom		343.20	
INV 7200442624	02/2020	Totally Workwear Joondalup	George Cross unifoms and Bernies pants and new logo		224.85	
INV 7204417324	02/2020	Totally Workwear Joondalup	2x Shorts, 2x Shirts Ian Van Driel		222.20	
EFT10494	27/02/2020	Wa Contract Ranger Services Pty Ltd	2019-2020 Contract Ranger Services	1		1,683.00
INV 02542	26/02/2020	Wa Contract Ranger Services Pty Ltd	2019-2020 Fire Break Inspections, 2019-2020 Contract Ranger Services		1,683.00	
EFT10495	27/02/2020	Deep Bush Mechanical	500hr filter kit, 15/40 oil and travel to site	1		2,586.00
INV 875	10/02/2020	Deep Bush Mechanical	500hr filter kit, 15/40 oil and travel to site		1,377.75	
INV 895	10/02/2020	Deep Bush Mechanical	Service for DL 024		679.81	
INV 898	11/02/2020	Deep Bush Mechanical	Find air hose leak, remove, new hose made and refit, Remove hydrolic hoses clean and inspect, relift, run up.		165.00	
INV 903	11/02/2020	Deep Bush Mechanical	Find air hose leak, remove, new hose made and refit, Remove hydrolic hoses clean and inspect, relift, run up.		253.44	
INV 909	13/02/2020	Deep Bush Mechanical	Inspect and rectify door fault DL80		110.00	
EFT10496	27/02/2020	Tractus Australia	2x New tyres and wheel alignment for DL 2	1		868.00
INV 1000187	20/02/2020	Tractus Australia	2x New tyres and wheel alignment for DL 2		829.50	
INV 1000188	20/02/2020	Tractus Australia	Truck tyre puncher repair to DL 80		38.50	
EFT10497	27/02/2020	RICOH FINANCE	Lease Fees for Admin Printers MPC4504EXSP & MPC6004 - 8/3 to 7/4	1		507.09

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INV 239049	10/02/2020	RICOH FINANCE	Lease Fees for Admin Printers MPC4504EXSP & MPC6004 - 8/3 to 7/4		507.09	
EFT10498	27/02/2020	TELAIR PTY LTD	Shire Administration NBN Service Fee - February 2020	1		430.89
INV TA11981-31/01/2020		TELAIR PTY LTD	Shire Administration NBN Service Fee - February 2020		430.89	
EFT10499	27/02/2020	WheatBeats Productions	Wheatbeats DJ service for 15 February 2020 6 - 8 pm.	1		250.00
INV EVENT 117/02/2020		WheatBeats Productions	Wheatbeats DJ service for 15 February 2020 6 - 8 pm.		250.00	
EFT10500	27/02/2020	Kleen West Distributors	Cleaning supplys for Shire of Dalwallinu February 2020	1		816.15
INV 0004389607/02/2020		Kleen West Distributors	Cleaning supplys for Shire of Dalwallinu February 2020		816.15	
EFT10501	27/02/2020	George Cross	Refund of part payment of housing bond - 1 Wasley Street	1		400.00
INV REFUND27/02/2020		George Cross	Refund of part payment of housing bond - 1 Wasley Street		400.00	
EFT10502	27/02/2020	JP PROMOTIONS	Embroidery & Freight Costs - 5 Shirts, 3 Dresses (Sundstrom)	1		126.50
INV INV198726/02/2020		JP PROMOTIONS	Embroidery & Freight Costs - Blazer (Cr B Boys), Embroidery & Freight Costs - 5 Shirts, 3 Dresses (Sundstrom)		126.50	
EFT10503	27/02/2020	Wilgie Contracting Pty Ltd	Push and cover old refuse hole and dig a new trench at Dalwallinu refuse site	1		4,346.10
INV INV-001316/02/2020		Wilgie Contracting Pty Ltd	Push and cover old refuse hole and dig a new trench at Dalwallinu refuse site,		4,346.10	
EFT10504	27/02/2020	Amelie Jallot	Refund of Access Fob	1		10.00
INV REFUND27/02/2020		Amelie Jallot	Refund of Access Fob		10.00	
EFT10505	27/02/2020	KALANNIE COMMUNITY RESOURCE CENTRE	Kalannie Kapers Advertising - 8 pages	1		240.00
INV IV00000024/02/2020		KALANNIE COMMUNITY RESOURCE CENTRE	Kalannie Kapers Advertising - 8 pages		240.00	
EFT10506	27/02/2020	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Newsletter	1		125.00
INV 0005644811/02/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Newsletter		100.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0005643711/02/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Community Grants		25.00	
EFT10507	28/02/2020	WATER CORPORATION	Water usage at Pithara standpipe 7 Nov 2019 to 7 Jan 2020	1		929.46
INV 9007851808/01/2020		WATER CORPORATION	Water usage at Pithara standpipe 7 Nov 2019 to 7 Jan 2020, Water service charge at Pithara standpipe 1 Jan to 29 Feb 2020		929.46	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal - 536591-4	447,789.06
TOTAL		447,789.06

Direct Debit Payments from Municipal account 1-29 February 2020

Chq/EFT	Date	Name	Description	Amount	Bank	Type
DD15450.1	14/02/2020	BANKWEST	Parking Fee - Meeting with ICMI	-10,148.62	1	CSH
176806	13/02/2020	BANKWEST	Refreshments - Road Inspection	61.30	1	INV
DL695	30/01/2020	BANKWEST	Transfer of Plates - 1GYX051 to DL695	16.75	1	INV
116682	29/01/2020	BANKWEST	Lifeproof case for iPhone 7 (MWS)	87.95	1	INV
JB-2990440	29/01/2020	BANKWEST	1 new iPhone7 - MWS, 2x Car Mounts (MWS & CEO)	683.89	1	INV
115430	16/01/2020	BANKWEST	Creditors Stamp	72.65	1	INV
74881278082	24/01/2020	BANKWEST	Toaster for Admin Kitchen	7.50	1	INV
PLATES	20/01/2020	BANKWEST	Request for DL" Plates for new Logo"	227.65	1	INV
DL695	22/01/2020	BANKWEST	Change of Plates from DL695 to 1GUM672	27.70	1	INV
6943875	07/01/2020	BANKWEST	NBN Fixed Wireless	89.00	1	INV
N2647	17/01/2020	BANKWEST	Car Magnets - Shire Logo, Car Magnets - Shire Logo. Foreign transaction fee	440.62	1	INV
19523	07/01/2020	BANKWEST	Uniforms, Uniforms	2,241.77	1	INV
2020-216797	10/02/2020	BANKWEST	Cost to lodge appeal on Bell St Subdivision Condition	1,736.00	1	INV
04000264	11/01/2020	BANKWEST	Goods for Australia Day BBQ	50.00	1	INV
JB-2921001	09/01/2020	BANKWEST	Purchase of Lap Top for Rec Centre AV Usage	557.99	1	INV
116237875	18/12/2019	BANKWEST	Internet - 1/1 to 1/2	129.95	1	INV
GEL	12/02/2020	BANKWEST	Barcode scanner to Library	383.00	1	INV
N1051782	12/02/2020	BANKWEST	Garden Shed to Unit 3 11 James St, Garden Shed to Unit 4 11 James St	958.00	1	INV
700245664	11/02/2020	BANKWEST	Safety Chains & Tools, Lifting Eyes	1,176.01	1	INV
315832	06/02/2020	BANKWEST	Refreshments - MCS Interviews	14.60	1	INV
BUNNINGS	03/02/2020	BANKWEST	Garden supplies for Unit 3 James St, Garden supplies for Unit 4 James St	77.96	1	INV
100995575	05/02/2020	BANKWEST	Council Blazer - Cr B Boys	88.00	1	INV
116942884	18/01/2020	BANKWEST	Internet Service 1/2 to 1/3	129.95	1	INV
10706	01/02/2020	BANKWEST	Farewell Gift - Omari Pronk	87.38	1	INV
B140389	30/01/2020	BANKWEST	In Design Course - Christie Andrews	801.00	1	INV
22648	31/01/2020	BANKWEST	Parking Fee - Meeting with ICMI	2.00	1	INV
DD15464.1	28/02/2020	Bond Administrator	Housing Bond for 46 Leahy St - Denise Allan 28/02/2020	-1,264.00	1	CSH
2259/20	28/02/2020	Bond Administrator	Housing Bond for 46 Leahy St - Denise Allan 28/02/2020	1,264.00	1	INV

REPORT TOTALS

<u>Bank Code</u>	<u>Bank Name</u>	<u>Description</u>	<u>Total</u>
1	Municipal - 536591-4	Direct Debit Credit Card Payments February 2020	10,148.62
1	Municipal - 536591-4	Direct Debit Bond Administration February 2020	1,264.00
Total			11,412.62

Municipal Account

Payroll February 2020

7/02/2020	Payroll fortnight ending 07/02/20	\$ 63,117.00
21/02/2020	Payroll fortnight ending 21/02/20	\$ 59,333.00
	TOTAL	<u>\$ 122,450.00</u>

Bank Fees February 2020

01/02/2020	OBB Transaction Fee (Muni)	\$ 13.20
01/02/2020	Bpay Credit Card Merchant Fee (Muni)	\$ 103.51
01/02/2020	Bpay Transaction Fee (Muni)	\$ 84.80
01/02/2020	Paper Transaction Fee (Muni)	\$ 37.20
01/02/2020	OBB Maintenance Fee (Muni)	\$ 5.00
01/02/2020	OBB Payroll Fee (Muni)	\$ 9.60
01/02/2020	FDMSA Admin Fee (Muni)	\$ 605.99
01/02/2020	FDSMA Licencing Fee (Muni)	\$ 39.40
01/02/2020	OBB Record Fee (Muni)	\$ 6.20
	TOTAL	<u>\$ 904.90</u>

Direct Debit Payments February 2020

	Superannuation Payments (Pay endings 07/02/20 & 21/02/20)	\$ 24,247.66
14/02/2020	Credit Card Payments to Bankwest	\$ 10,148.62
28/02/2020	Bond Administrator - Housing Bonds	\$ 1,264.00
	Payments to Department of Transport Licensing	\$ 111,110.75
	TOTAL	<u>\$ 146,771.03</u>

SHIRE OF DALWALLINU
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 29 February 2020

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

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SHIRE OF DALWALLINU
Information Summary
For the Period Ended 29 February 2020

Key Information

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 29 February 2020 of \$4,368,287.

Items of Significance

The material variance adopted by the Shire of Dalwallinu for the 2019/20 year is \$10,000. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	77%	\$ 2,349,877	\$ 1,527,980	\$ 1,809,917
Non-operating Grants, Subsidies and Contributions	83%	\$ 1,399,148	\$ 891,902	\$ 1,161,361
	79%	\$ 3,749,025	\$ 2,419,881	\$ 2,971,278
Rates Levied	100%	\$ 3,274,512	\$ 3,274,512	\$ 3,274,512

% Compares current ytd actuals to annual budget

		PRIOR YEAR 01 Mar 2019	CURRENT YEAR 29 Feb 2020
Financial Position			
Adjusted Net Current Assets	265%	\$ 1,647,453	\$ 4,368,287
Cash and Equivalent - Unrestricted	245%	\$ 1,802,294	\$ 4,420,228
Cash and Equivalent - Restricted	121%	\$ 2,654,312	\$ 3,221,348
Receivables - Rates	90%	\$ 202,524	\$ 183,070
Receivables - Other	58%	\$ 403,467	\$ 234,374
Payables	51%	\$ 460,376	\$ 235,634

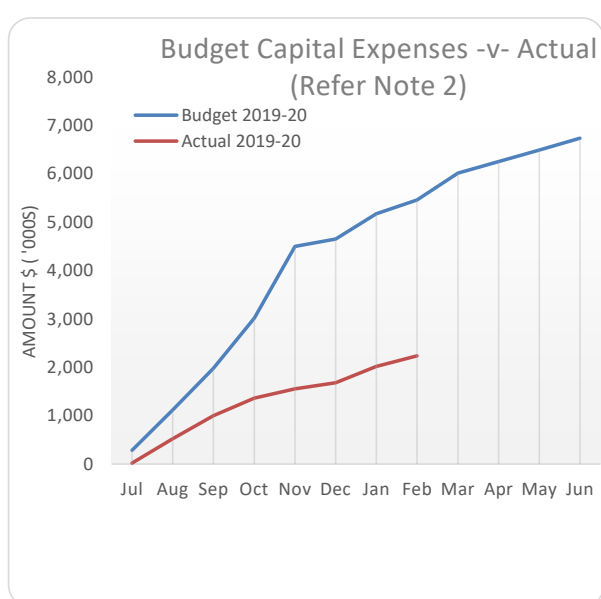
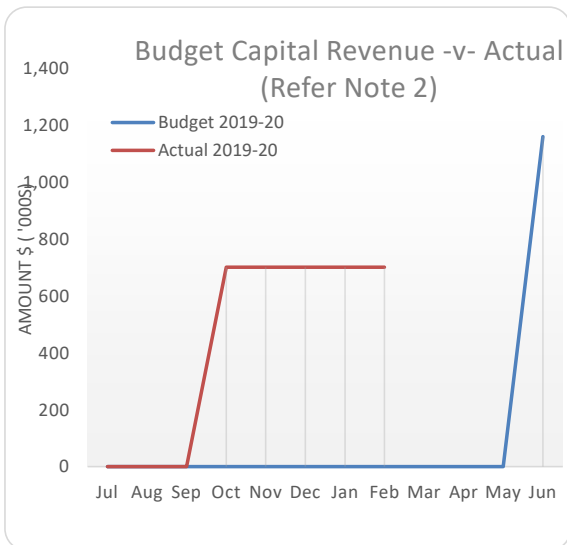
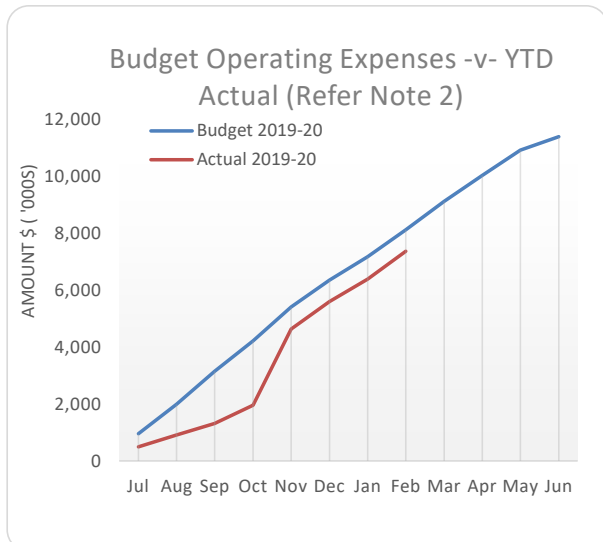
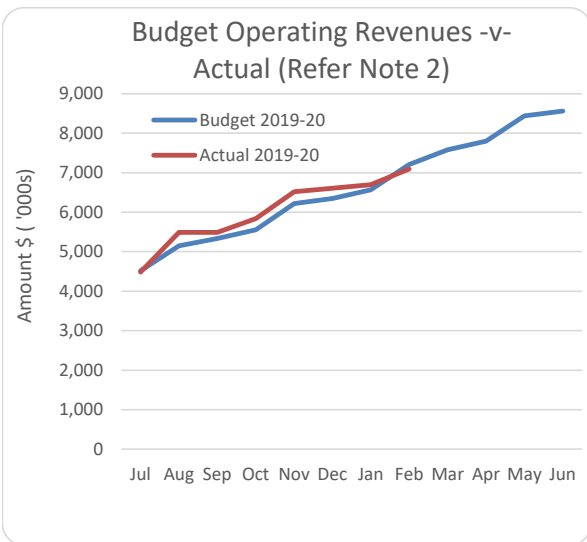
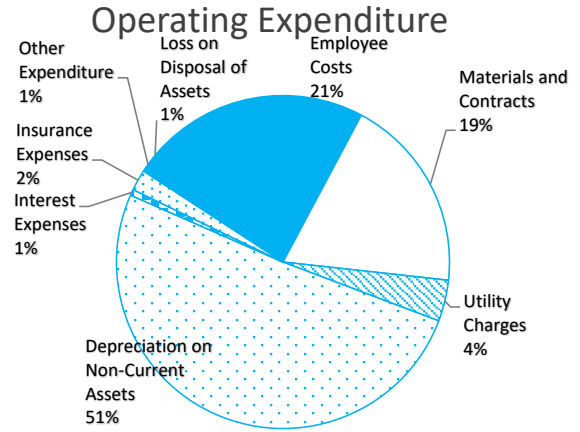
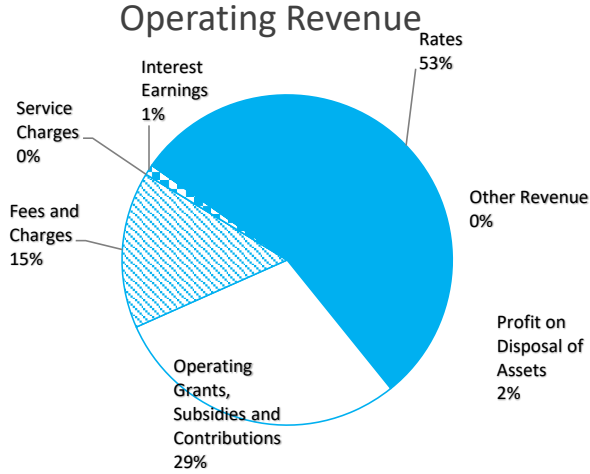
% Compares current ytd actuals to prior year actuals at the same time

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

Preparation

Prepared by: Hanna Jolly
 Reviewed by: Keith Jones
 Date prepared: 12/03/2020

SHIRE OF DALWALLINU
Information Summary
For the Period Ended 29 February 2020



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

SHIRE OF DALWALLINU
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 29 February 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	2,655,054	2,655,054	2,655,054	0	0%	
adjustments since budget passed							
Revenue from operating activities							
Governance		10,202	6,801	9,798	2,996	44%	
General Purpose Funding - Rates	9	3,274,512	3,274,512	3,274,512	(0)	(0%)	
General Purpose Funding - Other		1,537,551	1,153,163	1,161,389	8,225	1%	
Law, Order and Public Safety		190,413	126,942	40,019	(86,923)	(68%)	▼
Health		21,082	14,055	15,190	1,136	8%	
Education and Welfare		5,701	3,801	4,774	974	26%	
Housing		441,690	316,545	332,443	15,899	5%	
Community Amenities		602,683	552,459	573,242	20,782	4%	
Recreation and Culture		292,921	263,629	272,792	9,163	3%	
Transport		314,653	288,432	299,877	11,445	4%	
Economic Services		245,029	163,353	110,367	(52,986)	(32%)	▼
Other Property and Services		185,066	111,040	106,153	(4,886)	(4%)	
		7,121,503	6,274,731	6,200,557			
Expenditure from operating activities							
Governance		(748,116)	(436,401)	(421,555)	14,846	3%	
General Purpose Funding		(221,815)	(147,877)	(135,313)	12,563	8%	
Law, Order and Public Safety		(173,795)	(130,346)	(132,819)	(2,473)	(2%)	
Health		(290,062)	(193,375)	(201,726)	(8,352)	(4%)	
Education and Welfare		(79,462)	(49,664)	(45,208)	4,456	9%	
Housing		(341,285)	(227,523)	(220,388)	7,135	3%	
Community Amenities		(726,483)	(484,322)	(448,914)	35,408	7%	
Recreation and Culture		(2,045,010)	(1,363,340)	(1,251,389)	111,951	8%	
Transport		(5,775,465)	(3,850,310)	(3,676,139)	174,171	5%	
Economic Services		(795,411)	(530,274)	(505,251)	25,023	5%	
Other Property and Services		(164,009)	(57,403)	(54,914)	2,489	4%	
		(11,360,913)	(7,470,835)	(7,093,617)			
Operating activities excluded from budget							
Add back Depreciation		5,197,645	3,465,097	3,605,935	140,838	4%	
Adjust (Profit)/Loss on Asset Disposal	8	(21,855)	(14,570)	(54,238)	(39,668)	272%	
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		936,380	2,254,423	2,658,636			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,508,595	891,902	1,164,419	272,518	31%	▲
Proceeds from Disposal of Assets	8	563,093	252,000	526,092	274,092	109%	▲
Land and Buildings	13	(2,732,706)	(2,132,648)	(499,837)	1,632,811	77%	▲
Infrastructure Assets - Roads	13	(1,982,540)	(1,982,538)	(901,747)	1,080,791	55%	▲
Infrastructure Assets - Other	13	(1,426,777)	(674,117)	(639,195)	34,922	5%	
Plant and Equipment	13	(909,062)	(899,062)	(194,062)	705,000	78%	▲
Amount attributable to investing activities		(4,979,397)	(4,544,463)	(544,329)			
Financing Activities							
Proceeds from New Debentures		1,400,000	0	0	0		
Transfer from Reserves	7	1,161,495	701,495	701,495	0	0%	
Repayment of Debentures	10	(129,812)	(35,871)	(72,534)	(36,663)	(102%)	▼
Transfer to Reserves	7	(1,062,843)	(966,646)	(1,030,035)	(63,389)	(7%)	
Amount attributable to financing activities		1,368,841	(301,022)	(401,074)			
Closing Funding Surplus(Deficit)	3	(19,122)	63,991	4,368,287			

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 DALWALLINU

STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 29 February 2020

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	3	\$ 2,655,054	\$ 2,655,054	\$ 2,655,054	\$ 0	% 0%	
adjustments since budget passed				0			
Revenue from operating activities							
Rates	9	3,274,512	3,274,512	3,274,512	(0)	(0%)	
Operating Grants, Subsidies and Contributions	11	2,412,527	1,736,480	1,806,859	70,378	4%	
Fees and Charges		1,250,869	1,141,343	951,622	(189,721)	(17%)	▼
Interest Earnings		89,179	59,453	63,714	4,261	7%	
Other Revenue		100	67	1,112	1,045	1567%	
Profit on Disposal of Assets	8	94,315	62,877	102,738	39,862	63%	
		7,121,502	6,274,731	6,200,556			
Expenditure from operating activities							
Employee Costs		(2,235,349)	(1,490,233)	(1,518,711)	(28,478)	(2%)	
Materials and Contracts		(2,914,945)	(1,840,190)	(1,344,303)	495,886	27%	▼
Utility Charges		(527,749)	(351,833)	(283,879)	67,953	19%	▼
Depreciation on Non-Current Assets		(5,197,645)	(3,465,097)	(3,605,935)	(140,838)	(4%)	
Interest Expenses		(110,518)	(73,679)	(41,276)	32,403	44%	▼
Insurance Expenses		(162,966)	(108,644)	(144,787)	(36,143)	(33%)	▲
Other Expenditure		(139,281)	(92,854)	(106,226)	(13,372)	(14%)	▲
Loss on Disposal of Assets	8	(72,460)	(48,307)	(48,500)	(193)	(0%)	
		(11,360,913)	(7,470,835)	(7,093,617)			
Operating activities excluded from budget							
Add back Depreciation		5,197,645	3,465,097	3,605,935	140,838	4%	
Adjust (Profit)/Loss on Asset Disposal	8	(21,855)	(14,570)	(54,238)	(39,668)	272%	
Adjust Provisions and Accruals			0	0	0		
Amount attributable to operating activities		936,379	2,254,423	2,658,636			
Investing activities							
Grants, Subsidies and Contributions	11	1,508,595	891,902	1,164,419	272,518	31%	▲
Proceeds from Disposal of Assets	8	563,093	252,000	526,092	274,092	109%	▲
Land and Buildings	13	(2,732,706)	(2,132,648)	(499,837)	1,632,811	77%	▲
Infrastructure Assets - Roads	13	(1,982,540)	(1,982,538)	(901,747)	1,080,791	55%	▲
Infrastructure Assets - Other	13	(1,426,777)	(674,117)	(639,195)	34,922	5%	
Plant and Equipment	13	(909,062)	(899,062)	(194,062)	705,000	78%	▲
Amount attributable to investing activities		(4,979,397)	(4,544,463)	(544,329)			
Financing Activities							
Proceeds from New Debentures		1,400,000	0	0	0		
Transfer from Reserves	7	1,161,495	701,495	701,495	0	0%	
Repayment of Debentures	10	(129,812)	(35,871)	(72,534)	(36,663)	(102%)	▼
Transfer to Reserves	7	(1,062,843)	(966,646)	(1,030,035)	(63,389)	(7%)	
Amount attributable to financing activities		1,368,841	(301,022)	(401,074)			
Closing Funding Surplus (Deficit)	3	(19,122)	63,991	4,368,287	4,304,296	6726%	▲

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.

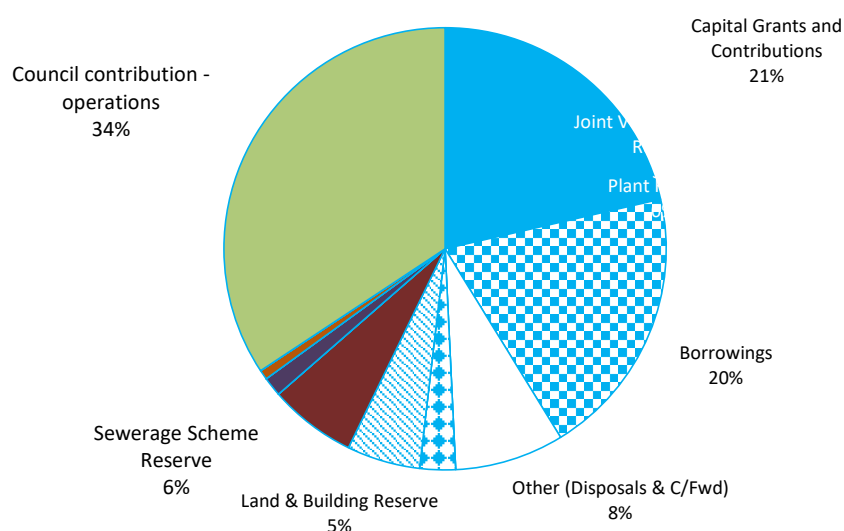
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 29 February 2020

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	329,124	170,713	2,132,648	2,732,706	499,837	-1,632,811
Infrastructure Assets - Roads	13	0	901,747	1,982,538	1,982,540	901,747	-1,080,791
Infrastructure Assets - Other	13	466,137	173,057	674,117	1,426,777	639,195	-34,922
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Plant and Equipment	13	194,062	0	899,062	909,062	194,062	-705,000
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		989,323	1,245,516	5,688,365	7,051,085	2,234,841	-3,453,524
Capital acquisitions funded by:							
Capital Grants and Contributions				891,902	1,508,595	1,161,361	
Borrowings				0	1,400,000	0	
Other (Disposals & C/Fwd)				252,000	563,093	526,092	
Council contribution - Cash Backed Reserves							
Leave Reserve				0	0	0	
Joint Venture Housing Reserve				0	184,000	184,000	
Plant Reserve				0	0	0	
Land & Building Reserve				0	377,495	67,495	
Sewerage Scheme Reserve				0	450,000	450,000	
Townscape Reserve				0	0	0	
Telecommunications Reserve				0	100,000	0	
Swimming Pool Reserve				0	0	0	
Recreation Reserve				0	50,000	0	
Insurance Claims Excess Reserve				0	0	0	
Roadworks Construction & Maintenance Reserve				0	0	0	
Council contribution - operations				4,544,463	2,417,902	-154,108	
Capital Funding Total				5,688,365	7,051,085	2,234,841	

Budgeted Capital Acquisitions Funding



SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

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

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

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 20 years
Sealed roads and streets	
formation	not depreciated
pavement	40 to 50 years
seal	
bituminous seals	15 to 25 years
asphalt surfaces	15 to 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.

(n) Provisions

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 1: Significant Accounting Policies

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

GOVERNANCE

Objective:

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

Activities:

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

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

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

Activities:

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

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

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

EDUCATION AND WELFARE

Objective:

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

Activities:

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

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

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

RECREATION AND CULTURE

Objective:

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

Activities:

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

TRANSPORT

Objective:

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

Activities:

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

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY AND SERVICES

Objective:

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

Activities:

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

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 2: Explanation of Material Variances

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

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

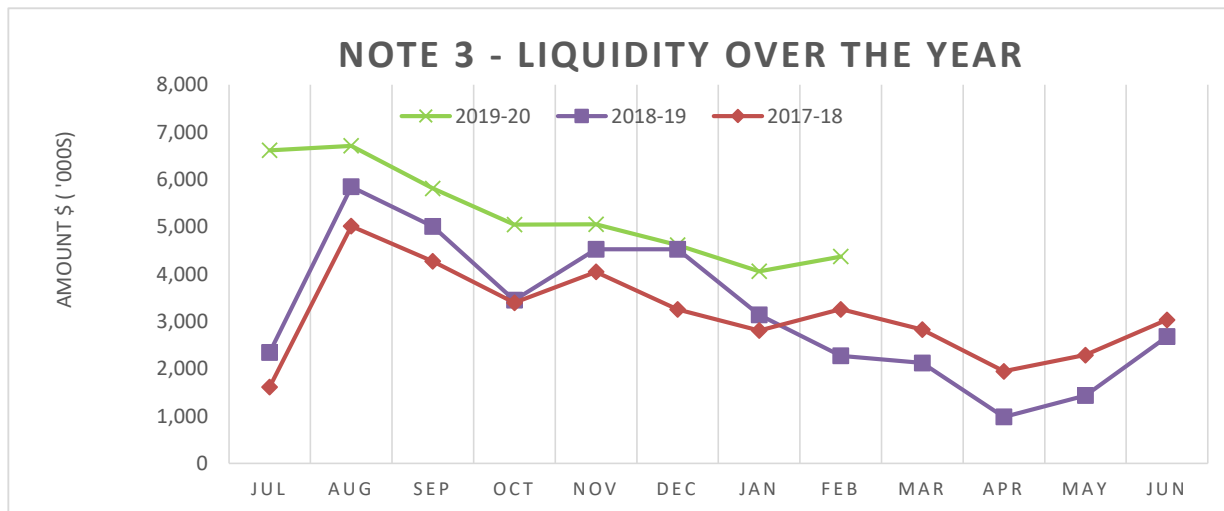
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	2,996	44%			
General Purpose Funding Rates	(0)	(0%)			
General Purpose Funding Other	8,225	1%			
Law, Order and Public Safety	(86,923)	(68%)	▼	Timing	DFES Capital Grant not received as at 30/11/2019
Health	1,136	8%			
Education & Welfare	974	26%			
Housing	15,899	5%			
Community Amenities	20,782	4%			
Recreation and Culture	9,163	3%			
Transport	11,445	4%			
Economic Services	(52,986)	(32%)	▼	Permanent	Income from standpipes less than budgeted
Other Property and Services	(4,886)	(4%)			
Operating Expense					
Governance	14,846	3%			
General Purpose Funding	12,563	8%			
Law, Order and Public Safety	(2,473)	(2%)			
Health	(8,352)	(4%)			
Education & Welfare	4,456	9%			
Housing	7,135	3%			
Community Amenities	35,408	7%			
Recreation and Culture	111,951	8%			
Transport	174,171	5%			
Economic Services	25,023	5%			
Other Property and Services	2,489	4%			
Capital Revenues					
Grants, Subsidies and Contributions	272,518	31%	▲	Timing	Refer to note 11
Proceeds from Disposal of Assets	274,092	109%	▲	Timing	Refer to note 8
Capital Expenses					
Land and Buildings	1,632,811	77%	▲	Timing	Refer to note 13
Infrastructure - Roads	1,080,791	55%	▲	Timing	Refer to note 13
Infrastructure - Other	34,922	5%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage	0				
Plant and Equipment	705,000	78%	▲	Timing	Refer to note 13
Furniture and Equipment	0				
Financing					
Loan Principal	(36,663)	(102%)	▼	Timing	Refer to note 13

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2020	01 Mar 2019	29 Feb 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	470,213	1,727,294	4,306,889
Cash Restricted - Conditions over Grants	11	1,533,835	75,000	113,589
Cash Restricted	4	2,892,808	2,654,312	3,221,348
Receivables - Rates	6	33,782	202,524	183,070
Receivables - Other	6	1,242,997	403,467	234,374
Interest / ATO Receivable/Trust		72,943	215	0
Inventories		10,947	7,036	10,792
		6,257,525	5,069,847	8,070,063
Less: Current Liabilities				
Payables		(460,376)	(372,872)	(235,634)
Provisions		(458,666)	(604,588)	(454,172)
		(919,042)	(977,460)	(689,806)
Less: Cash Reserves	7	(2,892,809)	(2,654,313)	(3,221,348)
Add: Cash backed leave portion		209,380	209,380	209,380
Net Current Funding Position		2,655,054	1,647,453	4,368,287



Comments - Net Current Funding Position

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Telenet Saver	718,222			718,222	BankWest	0.30%	At Call
(b) Muni Account	59,461			59,461	BankWest		
(d) Term Deposits							
Gold Term Deposit - Muni Funds	3,642,545			3,642,545	BankWest	1.00%	20-Mar-20
Gold Term Deposit - Reserves		3,221,348		3,221,348	BankWest	1.45%	17-Mar-20
Total	4,420,228	3,221,348	0	7,641,576			

Comments/Notes - Investments

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 5: Budget Amendments

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E073188	Dalwallinu Medical Centre Support to Panaceum Group Kalannie Bowling Club & Kalannie Football Club -	9422	Operating Expenditure	0	0	37,500	37,500
E113849	Replacement of bowling green	9449	Capital Expenditure	0	0	12,000	49,500
E093854	Bell Street Subdivision expenditure	9457	Capital Expenditure	0	0	249,223	298,723
TBA	Bell Street Subdivision - WA Treasury Loan	9457	Capital Revenue	0	(300,000)	0	(1,277)
Various	Budet Review 2019/20	9503	Operating Expenditure			19,122	17,845
	Budget Adoption		Opening Surplus				
	Permanent Changes						
	Opening surplus adjustment						
				0	(300,000)	317,845	

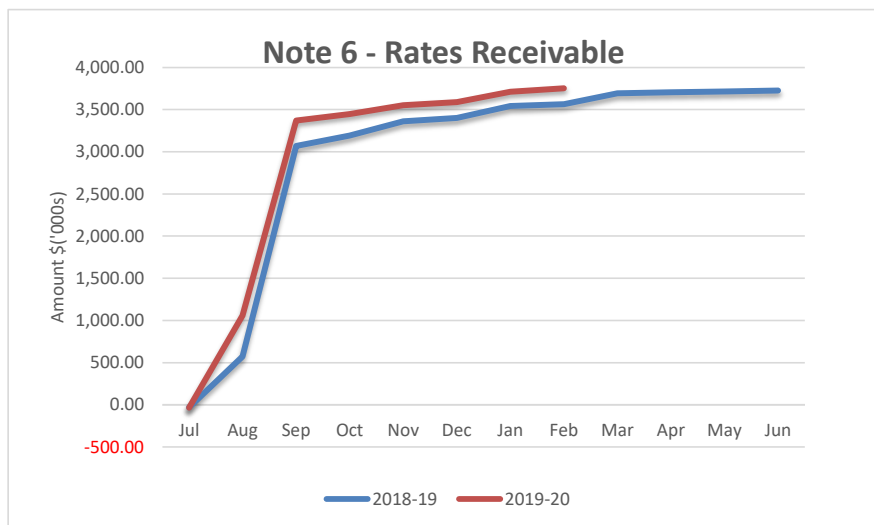
SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 6: Receivables

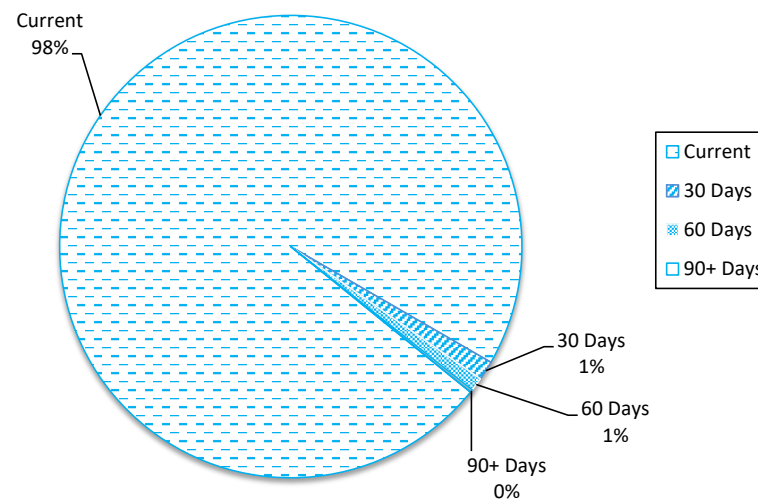
Receivables - Rates Receivable	29 Feb 2020	30 June 2018
	\$	\$
Opening Arrears Previous Years	50,342	122,205
Levied this year	3,902,016	3,902,016
<u>Less</u> Collections to date	(3,752,728)	(3,973,879)
Equals Current Outstanding	199,630	50,342
Net Rates Collectable	199,630	50,342
% Collected	94.95%	98.75%

Receivables - General	Current	30 Days	60 Days	90+ Days	TOTAL
	\$	\$	\$	\$	\$
Receivables - General	225,724	3,120	2,200	448	231,492
Balance per Trial Balance					
Sundry Debtors					231,492
Receivables - Other					2,882
Total Receivables General Outstanding					234,374

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



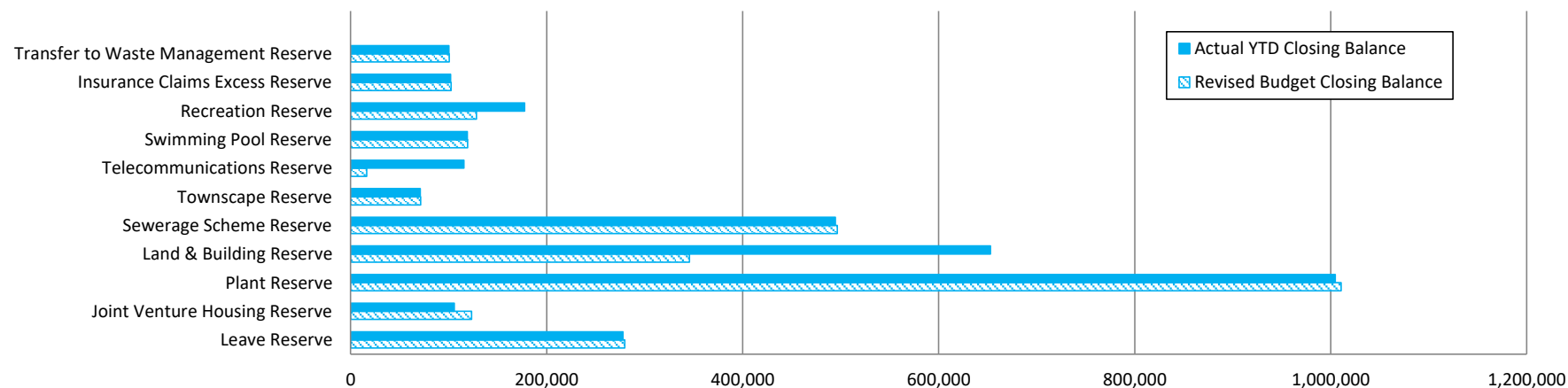
Comments/Notes - Receivables Rates

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 7: Cash Backed Reserve

Name	Opening Balance	Revised Budget Interest Earned	Actual Interest Earned	Revised Budget Transfers In (+)	Actual Transfers In (+)	Revised Budget Transfers Out (-)	Actual Transfers Out (-)	Revised Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 276,127	\$ 3,452	\$ 1,844	\$ 0	\$ 0	\$ 0	\$ 0	\$ 279,579	\$ 277,971
Joint Venture Housing Reserve	287,722	3,597	1,921	15,961	0	(184,000)	(184,000)	123,280	105,643
Plant Reserve	998,029	12,475	6,663	0	0	0	0	1,010,504	1,004,692
Land & Building Reserve	454,147	5,677	3,032	263,238	263,238	(377,495)	(67,495)	345,567	652,922
Sewerage Scheme Reserve	335,816	4,198	2,242	606,483	606,483	(450,000)	(450,000)	496,497	494,541
Townscape Reserve	70,571	882	471	0	0	0	0	71,453	71,042
Telecommunications Reserve	114,896	1,436	767	0	0	(100,000)	0	16,332	115,663
Swimming Pool Reserve	43,862	548	293	75,000	75,000	0	0	119,410	119,155
Recreation Reserve	176,209	2,203	1,176	0	0	(50,000)	0	128,412	177,385
Insurance Claims Excess Reserve	85,429	1,068	570	16,000	16,000	0	0	102,497	101,999
Transfer to Waste Management Reserve	50,000	625	334	50,000	50,000	0	0	100,625	100,334
	2,892,808	36,161	19,314	1,026,682	1,010,721	(1,161,495)	(701,495)	2,794,156	3,221,348

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



SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Revised Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land and Buildings								
	Sale of staff housing	170,400	263,238	92,838		170,400	263,238	92,838	
	Sale of Industrial Land	150,000	120,000		(30,000)	0	0		
	Plant and Equipment								
	Utility DL134	0	0			13,466	8,000		(5,466)
	Utility DL73	6,478	7,955	1,477		6,478	7,955	1,477	
	Loader DL999	70,000	59,500		(10,500)	68,761	59,500		(9,261)
	Truck DL2478	0	0			85,000	85,000		
	Utility DL275	0	0			11,661	9,000		(2,661)
	Utility DL103	0	0			44,192	30,000		(14,192)
	Utility DL281	0	0			30,363	17,000		(13,363)
	Backhoe DL695	45,126	51,000	5,874		49,526	35,000		(14,526)
	Utility DL350	0	0			12,752	4,000		(8,752)
	Prime Mover DL8354	12,000	4,000		(8,000)	12,000	12,000		
	Water Fountains	17,850	20,400	2,550		17,850	20,400	2,550	
	Admin Pooled Vehicle DL131	0	0			12,000	12,000		
		471,854	526,092	102,738	(48,500)	534,449	563,093	96,865	(68,221)

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	8.9750	264	3,902,315	350,237	551	438	351,226	350,237	551	438	351,226
UV	1.9290	362	149,592,000	2,885,481	2,497	1,673	2,889,651	2,885,480	2,497	1,673	2,889,650
Sub-Totals		626	153,494,315	3,235,717	3,048	2,111	3,240,877	3,235,717	3,048	2,111	3,240,876
Minimum Payment	\$										
GRV - Dalwallinu	600.00	128	670,180	76,800	0	0	76,800	76,800	0	0	76,800
GRV - Kalannie	600.00	34	176,742	20,400	0	0	20,400	20,400	0	0	20,400
GRV - Other Towns	600.00	81	282,516	48,600	0	0	48,600	48,600	0	0	48,600
UV - Rural	700.00	34	609,405	23,800	0	0	23,800	23,800	0	0	23,800
UV - Mining	700.00	24	134,579	16,800	0	0	16,800	16,800	0	0	16,800
Sub-Totals		301	1,873,422	186,400	0	0	186,400	186,400	0	0	186,400
		927	155,367,737	3,422,117	3,048	2,111	3,427,277	3,422,117	3,048	2,111	3,427,276
Concession							(152,764)				(152,764)
Amount from General Rates							3,274,513				3,274,512
Specified Area Rates							0				.
Totals							3,274,513				3,274,512

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget
Community amenities			\$	\$	\$	\$	\$	\$
Loan 64 - Sewerage Scheme	123,755		16,002	16,002	107,753	107,753	6,215	11,805
Recreation and culture								
Loan 157 - Dalwallinu Discovery Centre	626,128		28,470	57,265	0	0	6,216	14,234
Loan 159 - Dalwallinu Recreation Centre Upgrade	2,700,000	0	28,062	56,545	2,671,938	0	28,845	80,579
Economic services								
Loan 160 - Bell Street Subdivision	0	1,400,000	0	0	0	1,400,000	0	0
	3,449,883	1,400,000	72,534	129,812	2,779,691	1,507,753	41,276	106,618

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 11: Grants and Contributions

	Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Post	Expected	YTD Actual		Unspent
			Balance	Operating	Capital	Budget	Budget	Variations		Revenue	Expended	Grant
			(a)				(d)	(e)	(d)+(e)	(b)	(c)	(a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	817,154	846,923	0	494,038	846,923		846,923	635,192	(423,462)	0
Grants Commission - Roads	WALGGC	Operating	632,718	534,105	0	311,561	534,105		534,105	400,579	(267,053)	0
Ex-Gratia Rates	CBH	Operating	0	40,641	0	40,641	40,641		40,641	40,641	(40,641)	0
Law, Order and Public Safety												
DFES Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	8,964	22,795	0	13,297	22,795		22,795	36,648	(29,771)	0
DFES Contribution - New Fire Shed	Dept. of Fire & Emergency Serv.	Operating	0	163,318	0	0	163,318		163,318	0	0	0
Recreation and Culture												
Landscaping for Leahy Street	Landcorp	Operating - Tied	60,000	0	0	0	0		0	0	(2,000)	58,000
Grants - Lotterywest Rec Centre Precinct	LotteryWest	Non-operating	0	0	232,363	232,363	232,363		232,363	232,363	(232,363)	0
Contribution for Artificial Green (Kalannie)	Kalannie Bowling Club	Non-operating	0	0	0	0	89,447		89,447	69,447	(69,447)	0
Contribution for Artificial Green (Kalannie)	Kalannie Community	Non-operating	0	0	0	0	20,000		20,000	0	0	0
Transport												
Road Preservation Grant	State Initiative	Operating	0	275,176	0	275,176	275,176		275,176	275,176	(275,176)	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	723,092	482,061	723,092		723,092	504,597	(489,008)	15,589
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	443,693	177,477	443,693		443,693	354,954	(177,477)	0
Landscaping of Median Strip at Leahy Street	Water Corporation	Operating - Tied	15,000	0	0	0	0		0	0	0	15,000
Economic Services												
Contribution for fencing of 3 dams	Water Corporation	Operating - Tied	0	25,000	0	25,000	25,000		25,000	25,000	0	25,000
Various reimbursements	various	Operating	0	441,919	0	368,266	441,919		441,919	396,681	(329,358)	0
TOTALS			1,533,836	2,349,877	1,399,148	2,419,881	3,858,472	0	3,858,472	2,971,278	(2,335,756)	113,589
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		1,458,836	2,324,877	0	1,502,980	2,324,877	0	2,324,877	1,784,917	(1,365,461)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		75,000	25,000	0	25,000	25,000	0	25,000	25,000	(2,000)	98,000
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,399,148	891,902	1,508,595	0	1,508,595	1,161,361	(968,295)	15,589
TOTALS			1,533,836	2,349,877	1,399,148	2,419,881	3,858,472	0	3,858,472	2,971,278	(2,335,756)	113,589

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 12: Trust Fund

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

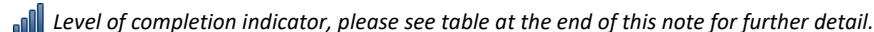









Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 29 Feb 2020
	\$	\$	\$	\$
DPI Licensing Fees	12,897	291,337	(304,234)	0
St John Ambulance Memberships	201	592	(793)	0
CTF Levy	265	1,092	(1,357)	0
Building Services Levy	184	1,693	(1,877)	0
Standpipe Swipe Cards	2,000	100	(2,100)	0
Mainly Mutton Cookbooks	0	10	(10)	0
Nomination Fees	0	400	(400)	0
Hall Hire Bonds	1,499	2,374	(3,873)	0
Key Deposits	1,542	1,878	(3,420)	0
Housing Bonds	0	6,472	(6,472)	0
5 Graves in Dalwallinu Book	60	60	(120)	0
Miscellaneous Deposits Held	55,788	34	(55,822)	0
	74,436	306,042	(380,478)	0

There are no funds held at the balance date which are required to be held in the Trust fund.

In previous reporting periods bonds and deposits were held as Trust monies. They are now included in Restricted cash and held in the Municipal account.













SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment	
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance		
		\$	\$	\$	\$	\$	\$		
									
Land & Buildings									
Housing									
	Bell Street Subdivision	E093854	(23,203)	0	(23,203)	(1,400,000)	(1,400,000)	1,376,797	
	Two New Employee Houses	E092041	0	0	0	(550,000)	(183,260)	183,260	
	Purchase of Myers Street Land	E093855	0	0	0	(60,000)	(60,000)	60,000	
	Construction of two single units - 11 James St	E093856	(278,675)	0	(278,675)	(278,675)	(278,675)	0	
	Purchase of lot 572 Sawyers Ave, Dalwallinu	E093857	0	0	0	(70,000)	0	0	
	Housing Total		(301,878)	0	(301,878)	(2,358,675)	(1,921,935)	1,620,057	
Law, Order and Public Safety									
	New Buntine Fire Shed	K47	0	0	0	(163,318)	0	0	
	Law, Order & Public Safety Total		0	0	0	(163,318)	0	0	
Recreation And Culture									
	Dalwallinu Recreation Centre Upgrade	K5	(27,247)	0	(27,247)	(40,000)	(40,000)	12,753	
	Kalannie Sports Club - Capital Expenditure	K68	0	(170,713)	(170,713)	(170,713)	(170,713)	(0)	
	Recreation And Culture Total		(27,247)	(170,713)	(197,960)	(210,713)	(210,713)	12,753	
	Land & Buildings Total		(329,124)	(170,713)	(499,837)	(2,732,706)	(2,132,648)	1,632,811	











SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant , Equip. & Vehicles								
Administration								
	DCEO Vehicle (DL186)	E145802	0	0	0	(38,000)	(38,000)	38,000
	Administration Total		0	0	0	(38,000)	(38,000)	38,000
Transport								
	Utility (DL134)	E123833	0	0	0	(30,000)	(30,000)	30,000
	Loader (DL999)	E123842	0	0	0	(315,000)	(315,000)	315,000
	Utility (DL275)	E123849	0	0	0	(30,000)	(30,000)	30,000
	Utility (DL350)	E123868	0	0	0	(30,000)	(30,000)	30,000
	Backhoe/Loader (DL695)	E123880	(165,000)	0	(165,000)	(180,000)	(180,000)	15,000
	MWS Utility Vehicle (DL103)	E123881	0	0	0	(49,000)	(49,000)	49,000
	WS Utility Vehicle (DL281)	E123882	0	0	0	(43,000)	(43,000)	43,000
	Utility (DL73)	E123891	(29,062)	0	(29,062)	(29,062)	(29,062)	0
	Prime Mover	E123894	0	0	0	(145,000)	(145,000)	145,000
	Sundry Plant	E123841	0	0	0	(20,000)	(10,000)	10,000
	Transport Total		(194,062)	0	(194,062)	(871,062)	(861,062)	667,000
	Plant , Equip. & Vehicles Total		(194,062)	0	(194,062)	(909,062)	(899,062)	705,000





SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

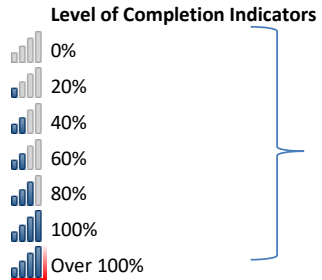
Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure Other								
Community Amenities								
	Sewerage Ponds	E103843	0	0	0	(200,000)	(133,320)	133,320
	Sewerage System Upgrade	E103844	0	(19,360)	(19,360)	(471,410)	(471,410)	452,050
	Community Amenities Total		0	(19,360)	(19,360)	(671,410)	0	1,957,370
Recreation And Culture								
	Dalwallinu Swimming Pool Guttering	E112849	0	(22,250)	(22,250)	(22,250)	(22,250)	0
	Dalwallinu Recreation Centre Precinct	E113876	(435,926)	0	(435,926)	(437,195)	(437,195)	1,269
	Dalwallinu Recreation Centre Car Park	E113880	(25,475)	0	(25,475)	(36,475)	(36,475)	11,000
	Kalannie Bowling Club Artificial Green	E113849	0	(131,447)	(131,447)	(131,447)	(131,447)	(0)
	Kalannie Netball Court surface	E113862	0	0	0	(28,000)	(28,000)	28,000
	Recreation And Culture Total		(461,401)	(153,697)	(615,098)	(655,367)	(655,367)	40,269
Economic Services								
	Leahy Street landscaping	E135860	(4,736)	0	(4,736)	(75,000)	(75,000)	70,264
	Fencing for Dams (ex Water Corp)	E135875	0	0	0	(25,000)	(18,750)	18,750
	Economic Services Total		(4,736)	0	(4,736)	(100,000)	(18,750)	6,460,102
	Infrastructure Other Total		(466,137)	(173,057)	(639,195)	(1,426,777)	(674,117)	6,500,370

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2020

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Roads (Non Town)								
Transport								
	Regional Road Group	E121700	0	(173,551)	(173,551)	(679,986)	(679,984)	506,433
	Road Program (own works)	E121730	0	(170,411)	(170,411)	(557,808)	(557,808)	387,397
	Roads to Recovery	E121720	0	(557,785)	(557,785)	(744,746)	(744,746)	186,961
Transport Total			0	(901,747)	(901,747)	(1,982,540)	(1,982,538)	1,080,791
	Roads (Non Town) Total		0	(901,747)	(901,747)	(1,982,540)	(1,982,538)	1,080,791
Capital Expenditure Total			(989,324)	(1,245,517)	(2,234,841)	(7,051,085)	(5,688,365)	9,918,972



Percentage YTD Actual to Annual Budget
 Expenditure over budget highlighted in red.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
29-February-2020


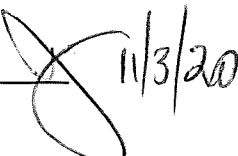
Note 14: BALANCE SHEET

	Period YTD \$	2017/18 Actual \$
CURRENT ASSETS		
Cash Assets	7,641,826	4,971,293
Receivables	417,444	1,349,722
Inventories	10,792	10,947
TOTAL CURRENT ASSETS	<u>8,070,062</u>	<u>6,331,962</u>
NON-CURRENT ASSETS		
Receivables	16,560	16,560
Unlisted Equity Investments	122,620	122,620
Property, Plant and Equipment	33,007,580	33,419,224
Infrastructure	276,510,312	277,941,617
TOTAL NON-CURRENT ASSETS	<u>309,657,072</u>	<u>311,500,021</u>
TOTAL ASSETS	<u>317,727,134</u>	<u>317,831,983</u>
CURRENT LIABILITIES		
Payables	(235,634)	(534,813)
Interest-bearing Liabilities	(57,140)	(129,673)
Provisions	(454,172)	(458,666)
TOTAL CURRENT LIABILITIES	<u>(746,946)</u>	<u>(1,123,152)</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	(3,329,739)	(3,329,738)
Provisions	(47,698)	(47,698)
TOTAL NON-CURRENT LIABILITIES	<u>(3,377,437)</u>	<u>(3,377,436)</u>
TOTAL LIABILITIES	<u>(4,124,383)</u>	<u>(4,500,588)</u>
NET ASSETS	<u>313,602,751</u>	<u>313,331,392</u>
EQUITY		
Retained Surplus	46,658,062	46,338,242
Net Result	271,359	648,360
Reserves - Cash Backed	3,221,348	2,892,808
Reserves - Asset Revaluation	263,451,982	263,451,982
TOTAL EQUITY	<u>313,602,751</u>	<u>313,331,392</u>
	0	-0

Shire of Dalwallinu Bank Reconciliation as at 29 February 2020

Balance as per General Ledger as at 1 February 2020				
A910000 - Municipal Fund	49,762.93			
A910001 - Telenet Saver	687,969.29	737,732.22		737,732.22
Add Cash Receipts				
Daily Receipts		725,597.23		
BPAY Receipts		32,014.70		
Interest Received		253.94		
				757,865.87
				1,495,598.09
Less Cash Payments				
EFT Payments - Payroll		122,450.00		
EFT Payments (EFT10398-EFT10507) (excluding cancelled payments EFT10472)		447,789.06		
Direct Debit - Credit Card Payments (DD15450.1)		10,148.62		
Direct Debit - Housing Bonds (DD15464.1)		1,264.00		
Direct Debit (Superannuation Payments)		24,247.66		
Bank Fees		904.90		
Direct Debit Payment to DoT		111,110.75		
				717,914.99
Balance as per General Ledger as at 29 February 2020				
A910000 - Municipal Fund	59,460.74			
A910001 - Telenet Saver	718,222.36			
		777,683.10	0.00	777,683.10
Add				
Less				
Banking 27/02/20 Banked on 03/03/20				15,650.85
Banking 28/02/20 Banked on 03/03/20				7,315.70
Eftpos payments 28/02/20 - received 02/03/20				3,194.00
				751,522.55
Balance as per Bank Statements as at 29 February 2020				
Muni Cheque Account - 536591-4		33,300.19		
Business Telenet Saver - 0373562		718,222.36	0.00	751,522.55

Prepared by  4/03/2020

Reviewed by  10/3/2020  11/3/20



Bankwest, a division of Commonwealth Bank of Australia
 ABN 48 123 123 124 AFSL / Australian credit licence 234945

Account of SHIRE OF DALWALLINU

BUSINESS BONUS STATEMENT

BSB: 306-008
 (Bank,State,Branch)
 Account Number 536591-4
 From 22/02/2020
 To 28/02/2020
 Statement Number 3977

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
22/02/2020	OPENING BALANCE			\$158,007.21
24/02/2020	MISS RISTA DEVI C 08:35AM 24Feb 11 A Anderson Way- Rista Chutoo		\$490.00	\$158,497.21
24/02/2020	BILL PAYMENT 2000490432 001 WBC2020022124903724		\$475.00	\$158,972.21
24/02/2020	Ezidebit 8646319		\$655.20	\$159,627.41
24/02/2020	TRANSPORT DALO20200220	\$5,234.15		\$154,393.26
24/02/2020	FDMSA Payment 42298585164721		\$4,907.50	\$159,300.76
25/02/2020	Silvestri rates SILVESTRI,MARGARET JOY		\$55.00	\$159,355.76
25/02/2020	CREDIT TRANSFER FROM W J WALLEY-W J WALLEY-RATES		\$40.00	\$159,395.76
25/02/2020	ERIN MARTIN RENT 1 SOUTH ST		\$592.00	\$159,987.76
25/02/2020	TRANSPORT DALO20200221	\$8,573.10		\$151,414.66
25/02/2020	FDMSA Payment 42298585164721		\$2,084.90	\$153,499.56
26/02/2020	DALLCON 08:27AM 26Feb RENT ARREARS		\$4.00	\$153,503.56
26/02/2020	CREDIT TRANSFER FROM CHERYL MARIE JOHNSON		\$490.00	\$153,993.56
26/02/2020	BILL PAYMENT 1000461213 001 BWA202002260001709859		\$110.00	\$154,103.56
26/02/2020	MARTIKA LYNN FOGA 10:34AM 26Feb Martika Fogarty (rent)		\$195.00	\$154,298.56
26/02/2020	CTRLINK CARERS TT0P6301555125968L		\$74.01	\$154,372.57
26/02/2020	TRANSPORT DALO20200224	\$2,444.75		\$151,927.82
26/02/2020	BANK OF QLD SMITH RATES		\$240.00	\$152,167.82
26/02/2020	FDMSA Payment 42298585164721		\$1,077.85	\$153,245.67
27/02/2020	BILL PAYMENT 1000417078 001 BQL2020022661941745		\$99.96	\$153,345.63

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Bankwest, a division of Commonwealth Bank of Australia
 ABN 48 123 123 124 AFSL / Australian credit licence 234945

BUSINESS BONUS STATEMENT

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
27/02/2020	RENT 4 DOWIE		\$460.00	\$153,805.63
27/02/2020	21.02.2020		\$4,358.43	\$158,164.06
27/02/2020	24.02.2020		\$1,610.30	\$159,774.36
27/02/2020	25.02.2020		\$1,145.95	\$160,920.31
27/02/2020	26.02.2020		\$15.00	\$160,935.31
27/02/2020	BILL PAYMENT 2000496566 001 BWA202002270013366290		\$306.40	\$161,241.71
27/02/2020	BILL PAYMENT 2000496566 001 BWA202002270003368390		\$50.00	\$161,291.71
27/02/2020	CREDITORS 27.02.20	\$131,163.62		\$30,128.09
27/02/2020	BILL PAYMENT 1000063103 001 BWA202002270001860443		\$50.00	\$30,178.09
27/02/2020	TRANSPORT DALO20200225	\$1,973.80		\$28,204.29
27/02/2020	AMPAC Debt Recov 79270		\$200.00	\$28,404.29
27/02/2020	FDMSA Payment 42298585164721		\$428.65	\$28,832.94
28/02/2020	CREDIT INTEREST		\$0.87	\$28,833.81
28/02/2020	Ref 32 Locke st BROOKE,SUZANNE MARGARET		\$50.00	\$28,883.81
28/02/2020	Dallcon 01:24AM 28Feb Rent 5 South St Dalwallinu		\$300.00	\$29,183.81
28/02/2020	Dallcon 01:24AM 28Feb rent 10 Roberts St Dalwallinu		\$215.00	\$29,398.81
28/02/2020	BILL PAYMENT 2000499367 001 CBA202002280249864633		\$3,380.65	\$32,779.46
28/02/2020	BILL PAYMENT 1000003132 001 NAB202002283030682932		\$35.00	\$32,814.46
28/02/2020	BILL PAYMENT 1000003761 001 NAB202002283030074760		\$50.00	\$32,864.46
28/02/2020	BILL PAYMENT 2000496539 001 CBA202002280757466302		\$243.00	\$33,107.46
28/02/2020	BILL PAYMENT 1000417096 001 ANZ202002283939159753		\$379.05	\$33,486.51
28/02/2020	CREDIT TRANSFER FROM JEAN WITHERIDGE		\$252.00	\$33,738.51
28/02/2020	BILL PAYMENT 1000461152 001 BWA202002280002232035		\$50.00	\$33,788.51
28/02/2020	BILL PAYMENT 1000006951 001 BWA202002280003573408		\$265.90	\$34,054.41
28/02/2020	HANNAH LORRAINE H 10:27PM 27Feb Hannah rent 40 Leahy		\$316.00	\$34,370.41
28/02/2020	CREDITORS 28.02.20	\$929.46		\$33,440.95
28/02/2020	Netball key bond		\$210.00	\$33,650.95
28/02/2020	Pexa Settlement GIBBONS		\$255.89	\$33,906.84
28/02/2020	TRANSPORT DALO20200226	\$328.05		\$33,578.79
28/02/2020	BOND ADMINISTRAT BOND REF 2259/20	\$1,264.00		\$32,314.79
28/02/2020	BENDIGO BANK 46 LEAHY		\$316.00	\$32,630.79
28/02/2020	FDMSA Payment 42298585164721		\$669.40	\$33,300.19
28/02/2020	CLOSING BALANCE			\$33,300.19

Total Debits: -\$151,910.93

Total Credits: \$27,203.91

TRANSACTION SEARCH RESULTS

Account: 302-162 0373562
Account Nickname: BUSINESS TELENET SAVER
Date: From 01/02/2020 to 29/02/2020
Transaction Types: All Transaction Types
Opening Balance: \$687,969.29
Closing Balance: \$718,222.36

BSB NO.	ACCOUNT NO.	TRANSACTION DATE	NARRATION	CHEQUE NO.	DEBIT	CREDIT	ACCOUNT BALANCE
302-162	0373562	20/02/2020	FROM MUNI TO T/S			\$250,000.00	\$718,222.36
302-162	0373562	13/02/2020	FROM T/S TO MUNI		-\$220,000.00		\$468,222.36
302-162	0373562	03/02/2020	CREDIT INTEREST			\$253.07	\$688,222.36

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Shire of Dalwallinu Trust Bank Reconciliation as at 29 February 2020

Balance as per General Ledger as at 1 February 2020 2T9900000 - Trust Fund	0.00	0.00		0.00
Add Cash Receipts				0.00
Less Cash Payments				0.00
		0.00		0.00
Balance as per General Ledger as at 28 February 2020 2T9900000 - Trust Fund	0.00	0.00	0.00	0.00
Add				
Outstanding Cheques				20.00
Less				
Balance as per Bank Statements as at 28 February 2020 2T9900000 - Trust Fund		20.00	0.00	20.00

Prepared by

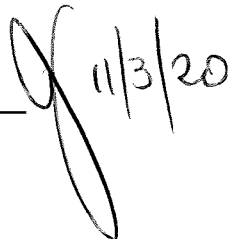


4/03/2020

Reviewed by



5/3/2020





Bankwest, a division of Commonwealth Bank of Australia
 ABN 48 123 123 124 AFSL / Australian credit licence 234945

BUSINESS CHEQUE ACCOUNT STATEMENT

Account of SHIRE OF DALWALLINU

BSB: 306-008
 (Bank,State,Branch)
 Account Number 536593-0
 From 22/02/2020
 To 28/02/2020
 Statement Number 3433

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
22/02/2020	OPENING BALANCE			\$20.00
26/02/2020	NETBALL KEY BOND		\$210.00	\$230.00
28/02/2020	FROM TRUST TO MUNI KEY BOND	\$210.00		\$20.00
28/02/2020	CLOSING BALANCE			\$20.00

Total Debits: -\$210.00

Total Credits: \$210.00

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Shire of Dalwallinu

RECORDKEEPING PLAN

June 2019

**Adopted by Council
March 2020**

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Dalwallinu and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Dalwallinu's RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Dalwallinu and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Dalwallinu's:

- Employees;
- Contractors;
- Organisations performing outsourced services on behalf of the Shire of Dalwallinu; and
- Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

"In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of

elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes RKP 2007078 (reviewed in 2014) and applies to all records created or received by any of the above parties, regardless of:

1. Physical format;
2. Storage location; or
3. Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically."

(State Records Act, 2000)

1. Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1. Historical Background

The Shire of Dalwallinu was established in 1916 as the Dalwallinu Roads Board and becoming a Shire in 1960.

The town originated as a siding with the first settlers arriving in 1907 and first crops sown in 1910.

The economic activity of the Shire is dominated by agricultural pursuits including wheat, lupin, barley, peas, canola, sheep, pigs and cattle.

Local industries include gypsum mining, engineering, retailing and service of farm machinery.

1.2. Strategic Focus & Main Business Activity

The **Mission** for the Shire of Dalwallinu is:

To promote and enhance economic opportunities and lifestyle for the community.

The **Vision** is:

A Shire with social and economic stability and well planned sustainable towns. A high standard of living, promotes business growth and nurturing agriculture in balance with the environment. A place of promoting opportunity, acceptance of all people, strong health/aged care, educational services and a community favourable to extended families.

The Shire of Dalwallinu's **Corporate Management Strategy** is:

- 1.2.1. To provide cost effective and efficient services to the community.
- 1.2.2. To develop and maintain a management structure, which is responsive to the needs of the organisation and its clients.
- 1.2.3. To create an environment where managers work within established parameters and have a high degree of autonomy, tied to accountability.
- 1.2.4. To ensure staff are well qualified, experienced and skilled.
- 1.2.5. To provide transparent, open and honest governance.

The main **Business Activities** for the Shire of Dalwallinu include:

Rates modelling, raising and issuing of rate notices and collection of rates. Issuing of Final Notices, Instalment Reminders and court action if required.

Motor Vehicle Licensing, Debtors, Creditors, Payroll, Receipting, and Library Services are also incorporated into the Shire's main business activities, along with control, maintenance and management of the local road network.

1.3. Functions, including those outsourced

Functions of the Shire of Dalwallinu include:

Community Relations, community services, corporate management, management and maintenance of Council properties, customer service, development and building applications, economic development, emergency services, environmental management, financial management, governance, government relations, grants and subsidies, information management, information technology, land use and planning, laws and enforcement, legal services, parks and reserves, personnel, plant, equipment and stores, public health, rates and valuations, recreation and cultural services, risk management, roads, sewerage and drainage, traffic and transport, waste management (outsourced), water supply and website maintenance.

See Attachment 1.

1.4. Major Stakeholders

The Shire of Dalwallinu's major stakeholders are employees, ratepayers, residents, customers, general public, elected members, State and Federal Government Departments, Community Groups and local clubs.

1.5. Enabling Legislation

The Shire of Dalwallinu is established under the Local Government Act 1995.

1.6. Legislation and Regulations Administered by the Shire of Dalwallinu

See Attachment 2.

1.7. Other Legislation Affecting the Shire of Dalwallinu

See Attachment 3.

1.8. Major Government and/or Industry Standards

See Attachment 4.

2. Principle Two: Policies and Procedures

Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1. Records Management and Business Information Systems

2.1.1. Records Management System

The creation and management of hard copy records is carried out by the Shire of Dalwallinu's internal staff.

Table 2.1

Recordkeeping Activities for the management of hard copy records and covered in the Shire of Dalwallinu's Policies and Procedures	YES	NO
<p>Correspondence capture and control Correspondence produced within the organisation is given a coded index listing in the top right-hand corner i.e. CEO:CP/1:O-COR-1234 = CEO – the person writing the letters job title; CP/1 is the file reference, it relates to council properties – sales and acquisitions; The record number given by the electronic management software, SynergySoft. All correspondence is filed in a section of the compactus, Personnel Files, Property Files, Development Files and Engineering Files (in the Records Store – fireproof), utilising the File Index Listing. This Listing is alphabetical and numerical i.e. CA/1 Commercial Activities, Projects, DFES Co-Location Facility CM/1 Corporate Management, Conferences, Other Agencies CP/1 Council Properties, Acquisitions and Disposal, Land Development and Sales, and continues through to WS/7 Water Supply, Monitoring, Recycling, Recycled Water Scheme. This system allows easy control and maintenance of the hard copy of records. The records officer files all correspondence.</p>	ü	
<p>Mail distribution Incoming mail is collected from the Post Office daily (approximately 9am), opened by the records officer, date stamped, and sorted into 'Important Mail'- Important Mail is entered into our electronic records system and given an incoming record number ie. I-COR-1234, it is then scanned into PDF format and attached to the record cover sheet in SynergySoft. The original document is kept in a subject file in the compactus. Invoices, Statements and Other, are then passed on to the Chief Executive Officer. Outgoing mail is taken to the Post Office, along with the lodgement statement book, daily at approximately 4pm. The lodgement statement customer detail section and declaration is prepared by staff and checked by an Australia Post officer.</p>	ü	

<p>Any correspondence addressed to Elected Members is opened with a copy being processed through the records system and a copy put in to the elected members pigeon hole, or sent to the member.</p>		
<p>File creation and closure In the instance that new General Files are created, these are formatted alphabetically and numerically to coordinate with the already existing File Index. These files will be created by the Records Officer. In the instance that new Property Files are created, these are coded as per the Assessment Number created in the Mapping Section of SynergySoft.</p> <p style="text-align: center;">A 9 0 0</p> <p style="text-align: center;">V 0 1</p> <p>The above tag represents Property File and volume number and stored in numerical order in compactus.</p> <p>Development Files are created as above with the addition of the letter D next to the volume.</p> <p style="text-align: center;">A 9 0 0</p> <p style="text-align: center;">D V 0 1</p> <p>Personnel Files are created by the Payroll Officer only and kept in a separate locked filing cabinet within the Strong Room Personal file documents are added to records as internal document e.g. N-HR-0000 under employee's electronic personal file.</p> <p>If any files are closed, they are placed in Archive Boxes, labelled clearly and placed into the relevant area, bay and shelf within the Archives system (i.e. Property, Development, Personnel or General) with the Archive Register being amended to reflect this action and the file's location. There are 224 bays specifically designated for Archives.</p>	<p>ü</p>	
<p>Access to corporate records Personnel working within the organisations internal network (i.e. inside staff) have access to all records during office hours. This includes: Chief Executive Officer, Deputy Chief Executive Officer, Accounting Officer, Rates Officer, Admin Officer, Executive Services Officer, Community Support Officer, Technical Support Officer, Payroll</p>	<p>ü</p>	

<p>Officer, Records Officer, Customer Services Officer, Manager Planning & Development Services, Strategic Projects and Marketing Officer and Manager of Works and Services. The Personnel records are only accessed by the Chief Executive Officer, Deputy Chief Executive Officer, Accounting Officer and Payroll Officer and are kept confidential and secure at all times.</p>		
<p>Authorised disposal of temporary records and transfer of State archives to the State Records Office At present, no records are transferred to the State Records Office, although Council has undertaken to forward any rate books to the SRO when it is able (space permitting at the SRO) for microfilming.</p> <p>The Shire of Dalwallinu uses the General Disposal Authority for Local Government Records, produced by the SRO for the retention and disposal of its records. This occurs annually.</p>		ü

2.1.2. Business Information Systems

The Shire of Dalwallinu runs the SynergySoft Financial Management System using the following modules:

- Assets
- Bank reconciliation
- Creditors
- Debtors
- General Ledger
- Loans
- Payroll
- Plant
- Purchase Orders
- Receipting
- Works Costing

In addition Rates and Mapping Systems are also within the SynergySoft program.

The Shire Library uses the Amlib software to manage and organise the books and other lending items.

2.2. Records Management Policy and Procedures

The creation and management of electronic records, are carried out by the records officer using the records program SynergySoft by IT Vision. All letters and other documents are accessed on the Fileserver 'T-Drive' by all staff members.

Table 2.2

Recordkeeping Activities for the management of electronic records and covered in the Shire of Dalwallinu's Policies and Procedures	YES	NO
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<p>Electronic records management The Shire of Dalwallinu's current method of Electronic Records Management is the records program in SynergySoft. At present all records (incoming and outgoing) are entered into the program and given a record number ie. O-COR-123, for outgoing records and I-COR-1234 for all incoming records. The record is then scanned as a PDF and attached to the cover sheet created in SynergySoft. Each record is then copied to the relevant member of staff to be dealt with. The hard copy of the record is then filed in the corresponding subject file in the compactus. All staff members are able to access records on the SynergySoft system. This procedure began in September 2005.</p>	<p>ü</p>	
<p>Email management With SynergySoft there is an option to enter emails straight into the Records program and staff have been trained to enter their important emails that would generally go through records, into the SynergySoft system.</p> <p>All internal personnel sign an Agreement on commencement regarding the 'Acceptable Use of Computing and Communications Facilities' document, which ensures that Council's computing and communication resources are managed and controlled effectively.</p>	<p>ü</p>	
<p>Website management Shire of Dalwallinu's website is managed internally. Information is uploaded by a member of staff when needed. Content of the website is supervised by a senior staff member. An outside consultancy firm is engaged to provide support for any operational errors in the software.</p>	<p>ü</p>	
<p>Metadata management Including requirements for capture of metadata in information systems, whether automatic or manual. Records are captured into SynergySoft in accordance with consistent metadata fields. (see SynergySoft entry screen in Attachment 6)</p>	<p>ü</p>	
<p>System/s management The Deputy Chief Executive Officer (in consultation with the IT support contractor) currently maintains Council's Computer and Communications systems including Financial Management systems, HR information management systems, email, virus protection products, rates and Synergy updates. Updates and backups are carried out regularly. Documented processes and procedures were introduced as of September 2005 with the SynergySoft system.</p>	<p>ü</p>	
<p>Migration strategy Strategies are planned or in place for migrating electronic records for long-term retention and access. An external consultancy firm is engaged to provide cloud based backups and this process has been tested in real time. <i>See SRC Standard 8: Managing Digital Information.</i></p>	<p>ü</p>	

Adequate and appropriate procedures have been established for effective records management for the Shire of Dalwallinu.

Staff have been advised and the control initiated by the Deputy Chief Executive Officer ensures the procedures are maintained.

This is achieved by a spreadsheet of file numbers created specifically for the Shire of Dalwallinu.

2.3. Certification of Policies and Procedures

Evidence of formal authorisation is provided by the copy of the certification document in the Policy Manual signed by the by the Chief Executive Officer.

2.4. Evaluation of Policies and Procedures

The present method of recording and control of records and documentation ensures safe maintenance of all Shire records; the easy location of same, due to registers and indexes detailing the numbered location of the items, ensures minimum time is involved in locating items and similarly destruction of obsolete items is simple with destruction dates recorded against each item.

Policy Statements

Creation of Records

All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Dalwallinu's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Dalwallinu business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire of Dalwallinu's records by staff will be in accordance with designated access and security classifications. Access to the Shire of Dalwallinu's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Dalwallinu policy. Access to the Shire of Dalwallinu's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Dalwallinu will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

3. Principle Three: Language Control

Government organisations ensure that appropriate controls are in place to identify and name government records.

3.1. Keyword AAA Thesaurus Implemented

The Shire of Dalwallinu has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

3.2. Thesaurus (Other than Keyword AAA) Implemented

The *thesaurus* operates well within the Shire of Dalwallinu. It covers both administrative and functional activities of the Shire of Dalwallinu, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Dalwallinu as may occur from time to time.

3.3. List of Subject Headings

The Shire of Dalwallinu has developed a List of Subject headings to control the titling of records. This tool 'Archive Titles' covers both administrative and functional records.

3.4. Identified Areas for Improvement

The current records management system works efficiently and effectively for the Shire of Dalwallinu and any improvements are addressed as required.

4. Principle Four: Preservation

Government organisations ensure that records are protected and preserved.

4.1. Assessment of the Risks

4.1.1 On Site storage

The Shire of Dalwallinu has its current, active, inactive and archival records located onsite at the Shire Administration Centre in Johnston Street, Dalwallinu in the Records Strong room.

The Records Strong room adequately accommodates the Shire records and provides for an additional ten years of records before a need to dispose of records for space. The area was specifically designed as an archival storage area with fireproof door and fire alarm connected to a smoke alarm system provides protection.

The shelving, steps and cabinets are steel, intended to minimise the spread of fire in the case of risk.

All current General Files, Development Files and Property Files are kept in the compactus system with coded bays. Archives are all located upstairs of the Records Strong room in clearly labelled archive boxes on numbered bays and shelves.

4.1.2 Offsite Storage

Not applicable.

4.1.3 Data Centre and Cloud Storage

Electronic backups of the Shire of Dalwallinu's computer records are done daily and are backed up via the 'cloud' each evening.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
All financial and correspondence records	Continuum	Data centre Sydney	Data centre Sydney	Y

4.1.4 Storage of Archives

Records that are archived and relate to State Archives are labeled accordingly and either housed in the stored in a locked / secure Records room or electronically backed up to the 'cloud'. Relative to the Shire of Dalwallinu the following areas have been identified as State Archive records.

Cemetery; Joint Venture; Agendas/Minutes; Elections; Insurance Compensation; Council Committees; Sewerage; Shire corporate style; Significant Construction (i.e Hanwa); Diarys & appointment books; Freedom of Information; Property information; Gifts; Industrial Relations; Personnel Records; Occ. Health & Safety; Media Liaison; Memorials; Records Management; Risk Assessment.

4.1.5 Storage of Backups

Electronic backups of the Shire of Dalwallinu's electronic information are held offsite at the Data centre Sydney and are transferred there on a daily basis.

4.1.6 Quantity of Records

The Shire of Dalwallinu holds:

1.056 TB volume of digital information.

150 m of temporary records stored onsite, 224 bays (14 shelves x 16 bays)

The following security measures are in place at the Shire of Dalwallinu to ensure the security of its records, both hard copy and electronic, and authorised access to them:

- Hard copy records are stored in a locked / secure Records Store, accessible only to administrative staff.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation.
- Electronic records are backed up on a regular basis as described previously.

4.1.7 Security and Access

The risk of an unwanted party accessing the records storage area and server room of the Shire of Dalwallinu has been assessed overall as being low.

4.2 Assessment of the Impacts of Disasters

The risk of a disaster occurring to the records of the Shire of Dalwallinu has been assessed overall as being low.

The impact of a disaster on the organization's records has therefore been assessed as low.

4.3 Strategies in Place for Prevention and Response

The following strategies have been implemented by the Shire of Dalwallinu in order to reduce the risk of disaster and for quick response should a disaster occur:

- Emergency Management Plan adopted;
- Internal fire hoses connected and functional;
- Hand held fire extinguishers regularly tested.

4.3.1 Vital Records Program

Vital records in hard copy are stored in a locked, fire resistant Records Store and are not to be left out under any circumstance, accessible only to *Administration Staff*. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities these records do not leave the Shire building.

Vital Records include rates books, vesting/management orders, personnel files, minutes/agendas and property registers.

4.3.2 Back-up Procedures for Electronic Records

Electronic records for the Shire of Dalwallinu are backed up daily. The back-ups are stored offsite via the 'cloud'.

4.3.3 Storage Reviews

The storage facilities utilised by the Shire of Dalwallinu are reviewed annually to ensure that conditions are appropriate for the organisation's records.

4.3.4 Recovery of Lost Information

The Shire of Dalwallinu has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

The strategies include:

- Recovery of backed up information process: Managed IT is advised of the information which requires recovering, including the date and time. The tape containing this particular information is located, either from onsite or offsite repository. A restore of the information is performed to the location of choice. In the event of a full system failure the system will be recovered from a system image, which is taken daily and located both on and offsite.
- Vital Records are scanned and stored in SynergySoft electronically. The original physical item is kept at the Shire of Dalwallinu in a fire retardant safe.
- All records are stored electronically where possible and can be re-created as required.

4.4 Identified Areas for Improvement

The current records management system works efficiently and effectively for the Shire of Dalwallinu and any improvements are addressed annually.

5. Principle Five: Retention and Disposal

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1. General Disposal Authority for Local Government Records

The Shire of Dalwallinu uses the General Disposal Authority for Local Government Records RD 2015-001/1, produced by the State Records Office, for the retention and disposal of its records.

5.2. Existing Ad Hoc Disposal Authorities

The Shire of Dalwallinu does not have any Ad Hoc Disposal Authorities approved by the State Records Commission.

5.3. Existing Disposal Lists

The Shire of Dalwallinu does not have any Disposal Lists approved by the State Records Commission.

5.4. Other Disposal Authorities

Not utilised by the Shire of Dalwallinu.

5.5. Restricted Access Archives

The Shire of Dalwallinu does not currently have any restricted archives.

5.6. Archives not transferred to the SRO

The Shire of Dalwallinu intends to have any rates books moved to the State Record Office when room in the Dalwallinu records storage is minimal.

5.7. Disposal Program Implemented

The Shire of Dalwallinu has implemented the General Disposal Authority for Local Government Records and conducts a regular disposal program on an annual basis.

5.8. Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the State Records Office, a list of those records due for destruction or transfer will be reviewed by the Chief Executive Officer for the Shire of Dalwallinu and authorised for destruction or transfer.

5.9. Identified Areas for Improvement

The current records management system works efficiently and effectively for the Shire of Dalwallinu and any improvements are addressed annually.

6. Principle Six: Compliance

Government organisations ensure their employees comply with the Recordkeeping Plan.

6.1. Staff Training, Information Sessions, Publications

Staff training is carried out for all employees and Elected Members of the Shire of Dalwallinu by way of orientation of the Administration Centre, Records Store and Archives (upstairs), plus offsite training for industry specific courses i.e. SynergySoft and Rates courses are generally held in Perth. All personnel are also advised of their responsibilities in relation to recordkeeping and supplied with a current copy of the Policy and Procedure Manual.

The Shire of Dalwallinu has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan.

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.	ü	
In-house recordkeeping training sessions for staff are conducted.	ü	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff members are also encouraged to attend training courses outside the organisation whenever practicable.		ü
Staff information sessions are conducted on a regular basis for staff as required.	ü	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		ü
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	ü	
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	ü	

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

6.2. Performance Indicators in Place

Two simple Performance Indicators currently utilised by the Shire of Dalwallinu include:

- Ø An annual test to retrieve documentation with a random choice;
- Ø Monthly selection of twenty items with an error rate less than 10% being acceptable.

6.3. Agency's Evaluation

On the basis of retrieval time the recordkeeping systems are assessed as being efficient and effective within the organisation.

6.4. Annual Report

An excerpt from the Shire of Dalwallinu's latest Annual Report is attached, please refer to Attachment 5, demonstrating the organization's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

6.5. Identified Areas for Improvement

The current records management system works efficiently and effectively for the Shire of Dalwallinu and any improvements are addressed annually.

7. SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1. Outsourced functions identified

Currently the Shire of Dalwallinu outsource the following functions:

- 7.1.1. Waste management
- 7.1.2. Auditing services
- 7.1.3. Grading services
- 7.1.4. Fire system management
- 7.1.5. IT support and management
- 7.1.6. Gravel carting
- 7.1.7. Medical Centre
- 7.1.8. Caravan Parks
- 7.1.9. Ranger Services

7.2. Recordkeeping Issues included in Contracts

The Shire of Dalwallinu will ensure that all new and renewed contracts are Standard 6 compliant.

7.2.1 Planning

The Shire of Dalwallinu includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the contract planning process for the outsourced functions.

7.2.2 Ownership

The Shire of Dalwallinu will ensure that the ownership of Local Government records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract(s)/agreement(s).

7.2.3 Control

The Shire of Dalwallinu will ensure that the contractor(s)/agent(s) creates and controls records in electronic or hard copy format, in accordance with Recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Dalwallinu.

7.2.4 Disposal

The disposal of all Local Government records which are the product of or are involved in any contract(s)/agreement(s) with the Shire of Dalwallinu and contractor(s)/agent(s) will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any Local Government records produced in the course of the contract(s)/agreement(s) will be agreed between the Shire of Dalwallinu and the contractor(s)/agent(s).

7.2.6 Custody

Custody arrangements between the Shire of Dalwallinu and the contractor(s)/agent(s) for Local Government records stored on and off site by the contractor(s)/agent(s) will be specified in the contract(s)/agreement(s) as follows:

The Shire of Dalwallinu's authorised personnel will have unrestricted access to Shire records held off-site Monday to Friday 8am to 5pm.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) will be specified in the contract(s)/agreement(s).

7.3 Identified Areas for Improvement

The current records management system works efficiently and effectively for the Shire of Dalwallinu and any improvements are addressed annually.

Attachment 1 - Functions of the Local Government			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick If Yes</i>	<i>Performed by an External Agency Tick If Yes</i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	N/A	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	ü	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	ü	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	ü	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	ü	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	ü	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	ü	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	ü	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	ü	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		ü
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	ü	
Financial Management	The function of managing the LG's financial resources.	ü	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for Elected Members.	ü	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	ü	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	ü	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	ü	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.		ü

Attachment 1 - Functions of the Local Government			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick If Yes</i>	<i>Performed by an External Agency Tick If Yes</i>
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	ü	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	ü	
Legal Services	The function of providing legal services to the LG.	ü	
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	ü	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	ü	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	ü	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	ü	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	ü	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	ü	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	ü	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	ü	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	ü	
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	ü	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.		ü
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.	ü	
Website Management	The function of managing, updating and maintaining the Shire's website	ü	

Attachment 2 – Legislation & Regulations Affecting the Operations of the Shire

Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	ü
Animal Welfare Act 2002	ü
Building Act 2011	ü
Building Regulations 2012	ü
Bush Fires Act 1954 An Act to make better provision for diminishing the danger resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the <i>Bush Fires Act 1937-1950</i> and for other purposes.	ü
Bush Fire Regulations	ü
Caravan Parks and Camping Grounds Act 1995	ü
Caravan Parks and Camping Grounds Regulations 1997	ü
Cat Act 2011 An Act to provide for the control and management of cats and promote and encourage the responsible ownership of cats, and for related matters.	ü
Cemeteries Act 1986	ü
Dangerous Goods Safety Act 2004	ü
Disability Services Act 1993	ü
Dog Act 1976 An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.	ü
Dog Regulations 2013	ü
Emergency Management Act 2005	ü
Environmental Protection Act 1986 An Act to provide an Environmental Protection Authority, for prevention, control and abatement of environmental pollution, for the conservation, preservation, protection enhancement and management of the environment and for matters incidental to, or connected with, the foregoing.	ü
Environmental Protection (Noise) Regulations 1997	ü
Fire and Emergency Services Act 1998	ü
Food Act 2008	ü
Food Regulations 2009	ü
Freedom of Information Act 1992 An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.	ü
Freedom of Information Regulations 1993	ü

Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Hairdressing Establishment Regulations 1972	ü
Health Act 1911	ü
Health Regulations	ü
Heritage of Western Australia Act 1990	ü
Land Administration Act 1997	ü
Litter Act 1979 An act to make provision for the abatement of litter, to establish, incorporate and confer powers upon the Keep Australia Beautiful Council (WA), and for incidental and other purposes.	ü
Liquor Licensing Act 1988 An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to repeal the Liquor Act 1970, and for related matters.	ü
Local Government Act 1995 An Act to provide for a system of local government in Western Australia.	ü
Local Government Grants Act 1978	ü
Local Government (Miscellaneous Provisions) Act 1960	ü
Local Government Regulations	ü
Main Roads Act 1930 An Act to consolidate and amend the law relating to and making provision for the construction, maintenance and supervision of highways, main and secondary roads, and other roads, the control of access to roads and for other relative purposes.	ü
Parks and Reserves Act 1895	ü
Planning and Development Act 2005	ü
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	ü
Rights in Water and Irrigation Act 1914	
Residential Design Codes of WA 2002	ü
Road Traffic Act 1974 An Act to consolidate and amend the law relating to road traffic, to repeal the Traffic Act 1919-1974 and for incidental purposes.	
Strata Titles Act 1985 An Act to facilitate the subdivision of land into cubic spaces and the disposition of titles thereto, to provide for incidental and connected purposes and to repeal the <i>Strata Titles Act 1966</i> .	
Transfer of Land Act 1893 An Act to amend the <i>Transfer of Land Act 1893</i> and to amend various other Acts for related purposes.	ü

Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Valuation of Land Act 1978	ü
Waterways Conservation Act 1976	
Western Australia Disability Services Act 1993	ü
Local Laws of the Shire of Dalwallinu	
Fencing Local Laws	ü
Local Government Property	ü
Parking & Parking Facilities	ü
Dog Local Laws	ü
Cemetery Local Laws	ü
Activities on Thoroughfares & Trading In Thoroughfares and Public Places	ü
Standing Orders	ü
Health By-Laws	ü
Bushfire Brigade	ü

Attachment 3 - Other Legislation and Regulations affecting the functions and operations of the Local Government	
<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Building Services (Registration) Act 2011	ü
Contaminated Sites Act 2003	ü
Criminal Code 1913	
Electronic Transactions Act 2011	
Equal Opportunity Act 1984	ü
Evidence Act 1906	
Freedom of Information Act 1992;	ü
Freedom of Information Regulations 1993	ü
Industrial Awards	ü
Industrial Relations Acts (State and Federal)	
Interpretation Act 1984 An Act to amend and consolidate the law relating to the construction, application, interpretation, and operation of written law; to provide for the exercise of statutory powers and duties; and to provide for connected or incidental purposes.	
Library Board of Western Australia Act 1951	ü
Limitation Act 1935, 2005	
Occupational Safety and Health Act 1984	ü
Occupational Safety & Health Regulations 1996	ü
Parliamentary Commissioner Act 1971 An Act to provide the appointment of a Parliamentary Commissioner for Administrative Investigations for the investigation of administrative action taken by or on behalf of certain government departments and other authorities and for incidental purposes.	
Soil and Land Conservation Act 1945	ü
State Records Act 2000 An Act to provide for the keeping of State records and for related purposes.	ü
State Records (Consequential Provisions) Act 2000;	ü
State Records Commission Principles & Standards 2002	ü
Swan and Canning Rivers Management Act 2006	
Workers Compensation and Injury Management Act 1981 An act to amend and consolidate the law relating to compensation for, and the rehabilitation of workers suffering disability by accident or disease in the course of their employment. Regulations, By-laws and local laws made under the foregoing.	ü
Working with Children (Criminal Record Checking) Act 2004	ü

Attachment 4 – Major Government & Industry Standards

Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government	
<i>Government & Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	<input checked="" type="checkbox"/>
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	<input checked="" type="checkbox"/>
General Disposal Authority for Local Government Records RD 99004	<input checked="" type="checkbox"/>
National Competition Policy	<input checked="" type="checkbox"/>
Other	
Please detail any additional items below	



Record Keeping Plan Report

Consistent with the provisions of the State Records Act 2000, the Shire of Dalwallinu has, at 14 September 2004, adopted an Approved 'Recordkeeping Plan' and satisfied the compliance requirements of the Act, and has provided sufficient and appropriate training for the staff in this responsibility having had the Chief Executive Officer approve the Operational Procedures Manual for this training. This plan was reviewed in November 2007 and again in 2014/15.

Purposes

The purpose of this Recordkeeping Plan (RKP) is to set out the minimum requirements as to which records are to be created by the Shire of Dalwallinu and how it is to keep its records. Recordkeeping Plans are to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The RKP is the primary means of providing evidence of compliance with the Act.

Objectives

The objectives of the Shire of Dalwallinu Recordkeeping Plan are to ensure:

- Compliance with Section 19 of the State Records Act 2000;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and
- Protection and preservation of the Local Government's records.

Performance Indicators

Under Section 6.2 of the Shire of Dalwallinu's Recordkeeping Plan, Performance Indicators, as listed below, were tested successfully with less than 10% error rate being recorded:

- An annual test to retrieve documentation with a random choice;
- Selection of twenty items with an error rate less than 10% being acceptable.

State records commission standard 2: Principal 6

RECORD KEEPING TRAINING PROGRAM

This Shire has employs two full time Customer Service Officers, who have been trained to be proficient in all aspects of Records Keeping in relation to the software Council has in place with Synergy Soft. The Records Officers also provide training to other staff in relation to the requirements of the Records Keeping Plan.

REVIEW OF THE EFFICIENCY AND EFFECTIVENESS OF THE RECORD KEEPING TRAINING PROGRAM.

A briefing session for all staff on the requirements of the RKP and their responsibilities was conducted in 2004. As a consequence of this process the need for an electronic recording system was identified, the system "Synergy Soft Records" was introduced in September 2005 and the annual test carried out since December 2010 has shown the System to be very successful.

The Shire of Dalwallinu's induction program addresses employees' roles and responsibilities in regard to their compliance with the Record Keeping Plan (RKP).

Each new employee is presented with a comprehensive Induction Manual which includes the requirements of the RKP. The Records Officer also provides – brief overview of the practical application of the plan.

Attachment 6 – Entry Screen for records in SynergySoft

The screenshot displays the SynergySoft Records Registration entry screen. The main window title is "Records Registration - 1-COF-13348 COE - [New/DUW/SOOL-632806] SynergySoft". The interface includes a menu bar, a toolbar, and a sidebar with various navigation options.

Record Information:

- Record Number: 1-COF-13348
- Routing: 100000
- Record Type: Correspondence
- Volume: 1
- Category: FINANCIAL MANAGEMENT

File and Correspondence:

- File: 1 File (FM23)
- Correspondence: 14500 (Bankwest)
- Address: LEVEL 11 D, BANKWEST PLACE, 300 MURRAY STREET, PERTH WA 6000

Contact and Properties:

- Contact: Clients Ref
- Properties: Short Title / Contents: Special Term Deposit Confirmation Letter, Account Number: 008-01-4667-9, Maturity Date: 21/11/2019
- Int. Con: Chief Executive Officer Jean Knight

Dates and Action Status:

Dates	Registration	Sent/Rec'd	Created	Acknowledge	Respond By	Action Status	Action Date
Dates	30/10/2019	30/10/2019	30/10/2019		04/11/2019	Outstanding	30/10/2019
Times	09:25	09:25	09:25				

Additional Fields:

- Record Status & Date Last Changed: Draft, 30/10/2019
- Security Level: 1
- Rel Ind: Public Record



SHIRE OF DALWALLINU
 RECORD NO: 114502-19244
 OFFICER: SPMO
 FILE NO: GS1
 X REF:
 DATE: 12.03.2020

COMMUNITY GRANT APPLICATION

Applications for assistance should be completed by an authorised officer of the Club or Organisation and be lodged at the Shire.

1. APPLICANT DETAILS

Name of Club/Organisation	Kalannie Tennis Club		
Contact	Sarah Johnson	Office held	Secretary
Address	15 Rolinson drive Kalannie WA 6468		
Telephone	0402637799		

2. BRIEF DESCRIPTION OF PROJECT

TO get two reversible basketball and netball rings on towers installed on the old tennis court that has had a netball/basketball surface layed over it,

3. SITE DETAILS

1	Location	Kalannie Sporting and recreation Club
2	Area (size)	648 square metre (standard size netball court).
3	Ownership	Shire owns the land
4	Any unusual features (e.g. special earthworks because of slope etc.)	the old tennis court has been covered in the previous netball tiled court.

4. FUTURE IMPROVEMENTS

Indicate further improvements being considered by your group
 We plan to lay some astro turf along the sides and get a score board and possibly some seating for spectators.

5. CURRENT MEMBERSHIP

MALE: Senior Junior FEMALE Senior Junior

6. USAGE

6.1 Indicate the expected usage of the facility
 This facility will be used by children and adults throughout the year to play basketball and netball on. It will be open to public.

6.2 Outline proposed arrangements to make facility available to members and others
 The court will not be locked allowing people to use it at their leisure however it is attached to the Kalannie Sports Club so has lights on during the evening to deter vandalising.



7. NEED

Give a summary of the need for such a facility

Kalannie community has organised to utilise a previously purchased netball surface to cover a deteriorating tennis surface. The towers will provide us with the ability to play netball and basketball on it.

8. MANAGEMENT

8.1 Has a committee been appointed to manage the facility? YES NO

If YES, please give details of the following

a) composition of the committee

b) powers of the committee

8.2 How does the Organisation propose to meet operating & maintenance costs?

There are no expected operating or maintenance costs.

9. WORK SCHEDULE

9.1 When do you expect the work to commence?

As soon as possible - April 2020

9.2 When do you expect the work to be completed?

April - May 2020

10. FINANCE

10.1 Budget

a) Total cost estimate (including escalation)			\$ 3740
b) Cash contribution by group	\$ 1320-		
Work contribution by group	\$ 550-		
c) Contribution by others	\$ 0	TOTAL	\$ 1870
Request from Council			\$ 1870

10.2 How was this cost established? List the components and give details of tenders, quotes or estimates and attach verifying documents.

It was established via 2 quotes. The cheapest one was Bardfield engineering. The Kalannie community will pick it up from Malaga to save on delivery costs as in kind work.

11. FINANCIAL REPORT

The latest available financial statement, including details of annual income and expenditure, assets and liabilities must be attached to the application.



12. CONDITIONS PERTINENT TO APPLICATIONS

- a. Applications must be received at the Shire Office prior to the advertised closing date
- b. Expenditure to be on capital improvements ONLY
- c. Grants will only be approved for future projects/purchases and will not be approved for projects/purchases carried out prior to date of application to Council for financial assistance
- d. All Community Grants are approved on the basis of discretionary contribution from the Council on the nett cost of the project after deducting Grants, subsidies or donations from any other source
- e. Voluntary labour content will be considered at the discretion of the Council
- f. All applications are subject to individual assessment by the Council
- g. Payment of Community Grants will only be made upon receipt of invoices and statements

13. DECLARATION

I hereby certify that we have been authorised by the (Organisation)

Kalannie Tennis Club
to prepare and submit this application.

The information contained herein is to the best of our knowledge true and correct.

Stacey Hudson Alumun 12.3.20
 PRESIDENT SECRETARY DATE



11th March 2020

Sarah Johnson
Email: sarahjohnson8884@gmail.com

Dear Sarah

RE: BASKETBALL/NETBALL REVERSIBLE – SPORT & RECREATION CLUB KALANNIE

To supply only 1 set (2 off) heavy duty Basketball/Netball reversible Units with 1650mm overhang as per our certified drawing 2610-BN-S-02.1 will cost \$2,900.00 + GST ex-factory.

- Lead time is approximately 2-3 weeks from receiving a purchase order.

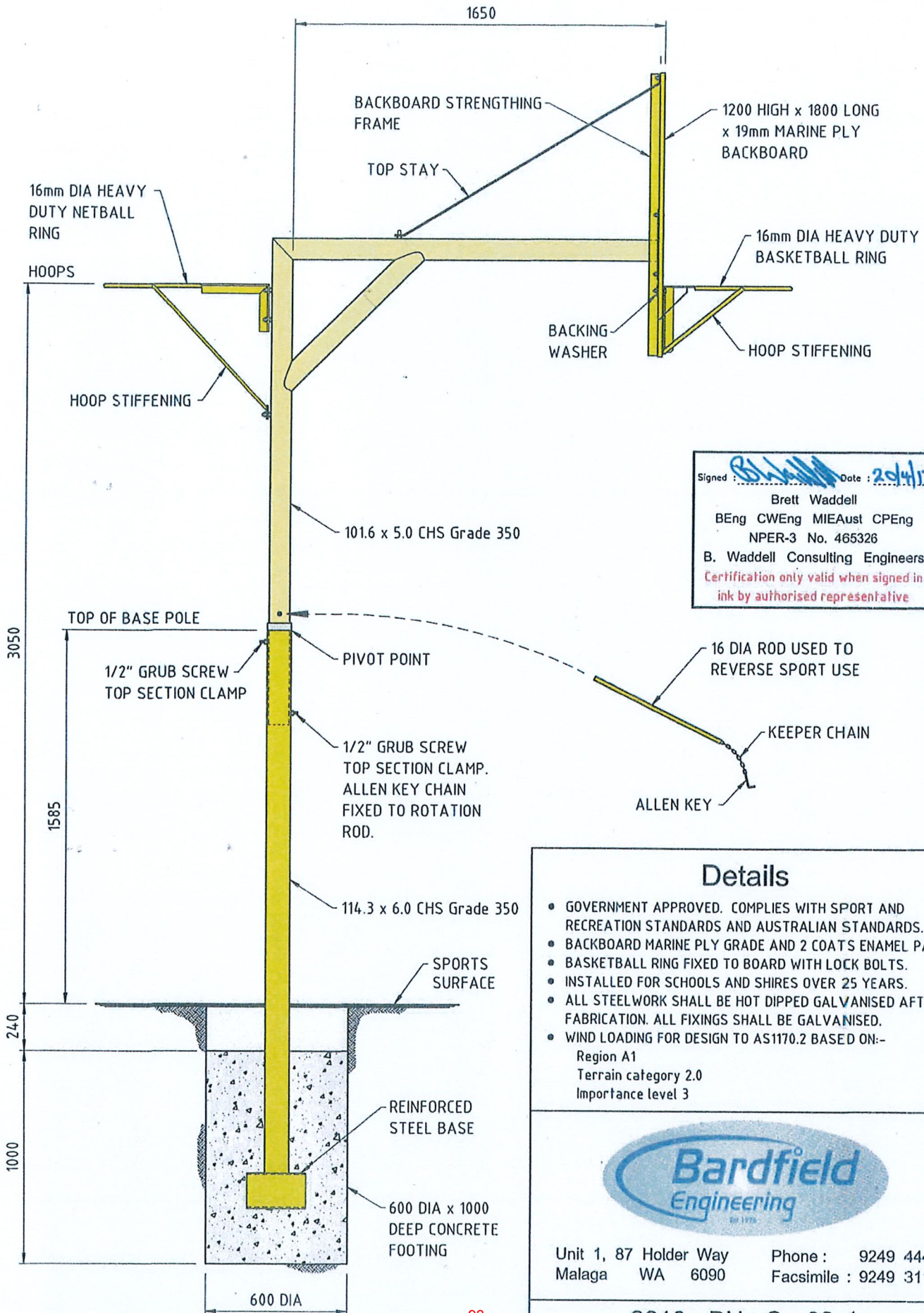
Cost of delivery would be \$500.00 + GST.

Thank you for giving us the opportunity to quote on this project.

Yours sincerely

Jeff Marshall
MANAGER

Heavy Duty Basketball / Netball Reversible Unit - Standard Model



HEAVY DUTY REVERSIBLE BASKETBALL / NETBALL SYSTEM

When Strength Matters

Designed for the roughest environments, these systems are engineer certified to exceed cyclone conditions.

- 50mm fibreglass backboard has a bolt free face which delivers excellent, consistent ball rebound that cannot be achieved on wooden backboards. The fibreglass system is fully ribbed for maximum strength, has a steel plate for ring support and will not break down over time or delaminate.
- The system is reversible to allow for Netball. A nylon pivot disc is included in these systems for ease of rotation. The netball ring can be offset less, such as 1200 if full rotation cannot be achieved because of obstacles such as fences etc. Post can also be locked in position if required.
- The tower is a bolt together design for ease of transport and installation. It is available in a 2400 projection and can be cut down on site.
- Oversized 141mm hot dip galvanised post for maximum strength, stability, and durability under all conditions.
- This is a direct mount goal like international indoor systems where the goal bolts through the backboard onto the support structure.
- The ring is a heavy duty dual rim design with wrap around bracing and milled net holders.
- Flat pack design for ease of transport and installation.
- Protective padding available

These are tested and certified for the Education QLD State Schools Basketball Specifications and Australian Design Standards.



System: **Basketball**
 Product Code: **BNB24**
 Related Products: **BBESO BBJAM BBDOM**
BBULTRA BBPRO



FIBA
EQUIPMENT
& VENUE



CONTACT US TODAY FOR ADDITIONAL INFORMATION

www.hitechsports.com.au
info@hitechsports.com.au
 PO Box 38 Wilston Qld 4051
 1300 500 314 07 3168 2978

HiTech Sports Pty Ltd

PO Box 38, Wilston, QLD, 4051
 info@hitechsports.com.au
 Ph 07 3168 2978

ABN 79 082 369 079
 www.hitechsports.com.au

Date	Quote #
6/02/2020	7411

Quote

Name / Address	Ship To		
Sarah Johnson Kalannie WA 6468 sarahjohnson8884@gmail.com 0402 637 799	Sarah Johnson Perth WA 6000 sarahjohnson8884@gmail.com 0402 637 799		
	Ref No.	Rep	Project
		DC	

Qty	Item	Description	U/M	Price	Tax	TAX Amt	Total
2	BNB24	BNB 24 - Heavy Metal Basketball - Reversible. Engineered for heavy duty applications. Hot Dip Galvanised post, full size 50 mm thick Fibreglass backboard for consistent rebound. Reversible to suit Netball. Projection up to 2.4m.	Ea	2,800.00	GST	560.00	5,600.00
1	Delivery	Freight and delivery to site, customer to receive, check and help unload. PLEASE NOTE: THIS DOES NOT INCLUDE UNLOADING. Delivery to Kalannie WA 6468 would be \$2400 + GST		880.00	GST	88.00	880.00

Title of the goods on this document remain the property of HiTech Sports Pty Ltd until all monies are paid in full. No claims will be recognised unless received in writing by HiTech Sports Pty Ltd within seven days of the date on this document.	Subtotal	\$6,480.00
	Tax	\$648.00
	Total	\$7,128.00

Kalannie Tennis Club
Annual General Meeting Financial Report
For the period 1 July 2018 to 30 June 2019

INCOME		\$	\$	\$
Donations -	Summit Fertilizers	400.00		
	CSBP	<u>500.00</u>	900.00	
Interest received -	Cheque account	0.30		
	Term deposit	<u>392.01</u>	392.31	1,292.31

EXPENDITURE

Men's Singles Champion prize	50.00		
Heater at kennel	545.00		
Affiliation fees - Tennis West	377.87		
Trophy engraving	18.15		
Postage stamps	12.00		
Reserve hire fees - Shire of Dalwallinu	<u>140.00</u>		
			1,143.02

BANK RECONCILIATION

Opening balances as at 1 July 2018	29,273.36
Add income	<u>1,292.31</u>
	30,565.67
Less expenditure	<u>1,143.02</u>
Closing balances as at 30 June 2019	<u><u>29,422.65</u></u>
Cheque account bank balance as at 30 June 2019	3,026.81
Term deposit bank balance as at 30 June 2019	<u>26,395.84</u>
	<u><u>29,422.65</u></u>