



**Corporate Services Attachments  
ORDINARY COUNCIL MEETING  
Wednesday, 20 September 2017**

<b>REPORT NUMBER</b>	<b>REPORT TITLE AND ATTACHMENT DESCRIPTION</b>	<b>PAGE NUMBER(S)</b>
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**MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2017**

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Not available

SHIRE OF CHITTERING  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2017

	NOTE	August 2017 Actual \$	August 2017 YTD Budget \$	2017/18 Budget \$	Variations Actuals to YTD Budget \$	Variations Actual Budget to YTD %
<b>Operating</b>						
<b>Revenues/Sources</b>	1,2					
Governance		8,677	346	12,558	8,331	2407.80%
General Purpose Funding		117,455	683,152	844,422	(565,697)	(82.81%) ▼
Law, Order, Public Safety		25,762	79,922	509,060	(54,160)	(67.77%) ▼
Health		10,912	11,098	57,265	(186)	(1.68%)
Education and Welfare		909	909	26,775	0	0.00%
Housing		25,221	29,972	170,155	(4,751)	(15.85%)
Community Amenities		770,427	783,268	971,199	(12,841)	(1.64%)
Recreation and Culture		2,174	2,237	221,594	(63)	(2.82%)
Transport		140	582	1,261,617	(442)	(75.95%)
Economic Services		12,652	6,616	258,058	6,036	91.23%
Other Property and Services		10,921	4,988	52,500	5,933	118.95%
		<u>985,250</u>	<u>1,603,090</u>	<u>4,385,203</u>	<u>(617,840)</u>	<u>(38.54%)</u>
<b>(Expenses)/(Applications)</b>	1,2					
Governance		(109,633)	(167,058)	(830,415)	57,425	34.37% ▼
General Purpose Funding		(31,645)	(37,826)	(227,186)	6,181	16.34%
Law, Order, Public Safety		(187,818)	(196,764)	(1,263,318)	8,946	4.55%
Health		(53,037)	(78,239)	(376,370)	25,202	32.21% ▼
Education and Welfare		(8,028)	(10,517)	(106,108)	2,489	23.67%
Housing		(64,794)	(57,890)	(337,636)	(6,904)	(11.93%)
Community Amenities		(231,691)	(334,366)	(2,164,242)	102,675	30.71% ▼
Recreation & Culture		(86,926)	(217,230)	(1,305,201)	130,304	59.98% ▼
Economic Services		(91,533)	(119,342)	(935,788)	27,809	23.30% ▼
Other Property and Services		(18,347)	(124,227)	(28,452)	105,880	85.23% ▼
		<u>(1,113,926)</u>	<u>(2,102,114)</u>	<u>(12,096,724)</u>	<u>988,188</u>	<u>(47.01%)</u>
<b>Adjustments for Non-Cash</b>						
<b>(Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	4	0	10,446	62,706	(10,446)	100.00% ▲
Movement in Accrued Interest		0	0	0	0	0.00%
Movement in Accrued Salaries and Wages		0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL		16,492	0	0	16,492	0.00%
Movement in Employee Benefit Provisions		0	0	0	0	0.00%
Movement in Deferred Liabilities		0	0	0	0	0.00%
Movement in Leave Reserve (Added Back)		0	0	0	0	0.00%
Rounding Adjustment		0	0	0	0	0.00%
Depreciation on Assets	2(a)	0	771,598	4,629,753	(771,598)	100.00% ▼
<b>Capital Revenue and (Expenditure)</b>						
Purchase Land Held for Resale	3	0	0	0	0	0.00%
Purchase Land and Buildings	3	(4,320)	(3,750)	(1,164,200)	(570)	(15.20%)
Purchase Furniture and Equipment	3	(11,650)	(12,815)	(176,315)	1,165	9.09%
Purchase Plant and Equipment	3	0	0	(595,500)	0	0.00%
Purchase Motor Vehicles	3	0	0	(200,909)	0	0.00%
Purchase Infrastructure Assets - Roads	3	(23,742)	(435,078)	(2,610,781)	411,336	94.54% ▼
Purchase Infrastructure Assets - Bridges	3	0	(36,586)	(219,548)	36,586	100.00% ▼
Purchase Infrastructure Assets - Footpaths	3	(67,040)	(10,000)	(60,000)	(57,040)	(570.40%) ▲
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%
Purchase Infrastructure Assets - Parks & Ovals	3	0	0	(124,700)	0	0.00%
Purchase Infrastructure Assets - Other	3	(1,614)	0	(60,000)	(1,614)	0.00%
Proceeds from Disposal of Assets	4	0	0	185,727	0	0.00%
Repayment of Debentures	5	(18,851)	(15,018)	(132,769)	(3,833)	(25.52%)
Proceeds from New Debentures	5	0	0	845,000	0	0.00%
Advances to Community Groups		0	0	0	0	0.00%
Self-Supporting Loan Principal Income	5	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	6	0	(5,300)	(857,228)	5,300	100.00%
Transfers from Restricted Assets (Reserves)	6	0	11,450	286,607	(11,450)	(100.00%) ▼
Transfers to Restricted Assets (Other)		0	0	0	0	#DIV/0!
Transfers from Restricted Asset (Other)		0	0	0	0	#DIV/0!
ADD Net Current Assets July 1 B/Fwd	7	2,433,124	2,433,124	2,471,033	0	0.00%
LESS Net Current Assets Year to Date	7	<u>7,597,706</u>	<u>7,623,290</u>	<u>0</u>	<u>(25,584)</u>	<u>0.34%</u>
<b>Amount Raised from Rates</b>	8	<u>(5,403,983)</u>	<u>(5,414,243)</u>	<u>(5,432,645)</u>	<u>10,260</u>	<u>(0.19%)</u>

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

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this Statement of Financial Activity can be found in the Shire of Chittering Policy Register - **Policy 2.7 Significant Accounting Policies**.

## 2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

**Shire of Chittering Vision Statement**

*Chittering: Keeping the balance*

*Because we:*

- *have a long term view of the area*
- *place emphasis on the shire's assets*
- *undertake detailed assessments on new major works*
- *manage and operate using effective and efficient approaches*
- *ensure the finances are adequately managed*
- *carry out regular performance assessments*

**Shire of Chittering Mission Statement**

"To work with and for our local community; to enhance our rural lifestyle; to protect our natural environment; to provide good governance and quality services; to operate with long term sustainability as an achievable goal; to encourage and approve suitable, non-intrusive, sustainable development; and to encourage employment within these frameworks."

**Shire of Chittering Values**

- *Excellence*
- *Integrity*
- *Consistency*
- *Communication*
- *Customer focus*
- *Co-operation*
- *Trust*
- *Respect*
- *Valuing our staff*
- *Continuous improvement*

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 AUGUST 2017

## 2. STATEMENT OF OBJECTIVE (Contd)

Council operations as disclosed in this report encompasses the following service orientated activities/programs:

**GOVERNANCE - SCHEDULE 4**

Administration and operation of facilities and services to elected members of Council, policy determination, public ceremonies and presentations. Other costs relating to tasks of assisting elected members and ratepayers, which do not concern specific council services.

**GENERAL PURPOSE FUNDING - SCHEDULE 3**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY - SCHEDULE 5**

Supervision of local laws, fire prevention including the provision of six volunteer fire brigades, animal control and the support of local emergency and public safety organisations such as the Chittering Rural Watch.

**HEALTH - SCHEDULE 7**

Food quality control, immunisation, contributions to medical health and the operation of the Chittering Community Health Centre and the Chittering-Gingin St John Ambulance

**EDUCATION AND WELFARE - SCHEDULE 8**

Operation and control of Senior Services other than housing, vacation swimming classes and youth services. The provision and maintenance of school bus shelters.

**HOUSING - SCHEDULE 9**

Maintenance of staff and rental housing. Administration and maintenance of community and seniors housing units in a joint venture arrangement with Homeswest.

**COMMUNITY AMENITIES - SCHEDULE 10**

Operation and control of cemeteries, public conveniences and sanitation services including the Bindoon, Muchea and Wannamal refuse sites. Funding of Town Planning services, drainage schemes and Landcare projects

**RECREATION AND CULTURE - SCHEDULE 11**

Maintenance of halls, the library and various parks, reserves and other recreation activities and cultural pursuits.

**TRANSPORT - SCHEDULE 12**

Construction and maintenance of roads, bridges footpaths, drainage works, lighting and cleaning of streets and Department of Transport licensing administration.

**ECONOMIC SERVICES - SCHEDULE 13**

The regulation and provision of building and extractive industries control, tourism services, area promotion, noxious weed control, community bus operations, business enterprise centre contributions and other economic development initiatives.

**OTHER PROPERTY & SERVICES - SCHEDULE 14**

Private works carried out by Council, public works and plant operation costs allocation.

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

	2017/18 Budget \$	August 2017 Actual \$
<b>3. ACQUISITION OF ASSETS</b>		
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
<b>Governance</b>		
<u>Other Governance</u>		
Administration Building Upgrade	48,600	0
Records Storage Donga	20,000	3,380
Admin Centre - Subdivision & Power Upgrade	0	363
Photocopier	12,815	11,650
Admin Server Upgrade	100,000	0
CEO Vehicle	40,000	0
<b>Law, Order &amp; Public Safety</b>		
<u>Fire Prevention</u>		
Water Tanks	30,000	0
FDI/LED Display Board	15,000	0
<u>Animal Control</u>		
Ranger Utility	40,909	0
<u>Emergency Management</u>		
CESM Vehicle	38,182	0
<b>Recreation and Culture</b>		
<u>Public Halls, Civic Centres</u>		
Muchea Hall Pavilion	60,500	0
Muchea Hall CCTV	18,500	0
Muchea Hall Airconditioning to Main Hall	20,000	0
Lower Chittering Hall CCTV	25,000	0
<u>Other Recreation &amp; Sport</u>		
Muchea Netball Courts Resurfacing and Fencing	38,100	0
Sandown Park Toilet Block	230,000	577
Bindoon Multi-court Resurfacing	37,200	0
Blackboy Ridge Trail - Basic Enhancements	70,000	0
Bindoon Tale Trail	7,500	0
Muchea Dual Pump and Jump Track	10,000	0
<b>Transport</b>		
<u>Municipal Funded Works</u>		
Spillman Road Renewal	93,700	0
Maddern Road Renewal	135,710	0
Hart Drive Renewal	188,944	0
Ridgetop Ramble Renewal	172,207	0
Archibald Street	0	316
Spice Road	63,844	14,873
Carl Street	179,872	0
<u>RTR (DOTARS) Funded Works</u>		
Bridge 4701 Blizzard Road	160,629	0
Bridge 5374 Flat Rocks Road	58,919	0
<u>RRG (MRWA) Project Funded Works</u>		
Chittering Road Renewal RRG	591,444	1,236
Muchea East Road Renewal RRG	391,928	155
Chittering Road RRG	0	2,560
Chittering Road RRG	0	451
<u>Black Spot (MRWA) Project Funded Works</u>		
Chittering Road BS	127,201	4,150
Muchea East Road BS	262,398	0
Blue Plains/Maddern BS	283,399	0
Julimar Road BS	31,100	0
Wandena Road BS	89,034	0

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

3. ACQUISITION OF ASSETS	2017/18 Budget \$	August 2017 Actual \$
The following assets have been acquired during the period under review:		
<b><u>By Program (Continued)</u></b>		
<u>Footpath Construction</u>		
Forrest Hills Parade Footpath - New	60,000	0
Forrest Hills Parade Footpath - New	0	67,040
<u>Maintenance - Roads, Bridges, Depots</u>		
Depot Shed	60,000	1,614
<u>Road Plant Purchases</u>		
Engineering Works Ute CH319	40,909	0
Volvo Loader CH5940	377,000	0
Works Crew Cab CH1252	142,000	0
Mower	17,500	0
Slasher Attachment	14,000	0
Building Maintenance Vehicle CH5026	40,909	0
<b>Economic Services</b>		
<u>Tourism and Area Promotion</u>		
Bindoon Visitor Centre Auto Door	22,000	0
<u>Economic Services</u>		
Land Lot 215 Great Northern Hwy	80,000	0
Land 168 Binda Place	665,000	0
	5,211,953	108,366
<b><u>By Class</u></b>		
Land Held for Resale - Current	0	0
Land Held for Resale - Non Current	0	0
Land	745,000	0
Land and Buildings	419,200	4,320
Furniture and Equipment	176,315	11,650
Plant and Equipment	595,500	0
Motor Vehicles	200,909	0
Infrastructure Assets - Roads	2,610,781	23,742
Infrastructure Assets - Bridges & Culverts	219,548	0
Infrastructure Assets - Footpaths	60,000	67,040
Infrastructure Assets - Drainage	0	0
Infrastructure Assets - Parks & Ovals	124,700	0
Infrastructure Assets - Other	60,000	1,614
	5,211,953	108,366

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2017/18 Budget \$	August 2017 Actual \$	2017/18 Budget \$	August 2017 Actual \$	2017/18 Budget \$	August 2017 Actual \$
<b>Governance</b>						
Holden Caprice (OCH) CEO	39,930		27,273		(12,657)	0.00
					0	0.00
<b>Law, Order, Public Safety</b>						
Ute Holden Colorado Crew Cab (CH003) Ranger	22,034	0.00	10,000	0.00	(12,034)	0.00
Holden Colorado Station Wagon (000CH) CESM	32,154	0.00	17,273	0.00	(14,881)	0.00
	0	0.00	0	0.00	0	0.00
<b>Transport</b>						
Ute Holden Colorado Crew Cab (CH319) WM	21,950	0.00	12,727	0.00	(9,223)	0.00
Ute Holden Colorado Crew Cab (CH784) BM	20,050	0.00	12,727	0.00	(7,323)	0.00
Loader Front End Volvo L90F (CH5940)	83,000	0.00	83,000	0.00	0	0.00
Truck Medium MR Isuzu NQR450 Crew (CH1252)	29,315	0.00	22,727	0.00	(6,588)	0.00
Bus 21 Seater Toyota Coaster (CH5464)						
<b>Unclassified</b>						
Land - Portion Lot 62	0	0.00	0	0.00	0	0.00
	248,433.00	0.00	185,727.00	0.00	(62,706.00)	0.00

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

4. DISPOSALS OF ASSETS

By Class of Asset

	Written Down Value		Sale Proceeds		Profit(Loss)	
	2017/18 Budget \$	August 2017 Actual \$	2017/18 Budget \$	August 2017 Actual \$	2017/18 Budget \$	August 2017 Actual \$
Motor Vehicles	0	0.00	0	0.00	0	0.00
Plant & Equipment	248,433	0	185,727	0	(62,706)	0
Furniture & Equipment		0.00	0	0.00	0	0.00
Land	0	0.00	0	0.00	0	0.00
	248,433.00	0.00	185,727.00	0.00	(62,706.00)	0.00

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

	2017/18 Budget \$	August 2017 Actual \$
	0	0.00
	(62,706)	0.00
	<u>(62,706)</u>	<u>0.00</u>

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 5. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
<b>Governance</b>									
New Loan Admin Server/IT Upgrade	0	100,000	0	9,132	0	90,868	0	2,000	0
<b>Health</b>									
Loan 79 - Multi Purpose Health Centre	588,648	0	0	25,996	18,851	562,652	569,797	25,676	8,490
<b>Housing</b>									
Loan 72 Staff Housing Development	121,806	0	0	27,650	0	94,156	121,806	6,605	0
Loan 73 Seniors & Community Housing	41,020	0	0	8,082	0	32,938	41,020	2,522	(7)
<b>Recreation &amp; Culture</b>									
Loan 74 Land Acquisition Gray Road	75,174	0	0	9,737	0	65,437	75,174	3,589	(14)
<b>Transport</b>									
Loan 79 New Grader	274,472	0	0	12,121	0	262,351	274,472	11,972	(4,915)
New Loan Land Lot 215 Great Nth Hwy	0	80,000	0	12,682	0	67,318	0	1,600	0
New Loan Land Lot 168 Binda Place	0	665,000	0	27,369	0	637,631	0	13,300	(7)
	1,101,120	845,000	0	132,769	18,851	1,813,351	1,082,269	67,264	3,547

(\*) Self supporting loans financed by payments from third parties.

All loan repayments are financed by general purpose income.

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

**5. INFORMATION ON BORROWINGS (Continued)**

(b) New Debentures - 2017/18

Nil

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

	2017/18 Budget \$	August 2017 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Employee Entitlements Reserve</b>		
Opening Balance	95,527	95,527
Amount Set Aside / Transfer to Reserve	41,911	0
Amount Used / Transfer from Reserve	0	0
	<u>137,438</u>	<u>95,527</u>
<b>(b) Plant Replacement Reserve</b>		
Opening Balance	326,716	326,716
Amount Set Aside / Transfer to Reserve	406,534	0
Amount Used / Transfer from Reserve	0	0
	<u>733,250</u>	<u>326,716</u>
<b>(c) Public Amenities and Buildings Reserve</b>		
Opening Balance	78,925	78,925
Amount Set Aside / Transfer to Reserve	1,578	0
Amount Used / Transfer from Reserve	(80,503)	0
	<u>0</u>	<u>78,925</u>
<b>(d) Gravel Acquisition Reserve</b>		
Opening Balance	67,357	67,357
Amount Set Aside / Transfer to Reserve	1,347	0
Amount Used / Transfer from Reserve	(68,704)	0
	<u>0</u>	<u>67,357</u>
<b>(e) Community Housing Reserve</b>		
Opening Balance	80,713	80,713
Amount Set Aside / Transfer to Reserve	1,614	0
Amount Used / Transfer from Reserve	(10,000)	0
	<u>72,327</u>	<u>80,713</u>
<b>(f) Seniors Housing Reserve</b>		
Opening Balance	17,121	17,121
Amount Set Aside / Transfer to Reserve	342	0
Amount Used / Transfer from Reserve	(10,000)	0
	<u>7,463</u>	<u>17,121</u>
<b>(g) Public Open Space Reserve</b>		
Opening Balance	265,721	265,721
Amount Set Aside / Transfer to Reserve	5,314	0
Amount Used / Transfer from Reserve	0	0
	<u>271,035</u>	<u>265,721</u>

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

	2017/18 Budget \$	August 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(h) Bindoon Community Bus Reserve</b>		
Opening Balance	44,057	44,057
Amount Set Aside / Transfer to Reserve	881	0
Amount Used / Transfer from Reserve	(44,938)	0
	<u>0</u>	<u>44,057</u>
<b>(i) Bindoon Cemetery Development Reserve</b>		
Opening Balance	33,313	33,313
Amount Set Aside / Transfer to Reserve	666	0
Amount Used / Transfer from Reserve	0	0
	<u>33,979</u>	<u>33,313</u>
<b>(j) Recreation Development Reserve</b>		
Opening Balance	229,021	229,021
Amount Set Aside / Transfer to Reserve	104,580	0
Amount Used / Transfer from Reserve	0	0
	<u>333,601</u>	<u>229,021</u>
<b>(k) Ambulance Replacement Reserve</b>		
Opening Balance	4,260	4,260
Amount Set Aside / Transfer to Reserve	85	0
Amount Used / Transfer from Reserve	0	0
	<u>4,345</u>	<u>4,260</u>
<b>(l) Waste Management Reserve</b>		
Opening Balance	188,762	188,762
Amount Set Aside / Transfer to Reserve	103,775	0
Amount Used / Transfer from Reserve	0	0
	<u>292,537</u>	<u>188,762</u>
<b>(m) Landcare Vehicles Reserve</b>		
Opening Balance	71,041	71,041
Amount Set Aside / Transfer to Reserve	1,421	0
Amount Used / Transfer from Reserve	(72,462)	0
	<u>0</u>	<u>71,041</u>
<b>(n) Binda Place Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(o) Contributions to Roadworks Reserve</b>		
Opening Balance	36,648	36,648
Amount Set Aside / Transfer to Reserve	735	0
Amount Used / Transfer from Reserve	0	0
	<u>37,383</u>	<u>36,648</u>

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

	2017/18 Budget \$	August 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(p) Septic Tank Disposal System (STED) Reserve</b>		
Opening Balance	50,936	50,936
Amount Set Aside / Transfer to Reserve	51,019	0
Amount Used / Transfer from Reserve	0	0
	<u>101,955</u>	<u>50,936</u>
<b>(q) Unspent Grants Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	135,426	0
Amount Used / Transfer from Reserve	0	0
	<u>135,426</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,160,739</u></u>	<u><u>1,590,118</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

	2017/18 Budget \$	August 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Employee Entitlement Reserve	41,911	0
Plant Replacement Reserve	406,534	0
Public Amenities and Buildings Reserve	1,578	0
Gravel Acquisition Reserve	1,347	0
Community Housing Reserve	1,614	0
Seniors Housing Reserve	342	0
Public Open Space Reserve	5,314	0
Bindoon Community Bus Reserve	881	0
Cemetery Development Reserve	666	0
Recreation Development Reserve	104,580	0
Ambulance Replacement Reserve	85	0
Waste Management Reserve	103,775	0
Landcare Vehicles Reserve	1,421	0
Binda Place Reserve	0	0
Contributions to Roadworks Reserve	735	0
Septic Tank Disposal System (STED) Reserve	51,019	0
Unspent Grants Reserve	135,426	0
	<u>857,228</u>	<u>0</u>
<b>Transfers from Reserves</b>		
Employee Entitlement Reserve	0	0
Plant Replacement Reserve	0	0
Public Amenities and Buildings Reserve	(80,503)	0
Gravel Acquisition Reserve	(68,704)	0
Community Housing Reserve	(10,000)	0
Seniors Housing Reserve	(10,000)	0
Public Open Space Reserve	0	0
Bindoon Community Bus Reserve	(44,938)	0
Cemetery Development Reserve	0	0
Recreation Development Reserve	0	0
Ambulance Replacement Reserve	0	0
Waste Management Reserve	0	0
Landcare Vehicles Reserve	(72,462)	0
Binda Place Reserve	0	0
Contributions to Roadworks Reserve	0	0
Septic Tank Effluent Disposal (STED) Reserve	0	0
Unspent Grants Reserve	0	0
	<u>(286,607)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u>570,621</u>	<u>0</u>

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Employee Entitlements Reserve**

- to be used to fund employee accumulated annual, sick, long service leave and employee gratuities

**Plant Replacement Reserve**

- to be used to fund plant purchases, trades or major overhauls

**Public Amenities and Buildings Reserve**

- to be used to fund future public amenities and building maintenance requirements of Council

**Gravel Acquisition Reserve**

- to be used to fund the purchase of gravel or land containing gravel

**Community Housing Reserve**

- to be used to fund repairs, improvements, extensions or construction of community units

**Seniors Housing Reserve**

- to be used to fund repairs, improvements, extensions or construction of seniors units

**Public Open Space Reserve**

- to be used to fund public open space developments in accordance with developer precincts

**Bindoon Community Bus Reserve**

- to be used to fund the shortfall on operations of the bus and to allow for its eventual replacement

**Bindoon Cemetery Development Reserve**

- to be used to fund the development or acquisition of cemetery land or facilities

**Recreation Development Reserve**

- to be used to fund the development or acquisition of recreation land or facilities

**Ambulance Replacement Reserve**

- to be used to contribute towards the cost of purchasing or replacing an Ambulance

**Waste Management Reserve**

- to be used to fund the replacement of landfill sites and rehabilitation of existing landfill sites

**Landcare Vehicles Reserve**

- to be used for the financing of Landcare vehicles

**Binda Place Reserve**

- to be used for the upgrade of Binda Place with additional car parking

**Contributions to Roadworks Reserve**

- to be used for the maintenance of Mooliabeenee Road

**Septic Tank Effluent Disposal (STED) Reserve**

- to be used to fund connections to the STED system in the Bindoon Townsite

All reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 AUGUST 2017

	2016/17 B/Fwd Per 2017/18 Budget \$	2016/17 B/Fwd Per Financial Report \$	August 2017 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	2,162,997	695,274	4,955,806
Cash - Restricted Unspent Grants	0	785,722	124,187
Cash - Restricted Unspent Loans	0	682,000	0
Cash - Restricted Reserves	1,590,118	1,590,118	1,590,118
Investments	0	0	0
Rates - Current	223,116	223,115	2,998,954
Sundry Debtors	692,663	678,294	122,607
Accrued Income/Payments in Advance	0	0	0
GST Receivable	0	0	0
Provision For Doubtful Debts	(22,637)	(22,637)	(22,637)
Inventories	5,706	5,706	1,732
	<u>4,651,963</u>	<u>4,637,592</u>	<u>9,770,767</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(128,984)	(128,984)	(147,320)
Income Received in Advance	0	0	(15,335)
Accrued Interest	(15,162)	(15,478)	0
Accrued Salaries & Wages	(26,570)	(26,570)	0
Licensing Creditors	0	0	0
Payroll Creditors	0	0	0
GST Payable	(42,688)	(41,038)	(18,008)
Accued Expenditure	0	0	0
Leave Provisions	(472,933)	(497,808)	(497,808)
	<u>(686,337)</u>	<u>(709,878)</u>	<u>(678,471)</u>
<b>NET CURRENT ASSET POSITION</b>	3,965,626	3,927,715	9,092,297
Less: Cash - Reserves - Restricted	(1,590,118)	(1,590,118)	(1,590,118)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	95,525	95,527	95,527
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>2,471,033</u>	<u>2,433,124</u>	<u>7,597,706</u>

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
<b>General Rate</b>							
GRV - General Rate	0.097616	1,574	29,831,345	2,912,017	0	2,912,017	2,906,408
UV - General Rate	0.006236	710	313,988,000	1,958,029	(560)	1,957,469	1,982,237
<b>Sub-Totals</b>		2,284	343,819,345	4,870,046	(560)	4,869,486	4,888,645
<b>Minimum Rates</b>	<b>Minimum \$</b>						
GRV - General Rate	1000	468	3,013,857	468,000	0	468,000	468,000
UV - General Rate	950	70	5,328,409	66,500	0	66,500	76,000
<b>Sub-Totals</b>		538	8,342,266	534,500	0	534,500	544,000
Specified Area Rates						0	0
Ex-Gratia Rates						5,403,986	5,432,645
Movement in Excess Rates						0	2,432
<b>Totals</b>						(72,808)	0
						5,331,178	5,435,077

All land except exempt land in the Shire of Chittering is rated according to its Gross Rental Value (GRV) in townsites and Rural Residential areas or

The general rates detailed above for the 2017/18 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 9. TRUST FUNDS

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

Detail	Balance 01-Jul-17 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Bonds - Animal Control	50	0	0	50
Bonds - Community Bus Hire	1,100	300	(300)	1,100
BCITF Levy	827	4,049	0	4,876
Bonds - Crossovers	16,514	0	0	16,514
Bonds - Defect Roadworks	60,330	0	0	60,330
Bonds - Developer	111,152	0	0	111,152
Bonds - Extractive Industries	26,110	0	0	26,110
Bonds - Gravel Pit Rehabilitation	21,289	0	0	21,289
Bonds - Key & Hall Hire	6,287	1,050	(1,100)	6,237
BRB Levy	123	4,353	(4,346)	130
Bonds - Road Upgrade	0	0	0	0
Bonds - Seal Coat	0	0	0	0
Bonds - Sand Extraction	3,028	0	0	3,028
Bonds - Transportable Buildings	5,000	0	(5,000)	0
Bonds - Community Housing	0	0	0	0
Extractive Industry Licences	3,879	0	0	3,879
Revegetation of Block Trust	26,540	0	0	26,540
Bonds - Seniors Housing	0	0	0	0
Bonds - Staff Housing	0	0	0	0
Police Licensing	0	0	0	0
Unclaimed Monies Trust	1,031	0	0	1,031
	<u>283,262</u>	<u>9,752</u>	<u>(10,746)</u>	<u>282,268</u>

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 10. OPERATING STATEMENT

	August 2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
<b>OPERATING REVENUES</b>			
Governance	8,677	12,558	82,711
General Purpose Funding	5,521,441	6,277,067	7,261,507
Law, Order, Public Safety	25,762	509,060	890,287
Health	10,912	57,265	42,609
Education and Welfare	909	26,775	24,945
Housing	25,221	170,155	150,175
Community Amenities	770,427	971,199	954,220
Recreation and Culture	2,174	221,594	87,979
Transport	140	1,261,617	2,234,442
Economic Services	12,652	258,058	96,715
Other Property and Services	10,921	52,500	310,099
<b>TOTAL OPERATING REVENUE</b>	<b>6,389,236</b>	<b>9,817,848</b>	<b>12,135,689</b>
<b>OPERATING EXPENSES</b>			
Governance	109,633	830,415	1,008,890
General Purpose Funding	31,645	227,186	224,425
Law, Order, Public Safety	187,818	1,263,318	1,365,125
Health	53,037	376,370	377,663
Education and Welfare	8,028	106,108	83,201
Housing	64,794	337,636	266,768
Community Amenities	231,691	2,164,242	1,903,277
Recreation & Culture	86,926	1,305,201	1,077,876
Transport	230,474	4,522,008	4,631,231
Economic Services	91,533	935,788	533,173
Other Property and Services	18,347	28,452	41,339
<b>TOTAL OPERATING EXPENSE</b>	<b>1,113,926</b>	<b>12,096,724</b>	<b>11,512,968</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>5,275,310</u></b>	<b><u>(2,278,876)</u></b>	<b><u>622,720</u></b>

## SHIRE OF CHITTERING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2017

## 11. BALANCE SHEET

	August 2017 Actual \$	2016/17 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	6,670,111	3,753,114
Trade and Other Receivables	3,098,924	939,260
Inventories	1,732	5,706
Trust Assets	282,268	283,262
Other Financial Assets	42,500	42,500
<b>TOTAL CURRENT ASSETS</b>	<u>10,095,535</u>	<u>5,023,842</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	34,957	51,449
Inventories	0	0
Property, Plant and Equipment	30,375,327	30,358,932
Infrastructure	103,966,280	103,874,307
<b>TOTAL NON-CURRENT ASSETS</b>	<u>134,376,564</u>	<u>134,284,688</u>
<b>TOTAL ASSETS</b>	<u>144,472,099</u>	<u>139,308,530</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	180,662	272,559
Trust Liabilities	282,268	283,262
Long Term Borrowings	63,504	82,355
Provisions	497,808	497,808
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,024,242</u>	<u>1,135,984</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,018,765	1,018,765
Provisions	151,975	151,975
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>1,170,740</u>	<u>1,170,740</u>
<b>TOTAL LIABILITIES</b>	<u>2,194,982</u>	<u>2,306,724</u>
<b>NET ASSETS</b>	<u>142,277,117</u>	<u>137,001,806</u>
<b>EQUITY</b>		
Retained Surplus	61,637,306	56,361,996
Reserves - Cash Backed	1,590,118	1,590,118
Reserves - Asset Revaluation	79,049,692	79,049,692
<b>TOTAL EQUITY</b>	<u>142,277,116</u>	<u>137,001,806</u>

**SHIRE OF CHITTERING**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**  
**Report on Significant variances Greater than 10% and \$10,000**

**REPORTABLE OPERATING REVENUE VARIATIONS**

***Governance -***

Permanent - Members Reimbursements higher than anticipated due to telephone reimbursement - \$909  
 Permanent - Reimbursements income higher than expected due to Insurance Property Valuations being funded by LGIS - \$6,713.

***Law, Order, Public Safety -***

Timing - Fire Prevention ESL - Operating Grant was paid in advance on 29 June.  
 Permanent - Emergency Management Reimbursement - BAL Subsidy not included in Budget - \$791

**REPORTABLE OPERATING EXPENSE VARIATIONS**

***Governance -***

Timing - Members Insurance - \$1,087 under budget  
 Timing - Members Administration Allocated - \$6,115 over budget  
 Permanent - Admin Accrued Long Service Leave - \$19,075 over budget this will be adjusted at Budget Review.  
 Permanent - Admin Fringe Benefits Tax - \$1742 refund from ATO for incorrect calculation of 2016/17.

***Law, Order, Public Safety -***

Timing - Fire Salaries Ranger - Salaries have been averaged out over 12 months  
 Timing - Fire Superannuation Ranger - Superannuation has been averaged out over 12 months  
 Timing - Fire Vehicle Expenses - This represents an allocation \$9317 for the Generator which appears excessive and will be investigated further.  
 Timing - Fire Prevention ESL Maintenance of Vehicles/Trailers - This allocation appears excessive and will be investigated further.  
 Timing - Emergency Management Salaries - Salaries have been averaged out over 12 months  
 Timing - Animal Salaries Ranger - Salaries have been averaged out over 12 months  
 Timing - Fire Prevention ESL Maintenance of Vehicles/Trailers - This allocation appears excessive and will be investigated further.

***Housing -***

Timing - Housing Community - Building Maintenance is distributed evenly over twelve months.  
 Timing - Housing Seniors - Building Maintenance is distributed evenly over twelve months.

***Community Amenities -***

Timing - Sanitation Household Refuse Muchea Landfill - budgeted funds are distributed over twelve months.  
 Timing - Sanitation Household Refuse Bindoon Landfill - budgeted funds are distributed over twelve months.  
 Timing - Sanitation Household Waste Collection Services - August account not received  
 Timing - Other Community Amenities - budgeted funds are distributed over twelve months.

**SHIRE OF CHITTERING**  
**FOR THE PERIOD ENDED 31 AUGUST 2017**  
**Report on Significant variances Greater than 10% and \$10,000**

**REPORTABLE OPERATING EXPENSE VARIATIONS (Cont)**

***Recreation & Culture -***

Timing - Public Halls and Civic Centres - Building Maintenance is distributed evenly over twelve months.

Timing - Other Recreation and Sport - Maintenance of Ovals and Reserves is distributed evenly over twelve months.

Timing - Heritage - Maintenance of Brockman Centre Precinct is distributed evenly over twelve months.

***Transport -***

Timing - Transport is less than budget due to timing of works program

***Economic Services -***

Timing - Tourism Area Promotion - all invoices for TASTE not received.

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

***Purchase Furniture & Equipment -***

Permanent - Photocopier budget amount included GST - \$1,165

*For individual projects please refer to Note 3 in the financial statements*

SHIRE OF CHITTERING

BANK RECONCILIATION  
AS AT 31 AUGUST 2017

GENERAL LEDGER	MUNI ACC	TRUST ACC	R/A RESERVE
OPENING BALANCE 1 JULY 2017	2,161,746.12	283,261.78	1,590,117.64
PLUS RECEIPTS			
TOTAL RECEIPTS (Beginning of the Month)	763,618.72	2,152.22	0.00
RECEIPTS THIS MONTH	3,649,016.94	7,599.91	0.00
TOTAL YEAR TO DATE RECEIPTS	4,412,635.66	9,752.13	0.00
LESS PAYMENTS			
AMENDED TOTAL PAYMENTS (Beginning of Month)	(885,081.75)	(5,850.00)	0.00
PAYMENTS THIS MONTH	(610,556.59)	(4,895.86)	0.00
TOTAL YEAR TO DATE PAYMENTS	(1,495,638.34)	(10,745.86)	0.00
<b>BALANCE</b>	<b>5,078,743.44</b>	<b>282,268.05</b>	<b>1,590,117.64</b>
<b>BANK STATEMENT</b>			
BALANCE AS PER BENDIGO BANK	2,810,899.26	292,394.91	40.59
BALANCE AS PER CBA	3,371,334.14	0.00	0.00
11AM ACCOUNT - 2121260	500,000.00	0.00	0.00
RESERVE TERM DEPOSIT - MUNI TO RESERVE TRANSFER	(1,590,077.05)	0.00	1,590,077.05
MUNICIPAL TERM DEPOSIT	0.00	0.00	0.00
WA TREASURY CORPORATION	0.00	0.00	0.00
LESS LANDFILL TO BE RECEIPTED	(996.00)	0.00	0.00
PLUS OUTSTANDING DEPOSITS	11,526.65	550.00	0.00
LESS UNPRESENTED CHEQUES	(28,844.56)	(5,225.86)	0.00
TRUST TO MUNI TRANSFER - REIMBURSE BULK PAYMENT	5,550.00	(5,550.00)	0.00
MUNI TO TRUST - 31 AUGUST 2017	(550.00)	0.00	0.00
TRUST TO MUNI TRANSFER - BP FEE	(99.00)	99.00	0.00
<b>BALANCE</b>	<b>5,078,743.44</b>	<b>282,268.05</b>	<b>1,590,117.64</b>
<b>GENERAL LEDGER BALANCE TO:</b>	<b>1910000</b>	<b>1990000</b>	<b>1951000</b>

FUND - INSTITUTION	AMOUNT	MATURITY	INTEREST
11AM Account - Bendigo Bank - 2121260	\$500,000.00	At Call	
Municipal - Bendigo Bank	\$2,810,899.26		
Municipal - Commonwealth Bank	\$3,371,334.14		
Trust- Bendigo Bank	\$292,394.91		
Reserve- Bendigo Bank	\$40.59		
	<b>\$6,974,668.90</b>		

Prepared By:

Veronica Robinson  
Rates Officer

Date: 1 September 2017

Checked By:

Rhona Hawkins  
Corporate Services

Date: 12/09/17

## SHIRE OF CHITTERING

**ACCOUNTS PAID**  
**AS AT THE 31 AUGUST 2017 PRESENTED TO THE**  
**COUNCIL MEETING ON THE 20 SEPTEMBER 2017**

This Schedule of Accounts paid under delegated authority as detailed below, which is to be submitted to each member of Council on the 20 September 2017, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, the rendition of services and as to prices, computations and costings.

Voucher No's		Value	Pages		Fund No.	Fund Name
From	To		From	To		
3995	3995	\$ 101,023.41	1	1	1	Municipal Fund
4014	4014	\$ 91,189.08	1	1	1	Municipal Fund
EFT 14500	EFT 14629	\$ 343,592.02	1	3	1	Municipal Fund
CHQ14282	CHQ14294	\$ 41,352.37	3	4	1	Municipal Fund
Direct	Debt	\$ 1,721.02	4	4	1	Municipal Fund
Bank	Transfer	\$ 31,678.69	4	4	1	Municipal Fund
Trust	Trust	\$ 4,895.86	4	4	2	Trust Fund
	<b>Total</b>	<b>\$ 615,452.45</b>				

Officer: Catherine Choules

Signature: 

Authorised by: Rhona Hawkins

Signature: 

Date of Report: 4 September 2017

Disclosure of Interest by Officer: Nil

## LIST OF ACCOUNTS PAID IN AUGUST 2017 - SUBMITTED TO COUNCIL 20 SEPTEMBER 2017

	Chq/EFT	Date	Name	Description	Amount
	<b>Payroll Payments</b>				
1	3995	10/08/2017	BENDIGO BANK	PAYROLL ENDING - 09 AUGUST 2017	101,023.41
2	4014	24/08/2017	BENDIGO BANK	PAYROLL ENDING - 23 AUGUST 2017	91,189.08
				<b>Total Payroll Payments</b>	<b>\$ 192,212.49</b>
	<b>EFT Payments</b>				
3	EFT14500	08/08/2017	BINDOON BAKEHAUS & CAFE	CHITTERING FIRE SERVICES TRAINING CATERING	251.80
4	EFT14501	08/08/2017	BINDOON CAFE AND RESTAURANT	STAFF FAREWELL CATERING	717.00
5	EFT14502	08/08/2017	BINDOON HARDWARE & RURAL SUPPLIES	HARDWARE, RETICULATION & GENERAL SUPPLIES	648.70
6	EFT14503	08/08/2017	BINDOON MENS SHED	CLEANING OF PUBLIC TOILETS AT BROCKMAN CENTRE PRECINCT JULY - SEPTEMBER 17	1,650.00
7	EFT14504	08/08/2017	BIOCYCLE WA AGENT	BINDOON MENS SHED ATU - REPLACEMENT PUMP	660.00
8	EFT14505	08/08/2017	COMMANDER PTY LIMITED	COMMANDER SERVICE CONTRACT - JULY 2017	228.65
9	EFT14506	08/08/2017	COOEE COURIERS & TRANSPORT	FREIGHT - RBC RURAL	127.12
10	EFT14507	08/08/2017	COURIER AUSTRALIA	FREIGHT	32.12
11	EFT14508	08/08/2017	DAVID & DEBBIE WILSON	REIMBURSEMENT - CHITTERING FIRE SERVICES CATERING SUPPLIES	61.11
12	EFT14509	08/08/2017	GINGIN CONCRETE	CONCRETE FOR BOWLING GREEN SURFACE REPAIRS	286.00
13	EFT14510	08/08/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA	2017-2018 BUILDINGS PLUS SUBSCRIPTION FEE	1,540.00
14	EFT14511	08/08/2017	IT VISION	SYNERGY SUPPORT	968.00
15	EFT14512	08/08/2017	JEFF LOUDON	CLEANING OF ROBERT HINDMARSH REST AREA - JULY 2017	852.50
16	EFT14513	08/08/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2017-2018 AFFILIATE MEMBERSHIP - TRESA WHITE	90.00
17	EFT14514	08/08/2017	LOCAL HEALTH AUTH. ANALYTICAL COMMITTEE	2017-2018 ANALYTICAL SERVICES - POPULATION 5,311	1,305.47
18	EFT14515	08/08/2017	MARKETFORCE PRODUCTIONS	NEWSPAPER ADVERTISEMENTS	2,293.92
19	EFT14516	08/08/2017	McLEODS BARRISTERS & SOLICITORS	PLANNING - LEGAL EXPENSES	5,617.72
20	EFT14517	08/08/2017	N & M RUSSELL PLUMBING & GAS	EMERGENCY PLUMBING REPAIRS	1,364.00
21	EFT14518	08/08/2017	NORTHERN VALLEYS NEWS	TASTE OF CHITTERING - ADVERTISING	135.00
22	EFT14519	08/08/2017	ON PRESS DIGITAL PRINT SOLUTIONS	SHIRE STATIONERY	690.80
23	EFT14520	08/08/2017	PCS - PERFECT COMPUTER SOLUTIONS PTY LTD	IT COMPUTER SUPPORT	467.50
24	EFT14521	08/08/2017	PETER OSBORN	COMMUNITY COURTESY BUS PAYMENT	100.00
25	EFT14522	08/08/2017	PUMA ENERGY	MOTORCHARGE EXPENSES - JULY 2017	3,066.83
26	EFT14523	08/08/2017	RAY CROUCH (RAY'S WOODWORKING)	REFUND - CANCELLED TASTE OF CHITTERING STALL FEE	40.00
27	EFT14524	08/08/2017	SANDRA KAY	COMMUNITY COURTESY BUS PAYMENT	100.00
28	EFT14525	08/08/2017	SLIMS TYRE SERVICE	CH003, 00CH, CH354, CH1703 - SERVICE & REPLACEMENT OF TYRES	8,332.40
29	EFT14526	08/08/2017	STAPLES AUSTRALIA	STATIONERY	669.09
30	EFT14527	08/08/2017	SUNNY SIGN COMPANY	ADVISORY SIGNS	86.90
31	EFT14528	08/08/2017	UNIQCO INTERNATIONAL PTY LTD	FLEET MANAGEMENT SERVICES - AUGUST 2017	3,113.00
32	EFT14529	08/08/2017	VODAFONE MESSAGING	PAGER MESSAGING	620.51
33	EFT14530	08/08/2017	WALGA	PROFESSIONAL DEVELOPMENT - CULTURE & HERITAGE PRESERVATION FORUM	124.00
34	EFT14531	08/08/2017	WESTERN AUSTRALIAN MEAT INDUSTRY AUTHORITY	HOLDING & FEEDING OF CATTLE	70.13
35	EFT14532	08/08/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENT - MULTI PURPOSE HEALTH CENTRE	37,882.71
36	EFT14533	08/08/2017	WREN OIL	MUCHEA LANDFILL - OIL WASTE DISPOSAL ADMIN AND COMPLIANCE FEES	16.50
37	EFT14534	10/08/2017	AUSTRALIA POST	POSTAGE CHARGES - JULY 2017	3,578.85
38	EFT14535	10/08/2017	AVON WASTE	2017-2018 WASTE COLLECTION SERVICES - W/E 14 & 21 JULY 2017	25,734.81
39	EFT14536	10/08/2017	BINDOON ESTATE	CHAMBER SUPPLIES	85.00
40	EFT14537	10/08/2017	BINDOON MOBILE RECOVERY CAMPAIGN	2017-2018 COMMUNITY SPONSORSHIP - VEHICLE RUNNING AND OPERATIONAL COSTS	3,000.00
41	EFT14538	10/08/2017	BOB WADDELL & ASSOCIATES	FINANCIAL CONSULTANT	198.00
42	EFT14539	10/08/2017	BOC LIMITED	DEPOT - CONTAINER SERVICE - JULY 2017	41.14
43	EFT14540	10/08/2017	BUNNINGS BUILDING SUPPLIES	UNIT 2/6194 GNH BINDOON - HARDWARE SUPPLIES	129.14

## LIST OF ACCOUNTS PAID IN AUGUST 2017 - SUBMITTED TO COUNCIL 20 SEPTEMBER 2017

44	EFT14541	10/08/2017	CMS LEGAL	PAYROLL DEDUCTIONS	100.00
45	EFT14542	10/08/2017	COURIER AUSTRALIA	FREIGHT	65.81
46	EFT14543	10/08/2017	DAIMLER TRUCKS PERTH	CH5757 - COMPLETE SERVICE AND SAFETY INSPECTION OF VEHICLE	2,757.60
47	EFT14544	10/08/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL	17,705.28
48	EFT14545	10/08/2017	HERTZ AUSTRALIA PTY LTD	BFRPC - HIRE OF TOYOTA PRADO - JULY 2017	1,831.50
49	EFT14546	10/08/2017	LGRCEU	PAYROLL DEDUCTIONS	82.00
50	EFT14547	10/08/2017	PCS - PERFECT COMPUTER SOLUTIONS PTY LTD	IT COMPUTER SUPPORT	85.00
51	EFT14548	10/08/2017	PLANNING INSTITUTE OF AUSTRALIA	FULL MEMBERSHIP - PETER STUART	1,028.92
52	EFT14549	10/08/2017	SHIRE OF CHITTERING	PAYROLL DEDUCTIONS	640.00
53	EFT14550	10/08/2017	STAPLES AUSTRALIA	STATIONERY	63.11
54	EFT14551	10/08/2017	STATE LIBRARY OF WESTERN AUSTRALIA	2017/2018 LOST AND DAMAGED ITEMS	330.00
55	EFT14552	10/08/2017	SUNNY SIGN COMPANY	ADVISORY SIGNS	605.00
56	EFT14553	10/08/2017	VODAFONE MESSAGING	PAGER MESSAGING	587.97
57	EFT14555	17/08/2017	ABCO PRODUCTS	CLEANING & BATHROOM SUPPLIES	1,068.55
58	EFT14556	17/08/2017	ALL HOURS AUTO ELECTRICS	CH230 - ELECTRICAL REPAIRS	1,603.15
59	EFT14557	17/08/2017	BI-TONE WEST COAST CARAVAN CLUB	REFUND - OVER CHARGED OVERNIGHT FEE FOR 12 CARAVANS	48.00
60	EFT14558	17/08/2017	BINDOON IGA	COUNCIL, MEETING & STAFF SUPPLIES	104.91
61	EFT14559	17/08/2017	BINDOON MOWERS & MACHINERY	PARTS & REPAIRS	395.60
62	EFT14560	17/08/2017	BOB WADDELL & ASSOCIATES	FINANCIAL CONSULTANT	99.00
63	EFT14561	17/08/2017	BROOKE DISCOUNT TYRE SERVICE	CH1266 - REPLACEMENT AND FIT TYRES	1,178.50
64	EFT14562	17/08/2017	CHITTERING CHAMBER OF COMMERCE	2017-2018 MEMBERSHIP RENEWAL	175.00
65	EFT14563	17/08/2017	CHITTERING TOURIST ASSOC (INC)	CONTRIBUTION TOWARDS TOURISM PROMOTIONS OFFICER JULY - SEPTEMBER 2017	8,250.00
66	EFT14564	17/08/2017	DANHIRE PTY LTD	CHITTERING ROAD - PRUNE TREE NEAR OLD SCHOOL SITE	1,045.00
67	EFT14565	17/08/2017	HOTEL SCOTTALIAN	CATERING FOR ORDINARY COUNCIL MEETING - JULY 2017	490.00
68	EFT14566	17/08/2017	KAREN DORE	REIMBURSEMENT - TASTE OF CHITTERING SUPPLIES	203.83
69	EFT14567	17/08/2017	KOMATSU AUSTRALIA PTY LTD	CH10555 - KOMATSU GRADER MONTHLY MAINTENANCE CONTRACT	144.89
70	EFT14568	17/08/2017	LANDGATE CUSTOMER ACCOUNT	VALUATION EXPENSES	409.76
71	EFT14569	17/08/2017	LASER CORP	TASTE OF CHITTERING - MOBILE LASER COMBAT ADVENTURE - BALANCE PAYABLE	890.00
72	EFT14570	17/08/2017	LIONTRACK	SUBSCRIPTION OF LIONTRACK SOFTWARE INTERFACE & DATA SOLUTION (24 MONTHS)	1,188.00
73	EFT14571	17/08/2017	LOCAL COMMUNITY INSURANCE SERVICES	TASTE OF CHITTERING - UNINSURED STALL HOLDERS	38.72
74	EFT14572	17/08/2017	LOCK, STOCK & FARRELL	SECURITY LOCKS FOR COMMUNITY AND SENIORS HOUSING FRONT DOORS	5,922.50
75	EFT14573	17/08/2017	N & M RUSSELL PLUMBING & GAS	PLUMBING REPAIRS	2,024.00
76	EFT14574	17/08/2017	OCS SERVICES PTY LTD	CONTRACT CLEANING - JULY & AUGUST 2017	8,901.56
77	EFT14575	17/08/2017	OLD MacDONALDS TRAVELLING FARMS	TASTE OF CHITTERING - PETTING ZOO	880.00
78	EFT14576	17/08/2017	P & V HUMPHRY	SPICE ROAD - SUPPLY AND INSTALL FENCE ALONG ROAD RESERVE	3,538.70
79	EFT14577	17/08/2017	PCS - PERFECT COMPUTER SOLUTIONS PTY LTD	IT COMPUTER SUPPORT	467.50
80	EFT14578	17/08/2017	RSA WORKS	ROAD SAFETY AUDIT	12,485.00
81	EFT14579	17/08/2017	SCANLAN SURVEYS PTY LTD	CHITTERING ROAD - BLACKSPOT SURVEY	4,565.00
82	EFT14580	17/08/2017	SLIMS TYRE SERVICE	CH1261 - GRADER TYRE REPAIR	387.20
83	EFT14581	17/08/2017	SPENCE INDUSTRIES	REBUILD GENSET ENGINES & SERVICING OF SHIRE VEHICLES	17,563.29
84	EFT14582	17/08/2017	T-QUIP	CH1271 - PARTS	124.85
85	EFT14583	24/08/2017	ALIVIA BRUSE	REFUND OF LOWER CHITTERING HALL BOND (12 AUGUST 17)	500.00
86	EFT14584	24/08/2017	BINDOON BAKEHAUS & CAFE	STAFF FAREWELL & MEETING CATERING	189.90
87	EFT14585	24/08/2017	BINDOON CAFE AND RESTAURANT	LOCAL GOVERNMENT CANDIDATE INFORMATION SESSION CATERING	44.00
88	EFT14586	24/08/2017	BINDOON IGA	STAFF FAREWELL & MEETING SUPPLIES	212.45
89	EFT14587	24/08/2017	BUNNINGS BUILDING SUPPLIES	HARDWARE & SUPPLIES FOR HOUSING MAINTENANCE	634.37
90	EFT14588	24/08/2017	CEMETERIES AND CREMATORIA ASSOCIATION OF WA	2017-2018 CEMETERY ORDINARY MEMBERSHIP	120.00

## LIST OF ACCOUNTS PAID IN AUGUST 2017 - SUBMITTED TO COUNCIL 20 SEPTEMBER 2017

91	EFT14589	24/08/2017	CHITTERING JUNIOR FOOTBALL CLUB INC	KIDSPORT MEMBERSHIP	130.00	
92	EFT14590	24/08/2017	CHITTERING PEST & WEED	SENIOR & COMMUNITY HOUSING - ANNUAL PEST INSPECTIONS & REPLENISH RODENT BAITS	3,256.00	
93	EFT14591	24/08/2017	CMS LEGAL	PAYROLL DEDUCTIONS	100.00	
94	EFT14592	24/08/2017	COURIER AUSTRALIA	FREIGHT - RBC RURAL	11.62	
95	EFT14593	24/08/2017	EMERG SOLUTIONS PTY LTD	ADDITIONAL LICENCES FOR CHITTERING FIRE SERVICES MESSAGING	720.00	
96	EFT14594	24/08/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	CHITTERING FIRE SERVICE - PPC HELMET & BUSH FIRE BRIGADE HELMET STICKER	208.95	
97	EFT14595	24/08/2017	FULTON HOGAN INDUSTRIES PTY LTD	EASY STREET ASPHALT	1,408.00	
98	EFT14596	24/08/2017	JCT'S CREATIVE SOLUTIONS	FIRE STATION MONTHLY MAINTENANCE	330.00	
99	EFT14597	24/08/2017	JR & A HERSEY	ROAD MAINTENANCE SUPPLIES	255.42	
100	EFT14598	24/08/2017	LGRCEU	PAYROLL DEDUCTIONS	82.00	
101	EFT14599	24/08/2017	LOCAL COMMUNITY INSURANCE SERVICES	TASTE OF CHITTERING - UNINSURED STALL HOLDERS	19.36	
102	EFT14600	24/08/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROFESSIONAL DEVELOPMENT - WOMENS FORUM	1,740.00	
103	EFT14601	24/08/2017	METAL ARTWORK CREATIONS	STAFF NAME BADGES	36.30	
104	EFT14602	24/08/2017	ON PRESS DIGITAL PRINT SOLUTIONS	PRINTING OF TASTE OF CHITTERING PROGRAMS & CHIT CHAT NOTES	1,507.00	
105	EFT14603	24/08/2017	PICNIC TABLES HIRE	TASTE OF CHITTERING - HIRE OF PICNIC TABLES	2,354.00	
106	EFT14604	24/08/2017	PROGRESS PRINTING WEST PTY LTD	LIBRARY BAGS	1,232.00	
107	EFT14605	24/08/2017	RBC RURAL	PHOTOCOPIER METERPLAN CHARGES	2,487.41	
108	EFT14606	24/08/2017	SHIRE OF CHITTERING	PAYROLL DEDUCTIONS	640.00	
109	EFT14607	24/08/2017	SPYKER TECHNOLOGIES PTY LTD	CCTV QUARTERLY MONITORING CHARGES	1,364.00	
110	EFT14608	24/08/2017	STAPLES AUSTRALIA	STATIONERY	676.47	
111	EFT14609	24/08/2017	STEVE'S TRANSPORTABLES	DEPOSIT - SUPPLY SECOND HAND TRANSPORTABLE BUILDING FOR RECORDS	3,718.00	
112	EFT14610	24/08/2017	SUNNY SIGN COMPANY	CHITTERING HEIGHTS - REPLACEMENT STREET SIGNS	445.50	
113	EFT14611	24/08/2017	THINK PROMOTIONAL	SHIRE PROMOTIONAL SUPPLIES	473.00	
114	EFT14612	24/08/2017	TWE PR and MARKETING	2ND PAYMENT - AWARE COMMUNITY EMPOWERMENT CAMPAIGN	3,166.00	
115	EFT14613	24/08/2017	WALGA	2017 LOCAL GOVERNMENT WEEK CONVENTION & EXHIBITION	8,690.02	
116	EFT14614	30/08/2017	BENDIGO BANK	CREDIT CARD - AUGUST 2017	3,401.48	
117	EFT14617	30/08/2017	AUSTRALIAN TAXATION OFFICE	BAS - JULY 2017	23,212.00	
118	EFT14618	30/08/2017	BINDOON AND DISTRICTS AGRICULTURAL SOCIETY INC	BINDOON SHOW - STALL BOOKING	200.00	
119	EFT14619	30/08/2017	BINDOON BAKEHAUS & CAFE	MEETING CATERING	248.55	
120	EFT14620	30/08/2017	BOB WADDELL & ASSOCIATES	FINANCIAL CONSULTANT	1,617.00	
121	EFT14621	30/08/2017	BUNNINGS BUILDING SUPPLIES	CHAMBERS & LIBRARY - HYDRAULIC DOOR CLOSERS	338.20	
122	EFT14622	30/08/2017	COURIER AUSTRALIA	FREIGHT	25.85	
123	EFT14623	30/08/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2017-2018 ESL QUARTER 1 CONTRIBUTION	62,612.00	
124	EFT14624	30/08/2017	EASTERN HILLS DRAFTING WA PTY LTD	ADMINISTRATION BUILDING - ATTEND MEETING, TAKE MEASUREMENTS TO CREATE PLANS	660.00	
125	EFT14625	30/08/2017	ECOWATER SERVICES PTY LTD	SHIRE ATU'S MAINTENANCE SERVICE	1,191.15	
126	EFT14626	30/08/2017	LOCK, STOCK & FARRELL	KEY MASTER SYSTEM - PREMIUM UPDATES AND MAINTENANCE	1,103.80	
127	EFT14627	30/08/2017	PARMELIA HILTON PERTH HOTEL	ACCOMMODATION - LOCAL GOVERNMENT WEEK	3,345.60	
128	EFT14628	30/08/2017	PCS - PERFECT COMPUTER SOLUTIONS PTY LTD	IT COMPUTER SUPPORT	255.00	
129	EFT14629	30/08/2017	THINK PROMOTIONAL	TASTE OF CHITTERING - PLAIN ORANGE BAGS	1,578.50	
					<b>Total EFT Payments</b>	<b>\$ 343,592.02</b>
<b>Cheque Payments</b>						
130	14282	08/08/2017	BINDOON GENERAL STORE	MONTHLY NEWSPAPER ACCOUNT - JULY 2017	45.00	
131	14283	08/08/2017	CASEY BOOTH	2017-2018 YOUTH SPONSORSHIP - MOUNTED GAMES NATIONS CUP	400.00	
132	14284	08/08/2017	SHIRE OF CHITTERING	PETTY CASH REIMBURSEMENTS - JULY 2017	355.75	
133	14285	08/08/2017	TELSTRA	OFFICE & MOBILE TELEPHONE CHARGES	3,873.26	
134	14287	10/08/2017	SYNERGY	ELECTRICITY AND STREETLIGHTING CHARGES	6,662.75	
135	14288	17/08/2017	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	PROFESSIONAL DEVELOPMENT - WA AIBS CONFERENCE 2017	1,050.00	

LIST OF ACCOUNTS PAID IN AUGUST 2017 - SUBMITTED TO COUNCIL 20 SEPTEMBER 2017

136	14289	17/08/2017	SYNERGY	ELECTRICITY CHARGES	908.95
137	14290	24/08/2017	SYNERGY	ELECTRICITY CHARGES	8,110.70
138	14291	30/08/2017	BINDOON GENERAL STORE	REFRESHMENTS	57.50
139	14292	30/08/2017	SHIRE OF VICTORIA PLAINS	REIMBURSEMENT - LONG SERVICE LEAVE ENTITLEMENTS - JENNIFER HAEUSLER	1,508.12
140	14293	30/08/2017	SYNERGY	ELECTRICITY CHARGES	813.35
141	14294	30/08/2017	TOWN OF EAST FREMANTLE	REIMBURSEMENT - LONG SERVICE LEAVE ENTITLEMENTS - KAREN PARKER	17,566.99
<b>Cheque Payments</b>					<b>\$ 41,352.37</b>
<b>Direct Debits</b>					
142	WNET	01/08/2017	WESTNET	WESTNET/INTERNET	74.94
143	BF/MFEE	01/08/2017	BENDIGO/COMMONWEALTH BANK	BANK & MERCHANT FEES	871.68
144	CLUE	01/08/2017	CLUE DESIGN	WEBSITE MANAGEMENT	588.50
145	FER	-	FINES ENFORCEMENT	FIRE, ANIMAL & OTHER FINES	-
146	DD12	15/08/2017	ISUZU	SERVICE AGREEMENT	185.90
<b>Total Direct Debits</b>					<b>\$ 1,721.02</b>
<b>Bank Transfers</b>					
147	DD5828.1	09/08/2017	WA SUPER	PAYROLL DEDUCTIONS	12,844.97
148	DD5828.2	09/08/2017	LGIA SUPER	SUPERANNUATION CONTRIBUTIONS	958.75
149	DD5828.3	09/08/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	862.91
150	DD5828.4	09/08/2017	FUTURE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	121.13
151	DD5828.5	09/08/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	367.36
152	DD5828.6	09/08/2017	AMP FLEXIBLE LIFETIME INSURANCE	SUPERANNUATION CONTRIBUTIONS	634.81
153	DD5844.1	23/08/2017	WA SUPER	PAYROLL DEDUCTIONS	12,357.97
154	DD5844.2	23/08/2017	LGIA SUPER	SUPERANNUATION CONTRIBUTIONS	958.75
155	DD5844.3	23/08/2017	FUTURE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	139.21
156	DD5844.4	23/08/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1,065.27
157	DD5844.5	23/08/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	367.36
158	DD5844.6	23/08/2017	AMP FLEXIBLE LIFETIME INSURANCE	SUPERANNUATION CONTRIBUTIONS	634.81
159	DD5844.7	23/08/2017	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	365.39
<b>Total Transfers</b>					<b>\$ 31,678.69</b>
<b>Total Municipal Payments</b>					<b>\$ 610,556.59</b>
<b>Trust Payments</b>					
160	EFT14554	17/08/2017	BI-TONE WEST COAST CARAVAN CLUB	REFUND LOWER CHITTERING HALL & KEY BOND (28-30 JULY 17)	550.00
161	EFT14615	30/08/2017	BUILDING COMMISSION	BSL RECONCILIATION JUNE - AUGUST 2017	4,180.86
162	EFT14616	30/08/2017	SHIRE OF CHITTERING	AGENT FEE JUNE - AUGUST 2017	165.00
<b>Total Trust Payments</b>					<b>\$ 4,895.86</b>

# RELATED PARTY DISCLOSURE - DECLARATION



Office Hours  
8:30am – 4:30pm  
Monday to Friday

6177 Great Northern Highway  
PO Box 70  
BINDOON WA 6502

(08) 9576 4600

chatter@chittering.wa.gov.au  
www.chittering.wa.gov.au

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, the CEO and Senior Staff of the Shire of Chittering who were elected or employed at any time during the financial year.

Disclosure Period (Quarter Ended)	
Person making disclosure	
Position held by person (e.g. Councillor, Manager)	

**CLOSE MEMBERS OF THE FAMILY (See Appendix 1)**

*If there has been no changes since your last declaration, please complete "No Change"*

Name of Family Member	Relationship to you

**ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS (See Appendix 2)**

*If there has been no changes since your last declaration, please complete "No Change"*

Name of Entity	Name of person who has control/nature of control

**ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH**

Did you or any member of your close family use facilities provided by the Shire of Chittering and receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received

**LEASING AGREEMENTS – DOMESTIC RESIDENTIAL**

Did you, a close family member or related entity, enter into a lease agreement with the Shire (either as lessee or lessor) for the provision of a domestic rental property (includes properties owned by the Shire and privately owned properties sub-leased through the Shire from a real estate agent)? Did you receive or provide discount or special terms that would not otherwise be offered to any member of the public?

Name of person party to the lease	Property Address	Term of lease & weekly rent	Details of any non-arms length conditions

**LEASING AGREEMENTS – COMMERCIAL**

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of lease & weekly rent	Details of any non-arms length conditions

**TRADING ARRANGEMENTS**

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms and provided to the Shire.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

**OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)**

Did you, or a close family member or related entity, enter into any other agreements/arrangements with the Shire (whether or not a price was charges)?

This may include (but not limited to) construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).

For example a company that a close family member controls, was awarded a contract with the Shire for building a new office facility.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

**PURCHASE OF PROPERTY**

Did you, a close family member or related entity, purchase any property or other assets from the Shire? (this may include vehicles or other plant items, land or buildings)?

Was the purchase made at arms length (eg. at a public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

**SALE OF PROPERTY**

Did you, a close family member or related entity, sell any property or other assets to the Shire? (this may include vehicles or other plant items, land or buildings).

Was the sale made at arms length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property sold	Value of sale	Terms & conditions

**FEES & CHARGES FOR APPLICATIONS**

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of person or entity name	Application type	Application and/or receipt number

**SELF SUPPORTING LOANS**

Did you, a close family member or related entity, enter into a loan agreement with the Shire?

For example, a club for which you have control (see Appendix 2 for example)

Name of person or entity name	Loan details	Value of the loan	Terms & conditions

**OTHER AGREEMENTS**

Please list any other agreements or arrangements you believe us a related party transaction and should be declared.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

Once signed, please provide to the Deputy Chief Executive Officer.

Signature _____ Date     /     /
----------------------------------

## APPENDIX 1

## CLOSE FAMILY MEMBERS

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member; who may be expected to influence, or be influenced by, your dealings with the council.

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

There may be relationships that a council has which are not identified in this appendix but still meet the definition of a related party.

Example: Cousin of Councillor

A Councillor for the Shire has lived in the Shire her whole life. In fact her family has been in the area for generations.

The Councillor's cousin owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Councillor and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Councillor's cousin is a close family member of the Councillor because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

## APPENDIX 2

## Control in entities

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Deputy Chief Executive Officer for a confidential discussion.

**Example: Clubs or other incorporated bodies (A Shire Councillor is the President of a local football club)**

A Shire Councillor is the President of Chittering Football Club Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Councillor does not control or jointly control the football club so it will not be a related party of Council just because the Councillor is the president of the club.

Other examples

**Example 1 (Audit committee member)**

Shire of Chittering's audit committee comprises two Councillors and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Audit Regulations*. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Mayor and councillors to consider.

Based on the facts outlined Fred would not be a KMP of council.

**Example 2 (Son of DCEO employed by council)**

The Shire of Chittering has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Deputy Chief Executive Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 3 (Cousin of President - related party commonly known but omitted from declaration)

Shelley, the President of the Shire of Chittering forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

Example 4 (Example of control)

Fred is the President of the Shire of Chittering and owns 100% of the ordinary shares in Shire of Chittering Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

Example 5 (Example of joint control)

Fred is the President of the Shire of Chittering and owns 50% of the ordinary shares in Shire of Chittering Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

