MINUTES OF ORDINARY COUNCIL MEETING HELD 22 JANUARY 2008

I hereby certify that the Minutes of the Ordinary Meeting of Council held 22 January 2008 are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

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SHIRE OF WYNDHAM-EAST KIMBERLEY

MINUTES

OF THE ORDINARY COUNCIL MEETING
HELD ON TUESDAY 22 JANUARY 2007 AT 6:00 PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 6:11pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr Ralph Addis	Deputy President
Cr Di Ausburn	Councillor
Cr Paul Caley	Councillor
Cr Jane Parker	Councillor
Cr Keith Wright	Councillor
Mr Peter Stubbs	Chief Executive Officer
Ms Amanda Trengove	Acting Executive Manager of Corporate Services
Mr Alex Douglas	Executive Manager Engineering and Development Services
Ms Karyn Apperley	Executive Manager Community Services
Miss Kelly Fewster	Aboriginal Environmental Health Officer
Miss Jamie Burkin	Environmental Health Trainee
Miss Jo Tuohy	Environmental Health Trainee
Mr Mike Snowball	Wyndham Operations Manager
Ms Fiona Kuiper	Executive Support Officer and Minute Taker

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Michele Pucci	Shire President
Cr Fred Mills	Councillor
Cr John Buchanan	Councillor
Cr John Moulden	Councillor

3. DECLARATIONS OF INTEREST

- Financial Interest

Nil

- Impartiality Interest

Cr R Addis declared an Impartiality Interest in Item 16.1 Debts Currently in Legal Process as he is a committee member of an organisation listed in the item.

- Proximity Interest

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

Minute No. 8035

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council grant Cr P Caley a leave of absence for the Ordinary Meeting of Council on 19 February 2008 and Cr D Ausburn a leave of absence for the Ordinary Meeting of Council on 15 April 2008.

Carried Unanimously 5/0

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

8.1. Confirmation of Minutes of the Ordinary Meeting of Council Held On Tuesday 18 December 2007

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

COUNCIL DECISION

Minute No. 8036

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8037

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Special Meeting of Council held on Tuesday 19 December 2007.

Carried Unanimously 5/0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Deputy President made the following announcement:

I would like to express Council's sympathy to the Court family on the passing of Sir Charles Court. Sir Charles made an enormous contribution to the State of Western Australia and to the Kimberley region. Most notably for this district, Sir Charles supported and ensured the construction of Lake Argyle and the Ord Irrigation Scheme, without which much so which enjoy into the district today would not be possible.

Cr John Buchanan attended the State Memorial Service for Sir Charles in Perth on Friday 4 January 2008.

On Thursday 3 January 2008 the Shire President, CEO and I had short impromptu meeting with the Hon Jon Ford, Minister for Kimberley, and Fisheries, in Kununurra where we discussed Council State Government

Budget submission and matters related the Ord Final Agreement and expansion of the Ord Irrigation Area.

10. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MINUTES OF COUNCIL COMMITTEE MEETINGS

11.1. Confirmation of Minutes of the Audit Committee Meeting held on Tuesday 18 September 2007.

RECOMMENDATION

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

COUNCIL DECISION

Minute No. 8038

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

Carried Unanimously 5/0

12. REPORTS

12.1. ENGINEERING SERVICES

12.1.1. Application to Keep Three Dogs at 43B Weaber Plain Road, Kununurra

DATE:	22 January 2008
PROPONENT:	Ms R Schmerl
LOCATION:	43B Weaber Plain Road, Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	01.5469.05
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider an application to keep three dogs at 43B Weaber Plain Road, Kununurra.

BACKGROUND

The applicant is in the process of moving to Kununurra and approached the Shire late last year to enquire as to the possibility of moving with her three dogs. At the time the Kununurra address was not known and in late December 2007 the Shire was advised of the address, allowing inspection of the property and to seek comment from adjoining residents.

STATUTORY IMPLICATIONS

The Dog Act 1976 and the Shire's Dogs Local Law 2003 apply, and in particular: -

Dog Act 1976
26. Limitation as to numbers

(1) The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.

(2) Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;
(b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and
(c) may be revoked or varied at any time.

(4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: $1 000 and a daily penalty of $100.

(5) Any person who is aggrieved —
(a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or
(b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.

(6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

Dogs Local Law 2003
3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -
(a)licensed under Part 4 as an approved kennel establishment; or
(b)granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
(a)2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
(b)4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

COMMENT

Ranger staff inspected the property in late December 2007, at which time the property was vacant. The property is adequately fenced and there is considered to be sufficient yard space.

Letters were hand delivered to adjoining properties in Weaber Plain Road and Pindan Avenue. Due to the timing of the applicant's information and the Christmas/New Year period, the letters were delivered on Tuesday 8 January, and comments to be received by 5:00 pm 18 January. At the time of writing the report one verbal comment advising of no objection was received from 45 Weaber Plain Rd.

The comments from adjoining properties are not conditional on Council's decision however it is industry practice to seek those comments in considering a request. It is more applicable when the circumstances relate to an existing resident seeking to keep an additional dog/s.

The applicant has provided the following information about the dogs and this was included in the information to the neighbours: -

Dog 1

Breed:	Rottweiler
Sex:	Female
Name:	Cara
Information:	Has been desexed and she is about 5-6years old and doesn't leave the yard as she has the dickie back legs and the only time she leaves is when we take her to the vet or out for a short walk

Dog 2

Breed:	Rottweiler
Sex:	Male
Name:	Taz
Information:	Has been desexed and micro chipped and is about 2-3 years old.

Dog 3

Breed:	Maltese X
Sex:	Male
Name:	Wizard
Information:	Has been desexed and micro chipped and he is about 2-3 years old

On the basis of the conditions of the fenced property and the details of the dogs staff consider that there is no reasonable basis to refuse the application.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That in accordance with the provisions of the Dog Act 1976, s26(3) and Clause 3.2, Dogs Local Law 2003, Council approve the application by Ms R Schmerl to keep the three dogs, as described, at 43B Weaber Plain Road Kununurra.

COUNCIL DECISION

Minute No. 8039

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council:

1. ***Request that Ms R Schmerl provide documentation from the Local Authority in which the three dogs in question were registered IMMEDIATELY prior to their move to Kununurra (including evidence of currency of registration) that none of the dogs were, have been or are declared as "dangerous dogs" under the Dog Act 1976 and any other relevant regulation promulgated under the Act.***
2. ***Request that Ms Schmerl provide advice supporting the need to maintain a presence of three dogs, a number in excess of the Dog Act when not supported by an application for breeding license.***
3. ***When and if, and only if, this information is produced in totality in accordance with the above, that the CEO or delegated officer be authorised to facilitate this approval.***

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because it was considered that there was no local history of the applicant and the dogs, it was necessary to apply the conditions as listed.***

12.1.2. Adoption of Firebreak Order 2008/2009

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to adopt the 2008/2009 Firebreak Order for the Shire of Wyndham East Kimberley that is to apply for the period 1 April 2008 until 1 January 2009.

BACKGROUND

To enable the annual Firebreak Order to be gazetted and formally issued to all property owners Council is required to consider and adopt a Firebreak Order.

A copy of the draft Firebreak Order is attached for Council's information.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires
Division 6 – General Restrictions, Prohibitions and Offences
Section 33 – Local Government May Require Occupier of Land to Plough or Clear Firebreak

"(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land firebreaks in such a manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the firebreaks clear of inflammable matter;

(b) to Act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorized officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire;

and the Notice may require the owner or occupier to do so –

as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land, and in any event to do so to the satisfaction of either the local government or its duly authorized officer, according to which of them is specified in the notice."

POLICY IMPLICATIONS

Policy FC2 – Fire Break Order

"OBJECTIVE To ensure that fire breaks are installed and maintained to enable effective management of bush fires.

POLICY - Pursuant to the powers contained in Section 33 of the Bush Fires Act (1954), all owners and or occupiers of land in the Shire of Wyndham-East Kimberley are hereby required, on or before 1st June each year to have firebreaks clear of inflammable material in accordance with the following:

1. *Rural Lands:*

   Being all land within the Ord Irrigation Area, firebreaks are required to be:

   a) *Not less than three metres wide inside and along and as close to external boundaries as is possible, and*

   b) *Not less than three metres wide and within three metres of the perimeter of all buildings and/or haystacks or groups of buildings.*

   NOTE:

   This requirement need not be met if the property is being worked and provided the irrigation channels are in use.

2. *Pastoral Lands:*

   Being land outside the townsites of Wyndham and Kununurra, held under a Pastoral Lease, and not included in 1) above.

   a) *Firebreaks are required to be a distance of not less than three metres wide and within three metres of building and/or haystacks or groups of buildings.*

3. *Townsite Land:*

    a) *Where the land is 2000sq metres or less, remove by clearing or slashing inflammable material from the whole of the land, save standing trees.*

    b) *Where the area of the land is greater than 2000sq metres a firebreak of not less than three metres in width, immediately surrounding any buildings or not less than three metres in width inside and along the whole of the external boundaries of the land is required.*

4. *Rural Lands:*

    Outside townsites and not being land under a pastoral lease, this includes Packsaddle Plains, Crossing Falls and Riverfarm Road subdivisions. Firebreaks are required to be:

    a) *No less than four metres wide inside, along and within ten metres of external boundaries: and*

    b) *Not less than three metres wide and within three meters of the perimeter of all buildings and/or haystacks or group of buildings.*

5. *Rubbish Sites:*

    Being all rubbish sites for pastoral stations. Firebreaks are required to be not less than three metres wide and within three metres of the perimeter of the rubbish site.

6. *Fuel Dumps and Depots:*

    Remove flammable material from all land where fuel drum ramps or dumps are located and where fuel drums whether containing fuel or not are stored to a distance of at lease five metres outside the perimeter of any drum, ramp or stack of drums.

7. *The acts referred to in paragraphs 1) to 6) hereof must be performed to the satisfaction of the duly authorized person/s appointed by the Shire of Wyndham-East Kimberley.*

8. *If it is considered impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this notice you may apply to the Council or its duly authorized officer by not later than 1st May each year for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land."*

FINANCIAL IMPLICATIONS

Under Section 33 of the Bush Fires Act, Council is required to publish a copy of its Firebreak Order in a newspaper circulating in the area, and in the Government Gazette. In addition, it is intended to have a copy of the Order included in each private mailbox in Kununurra and Wyndham.

It is difficult to provide an exact figure with respect to advertising costs, as these are calculated on a "per centimetre" basis. However, it is anticipated that the cost of publishing the Firebreak Order in both the "Kimberley Echo" and the Government Gazette will be less than $1000. Postage costs will be in the vicinity of $700.00.

STRATEGIC IMPLICATIONS

Nil

COMMENT

In the interests of improving fire control measures throughout the Shire of Wyndham East Kimberley, Officers intend not only to comply with the requirements of Section 33, but to make as many landowners and/or residents aware of their obligations with respect to fire control as possible. The 2008/2009 Fire Break orders will be advertised in the local paper and Government Gazette. In addition to this all ratepayers will be posted a copy.

ATTACHMENTS

Draft 2008/2009 Firebreak Order

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

COUNCIL DECISION

Minute No. 8040

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

Carried Unanimously 5/0

BUSH FIRES ACT 1954
Shire of Wyndham East Kimberley
Firebreak Order and Bushfire Information 2008/2009
(This is a summary of the Order adopted by the Shire of Wyndham East Kimberley under Section 33 of the Bush Fires Act 1954).

In accordance with the provisions of this Order, landowners are required to carry out fire prevention work on land they own or occupy.

Details of work required to be completed are contained in this Order. Work must be completed by 1 June each year.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE (PENALTY $250) OR PROSECUTED WITH AN INCREASED PENALTY UP TO ($1000). IN ADDITION, THE SHIRE MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER OR OCCUPIER OF THE LAND.

There may be instances where it is considered to be impractical to clear firebreaks or remove flammable materials as required by this Order, due to:

- The aggravation of soil erosion;
- The identification of a more effective system of fire prevention; or
- Firebreaks being rendered unnecessary by natural features existing on the land.

In this instance, application may be made to Council not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative action to reduce fire hazards on the land.

If Council permission is not forthcoming, then you will be required to comply with the provisions of this Order.

Firebreaks are used primarily to gain access to and provide an area to work from when controlling a fire. They will not stop all fires, and removal of unnecessary flammable material prior to the fire season is your best safeguard against fire threat.

If the requirements of this Order are fulfilled by burning off, then the burning must be carried out in accordance with the relevant provisions of the Bush Fires Act 1954.

1. Ord River Irrigation Project Area:

Firebreaks for all land within the Ord Irrigation Area must be:

- Not less than three (3) metres wide inside and along and as close as possible to external boundaries; and
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks and groups of buildings.

NOTE: This requirement need not be met if the property is being worked, and provided the irrigation channels are in use.

2. Pastoral Lands:

Firebreaks are required to be a distance of not less than six (6) metres wide and within three (3) metres of buildings and/or haystacks or groups of buildings.

3. Townsite Land:

Where the area is 2 000m^2 or less, all inflammable material (with the exception of standing live trees) shall be removed from the whole of the land by clearing or slashing.

Where the area of the land is greater than 2 000m^2, a firebreak of not less than six (6) metres in width immediately surrounding any buildings, or not less than three (3) metres in width inside and along the whole of the external boundaries of the land is required.

4. Rural Lands:

Land outside townsites which is not under a pastoral lease requires firebreaks of:

- Not less than four (4) metres wide inside, along and within ten (10) metres of external boundaries; or
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks or groups of buildings.

5. Rubbish Sites:

All rubbish sites for pastoral stations and communities require firebreaks not less than three (3) metres wide and within three (3) metres of the perimeter of the rubbish site.

6. Fuel Dumps and Depots:

Flammable material must be removed from all land where fuel drum ramps or dumps are located and where fuel drums (whether containing fuel or not) are stored, to a distance of at least fifteen (15) metres outside the perimeter of any drum, ramp or stack of drums.

The acts referred to in paragraphs 1 to 6 herein must be performed to the satisfaction of the duly authorised person appointed by the Shire of Wyndham East Kimberley.

If it is impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this Order, you may apply to Council or its duly authorised officer by not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative positions or to take alternative action to abate fire hazards on the land.

RESTRICTED BURNING PERIOD
1 April to 1 January Each Year

The Restricted Burning Period now includes Kununurra and Wyndham Townsites, the Ord Irrigation Area and pastoral areas.

PERMITS TO BURN

1. Permits to burn are required for the whole of the Restricted Period, and must be obtained from one of the Fire Control Officers identified for your area (see overleaf).

2. Any special conditions imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

3. The permit holder shall give notice of his intention to burn to:

   a. The Shire's Kununurra Administration Centre by no later than 24 hours prior to the day when the burning is to take place. Weekend burning must be notified by 4.00pm, Friday.

   b. The owner or occupier of adjoining land.

   c. The nearest Department of Environment and Conservation (DEC) office if the land is situated within three (3) kilometres of State Forest land, National Park, Nature Reserve or other DEC lands.

4. The period of notice to neighbours prior to burning cannot be more than twenty eight (28) days or less than four (4) days, although lesser notice may be determined by mutual agreement of all neighbours.

5. Your attention is drawn to Items 5, 6 and 7 as listed on the back of the permit.

6. Burning under permit is permitted during the Restricted Burning Period on Sundays and Public Holidays.

7. All landowners and occupiers who suffer a bush fire have an obligation to assist each Area Fire Control Officer to compile a Fire Report Form.

8. Garden refuse (excluding GREEN clippings) burnt on the ground may be lit only between 6.00pm and 11.00pm, and must be completely extinguished with water or earth by midnight. All flammable matter is to be cleared within five (5) metres of all points of the site of the fire, and a person must be in attendance during the whole time the fire is lit.

9. Any incinerator used to burn rubbish must be properly constructed – an open drum (with or without a lid) is not an appropriate incinerator.

10. With reference to Item 8 and 9 of this summary, burning may not take place if the Fire Weather Warning for the day is "Very High", or "Extreme".

Peter Stubbs
Chief Executive Officer

12.1.3. Appointment and Confirmation of Fire Control Officers 2008

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the appointment of Fire Control Officers (FCO).

BACKGROUND

The initial consideration of this item was for the replacement of the appointed FCO for Crossing Falls, being Mr Keith Wright who is in the process of moving from the locality of Crossing Falls and to remove the name of a previous Ranger.

The secondary purpose is to give Council the opportunity to consider the present list of FCO's with a view to confirming their appointment as it appears to have been several years (2003?) since the list was reviewed.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires

s38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

[(b) deleted]

(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a

person to the vacant office within one month after service on it of such notice.

(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.

(e) A bush fire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

(3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —

(a) carrying out normal brigade activities;

[(b) and (c) deleted]

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of

(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

(c) The provisions of this subsection are not in derogation of those of subsection (4).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no specific financial implications associated with the Officer's recommendation.

STRATEGIC IMPLICATIONS

Nil

COMMENT

The Shire has taken the approach of having adequate numbers of FCO's to cover the volunteer fire brigade areas as well as the pastoral areas of the Shire.

The present approved listing is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 9168 1798 (Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	91614326 (Home) 9161 4326 (Fax)
Michael Wilkie (Shire Ranger)	Shire of Wyndham Easy Kimberley	0409 681 220 9168 1798 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Keith Wright	Properties adjoining Fish Farm and Crossing Falls Roads	9168 1314 (Home/Fax) 9168 2650 (Fax) 0127 633 455
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Work/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emerg)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The proposed list of officers is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Shire Ranger	***deleted***	
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	***9168 2276 (Home)*** ***9166 4100 (Work)***
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606

Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The two changes proposed have been shown in red bold italics.

The list of FCOs will be published in conjunction with the Firebreak Order (listed under a separate item in this Agenda).

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

COUNCIL DECISION

Minute No. 8041

Moved: Cr D Ausburn **Seconded: Cr J Parker**

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Greg Cummings	Ord Irrigation Area – Cane Fires and Cane Trash	9168 1400 (Work)

		9168 1517 (Fax) 0419 953 331
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because one of the proposed Fire Control Officers had left town since the Agenda was issued.***

12.1.4. Request for Speed Zone Reduction O'Donnell Street Wyndham Port

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	21.01.02
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider a request from the Wyndham Police to reduce the speed limit on O'Donnell and MacPhee Streets near Gambier Street.

BACKGROUND

The Wyndham Police have raised concerns with the speed of vehicles at and near the bend in O'Donnell Street where it joins MacPhee Street. The bend coincides with the intersection of Gambier Street.

The primary concern is based on the number of heavy vehicles such as fuel tankers and ore trucks moving to and from the Port.

The preferred action from the Police is to reduce the speed limit to 40 kilometres per hour (kph).

STATUTORY IMPLICATIONS

Speed limits for any public road are authorised by the Commissioner for Main Roads and only Main Roads WA or their agents may legally erect and maintain speed limit signage.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the officer's recommendation; however it anticipated that should Council wish to pursue the reduction of speed some alteration to the road will be necessary for Main Roads WA to agree to reduce the speed limit.

STRATEGIC IMPLICATIONS

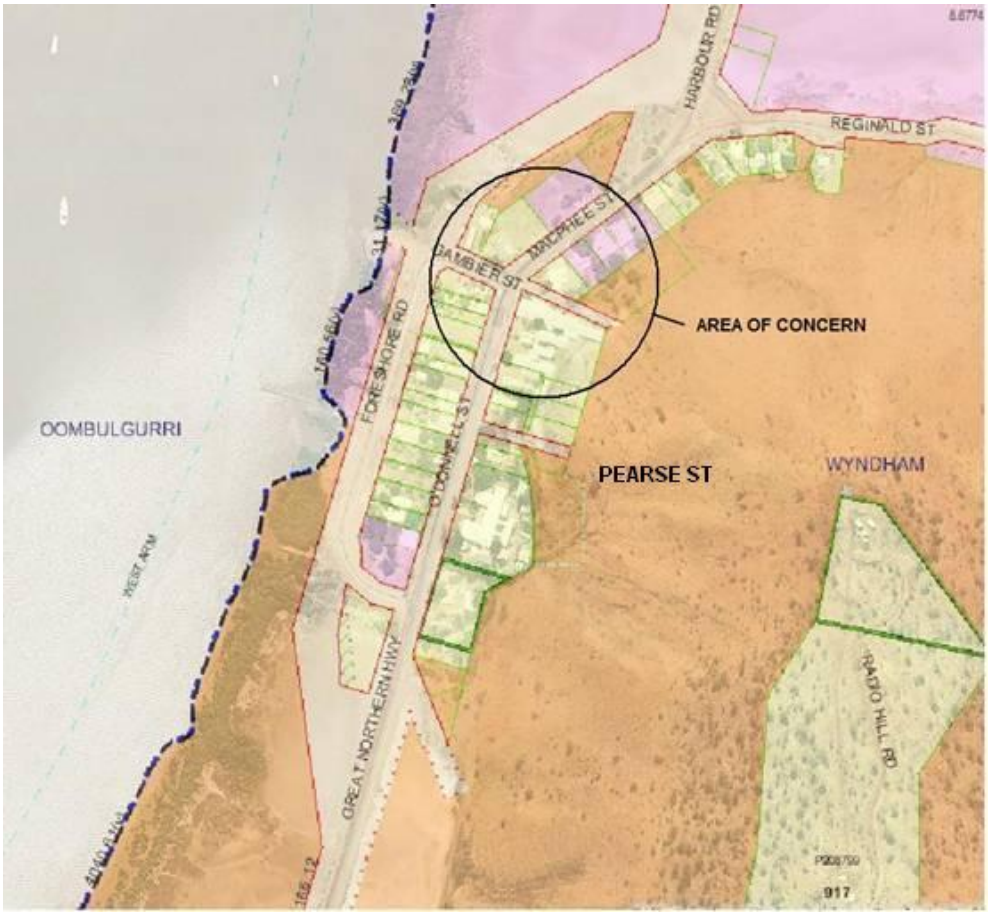
N/A

COMMENT

In combination with Main Roads WA, the Police Service WA enforces the speed limits on the public road network. Generally Main Roads WA will not consider a request to vary the speed limit on a local road without the approval of the local government.

As can be seen from the following plan and photographs the section of road incorporates a number geometry issues that are not conducive to the mix of heavy vehicles, poor sight lines and vehicles entering and leaving the intersecting streets.

Locality Plan



View looking south towards the Court House and Reginald Street Intersection



View looking east and south from near Gambier Street



View looking north towards Gambier Street



View looking north near Gambier Street



Due to the poor sight lines drivers approaching the bend from the south can not see vehicles or pedestrians near the Police Station or Court House; coming from the north drivers can not see vehicles entering from the east leg of Gambier Street or vehicles and pedestrians near the Wyndham Hotel. In addition Police have observed road trains crossing the centre line around the bend.

Traffic classifiers were installed during late December and early January to establish some background information and is summarised as follows: -

Start Date: 20 December 2007
End Date: 11 January 2008

O'Donnell Street (near Pearse St)
Total vehicles: 6187 vehicles (both directions)
Number of trucks: 224 (3.6%) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 65.2 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 52.9 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

McPhee Street (100 metres north of Reginald St)
Total vehicles: 3670 vehicles (both directions)
Number of trucks: 183 (5.0 %) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 69.5 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 58.0 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

The above statistics include vehicles travelling in both directions. In general terms traffic management is not considered necessary until the 85th percentile speed exceeds 5 km/h above the speed zone limit. Where the issue for O'Donnell Street is exacerbated is the curve at Gambier Street which limits sight distance.

From experience, the request for speed signs only is likely to be declined because the road environment does not reflect the proposed speed. In other words the visual cues for the driver are not present as they are within traffic calming precincts where 40 kph speed zones are common.

There are a number of proposals that will be referred to Council for consideration in the draft 2008/09 Budget that will better address the traffic issues. It is hoped that Main Roads WA will agree to the use of a reduced speed limit in the nominated section of road as an interim measure to endeavour to improve safety concerns.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council request Main Roads WA to vary the speed zone on O'Donnell and MacPhee Streets, Wyndham Port in the section between Pearse Street and 100 metres north of Reginald Street to 40 kilometres per hour in recognition of the size and volume of heavy vehicles accessing the Wyndham Port and the poor sight lines within the nominated section.

COUNCIL DECISION

Minute No. 8042

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8043

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8044

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council delegate to the Chief Executive Officer the imposition of a parking ban on both side of O'Donnell Street between the old hospital and Reginald Street to the extent necessary to improve public safety.

That Council invite the Wyndham Streetscape Committee to investigate the issues of public safety in O'Donnell Street Wyndham Port.

That the Wyndham Sergeant of Police be requested to increase enforcement the traffic act in O'Donnell Street and a copy of this request be provided to the Broome Regional Police Office.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation because there was a consensus view that the use of signage alone would not achieve the desired change in driver behaviour or pedestrian safety.***

12.2. CORPORATE SERVICES

12.2.1. Monthly Financial Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to note and accept the Monthly Financial Report for November 2007.

BACKGROUND

Council is required to adopt Monthly Financial Reports. The minimum requirement, as stated in the Local Government (Financial Management) Regulations 1996, is to prepare a "Financial Activity Statement Report". Options were put to the Audit Committee in October 2006 to determine what was to be presented to Council. At this meeting, the Committee decided to present to Council every month the following information:

1. Financial Activity Statement report, by Function;
2. Financial Activity Statement report, by Responsible Officer (business unit);
3. Reconciliation of Cash Surplus to Current Assets; and
4. Municipal Bank Reconciliation.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (as amended)
34. Financial activity statement report - s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail:

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c)*;* and
(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing:

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub regulation (1) (d)*;* and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown:

(a) according to nature and type classification;
(b) by program*;* or
(c) by business unit.

(4) A statement of financial activity and the accompanying documents referred to in sub regulation (2) are to be:

(a) presented to the council:

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates*;* or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) recorded in the minutes of the meeting at which it is presented.

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

(6) In this regulation:

"committed assets" means revenue unspent but set aside under the annual budget for a specific purpose;
"restricted assets" has the same meaning as in AAS 27.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Monthly financial reporting is a primary financial management and control process. It provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Rate Setting Statement as at 30 November 2007
Net Current Assets as at 30 November 2007
Explanation of Material Variances as at 30 November 2007

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Monthly Financial Reports for month end of November 2007.

COUNCIL DECISION

Minute No. 8045

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council accept the Monthly Financial Reports for month end of November 2007.

Carried Unanimously 5/0

Shire of Wyndham East Kimberley

Rate Setting Statement

As at 30 November 2007

	2007/08 Budget	YTD Budget 30 November 2007 $	YTD Actual 30 November 2007 $	Variance Budget less Actual
Operating				
Recurrent Revenue - Excluding Rates				
Governance	85,050	57,712	44,486	13,225
General Purpose Funding	3,690,170	1,755,610	1,756,038	(428)
Law, Order, Public Safety	82,675	30,282	29,892	390
Health	142,600	71,037	63,365	7,671
Education and Welfare	686,523	52,989	63,365	(10,375)
Housing	825,342	30,399	29,228	1,171
Community Amenities	1,510,100	1,153,220	1,185,891	(32,671)
Recreation and Culture	442,400	159,938	159,240	698
Transport	109,000	109,000	115,178	(6,178)
Economic Services	141,873	51,943	129,849	(77,906)
Other Property and Services	1,561,304	-	2,883	(2,883)
Airport Operations	1,947,351	838,231	1,116,610	(278,379)
	11,224,388	4,310,361	4,696,026	(385,665)
Recurrent Expenditure				
Governance	(838,378)	(282,247)	(234,262)	(47,985)
General Purpose Funding	(293,776)	(84,353)	(63,687)	(20,666)
Law, Order, Public Safety	(372,021)	(142,133)	(146,424)	4,291
Health	(390,073)	(131,763)	(118,225)	(13,537)
Education and Welfare	(341,969)	(132,692)	(118,177)	(14,515)
Housing	(175,308)	(83,820)	(72,136)	(11,684)
Community Amenities	(2,318,871)	(883,672)	(911,406)	27,734
Recreation & Culture	(2,796,266)	(1,131,802)	(1,187,080)	55,278
Transport	(2,914,235)	(1,289,495)	(1,415,381)	125,886
Economic Services	(612,066)	(249,373)	(285,449)	36,076
Other Property and Services	(74,990)	(639,075)	(583,190)	(55,885)
Airport Operations	(1,780,344)	(711,105)	(647,758)	(63,347)

	(12,908,296)		(5,761,530)		(5,783,175)		21,644
Capital						
Sale of Assets / Land Held for Resale	3,413,000		63,000		185,344		(122,344)
Capital Grants/Contributions	3,103,080		308,200		268,557		39,643
	6,516,080		371,200		453,901		(82,701)
Capital Expenditure (by Class)							
Land and Buildings	(1,782,400)		(586,398)		(620,091)		33,693
Infrastructure Assets - Roads	(2,974,200)		(473,660)		(546,820)		73,160
Infrastructure Assets - Other	(2,916,890)		(328,470)		(166,640)		(161,830)
Plant and Equipment	(944,000)		(381,415)		(588,882)		207,467
Furniture and Equipment	(95,000)		(92,000)		(50,363)		(41,637)
	(8,712,490)		(1,861,943)		(1,972,794)		110,851
Adjustments							
Debenture Principal Repayments	(174,039)		(78,409)		(68,453)		(9,956)
Proceeds from New Debentures	250,000		-		-		-
Community Loans	16,224		6,225		6,134		91
Transfers from Reserves	689,155		-		-		-
Transfers to Reserves	(1,263,289)		-		-		-
	(481,949)		(72,184)		(62,320)		(9,864)
Adjustments and Accruals							
Depreciation	2,704,800		1,120,805		1,121,138		(333)
Accruals	-		-		-		-
Profit/Loss on Sale of Assets	(2,964,676)		-		-		-
Opening Funds - (Deficit) Surplus	498,317		498,317		498,317		-
Closing Funds - (Deficit) Surplus	218,366		2,947,219		3,203,529		(256,310)
Amount Raised from Rates	4,342,193		4,342,193		4,252,436		89,757

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2007

Net Current Assets	YTD Actual 2007/08 $
Composition of Net Current Asset Position	
Current Assets	
Cash - Unrestricted	3,275,231
Cash - Reserves	3,167,572
Cash - Restricted Unspent Grants	
Investments - Restricted	
Receivables	1,700,754
Inventories	67,475
Land Held for Resale	
	8,211,031
Less	
Current Liabilities	
LSL Provision	(55,248)
Annual Leave Provision	(157,068)
Payables	(1,627,615)
	(1,839,930)
Less	
Restricted Reserves	
Cash	3,167,572
Investments	
Net Current Asset Position	3,203,529

Explanation of Material Variances

Variances +/- $80,000

Operating

Recurrent Revenue - Excluding Rates

There is a material variance in Airports due to increased income for Head Tax and Landing Fees. This may plateau out over quieter months of December, January & February
.

Recurrent Expenditure

There is a material variance in Transport due to seasonal expenditure in the areas of Road Maintenance and Drainage Maintenance prior to the Wet Season exceeding expectations.

Capital

Sale of Assets / Land Held for Resale

There is a material variance due to the trade of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Capital Grants / Contributions

There are no material variances requiring explanation

Capital Expenditure (by Class)

There is a material variance in Infrastructure Assets - Other due to officers budgeting that projects relating to Airport be started prior to Wet Season, however the upgrade to the Carpark will not be started until after the Wet Season and the Upgrade to Taxi Way Foxtrot is awaiting confirmation of grant funding.

There is a material variance in Plant and Equipment due to the purchase of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Adjustments

There are no material variances requiring explanation

Adjustments and Accruals

There are no material variances requiring explanation

12.2.2. 90 Day Aged Debtor Listing

DATE:	22 January 2008
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of Aged Debtors with balances outstanding for 90 days or longer.

BACKGROUND

Council has traditionally received a listing of 90 Day Sundry Debtors on a monthly basis.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Ongoing management of Council funds.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

The listing of 90 Day Sundry Debtors is presented to Council as per past practice.

ATTACHMENTS

List of 90 Day Sundry Debtors

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

COUNCIL DECISION

Minute No. 8046

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

Carried Unanimously 5/0

Sundry Debtors as of December 2007

Debtor Number	Amounts Over 90 Days Outstanding	Balance @ 31 December 2007	Debt Collection Status for Debts over 90 Days
96281	**5,949.96**	5,949.96	Debtor with Credipac
80624	**133.40**	933.40	Reminder Notice
96393	**134.63**	134.63	Final Notice Issued
82571	**330.00**	330.00	Reminder Notice Issued
96431	**16.00**	16.00	Reminder Notices Issued
82625	**260.00**	260.00	Final Notice Issued
82731	**2,288.80**	4,182.85	Reminder Notice Issued
96392	**880.00**	880.00	Debtor with Credipac
108	**21.00**	124.40	Reminder Notice Issued
98614	**33.45**	33.45	Final Notice Issued
80095	**55,304.39**	55,304.39	Debtor with Credipac
80165	**9,672.69**	9,672.69	Monthly Repayments are being made
80129	**20.75**	67,139.29	Reminder Notice Issued
82966	**130.00**	130.00	Reminder Notice Issued
97101	**400.00**	400.00	Debtor with Credipac
82551	**996.75**	996.75	Debtor with Credipac
96375	**64.00**	64.00	Reminder Notice Issued
81258	**10,183.14**	10,813.14	Debtor made monthly payment
	86,818.96	**157,364.95**	

12.2.3. List of Accounts Paid Under Delegation 18

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of accounts paid under delegated authority in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

Delegation 18 – Payment of Creditors was adopted by Council on 17 July 2007.
This delegation gives authority to make payments from the Municipal Fund or Trust Fund to the Chief Executive Officer. There is a sub delegation to the Executive Manager Corporate Services, Manager Financial Services and Financial Officers.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.42
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

POLICY IMPLICATIONS

Delegation 18 – Payment of Creditors

FINANCIAL IMPLICATIONS

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

In accordance with statutory requirements and delegated authority, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name, amount of payment, date of payment and sufficient information to identify the transaction. The list is to be presented to Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

ATTACHMENTS

List of Accounts Paid Under Delegation 18.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

COUNCIL DECISION

Minute No. 8047

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

Carried Unanimously 5/0

List of Accounts Paid Under Delegation 18

List of accounts submitted to Council 22/01/08

EFT	Date	NAME	DESCRIPTION	Amount
EFT101885	07/12/2007	ALLGEAR MOTORCYCLES	WATER PUMP, PLATE COMPACTOR, REPAIRS TO EQUIP	5,161.62
EFT101886		ARGYLE ENGINEERING	HIRE OF CRANE TO LIFT PANELS	159.50
EFT101887		ARGYLE IRRIGATION PTY LTD	HONDA TWIN IMPELLER FIRE FIGHTING PUMP - CFVBFB	935.00
EFT101888		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	626.14
EFT101889		AUSFUEL AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	12,664.84
EFT101890		AUST LOCAL GOVERNMENT JOB DIRECTORY	ANNUAL SUBSCRIPTION TO AUST LG JOB DIRECTORY	583.00
EFT101891		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	389.40
EFT101892		AUSTRALIAN INTERACTIVE MULTIMEDIA	SANYO PLCXU87 XGA WIRELESS PROJECTOR 2500 ANSI	3,054.00
EFT101893		BOAB REFRIGERATION AND AIRCON	AIRCON INSTALL KOOJARRA ST, MAINT POOL & HALL	2,351.25
EFT101894		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL BOTTLE RENTAL - AUG 07	203.97
EFT101895		BOSS FLUID POWER	CONSUMABLES FOR DEPOT	1,680.37
EFT101896		BRENDAN JOHNS ELECTRICS	REPAIRS TO RUNWAY LIGHTING	361.44
EFT101897		BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY FOR SITE 604002 GWNTV	74.61
EFT101898		CABCHARGE	CABCHARGES USED DURING CONFERENCES IN PERTH	547.74
EFT101899		CARPET VINYL & TILE CENTRE	2 X 10 LITTER PAINT FOR WYNDHAM ADMIN, REFURB	196.02
EFT101900		CHEMISTRY CENTRE (WA)	CHEMICAL SAMPLING OF HONEYMOON BEACH WATER	165.00
EFT101901		CIVIC LEGAL	PROFESSIONAL FEES	3,493.73
EFT101902		CORPORATE EXPRESS	FURNITURE- WYNDHAM AND COMMUNITY, STATIONERY	9,910.72
EFT101903		DAVE WOODS	DAVID'S MASSAGING PAID TO LEISURE CENTRE IN ERROR	70.00
EFT101904		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR WY 37	131.00
EFT101905		DEXION BALCATTA	LARGE ARCHIVING FOLDERS AND LOOP RACKS	983.85
EFT101906		DIAMONDTECH PLUMBING & GAS P/L	DISCONNECTION OF PLUMBING AT EWIN CENTRE	292.50
EFT101907		DOUGLAS ALEXANDER	ELECTRICITY SUBSIDY	234.45
EFT101908		EAST KIMBERLEY HARDWARE	VARIOUS TOOLS, CONCRETE, MATERIALS FOR VEHICLES	431.45
EFT101909		EAST KIMBERLEY PLUMBING	REPAIRS TO LEAKING BATHROOM TAPS	908.60
EFT101910		FEWSTER, KELLY	REIMBURSEMENT ELECTRICITY SUBSIDY	419.76

EFT101911	FRANMOR CONSTRUCTIONS PTY LTD	REMOVAL OF EWIN CENTRE DEMOUNTABLE BUILDING	965.80
EFT101912	GARRATT,SARAH	FITNESS CLASSES	1,310.00
EFT101913	HOT WIRE ELECTRICS	COMMUNITY SERVICES OFFICE-ELECTRICAL WORKS	4,290.00
EFT101914	IT VISION ITV	RECORDS TRAINING J ELLIS	1,155.00
EFT101915	JAB INDUSTRIES	HIRE OF EXCAVATOR AND TRUCK TO REMOVE WEED	7,546.00
EFT101916	JASON SIGNMAKERS LTD	STREET SIGNS	551.32
EFT101917	JORRITSMA H & CO	EQUIPMENT FOR HEALTH TRAINING	853.40
EFT101918	JSW HOLDINGS PTY LTD	RESHAPING OF DRAINS ON IVANHOE ROAD	816.75
EFT101919	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	3,562.14
EFT101920	KIMBERLEY HYDRAULICS	MANUFACTURE HYDRAULIC HOSE	97.46
EFT101921	KIMBERLEY INDUSTRIES METALAND	STEEL AND SUNDRY ITEMS- SOMETHING CONCRETE	27,859.36
EFT101922	KIMBERLEY MARKETING	GOODS FOR DISCO TO BE HELD ON 5TH OCTOBER 2007	599.41
EFT101923	KIMBERLEY METAL RECYCLERS	PROCESSING PLASTIC AND STEEL DRUMS FOR AUG 07	1,007.10
EFT101924	KIMBERLEY MOTORS	FUEL CHARGED TO CARDS FOR OCTOBER 2007	2,570.56
EFT101925	KIMBERLEY STOCK-OLIVER	SUPPLY RETIC CONTROLLER & GALVANISED FOOTPUMP	1,335.29
EFT101926	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACTUAL PAYMENTS	19,528.15
EFT101927	KUNUNURRA AGRICULTURAL SOCIETY	WRISTBANDS FOR WYNDHAM RESIDENTS TRIP TO KLC	30.00
EFT101928	KUNUNURRA BETTA ELECTRICAL & GAS	110 LITRE FRIDGE FOR COMMUNITY SERVICES OFFICE	279.00
EFT101929	KUNUNURRA COURIERS	WATER DELIVERED. HIRE OF COOLER UNIT	230.00
EFT101930	KUNUNURRA DIESEL SERVICES	KM SERVICE-10 TONNE. TRUCK, REFLECTIVE TRIANGLE KIT	1,386.95
EFT101931	KUNUNURRA HOME HARDWARE	EQUIPMENT FOR ENVIRONMENTAL HEALTH TRAINING	396.66
EFT101932	KUNUNURRA MOBILE WELDING SERVICE	SUPPLY & INSTALLATION NEW ENTRY GATES LEISURE	3,300.00
EFT101933	KUNUNURRA REFRIGERATION	REPAIR AIR CON IN ESO OFFICE IN SHIRE OFFICES	247.50
EFT101934	KUNUNURRA SECURITY SERVICE	AIRPORT SCREENING,SECURITY PATROLS & ALARM LEASE	16,192.00
EFT101935	L.G.R.C.E.U	PAYROLL DEDUCTIONS	30.60
EFT101936	LANDGATE	EXTRACTION OF VARIOUS DATA	288.65
EFT101937	NETWORK DRAFTING	DRAFTING SERVICES	1,856.25
EFT101938	NORTHERN IT SERVICES	ONGOING TECHNICAL MAINTENANCE	132.00
EFT101939	OFFICE NATIONAL KUNUNURRA	DESK, BINDING MACHINE, CHAIR, STAMPS, REPAIR PRINTER	2,862.57

EFT101940	ORD RIVER DIST CO-OP	1X5 LITRE KAMBA 1X5 LITRE LOSBAN3X20 POWER/MAX	891.00
EFT101941	ORD RIVER ELECTRICS	REPLACE BLOWN FLUORO TUBES TO 3 SQUASH COURTS	551.54
EFT101942	ORIA ORCHARDS	FLOWERS FOR FRONT OFFICE	30.00
EFT101943	PAINT INDUSTRIES PTY LTD	RUNWAY PAINT FOR KUNUNURRA AIRPORT	2,781.90
EFT101944	PPCA LTD	PPCA BACKGROUND MUSIC LICENSE	1,136.01
EFT101945	RACHEL NELSON	REVIEW, EDIT DRAFT VEGETATION MANAGEMENT PLAN	660.00
EFT101946	RB DESSERT SEED CO	5 X 1KG LAWN SEED	220.00
EFT101947	REBECCA JACOB	REIMBURSEMENT OF EXPENSES FOR AWARDS DAY	94.08
EFT101948	RED SUN SPORTS	PUNCHING BAG	149.95
EFT101949	ROCH DEVENISH-MEARES	REIMBURSEMENT FOR EXPENSES FOR TRAVEL	299.06
EFT101950	ROYAL LIFE SAVING (WA BRANCH)	MATERIALS FOR BRONZE MEDAL TRAINING	457.80
EFT101951	SHERIDAN'S FOR BADGES	NAME BADGES	98.98
EFT101952	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	1,024.00
EFT101953	SPORTSWORLD OF WA	MATERIALS FOR SWIMMING POOL	1,234.20
EFT101954	TELFORD INDUSTRIES	AP252 : CALCIUM HARDNESS (CALCICOL)	596.86
EFT101955	THE CANVAS SHED	SUPPLY AND INSTALLATION OF BLINDS IN NEW OFFICE	1,991.77
EFT101956	TNT AUSTRALIA PTY LIMITED	FREIGHT COSTS	189.61
EFT101957	TOLL IPEC PTY LTD	FREIGHT COSTS	319.43
EFT101958	TOLL WEST	FREIGHT COSTS- 3 WEEKS, INCLUDES FURNITURE, BOOKS	5,084.55
EFT101959	TONY'S PLUMBING & EXCAVATION PTY LTD	WATER SYSTM KOOJARRA ST, TAP REPAIR, CLEAR TOILET	6,223.57
EFT101960	TOP END MOTORS	VEHICLE SERVICING	848.20
EFT101961	TOP END TILT TRAY HIRE	REMOVAL OF VEHICLE TO DEPOT	198.00
EFT101962	TRAVIS ROSS	REIMBURSEMENT OF EXPENSES - HOLIDAYS PRGRAMS	400.00
EFT101963	TRENGOVE, AMANDA JANE	ELECTRICITY SUBSIDY REIMBURSED	656.25
EFT101964	TRIPP, KATYA MARIE	ELECTRICITY SUBSIDY	131.25
EFT101965	WA LOCAL GOVERNMENT ASSOCIATION WALGA	LOCAL GOVERNMENT ELECTIONS ADVERTISING	1,455.62
EFT101966	WA TELECENTRE KUNUNURRA	BINDING OF EH WORKER MANUALS	24.00
EFT101967	WYNDHAM SUPERMARKET	CONSUMABLES SCHOOL HOLIDAY PGM, COUNCIL	937.47

EFT101968		WYNDHAM TOURIST INFORMATION CENTRE	SUPPLY OF INFORMATION SERVICES FOR WYNDHAM	476.66
EFT101969	14/12/2007	ACCOR ALL SEASONS KUNUNURRA	ACCOMMODATION FOR G TARGETT AEROBICS COURSE	679.50
EFT101970		ARGYLE MOTORS	SERVICE FOR PRADO WY001	299.20
EFT101971		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FINANCE CHARGES ON OVERDUE INVOICES	5.36
EFT101972		AUSTRALIA POST, ACCOUNTS RECEIVABLE TEAM	POSTAGE SUPPLIED FOR NOVEMBER 2007	892.54
EFT101973		AUTO PRO KUNUNURRA	2000KG FLOOR JACK	199.80
EFT101974		BOAB REFRIGERATION AND AIRCON	TEST AIR CON NOT WORKING CORRECTLY	82.50
EFT101975		BRITEL ENTERPRISES	ADVERTISEMENT IN SES SUMMER/AUTUMN JOURNAL	520.00
EFT101976		CARPET VINYL & TILE CENTRE	FLOOR COVERINGS FOR EMEDS OFFICE	405.90
EFT101977		CIVIC LEGAL	LEGAL EXPENSES	1,622.48
EFT101978		CORPORATE EXPRESS	FURNITURE COMMUNITY SERVICES & STATIONERY	5,409.08
EFT101979		COURIER AUSTRALIA	FREIGHT OF GOODS TO KUNUNURRA OFFICE	94.17
EFT101980		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE LAPTOPS FOR SALARY SACRIFICE & PRINTER	20,006.16
EFT101981		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR 7 TONNE TRUCK	160.01
EFT101982		DY-MARK (WA) PTY LTD	WHITE SPOT MARKING PAINT	290.40
EFT101983		EAST KIMBERLEY GLASS	REGLAZE BROKEN WINDOW AT LEISURE CENTRE CALLOUT	450.00
EFT101984		EAST KIMBERLEY HARDWARE	VARIOUS CONNECTIONS FOR WATERSLIDE	617.35
EFT101985		EAST KIMBERLEY PLUMBING	INSPECT LEAKING WATER IN OFFICE TOILETS	289.30
EFT101986		FERTEIS, ELAINE	SPIN & TRAINING CLASSES	560.00
EFT101987		FEWSTER, KELLY	REIMBURSEMENT OF TELEPHONE EXPENSES	35.35
EFT101988		FIONA KUIPER	REIMBURSEMENT FOR CHRISTMAS DECORATIONS	143.43
EFT101989		FRANMOR CONSTRUCTIONS PTY LTD	REPAIRS TO SQUASH COURTS EMERGENCY EXITS	1,420.37
EFT101990		FRONTIER POST & NEWS	CANON PRINTER FOR WYNDHAM CHILDCARE CENTRE	170.80
EFT101991		FYSH GRADER HIRE	TABLE DRAIN IMPROVEMENTS MAINTENANCE GRADING	9,086.00
EFT101992		GALLERY SYSTEMS	SUPPLY OF MATERIALS FOR ADMIN	680.20
EFT101993		GARRATT,SARAH	FITNESS CLASSES	400.00
EFT101994		GUERINONI & SON	5M X N20 CONCRETE - WEABER PLAINS CONSTRUCTION	836.22
EFT101995		IT VISION ITV	RATES TRAINING FOR KEN COTTER	1,870.00
EFT101996		JASON SIGNMAKERS LTD	ENGRAVED CEMETERY PLAQUE	21.45

EFT101997	JOANNE BARKLA	REIMBURSEMENT OF POWER FOR 01/07/07-23/07/07	44.11
EFT101998	JOHN HOLLAND PTY LTD	TRAFFIC MANAGEMENT SIGNS	16,500.00
EFT101999	JSW HOLDINGS PTY LTD	HIRE OF ROLLER FOR WEABER PLAINS ROAD DRAINAGE	14,078.63
EFT102000	K & M ALLCLEAN	CLEANING OF OFFICE, LEISURE CENTRE AND AIRPORT	14,846.30
EFT102001	KIMBERLEY COMMUNICATIONS	RESET TRIPLE J RECEIVER	77.00
EFT102002	KIMBERLEY ECHO-ALBANY ADVERTISER	ADVERTISING	2,055.88
EFT102003	KIMBERLEY INDUSTRIES METALAND	HARDWARE ITEMS	185.58
EFT102004	KIMBERLEY MARKETING	CARTON OF TIDY BAGS FOR HOUSING CLEAN UP	109.90
EFT102005	KINGS CROWN INSTRUMENTATION & ELECTRICAL	ELECTRICITY INSTALL/REPAIR WYND LIBRARY, REC, TENNIS	1,743.50
EFT102006	TOTAL EDEN - KP PUMPS	POOL HOSE & CLAMPS	83.38
EFT102007	KUNUNURRA BETTA ELECTRICAL & GAS	SMALL REFRIGERATOR FOR AIRPORT	299.00
EFT102008	KUNUNURRA COURIERS	DELIVERY OF BOTTLES	16.00
EFT102009	KUNUNURRA HOME HARDWARE	GAS BOTTLE REFILLS, LIQUID NAILS	134.86
EFT102010	KUNUNURRA MOBILE WELDING SERVICE	MATERIALS FOR LEISURE CENTRE ENTRY GATE	440.00
EFT102011	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1APW393	440.00
EFT102012	LABOUR OF LOVE	COURSE FEES. AQUA AEROBICS INSTRUCTOR COURSE.	2,970.00
EFT102013	LAKESIDE BLINDS & MACHINERY	SPREAD TOPSOIL TO LAWN AREA	1,190.00
EFT102014	MCKINLAY, BETTY	REIMBURSEMENT OF EXPENSES	50.00
EFT102015	NORBUILT PTY LTD	BRICK PAVERS FOR FOOTPATHS	2,640.00
EFT102016	OFFICE NATIONAL KUNUNURRA	REPAIRS TO PLOTTER, CREDENZA, STATIONERY	1,080.61
EFT102017	ORD RIVER ELECTRICS	TEST AND REPLACE THEATRE GLOBES, DEPOT FLURO	1,170.74
EFT102018	ROGERS MACHINERY SERVICE	1 X SET (3) BLADES FOR ROM WY11485	84.90
EFT102019	ROYAL LIFE SAVING (WA BRANCH)	ENROLMENT FOR LEISURE CENTRE STAFF	1,590.00
EFT102020	ROYAL LIFE SAVING SOCIETY NT BRANCH INC	LIFEGUARD COURSE FOR WYNDHAM MANAGER	135.00
EFT102021	RUMOURS PATISSERIE	CATERING FOR ORD LAND AND WATER MEETING	41.25
EFT102022	SHIRE OF DERBY-WEST KIMBERLEY	REIMBURSEMENT OF LONG SERVICE LEAVE R.DUNSTER	2,921.88
EFT102023	SOUTH WEST FIRE UNITS	HOSE REEL WITH BRACKETS AND SPRING BOLT	1,119.25
EFT102024	SPORTSWORLD OF WA	SPORTS EQUIPMENT FOR TENNIS VOLLEYBALL ETC	351.45
EFT102025	THE CANVAS SHED	REPAIRS TO WYNDHAM POOL SHADE SAILS	266.75
EFT102026	TNT AUSTRALIA PTY LIMITED	FREIGHT OF WATER SAMPLES TO PERTH AND RETURN	265.84
EFT102027	TOLL WEST	FREIGHT FOR WEEKENDING 25/11/07	80.68

EFT102028		TUCKERBOX/RETRAVISION	ITEMS FOR KUNUNURRA AIRPORT	58.73
EFT102029		WA LOCAL GOVERNMENT ASSOCIATION WALGA	OFFICER PROFESSIONAL DEVELOPMENT TRAINING	5,988.15
EFT102030		WA LOCAL GOVERNMENT SUPERANNUATION PLAN	MEMBER BASIC - EMPLOYER BASIC SUPER	55,382.23
EFT102031		WYNDHAM SUPERMARKET	CONSUMABLES OPEN COMMUNITY BBQ, HOLIDAY PGM	1,142.46
EFT102032	17/12/2007	HEALTH CORPORATE NETWORK	SEPTIC APPLICATION FOR LOC 383 PACKSADDLE ROAD	35.00
EFT102033		KIMBERLEY METAL RECYCLERS	MONTH PAYMENT FOR MANAGEMENT OF LANDFILL SITES	21,103.50
EFT102034	19/12/2007	AIRPORT LIGHTING SPECIALISTS	TRANSFORMERS & FREIGHT	2,610.30
EFT102035		ALLGEAR MOTORCYCLES	HONDA MOWER AND BRUSH CUTTER, PARTS, PUMP	3,371.55
EFT102036		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	5 ASIC CARDS	420.00
EFT102037		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	24,424.41
EFT102038		AUTO PRO KUNUNURRA	UHF RADIO AND ANTENNA	515.40
EFT102039		BISHOP CONTRACTING	HIRE OF CHIPPER AND OPERATOR	550.00
EFT102040		BLACKWOODS ATKINS PTY LTD	PROTECTIVE & SAFETY EQUIPMENT	1,573.76
EFT102041		BOAB BOOKS	GIFT FOR CITIZENSHIP CEREMONY	59.95
EFT102042		BOAB CARPENTRY MAINTENANCE SERVICE	WINDOW REPAIRS & DOOR REPAIRS	1,182.28
EFT102043		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL RENTAL OF GAS BOTTLES FOR NOV 07	213.16
EFT102044		BRANKO BP MOTORS	FUEL PURCHASES JULY 07	2,060.23
EFT102045		BROOME BEADS	MATERIALS FOR JANUARY SCHOOL HOLIDAY PROGRAM	300.00
EFT102046		BUSH CAMP SURPLUS STORES	SHORTS AND BOOTS FOR BRUCE HARDING	579.00
EFT102047		CONFERENCE COORDINATORS - ALGA	GENERAL ASSEMBLY OF LOCAL GOVERNMENT BALANCE	330.00
EFT102048		CORPORATE EXPRESS	PEDESTAL & WORKSTATION COMMUNITY SERVICES	1,267.20
EFT102049		COUNCILLOR JOHN BUCHANAN	REIMBURSEMENT OF MEAL EXPENSES	206.00
EFT102050		COUNCILLOR KEITH WRIGHT	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102051		COURIER AUSTRALIA	FREIGHT OF FIRE FIGHTING UNIFORMS	87.12
EFT102052		DARWIN CENTRAL HOTEL	ACCOMMODATION FOR CR MILLS FOR ALGA	209.90
EFT102053		DAVEY TYRE AND BATTERY SERVICE	SECOND HAND TYRE FITTING AND BALANCE TO 1CGR337	68.00

EFT102054	DOUGLAS, KERRY LYNETTE	REIMBURSEMENT OF EXPENSES	128.55
EFT102055	EAST KIMBERLEY HARDWARE	CEMENT, MATERIALS, HARDWARE SUPPLIES	2,455.65
EFT102056	EAST KIMBERLEY PLUMBING	HARDWARE TO REPLACE CISTERN TO TAP	13.20
EFT102057	FRANMOR CONSTRUCTIONS PTY LTD	THATCHING TO SMALL GAZEBO AT KNA LEISURE CENTRE	11,446.77
EFT102058	GARRATT,SARAH	ROWING MACHINE FOR LEISURE CENTRE	800.00
EFT102059	HALLMARK EDITIONS	ADVERT FOR MANAGER OF TECHNICAL SERVICES	198.00
EFT102060	ICE AGE REFRIGERATION & AIR-CONDITIONING	CHECK WYNDHAM REC CENTRE MAIN AIR CON	324.50
EFT102061	JORRITSMA H & CO	FITTINGS FOR PACKSADDLE BFB UNIT	872.00
EFT102062	JSW HOLDINGS PTY LTD	HIRE OF MULTI ROLLER FOR WEABER PLAINS ROAD	4,796.00
EFT102063	JUST FRAMED	FRAMING OF 8 SERVICE RECOGNITION AWARDS	1,144.00
EFT102064	KIMBERLEY ECHO-ALBANY ADVERTISER	PRINTED ENVELOPES, ADVERTISING	1,456.46
EFT102065	KIMBERLEY HYDRAULICS	MEASURE NEW RESERVOIR FOR POWER PACK	1,233.27
EFT102066	KIMBERLEY INDUSTRIES METALAND	JOCKEY WHEEL WINDING HANDLE	92.58
EFT102067	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACT PAYMENT PLUS VARIATIONS	62,646.84
EFT102068	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPLACE CONTRACTORS AT WYNDHAM EFFLUENT	473.30
EFT102069	KNICKEL GARDENING SERVICES	CONTRACT FOR GARDENING PROVIDED	31,614.93
EFT102070	TOTAL EDEN - KP PUMPS	RETIC SUPPLIES FOR GARDEN AT YOUTH CENTRE	157.31
EFT102071	KUNUNURRA DISTRICT HIGH SCHOOL	ANNUAL FUNDING TOWARDS KIMBERLEY CUP	1,700.00
EFT102072	KUNUNURRA HOME HARDWARE	PURCHASE OF 9KG EMPTY GAS BOTTLE	53.20
EFT102073	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1CIU595	302.50
EFT102074	LANDGATE	INFORMATION SEARCHES FOR NOVEMBER 2007	120.51
EFT102075	LGIS INSURANCE BROKING	AVIATION LIABILITY	12,055.00
EFT102076	MERCURE HOTEL PERTH	MEALS AND ACCOMMODATION FUNCTIONAL COMMUNITIES	1,174.00
EFT102077	NORTHERN IT SERVICES	INSTALL SERVER AND SOFTWARE KUNUNURRA LIBRARY	1,423.30
EFT102078	OFFICE NATIONAL KUNUNURRA	COPY COUNT CHARGES AND OFFICE SUPPLIES	3,017.53
EFT102079	ORIA ORCHARDS	FLOWERS DELIVERED WEEKLY	15.00
EFT102080	PLANT HIRE SERVICES PTY LTD	WEABER PLAINS EROSION MITIGATION, TRUCK HIRE	115,766.75
EFT102081	RACHEL WORNES	REIMBURSEMENT OF ELECTRICITY EXPENSES	217.05

EFT102082		REDWAVE MEDIA PTY LTD	FINANCE/ADMIN POSITIONS RADIO ADVERT	341.00
EFT102083		ROCH DEVENISH-MEARES	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102084		SCRIBAL GROUP ACCOUNTS PTY LTD	CALENDARS	211.80
EFT102085		SHELF SUPPLY	WORK SHORTS FOR AIRPORT STAFF	667.00
EFT102086		SHENCO	EMBOSSED LGMA DIARIES 2008	131.70
EFT102087		SHERIDAN'S FOR BADGES	NAME BADGES FOR SHIRE COUNCILLORS	142.97
EFT102088		SOUTH WEST FIRE UNITS	NEW LID FOR WYNDHAM'S FIRE FIGHTING TANK	27.72
EFT102089		STUBBS, PETER	REIMBURSEMENT OF TELEPHONE EXPENSES	53.12
EFT102090		THE KIMBERLEY GRANDE	CHRISTMAS PARTY FUNCTION MEALS AND LIMITED BAR	3,634.80
EFT102091		THORLEY'S STORE	TRANSPORT AND DELIVERY OF SHIRE BAG 22 DAYS	400.00
EFT102092		TNT AUSTRALIA PTY LIMITED	FREIGHT OF SAMPLES TO BROADWAY	92.77
EFT102093		TRENGOVE, AMANDA JANE	REIMBURSEMENT OF ELECTRICITY SUPPLY PAID	300.00
EFT102094		TYRE MARKETERS	SUPPLY AND FIT OF NEW TYRE TO WY11650	247.48
EFT102095		WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISING	15,412.73
EFT102096		WESTERN LOCKSERVICE	LOCK CYLINDER AND KEYS & FREIGHT	145.75
EFT102097		WYNDHAM SUPERMARKET	CONSUMABLES FOR CHILD CARE CENTRE	259.05
EFT102098	21/12/2007	K & M ALLCLEAN	EMPTY BINS AT LEISURE CENTRE JULY AND AUGUST	914.32
EFT102099	04/01/2008	AIRSERVICES AUSTRALIA	ERSA - 12 MONTH AMENDMENT SERVICE ONLY	109.65
EFT102100		ALLGEAR MOTORCYCLES	MOTOR WACKER PACKER, ALLOY KIT, SNIPPER CORD	1,085.65
EFT102101		ARGYLE MOTORS	RADIATOR COOLANT	58.39
EFT102102		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	313.07
EFT102103		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	SECURITY CHECKS	162.00
EFT102104		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	194.70
EFT102105		BRANKO BP MOTORS	FUEL PURCHASED NOVEMBER 2007	869.74
EFT102106		BRENDAN JOHNS ELECTRICS	REPAIR FAULT ON BACKUP POWER FOR OFFICE	206.25
EFT102107		BRUCE HARDING	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	86.00
EFT102108		CABCHARGE	CABCHARGE FEES FOR NOVEMBER 2007	145.05
EFT102109		CHEMISTRY CENTRE (WA)	REPORT ON WATER SAMPLE RECEIVED	165.00
EFT102110		CORPORATE EXPRESS	STATIONERY ITEMS AND PRINTER CARTRIDGES	3,841.14
EFT102111		CROCODILE SIGNS	MOOCHALABRA DIRECTIONAL SIGNS	728.20

EFT102112	DRIVEWEST CAR RENTALS	HIRE OF VEHICLE FOR R BAIRSTOW CONFERENCE	137.86
EFT102113	EAST KIMBERLEY HARDWARE	REBATE DOMED BOLLARDS & HARDWARE SUPPLIES	17,560.50
EFT102114	EAST KIMBERLEY REAL ESTATE	COMMISSION FROM SALE OF PROPERTIES	26,488.00
EFT102115	FEWSTER, KELLY	REIMBURSEMENT OF ELECTRICITY EXPENSES	322.95
EFT102116	FISCHER, CYNTHIA	TOILET CLEANING CONTRACT WYNDHAM	3,642.37
EFT102117	GARY MCCARNEY	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	167.10
EFT102118	IT VISION ITV	SYNERGY SOFT IMPLEMENTATION - TRAVEL NOT BILLED	394.75
EFT102119	JSW HOLDINGS PTY LTD	HIRE OF WATER TRUCK TO DELIVER WATER TO LANDFILL	209.00
EFT102120	JUST FRAMED	FRAMED BOAB PICTURES FOR VOLUNTEER OF THE YEAR	210.00
EFT102121	KIMBERLEY COLLEGE OF TAFE	STAFF TRAINING FOR BETTY MCKINLAY	64.80
EFT102122	KIMBERLEY COMMUNICATIONS	UHF RADIO, ANTENNA & INSTALLATION	3,888.50
EFT102123	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	782.54
EFT102124	KIMBERLEY INDUSTRIES METALAND	SEAL & TILT 205L DRUM	2,156.00
EFT102125	KIMBERLEY KOOL REFRIGERATION	REPAIR AIR-CON IN SECURITY WAITING ROOM KUNUNURRA	528.00
EFT102126	KIMBERLEY PUMPING SERVICE	INSTALL AND REALIGN MOTOR FOR IVANHOE PUMP SHED	2,574.00
EFT102127	KIMBERLEY VET CENTRE	ANIMAL MEDICATION	1,399.10
EFT102128	KINGS CROWN INSTRUMENTATION & ELECTRICAL	CONNECT HOT WATER BOOSTER TO 67 KOOJARRA STREET	368.50
EFT102129	KUNUNURRA DIESEL SERVICES	SERVICE TO WY12352	308.25
EFT102130	KUNUNURRA HOME HARDWARE	MATERIALS FOR TREES	46.87
EFT102131	KUNUNURRA REFRIGERATION	REPAIRS TO ESO OFFICE AIRCON	151.07
EFT102132	KUNUNURRA RURAL TRADERS	SERVICE OF FIRE EXTINGUISHERS	1,165.25
EFT102133	L.G.R.C.E.U	PAYROLL DEDUCTIONS	15.30
EFT102134	LANDGATE	VALUATIONS	40.60
EFT102135	NORBUILT PTY LTD	PROGRESS CLAIM KUNUNURRA YOUTH CENTRE	26,197.95
EFT102136	NORTHERN IT SERVICES	INSTALL WIRELESS IN WYNDHAM OFFICE	935.00
EFT102137	NATIONAL HIRE	LIGHTING TOWER METRO FOR CHRISTMAS PARTY	226.71
EFT102138	OFFICE LINE	WHITEBOARD FOR COMMUNITY SERVICES OFFICE	104.50

EFT102139	OFFICE NATIONAL KUNUNURRA	REAMS OF WHITE PAPER FOR KNA OFFICE	531.64
EFT102140	OOMBULGURRI ASSOCIATION INCORPORATED	SHARE OF FLIGHT TO OOMBULGURRI	235.00
EFT102141	ORD RIVER ELECTRICS	REPLACE EXHAUST FAN TOILETS, LIGHTING REPAIRS	1,559.60
EFT102142	ORIA ORCHARDS	FLOWERS DELIVERED TO SHIRE	30.00
EFT102143	PEERLESS JAL PTY LTD	MATERIALS FOR WYNDHAM DEPOT	963.69
EFT102144	PLANT HIRE SERVICES PTY LTD	MOVING GRAVEL FOR WEABER PLAIN DRAINAGE	4,310.63
EFT102145	RACHEL NELSON	FINAL EDIT DRAFT VEGETATION MANAGEMENT PLAN	110.00
EFT102146	ROGERS MACHINERY SERVICE	SERVICE TO TRACTOR AND MTC	878.75
EFT102147	SETON AUSTRALIA PTY LTD	SUPPLY OF CRYSTAL PINK LOTION SOAP	197.56
EFT102148	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	135.00
EFT102149	SMEC AUSTRALIA PTY LTD (PERTH)	PREPARATION OF SCHEME REPORT AND MAPPING	2,420.00
EFT102150	SPORTSWORLD OF WA	CONSUMABLES FOR SALE	764.23
EFT102151	THE CANVAS SHED	SUPPLY AND FIT NEW BAMBOO BLINDS TO AIRPORT	644.82
EFT102152	TOLL WEST	FREIGHT EXPENSES	2,705.74
EFT102153	TOTAL EDEN - KP PUMPS	RETIC FITTINGS FOR EWIN CENTRE GARDENS	1,371.46
EFT102154	WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISEMENT OF VACANCIES AND TENDERS	2,939.66
EFT102155	WESTRALIA AIRPORTS CORPORATION PTY LTD,	AVIATION SECURITY IDENTIFICATION CARD	400.00
EFT102156	WILL SPENCE	RELOCATION REIMBURSEMENT	1,612.90
EFT102157	WYNDHAM SUPERMARKET	FOOD FOR STAFF RECOGNITION LUNCHEON	48.51
		Total EFT Payments	**813,219.94**

Cheque	Date	Name	Description	Amount
38139	07/12/2007	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REPAYMENT	81.35
38140		COMMUNICATION AND PROTECTIVE SOLUTIONS	COMMANDER HANDSETS FOR COMMUNITY SERVICES	2,748.70
38141		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE OF LAPTOPS FOR SALARY SACRIFICE	3,295.90
38142		EARTHWALK KIMBERLEY	SUPPLY OF PLANTS FOR WYNDHAM OFFICE	2,585.00
38143		GLOBALSTAR AUSTRALIA PTY LIMITED	SATELLITE PHONE USAGE	242.99
38144		HALLS CREEK CONSTRUCTION & MAINTENANCE	REFUND OVER PAYMENT OF TIPPING FEES	15.00

38145		HORIZON POWER	ELECTRICITY SUPPLIED	14,229.25
38146		IVANHOE VILLAGE CARAVAN RESORT	ACCOMMODATION - SOMETHING CONCRETE PROJECT	5,237.10
38147		JONES, DEBBIE ISOBEL	REIMBURSEMENT OF EXPENSES FOR CONFERENCE	89.85
38148		MEGAN HUNT	CLEANING OF WYNDHAM FACILITIES	759.00
38149		NGNOWAR-AERWAH ABORIGINAL CORPORATION	BOND REFUND FOR PETER REID MEMORIAL HALL	1,000.00
38150		NORBUILT PTY LTD	KUNUNURRA YOUTH CENTRE PROGRESS CLAIMS 9 + 10	506,301.28
38151		ORD LAND AND WATER INCORPORATED	WEED CONTROL AND SALVINIA ERADICATION	8,104.42
38152		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34
38153		RICK SPRY	TELEPHONE REIMBURSEMENT	37.41
38154		SHIRE OF HALLS CREEK	OVER PAYMENT OF CONTRIBUTION TO RELOCATION	139.65
38155		ST JOSEPH'S SCHOOL (WYNDHAM)	HIRE OF BUS- CEO/COUNCILLOR TOUR OF WYNDHAM	70.00
38156		TELSTRA	SHIRE PHONE EXPENSES	3,003.06
38157	10/12/2007	JOHANNA EPPLER	CITIZENSHIP AWARD FOR JOHANNA EPPLER	250.00
38158	14/12/2007	ARNOLD WOUTER BROLSMA	CROSSOVER FOR 12 GARDENIA DRIVE	738.65
38159		BUSBY INVESTMENTS T/A BUDGET RENT A CAR	CAR HIRE FOR K DOUGLAS FOR LIBRARY WORKSHOP	159.31
38160		CASH-PETTY CASH W.N.C.	PETTY CASH REIMBURSEMENT	50.00
38161		DEPARTMENT FOR PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES PURCHASED 15WY	260.00
38162		FOOD STARS P/L	HANDWASHING KITS & FREIGHT	111.00
38163		FRED MILLS	REIMBURSEMENT OF TRAVEL EXPENSES	103.16
38164		GRAB A BARGAIN VARIETY STORE	ASSORTED CHRISTMAS DECORATIONS	27.75
38165		HORIZON POWER	ELECTRICITY SUPPLIED	314.45
38166		JAMES MARGIN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38167		LANE KOKSHOORN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38168		MEGAN HUNT	CLEANING SERVICES AT WYNDHAM	874.50
38169		RYAN JAMESON	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38170		SAVILLE HOTEL DARWIN	ACCOMMODATION FOR KIMBERLEY ZONE CONFERENCE	3,709.15
38171	19/12/2007	AUSTRALIAN RED CROSS	PERSONALISED CHRISTMAS CARDS	357.00
38172		BAILEY'S FERTILISERS	SOIL ANALYSIS FOR PARKS	231.00

38173		DEPARTMENT OF TREASURY AND FINANCE	RECOVERIES OF LOST AND DAMAGES BOOKS	310.20
38174		EDWARD DUFF	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38175		FRED MILLS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38176		GEOFF GUNSON ELECTRICAL	INSTALL RETIC YOUTH CENTRE, CHANNEL PUMP REPAIRS	1,127.50
38177		HORIZON POWER	ELECTRICITY SUPPLIED	12,744.95
38178		HOTEL KUNUNURRA	CATERING FOR AUGUST COUNCIL MEETING	350.00
38179		JOHN HAMILTON MOULDEN	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38180		MAXINE MIDDAP	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38181		MEGAN HUNT	WYNDHAM CLEANING SERVICES	759.00
38182		ORDCO AGRICULTURE	4 X 20LT GLYSOPHATE	660.00
38183		ORICA AUSTRALIA PTY LTD	CHLORINE GAS FOR KUNUNURRA LEISURE CENTRE POOL	2,038.25
38184		PAUL CALEY	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38185		RALPH ADDIS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38186		RICHARD STEPHEN BEECK	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38187		SHIRE OF BROOME	REIMBURSEMENT OF EXPENSES FOR KIMBERLEY ZONE REGISTRATION AND MEALS	961.85
38188		TELSTRA	TELEPHONE EXPENSES FOR NOVEMBER 2007	3,067.31
38189		TERRITORY THRIFTY CAR RENTAL	HIRE OF VEHICLE FOR ALGA & ZONE MEETING NOV 07	610.53
38190		WATER CORPORATION	WATER SUPPLIED	3,031.40
38191		WEST-ONE	BUILDING SURVEYOR MANUAL AND FREIGHT	84.88
38192		WYNDHAM HEALTH SERVICE	STAFF MEDICAL	138.00
38193	04/01/2008	CASH - PETTY CASH KNX DEPOT	REIMBURSEMENT OF PETTY CASH EXPENSES	118.35
38194		COUNCILLOR MICHELE PUCCI	REIMBURSEMENT OF TAXI FARE AND FAX CHARGES	29.70
38195		DEPARTMENT OF TREASURY AND FINANCE	PAYMENT OF LOST BOOKS	23.25
38196		HORIZON POWER	ELECTRICITY SUPPLIED	21,120.00
38197		KUNUNURRA AMCAL PHARMACY	ITEMS FOR FIRST AID KITS AT AIRPORT AND DEPOT	141.48
38198		KUNUNURRA LOCK & KEY	KEYS CUT FOR KUNUNURRA ADMIN	246.00
38199		MEGAN HUNT	CLEANING CONTRACT WYNDHAM	759.00
38200		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34

38201		RICK SPRY	REIMBURSEMENT OF TELEPHONE EXPENSES PAID	32.33
38202		SUPA FRESH HOT BREAD SHOP	CATERING STAFF RECOGNITION LUNCHEON	182.00
38203		TELSTRA	TELSTRA MOBILE PHONE PAYMENT FOR NOVEMBER 2007	841.35
38204		WATER CORPORATION	WATER USAGE CHARGES	9,543.70
38205		ZURICH AUSTRALIAN INSURANCE	INSURANCE EXCESS FOR CLAIMS 017456 & 017459	600.00
			Total Cheque Payments	**615,671.64**
PAYROLL	05/12/2007	FORTNIGHTLY PAYROLL		101,916.25
PAYROLL		FORTNIGHTLY PAYROLL		1,746.06
PAYROLL		FORTNIGHTLY PAYROLL		529.82
PAYROLL	19/12/2007	FORTNIGHTLY PAYROLL		105,440.12
PAYROLL		FORTNIGHTLY PAYROLL		261.71
PAYROLL		FORTNIGHTLY PAYROLL		642.54
			Total Payroll Payments	**210,536.50**
DIRECT DEBIT		RENT 12/33 KONKERBERRY DRIVE KUNUNURRA		1,473.33
DIRECT DEBIT		BANK FEES		259.05
DIRECT DEBIT		BILL EXPRESS		27.50
DIRECT DEBIT		VISA PAYMENT		6,808.24
DIRECT DEBIT		WESTNET P/L		499.54
DIRECT DEBIT		MERCHANT FEES		428.95
DIRECT DEBIT		LOAN PAYMENT		9,669.66
			Total for Direct Debit Payments	**19,166.27**
			Total Payments Submitted to Council	**1,658,594.35**

12.2.4. Appointment of Auditor

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	61.34.03
ASSESSMENT NO:	N/A

PURPOSE

For the Council to review and endorse the Audit Committee's recommendation of the appointment of an Auditor for the Provision of Audit Services for the Shire of Wyndham East Kimberley for the next three years.

BACKGROUND

Under the requirements of the Local Government Act an auditor can be appointed for a maximum term of five years. Historically the Shire of Wyndham East Kimberley has appointed an auditor for a three-year term. It is recommended that this practice continues and that a three-year term be included in the request for quotation.

Haines Norton, the Shire's current auditor, was appointed for three years in 2005. The 2006/07 year will be the last year under that contract. That is under the current contract Haines Norton will audit the 2006/07 Annual Financial Statements. A new appointment is required for the 2007/08 financial year.

It was recommended that four firms with local government experience be invited to quote on the provision of audit services.

At the Audit Committee meeting dated 18 September 2007 the Audit Committee resolved

Minute No. AC 062

Moved: Cr M Pucci *Seconded: Cr J Buchanan*

That:

1. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" forms the basis of attracting and selecting an auditor.*

2. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" be sent to a minimum of four audit firms with Local Government audit experience.*

3. *an analysis of the quotations received be performed by the Chief Executive Officer, Executive Manager Corporate Services and Finance Manger and this analysis be provided to the audit committee with the quotations received at the December Audit Committee Meeting.*

CARRIED UNANIMOUSLY 3/0

At the Audit Committee Meeting of 18 December 2007 the Audit Committee considered Officers Recommendation and resolved:

Minute No A068

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee recommend that Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.*

2. *That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 7.1

Interpretation of this Part

7.1 . Interpretation of this Part

In this Part —

“approved auditor” means a person who is approved by the Minister under section 7.5;

“disqualified person” has the meaning given by section 7.4(2);

“qualified person” means a person who is an approved auditor or a registered company auditor and who is not a disqualified person;

“registered company auditor” means a person who is for the time being registered as an auditor or taken to be registered as an auditor under Part 9.2 of the *Corporations Act 2001* of the Commonwealth;

“regulations” means regulations made for the purposes of this Part.

[Section 7.1 amended by No. 10 of 2001 s.124.]

Division 2 — Appointment of auditors

Audit

7.2 . Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3 . Appointment of auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person to be its auditor.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

(a) a registered company auditor; or
(b) an approved auditor.

* *Absolute majority required.*

Disqualified person not to be auditor

7.4 . Disqualified person not to be auditor

(1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

(2) In this section —

"disqualified person" means a person who —

(a) is a councillor or an employee of the local government;

(b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —

(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or

(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;

(c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or

(d) is a member of a class of persons prescribed for the purposes of this subsection.

Approval of auditors

7.5 . Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

(a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* [4] as in force before that commencement; and
(b) was the auditor of a local government,

as an approved auditor for the purposes of this Act.

Term of office of auditor

7.6 . Term of office of auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

(a) his or her registration as a registered company auditor is cancelled;
(b) his or her approval as an approved auditor is withdrawn;
(c) he or she dies;
(d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
(e) the auditor resigns by notice in writing addressed to the local government; or
(f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or
(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

* *Absolute majority required.*

Executive Director may appoint auditor

7.7 . Executive Director may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Executive Director may appoint —

(a) a qualified person; or
(b) in default of an appointment under paragraph (a), the Auditor General,

to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

Terms of appointment of auditors

7.8 . Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Executive Director under section 7.7) are payable by the local government.

Division 3 — Conduct of audit

Audit to be conducted

7.9 . Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) prepare a report thereon; and
(b) forward a copy of that report to the Minister,

and that direction has effect according to its terms.

Powers of the auditor

7.10 . Powers of the auditor

(1) An auditor —

(a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted;
(b) may require from a member or an employee of the local government —
(i) any book, account, document or asset of the local government; or
(ii) any information, assistance or explanation,
necessary for the performance of the duty of the auditor in relation to the audit; and
(c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

(2) In this section and in section 7.11 “employee” includes a person who has a contract for services with the local government.

Power to demand production of books, etc.

7.11 . Power to demand production of books, etc.

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

Employees and financial institutions to furnish particulars of money received

7.12 . Employees and financial institutions to furnish particulars of money received

(1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.

(2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

Division 4 — General

Regulations as to audits

7.13 . Regulations as to audits

Regulations may make provision —

(a) with respect to matters to be included in agreements between local governments and auditors;
(b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;

(c) as to the manner in which an application may be made to the Minister for approval as an auditor;
(d) in relation to approved auditors, for —
(i) reviews of, and reports on, the quality of audits conducted;
(ii) the withdrawal by the Minister of approval as an auditor;
(iii) appeals to the Local Court against decisions to withdraw approval and the procedure relating to such appeals;
(e) for the exercise or performance by auditors of their powers and duties under this Part;
(f) as to the matters to be addressed by auditors in their reports;
(g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
(h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
(i) of a financial nature or not; or
(ii) under this Act or another written law.

[Section 7.13 amended by No. 64 of 1998 s.40.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An audit fee based on historic cost has been budgeted for 2007/08.

STRATEGIC IMPLICATIONS

Good governance requires that the Council be informed about the audit function and the responsibilities of Council in relation to appointment of the auditor, scope of the audit and monitoring the performance of the auditor. Additionally the results of audit should be communicated to Council to enable consideration of the audit findings.

COMMENT

A Request for Quotation was distributed in October 2007 with all quotations due to the Shire by 15 November 2007.

Two quotations were received from UHY Haines Norton Chartered Accountants and Byfields Accountants and Financial Advisers. Syngum Financial Services declined to quote. No reply was given by Bentlys MRI Perth.

An Evaluation Panel consisting of Peter Stubbs, Chief Executive Officer (CEO), Jo-Anne Ellis, Executive Manager Corporate Services (EMCpS), and Amanda Trengove, Manager Financial Services (MFS) reviewed each quotation. Each panel member completed an individual evaluation of the quotations prior to discussing as a group. All panel members agreed that UHY Haines Norton Chartered Accountants were the preferred supplier of Auditing Services. UHY Haines Norton Chartered Accountants were ranked highly in all qualitative criteria by all panel members. Their

price was lower than Byfields and considered reasonable. UHY Haines Norton's quotation also indicated a high level of experience and expertise. They have extensive Local Government experience and the experience of their key personnel within the Local Government Sector is highly regarded.

ATTACHMENTS

Quotation from Byfields Accountants and Financial Advisers
Quotation from UHY Haines Norton Chartered Accountants

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

1. That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.

2. That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.

COUNCIL DECISION

Minute No. 8048

Moved: Cr D Ausburn **Seconded: Cr J Parker**

1. ***That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.***

2. ***That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.***

Carried Unanimously 5/0

Byfields

Accountants & Financial Advisers

1 Reid Road (PO Box 614)
Kununurra WA 6743
Tel (08) 9168 1066 Fax (08) 9168 1090

Doc No. 06049.1
Date 14 NOV 2007
Officer YMCPS MB
Response
File 61.34.02

13 November 2007

Ms Jo-Anne Ellis
Executive Manager Corporate Services
Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743

Dear Jo-Anne,

QUOTE FOR PROVISION OF AUDIT SERVICES FOR 2007 - 2010

We thank you for your email dated 24th October 2007 regarding the above. We have understood your audit specification and are pleased to enclose our proposal for your Council's consideration.

Why Byfields?

- Our firm have developed a niche in providing services to local governments. We started as a rural firm, and have a long history in dealing with local governments' needs. We therefore understand the unique circumstances of individual local governments. In fact, **Byfields was one of only two firms involved in auditing local governments' accounts prior to the privatisation of the audit services for Councils in 1995.**

- We have a team of professional auditors who are down-to-earth and always easily accessible for you. They have extensive knowledge of auditing, and the Local Government Act 1995 (as amended) & related regulations. All staff is committed both professionally and proactively in their works.

- We provide personalised and quality services to all of our clients. We are committed to timely & quality completion of works, honesty and strict confidentiality. This has been achieved through adoption and implementation of rigorous quality control procedures within the firm.

- Consequently, we are confident that we could provide a cost effective and quality solution to your audit requirements. We aim to provide you with 100% client satisfaction and look forward to developing a long term relationship with your Council. Most importantly, we believe **Your Success is Our Success!**

We hope that this contact leads to an opportunity to discuss the enclosed proposal in more detail. If your Council require any further information or clarification, please do not hesitate to contact our Audit Manager, Jackson Wong immediately.

Yours faithfully,

Dale Woodruff

DALE WOODRUFF CPA
Registered Company Auditor (196677)
Partner

PARTNERS: Andrew Northcott, Dale Woodruff, Mark Murphy, Andrew Hooper, Colin Ellis
ASSOCIATES: Glenn Waldeck, Jason Jones, Jenny Roberts

Byfields

Accountants & Financial Advisers

SHIRE OF WYNDHAM EAST KIMBERLEY

PROVISION FOR AUDIT SERVICES 2007 - 2010

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1. UNDERSTANDING YOUR REQUIREMENTS

1.1 Term of Appointment

We acknowledge the proposed term of the audit appointment will cover 3 years as per clause 2.2 of your Specification and General Conditions.

1.2 Objectives and Scope of Audit

We confirm our understanding of the objectives, scope and our responsibilities for the proposed engagement as per clause 2.1, 2.3 and 2.5 of your Specification and General Conditions.

1.3 Audit Methodology and approach

We acknowledge the Council's requirement as per clause 2.4 of your Specification and General Conditions. As such, we have included this information in the following section **3 "OUR APPROACH, PLAN AND COMMITMENT"** of this proposal.

1.4 Hours & Fees

We acknowledge the Council's requirement as per clause 2.6 of your Specification and General Conditions. As such, we have included this information in the following section **4 "HOURS & FEE"** of this proposal.

1.5 Experience

We acknowledge the Council's requirement as per clause 1.4 of your Selection Criteria. As such, we have included this information in the following section **2 "BYFIELDS – THE AUDITOR OF YOUR CHOICE"** of this proposal.

1.6 Report by Auditor

We understand we are to produce the audit report and management report as required by s7.9 of the Local Government Act 1995 (as amended).

1.7 Ability to provide Additional Services

In pursuant to clause 1.4 of your Selection Criteria, we advise that we are able/willing to provide additional services outside the defined scope of audit if we were the successful tenderer for the audit services.

1.8 Meeting with Audit Committee

In pursuant with the s7.12A(2) of Local Government Act 1995 (as amended), we advise we will meet with your Audit Committee at least once in a year.

2. BYFIELDS – THE AUDITOR OF YOUR CHOICE

2.1 Firm Profile

Byfields is a medium-sized CPA firm established more than 40 years ago in Northam. We have enjoyed substantial growth since then and are now operating from 3 offices in Ascot, Northam and Merredin. We currently have 6 Partners and 35 professional staff members. We operate an audit division across three offices with quality control referred to one Audit Partner.

2.2 Firm Experience

We have undertaken a large portfolio of Local Government Shire audits over the years. This portfolio grew up to thirteen Shires in 1992 although now it has now decreased to four, mainly due to independence and commercial issues. ***In fact, we were one of only two accounting firms involved in the audit of Local Governments prior to the privatisation of the Local Government audit services***. Apart from these audits, we have undertaken a diversified portfolio of company (large proprietary and unlisted public) audits, both external and internal for businesses mainly involved in franchising, insurance broking and financial services over the years. They are reporting entities which are required to prepare the General Purpose Financial Report. We have always ensured we have a balanced and diversified portfolio of clients, so as to be able to provide quality and sound business advice to our clients.

Our Firm's present clients of Local Government audit include:

- Shire of Dandaragan
- Shire of Dowerin
- Shire of Moora
- Shire of Wickepin

2.3 Your Service Team

We have a team of professional auditors who have extensive knowledge of the Local Government Act 1995 (as amended) & related regulations and the Australian Accounting Standards. They are also knowledgeable in most of the Municipal Accounting Systems including IT Vision Administrator/SynergySoft, LOGIC etc over the years of providing audit services to Local Governments. All levels of audit staff are committed both professionally and proactively in their work. They are down-to-earth and always easily accessible.

The Engagement Partner responsible for the overall quality of our service delivery is Mr **Dale Woodruff CPA** (based in Perth Office). He was from Darkan and graduated from Curtin University of Technology with a bachelor degree in accounting. He is both a Registered Company Auditor and Tax Agent with many years of auditing and tax experience. (A copy of his registered company auditor certificate is enclosed for your easy reference). In fact, he had managed our audit portfolio back in 1992 which includes the audit of 13 Shires accounts.

The Engagement Partner is assisted by an Associate, **Kiara Willmott CPA** (based in Northam Office) in overseeing the audit section of our firm. Kiara was graduated with bachelor degree in accounting from Edith Cowan University and has been involved in audits since she started with our firm 6 years ago. Due to the wide variety of audits undertaken and her years involved with auditing, Kiara has had the experience and ability to handle various complex audit issues. In fact, she is currently applying for registered company auditor with ASIC.

The audit field work will be conducted by our Audit Manager, Mr **Jackson Wong, ASA**(based in Perth Office). Jackson is a qualified accountant and comes from a resourceful background and brings to the firm a wealth of experience in audit and financial management from his previous engagements. In particular, Jackson had been working with KPMG Singapore and Malaysia as an Auditor. Since joined Byfields in 2007, Jackson has had extensive audit and consulting work in local government audits. He is well trained with thorough knowledge of both external and internal auditing techniques.

We have also engaged an audit junior Mr **Jason Sun ASA**(based in Perth Office) as part of our strategy to provide cost effective and quality services in Local Government Audit. He has graduated from Macquarie University (Sydney) with master degree in accounting. He is currently taking the CA program as part of his continuous development program.

In addition, the experience of one of our partner who is currently one of the Councillors of the Shire of Merredin is also available for consultation at all times.

3. OUR APPROACH, PLAN AND COMMITMENT

3.1 Methodology and Approach

The audit shall be conducted in accordance with the Australian Auditing Standards & Auditing Guidance Statements, and the relevant requirements of the Local Government Act 1995 (as amended) & related regulations, the Local Government (Audit) Regulations 1996 in the following manner:

- Develop a thorough understanding of the Council's business operations and internal control structure by performing walk through test.
- Assess audit risks and identify significant audit areas.
- Perform systems testing i.e. compliance test on all major risk areas.
- Review the existing system as well as the internal controls and procedures to suggest areas for improvement where appropriate.
- Verify material balance sheet and profit & loss account items by carrying out analytical review procedures and substantive tests.
- Review all aspects of the Council's operations for compliance with relevant legislations and regulations.
- Any items of a particularly critical nature should be forwarded via the Audit Committee and normal queries should be furnished via the administration.

Our audit work will be cost-effective by concentrating most work on the major risk areas with minimum work on non-risk areas.

Our audit program will be designed to meet the audit objectives. At the actual fieldwork, standard programs will be tailored or improved further where appropriate to reflect the unique circumstance of Council's operations.

3.2 Proposed Audit Plan/ Time Table

Audits will be programmed to ensure that services are provided on a progressive basis and carried out in line with the Council's needs. In summary, our deliverables will be as follows:

- If requested, make arrangement to meet with your Council's Audit Committee prior to the conduct of the interim audit to review the proposed audit plan and acknowledge your Council's direction on those areas of concern that need to be addressed.
- Conduct interim audit in the last quarter of each financial year to test the internal controls of accounting system.
- Complete final audit on the financial statements within 30 days of being advised that they are ready for audit, and responses to audit queries are received.
- Conduct entry and exit interviews in conjunction with each audit field visit so as to ensure active participation of your Councils in the whole audit process. Audit committee members are welcome to attend such interviews.
- Draft Interim and/or Final Management Report, if considered appropriate, addressing the following critical audit areas and detailing weaknesses in the systems of control together with recommendations for improvement.
- Prepare Audit Report in accordance with Section 7.9 of the Local Government Act 1995 (as amended). The Audit Report and the Management Report will be forwarded to the President and Chief Executive Officer within 14 days of the provision of final information required for the audit.
- Audit visits shall be programmed with the ultimate aim of not to cause too much interruption to the normal operation of the Council. The anticipated timing of visit for each year are as follows:

Year ending	Interim Visit	Final Visit
30 June 2008	16th April 2008	3rd September 2008
30 June 2009	21st April 2009	1st September 2009
30 June 2010	20th April 2010	7th September 2010

3.3 Our Commitment to You

Upon engagement of audit, we give the following commitments:

- Complete all work in a timely, efficient and accurate manner.
- Always be available and as a minimum standard, return your call within one working day.
- Hold all information on your affairs in the strictest confidence.
- Be honest, truthful, and up front with you at all times.
- Guarantee the quality of our services.

3.4 Quality Assurance

Our Firm adopts rigorous internal procedures for quality which include:

- Appropriate selection procedures and professional development programs for staff at all levels.
- Documentation of audit methodologies which comply with Australian Auditing Standards.
- Comprehensive training of staff through in-house program and CPA program.
- Close supervision of staff on the job.
- Detailed reviews of all work by Partner and Manager.
- Strict procedures for maintaining client confidentiality.

We adhere, at all times, to the internal quality control guidelines promulgated jointly by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

3.5 Your Success

We pride ourselves on achieving success for our clients by:

- Working in close partnership with clients over the long term to most effectively achieve their critical success factors.
- Committing to the principles of easy and direct access to our most senior people.
- Delivering of quality service to budget and agreed deadlines as defined by our clients, not by our convenience.
- Providing a highly qualified team of professionals, each with years of experience in their chosen specialisation areas.
- Striving to continually improve the range, quality and cost effectiveness of our services to meet client's changing needs.

4. HOURS AND FEE

Our fees for the provision of audit services to your Council for the 3 financial years commencing 1 July 2007 are:

Year	2007/2008	2008/2009	2009/2010
Price incl. GST ($)	17,380	18,249	19,162
Hours Spent on Audit			
- Partner/Associate	3	3	3
- Manager	55	55	55
- Audit Assistant	55	55	55
Total Hours	113	113	113

Above fees are based on the assumptions that:

- hours provided (*including travelling time*) are standard throughout the term of appointment with the optimum involvement of partner and manager to ensure cost effective and quality delivery.
- We have taken into consideration of
  - the travelling distance between our office and your administration office. The travel time spent for 2 staff from Perth to your office is 2 days per trip. Total travel time for both Interim and Final Audit will be 4 days.
- Assistance will be provided by the Council's staffs through full cooperation with requests of auditors in obtaining necessary information for the audit.

Other services such as accounting, special compliance review, financial review and "ad hoc" investigations can be provided at special rates that currently vary from $55 to $95 per hour for graduate and from $150 to $300 per hour for experienced staff and specific partner involvement. The fee for these assignments shall be on the basis of either a quoted fee or actual time incurred at the normal professional hourly rate for that level of work and is dependent on the terms of reference. These rates are not binding under this tender and the fee for any additional services would be subject to negotiation at the relevant time.

5. GENERAL

5.1 Assignment of Contract or Right

We undertake that we will not sub contract to a third party nor has right to assign the audit contract to third parties

5.2 Conflict of Duties

There is, to our Firm's knowledge, no conflict of interest in providing this engagement.

5.3 Professional Indemnity Insurance

We have and will maintain during the duration of the audit term, professional indemnity ("PI") insurance covering the legal liability arising out of any neglect, default, error or omission. The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Byfields

Accountants & Financial Advisers

Appendix A

DALE WOODRUFF
BYFIELDS
5 Charles Street
SOUTH PERTH WA 6151

Certificate of Registration as an Auditor

Corporations Law Sub-section 1280(5)

Registered Number: 196677

This is to certify that

DALE JAMES WOODRUFF

was on the twentieth day of March 2000 granted registration as an auditor under section 1280.

ASIC

Australian Securities & Investments Commission

CERTIFICATE

Given under the seal of the Australian Securities and Investments Commission on this twenty-fifth day of March, 2000.

COMMON SEAL

Alan Cameron
Chairman

PARTNERS: Andrew Nicholl [illegible], Rob McMurphy [illegible], Neil Hooper [illegible]
ASSOC. [illegible]

Byfields

Accountants & Consultants

Aon Risk Services Australia Limited

Aon Risk Services Australia Limited
ACN 000 [illegible] ABN 17 000 434 720

Neil Hopper
Byfields CPA
PO Box 1202
CLOVERDALE WA 6985

If you have any queries please contact :
Professional & Consumer Services
PO Box 7036
CLOISTERS SQUARE WA 6850

Your contact is Mark Witkowski

Phone 08 9429 4444 Fax 08 9429 4499

Client Name : Byfields CPA

Class of Insurance : ACCOUNTANTS PI

Period of Insurance : From - 1st April 2007
: To - 1st April 2008

COVERING (Summary Only)

ACCOUNTANTS PROFESSIONAL INDEMNITY

INSURED
Byfields, Byrne Nominees Pty Ltd ATF Byfields Unit Trust

PROFESSION
PUBLIC ACCOUNTING PRACTICE

PERIOD OF INSURANCE
From 1 April 2007
To 1 April 2008

INSURER
Aon Insurance Ltd

POLICY WORDING
AON PROFESSIONAL INDEMNITY WORDING FOR ACCTS 01/06

LIMIT OF LIABILITY
$5,000,000 ANY ONE CLAIM AND IN THE AGGREGATE
TWO AUTOMATIC REINSTATEMENTS

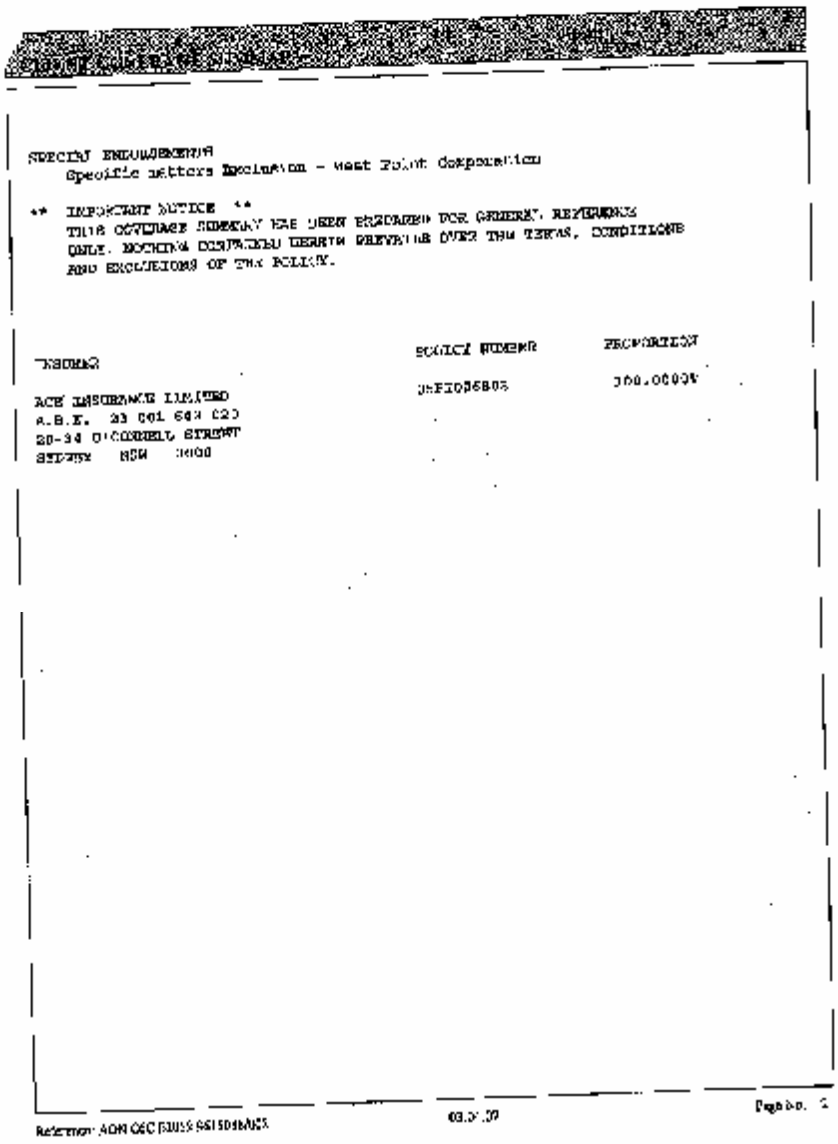
EXCESS
$ 10,000 any one claim
Inclusive of costs and expenses

OPTIONAL EXTENSIONS
4.1 PCOSS - COVERED
4.2 PRINCIPLES PREVIOUS BUSINESS - COVERED
4.3 UNLIMITED REINSTATEMENTS - NOT INCLUDED

RETROACTIVE DATE
Unlimited excluding known claims and circumstances

Reference: AON POL 01062 #15088/002 02.04.07 Page No. 1

Byfields
Accountants & Financial Advisers



SPECIAL ENDORSEMENT
Specific Letters Declaration - West Point Corporation

** IMPORTANT NOTICE **
THIS COVERAGE SUMMARY WAS DRAWN UP FOR GENERAL REFERENCE ONLY. NOTHING CONTAINED HEREIN SUPERSEDES OVER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.

INSURED

POLICY NUMBER: DNFI036805

PROPORTION: 100.0000%

ACE INSURANCE LIMITED
A.B.N. 28 001 642 020
20-34 O'CONNELL STREET
SYDNEY NSW 2000

Reference: AON CEC 03059 061504MJS

03.07.07

Page No. 2

- 2 -

UHY Haines Norton
Chartered Accountants

Doc No. 060436
Date
Officer
Response
File 01.12.01

5 November 2007

Mr P Stubbs
Chief Executive Officer
Shire of Wyndham-East Kimberley
PO Box 614
KUNUNURRA WA 6743

Dear Peter

QUOTATION
PROVISION OF AUDIT SERVICES

We are pleased to submit our quotation for the supply of audit services to the Shire of Wyndham-East Kimberley for the three years commencing 1 July 2007.

We have also enclosed a copy of our firm profile which details our local government experience, audit scope, audit approach and staff profiles.

We believe that the detail contained in our profile, along with the information provided in this letter, will demonstrate our experience, expertise, commitment and long term involvement in the provision of audit and related services to local government within Western Australia.

UHY Haines Norton is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

We have been the appointed auditor of your Shire since 2002 and staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first hand experience of the high level of service, expertise and commitment we are able to deliver.

Fees

Our fee quotes for the provision of audit services to the Shire are as follows:

		Fee Quote	Applicable GST	Total (GST Inclusive)
		$	$	$
Year ended	30 June 2008	15,000	1,500	16,500
	30 June 2009	15,500	1,550	17,050
	30 June 2010	16,000	1,600	17,600

The fees and time quoted are exclusive of travel related expenses and assume there is no significant change in the level of operations of the Shire during the period of our appointment.

Out-of-pocket expenses (reasonable travel, accommodation, living and incidental expenses) are to remain the responsibility of the Shire and will be reimbursed to us as cost.

The above fees are based on the nature of this engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

NIFTY - SMART - SUCCESS • INTELLIGENT SOLUTIONS

Fees (Continued)

Should engagement conditions vary from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the fees quoted do not necessarily include any fee associated with the engagement partner meeting with the audit committee as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year (can be either by telephone or in person).

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit. Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Financial Management Review

We are also able to conduct a Financial Management Review in accordance with the Local Government (Financial Management) Regulations.

This is normally conducted at the same time as an interim audit visit and would be subject to an additional fee to be negotiated at the time the review was scoped.

Such a review would include the provision of a detailed report of our findings upon completion.

Roads to Recovery and Certifications/Acquittals

The certification of the Roads to Recovery annual return and other acquittals are considered to be outside the scope of our normal audit function. However, if all details are prepared for us and we are able to complete with a minimum of fuss our charges would typically fall in the $250 to $500 (GST exclusive) range per certification/acquittal.

Value Added Services Specific to the Local Government Industry

Audit Liaison & Guidance

Liaison on audit and accounting issues is not only provided free of charge during the year, it is encouraged. We believe by obtaining an answer when it is required, the Shire will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past ten years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In 2003 we also introduced a 'Nuts and Bolts' workshop which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

UHY Haines Norton Chartered Accountants

GST, FBT and Salary Packaging Advice

Our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

For the year ended 30 June 2008, indicative rates for this type of work are as follows:

	Per Hour (GST Exclusive) $
Partner	400
Consultant	250
Manager	200
Senior	150
Intermediate	120
Graduate	100

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

Nominated Auditors

Should we be successful in obtaining the audit contract the following are the partners of the firm to be nominated as auditors:

Name	Registered Company Auditor Number
Engagement Partner (either)	
Mr D J Tomasi	15724
Mr G Godwin	310219
Alternate (in the event of unforeseen events)	
Mr R D Swarbreck	14170

Please note, should we be successful in obtaining this engagement, it will be conducted by UHY Haines Norton Perth, which is a separate and distinct partnership from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

Should you require any clarification of the above information please do not hesitate to contact us.

Yours faithfully

DAVID TOMASI
PARTNER

Encl
R:\David\Tenders\2008\Wyndham-east Kimberley - covering letter - 30 10 07.doc:ap



The Last Frontier

Request for Quotation	For the Provision of Audit Services for the Shire of Wyndham East Kimberley
Contact Persons	Ms Jo-Anne Ellis Executive Manager Corporate Services Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743
Deadline	4.00PM Thursday 15 November 2007
Address for Delivery	Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743



1.1 CONTRACT REQUIREMENTS IN BRIEF

To provide audit services for three years from 1 July 2007

1.2 DOCUMENTATION

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Wyndham East Kimberley and is comprised of the following parts:

a) Part 1-Principal's Request (read and keep this part),

b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and

c) Part 3-Respondents Offer (complete and return this part).

1.3 EVALUATION PROCESS

Your application will be evaluated using information provided in your quotation:

- Applications are checked for completeness and compliance. Any application that does not contain all the information requested may be excluded from evaluation.
- Applications are assessed against the Selection Criteria.
- Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

1.4 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this request for quotation.

The quoted prices will be assessed with the following qualitative criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Application containing the lowest price will not necessarily be accepted, nor will the Application ranked the highest on the qualitative criteria.

QUALITATIVE CRITERIA

In determining the most advantageous quotation, the Evaluation Panel will score each quotation against the qualitative criteria.
It is essential that Respondents address each qualitative criterion. The quotations will be used to select the chosen Respondent, and failure to provide the specified information may result in elimination from the Quotation evaluation process.
The qualitative criteria for this Request are as follows.

Description of Qualitative Criteria	Weighting
a) Price.	60%
b) Demonstrated experience in completing similar assignments. (Referee check if applicable)	10%
c) Conformity with quotation documents and specifications.	10%
d) Skills and experience of key personnel.	10%
e) Technical expertise.	10%

1.5 PRICE BASIS

FEE
The proposed fee for the Services shall be submitted in two parts, each one shown as a *GST-inclusive amount* :

1.8.1 **Fixed lump sum fee per annum** for auditing services which can be regarded as "standard" (minimum of two visits per year), including a schedule of rates outlining the proposed charges per hour for each person involved in the audits and the number of hours estimated upon which this lump sum fee is based.

1.8.2 **Hourly rates** applicable to additional professional work required by the Shire of Wyndham East Kimberley. Such additional professional work shall include the provision of technical advice, tax advice (GST and FBT) and such like.

All fees and rates submitted must include all overhead expenses incurred in the performance of the services, such as travelling

expenses, postage, phone / fax expenses, computer time, overtime and such like.

2.1 OBJECTIVES OF AUDIT

To provide an independent audit opinion of the accounts and annual financial reports of the Shire of Wyndham East Kimberley for each financial year covered by the term of the audit appointment.

2.2 TERM OF AUDIT APPOINTMENT

For the financial years commencing 1 July 2007 through to 30 June 2010

2.3 SCOPE OF AUDIT

The Auditor is to –

CARRY OUT SUCH WORK AS NECESSARY TO FORM AN OPINION AS TO WHETHER:

a) the accounts are properly kept; and
b) the annual financial report:
   (i) is prepared in accordance with the financial records; and
   (ii) represents fairly the results of the operations of the Shire of Wyndham East Kimberley and the financial position of the Shire of Wyndham East Kimberley at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

GIVE AN OPINION IN HIS OR HER AUDIT REPORT ON:

a) the financial position of the Shire of Wyndham East Kimberley; and
b) the results of the operation of the Shire of Wyndham East Kimberley.

INCLUDE IN HIS OR HER REPORT:

a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire of Wyndham East Kimberley;
b) any matters including non-compliance with financial management requirements of the Act, Regulations and any other written law.

2.4 AUDIT METHODOLOGY AND APPROACH

a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

b) An audit is to be carried out in accordance with "Auditing Standards" and "Auditing Guidance Statements" adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

c) The auditor is to provide the Shire of Wyndham East Kimberley with a general outline of his/her methodology.

d) The auditor is to provide the Shire of Wyndham East Kimberley with a plan for the audit including:
- Timing of entrance interview
- Timing of interim audit visits;
- Final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
- Timing of the legislative requirement to meet with the Shire of Wyndham East Kimberley and whether that meeting will be in person or by some other means: and
- The method to be used to communicate with, and provide advice and information to, the Shire of Wyndham East Kimberley.

e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

2.5 CRITICAL MATTERS TO BE AUDITED

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.

(i) Revenue
- Rates Revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

(ii) Expenditure
- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

(iii) Current Assets
- Bank and short term investments

- Receivables and prepayments
- Inventory

(iv) Non-current Assets
- Property, plant, furniture and equipment
- Infrastructure and depreciation
- Other receivables

(v) Liabilities (Current and non-current)
- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for annual and long service leave entitlements

(vi) Reserve Funds
(vii) Contingent Liabilities
(viii) Capital Commitments
(ix) Accounting Policies and Notes to the Financial Statements
(x) Cash Flow Statement
(xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996
(xii) Minutes of meetings
(xiii) Budget
(xiv) Acquisition and disposal of property
(xv) Registers (ie tenders, financial interests, contract and legal documents)
(xvi) Delegations
(xvii) General Compliance Issues
(xviii) Financial and other statutory reports eg R2R2

2.6 HOURS, FEES AND EXPENDITURE

The auditor is to provide:
- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

2.7 TERMS

2.7.1 AUDIT REPORTS AND MANAGEMENT REPORT

The auditor shall forward to the President and the Chief Executive Officer the Audit Report and Management Report within 14 days of the exit interview.

2.7.2 TERMINATION OF APPOINTMENT

The appointment as auditor is terminated if:

(a) the auditor ceases to be a registered company auditor;

(b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;

(c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;

(d) the auditor resigns by notice in writing to Council;

(e) Council serves notice in writing to the auditor terminating the appointment.

2.7.3 GENERAL CONDITIONS

The auditor shall not sub contract to a third party. The auditor shall not, and has no right to, assign the audit contract to third parties. The auditor confirms that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Notices or other communication between Council and the auditor may be given by delivery, or sent prepaid post, to each of their respective postal addresses. Postal address may be altered by service of notice in accordance with this clause.

Notices or other communication sent by post shall, in the absence of proof to the contrary, be deemed to have been received by the addressee 96 hours after it was posted.

2.7.3 CANVASSING OF COUNCILLORS

If a Respondent, whether personally or by an agent, canvasses any of the Shire of Wyndham East Kimberley's Councillors with a view to influencing the acceptance of any quotation made by it or any other respondent, then regardless of such canvassing having any influence on the acceptance of such quotation, the Principal may at its discretion omit the quotation from consideration.

2.8 INSURANCES

The successful Respondent will be required to effect and maintain the insurance policies referred to hereunder:

a) public liability insurance in the sum of at least $10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims; and

b) professional indemnity insurance in the sum of at least $5,000,000 (five million dollars) in respect of any one occurrence and for an unlimited number of claims.

3.1 OFFER FORM

The Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

I/We
(BLOCK LETTERS) UHY HAINES NORTON (WA) PTY LTD
ADDRESS: 16 LAKESIDE CORPORATE, 24 PARKLAND ROAD
OSBORNE PARK WA 6017
358 5397 1745 ABN/GST Status **REGISTERED**
ACN (if any) **009 297 769**
Telephone No: **08 9444 3400**
Facsimile No: **08 9444 3430**
E-mail (if any): **dtomasi@uhyhn.com.au**

In response to REQUEST FOR QUOTATION FOR THE PROVISION OF AUDIT SERVICES FOR THE SHIRE OF WYNDHAM EAST KIMBERLEY -
I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The quoted price is valid up to sixty (60) calendar days from the date of closing unless extended on mutual agreement in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quotation irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this quote.

Dated this: 5TH day of NOVEMBER 2007

Signature of authorised signatory: _____

Name of authorised signatory (BLOCK LETTERS): **DAVID JOSEPH TOMASI**
Position: **PARTNER**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017
Witness Signature: _____
Name of witness: (BLOCK LETTERS). **CARA MIA FORD**
Position: **SECRETARY**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

FIXED LUMP SUM QUOTATION AND SCHEDULE OF RATES FOR THE PROVISION OF AUDIT SERVICES TO THE **SHIRE OF WYNDHAM EAST KIMBERLEY**

		GST-Inclusive amount		
		Year 1	Year 2	Year 3
1.	Standard Audit Services ($ per annum)	**16,500**	**17,050**	**17,600**
2.	Standard Audit Services (hours per annum)	**92**	**92**	**92**
3.	Hourly rate for additional work Performed by: **Partner**	**440**	**496**	**550**
4.	Hourly rate for additional work Performed by: **Manager**	**220**	**253**	**286**
5.	Hourly rate for additional work Performed by: **Senior**	**165**	**187**	**198**
6.	Hourly rate for additional work Performed by: **Intermediate**	**132**	**154**	**165**
7.	Hourly rate for additional work Performed by: **Graduate**	**110**	**121**	**132**

NAME OF AUDITOR **DAVID JOSEPH TOMASI**

ADDRESS **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

PHONE NUMBER **08 9444 3400** FAX **08 9444 3430**

SIGNATURE OF AUTHORISED OFFICER _____

NAME OF AUTHORISED OFFICER **DAVID JOSEPH TOMASI**

DATE 05/11/07

3.2 GENERAL AND CORPORATE INFORMATION

ORGANISATION PROFILE AND REFEREES

Attach your organisation profile and details of referees and label it "Attachment 1".	**Attachment 1** ✓ Tick✓ if attached

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes ☐ No ✓
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 2".	**Attachment 2** ☐ Tick✓ if attached

INSURANCE COVERAGE

The insurance requirement for this Request are stipulated at Clause 2.8 respondents are to indicate whether this requirement is met.	Yes ✓ No ☐
A copy of the Certificate of Currency is to be provided to the Principal within thirty (30) days of acceptance.	

SHIRE OF WYNDHAM-EAST KIMBERLEY

PROVISION OF AUDIT SERVICES
"ATTACHMENT 1"
ORGANISATIONAL PROFILE

NOVEMBER 2007

UHY Haines Norton
Chartered Accountants

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1. OUTLINE OF THE FIRM

UHY Haines Norton is a respected firm of Chartered Accountants with divisions providing services in every aspect of a specialist accounting practice. UHY Haines Norton has, via its antecedent firms, provided extensive audit and consulting services to local government since 1993.

UHY Haines Norton is a national group of independent firms represented in every State and structured to share experience and resources for the benefit of our clients. This means the Perth practice is a separate and distinct entity from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

The member firms have operated for many decades and enjoy a community of staff and partners. The national group is the Australian member of the international accounting firm UHY International with 189 offices in 57 countries.

The Perth firm currently comprises 5 Partners and 37 staff.

The partners and staff combine experience gained in Australia and overseas both within the firm and from employment with major international accounting firms. Our philosophy is to provide informed professional advice and practical services and provide direct contact between the most senior members of our firm with the management groups of our clients.

As a consequence, we are able to offer services in the following specialist areas across the complete range of industry sectors:

- External and Internal Audits
  Accounting Advice and Assistance
- IT Solutions
- Accounting Advice and Assistance
- Income Tax Preparation and Planning Advice
- Tax Consulting – Business Advice
- GST and FBT advice
- Systems Review and Implementation
- Strategic Planning
- Succession Planning
- Budgeting and Cash Flow Analysis
- Management Consulting
- Financial Management and Organisational Planning

2. LOCAL GOVERNMENT EXPERIENCE

UHY Haines Norton has been providing audit and consulting services to local government since 1993. The engagement partner, David Tomasi, has been involved in Public Practice since 1986 and has been providing audit services to local government since 1990.

The firm is the largest auditor of local government in the State and we are currently the incumbent auditors of the following seventy (70) local governments:

Shire of Augusta-Margaret River	Shire of Meekatharra
Shire of Boddington	Shire of Merredin
Shire of Boyup Brook	Shire of Mingenew
Shire of Bridgetown-Greenbushes	Shire of Moora
Shire of Broome	Shire of Morawa
Shire of Capel	Shire of Mt Magnet
Shire of Carnamah	Shire of Mt Marshall
Shire of Carnarvon	Shire of Mukinbudin
Shire of Chapman Valley	Shire of Mullewa
Shire of Chittering	Shire of Murray
Shire of Christmas Island	Shire of Northam
Town of Claremont	Town of Northam
Shire of Cocos (Keeling) Islands	Shire of Northampton
Shire of Coolgardie	Shire of Nungarin
Shire of Cranbrook	Shire of Perenjori
Town of Cottesloe	Shire of Pingelly
Shire of Cranbrook	Shire of Plantagenet
Shire of Cunderdin	Town of Port Hedland
Shire of Dalwallinu	Shire of Quairading
Shire of Derby-West Kimberley	Shire of Ravensthorpe
Shire of Dumbleyung	Shire of Sandstone
Shire of Dundas	Shire of Serpentine-Jarrahdale
Shire of Esperance	Shire of Shark Bay
Shire of Gingin	Shire of Three Springs
Shire of Gnowangerup	Shire of Toodyay
Shire of Greenough	Shire of Trayning
Shire of Halls Creek	Shire of Victoria Plains
Shire of Irwin	Shire of Wagin
Shire of Jerramungup	City of Wanneroo
City of Kalgoorlie-Boulder	Shire of West Arthur
Shire of Kalamunda	Shire of Westonia
Shire of Kent	Shire of Wongan-Ballidu
Shire of Kondinin	Shire of Wyalkatchem
Shire of Lake Grace	**Shire of Wyndham-East Kimberley**
Shire of Laverton	Shire of Yilgarn

In addition, we have recently undertaken, the following engagements:

Town of Bassendean - Internal Audit
City of Gosnells - Financial Management Review
City of Joondalup - Internal Audit
City of Rockingham - Internal Audit

In the course of the past several years we have also provided detailed Financial Management Review services to the majority of our audit clients and other municipalities. These have included the Cities of Melville and Joondalup and the Towns of Bassendean and Vincent in the metropolitan area.

2. LOCAL GOVERNMENT EXPERIENCE (continued)

Over the past eleven years, we have also conducted an annual workshop which in 2007 was attended by over one hundred (100) municipalities. These workshops have addressed Performance Measures, Strategic Planning, the Annual Financial Report, the Budget, Infrastructure Assets, cashflow statements and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. This report is updated annually as disclosure requirements are amended. In 2007, the model was purchased by in excess of one hundred and ten (110) authorities statewide.

We also developed a strategy to assist local government with the implementation of GST. The firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT should they require.

Since November 1999, we have provided a remote accounting service to the Shires of Koorda and Leonora and in 2002 added the Shire of Menzies. In 2004/05 we added the Shires of Ashburton, Beverley and Murchison and more recently, the Shires of Corrigin, Cue, Wiluna and Yalgoo. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Infrastructure Assets
- AAS 27 implementation
- Budget Conversion and assistance
- GST & FBT Advice
- Statutory Compliance Audits
- Strategic Plans
- Principal Activity Plan
- Business Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. We have been a major sponsor of the annual conference since 2000 as well as a major sponsor of other regional conferences and sporting events.

3. OTHER AUDIT EXPERIENCE

In addition to our local government audits other significant audit engagements include:

- A.D. Coote & Company (Sheetmetal) Pty Ltd
- Australian Computer Society
- Bansley Pty Ltd
- Cambridge Gulf Ltd
- Carnarvon Family Support Services Inc.
  Carnarvon Heritage Group Inc.
- Chian Resources Plc
  Country High School Hostels Authority
- Danryn Pty Ltd
- East Kimberley Co-Op Ltd
- Extraman Group Pty Ltd
- Flinders Financial Services Pty Ltd
- Herencia Resources Plc
- ICT Industry Collaboration Centre of Western Australia
- IGL Asia Pacific Pty Ltd
- Kappa SEA Pty Ltd
- Living Stone Foundation Inc.
- Medici Bioventures Plc
- Nintirri Neighbourhood Centre Inc.
- Ngarluma & Yindjibarndi Foundation Ltd
- OAM Pty Ltd
- Rhodes Foods (Australia) Pty Ltd
  Scandpower Pty Ltd
- Synthon A.U. Pty Ltd
- Tasman Pacific Equity Limited
- Wanneroo Employment and Skills Training Network Inc.

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of the Shire's systems and policies and deliver these benefits as part of our core service.

4. REFEREES

The following are a list of references of similar Councils for you to contact if you wish.

	Reference 1	Reference 2	Reference 3
Client	Town of Port Hedland	Shire of Broome	Shire of Halls Creek
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$20,000 p.a.	$16,000 p.a.	$12,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2005 to date	Year ended 30 June 2005 to date
Contact name including position	Matthew Scott Director Corporate Services	Les Mainwaring Manager of Finance	Andrea Nunan Executive Manager Corporate Services
Tel. No	9158 9300	9191 3456	9168 6007

The following are a list of additional references to contact should you so wish.

	Reference 1	Reference 2	Reference 3
Client	City of Kalgoorlie-Boulder	City of Wanneroo	Shire of Augusta-Margaret River
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$30,000 p.a.	$30,000 p.a.	$20,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2004 to date	Year ended 30 June 1998 to date
Contact name including position	Eddie Piper Director of Corporate Services	Edward Applin Accountant	James Trail Chief Executive Officer
Tel. No	9021 9600	9405 5000	9780 5255

5. AUDIT SCOPE/APPROACH

The audit of the Shire will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations. **Procedures are designed to ensure the requirements of your tender specification and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:**

- Revenue
- Expenditure
- Current Assets
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Cash Flow Statement
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous years final audited position
- Financial ratios required by the Financial Management Regulations

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:

   (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
   (b) the accounts are properly kept;
   (c) the annual financial report:
      (i) is prepared in accordance with the financial records; and
      (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
         - *Australian Accounting Standards*
           the *Local Government Act 1995* (as amended)
         - the *Local Government (Financial Management) Regulations 1996* (as amended); and
         - other mandatory professional reporting requirements.
   (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Council; and
   (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws.

2. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.

3. Examine Council's receipting function and perform detailed testing as considered necessary.

4. Examine money owing to Council including testing recoverability, follow up procedures and compliance with relevant legislation;

5. AUDIT SCOPE/APPROACH (continued)

5. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
6. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
7. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
8. Review all borrowing transactions to ensure they have been conducted in accordance with the Act.
9. Review reserve transactions to ensure compliance with the legislation;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and Council has right of occupancy;
11. Review agreements where Council has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations.
14. Examine tenders to ensure compliance with the Act and accompanying regulations;

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of Council and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the audit statements are available for audit (subject to mutually convenient travel arrangements); and
- enable you to meet your deadline (subject to your audit readiness).

Our exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with Council and/or the audit committee occur as required. Based on recent amendments to the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Council to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

5. AUDIT SCOPE/APPROACH (continued)

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

The management report will be issued following the completion of the final audit and within 14 days of discussion with the President, Council, Audit Committee and Management as necessary. This report will detail our comments on internal control matters and our recommendations for corrective action.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline and further undertake to provide such reports to the Council and Minister as required.

6. AUDIT PLAN

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the fourth quarter of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by the required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 2 of this proposal.

7. HOURS

Estimated hours for the audit are as follows:

Interim Visit		
Partner	2	
Manager/Supervisor/Senior/Intermediate/Graduate	32	(predominately on site)
Planning	2	
	36	
Final Visit		
Partner	4	
Manager/Supervisor/Senior/Intermediate/Graduate	50	(predominately on site)
Planning	2	
	56	
Total Hours	92	

It should be appreciated our audit team has a wealth of Local Government experience. This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partners are actively involved in the industry and fieldwork.

This experience when coupled with our service level, provides a very efficient and effective audit process.

8. OUR LOCAL GOVERNMENT SERVICE TEAM

As discussed previously, we believe that our commitment to delivering a high quality service to the local government industry is demonstrated by our wealth of experience and long term involvement.

Our approach is to ensure that all work is conducted by suitably qualified staff with a wealth of local government experience that cannot be matched by our competitors. We believe that such an approach makes for a more efficient audit process and provides Council with a value for money, value added service.

The key members of our service team are introduced as follows:



DAVID TOMASI – PARTNER

David has been involved in public practice for more than twenty one years the last thirteen as a partner of the firm and its antecedents.

During that time, he has gathered a broad range of experience across all industry sectors which included five years with a "big 4" accounting firm and twelve months in the UK.

David has worked extensively on local government assignments since 1990 and is the partner responsible for the firm's audit and local government division. He pioneered the firm's involvement in the provision of high quality service to the local government industry in Western Australia by ensuring that the firm and its staff stay abreast of all developments.

He is currently the engagement partner on the majority of the firm's local government audit and consulting engagements and was responsible for the development of the firm's methodology and approach in respect of Financial Management Reviews. He is also actively involved in fieldwork which allows him to develop a detailed working knowledge of operations and the industry as a whole.

David has also facilitated Strategic Plans at two local government authorities and has been involved in numerous special investigations and consulting engagements.

He is actively involved in the firm's local government training program and has presented all of the firm's workshops during the past eleven years. He was a member of the Department's working party to review the financial reporting of local governments which led to recent changes in the Financial Management Regulations and is the immediate past Chairman of the CHY Haines Norton National Audit Committee and is currently a member of CHY International's Audit Committee.

He is also currently a member of the DLGRD's Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters.

PAPERS PRESENTED:

- Checking the Pulse Understanding Audit Reports Local Government Week - August 2002
- Accounting and Financial Issues in Asset Management – CPA Conference Sydney-April 2003
- ED125 – Proposed Changes to AAS27 – CPA Conference Perth – February 2004
- IFRS and Local Government CPA Conference Perth February 2005
- IFRS and Audit Committees – Departmental Conference Perth – April 2005
- IFRS – LGMA Finance Professionals Conference Fremantle – February 2006
  Understanding Cash Flow Statements CPA Week November 2006
- Impact of AIFRS on Non-Current Assets - CPA Week - November 2006
  Accounting and Statutory Update LGMA Finance Professionals Conference Fremantle - February 2007
- Understanding Audit and Financial Reports - Northern Country Zone WALGA Conference Geraldton - March 2007
- Understanding Cash Flow Statements - CPA Congress - May 2007

David brings the necessary experience, expertise and knowledge to the engagement to help ensure the Council receives an efficient, effective and value for money service.

QUALIFICATIONS

- Bachelor of Commerce
- Chartered Accountant
- Registered Company Auditor
- Registered Tax Agent

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



GREG GODWIN – PARTNER

Following his qualification from the University of Witwatersrand, Greg joined Myers Tennier & Co, a medium sized Chartered Accounting firm in Johannesburg where he worked for 5 years. During this time he passed all requirements and became a Chartered Accountant.

After leaving them, he worked in commerce before commencing his own practice Godwin & Co Chartered Accountants, in 1997.

Greg built his own firm into a successful ten person practice before migrating to Australia in 2005 to join UHY Haines Norton as an Audit Manager.

Since joining us, Greg has been admitted as an Australian Chartered Accountant and has had extensive exposure to the local government industry in Western Australia. This culminated with being admitted as Partner of the firm on 1 July 2007.

He is currently the engagement Partner for twenty local government audit clients and has a number of corporate clients that add to his experience and skills.

PAPERS PRESENTED:

- Understanding Cash Flow Statements – CPA Week – November 2007

QUALIFICATIONS

- Bachelor of Commerce and Accounting
- Chartered Accountant (Australia)
- Chartered Accountant (South Africa)
- Registered Company Auditor

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

Following a brief stint at university in Australia he relocated to Zimbabwe. There he spent the next 14 years in senior management roles at two major companies. Both these appointments culminated in him being appointed Managing Director.

Russell immigrated to Perth in July 2007 with his family and joined UHY Haines Norton as an Audit Manager in our audit division.

He has direct responsibility for a large number of our audit clients and his audit, financial and commercial experience makes him a valuable addition to our audit process.

QUALIFICATIONS

- Bachelor of Commerce
- Graduate Diploma in Computer Studies



JULES UECKERMANN – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Jules is a Chartered Accountant. He qualified in South Africa in 1965 and spent many years working for Price Waterhouse & Co in Johannesburg, Port Elizabeth and in Malawi. He also spent three years with PWC in their London (UK) office.

Immediately prior to commencing with UHY Haines Norton, Jules spent sixteen years in the food industry in South Africa. First as managing director of a large subsidiary of the market leader in the frozen food sector in that country and then later as its operations director. He then formed his own frozen food manufacturing and distribution company in South Africa which he sold prior to migrating to Australia.

He joined UHY Haines Norton in June 1999 and was admitted as an Australian Chartered Accountant in January 2002. Jules has had extensive local government, audit and GST experience. He is the Manager responsible for twenty local government audit clients and has also developed a detailed working knowledge of the operations and the industry as a whole.

Jules has also presented a number of local government training seminars/workshops on accounting and GST related issues.

The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

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- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



WEN-SHIEN CHAI – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Chai migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles.

Before joining UHY Haines Norton in May 2007, he worked as an Audit Manager for another medium sized accounting practice in Perth.

Whilst in his previous role he managed a varied client base which included a large proportion of local governments throughout Western Australia.

He is currently part way through his course of study to complete his professional year and qualify as a Chartered Accountant.

The wide audit experience gathered by Chai over the past 12 years adds further skills and experience to our audit team.

QUALIFICATIONS

- Bachelor of Business
- Association of Chartered Certified Accountants (ACCA) UK

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



PAUL BREMAN – CONSULTANT – LOCAL GOVERNMENT SERVICES

Paul has been involved in the Local Government industry for over 25 years. He has held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur. He joins UHY Haines Norton from his most recent position as Executive Manager of Corporate Services, Shire of Esperance.

Paul is a Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices. He brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry.

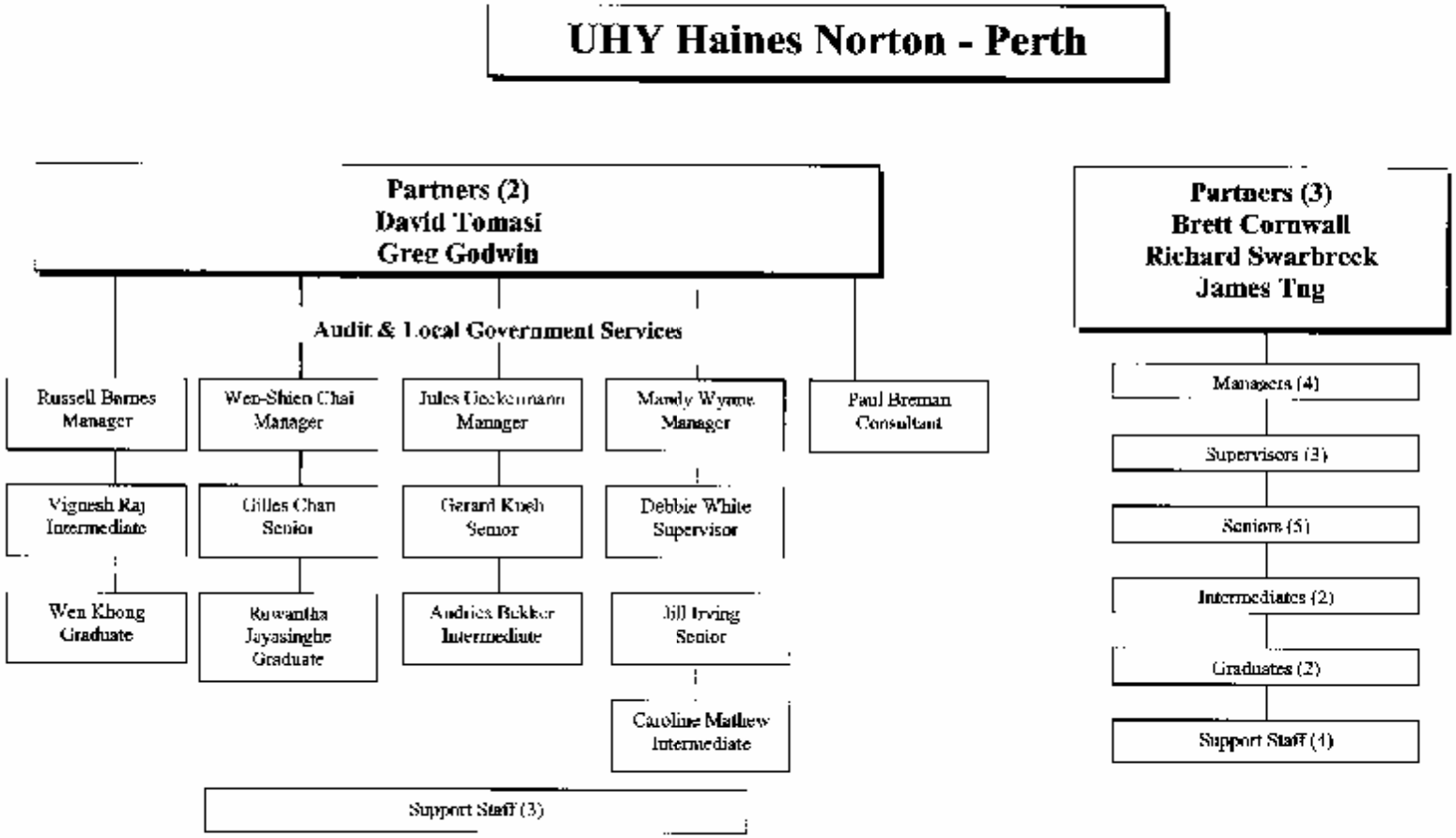
Paul is an active member of the Department's Financial Management Working Party and has been a committee member of the LGMA Finance Managers Group. His experience and "hands on" knowledge is widely recognised in the Industry. As a practitioner he has been the recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001.

Paul undertakes a general local government consulting role in the firm and also has input to our local government training workshops and the remote accounting service.

QUALIFICATIONS

- Bachelor of Business
- Certified Practising Accountant (CPA Australia)
- Diploma in Local Government (C)

9. ORGANISATIONAL CHART



10. OTHER MATTERS

10.1 Quality Assurance

The firm takes a three tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of field work.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, UHY Haines Norton's national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

The quality review process is further enhanced by a peer review conducted by the Institute of Chartered Accountants practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

10.2 Conflict of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the chairman of the audit committee immediately and activities suspended until the issue was resolved to the satisfaction of the audit committee

10. OTHER MATTERS

10.3 Address for Service of Notices

UHY Haines Norton
Chartered Accountants
16 Lakeside Corporate
24 Parkland Road
Osborne Park WA 6017

PO Box 1707
OSBORNE PARK DC WA 6916

APPENDIX 1

Basis of the Proposal

1. UHY Haines Norton is an association of independent firms. Responsibility for this proposal rests with UHY Haines Norton, Perth which carries on business separately and independently from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide. These other independent offices shall have no legal liability to your organisation.

2. Unless otherwise agreed in writing, UHY Haines Norton's standard terms concerning billings and fees will apply.

3. The information contained in this proposal is confidential and cannot be conveyed to any party other than the management and Council of the Shire.

APPENDIX 2

UHY Haines Norton Audit Methodology

The strength of our firm is the active involvement of partners in all assignments. We place particular emphasis on the provision of personal service to each client and ensuring the partner is actively involved in the day to day performance of the audit.

The audit team would include an audit manager, and other audit and professional staff as required throughout the assignment. The firm is committed to providing continuity of personnel assigned to the audit and ensuring these staff are available as required to complete the structured audit plan.

We would also ensure a second partner is briefed and is familiar with the conduct of the audit to provide suitable backup quality assurance processes, and act as a second point of reference to you.

Our audit would be conducted in accordance with Australian Auditing Standards.

1. Objectives of the Audit

The audit would be designed to achieve the following objectives:

- To enable us to express opinions on whether the financial statement show a true and fair view of the results for the year and the financial affairs at year end.
- To ensure the financial statements are prepared in accordance with the relevant statutory requirements and Australian Accounting Standards.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
  - occurrence;
  - completeness;
  - validity;
  - measurement;
  - compliance;
  - prohibit and propriety; and
  - presentation and disclosure
- To review the systems of internal controls to determine whether they appear adequate to safeguard the assets and funds of the Shire.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

2. **Audit Plan**

The firm's audits would be planned to enable us to conduct effective audits in an efficient and timely manner. Our plan would be based on our knowledge of your activities and would be developed and revised as considered necessary during the course of the audit. The emphasis of our audit would focus on the major risk areas of audit significance whilst ensuring the organisation complies with legislative requirements.

Our audit planning stage covers the following procedures:

- obtaining knowledge of your current activities, accounting system, policies and internal control procedures;
- obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and the reliance we would place on these controls in determining the nature, timing and extent of other audit procedures.
- identification of risk areas and allocation of risk levels for each area;
- determining materiality levels in accordance with Statement of Accounting Standards AASB 1031 "Materiality in Financial Statements";
- determining and programming the nature, timing and extent of the audit procedures to be performed; and
- co-ordinating the work to be performed.

3. **Scope**

Should we be successful in this tender, the scope of the audit would be determined in accordance with Australian Auditing Standards, legislative requirements and terms included in the audit engagement contract based on the contents of this submission

The audit would be arranged to adequately cover all aspects of the Shire relevant to us forming an opinion on the financial statements.

4. **Timing**

We would liaise with management on the audit plans and a timetable for the preparation of the financial reports and supporting schedules, allowing sufficient time for completion of the audit within your deadlines.

Our audit team may also visit during the year to carry out systems evaluations and testing to determine whether the systems can be relied on to produce reliable and accurate information.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

5. **Procedures**

Third party confirmations would be obtained to verify all major assets and liabilities.

The financial statements would be analytically reviewed and all individual assets, liabilities and profit and loss items within the materiality levels would be audited.

The financial statements would be checked to determine whether they show fairly the financial transactions and state of affairs and comply with legislative requirements and Australian Accounting Standards.

We would review post balance date events, contingent liabilities and capital commitments.

Consideration would be given to the Shire's future viability including any significant adverse trends, the ability to pay its debts as and when they fall due and whether the basis of preparing the financial statements on the going concern concept is relevant.

The Audit Partner would be accessible at all times to discuss and give advice on matters related to the preparation of the financial statements and any other topics management may require.

6. **Reporting**

- **Management Reports**

(a) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to our primary contact or an appropriate level of management.

(b) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:

(i) material errors or breaches of the organisation's policies and procedures;
(ii) instances where the organisation fails to comply with appropriate legislation;
(iii) acts of lack of proprietary or probity;
(iv) failure to maintain proper accounts and records;
(v) failure to operate key controls over its activities; and
(vi) matters related to the efficient and effective operations of the organisation noted during the course of the audit.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

6. **Reporting (continued)**

All reports would be discussed in detail with appropriate officers before being released.

(c) All management reports would be addressed to the President (as required by the Act) and copies sent to the Audit Committee and Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

  Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by the Chief Executive Officer.

  The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.

12.2.5. Debt Collection Policies

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.02.01
ASSESSMENT NO:	N/A

PURPOSE

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

BACKGROUND

At the Audit Committee Meeting on 18 September 2007 the Audit Committee resolved

Minute No. AC 063

Moved: Cr J Buchanan *Seconded: Cr K Wright*

That the Audit Committee be provided with details of debt collection procedures that ensures the timely collection of debts.

CARRIED UNANIMOUSLY 3/0

At the Audit Committee meeting on 18 December 2007 the Audit Committee resolved

Minute No. A067

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee note the amendments made to policies F12 – Rate Collection Policy Draft and F15 – Sundry Debt Collection Policy Draft.*

2. *That officers make additional changes as advised by the Audit Committee, relating to increasing write off amounts to $100 in both policies to create consistency, further inclusion of reference relevant legislation, changes to the amended and review dates for both policies and other wording and numbering changes and present both F12 and F15 to Council for adoption.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

Local Government (Financial Management)
Regulations 1996 - Part 5

LOCAL GOVERNMENT ACT 1995
Sections 5.36, 5.42, 61.2, 6.45, 6.56, 6.60 and 6.68

POLICY IMPLICATIONS

F12 – Rate Collection Policy
F15 – Sundry Debt Collection Policy

FINANCIAL IMPLICATIONS

As at 30 December 2007 overdue rates were $472,756.45, 11% of total budgeted rates raised in 07/08. This includes arrears of $157,833.83.
As at 30 November 2007, Sundry Debtors over 90 days total $89,296.51, 13% of total sundry debts.

Following the debt collection procedures ensure best possible measures are taken to keep Council's cash flow to an optimum.

STRATEGIC IMPLICATIONS

Nil

COMMENT

It is worth noting that although the primary objective of both policies is to minimise Council's debt it is important that they are structured in a way to assist and ensure that the debtor has the ability to settle their debt with the fewest possible penalty and administrative charges. This is mainly relevant in the rate collection policy where the timing of each action ensure that every effort is taken to recover the debt in full prior to the 30th June and thus not becoming in arrears.

Council has two debt collection policies; F12, Rate Collection Policy and F15, Sundry Debt Collection Policy. Both policies are used currently and in their current form. On 7 December 2007 Officers reviewed both policies together. F12, Rates Collection Policy had previously been noted for review by staff however due to the Audit Committee's request Officers thought it timely to review both policies together.

An item was tabled at the August 2007 Briefing Session regarding a write off of penalty charges of $21.99. Councillors directed staff that they did not want to be dealing with issues of this sort of monetary value and that the Chief Executive Officer could make these decisions. It is for this reason that extra consideration was given to the write off amounts in policy F12.

Outdated wording has also been corrected.

ATTACHMENTS

1. F12 – Current Rate Collection Policy
2. F12 – Draft Reviewed Rate Collection Policy
3. F15 – Current Sundry Debt Collection Policy
4. F15 – Draft Reviewed Sundry Debt Collection Policy

VOTING REQUIREMENTS

Simply Majority

OFFICER RECOMMENDATION

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

COUNCIL DECISION

Minute No. 8049

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

Carried Unanimously 5/0

Attachment 1: F12 – Current Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Director Finance & Administration**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Recovery action, as allowed under the Local Government Act 1995, is to commence after the expiration of the final notice. Methods that will be used to recover debts are as follows;

   a) Summons (if no response from the summons, a land warrant or warrant of goods to be executed).

   b) Service notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property).

   c) Properties with three years or more rates outstanding to be sold or reverted back to the Shire of Wyndham-East Kimberley.

4. Prior to any action a letter of intention to take legal action will be sent to the ratepayer giving seven (7) days notice.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. Summons will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 will not be charged.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire).

11. In respect to clause 3(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley or whether a repayment plan can be arranged with the owner.

ADOPTED: 20/11/1997
REVIEWED:
AMENDED: 20/04/2004

Attachment 2: F12 – Draft Reviewed Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5** **Local Government Act 1995**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option as per Local Government Act 1995 – section 6.45.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days from the date of issue of the final notice in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Prior to any recovery action a Notice of Intention to Issue a General Procedures Claim will be sent to the ratepayer giving seven (7) days notice.

4. Recovery action, as allowed under the Local Government Act 1995 – section 6.56, is to commence after the expiration of the seven (7) days given in clause 3. Methods that will be used to recover debts are as follows;

   a) General Procedures Claim.

b) If no response from the claim, the following options are available, as appropriate:

i.) Serve notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property), under the provisions of the Local Government Act 1995 - Section 6.60.

ii.) Issue a Property Seizure and Sale Order on goods.

iii.) Issue a Property Seizure and Sale Order on land (following council approval).

c) Properties with three years or more rates outstanding to be sold or forfeited to the Shire of Wyndham-East Kimberley under the provisions of the Local Government Act 1995 - Section 6.68.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. General Procedure Claims will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 may be written off.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council. That properties with outstanding rates of up to $100.00 may be written off only at the discretion of the Chief Executive Officer and that write off reported to Council as per Local Government Act 1995 – sections 61.2 and 5.42.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire) as per Local Government Act 1995 – section 5.42.

11. In respect to clause 4(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley.

ADOPTED: 20/11/1997
REVIEWED: 20/04/2004
REVIEWED: 10/12/2007
AMENDED:

Attachment 3: F15 – Current Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate & Community Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

1 That all invoices are raised within 14 days of receiving an authority to raise invoice.

2 If full payment for debt is not received after 30 days then a reminder notice (copy of proforma letter attached) and a copy of invoice is to be sent.

3 After 45 days a phone call (or other form of contact) is to be made so as to establish when payment will be made.

4 After 60 days a final notice (proforma attached) is to be sent with a copy of the invoice attached.

5 An Intention to Summons is to be sent after 75 days (proforma attached).

6 By the 87th day a copy of all the above mention correspondence to be issued to the Shire's debt collection agency so that this agency can send a summons to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Accountant has the discretion to write off amounts under $5.00 for any given month. These write offs are to be reported to Council in the following month.

2. That the Accountant can write off any licence which has not been paid after 90 days, with the intention of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors which have had in excess of three intention to summons issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

Adopted: 20/04/2004

Attachment 4: F15 – Draft Reviewed Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

7 That all invoices are raised within 14 days of receiving an authority to raise invoice.

8 If full payment for debt is not received within 30 days of initial statement then a reminder notice and a copy of invoice is to be sent.

9 After 45 days a phone call is to be made so as to establish when payment will be made.

10 After 60 days a final notice is to be sent with a copy of the invoice attached.

11 A Notice of Intention to Claim is to be sent after 75 days. The debtor will be notified at this point that they are on stop credit. No further credit will be provided until full payment is made or suitable payment arrangements made and approved at the discretion of the Chief Executive Officer.

12 By the 87th day a copy of all the above mentioned correspondence to be issued to the Shire's debt collection agency so that this agency can send a General Procedure Claim to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Chief Executive Officer has the discretion to write off amounts under $100.00 for any given month as per provisions under the Local Government Act 1995 - section 5.36. These write offs are to be reported to Council in the following month.

2. That the Chief Executive Officer can write off any operating licence which has not been paid after 90 days as per provisions under the Local Government Act 1995 - section 5.36, with the notice of Intention to Claim of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors who have had in excess of three Intention to Claim issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

4. Debtors will be on charged any fees and charges issued to the Shire for the recovery of their outstanding debt.

ADOPTED: 20/04/2004
REVIEW: 10/12/2007
AMMENDED:

12.3. COMMUNITY SERVICES

12.3.1. Kununurra Leisure Centre Kiosk Lease

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra Leisure Centre
AUTHOR:	Karyn Apperley, Executive Manager Community Services
REPORTING OFFICER:	Karyn Apperley, Executive Manager Community Services
FILE NO:	01.4998.10
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the tender requirements for the lease for the Kununurra Leisure Centre Kiosk.

BACKGROUND

The Kununurra Leisure Centre Kiosk has been leased to Kununurra Cruises – the BBQ Boat since 2005 at $3,000 per annum. This lease expired on 31 December 2007 however Item 4 of the Lease Schedule provided an option for the Lessee to extend the lease for a further 3 years based on agreement by both parties.

As no notice had been provided by the Lessee under Lease Agreement Item 6 'Renewal of Term' at least 3 months prior to the lease expiry, the Shire wrote to Kununurra Cruises on 31 October 2007 requesting written notice of the Lessee's intentions in regard to a renewal of term by 30 November 2007. The Lessee confirmed their interest in extending the lease by a further 3 years by letter on 20 November 2007.

A meeting was held on 27 November 2007 between Shire officers and Kununurra Cruises to discuss proposed terms and conditions of a 3 year extension lease agreement.

A briefing on this matter was provided to Council on 3 December 2007 and at its meeting of 18 December Council resolved the following:

Minute No. 8009

Moved: Cr K Wright *Seconded: Cr P Caley*

That Council enter into a 3 year lease agreement extension with Kununurra Cruises – The BBQ Boat with the following changes to the terms and conditions:

1. *The Kiosk shall be open to the public at least for the hours of:*
   7 days: 10am to 5pm
   Public Holiday hours to be by negotiation prior to signing of lease

2. *Annual rent of $4,000 (GST exclusive) being payable bi-annually on 30 June and 31 July each year for three years.*

3. *By negotiation, the Lessee is to ensure adequate food serving/preparation space is to be made available to hirers of the Leisure Centre for functions held outside the Lessee's normal trading hours, when the Lessee is unable to be open for functions or special events outside minimum opening hours.*

4. *The Lessee shall erect two signs to clearly advertise the minimum opening hours of the Kiosk.*

Carried Unanimously 8/0

NOTE: Council determined that for public convenience the kiosk is required to be open 7 days per week from 10am to 5pm

Accordingly, written advice of Council's decision was provided to Kununurra Cruises.

A letter was received from Kununurra Cruises in early January 2008 by the Shire and all Councillors which stated that Kununurra Cruises were interested in a 3 year extension option but could not agree to the term regarding opening hours of the Kiosk and requested Council to reconsider the terms of a 3 year extension lease. The letter contained information consistent with the advice that Council has already received at Briefing Sessions or Council Meetings prior to its decision of 18 December 2007. The Chief Executive Officer (CEO) provided a memo to Councillors advising that the matter would not be re-presented to Council unless requested by the Shire President and/or at least 3 Councillors. Given that no request has been received, Council needs to consider available options in relation to use of the Kiosk to provide the required level of public convenience and service to Leisure Centre patrons.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58.

3.58 . Disposing of property

(1) In this section —

***"dispose"** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***"property"** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

On successful negotiation of a lease for the Leisure Centre Kiosk, Council will receive lease payments from the tenant for the duration of the lease.

STRATEGIC IMPLICATIONS

It is important that patrons of the Kununurra Leisure Centre are afforded quality services, customer service and consistency of opening hours from Kiosk facilities.

COMMUNITY CONSULTATION

N/A

COMMENT

Council may want to consider the following options:

1. Advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk

2. Develop a proposal for the in - house provision of Leisure Centre Kiosk services.

Option 1 is recommended to test the local market and determine if a suitable lessee is available to provide the required services. Option 2 requires a level of analysis yet to be undertaken and may need to be considered if Option 1 does not provide the required outcomes.

Responses to the tender should be assessed using the following assessment criteria:

60% Price
20% Ability to comply with required hours of operation
10% Staffing provision
10% Previous experience of a similar nature

Should Council consider Option 1 to be the preferred course of action and advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk, then in keeping with Council's resolution of 18 December 2007, the terms and conditions of lease for the Leisure Centre Kiosk should include the requirement for the Kiosk to be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be by negotiation prior to signing of lease.

A proposed lease schedule is attached for Council's consideration.

To expedite the commencement of a lease, it is recommended that the CEO be authorised under delegated authority to negotiate details, terms and conditions of the lease not specified by the proposed schedule.

It should be noted that whatever course of action is determined by Council, Leisure Centre Kiosk facilities and services are unlikely to be in operation until February/March 2008.

ATTACHMENTS

Proposed Kununurra Leisure Centre Kiosk Lease Schedule

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk

2. That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk

3. That Council accept the proposed lease schedule and instruct officers to prepare tender documents

4. That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease

5. That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority

6. That Council accept the following tender assessment criteria:

60%	Price
20%	Ability to comply with required hours of operation
10%	Staffing provision
10%	Previous experience of a similar nature

COUNCIL DECISION

Minute No. 8050

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8051

Moved: Cr K Wright **Seconded: Cr P Caley**

1. ***That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk***

2. ***That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk***

3. ***That Council accept the proposed lease schedule and instruct officers to prepare tender documents***

4. ***That Council make clear in the Tender Request that significant emphasis will be given to the Tenderer's ability and commitment to providing high quality innovative Kiosk and Café/Catering services, with the greatest viable opening hours, for users of the Leisure Centre.***

5. ***That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease***

6. ***That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority***

7. ***That Council accept the following tender assessment criteria:***

   40% Price
   50% Public Kiosk Service – quality standards and opening hours
   10% Previous experience of a similar nature

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's recommendation because Council sought to encourage the market to respond through Tender with new innovative approaches to Leisure Centre Kiosk services.***

COUNCIL DECISION

Minute No. 8052

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

Proposed Kununurra Leisure Centre Kiosk Schedule

Item 1

Land:	The land known Kununurra Leisure Centre being part of Reserve Number 27603

Item 2

Premises:	That part of the Land outlined in red on the plan annexed to this Lease.

Item 3

Term:	Three (3) Years
Date of Commencement:	TBA
Date of Expiration:	TBA

Item 4

Term of Renewal:	Option to extend lease for a further 3 Years, based on agreement by both parties

Item 5

Rent:	To be based on market response and advance payments to be in accordance with a negotiated schedule.

Item 6

Rent Review Dates:	End of 3 Year Term

Item 7

Use of Premises:	Kiosk and Function Catering

Item 8

Public Liability Insurance:	Ten million dollars ($10,000,000)

12.4. CHIEF EXECUTIVE OFFICER

12.4.1. Use of Common Seal

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from the period 12 December 2007 to 14 January 2008.

BACKGROUND

Information is presented to inform Council on those documents to which the Shire Common Seal has been applied. In the time period specified above, the following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

- Sale of Lot 100 Riverfig Avenue, Kununurra to Ri-con Developments No.2 Pty Ltd – 1 copy

STATUTORY IMPLICATIONS

Local Government Act 1995

Council's Standing Order Local Law makes reference to the application of the Common Seal.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Goal 2 – Decision making within the Governance KRA of the Strategic Plan includes a strategy which is relevant to this item:

Strategy 3:
Establish succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

Goal 6 – Legislation:

Strategy 3:
Ensure continued compliance with all relevant legislation through the submission of relevant reports and documents.

COMMENT

It is the Officers' recommendation that Council formally receive a report on use of the Shire Common Seal.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

COUNCIL DECISION

Minute No. 8053

Moved: Cr D Ausburn **Seconded: Cr K Wright**

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

Carried Unanimously 5/0

12.4.2. Delegated Authority Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To report to Council on the use of Delegated Authority by Officers for 1 December 2007 to 11 January 2008.

BACKGROUND

Use of Council approved Delegated Authority by Officers is reported to Council on a monthly basis.

The attached tables outline use of Delegated Authority by relevant officers for the above period.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.46

5.46. Register of, and records relevant to, delegations to CEO's and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Governance KRA of the Shire's Strategic Plan includes a strategy, which is relevant to this item:

Goal 2 – Decision Making, Strategy 1 – To have established procedures and protocols that facilitate timely, effective decision making by the Council.

COMMUNITY CONSULTATION

N/A

COMMENT

The attached reports outline use of Delegated Authority by relevant Council Officers for endorsement by Council.

ATTACHMENTS

Delegated Authority Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

COUNCIL DECISION

Minute No. 8054

Moved: Cr P Caley **Seconded: Cr K Wright**

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

Carried Unanimously 5/0

BUILDING LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1- 31 December 2007

LIC#	DATE	OWNER	ADDRESS	BUILDER	BUILDER ADDRESS	BRB / OB NO	LOCATION	DESCRIPTION	NEW/ ADD	LOT AREA	FLOOR AREA	EST. VALUE
184/ 2007	5/12/2007	L & A INNES	PO BOX 764 KUNUNURRA	OWNER	PO BOX 764 KUNUNURRA	N/A	LOT 1000 (5) MINIATA STREET KUNUNURRA	NEW STORAGE SHED	NEW		477	$90,000.00
185/ 2007 AE	6/12/2007	R MACKENZIE & P AYRES	PO BOX 384 KUNUNURRA	EXISTING		N/A < $20K	LOT 1000 (5) MINIATA STREET KUNUNURRA	ACKNOWLEDGE EXISTING FRONT FENCE, POOL, ATRIUM ENCLOSURE & PERGOLA	EXIST		0	$0.00
186/ 2007	6/12/2007	WARRICK DONE	PO BOX 2197 KUNUNURRA	OWNER	PO BOX 2197 KUNUNURRA	N/A OB	LOT 302 (7) EUGENIA STREET KUNUNURRA	PATIO AND VERANDAH ADDITION	ADD			$26,000.00
187/ 2007	20/12/2007	PETER & SEARLE	PO BOX 1068 KUNUNURRA	ADRAIN ROXBURGH	PO BOX 1848 KUNUNURRA	N/A	LOT 43 WEABER PLAINS RD KUNUNURRA	POOL AND SHADE	NEW			$26,000.00
188/ 2007	6/12/2007	TODD BRYANT	PO BOX 663 KUNUNURRA	OWNER	PO BOX 663 KUNUNURRA	N/A OB	LOT 1806 (11) PALM COURT KUNUNURRA	PATIO	ADD		26	$10,000.00

189/ 2007 AE	6/12/2007	PETER & NOELENE GREEN	PO BOX 701 KUNUNURRA	EXISTING		N/A	LOT 24 WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING CONVERSION, POOL, RURAL SHED & OUTBUILDINGS	EXIST		0	$0.00
191/ 2007 AE	7/12/2007	RAY & DEBRA CHAMBERLAIN	PO BOX 1072 KUNUNURRA	EXISTING		N/A	LOT 749 (35) WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, CARPORT &, NON-HABITABLE SHED/ OUTBUILDING	EXIST		0	$0.00
155/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 154 (37) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.105	306	$364,000.00
156/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10782	LOT 153 (35) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.06	314	$367,000.00
157/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 170 HIBISCUS DRIVE KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.09	46	$367,000.00
190/ 2007	10/10/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 168 (4) Gardenia Drive KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.086	306	$364,000.00

192/2007	17/12/2007	OOMBULGURRI ASSOCIATION - WA POLIC DEPT	PO BOX 208 WYNDHAM 6740	FRANMOR CONSTRUCTION	PO BOX 702 KUNUNURRA	10803	LOC 1 OOMBULGURRI COMMUNITY LOT 75 & 76 FORREST RIVER	2 X CLASS 1B RESIDENCES UNDER TROPICAL ROOF, CARPORT & TRANSPORTABLE CELL BLOCK	NEW	40,063	324	$250,000.00
193/2007 AE	17/12/2007	J A CARRATTI	PO BOX 25 KUNUNURRA	EXISTING		N/A	LOC 511 RIVERFARM ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, PATIO, POOL, GARAGE, 2 X LEAN-TOS, TANK STAND, 2 X SHADE STRUCTURES	EXIST			$0.00
												$1,864,000.00

DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

Licence Number	Date	Assess No	Property Address	Premises	Owner	Builder/ Contractor	Contact Details	Comments (Asbestos)
03/2007	13/12/2007	1682	LOT 237 COOLIBAH DRIVE KUNUNURRA	METAL CLAD RESIDENTIAL BUILDING	UNITING CHURCH OF AUSTRALIA - NORTHERN SYNOD	ROBERT BOSHAMMER	PO BOX 20 KUNUNURRA	Prefabricated building (? Asbestos)
04/2007	19/12/2007	0969	LOT 766 (10) BARRINGTONIA AVENUE KUNUNURRA	TIMBER FRAME ASBESTOS CLAD DWELLING	G & A DULEY	COLIN WILKINSON DEVELOPMENTS PTY LTD	PO BOX 3112 BROOME WA 6725	Timber frame - asbestos clad

THERE WERE NO SIGN LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

TOWN PLANNING DELEGATED AUTHORITY APPROVALS - 6 December 2007 to 11 January 2008

Application / Delegation Number	Approval Type	Date Received	Receipt Number	Applicant	Owner	Property Address	Proposed Dev't	Assess't Number	Approval Date
77/07	P Devt	30-Oct-07	355975	Colin Wilkinson Developments	Greg & Ann Duley	Lot 766, Barringtonia Ave, Kununurra	4x group dwellings	969	7-Dec-07
80/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356742	Monsoon Architects	Dept of Housing and Works	Lot 1074, Denman Street, Wyndham	2 x group dwellings	419	07-Jan-08
81/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356744	Monsoon Architects	Dept of Housing and Works	Lot 1092, Dorrigo street, Wyndham	2 x group dwellings	426	07-Jan-08
86/07	P Devt	26-Nov-07	356374	Tim Croot	Tim Croot	Lot 11, Weaber Plain Road, Kununurra	Shed	2054	07-Jan-08
89/07	AA Devt	3 Dec 07 Paid 18 Dec 07	356743	Monsoon Architects	Dept of Housing and Works	Lot 169, 48 Hibiscus Drive, Kununurra	2 x group dwellings	2525	07-Jan-08

12.4.3. Council Representation at Kimberley Water Forum

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Broome
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	42.09.01, 60.03.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider having representation at the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

BACKGROUND

Council received an invitation to participate in the Kimberley Water Forum on 24 December 2007. The invitation is attached to this report.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs (travel, accommodation and registration fees) of approximately $600 per person to attend the forum.

STRATEGIC IMPLICATIONS

Water and its use continue to be a significant national issue. For any region the availability and allocation of water has a major influence on that region's destiny. The Kimberley is fortunate to have significant fresh water sources and the use of this water will have a defining influence on the Kimberley.

Unique to the East Kimberley region is the water supply of Lake Argyle. Allocation and use of water from Lake Argyle will influence the East Kimberley in future generations. For these reasons it is considered important that Council contribute to forums and debate on water allocation and use.

It is also strategically important that Council develops effective working relationships with the hosts of this forum, Environs Kimberley, the Kimberley Land Council, the WA Department of Agriculture and Food, and the Tropical and Coastal Knowledge (TRaCK) project, and this can also be enhanced by participation in this forum.

COMMUNITY CONSULTATION

While there have been various opportunities for the wider community to have input into water issues (e.g. State Blueprint for Water Reform July 2006) this particular forum has not had community consultation associated with it before now.

COMMENT

It is recommended that Council consider having representation at this forum, given the importance of water allocation and its use to the future of the East Kimberley region.

ATTACHMENTS

Invitation to participate in the Kimberley Water Forum (Document 60839)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council nominate _____as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

COUNCIL DECISION

Minute No. 8055

Moved: Cr P Caley **Seconded: Cr D Ausburn**

That Council nominate Cr K Wright as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

Carried Unanimously 5/0

Kimberley Land Council

Save the Nature of the Kimberley
environs KIMBERLEY INC

Department of Water
Government of Western Australia

Department of Agriculture and Food

Doc No. 060839
Date 2 9 DEC 2007
Officer CEO, SP
Response
File 42.09.01
60.03.01

Cr Michele Pucci
Shire of Wyndham - East Kimberley
PO Box 614
Kununurra WA 6743

19 December 2007

Dear Cr Pucci,

We would like to officially invite you to participate in the ***Kimberley Water Forum*** to be held in Broome from 13 – 14 March 2008.

With all the activity in the water arena, particularly with the current northern Australia focus, the main aim of the forum is to share information about water policy and management from the national through to the local level. It will set the scene for water planning and management in the Kimberley into the future.

The event is a joint initiative of the Kimberley Land Council, the WA Department of Water, Environs Kimberley, the WA Department of Agriculture and Food and the Tropical Rivers and Coastal Knowledge (TRaCK) project.

The Kimberley Water Forum will bring together about 100 people, including representatives of Traditional Owner groups, pastoralists, agriculturalists, government agencies, scientists and other researchers.

There will be a day of presentations from regional stakeholders on a wide range of Kimberley water issues, including local experiences of water planning and community engagement, management priorities for regional rivers and wetlands, and the impacts of proposed water reforms.

The organisers have approached a number of people with expertise in water activities at the national and state levels to make presentations, including Peter Cullen of the National Water Commission, key WA water policy-makers and a number of Australia's leading social, cultural, environmental and economic researchers.

An agenda will be sent out early next year. The venue is the Mangrove Hotel in Broome. Lunch will be provided on both days.

Please contact me for further information by email or at the number below.

On behalf of the Kimberley Water Forum steering committee

Kate Golson
Kimberley Water Forum project manager
Tel. 0427183370
kate.golson@westnet.com.au

12.4.4. Shire of Wyndham East Kimberley Annual Report 2006/07

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.27.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider convening a Special Meeting for 4pm Tuesday 5 February 2008 to consider acceptance of the Shire of Wyndham East Kimberley 2006/07 Annual Report.

BACKGROUND

Each Local Government is required under the Local Government Act 1995 to prepare an Annual Report for each financial year and to hold a general electors meeting.

In November 2007 Council resolved to hold the General Electors Meeting on 19 February 2008. The Annual Report, less the Auditors report, has been prepared for that meeting and presented here for acceptance by Council.

Normal practice is for an Annual Report to be accepted by Council prior to 31 December each year. The Auditor's Report was not available in time to allow this to occur.

At a meeting of Council's Audit Committee in December 2007, the timing of the receipt of Audit Reports was considered and it was recommended that in appointing Council's Auditors it be a requirement that the Annual Audit Report be received by the mid November each year to enable it to be accepted by Council at its Ordinary Council meeting in November so that the General Electors Meeting could be held prior to the end of each calendar year.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.53

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president;
(b) a report from the CEO;
(c) a report of the principal activities commenced or continued during the financial year;
(d) an assessment of the local government's performance in relation to each principal activity;
(e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
(f) the financial report for the financial year;
(g) such information as may be prescribed in relation to the payments made to employees;
(h) the auditor's report for the financial year;
(ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993* ; and
(I) such other information as may be prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.54

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available

LOCAL GOVERNMENT ACT 1995 - SECT 5.55

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

LOCAL GOVERNMENT ACT 1995 - SECT 7.9

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) The mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

Details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) Prepare a report thereon; and
(b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Availability of the Annual Report to the public is required to be made as soon as possible after its acceptance by Council.

COMMENT

The Annual Report is complete except for the Auditors report. To enable the public access to the annual report prior to the scheduled electors meeting it sis recommended that Council convene a Special Meeting to consider acceptance of the report, and that this Special Meeting be held for the convene of Councillors at 4pm on Tuesday 5 February, a time when Councillors are already scheduled to meet for their usual monthly Briefing Session.

This suggested arrangement would, subject to adoption of the Annual Report by Council allow the report to be available to the public for 14 days prior to the previously adopted and advertised date for the Annual Electors Meeting.

ATTACHMENTS

The Draft Annual Report 2006/07, less Auditors Report will be provided to Councillors as a separate document.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 4pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

COUNCIL DECISION

Minute No. 8056

Moved: Cr K Wright **Seconded: Cr P Caley**

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 5pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation as a more convenient start time was considered essential.***

12.5. ELECTED MEMBER REPORTS

Cr J Parker attended Joorook Gnarni Aboriginal Corporation Elections

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

COUNCIL DECISION

Minute No. 8057

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council endorse Cr P Caley's nomination to the Kimberley Development Commission Board.

Carried Unanimously 5/0

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No. 8058

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council accept Item 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission for consideration.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8059

Moved: Cr K Wright **Seconded: Cr P Caley**

That the meeting move into camera to discuss, Item 16.1 Debts Under Legal Action, Item 16.2 Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment and 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission under Section 5.23. (2) of the Local Government Act 1995 because the items may disclose information about the business, professional, commercial or financial affairs of a person and because the items also contain legal advice or may be the subject of potential legal advice to the Council.

Carried Unanimously 5/0

16.1. Confidential Item – Debts Currently in Legal Process

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.02
ASSESSMENT NO:	N/A

This item will be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

PURPOSE

For Council to receive an update in regards to debts currently in legal process.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

COUNCIL DECISION

Minute No. 8060

Moved: **Seconded:**

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

Carried Unanimously 5/0

16.2. Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Weaber Plain Catchment
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	22.09.01
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information the subject of potential litigation.

PURPOSE

For Council to be informed of issues related to proposed flood mitigation works on the Weaber Plain catchment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the correspondence:

> *From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007*
> *From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007*
> *From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.*
> *From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley*
> *From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.*

in relation to flood mitigation in the Weaber Plain catchment.

COUNCIL DECISION

Minute No. 8061

Moved: Cr D Ausburn **Seconded: Cr P Caley**

That Council note the correspondence:

> ***From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007***
> ***From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007***
> ***From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.***
> ***From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley***
> ***From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.***

in relation to flood mitigation in the Weaber Plain catchment.

Carried Unanimously 5/0

16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission

DATE:	22 January 2008
PROPONENT:	Human Rights and Equal Opportunity Commission
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	10.935.02
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (d) of the Local Government Act 1995 because the item may disclose information the subject of potential legal advice.

COUNCIL DECISION

Minute No. 8062

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council accepts the Officer's recommendation as contained in the confidential report provided to Council.

Carried Unanimously 5/0

17. CLOSURE

With all matters of business complete the Deputy Shire President declared the meeting closed at 7:35pm.

MINUTES OF ORDINARY COUNCIL MEETING HELD 22 JANUARY 2008

I hereby certify that the Minutes of the Ordinary Meeting of Council held 22 January 2008 are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

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SHIRE OF WYNDHAM-EAST KIMBERLEY

MINUTES

OF THE ORDINARY COUNCIL MEETING
HELD ON TUESDAY 22 JANUARY 2007 AT 6:00 PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 6:11pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr Ralph Addis	Deputy President
Cr Di Ausburn	Councillor
Cr Paul Caley	Councillor
Cr Jane Parker	Councillor
Cr Keith Wright	Councillor
Mr Peter Stubbs	Chief Executive Officer
Ms Amanda Trengove	Acting Executive Manager of Corporate Services
Mr Alex Douglas	Executive Manager Engineering and Development Services
Ms Karyn Apperley	Executive Manager Community Services
Miss Kelly Fewster	Aboriginal Environmental Health Officer
Miss Jamie Burkin	Environmental Health Trainee
Miss Jo Tuohy	Environmental Health Trainee
Mr Mike Snowball	Wyndham Operations Manager
Ms Fiona Kuiper	Executive Support Officer and Minute Taker

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Michele Pucci	Shire President
Cr Fred Mills	Councillor
Cr John Buchanan	Councillor
Cr John Moulden	Councillor

3. DECLARATIONS OF INTEREST

- Financial Interest

Nil

- Impartiality Interest

Cr R Addis declared an Impartiality Interest in Item 16.1 Debts Currently in Legal Process as he is a committee member of an organisation listed in the item.

- Proximity Interest

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

Minute No. 8035

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council grant Cr P Caley a leave of absence for the Ordinary Meeting of Council on 19 February 2008 and Cr D Ausburn a leave of absence for the Ordinary Meeting of Council on 15 April 2008.

Carried Unanimously 5/0

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

8.1. Confirmation of Minutes of the Ordinary Meeting of Council Held On Tuesday 18 December 2007

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

COUNCIL DECISION

Minute No. 8036

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8037

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Special Meeting of Council held on Tuesday 19 December 2007.

Carried Unanimously 5/0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Deputy President made the following announcement:

I would like to express Council's sympathy to the Court family on the passing of Sir Charles Court. Sir Charles made an enormous contribution to the State of Western Australia and to the Kimberley region. Most notably for this district, Sir Charles supported and ensured the construction of Lake Argyle and the Ord Irrigation Scheme, without which much so which enjoy into the district today would not be possible.

Cr John Buchanan attended the State Memorial Service for Sir Charles in Perth on Friday 4 January 2008.

On Thursday 3 January 2008 the Shire President, CEO and I had short impromptu meeting with the Hon Jon Ford, Minister for Kimberley, and Fisheries, in Kununurra where we discussed Council State Government

Budget submission and matters related the Ord Final Agreement and expansion of the Ord Irrigation Area.

10. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MINUTES OF COUNCIL COMMITTEE MEETINGS

11.1. Confirmation of Minutes of the Audit Committee Meeting held on Tuesday 18 September 2007.

RECOMMENDATION

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

COUNCIL DECISION

Minute No. 8038

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

Carried Unanimously 5/0

12. REPORTS

12.1. ENGINEERING SERVICES

12.1.1. Application to Keep Three Dogs at 43B Weaber Plain Road, Kununurra

DATE:	22 January 2008
PROPONENT:	Ms R Schmerl
LOCATION:	43B Weaber Plain Road, Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	01.5469.05
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider an application to keep three dogs at 43B Weaber Plain Road, Kununurra.

BACKGROUND

The applicant is in the process of moving to Kununurra and approached the Shire late last year to enquire as to the possibility of moving with her three dogs. At the time the Kununurra address was not known and in late December 2007 the Shire was advised of the address, allowing inspection of the property and to seek comment from adjoining residents.

STATUTORY IMPLICATIONS

The Dog Act 1976 and the Shire's Dogs Local Law 2003 apply, and in particular: -

Dog Act 1976
26. Limitation as to numbers

(1) The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.

(2) Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;
(b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and
(c) may be revoked or varied at any time.

(4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: $1 000 and a daily penalty of $100.

(5) Any person who is aggrieved —
(a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or
(b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.

(6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

Dogs Local Law 2003
3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -
(a)licensed under Part 4 as an approved kennel establishment; or
(b)granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
(a)2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
(b)4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

COMMENT

Ranger staff inspected the property in late December 2007, at which time the property was vacant. The property is adequately fenced and there is considered to be sufficient yard space.

Letters were hand delivered to adjoining properties in Weaber Plain Road and Pindan Avenue. Due to the timing of the applicant's information and the Christmas/New Year period, the letters were delivered on Tuesday 8 January, and comments to be received by 5:00 pm 18 January. At the time of writing the report one verbal comment advising of no objection was received from 45 Weaber Plain Rd.

The comments from adjoining properties are not conditional on Council's decision however it is industry practice to seek those comments in considering a request. It is more applicable when the circumstances relate to an existing resident seeking to keep an additional dog/s.

The applicant has provided the following information about the dogs and this was included in the information to the neighbours: -

Dog 1

Breed:	Rottweiler
Sex:	Female
Name:	Cara
Information:	Has been desexed and she is about 5-6years old and doesn't leave the yard as she has the dickie back legs and the only time she leaves is when we take her to the vet or out for a short walk

Dog 2

Breed:	Rottweiler
Sex:	Male
Name:	Taz
Information:	Has been desexed and micro chipped and is about 2-3 years old.

Dog 3

Breed:	Maltese X
Sex:	Male
Name:	Wizard
Information:	Has been desexed and micro chipped and he is about 2-3 years old

On the basis of the conditions of the fenced property and the details of the dogs staff consider that there is no reasonable basis to refuse the application.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That in accordance with the provisions of the Dog Act 1976, s26(3) and Clause 3.2, Dogs Local Law 2003, Council approve the application by Ms R Schmerl to keep the three dogs, as described, at 43B Weaber Plain Road Kununurra.

COUNCIL DECISION

Minute No. 8039

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council:

1. ***Request that Ms R Schmerl provide documentation from the Local Authority in which the three dogs in question were registered IMMEDIATELY prior to their move to Kununurra (including evidence of currency of registration) that none of the dogs were, have been or are declared as "dangerous dogs" under the Dog Act 1976 and any other relevant regulation promulgated under the Act.***
2. ***Request that Ms Schmerl provide advice supporting the need to maintain a presence of three dogs, a number in excess of the Dog Act when not supported by an application for breeding license.***
3. ***When and if, and only if, this information is produced in totality in accordance with the above, that the CEO or delegated officer be authorised to facilitate this approval.***

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because it was considered that there was no local history of the applicant and the dogs, it was necessary to apply the conditions as listed.***

12.1.2. Adoption of Firebreak Order 2008/2009

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to adopt the 2008/2009 Firebreak Order for the Shire of Wyndham East Kimberley that is to apply for the period 1 April 2008 until 1 January 2009.

BACKGROUND

To enable the annual Firebreak Order to be gazetted and formally issued to all property owners Council is required to consider and adopt a Firebreak Order.

A copy of the draft Firebreak Order is attached for Council's information.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires
Division 6 – General Restrictions, Prohibitions and Offences
Section 33 – Local Government May Require Occupier of Land to Plough or Clear Firebreak

"(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land firebreaks in such a manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the firebreaks clear of inflammable matter;

(b) to Act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorized officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire;

and the Notice may require the owner or occupier to do so –

as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land, and in any event to do so to the satisfaction of either the local government or its duly authorized officer, according to which of them is specified in the notice."

POLICY IMPLICATIONS

Policy FC2 – Fire Break Order

"OBJECTIVE To ensure that fire breaks are installed and maintained to enable effective management of bush fires.

POLICY - Pursuant to the powers contained in Section 33 of the Bush Fires Act (1954), all owners and or occupiers of land in the Shire of Wyndham-East Kimberley are hereby required, on or before 1st June each year to have firebreaks clear of inflammable material in accordance with the following:

1. *Rural Lands:*

   Being all land within the Ord Irrigation Area, firebreaks are required to be:

   a) *Not less than three metres wide inside and along and as close to external boundaries as is possible, and*

   b) *Not less than three metres wide and within three metres of the perimeter of all buildings and/or haystacks or groups of buildings.*

   NOTE:

   This requirement need not be met if the property is being worked and provided the irrigation channels are in use.

2. *Pastoral Lands:*

   Being land outside the townsites of Wyndham and Kununurra, held under a Pastoral Lease, and not included in 1) above.

   a) *Firebreaks are required to be a distance of not less than three metres wide and within three metres of building and/or haystacks or groups of buildings.*

3. *Townsite Land:*

    a) *Where the land is 2000sq metres or less, remove by clearing or slashing inflammable material from the whole of the land, save standing trees.*

    b) *Where the area of the land is greater than 2000sq metres a firebreak of not less than three metres in width, immediately surrounding any buildings or not less than three metres in width inside and along the whole of the external boundaries of the land is required.*

4. *Rural Lands:*

    Outside townsites and not being land under a pastoral lease, this includes Packsaddle Plains, Crossing Falls and Riverfarm Road subdivisions. Firebreaks are required to be:

    a) *No less than four metres wide inside, along and within ten metres of external boundaries: and*

    b) *Not less than three metres wide and within three meters of the perimeter of all buildings and/or haystacks or group of buildings.*

5. *Rubbish Sites:*

    Being all rubbish sites for pastoral stations. Firebreaks are required to be not less than three metres wide and within three metres of the perimeter of the rubbish site.

6. *Fuel Dumps and Depots:*

    Remove flammable material from all land where fuel drum ramps or dumps are located and where fuel drums whether containing fuel or not are stored to a distance of at lease five metres outside the perimeter of any drum, ramp or stack of drums.

7. *The acts referred to in paragraphs 1) to 6) hereof must be performed to the satisfaction of the duly authorized person/s appointed by the Shire of Wyndham-East Kimberley.*

8. *If it is considered impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this notice you may apply to the Council or its duly authorized officer by not later than 1st May each year for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land."*

FINANCIAL IMPLICATIONS

Under Section 33 of the Bush Fires Act, Council is required to publish a copy of its Firebreak Order in a newspaper circulating in the area, and in the Government Gazette. In addition, it is intended to have a copy of the Order included in each private mailbox in Kununurra and Wyndham.

It is difficult to provide an exact figure with respect to advertising costs, as these are calculated on a "per centimetre" basis. However, it is anticipated that the cost of publishing the Firebreak Order in both the "Kimberley Echo" and the Government Gazette will be less than $1000. Postage costs will be in the vicinity of $700.00.

STRATEGIC IMPLICATIONS

Nil

COMMENT

In the interests of improving fire control measures throughout the Shire of Wyndham East Kimberley, Officers intend not only to comply with the requirements of Section 33, but to make as many landowners and/or residents aware of their obligations with respect to fire control as possible. The 2008/2009 Fire Break orders will be advertised in the local paper and Government Gazette. In addition to this all ratepayers will be posted a copy.

ATTACHMENTS

Draft 2008/2009 Firebreak Order

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

COUNCIL DECISION

Minute No. 8040

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

Carried Unanimously 5/0

BUSH FIRES ACT 1954
Shire of Wyndham East Kimberley
Firebreak Order and Bushfire Information 2008/2009
(This is a summary of the Order adopted by the Shire of Wyndham East Kimberley under Section 33 of the Bush Fires Act 1954).

In accordance with the provisions of this Order, landowners are required to carry out fire prevention work on land they own or occupy.

Details of work required to be completed are contained in this Order. Work must be completed by 1 June each year.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE (PENALTY $250) OR PROSECUTED WITH AN INCREASED PENALTY UP TO ($1000). IN ADDITION, THE SHIRE MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER OR OCCUPIER OF THE LAND.

There may be instances where it is considered to be impractical to clear firebreaks or remove flammable materials as required by this Order, due to:

- The aggravation of soil erosion;
- The identification of a more effective system of fire prevention; or
- Firebreaks being rendered unnecessary by natural features existing on the land.

In this instance, application may be made to Council not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative action to reduce fire hazards on the land.

If Council permission is not forthcoming, then you will be required to comply with the provisions of this Order.

Firebreaks are used primarily to gain access to and provide an area to work from when controlling a fire. They will not stop all fires, and removal of unnecessary flammable material prior to the fire season is your best safeguard against fire threat.

If the requirements of this Order are fulfilled by burning off, then the burning must be carried out in accordance with the relevant provisions of the Bush Fires Act 1954.

1. Ord River Irrigation Project Area:

Firebreaks for all land within the Ord Irrigation Area must be:

- Not less than three (3) metres wide inside and along and as close as possible to external boundaries; and
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks and groups of buildings.

NOTE: This requirement need not be met if the property is being worked, and provided the irrigation channels are in use.

2. Pastoral Lands:

Firebreaks are required to be a distance of not less than six (6) metres wide and within three (3) metres of buildings and/or haystacks or groups of buildings.

3. Townsite Land:

Where the area is 2 000m^2 or less, all inflammable material (with the exception of standing live trees) shall be removed from the whole of the land by clearing or slashing.

Where the area of the land is greater than 2 000m^2, a firebreak of not less than six (6) metres in width immediately surrounding any buildings, or not less than three (3) metres in width inside and along the whole of the external boundaries of the land is required.

4. Rural Lands:

Land outside townsites which is not under a pastoral lease requires firebreaks of:

- Not less than four (4) metres wide inside, along and within ten (10) metres of external boundaries; or
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks or groups of buildings.

5. Rubbish Sites:

All rubbish sites for pastoral stations and communities require firebreaks not less than three (3) metres wide and within three (3) metres of the perimeter of the rubbish site.

6. Fuel Dumps and Depots:

Flammable material must be removed from all land where fuel drum ramps or dumps are located and where fuel drums (whether containing fuel or not) are stored, to a distance of at least fifteen (15) metres outside the perimeter of any drum, ramp or stack of drums.

The acts referred to in paragraphs 1 to 6 herein must be performed to the satisfaction of the duly authorised person appointed by the Shire of Wyndham East Kimberley.

If it is impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this Order, you may apply to Council or its duly authorised officer by not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative positions or to take alternative action to abate fire hazards on the land.

RESTRICTED BURNING PERIOD
1 April to 1 January Each Year

The Restricted Burning Period now includes Kununurra and Wyndham Townsites, the Ord Irrigation Area and pastoral areas.

PERMITS TO BURN

1. Permits to burn are required for the whole of the Restricted Period, and must be obtained from one of the Fire Control Officers identified for your area (see overleaf).

2. Any special conditions imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

3. The permit holder shall give notice of his intention to burn to:

   a. The Shire's Kununurra Administration Centre by no later than 24 hours prior to the day when the burning is to take place. Weekend burning must be notified by 4.00pm, Friday.

   b. The owner or occupier of adjoining land.

   c. The nearest Department of Environment and Conservation (DEC) office if the land is situated within three (3) kilometres of State Forest land, National Park, Nature Reserve or other DEC lands.

4. The period of notice to neighbours prior to burning cannot be more than twenty eight (28) days or less than four (4) days, although lesser notice may be determined by mutual agreement of all neighbours.

5. Your attention is drawn to Items 5, 6 and 7 as listed on the back of the permit.

6. Burning under permit is permitted during the Restricted Burning Period on Sundays and Public Holidays.

7. All landowners and occupiers who suffer a bush fire have an obligation to assist each Area Fire Control Officer to compile a Fire Report Form.

8. Garden refuse (excluding GREEN clippings) burnt on the ground may be lit only between 6.00pm and 11.00pm, and must be completely extinguished with water or earth by midnight. All flammable matter is to be cleared within five (5) metres of all points of the site of the fire, and a person must be in attendance during the whole time the fire is lit.

9. Any incinerator used to burn rubbish must be properly constructed – an open drum (with or without a lid) is not an appropriate incinerator.

10. With reference to Item 8 and 9 of this summary, burning may not take place if the Fire Weather Warning for the day is "Very High", or "Extreme".

Peter Stubbs
Chief Executive Officer

12.1.3. Appointment and Confirmation of Fire Control Officers 2008

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the appointment of Fire Control Officers (FCO).

BACKGROUND

The initial consideration of this item was for the replacement of the appointed FCO for Crossing Falls, being Mr Keith Wright who is in the process of moving from the locality of Crossing Falls and to remove the name of a previous Ranger.

The secondary purpose is to give Council the opportunity to consider the present list of FCO's with a view to confirming their appointment as it appears to have been several years (2003?) since the list was reviewed.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires

s38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

[(b) deleted]

(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a

person to the vacant office within one month after service on it of such notice.

(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.

(e) A bush fire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

(3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —

(a) carrying out normal brigade activities;

[(b) and (c) deleted]

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of

(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

(c) The provisions of this subsection are not in derogation of those of subsection (4).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no specific financial implications associated with the Officer's recommendation.

STRATEGIC IMPLICATIONS

Nil

COMMENT

The Shire has taken the approach of having adequate numbers of FCO's to cover the volunteer fire brigade areas as well as the pastoral areas of the Shire.

The present approved listing is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 9168 1798 (Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	91614326 (Home) 9161 4326 (Fax)
Michael Wilkie (Shire Ranger)	Shire of Wyndham Easy Kimberley	0409 681 220 9168 1798 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Keith Wright	Properties adjoining Fish Farm and Crossing Falls Roads	9168 1314 (Home/Fax) 9168 2650 (Fax) 0127 633 455
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Work/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emerg)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The proposed list of officers is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Shire Ranger	***deleted***	
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	***9168 2276 (Home)*** ***9166 4100 (Work)***
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606

Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The two changes proposed have been shown in red bold italics.

The list of FCOs will be published in conjunction with the Firebreak Order (listed under a separate item in this Agenda).

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

COUNCIL DECISION

Minute No. 8041

Moved: Cr D Ausburn **Seconded: Cr J Parker**

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Greg Cummings	Ord Irrigation Area – Cane Fires and Cane Trash	9168 1400 (Work)

		9168 1517 (Fax) 0419 953 331
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because one of the proposed Fire Control Officers had left town since the Agenda was issued.***

12.1.4. Request for Speed Zone Reduction O'Donnell Street Wyndham Port

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	21.01.02
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider a request from the Wyndham Police to reduce the speed limit on O'Donnell and MacPhee Streets near Gambier Street.

BACKGROUND

The Wyndham Police have raised concerns with the speed of vehicles at and near the bend in O'Donnell Street where it joins MacPhee Street. The bend coincides with the intersection of Gambier Street.

The primary concern is based on the number of heavy vehicles such as fuel tankers and ore trucks moving to and from the Port.

The preferred action from the Police is to reduce the speed limit to 40 kilometres per hour (kph).

STATUTORY IMPLICATIONS

Speed limits for any public road are authorised by the Commissioner for Main Roads and only Main Roads WA or their agents may legally erect and maintain speed limit signage.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the officer's recommendation; however it anticipated that should Council wish to pursue the reduction of speed some alteration to the road will be necessary for Main Roads WA to agree to reduce the speed limit.

STRATEGIC IMPLICATIONS

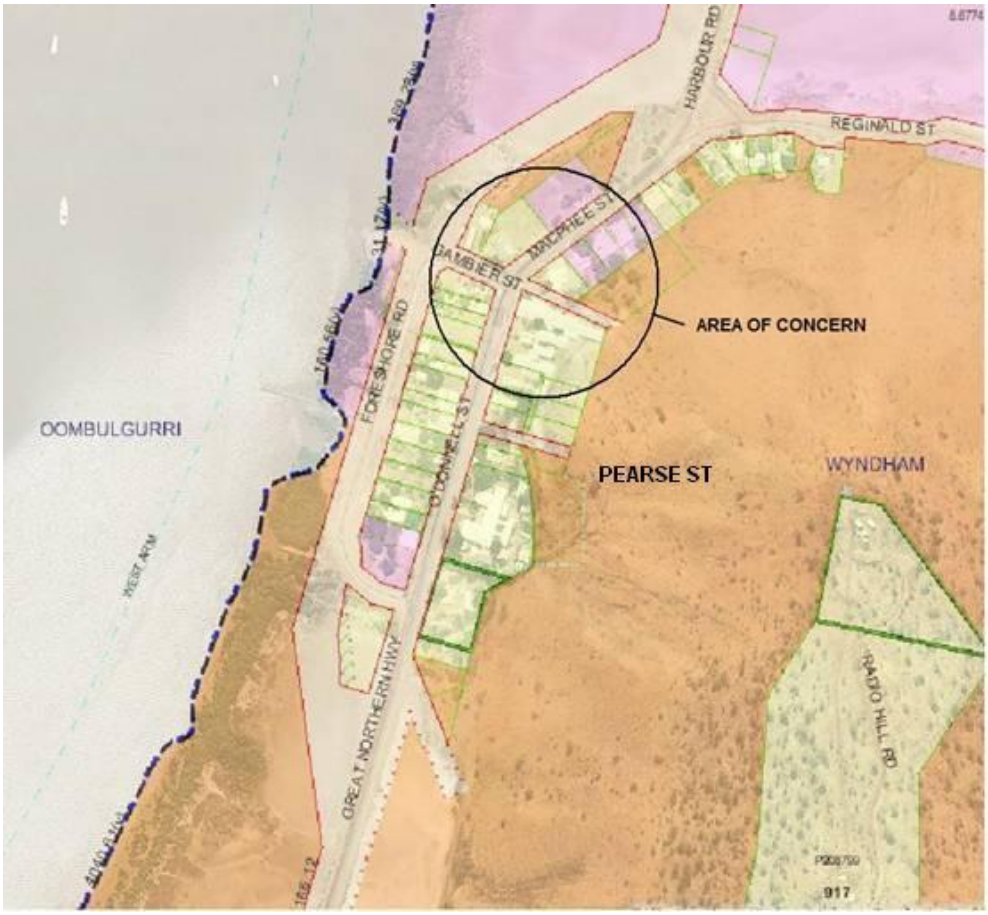
N/A

COMMENT

In combination with Main Roads WA, the Police Service WA enforces the speed limits on the public road network. Generally Main Roads WA will not consider a request to vary the speed limit on a local road without the approval of the local government.

As can be seen from the following plan and photographs the section of road incorporates a number geometry issues that are not conducive to the mix of heavy vehicles, poor sight lines and vehicles entering and leaving the intersecting streets.

Locality Plan



View looking south towards the Court House and Reginald Street Intersection



View looking east and south from near Gambier Street



View looking north towards Gambier Street



View looking north near Gambier Street



Due to the poor sight lines drivers approaching the bend from the south can not see vehicles or pedestrians near the Police Station or Court House; coming from the north drivers can not see vehicles entering from the east leg of Gambier Street or vehicles and pedestrians near the Wyndham Hotel. In addition Police have observed road trains crossing the centre line around the bend.

Traffic classifiers were installed during late December and early January to establish some background information and is summarised as follows: -

Start Date: 20 December 2007
End Date: 11 January 2008

O'Donnell Street (near Pearse St)
Total vehicles: 6187 vehicles (both directions)
Number of trucks: 224 (3.6%) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 65.2 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 52.9 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

McPhee Street (100 metres north of Reginald St)
Total vehicles: 3670 vehicles (both directions)
Number of trucks: 183 (5.0 %) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 69.5 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 58.0 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

The above statistics include vehicles travelling in both directions. In general terms traffic management is not considered necessary until the 85th percentile speed exceeds 5 km/h above the speed zone limit. Where the issue for O'Donnell Street is exacerbated is the curve at Gambier Street which limits sight distance.

From experience, the request for speed signs only is likely to be declined because the road environment does not reflect the proposed speed. In other words the visual cues for the driver are not present as they are within traffic calming precincts where 40 kph speed zones are common.

There are a number of proposals that will be referred to Council for consideration in the draft 2008/09 Budget that will better address the traffic issues. It is hoped that Main Roads WA will agree to the use of a reduced speed limit in the nominated section of road as an interim measure to endeavour to improve safety concerns.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council request Main Roads WA to vary the speed zone on O'Donnell and MacPhee Streets, Wyndham Port in the section between Pearse Street and 100 metres north of Reginald Street to 40 kilometres per hour in recognition of the size and volume of heavy vehicles accessing the Wyndham Port and the poor sight lines within the nominated section.

COUNCIL DECISION

Minute No. 8042

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8043

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8044

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council delegate to the Chief Executive Officer the imposition of a parking ban on both side of O'Donnell Street between the old hospital and Reginald Street to the extent necessary to improve public safety.

That Council invite the Wyndham Streetscape Committee to investigate the issues of public safety in O'Donnell Street Wyndham Port.

That the Wyndham Sergeant of Police be requested to increase enforcement the traffic act in O'Donnell Street and a copy of this request be provided to the Broome Regional Police Office.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation because there was a consensus view that the use of signage alone would not achieve the desired change in driver behaviour or pedestrian safety.***

12.2. CORPORATE SERVICES

12.2.1. Monthly Financial Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to note and accept the Monthly Financial Report for November 2007.

BACKGROUND

Council is required to adopt Monthly Financial Reports. The minimum requirement, as stated in the Local Government (Financial Management) Regulations 1996, is to prepare a "Financial Activity Statement Report". Options were put to the Audit Committee in October 2006 to determine what was to be presented to Council. At this meeting, the Committee decided to present to Council every month the following information:

1. Financial Activity Statement report, by Function;
2. Financial Activity Statement report, by Responsible Officer (business unit);
3. Reconciliation of Cash Surplus to Current Assets; and
4. Municipal Bank Reconciliation.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (as amended)
34. Financial activity statement report - s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail:

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c)*;* and
(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing:

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub regulation (1) (d)*;* and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown:

(a) according to nature and type classification;
(b) by program*;* or
(c) by business unit.

(4) A statement of financial activity and the accompanying documents referred to in sub regulation (2) are to be:

(a) presented to the council:

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates*;* or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) recorded in the minutes of the meeting at which it is presented.

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

(6) In this regulation:

"committed assets" means revenue unspent but set aside under the annual budget for a specific purpose;
"restricted assets" has the same meaning as in AAS 27.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Monthly financial reporting is a primary financial management and control process. It provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Rate Setting Statement as at 30 November 2007
Net Current Assets as at 30 November 2007
Explanation of Material Variances as at 30 November 2007

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Monthly Financial Reports for month end of November 2007.

COUNCIL DECISION

Minute No. 8045

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council accept the Monthly Financial Reports for month end of November 2007.

Carried Unanimously 5/0

Shire of Wyndham East Kimberley

Rate Setting Statement

As at 30 November 2007

	2007/08 Budget	YTD Budget 30 November 2007 $	YTD Actual 30 November 2007 $	Variance Budget less Actual
Operating				
Recurrent Revenue - Excluding Rates				
Governance	85,050	57,712	44,486	13,225
General Purpose Funding	3,690,170	1,755,610	1,756,038	(428)
Law, Order, Public Safety	82,675	30,282	29,892	390
Health	142,600	71,037	63,365	7,671
Education and Welfare	686,523	52,989	63,365	(10,375)
Housing	825,342	30,399	29,228	1,171
Community Amenities	1,510,100	1,153,220	1,185,891	(32,671)
Recreation and Culture	442,400	159,938	159,240	698
Transport	109,000	109,000	115,178	(6,178)
Economic Services	141,873	51,943	129,849	(77,906)
Other Property and Services	1,561,304	-	2,883	(2,883)
Airport Operations	1,947,351	838,231	1,116,610	(278,379)
	11,224,388	4,310,361	4,696,026	(385,665)
Recurrent Expenditure				
Governance	(838,378)	(282,247)	(234,262)	(47,985)
General Purpose Funding	(293,776)	(84,353)	(63,687)	(20,666)
Law, Order, Public Safety	(372,021)	(142,133)	(146,424)	4,291
Health	(390,073)	(131,763)	(118,225)	(13,537)
Education and Welfare	(341,969)	(132,692)	(118,177)	(14,515)
Housing	(175,308)	(83,820)	(72,136)	(11,684)
Community Amenities	(2,318,871)	(883,672)	(911,406)	27,734
Recreation & Culture	(2,796,266)	(1,131,802)	(1,187,080)	55,278
Transport	(2,914,235)	(1,289,495)	(1,415,381)	125,886
Economic Services	(612,066)	(249,373)	(285,449)	36,076
Other Property and Services	(74,990)	(639,075)	(583,190)	(55,885)
Airport Operations	(1,780,344)	(711,105)	(647,758)	(63,347)

	(12,908,296)		(5,761,530)		(5,783,175)		21,644
Capital						
Sale of Assets / Land Held for Resale	3,413,000		63,000		185,344		(122,344)
Capital Grants/Contributions	3,103,080		308,200		268,557		39,643
	6,516,080		371,200		453,901		(82,701)
Capital Expenditure (by Class)							
Land and Buildings	(1,782,400)		(586,398)		(620,091)		33,693
Infrastructure Assets - Roads	(2,974,200)		(473,660)		(546,820)		73,160
Infrastructure Assets - Other	(2,916,890)		(328,470)		(166,640)		(161,830)
Plant and Equipment	(944,000)		(381,415)		(588,882)		207,467
Furniture and Equipment	(95,000)		(92,000)		(50,363)		(41,637)
	(8,712,490)		(1,861,943)		(1,972,794)		110,851
Adjustments							
Debenture Principal Repayments	(174,039)		(78,409)		(68,453)		(9,956)
Proceeds from New Debentures	250,000		-		-		-
Community Loans	16,224		6,225		6,134		91
Transfers from Reserves	689,155		-		-		-
Transfers to Reserves	(1,263,289)		-		-		-
	(481,949)		(72,184)		(62,320)		(9,864)
Adjustments and Accruals							
Depreciation	2,704,800		1,120,805		1,121,138		(333)
Accruals	-		-		-		-
Profit/Loss on Sale of Assets	(2,964,676)		-		-		-
Opening Funds - (Deficit) Surplus	498,317		498,317		498,317		-
Closing Funds - (Deficit) Surplus	218,366		2,947,219		3,203,529		(256,310)
Amount Raised from Rates	4,342,193		4,342,193		4,252,436		89,757

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2007

Net Current Assets	YTD Actual 2007/08 $
Composition of Net Current Asset Position	
Current Assets	
Cash - Unrestricted	3,275,231
Cash - Reserves	3,167,572
Cash - Restricted Unspent Grants	
Investments - Restricted	
Receivables	1,700,754
Inventories	67,475
Land Held for Resale	
	8,211,031
Less	
Current Liabilities	
LSL Provision	(55,248)
Annual Leave Provision	(157,068)
Payables	(1,627,615)
	(1,839,930)
Less	
Restricted Reserves	
Cash	3,167,572
Investments	
Net Current Asset Position	3,203,529

Explanation of Material Variances

Variances +/- $80,000

Operating

Recurrent Revenue - Excluding Rates

There is a material variance in Airports due to increased income for Head Tax and Landing Fees. This may plateau out over quieter months of December, January & February
.

Recurrent Expenditure

There is a material variance in Transport due to seasonal expenditure in the areas of Road Maintenance and Drainage Maintenance prior to the Wet Season exceeding expectations.

Capital

Sale of Assets / Land Held for Resale

There is a material variance due to the trade of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Capital Grants / Contributions

There are no material variances requiring explanation

Capital Expenditure (by Class)

There is a material variance in Infrastructure Assets - Other due to officers budgeting that projects relating to Airport be started prior to Wet Season, however the upgrade to the Carpark will not be started until after the Wet Season and the Upgrade to Taxi Way Foxtrot is awaiting confirmation of grant funding.

There is a material variance in Plant and Equipment due to the purchase of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Adjustments

There are no material variances requiring explanation

Adjustments and Accruals

There are no material variances requiring explanation

12.2.2. 90 Day Aged Debtor Listing

DATE:	22 January 2008
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of Aged Debtors with balances outstanding for 90 days or longer.

BACKGROUND

Council has traditionally received a listing of 90 Day Sundry Debtors on a monthly basis.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Ongoing management of Council funds.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

The listing of 90 Day Sundry Debtors is presented to Council as per past practice.

ATTACHMENTS

List of 90 Day Sundry Debtors

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

COUNCIL DECISION

Minute No. 8046

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

Carried Unanimously 5/0

Sundry Debtors as of December 2007

Debtor Number	Amounts Over 90 Days Outstanding	Balance @ 31 December 2007	Debt Collection Status for Debts over 90 Days
96281	**5,949.96**	5,949.96	Debtor with Credipac
80624	**133.40**	933.40	Reminder Notice
96393	**134.63**	134.63	Final Notice Issued
82571	**330.00**	330.00	Reminder Notice Issued
96431	**16.00**	16.00	Reminder Notices Issued
82625	**260.00**	260.00	Final Notice Issued
82731	**2,288.80**	4,182.85	Reminder Notice Issued
96392	**880.00**	880.00	Debtor with Credipac
108	**21.00**	124.40	Reminder Notice Issued
98614	**33.45**	33.45	Final Notice Issued
80095	**55,304.39**	55,304.39	Debtor with Credipac
80165	**9,672.69**	9,672.69	Monthly Repayments are being made
80129	**20.75**	67,139.29	Reminder Notice Issued
82966	**130.00**	130.00	Reminder Notice Issued
97101	**400.00**	400.00	Debtor with Credipac
82551	**996.75**	996.75	Debtor with Credipac
96375	**64.00**	64.00	Reminder Notice Issued
81258	**10,183.14**	10,813.14	Debtor made monthly payment
	86,818.96	**157,364.95**	

12.2.3. List of Accounts Paid Under Delegation 18

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of accounts paid under delegated authority in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

Delegation 18 – Payment of Creditors was adopted by Council on 17 July 2007.
This delegation gives authority to make payments from the Municipal Fund or Trust Fund to the Chief Executive Officer. There is a sub delegation to the Executive Manager Corporate Services, Manager Financial Services and Financial Officers.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.42
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

POLICY IMPLICATIONS

Delegation 18 – Payment of Creditors

FINANCIAL IMPLICATIONS

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

In accordance with statutory requirements and delegated authority, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name, amount of payment, date of payment and sufficient information to identify the transaction. The list is to be presented to Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

ATTACHMENTS

List of Accounts Paid Under Delegation 18.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

COUNCIL DECISION

Minute No. 8047

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

Carried Unanimously 5/0

List of Accounts Paid Under Delegation 18

List of accounts submitted to Council 22/01/08

EFT	Date	NAME	DESCRIPTION	Amount
EFT101885	07/12/2007	ALLGEAR MOTORCYCLES	WATER PUMP, PLATE COMPACTOR, REPAIRS TO EQUIP	5,161.62
EFT101886		ARGYLE ENGINEERING	HIRE OF CRANE TO LIFT PANELS	159.50
EFT101887		ARGYLE IRRIGATION PTY LTD	HONDA TWIN IMPELLER FIRE FIGHTING PUMP - CFVBFB	935.00
EFT101888		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	626.14
EFT101889		AUSFUEL AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	12,664.84
EFT101890		AUST LOCAL GOVERNMENT JOB DIRECTORY	ANNUAL SUBSCRIPTION TO AUST LG JOB DIRECTORY	583.00
EFT101891		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	389.40
EFT101892		AUSTRALIAN INTERACTIVE MULTIMEDIA	SANYO PLCXU87 XGA WIRELESS PROJECTOR 2500 ANSI	3,054.00
EFT101893		BOAB REFRIGERATION AND AIRCON	AIRCON INSTALL KOOJARRA ST, MAINT POOL & HALL	2,351.25
EFT101894		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL BOTTLE RENTAL - AUG 07	203.97
EFT101895		BOSS FLUID POWER	CONSUMABLES FOR DEPOT	1,680.37
EFT101896		BRENDAN JOHNS ELECTRICS	REPAIRS TO RUNWAY LIGHTING	361.44
EFT101897		BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY FOR SITE 604002 GWNTV	74.61
EFT101898		CABCHARGE	CABCHARGES USED DURING CONFERENCES IN PERTH	547.74
EFT101899		CARPET VINYL & TILE CENTRE	2 X 10 LITTER PAINT FOR WYNDHAM ADMIN, REFURB	196.02
EFT101900		CHEMISTRY CENTRE (WA)	CHEMICAL SAMPLING OF HONEYMOON BEACH WATER	165.00
EFT101901		CIVIC LEGAL	PROFESSIONAL FEES	3,493.73
EFT101902		CORPORATE EXPRESS	FURNITURE- WYNDHAM AND COMMUNITY, STATIONERY	9,910.72
EFT101903		DAVE WOODS	DAVID'S MASSAGING PAID TO LEISURE CENTRE IN ERROR	70.00
EFT101904		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR WY 37	131.00
EFT101905		DEXION BALCATTA	LARGE ARCHIVING FOLDERS AND LOOP RACKS	983.85
EFT101906		DIAMONDTECH PLUMBING & GAS P/L	DISCONNECTION OF PLUMBING AT EWIN CENTRE	292.50
EFT101907		DOUGLAS ALEXANDER	ELECTRICITY SUBSIDY	234.45
EFT101908		EAST KIMBERLEY HARDWARE	VARIOUS TOOLS, CONCRETE, MATERIALS FOR VEHICLES	431.45
EFT101909		EAST KIMBERLEY PLUMBING	REPAIRS TO LEAKING BATHROOM TAPS	908.60
EFT101910		FEWSTER, KELLY	REIMBURSEMENT ELECTRICITY SUBSIDY	419.76

EFT101911	FRANMOR CONSTRUCTIONS PTY LTD	REMOVAL OF EWIN CENTRE DEMOUNTABLE BUILDING	965.80
EFT101912	GARRATT,SARAH	FITNESS CLASSES	1,310.00
EFT101913	HOT WIRE ELECTRICS	COMMUNITY SERVICES OFFICE-ELECTRICAL WORKS	4,290.00
EFT101914	IT VISION ITV	RECORDS TRAINING J ELLIS	1,155.00
EFT101915	JAB INDUSTRIES	HIRE OF EXCAVATOR AND TRUCK TO REMOVE WEED	7,546.00
EFT101916	JASON SIGNMAKERS LTD	STREET SIGNS	551.32
EFT101917	JORRITSMA H & CO	EQUIPMENT FOR HEALTH TRAINING	853.40
EFT101918	JSW HOLDINGS PTY LTD	RESHAPING OF DRAINS ON IVANHOE ROAD	816.75
EFT101919	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	3,562.14
EFT101920	KIMBERLEY HYDRAULICS	MANUFACTURE HYDRAULIC HOSE	97.46
EFT101921	KIMBERLEY INDUSTRIES METALAND	STEEL AND SUNDRY ITEMS- SOMETHING CONCRETE	27,859.36
EFT101922	KIMBERLEY MARKETING	GOODS FOR DISCO TO BE HELD ON 5TH OCTOBER 2007	599.41
EFT101923	KIMBERLEY METAL RECYCLERS	PROCESSING PLASTIC AND STEEL DRUMS FOR AUG 07	1,007.10
EFT101924	KIMBERLEY MOTORS	FUEL CHARGED TO CARDS FOR OCTOBER 2007	2,570.56
EFT101925	KIMBERLEY STOCK-OLIVER	SUPPLY RETIC CONTROLLER & GALVANISED FOOTPUMP	1,335.29
EFT101926	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACTUAL PAYMENTS	19,528.15
EFT101927	KUNUNURRA AGRICULTURAL SOCIETY	WRISTBANDS FOR WYNDHAM RESIDENTS TRIP TO KLC	30.00
EFT101928	KUNUNURRA BETTA ELECTRICAL & GAS	110 LITRE FRIDGE FOR COMMUNITY SERVICES OFFICE	279.00
EFT101929	KUNUNURRA COURIERS	WATER DELIVERED. HIRE OF COOLER UNIT	230.00
EFT101930	KUNUNURRA DIESEL SERVICES	KM SERVICE-10 TONNE. TRUCK, REFLECTIVE TRIANGLE KIT	1,386.95
EFT101931	KUNUNURRA HOME HARDWARE	EQUIPMENT FOR ENVIRONMENTAL HEALTH TRAINING	396.66
EFT101932	KUNUNURRA MOBILE WELDING SERVICE	SUPPLY & INSTALLATION NEW ENTRY GATES LEISURE	3,300.00
EFT101933	KUNUNURRA REFRIGERATION	REPAIR AIR CON IN ESO OFFICE IN SHIRE OFFICES	247.50
EFT101934	KUNUNURRA SECURITY SERVICE	AIRPORT SCREENING,SECURITY PATROLS & ALARM LEASE	16,192.00
EFT101935	L.G.R.C.E.U	PAYROLL DEDUCTIONS	30.60
EFT101936	LANDGATE	EXTRACTION OF VARIOUS DATA	288.65
EFT101937	NETWORK DRAFTING	DRAFTING SERVICES	1,856.25
EFT101938	NORTHERN IT SERVICES	ONGOING TECHNICAL MAINTENANCE	132.00
EFT101939	OFFICE NATIONAL KUNUNURRA	DESK, BINDING MACHINE, CHAIR, STAMPS, REPAIR PRINTER	2,862.57

EFT101940	ORD RIVER DIST CO-OP	1X5 LITRE KAMBA 1X5 LITRE LOSBAN3X20 POWER/MAX	891.00
EFT101941	ORD RIVER ELECTRICS	REPLACE BLOWN FLUORO TUBES TO 3 SQUASH COURTS	551.54
EFT101942	ORIA ORCHARDS	FLOWERS FOR FRONT OFFICE	30.00
EFT101943	PAINT INDUSTRIES PTY LTD	RUNWAY PAINT FOR KUNUNURRA AIRPORT	2,781.90
EFT101944	PPCA LTD	PPCA BACKGROUND MUSIC LICENSE	1,136.01
EFT101945	RACHEL NELSON	REVIEW, EDIT DRAFT VEGETATION MANAGEMENT PLAN	660.00
EFT101946	RB DESSERT SEED CO	5 X 1KG LAWN SEED	220.00
EFT101947	REBECCA JACOB	REIMBURSEMENT OF EXPENSES FOR AWARDS DAY	94.08
EFT101948	RED SUN SPORTS	PUNCHING BAG	149.95
EFT101949	ROCH DEVENISH-MEARES	REIMBURSEMENT FOR EXPENSES FOR TRAVEL	299.06
EFT101950	ROYAL LIFE SAVING (WA BRANCH)	MATERIALS FOR BRONZE MEDAL TRAINING	457.80
EFT101951	SHERIDAN'S FOR BADGES	NAME BADGES	98.98
EFT101952	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	1,024.00
EFT101953	SPORTSWORLD OF WA	MATERIALS FOR SWIMMING POOL	1,234.20
EFT101954	TELFORD INDUSTRIES	AP252 : CALCIUM HARDNESS (CALCICOL)	596.86
EFT101955	THE CANVAS SHED	SUPPLY AND INSTALLATION OF BLINDS IN NEW OFFICE	1,991.77
EFT101956	TNT AUSTRALIA PTY LIMITED	FREIGHT COSTS	189.61
EFT101957	TOLL IPEC PTY LTD	FREIGHT COSTS	319.43
EFT101958	TOLL WEST	FREIGHT COSTS- 3 WEEKS, INCLUDES FURNITURE, BOOKS	5,084.55
EFT101959	TONY'S PLUMBING & EXCAVATION PTY LTD	WATER SYSTM KOOJARRA ST, TAP REPAIR, CLEAR TOILET	6,223.57
EFT101960	TOP END MOTORS	VEHICLE SERVICING	848.20
EFT101961	TOP END TILT TRAY HIRE	REMOVAL OF VEHICLE TO DEPOT	198.00
EFT101962	TRAVIS ROSS	REIMBURSEMENT OF EXPENSES - HOLIDAYS PRGRAMS	400.00
EFT101963	TRENGOVE, AMANDA JANE	ELECTRICITY SUBSIDY REIMBURSED	656.25
EFT101964	TRIPP, KATYA MARIE	ELECTRICITY SUBSIDY	131.25
EFT101965	WA LOCAL GOVERNMENT ASSOCIATION WALGA	LOCAL GOVERNMENT ELECTIONS ADVERTISING	1,455.62
EFT101966	WA TELECENTRE KUNUNURRA	BINDING OF EH WORKER MANUALS	24.00
EFT101967	WYNDHAM SUPERMARKET	CONSUMABLES SCHOOL HOLIDAY PGM, COUNCIL	937.47

EFT101968		WYNDHAM TOURIST INFORMATION CENTRE	SUPPLY OF INFORMATION SERVICES FOR WYNDHAM	476.66
EFT101969	14/12/2007	ACCOR ALL SEASONS KUNUNURRA	ACCOMMODATION FOR G TARGETT AEROBICS COURSE	679.50
EFT101970		ARGYLE MOTORS	SERVICE FOR PRADO WY001	299.20
EFT101971		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FINANCE CHARGES ON OVERDUE INVOICES	5.36
EFT101972		AUSTRALIA POST, ACCOUNTS RECEIVABLE TEAM	POSTAGE SUPPLIED FOR NOVEMBER 2007	892.54
EFT101973		AUTO PRO KUNUNURRA	2000KG FLOOR JACK	199.80
EFT101974		BOAB REFRIGERATION AND AIRCON	TEST AIR CON NOT WORKING CORRECTLY	82.50
EFT101975		BRITEL ENTERPRISES	ADVERTISEMENT IN SES SUMMER/AUTUMN JOURNAL	520.00
EFT101976		CARPET VINYL & TILE CENTRE	FLOOR COVERINGS FOR EMEDS OFFICE	405.90
EFT101977		CIVIC LEGAL	LEGAL EXPENSES	1,622.48
EFT101978		CORPORATE EXPRESS	FURNITURE COMMUNITY SERVICES & STATIONERY	5,409.08
EFT101979		COURIER AUSTRALIA	FREIGHT OF GOODS TO KUNUNURRA OFFICE	94.17
EFT101980		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE LAPTOPS FOR SALARY SACRIFICE & PRINTER	20,006.16
EFT101981		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR 7 TONNE TRUCK	160.01
EFT101982		DY-MARK (WA) PTY LTD	WHITE SPOT MARKING PAINT	290.40
EFT101983		EAST KIMBERLEY GLASS	REGLAZE BROKEN WINDOW AT LEISURE CENTRE CALLOUT	450.00
EFT101984		EAST KIMBERLEY HARDWARE	VARIOUS CONNECTIONS FOR WATERSLIDE	617.35
EFT101985		EAST KIMBERLEY PLUMBING	INSPECT LEAKING WATER IN OFFICE TOILETS	289.30
EFT101986		FERTEIS, ELAINE	SPIN & TRAINING CLASSES	560.00
EFT101987		FEWSTER, KELLY	REIMBURSEMENT OF TELEPHONE EXPENSES	35.35
EFT101988		FIONA KUIPER	REIMBURSEMENT FOR CHRISTMAS DECORATIONS	143.43
EFT101989		FRANMOR CONSTRUCTIONS PTY LTD	REPAIRS TO SQUASH COURTS EMERGENCY EXITS	1,420.37
EFT101990		FRONTIER POST & NEWS	CANON PRINTER FOR WYNDHAM CHILDCARE CENTRE	170.80
EFT101991		FYSH GRADER HIRE	TABLE DRAIN IMPROVEMENTS MAINTENANCE GRADING	9,086.00
EFT101992		GALLERY SYSTEMS	SUPPLY OF MATERIALS FOR ADMIN	680.20
EFT101993		GARRATT,SARAH	FITNESS CLASSES	400.00
EFT101994		GUERINONI & SON	5M X N20 CONCRETE - WEABER PLAINS CONSTRUCTION	836.22
EFT101995		IT VISION ITV	RATES TRAINING FOR KEN COTTER	1,870.00
EFT101996		JASON SIGNMAKERS LTD	ENGRAVED CEMETERY PLAQUE	21.45

EFT101997	JOANNE BARKLA	REIMBURSEMENT OF POWER FOR 01/07/07-23/07/07	44.11
EFT101998	JOHN HOLLAND PTY LTD	TRAFFIC MANAGEMENT SIGNS	16,500.00
EFT101999	JSW HOLDINGS PTY LTD	HIRE OF ROLLER FOR WEABER PLAINS ROAD DRAINAGE	14,078.63
EFT102000	K & M ALLCLEAN	CLEANING OF OFFICE, LEISURE CENTRE AND AIRPORT	14,846.30
EFT102001	KIMBERLEY COMMUNICATIONS	RESET TRIPLE J RECEIVER	77.00
EFT102002	KIMBERLEY ECHO-ALBANY ADVERTISER	ADVERTISING	2,055.88
EFT102003	KIMBERLEY INDUSTRIES METALAND	HARDWARE ITEMS	185.58
EFT102004	KIMBERLEY MARKETING	CARTON OF TIDY BAGS FOR HOUSING CLEAN UP	109.90
EFT102005	KINGS CROWN INSTRUMENTATION & ELECTRICAL	ELECTRICITY INSTALL/REPAIR WYND LIBRARY, REC, TENNIS	1,743.50
EFT102006	TOTAL EDEN - KP PUMPS	POOL HOSE & CLAMPS	83.38
EFT102007	KUNUNURRA BETTA ELECTRICAL & GAS	SMALL REFRIGERATOR FOR AIRPORT	299.00
EFT102008	KUNUNURRA COURIERS	DELIVERY OF BOTTLES	16.00
EFT102009	KUNUNURRA HOME HARDWARE	GAS BOTTLE REFILLS, LIQUID NAILS	134.86
EFT102010	KUNUNURRA MOBILE WELDING SERVICE	MATERIALS FOR LEISURE CENTRE ENTRY GATE	440.00
EFT102011	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1APW393	440.00
EFT102012	LABOUR OF LOVE	COURSE FEES. AQUA AEROBICS INSTRUCTOR COURSE.	2,970.00
EFT102013	LAKESIDE BLINDS & MACHINERY	SPREAD TOPSOIL TO LAWN AREA	1,190.00
EFT102014	MCKINLAY, BETTY	REIMBURSEMENT OF EXPENSES	50.00
EFT102015	NORBUILT PTY LTD	BRICK PAVERS FOR FOOTPATHS	2,640.00
EFT102016	OFFICE NATIONAL KUNUNURRA	REPAIRS TO PLOTTER, CREDENZA, STATIONERY	1,080.61
EFT102017	ORD RIVER ELECTRICS	TEST AND REPLACE THEATRE GLOBES, DEPOT FLURO	1,170.74
EFT102018	ROGERS MACHINERY SERVICE	1 X SET (3) BLADES FOR ROM WY11485	84.90
EFT102019	ROYAL LIFE SAVING (WA BRANCH)	ENROLMENT FOR LEISURE CENTRE STAFF	1,590.00
EFT102020	ROYAL LIFE SAVING SOCIETY NT BRANCH INC	LIFEGUARD COURSE FOR WYNDHAM MANAGER	135.00
EFT102021	RUMOURS PATISSERIE	CATERING FOR ORD LAND AND WATER MEETING	41.25
EFT102022	SHIRE OF DERBY-WEST KIMBERLEY	REIMBURSEMENT OF LONG SERVICE LEAVE R.DUNSTER	2,921.88
EFT102023	SOUTH WEST FIRE UNITS	HOSE REEL WITH BRACKETS AND SPRING BOLT	1,119.25
EFT102024	SPORTSWORLD OF WA	SPORTS EQUIPMENT FOR TENNIS VOLLEYBALL ETC	351.45
EFT102025	THE CANVAS SHED	REPAIRS TO WYNDHAM POOL SHADE SAILS	266.75
EFT102026	TNT AUSTRALIA PTY LIMITED	FREIGHT OF WATER SAMPLES TO PERTH AND RETURN	265.84
EFT102027	TOLL WEST	FREIGHT FOR WEEKENDING 25/11/07	80.68

EFT102028		TUCKERBOX/RETRAVISION	ITEMS FOR KUNUNURRA AIRPORT	58.73
EFT102029		WA LOCAL GOVERNMENT ASSOCIATION WALGA	OFFICER PROFESSIONAL DEVELOPMENT TRAINING	5,988.15
EFT102030		WA LOCAL GOVERNMENT SUPERANNUATION PLAN	MEMBER BASIC - EMPLOYER BASIC SUPER	55,382.23
EFT102031		WYNDHAM SUPERMARKET	CONSUMABLES OPEN COMMUNITY BBQ, HOLIDAY PGM	1,142.46
EFT102032	17/12/2007	HEALTH CORPORATE NETWORK	SEPTIC APPLICATION FOR LOC 383 PACKSADDLE ROAD	35.00
EFT102033		KIMBERLEY METAL RECYCLERS	MONTH PAYMENT FOR MANAGEMENT OF LANDFILL SITES	21,103.50
EFT102034	19/12/2007	AIRPORT LIGHTING SPECIALISTS	TRANSFORMERS & FREIGHT	2,610.30
EFT102035		ALLGEAR MOTORCYCLES	HONDA MOWER AND BRUSH CUTTER, PARTS, PUMP	3,371.55
EFT102036		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	5 ASIC CARDS	420.00
EFT102037		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	24,424.41
EFT102038		AUTO PRO KUNUNURRA	UHF RADIO AND ANTENNA	515.40
EFT102039		BISHOP CONTRACTING	HIRE OF CHIPPER AND OPERATOR	550.00
EFT102040		BLACKWOODS ATKINS PTY LTD	PROTECTIVE & SAFETY EQUIPMENT	1,573.76
EFT102041		BOAB BOOKS	GIFT FOR CITIZENSHIP CEREMONY	59.95
EFT102042		BOAB CARPENTRY MAINTENANCE SERVICE	WINDOW REPAIRS & DOOR REPAIRS	1,182.28
EFT102043		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL RENTAL OF GAS BOTTLES FOR NOV 07	213.16
EFT102044		BRANKO BP MOTORS	FUEL PURCHASES JULY 07	2,060.23
EFT102045		BROOME BEADS	MATERIALS FOR JANUARY SCHOOL HOLIDAY PROGRAM	300.00
EFT102046		BUSH CAMP SURPLUS STORES	SHORTS AND BOOTS FOR BRUCE HARDING	579.00
EFT102047		CONFERENCE COORDINATORS - ALGA	GENERAL ASSEMBLY OF LOCAL GOVERNMENT BALANCE	330.00
EFT102048		CORPORATE EXPRESS	PEDESTAL & WORKSTATION COMMUNITY SERVICES	1,267.20
EFT102049		COUNCILLOR JOHN BUCHANAN	REIMBURSEMENT OF MEAL EXPENSES	206.00
EFT102050		COUNCILLOR KEITH WRIGHT	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102051		COURIER AUSTRALIA	FREIGHT OF FIRE FIGHTING UNIFORMS	87.12
EFT102052		DARWIN CENTRAL HOTEL	ACCOMMODATION FOR CR MILLS FOR ALGA	209.90
EFT102053		DAVEY TYRE AND BATTERY SERVICE	SECOND HAND TYRE FITTING AND BALANCE TO 1CGR337	68.00

EFT102054	DOUGLAS, KERRY LYNETTE	REIMBURSEMENT OF EXPENSES	128.55
EFT102055	EAST KIMBERLEY HARDWARE	CEMENT, MATERIALS, HARDWARE SUPPLIES	2,455.65
EFT102056	EAST KIMBERLEY PLUMBING	HARDWARE TO REPLACE CISTERN TO TAP	13.20
EFT102057	FRANMOR CONSTRUCTIONS PTY LTD	THATCHING TO SMALL GAZEBO AT KNA LEISURE CENTRE	11,446.77
EFT102058	GARRATT,SARAH	ROWING MACHINE FOR LEISURE CENTRE	800.00
EFT102059	HALLMARK EDITIONS	ADVERT FOR MANAGER OF TECHNICAL SERVICES	198.00
EFT102060	ICE AGE REFRIGERATION & AIR-CONDITIONING	CHECK WYNDHAM REC CENTRE MAIN AIR CON	324.50
EFT102061	JORRITSMA H & CO	FITTINGS FOR PACKSADDLE BFB UNIT	872.00
EFT102062	JSW HOLDINGS PTY LTD	HIRE OF MULTI ROLLER FOR WEABER PLAINS ROAD	4,796.00
EFT102063	JUST FRAMED	FRAMING OF 8 SERVICE RECOGNITION AWARDS	1,144.00
EFT102064	KIMBERLEY ECHO-ALBANY ADVERTISER	PRINTED ENVELOPES, ADVERTISING	1,456.46
EFT102065	KIMBERLEY HYDRAULICS	MEASURE NEW RESERVOIR FOR POWER PACK	1,233.27
EFT102066	KIMBERLEY INDUSTRIES METALAND	JOCKEY WHEEL WINDING HANDLE	92.58
EFT102067	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACT PAYMENT PLUS VARIATIONS	62,646.84
EFT102068	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPLACE CONTRACTORS AT WYNDHAM EFFLUENT	473.30
EFT102069	KNICKEL GARDENING SERVICES	CONTRACT FOR GARDENING PROVIDED	31,614.93
EFT102070	TOTAL EDEN - KP PUMPS	RETIC SUPPLIES FOR GARDEN AT YOUTH CENTRE	157.31
EFT102071	KUNUNURRA DISTRICT HIGH SCHOOL	ANNUAL FUNDING TOWARDS KIMBERLEY CUP	1,700.00
EFT102072	KUNUNURRA HOME HARDWARE	PURCHASE OF 9KG EMPTY GAS BOTTLE	53.20
EFT102073	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1CIU595	302.50
EFT102074	LANDGATE	INFORMATION SEARCHES FOR NOVEMBER 2007	120.51
EFT102075	LGIS INSURANCE BROKING	AVIATION LIABILITY	12,055.00
EFT102076	MERCURE HOTEL PERTH	MEALS AND ACCOMMODATION FUNCTIONAL COMMUNITIES	1,174.00
EFT102077	NORTHERN IT SERVICES	INSTALL SERVER AND SOFTWARE KUNUNURRA LIBRARY	1,423.30
EFT102078	OFFICE NATIONAL KUNUNURRA	COPY COUNT CHARGES AND OFFICE SUPPLIES	3,017.53
EFT102079	ORIA ORCHARDS	FLOWERS DELIVERED WEEKLY	15.00
EFT102080	PLANT HIRE SERVICES PTY LTD	WEABER PLAINS EROSION MITIGATION, TRUCK HIRE	115,766.75
EFT102081	RACHEL WORNES	REIMBURSEMENT OF ELECTRICITY EXPENSES	217.05

EFT102082		REDWAVE MEDIA PTY LTD	FINANCE/ADMIN POSITIONS RADIO ADVERT	341.00
EFT102083		ROCH DEVENISH-MEARES	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102084		SCRIBAL GROUP ACCOUNTS PTY LTD	CALENDARS	211.80
EFT102085		SHELF SUPPLY	WORK SHORTS FOR AIRPORT STAFF	667.00
EFT102086		SHENCO	EMBOSSED LGMA DIARIES 2008	131.70
EFT102087		SHERIDAN'S FOR BADGES	NAME BADGES FOR SHIRE COUNCILLORS	142.97
EFT102088		SOUTH WEST FIRE UNITS	NEW LID FOR WYNDHAM'S FIRE FIGHTING TANK	27.72
EFT102089		STUBBS, PETER	REIMBURSEMENT OF TELEPHONE EXPENSES	53.12
EFT102090		THE KIMBERLEY GRANDE	CHRISTMAS PARTY FUNCTION MEALS AND LIMITED BAR	3,634.80
EFT102091		THORLEY'S STORE	TRANSPORT AND DELIVERY OF SHIRE BAG 22 DAYS	400.00
EFT102092		TNT AUSTRALIA PTY LIMITED	FREIGHT OF SAMPLES TO BROADWAY	92.77
EFT102093		TRENGOVE, AMANDA JANE	REIMBURSEMENT OF ELECTRICITY SUPPLY PAID	300.00
EFT102094		TYRE MARKETERS	SUPPLY AND FIT OF NEW TYRE TO WY11650	247.48
EFT102095		WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISING	15,412.73
EFT102096		WESTERN LOCKSERVICE	LOCK CYLINDER AND KEYS & FREIGHT	145.75
EFT102097		WYNDHAM SUPERMARKET	CONSUMABLES FOR CHILD CARE CENTRE	259.05
EFT102098	21/12/2007	K & M ALLCLEAN	EMPTY BINS AT LEISURE CENTRE JULY AND AUGUST	914.32
EFT102099	04/01/2008	AIRSERVICES AUSTRALIA	ERSA - 12 MONTH AMENDMENT SERVICE ONLY	109.65
EFT102100		ALLGEAR MOTORCYCLES	MOTOR WACKER PACKER, ALLOY KIT, SNIPPER CORD	1,085.65
EFT102101		ARGYLE MOTORS	RADIATOR COOLANT	58.39
EFT102102		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	313.07
EFT102103		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	SECURITY CHECKS	162.00
EFT102104		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	194.70
EFT102105		BRANKO BP MOTORS	FUEL PURCHASED NOVEMBER 2007	869.74
EFT102106		BRENDAN JOHNS ELECTRICS	REPAIR FAULT ON BACKUP POWER FOR OFFICE	206.25
EFT102107		BRUCE HARDING	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	86.00
EFT102108		CABCHARGE	CABCHARGE FEES FOR NOVEMBER 2007	145.05
EFT102109		CHEMISTRY CENTRE (WA)	REPORT ON WATER SAMPLE RECEIVED	165.00
EFT102110		CORPORATE EXPRESS	STATIONERY ITEMS AND PRINTER CARTRIDGES	3,841.14
EFT102111		CROCODILE SIGNS	MOOCHALABRA DIRECTIONAL SIGNS	728.20

EFT102112	DRIVEWEST CAR RENTALS	HIRE OF VEHICLE FOR R BAIRSTOW CONFERENCE	137.86
EFT102113	EAST KIMBERLEY HARDWARE	REBATE DOMED BOLLARDS & HARDWARE SUPPLIES	17,560.50
EFT102114	EAST KIMBERLEY REAL ESTATE	COMMISSION FROM SALE OF PROPERTIES	26,488.00
EFT102115	FEWSTER, KELLY	REIMBURSEMENT OF ELECTRICITY EXPENSES	322.95
EFT102116	FISCHER, CYNTHIA	TOILET CLEANING CONTRACT WYNDHAM	3,642.37
EFT102117	GARY MCCARNEY	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	167.10
EFT102118	IT VISION ITV	SYNERGY SOFT IMPLEMENTATION - TRAVEL NOT BILLED	394.75
EFT102119	JSW HOLDINGS PTY LTD	HIRE OF WATER TRUCK TO DELIVER WATER TO LANDFILL	209.00
EFT102120	JUST FRAMED	FRAMED BOAB PICTURES FOR VOLUNTEER OF THE YEAR	210.00
EFT102121	KIMBERLEY COLLEGE OF TAFE	STAFF TRAINING FOR BETTY MCKINLAY	64.80
EFT102122	KIMBERLEY COMMUNICATIONS	UHF RADIO, ANTENNA & INSTALLATION	3,888.50
EFT102123	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	782.54
EFT102124	KIMBERLEY INDUSTRIES METALAND	SEAL & TILT 205L DRUM	2,156.00
EFT102125	KIMBERLEY KOOL REFRIGERATION	REPAIR AIR-CON IN SECURITY WAITING ROOM KUNUNURRA	528.00
EFT102126	KIMBERLEY PUMPING SERVICE	INSTALL AND REALIGN MOTOR FOR IVANHOE PUMP SHED	2,574.00
EFT102127	KIMBERLEY VET CENTRE	ANIMAL MEDICATION	1,399.10
EFT102128	KINGS CROWN INSTRUMENTATION & ELECTRICAL	CONNECT HOT WATER BOOSTER TO 67 KOOJARRA STREET	368.50
EFT102129	KUNUNURRA DIESEL SERVICES	SERVICE TO WY12352	308.25
EFT102130	KUNUNURRA HOME HARDWARE	MATERIALS FOR TREES	46.87
EFT102131	KUNUNURRA REFRIGERATION	REPAIRS TO ESO OFFICE AIRCON	151.07
EFT102132	KUNUNURRA RURAL TRADERS	SERVICE OF FIRE EXTINGUISHERS	1,165.25
EFT102133	L.G.R.C.E.U	PAYROLL DEDUCTIONS	15.30
EFT102134	LANDGATE	VALUATIONS	40.60
EFT102135	NORBUILT PTY LTD	PROGRESS CLAIM KUNUNURRA YOUTH CENTRE	26,197.95
EFT102136	NORTHERN IT SERVICES	INSTALL WIRELESS IN WYNDHAM OFFICE	935.00
EFT102137	NATIONAL HIRE	LIGHTING TOWER METRO FOR CHRISTMAS PARTY	226.71
EFT102138	OFFICE LINE	WHITEBOARD FOR COMMUNITY SERVICES OFFICE	104.50

EFT102139	OFFICE NATIONAL KUNUNURRA	REAMS OF WHITE PAPER FOR KNA OFFICE	531.64
EFT102140	OOMBULGURRI ASSOCIATION INCORPORATED	SHARE OF FLIGHT TO OOMBULGURRI	235.00
EFT102141	ORD RIVER ELECTRICS	REPLACE EXHAUST FAN TOILETS, LIGHTING REPAIRS	1,559.60
EFT102142	ORIA ORCHARDS	FLOWERS DELIVERED TO SHIRE	30.00
EFT102143	PEERLESS JAL PTY LTD	MATERIALS FOR WYNDHAM DEPOT	963.69
EFT102144	PLANT HIRE SERVICES PTY LTD	MOVING GRAVEL FOR WEABER PLAIN DRAINAGE	4,310.63
EFT102145	RACHEL NELSON	FINAL EDIT DRAFT VEGETATION MANAGEMENT PLAN	110.00
EFT102146	ROGERS MACHINERY SERVICE	SERVICE TO TRACTOR AND MTC	878.75
EFT102147	SETON AUSTRALIA PTY LTD	SUPPLY OF CRYSTAL PINK LOTION SOAP	197.56
EFT102148	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	135.00
EFT102149	SMEC AUSTRALIA PTY LTD (PERTH)	PREPARATION OF SCHEME REPORT AND MAPPING	2,420.00
EFT102150	SPORTSWORLD OF WA	CONSUMABLES FOR SALE	764.23
EFT102151	THE CANVAS SHED	SUPPLY AND FIT NEW BAMBOO BLINDS TO AIRPORT	644.82
EFT102152	TOLL WEST	FREIGHT EXPENSES	2,705.74
EFT102153	TOTAL EDEN - KP PUMPS	RETIC FITTINGS FOR EWIN CENTRE GARDENS	1,371.46
EFT102154	WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISEMENT OF VACANCIES AND TENDERS	2,939.66
EFT102155	WESTRALIA AIRPORTS CORPORATION PTY LTD,	AVIATION SECURITY IDENTIFICATION CARD	400.00
EFT102156	WILL SPENCE	RELOCATION REIMBURSEMENT	1,612.90
EFT102157	WYNDHAM SUPERMARKET	FOOD FOR STAFF RECOGNITION LUNCHEON	48.51
		Total EFT Payments	**813,219.94**

Cheque	Date	Name	Description	Amount
38139	07/12/2007	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REPAYMENT	81.35
38140		COMMUNICATION AND PROTECTIVE SOLUTIONS	COMMANDER HANDSETS FOR COMMUNITY SERVICES	2,748.70
38141		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE OF LAPTOPS FOR SALARY SACRIFICE	3,295.90
38142		EARTHWALK KIMBERLEY	SUPPLY OF PLANTS FOR WYNDHAM OFFICE	2,585.00
38143		GLOBALSTAR AUSTRALIA PTY LIMITED	SATELLITE PHONE USAGE	242.99
38144		HALLS CREEK CONSTRUCTION & MAINTENANCE	REFUND OVER PAYMENT OF TIPPING FEES	15.00

38145		HORIZON POWER	ELECTRICITY SUPPLIED	14,229.25
38146		IVANHOE VILLAGE CARAVAN RESORT	ACCOMMODATION - SOMETHING CONCRETE PROJECT	5,237.10
38147		JONES, DEBBIE ISOBEL	REIMBURSEMENT OF EXPENSES FOR CONFERENCE	89.85
38148		MEGAN HUNT	CLEANING OF WYNDHAM FACILITIES	759.00
38149		NGNOWAR-AERWAH ABORIGINAL CORPORATION	BOND REFUND FOR PETER REID MEMORIAL HALL	1,000.00
38150		NORBUILT PTY LTD	KUNUNURRA YOUTH CENTRE PROGRESS CLAIMS 9 + 10	506,301.28
38151		ORD LAND AND WATER INCORPORATED	WEED CONTROL AND SALVINIA ERADICATION	8,104.42
38152		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34
38153		RICK SPRY	TELEPHONE REIMBURSEMENT	37.41
38154		SHIRE OF HALLS CREEK	OVER PAYMENT OF CONTRIBUTION TO RELOCATION	139.65
38155		ST JOSEPH'S SCHOOL (WYNDHAM)	HIRE OF BUS- CEO/COUNCILLOR TOUR OF WYNDHAM	70.00
38156		TELSTRA	SHIRE PHONE EXPENSES	3,003.06
38157	10/12/2007	JOHANNA EPPLER	CITIZENSHIP AWARD FOR JOHANNA EPPLER	250.00
38158	14/12/2007	ARNOLD WOUTER BROLSMA	CROSSOVER FOR 12 GARDENIA DRIVE	738.65
38159		BUSBY INVESTMENTS T/A BUDGET RENT A CAR	CAR HIRE FOR K DOUGLAS FOR LIBRARY WORKSHOP	159.31
38160		CASH-PETTY CASH W.N.C.	PETTY CASH REIMBURSEMENT	50.00
38161		DEPARTMENT FOR PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES PURCHASED 15WY	260.00
38162		FOOD STARS P/L	HANDWASHING KITS & FREIGHT	111.00
38163		FRED MILLS	REIMBURSEMENT OF TRAVEL EXPENSES	103.16
38164		GRAB A BARGAIN VARIETY STORE	ASSORTED CHRISTMAS DECORATIONS	27.75
38165		HORIZON POWER	ELECTRICITY SUPPLIED	314.45
38166		JAMES MARGIN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38167		LANE KOKSHOORN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38168		MEGAN HUNT	CLEANING SERVICES AT WYNDHAM	874.50
38169		RYAN JAMESON	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38170		SAVILLE HOTEL DARWIN	ACCOMMODATION FOR KIMBERLEY ZONE CONFERENCE	3,709.15
38171	19/12/2007	AUSTRALIAN RED CROSS	PERSONALISED CHRISTMAS CARDS	357.00
38172		BAILEY'S FERTILISERS	SOIL ANALYSIS FOR PARKS	231.00

38173		DEPARTMENT OF TREASURY AND FINANCE	RECOVERIES OF LOST AND DAMAGES BOOKS	310.20
38174		EDWARD DUFF	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38175		FRED MILLS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38176		GEOFF GUNSON ELECTRICAL	INSTALL RETIC YOUTH CENTRE, CHANNEL PUMP REPAIRS	1,127.50
38177		HORIZON POWER	ELECTRICITY SUPPLIED	12,744.95
38178		HOTEL KUNUNURRA	CATERING FOR AUGUST COUNCIL MEETING	350.00
38179		JOHN HAMILTON MOULDEN	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38180		MAXINE MIDDAP	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38181		MEGAN HUNT	WYNDHAM CLEANING SERVICES	759.00
38182		ORDCO AGRICULTURE	4 X 20LT GLYSOPHATE	660.00
38183		ORICA AUSTRALIA PTY LTD	CHLORINE GAS FOR KUNUNURRA LEISURE CENTRE POOL	2,038.25
38184		PAUL CALEY	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38185		RALPH ADDIS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38186		RICHARD STEPHEN BEECK	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38187		SHIRE OF BROOME	REIMBURSEMENT OF EXPENSES FOR KIMBERLEY ZONE REGISTRATION AND MEALS	961.85
38188		TELSTRA	TELEPHONE EXPENSES FOR NOVEMBER 2007	3,067.31
38189		TERRITORY THRIFTY CAR RENTAL	HIRE OF VEHICLE FOR ALGA & ZONE MEETING NOV 07	610.53
38190		WATER CORPORATION	WATER SUPPLIED	3,031.40
38191		WEST-ONE	BUILDING SURVEYOR MANUAL AND FREIGHT	84.88
38192		WYNDHAM HEALTH SERVICE	STAFF MEDICAL	138.00
38193	04/01/2008	CASH - PETTY CASH KNX DEPOT	REIMBURSEMENT OF PETTY CASH EXPENSES	118.35
38194		COUNCILLOR MICHELE PUCCI	REIMBURSEMENT OF TAXI FARE AND FAX CHARGES	29.70
38195		DEPARTMENT OF TREASURY AND FINANCE	PAYMENT OF LOST BOOKS	23.25
38196		HORIZON POWER	ELECTRICITY SUPPLIED	21,120.00
38197		KUNUNURRA AMCAL PHARMACY	ITEMS FOR FIRST AID KITS AT AIRPORT AND DEPOT	141.48
38198		KUNUNURRA LOCK & KEY	KEYS CUT FOR KUNUNURRA ADMIN	246.00
38199		MEGAN HUNT	CLEANING CONTRACT WYNDHAM	759.00
38200		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34

38201		RICK SPRY	REIMBURSEMENT OF TELEPHONE EXPENSES PAID	32.33
38202		SUPA FRESH HOT BREAD SHOP	CATERING STAFF RECOGNITION LUNCHEON	182.00
38203		TELSTRA	TELSTRA MOBILE PHONE PAYMENT FOR NOVEMBER 2007	841.35
38204		WATER CORPORATION	WATER USAGE CHARGES	9,543.70
38205		ZURICH AUSTRALIAN INSURANCE	INSURANCE EXCESS FOR CLAIMS 017456 & 017459	600.00
			Total Cheque Payments	**615,671.64**
PAYROLL	05/12/2007	FORTNIGHTLY PAYROLL		101,916.25
PAYROLL		FORTNIGHTLY PAYROLL		1,746.06
PAYROLL		FORTNIGHTLY PAYROLL		529.82
PAYROLL	19/12/2007	FORTNIGHTLY PAYROLL		105,440.12
PAYROLL		FORTNIGHTLY PAYROLL		261.71
PAYROLL		FORTNIGHTLY PAYROLL		642.54
			Total Payroll Payments	**210,536.50**
DIRECT DEBIT		RENT 12/33 KONKERBERRY DRIVE KUNUNURRA		1,473.33
DIRECT DEBIT		BANK FEES		259.05
DIRECT DEBIT		BILL EXPRESS		27.50
DIRECT DEBIT		VISA PAYMENT		6,808.24
DIRECT DEBIT		WESTNET P/L		499.54
DIRECT DEBIT		MERCHANT FEES		428.95
DIRECT DEBIT		LOAN PAYMENT		9,669.66
			Total for Direct Debit Payments	**19,166.27**
			Total Payments Submitted to Council	**1,658,594.35**

12.2.4. Appointment of Auditor

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	61.34.03
ASSESSMENT NO:	N/A

PURPOSE

For the Council to review and endorse the Audit Committee's recommendation of the appointment of an Auditor for the Provision of Audit Services for the Shire of Wyndham East Kimberley for the next three years.

BACKGROUND

Under the requirements of the Local Government Act an auditor can be appointed for a maximum term of five years. Historically the Shire of Wyndham East Kimberley has appointed an auditor for a three-year term. It is recommended that this practice continues and that a three-year term be included in the request for quotation.

Haines Norton, the Shire's current auditor, was appointed for three years in 2005. The 2006/07 year will be the last year under that contract. That is under the current contract Haines Norton will audit the 2006/07 Annual Financial Statements. A new appointment is required for the 2007/08 financial year.

It was recommended that four firms with local government experience be invited to quote on the provision of audit services.

At the Audit Committee meeting dated 18 September 2007 the Audit Committee resolved

Minute No. AC 062

Moved: Cr M Pucci *Seconded: Cr J Buchanan*

That:

1. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" forms the basis of attracting and selecting an auditor.*

2. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" be sent to a minimum of four audit firms with Local Government audit experience.*

3. *an analysis of the quotations received be performed by the Chief Executive Officer, Executive Manager Corporate Services and Finance Manger and this analysis be provided to the audit committee with the quotations received at the December Audit Committee Meeting.*

CARRIED UNANIMOUSLY 3/0

At the Audit Committee Meeting of 18 December 2007 the Audit Committee considered Officers Recommendation and resolved:

Minute No A068

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee recommend that Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.*

2. *That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 7.1

Interpretation of this Part

7.1 . Interpretation of this Part

In this Part —

“approved auditor” means a person who is approved by the Minister under section 7.5;

“disqualified person” has the meaning given by section 7.4(2);

“qualified person” means a person who is an approved auditor or a registered company auditor and who is not a disqualified person;

“registered company auditor” means a person who is for the time being registered as an auditor or taken to be registered as an auditor under Part 9.2 of the *Corporations Act 2001* of the Commonwealth;

“regulations” means regulations made for the purposes of this Part.

[Section 7.1 amended by No. 10 of 2001 s.124.]

Division 2 — Appointment of auditors

Audit

7.2 . Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3 . Appointment of auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person to be its auditor.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

(a) a registered company auditor; or
(b) an approved auditor.

* *Absolute majority required.*

Disqualified person not to be auditor

7.4 . Disqualified person not to be auditor

(1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

(2) In this section —

"disqualified person" means a person who —

(a) is a councillor or an employee of the local government;

(b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —

(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or

(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;

(c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or

(d) is a member of a class of persons prescribed for the purposes of this subsection.

Approval of auditors

7.5 . Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

(a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* [4] as in force before that commencement; and
(b) was the auditor of a local government,

as an approved auditor for the purposes of this Act.

Term of office of auditor

7.6 . Term of office of auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

(a) his or her registration as a registered company auditor is cancelled;
(b) his or her approval as an approved auditor is withdrawn;
(c) he or she dies;
(d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
(e) the auditor resigns by notice in writing addressed to the local government; or
(f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or
(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

* *Absolute majority required.*

Executive Director may appoint auditor

7.7 . Executive Director may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Executive Director may appoint —

(a) a qualified person; or
(b) in default of an appointment under paragraph (a), the Auditor General,

to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

Terms of appointment of auditors

7.8 . Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Executive Director under section 7.7) are payable by the local government.

Division 3 — Conduct of audit

Audit to be conducted

7.9 . Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) prepare a report thereon; and
(b) forward a copy of that report to the Minister,

and that direction has effect according to its terms.

Powers of the auditor

7.10 . Powers of the auditor

(1) An auditor —

(a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted;
(b) may require from a member or an employee of the local government —
(i) any book, account, document or asset of the local government; or
(ii) any information, assistance or explanation,
necessary for the performance of the duty of the auditor in relation to the audit; and
(c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

(2) In this section and in section 7.11 “employee” includes a person who has a contract for services with the local government.

Power to demand production of books, etc.

7.11 . Power to demand production of books, etc.

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

Employees and financial institutions to furnish particulars of money received

7.12 . Employees and financial institutions to furnish particulars of money received

(1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.

(2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

Division 4 — General

Regulations as to audits

7.13 . Regulations as to audits

Regulations may make provision —

(a) with respect to matters to be included in agreements between local governments and auditors;
(b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;

(c) as to the manner in which an application may be made to the Minister for approval as an auditor;
(d) in relation to approved auditors, for —
(i) reviews of, and reports on, the quality of audits conducted;
(ii) the withdrawal by the Minister of approval as an auditor;
(iii) appeals to the Local Court against decisions to withdraw approval and the procedure relating to such appeals;
(e) for the exercise or performance by auditors of their powers and duties under this Part;
(f) as to the matters to be addressed by auditors in their reports;
(g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
(h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
(i) of a financial nature or not; or
(ii) under this Act or another written law.

[Section 7.13 amended by No. 64 of 1998 s.40.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An audit fee based on historic cost has been budgeted for 2007/08.

STRATEGIC IMPLICATIONS

Good governance requires that the Council be informed about the audit function and the responsibilities of Council in relation to appointment of the auditor, scope of the audit and monitoring the performance of the auditor. Additionally the results of audit should be communicated to Council to enable consideration of the audit findings.

COMMENT

A Request for Quotation was distributed in October 2007 with all quotations due to the Shire by 15 November 2007.

Two quotations were received from UHY Haines Norton Chartered Accountants and Byfields Accountants and Financial Advisers. Syngum Financial Services declined to quote. No reply was given by Bentlys MRI Perth.

An Evaluation Panel consisting of Peter Stubbs, Chief Executive Officer (CEO), Jo-Anne Ellis, Executive Manager Corporate Services (EMCpS), and Amanda Trengove, Manager Financial Services (MFS) reviewed each quotation. Each panel member completed an individual evaluation of the quotations prior to discussing as a group. All panel members agreed that UHY Haines Norton Chartered Accountants were the preferred supplier of Auditing Services. UHY Haines Norton Chartered Accountants were ranked highly in all qualitative criteria by all panel members. Their

price was lower than Byfields and considered reasonable. UHY Haines Norton's quotation also indicated a high level of experience and expertise. They have extensive Local Government experience and the experience of their key personnel within the Local Government Sector is highly regarded.

ATTACHMENTS

Quotation from Byfields Accountants and Financial Advisers
Quotation from UHY Haines Norton Chartered Accountants

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

1. That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.

2. That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.

COUNCIL DECISION

Minute No. 8048

Moved: Cr D Ausburn **Seconded: Cr J Parker**

1. ***That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.***

2. ***That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.***

Carried Unanimously 5/0

Byfields

Accountants & Financial Advisers

1 Reid Road (PO Box 614)
Kununurra WA 6743
Tel (08) 9168 1066 Fax (08) 9168 1090

Doc No. 06049.1
Date 14 NOV 2007
Officer YMCPS MB
Response
File 61.34.02

13 November 2007

Ms Jo-Anne Ellis
Executive Manager Corporate Services
Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743

Dear Jo-Anne,

QUOTE FOR PROVISION OF AUDIT SERVICES FOR 2007 - 2010

We thank you for your email dated 24th October 2007 regarding the above. We have understood your audit specification and are pleased to enclose our proposal for your Council's consideration.

Why Byfields?

- Our firm have developed a niche in providing services to local governments. We started as a rural firm, and have a long history in dealing with local governments' needs. We therefore understand the unique circumstances of individual local governments. In fact, **Byfields was one of only two firms involved in auditing local governments' accounts prior to the privatisation of the audit services for Councils in 1995.**

- We have a team of professional auditors who are down-to-earth and always easily accessible for you. They have extensive knowledge of auditing, and the Local Government Act 1995 (as amended) & related regulations. All staff is committed both professionally and proactively in their works.

- We provide personalised and quality services to all of our clients. We are committed to timely & quality completion of works, honesty and strict confidentiality. This has been achieved through adoption and implementation of rigorous quality control procedures within the firm.

- Consequently, we are confident that we could provide a cost effective and quality solution to your audit requirements. We aim to provide you with 100% client satisfaction and look forward to developing a long term relationship with your Council. Most importantly, we believe **Your Success is Our Success!**

We hope that this contact leads to an opportunity to discuss the enclosed proposal in more detail. If your Council require any further information or clarification, please do not hesitate to contact our Audit Manager, Jackson Wong immediately.

Yours faithfully,

Dale Woodruff

DALE WOODRUFF CPA
Registered Company Auditor (196677)
Partner

PARTNERS: Andrew Northcott, Dale Woodruff, Mark Murphy, Andrew Hooper, Colin Ellis
ASSOCIATES: Glenn Waldeck, Jason Jones, Jenny Roberts

Byfields

Accountants & Financial Advisers

SHIRE OF WYNDHAM EAST KIMBERLEY

PROVISION FOR AUDIT SERVICES 2007 - 2010

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1. UNDERSTANDING YOUR REQUIREMENTS

1.1 Term of Appointment

We acknowledge the proposed term of the audit appointment will cover 3 years as per clause 2.2 of your Specification and General Conditions.

1.2 Objectives and Scope of Audit

We confirm our understanding of the objectives, scope and our responsibilities for the proposed engagement as per clause 2.1, 2.3 and 2.5 of your Specification and General Conditions.

1.3 Audit Methodology and approach

We acknowledge the Council's requirement as per clause 2.4 of your Specification and General Conditions. As such, we have included this information in the following section **3 "OUR APPROACH, PLAN AND COMMITMENT"** of this proposal.

1.4 Hours & Fees

We acknowledge the Council's requirement as per clause 2.6 of your Specification and General Conditions. As such, we have included this information in the following section **4 "HOURS & FEE"** of this proposal.

1.5 Experience

We acknowledge the Council's requirement as per clause 1.4 of your Selection Criteria. As such, we have included this information in the following section **2 "BYFIELDS – THE AUDITOR OF YOUR CHOICE"** of this proposal.

1.6 Report by Auditor

We understand we are to produce the audit report and management report as required by s7.9 of the Local Government Act 1995 (as amended).

1.7 Ability to provide Additional Services

In pursuant to clause 1.4 of your Selection Criteria, we advise that we are able/willing to provide additional services outside the defined scope of audit if we were the successful tenderer for the audit services.

1.8 Meeting with Audit Committee

In pursuant with the s7.12A(2) of Local Government Act 1995 (as amended), we advise we will meet with your Audit Committee at least once in a year.

2. BYFIELDS – THE AUDITOR OF YOUR CHOICE

2.1 Firm Profile

Byfields is a medium-sized CPA firm established more than 40 years ago in Northam. We have enjoyed substantial growth since then and are now operating from 3 offices in Ascot, Northam and Merredin. We currently have 6 Partners and 35 professional staff members. We operate an audit division across three offices with quality control referred to one Audit Partner.

2.2 Firm Experience

We have undertaken a large portfolio of Local Government Shire audits over the years. This portfolio grew up to thirteen Shires in 1992 although now it has now decreased to four, mainly due to independence and commercial issues. ***In fact, we were one of only two accounting firms involved in the audit of Local Governments prior to the privatisation of the Local Government audit services***. Apart from these audits, we have undertaken a diversified portfolio of company (large proprietary and unlisted public) audits, both external and internal for businesses mainly involved in franchising, insurance broking and financial services over the years. They are reporting entities which are required to prepare the General Purpose Financial Report. We have always ensured we have a balanced and diversified portfolio of clients, so as to be able to provide quality and sound business advice to our clients.

Our Firm's present clients of Local Government audit include:

- Shire of Dandaragan
- Shire of Dowerin
- Shire of Moora
- Shire of Wickepin

2.3 Your Service Team

We have a team of professional auditors who have extensive knowledge of the Local Government Act 1995 (as amended) & related regulations and the Australian Accounting Standards. They are also knowledgeable in most of the Municipal Accounting Systems including IT Vision Administrator/SynergySoft, LOGIC etc over the years of providing audit services to Local Governments. All levels of audit staff are committed both professionally and proactively in their work. They are down-to-earth and always easily accessible.

The Engagement Partner responsible for the overall quality of our service delivery is Mr **Dale Woodruff CPA** (based in Perth Office). He was from Darkan and graduated from Curtin University of Technology with a bachelor degree in accounting. He is both a Registered Company Auditor and Tax Agent with many years of auditing and tax experience. (A copy of his registered company auditor certificate is enclosed for your easy reference). In fact, he had managed our audit portfolio back in 1992 which includes the audit of 13 Shires accounts.

The Engagement Partner is assisted by an Associate, **Kiara Willmott CPA** (based in Northam Office) in overseeing the audit section of our firm. Kiara was graduated with bachelor degree in accounting from Edith Cowan University and has been involved in audits since she started with our firm 6 years ago. Due to the wide variety of audits undertaken and her years involved with auditing, Kiara has had the experience and ability to handle various complex audit issues. In fact, she is currently applying for registered company auditor with ASIC.

The audit field work will be conducted by our Audit Manager, Mr **Jackson Wong, ASA**(based in Perth Office). Jackson is a qualified accountant and comes from a resourceful background and brings to the firm a wealth of experience in audit and financial management from his previous engagements. In particular, Jackson had been working with KPMG Singapore and Malaysia as an Auditor. Since joined Byfields in 2007, Jackson has had extensive audit and consulting work in local government audits. He is well trained with thorough knowledge of both external and internal auditing techniques.

We have also engaged an audit junior Mr **Jason Sun ASA**(based in Perth Office) as part of our strategy to provide cost effective and quality services in Local Government Audit. He has graduated from Macquarie University (Sydney) with master degree in accounting. He is currently taking the CA program as part of his continuous development program.

In addition, the experience of one of our partner who is currently one of the Councillors of the Shire of Merredin is also available for consultation at all times.

3. OUR APPROACH, PLAN AND COMMITMENT

3.1 Methodology and Approach

The audit shall be conducted in accordance with the Australian Auditing Standards & Auditing Guidance Statements, and the relevant requirements of the Local Government Act 1995 (as amended) & related regulations, the Local Government (Audit) Regulations 1996 in the following manner:

- Develop a thorough understanding of the Council's business operations and internal control structure by performing walk through test.
- Assess audit risks and identify significant audit areas.
- Perform systems testing i.e. compliance test on all major risk areas.
- Review the existing system as well as the internal controls and procedures to suggest areas for improvement where appropriate.
- Verify material balance sheet and profit & loss account items by carrying out analytical review procedures and substantive tests.
- Review all aspects of the Council's operations for compliance with relevant legislations and regulations.
- Any items of a particularly critical nature should be forwarded via the Audit Committee and normal queries should be furnished via the administration.

Our audit work will be cost-effective by concentrating most work on the major risk areas with minimum work on non-risk areas.

Our audit program will be designed to meet the audit objectives. At the actual fieldwork, standard programs will be tailored or improved further where appropriate to reflect the unique circumstance of Council's operations.

3.2 Proposed Audit Plan/ Time Table

Audits will be programmed to ensure that services are provided on a progressive basis and carried out in line with the Council's needs. In summary, our deliverables will be as follows:

- If requested, make arrangement to meet with your Council's Audit Committee prior to the conduct of the interim audit to review the proposed audit plan and acknowledge your Council's direction on those areas of concern that need to be addressed.
- Conduct interim audit in the last quarter of each financial year to test the internal controls of accounting system.
- Complete final audit on the financial statements within 30 days of being advised that they are ready for audit, and responses to audit queries are received.
- Conduct entry and exit interviews in conjunction with each audit field visit so as to ensure active participation of your Councils in the whole audit process. Audit committee members are welcome to attend such interviews.
- Draft Interim and/or Final Management Report, if considered appropriate, addressing the following critical audit areas and detailing weaknesses in the systems of control together with recommendations for improvement.
- Prepare Audit Report in accordance with Section 7.9 of the Local Government Act 1995 (as amended). The Audit Report and the Management Report will be forwarded to the President and Chief Executive Officer within 14 days of the provision of final information required for the audit.
- Audit visits shall be programmed with the ultimate aim of not to cause too much interruption to the normal operation of the Council. The anticipated timing of visit for each year are as follows:

Year ending	Interim Visit	Final Visit
30 June 2008	16th April 2008	3rd September 2008
30 June 2009	21st April 2009	1st September 2009
30 June 2010	20th April 2010	7th September 2010

3.3 Our Commitment to You

Upon engagement of audit, we give the following commitments:

- Complete all work in a timely, efficient and accurate manner.
- Always be available and as a minimum standard, return your call within one working day.
- Hold all information on your affairs in the strictest confidence.
- Be honest, truthful, and up front with you at all times.
- Guarantee the quality of our services.

3.4 Quality Assurance

Our Firm adopts rigorous internal procedures for quality which include:

- Appropriate selection procedures and professional development programs for staff at all levels.
- Documentation of audit methodologies which comply with Australian Auditing Standards.
- Comprehensive training of staff through in-house program and CPA program.
- Close supervision of staff on the job.
- Detailed reviews of all work by Partner and Manager.
- Strict procedures for maintaining client confidentiality.

We adhere, at all times, to the internal quality control guidelines promulgated jointly by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

3.5 Your Success

We pride ourselves on achieving success for our clients by:

- Working in close partnership with clients over the long term to most effectively achieve their critical success factors.
- Committing to the principles of easy and direct access to our most senior people.
- Delivering of quality service to budget and agreed deadlines as defined by our clients, not by our convenience.
- Providing a highly qualified team of professionals, each with years of experience in their chosen specialisation areas.
- Striving to continually improve the range, quality and cost effectiveness of our services to meet client's changing needs.

4. HOURS AND FEE

Our fees for the provision of audit services to your Council for the 3 financial years commencing 1 July 2007 are:

Year	2007/2008	2008/2009	2009/2010
Price incl. GST ($)	17,380	18,249	19,162
Hours Spent on Audit			
- Partner/Associate	3	3	3
- Manager	55	55	55
- Audit Assistant	55	55	55
Total Hours	113	113	113

Above fees are based on the assumptions that:

- hours provided (*including travelling time*) are standard throughout the term of appointment with the optimum involvement of partner and manager to ensure cost effective and quality delivery.
- We have taken into consideration of
  - the travelling distance between our office and your administration office. The travel time spent for 2 staff from Perth to your office is 2 days per trip. Total travel time for both Interim and Final Audit will be 4 days.
- Assistance will be provided by the Council's staffs through full cooperation with requests of auditors in obtaining necessary information for the audit.

Other services such as accounting, special compliance review, financial review and "ad hoc" investigations can be provided at special rates that currently vary from $55 to $95 per hour for graduate and from $150 to $300 per hour for experienced staff and specific partner involvement. The fee for these assignments shall be on the basis of either a quoted fee or actual time incurred at the normal professional hourly rate for that level of work and is dependent on the terms of reference. These rates are not binding under this tender and the fee for any additional services would be subject to negotiation at the relevant time.

5. GENERAL

5.1 Assignment of Contract or Right

We undertake that we will not sub contract to a third party nor has right to assign the audit contract to third parties

5.2 Conflict of Duties

There is, to our Firm's knowledge, no conflict of interest in providing this engagement.

5.3 Professional Indemnity Insurance

We have and will maintain during the duration of the audit term, professional indemnity ("PI") insurance covering the legal liability arising out of any neglect, default, error or omission. The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Byfields

Accountants & Financial Advisers

Appendix A

DALE WOODRUFF
BYFIELDS
5 Charles Street
SOUTH PERTH WA 6151

Certificate of Registration as an Auditor

Corporations Law Sub-section 1280(5)

Registered Number: 196677

This is to certify that

DALE JAMES WOODRUFF

was on the twentieth day of March 2000 granted registration as an auditor under section 1280.

ASIC

Australian Securities & Investments Commission

CERTIFICATE

Given under the seal of the Australian Securities and Investments Commission on this twenty-fifth day of March, 2000.

COMMON SEAL

Alan Cameron
Chairman

PARTNERS: Andrew Nicholl [illegible], Rob McMurphy [illegible], Neil Hooper [illegible]
ASSOC. [illegible]

Byfields

Accountants & Consultants

Aon Risk Services Australia Limited

Aon Risk Services Australia Limited
ACN 000 [illegible] ABN 17 000 434 720

Neil Hopper
Byfields CPA
PO Box 1202
CLOVERDALE WA 6985

If you have any queries please contact :
Professional & Consumer Services
PO Box 7036
CLOISTERS SQUARE WA 6850

Your contact is Mark Witkowski

Phone 08 9429 4444 Fax 08 9429 4499

Client Name : Byfields CPA

Class of Insurance : ACCOUNTANTS PI

Period of Insurance : From - 1st April 2007
: To - 1st April 2008

COVERING (Summary Only)

ACCOUNTANTS PROFESSIONAL INDEMNITY

INSURED
Byfields, Byrne Nominees Pty Ltd ATF Byfields Unit Trust

PROFESSION
PUBLIC ACCOUNTING PRACTICE

PERIOD OF INSURANCE
From 1 April 2007
To 1 April 2008

INSURER
Aon Insurance Ltd

POLICY WORDING
AON PROFESSIONAL INDEMNITY WORDING FOR ACCTS 01/06

LIMIT OF LIABILITY
$5,000,000 ANY ONE CLAIM AND IN THE AGGREGATE
TWO AUTOMATIC REINSTATEMENTS

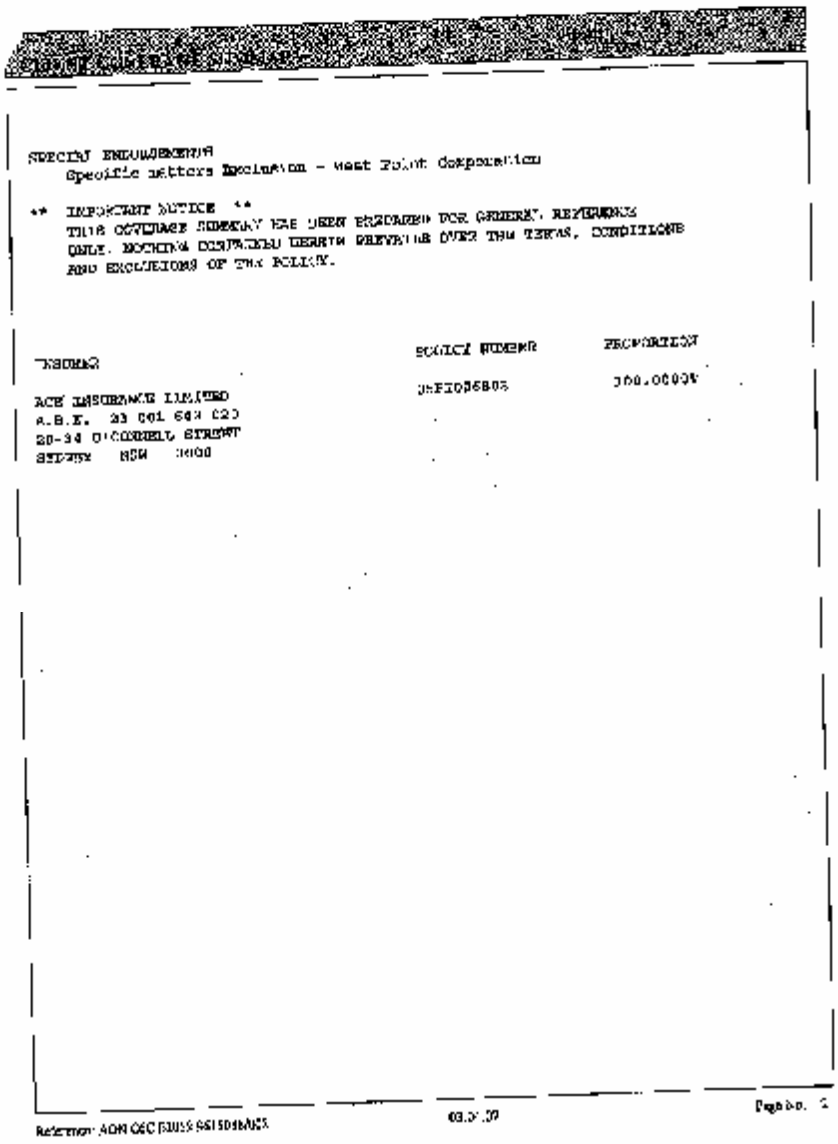
EXCESS
$ 10,000 any one claim
Inclusive of costs and expenses

OPTIONAL EXTENSIONS
4.1 PCOSS - COVERED
4.2 PRINCIPLES PREVIOUS BUSINESS - COVERED
4.3 UNLIMITED REINSTATEMENTS - NOT INCLUDED

RETROACTIVE DATE
Unlimited excluding known claims and circumstances

Reference: AON POL 01062 #15088/002 02.04.07 Page No. 1

Byfields
Accountants & Financial Advisers



SPECIAL ENDORSEMENT
Specific Letters Declaration - West Point Corporation

** IMPORTANT NOTICE **
THIS COVERAGE SUMMARY WAS DRAWN UP FOR GENERAL REFERENCE ONLY. NOTHING CONTAINED HEREIN SUPERSEDES OVER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.

INSURED

POLICY NUMBER: DNFI036805

PROPORTION: 100.0000%

ACE INSURANCE LIMITED
A.B.N. 28 001 642 020
20-34 O'CONNELL STREET
SYDNEY NSW 2000

Reference: AON CEC 03059 061504MJS

03.07.07

Page No. 2

- 2 -

UHY Haines Norton
Chartered Accountants

Doc No. 060436
Date
Officer
Response
File 01.12.01

5 November 2007

Mr P Stubbs
Chief Executive Officer
Shire of Wyndham-East Kimberley
PO Box 614
KUNUNURRA WA 6743

Dear Peter

QUOTATION
PROVISION OF AUDIT SERVICES

We are pleased to submit our quotation for the supply of audit services to the Shire of Wyndham-East Kimberley for the three years commencing 1 July 2007.

We have also enclosed a copy of our firm profile which details our local government experience, audit scope, audit approach and staff profiles.

We believe that the detail contained in our profile, along with the information provided in this letter, will demonstrate our experience, expertise, commitment and long term involvement in the provision of audit and related services to local government within Western Australia.

UHY Haines Norton is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

We have been the appointed auditor of your Shire since 2002 and staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first hand experience of the high level of service, expertise and commitment we are able to deliver.

Fees

Our fee quotes for the provision of audit services to the Shire are as follows:

		Fee Quote	Applicable GST	Total (GST Inclusive)
		$	$	$
Year ended	30 June 2008	15,000	1,500	16,500
	30 June 2009	15,500	1,550	17,050
	30 June 2010	16,000	1,600	17,600

The fees and time quoted are exclusive of travel related expenses and assume there is no significant change in the level of operations of the Shire during the period of our appointment.

Out-of-pocket expenses (reasonable travel, accommodation, living and incidental expenses) are to remain the responsibility of the Shire and will be reimbursed to us as cost.

The above fees are based on the nature of this engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

NIFTY - SMART - SUCCESS • INTELLIGENT SOLUTIONS

Fees (Continued)

Should engagement conditions vary from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the fees quoted do not necessarily include any fee associated with the engagement partner meeting with the audit committee as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year (can be either by telephone or in person).

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit. Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Financial Management Review

We are also able to conduct a Financial Management Review in accordance with the Local Government (Financial Management) Regulations.

This is normally conducted at the same time as an interim audit visit and would be subject to an additional fee to be negotiated at the time the review was scoped.

Such a review would include the provision of a detailed report of our findings upon completion.

Roads to Recovery and Certifications/Acquittals

The certification of the Roads to Recovery annual return and other acquittals are considered to be outside the scope of our normal audit function. However, if all details are prepared for us and we are able to complete with a minimum of fuss our charges would typically fall in the $250 to $500 (GST exclusive) range per certification/acquittal.

Value Added Services Specific to the Local Government Industry

Audit Liaison & Guidance

Liaison on audit and accounting issues is not only provided free of charge during the year, it is encouraged. We believe by obtaining an answer when it is required, the Shire will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past ten years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In 2003 we also introduced a 'Nuts and Bolts' workshop which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

UHY Haines Norton Chartered Accountants

GST, FBT and Salary Packaging Advice

Our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

For the year ended 30 June 2008, indicative rates for this type of work are as follows:

	Per Hour (GST Exclusive) $
Partner	400
Consultant	250
Manager	200
Senior	150
Intermediate	120
Graduate	100

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

Nominated Auditors

Should we be successful in obtaining the audit contract the following are the partners of the firm to be nominated as auditors:

Name	Registered Company Auditor Number
Engagement Partner (either)	
Mr D J Tomasi	15724
Mr G Godwin	310219
Alternate (in the event of unforeseen events)	
Mr R D Swarbreck	14170

Please note, should we be successful in obtaining this engagement, it will be conducted by UHY Haines Norton Perth, which is a separate and distinct partnership from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

Should you require any clarification of the above information please do not hesitate to contact us.

Yours faithfully

DAVID TOMASI
PARTNER

Encl
R:\David\Tenders\2008\Wyndham-east Kimberley - covering letter - 30 10 07.doc:ap



The Last Frontier

Request for Quotation	For the Provision of Audit Services for the Shire of Wyndham East Kimberley
Contact Persons	Ms Jo-Anne Ellis Executive Manager Corporate Services Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743
Deadline	4.00PM Thursday 15 November 2007
Address for Delivery	Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743



1.1 CONTRACT REQUIREMENTS IN BRIEF

To provide audit services for three years from 1 July 2007

1.2 DOCUMENTATION

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Wyndham East Kimberley and is comprised of the following parts:

a) Part 1-Principal's Request (read and keep this part),

b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and

c) Part 3-Respondents Offer (complete and return this part).

1.3 EVALUATION PROCESS

Your application will be evaluated using information provided in your quotation:

- Applications are checked for completeness and compliance. Any application that does not contain all the information requested may be excluded from evaluation.
- Applications are assessed against the Selection Criteria.
- Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

1.4 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this request for quotation.

The quoted prices will be assessed with the following qualitative criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Application containing the lowest price will not necessarily be accepted, nor will the Application ranked the highest on the qualitative criteria.

QUALITATIVE CRITERIA

In determining the most advantageous quotation, the Evaluation Panel will score each quotation against the qualitative criteria.
It is essential that Respondents address each qualitative criterion. The quotations will be used to select the chosen Respondent, and failure to provide the specified information may result in elimination from the Quotation evaluation process.
The qualitative criteria for this Request are as follows.

Description of Qualitative Criteria	Weighting
a) Price.	60%
b) Demonstrated experience in completing similar assignments. (Referee check if applicable)	10%
c) Conformity with quotation documents and specifications.	10%
d) Skills and experience of key personnel.	10%
e) Technical expertise.	10%

1.5 PRICE BASIS

FEE
The proposed fee for the Services shall be submitted in two parts, each one shown as a *GST-inclusive amount* :

1.8.1 **Fixed lump sum fee per annum** for auditing services which can be regarded as "standard" (minimum of two visits per year), including a schedule of rates outlining the proposed charges per hour for each person involved in the audits and the number of hours estimated upon which this lump sum fee is based.

1.8.2 **Hourly rates** applicable to additional professional work required by the Shire of Wyndham East Kimberley. Such additional professional work shall include the provision of technical advice, tax advice (GST and FBT) and such like.

All fees and rates submitted must include all overhead expenses incurred in the performance of the services, such as travelling

expenses, postage, phone / fax expenses, computer time, overtime and such like.

2.1 OBJECTIVES OF AUDIT

To provide an independent audit opinion of the accounts and annual financial reports of the Shire of Wyndham East Kimberley for each financial year covered by the term of the audit appointment.

2.2 TERM OF AUDIT APPOINTMENT

For the financial years commencing 1 July 2007 through to 30 June 2010

2.3 SCOPE OF AUDIT

The Auditor is to –

CARRY OUT SUCH WORK AS NECESSARY TO FORM AN OPINION AS TO WHETHER:

a) the accounts are properly kept; and
b) the annual financial report:
   (i) is prepared in accordance with the financial records; and
   (ii) represents fairly the results of the operations of the Shire of Wyndham East Kimberley and the financial position of the Shire of Wyndham East Kimberley at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

GIVE AN OPINION IN HIS OR HER AUDIT REPORT ON:

a) the financial position of the Shire of Wyndham East Kimberley; and
b) the results of the operation of the Shire of Wyndham East Kimberley.

INCLUDE IN HIS OR HER REPORT:

a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire of Wyndham East Kimberley;
b) any matters including non-compliance with financial management requirements of the Act, Regulations and any other written law.

2.4 AUDIT METHODOLOGY AND APPROACH

a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

b) An audit is to be carried out in accordance with "Auditing Standards" and "Auditing Guidance Statements" adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

c) The auditor is to provide the Shire of Wyndham East Kimberley with a general outline of his/her methodology.

d) The auditor is to provide the Shire of Wyndham East Kimberley with a plan for the audit including:
- Timing of entrance interview
- Timing of interim audit visits;
- Final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
- Timing of the legislative requirement to meet with the Shire of Wyndham East Kimberley and whether that meeting will be in person or by some other means: and
- The method to be used to communicate with, and provide advice and information to, the Shire of Wyndham East Kimberley.

e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

2.5 CRITICAL MATTERS TO BE AUDITED

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.

(i) Revenue
- Rates Revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

(ii) Expenditure
- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

(iii) Current Assets
- Bank and short term investments

- Receivables and prepayments
- Inventory

(iv) Non-current Assets
- Property, plant, furniture and equipment
- Infrastructure and depreciation
- Other receivables

(v) Liabilities (Current and non-current)
- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for annual and long service leave entitlements

(vi) Reserve Funds
(vii) Contingent Liabilities
(viii) Capital Commitments
(ix) Accounting Policies and Notes to the Financial Statements
(x) Cash Flow Statement
(xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996
(xii) Minutes of meetings
(xiii) Budget
(xiv) Acquisition and disposal of property
(xv) Registers (ie tenders, financial interests, contract and legal documents)
(xvi) Delegations
(xvii) General Compliance Issues
(xviii) Financial and other statutory reports eg R2R2

2.6 HOURS, FEES AND EXPENDITURE

The auditor is to provide:
- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

2.7 TERMS

2.7.1 AUDIT REPORTS AND MANAGEMENT REPORT

The auditor shall forward to the President and the Chief Executive Officer the Audit Report and Management Report within 14 days of the exit interview.

2.7.2 TERMINATION OF APPOINTMENT

The appointment as auditor is terminated if:

(a) the auditor ceases to be a registered company auditor;

(b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;

(c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;

(d) the auditor resigns by notice in writing to Council;

(e) Council serves notice in writing to the auditor terminating the appointment.

2.7.3 GENERAL CONDITIONS

The auditor shall not sub contract to a third party. The auditor shall not, and has no right to, assign the audit contract to third parties. The auditor confirms that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Notices or other communication between Council and the auditor may be given by delivery, or sent prepaid post, to each of their respective postal addresses. Postal address may be altered by service of notice in accordance with this clause.

Notices or other communication sent by post shall, in the absence of proof to the contrary, be deemed to have been received by the addressee 96 hours after it was posted.

2.7.3 CANVASSING OF COUNCILLORS

If a Respondent, whether personally or by an agent, canvasses any of the Shire of Wyndham East Kimberley's Councillors with a view to influencing the acceptance of any quotation made by it or any other respondent, then regardless of such canvassing having any influence on the acceptance of such quotation, the Principal may at its discretion omit the quotation from consideration.

2.8 INSURANCES

The successful Respondent will be required to effect and maintain the insurance policies referred to hereunder:

a) public liability insurance in the sum of at least $10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims; and

b) professional indemnity insurance in the sum of at least $5,000,000 (five million dollars) in respect of any one occurrence and for an unlimited number of claims.

3.1 OFFER FORM

The Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

I/We
(BLOCK LETTERS) UHY HAINES NORTON (WA) PTY LTD
ADDRESS: 16 LAKESIDE CORPORATE, 24 PARKLAND ROAD
OSBORNE PARK WA 6017
358 5397 1745 ABN/GST Status **REGISTERED**
ACN (if any) **009 297 769**
Telephone No: **08 9444 3400**
Facsimile No: **08 9444 3430**
E-mail (if any): **dtomasi@uhyhn.com.au**

In response to REQUEST FOR QUOTATION FOR THE PROVISION OF AUDIT SERVICES FOR THE SHIRE OF WYNDHAM EAST KIMBERLEY -
I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The quoted price is valid up to sixty (60) calendar days from the date of closing unless extended on mutual agreement in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quotation irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this quote.

Dated this: 5TH day of NOVEMBER 2007

Signature of authorised signatory: _____

Name of authorised signatory (BLOCK LETTERS): **DAVID JOSEPH TOMASI**
Position: **PARTNER**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017
Witness Signature: _____
Name of witness: (BLOCK LETTERS). **CARA MIA FORD**
Position: **SECRETARY**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

FIXED LUMP SUM QUOTATION AND SCHEDULE OF RATES FOR THE PROVISION OF AUDIT SERVICES TO THE **SHIRE OF WYNDHAM EAST KIMBERLEY**

		GST-Inclusive amount		
		Year 1	Year 2	Year 3
1.	Standard Audit Services ($ per annum)	**16,500**	**17,050**	**17,600**
2.	Standard Audit Services (hours per annum)	**92**	**92**	**92**
3.	Hourly rate for additional work Performed by: **Partner**	**440**	**496**	**550**
4.	Hourly rate for additional work Performed by: **Manager**	**220**	**253**	**286**
5.	Hourly rate for additional work Performed by: **Senior**	**165**	**187**	**198**
6.	Hourly rate for additional work Performed by: **Intermediate**	**132**	**154**	**165**
7.	Hourly rate for additional work Performed by: **Graduate**	**110**	**121**	**132**

NAME OF AUDITOR **DAVID JOSEPH TOMASI**

ADDRESS **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

PHONE NUMBER **08 9444 3400** FAX **08 9444 3430**

SIGNATURE OF AUTHORISED OFFICER _____

NAME OF AUTHORISED OFFICER **DAVID JOSEPH TOMASI**

DATE 05/11/07

3.2 GENERAL AND CORPORATE INFORMATION

ORGANISATION PROFILE AND REFEREES

Attach your organisation profile and details of referees and label it "Attachment 1".	**Attachment 1** ✓ Tick✓ if attached

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes ☐ No ✓
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 2".	**Attachment 2** ☐ Tick✓ if attached

INSURANCE COVERAGE

The insurance requirement for this Request are stipulated at Clause 2.8 respondents are to indicate whether this requirement is met.	Yes ✓ No ☐
A copy of the Certificate of Currency is to be provided to the Principal within thirty (30) days of acceptance.	

SHIRE OF WYNDHAM-EAST KIMBERLEY

PROVISION OF AUDIT SERVICES
"ATTACHMENT 1"
ORGANISATIONAL PROFILE

NOVEMBER 2007

UHY Haines Norton
Chartered Accountants

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1. OUTLINE OF THE FIRM

UHY Haines Norton is a respected firm of Chartered Accountants with divisions providing services in every aspect of a specialist accounting practice. UHY Haines Norton has, via its antecedent firms, provided extensive audit and consulting services to local government since 1993.

UHY Haines Norton is a national group of independent firms represented in every State and structured to share experience and resources for the benefit of our clients. This means the Perth practice is a separate and distinct entity from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

The member firms have operated for many decades and enjoy a community of staff and partners. The national group is the Australian member of the international accounting firm UHY International with 189 offices in 57 countries.

The Perth firm currently comprises 5 Partners and 37 staff.

The partners and staff combine experience gained in Australia and overseas both within the firm and from employment with major international accounting firms. Our philosophy is to provide informed professional advice and practical services and provide direct contact between the most senior members of our firm with the management groups of our clients.

As a consequence, we are able to offer services in the following specialist areas across the complete range of industry sectors:

- External and Internal Audits
  Accounting Advice and Assistance
- IT Solutions
- Accounting Advice and Assistance
- Income Tax Preparation and Planning Advice
- Tax Consulting – Business Advice
- GST and FBT advice
- Systems Review and Implementation
- Strategic Planning
- Succession Planning
- Budgeting and Cash Flow Analysis
- Management Consulting
- Financial Management and Organisational Planning

2. LOCAL GOVERNMENT EXPERIENCE

UHY Haines Norton has been providing audit and consulting services to local government since 1993. The engagement partner, David Tomasi, has been involved in Public Practice since 1986 and has been providing audit services to local government since 1990.

The firm is the largest auditor of local government in the State and we are currently the incumbent auditors of the following seventy (70) local governments:

Shire of Augusta-Margaret River	Shire of Meekatharra
Shire of Boddington	Shire of Merredin
Shire of Boyup Brook	Shire of Mingenew
Shire of Bridgetown-Greenbushes	Shire of Moora
Shire of Broome	Shire of Morawa
Shire of Capel	Shire of Mt Magnet
Shire of Carnamah	Shire of Mt Marshall
Shire of Carnarvon	Shire of Mukinbudin
Shire of Chapman Valley	Shire of Mullewa
Shire of Chittering	Shire of Murray
Shire of Christmas Island	Shire of Northam
Town of Claremont	Town of Northam
Shire of Cocos (Keeling) Islands	Shire of Northampton
Shire of Coolgardie	Shire of Nungarin
Shire of Cranbrook	Shire of Perenjori
Town of Cottesloe	Shire of Pingelly
Shire of Cranbrook	Shire of Plantagenet
Shire of Cunderdin	Town of Port Hedland
Shire of Dalwallinu	Shire of Quairading
Shire of Derby-West Kimberley	Shire of Ravensthorpe
Shire of Dumbleyung	Shire of Sandstone
Shire of Dundas	Shire of Serpentine-Jarrahdale
Shire of Esperance	Shire of Shark Bay
Shire of Gingin	Shire of Three Springs
Shire of Gnowangerup	Shire of Toodyay
Shire of Greenough	Shire of Trayning
Shire of Halls Creek	Shire of Victoria Plains
Shire of Irwin	Shire of Wagin
Shire of Jerramungup	City of Wanneroo
City of Kalgoorlie-Boulder	Shire of West Arthur
Shire of Kalamunda	Shire of Westonia
Shire of Kent	Shire of Wongan-Ballidu
Shire of Kondinin	Shire of Wyalkatchem
Shire of Lake Grace	**Shire of Wyndham-East Kimberley**
Shire of Laverton	Shire of Yilgarn

In addition, we have recently undertaken, the following engagements:

Town of Bassendean - Internal Audit
City of Gosnells - Financial Management Review
City of Joondalup - Internal Audit
City of Rockingham - Internal Audit

In the course of the past several years we have also provided detailed Financial Management Review services to the majority of our audit clients and other municipalities. These have included the Cities of Melville and Joondalup and the Towns of Bassendean and Vincent in the metropolitan area.

2. LOCAL GOVERNMENT EXPERIENCE (continued)

Over the past eleven years, we have also conducted an annual workshop which in 2007 was attended by over one hundred (100) municipalities. These workshops have addressed Performance Measures, Strategic Planning, the Annual Financial Report, the Budget, Infrastructure Assets, cashflow statements and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. This report is updated annually as disclosure requirements are amended. In 2007, the model was purchased by in excess of one hundred and ten (110) authorities statewide.

We also developed a strategy to assist local government with the implementation of GST. The firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT should they require.

Since November 1999, we have provided a remote accounting service to the Shires of Koorda and Leonora and in 2002 added the Shire of Menzies. In 2004/05 we added the Shires of Ashburton, Beverley and Murchison and more recently, the Shires of Corrigin, Cue, Wiluna and Yalgoo. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Infrastructure Assets
- AAS 27 implementation
- Budget Conversion and assistance
- GST & FBT Advice
- Statutory Compliance Audits
- Strategic Plans
- Principal Activity Plan
- Business Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. We have been a major sponsor of the annual conference since 2000 as well as a major sponsor of other regional conferences and sporting events.

3. OTHER AUDIT EXPERIENCE

In addition to our local government audits other significant audit engagements include:

- A.D. Coote & Company (Sheetmetal) Pty Ltd
- Australian Computer Society
- Bansley Pty Ltd
- Cambridge Gulf Ltd
- Carnarvon Family Support Services Inc.
  Carnarvon Heritage Group Inc.
- Chian Resources Plc
  Country High School Hostels Authority
- Danryn Pty Ltd
- East Kimberley Co-Op Ltd
- Extraman Group Pty Ltd
- Flinders Financial Services Pty Ltd
- Herencia Resources Plc
- ICT Industry Collaboration Centre of Western Australia
- IGL Asia Pacific Pty Ltd
- Kappa SEA Pty Ltd
- Living Stone Foundation Inc.
- Medici Bioventures Plc
- Nintirri Neighbourhood Centre Inc.
- Ngarluma & Yindjibarndi Foundation Ltd
- OAM Pty Ltd
- Rhodes Foods (Australia) Pty Ltd
  Scandpower Pty Ltd
- Synthon A.U. Pty Ltd
- Tasman Pacific Equity Limited
- Wanneroo Employment and Skills Training Network Inc.

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of the Shire's systems and policies and deliver these benefits as part of our core service.

4. REFEREES

The following are a list of references of similar Councils for you to contact if you wish.

	Reference 1	Reference 2	Reference 3
Client	Town of Port Hedland	Shire of Broome	Shire of Halls Creek
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$20,000 p.a.	$16,000 p.a.	$12,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2005 to date	Year ended 30 June 2005 to date
Contact name including position	Matthew Scott Director Corporate Services	Les Mainwaring Manager of Finance	Andrea Nunan Executive Manager Corporate Services
Tel. No	9158 9300	9191 3456	9168 6007

The following are a list of additional references to contact should you so wish.

	Reference 1	Reference 2	Reference 3
Client	City of Kalgoorlie-Boulder	City of Wanneroo	Shire of Augusta-Margaret River
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$30,000 p.a.	$30,000 p.a.	$20,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2004 to date	Year ended 30 June 1998 to date
Contact name including position	Eddie Piper Director of Corporate Services	Edward Applin Accountant	James Trail Chief Executive Officer
Tel. No	9021 9600	9405 5000	9780 5255

5. AUDIT SCOPE/APPROACH

The audit of the Shire will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations. **Procedures are designed to ensure the requirements of your tender specification and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:**

- Revenue
- Expenditure
- Current Assets
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Cash Flow Statement
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous years final audited position
- Financial ratios required by the Financial Management Regulations

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:

   (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
   (b) the accounts are properly kept;
   (c) the annual financial report:
      (i) is prepared in accordance with the financial records; and
      (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
         - *Australian Accounting Standards*
           the *Local Government Act 1995* (as amended)
         - the *Local Government (Financial Management) Regulations 1996* (as amended); and
         - other mandatory professional reporting requirements.
   (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Council; and
   (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws.

2. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.

3. Examine Council's receipting function and perform detailed testing as considered necessary.

4. Examine money owing to Council including testing recoverability, follow up procedures and compliance with relevant legislation;

5. AUDIT SCOPE/APPROACH (continued)

5. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
6. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
7. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
8. Review all borrowing transactions to ensure they have been conducted in accordance with the Act.
9. Review reserve transactions to ensure compliance with the legislation;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and Council has right of occupancy;
11. Review agreements where Council has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations.
14. Examine tenders to ensure compliance with the Act and accompanying regulations;

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of Council and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the audit statements are available for audit (subject to mutually convenient travel arrangements); and
- enable you to meet your deadline (subject to your audit readiness).

Our exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with Council and/or the audit committee occur as required. Based on recent amendments to the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Council to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

5. AUDIT SCOPE/APPROACH (continued)

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

The management report will be issued following the completion of the final audit and within 14 days of discussion with the President, Council, Audit Committee and Management as necessary. This report will detail our comments on internal control matters and our recommendations for corrective action.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline and further undertake to provide such reports to the Council and Minister as required.

6. AUDIT PLAN

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the fourth quarter of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by the required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 2 of this proposal.

7. HOURS

Estimated hours for the audit are as follows:

Interim Visit		
Partner	2	
Manager/Supervisor/Senior/Intermediate/Graduate	32	(predominately on site)
Planning	2	
	36	
Final Visit		
Partner	4	
Manager/Supervisor/Senior/Intermediate/Graduate	50	(predominately on site)
Planning	2	
	56	
Total Hours	92	

It should be appreciated our audit team has a wealth of Local Government experience. This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partners are actively involved in the industry and fieldwork.

This experience when coupled with our service level, provides a very efficient and effective audit process.

8. OUR LOCAL GOVERNMENT SERVICE TEAM

As discussed previously, we believe that our commitment to delivering a high quality service to the local government industry is demonstrated by our wealth of experience and long term involvement.

Our approach is to ensure that all work is conducted by suitably qualified staff with a wealth of local government experience that cannot be matched by our competitors. We believe that such an approach makes for a more efficient audit process and provides Council with a value for money, value added service.

The key members of our service team are introduced as follows:



DAVID TOMASI – PARTNER

David has been involved in public practice for more than twenty one years the last thirteen as a partner of the firm and its antecedents.

During that time, he has gathered a broad range of experience across all industry sectors which included five years with a "big 4" accounting firm and twelve months in the UK.

David has worked extensively on local government assignments since 1990 and is the partner responsible for the firm's audit and local government division. He pioneered the firm's involvement in the provision of high quality service to the local government industry in Western Australia by ensuring that the firm and its staff stay abreast of all developments.

He is currently the engagement partner on the majority of the firm's local government audit and consulting engagements and was responsible for the development of the firm's methodology and approach in respect of Financial Management Reviews. He is also actively involved in fieldwork which allows him to develop a detailed working knowledge of operations and the industry as a whole.

David has also facilitated Strategic Plans at two local government authorities and has been involved in numerous special investigations and consulting engagements.

He is actively involved in the firm's local government training program and has presented all of the firm's workshops during the past eleven years. He was a member of the Department's working party to review the financial reporting of local governments which led to recent changes in the Financial Management Regulations and is the immediate past Chairman of the CHY Haines Norton National Audit Committee and is currently a member of CHY International's Audit Committee.

He is also currently a member of the DLGRD's Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters.

PAPERS PRESENTED:

- Checking the Pulse Understanding Audit Reports Local Government Week - August 2002
- Accounting and Financial Issues in Asset Management – CPA Conference Sydney-April 2003
- ED125 – Proposed Changes to AAS27 – CPA Conference Perth – February 2004
- IFRS and Local Government CPA Conference Perth February 2005
- IFRS and Audit Committees – Departmental Conference Perth – April 2005
- IFRS – LGMA Finance Professionals Conference Fremantle – February 2006
  Understanding Cash Flow Statements CPA Week November 2006
- Impact of AIFRS on Non-Current Assets - CPA Week - November 2006
  Accounting and Statutory Update LGMA Finance Professionals Conference Fremantle - February 2007
- Understanding Audit and Financial Reports - Northern Country Zone WALGA Conference Geraldton - March 2007
- Understanding Cash Flow Statements - CPA Congress - May 2007

David brings the necessary experience, expertise and knowledge to the engagement to help ensure the Council receives an efficient, effective and value for money service.

QUALIFICATIONS

- Bachelor of Commerce
- Chartered Accountant
- Registered Company Auditor
- Registered Tax Agent

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



GREG GODWIN – PARTNER

Following his qualification from the University of Witwatersrand, Greg joined Myers Tennier & Co, a medium sized Chartered Accounting firm in Johannesburg where he worked for 5 years. During this time he passed all requirements and became a Chartered Accountant.

After leaving them, he worked in commerce before commencing his own practice Godwin & Co Chartered Accountants, in 1997.

Greg built his own firm into a successful ten person practice before migrating to Australia in 2005 to join UHY Haines Norton as an Audit Manager.

Since joining us, Greg has been admitted as an Australian Chartered Accountant and has had extensive exposure to the local government industry in Western Australia. This culminated with being admitted as Partner of the firm on 1 July 2007.

He is currently the engagement Partner for twenty local government audit clients and has a number of corporate clients that add to his experience and skills.

PAPERS PRESENTED:

- Understanding Cash Flow Statements – CPA Week – November 2007

QUALIFICATIONS

- Bachelor of Commerce and Accounting
- Chartered Accountant (Australia)
- Chartered Accountant (South Africa)
- Registered Company Auditor

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

Following a brief stint at university in Australia he relocated to Zimbabwe. There he spent the next 14 years in senior management roles at two major companies. Both these appointments culminated in him being appointed Managing Director.

Russell immigrated to Perth in July 2007 with his family and joined UHY Haines Norton as an Audit Manager in our audit division.

He has direct responsibility for a large number of our audit clients and his audit, financial and commercial experience makes him a valuable addition to our audit process.

QUALIFICATIONS

- Bachelor of Commerce
- Graduate Diploma in Computer Studies



JULES UECKERMANN – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Jules is a Chartered Accountant. He qualified in South Africa in 1965 and spent many years working for Price Waterhouse & Co in Johannesburg, Port Elizabeth and in Malawi. He also spent three years with PWC in their London (UK) office.

Immediately prior to commencing with UHY Haines Norton, Jules spent sixteen years in the food industry in South Africa. First as managing director of a large subsidiary of the market leader in the frozen food sector in that country and then later as its operations director. He then formed his own frozen food manufacturing and distribution company in South Africa which he sold prior to migrating to Australia.

He joined UHY Haines Norton in June 1999 and was admitted as an Australian Chartered Accountant in January 2002. Jules has had extensive local government, audit and GST experience. He is the Manager responsible for twenty local government audit clients and has also developed a detailed working knowledge of the operations and the industry as a whole.

Jules has also presented a number of local government training seminars/workshops on accounting and GST related issues.

The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

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- Graduate Diploma in Computer Studies



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The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



WEN-SHIEN CHAI – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Chai migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles.

Before joining UHY Haines Norton in May 2007, he worked as an Audit Manager for another medium sized accounting practice in Perth.

Whilst in his previous role he managed a varied client base which included a large proportion of local governments throughout Western Australia.

He is currently part way through his course of study to complete his professional year and qualify as a Chartered Accountant.

The wide audit experience gathered by Chai over the past 12 years adds further skills and experience to our audit team.

QUALIFICATIONS

- Bachelor of Business
- Association of Chartered Certified Accountants (ACCA) UK

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



PAUL BREMAN – CONSULTANT – LOCAL GOVERNMENT SERVICES

Paul has been involved in the Local Government industry for over 25 years. He has held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur. He joins UHY Haines Norton from his most recent position as Executive Manager of Corporate Services, Shire of Esperance.

Paul is a Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices. He brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry.

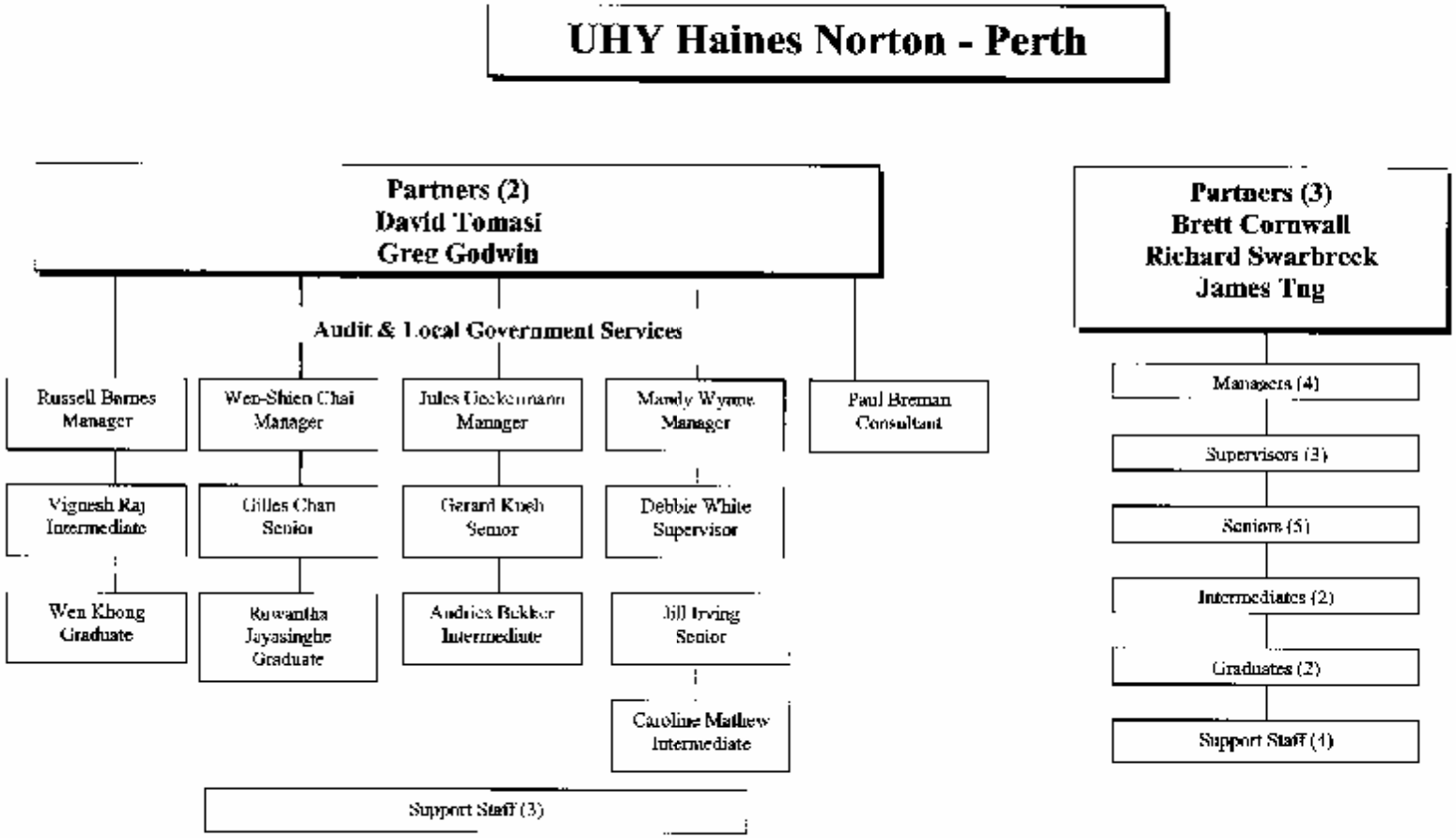
Paul is an active member of the Department's Financial Management Working Party and has been a committee member of the LGMA Finance Managers Group. His experience and "hands on" knowledge is widely recognised in the Industry. As a practitioner he has been the recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001.

Paul undertakes a general local government consulting role in the firm and also has input to our local government training workshops and the remote accounting service.

QUALIFICATIONS

- Bachelor of Business
- Certified Practising Accountant (CPA Australia)
- Diploma in Local Government (C)

9. ORGANISATIONAL CHART



10. OTHER MATTERS

10.1 Quality Assurance

The firm takes a three tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of field work.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, UHY Haines Norton's national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

The quality review process is further enhanced by a peer review conducted by the Institute of Chartered Accountants practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

10.2 Conflict of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the chairman of the audit committee immediately and activities suspended until the issue was resolved to the satisfaction of the audit committee

10. OTHER MATTERS

10.3 Address for Service of Notices

UHY Haines Norton
Chartered Accountants
16 Lakeside Corporate
24 Parkland Road
Osborne Park WA 6017

PO Box 1707
OSBORNE PARK DC WA 6916

APPENDIX 1

Basis of the Proposal

1. UHY Haines Norton is an association of independent firms. Responsibility for this proposal rests with UHY Haines Norton, Perth which carries on business separately and independently from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide. These other independent offices shall have no legal liability to your organisation.

2. Unless otherwise agreed in writing, UHY Haines Norton's standard terms concerning billings and fees will apply.

3. The information contained in this proposal is confidential and cannot be conveyed to any party other than the management and Council of the Shire.

APPENDIX 2

UHY Haines Norton Audit Methodology

The strength of our firm is the active involvement of partners in all assignments. We place particular emphasis on the provision of personal service to each client and ensuring the partner is actively involved in the day to day performance of the audit.

The audit team would include an audit manager, and other audit and professional staff as required throughout the assignment. The firm is committed to providing continuity of personnel assigned to the audit and ensuring these staff are available as required to complete the structured audit plan.

We would also ensure a second partner is briefed and is familiar with the conduct of the audit to provide suitable backup quality assurance processes, and act as a second point of reference to you.

Our audit would be conducted in accordance with Australian Auditing Standards.

1. Objectives of the Audit

The audit would be designed to achieve the following objectives:

- To enable us to express opinions on whether the financial statement show a true and fair view of the results for the year and the financial affairs at year end.
- To ensure the financial statements are prepared in accordance with the relevant statutory requirements and Australian Accounting Standards.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
  - occurrence;
  - completeness;
  - validity;
  - measurement;
  - compliance;
  - prohibit and propriety; and
  - presentation and disclosure
- To review the systems of internal controls to determine whether they appear adequate to safeguard the assets and funds of the Shire.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

2. **Audit Plan**

The firm's audits would be planned to enable us to conduct effective audits in an efficient and timely manner. Our plan would be based on our knowledge of your activities and would be developed and revised as considered necessary during the course of the audit. The emphasis of our audit would focus on the major risk areas of audit significance whilst ensuring the organisation complies with legislative requirements.

Our audit planning stage covers the following procedures:

- obtaining knowledge of your current activities, accounting system, policies and internal control procedures;
- obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and the reliance we would place on these controls in determining the nature, timing and extent of other audit procedures.
- identification of risk areas and allocation of risk levels for each area;
- determining materiality levels in accordance with Statement of Accounting Standards AASB 1031 "Materiality in Financial Statements";
- determining and programming the nature, timing and extent of the audit procedures to be performed; and
- co-ordinating the work to be performed.

3. **Scope**

Should we be successful in this tender, the scope of the audit would be determined in accordance with Australian Auditing Standards, legislative requirements and terms included in the audit engagement contract based on the contents of this submission

The audit would be arranged to adequately cover all aspects of the Shire relevant to us forming an opinion on the financial statements.

4. **Timing**

We would liaise with management on the audit plans and a timetable for the preparation of the financial reports and supporting schedules, allowing sufficient time for completion of the audit within your deadlines.

Our audit team may also visit during the year to carry out systems evaluations and testing to determine whether the systems can be relied on to produce reliable and accurate information.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

5. **Procedures**

Third party confirmations would be obtained to verify all major assets and liabilities.

The financial statements would be analytically reviewed and all individual assets, liabilities and profit and loss items within the materiality levels would be audited.

The financial statements would be checked to determine whether they show fairly the financial transactions and state of affairs and comply with legislative requirements and Australian Accounting Standards.

We would review post balance date events, contingent liabilities and capital commitments.

Consideration would be given to the Shire's future viability including any significant adverse trends, the ability to pay its debts as and when they fall due and whether the basis of preparing the financial statements on the going concern concept is relevant.

The Audit Partner would be accessible at all times to discuss and give advice on matters related to the preparation of the financial statements and any other topics management may require.

6. **Reporting**

- **Management Reports**

(a) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to our primary contact or an appropriate level of management.

(b) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:

(i) material errors or breaches of the organisation's policies and procedures;
(ii) instances where the organisation fails to comply with appropriate legislation;
(iii) acts of lack of proprietary or probity;
(iv) failure to maintain proper accounts and records;
(v) failure to operate key controls over its activities; and
(vi) matters related to the efficient and effective operations of the organisation noted during the course of the audit.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

6. **Reporting (continued)**

All reports would be discussed in detail with appropriate officers before being released.

(c) All management reports would be addressed to the President (as required by the Act) and copies sent to the Audit Committee and Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

  Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by the Chief Executive Officer.

  The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.

12.2.5. Debt Collection Policies

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.02.01
ASSESSMENT NO:	N/A

PURPOSE

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

BACKGROUND

At the Audit Committee Meeting on 18 September 2007 the Audit Committee resolved

Minute No. AC 063

Moved: Cr J Buchanan *Seconded: Cr K Wright*

That the Audit Committee be provided with details of debt collection procedures that ensures the timely collection of debts.

CARRIED UNANIMOUSLY 3/0

At the Audit Committee meeting on 18 December 2007 the Audit Committee resolved

Minute No. A067

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee note the amendments made to policies F12 – Rate Collection Policy Draft and F15 – Sundry Debt Collection Policy Draft.*

2. *That officers make additional changes as advised by the Audit Committee, relating to increasing write off amounts to $100 in both policies to create consistency, further inclusion of reference relevant legislation, changes to the amended and review dates for both policies and other wording and numbering changes and present both F12 and F15 to Council for adoption.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

Local Government (Financial Management)
Regulations 1996 - Part 5

LOCAL GOVERNMENT ACT 1995
Sections 5.36, 5.42, 61.2, 6.45, 6.56, 6.60 and 6.68

POLICY IMPLICATIONS

F12 – Rate Collection Policy
F15 – Sundry Debt Collection Policy

FINANCIAL IMPLICATIONS

As at 30 December 2007 overdue rates were $472,756.45, 11% of total budgeted rates raised in 07/08. This includes arrears of $157,833.83.
As at 30 November 2007, Sundry Debtors over 90 days total $89,296.51, 13% of total sundry debts.

Following the debt collection procedures ensure best possible measures are taken to keep Council's cash flow to an optimum.

STRATEGIC IMPLICATIONS

Nil

COMMENT

It is worth noting that although the primary objective of both policies is to minimise Council's debt it is important that they are structured in a way to assist and ensure that the debtor has the ability to settle their debt with the fewest possible penalty and administrative charges. This is mainly relevant in the rate collection policy where the timing of each action ensure that every effort is taken to recover the debt in full prior to the 30th June and thus not becoming in arrears.

Council has two debt collection policies; F12, Rate Collection Policy and F15, Sundry Debt Collection Policy. Both policies are used currently and in their current form. On 7 December 2007 Officers reviewed both policies together. F12, Rates Collection Policy had previously been noted for review by staff however due to the Audit Committee's request Officers thought it timely to review both policies together.

An item was tabled at the August 2007 Briefing Session regarding a write off of penalty charges of $21.99. Councillors directed staff that they did not want to be dealing with issues of this sort of monetary value and that the Chief Executive Officer could make these decisions. It is for this reason that extra consideration was given to the write off amounts in policy F12.

Outdated wording has also been corrected.

ATTACHMENTS

1. F12 – Current Rate Collection Policy
2. F12 – Draft Reviewed Rate Collection Policy
3. F15 – Current Sundry Debt Collection Policy
4. F15 – Draft Reviewed Sundry Debt Collection Policy

VOTING REQUIREMENTS

Simply Majority

OFFICER RECOMMENDATION

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

COUNCIL DECISION

Minute No. 8049

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

Carried Unanimously 5/0

Attachment 1: F12 – Current Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Director Finance & Administration**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Recovery action, as allowed under the Local Government Act 1995, is to commence after the expiration of the final notice. Methods that will be used to recover debts are as follows;

   a) Summons (if no response from the summons, a land warrant or warrant of goods to be executed).

   b) Service notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property).

   c) Properties with three years or more rates outstanding to be sold or reverted back to the Shire of Wyndham-East Kimberley.

4. Prior to any action a letter of intention to take legal action will be sent to the ratepayer giving seven (7) days notice.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. Summons will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 will not be charged.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire).

11. In respect to clause 3(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley or whether a repayment plan can be arranged with the owner.

ADOPTED: 20/11/1997
REVIEWED:
AMENDED: 20/04/2004

Attachment 2: F12 – Draft Reviewed Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5** **Local Government Act 1995**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option as per Local Government Act 1995 – section 6.45.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days from the date of issue of the final notice in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Prior to any recovery action a Notice of Intention to Issue a General Procedures Claim will be sent to the ratepayer giving seven (7) days notice.

4. Recovery action, as allowed under the Local Government Act 1995 – section 6.56, is to commence after the expiration of the seven (7) days given in clause 3. Methods that will be used to recover debts are as follows;

   a) General Procedures Claim.

b) If no response from the claim, the following options are available, as appropriate:

i.) Serve notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property), under the provisions of the Local Government Act 1995 - Section 6.60.

ii.) Issue a Property Seizure and Sale Order on goods.

iii.) Issue a Property Seizure and Sale Order on land (following council approval).

c) Properties with three years or more rates outstanding to be sold or forfeited to the Shire of Wyndham-East Kimberley under the provisions of the Local Government Act 1995 - Section 6.68.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. General Procedure Claims will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 may be written off.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council. That properties with outstanding rates of up to $100.00 may be written off only at the discretion of the Chief Executive Officer and that write off reported to Council as per Local Government Act 1995 – sections 61.2 and 5.42.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire) as per Local Government Act 1995 – section 5.42.

11. In respect to clause 4(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley.

ADOPTED: 20/11/1997
REVIEWED: 20/04/2004
REVIEWED: 10/12/2007
AMENDED:

Attachment 3: F15 – Current Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate & Community Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

1 That all invoices are raised within 14 days of receiving an authority to raise invoice.

2 If full payment for debt is not received after 30 days then a reminder notice (copy of proforma letter attached) and a copy of invoice is to be sent.

3 After 45 days a phone call (or other form of contact) is to be made so as to establish when payment will be made.

4 After 60 days a final notice (proforma attached) is to be sent with a copy of the invoice attached.

5 An Intention to Summons is to be sent after 75 days (proforma attached).

6 By the 87th day a copy of all the above mention correspondence to be issued to the Shire's debt collection agency so that this agency can send a summons to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Accountant has the discretion to write off amounts under $5.00 for any given month. These write offs are to be reported to Council in the following month.

2. That the Accountant can write off any licence which has not been paid after 90 days, with the intention of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors which have had in excess of three intention to summons issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

Adopted: 20/04/2004

Attachment 4: F15 – Draft Reviewed Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

7 That all invoices are raised within 14 days of receiving an authority to raise invoice.

8 If full payment for debt is not received within 30 days of initial statement then a reminder notice and a copy of invoice is to be sent.

9 After 45 days a phone call is to be made so as to establish when payment will be made.

10 After 60 days a final notice is to be sent with a copy of the invoice attached.

11 A Notice of Intention to Claim is to be sent after 75 days. The debtor will be notified at this point that they are on stop credit. No further credit will be provided until full payment is made or suitable payment arrangements made and approved at the discretion of the Chief Executive Officer.

12 By the 87th day a copy of all the above mentioned correspondence to be issued to the Shire's debt collection agency so that this agency can send a General Procedure Claim to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Chief Executive Officer has the discretion to write off amounts under $100.00 for any given month as per provisions under the Local Government Act 1995 - section 5.36. These write offs are to be reported to Council in the following month.

2. That the Chief Executive Officer can write off any operating licence which has not been paid after 90 days as per provisions under the Local Government Act 1995 - section 5.36, with the notice of Intention to Claim of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors who have had in excess of three Intention to Claim issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

4. Debtors will be on charged any fees and charges issued to the Shire for the recovery of their outstanding debt.

ADOPTED: 20/04/2004
REVIEW: 10/12/2007
AMMENDED:

12.3. COMMUNITY SERVICES

12.3.1. Kununurra Leisure Centre Kiosk Lease

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra Leisure Centre
AUTHOR:	Karyn Apperley, Executive Manager Community Services
REPORTING OFFICER:	Karyn Apperley, Executive Manager Community Services
FILE NO:	01.4998.10
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the tender requirements for the lease for the Kununurra Leisure Centre Kiosk.

BACKGROUND

The Kununurra Leisure Centre Kiosk has been leased to Kununurra Cruises – the BBQ Boat since 2005 at $3,000 per annum. This lease expired on 31 December 2007 however Item 4 of the Lease Schedule provided an option for the Lessee to extend the lease for a further 3 years based on agreement by both parties.

As no notice had been provided by the Lessee under Lease Agreement Item 6 'Renewal of Term' at least 3 months prior to the lease expiry, the Shire wrote to Kununurra Cruises on 31 October 2007 requesting written notice of the Lessee's intentions in regard to a renewal of term by 30 November 2007. The Lessee confirmed their interest in extending the lease by a further 3 years by letter on 20 November 2007.

A meeting was held on 27 November 2007 between Shire officers and Kununurra Cruises to discuss proposed terms and conditions of a 3 year extension lease agreement.

A briefing on this matter was provided to Council on 3 December 2007 and at its meeting of 18 December Council resolved the following:

Minute No. 8009

Moved: Cr K Wright *Seconded: Cr P Caley*

That Council enter into a 3 year lease agreement extension with Kununurra Cruises – The BBQ Boat with the following changes to the terms and conditions:

1. *The Kiosk shall be open to the public at least for the hours of:*
   7 days: 10am to 5pm
   Public Holiday hours to be by negotiation prior to signing of lease

2. *Annual rent of $4,000 (GST exclusive) being payable bi-annually on 30 June and 31 July each year for three years.*

3. *By negotiation, the Lessee is to ensure adequate food serving/preparation space is to be made available to hirers of the Leisure Centre for functions held outside the Lessee's normal trading hours, when the Lessee is unable to be open for functions or special events outside minimum opening hours.*

4. *The Lessee shall erect two signs to clearly advertise the minimum opening hours of the Kiosk.*

Carried Unanimously 8/0

NOTE: Council determined that for public convenience the kiosk is required to be open 7 days per week from 10am to 5pm

Accordingly, written advice of Council's decision was provided to Kununurra Cruises.

A letter was received from Kununurra Cruises in early January 2008 by the Shire and all Councillors which stated that Kununurra Cruises were interested in a 3 year extension option but could not agree to the term regarding opening hours of the Kiosk and requested Council to reconsider the terms of a 3 year extension lease. The letter contained information consistent with the advice that Council has already received at Briefing Sessions or Council Meetings prior to its decision of 18 December 2007. The Chief Executive Officer (CEO) provided a memo to Councillors advising that the matter would not be re-presented to Council unless requested by the Shire President and/or at least 3 Councillors. Given that no request has been received, Council needs to consider available options in relation to use of the Kiosk to provide the required level of public convenience and service to Leisure Centre patrons.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58.

3.58 . Disposing of property

(1) In this section —

***"dispose"** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***"property"** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

On successful negotiation of a lease for the Leisure Centre Kiosk, Council will receive lease payments from the tenant for the duration of the lease.

STRATEGIC IMPLICATIONS

It is important that patrons of the Kununurra Leisure Centre are afforded quality services, customer service and consistency of opening hours from Kiosk facilities.

COMMUNITY CONSULTATION

N/A

COMMENT

Council may want to consider the following options:

1. Advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk

2. Develop a proposal for the in - house provision of Leisure Centre Kiosk services.

Option 1 is recommended to test the local market and determine if a suitable lessee is available to provide the required services. Option 2 requires a level of analysis yet to be undertaken and may need to be considered if Option 1 does not provide the required outcomes.

Responses to the tender should be assessed using the following assessment criteria:

60% Price
20% Ability to comply with required hours of operation
10% Staffing provision
10% Previous experience of a similar nature

Should Council consider Option 1 to be the preferred course of action and advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk, then in keeping with Council's resolution of 18 December 2007, the terms and conditions of lease for the Leisure Centre Kiosk should include the requirement for the Kiosk to be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be by negotiation prior to signing of lease.

A proposed lease schedule is attached for Council's consideration.

To expedite the commencement of a lease, it is recommended that the CEO be authorised under delegated authority to negotiate details, terms and conditions of the lease not specified by the proposed schedule.

It should be noted that whatever course of action is determined by Council, Leisure Centre Kiosk facilities and services are unlikely to be in operation until February/March 2008.

ATTACHMENTS

Proposed Kununurra Leisure Centre Kiosk Lease Schedule

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk

2. That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk

3. That Council accept the proposed lease schedule and instruct officers to prepare tender documents

4. That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease

5. That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority

6. That Council accept the following tender assessment criteria:

60%	Price
20%	Ability to comply with required hours of operation
10%	Staffing provision
10%	Previous experience of a similar nature

COUNCIL DECISION

Minute No. 8050

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8051

Moved: Cr K Wright **Seconded: Cr P Caley**

1. ***That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk***

2. ***That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk***

3. ***That Council accept the proposed lease schedule and instruct officers to prepare tender documents***

4. ***That Council make clear in the Tender Request that significant emphasis will be given to the Tenderer's ability and commitment to providing high quality innovative Kiosk and Café/Catering services, with the greatest viable opening hours, for users of the Leisure Centre.***

5. ***That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease***

6. ***That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority***

7. ***That Council accept the following tender assessment criteria:***

   40% Price
   50% Public Kiosk Service – quality standards and opening hours
   10% Previous experience of a similar nature

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's recommendation because Council sought to encourage the market to respond through Tender with new innovative approaches to Leisure Centre Kiosk services.***

COUNCIL DECISION

Minute No. 8052

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

Proposed Kununurra Leisure Centre Kiosk Schedule

Item 1

Land:	The land known Kununurra Leisure Centre being part of Reserve Number 27603

Item 2

Premises:	That part of the Land outlined in red on the plan annexed to this Lease.

Item 3

Term:	Three (3) Years
Date of Commencement:	TBA
Date of Expiration:	TBA

Item 4

Term of Renewal:	Option to extend lease for a further 3 Years, based on agreement by both parties

Item 5

Rent:	To be based on market response and advance payments to be in accordance with a negotiated schedule.

Item 6

Rent Review Dates:	End of 3 Year Term

Item 7

Use of Premises:	Kiosk and Function Catering

Item 8

Public Liability Insurance:	Ten million dollars ($10,000,000)

12.4. CHIEF EXECUTIVE OFFICER

12.4.1. Use of Common Seal

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from the period 12 December 2007 to 14 January 2008.

BACKGROUND

Information is presented to inform Council on those documents to which the Shire Common Seal has been applied. In the time period specified above, the following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

- Sale of Lot 100 Riverfig Avenue, Kununurra to Ri-con Developments No.2 Pty Ltd – 1 copy

STATUTORY IMPLICATIONS

Local Government Act 1995

Council's Standing Order Local Law makes reference to the application of the Common Seal.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Goal 2 – Decision making within the Governance KRA of the Strategic Plan includes a strategy which is relevant to this item:

Strategy 3:
Establish succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

Goal 6 – Legislation:

Strategy 3:
Ensure continued compliance with all relevant legislation through the submission of relevant reports and documents.

COMMENT

It is the Officers' recommendation that Council formally receive a report on use of the Shire Common Seal.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

COUNCIL DECISION

Minute No. 8053

Moved: Cr D Ausburn **Seconded: Cr K Wright**

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

Carried Unanimously 5/0

12.4.2. Delegated Authority Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To report to Council on the use of Delegated Authority by Officers for 1 December 2007 to 11 January 2008.

BACKGROUND

Use of Council approved Delegated Authority by Officers is reported to Council on a monthly basis.

The attached tables outline use of Delegated Authority by relevant officers for the above period.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.46

5.46. Register of, and records relevant to, delegations to CEO's and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Governance KRA of the Shire's Strategic Plan includes a strategy, which is relevant to this item:

Goal 2 – Decision Making, Strategy 1 – To have established procedures and protocols that facilitate timely, effective decision making by the Council.

COMMUNITY CONSULTATION

N/A

COMMENT

The attached reports outline use of Delegated Authority by relevant Council Officers for endorsement by Council.

ATTACHMENTS

Delegated Authority Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

COUNCIL DECISION

Minute No. 8054

Moved: Cr P Caley **Seconded: Cr K Wright**

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

Carried Unanimously 5/0

BUILDING LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1- 31 December 2007

LIC#	DATE	OWNER	ADDRESS	BUILDER	BUILDER ADDRESS	BRB / OB NO	LOCATION	DESCRIPTION	NEW/ ADD	LOT AREA	FLOOR AREA	EST. VALUE
184/ 2007	5/12/2007	L & A INNES	PO BOX 764 KUNUNURRA	OWNER	PO BOX 764 KUNUNURRA	N/A	LOT 1000 (5) MINIATA STREET KUNUNURRA	NEW STORAGE SHED	NEW		477	$90,000.00
185/ 2007 AE	6/12/2007	R MACKENZIE & P AYRES	PO BOX 384 KUNUNURRA	EXISTING		N/A < $20K	LOT 1000 (5) MINIATA STREET KUNUNURRA	ACKNOWLEDGE EXISTING FRONT FENCE, POOL, ATRIUM ENCLOSURE & PERGOLA	EXIST		0	$0.00
186/ 2007	6/12/2007	WARRICK DONE	PO BOX 2197 KUNUNURRA	OWNER	PO BOX 2197 KUNUNURRA	N/A OB	LOT 302 (7) EUGENIA STREET KUNUNURRA	PATIO AND VERANDAH ADDITION	ADD			$26,000.00
187/ 2007	20/12/2007	PETER & SEARLE	PO BOX 1068 KUNUNURRA	ADRAIN ROXBURGH	PO BOX 1848 KUNUNURRA	N/A	LOT 43 WEABER PLAINS RD KUNUNURRA	POOL AND SHADE	NEW			$26,000.00
188/ 2007	6/12/2007	TODD BRYANT	PO BOX 663 KUNUNURRA	OWNER	PO BOX 663 KUNUNURRA	N/A OB	LOT 1806 (11) PALM COURT KUNUNURRA	PATIO	ADD		26	$10,000.00

189/ 2007 AE	6/12/2007	PETER & NOELENE GREEN	PO BOX 701 KUNUNURRA	EXISTING		N/A	LOT 24 WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING CONVERSION, POOL, RURAL SHED & OUTBUILDINGS	EXIST		0	$0.00
191/ 2007 AE	7/12/2007	RAY & DEBRA CHAMBERLAIN	PO BOX 1072 KUNUNURRA	EXISTING		N/A	LOT 749 (35) WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, CARPORT &, NON-HABITABLE SHED/ OUTBUILDING	EXIST		0	$0.00
155/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 154 (37) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.105	306	$364,000.00
156/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10782	LOT 153 (35) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.06	314	$367,000.00
157/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 170 HIBISCUS DRIVE KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.09	46	$367,000.00
190/ 2007	10/10/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 168 (4) Gardenia Drive KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.086	306	$364,000.00

192/2007	17/12/2007	OOMBULGURRI ASSOCIATION - WA POLIC DEPT	PO BOX 208 WYNDHAM 6740	FRANMOR CONSTRUCTION	PO BOX 702 KUNUNURRA	10803	LOC 1 OOMBULGURRI COMMUNITY LOT 75 & 76 FORREST RIVER	2 X CLASS 1B RESIDENCES UNDER TROPICAL ROOF, CARPORT & TRANSPORTABLE CELL BLOCK	NEW	40,063	324	$250,000.00
193/2007 AE	17/12/2007	J A CARRATTI	PO BOX 25 KUNUNURRA	EXISTING		N/A	LOC 511 RIVERFARM ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, PATIO, POOL, GARAGE, 2 X LEAN-TOS, TANK STAND, 2 X SHADE STRUCTURES	EXIST			$0.00
												$1,864,000.00

DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

Licence Number	Date	Assess No	Property Address	Premises	Owner	Builder/ Contractor	Contact Details	Comments (Asbestos)
03/2007	13/12/2007	1682	LOT 237 COOLIBAH DRIVE KUNUNURRA	METAL CLAD RESIDENTIAL BUILDING	UNITING CHURCH OF AUSTRALIA - NORTHERN SYNOD	ROBERT BOSHAMMER	PO BOX 20 KUNUNURRA	Prefabricated building (? Asbestos)
04/2007	19/12/2007	0969	LOT 766 (10) BARRINGTONIA AVENUE KUNUNURRA	TIMBER FRAME ASBESTOS CLAD DWELLING	G & A DULEY	COLIN WILKINSON DEVELOPMENTS PTY LTD	PO BOX 3112 BROOME WA 6725	Timber frame - asbestos clad

THERE WERE NO SIGN LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

TOWN PLANNING DELEGATED AUTHORITY APPROVALS - 6 December 2007 to 11 January 2008

Application / Delegation Number	Approval Type	Date Received	Receipt Number	Applicant	Owner	Property Address	Proposed Dev't	Assess't Number	Approval Date
77/07	P Devt	30-Oct-07	355975	Colin Wilkinson Developments	Greg & Ann Duley	Lot 766, Barringtonia Ave, Kununurra	4x group dwellings	969	7-Dec-07
80/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356742	Monsoon Architects	Dept of Housing and Works	Lot 1074, Denman Street, Wyndham	2 x group dwellings	419	07-Jan-08
81/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356744	Monsoon Architects	Dept of Housing and Works	Lot 1092, Dorrigo street, Wyndham	2 x group dwellings	426	07-Jan-08
86/07	P Devt	26-Nov-07	356374	Tim Croot	Tim Croot	Lot 11, Weaber Plain Road, Kununurra	Shed	2054	07-Jan-08
89/07	AA Devt	3 Dec 07 Paid 18 Dec 07	356743	Monsoon Architects	Dept of Housing and Works	Lot 169, 48 Hibiscus Drive, Kununurra	2 x group dwellings	2525	07-Jan-08

12.4.3. Council Representation at Kimberley Water Forum

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Broome
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	42.09.01, 60.03.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider having representation at the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

BACKGROUND

Council received an invitation to participate in the Kimberley Water Forum on 24 December 2007. The invitation is attached to this report.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs (travel, accommodation and registration fees) of approximately $600 per person to attend the forum.

STRATEGIC IMPLICATIONS

Water and its use continue to be a significant national issue. For any region the availability and allocation of water has a major influence on that region's destiny. The Kimberley is fortunate to have significant fresh water sources and the use of this water will have a defining influence on the Kimberley.

Unique to the East Kimberley region is the water supply of Lake Argyle. Allocation and use of water from Lake Argyle will influence the East Kimberley in future generations. For these reasons it is considered important that Council contribute to forums and debate on water allocation and use.

It is also strategically important that Council develops effective working relationships with the hosts of this forum, Environs Kimberley, the Kimberley Land Council, the WA Department of Agriculture and Food, and the Tropical and Coastal Knowledge (TRaCK) project, and this can also be enhanced by participation in this forum.

COMMUNITY CONSULTATION

While there have been various opportunities for the wider community to have input into water issues (e.g. State Blueprint for Water Reform July 2006) this particular forum has not had community consultation associated with it before now.

COMMENT

It is recommended that Council consider having representation at this forum, given the importance of water allocation and its use to the future of the East Kimberley region.

ATTACHMENTS

Invitation to participate in the Kimberley Water Forum (Document 60839)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council nominate _____as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

COUNCIL DECISION

Minute No. 8055

Moved: Cr P Caley **Seconded: Cr D Ausburn**

That Council nominate Cr K Wright as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

Carried Unanimously 5/0

Kimberley Land Council

Save the Nature of the Kimberley
environs KIMBERLEY INC

Department of Water
Government of Western Australia

Department of Agriculture and Food

Doc No. 060839
Date 2 9 DEC 2007
Officer CEO, SP
Response
File 42.09.01
60.03.01

Cr Michele Pucci
Shire of Wyndham - East Kimberley
PO Box 614
Kununurra WA 6743

19 December 2007

Dear Cr Pucci,

We would like to officially invite you to participate in the ***Kimberley Water Forum*** to be held in Broome from 13 – 14 March 2008.

With all the activity in the water arena, particularly with the current northern Australia focus, the main aim of the forum is to share information about water policy and management from the national through to the local level. It will set the scene for water planning and management in the Kimberley into the future.

The event is a joint initiative of the Kimberley Land Council, the WA Department of Water, Environs Kimberley, the WA Department of Agriculture and Food and the Tropical Rivers and Coastal Knowledge (TRaCK) project.

The Kimberley Water Forum will bring together about 100 people, including representatives of Traditional Owner groups, pastoralists, agriculturalists, government agencies, scientists and other researchers.

There will be a day of presentations from regional stakeholders on a wide range of Kimberley water issues, including local experiences of water planning and community engagement, management priorities for regional rivers and wetlands, and the impacts of proposed water reforms.

The organisers have approached a number of people with expertise in water activities at the national and state levels to make presentations, including Peter Cullen of the National Water Commission, key WA water policy-makers and a number of Australia's leading social, cultural, environmental and economic researchers.

An agenda will be sent out early next year. The venue is the Mangrove Hotel in Broome. Lunch will be provided on both days.

Please contact me for further information by email or at the number below.

On behalf of the Kimberley Water Forum steering committee

Kate Golson
Kimberley Water Forum project manager
Tel. 0427183370
kate.golson@westnet.com.au

12.4.4. Shire of Wyndham East Kimberley Annual Report 2006/07

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.27.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider convening a Special Meeting for 4pm Tuesday 5 February 2008 to consider acceptance of the Shire of Wyndham East Kimberley 2006/07 Annual Report.

BACKGROUND

Each Local Government is required under the Local Government Act 1995 to prepare an Annual Report for each financial year and to hold a general electors meeting.

In November 2007 Council resolved to hold the General Electors Meeting on 19 February 2008. The Annual Report, less the Auditors report, has been prepared for that meeting and presented here for acceptance by Council.

Normal practice is for an Annual Report to be accepted by Council prior to 31 December each year. The Auditor's Report was not available in time to allow this to occur.

At a meeting of Council's Audit Committee in December 2007, the timing of the receipt of Audit Reports was considered and it was recommended that in appointing Council's Auditors it be a requirement that the Annual Audit Report be received by the mid November each year to enable it to be accepted by Council at its Ordinary Council meeting in November so that the General Electors Meeting could be held prior to the end of each calendar year.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.53

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president;
(b) a report from the CEO;
(c) a report of the principal activities commenced or continued during the financial year;
(d) an assessment of the local government's performance in relation to each principal activity;
(e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
(f) the financial report for the financial year;
(g) such information as may be prescribed in relation to the payments made to employees;
(h) the auditor's report for the financial year;
(ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993* ; and
(I) such other information as may be prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.54

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available

LOCAL GOVERNMENT ACT 1995 - SECT 5.55

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

LOCAL GOVERNMENT ACT 1995 - SECT 7.9

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) The mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

Details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) Prepare a report thereon; and
(b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Availability of the Annual Report to the public is required to be made as soon as possible after its acceptance by Council.

COMMENT

The Annual Report is complete except for the Auditors report. To enable the public access to the annual report prior to the scheduled electors meeting it sis recommended that Council convene a Special Meeting to consider acceptance of the report, and that this Special Meeting be held for the convene of Councillors at 4pm on Tuesday 5 February, a time when Councillors are already scheduled to meet for their usual monthly Briefing Session.

This suggested arrangement would, subject to adoption of the Annual Report by Council allow the report to be available to the public for 14 days prior to the previously adopted and advertised date for the Annual Electors Meeting.

ATTACHMENTS

The Draft Annual Report 2006/07, less Auditors Report will be provided to Councillors as a separate document.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 4pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

COUNCIL DECISION

Minute No. 8056

Moved: Cr K Wright **Seconded: Cr P Caley**

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 5pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation as a more convenient start time was considered essential.***

12.5. ELECTED MEMBER REPORTS

Cr J Parker attended Joorook Gnarni Aboriginal Corporation Elections

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

COUNCIL DECISION

Minute No. 8057

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council endorse Cr P Caley's nomination to the Kimberley Development Commission Board.

Carried Unanimously 5/0

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No. 8058

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council accept Item 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission for consideration.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8059

Moved: Cr K Wright **Seconded: Cr P Caley**

That the meeting move into camera to discuss, Item 16.1 Debts Under Legal Action, Item 16.2 Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment and 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission under Section 5.23. (2) of the Local Government Act 1995 because the items may disclose information about the business, professional, commercial or financial affairs of a person and because the items also contain legal advice or may be the subject of potential legal advice to the Council.

Carried Unanimously 5/0

16.1. Confidential Item – Debts Currently in Legal Process

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.02
ASSESSMENT NO:	N/A

This item will be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

PURPOSE

For Council to receive an update in regards to debts currently in legal process.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

COUNCIL DECISION

Minute No. 8060

Moved: **Seconded:**

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

Carried Unanimously 5/0

16.2. Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Weaber Plain Catchment
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	22.09.01
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information the subject of potential litigation.

PURPOSE

For Council to be informed of issues related to proposed flood mitigation works on the Weaber Plain catchment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the correspondence:

> *From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007*
> *From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007*
> *From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.*
> *From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley*
> *From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.*

in relation to flood mitigation in the Weaber Plain catchment.

COUNCIL DECISION

Minute No. 8061

Moved: Cr D Ausburn **Seconded: Cr P Caley**

That Council note the correspondence:

> ***From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007***
> ***From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007***
> ***From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.***
> ***From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley***
> ***From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.***

in relation to flood mitigation in the Weaber Plain catchment.

Carried Unanimously 5/0

16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission

DATE:	22 January 2008
PROPONENT:	Human Rights and Equal Opportunity Commission
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	10.935.02
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (d) of the Local Government Act 1995 because the item may disclose information the subject of potential legal advice.

COUNCIL DECISION

Minute No. 8062

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council accepts the Officer's recommendation as contained in the confidential report provided to Council.

Carried Unanimously 5/0

17. CLOSURE

With all matters of business complete the Deputy Shire President declared the meeting closed at 7:35pm.

MINUTES OF ORDINARY COUNCIL MEETING HELD 22 JANUARY 2008

I hereby certify that the Minutes of the Ordinary Meeting of Council held 22 January 2008 are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

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SHIRE OF WYNDHAM-EAST KIMBERLEY

MINUTES

OF THE ORDINARY COUNCIL MEETING
HELD ON TUESDAY 22 JANUARY 2007 AT 6:00 PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 6:11pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr Ralph Addis	Deputy President
Cr Di Ausburn	Councillor
Cr Paul Caley	Councillor
Cr Jane Parker	Councillor
Cr Keith Wright	Councillor
Mr Peter Stubbs	Chief Executive Officer
Ms Amanda Trengove	Acting Executive Manager of Corporate Services
Mr Alex Douglas	Executive Manager Engineering and Development Services
Ms Karyn Apperley	Executive Manager Community Services
Miss Kelly Fewster	Aboriginal Environmental Health Officer
Miss Jamie Burkin	Environmental Health Trainee
Miss Jo Tuohy	Environmental Health Trainee
Mr Mike Snowball	Wyndham Operations Manager
Ms Fiona Kuiper	Executive Support Officer and Minute Taker

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Michele Pucci	Shire President
Cr Fred Mills	Councillor
Cr John Buchanan	Councillor
Cr John Moulden	Councillor

3. DECLARATIONS OF INTEREST

- Financial Interest

Nil

- Impartiality Interest

Cr R Addis declared an Impartiality Interest in Item 16.1 Debts Currently in Legal Process as he is a committee member of an organisation listed in the item.

- Proximity Interest

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

Minute No. 8035

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council grant Cr P Caley a leave of absence for the Ordinary Meeting of Council on 19 February 2008 and Cr D Ausburn a leave of absence for the Ordinary Meeting of Council on 15 April 2008.

Carried Unanimously 5/0

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

8.1. Confirmation of Minutes of the Ordinary Meeting of Council Held On Tuesday 18 December 2007

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

COUNCIL DECISION

Minute No. 8036

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8037

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Special Meeting of Council held on Tuesday 19 December 2007.

Carried Unanimously 5/0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Deputy President made the following announcement:

I would like to express Council's sympathy to the Court family on the passing of Sir Charles Court. Sir Charles made an enormous contribution to the State of Western Australia and to the Kimberley region. Most notably for this district, Sir Charles supported and ensured the construction of Lake Argyle and the Ord Irrigation Scheme, without which much so which enjoy into the district today would not be possible.

Cr John Buchanan attended the State Memorial Service for Sir Charles in Perth on Friday 4 January 2008.

On Thursday 3 January 2008 the Shire President, CEO and I had short impromptu meeting with the Hon Jon Ford, Minister for Kimberley, and Fisheries, in Kununurra where we discussed Council State Government

Budget submission and matters related the Ord Final Agreement and expansion of the Ord Irrigation Area.

10. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MINUTES OF COUNCIL COMMITTEE MEETINGS

11.1. Confirmation of Minutes of the Audit Committee Meeting held on Tuesday 18 September 2007.

RECOMMENDATION

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

COUNCIL DECISION

Minute No. 8038

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

Carried Unanimously 5/0

12. REPORTS

12.1. ENGINEERING SERVICES

12.1.1. Application to Keep Three Dogs at 43B Weaber Plain Road, Kununurra

DATE:	22 January 2008
PROPONENT:	Ms R Schmerl
LOCATION:	43B Weaber Plain Road, Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	01.5469.05
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider an application to keep three dogs at 43B Weaber Plain Road, Kununurra.

BACKGROUND

The applicant is in the process of moving to Kununurra and approached the Shire late last year to enquire as to the possibility of moving with her three dogs. At the time the Kununurra address was not known and in late December 2007 the Shire was advised of the address, allowing inspection of the property and to seek comment from adjoining residents.

STATUTORY IMPLICATIONS

The Dog Act 1976 and the Shire's Dogs Local Law 2003 apply, and in particular: -

Dog Act 1976
26. Limitation as to numbers

(1) The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.

(2) Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;
(b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and
(c) may be revoked or varied at any time.

(4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: $1 000 and a daily penalty of $100.

(5) Any person who is aggrieved —
(a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or
(b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.

(6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

Dogs Local Law 2003
3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -
(a)licensed under Part 4 as an approved kennel establishment; or
(b)granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
(a)2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
(b)4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

COMMENT

Ranger staff inspected the property in late December 2007, at which time the property was vacant. The property is adequately fenced and there is considered to be sufficient yard space.

Letters were hand delivered to adjoining properties in Weaber Plain Road and Pindan Avenue. Due to the timing of the applicant's information and the Christmas/New Year period, the letters were delivered on Tuesday 8 January, and comments to be received by 5:00 pm 18 January. At the time of writing the report one verbal comment advising of no objection was received from 45 Weaber Plain Rd.

The comments from adjoining properties are not conditional on Council's decision however it is industry practice to seek those comments in considering a request. It is more applicable when the circumstances relate to an existing resident seeking to keep an additional dog/s.

The applicant has provided the following information about the dogs and this was included in the information to the neighbours: -

Dog 1

Breed:	Rottweiler
Sex:	Female
Name:	Cara
Information:	Has been desexed and she is about 5-6years old and doesn't leave the yard as she has the dickie back legs and the only time she leaves is when we take her to the vet or out for a short walk

Dog 2

Breed:	Rottweiler
Sex:	Male
Name:	Taz
Information:	Has been desexed and micro chipped and is about 2-3 years old.

Dog 3

Breed:	Maltese X
Sex:	Male
Name:	Wizard
Information:	Has been desexed and micro chipped and he is about 2-3 years old

On the basis of the conditions of the fenced property and the details of the dogs staff consider that there is no reasonable basis to refuse the application.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That in accordance with the provisions of the Dog Act 1976, s26(3) and Clause 3.2, Dogs Local Law 2003, Council approve the application by Ms R Schmerl to keep the three dogs, as described, at 43B Weaber Plain Road Kununurra.

COUNCIL DECISION

Minute No. 8039

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council:

1. ***Request that Ms R Schmerl provide documentation from the Local Authority in which the three dogs in question were registered IMMEDIATELY prior to their move to Kununurra (including evidence of currency of registration) that none of the dogs were, have been or are declared as "dangerous dogs" under the Dog Act 1976 and any other relevant regulation promulgated under the Act.***
2. ***Request that Ms Schmerl provide advice supporting the need to maintain a presence of three dogs, a number in excess of the Dog Act when not supported by an application for breeding license.***
3. ***When and if, and only if, this information is produced in totality in accordance with the above, that the CEO or delegated officer be authorised to facilitate this approval.***

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because it was considered that there was no local history of the applicant and the dogs, it was necessary to apply the conditions as listed.***

12.1.2. Adoption of Firebreak Order 2008/2009

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to adopt the 2008/2009 Firebreak Order for the Shire of Wyndham East Kimberley that is to apply for the period 1 April 2008 until 1 January 2009.

BACKGROUND

To enable the annual Firebreak Order to be gazetted and formally issued to all property owners Council is required to consider and adopt a Firebreak Order.

A copy of the draft Firebreak Order is attached for Council's information.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires
Division 6 – General Restrictions, Prohibitions and Offences
Section 33 – Local Government May Require Occupier of Land to Plough or Clear Firebreak

"(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land firebreaks in such a manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the firebreaks clear of inflammable matter;

(b) to Act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorized officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire;

and the Notice may require the owner or occupier to do so –

as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land, and in any event to do so to the satisfaction of either the local government or its duly authorized officer, according to which of them is specified in the notice."

POLICY IMPLICATIONS

Policy FC2 – Fire Break Order

"OBJECTIVE To ensure that fire breaks are installed and maintained to enable effective management of bush fires.

POLICY - Pursuant to the powers contained in Section 33 of the Bush Fires Act (1954), all owners and or occupiers of land in the Shire of Wyndham-East Kimberley are hereby required, on or before 1st June each year to have firebreaks clear of inflammable material in accordance with the following:

1. *Rural Lands:*

   Being all land within the Ord Irrigation Area, firebreaks are required to be:

   a) *Not less than three metres wide inside and along and as close to external boundaries as is possible, and*

   b) *Not less than three metres wide and within three metres of the perimeter of all buildings and/or haystacks or groups of buildings.*

   NOTE:

   This requirement need not be met if the property is being worked and provided the irrigation channels are in use.

2. *Pastoral Lands:*

   Being land outside the townsites of Wyndham and Kununurra, held under a Pastoral Lease, and not included in 1) above.

   a) *Firebreaks are required to be a distance of not less than three metres wide and within three metres of building and/or haystacks or groups of buildings.*

3. *Townsite Land:*

    a) *Where the land is 2000sq metres or less, remove by clearing or slashing inflammable material from the whole of the land, save standing trees.*

    b) *Where the area of the land is greater than 2000sq metres a firebreak of not less than three metres in width, immediately surrounding any buildings or not less than three metres in width inside and along the whole of the external boundaries of the land is required.*

4. *Rural Lands:*

    Outside townsites and not being land under a pastoral lease, this includes Packsaddle Plains, Crossing Falls and Riverfarm Road subdivisions. Firebreaks are required to be:

    a) *No less than four metres wide inside, along and within ten metres of external boundaries: and*

    b) *Not less than three metres wide and within three meters of the perimeter of all buildings and/or haystacks or group of buildings.*

5. *Rubbish Sites:*

    Being all rubbish sites for pastoral stations. Firebreaks are required to be not less than three metres wide and within three metres of the perimeter of the rubbish site.

6. *Fuel Dumps and Depots:*

    Remove flammable material from all land where fuel drum ramps or dumps are located and where fuel drums whether containing fuel or not are stored to a distance of at lease five metres outside the perimeter of any drum, ramp or stack of drums.

7. *The acts referred to in paragraphs 1) to 6) hereof must be performed to the satisfaction of the duly authorized person/s appointed by the Shire of Wyndham-East Kimberley.*

8. *If it is considered impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this notice you may apply to the Council or its duly authorized officer by not later than 1st May each year for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land."*

FINANCIAL IMPLICATIONS

Under Section 33 of the Bush Fires Act, Council is required to publish a copy of its Firebreak Order in a newspaper circulating in the area, and in the Government Gazette. In addition, it is intended to have a copy of the Order included in each private mailbox in Kununurra and Wyndham.

It is difficult to provide an exact figure with respect to advertising costs, as these are calculated on a "per centimetre" basis. However, it is anticipated that the cost of publishing the Firebreak Order in both the "Kimberley Echo" and the Government Gazette will be less than $1000. Postage costs will be in the vicinity of $700.00.

STRATEGIC IMPLICATIONS

Nil

COMMENT

In the interests of improving fire control measures throughout the Shire of Wyndham East Kimberley, Officers intend not only to comply with the requirements of Section 33, but to make as many landowners and/or residents aware of their obligations with respect to fire control as possible. The 2008/2009 Fire Break orders will be advertised in the local paper and Government Gazette. In addition to this all ratepayers will be posted a copy.

ATTACHMENTS

Draft 2008/2009 Firebreak Order

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

COUNCIL DECISION

Minute No. 8040

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

Carried Unanimously 5/0

BUSH FIRES ACT 1954
Shire of Wyndham East Kimberley
Firebreak Order and Bushfire Information 2008/2009
(This is a summary of the Order adopted by the Shire of Wyndham East Kimberley under Section 33 of the Bush Fires Act 1954).

In accordance with the provisions of this Order, landowners are required to carry out fire prevention work on land they own or occupy.

Details of work required to be completed are contained in this Order. Work must be completed by 1 June each year.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE (PENALTY $250) OR PROSECUTED WITH AN INCREASED PENALTY UP TO ($1000). IN ADDITION, THE SHIRE MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER OR OCCUPIER OF THE LAND.

There may be instances where it is considered to be impractical to clear firebreaks or remove flammable materials as required by this Order, due to:

- The aggravation of soil erosion;
- The identification of a more effective system of fire prevention; or
- Firebreaks being rendered unnecessary by natural features existing on the land.

In this instance, application may be made to Council not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative action to reduce fire hazards on the land.

If Council permission is not forthcoming, then you will be required to comply with the provisions of this Order.

Firebreaks are used primarily to gain access to and provide an area to work from when controlling a fire. They will not stop all fires, and removal of unnecessary flammable material prior to the fire season is your best safeguard against fire threat.

If the requirements of this Order are fulfilled by burning off, then the burning must be carried out in accordance with the relevant provisions of the Bush Fires Act 1954.

1. Ord River Irrigation Project Area:

Firebreaks for all land within the Ord Irrigation Area must be:

- Not less than three (3) metres wide inside and along and as close as possible to external boundaries; and
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks and groups of buildings.

NOTE: This requirement need not be met if the property is being worked, and provided the irrigation channels are in use.

2. Pastoral Lands:

Firebreaks are required to be a distance of not less than six (6) metres wide and within three (3) metres of buildings and/or haystacks or groups of buildings.

3. Townsite Land:

Where the area is 2 000m^2 or less, all inflammable material (with the exception of standing live trees) shall be removed from the whole of the land by clearing or slashing.

Where the area of the land is greater than 2 000m^2, a firebreak of not less than six (6) metres in width immediately surrounding any buildings, or not less than three (3) metres in width inside and along the whole of the external boundaries of the land is required.

4. Rural Lands:

Land outside townsites which is not under a pastoral lease requires firebreaks of:

- Not less than four (4) metres wide inside, along and within ten (10) metres of external boundaries; or
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks or groups of buildings.

5. Rubbish Sites:

All rubbish sites for pastoral stations and communities require firebreaks not less than three (3) metres wide and within three (3) metres of the perimeter of the rubbish site.

6. Fuel Dumps and Depots:

Flammable material must be removed from all land where fuel drum ramps or dumps are located and where fuel drums (whether containing fuel or not) are stored, to a distance of at least fifteen (15) metres outside the perimeter of any drum, ramp or stack of drums.

The acts referred to in paragraphs 1 to 6 herein must be performed to the satisfaction of the duly authorised person appointed by the Shire of Wyndham East Kimberley.

If it is impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this Order, you may apply to Council or its duly authorised officer by not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative positions or to take alternative action to abate fire hazards on the land.

RESTRICTED BURNING PERIOD
1 April to 1 January Each Year

The Restricted Burning Period now includes Kununurra and Wyndham Townsites, the Ord Irrigation Area and pastoral areas.

PERMITS TO BURN

1. Permits to burn are required for the whole of the Restricted Period, and must be obtained from one of the Fire Control Officers identified for your area (see overleaf).

2. Any special conditions imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

3. The permit holder shall give notice of his intention to burn to:

   a. The Shire's Kununurra Administration Centre by no later than 24 hours prior to the day when the burning is to take place. Weekend burning must be notified by 4.00pm, Friday.

   b. The owner or occupier of adjoining land.

   c. The nearest Department of Environment and Conservation (DEC) office if the land is situated within three (3) kilometres of State Forest land, National Park, Nature Reserve or other DEC lands.

4. The period of notice to neighbours prior to burning cannot be more than twenty eight (28) days or less than four (4) days, although lesser notice may be determined by mutual agreement of all neighbours.

5. Your attention is drawn to Items 5, 6 and 7 as listed on the back of the permit.

6. Burning under permit is permitted during the Restricted Burning Period on Sundays and Public Holidays.

7. All landowners and occupiers who suffer a bush fire have an obligation to assist each Area Fire Control Officer to compile a Fire Report Form.

8. Garden refuse (excluding GREEN clippings) burnt on the ground may be lit only between 6.00pm and 11.00pm, and must be completely extinguished with water or earth by midnight. All flammable matter is to be cleared within five (5) metres of all points of the site of the fire, and a person must be in attendance during the whole time the fire is lit.

9. Any incinerator used to burn rubbish must be properly constructed – an open drum (with or without a lid) is not an appropriate incinerator.

10. With reference to Item 8 and 9 of this summary, burning may not take place if the Fire Weather Warning for the day is "Very High", or "Extreme".

Peter Stubbs
Chief Executive Officer

12.1.3. Appointment and Confirmation of Fire Control Officers 2008

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the appointment of Fire Control Officers (FCO).

BACKGROUND

The initial consideration of this item was for the replacement of the appointed FCO for Crossing Falls, being Mr Keith Wright who is in the process of moving from the locality of Crossing Falls and to remove the name of a previous Ranger.

The secondary purpose is to give Council the opportunity to consider the present list of FCO's with a view to confirming their appointment as it appears to have been several years (2003?) since the list was reviewed.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires

s38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

[(b) deleted]

(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a

person to the vacant office within one month after service on it of such notice.

(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.

(e) A bush fire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

(3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —

(a) carrying out normal brigade activities;

[(b) and (c) deleted]

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of

(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

(c) The provisions of this subsection are not in derogation of those of subsection (4).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no specific financial implications associated with the Officer's recommendation.

STRATEGIC IMPLICATIONS

Nil

COMMENT

The Shire has taken the approach of having adequate numbers of FCO's to cover the volunteer fire brigade areas as well as the pastoral areas of the Shire.

The present approved listing is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 9168 1798 (Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	91614326 (Home) 9161 4326 (Fax)
Michael Wilkie (Shire Ranger)	Shire of Wyndham Easy Kimberley	0409 681 220 9168 1798 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Keith Wright	Properties adjoining Fish Farm and Crossing Falls Roads	9168 1314 (Home/Fax) 9168 2650 (Fax) 0127 633 455
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Work/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emerg)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The proposed list of officers is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Shire Ranger	***deleted***	
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	***9168 2276 (Home)*** ***9166 4100 (Work)***
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606

Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The two changes proposed have been shown in red bold italics.

The list of FCOs will be published in conjunction with the Firebreak Order (listed under a separate item in this Agenda).

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

COUNCIL DECISION

Minute No. 8041

Moved: Cr D Ausburn **Seconded: Cr J Parker**

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Greg Cummings	Ord Irrigation Area – Cane Fires and Cane Trash	9168 1400 (Work)

		9168 1517 (Fax) 0419 953 331
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because one of the proposed Fire Control Officers had left town since the Agenda was issued.***

12.1.4. Request for Speed Zone Reduction O'Donnell Street Wyndham Port

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	21.01.02
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider a request from the Wyndham Police to reduce the speed limit on O'Donnell and MacPhee Streets near Gambier Street.

BACKGROUND

The Wyndham Police have raised concerns with the speed of vehicles at and near the bend in O'Donnell Street where it joins MacPhee Street. The bend coincides with the intersection of Gambier Street.

The primary concern is based on the number of heavy vehicles such as fuel tankers and ore trucks moving to and from the Port.

The preferred action from the Police is to reduce the speed limit to 40 kilometres per hour (kph).

STATUTORY IMPLICATIONS

Speed limits for any public road are authorised by the Commissioner for Main Roads and only Main Roads WA or their agents may legally erect and maintain speed limit signage.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the officer's recommendation; however it anticipated that should Council wish to pursue the reduction of speed some alteration to the road will be necessary for Main Roads WA to agree to reduce the speed limit.

STRATEGIC IMPLICATIONS

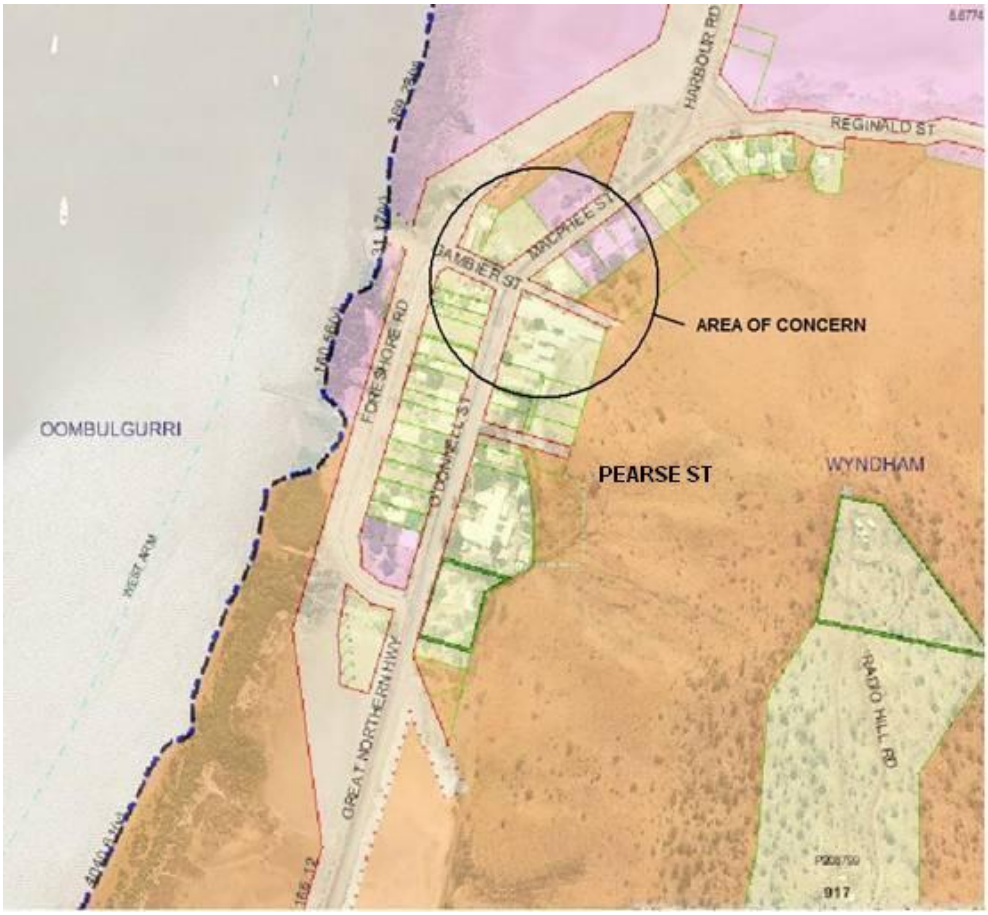
N/A

COMMENT

In combination with Main Roads WA, the Police Service WA enforces the speed limits on the public road network. Generally Main Roads WA will not consider a request to vary the speed limit on a local road without the approval of the local government.

As can be seen from the following plan and photographs the section of road incorporates a number geometry issues that are not conducive to the mix of heavy vehicles, poor sight lines and vehicles entering and leaving the intersecting streets.

Locality Plan



View looking south towards the Court House and Reginald Street Intersection



View looking east and south from near Gambier Street



View looking north towards Gambier Street



View looking north near Gambier Street



Due to the poor sight lines drivers approaching the bend from the south can not see vehicles or pedestrians near the Police Station or Court House; coming from the north drivers can not see vehicles entering from the east leg of Gambier Street or vehicles and pedestrians near the Wyndham Hotel. In addition Police have observed road trains crossing the centre line around the bend.

Traffic classifiers were installed during late December and early January to establish some background information and is summarised as follows: -

Start Date: 20 December 2007
End Date: 11 January 2008

O'Donnell Street (near Pearse St)
Total vehicles: 6187 vehicles (both directions)
Number of trucks: 224 (3.6%) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 65.2 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 52.9 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

McPhee Street (100 metres north of Reginald St)
Total vehicles: 3670 vehicles (both directions)
Number of trucks: 183 (5.0 %) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 69.5 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 58.0 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

The above statistics include vehicles travelling in both directions. In general terms traffic management is not considered necessary until the 85th percentile speed exceeds 5 km/h above the speed zone limit. Where the issue for O'Donnell Street is exacerbated is the curve at Gambier Street which limits sight distance.

From experience, the request for speed signs only is likely to be declined because the road environment does not reflect the proposed speed. In other words the visual cues for the driver are not present as they are within traffic calming precincts where 40 kph speed zones are common.

There are a number of proposals that will be referred to Council for consideration in the draft 2008/09 Budget that will better address the traffic issues. It is hoped that Main Roads WA will agree to the use of a reduced speed limit in the nominated section of road as an interim measure to endeavour to improve safety concerns.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council request Main Roads WA to vary the speed zone on O'Donnell and MacPhee Streets, Wyndham Port in the section between Pearse Street and 100 metres north of Reginald Street to 40 kilometres per hour in recognition of the size and volume of heavy vehicles accessing the Wyndham Port and the poor sight lines within the nominated section.

COUNCIL DECISION

Minute No. 8042

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8043

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8044

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council delegate to the Chief Executive Officer the imposition of a parking ban on both side of O'Donnell Street between the old hospital and Reginald Street to the extent necessary to improve public safety.

That Council invite the Wyndham Streetscape Committee to investigate the issues of public safety in O'Donnell Street Wyndham Port.

That the Wyndham Sergeant of Police be requested to increase enforcement the traffic act in O'Donnell Street and a copy of this request be provided to the Broome Regional Police Office.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation because there was a consensus view that the use of signage alone would not achieve the desired change in driver behaviour or pedestrian safety.***

12.2. CORPORATE SERVICES

12.2.1. Monthly Financial Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to note and accept the Monthly Financial Report for November 2007.

BACKGROUND

Council is required to adopt Monthly Financial Reports. The minimum requirement, as stated in the Local Government (Financial Management) Regulations 1996, is to prepare a "Financial Activity Statement Report". Options were put to the Audit Committee in October 2006 to determine what was to be presented to Council. At this meeting, the Committee decided to present to Council every month the following information:

1. Financial Activity Statement report, by Function;
2. Financial Activity Statement report, by Responsible Officer (business unit);
3. Reconciliation of Cash Surplus to Current Assets; and
4. Municipal Bank Reconciliation.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (as amended)
34. Financial activity statement report - s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail:

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c)*;* and
(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing:

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub regulation (1) (d)*;* and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown:

(a) according to nature and type classification;
(b) by program*;* or
(c) by business unit.

(4) A statement of financial activity and the accompanying documents referred to in sub regulation (2) are to be:

(a) presented to the council:

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates*;* or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) recorded in the minutes of the meeting at which it is presented.

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

(6) In this regulation:

"committed assets" means revenue unspent but set aside under the annual budget for a specific purpose;
"restricted assets" has the same meaning as in AAS 27.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Monthly financial reporting is a primary financial management and control process. It provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Rate Setting Statement as at 30 November 2007
Net Current Assets as at 30 November 2007
Explanation of Material Variances as at 30 November 2007

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Monthly Financial Reports for month end of November 2007.

COUNCIL DECISION

Minute No. 8045

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council accept the Monthly Financial Reports for month end of November 2007.

Carried Unanimously 5/0

Shire of Wyndham East Kimberley

Rate Setting Statement

As at 30 November 2007

	2007/08 Budget	YTD Budget 30 November 2007 $	YTD Actual 30 November 2007 $	Variance Budget less Actual
Operating				
Recurrent Revenue - Excluding Rates				
Governance	85,050	57,712	44,486	13,225
General Purpose Funding	3,690,170	1,755,610	1,756,038	(428)
Law, Order, Public Safety	82,675	30,282	29,892	390
Health	142,600	71,037	63,365	7,671
Education and Welfare	686,523	52,989	63,365	(10,375)
Housing	825,342	30,399	29,228	1,171
Community Amenities	1,510,100	1,153,220	1,185,891	(32,671)
Recreation and Culture	442,400	159,938	159,240	698
Transport	109,000	109,000	115,178	(6,178)
Economic Services	141,873	51,943	129,849	(77,906)
Other Property and Services	1,561,304	-	2,883	(2,883)
Airport Operations	1,947,351	838,231	1,116,610	(278,379)
	11,224,388	4,310,361	4,696,026	(385,665)
Recurrent Expenditure				
Governance	(838,378)	(282,247)	(234,262)	(47,985)
General Purpose Funding	(293,776)	(84,353)	(63,687)	(20,666)
Law, Order, Public Safety	(372,021)	(142,133)	(146,424)	4,291
Health	(390,073)	(131,763)	(118,225)	(13,537)
Education and Welfare	(341,969)	(132,692)	(118,177)	(14,515)
Housing	(175,308)	(83,820)	(72,136)	(11,684)
Community Amenities	(2,318,871)	(883,672)	(911,406)	27,734
Recreation & Culture	(2,796,266)	(1,131,802)	(1,187,080)	55,278
Transport	(2,914,235)	(1,289,495)	(1,415,381)	125,886
Economic Services	(612,066)	(249,373)	(285,449)	36,076
Other Property and Services	(74,990)	(639,075)	(583,190)	(55,885)
Airport Operations	(1,780,344)	(711,105)	(647,758)	(63,347)

	(12,908,296)		(5,761,530)		(5,783,175)		21,644
Capital						
Sale of Assets / Land Held for Resale	3,413,000		63,000		185,344		(122,344)
Capital Grants/Contributions	3,103,080		308,200		268,557		39,643
	6,516,080		371,200		453,901		(82,701)
Capital Expenditure (by Class)							
Land and Buildings	(1,782,400)		(586,398)		(620,091)		33,693
Infrastructure Assets - Roads	(2,974,200)		(473,660)		(546,820)		73,160
Infrastructure Assets - Other	(2,916,890)		(328,470)		(166,640)		(161,830)
Plant and Equipment	(944,000)		(381,415)		(588,882)		207,467
Furniture and Equipment	(95,000)		(92,000)		(50,363)		(41,637)
	(8,712,490)		(1,861,943)		(1,972,794)		110,851
Adjustments							
Debenture Principal Repayments	(174,039)		(78,409)		(68,453)		(9,956)
Proceeds from New Debentures	250,000		-		-		-
Community Loans	16,224		6,225		6,134		91
Transfers from Reserves	689,155		-		-		-
Transfers to Reserves	(1,263,289)		-		-		-
	(481,949)		(72,184)		(62,320)		(9,864)
Adjustments and Accruals							
Depreciation	2,704,800		1,120,805		1,121,138		(333)
Accruals	-		-		-		-
Profit/Loss on Sale of Assets	(2,964,676)		-		-		-
Opening Funds - (Deficit) Surplus	498,317		498,317		498,317		-
Closing Funds - (Deficit) Surplus	218,366		2,947,219		3,203,529		(256,310)
Amount Raised from Rates	4,342,193		4,342,193		4,252,436		89,757

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2007

Net Current Assets	YTD Actual 2007/08 $
Composition of Net Current Asset Position	
Current Assets	
Cash - Unrestricted	3,275,231
Cash - Reserves	3,167,572
Cash - Restricted Unspent Grants	
Investments - Restricted	
Receivables	1,700,754
Inventories	67,475
Land Held for Resale	
	8,211,031
Less	
Current Liabilities	
LSL Provision	(55,248)
Annual Leave Provision	(157,068)
Payables	(1,627,615)
	(1,839,930)
Less	
Restricted Reserves	
Cash	3,167,572
Investments	
Net Current Asset Position	3,203,529

Explanation of Material Variances

Variances +/- $80,000

Operating

Recurrent Revenue - Excluding Rates

There is a material variance in Airports due to increased income for Head Tax and Landing Fees. This may plateau out over quieter months of December, January & February
.

Recurrent Expenditure

There is a material variance in Transport due to seasonal expenditure in the areas of Road Maintenance and Drainage Maintenance prior to the Wet Season exceeding expectations.

Capital

Sale of Assets / Land Held for Resale

There is a material variance due to the trade of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Capital Grants / Contributions

There are no material variances requiring explanation

Capital Expenditure (by Class)

There is a material variance in Infrastructure Assets - Other due to officers budgeting that projects relating to Airport be started prior to Wet Season, however the upgrade to the Carpark will not be started until after the Wet Season and the Upgrade to Taxi Way Foxtrot is awaiting confirmation of grant funding.

There is a material variance in Plant and Equipment due to the purchase of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Adjustments

There are no material variances requiring explanation

Adjustments and Accruals

There are no material variances requiring explanation

12.2.2. 90 Day Aged Debtor Listing

DATE:	22 January 2008
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of Aged Debtors with balances outstanding for 90 days or longer.

BACKGROUND

Council has traditionally received a listing of 90 Day Sundry Debtors on a monthly basis.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Ongoing management of Council funds.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

The listing of 90 Day Sundry Debtors is presented to Council as per past practice.

ATTACHMENTS

List of 90 Day Sundry Debtors

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

COUNCIL DECISION

Minute No. 8046

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

Carried Unanimously 5/0

Sundry Debtors as of December 2007

Debtor Number	Amounts Over 90 Days Outstanding	Balance @ 31 December 2007	Debt Collection Status for Debts over 90 Days
96281	**5,949.96**	5,949.96	Debtor with Credipac
80624	**133.40**	933.40	Reminder Notice
96393	**134.63**	134.63	Final Notice Issued
82571	**330.00**	330.00	Reminder Notice Issued
96431	**16.00**	16.00	Reminder Notices Issued
82625	**260.00**	260.00	Final Notice Issued
82731	**2,288.80**	4,182.85	Reminder Notice Issued
96392	**880.00**	880.00	Debtor with Credipac
108	**21.00**	124.40	Reminder Notice Issued
98614	**33.45**	33.45	Final Notice Issued
80095	**55,304.39**	55,304.39	Debtor with Credipac
80165	**9,672.69**	9,672.69	Monthly Repayments are being made
80129	**20.75**	67,139.29	Reminder Notice Issued
82966	**130.00**	130.00	Reminder Notice Issued
97101	**400.00**	400.00	Debtor with Credipac
82551	**996.75**	996.75	Debtor with Credipac
96375	**64.00**	64.00	Reminder Notice Issued
81258	**10,183.14**	10,813.14	Debtor made monthly payment
	86,818.96	**157,364.95**	

12.2.3. List of Accounts Paid Under Delegation 18

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of accounts paid under delegated authority in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

Delegation 18 – Payment of Creditors was adopted by Council on 17 July 2007.
This delegation gives authority to make payments from the Municipal Fund or Trust Fund to the Chief Executive Officer. There is a sub delegation to the Executive Manager Corporate Services, Manager Financial Services and Financial Officers.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.42
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

POLICY IMPLICATIONS

Delegation 18 – Payment of Creditors

FINANCIAL IMPLICATIONS

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

In accordance with statutory requirements and delegated authority, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name, amount of payment, date of payment and sufficient information to identify the transaction. The list is to be presented to Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

ATTACHMENTS

List of Accounts Paid Under Delegation 18.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

COUNCIL DECISION

Minute No. 8047

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

Carried Unanimously 5/0

List of Accounts Paid Under Delegation 18

List of accounts submitted to Council 22/01/08

EFT	Date	NAME	DESCRIPTION	Amount
EFT101885	07/12/2007	ALLGEAR MOTORCYCLES	WATER PUMP, PLATE COMPACTOR, REPAIRS TO EQUIP	5,161.62
EFT101886		ARGYLE ENGINEERING	HIRE OF CRANE TO LIFT PANELS	159.50
EFT101887		ARGYLE IRRIGATION PTY LTD	HONDA TWIN IMPELLER FIRE FIGHTING PUMP - CFVBFB	935.00
EFT101888		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	626.14
EFT101889		AUSFUEL AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	12,664.84
EFT101890		AUST LOCAL GOVERNMENT JOB DIRECTORY	ANNUAL SUBSCRIPTION TO AUST LG JOB DIRECTORY	583.00
EFT101891		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	389.40
EFT101892		AUSTRALIAN INTERACTIVE MULTIMEDIA	SANYO PLCXU87 XGA WIRELESS PROJECTOR 2500 ANSI	3,054.00
EFT101893		BOAB REFRIGERATION AND AIRCON	AIRCON INSTALL KOOJARRA ST, MAINT POOL & HALL	2,351.25
EFT101894		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL BOTTLE RENTAL - AUG 07	203.97
EFT101895		BOSS FLUID POWER	CONSUMABLES FOR DEPOT	1,680.37
EFT101896		BRENDAN JOHNS ELECTRICS	REPAIRS TO RUNWAY LIGHTING	361.44
EFT101897		BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY FOR SITE 604002 GWNTV	74.61
EFT101898		CABCHARGE	CABCHARGES USED DURING CONFERENCES IN PERTH	547.74
EFT101899		CARPET VINYL & TILE CENTRE	2 X 10 LITTER PAINT FOR WYNDHAM ADMIN, REFURB	196.02
EFT101900		CHEMISTRY CENTRE (WA)	CHEMICAL SAMPLING OF HONEYMOON BEACH WATER	165.00
EFT101901		CIVIC LEGAL	PROFESSIONAL FEES	3,493.73
EFT101902		CORPORATE EXPRESS	FURNITURE- WYNDHAM AND COMMUNITY, STATIONERY	9,910.72
EFT101903		DAVE WOODS	DAVID'S MASSAGING PAID TO LEISURE CENTRE IN ERROR	70.00
EFT101904		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR WY 37	131.00
EFT101905		DEXION BALCATTA	LARGE ARCHIVING FOLDERS AND LOOP RACKS	983.85
EFT101906		DIAMONDTECH PLUMBING & GAS P/L	DISCONNECTION OF PLUMBING AT EWIN CENTRE	292.50
EFT101907		DOUGLAS ALEXANDER	ELECTRICITY SUBSIDY	234.45
EFT101908		EAST KIMBERLEY HARDWARE	VARIOUS TOOLS, CONCRETE, MATERIALS FOR VEHICLES	431.45
EFT101909		EAST KIMBERLEY PLUMBING	REPAIRS TO LEAKING BATHROOM TAPS	908.60
EFT101910		FEWSTER, KELLY	REIMBURSEMENT ELECTRICITY SUBSIDY	419.76

EFT101911	FRANMOR CONSTRUCTIONS PTY LTD	REMOVAL OF EWIN CENTRE DEMOUNTABLE BUILDING	965.80
EFT101912	GARRATT,SARAH	FITNESS CLASSES	1,310.00
EFT101913	HOT WIRE ELECTRICS	COMMUNITY SERVICES OFFICE-ELECTRICAL WORKS	4,290.00
EFT101914	IT VISION ITV	RECORDS TRAINING J ELLIS	1,155.00
EFT101915	JAB INDUSTRIES	HIRE OF EXCAVATOR AND TRUCK TO REMOVE WEED	7,546.00
EFT101916	JASON SIGNMAKERS LTD	STREET SIGNS	551.32
EFT101917	JORRITSMA H & CO	EQUIPMENT FOR HEALTH TRAINING	853.40
EFT101918	JSW HOLDINGS PTY LTD	RESHAPING OF DRAINS ON IVANHOE ROAD	816.75
EFT101919	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	3,562.14
EFT101920	KIMBERLEY HYDRAULICS	MANUFACTURE HYDRAULIC HOSE	97.46
EFT101921	KIMBERLEY INDUSTRIES METALAND	STEEL AND SUNDRY ITEMS- SOMETHING CONCRETE	27,859.36
EFT101922	KIMBERLEY MARKETING	GOODS FOR DISCO TO BE HELD ON 5TH OCTOBER 2007	599.41
EFT101923	KIMBERLEY METAL RECYCLERS	PROCESSING PLASTIC AND STEEL DRUMS FOR AUG 07	1,007.10
EFT101924	KIMBERLEY MOTORS	FUEL CHARGED TO CARDS FOR OCTOBER 2007	2,570.56
EFT101925	KIMBERLEY STOCK-OLIVER	SUPPLY RETIC CONTROLLER & GALVANISED FOOTPUMP	1,335.29
EFT101926	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACTUAL PAYMENTS	19,528.15
EFT101927	KUNUNURRA AGRICULTURAL SOCIETY	WRISTBANDS FOR WYNDHAM RESIDENTS TRIP TO KLC	30.00
EFT101928	KUNUNURRA BETTA ELECTRICAL & GAS	110 LITRE FRIDGE FOR COMMUNITY SERVICES OFFICE	279.00
EFT101929	KUNUNURRA COURIERS	WATER DELIVERED. HIRE OF COOLER UNIT	230.00
EFT101930	KUNUNURRA DIESEL SERVICES	KM SERVICE-10 TONNE. TRUCK, REFLECTIVE TRIANGLE KIT	1,386.95
EFT101931	KUNUNURRA HOME HARDWARE	EQUIPMENT FOR ENVIRONMENTAL HEALTH TRAINING	396.66
EFT101932	KUNUNURRA MOBILE WELDING SERVICE	SUPPLY & INSTALLATION NEW ENTRY GATES LEISURE	3,300.00
EFT101933	KUNUNURRA REFRIGERATION	REPAIR AIR CON IN ESO OFFICE IN SHIRE OFFICES	247.50
EFT101934	KUNUNURRA SECURITY SERVICE	AIRPORT SCREENING,SECURITY PATROLS & ALARM LEASE	16,192.00
EFT101935	L.G.R.C.E.U	PAYROLL DEDUCTIONS	30.60
EFT101936	LANDGATE	EXTRACTION OF VARIOUS DATA	288.65
EFT101937	NETWORK DRAFTING	DRAFTING SERVICES	1,856.25
EFT101938	NORTHERN IT SERVICES	ONGOING TECHNICAL MAINTENANCE	132.00
EFT101939	OFFICE NATIONAL KUNUNURRA	DESK, BINDING MACHINE, CHAIR, STAMPS, REPAIR PRINTER	2,862.57

EFT101940	ORD RIVER DIST CO-OP	1X5 LITRE KAMBA 1X5 LITRE LOSBAN3X20 POWER/MAX	891.00
EFT101941	ORD RIVER ELECTRICS	REPLACE BLOWN FLUORO TUBES TO 3 SQUASH COURTS	551.54
EFT101942	ORIA ORCHARDS	FLOWERS FOR FRONT OFFICE	30.00
EFT101943	PAINT INDUSTRIES PTY LTD	RUNWAY PAINT FOR KUNUNURRA AIRPORT	2,781.90
EFT101944	PPCA LTD	PPCA BACKGROUND MUSIC LICENSE	1,136.01
EFT101945	RACHEL NELSON	REVIEW, EDIT DRAFT VEGETATION MANAGEMENT PLAN	660.00
EFT101946	RB DESSERT SEED CO	5 X 1KG LAWN SEED	220.00
EFT101947	REBECCA JACOB	REIMBURSEMENT OF EXPENSES FOR AWARDS DAY	94.08
EFT101948	RED SUN SPORTS	PUNCHING BAG	149.95
EFT101949	ROCH DEVENISH-MEARES	REIMBURSEMENT FOR EXPENSES FOR TRAVEL	299.06
EFT101950	ROYAL LIFE SAVING (WA BRANCH)	MATERIALS FOR BRONZE MEDAL TRAINING	457.80
EFT101951	SHERIDAN'S FOR BADGES	NAME BADGES	98.98
EFT101952	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	1,024.00
EFT101953	SPORTSWORLD OF WA	MATERIALS FOR SWIMMING POOL	1,234.20
EFT101954	TELFORD INDUSTRIES	AP252 : CALCIUM HARDNESS (CALCICOL)	596.86
EFT101955	THE CANVAS SHED	SUPPLY AND INSTALLATION OF BLINDS IN NEW OFFICE	1,991.77
EFT101956	TNT AUSTRALIA PTY LIMITED	FREIGHT COSTS	189.61
EFT101957	TOLL IPEC PTY LTD	FREIGHT COSTS	319.43
EFT101958	TOLL WEST	FREIGHT COSTS- 3 WEEKS, INCLUDES FURNITURE, BOOKS	5,084.55
EFT101959	TONY'S PLUMBING & EXCAVATION PTY LTD	WATER SYSTM KOOJARRA ST, TAP REPAIR, CLEAR TOILET	6,223.57
EFT101960	TOP END MOTORS	VEHICLE SERVICING	848.20
EFT101961	TOP END TILT TRAY HIRE	REMOVAL OF VEHICLE TO DEPOT	198.00
EFT101962	TRAVIS ROSS	REIMBURSEMENT OF EXPENSES - HOLIDAYS PRGRAMS	400.00
EFT101963	TRENGOVE, AMANDA JANE	ELECTRICITY SUBSIDY REIMBURSED	656.25
EFT101964	TRIPP, KATYA MARIE	ELECTRICITY SUBSIDY	131.25
EFT101965	WA LOCAL GOVERNMENT ASSOCIATION WALGA	LOCAL GOVERNMENT ELECTIONS ADVERTISING	1,455.62
EFT101966	WA TELECENTRE KUNUNURRA	BINDING OF EH WORKER MANUALS	24.00
EFT101967	WYNDHAM SUPERMARKET	CONSUMABLES SCHOOL HOLIDAY PGM, COUNCIL	937.47

EFT101968		WYNDHAM TOURIST INFORMATION CENTRE	SUPPLY OF INFORMATION SERVICES FOR WYNDHAM	476.66
EFT101969	14/12/2007	ACCOR ALL SEASONS KUNUNURRA	ACCOMMODATION FOR G TARGETT AEROBICS COURSE	679.50
EFT101970		ARGYLE MOTORS	SERVICE FOR PRADO WY001	299.20
EFT101971		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FINANCE CHARGES ON OVERDUE INVOICES	5.36
EFT101972		AUSTRALIA POST, ACCOUNTS RECEIVABLE TEAM	POSTAGE SUPPLIED FOR NOVEMBER 2007	892.54
EFT101973		AUTO PRO KUNUNURRA	2000KG FLOOR JACK	199.80
EFT101974		BOAB REFRIGERATION AND AIRCON	TEST AIR CON NOT WORKING CORRECTLY	82.50
EFT101975		BRITEL ENTERPRISES	ADVERTISEMENT IN SES SUMMER/AUTUMN JOURNAL	520.00
EFT101976		CARPET VINYL & TILE CENTRE	FLOOR COVERINGS FOR EMEDS OFFICE	405.90
EFT101977		CIVIC LEGAL	LEGAL EXPENSES	1,622.48
EFT101978		CORPORATE EXPRESS	FURNITURE COMMUNITY SERVICES & STATIONERY	5,409.08
EFT101979		COURIER AUSTRALIA	FREIGHT OF GOODS TO KUNUNURRA OFFICE	94.17
EFT101980		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE LAPTOPS FOR SALARY SACRIFICE & PRINTER	20,006.16
EFT101981		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR 7 TONNE TRUCK	160.01
EFT101982		DY-MARK (WA) PTY LTD	WHITE SPOT MARKING PAINT	290.40
EFT101983		EAST KIMBERLEY GLASS	REGLAZE BROKEN WINDOW AT LEISURE CENTRE CALLOUT	450.00
EFT101984		EAST KIMBERLEY HARDWARE	VARIOUS CONNECTIONS FOR WATERSLIDE	617.35
EFT101985		EAST KIMBERLEY PLUMBING	INSPECT LEAKING WATER IN OFFICE TOILETS	289.30
EFT101986		FERTEIS, ELAINE	SPIN & TRAINING CLASSES	560.00
EFT101987		FEWSTER, KELLY	REIMBURSEMENT OF TELEPHONE EXPENSES	35.35
EFT101988		FIONA KUIPER	REIMBURSEMENT FOR CHRISTMAS DECORATIONS	143.43
EFT101989		FRANMOR CONSTRUCTIONS PTY LTD	REPAIRS TO SQUASH COURTS EMERGENCY EXITS	1,420.37
EFT101990		FRONTIER POST & NEWS	CANON PRINTER FOR WYNDHAM CHILDCARE CENTRE	170.80
EFT101991		FYSH GRADER HIRE	TABLE DRAIN IMPROVEMENTS MAINTENANCE GRADING	9,086.00
EFT101992		GALLERY SYSTEMS	SUPPLY OF MATERIALS FOR ADMIN	680.20
EFT101993		GARRATT,SARAH	FITNESS CLASSES	400.00
EFT101994		GUERINONI & SON	5M X N20 CONCRETE - WEABER PLAINS CONSTRUCTION	836.22
EFT101995		IT VISION ITV	RATES TRAINING FOR KEN COTTER	1,870.00
EFT101996		JASON SIGNMAKERS LTD	ENGRAVED CEMETERY PLAQUE	21.45

EFT101997	JOANNE BARKLA	REIMBURSEMENT OF POWER FOR 01/07/07-23/07/07	44.11
EFT101998	JOHN HOLLAND PTY LTD	TRAFFIC MANAGEMENT SIGNS	16,500.00
EFT101999	JSW HOLDINGS PTY LTD	HIRE OF ROLLER FOR WEABER PLAINS ROAD DRAINAGE	14,078.63
EFT102000	K & M ALLCLEAN	CLEANING OF OFFICE, LEISURE CENTRE AND AIRPORT	14,846.30
EFT102001	KIMBERLEY COMMUNICATIONS	RESET TRIPLE J RECEIVER	77.00
EFT102002	KIMBERLEY ECHO-ALBANY ADVERTISER	ADVERTISING	2,055.88
EFT102003	KIMBERLEY INDUSTRIES METALAND	HARDWARE ITEMS	185.58
EFT102004	KIMBERLEY MARKETING	CARTON OF TIDY BAGS FOR HOUSING CLEAN UP	109.90
EFT102005	KINGS CROWN INSTRUMENTATION & ELECTRICAL	ELECTRICITY INSTALL/REPAIR WYND LIBRARY, REC, TENNIS	1,743.50
EFT102006	TOTAL EDEN - KP PUMPS	POOL HOSE & CLAMPS	83.38
EFT102007	KUNUNURRA BETTA ELECTRICAL & GAS	SMALL REFRIGERATOR FOR AIRPORT	299.00
EFT102008	KUNUNURRA COURIERS	DELIVERY OF BOTTLES	16.00
EFT102009	KUNUNURRA HOME HARDWARE	GAS BOTTLE REFILLS, LIQUID NAILS	134.86
EFT102010	KUNUNURRA MOBILE WELDING SERVICE	MATERIALS FOR LEISURE CENTRE ENTRY GATE	440.00
EFT102011	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1APW393	440.00
EFT102012	LABOUR OF LOVE	COURSE FEES. AQUA AEROBICS INSTRUCTOR COURSE.	2,970.00
EFT102013	LAKESIDE BLINDS & MACHINERY	SPREAD TOPSOIL TO LAWN AREA	1,190.00
EFT102014	MCKINLAY, BETTY	REIMBURSEMENT OF EXPENSES	50.00
EFT102015	NORBUILT PTY LTD	BRICK PAVERS FOR FOOTPATHS	2,640.00
EFT102016	OFFICE NATIONAL KUNUNURRA	REPAIRS TO PLOTTER, CREDENZA, STATIONERY	1,080.61
EFT102017	ORD RIVER ELECTRICS	TEST AND REPLACE THEATRE GLOBES, DEPOT FLURO	1,170.74
EFT102018	ROGERS MACHINERY SERVICE	1 X SET (3) BLADES FOR ROM WY11485	84.90
EFT102019	ROYAL LIFE SAVING (WA BRANCH)	ENROLMENT FOR LEISURE CENTRE STAFF	1,590.00
EFT102020	ROYAL LIFE SAVING SOCIETY NT BRANCH INC	LIFEGUARD COURSE FOR WYNDHAM MANAGER	135.00
EFT102021	RUMOURS PATISSERIE	CATERING FOR ORD LAND AND WATER MEETING	41.25
EFT102022	SHIRE OF DERBY-WEST KIMBERLEY	REIMBURSEMENT OF LONG SERVICE LEAVE R.DUNSTER	2,921.88
EFT102023	SOUTH WEST FIRE UNITS	HOSE REEL WITH BRACKETS AND SPRING BOLT	1,119.25
EFT102024	SPORTSWORLD OF WA	SPORTS EQUIPMENT FOR TENNIS VOLLEYBALL ETC	351.45
EFT102025	THE CANVAS SHED	REPAIRS TO WYNDHAM POOL SHADE SAILS	266.75
EFT102026	TNT AUSTRALIA PTY LIMITED	FREIGHT OF WATER SAMPLES TO PERTH AND RETURN	265.84
EFT102027	TOLL WEST	FREIGHT FOR WEEKENDING 25/11/07	80.68

EFT102028		TUCKERBOX/RETRAVISION	ITEMS FOR KUNUNURRA AIRPORT	58.73
EFT102029		WA LOCAL GOVERNMENT ASSOCIATION WALGA	OFFICER PROFESSIONAL DEVELOPMENT TRAINING	5,988.15
EFT102030		WA LOCAL GOVERNMENT SUPERANNUATION PLAN	MEMBER BASIC - EMPLOYER BASIC SUPER	55,382.23
EFT102031		WYNDHAM SUPERMARKET	CONSUMABLES OPEN COMMUNITY BBQ, HOLIDAY PGM	1,142.46
EFT102032	17/12/2007	HEALTH CORPORATE NETWORK	SEPTIC APPLICATION FOR LOC 383 PACKSADDLE ROAD	35.00
EFT102033		KIMBERLEY METAL RECYCLERS	MONTH PAYMENT FOR MANAGEMENT OF LANDFILL SITES	21,103.50
EFT102034	19/12/2007	AIRPORT LIGHTING SPECIALISTS	TRANSFORMERS & FREIGHT	2,610.30
EFT102035		ALLGEAR MOTORCYCLES	HONDA MOWER AND BRUSH CUTTER, PARTS, PUMP	3,371.55
EFT102036		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	5 ASIC CARDS	420.00
EFT102037		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	24,424.41
EFT102038		AUTO PRO KUNUNURRA	UHF RADIO AND ANTENNA	515.40
EFT102039		BISHOP CONTRACTING	HIRE OF CHIPPER AND OPERATOR	550.00
EFT102040		BLACKWOODS ATKINS PTY LTD	PROTECTIVE & SAFETY EQUIPMENT	1,573.76
EFT102041		BOAB BOOKS	GIFT FOR CITIZENSHIP CEREMONY	59.95
EFT102042		BOAB CARPENTRY MAINTENANCE SERVICE	WINDOW REPAIRS & DOOR REPAIRS	1,182.28
EFT102043		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL RENTAL OF GAS BOTTLES FOR NOV 07	213.16
EFT102044		BRANKO BP MOTORS	FUEL PURCHASES JULY 07	2,060.23
EFT102045		BROOME BEADS	MATERIALS FOR JANUARY SCHOOL HOLIDAY PROGRAM	300.00
EFT102046		BUSH CAMP SURPLUS STORES	SHORTS AND BOOTS FOR BRUCE HARDING	579.00
EFT102047		CONFERENCE COORDINATORS - ALGA	GENERAL ASSEMBLY OF LOCAL GOVERNMENT BALANCE	330.00
EFT102048		CORPORATE EXPRESS	PEDESTAL & WORKSTATION COMMUNITY SERVICES	1,267.20
EFT102049		COUNCILLOR JOHN BUCHANAN	REIMBURSEMENT OF MEAL EXPENSES	206.00
EFT102050		COUNCILLOR KEITH WRIGHT	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102051		COURIER AUSTRALIA	FREIGHT OF FIRE FIGHTING UNIFORMS	87.12
EFT102052		DARWIN CENTRAL HOTEL	ACCOMMODATION FOR CR MILLS FOR ALGA	209.90
EFT102053		DAVEY TYRE AND BATTERY SERVICE	SECOND HAND TYRE FITTING AND BALANCE TO 1CGR337	68.00

EFT102054	DOUGLAS, KERRY LYNETTE	REIMBURSEMENT OF EXPENSES	128.55
EFT102055	EAST KIMBERLEY HARDWARE	CEMENT, MATERIALS, HARDWARE SUPPLIES	2,455.65
EFT102056	EAST KIMBERLEY PLUMBING	HARDWARE TO REPLACE CISTERN TO TAP	13.20
EFT102057	FRANMOR CONSTRUCTIONS PTY LTD	THATCHING TO SMALL GAZEBO AT KNA LEISURE CENTRE	11,446.77
EFT102058	GARRATT,SARAH	ROWING MACHINE FOR LEISURE CENTRE	800.00
EFT102059	HALLMARK EDITIONS	ADVERT FOR MANAGER OF TECHNICAL SERVICES	198.00
EFT102060	ICE AGE REFRIGERATION & AIR-CONDITIONING	CHECK WYNDHAM REC CENTRE MAIN AIR CON	324.50
EFT102061	JORRITSMA H & CO	FITTINGS FOR PACKSADDLE BFB UNIT	872.00
EFT102062	JSW HOLDINGS PTY LTD	HIRE OF MULTI ROLLER FOR WEABER PLAINS ROAD	4,796.00
EFT102063	JUST FRAMED	FRAMING OF 8 SERVICE RECOGNITION AWARDS	1,144.00
EFT102064	KIMBERLEY ECHO-ALBANY ADVERTISER	PRINTED ENVELOPES, ADVERTISING	1,456.46
EFT102065	KIMBERLEY HYDRAULICS	MEASURE NEW RESERVOIR FOR POWER PACK	1,233.27
EFT102066	KIMBERLEY INDUSTRIES METALAND	JOCKEY WHEEL WINDING HANDLE	92.58
EFT102067	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACT PAYMENT PLUS VARIATIONS	62,646.84
EFT102068	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPLACE CONTRACTORS AT WYNDHAM EFFLUENT	473.30
EFT102069	KNICKEL GARDENING SERVICES	CONTRACT FOR GARDENING PROVIDED	31,614.93
EFT102070	TOTAL EDEN - KP PUMPS	RETIC SUPPLIES FOR GARDEN AT YOUTH CENTRE	157.31
EFT102071	KUNUNURRA DISTRICT HIGH SCHOOL	ANNUAL FUNDING TOWARDS KIMBERLEY CUP	1,700.00
EFT102072	KUNUNURRA HOME HARDWARE	PURCHASE OF 9KG EMPTY GAS BOTTLE	53.20
EFT102073	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1CIU595	302.50
EFT102074	LANDGATE	INFORMATION SEARCHES FOR NOVEMBER 2007	120.51
EFT102075	LGIS INSURANCE BROKING	AVIATION LIABILITY	12,055.00
EFT102076	MERCURE HOTEL PERTH	MEALS AND ACCOMMODATION FUNCTIONAL COMMUNITIES	1,174.00
EFT102077	NORTHERN IT SERVICES	INSTALL SERVER AND SOFTWARE KUNUNURRA LIBRARY	1,423.30
EFT102078	OFFICE NATIONAL KUNUNURRA	COPY COUNT CHARGES AND OFFICE SUPPLIES	3,017.53
EFT102079	ORIA ORCHARDS	FLOWERS DELIVERED WEEKLY	15.00
EFT102080	PLANT HIRE SERVICES PTY LTD	WEABER PLAINS EROSION MITIGATION, TRUCK HIRE	115,766.75
EFT102081	RACHEL WORNES	REIMBURSEMENT OF ELECTRICITY EXPENSES	217.05

EFT102082		REDWAVE MEDIA PTY LTD	FINANCE/ADMIN POSITIONS RADIO ADVERT	341.00
EFT102083		ROCH DEVENISH-MEARES	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102084		SCRIBAL GROUP ACCOUNTS PTY LTD	CALENDARS	211.80
EFT102085		SHELF SUPPLY	WORK SHORTS FOR AIRPORT STAFF	667.00
EFT102086		SHENCO	EMBOSSED LGMA DIARIES 2008	131.70
EFT102087		SHERIDAN'S FOR BADGES	NAME BADGES FOR SHIRE COUNCILLORS	142.97
EFT102088		SOUTH WEST FIRE UNITS	NEW LID FOR WYNDHAM'S FIRE FIGHTING TANK	27.72
EFT102089		STUBBS, PETER	REIMBURSEMENT OF TELEPHONE EXPENSES	53.12
EFT102090		THE KIMBERLEY GRANDE	CHRISTMAS PARTY FUNCTION MEALS AND LIMITED BAR	3,634.80
EFT102091		THORLEY'S STORE	TRANSPORT AND DELIVERY OF SHIRE BAG 22 DAYS	400.00
EFT102092		TNT AUSTRALIA PTY LIMITED	FREIGHT OF SAMPLES TO BROADWAY	92.77
EFT102093		TRENGOVE, AMANDA JANE	REIMBURSEMENT OF ELECTRICITY SUPPLY PAID	300.00
EFT102094		TYRE MARKETERS	SUPPLY AND FIT OF NEW TYRE TO WY11650	247.48
EFT102095		WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISING	15,412.73
EFT102096		WESTERN LOCKSERVICE	LOCK CYLINDER AND KEYS & FREIGHT	145.75
EFT102097		WYNDHAM SUPERMARKET	CONSUMABLES FOR CHILD CARE CENTRE	259.05
EFT102098	21/12/2007	K & M ALLCLEAN	EMPTY BINS AT LEISURE CENTRE JULY AND AUGUST	914.32
EFT102099	04/01/2008	AIRSERVICES AUSTRALIA	ERSA - 12 MONTH AMENDMENT SERVICE ONLY	109.65
EFT102100		ALLGEAR MOTORCYCLES	MOTOR WACKER PACKER, ALLOY KIT, SNIPPER CORD	1,085.65
EFT102101		ARGYLE MOTORS	RADIATOR COOLANT	58.39
EFT102102		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	313.07
EFT102103		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	SECURITY CHECKS	162.00
EFT102104		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	194.70
EFT102105		BRANKO BP MOTORS	FUEL PURCHASED NOVEMBER 2007	869.74
EFT102106		BRENDAN JOHNS ELECTRICS	REPAIR FAULT ON BACKUP POWER FOR OFFICE	206.25
EFT102107		BRUCE HARDING	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	86.00
EFT102108		CABCHARGE	CABCHARGE FEES FOR NOVEMBER 2007	145.05
EFT102109		CHEMISTRY CENTRE (WA)	REPORT ON WATER SAMPLE RECEIVED	165.00
EFT102110		CORPORATE EXPRESS	STATIONERY ITEMS AND PRINTER CARTRIDGES	3,841.14
EFT102111		CROCODILE SIGNS	MOOCHALABRA DIRECTIONAL SIGNS	728.20

EFT102112	DRIVEWEST CAR RENTALS	HIRE OF VEHICLE FOR R BAIRSTOW CONFERENCE	137.86
EFT102113	EAST KIMBERLEY HARDWARE	REBATE DOMED BOLLARDS & HARDWARE SUPPLIES	17,560.50
EFT102114	EAST KIMBERLEY REAL ESTATE	COMMISSION FROM SALE OF PROPERTIES	26,488.00
EFT102115	FEWSTER, KELLY	REIMBURSEMENT OF ELECTRICITY EXPENSES	322.95
EFT102116	FISCHER, CYNTHIA	TOILET CLEANING CONTRACT WYNDHAM	3,642.37
EFT102117	GARY MCCARNEY	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	167.10
EFT102118	IT VISION ITV	SYNERGY SOFT IMPLEMENTATION - TRAVEL NOT BILLED	394.75
EFT102119	JSW HOLDINGS PTY LTD	HIRE OF WATER TRUCK TO DELIVER WATER TO LANDFILL	209.00
EFT102120	JUST FRAMED	FRAMED BOAB PICTURES FOR VOLUNTEER OF THE YEAR	210.00
EFT102121	KIMBERLEY COLLEGE OF TAFE	STAFF TRAINING FOR BETTY MCKINLAY	64.80
EFT102122	KIMBERLEY COMMUNICATIONS	UHF RADIO, ANTENNA & INSTALLATION	3,888.50
EFT102123	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	782.54
EFT102124	KIMBERLEY INDUSTRIES METALAND	SEAL & TILT 205L DRUM	2,156.00
EFT102125	KIMBERLEY KOOL REFRIGERATION	REPAIR AIR-CON IN SECURITY WAITING ROOM KUNUNURRA	528.00
EFT102126	KIMBERLEY PUMPING SERVICE	INSTALL AND REALIGN MOTOR FOR IVANHOE PUMP SHED	2,574.00
EFT102127	KIMBERLEY VET CENTRE	ANIMAL MEDICATION	1,399.10
EFT102128	KINGS CROWN INSTRUMENTATION & ELECTRICAL	CONNECT HOT WATER BOOSTER TO 67 KOOJARRA STREET	368.50
EFT102129	KUNUNURRA DIESEL SERVICES	SERVICE TO WY12352	308.25
EFT102130	KUNUNURRA HOME HARDWARE	MATERIALS FOR TREES	46.87
EFT102131	KUNUNURRA REFRIGERATION	REPAIRS TO ESO OFFICE AIRCON	151.07
EFT102132	KUNUNURRA RURAL TRADERS	SERVICE OF FIRE EXTINGUISHERS	1,165.25
EFT102133	L.G.R.C.E.U	PAYROLL DEDUCTIONS	15.30
EFT102134	LANDGATE	VALUATIONS	40.60
EFT102135	NORBUILT PTY LTD	PROGRESS CLAIM KUNUNURRA YOUTH CENTRE	26,197.95
EFT102136	NORTHERN IT SERVICES	INSTALL WIRELESS IN WYNDHAM OFFICE	935.00
EFT102137	NATIONAL HIRE	LIGHTING TOWER METRO FOR CHRISTMAS PARTY	226.71
EFT102138	OFFICE LINE	WHITEBOARD FOR COMMUNITY SERVICES OFFICE	104.50

EFT102139	OFFICE NATIONAL KUNUNURRA	REAMS OF WHITE PAPER FOR KNA OFFICE	531.64
EFT102140	OOMBULGURRI ASSOCIATION INCORPORATED	SHARE OF FLIGHT TO OOMBULGURRI	235.00
EFT102141	ORD RIVER ELECTRICS	REPLACE EXHAUST FAN TOILETS, LIGHTING REPAIRS	1,559.60
EFT102142	ORIA ORCHARDS	FLOWERS DELIVERED TO SHIRE	30.00
EFT102143	PEERLESS JAL PTY LTD	MATERIALS FOR WYNDHAM DEPOT	963.69
EFT102144	PLANT HIRE SERVICES PTY LTD	MOVING GRAVEL FOR WEABER PLAIN DRAINAGE	4,310.63
EFT102145	RACHEL NELSON	FINAL EDIT DRAFT VEGETATION MANAGEMENT PLAN	110.00
EFT102146	ROGERS MACHINERY SERVICE	SERVICE TO TRACTOR AND MTC	878.75
EFT102147	SETON AUSTRALIA PTY LTD	SUPPLY OF CRYSTAL PINK LOTION SOAP	197.56
EFT102148	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	135.00
EFT102149	SMEC AUSTRALIA PTY LTD (PERTH)	PREPARATION OF SCHEME REPORT AND MAPPING	2,420.00
EFT102150	SPORTSWORLD OF WA	CONSUMABLES FOR SALE	764.23
EFT102151	THE CANVAS SHED	SUPPLY AND FIT NEW BAMBOO BLINDS TO AIRPORT	644.82
EFT102152	TOLL WEST	FREIGHT EXPENSES	2,705.74
EFT102153	TOTAL EDEN - KP PUMPS	RETIC FITTINGS FOR EWIN CENTRE GARDENS	1,371.46
EFT102154	WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISEMENT OF VACANCIES AND TENDERS	2,939.66
EFT102155	WESTRALIA AIRPORTS CORPORATION PTY LTD,	AVIATION SECURITY IDENTIFICATION CARD	400.00
EFT102156	WILL SPENCE	RELOCATION REIMBURSEMENT	1,612.90
EFT102157	WYNDHAM SUPERMARKET	FOOD FOR STAFF RECOGNITION LUNCHEON	48.51
		Total EFT Payments	**813,219.94**

Cheque	Date	Name	Description	Amount
38139	07/12/2007	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REPAYMENT	81.35
38140		COMMUNICATION AND PROTECTIVE SOLUTIONS	COMMANDER HANDSETS FOR COMMUNITY SERVICES	2,748.70
38141		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE OF LAPTOPS FOR SALARY SACRIFICE	3,295.90
38142		EARTHWALK KIMBERLEY	SUPPLY OF PLANTS FOR WYNDHAM OFFICE	2,585.00
38143		GLOBALSTAR AUSTRALIA PTY LIMITED	SATELLITE PHONE USAGE	242.99
38144		HALLS CREEK CONSTRUCTION & MAINTENANCE	REFUND OVER PAYMENT OF TIPPING FEES	15.00

38145		HORIZON POWER	ELECTRICITY SUPPLIED	14,229.25
38146		IVANHOE VILLAGE CARAVAN RESORT	ACCOMMODATION - SOMETHING CONCRETE PROJECT	5,237.10
38147		JONES, DEBBIE ISOBEL	REIMBURSEMENT OF EXPENSES FOR CONFERENCE	89.85
38148		MEGAN HUNT	CLEANING OF WYNDHAM FACILITIES	759.00
38149		NGNOWAR-AERWAH ABORIGINAL CORPORATION	BOND REFUND FOR PETER REID MEMORIAL HALL	1,000.00
38150		NORBUILT PTY LTD	KUNUNURRA YOUTH CENTRE PROGRESS CLAIMS 9 + 10	506,301.28
38151		ORD LAND AND WATER INCORPORATED	WEED CONTROL AND SALVINIA ERADICATION	8,104.42
38152		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34
38153		RICK SPRY	TELEPHONE REIMBURSEMENT	37.41
38154		SHIRE OF HALLS CREEK	OVER PAYMENT OF CONTRIBUTION TO RELOCATION	139.65
38155		ST JOSEPH'S SCHOOL (WYNDHAM)	HIRE OF BUS- CEO/COUNCILLOR TOUR OF WYNDHAM	70.00
38156		TELSTRA	SHIRE PHONE EXPENSES	3,003.06
38157	10/12/2007	JOHANNA EPPLER	CITIZENSHIP AWARD FOR JOHANNA EPPLER	250.00
38158	14/12/2007	ARNOLD WOUTER BROLSMA	CROSSOVER FOR 12 GARDENIA DRIVE	738.65
38159		BUSBY INVESTMENTS T/A BUDGET RENT A CAR	CAR HIRE FOR K DOUGLAS FOR LIBRARY WORKSHOP	159.31
38160		CASH-PETTY CASH W.N.C.	PETTY CASH REIMBURSEMENT	50.00
38161		DEPARTMENT FOR PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES PURCHASED 15WY	260.00
38162		FOOD STARS P/L	HANDWASHING KITS & FREIGHT	111.00
38163		FRED MILLS	REIMBURSEMENT OF TRAVEL EXPENSES	103.16
38164		GRAB A BARGAIN VARIETY STORE	ASSORTED CHRISTMAS DECORATIONS	27.75
38165		HORIZON POWER	ELECTRICITY SUPPLIED	314.45
38166		JAMES MARGIN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38167		LANE KOKSHOORN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38168		MEGAN HUNT	CLEANING SERVICES AT WYNDHAM	874.50
38169		RYAN JAMESON	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38170		SAVILLE HOTEL DARWIN	ACCOMMODATION FOR KIMBERLEY ZONE CONFERENCE	3,709.15
38171	19/12/2007	AUSTRALIAN RED CROSS	PERSONALISED CHRISTMAS CARDS	357.00
38172		BAILEY'S FERTILISERS	SOIL ANALYSIS FOR PARKS	231.00

38173		DEPARTMENT OF TREASURY AND FINANCE	RECOVERIES OF LOST AND DAMAGES BOOKS	310.20
38174		EDWARD DUFF	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38175		FRED MILLS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38176		GEOFF GUNSON ELECTRICAL	INSTALL RETIC YOUTH CENTRE, CHANNEL PUMP REPAIRS	1,127.50
38177		HORIZON POWER	ELECTRICITY SUPPLIED	12,744.95
38178		HOTEL KUNUNURRA	CATERING FOR AUGUST COUNCIL MEETING	350.00
38179		JOHN HAMILTON MOULDEN	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38180		MAXINE MIDDAP	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38181		MEGAN HUNT	WYNDHAM CLEANING SERVICES	759.00
38182		ORDCO AGRICULTURE	4 X 20LT GLYSOPHATE	660.00
38183		ORICA AUSTRALIA PTY LTD	CHLORINE GAS FOR KUNUNURRA LEISURE CENTRE POOL	2,038.25
38184		PAUL CALEY	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38185		RALPH ADDIS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38186		RICHARD STEPHEN BEECK	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38187		SHIRE OF BROOME	REIMBURSEMENT OF EXPENSES FOR KIMBERLEY ZONE REGISTRATION AND MEALS	961.85
38188		TELSTRA	TELEPHONE EXPENSES FOR NOVEMBER 2007	3,067.31
38189		TERRITORY THRIFTY CAR RENTAL	HIRE OF VEHICLE FOR ALGA & ZONE MEETING NOV 07	610.53
38190		WATER CORPORATION	WATER SUPPLIED	3,031.40
38191		WEST-ONE	BUILDING SURVEYOR MANUAL AND FREIGHT	84.88
38192		WYNDHAM HEALTH SERVICE	STAFF MEDICAL	138.00
38193	04/01/2008	CASH - PETTY CASH KNX DEPOT	REIMBURSEMENT OF PETTY CASH EXPENSES	118.35
38194		COUNCILLOR MICHELE PUCCI	REIMBURSEMENT OF TAXI FARE AND FAX CHARGES	29.70
38195		DEPARTMENT OF TREASURY AND FINANCE	PAYMENT OF LOST BOOKS	23.25
38196		HORIZON POWER	ELECTRICITY SUPPLIED	21,120.00
38197		KUNUNURRA AMCAL PHARMACY	ITEMS FOR FIRST AID KITS AT AIRPORT AND DEPOT	141.48
38198		KUNUNURRA LOCK & KEY	KEYS CUT FOR KUNUNURRA ADMIN	246.00
38199		MEGAN HUNT	CLEANING CONTRACT WYNDHAM	759.00
38200		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34

38201		RICK SPRY	REIMBURSEMENT OF TELEPHONE EXPENSES PAID	32.33
38202		SUPA FRESH HOT BREAD SHOP	CATERING STAFF RECOGNITION LUNCHEON	182.00
38203		TELSTRA	TELSTRA MOBILE PHONE PAYMENT FOR NOVEMBER 2007	841.35
38204		WATER CORPORATION	WATER USAGE CHARGES	9,543.70
38205		ZURICH AUSTRALIAN INSURANCE	INSURANCE EXCESS FOR CLAIMS 017456 & 017459	600.00
			Total Cheque Payments	**615,671.64**
PAYROLL	05/12/2007	FORTNIGHTLY PAYROLL		101,916.25
PAYROLL		FORTNIGHTLY PAYROLL		1,746.06
PAYROLL		FORTNIGHTLY PAYROLL		529.82
PAYROLL	19/12/2007	FORTNIGHTLY PAYROLL		105,440.12
PAYROLL		FORTNIGHTLY PAYROLL		261.71
PAYROLL		FORTNIGHTLY PAYROLL		642.54
			Total Payroll Payments	**210,536.50**
DIRECT DEBIT		RENT 12/33 KONKERBERRY DRIVE KUNUNURRA		1,473.33
DIRECT DEBIT		BANK FEES		259.05
DIRECT DEBIT		BILL EXPRESS		27.50
DIRECT DEBIT		VISA PAYMENT		6,808.24
DIRECT DEBIT		WESTNET P/L		499.54
DIRECT DEBIT		MERCHANT FEES		428.95
DIRECT DEBIT		LOAN PAYMENT		9,669.66
			Total for Direct Debit Payments	**19,166.27**
			Total Payments Submitted to Council	**1,658,594.35**

12.2.4. Appointment of Auditor

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	61.34.03
ASSESSMENT NO:	N/A

PURPOSE

For the Council to review and endorse the Audit Committee's recommendation of the appointment of an Auditor for the Provision of Audit Services for the Shire of Wyndham East Kimberley for the next three years.

BACKGROUND

Under the requirements of the Local Government Act an auditor can be appointed for a maximum term of five years. Historically the Shire of Wyndham East Kimberley has appointed an auditor for a three-year term. It is recommended that this practice continues and that a three-year term be included in the request for quotation.

Haines Norton, the Shire's current auditor, was appointed for three years in 2005. The 2006/07 year will be the last year under that contract. That is under the current contract Haines Norton will audit the 2006/07 Annual Financial Statements. A new appointment is required for the 2007/08 financial year.

It was recommended that four firms with local government experience be invited to quote on the provision of audit services.

At the Audit Committee meeting dated 18 September 2007 the Audit Committee resolved

Minute No. AC 062

Moved: Cr M Pucci *Seconded: Cr J Buchanan*

That:

1. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" forms the basis of attracting and selecting an auditor.*

2. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" be sent to a minimum of four audit firms with Local Government audit experience.*

3. *an analysis of the quotations received be performed by the Chief Executive Officer, Executive Manager Corporate Services and Finance Manger and this analysis be provided to the audit committee with the quotations received at the December Audit Committee Meeting.*

CARRIED UNANIMOUSLY 3/0

At the Audit Committee Meeting of 18 December 2007 the Audit Committee considered Officers Recommendation and resolved:

Minute No A068

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee recommend that Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.*

2. *That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 7.1

Interpretation of this Part

7.1 . Interpretation of this Part

In this Part —

“approved auditor” means a person who is approved by the Minister under section 7.5;

“disqualified person” has the meaning given by section 7.4(2);

“qualified person” means a person who is an approved auditor or a registered company auditor and who is not a disqualified person;

“registered company auditor” means a person who is for the time being registered as an auditor or taken to be registered as an auditor under Part 9.2 of the *Corporations Act 2001* of the Commonwealth;

“regulations” means regulations made for the purposes of this Part.

[Section 7.1 amended by No. 10 of 2001 s.124.]

Division 2 — Appointment of auditors

Audit

7.2 . Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3 . Appointment of auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person to be its auditor.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

(a) a registered company auditor; or
(b) an approved auditor.

* *Absolute majority required.*

Disqualified person not to be auditor

7.4 . Disqualified person not to be auditor

(1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

(2) In this section —

"disqualified person" means a person who —

(a) is a councillor or an employee of the local government;

(b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —

(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or

(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;

(c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or

(d) is a member of a class of persons prescribed for the purposes of this subsection.

Approval of auditors

7.5 . Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

(a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* [4] as in force before that commencement; and
(b) was the auditor of a local government,

as an approved auditor for the purposes of this Act.

Term of office of auditor

7.6 . Term of office of auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

(a) his or her registration as a registered company auditor is cancelled;
(b) his or her approval as an approved auditor is withdrawn;
(c) he or she dies;
(d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
(e) the auditor resigns by notice in writing addressed to the local government; or
(f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or
(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

* *Absolute majority required.*

Executive Director may appoint auditor

7.7 . Executive Director may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Executive Director may appoint —

(a) a qualified person; or
(b) in default of an appointment under paragraph (a), the Auditor General,

to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

Terms of appointment of auditors

7.8 . Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Executive Director under section 7.7) are payable by the local government.

Division 3 — Conduct of audit

Audit to be conducted

7.9 . Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) prepare a report thereon; and
(b) forward a copy of that report to the Minister,

and that direction has effect according to its terms.

Powers of the auditor

7.10 . Powers of the auditor

(1) An auditor —

(a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted;
(b) may require from a member or an employee of the local government —
(i) any book, account, document or asset of the local government; or
(ii) any information, assistance or explanation,
necessary for the performance of the duty of the auditor in relation to the audit; and
(c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

(2) In this section and in section 7.11 “employee” includes a person who has a contract for services with the local government.

Power to demand production of books, etc.

7.11 . Power to demand production of books, etc.

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

Employees and financial institutions to furnish particulars of money received

7.12 . Employees and financial institutions to furnish particulars of money received

(1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.

(2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

Division 4 — General

Regulations as to audits

7.13 . Regulations as to audits

Regulations may make provision —

(a) with respect to matters to be included in agreements between local governments and auditors;
(b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;

(c) as to the manner in which an application may be made to the Minister for approval as an auditor;
(d) in relation to approved auditors, for —
(i) reviews of, and reports on, the quality of audits conducted;
(ii) the withdrawal by the Minister of approval as an auditor;
(iii) appeals to the Local Court against decisions to withdraw approval and the procedure relating to such appeals;
(e) for the exercise or performance by auditors of their powers and duties under this Part;
(f) as to the matters to be addressed by auditors in their reports;
(g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
(h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
(i) of a financial nature or not; or
(ii) under this Act or another written law.

[Section 7.13 amended by No. 64 of 1998 s.40.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An audit fee based on historic cost has been budgeted for 2007/08.

STRATEGIC IMPLICATIONS

Good governance requires that the Council be informed about the audit function and the responsibilities of Council in relation to appointment of the auditor, scope of the audit and monitoring the performance of the auditor. Additionally the results of audit should be communicated to Council to enable consideration of the audit findings.

COMMENT

A Request for Quotation was distributed in October 2007 with all quotations due to the Shire by 15 November 2007.

Two quotations were received from UHY Haines Norton Chartered Accountants and Byfields Accountants and Financial Advisers. Syngum Financial Services declined to quote. No reply was given by Bentlys MRI Perth.

An Evaluation Panel consisting of Peter Stubbs, Chief Executive Officer (CEO), Jo-Anne Ellis, Executive Manager Corporate Services (EMCpS), and Amanda Trengove, Manager Financial Services (MFS) reviewed each quotation. Each panel member completed an individual evaluation of the quotations prior to discussing as a group. All panel members agreed that UHY Haines Norton Chartered Accountants were the preferred supplier of Auditing Services. UHY Haines Norton Chartered Accountants were ranked highly in all qualitative criteria by all panel members. Their

price was lower than Byfields and considered reasonable. UHY Haines Norton's quotation also indicated a high level of experience and expertise. They have extensive Local Government experience and the experience of their key personnel within the Local Government Sector is highly regarded.

ATTACHMENTS

Quotation from Byfields Accountants and Financial Advisers
Quotation from UHY Haines Norton Chartered Accountants

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

1. That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.

2. That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.

COUNCIL DECISION

Minute No. 8048

Moved: Cr D Ausburn **Seconded: Cr J Parker**

1. ***That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.***

2. ***That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.***

Carried Unanimously 5/0

Byfields

Accountants & Financial Advisers

1 Reid Road (PO Box 614)
Kununurra WA 6743
Tel (08) 9168 1066 Fax (08) 9168 1090

Doc No. 06049.1
Date 14 NOV 2007
Officer YMCPS MB
Response
File 61.34.02

13 November 2007

Ms Jo-Anne Ellis
Executive Manager Corporate Services
Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743

Dear Jo-Anne,

QUOTE FOR PROVISION OF AUDIT SERVICES FOR 2007 - 2010

We thank you for your email dated 24th October 2007 regarding the above. We have understood your audit specification and are pleased to enclose our proposal for your Council's consideration.

Why Byfields?

- Our firm have developed a niche in providing services to local governments. We started as a rural firm, and have a long history in dealing with local governments' needs. We therefore understand the unique circumstances of individual local governments. In fact, **Byfields was one of only two firms involved in auditing local governments' accounts prior to the privatisation of the audit services for Councils in 1995.**

- We have a team of professional auditors who are down-to-earth and always easily accessible for you. They have extensive knowledge of auditing, and the Local Government Act 1995 (as amended) & related regulations. All staff is committed both professionally and proactively in their works.

- We provide personalised and quality services to all of our clients. We are committed to timely & quality completion of works, honesty and strict confidentiality. This has been achieved through adoption and implementation of rigorous quality control procedures within the firm.

- Consequently, we are confident that we could provide a cost effective and quality solution to your audit requirements. We aim to provide you with 100% client satisfaction and look forward to developing a long term relationship with your Council. Most importantly, we believe **Your Success is Our Success!**

We hope that this contact leads to an opportunity to discuss the enclosed proposal in more detail. If your Council require any further information or clarification, please do not hesitate to contact our Audit Manager, Jackson Wong immediately.

Yours faithfully,

Dale Woodruff

DALE WOODRUFF CPA
Registered Company Auditor (196677)
Partner

PARTNERS: Andrew Northcott, Dale Woodruff, Mark Murphy, Andrew Hooper, Colin Ellis
ASSOCIATES: Glenn Waldeck, Jason Jones, Jenny Roberts

Byfields

Accountants & Financial Advisers

SHIRE OF WYNDHAM EAST KIMBERLEY

PROVISION FOR AUDIT SERVICES 2007 - 2010

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1. UNDERSTANDING YOUR REQUIREMENTS

1.1 Term of Appointment

We acknowledge the proposed term of the audit appointment will cover 3 years as per clause 2.2 of your Specification and General Conditions.

1.2 Objectives and Scope of Audit

We confirm our understanding of the objectives, scope and our responsibilities for the proposed engagement as per clause 2.1, 2.3 and 2.5 of your Specification and General Conditions.

1.3 Audit Methodology and approach

We acknowledge the Council's requirement as per clause 2.4 of your Specification and General Conditions. As such, we have included this information in the following section **3 "OUR APPROACH, PLAN AND COMMITMENT"** of this proposal.

1.4 Hours & Fees

We acknowledge the Council's requirement as per clause 2.6 of your Specification and General Conditions. As such, we have included this information in the following section **4 "HOURS & FEE"** of this proposal.

1.5 Experience

We acknowledge the Council's requirement as per clause 1.4 of your Selection Criteria. As such, we have included this information in the following section **2 "BYFIELDS – THE AUDITOR OF YOUR CHOICE"** of this proposal.

1.6 Report by Auditor

We understand we are to produce the audit report and management report as required by s7.9 of the Local Government Act 1995 (as amended).

1.7 Ability to provide Additional Services

In pursuant to clause 1.4 of your Selection Criteria, we advise that we are able/willing to provide additional services outside the defined scope of audit if we were the successful tenderer for the audit services.

1.8 Meeting with Audit Committee

In pursuant with the s7.12A(2) of Local Government Act 1995 (as amended), we advise we will meet with your Audit Committee at least once in a year.

2. BYFIELDS – THE AUDITOR OF YOUR CHOICE

2.1 Firm Profile

Byfields is a medium-sized CPA firm established more than 40 years ago in Northam. We have enjoyed substantial growth since then and are now operating from 3 offices in Ascot, Northam and Merredin. We currently have 6 Partners and 35 professional staff members. We operate an audit division across three offices with quality control referred to one Audit Partner.

2.2 Firm Experience

We have undertaken a large portfolio of Local Government Shire audits over the years. This portfolio grew up to thirteen Shires in 1992 although now it has now decreased to four, mainly due to independence and commercial issues. ***In fact, we were one of only two accounting firms involved in the audit of Local Governments prior to the privatisation of the Local Government audit services***. Apart from these audits, we have undertaken a diversified portfolio of company (large proprietary and unlisted public) audits, both external and internal for businesses mainly involved in franchising, insurance broking and financial services over the years. They are reporting entities which are required to prepare the General Purpose Financial Report. We have always ensured we have a balanced and diversified portfolio of clients, so as to be able to provide quality and sound business advice to our clients.

Our Firm's present clients of Local Government audit include:

- Shire of Dandaragan
- Shire of Dowerin
- Shire of Moora
- Shire of Wickepin

2.3 Your Service Team

We have a team of professional auditors who have extensive knowledge of the Local Government Act 1995 (as amended) & related regulations and the Australian Accounting Standards. They are also knowledgeable in most of the Municipal Accounting Systems including IT Vision Administrator/SynergySoft, LOGIC etc over the years of providing audit services to Local Governments. All levels of audit staff are committed both professionally and proactively in their work. They are down-to-earth and always easily accessible.

The Engagement Partner responsible for the overall quality of our service delivery is Mr **Dale Woodruff CPA** (based in Perth Office). He was from Darkan and graduated from Curtin University of Technology with a bachelor degree in accounting. He is both a Registered Company Auditor and Tax Agent with many years of auditing and tax experience. (A copy of his registered company auditor certificate is enclosed for your easy reference). In fact, he had managed our audit portfolio back in 1992 which includes the audit of 13 Shires accounts.

The Engagement Partner is assisted by an Associate, **Kiara Willmott CPA** (based in Northam Office) in overseeing the audit section of our firm. Kiara was graduated with bachelor degree in accounting from Edith Cowan University and has been involved in audits since she started with our firm 6 years ago. Due to the wide variety of audits undertaken and her years involved with auditing, Kiara has had the experience and ability to handle various complex audit issues. In fact, she is currently applying for registered company auditor with ASIC.

The audit field work will be conducted by our Audit Manager, Mr **Jackson Wong, ASA**(based in Perth Office). Jackson is a qualified accountant and comes from a resourceful background and brings to the firm a wealth of experience in audit and financial management from his previous engagements. In particular, Jackson had been working with KPMG Singapore and Malaysia as an Auditor. Since joined Byfields in 2007, Jackson has had extensive audit and consulting work in local government audits. He is well trained with thorough knowledge of both external and internal auditing techniques.

We have also engaged an audit junior Mr **Jason Sun ASA**(based in Perth Office) as part of our strategy to provide cost effective and quality services in Local Government Audit. He has graduated from Macquarie University (Sydney) with master degree in accounting. He is currently taking the CA program as part of his continuous development program.

In addition, the experience of one of our partner who is currently one of the Councillors of the Shire of Merredin is also available for consultation at all times.

3. OUR APPROACH, PLAN AND COMMITMENT

3.1 Methodology and Approach

The audit shall be conducted in accordance with the Australian Auditing Standards & Auditing Guidance Statements, and the relevant requirements of the Local Government Act 1995 (as amended) & related regulations, the Local Government (Audit) Regulations 1996 in the following manner:

- Develop a thorough understanding of the Council's business operations and internal control structure by performing walk through test.
- Assess audit risks and identify significant audit areas.
- Perform systems testing i.e. compliance test on all major risk areas.
- Review the existing system as well as the internal controls and procedures to suggest areas for improvement where appropriate.
- Verify material balance sheet and profit & loss account items by carrying out analytical review procedures and substantive tests.
- Review all aspects of the Council's operations for compliance with relevant legislations and regulations.
- Any items of a particularly critical nature should be forwarded via the Audit Committee and normal queries should be furnished via the administration.

Our audit work will be cost-effective by concentrating most work on the major risk areas with minimum work on non-risk areas.

Our audit program will be designed to meet the audit objectives. At the actual fieldwork, standard programs will be tailored or improved further where appropriate to reflect the unique circumstance of Council's operations.

3.2 Proposed Audit Plan/ Time Table

Audits will be programmed to ensure that services are provided on a progressive basis and carried out in line with the Council's needs. In summary, our deliverables will be as follows:

- If requested, make arrangement to meet with your Council's Audit Committee prior to the conduct of the interim audit to review the proposed audit plan and acknowledge your Council's direction on those areas of concern that need to be addressed.
- Conduct interim audit in the last quarter of each financial year to test the internal controls of accounting system.
- Complete final audit on the financial statements within 30 days of being advised that they are ready for audit, and responses to audit queries are received.
- Conduct entry and exit interviews in conjunction with each audit field visit so as to ensure active participation of your Councils in the whole audit process. Audit committee members are welcome to attend such interviews.
- Draft Interim and/or Final Management Report, if considered appropriate, addressing the following critical audit areas and detailing weaknesses in the systems of control together with recommendations for improvement.
- Prepare Audit Report in accordance with Section 7.9 of the Local Government Act 1995 (as amended). The Audit Report and the Management Report will be forwarded to the President and Chief Executive Officer within 14 days of the provision of final information required for the audit.
- Audit visits shall be programmed with the ultimate aim of not to cause too much interruption to the normal operation of the Council. The anticipated timing of visit for each year are as follows:

Year ending	Interim Visit	Final Visit
30 June 2008	16th April 2008	3rd September 2008
30 June 2009	21st April 2009	1st September 2009
30 June 2010	20th April 2010	7th September 2010

3.3 Our Commitment to You

Upon engagement of audit, we give the following commitments:

- Complete all work in a timely, efficient and accurate manner.
- Always be available and as a minimum standard, return your call within one working day.
- Hold all information on your affairs in the strictest confidence.
- Be honest, truthful, and up front with you at all times.
- Guarantee the quality of our services.

3.4 Quality Assurance

Our Firm adopts rigorous internal procedures for quality which include:

- Appropriate selection procedures and professional development programs for staff at all levels.
- Documentation of audit methodologies which comply with Australian Auditing Standards.
- Comprehensive training of staff through in-house program and CPA program.
- Close supervision of staff on the job.
- Detailed reviews of all work by Partner and Manager.
- Strict procedures for maintaining client confidentiality.

We adhere, at all times, to the internal quality control guidelines promulgated jointly by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

3.5 Your Success

We pride ourselves on achieving success for our clients by:

- Working in close partnership with clients over the long term to most effectively achieve their critical success factors.
- Committing to the principles of easy and direct access to our most senior people.
- Delivering of quality service to budget and agreed deadlines as defined by our clients, not by our convenience.
- Providing a highly qualified team of professionals, each with years of experience in their chosen specialisation areas.
- Striving to continually improve the range, quality and cost effectiveness of our services to meet client's changing needs.

4. HOURS AND FEE

Our fees for the provision of audit services to your Council for the 3 financial years commencing 1 July 2007 are:

Year	2007/2008	2008/2009	2009/2010
Price incl. GST ($)	17,380	18,249	19,162
Hours Spent on Audit			
- Partner/Associate	3	3	3
- Manager	55	55	55
- Audit Assistant	55	55	55
Total Hours	113	113	113

Above fees are based on the assumptions that:

- hours provided (*including travelling time*) are standard throughout the term of appointment with the optimum involvement of partner and manager to ensure cost effective and quality delivery.
- We have taken into consideration of
  - the travelling distance between our office and your administration office. The travel time spent for 2 staff from Perth to your office is 2 days per trip. Total travel time for both Interim and Final Audit will be 4 days.
- Assistance will be provided by the Council's staffs through full cooperation with requests of auditors in obtaining necessary information for the audit.

Other services such as accounting, special compliance review, financial review and "ad hoc" investigations can be provided at special rates that currently vary from $55 to $95 per hour for graduate and from $150 to $300 per hour for experienced staff and specific partner involvement. The fee for these assignments shall be on the basis of either a quoted fee or actual time incurred at the normal professional hourly rate for that level of work and is dependent on the terms of reference. These rates are not binding under this tender and the fee for any additional services would be subject to negotiation at the relevant time.

5. GENERAL

5.1 Assignment of Contract or Right

We undertake that we will not sub contract to a third party nor has right to assign the audit contract to third parties

5.2 Conflict of Duties

There is, to our Firm's knowledge, no conflict of interest in providing this engagement.

5.3 Professional Indemnity Insurance

We have and will maintain during the duration of the audit term, professional indemnity ("PI") insurance covering the legal liability arising out of any neglect, default, error or omission. The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Byfields

Accountants & Financial Advisers

Appendix A

DALE WOODRUFF
BYFIELDS
5 Charles Street
SOUTH PERTH WA 6151

Certificate of Registration as an Auditor

Corporations Law Sub-section 1280(5)

Registered Number: 196677

This is to certify that

DALE JAMES WOODRUFF

was on the twentieth day of March 2000 granted registration as an auditor under section 1280.

ASIC

Australian Securities & Investments Commission

CERTIFICATE

Given under the seal of the Australian Securities and Investments Commission on this twenty-fifth day of March, 2000.

COMMON SEAL

Alan Cameron
Chairman

PARTNERS: Andrew Nicholl [illegible], Rob McMurphy [illegible], Neil Hooper [illegible]
ASSOC. [illegible]

Byfields

Accountants & Consultants

Aon Risk Services Australia Limited

Aon Risk Services Australia Limited
ACN 000 [illegible] ABN 17 000 434 720

Neil Hopper
Byfields CPA
PO Box 1202
CLOVERDALE WA 6985

If you have any queries please contact :
Professional & Consumer Services
PO Box 7036
CLOISTERS SQUARE WA 6850

Your contact is Mark Witkowski

Phone 08 9429 4444 Fax 08 9429 4499

Client Name : Byfields CPA

Class of Insurance : ACCOUNTANTS PI

Period of Insurance : From - 1st April 2007
: To - 1st April 2008

COVERING (Summary Only)

ACCOUNTANTS PROFESSIONAL INDEMNITY

INSURED
Byfields, Byrne Nominees Pty Ltd ATF Byfields Unit Trust

PROFESSION
PUBLIC ACCOUNTING PRACTICE

PERIOD OF INSURANCE
From 1 April 2007
To 1 April 2008

INSURER
Aon Insurance Ltd

POLICY WORDING
AON PROFESSIONAL INDEMNITY WORDING FOR ACCTS 01/06

LIMIT OF LIABILITY
$5,000,000 ANY ONE CLAIM AND IN THE AGGREGATE
TWO AUTOMATIC REINSTATEMENTS

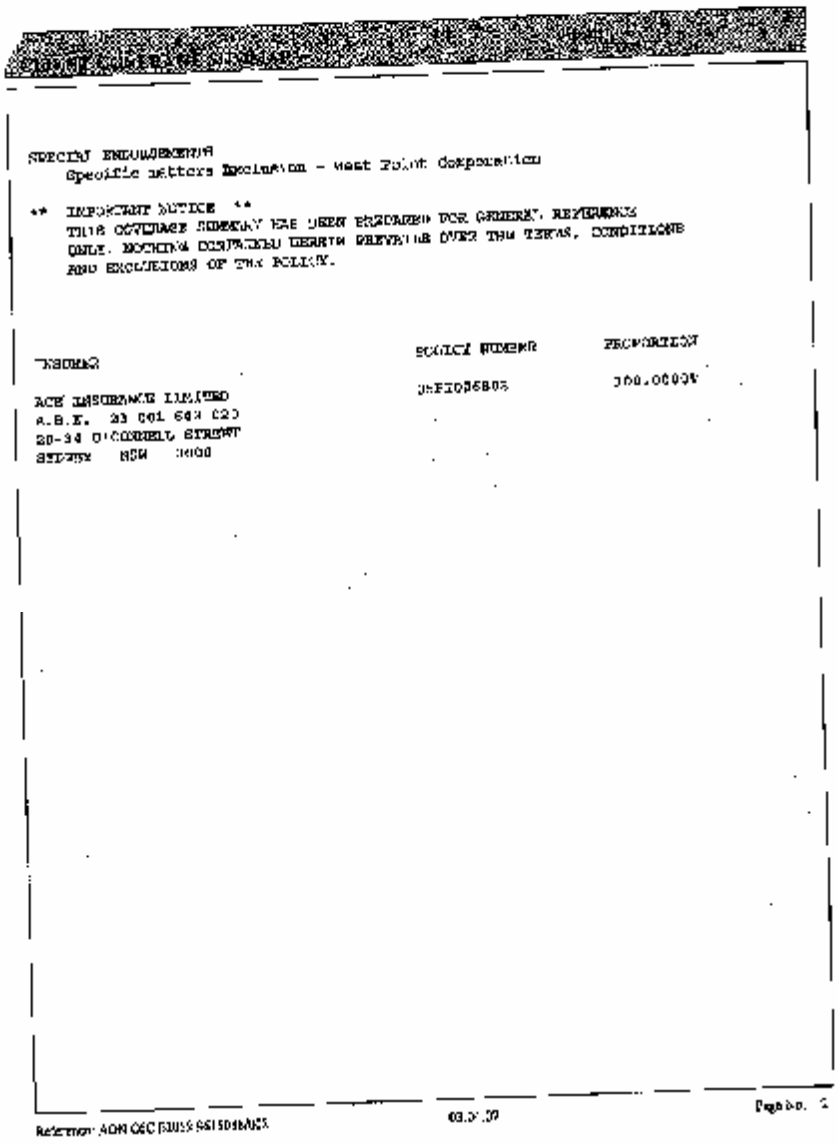
EXCESS
$ 10,000 any one claim
Inclusive of costs and expenses

OPTIONAL EXTENSIONS
4.1 PCOSS - COVERED
4.2 PRINCIPLES PREVIOUS BUSINESS - COVERED
4.3 UNLIMITED REINSTATEMENTS - NOT INCLUDED

RETROACTIVE DATE
Unlimited excluding known claims and circumstances

Reference: AON POL 01062 #15088/002 02.04.07 Page No. 1

Byfields
Accountants & Financial Advisers



SPECIAL ENDORSEMENT
Specific Letters Declaration - West Point Corporation

** IMPORTANT NOTICE **
THIS COVERAGE SUMMARY WAS DRAWN UP FOR GENERAL REFERENCE ONLY. NOTHING CONTAINED HEREIN SUPERSEDES OVER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.

INSURED

POLICY NUMBER: DNFI036805

PROPORTION: 100.0000%

ACE INSURANCE LIMITED
A.B.N. 28 001 642 020
20-34 O'CONNELL STREET
SYDNEY NSW 2000

Reference: AON CEC 03059 061504MJS

03.07.07

Page No. 2

- 2 -

UHY Haines Norton
Chartered Accountants

Doc No. 060436
Date
Officer
Response
File 01.12.01

5 November 2007

Mr P Stubbs
Chief Executive Officer
Shire of Wyndham-East Kimberley
PO Box 614
KUNUNURRA WA 6743

Dear Peter

QUOTATION
PROVISION OF AUDIT SERVICES

We are pleased to submit our quotation for the supply of audit services to the Shire of Wyndham-East Kimberley for the three years commencing 1 July 2007.

We have also enclosed a copy of our firm profile which details our local government experience, audit scope, audit approach and staff profiles.

We believe that the detail contained in our profile, along with the information provided in this letter, will demonstrate our experience, expertise, commitment and long term involvement in the provision of audit and related services to local government within Western Australia.

UHY Haines Norton is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

We have been the appointed auditor of your Shire since 2002 and staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first hand experience of the high level of service, expertise and commitment we are able to deliver.

Fees

Our fee quotes for the provision of audit services to the Shire are as follows:

		Fee Quote	Applicable GST	Total (GST Inclusive)
		$	$	$
Year ended	30 June 2008	15,000	1,500	16,500
	30 June 2009	15,500	1,550	17,050
	30 June 2010	16,000	1,600	17,600

The fees and time quoted are exclusive of travel related expenses and assume there is no significant change in the level of operations of the Shire during the period of our appointment.

Out-of-pocket expenses (reasonable travel, accommodation, living and incidental expenses) are to remain the responsibility of the Shire and will be reimbursed to us as cost.

The above fees are based on the nature of this engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

NIFTY - SMART - SUCCESS • INTELLIGENT SOLUTIONS

Fees (Continued)

Should engagement conditions vary from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the fees quoted do not necessarily include any fee associated with the engagement partner meeting with the audit committee as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year (can be either by telephone or in person).

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit. Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Financial Management Review

We are also able to conduct a Financial Management Review in accordance with the Local Government (Financial Management) Regulations.

This is normally conducted at the same time as an interim audit visit and would be subject to an additional fee to be negotiated at the time the review was scoped.

Such a review would include the provision of a detailed report of our findings upon completion.

Roads to Recovery and Certifications/Acquittals

The certification of the Roads to Recovery annual return and other acquittals are considered to be outside the scope of our normal audit function. However, if all details are prepared for us and we are able to complete with a minimum of fuss our charges would typically fall in the $250 to $500 (GST exclusive) range per certification/acquittal.

Value Added Services Specific to the Local Government Industry

Audit Liaison & Guidance

Liaison on audit and accounting issues is not only provided free of charge during the year, it is encouraged. We believe by obtaining an answer when it is required, the Shire will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past ten years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In 2003 we also introduced a 'Nuts and Bolts' workshop which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

UHY Haines Norton Chartered Accountants

GST, FBT and Salary Packaging Advice

Our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

For the year ended 30 June 2008, indicative rates for this type of work are as follows:

	Per Hour (GST Exclusive) $
Partner	400
Consultant	250
Manager	200
Senior	150
Intermediate	120
Graduate	100

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

Nominated Auditors

Should we be successful in obtaining the audit contract the following are the partners of the firm to be nominated as auditors:

Name	Registered Company Auditor Number
Engagement Partner (either)	
Mr D J Tomasi	15724
Mr G Godwin	310219
Alternate (in the event of unforeseen events)	
Mr R D Swarbreck	14170

Please note, should we be successful in obtaining this engagement, it will be conducted by UHY Haines Norton Perth, which is a separate and distinct partnership from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

Should you require any clarification of the above information please do not hesitate to contact us.

Yours faithfully

DAVID TOMASI
PARTNER

Encl
R:\David\Tenders\2008\Wyndham-east Kimberley - covering letter - 30 10 07.doc:ap



The Last Frontier

Request for Quotation	For the Provision of Audit Services for the Shire of Wyndham East Kimberley
Contact Persons	Ms Jo-Anne Ellis Executive Manager Corporate Services Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743
Deadline	4.00PM Thursday 15 November 2007
Address for Delivery	Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743



1.1 CONTRACT REQUIREMENTS IN BRIEF

To provide audit services for three years from 1 July 2007

1.2 DOCUMENTATION

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Wyndham East Kimberley and is comprised of the following parts:

a) Part 1-Principal's Request (read and keep this part),

b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and

c) Part 3-Respondents Offer (complete and return this part).

1.3 EVALUATION PROCESS

Your application will be evaluated using information provided in your quotation:

- Applications are checked for completeness and compliance. Any application that does not contain all the information requested may be excluded from evaluation.
- Applications are assessed against the Selection Criteria.
- Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

1.4 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this request for quotation.

The quoted prices will be assessed with the following qualitative criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Application containing the lowest price will not necessarily be accepted, nor will the Application ranked the highest on the qualitative criteria.

QUALITATIVE CRITERIA

In determining the most advantageous quotation, the Evaluation Panel will score each quotation against the qualitative criteria.
It is essential that Respondents address each qualitative criterion. The quotations will be used to select the chosen Respondent, and failure to provide the specified information may result in elimination from the Quotation evaluation process.
The qualitative criteria for this Request are as follows.

Description of Qualitative Criteria	Weighting
a) Price.	60%
b) Demonstrated experience in completing similar assignments. (Referee check if applicable)	10%
c) Conformity with quotation documents and specifications.	10%
d) Skills and experience of key personnel.	10%
e) Technical expertise.	10%

1.5 PRICE BASIS

FEE
The proposed fee for the Services shall be submitted in two parts, each one shown as a *GST-inclusive amount* :

1.8.1 **Fixed lump sum fee per annum** for auditing services which can be regarded as "standard" (minimum of two visits per year), including a schedule of rates outlining the proposed charges per hour for each person involved in the audits and the number of hours estimated upon which this lump sum fee is based.

1.8.2 **Hourly rates** applicable to additional professional work required by the Shire of Wyndham East Kimberley. Such additional professional work shall include the provision of technical advice, tax advice (GST and FBT) and such like.

All fees and rates submitted must include all overhead expenses incurred in the performance of the services, such as travelling

expenses, postage, phone / fax expenses, computer time, overtime and such like.

2.1 OBJECTIVES OF AUDIT

To provide an independent audit opinion of the accounts and annual financial reports of the Shire of Wyndham East Kimberley for each financial year covered by the term of the audit appointment.

2.2 TERM OF AUDIT APPOINTMENT

For the financial years commencing 1 July 2007 through to 30 June 2010

2.3 SCOPE OF AUDIT

The Auditor is to –

CARRY OUT SUCH WORK AS NECESSARY TO FORM AN OPINION AS TO WHETHER:

a) the accounts are properly kept; and
b) the annual financial report:
   (i) is prepared in accordance with the financial records; and
   (ii) represents fairly the results of the operations of the Shire of Wyndham East Kimberley and the financial position of the Shire of Wyndham East Kimberley at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

GIVE AN OPINION IN HIS OR HER AUDIT REPORT ON:

a) the financial position of the Shire of Wyndham East Kimberley; and
b) the results of the operation of the Shire of Wyndham East Kimberley.

INCLUDE IN HIS OR HER REPORT:

a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire of Wyndham East Kimberley;
b) any matters including non-compliance with financial management requirements of the Act, Regulations and any other written law.

2.4 AUDIT METHODOLOGY AND APPROACH

a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

b) An audit is to be carried out in accordance with "Auditing Standards" and "Auditing Guidance Statements" adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

c) The auditor is to provide the Shire of Wyndham East Kimberley with a general outline of his/her methodology.

d) The auditor is to provide the Shire of Wyndham East Kimberley with a plan for the audit including:
- Timing of entrance interview
- Timing of interim audit visits;
- Final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
- Timing of the legislative requirement to meet with the Shire of Wyndham East Kimberley and whether that meeting will be in person or by some other means: and
- The method to be used to communicate with, and provide advice and information to, the Shire of Wyndham East Kimberley.

e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

2.5 CRITICAL MATTERS TO BE AUDITED

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.

(i) Revenue
- Rates Revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

(ii) Expenditure
- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

(iii) Current Assets
- Bank and short term investments

- Receivables and prepayments
- Inventory

(iv) Non-current Assets
- Property, plant, furniture and equipment
- Infrastructure and depreciation
- Other receivables

(v) Liabilities (Current and non-current)
- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for annual and long service leave entitlements

(vi) Reserve Funds
(vii) Contingent Liabilities
(viii) Capital Commitments
(ix) Accounting Policies and Notes to the Financial Statements
(x) Cash Flow Statement
(xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996
(xii) Minutes of meetings
(xiii) Budget
(xiv) Acquisition and disposal of property
(xv) Registers (ie tenders, financial interests, contract and legal documents)
(xvi) Delegations
(xvii) General Compliance Issues
(xviii) Financial and other statutory reports eg R2R2

2.6 HOURS, FEES AND EXPENDITURE

The auditor is to provide:
- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

2.7 TERMS

2.7.1 AUDIT REPORTS AND MANAGEMENT REPORT

The auditor shall forward to the President and the Chief Executive Officer the Audit Report and Management Report within 14 days of the exit interview.

2.7.2 TERMINATION OF APPOINTMENT

The appointment as auditor is terminated if:

(a) the auditor ceases to be a registered company auditor;

(b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;

(c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;

(d) the auditor resigns by notice in writing to Council;

(e) Council serves notice in writing to the auditor terminating the appointment.

2.7.3 GENERAL CONDITIONS

The auditor shall not sub contract to a third party. The auditor shall not, and has no right to, assign the audit contract to third parties. The auditor confirms that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Notices or other communication between Council and the auditor may be given by delivery, or sent prepaid post, to each of their respective postal addresses. Postal address may be altered by service of notice in accordance with this clause.

Notices or other communication sent by post shall, in the absence of proof to the contrary, be deemed to have been received by the addressee 96 hours after it was posted.

2.7.3 CANVASSING OF COUNCILLORS

If a Respondent, whether personally or by an agent, canvasses any of the Shire of Wyndham East Kimberley's Councillors with a view to influencing the acceptance of any quotation made by it or any other respondent, then regardless of such canvassing having any influence on the acceptance of such quotation, the Principal may at its discretion omit the quotation from consideration.

2.8 INSURANCES

The successful Respondent will be required to effect and maintain the insurance policies referred to hereunder:

a) public liability insurance in the sum of at least $10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims; and

b) professional indemnity insurance in the sum of at least $5,000,000 (five million dollars) in respect of any one occurrence and for an unlimited number of claims.

3.1 OFFER FORM

The Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

I/We
(BLOCK LETTERS) UHY HAINES NORTON (WA) PTY LTD
ADDRESS: 16 LAKESIDE CORPORATE, 24 PARKLAND ROAD
OSBORNE PARK WA 6017
358 5397 1745 ABN/GST Status **REGISTERED**
ACN (if any) **009 297 769**
Telephone No: **08 9444 3400**
Facsimile No: **08 9444 3430**
E-mail (if any): **dtomasi@uhyhn.com.au**

In response to REQUEST FOR QUOTATION FOR THE PROVISION OF AUDIT SERVICES FOR THE SHIRE OF WYNDHAM EAST KIMBERLEY -
I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The quoted price is valid up to sixty (60) calendar days from the date of closing unless extended on mutual agreement in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quotation irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this quote.

Dated this: 5TH day of NOVEMBER 2007

Signature of authorised signatory: _____

Name of authorised signatory (BLOCK LETTERS): **DAVID JOSEPH TOMASI**
Position: **PARTNER**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017
Witness Signature: _____
Name of witness: (BLOCK LETTERS). **CARA MIA FORD**
Position: **SECRETARY**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

FIXED LUMP SUM QUOTATION AND SCHEDULE OF RATES FOR THE PROVISION OF AUDIT SERVICES TO THE **SHIRE OF WYNDHAM EAST KIMBERLEY**

		GST-Inclusive amount		
		Year 1	Year 2	Year 3
1.	Standard Audit Services ($ per annum)	**16,500**	**17,050**	**17,600**
2.	Standard Audit Services (hours per annum)	**92**	**92**	**92**
3.	Hourly rate for additional work Performed by: **Partner**	**440**	**496**	**550**
4.	Hourly rate for additional work Performed by: **Manager**	**220**	**253**	**286**
5.	Hourly rate for additional work Performed by: **Senior**	**165**	**187**	**198**
6.	Hourly rate for additional work Performed by: **Intermediate**	**132**	**154**	**165**
7.	Hourly rate for additional work Performed by: **Graduate**	**110**	**121**	**132**

NAME OF AUDITOR **DAVID JOSEPH TOMASI**

ADDRESS **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

PHONE NUMBER **08 9444 3400** FAX **08 9444 3430**

SIGNATURE OF AUTHORISED OFFICER _____

NAME OF AUTHORISED OFFICER **DAVID JOSEPH TOMASI**

DATE 05/11/07

3.2 GENERAL AND CORPORATE INFORMATION

ORGANISATION PROFILE AND REFEREES

Attach your organisation profile and details of referees and label it "Attachment 1".	**Attachment 1** ✓ Tick✓ if attached

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes ☐ No ✓
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 2".	**Attachment 2** ☐ Tick✓ if attached

INSURANCE COVERAGE

The insurance requirement for this Request are stipulated at Clause 2.8 respondents are to indicate whether this requirement is met.	Yes ✓ No ☐
A copy of the Certificate of Currency is to be provided to the Principal within thirty (30) days of acceptance.	

SHIRE OF WYNDHAM-EAST KIMBERLEY

PROVISION OF AUDIT SERVICES
"ATTACHMENT 1"
ORGANISATIONAL PROFILE

NOVEMBER 2007

UHY Haines Norton
Chartered Accountants

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1. OUTLINE OF THE FIRM

UHY Haines Norton is a respected firm of Chartered Accountants with divisions providing services in every aspect of a specialist accounting practice. UHY Haines Norton has, via its antecedent firms, provided extensive audit and consulting services to local government since 1993.

UHY Haines Norton is a national group of independent firms represented in every State and structured to share experience and resources for the benefit of our clients. This means the Perth practice is a separate and distinct entity from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

The member firms have operated for many decades and enjoy a community of staff and partners. The national group is the Australian member of the international accounting firm UHY International with 189 offices in 57 countries.

The Perth firm currently comprises 5 Partners and 37 staff.

The partners and staff combine experience gained in Australia and overseas both within the firm and from employment with major international accounting firms. Our philosophy is to provide informed professional advice and practical services and provide direct contact between the most senior members of our firm with the management groups of our clients.

As a consequence, we are able to offer services in the following specialist areas across the complete range of industry sectors:

- External and Internal Audits
  Accounting Advice and Assistance
- IT Solutions
- Accounting Advice and Assistance
- Income Tax Preparation and Planning Advice
- Tax Consulting – Business Advice
- GST and FBT advice
- Systems Review and Implementation
- Strategic Planning
- Succession Planning
- Budgeting and Cash Flow Analysis
- Management Consulting
- Financial Management and Organisational Planning

2. LOCAL GOVERNMENT EXPERIENCE

UHY Haines Norton has been providing audit and consulting services to local government since 1993. The engagement partner, David Tomasi, has been involved in Public Practice since 1986 and has been providing audit services to local government since 1990.

The firm is the largest auditor of local government in the State and we are currently the incumbent auditors of the following seventy (70) local governments:

Shire of Augusta-Margaret River	Shire of Meekatharra
Shire of Boddington	Shire of Merredin
Shire of Boyup Brook	Shire of Mingenew
Shire of Bridgetown-Greenbushes	Shire of Moora
Shire of Broome	Shire of Morawa
Shire of Capel	Shire of Mt Magnet
Shire of Carnamah	Shire of Mt Marshall
Shire of Carnarvon	Shire of Mukinbudin
Shire of Chapman Valley	Shire of Mullewa
Shire of Chittering	Shire of Murray
Shire of Christmas Island	Shire of Northam
Town of Claremont	Town of Northam
Shire of Cocos (Keeling) Islands	Shire of Northampton
Shire of Coolgardie	Shire of Nungarin
Shire of Cranbrook	Shire of Perenjori
Town of Cottesloe	Shire of Pingelly
Shire of Cranbrook	Shire of Plantagenet
Shire of Cunderdin	Town of Port Hedland
Shire of Dalwallinu	Shire of Quairading
Shire of Derby-West Kimberley	Shire of Ravensthorpe
Shire of Dumbleyung	Shire of Sandstone
Shire of Dundas	Shire of Serpentine-Jarrahdale
Shire of Esperance	Shire of Shark Bay
Shire of Gingin	Shire of Three Springs
Shire of Gnowangerup	Shire of Toodyay
Shire of Greenough	Shire of Trayning
Shire of Halls Creek	Shire of Victoria Plains
Shire of Irwin	Shire of Wagin
Shire of Jerramungup	City of Wanneroo
City of Kalgoorlie-Boulder	Shire of West Arthur
Shire of Kalamunda	Shire of Westonia
Shire of Kent	Shire of Wongan-Ballidu
Shire of Kondinin	Shire of Wyalkatchem
Shire of Lake Grace	**Shire of Wyndham-East Kimberley**
Shire of Laverton	Shire of Yilgarn

In addition, we have recently undertaken, the following engagements:

Town of Bassendean - Internal Audit
City of Gosnells - Financial Management Review
City of Joondalup - Internal Audit
City of Rockingham - Internal Audit

In the course of the past several years we have also provided detailed Financial Management Review services to the majority of our audit clients and other municipalities. These have included the Cities of Melville and Joondalup and the Towns of Bassendean and Vincent in the metropolitan area.

2. LOCAL GOVERNMENT EXPERIENCE (continued)

Over the past eleven years, we have also conducted an annual workshop which in 2007 was attended by over one hundred (100) municipalities. These workshops have addressed Performance Measures, Strategic Planning, the Annual Financial Report, the Budget, Infrastructure Assets, cashflow statements and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. This report is updated annually as disclosure requirements are amended. In 2007, the model was purchased by in excess of one hundred and ten (110) authorities statewide.

We also developed a strategy to assist local government with the implementation of GST. The firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT should they require.

Since November 1999, we have provided a remote accounting service to the Shires of Koorda and Leonora and in 2002 added the Shire of Menzies. In 2004/05 we added the Shires of Ashburton, Beverley and Murchison and more recently, the Shires of Corrigin, Cue, Wiluna and Yalgoo. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Infrastructure Assets
- AAS 27 implementation
- Budget Conversion and assistance
- GST & FBT Advice
- Statutory Compliance Audits
- Strategic Plans
- Principal Activity Plan
- Business Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. We have been a major sponsor of the annual conference since 2000 as well as a major sponsor of other regional conferences and sporting events.

3. OTHER AUDIT EXPERIENCE

In addition to our local government audits other significant audit engagements include:

- A.D. Coote & Company (Sheetmetal) Pty Ltd
- Australian Computer Society
- Bansley Pty Ltd
- Cambridge Gulf Ltd
- Carnarvon Family Support Services Inc.
  Carnarvon Heritage Group Inc.
- Chian Resources Plc
  Country High School Hostels Authority
- Danryn Pty Ltd
- East Kimberley Co-Op Ltd
- Extraman Group Pty Ltd
- Flinders Financial Services Pty Ltd
- Herencia Resources Plc
- ICT Industry Collaboration Centre of Western Australia
- IGL Asia Pacific Pty Ltd
- Kappa SEA Pty Ltd
- Living Stone Foundation Inc.
- Medici Bioventures Plc
- Nintirri Neighbourhood Centre Inc.
- Ngarluma & Yindjibarndi Foundation Ltd
- OAM Pty Ltd
- Rhodes Foods (Australia) Pty Ltd
  Scandpower Pty Ltd
- Synthon A.U. Pty Ltd
- Tasman Pacific Equity Limited
- Wanneroo Employment and Skills Training Network Inc.

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of the Shire's systems and policies and deliver these benefits as part of our core service.

4. REFEREES

The following are a list of references of similar Councils for you to contact if you wish.

	Reference 1	Reference 2	Reference 3
Client	Town of Port Hedland	Shire of Broome	Shire of Halls Creek
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$20,000 p.a.	$16,000 p.a.	$12,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2005 to date	Year ended 30 June 2005 to date
Contact name including position	Matthew Scott Director Corporate Services	Les Mainwaring Manager of Finance	Andrea Nunan Executive Manager Corporate Services
Tel. No	9158 9300	9191 3456	9168 6007

The following are a list of additional references to contact should you so wish.

	Reference 1	Reference 2	Reference 3
Client	City of Kalgoorlie-Boulder	City of Wanneroo	Shire of Augusta-Margaret River
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$30,000 p.a.	$30,000 p.a.	$20,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2004 to date	Year ended 30 June 1998 to date
Contact name including position	Eddie Piper Director of Corporate Services	Edward Applin Accountant	James Trail Chief Executive Officer
Tel. No	9021 9600	9405 5000	9780 5255

5. AUDIT SCOPE/APPROACH

The audit of the Shire will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations. **Procedures are designed to ensure the requirements of your tender specification and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:**

- Revenue
- Expenditure
- Current Assets
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Cash Flow Statement
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous years final audited position
- Financial ratios required by the Financial Management Regulations

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:

   (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
   (b) the accounts are properly kept;
   (c) the annual financial report:
      (i) is prepared in accordance with the financial records; and
      (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
         - *Australian Accounting Standards*
           the *Local Government Act 1995* (as amended)
         - the *Local Government (Financial Management) Regulations 1996* (as amended); and
         - other mandatory professional reporting requirements.
   (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Council; and
   (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws.

2. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.

3. Examine Council's receipting function and perform detailed testing as considered necessary.

4. Examine money owing to Council including testing recoverability, follow up procedures and compliance with relevant legislation;

5. AUDIT SCOPE/APPROACH (continued)

5. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
6. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
7. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
8. Review all borrowing transactions to ensure they have been conducted in accordance with the Act.
9. Review reserve transactions to ensure compliance with the legislation;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and Council has right of occupancy;
11. Review agreements where Council has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations.
14. Examine tenders to ensure compliance with the Act and accompanying regulations;

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of Council and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the audit statements are available for audit (subject to mutually convenient travel arrangements); and
- enable you to meet your deadline (subject to your audit readiness).

Our exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with Council and/or the audit committee occur as required. Based on recent amendments to the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Council to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

5. AUDIT SCOPE/APPROACH (continued)

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

The management report will be issued following the completion of the final audit and within 14 days of discussion with the President, Council, Audit Committee and Management as necessary. This report will detail our comments on internal control matters and our recommendations for corrective action.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline and further undertake to provide such reports to the Council and Minister as required.

6. AUDIT PLAN

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the fourth quarter of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by the required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 2 of this proposal.

7. HOURS

Estimated hours for the audit are as follows:

Interim Visit		
Partner	2	
Manager/Supervisor/Senior/Intermediate/Graduate	32	(predominately on site)
Planning	2	
	36	
Final Visit		
Partner	4	
Manager/Supervisor/Senior/Intermediate/Graduate	50	(predominately on site)
Planning	2	
	56	
Total Hours	92	

It should be appreciated our audit team has a wealth of Local Government experience. This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partners are actively involved in the industry and fieldwork.

This experience when coupled with our service level, provides a very efficient and effective audit process.

8. OUR LOCAL GOVERNMENT SERVICE TEAM

As discussed previously, we believe that our commitment to delivering a high quality service to the local government industry is demonstrated by our wealth of experience and long term involvement.

Our approach is to ensure that all work is conducted by suitably qualified staff with a wealth of local government experience that cannot be matched by our competitors. We believe that such an approach makes for a more efficient audit process and provides Council with a value for money, value added service.

The key members of our service team are introduced as follows:



DAVID TOMASI – PARTNER

David has been involved in public practice for more than twenty one years the last thirteen as a partner of the firm and its antecedents.

During that time, he has gathered a broad range of experience across all industry sectors which included five years with a "big 4" accounting firm and twelve months in the UK.

David has worked extensively on local government assignments since 1990 and is the partner responsible for the firm's audit and local government division. He pioneered the firm's involvement in the provision of high quality service to the local government industry in Western Australia by ensuring that the firm and its staff stay abreast of all developments.

He is currently the engagement partner on the majority of the firm's local government audit and consulting engagements and was responsible for the development of the firm's methodology and approach in respect of Financial Management Reviews. He is also actively involved in fieldwork which allows him to develop a detailed working knowledge of operations and the industry as a whole.

David has also facilitated Strategic Plans at two local government authorities and has been involved in numerous special investigations and consulting engagements.

He is actively involved in the firm's local government training program and has presented all of the firm's workshops during the past eleven years. He was a member of the Department's working party to review the financial reporting of local governments which led to recent changes in the Financial Management Regulations and is the immediate past Chairman of the CHY Haines Norton National Audit Committee and is currently a member of CHY International's Audit Committee.

He is also currently a member of the DLGRD's Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters.

PAPERS PRESENTED:

- Checking the Pulse Understanding Audit Reports Local Government Week - August 2002
- Accounting and Financial Issues in Asset Management – CPA Conference Sydney-April 2003
- ED125 – Proposed Changes to AAS27 – CPA Conference Perth – February 2004
- IFRS and Local Government CPA Conference Perth February 2005
- IFRS and Audit Committees – Departmental Conference Perth – April 2005
- IFRS – LGMA Finance Professionals Conference Fremantle – February 2006
  Understanding Cash Flow Statements CPA Week November 2006
- Impact of AIFRS on Non-Current Assets - CPA Week - November 2006
  Accounting and Statutory Update LGMA Finance Professionals Conference Fremantle - February 2007
- Understanding Audit and Financial Reports - Northern Country Zone WALGA Conference Geraldton - March 2007
- Understanding Cash Flow Statements - CPA Congress - May 2007

David brings the necessary experience, expertise and knowledge to the engagement to help ensure the Council receives an efficient, effective and value for money service.

QUALIFICATIONS

- Bachelor of Commerce
- Chartered Accountant
- Registered Company Auditor
- Registered Tax Agent

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



GREG GODWIN – PARTNER

Following his qualification from the University of Witwatersrand, Greg joined Myers Tennier & Co, a medium sized Chartered Accounting firm in Johannesburg where he worked for 5 years. During this time he passed all requirements and became a Chartered Accountant.

After leaving them, he worked in commerce before commencing his own practice Godwin & Co Chartered Accountants, in 1997.

Greg built his own firm into a successful ten person practice before migrating to Australia in 2005 to join UHY Haines Norton as an Audit Manager.

Since joining us, Greg has been admitted as an Australian Chartered Accountant and has had extensive exposure to the local government industry in Western Australia. This culminated with being admitted as Partner of the firm on 1 July 2007.

He is currently the engagement Partner for twenty local government audit clients and has a number of corporate clients that add to his experience and skills.

PAPERS PRESENTED:

- Understanding Cash Flow Statements – CPA Week – November 2007

QUALIFICATIONS

- Bachelor of Commerce and Accounting
- Chartered Accountant (Australia)
- Chartered Accountant (South Africa)
- Registered Company Auditor

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

Following a brief stint at university in Australia he relocated to Zimbabwe. There he spent the next 14 years in senior management roles at two major companies. Both these appointments culminated in him being appointed Managing Director.

Russell immigrated to Perth in July 2007 with his family and joined UHY Haines Norton as an Audit Manager in our audit division.

He has direct responsibility for a large number of our audit clients and his audit, financial and commercial experience makes him a valuable addition to our audit process.

QUALIFICATIONS

- Bachelor of Commerce
- Graduate Diploma in Computer Studies



JULES UECKERMANN – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Jules is a Chartered Accountant. He qualified in South Africa in 1965 and spent many years working for Price Waterhouse & Co in Johannesburg, Port Elizabeth and in Malawi. He also spent three years with PWC in their London (UK) office.

Immediately prior to commencing with UHY Haines Norton, Jules spent sixteen years in the food industry in South Africa. First as managing director of a large subsidiary of the market leader in the frozen food sector in that country and then later as its operations director. He then formed his own frozen food manufacturing and distribution company in South Africa which he sold prior to migrating to Australia.

He joined UHY Haines Norton in June 1999 and was admitted as an Australian Chartered Accountant in January 2002. Jules has had extensive local government, audit and GST experience. He is the Manager responsible for twenty local government audit clients and has also developed a detailed working knowledge of the operations and the industry as a whole.

Jules has also presented a number of local government training seminars/workshops on accounting and GST related issues.

The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

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- Graduate Diploma in Computer Studies



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The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



WEN-SHIEN CHAI – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Chai migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles.

Before joining UHY Haines Norton in May 2007, he worked as an Audit Manager for another medium sized accounting practice in Perth.

Whilst in his previous role he managed a varied client base which included a large proportion of local governments throughout Western Australia.

He is currently part way through his course of study to complete his professional year and qualify as a Chartered Accountant.

The wide audit experience gathered by Chai over the past 12 years adds further skills and experience to our audit team.

QUALIFICATIONS

- Bachelor of Business
- Association of Chartered Certified Accountants (ACCA) UK

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



PAUL BREMAN – CONSULTANT – LOCAL GOVERNMENT SERVICES

Paul has been involved in the Local Government industry for over 25 years. He has held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur. He joins UHY Haines Norton from his most recent position as Executive Manager of Corporate Services, Shire of Esperance.

Paul is a Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices. He brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry.

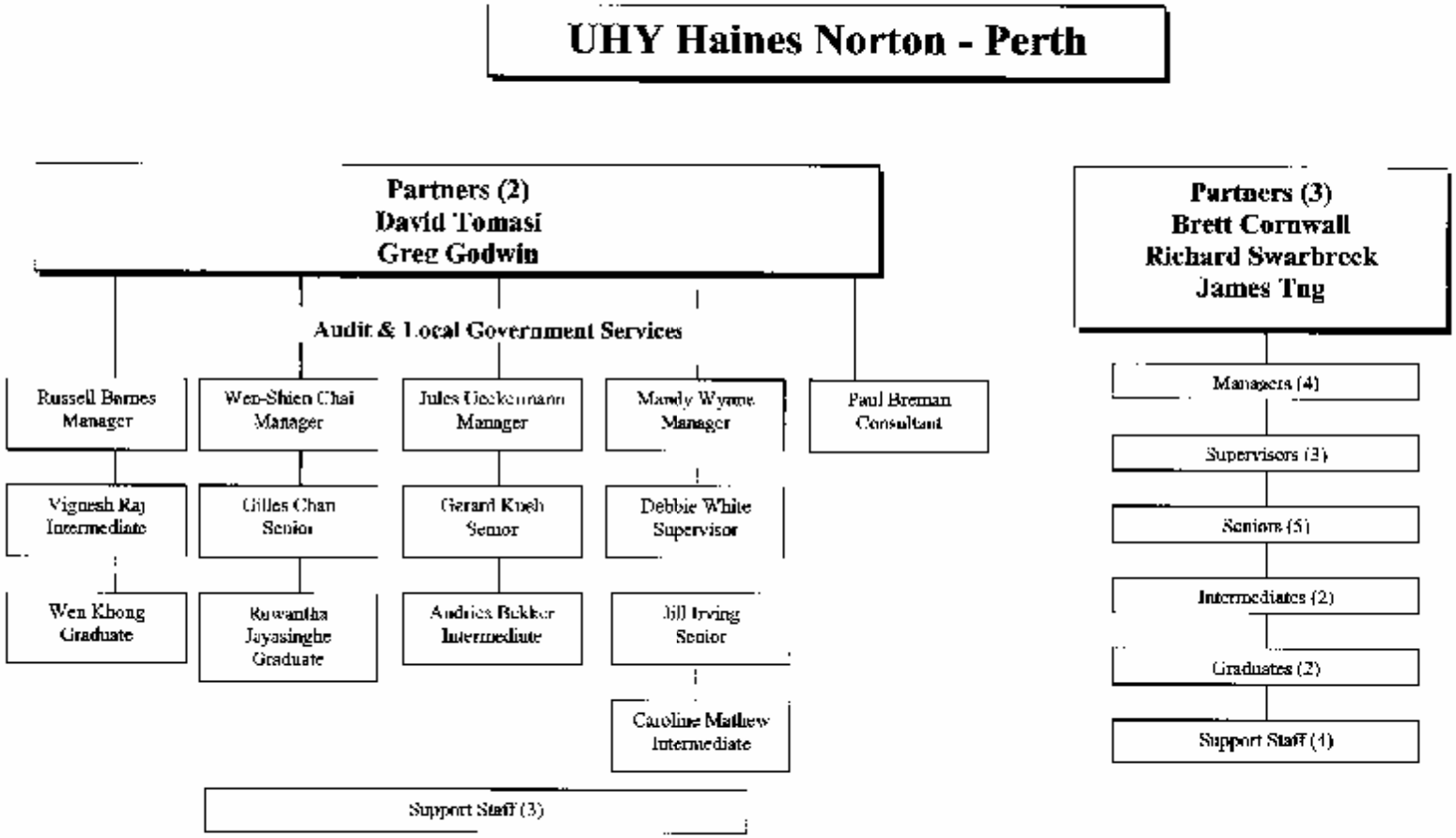
Paul is an active member of the Department's Financial Management Working Party and has been a committee member of the LGMA Finance Managers Group. His experience and "hands on" knowledge is widely recognised in the Industry. As a practitioner he has been the recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001.

Paul undertakes a general local government consulting role in the firm and also has input to our local government training workshops and the remote accounting service.

QUALIFICATIONS

- Bachelor of Business
- Certified Practising Accountant (CPA Australia)
- Diploma in Local Government (C)

9. ORGANISATIONAL CHART



10. OTHER MATTERS

10.1 Quality Assurance

The firm takes a three tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of field work.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, UHY Haines Norton's national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

The quality review process is further enhanced by a peer review conducted by the Institute of Chartered Accountants practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

10.2 Conflict of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the chairman of the audit committee immediately and activities suspended until the issue was resolved to the satisfaction of the audit committee

10. OTHER MATTERS

10.3 Address for Service of Notices

UHY Haines Norton
Chartered Accountants
16 Lakeside Corporate
24 Parkland Road
Osborne Park WA 6017

PO Box 1707
OSBORNE PARK DC WA 6916

APPENDIX 1

Basis of the Proposal

1. UHY Haines Norton is an association of independent firms. Responsibility for this proposal rests with UHY Haines Norton, Perth which carries on business separately and independently from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide. These other independent offices shall have no legal liability to your organisation.

2. Unless otherwise agreed in writing, UHY Haines Norton's standard terms concerning billings and fees will apply.

3. The information contained in this proposal is confidential and cannot be conveyed to any party other than the management and Council of the Shire.

APPENDIX 2

UHY Haines Norton Audit Methodology

The strength of our firm is the active involvement of partners in all assignments. We place particular emphasis on the provision of personal service to each client and ensuring the partner is actively involved in the day to day performance of the audit.

The audit team would include an audit manager, and other audit and professional staff as required throughout the assignment. The firm is committed to providing continuity of personnel assigned to the audit and ensuring these staff are available as required to complete the structured audit plan.

We would also ensure a second partner is briefed and is familiar with the conduct of the audit to provide suitable backup quality assurance processes, and act as a second point of reference to you.

Our audit would be conducted in accordance with Australian Auditing Standards.

1. Objectives of the Audit

The audit would be designed to achieve the following objectives:

- To enable us to express opinions on whether the financial statement show a true and fair view of the results for the year and the financial affairs at year end.
- To ensure the financial statements are prepared in accordance with the relevant statutory requirements and Australian Accounting Standards.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
  - occurrence;
  - completeness;
  - validity;
  - measurement;
  - compliance;
  - prohibit and propriety; and
  - presentation and disclosure
- To review the systems of internal controls to determine whether they appear adequate to safeguard the assets and funds of the Shire.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

2. **Audit Plan**

The firm's audits would be planned to enable us to conduct effective audits in an efficient and timely manner. Our plan would be based on our knowledge of your activities and would be developed and revised as considered necessary during the course of the audit. The emphasis of our audit would focus on the major risk areas of audit significance whilst ensuring the organisation complies with legislative requirements.

Our audit planning stage covers the following procedures:

- obtaining knowledge of your current activities, accounting system, policies and internal control procedures;
- obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and the reliance we would place on these controls in determining the nature, timing and extent of other audit procedures.
- identification of risk areas and allocation of risk levels for each area;
- determining materiality levels in accordance with Statement of Accounting Standards AASB 1031 "Materiality in Financial Statements";
- determining and programming the nature, timing and extent of the audit procedures to be performed; and
- co-ordinating the work to be performed.

3. **Scope**

Should we be successful in this tender, the scope of the audit would be determined in accordance with Australian Auditing Standards, legislative requirements and terms included in the audit engagement contract based on the contents of this submission

The audit would be arranged to adequately cover all aspects of the Shire relevant to us forming an opinion on the financial statements.

4. **Timing**

We would liaise with management on the audit plans and a timetable for the preparation of the financial reports and supporting schedules, allowing sufficient time for completion of the audit within your deadlines.

Our audit team may also visit during the year to carry out systems evaluations and testing to determine whether the systems can be relied on to produce reliable and accurate information.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

5. **Procedures**

Third party confirmations would be obtained to verify all major assets and liabilities.

The financial statements would be analytically reviewed and all individual assets, liabilities and profit and loss items within the materiality levels would be audited.

The financial statements would be checked to determine whether they show fairly the financial transactions and state of affairs and comply with legislative requirements and Australian Accounting Standards.

We would review post balance date events, contingent liabilities and capital commitments.

Consideration would be given to the Shire's future viability including any significant adverse trends, the ability to pay its debts as and when they fall due and whether the basis of preparing the financial statements on the going concern concept is relevant.

The Audit Partner would be accessible at all times to discuss and give advice on matters related to the preparation of the financial statements and any other topics management may require.

6. **Reporting**

- **Management Reports**

(a) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to our primary contact or an appropriate level of management.

(b) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:

(i) material errors or breaches of the organisation's policies and procedures;
(ii) instances where the organisation fails to comply with appropriate legislation;
(iii) acts of lack of proprietary or probity;
(iv) failure to maintain proper accounts and records;
(v) failure to operate key controls over its activities; and
(vi) matters related to the efficient and effective operations of the organisation noted during the course of the audit.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

6. **Reporting (continued)**

All reports would be discussed in detail with appropriate officers before being released.

(c) All management reports would be addressed to the President (as required by the Act) and copies sent to the Audit Committee and Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

  Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by the Chief Executive Officer.

  The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.

12.2.5. Debt Collection Policies

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.02.01
ASSESSMENT NO:	N/A

PURPOSE

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

BACKGROUND

At the Audit Committee Meeting on 18 September 2007 the Audit Committee resolved

Minute No. AC 063

Moved: Cr J Buchanan *Seconded: Cr K Wright*

That the Audit Committee be provided with details of debt collection procedures that ensures the timely collection of debts.

CARRIED UNANIMOUSLY 3/0

At the Audit Committee meeting on 18 December 2007 the Audit Committee resolved

Minute No. A067

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee note the amendments made to policies F12 – Rate Collection Policy Draft and F15 – Sundry Debt Collection Policy Draft.*

2. *That officers make additional changes as advised by the Audit Committee, relating to increasing write off amounts to $100 in both policies to create consistency, further inclusion of reference relevant legislation, changes to the amended and review dates for both policies and other wording and numbering changes and present both F12 and F15 to Council for adoption.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

Local Government (Financial Management)
Regulations 1996 - Part 5

LOCAL GOVERNMENT ACT 1995
Sections 5.36, 5.42, 61.2, 6.45, 6.56, 6.60 and 6.68

POLICY IMPLICATIONS

F12 – Rate Collection Policy
F15 – Sundry Debt Collection Policy

FINANCIAL IMPLICATIONS

As at 30 December 2007 overdue rates were $472,756.45, 11% of total budgeted rates raised in 07/08. This includes arrears of $157,833.83.
As at 30 November 2007, Sundry Debtors over 90 days total $89,296.51, 13% of total sundry debts.

Following the debt collection procedures ensure best possible measures are taken to keep Council's cash flow to an optimum.

STRATEGIC IMPLICATIONS

Nil

COMMENT

It is worth noting that although the primary objective of both policies is to minimise Council's debt it is important that they are structured in a way to assist and ensure that the debtor has the ability to settle their debt with the fewest possible penalty and administrative charges. This is mainly relevant in the rate collection policy where the timing of each action ensure that every effort is taken to recover the debt in full prior to the 30th June and thus not becoming in arrears.

Council has two debt collection policies; F12, Rate Collection Policy and F15, Sundry Debt Collection Policy. Both policies are used currently and in their current form. On 7 December 2007 Officers reviewed both policies together. F12, Rates Collection Policy had previously been noted for review by staff however due to the Audit Committee's request Officers thought it timely to review both policies together.

An item was tabled at the August 2007 Briefing Session regarding a write off of penalty charges of $21.99. Councillors directed staff that they did not want to be dealing with issues of this sort of monetary value and that the Chief Executive Officer could make these decisions. It is for this reason that extra consideration was given to the write off amounts in policy F12.

Outdated wording has also been corrected.

ATTACHMENTS

1. F12 – Current Rate Collection Policy
2. F12 – Draft Reviewed Rate Collection Policy
3. F15 – Current Sundry Debt Collection Policy
4. F15 – Draft Reviewed Sundry Debt Collection Policy

VOTING REQUIREMENTS

Simply Majority

OFFICER RECOMMENDATION

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

COUNCIL DECISION

Minute No. 8049

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

Carried Unanimously 5/0

Attachment 1: F12 – Current Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Director Finance & Administration**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Recovery action, as allowed under the Local Government Act 1995, is to commence after the expiration of the final notice. Methods that will be used to recover debts are as follows;

   a) Summons (if no response from the summons, a land warrant or warrant of goods to be executed).

   b) Service notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property).

   c) Properties with three years or more rates outstanding to be sold or reverted back to the Shire of Wyndham-East Kimberley.

4. Prior to any action a letter of intention to take legal action will be sent to the ratepayer giving seven (7) days notice.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. Summons will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 will not be charged.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire).

11. In respect to clause 3(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley or whether a repayment plan can be arranged with the owner.

ADOPTED: 20/11/1997
REVIEWED:
AMENDED: 20/04/2004

Attachment 2: F12 – Draft Reviewed Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5** **Local Government Act 1995**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option as per Local Government Act 1995 – section 6.45.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days from the date of issue of the final notice in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Prior to any recovery action a Notice of Intention to Issue a General Procedures Claim will be sent to the ratepayer giving seven (7) days notice.

4. Recovery action, as allowed under the Local Government Act 1995 – section 6.56, is to commence after the expiration of the seven (7) days given in clause 3. Methods that will be used to recover debts are as follows;

   a) General Procedures Claim.

b) If no response from the claim, the following options are available, as appropriate:

i.) Serve notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property), under the provisions of the Local Government Act 1995 - Section 6.60.

ii.) Issue a Property Seizure and Sale Order on goods.

iii.) Issue a Property Seizure and Sale Order on land (following council approval).

c) Properties with three years or more rates outstanding to be sold or forfeited to the Shire of Wyndham-East Kimberley under the provisions of the Local Government Act 1995 - Section 6.68.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. General Procedure Claims will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 may be written off.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council. That properties with outstanding rates of up to $100.00 may be written off only at the discretion of the Chief Executive Officer and that write off reported to Council as per Local Government Act 1995 – sections 61.2 and 5.42.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire) as per Local Government Act 1995 – section 5.42.

11. In respect to clause 4(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley.

ADOPTED: 20/11/1997
REVIEWED: 20/04/2004
REVIEWED: 10/12/2007
AMENDED:

Attachment 3: F15 – Current Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate & Community Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

1 That all invoices are raised within 14 days of receiving an authority to raise invoice.

2 If full payment for debt is not received after 30 days then a reminder notice (copy of proforma letter attached) and a copy of invoice is to be sent.

3 After 45 days a phone call (or other form of contact) is to be made so as to establish when payment will be made.

4 After 60 days a final notice (proforma attached) is to be sent with a copy of the invoice attached.

5 An Intention to Summons is to be sent after 75 days (proforma attached).

6 By the 87th day a copy of all the above mention correspondence to be issued to the Shire's debt collection agency so that this agency can send a summons to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Accountant has the discretion to write off amounts under $5.00 for any given month. These write offs are to be reported to Council in the following month.

2. That the Accountant can write off any licence which has not been paid after 90 days, with the intention of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors which have had in excess of three intention to summons issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

Adopted: 20/04/2004

Attachment 4: F15 – Draft Reviewed Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

7 That all invoices are raised within 14 days of receiving an authority to raise invoice.

8 If full payment for debt is not received within 30 days of initial statement then a reminder notice and a copy of invoice is to be sent.

9 After 45 days a phone call is to be made so as to establish when payment will be made.

10 After 60 days a final notice is to be sent with a copy of the invoice attached.

11 A Notice of Intention to Claim is to be sent after 75 days. The debtor will be notified at this point that they are on stop credit. No further credit will be provided until full payment is made or suitable payment arrangements made and approved at the discretion of the Chief Executive Officer.

12 By the 87th day a copy of all the above mentioned correspondence to be issued to the Shire's debt collection agency so that this agency can send a General Procedure Claim to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Chief Executive Officer has the discretion to write off amounts under $100.00 for any given month as per provisions under the Local Government Act 1995 - section 5.36. These write offs are to be reported to Council in the following month.

2. That the Chief Executive Officer can write off any operating licence which has not been paid after 90 days as per provisions under the Local Government Act 1995 - section 5.36, with the notice of Intention to Claim of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors who have had in excess of three Intention to Claim issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

4. Debtors will be on charged any fees and charges issued to the Shire for the recovery of their outstanding debt.

ADOPTED: 20/04/2004
REVIEW: 10/12/2007
AMMENDED:

12.3. COMMUNITY SERVICES

12.3.1. Kununurra Leisure Centre Kiosk Lease

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra Leisure Centre
AUTHOR:	Karyn Apperley, Executive Manager Community Services
REPORTING OFFICER:	Karyn Apperley, Executive Manager Community Services
FILE NO:	01.4998.10
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the tender requirements for the lease for the Kununurra Leisure Centre Kiosk.

BACKGROUND

The Kununurra Leisure Centre Kiosk has been leased to Kununurra Cruises – the BBQ Boat since 2005 at $3,000 per annum. This lease expired on 31 December 2007 however Item 4 of the Lease Schedule provided an option for the Lessee to extend the lease for a further 3 years based on agreement by both parties.

As no notice had been provided by the Lessee under Lease Agreement Item 6 'Renewal of Term' at least 3 months prior to the lease expiry, the Shire wrote to Kununurra Cruises on 31 October 2007 requesting written notice of the Lessee's intentions in regard to a renewal of term by 30 November 2007. The Lessee confirmed their interest in extending the lease by a further 3 years by letter on 20 November 2007.

A meeting was held on 27 November 2007 between Shire officers and Kununurra Cruises to discuss proposed terms and conditions of a 3 year extension lease agreement.

A briefing on this matter was provided to Council on 3 December 2007 and at its meeting of 18 December Council resolved the following:

Minute No. 8009

Moved: Cr K Wright *Seconded: Cr P Caley*

That Council enter into a 3 year lease agreement extension with Kununurra Cruises – The BBQ Boat with the following changes to the terms and conditions:

1. *The Kiosk shall be open to the public at least for the hours of:*
   7 days: 10am to 5pm
   Public Holiday hours to be by negotiation prior to signing of lease

2. *Annual rent of $4,000 (GST exclusive) being payable bi-annually on 30 June and 31 July each year for three years.*

3. *By negotiation, the Lessee is to ensure adequate food serving/preparation space is to be made available to hirers of the Leisure Centre for functions held outside the Lessee's normal trading hours, when the Lessee is unable to be open for functions or special events outside minimum opening hours.*

4. *The Lessee shall erect two signs to clearly advertise the minimum opening hours of the Kiosk.*

Carried Unanimously 8/0

NOTE: Council determined that for public convenience the kiosk is required to be open 7 days per week from 10am to 5pm

Accordingly, written advice of Council's decision was provided to Kununurra Cruises.

A letter was received from Kununurra Cruises in early January 2008 by the Shire and all Councillors which stated that Kununurra Cruises were interested in a 3 year extension option but could not agree to the term regarding opening hours of the Kiosk and requested Council to reconsider the terms of a 3 year extension lease. The letter contained information consistent with the advice that Council has already received at Briefing Sessions or Council Meetings prior to its decision of 18 December 2007. The Chief Executive Officer (CEO) provided a memo to Councillors advising that the matter would not be re-presented to Council unless requested by the Shire President and/or at least 3 Councillors. Given that no request has been received, Council needs to consider available options in relation to use of the Kiosk to provide the required level of public convenience and service to Leisure Centre patrons.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58.

3.58 . Disposing of property

(1) In this section —

***"dispose"** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***"property"** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

On successful negotiation of a lease for the Leisure Centre Kiosk, Council will receive lease payments from the tenant for the duration of the lease.

STRATEGIC IMPLICATIONS

It is important that patrons of the Kununurra Leisure Centre are afforded quality services, customer service and consistency of opening hours from Kiosk facilities.

COMMUNITY CONSULTATION

N/A

COMMENT

Council may want to consider the following options:

1. Advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk

2. Develop a proposal for the in - house provision of Leisure Centre Kiosk services.

Option 1 is recommended to test the local market and determine if a suitable lessee is available to provide the required services. Option 2 requires a level of analysis yet to be undertaken and may need to be considered if Option 1 does not provide the required outcomes.

Responses to the tender should be assessed using the following assessment criteria:

60% Price
20% Ability to comply with required hours of operation
10% Staffing provision
10% Previous experience of a similar nature

Should Council consider Option 1 to be the preferred course of action and advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk, then in keeping with Council's resolution of 18 December 2007, the terms and conditions of lease for the Leisure Centre Kiosk should include the requirement for the Kiosk to be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be by negotiation prior to signing of lease.

A proposed lease schedule is attached for Council's consideration.

To expedite the commencement of a lease, it is recommended that the CEO be authorised under delegated authority to negotiate details, terms and conditions of the lease not specified by the proposed schedule.

It should be noted that whatever course of action is determined by Council, Leisure Centre Kiosk facilities and services are unlikely to be in operation until February/March 2008.

ATTACHMENTS

Proposed Kununurra Leisure Centre Kiosk Lease Schedule

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk

2. That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk

3. That Council accept the proposed lease schedule and instruct officers to prepare tender documents

4. That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease

5. That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority

6. That Council accept the following tender assessment criteria:

60%	Price
20%	Ability to comply with required hours of operation
10%	Staffing provision
10%	Previous experience of a similar nature

COUNCIL DECISION

Minute No. 8050

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8051

Moved: Cr K Wright **Seconded: Cr P Caley**

1. ***That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk***

2. ***That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk***

3. ***That Council accept the proposed lease schedule and instruct officers to prepare tender documents***

4. ***That Council make clear in the Tender Request that significant emphasis will be given to the Tenderer's ability and commitment to providing high quality innovative Kiosk and Café/Catering services, with the greatest viable opening hours, for users of the Leisure Centre.***

5. ***That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease***

6. ***That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority***

7. ***That Council accept the following tender assessment criteria:***

   40% Price
   50% Public Kiosk Service – quality standards and opening hours
   10% Previous experience of a similar nature

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's recommendation because Council sought to encourage the market to respond through Tender with new innovative approaches to Leisure Centre Kiosk services.***

COUNCIL DECISION

Minute No. 8052

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

Proposed Kununurra Leisure Centre Kiosk Schedule

Item 1

Land:	The land known Kununurra Leisure Centre being part of Reserve Number 27603

Item 2

Premises:	That part of the Land outlined in red on the plan annexed to this Lease.

Item 3

Term:	Three (3) Years
Date of Commencement:	TBA
Date of Expiration:	TBA

Item 4

Term of Renewal:	Option to extend lease for a further 3 Years, based on agreement by both parties

Item 5

Rent:	To be based on market response and advance payments to be in accordance with a negotiated schedule.

Item 6

Rent Review Dates:	End of 3 Year Term

Item 7

Use of Premises:	Kiosk and Function Catering

Item 8

Public Liability Insurance:	Ten million dollars ($10,000,000)

12.4. CHIEF EXECUTIVE OFFICER

12.4.1. Use of Common Seal

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from the period 12 December 2007 to 14 January 2008.

BACKGROUND

Information is presented to inform Council on those documents to which the Shire Common Seal has been applied. In the time period specified above, the following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

- Sale of Lot 100 Riverfig Avenue, Kununurra to Ri-con Developments No.2 Pty Ltd – 1 copy

STATUTORY IMPLICATIONS

Local Government Act 1995

Council's Standing Order Local Law makes reference to the application of the Common Seal.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Goal 2 – Decision making within the Governance KRA of the Strategic Plan includes a strategy which is relevant to this item:

Strategy 3:
Establish succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

Goal 6 – Legislation:

Strategy 3:
Ensure continued compliance with all relevant legislation through the submission of relevant reports and documents.

COMMENT

It is the Officers' recommendation that Council formally receive a report on use of the Shire Common Seal.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

COUNCIL DECISION

Minute No. 8053

Moved: Cr D Ausburn **Seconded: Cr K Wright**

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

Carried Unanimously 5/0

12.4.2. Delegated Authority Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To report to Council on the use of Delegated Authority by Officers for 1 December 2007 to 11 January 2008.

BACKGROUND

Use of Council approved Delegated Authority by Officers is reported to Council on a monthly basis.

The attached tables outline use of Delegated Authority by relevant officers for the above period.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.46

5.46. Register of, and records relevant to, delegations to CEO's and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Governance KRA of the Shire's Strategic Plan includes a strategy, which is relevant to this item:

Goal 2 – Decision Making, Strategy 1 – To have established procedures and protocols that facilitate timely, effective decision making by the Council.

COMMUNITY CONSULTATION

N/A

COMMENT

The attached reports outline use of Delegated Authority by relevant Council Officers for endorsement by Council.

ATTACHMENTS

Delegated Authority Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

COUNCIL DECISION

Minute No. 8054

Moved: Cr P Caley **Seconded: Cr K Wright**

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

Carried Unanimously 5/0

BUILDING LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1- 31 December 2007

LIC#	DATE	OWNER	ADDRESS	BUILDER	BUILDER ADDRESS	BRB / OB NO	LOCATION	DESCRIPTION	NEW/ ADD	LOT AREA	FLOOR AREA	EST. VALUE
184/ 2007	5/12/2007	L & A INNES	PO BOX 764 KUNUNURRA	OWNER	PO BOX 764 KUNUNURRA	N/A	LOT 1000 (5) MINIATA STREET KUNUNURRA	NEW STORAGE SHED	NEW		477	$90,000.00
185/ 2007 AE	6/12/2007	R MACKENZIE & P AYRES	PO BOX 384 KUNUNURRA	EXISTING		N/A < $20K	LOT 1000 (5) MINIATA STREET KUNUNURRA	ACKNOWLEDGE EXISTING FRONT FENCE, POOL, ATRIUM ENCLOSURE & PERGOLA	EXIST		0	$0.00
186/ 2007	6/12/2007	WARRICK DONE	PO BOX 2197 KUNUNURRA	OWNER	PO BOX 2197 KUNUNURRA	N/A OB	LOT 302 (7) EUGENIA STREET KUNUNURRA	PATIO AND VERANDAH ADDITION	ADD			$26,000.00
187/ 2007	20/12/2007	PETER & SEARLE	PO BOX 1068 KUNUNURRA	ADRAIN ROXBURGH	PO BOX 1848 KUNUNURRA	N/A	LOT 43 WEABER PLAINS RD KUNUNURRA	POOL AND SHADE	NEW			$26,000.00
188/ 2007	6/12/2007	TODD BRYANT	PO BOX 663 KUNUNURRA	OWNER	PO BOX 663 KUNUNURRA	N/A OB	LOT 1806 (11) PALM COURT KUNUNURRA	PATIO	ADD		26	$10,000.00

189/ 2007 AE	6/12/2007	PETER & NOELENE GREEN	PO BOX 701 KUNUNURRA	EXISTING		N/A	LOT 24 WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING CONVERSION, POOL, RURAL SHED & OUTBUILDINGS	EXIST		0	$0.00
191/ 2007 AE	7/12/2007	RAY & DEBRA CHAMBERLAIN	PO BOX 1072 KUNUNURRA	EXISTING		N/A	LOT 749 (35) WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, CARPORT &, NON-HABITABLE SHED/ OUTBUILDING	EXIST		0	$0.00
155/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 154 (37) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.105	306	$364,000.00
156/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10782	LOT 153 (35) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.06	314	$367,000.00
157/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 170 HIBISCUS DRIVE KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.09	46	$367,000.00
190/ 2007	10/10/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 168 (4) Gardenia Drive KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.086	306	$364,000.00

192/2007	17/12/2007	OOMBULGURRI ASSOCIATION - WA POLIC DEPT	PO BOX 208 WYNDHAM 6740	FRANMOR CONSTRUCTION	PO BOX 702 KUNUNURRA	10803	LOC 1 OOMBULGURRI COMMUNITY LOT 75 & 76 FORREST RIVER	2 X CLASS 1B RESIDENCES UNDER TROPICAL ROOF, CARPORT & TRANSPORTABLE CELL BLOCK	NEW	40,063	324	$250,000.00
193/2007 AE	17/12/2007	J A CARRATTI	PO BOX 25 KUNUNURRA	EXISTING		N/A	LOC 511 RIVERFARM ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, PATIO, POOL, GARAGE, 2 X LEAN-TOS, TANK STAND, 2 X SHADE STRUCTURES	EXIST			$0.00
												$1,864,000.00

DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

Licence Number	Date	Assess No	Property Address	Premises	Owner	Builder/ Contractor	Contact Details	Comments (Asbestos)
03/2007	13/12/2007	1682	LOT 237 COOLIBAH DRIVE KUNUNURRA	METAL CLAD RESIDENTIAL BUILDING	UNITING CHURCH OF AUSTRALIA - NORTHERN SYNOD	ROBERT BOSHAMMER	PO BOX 20 KUNUNURRA	Prefabricated building (? Asbestos)
04/2007	19/12/2007	0969	LOT 766 (10) BARRINGTONIA AVENUE KUNUNURRA	TIMBER FRAME ASBESTOS CLAD DWELLING	G & A DULEY	COLIN WILKINSON DEVELOPMENTS PTY LTD	PO BOX 3112 BROOME WA 6725	Timber frame - asbestos clad

THERE WERE NO SIGN LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

TOWN PLANNING DELEGATED AUTHORITY APPROVALS - 6 December 2007 to 11 January 2008

Application / Delegation Number	Approval Type	Date Received	Receipt Number	Applicant	Owner	Property Address	Proposed Dev't	Assess't Number	Approval Date
77/07	P Devt	30-Oct-07	355975	Colin Wilkinson Developments	Greg & Ann Duley	Lot 766, Barringtonia Ave, Kununurra	4x group dwellings	969	7-Dec-07
80/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356742	Monsoon Architects	Dept of Housing and Works	Lot 1074, Denman Street, Wyndham	2 x group dwellings	419	07-Jan-08
81/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356744	Monsoon Architects	Dept of Housing and Works	Lot 1092, Dorrigo street, Wyndham	2 x group dwellings	426	07-Jan-08
86/07	P Devt	26-Nov-07	356374	Tim Croot	Tim Croot	Lot 11, Weaber Plain Road, Kununurra	Shed	2054	07-Jan-08
89/07	AA Devt	3 Dec 07 Paid 18 Dec 07	356743	Monsoon Architects	Dept of Housing and Works	Lot 169, 48 Hibiscus Drive, Kununurra	2 x group dwellings	2525	07-Jan-08

12.4.3. Council Representation at Kimberley Water Forum

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Broome
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	42.09.01, 60.03.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider having representation at the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

BACKGROUND

Council received an invitation to participate in the Kimberley Water Forum on 24 December 2007. The invitation is attached to this report.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs (travel, accommodation and registration fees) of approximately $600 per person to attend the forum.

STRATEGIC IMPLICATIONS

Water and its use continue to be a significant national issue. For any region the availability and allocation of water has a major influence on that region's destiny. The Kimberley is fortunate to have significant fresh water sources and the use of this water will have a defining influence on the Kimberley.

Unique to the East Kimberley region is the water supply of Lake Argyle. Allocation and use of water from Lake Argyle will influence the East Kimberley in future generations. For these reasons it is considered important that Council contribute to forums and debate on water allocation and use.

It is also strategically important that Council develops effective working relationships with the hosts of this forum, Environs Kimberley, the Kimberley Land Council, the WA Department of Agriculture and Food, and the Tropical and Coastal Knowledge (TRaCK) project, and this can also be enhanced by participation in this forum.

COMMUNITY CONSULTATION

While there have been various opportunities for the wider community to have input into water issues (e.g. State Blueprint for Water Reform July 2006) this particular forum has not had community consultation associated with it before now.

COMMENT

It is recommended that Council consider having representation at this forum, given the importance of water allocation and its use to the future of the East Kimberley region.

ATTACHMENTS

Invitation to participate in the Kimberley Water Forum (Document 60839)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council nominate _____as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

COUNCIL DECISION

Minute No. 8055

Moved: Cr P Caley **Seconded: Cr D Ausburn**

That Council nominate Cr K Wright as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

Carried Unanimously 5/0

Kimberley Land Council

Save the Nature of the Kimberley
environs KIMBERLEY INC

Department of Water
Government of Western Australia

Department of Agriculture and Food

Doc No. 060839
Date 2 9 DEC 2007
Officer CEO, SP
Response
File 42.09.01
60.03.01

Cr Michele Pucci
Shire of Wyndham - East Kimberley
PO Box 614
Kununurra WA 6743

19 December 2007

Dear Cr Pucci,

We would like to officially invite you to participate in the ***Kimberley Water Forum*** to be held in Broome from 13 – 14 March 2008.

With all the activity in the water arena, particularly with the current northern Australia focus, the main aim of the forum is to share information about water policy and management from the national through to the local level. It will set the scene for water planning and management in the Kimberley into the future.

The event is a joint initiative of the Kimberley Land Council, the WA Department of Water, Environs Kimberley, the WA Department of Agriculture and Food and the Tropical Rivers and Coastal Knowledge (TRaCK) project.

The Kimberley Water Forum will bring together about 100 people, including representatives of Traditional Owner groups, pastoralists, agriculturalists, government agencies, scientists and other researchers.

There will be a day of presentations from regional stakeholders on a wide range of Kimberley water issues, including local experiences of water planning and community engagement, management priorities for regional rivers and wetlands, and the impacts of proposed water reforms.

The organisers have approached a number of people with expertise in water activities at the national and state levels to make presentations, including Peter Cullen of the National Water Commission, key WA water policy-makers and a number of Australia's leading social, cultural, environmental and economic researchers.

An agenda will be sent out early next year. The venue is the Mangrove Hotel in Broome. Lunch will be provided on both days.

Please contact me for further information by email or at the number below.

On behalf of the Kimberley Water Forum steering committee

Kate Golson
Kimberley Water Forum project manager
Tel. 0427183370
kate.golson@westnet.com.au

12.4.4. Shire of Wyndham East Kimberley Annual Report 2006/07

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.27.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider convening a Special Meeting for 4pm Tuesday 5 February 2008 to consider acceptance of the Shire of Wyndham East Kimberley 2006/07 Annual Report.

BACKGROUND

Each Local Government is required under the Local Government Act 1995 to prepare an Annual Report for each financial year and to hold a general electors meeting.

In November 2007 Council resolved to hold the General Electors Meeting on 19 February 2008. The Annual Report, less the Auditors report, has been prepared for that meeting and presented here for acceptance by Council.

Normal practice is for an Annual Report to be accepted by Council prior to 31 December each year. The Auditor's Report was not available in time to allow this to occur.

At a meeting of Council's Audit Committee in December 2007, the timing of the receipt of Audit Reports was considered and it was recommended that in appointing Council's Auditors it be a requirement that the Annual Audit Report be received by the mid November each year to enable it to be accepted by Council at its Ordinary Council meeting in November so that the General Electors Meeting could be held prior to the end of each calendar year.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.53

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president;
(b) a report from the CEO;
(c) a report of the principal activities commenced or continued during the financial year;
(d) an assessment of the local government's performance in relation to each principal activity;
(e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
(f) the financial report for the financial year;
(g) such information as may be prescribed in relation to the payments made to employees;
(h) the auditor's report for the financial year;
(ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993* ; and
(I) such other information as may be prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.54

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available

LOCAL GOVERNMENT ACT 1995 - SECT 5.55

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

LOCAL GOVERNMENT ACT 1995 - SECT 7.9

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) The mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

Details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) Prepare a report thereon; and
(b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Availability of the Annual Report to the public is required to be made as soon as possible after its acceptance by Council.

COMMENT

The Annual Report is complete except for the Auditors report. To enable the public access to the annual report prior to the scheduled electors meeting it sis recommended that Council convene a Special Meeting to consider acceptance of the report, and that this Special Meeting be held for the convene of Councillors at 4pm on Tuesday 5 February, a time when Councillors are already scheduled to meet for their usual monthly Briefing Session.

This suggested arrangement would, subject to adoption of the Annual Report by Council allow the report to be available to the public for 14 days prior to the previously adopted and advertised date for the Annual Electors Meeting.

ATTACHMENTS

The Draft Annual Report 2006/07, less Auditors Report will be provided to Councillors as a separate document.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 4pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

COUNCIL DECISION

Minute No. 8056

Moved: Cr K Wright **Seconded: Cr P Caley**

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 5pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation as a more convenient start time was considered essential.***

12.5. ELECTED MEMBER REPORTS

Cr J Parker attended Joorook Gnarni Aboriginal Corporation Elections

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

COUNCIL DECISION

Minute No. 8057

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council endorse Cr P Caley's nomination to the Kimberley Development Commission Board.

Carried Unanimously 5/0

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No. 8058

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council accept Item 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission for consideration.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8059

Moved: Cr K Wright **Seconded: Cr P Caley**

That the meeting move into camera to discuss, Item 16.1 Debts Under Legal Action, Item 16.2 Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment and 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission under Section 5.23. (2) of the Local Government Act 1995 because the items may disclose information about the business, professional, commercial or financial affairs of a person and because the items also contain legal advice or may be the subject of potential legal advice to the Council.

Carried Unanimously 5/0

16.1. Confidential Item – Debts Currently in Legal Process

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.02
ASSESSMENT NO:	N/A

This item will be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

PURPOSE

For Council to receive an update in regards to debts currently in legal process.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

COUNCIL DECISION

Minute No. 8060

Moved: **Seconded:**

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

Carried Unanimously 5/0

16.2. Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Weaber Plain Catchment
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	22.09.01
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information the subject of potential litigation.

PURPOSE

For Council to be informed of issues related to proposed flood mitigation works on the Weaber Plain catchment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the correspondence:

> *From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007*
> *From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007*
> *From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.*
> *From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley*
> *From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.*

in relation to flood mitigation in the Weaber Plain catchment.

COUNCIL DECISION

Minute No. 8061

Moved: Cr D Ausburn **Seconded: Cr P Caley**

That Council note the correspondence:

> ***From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007***
> ***From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007***
> ***From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.***
> ***From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley***
> ***From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.***

in relation to flood mitigation in the Weaber Plain catchment.

Carried Unanimously 5/0

16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission

DATE:	22 January 2008
PROPONENT:	Human Rights and Equal Opportunity Commission
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	10.935.02
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (d) of the Local Government Act 1995 because the item may disclose information the subject of potential legal advice.

COUNCIL DECISION

Minute No. 8062

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council accepts the Officer's recommendation as contained in the confidential report provided to Council.

Carried Unanimously 5/0

17. CLOSURE

With all matters of business complete the Deputy Shire President declared the meeting closed at 7:35pm.

MINUTES OF ORDINARY COUNCIL MEETING HELD 22 JANUARY 2008

I hereby certify that the Minutes of the Ordinary Meeting of Council held 22 January 2008 are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

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SHIRE OF WYNDHAM-EAST KIMBERLEY

MINUTES

OF THE ORDINARY COUNCIL MEETING
HELD ON TUESDAY 22 JANUARY 2007 AT 6:00 PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 6:11pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr Ralph Addis	Deputy President
Cr Di Ausburn	Councillor
Cr Paul Caley	Councillor
Cr Jane Parker	Councillor
Cr Keith Wright	Councillor
Mr Peter Stubbs	Chief Executive Officer
Ms Amanda Trengove	Acting Executive Manager of Corporate Services
Mr Alex Douglas	Executive Manager Engineering and Development Services
Ms Karyn Apperley	Executive Manager Community Services
Miss Kelly Fewster	Aboriginal Environmental Health Officer
Miss Jamie Burkin	Environmental Health Trainee
Miss Jo Tuohy	Environmental Health Trainee
Mr Mike Snowball	Wyndham Operations Manager
Ms Fiona Kuiper	Executive Support Officer and Minute Taker

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Michele Pucci	Shire President
Cr Fred Mills	Councillor
Cr John Buchanan	Councillor
Cr John Moulden	Councillor

3. DECLARATIONS OF INTEREST

- Financial Interest

Nil

- Impartiality Interest

Cr R Addis declared an Impartiality Interest in Item 16.1 Debts Currently in Legal Process as he is a committee member of an organisation listed in the item.

- Proximity Interest

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

Minute No. 8035

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council grant Cr P Caley a leave of absence for the Ordinary Meeting of Council on 19 February 2008 and Cr D Ausburn a leave of absence for the Ordinary Meeting of Council on 15 April 2008.

Carried Unanimously 5/0

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

8.1. Confirmation of Minutes of the Ordinary Meeting of Council Held On Tuesday 18 December 2007

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

COUNCIL DECISION

Minute No. 8036

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8037

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Special Meeting of Council held on Tuesday 19 December 2007.

Carried Unanimously 5/0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Deputy President made the following announcement:

I would like to express Council's sympathy to the Court family on the passing of Sir Charles Court. Sir Charles made an enormous contribution to the State of Western Australia and to the Kimberley region. Most notably for this district, Sir Charles supported and ensured the construction of Lake Argyle and the Ord Irrigation Scheme, without which much so which enjoy into the district today would not be possible.

Cr John Buchanan attended the State Memorial Service for Sir Charles in Perth on Friday 4 January 2008.

On Thursday 3 January 2008 the Shire President, CEO and I had short impromptu meeting with the Hon Jon Ford, Minister for Kimberley, and Fisheries, in Kununurra where we discussed Council State Government

Budget submission and matters related the Ord Final Agreement and expansion of the Ord Irrigation Area.

10. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MINUTES OF COUNCIL COMMITTEE MEETINGS

11.1. Confirmation of Minutes of the Audit Committee Meeting held on Tuesday 18 September 2007.

RECOMMENDATION

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

COUNCIL DECISION

Minute No. 8038

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

Carried Unanimously 5/0

12. REPORTS

12.1. ENGINEERING SERVICES

12.1.1. Application to Keep Three Dogs at 43B Weaber Plain Road, Kununurra

DATE:	22 January 2008
PROPONENT:	Ms R Schmerl
LOCATION:	43B Weaber Plain Road, Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	01.5469.05
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider an application to keep three dogs at 43B Weaber Plain Road, Kununurra.

BACKGROUND

The applicant is in the process of moving to Kununurra and approached the Shire late last year to enquire as to the possibility of moving with her three dogs. At the time the Kununurra address was not known and in late December 2007 the Shire was advised of the address, allowing inspection of the property and to seek comment from adjoining residents.

STATUTORY IMPLICATIONS

The Dog Act 1976 and the Shire's Dogs Local Law 2003 apply, and in particular: -

Dog Act 1976
26. Limitation as to numbers

(1) The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.

(2) Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;
(b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and
(c) may be revoked or varied at any time.

(4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: $1 000 and a daily penalty of $100.

(5) Any person who is aggrieved —
(a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or
(b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.

(6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

Dogs Local Law 2003
3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -
(a)licensed under Part 4 as an approved kennel establishment; or
(b)granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
(a)2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
(b)4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

COMMENT

Ranger staff inspected the property in late December 2007, at which time the property was vacant. The property is adequately fenced and there is considered to be sufficient yard space.

Letters were hand delivered to adjoining properties in Weaber Plain Road and Pindan Avenue. Due to the timing of the applicant's information and the Christmas/New Year period, the letters were delivered on Tuesday 8 January, and comments to be received by 5:00 pm 18 January. At the time of writing the report one verbal comment advising of no objection was received from 45 Weaber Plain Rd.

The comments from adjoining properties are not conditional on Council's decision however it is industry practice to seek those comments in considering a request. It is more applicable when the circumstances relate to an existing resident seeking to keep an additional dog/s.

The applicant has provided the following information about the dogs and this was included in the information to the neighbours: -

Dog 1

Breed:	Rottweiler
Sex:	Female
Name:	Cara
Information:	Has been desexed and she is about 5-6years old and doesn't leave the yard as she has the dickie back legs and the only time she leaves is when we take her to the vet or out for a short walk

Dog 2

Breed:	Rottweiler
Sex:	Male
Name:	Taz
Information:	Has been desexed and micro chipped and is about 2-3 years old.

Dog 3

Breed:	Maltese X
Sex:	Male
Name:	Wizard
Information:	Has been desexed and micro chipped and he is about 2-3 years old

On the basis of the conditions of the fenced property and the details of the dogs staff consider that there is no reasonable basis to refuse the application.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That in accordance with the provisions of the Dog Act 1976, s26(3) and Clause 3.2, Dogs Local Law 2003, Council approve the application by Ms R Schmerl to keep the three dogs, as described, at 43B Weaber Plain Road Kununurra.

COUNCIL DECISION

Minute No. 8039

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council:

1. ***Request that Ms R Schmerl provide documentation from the Local Authority in which the three dogs in question were registered IMMEDIATELY prior to their move to Kununurra (including evidence of currency of registration) that none of the dogs were, have been or are declared as "dangerous dogs" under the Dog Act 1976 and any other relevant regulation promulgated under the Act.***
2. ***Request that Ms Schmerl provide advice supporting the need to maintain a presence of three dogs, a number in excess of the Dog Act when not supported by an application for breeding license.***
3. ***When and if, and only if, this information is produced in totality in accordance with the above, that the CEO or delegated officer be authorised to facilitate this approval.***

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because it was considered that there was no local history of the applicant and the dogs, it was necessary to apply the conditions as listed.***

12.1.2. Adoption of Firebreak Order 2008/2009

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to adopt the 2008/2009 Firebreak Order for the Shire of Wyndham East Kimberley that is to apply for the period 1 April 2008 until 1 January 2009.

BACKGROUND

To enable the annual Firebreak Order to be gazetted and formally issued to all property owners Council is required to consider and adopt a Firebreak Order.

A copy of the draft Firebreak Order is attached for Council's information.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires
Division 6 – General Restrictions, Prohibitions and Offences
Section 33 – Local Government May Require Occupier of Land to Plough or Clear Firebreak

"(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land firebreaks in such a manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the firebreaks clear of inflammable matter;

(b) to Act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorized officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire;

and the Notice may require the owner or occupier to do so –

as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land, and in any event to do so to the satisfaction of either the local government or its duly authorized officer, according to which of them is specified in the notice."

POLICY IMPLICATIONS

Policy FC2 – Fire Break Order

"OBJECTIVE To ensure that fire breaks are installed and maintained to enable effective management of bush fires.

POLICY - Pursuant to the powers contained in Section 33 of the Bush Fires Act (1954), all owners and or occupiers of land in the Shire of Wyndham-East Kimberley are hereby required, on or before 1st June each year to have firebreaks clear of inflammable material in accordance with the following:

1. *Rural Lands:*

   Being all land within the Ord Irrigation Area, firebreaks are required to be:

   a) *Not less than three metres wide inside and along and as close to external boundaries as is possible, and*

   b) *Not less than three metres wide and within three metres of the perimeter of all buildings and/or haystacks or groups of buildings.*

   NOTE:

   This requirement need not be met if the property is being worked and provided the irrigation channels are in use.

2. *Pastoral Lands:*

   Being land outside the townsites of Wyndham and Kununurra, held under a Pastoral Lease, and not included in 1) above.

   a) *Firebreaks are required to be a distance of not less than three metres wide and within three metres of building and/or haystacks or groups of buildings.*

3. *Townsite Land:*

    a) *Where the land is 2000sq metres or less, remove by clearing or slashing inflammable material from the whole of the land, save standing trees.*

    b) *Where the area of the land is greater than 2000sq metres a firebreak of not less than three metres in width, immediately surrounding any buildings or not less than three metres in width inside and along the whole of the external boundaries of the land is required.*

4. *Rural Lands:*

    Outside townsites and not being land under a pastoral lease, this includes Packsaddle Plains, Crossing Falls and Riverfarm Road subdivisions. Firebreaks are required to be:

    a) *No less than four metres wide inside, along and within ten metres of external boundaries: and*

    b) *Not less than three metres wide and within three meters of the perimeter of all buildings and/or haystacks or group of buildings.*

5. *Rubbish Sites:*

    Being all rubbish sites for pastoral stations. Firebreaks are required to be not less than three metres wide and within three metres of the perimeter of the rubbish site.

6. *Fuel Dumps and Depots:*

    Remove flammable material from all land where fuel drum ramps or dumps are located and where fuel drums whether containing fuel or not are stored to a distance of at lease five metres outside the perimeter of any drum, ramp or stack of drums.

7. *The acts referred to in paragraphs 1) to 6) hereof must be performed to the satisfaction of the duly authorized person/s appointed by the Shire of Wyndham-East Kimberley.*

8. *If it is considered impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this notice you may apply to the Council or its duly authorized officer by not later than 1st May each year for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land."*

FINANCIAL IMPLICATIONS

Under Section 33 of the Bush Fires Act, Council is required to publish a copy of its Firebreak Order in a newspaper circulating in the area, and in the Government Gazette. In addition, it is intended to have a copy of the Order included in each private mailbox in Kununurra and Wyndham.

It is difficult to provide an exact figure with respect to advertising costs, as these are calculated on a "per centimetre" basis. However, it is anticipated that the cost of publishing the Firebreak Order in both the "Kimberley Echo" and the Government Gazette will be less than $1000. Postage costs will be in the vicinity of $700.00.

STRATEGIC IMPLICATIONS

Nil

COMMENT

In the interests of improving fire control measures throughout the Shire of Wyndham East Kimberley, Officers intend not only to comply with the requirements of Section 33, but to make as many landowners and/or residents aware of their obligations with respect to fire control as possible. The 2008/2009 Fire Break orders will be advertised in the local paper and Government Gazette. In addition to this all ratepayers will be posted a copy.

ATTACHMENTS

Draft 2008/2009 Firebreak Order

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

COUNCIL DECISION

Minute No. 8040

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

Carried Unanimously 5/0

BUSH FIRES ACT 1954
Shire of Wyndham East Kimberley
Firebreak Order and Bushfire Information 2008/2009
(This is a summary of the Order adopted by the Shire of Wyndham East Kimberley under Section 33 of the Bush Fires Act 1954).

In accordance with the provisions of this Order, landowners are required to carry out fire prevention work on land they own or occupy.

Details of work required to be completed are contained in this Order. Work must be completed by 1 June each year.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE (PENALTY $250) OR PROSECUTED WITH AN INCREASED PENALTY UP TO ($1000). IN ADDITION, THE SHIRE MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER OR OCCUPIER OF THE LAND.

There may be instances where it is considered to be impractical to clear firebreaks or remove flammable materials as required by this Order, due to:

- The aggravation of soil erosion;
- The identification of a more effective system of fire prevention; or
- Firebreaks being rendered unnecessary by natural features existing on the land.

In this instance, application may be made to Council not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative action to reduce fire hazards on the land.

If Council permission is not forthcoming, then you will be required to comply with the provisions of this Order.

Firebreaks are used primarily to gain access to and provide an area to work from when controlling a fire. They will not stop all fires, and removal of unnecessary flammable material prior to the fire season is your best safeguard against fire threat.

If the requirements of this Order are fulfilled by burning off, then the burning must be carried out in accordance with the relevant provisions of the Bush Fires Act 1954.

1. Ord River Irrigation Project Area:

Firebreaks for all land within the Ord Irrigation Area must be:

- Not less than three (3) metres wide inside and along and as close as possible to external boundaries; and
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks and groups of buildings.

NOTE: This requirement need not be met if the property is being worked, and provided the irrigation channels are in use.

2. Pastoral Lands:

Firebreaks are required to be a distance of not less than six (6) metres wide and within three (3) metres of buildings and/or haystacks or groups of buildings.

3. Townsite Land:

Where the area is 2 000m^2 or less, all inflammable material (with the exception of standing live trees) shall be removed from the whole of the land by clearing or slashing.

Where the area of the land is greater than 2 000m^2, a firebreak of not less than six (6) metres in width immediately surrounding any buildings, or not less than three (3) metres in width inside and along the whole of the external boundaries of the land is required.

4. Rural Lands:

Land outside townsites which is not under a pastoral lease requires firebreaks of:

- Not less than four (4) metres wide inside, along and within ten (10) metres of external boundaries; or
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks or groups of buildings.

5. Rubbish Sites:

All rubbish sites for pastoral stations and communities require firebreaks not less than three (3) metres wide and within three (3) metres of the perimeter of the rubbish site.

6. Fuel Dumps and Depots:

Flammable material must be removed from all land where fuel drum ramps or dumps are located and where fuel drums (whether containing fuel or not) are stored, to a distance of at least fifteen (15) metres outside the perimeter of any drum, ramp or stack of drums.

The acts referred to in paragraphs 1 to 6 herein must be performed to the satisfaction of the duly authorised person appointed by the Shire of Wyndham East Kimberley.

If it is impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this Order, you may apply to Council or its duly authorised officer by not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative positions or to take alternative action to abate fire hazards on the land.

RESTRICTED BURNING PERIOD
1 April to 1 January Each Year

The Restricted Burning Period now includes Kununurra and Wyndham Townsites, the Ord Irrigation Area and pastoral areas.

PERMITS TO BURN

1. Permits to burn are required for the whole of the Restricted Period, and must be obtained from one of the Fire Control Officers identified for your area (see overleaf).

2. Any special conditions imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

3. The permit holder shall give notice of his intention to burn to:

   a. The Shire's Kununurra Administration Centre by no later than 24 hours prior to the day when the burning is to take place. Weekend burning must be notified by 4.00pm, Friday.

   b. The owner or occupier of adjoining land.

   c. The nearest Department of Environment and Conservation (DEC) office if the land is situated within three (3) kilometres of State Forest land, National Park, Nature Reserve or other DEC lands.

4. The period of notice to neighbours prior to burning cannot be more than twenty eight (28) days or less than four (4) days, although lesser notice may be determined by mutual agreement of all neighbours.

5. Your attention is drawn to Items 5, 6 and 7 as listed on the back of the permit.

6. Burning under permit is permitted during the Restricted Burning Period on Sundays and Public Holidays.

7. All landowners and occupiers who suffer a bush fire have an obligation to assist each Area Fire Control Officer to compile a Fire Report Form.

8. Garden refuse (excluding GREEN clippings) burnt on the ground may be lit only between 6.00pm and 11.00pm, and must be completely extinguished with water or earth by midnight. All flammable matter is to be cleared within five (5) metres of all points of the site of the fire, and a person must be in attendance during the whole time the fire is lit.

9. Any incinerator used to burn rubbish must be properly constructed – an open drum (with or without a lid) is not an appropriate incinerator.

10. With reference to Item 8 and 9 of this summary, burning may not take place if the Fire Weather Warning for the day is "Very High", or "Extreme".

Peter Stubbs
Chief Executive Officer

12.1.3. Appointment and Confirmation of Fire Control Officers 2008

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the appointment of Fire Control Officers (FCO).

BACKGROUND

The initial consideration of this item was for the replacement of the appointed FCO for Crossing Falls, being Mr Keith Wright who is in the process of moving from the locality of Crossing Falls and to remove the name of a previous Ranger.

The secondary purpose is to give Council the opportunity to consider the present list of FCO's with a view to confirming their appointment as it appears to have been several years (2003?) since the list was reviewed.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires

s38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

[(b) deleted]

(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a

person to the vacant office within one month after service on it of such notice.

(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.

(e) A bush fire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

(3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —

(a) carrying out normal brigade activities;

[(b) and (c) deleted]

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of

(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

(c) The provisions of this subsection are not in derogation of those of subsection (4).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no specific financial implications associated with the Officer's recommendation.

STRATEGIC IMPLICATIONS

Nil

COMMENT

The Shire has taken the approach of having adequate numbers of FCO's to cover the volunteer fire brigade areas as well as the pastoral areas of the Shire.

The present approved listing is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 9168 1798 (Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	91614326 (Home) 9161 4326 (Fax)
Michael Wilkie (Shire Ranger)	Shire of Wyndham Easy Kimberley	0409 681 220 9168 1798 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Keith Wright	Properties adjoining Fish Farm and Crossing Falls Roads	9168 1314 (Home/Fax) 9168 2650 (Fax) 0127 633 455
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Work/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emerg)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The proposed list of officers is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Shire Ranger	***deleted***	
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	***9168 2276 (Home)*** ***9166 4100 (Work)***
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606

Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The two changes proposed have been shown in red bold italics.

The list of FCOs will be published in conjunction with the Firebreak Order (listed under a separate item in this Agenda).

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

COUNCIL DECISION

Minute No. 8041

Moved: Cr D Ausburn **Seconded: Cr J Parker**

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Greg Cummings	Ord Irrigation Area – Cane Fires and Cane Trash	9168 1400 (Work)

		9168 1517 (Fax) 0419 953 331
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because one of the proposed Fire Control Officers had left town since the Agenda was issued.***

12.1.4. Request for Speed Zone Reduction O'Donnell Street Wyndham Port

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	21.01.02
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider a request from the Wyndham Police to reduce the speed limit on O'Donnell and MacPhee Streets near Gambier Street.

BACKGROUND

The Wyndham Police have raised concerns with the speed of vehicles at and near the bend in O'Donnell Street where it joins MacPhee Street. The bend coincides with the intersection of Gambier Street.

The primary concern is based on the number of heavy vehicles such as fuel tankers and ore trucks moving to and from the Port.

The preferred action from the Police is to reduce the speed limit to 40 kilometres per hour (kph).

STATUTORY IMPLICATIONS

Speed limits for any public road are authorised by the Commissioner for Main Roads and only Main Roads WA or their agents may legally erect and maintain speed limit signage.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the officer's recommendation; however it anticipated that should Council wish to pursue the reduction of speed some alteration to the road will be necessary for Main Roads WA to agree to reduce the speed limit.

STRATEGIC IMPLICATIONS

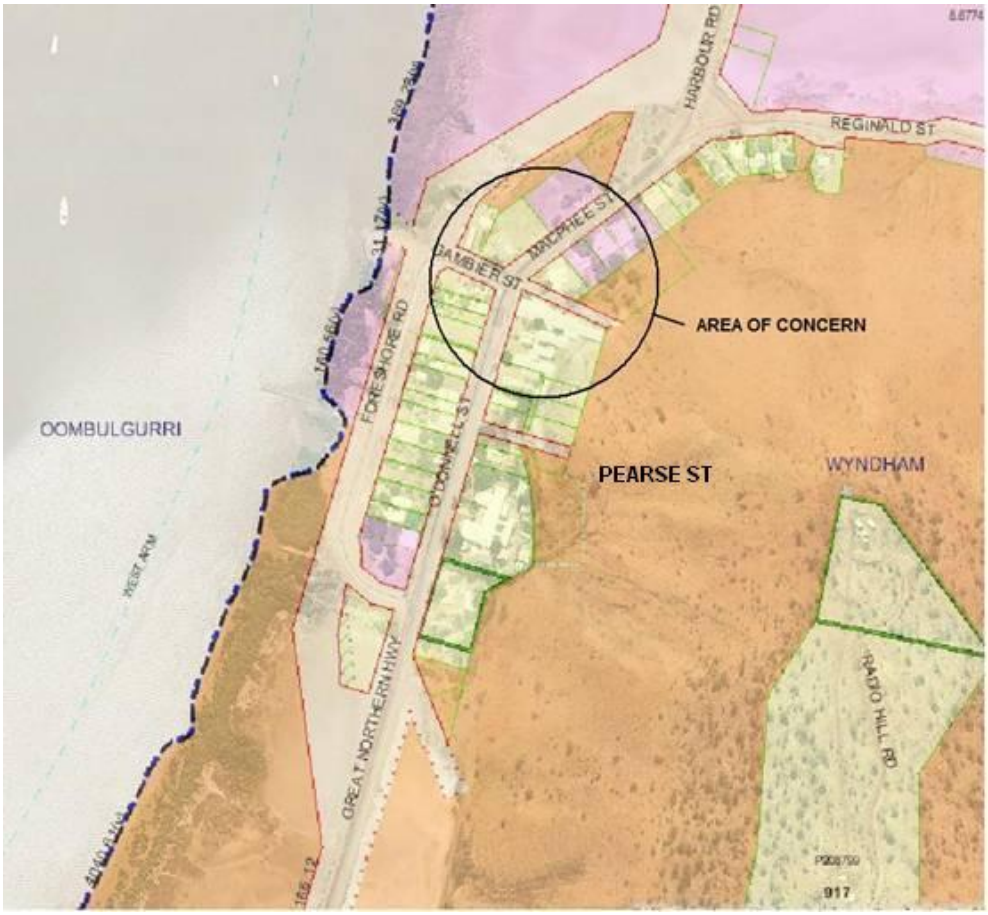
N/A

COMMENT

In combination with Main Roads WA, the Police Service WA enforces the speed limits on the public road network. Generally Main Roads WA will not consider a request to vary the speed limit on a local road without the approval of the local government.

As can be seen from the following plan and photographs the section of road incorporates a number geometry issues that are not conducive to the mix of heavy vehicles, poor sight lines and vehicles entering and leaving the intersecting streets.

Locality Plan



View looking south towards the Court House and Reginald Street Intersection



View looking east and south from near Gambier Street



View looking north towards Gambier Street



View looking north near Gambier Street



Due to the poor sight lines drivers approaching the bend from the south can not see vehicles or pedestrians near the Police Station or Court House; coming from the north drivers can not see vehicles entering from the east leg of Gambier Street or vehicles and pedestrians near the Wyndham Hotel. In addition Police have observed road trains crossing the centre line around the bend.

Traffic classifiers were installed during late December and early January to establish some background information and is summarised as follows: -

Start Date: 20 December 2007
End Date: 11 January 2008

O'Donnell Street (near Pearse St)
Total vehicles: 6187 vehicles (both directions)
Number of trucks: 224 (3.6%) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 65.2 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 52.9 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

McPhee Street (100 metres north of Reginald St)
Total vehicles: 3670 vehicles (both directions)
Number of trucks: 183 (5.0 %) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 69.5 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 58.0 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

The above statistics include vehicles travelling in both directions. In general terms traffic management is not considered necessary until the 85th percentile speed exceeds 5 km/h above the speed zone limit. Where the issue for O'Donnell Street is exacerbated is the curve at Gambier Street which limits sight distance.

From experience, the request for speed signs only is likely to be declined because the road environment does not reflect the proposed speed. In other words the visual cues for the driver are not present as they are within traffic calming precincts where 40 kph speed zones are common.

There are a number of proposals that will be referred to Council for consideration in the draft 2008/09 Budget that will better address the traffic issues. It is hoped that Main Roads WA will agree to the use of a reduced speed limit in the nominated section of road as an interim measure to endeavour to improve safety concerns.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council request Main Roads WA to vary the speed zone on O'Donnell and MacPhee Streets, Wyndham Port in the section between Pearse Street and 100 metres north of Reginald Street to 40 kilometres per hour in recognition of the size and volume of heavy vehicles accessing the Wyndham Port and the poor sight lines within the nominated section.

COUNCIL DECISION

Minute No. 8042

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8043

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8044

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council delegate to the Chief Executive Officer the imposition of a parking ban on both side of O'Donnell Street between the old hospital and Reginald Street to the extent necessary to improve public safety.

That Council invite the Wyndham Streetscape Committee to investigate the issues of public safety in O'Donnell Street Wyndham Port.

That the Wyndham Sergeant of Police be requested to increase enforcement the traffic act in O'Donnell Street and a copy of this request be provided to the Broome Regional Police Office.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation because there was a consensus view that the use of signage alone would not achieve the desired change in driver behaviour or pedestrian safety.***

12.2. CORPORATE SERVICES

12.2.1. Monthly Financial Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to note and accept the Monthly Financial Report for November 2007.

BACKGROUND

Council is required to adopt Monthly Financial Reports. The minimum requirement, as stated in the Local Government (Financial Management) Regulations 1996, is to prepare a "Financial Activity Statement Report". Options were put to the Audit Committee in October 2006 to determine what was to be presented to Council. At this meeting, the Committee decided to present to Council every month the following information:

1. Financial Activity Statement report, by Function;
2. Financial Activity Statement report, by Responsible Officer (business unit);
3. Reconciliation of Cash Surplus to Current Assets; and
4. Municipal Bank Reconciliation.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (as amended)
34. Financial activity statement report - s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail:

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c)*;* and
(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing:

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub regulation (1) (d)*;* and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown:

(a) according to nature and type classification;
(b) by program*;* or
(c) by business unit.

(4) A statement of financial activity and the accompanying documents referred to in sub regulation (2) are to be:

(a) presented to the council:

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates*;* or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) recorded in the minutes of the meeting at which it is presented.

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

(6) In this regulation:

"committed assets" means revenue unspent but set aside under the annual budget for a specific purpose;
"restricted assets" has the same meaning as in AAS 27.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Monthly financial reporting is a primary financial management and control process. It provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Rate Setting Statement as at 30 November 2007
Net Current Assets as at 30 November 2007
Explanation of Material Variances as at 30 November 2007

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Monthly Financial Reports for month end of November 2007.

COUNCIL DECISION

Minute No. 8045

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council accept the Monthly Financial Reports for month end of November 2007.

Carried Unanimously 5/0

Shire of Wyndham East Kimberley

Rate Setting Statement

As at 30 November 2007

	2007/08 Budget	YTD Budget 30 November 2007 $	YTD Actual 30 November 2007 $	Variance Budget less Actual
Operating				
Recurrent Revenue - Excluding Rates				
Governance	85,050	57,712	44,486	13,225
General Purpose Funding	3,690,170	1,755,610	1,756,038	(428)
Law, Order, Public Safety	82,675	30,282	29,892	390
Health	142,600	71,037	63,365	7,671
Education and Welfare	686,523	52,989	63,365	(10,375)
Housing	825,342	30,399	29,228	1,171
Community Amenities	1,510,100	1,153,220	1,185,891	(32,671)
Recreation and Culture	442,400	159,938	159,240	698
Transport	109,000	109,000	115,178	(6,178)
Economic Services	141,873	51,943	129,849	(77,906)
Other Property and Services	1,561,304	-	2,883	(2,883)
Airport Operations	1,947,351	838,231	1,116,610	(278,379)
	11,224,388	4,310,361	4,696,026	(385,665)
Recurrent Expenditure				
Governance	(838,378)	(282,247)	(234,262)	(47,985)
General Purpose Funding	(293,776)	(84,353)	(63,687)	(20,666)
Law, Order, Public Safety	(372,021)	(142,133)	(146,424)	4,291
Health	(390,073)	(131,763)	(118,225)	(13,537)
Education and Welfare	(341,969)	(132,692)	(118,177)	(14,515)
Housing	(175,308)	(83,820)	(72,136)	(11,684)
Community Amenities	(2,318,871)	(883,672)	(911,406)	27,734
Recreation & Culture	(2,796,266)	(1,131,802)	(1,187,080)	55,278
Transport	(2,914,235)	(1,289,495)	(1,415,381)	125,886
Economic Services	(612,066)	(249,373)	(285,449)	36,076
Other Property and Services	(74,990)	(639,075)	(583,190)	(55,885)
Airport Operations	(1,780,344)	(711,105)	(647,758)	(63,347)

	(12,908,296)		(5,761,530)		(5,783,175)		21,644
Capital						
Sale of Assets / Land Held for Resale	3,413,000		63,000		185,344		(122,344)
Capital Grants/Contributions	3,103,080		308,200		268,557		39,643
	6,516,080		371,200		453,901		(82,701)
Capital Expenditure (by Class)							
Land and Buildings	(1,782,400)		(586,398)		(620,091)		33,693
Infrastructure Assets - Roads	(2,974,200)		(473,660)		(546,820)		73,160
Infrastructure Assets - Other	(2,916,890)		(328,470)		(166,640)		(161,830)
Plant and Equipment	(944,000)		(381,415)		(588,882)		207,467
Furniture and Equipment	(95,000)		(92,000)		(50,363)		(41,637)
	(8,712,490)		(1,861,943)		(1,972,794)		110,851
Adjustments							
Debenture Principal Repayments	(174,039)		(78,409)		(68,453)		(9,956)
Proceeds from New Debentures	250,000		-		-		-
Community Loans	16,224		6,225		6,134		91
Transfers from Reserves	689,155		-		-		-
Transfers to Reserves	(1,263,289)		-		-		-
	(481,949)		(72,184)		(62,320)		(9,864)
Adjustments and Accruals							
Depreciation	2,704,800		1,120,805		1,121,138		(333)
Accruals	-		-		-		-
Profit/Loss on Sale of Assets	(2,964,676)		-		-		-
Opening Funds - (Deficit) Surplus	498,317		498,317		498,317		-
Closing Funds - (Deficit) Surplus	218,366		2,947,219		3,203,529		(256,310)
Amount Raised from Rates	4,342,193		4,342,193		4,252,436		89,757

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2007

Net Current Assets	YTD Actual 2007/08 $
Composition of Net Current Asset Position	
Current Assets	
Cash - Unrestricted	3,275,231
Cash - Reserves	3,167,572
Cash - Restricted Unspent Grants	
Investments - Restricted	
Receivables	1,700,754
Inventories	67,475
Land Held for Resale	
	8,211,031
Less	
Current Liabilities	
LSL Provision	(55,248)
Annual Leave Provision	(157,068)
Payables	(1,627,615)
	(1,839,930)
Less	
Restricted Reserves	
Cash	3,167,572
Investments	
Net Current Asset Position	3,203,529

Explanation of Material Variances

Variances +/- $80,000

Operating

Recurrent Revenue - Excluding Rates

There is a material variance in Airports due to increased income for Head Tax and Landing Fees. This may plateau out over quieter months of December, January & February
.

Recurrent Expenditure

There is a material variance in Transport due to seasonal expenditure in the areas of Road Maintenance and Drainage Maintenance prior to the Wet Season exceeding expectations.

Capital

Sale of Assets / Land Held for Resale

There is a material variance due to the trade of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Capital Grants / Contributions

There are no material variances requiring explanation

Capital Expenditure (by Class)

There is a material variance in Infrastructure Assets - Other due to officers budgeting that projects relating to Airport be started prior to Wet Season, however the upgrade to the Carpark will not be started until after the Wet Season and the Upgrade to Taxi Way Foxtrot is awaiting confirmation of grant funding.

There is a material variance in Plant and Equipment due to the purchase of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Adjustments

There are no material variances requiring explanation

Adjustments and Accruals

There are no material variances requiring explanation

12.2.2. 90 Day Aged Debtor Listing

DATE:	22 January 2008
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of Aged Debtors with balances outstanding for 90 days or longer.

BACKGROUND

Council has traditionally received a listing of 90 Day Sundry Debtors on a monthly basis.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Ongoing management of Council funds.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

The listing of 90 Day Sundry Debtors is presented to Council as per past practice.

ATTACHMENTS

List of 90 Day Sundry Debtors

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

COUNCIL DECISION

Minute No. 8046

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

Carried Unanimously 5/0

Sundry Debtors as of December 2007

Debtor Number	Amounts Over 90 Days Outstanding	Balance @ 31 December 2007	Debt Collection Status for Debts over 90 Days
96281	**5,949.96**	5,949.96	Debtor with Credipac
80624	**133.40**	933.40	Reminder Notice
96393	**134.63**	134.63	Final Notice Issued
82571	**330.00**	330.00	Reminder Notice Issued
96431	**16.00**	16.00	Reminder Notices Issued
82625	**260.00**	260.00	Final Notice Issued
82731	**2,288.80**	4,182.85	Reminder Notice Issued
96392	**880.00**	880.00	Debtor with Credipac
108	**21.00**	124.40	Reminder Notice Issued
98614	**33.45**	33.45	Final Notice Issued
80095	**55,304.39**	55,304.39	Debtor with Credipac
80165	**9,672.69**	9,672.69	Monthly Repayments are being made
80129	**20.75**	67,139.29	Reminder Notice Issued
82966	**130.00**	130.00	Reminder Notice Issued
97101	**400.00**	400.00	Debtor with Credipac
82551	**996.75**	996.75	Debtor with Credipac
96375	**64.00**	64.00	Reminder Notice Issued
81258	**10,183.14**	10,813.14	Debtor made monthly payment
	86,818.96	**157,364.95**	

12.2.3. List of Accounts Paid Under Delegation 18

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of accounts paid under delegated authority in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

Delegation 18 – Payment of Creditors was adopted by Council on 17 July 2007.
This delegation gives authority to make payments from the Municipal Fund or Trust Fund to the Chief Executive Officer. There is a sub delegation to the Executive Manager Corporate Services, Manager Financial Services and Financial Officers.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.42
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

POLICY IMPLICATIONS

Delegation 18 – Payment of Creditors

FINANCIAL IMPLICATIONS

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

In accordance with statutory requirements and delegated authority, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name, amount of payment, date of payment and sufficient information to identify the transaction. The list is to be presented to Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

ATTACHMENTS

List of Accounts Paid Under Delegation 18.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

COUNCIL DECISION

Minute No. 8047

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

Carried Unanimously 5/0

List of Accounts Paid Under Delegation 18

List of accounts submitted to Council 22/01/08

EFT	Date	NAME	DESCRIPTION	Amount
EFT101885	07/12/2007	ALLGEAR MOTORCYCLES	WATER PUMP, PLATE COMPACTOR, REPAIRS TO EQUIP	5,161.62
EFT101886		ARGYLE ENGINEERING	HIRE OF CRANE TO LIFT PANELS	159.50
EFT101887		ARGYLE IRRIGATION PTY LTD	HONDA TWIN IMPELLER FIRE FIGHTING PUMP - CFVBFB	935.00
EFT101888		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	626.14
EFT101889		AUSFUEL AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	12,664.84
EFT101890		AUST LOCAL GOVERNMENT JOB DIRECTORY	ANNUAL SUBSCRIPTION TO AUST LG JOB DIRECTORY	583.00
EFT101891		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	389.40
EFT101892		AUSTRALIAN INTERACTIVE MULTIMEDIA	SANYO PLCXU87 XGA WIRELESS PROJECTOR 2500 ANSI	3,054.00
EFT101893		BOAB REFRIGERATION AND AIRCON	AIRCON INSTALL KOOJARRA ST, MAINT POOL & HALL	2,351.25
EFT101894		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL BOTTLE RENTAL - AUG 07	203.97
EFT101895		BOSS FLUID POWER	CONSUMABLES FOR DEPOT	1,680.37
EFT101896		BRENDAN JOHNS ELECTRICS	REPAIRS TO RUNWAY LIGHTING	361.44
EFT101897		BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY FOR SITE 604002 GWNTV	74.61
EFT101898		CABCHARGE	CABCHARGES USED DURING CONFERENCES IN PERTH	547.74
EFT101899		CARPET VINYL & TILE CENTRE	2 X 10 LITTER PAINT FOR WYNDHAM ADMIN, REFURB	196.02
EFT101900		CHEMISTRY CENTRE (WA)	CHEMICAL SAMPLING OF HONEYMOON BEACH WATER	165.00
EFT101901		CIVIC LEGAL	PROFESSIONAL FEES	3,493.73
EFT101902		CORPORATE EXPRESS	FURNITURE- WYNDHAM AND COMMUNITY, STATIONERY	9,910.72
EFT101903		DAVE WOODS	DAVID'S MASSAGING PAID TO LEISURE CENTRE IN ERROR	70.00
EFT101904		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR WY 37	131.00
EFT101905		DEXION BALCATTA	LARGE ARCHIVING FOLDERS AND LOOP RACKS	983.85
EFT101906		DIAMONDTECH PLUMBING & GAS P/L	DISCONNECTION OF PLUMBING AT EWIN CENTRE	292.50
EFT101907		DOUGLAS ALEXANDER	ELECTRICITY SUBSIDY	234.45
EFT101908		EAST KIMBERLEY HARDWARE	VARIOUS TOOLS, CONCRETE, MATERIALS FOR VEHICLES	431.45
EFT101909		EAST KIMBERLEY PLUMBING	REPAIRS TO LEAKING BATHROOM TAPS	908.60
EFT101910		FEWSTER, KELLY	REIMBURSEMENT ELECTRICITY SUBSIDY	419.76

EFT101911	FRANMOR CONSTRUCTIONS PTY LTD	REMOVAL OF EWIN CENTRE DEMOUNTABLE BUILDING	965.80
EFT101912	GARRATT,SARAH	FITNESS CLASSES	1,310.00
EFT101913	HOT WIRE ELECTRICS	COMMUNITY SERVICES OFFICE-ELECTRICAL WORKS	4,290.00
EFT101914	IT VISION ITV	RECORDS TRAINING J ELLIS	1,155.00
EFT101915	JAB INDUSTRIES	HIRE OF EXCAVATOR AND TRUCK TO REMOVE WEED	7,546.00
EFT101916	JASON SIGNMAKERS LTD	STREET SIGNS	551.32
EFT101917	JORRITSMA H & CO	EQUIPMENT FOR HEALTH TRAINING	853.40
EFT101918	JSW HOLDINGS PTY LTD	RESHAPING OF DRAINS ON IVANHOE ROAD	816.75
EFT101919	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	3,562.14
EFT101920	KIMBERLEY HYDRAULICS	MANUFACTURE HYDRAULIC HOSE	97.46
EFT101921	KIMBERLEY INDUSTRIES METALAND	STEEL AND SUNDRY ITEMS- SOMETHING CONCRETE	27,859.36
EFT101922	KIMBERLEY MARKETING	GOODS FOR DISCO TO BE HELD ON 5TH OCTOBER 2007	599.41
EFT101923	KIMBERLEY METAL RECYCLERS	PROCESSING PLASTIC AND STEEL DRUMS FOR AUG 07	1,007.10
EFT101924	KIMBERLEY MOTORS	FUEL CHARGED TO CARDS FOR OCTOBER 2007	2,570.56
EFT101925	KIMBERLEY STOCK-OLIVER	SUPPLY RETIC CONTROLLER & GALVANISED FOOTPUMP	1,335.29
EFT101926	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACTUAL PAYMENTS	19,528.15
EFT101927	KUNUNURRA AGRICULTURAL SOCIETY	WRISTBANDS FOR WYNDHAM RESIDENTS TRIP TO KLC	30.00
EFT101928	KUNUNURRA BETTA ELECTRICAL & GAS	110 LITRE FRIDGE FOR COMMUNITY SERVICES OFFICE	279.00
EFT101929	KUNUNURRA COURIERS	WATER DELIVERED. HIRE OF COOLER UNIT	230.00
EFT101930	KUNUNURRA DIESEL SERVICES	KM SERVICE-10 TONNE. TRUCK, REFLECTIVE TRIANGLE KIT	1,386.95
EFT101931	KUNUNURRA HOME HARDWARE	EQUIPMENT FOR ENVIRONMENTAL HEALTH TRAINING	396.66
EFT101932	KUNUNURRA MOBILE WELDING SERVICE	SUPPLY & INSTALLATION NEW ENTRY GATES LEISURE	3,300.00
EFT101933	KUNUNURRA REFRIGERATION	REPAIR AIR CON IN ESO OFFICE IN SHIRE OFFICES	247.50
EFT101934	KUNUNURRA SECURITY SERVICE	AIRPORT SCREENING,SECURITY PATROLS & ALARM LEASE	16,192.00
EFT101935	L.G.R.C.E.U	PAYROLL DEDUCTIONS	30.60
EFT101936	LANDGATE	EXTRACTION OF VARIOUS DATA	288.65
EFT101937	NETWORK DRAFTING	DRAFTING SERVICES	1,856.25
EFT101938	NORTHERN IT SERVICES	ONGOING TECHNICAL MAINTENANCE	132.00
EFT101939	OFFICE NATIONAL KUNUNURRA	DESK, BINDING MACHINE, CHAIR, STAMPS, REPAIR PRINTER	2,862.57

EFT101940	ORD RIVER DIST CO-OP	1X5 LITRE KAMBA 1X5 LITRE LOSBAN3X20 POWER/MAX	891.00
EFT101941	ORD RIVER ELECTRICS	REPLACE BLOWN FLUORO TUBES TO 3 SQUASH COURTS	551.54
EFT101942	ORIA ORCHARDS	FLOWERS FOR FRONT OFFICE	30.00
EFT101943	PAINT INDUSTRIES PTY LTD	RUNWAY PAINT FOR KUNUNURRA AIRPORT	2,781.90
EFT101944	PPCA LTD	PPCA BACKGROUND MUSIC LICENSE	1,136.01
EFT101945	RACHEL NELSON	REVIEW, EDIT DRAFT VEGETATION MANAGEMENT PLAN	660.00
EFT101946	RB DESSERT SEED CO	5 X 1KG LAWN SEED	220.00
EFT101947	REBECCA JACOB	REIMBURSEMENT OF EXPENSES FOR AWARDS DAY	94.08
EFT101948	RED SUN SPORTS	PUNCHING BAG	149.95
EFT101949	ROCH DEVENISH-MEARES	REIMBURSEMENT FOR EXPENSES FOR TRAVEL	299.06
EFT101950	ROYAL LIFE SAVING (WA BRANCH)	MATERIALS FOR BRONZE MEDAL TRAINING	457.80
EFT101951	SHERIDAN'S FOR BADGES	NAME BADGES	98.98
EFT101952	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	1,024.00
EFT101953	SPORTSWORLD OF WA	MATERIALS FOR SWIMMING POOL	1,234.20
EFT101954	TELFORD INDUSTRIES	AP252 : CALCIUM HARDNESS (CALCICOL)	596.86
EFT101955	THE CANVAS SHED	SUPPLY AND INSTALLATION OF BLINDS IN NEW OFFICE	1,991.77
EFT101956	TNT AUSTRALIA PTY LIMITED	FREIGHT COSTS	189.61
EFT101957	TOLL IPEC PTY LTD	FREIGHT COSTS	319.43
EFT101958	TOLL WEST	FREIGHT COSTS- 3 WEEKS, INCLUDES FURNITURE, BOOKS	5,084.55
EFT101959	TONY'S PLUMBING & EXCAVATION PTY LTD	WATER SYSTM KOOJARRA ST, TAP REPAIR, CLEAR TOILET	6,223.57
EFT101960	TOP END MOTORS	VEHICLE SERVICING	848.20
EFT101961	TOP END TILT TRAY HIRE	REMOVAL OF VEHICLE TO DEPOT	198.00
EFT101962	TRAVIS ROSS	REIMBURSEMENT OF EXPENSES - HOLIDAYS PRGRAMS	400.00
EFT101963	TRENGOVE, AMANDA JANE	ELECTRICITY SUBSIDY REIMBURSED	656.25
EFT101964	TRIPP, KATYA MARIE	ELECTRICITY SUBSIDY	131.25
EFT101965	WA LOCAL GOVERNMENT ASSOCIATION WALGA	LOCAL GOVERNMENT ELECTIONS ADVERTISING	1,455.62
EFT101966	WA TELECENTRE KUNUNURRA	BINDING OF EH WORKER MANUALS	24.00
EFT101967	WYNDHAM SUPERMARKET	CONSUMABLES SCHOOL HOLIDAY PGM, COUNCIL	937.47

EFT101968		WYNDHAM TOURIST INFORMATION CENTRE	SUPPLY OF INFORMATION SERVICES FOR WYNDHAM	476.66
EFT101969	14/12/2007	ACCOR ALL SEASONS KUNUNURRA	ACCOMMODATION FOR G TARGETT AEROBICS COURSE	679.50
EFT101970		ARGYLE MOTORS	SERVICE FOR PRADO WY001	299.20
EFT101971		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FINANCE CHARGES ON OVERDUE INVOICES	5.36
EFT101972		AUSTRALIA POST, ACCOUNTS RECEIVABLE TEAM	POSTAGE SUPPLIED FOR NOVEMBER 2007	892.54
EFT101973		AUTO PRO KUNUNURRA	2000KG FLOOR JACK	199.80
EFT101974		BOAB REFRIGERATION AND AIRCON	TEST AIR CON NOT WORKING CORRECTLY	82.50
EFT101975		BRITEL ENTERPRISES	ADVERTISEMENT IN SES SUMMER/AUTUMN JOURNAL	520.00
EFT101976		CARPET VINYL & TILE CENTRE	FLOOR COVERINGS FOR EMEDS OFFICE	405.90
EFT101977		CIVIC LEGAL	LEGAL EXPENSES	1,622.48
EFT101978		CORPORATE EXPRESS	FURNITURE COMMUNITY SERVICES & STATIONERY	5,409.08
EFT101979		COURIER AUSTRALIA	FREIGHT OF GOODS TO KUNUNURRA OFFICE	94.17
EFT101980		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE LAPTOPS FOR SALARY SACRIFICE & PRINTER	20,006.16
EFT101981		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR 7 TONNE TRUCK	160.01
EFT101982		DY-MARK (WA) PTY LTD	WHITE SPOT MARKING PAINT	290.40
EFT101983		EAST KIMBERLEY GLASS	REGLAZE BROKEN WINDOW AT LEISURE CENTRE CALLOUT	450.00
EFT101984		EAST KIMBERLEY HARDWARE	VARIOUS CONNECTIONS FOR WATERSLIDE	617.35
EFT101985		EAST KIMBERLEY PLUMBING	INSPECT LEAKING WATER IN OFFICE TOILETS	289.30
EFT101986		FERTEIS, ELAINE	SPIN & TRAINING CLASSES	560.00
EFT101987		FEWSTER, KELLY	REIMBURSEMENT OF TELEPHONE EXPENSES	35.35
EFT101988		FIONA KUIPER	REIMBURSEMENT FOR CHRISTMAS DECORATIONS	143.43
EFT101989		FRANMOR CONSTRUCTIONS PTY LTD	REPAIRS TO SQUASH COURTS EMERGENCY EXITS	1,420.37
EFT101990		FRONTIER POST & NEWS	CANON PRINTER FOR WYNDHAM CHILDCARE CENTRE	170.80
EFT101991		FYSH GRADER HIRE	TABLE DRAIN IMPROVEMENTS MAINTENANCE GRADING	9,086.00
EFT101992		GALLERY SYSTEMS	SUPPLY OF MATERIALS FOR ADMIN	680.20
EFT101993		GARRATT,SARAH	FITNESS CLASSES	400.00
EFT101994		GUERINONI & SON	5M X N20 CONCRETE - WEABER PLAINS CONSTRUCTION	836.22
EFT101995		IT VISION ITV	RATES TRAINING FOR KEN COTTER	1,870.00
EFT101996		JASON SIGNMAKERS LTD	ENGRAVED CEMETERY PLAQUE	21.45

EFT101997	JOANNE BARKLA	REIMBURSEMENT OF POWER FOR 01/07/07-23/07/07	44.11
EFT101998	JOHN HOLLAND PTY LTD	TRAFFIC MANAGEMENT SIGNS	16,500.00
EFT101999	JSW HOLDINGS PTY LTD	HIRE OF ROLLER FOR WEABER PLAINS ROAD DRAINAGE	14,078.63
EFT102000	K & M ALLCLEAN	CLEANING OF OFFICE, LEISURE CENTRE AND AIRPORT	14,846.30
EFT102001	KIMBERLEY COMMUNICATIONS	RESET TRIPLE J RECEIVER	77.00
EFT102002	KIMBERLEY ECHO-ALBANY ADVERTISER	ADVERTISING	2,055.88
EFT102003	KIMBERLEY INDUSTRIES METALAND	HARDWARE ITEMS	185.58
EFT102004	KIMBERLEY MARKETING	CARTON OF TIDY BAGS FOR HOUSING CLEAN UP	109.90
EFT102005	KINGS CROWN INSTRUMENTATION & ELECTRICAL	ELECTRICITY INSTALL/REPAIR WYND LIBRARY, REC, TENNIS	1,743.50
EFT102006	TOTAL EDEN - KP PUMPS	POOL HOSE & CLAMPS	83.38
EFT102007	KUNUNURRA BETTA ELECTRICAL & GAS	SMALL REFRIGERATOR FOR AIRPORT	299.00
EFT102008	KUNUNURRA COURIERS	DELIVERY OF BOTTLES	16.00
EFT102009	KUNUNURRA HOME HARDWARE	GAS BOTTLE REFILLS, LIQUID NAILS	134.86
EFT102010	KUNUNURRA MOBILE WELDING SERVICE	MATERIALS FOR LEISURE CENTRE ENTRY GATE	440.00
EFT102011	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1APW393	440.00
EFT102012	LABOUR OF LOVE	COURSE FEES. AQUA AEROBICS INSTRUCTOR COURSE.	2,970.00
EFT102013	LAKESIDE BLINDS & MACHINERY	SPREAD TOPSOIL TO LAWN AREA	1,190.00
EFT102014	MCKINLAY, BETTY	REIMBURSEMENT OF EXPENSES	50.00
EFT102015	NORBUILT PTY LTD	BRICK PAVERS FOR FOOTPATHS	2,640.00
EFT102016	OFFICE NATIONAL KUNUNURRA	REPAIRS TO PLOTTER, CREDENZA, STATIONERY	1,080.61
EFT102017	ORD RIVER ELECTRICS	TEST AND REPLACE THEATRE GLOBES, DEPOT FLURO	1,170.74
EFT102018	ROGERS MACHINERY SERVICE	1 X SET (3) BLADES FOR ROM WY11485	84.90
EFT102019	ROYAL LIFE SAVING (WA BRANCH)	ENROLMENT FOR LEISURE CENTRE STAFF	1,590.00
EFT102020	ROYAL LIFE SAVING SOCIETY NT BRANCH INC	LIFEGUARD COURSE FOR WYNDHAM MANAGER	135.00
EFT102021	RUMOURS PATISSERIE	CATERING FOR ORD LAND AND WATER MEETING	41.25
EFT102022	SHIRE OF DERBY-WEST KIMBERLEY	REIMBURSEMENT OF LONG SERVICE LEAVE R.DUNSTER	2,921.88
EFT102023	SOUTH WEST FIRE UNITS	HOSE REEL WITH BRACKETS AND SPRING BOLT	1,119.25
EFT102024	SPORTSWORLD OF WA	SPORTS EQUIPMENT FOR TENNIS VOLLEYBALL ETC	351.45
EFT102025	THE CANVAS SHED	REPAIRS TO WYNDHAM POOL SHADE SAILS	266.75
EFT102026	TNT AUSTRALIA PTY LIMITED	FREIGHT OF WATER SAMPLES TO PERTH AND RETURN	265.84
EFT102027	TOLL WEST	FREIGHT FOR WEEKENDING 25/11/07	80.68

EFT102028		TUCKERBOX/RETRAVISION	ITEMS FOR KUNUNURRA AIRPORT	58.73
EFT102029		WA LOCAL GOVERNMENT ASSOCIATION WALGA	OFFICER PROFESSIONAL DEVELOPMENT TRAINING	5,988.15
EFT102030		WA LOCAL GOVERNMENT SUPERANNUATION PLAN	MEMBER BASIC - EMPLOYER BASIC SUPER	55,382.23
EFT102031		WYNDHAM SUPERMARKET	CONSUMABLES OPEN COMMUNITY BBQ, HOLIDAY PGM	1,142.46
EFT102032	17/12/2007	HEALTH CORPORATE NETWORK	SEPTIC APPLICATION FOR LOC 383 PACKSADDLE ROAD	35.00
EFT102033		KIMBERLEY METAL RECYCLERS	MONTH PAYMENT FOR MANAGEMENT OF LANDFILL SITES	21,103.50
EFT102034	19/12/2007	AIRPORT LIGHTING SPECIALISTS	TRANSFORMERS & FREIGHT	2,610.30
EFT102035		ALLGEAR MOTORCYCLES	HONDA MOWER AND BRUSH CUTTER, PARTS, PUMP	3,371.55
EFT102036		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	5 ASIC CARDS	420.00
EFT102037		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	24,424.41
EFT102038		AUTO PRO KUNUNURRA	UHF RADIO AND ANTENNA	515.40
EFT102039		BISHOP CONTRACTING	HIRE OF CHIPPER AND OPERATOR	550.00
EFT102040		BLACKWOODS ATKINS PTY LTD	PROTECTIVE & SAFETY EQUIPMENT	1,573.76
EFT102041		BOAB BOOKS	GIFT FOR CITIZENSHIP CEREMONY	59.95
EFT102042		BOAB CARPENTRY MAINTENANCE SERVICE	WINDOW REPAIRS & DOOR REPAIRS	1,182.28
EFT102043		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL RENTAL OF GAS BOTTLES FOR NOV 07	213.16
EFT102044		BRANKO BP MOTORS	FUEL PURCHASES JULY 07	2,060.23
EFT102045		BROOME BEADS	MATERIALS FOR JANUARY SCHOOL HOLIDAY PROGRAM	300.00
EFT102046		BUSH CAMP SURPLUS STORES	SHORTS AND BOOTS FOR BRUCE HARDING	579.00
EFT102047		CONFERENCE COORDINATORS - ALGA	GENERAL ASSEMBLY OF LOCAL GOVERNMENT BALANCE	330.00
EFT102048		CORPORATE EXPRESS	PEDESTAL & WORKSTATION COMMUNITY SERVICES	1,267.20
EFT102049		COUNCILLOR JOHN BUCHANAN	REIMBURSEMENT OF MEAL EXPENSES	206.00
EFT102050		COUNCILLOR KEITH WRIGHT	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102051		COURIER AUSTRALIA	FREIGHT OF FIRE FIGHTING UNIFORMS	87.12
EFT102052		DARWIN CENTRAL HOTEL	ACCOMMODATION FOR CR MILLS FOR ALGA	209.90
EFT102053		DAVEY TYRE AND BATTERY SERVICE	SECOND HAND TYRE FITTING AND BALANCE TO 1CGR337	68.00

EFT102054	DOUGLAS, KERRY LYNETTE	REIMBURSEMENT OF EXPENSES	128.55
EFT102055	EAST KIMBERLEY HARDWARE	CEMENT, MATERIALS, HARDWARE SUPPLIES	2,455.65
EFT102056	EAST KIMBERLEY PLUMBING	HARDWARE TO REPLACE CISTERN TO TAP	13.20
EFT102057	FRANMOR CONSTRUCTIONS PTY LTD	THATCHING TO SMALL GAZEBO AT KNA LEISURE CENTRE	11,446.77
EFT102058	GARRATT,SARAH	ROWING MACHINE FOR LEISURE CENTRE	800.00
EFT102059	HALLMARK EDITIONS	ADVERT FOR MANAGER OF TECHNICAL SERVICES	198.00
EFT102060	ICE AGE REFRIGERATION & AIR-CONDITIONING	CHECK WYNDHAM REC CENTRE MAIN AIR CON	324.50
EFT102061	JORRITSMA H & CO	FITTINGS FOR PACKSADDLE BFB UNIT	872.00
EFT102062	JSW HOLDINGS PTY LTD	HIRE OF MULTI ROLLER FOR WEABER PLAINS ROAD	4,796.00
EFT102063	JUST FRAMED	FRAMING OF 8 SERVICE RECOGNITION AWARDS	1,144.00
EFT102064	KIMBERLEY ECHO-ALBANY ADVERTISER	PRINTED ENVELOPES, ADVERTISING	1,456.46
EFT102065	KIMBERLEY HYDRAULICS	MEASURE NEW RESERVOIR FOR POWER PACK	1,233.27
EFT102066	KIMBERLEY INDUSTRIES METALAND	JOCKEY WHEEL WINDING HANDLE	92.58
EFT102067	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACT PAYMENT PLUS VARIATIONS	62,646.84
EFT102068	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPLACE CONTRACTORS AT WYNDHAM EFFLUENT	473.30
EFT102069	KNICKEL GARDENING SERVICES	CONTRACT FOR GARDENING PROVIDED	31,614.93
EFT102070	TOTAL EDEN - KP PUMPS	RETIC SUPPLIES FOR GARDEN AT YOUTH CENTRE	157.31
EFT102071	KUNUNURRA DISTRICT HIGH SCHOOL	ANNUAL FUNDING TOWARDS KIMBERLEY CUP	1,700.00
EFT102072	KUNUNURRA HOME HARDWARE	PURCHASE OF 9KG EMPTY GAS BOTTLE	53.20
EFT102073	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1CIU595	302.50
EFT102074	LANDGATE	INFORMATION SEARCHES FOR NOVEMBER 2007	120.51
EFT102075	LGIS INSURANCE BROKING	AVIATION LIABILITY	12,055.00
EFT102076	MERCURE HOTEL PERTH	MEALS AND ACCOMMODATION FUNCTIONAL COMMUNITIES	1,174.00
EFT102077	NORTHERN IT SERVICES	INSTALL SERVER AND SOFTWARE KUNUNURRA LIBRARY	1,423.30
EFT102078	OFFICE NATIONAL KUNUNURRA	COPY COUNT CHARGES AND OFFICE SUPPLIES	3,017.53
EFT102079	ORIA ORCHARDS	FLOWERS DELIVERED WEEKLY	15.00
EFT102080	PLANT HIRE SERVICES PTY LTD	WEABER PLAINS EROSION MITIGATION, TRUCK HIRE	115,766.75
EFT102081	RACHEL WORNES	REIMBURSEMENT OF ELECTRICITY EXPENSES	217.05

EFT102082		REDWAVE MEDIA PTY LTD	FINANCE/ADMIN POSITIONS RADIO ADVERT	341.00
EFT102083		ROCH DEVENISH-MEARES	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102084		SCRIBAL GROUP ACCOUNTS PTY LTD	CALENDARS	211.80
EFT102085		SHELF SUPPLY	WORK SHORTS FOR AIRPORT STAFF	667.00
EFT102086		SHENCO	EMBOSSED LGMA DIARIES 2008	131.70
EFT102087		SHERIDAN'S FOR BADGES	NAME BADGES FOR SHIRE COUNCILLORS	142.97
EFT102088		SOUTH WEST FIRE UNITS	NEW LID FOR WYNDHAM'S FIRE FIGHTING TANK	27.72
EFT102089		STUBBS, PETER	REIMBURSEMENT OF TELEPHONE EXPENSES	53.12
EFT102090		THE KIMBERLEY GRANDE	CHRISTMAS PARTY FUNCTION MEALS AND LIMITED BAR	3,634.80
EFT102091		THORLEY'S STORE	TRANSPORT AND DELIVERY OF SHIRE BAG 22 DAYS	400.00
EFT102092		TNT AUSTRALIA PTY LIMITED	FREIGHT OF SAMPLES TO BROADWAY	92.77
EFT102093		TRENGOVE, AMANDA JANE	REIMBURSEMENT OF ELECTRICITY SUPPLY PAID	300.00
EFT102094		TYRE MARKETERS	SUPPLY AND FIT OF NEW TYRE TO WY11650	247.48
EFT102095		WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISING	15,412.73
EFT102096		WESTERN LOCKSERVICE	LOCK CYLINDER AND KEYS & FREIGHT	145.75
EFT102097		WYNDHAM SUPERMARKET	CONSUMABLES FOR CHILD CARE CENTRE	259.05
EFT102098	21/12/2007	K & M ALLCLEAN	EMPTY BINS AT LEISURE CENTRE JULY AND AUGUST	914.32
EFT102099	04/01/2008	AIRSERVICES AUSTRALIA	ERSA - 12 MONTH AMENDMENT SERVICE ONLY	109.65
EFT102100		ALLGEAR MOTORCYCLES	MOTOR WACKER PACKER, ALLOY KIT, SNIPPER CORD	1,085.65
EFT102101		ARGYLE MOTORS	RADIATOR COOLANT	58.39
EFT102102		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	313.07
EFT102103		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	SECURITY CHECKS	162.00
EFT102104		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	194.70
EFT102105		BRANKO BP MOTORS	FUEL PURCHASED NOVEMBER 2007	869.74
EFT102106		BRENDAN JOHNS ELECTRICS	REPAIR FAULT ON BACKUP POWER FOR OFFICE	206.25
EFT102107		BRUCE HARDING	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	86.00
EFT102108		CABCHARGE	CABCHARGE FEES FOR NOVEMBER 2007	145.05
EFT102109		CHEMISTRY CENTRE (WA)	REPORT ON WATER SAMPLE RECEIVED	165.00
EFT102110		CORPORATE EXPRESS	STATIONERY ITEMS AND PRINTER CARTRIDGES	3,841.14
EFT102111		CROCODILE SIGNS	MOOCHALABRA DIRECTIONAL SIGNS	728.20

EFT102112	DRIVEWEST CAR RENTALS	HIRE OF VEHICLE FOR R BAIRSTOW CONFERENCE	137.86
EFT102113	EAST KIMBERLEY HARDWARE	REBATE DOMED BOLLARDS & HARDWARE SUPPLIES	17,560.50
EFT102114	EAST KIMBERLEY REAL ESTATE	COMMISSION FROM SALE OF PROPERTIES	26,488.00
EFT102115	FEWSTER, KELLY	REIMBURSEMENT OF ELECTRICITY EXPENSES	322.95
EFT102116	FISCHER, CYNTHIA	TOILET CLEANING CONTRACT WYNDHAM	3,642.37
EFT102117	GARY MCCARNEY	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	167.10
EFT102118	IT VISION ITV	SYNERGY SOFT IMPLEMENTATION - TRAVEL NOT BILLED	394.75
EFT102119	JSW HOLDINGS PTY LTD	HIRE OF WATER TRUCK TO DELIVER WATER TO LANDFILL	209.00
EFT102120	JUST FRAMED	FRAMED BOAB PICTURES FOR VOLUNTEER OF THE YEAR	210.00
EFT102121	KIMBERLEY COLLEGE OF TAFE	STAFF TRAINING FOR BETTY MCKINLAY	64.80
EFT102122	KIMBERLEY COMMUNICATIONS	UHF RADIO, ANTENNA & INSTALLATION	3,888.50
EFT102123	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	782.54
EFT102124	KIMBERLEY INDUSTRIES METALAND	SEAL & TILT 205L DRUM	2,156.00
EFT102125	KIMBERLEY KOOL REFRIGERATION	REPAIR AIR-CON IN SECURITY WAITING ROOM KUNUNURRA	528.00
EFT102126	KIMBERLEY PUMPING SERVICE	INSTALL AND REALIGN MOTOR FOR IVANHOE PUMP SHED	2,574.00
EFT102127	KIMBERLEY VET CENTRE	ANIMAL MEDICATION	1,399.10
EFT102128	KINGS CROWN INSTRUMENTATION & ELECTRICAL	CONNECT HOT WATER BOOSTER TO 67 KOOJARRA STREET	368.50
EFT102129	KUNUNURRA DIESEL SERVICES	SERVICE TO WY12352	308.25
EFT102130	KUNUNURRA HOME HARDWARE	MATERIALS FOR TREES	46.87
EFT102131	KUNUNURRA REFRIGERATION	REPAIRS TO ESO OFFICE AIRCON	151.07
EFT102132	KUNUNURRA RURAL TRADERS	SERVICE OF FIRE EXTINGUISHERS	1,165.25
EFT102133	L.G.R.C.E.U	PAYROLL DEDUCTIONS	15.30
EFT102134	LANDGATE	VALUATIONS	40.60
EFT102135	NORBUILT PTY LTD	PROGRESS CLAIM KUNUNURRA YOUTH CENTRE	26,197.95
EFT102136	NORTHERN IT SERVICES	INSTALL WIRELESS IN WYNDHAM OFFICE	935.00
EFT102137	NATIONAL HIRE	LIGHTING TOWER METRO FOR CHRISTMAS PARTY	226.71
EFT102138	OFFICE LINE	WHITEBOARD FOR COMMUNITY SERVICES OFFICE	104.50

EFT102139	OFFICE NATIONAL KUNUNURRA	REAMS OF WHITE PAPER FOR KNA OFFICE	531.64
EFT102140	OOMBULGURRI ASSOCIATION INCORPORATED	SHARE OF FLIGHT TO OOMBULGURRI	235.00
EFT102141	ORD RIVER ELECTRICS	REPLACE EXHAUST FAN TOILETS, LIGHTING REPAIRS	1,559.60
EFT102142	ORIA ORCHARDS	FLOWERS DELIVERED TO SHIRE	30.00
EFT102143	PEERLESS JAL PTY LTD	MATERIALS FOR WYNDHAM DEPOT	963.69
EFT102144	PLANT HIRE SERVICES PTY LTD	MOVING GRAVEL FOR WEABER PLAIN DRAINAGE	4,310.63
EFT102145	RACHEL NELSON	FINAL EDIT DRAFT VEGETATION MANAGEMENT PLAN	110.00
EFT102146	ROGERS MACHINERY SERVICE	SERVICE TO TRACTOR AND MTC	878.75
EFT102147	SETON AUSTRALIA PTY LTD	SUPPLY OF CRYSTAL PINK LOTION SOAP	197.56
EFT102148	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	135.00
EFT102149	SMEC AUSTRALIA PTY LTD (PERTH)	PREPARATION OF SCHEME REPORT AND MAPPING	2,420.00
EFT102150	SPORTSWORLD OF WA	CONSUMABLES FOR SALE	764.23
EFT102151	THE CANVAS SHED	SUPPLY AND FIT NEW BAMBOO BLINDS TO AIRPORT	644.82
EFT102152	TOLL WEST	FREIGHT EXPENSES	2,705.74
EFT102153	TOTAL EDEN - KP PUMPS	RETIC FITTINGS FOR EWIN CENTRE GARDENS	1,371.46
EFT102154	WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISEMENT OF VACANCIES AND TENDERS	2,939.66
EFT102155	WESTRALIA AIRPORTS CORPORATION PTY LTD,	AVIATION SECURITY IDENTIFICATION CARD	400.00
EFT102156	WILL SPENCE	RELOCATION REIMBURSEMENT	1,612.90
EFT102157	WYNDHAM SUPERMARKET	FOOD FOR STAFF RECOGNITION LUNCHEON	48.51
		Total EFT Payments	**813,219.94**

Cheque	Date	Name	Description	Amount
38139	07/12/2007	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REPAYMENT	81.35
38140		COMMUNICATION AND PROTECTIVE SOLUTIONS	COMMANDER HANDSETS FOR COMMUNITY SERVICES	2,748.70
38141		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE OF LAPTOPS FOR SALARY SACRIFICE	3,295.90
38142		EARTHWALK KIMBERLEY	SUPPLY OF PLANTS FOR WYNDHAM OFFICE	2,585.00
38143		GLOBALSTAR AUSTRALIA PTY LIMITED	SATELLITE PHONE USAGE	242.99
38144		HALLS CREEK CONSTRUCTION & MAINTENANCE	REFUND OVER PAYMENT OF TIPPING FEES	15.00

38145		HORIZON POWER	ELECTRICITY SUPPLIED	14,229.25
38146		IVANHOE VILLAGE CARAVAN RESORT	ACCOMMODATION - SOMETHING CONCRETE PROJECT	5,237.10
38147		JONES, DEBBIE ISOBEL	REIMBURSEMENT OF EXPENSES FOR CONFERENCE	89.85
38148		MEGAN HUNT	CLEANING OF WYNDHAM FACILITIES	759.00
38149		NGNOWAR-AERWAH ABORIGINAL CORPORATION	BOND REFUND FOR PETER REID MEMORIAL HALL	1,000.00
38150		NORBUILT PTY LTD	KUNUNURRA YOUTH CENTRE PROGRESS CLAIMS 9 + 10	506,301.28
38151		ORD LAND AND WATER INCORPORATED	WEED CONTROL AND SALVINIA ERADICATION	8,104.42
38152		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34
38153		RICK SPRY	TELEPHONE REIMBURSEMENT	37.41
38154		SHIRE OF HALLS CREEK	OVER PAYMENT OF CONTRIBUTION TO RELOCATION	139.65
38155		ST JOSEPH'S SCHOOL (WYNDHAM)	HIRE OF BUS- CEO/COUNCILLOR TOUR OF WYNDHAM	70.00
38156		TELSTRA	SHIRE PHONE EXPENSES	3,003.06
38157	10/12/2007	JOHANNA EPPLER	CITIZENSHIP AWARD FOR JOHANNA EPPLER	250.00
38158	14/12/2007	ARNOLD WOUTER BROLSMA	CROSSOVER FOR 12 GARDENIA DRIVE	738.65
38159		BUSBY INVESTMENTS T/A BUDGET RENT A CAR	CAR HIRE FOR K DOUGLAS FOR LIBRARY WORKSHOP	159.31
38160		CASH-PETTY CASH W.N.C.	PETTY CASH REIMBURSEMENT	50.00
38161		DEPARTMENT FOR PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES PURCHASED 15WY	260.00
38162		FOOD STARS P/L	HANDWASHING KITS & FREIGHT	111.00
38163		FRED MILLS	REIMBURSEMENT OF TRAVEL EXPENSES	103.16
38164		GRAB A BARGAIN VARIETY STORE	ASSORTED CHRISTMAS DECORATIONS	27.75
38165		HORIZON POWER	ELECTRICITY SUPPLIED	314.45
38166		JAMES MARGIN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38167		LANE KOKSHOORN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38168		MEGAN HUNT	CLEANING SERVICES AT WYNDHAM	874.50
38169		RYAN JAMESON	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38170		SAVILLE HOTEL DARWIN	ACCOMMODATION FOR KIMBERLEY ZONE CONFERENCE	3,709.15
38171	19/12/2007	AUSTRALIAN RED CROSS	PERSONALISED CHRISTMAS CARDS	357.00
38172		BAILEY'S FERTILISERS	SOIL ANALYSIS FOR PARKS	231.00

38173		DEPARTMENT OF TREASURY AND FINANCE	RECOVERIES OF LOST AND DAMAGES BOOKS	310.20
38174		EDWARD DUFF	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38175		FRED MILLS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38176		GEOFF GUNSON ELECTRICAL	INSTALL RETIC YOUTH CENTRE, CHANNEL PUMP REPAIRS	1,127.50
38177		HORIZON POWER	ELECTRICITY SUPPLIED	12,744.95
38178		HOTEL KUNUNURRA	CATERING FOR AUGUST COUNCIL MEETING	350.00
38179		JOHN HAMILTON MOULDEN	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38180		MAXINE MIDDAP	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38181		MEGAN HUNT	WYNDHAM CLEANING SERVICES	759.00
38182		ORDCO AGRICULTURE	4 X 20LT GLYSOPHATE	660.00
38183		ORICA AUSTRALIA PTY LTD	CHLORINE GAS FOR KUNUNURRA LEISURE CENTRE POOL	2,038.25
38184		PAUL CALEY	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38185		RALPH ADDIS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38186		RICHARD STEPHEN BEECK	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38187		SHIRE OF BROOME	REIMBURSEMENT OF EXPENSES FOR KIMBERLEY ZONE REGISTRATION AND MEALS	961.85
38188		TELSTRA	TELEPHONE EXPENSES FOR NOVEMBER 2007	3,067.31
38189		TERRITORY THRIFTY CAR RENTAL	HIRE OF VEHICLE FOR ALGA & ZONE MEETING NOV 07	610.53
38190		WATER CORPORATION	WATER SUPPLIED	3,031.40
38191		WEST-ONE	BUILDING SURVEYOR MANUAL AND FREIGHT	84.88
38192		WYNDHAM HEALTH SERVICE	STAFF MEDICAL	138.00
38193	04/01/2008	CASH - PETTY CASH KNX DEPOT	REIMBURSEMENT OF PETTY CASH EXPENSES	118.35
38194		COUNCILLOR MICHELE PUCCI	REIMBURSEMENT OF TAXI FARE AND FAX CHARGES	29.70
38195		DEPARTMENT OF TREASURY AND FINANCE	PAYMENT OF LOST BOOKS	23.25
38196		HORIZON POWER	ELECTRICITY SUPPLIED	21,120.00
38197		KUNUNURRA AMCAL PHARMACY	ITEMS FOR FIRST AID KITS AT AIRPORT AND DEPOT	141.48
38198		KUNUNURRA LOCK & KEY	KEYS CUT FOR KUNUNURRA ADMIN	246.00
38199		MEGAN HUNT	CLEANING CONTRACT WYNDHAM	759.00
38200		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34

38201		RICK SPRY	REIMBURSEMENT OF TELEPHONE EXPENSES PAID	32.33
38202		SUPA FRESH HOT BREAD SHOP	CATERING STAFF RECOGNITION LUNCHEON	182.00
38203		TELSTRA	TELSTRA MOBILE PHONE PAYMENT FOR NOVEMBER 2007	841.35
38204		WATER CORPORATION	WATER USAGE CHARGES	9,543.70
38205		ZURICH AUSTRALIAN INSURANCE	INSURANCE EXCESS FOR CLAIMS 017456 & 017459	600.00
			Total Cheque Payments	**615,671.64**
PAYROLL	05/12/2007	FORTNIGHTLY PAYROLL		101,916.25
PAYROLL		FORTNIGHTLY PAYROLL		1,746.06
PAYROLL		FORTNIGHTLY PAYROLL		529.82
PAYROLL	19/12/2007	FORTNIGHTLY PAYROLL		105,440.12
PAYROLL		FORTNIGHTLY PAYROLL		261.71
PAYROLL		FORTNIGHTLY PAYROLL		642.54
			Total Payroll Payments	**210,536.50**
DIRECT DEBIT		RENT 12/33 KONKERBERRY DRIVE KUNUNURRA		1,473.33
DIRECT DEBIT		BANK FEES		259.05
DIRECT DEBIT		BILL EXPRESS		27.50
DIRECT DEBIT		VISA PAYMENT		6,808.24
DIRECT DEBIT		WESTNET P/L		499.54
DIRECT DEBIT		MERCHANT FEES		428.95
DIRECT DEBIT		LOAN PAYMENT		9,669.66
			Total for Direct Debit Payments	**19,166.27**
			Total Payments Submitted to Council	**1,658,594.35**

12.2.4. Appointment of Auditor

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	61.34.03
ASSESSMENT NO:	N/A

PURPOSE

For the Council to review and endorse the Audit Committee's recommendation of the appointment of an Auditor for the Provision of Audit Services for the Shire of Wyndham East Kimberley for the next three years.

BACKGROUND

Under the requirements of the Local Government Act an auditor can be appointed for a maximum term of five years. Historically the Shire of Wyndham East Kimberley has appointed an auditor for a three-year term. It is recommended that this practice continues and that a three-year term be included in the request for quotation.

Haines Norton, the Shire's current auditor, was appointed for three years in 2005. The 2006/07 year will be the last year under that contract. That is under the current contract Haines Norton will audit the 2006/07 Annual Financial Statements. A new appointment is required for the 2007/08 financial year.

It was recommended that four firms with local government experience be invited to quote on the provision of audit services.

At the Audit Committee meeting dated 18 September 2007 the Audit Committee resolved

Minute No. AC 062

Moved: Cr M Pucci *Seconded: Cr J Buchanan*

That:

1. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" forms the basis of attracting and selecting an auditor.*

2. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" be sent to a minimum of four audit firms with Local Government audit experience.*

3. *an analysis of the quotations received be performed by the Chief Executive Officer, Executive Manager Corporate Services and Finance Manger and this analysis be provided to the audit committee with the quotations received at the December Audit Committee Meeting.*

CARRIED UNANIMOUSLY 3/0

At the Audit Committee Meeting of 18 December 2007 the Audit Committee considered Officers Recommendation and resolved:

Minute No A068

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee recommend that Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.*

2. *That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 7.1

Interpretation of this Part

7.1 . Interpretation of this Part

In this Part —

“approved auditor” means a person who is approved by the Minister under section 7.5;

“disqualified person” has the meaning given by section 7.4(2);

“qualified person” means a person who is an approved auditor or a registered company auditor and who is not a disqualified person;

“registered company auditor” means a person who is for the time being registered as an auditor or taken to be registered as an auditor under Part 9.2 of the *Corporations Act 2001* of the Commonwealth;

“regulations” means regulations made for the purposes of this Part.

[Section 7.1 amended by No. 10 of 2001 s.124.]

Division 2 — Appointment of auditors

Audit

7.2 . Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3 . Appointment of auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person to be its auditor.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

(a) a registered company auditor; or
(b) an approved auditor.

* *Absolute majority required.*

Disqualified person not to be auditor

7.4 . Disqualified person not to be auditor

(1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

(2) In this section —

"disqualified person" means a person who —

(a) is a councillor or an employee of the local government;

(b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —

(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or

(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;

(c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or

(d) is a member of a class of persons prescribed for the purposes of this subsection.

Approval of auditors

7.5 . Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

(a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* [4] as in force before that commencement; and
(b) was the auditor of a local government,

as an approved auditor for the purposes of this Act.

Term of office of auditor

7.6 . Term of office of auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

(a) his or her registration as a registered company auditor is cancelled;
(b) his or her approval as an approved auditor is withdrawn;
(c) he or she dies;
(d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
(e) the auditor resigns by notice in writing addressed to the local government; or
(f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or
(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

* *Absolute majority required.*

Executive Director may appoint auditor

7.7 . Executive Director may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Executive Director may appoint —

(a) a qualified person; or
(b) in default of an appointment under paragraph (a), the Auditor General,

to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

Terms of appointment of auditors

7.8 . Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Executive Director under section 7.7) are payable by the local government.

Division 3 — Conduct of audit

Audit to be conducted

7.9 . Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) prepare a report thereon; and
(b) forward a copy of that report to the Minister,

and that direction has effect according to its terms.

Powers of the auditor

7.10 . Powers of the auditor

(1) An auditor —

(a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted;
(b) may require from a member or an employee of the local government —
(i) any book, account, document or asset of the local government; or
(ii) any information, assistance or explanation,
necessary for the performance of the duty of the auditor in relation to the audit; and
(c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

(2) In this section and in section 7.11 “employee” includes a person who has a contract for services with the local government.

Power to demand production of books, etc.

7.11 . Power to demand production of books, etc.

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

Employees and financial institutions to furnish particulars of money received

7.12 . Employees and financial institutions to furnish particulars of money received

(1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.

(2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

Division 4 — General

Regulations as to audits

7.13 . Regulations as to audits

Regulations may make provision —

(a) with respect to matters to be included in agreements between local governments and auditors;
(b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;

(c) as to the manner in which an application may be made to the Minister for approval as an auditor;
(d) in relation to approved auditors, for —
(i) reviews of, and reports on, the quality of audits conducted;
(ii) the withdrawal by the Minister of approval as an auditor;
(iii) appeals to the Local Court against decisions to withdraw approval and the procedure relating to such appeals;
(e) for the exercise or performance by auditors of their powers and duties under this Part;
(f) as to the matters to be addressed by auditors in their reports;
(g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
(h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
(i) of a financial nature or not; or
(ii) under this Act or another written law.

[Section 7.13 amended by No. 64 of 1998 s.40.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An audit fee based on historic cost has been budgeted for 2007/08.

STRATEGIC IMPLICATIONS

Good governance requires that the Council be informed about the audit function and the responsibilities of Council in relation to appointment of the auditor, scope of the audit and monitoring the performance of the auditor. Additionally the results of audit should be communicated to Council to enable consideration of the audit findings.

COMMENT

A Request for Quotation was distributed in October 2007 with all quotations due to the Shire by 15 November 2007.

Two quotations were received from UHY Haines Norton Chartered Accountants and Byfields Accountants and Financial Advisers. Syngum Financial Services declined to quote. No reply was given by Bentlys MRI Perth.

An Evaluation Panel consisting of Peter Stubbs, Chief Executive Officer (CEO), Jo-Anne Ellis, Executive Manager Corporate Services (EMCpS), and Amanda Trengove, Manager Financial Services (MFS) reviewed each quotation. Each panel member completed an individual evaluation of the quotations prior to discussing as a group. All panel members agreed that UHY Haines Norton Chartered Accountants were the preferred supplier of Auditing Services. UHY Haines Norton Chartered Accountants were ranked highly in all qualitative criteria by all panel members. Their

price was lower than Byfields and considered reasonable. UHY Haines Norton's quotation also indicated a high level of experience and expertise. They have extensive Local Government experience and the experience of their key personnel within the Local Government Sector is highly regarded.

ATTACHMENTS

Quotation from Byfields Accountants and Financial Advisers
Quotation from UHY Haines Norton Chartered Accountants

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

1. That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.

2. That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.

COUNCIL DECISION

Minute No. 8048

Moved: Cr D Ausburn **Seconded: Cr J Parker**

1. ***That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.***

2. ***That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.***

Carried Unanimously 5/0

Byfields

Accountants & Financial Advisers

1 Reid Road (PO Box 614)
Kununurra WA 6743
Tel (08) 9168 1066 Fax (08) 9168 1090

Doc No. 06049.1
Date 14 NOV 2007
Officer YMCPS MB
Response
File 61.34.02

13 November 2007

Ms Jo-Anne Ellis
Executive Manager Corporate Services
Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743

Dear Jo-Anne,

QUOTE FOR PROVISION OF AUDIT SERVICES FOR 2007 - 2010

We thank you for your email dated 24th October 2007 regarding the above. We have understood your audit specification and are pleased to enclose our proposal for your Council's consideration.

Why Byfields?

- Our firm have developed a niche in providing services to local governments. We started as a rural firm, and have a long history in dealing with local governments' needs. We therefore understand the unique circumstances of individual local governments. In fact, **Byfields was one of only two firms involved in auditing local governments' accounts prior to the privatisation of the audit services for Councils in 1995.**

- We have a team of professional auditors who are down-to-earth and always easily accessible for you. They have extensive knowledge of auditing, and the Local Government Act 1995 (as amended) & related regulations. All staff is committed both professionally and proactively in their works.

- We provide personalised and quality services to all of our clients. We are committed to timely & quality completion of works, honesty and strict confidentiality. This has been achieved through adoption and implementation of rigorous quality control procedures within the firm.

- Consequently, we are confident that we could provide a cost effective and quality solution to your audit requirements. We aim to provide you with 100% client satisfaction and look forward to developing a long term relationship with your Council. Most importantly, we believe **Your Success is Our Success!**

We hope that this contact leads to an opportunity to discuss the enclosed proposal in more detail. If your Council require any further information or clarification, please do not hesitate to contact our Audit Manager, Jackson Wong immediately.

Yours faithfully,

Dale Woodruff

DALE WOODRUFF CPA
Registered Company Auditor (196677)
Partner

PARTNERS: Andrew Northcott, Dale Woodruff, Mark Murphy, Andrew Hooper, Colin Ellis
ASSOCIATES: Glenn Waldeck, Jason Jones, Jenny Roberts

Byfields

Accountants & Financial Advisers

SHIRE OF WYNDHAM EAST KIMBERLEY

PROVISION FOR AUDIT SERVICES 2007 - 2010

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1. UNDERSTANDING YOUR REQUIREMENTS

1.1 Term of Appointment

We acknowledge the proposed term of the audit appointment will cover 3 years as per clause 2.2 of your Specification and General Conditions.

1.2 Objectives and Scope of Audit

We confirm our understanding of the objectives, scope and our responsibilities for the proposed engagement as per clause 2.1, 2.3 and 2.5 of your Specification and General Conditions.

1.3 Audit Methodology and approach

We acknowledge the Council's requirement as per clause 2.4 of your Specification and General Conditions. As such, we have included this information in the following section **3 "OUR APPROACH, PLAN AND COMMITMENT"** of this proposal.

1.4 Hours & Fees

We acknowledge the Council's requirement as per clause 2.6 of your Specification and General Conditions. As such, we have included this information in the following section **4 "HOURS & FEE"** of this proposal.

1.5 Experience

We acknowledge the Council's requirement as per clause 1.4 of your Selection Criteria. As such, we have included this information in the following section **2 "BYFIELDS – THE AUDITOR OF YOUR CHOICE"** of this proposal.

1.6 Report by Auditor

We understand we are to produce the audit report and management report as required by s7.9 of the Local Government Act 1995 (as amended).

1.7 Ability to provide Additional Services

In pursuant to clause 1.4 of your Selection Criteria, we advise that we are able/willing to provide additional services outside the defined scope of audit if we were the successful tenderer for the audit services.

1.8 Meeting with Audit Committee

In pursuant with the s7.12A(2) of Local Government Act 1995 (as amended), we advise we will meet with your Audit Committee at least once in a year.

2. BYFIELDS – THE AUDITOR OF YOUR CHOICE

2.1 Firm Profile

Byfields is a medium-sized CPA firm established more than 40 years ago in Northam. We have enjoyed substantial growth since then and are now operating from 3 offices in Ascot, Northam and Merredin. We currently have 6 Partners and 35 professional staff members. We operate an audit division across three offices with quality control referred to one Audit Partner.

2.2 Firm Experience

We have undertaken a large portfolio of Local Government Shire audits over the years. This portfolio grew up to thirteen Shires in 1992 although now it has now decreased to four, mainly due to independence and commercial issues. ***In fact, we were one of only two accounting firms involved in the audit of Local Governments prior to the privatisation of the Local Government audit services***. Apart from these audits, we have undertaken a diversified portfolio of company (large proprietary and unlisted public) audits, both external and internal for businesses mainly involved in franchising, insurance broking and financial services over the years. They are reporting entities which are required to prepare the General Purpose Financial Report. We have always ensured we have a balanced and diversified portfolio of clients, so as to be able to provide quality and sound business advice to our clients.

Our Firm's present clients of Local Government audit include:

- Shire of Dandaragan
- Shire of Dowerin
- Shire of Moora
- Shire of Wickepin

2.3 Your Service Team

We have a team of professional auditors who have extensive knowledge of the Local Government Act 1995 (as amended) & related regulations and the Australian Accounting Standards. They are also knowledgeable in most of the Municipal Accounting Systems including IT Vision Administrator/SynergySoft, LOGIC etc over the years of providing audit services to Local Governments. All levels of audit staff are committed both professionally and proactively in their work. They are down-to-earth and always easily accessible.

The Engagement Partner responsible for the overall quality of our service delivery is Mr **Dale Woodruff CPA** (based in Perth Office). He was from Darkan and graduated from Curtin University of Technology with a bachelor degree in accounting. He is both a Registered Company Auditor and Tax Agent with many years of auditing and tax experience. (A copy of his registered company auditor certificate is enclosed for your easy reference). In fact, he had managed our audit portfolio back in 1992 which includes the audit of 13 Shires accounts.

The Engagement Partner is assisted by an Associate, **Kiara Willmott CPA** (based in Northam Office) in overseeing the audit section of our firm. Kiara was graduated with bachelor degree in accounting from Edith Cowan University and has been involved in audits since she started with our firm 6 years ago. Due to the wide variety of audits undertaken and her years involved with auditing, Kiara has had the experience and ability to handle various complex audit issues. In fact, she is currently applying for registered company auditor with ASIC.

The audit field work will be conducted by our Audit Manager, Mr **Jackson Wong, ASA**(based in Perth Office). Jackson is a qualified accountant and comes from a resourceful background and brings to the firm a wealth of experience in audit and financial management from his previous engagements. In particular, Jackson had been working with KPMG Singapore and Malaysia as an Auditor. Since joined Byfields in 2007, Jackson has had extensive audit and consulting work in local government audits. He is well trained with thorough knowledge of both external and internal auditing techniques.

We have also engaged an audit junior Mr **Jason Sun ASA**(based in Perth Office) as part of our strategy to provide cost effective and quality services in Local Government Audit. He has graduated from Macquarie University (Sydney) with master degree in accounting. He is currently taking the CA program as part of his continuous development program.

In addition, the experience of one of our partner who is currently one of the Councillors of the Shire of Merredin is also available for consultation at all times.

3. OUR APPROACH, PLAN AND COMMITMENT

3.1 Methodology and Approach

The audit shall be conducted in accordance with the Australian Auditing Standards & Auditing Guidance Statements, and the relevant requirements of the Local Government Act 1995 (as amended) & related regulations, the Local Government (Audit) Regulations 1996 in the following manner:

- Develop a thorough understanding of the Council's business operations and internal control structure by performing walk through test.
- Assess audit risks and identify significant audit areas.
- Perform systems testing i.e. compliance test on all major risk areas.
- Review the existing system as well as the internal controls and procedures to suggest areas for improvement where appropriate.
- Verify material balance sheet and profit & loss account items by carrying out analytical review procedures and substantive tests.
- Review all aspects of the Council's operations for compliance with relevant legislations and regulations.
- Any items of a particularly critical nature should be forwarded via the Audit Committee and normal queries should be furnished via the administration.

Our audit work will be cost-effective by concentrating most work on the major risk areas with minimum work on non-risk areas.

Our audit program will be designed to meet the audit objectives. At the actual fieldwork, standard programs will be tailored or improved further where appropriate to reflect the unique circumstance of Council's operations.

3.2 Proposed Audit Plan/ Time Table

Audits will be programmed to ensure that services are provided on a progressive basis and carried out in line with the Council's needs. In summary, our deliverables will be as follows:

- If requested, make arrangement to meet with your Council's Audit Committee prior to the conduct of the interim audit to review the proposed audit plan and acknowledge your Council's direction on those areas of concern that need to be addressed.
- Conduct interim audit in the last quarter of each financial year to test the internal controls of accounting system.
- Complete final audit on the financial statements within 30 days of being advised that they are ready for audit, and responses to audit queries are received.
- Conduct entry and exit interviews in conjunction with each audit field visit so as to ensure active participation of your Councils in the whole audit process. Audit committee members are welcome to attend such interviews.
- Draft Interim and/or Final Management Report, if considered appropriate, addressing the following critical audit areas and detailing weaknesses in the systems of control together with recommendations for improvement.
- Prepare Audit Report in accordance with Section 7.9 of the Local Government Act 1995 (as amended). The Audit Report and the Management Report will be forwarded to the President and Chief Executive Officer within 14 days of the provision of final information required for the audit.
- Audit visits shall be programmed with the ultimate aim of not to cause too much interruption to the normal operation of the Council. The anticipated timing of visit for each year are as follows:

Year ending	Interim Visit	Final Visit
30 June 2008	16th April 2008	3rd September 2008
30 June 2009	21st April 2009	1st September 2009
30 June 2010	20th April 2010	7th September 2010

3.3 Our Commitment to You

Upon engagement of audit, we give the following commitments:

- Complete all work in a timely, efficient and accurate manner.
- Always be available and as a minimum standard, return your call within one working day.
- Hold all information on your affairs in the strictest confidence.
- Be honest, truthful, and up front with you at all times.
- Guarantee the quality of our services.

3.4 Quality Assurance

Our Firm adopts rigorous internal procedures for quality which include:

- Appropriate selection procedures and professional development programs for staff at all levels.
- Documentation of audit methodologies which comply with Australian Auditing Standards.
- Comprehensive training of staff through in-house program and CPA program.
- Close supervision of staff on the job.
- Detailed reviews of all work by Partner and Manager.
- Strict procedures for maintaining client confidentiality.

We adhere, at all times, to the internal quality control guidelines promulgated jointly by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

3.5 Your Success

We pride ourselves on achieving success for our clients by:

- Working in close partnership with clients over the long term to most effectively achieve their critical success factors.
- Committing to the principles of easy and direct access to our most senior people.
- Delivering of quality service to budget and agreed deadlines as defined by our clients, not by our convenience.
- Providing a highly qualified team of professionals, each with years of experience in their chosen specialisation areas.
- Striving to continually improve the range, quality and cost effectiveness of our services to meet client's changing needs.

4. HOURS AND FEE

Our fees for the provision of audit services to your Council for the 3 financial years commencing 1 July 2007 are:

Year	2007/2008	2008/2009	2009/2010
Price incl. GST ($)	17,380	18,249	19,162
Hours Spent on Audit			
- Partner/Associate	3	3	3
- Manager	55	55	55
- Audit Assistant	55	55	55
Total Hours	113	113	113

Above fees are based on the assumptions that:

- hours provided (*including travelling time*) are standard throughout the term of appointment with the optimum involvement of partner and manager to ensure cost effective and quality delivery.
- We have taken into consideration of
  - the travelling distance between our office and your administration office. The travel time spent for 2 staff from Perth to your office is 2 days per trip. Total travel time for both Interim and Final Audit will be 4 days.
- Assistance will be provided by the Council's staffs through full cooperation with requests of auditors in obtaining necessary information for the audit.

Other services such as accounting, special compliance review, financial review and "ad hoc" investigations can be provided at special rates that currently vary from $55 to $95 per hour for graduate and from $150 to $300 per hour for experienced staff and specific partner involvement. The fee for these assignments shall be on the basis of either a quoted fee or actual time incurred at the normal professional hourly rate for that level of work and is dependent on the terms of reference. These rates are not binding under this tender and the fee for any additional services would be subject to negotiation at the relevant time.

5. GENERAL

5.1 Assignment of Contract or Right

We undertake that we will not sub contract to a third party nor has right to assign the audit contract to third parties

5.2 Conflict of Duties

There is, to our Firm's knowledge, no conflict of interest in providing this engagement.

5.3 Professional Indemnity Insurance

We have and will maintain during the duration of the audit term, professional indemnity ("PI") insurance covering the legal liability arising out of any neglect, default, error or omission. The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Byfields

Accountants & Financial Advisers

Appendix A

DALE WOODRUFF
BYFIELDS
5 Charles Street
SOUTH PERTH WA 6151

Certificate of Registration as an Auditor

Corporations Law Sub-section 1280(5)

Registered Number: 196677

This is to certify that

DALE JAMES WOODRUFF

was on the twentieth day of March 2000 granted registration as an auditor under section 1280.

ASIC

Australian Securities & Investments Commission

CERTIFICATE

Given under the seal of the Australian Securities and Investments Commission on this twenty-fifth day of March, 2000.

COMMON SEAL

Alan Cameron
Chairman

PARTNERS: Andrew Nicholl [illegible], Rob McMurphy [illegible], Neil Hooper [illegible]
ASSOC. [illegible]

Byfields

Accountants & Consultants

Aon Risk Services Australia Limited

Aon Risk Services Australia Limited
ACN 000 [illegible] ABN 17 000 434 720

Neil Hopper
Byfields CPA
PO Box 1202
CLOVERDALE WA 6985

If you have any queries please contact :
Professional & Consumer Services
PO Box 7036
CLOISTERS SQUARE WA 6850

Your contact is Mark Witkowski

Phone 08 9429 4444 Fax 08 9429 4499

Client Name : Byfields CPA

Class of Insurance : ACCOUNTANTS PI

Period of Insurance : From - 1st April 2007
: To - 1st April 2008

COVERING (Summary Only)

ACCOUNTANTS PROFESSIONAL INDEMNITY

INSURED
Byfields, Byrne Nominees Pty Ltd ATF Byfields Unit Trust

PROFESSION
PUBLIC ACCOUNTING PRACTICE

PERIOD OF INSURANCE
From 1 April 2007
To 1 April 2008

INSURER
Aon Insurance Ltd

POLICY WORDING
AON PROFESSIONAL INDEMNITY WORDING FOR ACCTS 01/06

LIMIT OF LIABILITY
$5,000,000 ANY ONE CLAIM AND IN THE AGGREGATE
TWO AUTOMATIC REINSTATEMENTS

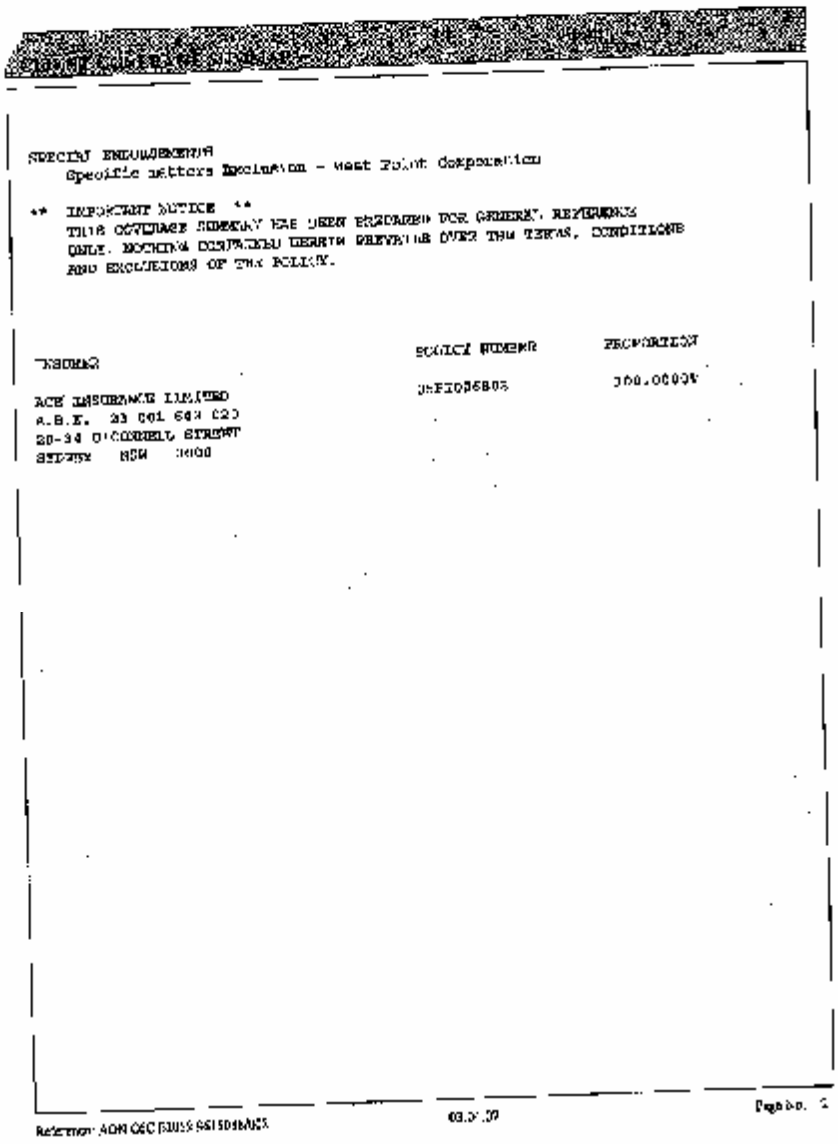
EXCESS
$ 10,000 any one claim
Inclusive of costs and expenses

OPTIONAL EXTENSIONS
4.1 PCOSS - COVERED
4.2 PRINCIPLES PREVIOUS BUSINESS - COVERED
4.3 UNLIMITED REINSTATEMENTS - NOT INCLUDED

RETROACTIVE DATE
Unlimited excluding known claims and circumstances

Reference: AON POL 01062 #15088/002 02.04.07 Page No. 1

Byfields
Accountants & Financial Advisers



SPECIAL ENDORSEMENT
Specific Letters Declaration - West Point Corporation

** IMPORTANT NOTICE **
THIS COVERAGE SUMMARY WAS DRAWN UP FOR GENERAL REFERENCE ONLY. NOTHING CONTAINED HEREIN SUPERSEDES OVER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.

INSURED

POLICY NUMBER: DNFI036805

PROPORTION: 100.0000%

ACE INSURANCE LIMITED
A.B.N. 28 001 642 020
20-34 O'CONNELL STREET
SYDNEY NSW 2000

Reference: AON CEC 03059 061504MJS

03.07.07

Page No. 2

- 2 -

UHY Haines Norton
Chartered Accountants

Doc No. 060436
Date
Officer
Response
File 01.12.01

5 November 2007

Mr P Stubbs
Chief Executive Officer
Shire of Wyndham-East Kimberley
PO Box 614
KUNUNURRA WA 6743

Dear Peter

QUOTATION
PROVISION OF AUDIT SERVICES

We are pleased to submit our quotation for the supply of audit services to the Shire of Wyndham-East Kimberley for the three years commencing 1 July 2007.

We have also enclosed a copy of our firm profile which details our local government experience, audit scope, audit approach and staff profiles.

We believe that the detail contained in our profile, along with the information provided in this letter, will demonstrate our experience, expertise, commitment and long term involvement in the provision of audit and related services to local government within Western Australia.

UHY Haines Norton is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

We have been the appointed auditor of your Shire since 2002 and staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first hand experience of the high level of service, expertise and commitment we are able to deliver.

Fees

Our fee quotes for the provision of audit services to the Shire are as follows:

		Fee Quote	Applicable GST	Total (GST Inclusive)
		$	$	$
Year ended	30 June 2008	15,000	1,500	16,500
	30 June 2009	15,500	1,550	17,050
	30 June 2010	16,000	1,600	17,600

The fees and time quoted are exclusive of travel related expenses and assume there is no significant change in the level of operations of the Shire during the period of our appointment.

Out-of-pocket expenses (reasonable travel, accommodation, living and incidental expenses) are to remain the responsibility of the Shire and will be reimbursed to us as cost.

The above fees are based on the nature of this engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

NIFTY - SMART - SUCCESS • INTELLIGENT SOLUTIONS

Fees (Continued)

Should engagement conditions vary from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the fees quoted do not necessarily include any fee associated with the engagement partner meeting with the audit committee as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year (can be either by telephone or in person).

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit. Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Financial Management Review

We are also able to conduct a Financial Management Review in accordance with the Local Government (Financial Management) Regulations.

This is normally conducted at the same time as an interim audit visit and would be subject to an additional fee to be negotiated at the time the review was scoped.

Such a review would include the provision of a detailed report of our findings upon completion.

Roads to Recovery and Certifications/Acquittals

The certification of the Roads to Recovery annual return and other acquittals are considered to be outside the scope of our normal audit function. However, if all details are prepared for us and we are able to complete with a minimum of fuss our charges would typically fall in the $250 to $500 (GST exclusive) range per certification/acquittal.

Value Added Services Specific to the Local Government Industry

Audit Liaison & Guidance

Liaison on audit and accounting issues is not only provided free of charge during the year, it is encouraged. We believe by obtaining an answer when it is required, the Shire will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past ten years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In 2003 we also introduced a 'Nuts and Bolts' workshop which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

UHY Haines Norton Chartered Accountants

GST, FBT and Salary Packaging Advice

Our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

For the year ended 30 June 2008, indicative rates for this type of work are as follows:

	Per Hour (GST Exclusive) $
Partner	400
Consultant	250
Manager	200
Senior	150
Intermediate	120
Graduate	100

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

Nominated Auditors

Should we be successful in obtaining the audit contract the following are the partners of the firm to be nominated as auditors:

Name	Registered Company Auditor Number
Engagement Partner (either)	
Mr D J Tomasi	15724
Mr G Godwin	310219
Alternate (in the event of unforeseen events)	
Mr R D Swarbreck	14170

Please note, should we be successful in obtaining this engagement, it will be conducted by UHY Haines Norton Perth, which is a separate and distinct partnership from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

Should you require any clarification of the above information please do not hesitate to contact us.

Yours faithfully

DAVID TOMASI
PARTNER

Encl
R:\David\Tenders\2008\Wyndham-east Kimberley - covering letter - 30 10 07.doc:ap



The Last Frontier

Request for Quotation	For the Provision of Audit Services for the Shire of Wyndham East Kimberley
Contact Persons	Ms Jo-Anne Ellis Executive Manager Corporate Services Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743
Deadline	4.00PM Thursday 15 November 2007
Address for Delivery	Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743



1.1 CONTRACT REQUIREMENTS IN BRIEF

To provide audit services for three years from 1 July 2007

1.2 DOCUMENTATION

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Wyndham East Kimberley and is comprised of the following parts:

a) Part 1-Principal's Request (read and keep this part),

b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and

c) Part 3-Respondents Offer (complete and return this part).

1.3 EVALUATION PROCESS

Your application will be evaluated using information provided in your quotation:

- Applications are checked for completeness and compliance. Any application that does not contain all the information requested may be excluded from evaluation.
- Applications are assessed against the Selection Criteria.
- Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

1.4 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this request for quotation.

The quoted prices will be assessed with the following qualitative criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Application containing the lowest price will not necessarily be accepted, nor will the Application ranked the highest on the qualitative criteria.

QUALITATIVE CRITERIA

In determining the most advantageous quotation, the Evaluation Panel will score each quotation against the qualitative criteria.
It is essential that Respondents address each qualitative criterion. The quotations will be used to select the chosen Respondent, and failure to provide the specified information may result in elimination from the Quotation evaluation process.
The qualitative criteria for this Request are as follows.

Description of Qualitative Criteria	Weighting
a) Price.	60%
b) Demonstrated experience in completing similar assignments. (Referee check if applicable)	10%
c) Conformity with quotation documents and specifications.	10%
d) Skills and experience of key personnel.	10%
e) Technical expertise.	10%

1.5 PRICE BASIS

FEE
The proposed fee for the Services shall be submitted in two parts, each one shown as a *GST-inclusive amount* :

1.8.1 **Fixed lump sum fee per annum** for auditing services which can be regarded as "standard" (minimum of two visits per year), including a schedule of rates outlining the proposed charges per hour for each person involved in the audits and the number of hours estimated upon which this lump sum fee is based.

1.8.2 **Hourly rates** applicable to additional professional work required by the Shire of Wyndham East Kimberley. Such additional professional work shall include the provision of technical advice, tax advice (GST and FBT) and such like.

All fees and rates submitted must include all overhead expenses incurred in the performance of the services, such as travelling

expenses, postage, phone / fax expenses, computer time, overtime and such like.

2.1 OBJECTIVES OF AUDIT

To provide an independent audit opinion of the accounts and annual financial reports of the Shire of Wyndham East Kimberley for each financial year covered by the term of the audit appointment.

2.2 TERM OF AUDIT APPOINTMENT

For the financial years commencing 1 July 2007 through to 30 June 2010

2.3 SCOPE OF AUDIT

The Auditor is to –

CARRY OUT SUCH WORK AS NECESSARY TO FORM AN OPINION AS TO WHETHER:

a) the accounts are properly kept; and
b) the annual financial report:
   (i) is prepared in accordance with the financial records; and
   (ii) represents fairly the results of the operations of the Shire of Wyndham East Kimberley and the financial position of the Shire of Wyndham East Kimberley at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

GIVE AN OPINION IN HIS OR HER AUDIT REPORT ON:

a) the financial position of the Shire of Wyndham East Kimberley; and
b) the results of the operation of the Shire of Wyndham East Kimberley.

INCLUDE IN HIS OR HER REPORT:

a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire of Wyndham East Kimberley;
b) any matters including non-compliance with financial management requirements of the Act, Regulations and any other written law.

2.4 AUDIT METHODOLOGY AND APPROACH

a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

b) An audit is to be carried out in accordance with "Auditing Standards" and "Auditing Guidance Statements" adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

c) The auditor is to provide the Shire of Wyndham East Kimberley with a general outline of his/her methodology.

d) The auditor is to provide the Shire of Wyndham East Kimberley with a plan for the audit including:
- Timing of entrance interview
- Timing of interim audit visits;
- Final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
- Timing of the legislative requirement to meet with the Shire of Wyndham East Kimberley and whether that meeting will be in person or by some other means: and
- The method to be used to communicate with, and provide advice and information to, the Shire of Wyndham East Kimberley.

e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

2.5 CRITICAL MATTERS TO BE AUDITED

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.

(i) Revenue
- Rates Revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

(ii) Expenditure
- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

(iii) Current Assets
- Bank and short term investments

- Receivables and prepayments
- Inventory

(iv) Non-current Assets
- Property, plant, furniture and equipment
- Infrastructure and depreciation
- Other receivables

(v) Liabilities (Current and non-current)
- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for annual and long service leave entitlements

(vi) Reserve Funds
(vii) Contingent Liabilities
(viii) Capital Commitments
(ix) Accounting Policies and Notes to the Financial Statements
(x) Cash Flow Statement
(xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996
(xii) Minutes of meetings
(xiii) Budget
(xiv) Acquisition and disposal of property
(xv) Registers (ie tenders, financial interests, contract and legal documents)
(xvi) Delegations
(xvii) General Compliance Issues
(xviii) Financial and other statutory reports eg R2R2

2.6 HOURS, FEES AND EXPENDITURE

The auditor is to provide:
- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

2.7 TERMS

2.7.1 AUDIT REPORTS AND MANAGEMENT REPORT

The auditor shall forward to the President and the Chief Executive Officer the Audit Report and Management Report within 14 days of the exit interview.

2.7.2 TERMINATION OF APPOINTMENT

The appointment as auditor is terminated if:

(a) the auditor ceases to be a registered company auditor;

(b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;

(c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;

(d) the auditor resigns by notice in writing to Council;

(e) Council serves notice in writing to the auditor terminating the appointment.

2.7.3 GENERAL CONDITIONS

The auditor shall not sub contract to a third party. The auditor shall not, and has no right to, assign the audit contract to third parties. The auditor confirms that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Notices or other communication between Council and the auditor may be given by delivery, or sent prepaid post, to each of their respective postal addresses. Postal address may be altered by service of notice in accordance with this clause.

Notices or other communication sent by post shall, in the absence of proof to the contrary, be deemed to have been received by the addressee 96 hours after it was posted.

2.7.3 CANVASSING OF COUNCILLORS

If a Respondent, whether personally or by an agent, canvasses any of the Shire of Wyndham East Kimberley's Councillors with a view to influencing the acceptance of any quotation made by it or any other respondent, then regardless of such canvassing having any influence on the acceptance of such quotation, the Principal may at its discretion omit the quotation from consideration.

2.8 INSURANCES

The successful Respondent will be required to effect and maintain the insurance policies referred to hereunder:

a) public liability insurance in the sum of at least $10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims; and

b) professional indemnity insurance in the sum of at least $5,000,000 (five million dollars) in respect of any one occurrence and for an unlimited number of claims.

3.1 OFFER FORM

The Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

I/We
(BLOCK LETTERS) UHY HAINES NORTON (WA) PTY LTD
ADDRESS: 16 LAKESIDE CORPORATE, 24 PARKLAND ROAD
OSBORNE PARK WA 6017
358 5397 1745 ABN/GST Status **REGISTERED**
ACN (if any) **009 297 769**
Telephone No: **08 9444 3400**
Facsimile No: **08 9444 3430**
E-mail (if any): **dtomasi@uhyhn.com.au**

In response to REQUEST FOR QUOTATION FOR THE PROVISION OF AUDIT SERVICES FOR THE SHIRE OF WYNDHAM EAST KIMBERLEY -
I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The quoted price is valid up to sixty (60) calendar days from the date of closing unless extended on mutual agreement in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quotation irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this quote.

Dated this: 5TH day of NOVEMBER 2007

Signature of authorised signatory: _____

Name of authorised signatory (BLOCK LETTERS): **DAVID JOSEPH TOMASI**
Position: **PARTNER**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017
Witness Signature: _____
Name of witness: (BLOCK LETTERS). **CARA MIA FORD**
Position: **SECRETARY**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

FIXED LUMP SUM QUOTATION AND SCHEDULE OF RATES FOR THE PROVISION OF AUDIT SERVICES TO THE **SHIRE OF WYNDHAM EAST KIMBERLEY**

		GST-Inclusive amount		
		Year 1	Year 2	Year 3
1.	Standard Audit Services ($ per annum)	**16,500**	**17,050**	**17,600**
2.	Standard Audit Services (hours per annum)	**92**	**92**	**92**
3.	Hourly rate for additional work Performed by: **Partner**	**440**	**496**	**550**
4.	Hourly rate for additional work Performed by: **Manager**	**220**	**253**	**286**
5.	Hourly rate for additional work Performed by: **Senior**	**165**	**187**	**198**
6.	Hourly rate for additional work Performed by: **Intermediate**	**132**	**154**	**165**
7.	Hourly rate for additional work Performed by: **Graduate**	**110**	**121**	**132**

NAME OF AUDITOR **DAVID JOSEPH TOMASI**

ADDRESS **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

PHONE NUMBER **08 9444 3400** FAX **08 9444 3430**

SIGNATURE OF AUTHORISED OFFICER _____

NAME OF AUTHORISED OFFICER **DAVID JOSEPH TOMASI**

DATE 05/11/07

3.2 GENERAL AND CORPORATE INFORMATION

ORGANISATION PROFILE AND REFEREES

Attach your organisation profile and details of referees and label it "Attachment 1".	**Attachment 1** ✓ Tick✓ if attached

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes ☐ No ✓
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 2".	**Attachment 2** ☐ Tick✓ if attached

INSURANCE COVERAGE

The insurance requirement for this Request are stipulated at Clause 2.8 respondents are to indicate whether this requirement is met.	Yes ✓ No ☐
A copy of the Certificate of Currency is to be provided to the Principal within thirty (30) days of acceptance.	

SHIRE OF WYNDHAM-EAST KIMBERLEY

PROVISION OF AUDIT SERVICES
"ATTACHMENT 1"
ORGANISATIONAL PROFILE

NOVEMBER 2007

UHY Haines Norton
Chartered Accountants

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1. OUTLINE OF THE FIRM

UHY Haines Norton is a respected firm of Chartered Accountants with divisions providing services in every aspect of a specialist accounting practice. UHY Haines Norton has, via its antecedent firms, provided extensive audit and consulting services to local government since 1993.

UHY Haines Norton is a national group of independent firms represented in every State and structured to share experience and resources for the benefit of our clients. This means the Perth practice is a separate and distinct entity from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

The member firms have operated for many decades and enjoy a community of staff and partners. The national group is the Australian member of the international accounting firm UHY International with 189 offices in 57 countries.

The Perth firm currently comprises 5 Partners and 37 staff.

The partners and staff combine experience gained in Australia and overseas both within the firm and from employment with major international accounting firms. Our philosophy is to provide informed professional advice and practical services and provide direct contact between the most senior members of our firm with the management groups of our clients.

As a consequence, we are able to offer services in the following specialist areas across the complete range of industry sectors:

- External and Internal Audits
  Accounting Advice and Assistance
- IT Solutions
- Accounting Advice and Assistance
- Income Tax Preparation and Planning Advice
- Tax Consulting – Business Advice
- GST and FBT advice
- Systems Review and Implementation
- Strategic Planning
- Succession Planning
- Budgeting and Cash Flow Analysis
- Management Consulting
- Financial Management and Organisational Planning

2. LOCAL GOVERNMENT EXPERIENCE

UHY Haines Norton has been providing audit and consulting services to local government since 1993. The engagement partner, David Tomasi, has been involved in Public Practice since 1986 and has been providing audit services to local government since 1990.

The firm is the largest auditor of local government in the State and we are currently the incumbent auditors of the following seventy (70) local governments:

Shire of Augusta-Margaret River	Shire of Meekatharra
Shire of Boddington	Shire of Merredin
Shire of Boyup Brook	Shire of Mingenew
Shire of Bridgetown-Greenbushes	Shire of Moora
Shire of Broome	Shire of Morawa
Shire of Capel	Shire of Mt Magnet
Shire of Carnamah	Shire of Mt Marshall
Shire of Carnarvon	Shire of Mukinbudin
Shire of Chapman Valley	Shire of Mullewa
Shire of Chittering	Shire of Murray
Shire of Christmas Island	Shire of Northam
Town of Claremont	Town of Northam
Shire of Cocos (Keeling) Islands	Shire of Northampton
Shire of Coolgardie	Shire of Nungarin
Shire of Cranbrook	Shire of Perenjori
Town of Cottesloe	Shire of Pingelly
Shire of Cranbrook	Shire of Plantagenet
Shire of Cunderdin	Town of Port Hedland
Shire of Dalwallinu	Shire of Quairading
Shire of Derby-West Kimberley	Shire of Ravensthorpe
Shire of Dumbleyung	Shire of Sandstone
Shire of Dundas	Shire of Serpentine-Jarrahdale
Shire of Esperance	Shire of Shark Bay
Shire of Gingin	Shire of Three Springs
Shire of Gnowangerup	Shire of Toodyay
Shire of Greenough	Shire of Trayning
Shire of Halls Creek	Shire of Victoria Plains
Shire of Irwin	Shire of Wagin
Shire of Jerramungup	City of Wanneroo
City of Kalgoorlie-Boulder	Shire of West Arthur
Shire of Kalamunda	Shire of Westonia
Shire of Kent	Shire of Wongan-Ballidu
Shire of Kondinin	Shire of Wyalkatchem
Shire of Lake Grace	**Shire of Wyndham-East Kimberley**
Shire of Laverton	Shire of Yilgarn

In addition, we have recently undertaken, the following engagements:

Town of Bassendean - Internal Audit
City of Gosnells - Financial Management Review
City of Joondalup - Internal Audit
City of Rockingham - Internal Audit

In the course of the past several years we have also provided detailed Financial Management Review services to the majority of our audit clients and other municipalities. These have included the Cities of Melville and Joondalup and the Towns of Bassendean and Vincent in the metropolitan area.

2. LOCAL GOVERNMENT EXPERIENCE (continued)

Over the past eleven years, we have also conducted an annual workshop which in 2007 was attended by over one hundred (100) municipalities. These workshops have addressed Performance Measures, Strategic Planning, the Annual Financial Report, the Budget, Infrastructure Assets, cashflow statements and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. This report is updated annually as disclosure requirements are amended. In 2007, the model was purchased by in excess of one hundred and ten (110) authorities statewide.

We also developed a strategy to assist local government with the implementation of GST. The firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT should they require.

Since November 1999, we have provided a remote accounting service to the Shires of Koorda and Leonora and in 2002 added the Shire of Menzies. In 2004/05 we added the Shires of Ashburton, Beverley and Murchison and more recently, the Shires of Corrigin, Cue, Wiluna and Yalgoo. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Infrastructure Assets
- AAS 27 implementation
- Budget Conversion and assistance
- GST & FBT Advice
- Statutory Compliance Audits
- Strategic Plans
- Principal Activity Plan
- Business Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. We have been a major sponsor of the annual conference since 2000 as well as a major sponsor of other regional conferences and sporting events.

3. OTHER AUDIT EXPERIENCE

In addition to our local government audits other significant audit engagements include:

- A.D. Coote & Company (Sheetmetal) Pty Ltd
- Australian Computer Society
- Bansley Pty Ltd
- Cambridge Gulf Ltd
- Carnarvon Family Support Services Inc.
  Carnarvon Heritage Group Inc.
- Chian Resources Plc
  Country High School Hostels Authority
- Danryn Pty Ltd
- East Kimberley Co-Op Ltd
- Extraman Group Pty Ltd
- Flinders Financial Services Pty Ltd
- Herencia Resources Plc
- ICT Industry Collaboration Centre of Western Australia
- IGL Asia Pacific Pty Ltd
- Kappa SEA Pty Ltd
- Living Stone Foundation Inc.
- Medici Bioventures Plc
- Nintirri Neighbourhood Centre Inc.
- Ngarluma & Yindjibarndi Foundation Ltd
- OAM Pty Ltd
- Rhodes Foods (Australia) Pty Ltd
  Scandpower Pty Ltd
- Synthon A.U. Pty Ltd
- Tasman Pacific Equity Limited
- Wanneroo Employment and Skills Training Network Inc.

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of the Shire's systems and policies and deliver these benefits as part of our core service.

4. REFEREES

The following are a list of references of similar Councils for you to contact if you wish.

	Reference 1	Reference 2	Reference 3
Client	Town of Port Hedland	Shire of Broome	Shire of Halls Creek
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$20,000 p.a.	$16,000 p.a.	$12,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2005 to date	Year ended 30 June 2005 to date
Contact name including position	Matthew Scott Director Corporate Services	Les Mainwaring Manager of Finance	Andrea Nunan Executive Manager Corporate Services
Tel. No	9158 9300	9191 3456	9168 6007

The following are a list of additional references to contact should you so wish.

	Reference 1	Reference 2	Reference 3
Client	City of Kalgoorlie-Boulder	City of Wanneroo	Shire of Augusta-Margaret River
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$30,000 p.a.	$30,000 p.a.	$20,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2004 to date	Year ended 30 June 1998 to date
Contact name including position	Eddie Piper Director of Corporate Services	Edward Applin Accountant	James Trail Chief Executive Officer
Tel. No	9021 9600	9405 5000	9780 5255

5. AUDIT SCOPE/APPROACH

The audit of the Shire will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations. **Procedures are designed to ensure the requirements of your tender specification and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:**

- Revenue
- Expenditure
- Current Assets
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Cash Flow Statement
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous years final audited position
- Financial ratios required by the Financial Management Regulations

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:

   (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
   (b) the accounts are properly kept;
   (c) the annual financial report:
      (i) is prepared in accordance with the financial records; and
      (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
         - *Australian Accounting Standards*
           the *Local Government Act 1995* (as amended)
         - the *Local Government (Financial Management) Regulations 1996* (as amended); and
         - other mandatory professional reporting requirements.
   (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Council; and
   (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws.

2. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.

3. Examine Council's receipting function and perform detailed testing as considered necessary.

4. Examine money owing to Council including testing recoverability, follow up procedures and compliance with relevant legislation;

5. AUDIT SCOPE/APPROACH (continued)

5. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
6. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
7. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
8. Review all borrowing transactions to ensure they have been conducted in accordance with the Act.
9. Review reserve transactions to ensure compliance with the legislation;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and Council has right of occupancy;
11. Review agreements where Council has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations.
14. Examine tenders to ensure compliance with the Act and accompanying regulations;

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of Council and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the audit statements are available for audit (subject to mutually convenient travel arrangements); and
- enable you to meet your deadline (subject to your audit readiness).

Our exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with Council and/or the audit committee occur as required. Based on recent amendments to the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Council to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

5. AUDIT SCOPE/APPROACH (continued)

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

The management report will be issued following the completion of the final audit and within 14 days of discussion with the President, Council, Audit Committee and Management as necessary. This report will detail our comments on internal control matters and our recommendations for corrective action.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline and further undertake to provide such reports to the Council and Minister as required.

6. AUDIT PLAN

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the fourth quarter of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by the required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 2 of this proposal.

7. HOURS

Estimated hours for the audit are as follows:

Interim Visit		
Partner	2	
Manager/Supervisor/Senior/Intermediate/Graduate	32	(predominately on site)
Planning	2	
	36	
Final Visit		
Partner	4	
Manager/Supervisor/Senior/Intermediate/Graduate	50	(predominately on site)
Planning	2	
	56	
Total Hours	92	

It should be appreciated our audit team has a wealth of Local Government experience. This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partners are actively involved in the industry and fieldwork.

This experience when coupled with our service level, provides a very efficient and effective audit process.

8. OUR LOCAL GOVERNMENT SERVICE TEAM

As discussed previously, we believe that our commitment to delivering a high quality service to the local government industry is demonstrated by our wealth of experience and long term involvement.

Our approach is to ensure that all work is conducted by suitably qualified staff with a wealth of local government experience that cannot be matched by our competitors. We believe that such an approach makes for a more efficient audit process and provides Council with a value for money, value added service.

The key members of our service team are introduced as follows:



DAVID TOMASI – PARTNER

David has been involved in public practice for more than twenty one years the last thirteen as a partner of the firm and its antecedents.

During that time, he has gathered a broad range of experience across all industry sectors which included five years with a "big 4" accounting firm and twelve months in the UK.

David has worked extensively on local government assignments since 1990 and is the partner responsible for the firm's audit and local government division. He pioneered the firm's involvement in the provision of high quality service to the local government industry in Western Australia by ensuring that the firm and its staff stay abreast of all developments.

He is currently the engagement partner on the majority of the firm's local government audit and consulting engagements and was responsible for the development of the firm's methodology and approach in respect of Financial Management Reviews. He is also actively involved in fieldwork which allows him to develop a detailed working knowledge of operations and the industry as a whole.

David has also facilitated Strategic Plans at two local government authorities and has been involved in numerous special investigations and consulting engagements.

He is actively involved in the firm's local government training program and has presented all of the firm's workshops during the past eleven years. He was a member of the Department's working party to review the financial reporting of local governments which led to recent changes in the Financial Management Regulations and is the immediate past Chairman of the CHY Haines Norton National Audit Committee and is currently a member of CHY International's Audit Committee.

He is also currently a member of the DLGRD's Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters.

PAPERS PRESENTED:

- Checking the Pulse Understanding Audit Reports Local Government Week - August 2002
- Accounting and Financial Issues in Asset Management – CPA Conference Sydney-April 2003
- ED125 – Proposed Changes to AAS27 – CPA Conference Perth – February 2004
- IFRS and Local Government CPA Conference Perth February 2005
- IFRS and Audit Committees – Departmental Conference Perth – April 2005
- IFRS – LGMA Finance Professionals Conference Fremantle – February 2006
  Understanding Cash Flow Statements CPA Week November 2006
- Impact of AIFRS on Non-Current Assets - CPA Week - November 2006
  Accounting and Statutory Update LGMA Finance Professionals Conference Fremantle - February 2007
- Understanding Audit and Financial Reports - Northern Country Zone WALGA Conference Geraldton - March 2007
- Understanding Cash Flow Statements - CPA Congress - May 2007

David brings the necessary experience, expertise and knowledge to the engagement to help ensure the Council receives an efficient, effective and value for money service.

QUALIFICATIONS

- Bachelor of Commerce
- Chartered Accountant
- Registered Company Auditor
- Registered Tax Agent

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



GREG GODWIN – PARTNER

Following his qualification from the University of Witwatersrand, Greg joined Myers Tennier & Co, a medium sized Chartered Accounting firm in Johannesburg where he worked for 5 years. During this time he passed all requirements and became a Chartered Accountant.

After leaving them, he worked in commerce before commencing his own practice Godwin & Co Chartered Accountants, in 1997.

Greg built his own firm into a successful ten person practice before migrating to Australia in 2005 to join UHY Haines Norton as an Audit Manager.

Since joining us, Greg has been admitted as an Australian Chartered Accountant and has had extensive exposure to the local government industry in Western Australia. This culminated with being admitted as Partner of the firm on 1 July 2007.

He is currently the engagement Partner for twenty local government audit clients and has a number of corporate clients that add to his experience and skills.

PAPERS PRESENTED:

- Understanding Cash Flow Statements – CPA Week – November 2007

QUALIFICATIONS

- Bachelor of Commerce and Accounting
- Chartered Accountant (Australia)
- Chartered Accountant (South Africa)
- Registered Company Auditor

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

Following a brief stint at university in Australia he relocated to Zimbabwe. There he spent the next 14 years in senior management roles at two major companies. Both these appointments culminated in him being appointed Managing Director.

Russell immigrated to Perth in July 2007 with his family and joined UHY Haines Norton as an Audit Manager in our audit division.

He has direct responsibility for a large number of our audit clients and his audit, financial and commercial experience makes him a valuable addition to our audit process.

QUALIFICATIONS

- Bachelor of Commerce
- Graduate Diploma in Computer Studies



JULES UECKERMANN – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Jules is a Chartered Accountant. He qualified in South Africa in 1965 and spent many years working for Price Waterhouse & Co in Johannesburg, Port Elizabeth and in Malawi. He also spent three years with PWC in their London (UK) office.

Immediately prior to commencing with UHY Haines Norton, Jules spent sixteen years in the food industry in South Africa. First as managing director of a large subsidiary of the market leader in the frozen food sector in that country and then later as its operations director. He then formed his own frozen food manufacturing and distribution company in South Africa which he sold prior to migrating to Australia.

He joined UHY Haines Norton in June 1999 and was admitted as an Australian Chartered Accountant in January 2002. Jules has had extensive local government, audit and GST experience. He is the Manager responsible for twenty local government audit clients and has also developed a detailed working knowledge of the operations and the industry as a whole.

Jules has also presented a number of local government training seminars/workshops on accounting and GST related issues.

The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

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- Graduate Diploma in Computer Studies



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The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



WEN-SHIEN CHAI – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Chai migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles.

Before joining UHY Haines Norton in May 2007, he worked as an Audit Manager for another medium sized accounting practice in Perth.

Whilst in his previous role he managed a varied client base which included a large proportion of local governments throughout Western Australia.

He is currently part way through his course of study to complete his professional year and qualify as a Chartered Accountant.

The wide audit experience gathered by Chai over the past 12 years adds further skills and experience to our audit team.

QUALIFICATIONS

- Bachelor of Business
- Association of Chartered Certified Accountants (ACCA) UK

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



PAUL BREMAN – CONSULTANT – LOCAL GOVERNMENT SERVICES

Paul has been involved in the Local Government industry for over 25 years. He has held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur. He joins UHY Haines Norton from his most recent position as Executive Manager of Corporate Services, Shire of Esperance.

Paul is a Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices. He brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry.

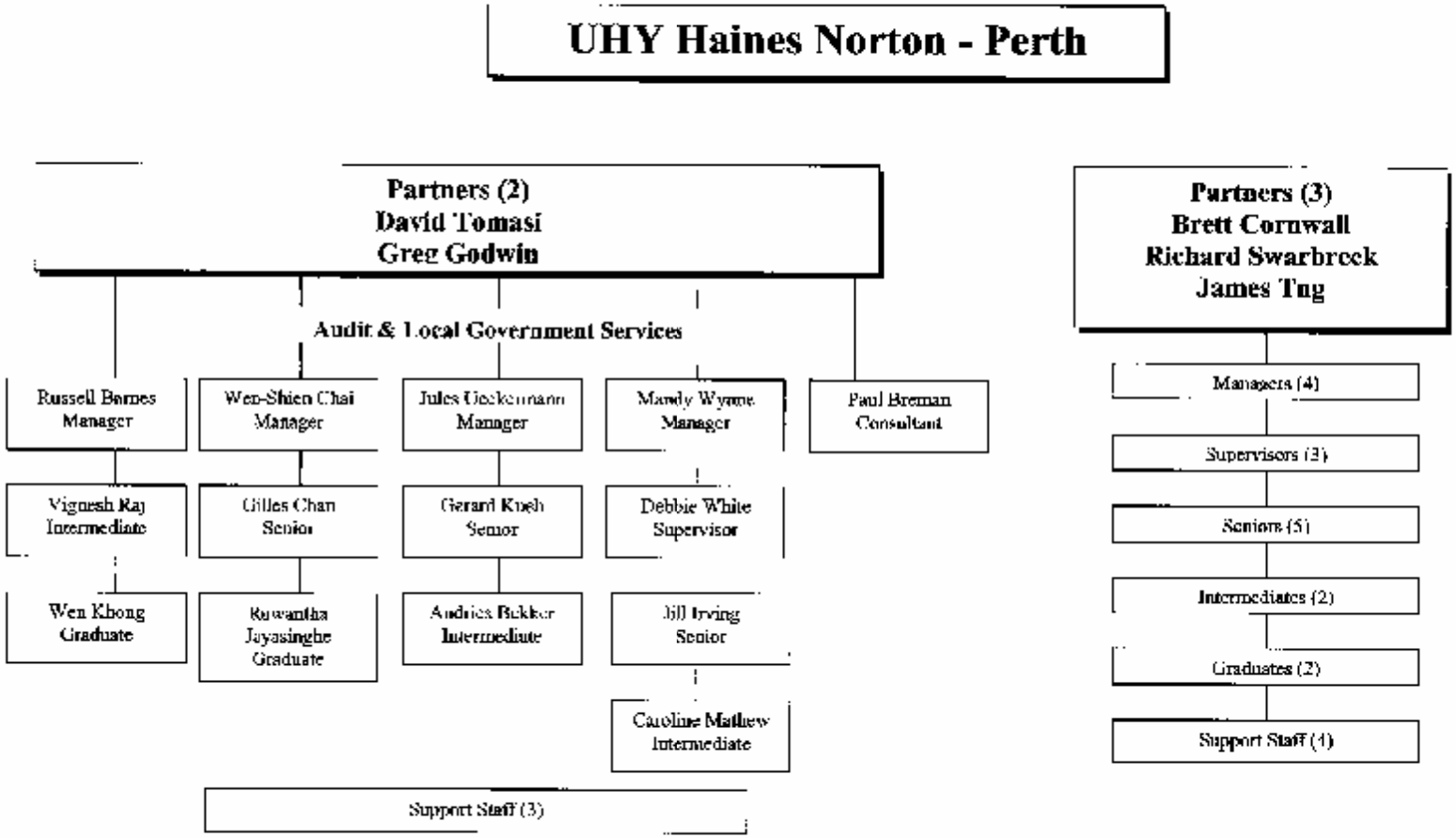
Paul is an active member of the Department's Financial Management Working Party and has been a committee member of the LGMA Finance Managers Group. His experience and "hands on" knowledge is widely recognised in the Industry. As a practitioner he has been the recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001.

Paul undertakes a general local government consulting role in the firm and also has input to our local government training workshops and the remote accounting service.

QUALIFICATIONS

- Bachelor of Business
- Certified Practising Accountant (CPA Australia)
- Diploma in Local Government (C)

9. ORGANISATIONAL CHART



10. OTHER MATTERS

10.1 Quality Assurance

The firm takes a three tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of field work.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, UHY Haines Norton's national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

The quality review process is further enhanced by a peer review conducted by the Institute of Chartered Accountants practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

10.2 Conflict of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the chairman of the audit committee immediately and activities suspended until the issue was resolved to the satisfaction of the audit committee

10. OTHER MATTERS

10.3 Address for Service of Notices

UHY Haines Norton
Chartered Accountants
16 Lakeside Corporate
24 Parkland Road
Osborne Park WA 6017

PO Box 1707
OSBORNE PARK DC WA 6916

APPENDIX 1

Basis of the Proposal

1. UHY Haines Norton is an association of independent firms. Responsibility for this proposal rests with UHY Haines Norton, Perth which carries on business separately and independently from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide. These other independent offices shall have no legal liability to your organisation.

2. Unless otherwise agreed in writing, UHY Haines Norton's standard terms concerning billings and fees will apply.

3. The information contained in this proposal is confidential and cannot be conveyed to any party other than the management and Council of the Shire.

APPENDIX 2

UHY Haines Norton Audit Methodology

The strength of our firm is the active involvement of partners in all assignments. We place particular emphasis on the provision of personal service to each client and ensuring the partner is actively involved in the day to day performance of the audit.

The audit team would include an audit manager, and other audit and professional staff as required throughout the assignment. The firm is committed to providing continuity of personnel assigned to the audit and ensuring these staff are available as required to complete the structured audit plan.

We would also ensure a second partner is briefed and is familiar with the conduct of the audit to provide suitable backup quality assurance processes, and act as a second point of reference to you.

Our audit would be conducted in accordance with Australian Auditing Standards.

1. Objectives of the Audit

The audit would be designed to achieve the following objectives:

- To enable us to express opinions on whether the financial statement show a true and fair view of the results for the year and the financial affairs at year end.
- To ensure the financial statements are prepared in accordance with the relevant statutory requirements and Australian Accounting Standards.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
  - occurrence;
  - completeness;
  - validity;
  - measurement;
  - compliance;
  - prohibit and propriety; and
  - presentation and disclosure
- To review the systems of internal controls to determine whether they appear adequate to safeguard the assets and funds of the Shire.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

2. **Audit Plan**

The firm's audits would be planned to enable us to conduct effective audits in an efficient and timely manner. Our plan would be based on our knowledge of your activities and would be developed and revised as considered necessary during the course of the audit. The emphasis of our audit would focus on the major risk areas of audit significance whilst ensuring the organisation complies with legislative requirements.

Our audit planning stage covers the following procedures:

- obtaining knowledge of your current activities, accounting system, policies and internal control procedures;
- obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and the reliance we would place on these controls in determining the nature, timing and extent of other audit procedures.
- identification of risk areas and allocation of risk levels for each area;
- determining materiality levels in accordance with Statement of Accounting Standards AASB 1031 "Materiality in Financial Statements";
- determining and programming the nature, timing and extent of the audit procedures to be performed; and
- co-ordinating the work to be performed.

3. **Scope**

Should we be successful in this tender, the scope of the audit would be determined in accordance with Australian Auditing Standards, legislative requirements and terms included in the audit engagement contract based on the contents of this submission

The audit would be arranged to adequately cover all aspects of the Shire relevant to us forming an opinion on the financial statements.

4. **Timing**

We would liaise with management on the audit plans and a timetable for the preparation of the financial reports and supporting schedules, allowing sufficient time for completion of the audit within your deadlines.

Our audit team may also visit during the year to carry out systems evaluations and testing to determine whether the systems can be relied on to produce reliable and accurate information.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

5. **Procedures**

Third party confirmations would be obtained to verify all major assets and liabilities.

The financial statements would be analytically reviewed and all individual assets, liabilities and profit and loss items within the materiality levels would be audited.

The financial statements would be checked to determine whether they show fairly the financial transactions and state of affairs and comply with legislative requirements and Australian Accounting Standards.

We would review post balance date events, contingent liabilities and capital commitments.

Consideration would be given to the Shire's future viability including any significant adverse trends, the ability to pay its debts as and when they fall due and whether the basis of preparing the financial statements on the going concern concept is relevant.

The Audit Partner would be accessible at all times to discuss and give advice on matters related to the preparation of the financial statements and any other topics management may require.

6. **Reporting**

- **Management Reports**

(a) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to our primary contact or an appropriate level of management.

(b) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:

(i) material errors or breaches of the organisation's policies and procedures;
(ii) instances where the organisation fails to comply with appropriate legislation;
(iii) acts of lack of proprietary or probity;
(iv) failure to maintain proper accounts and records;
(v) failure to operate key controls over its activities; and
(vi) matters related to the efficient and effective operations of the organisation noted during the course of the audit.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

6. **Reporting (continued)**

All reports would be discussed in detail with appropriate officers before being released.

(c) All management reports would be addressed to the President (as required by the Act) and copies sent to the Audit Committee and Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

  Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by the Chief Executive Officer.

  The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.

12.2.5. Debt Collection Policies

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.02.01
ASSESSMENT NO:	N/A

PURPOSE

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

BACKGROUND

At the Audit Committee Meeting on 18 September 2007 the Audit Committee resolved

Minute No. AC 063

Moved: Cr J Buchanan *Seconded: Cr K Wright*

That the Audit Committee be provided with details of debt collection procedures that ensures the timely collection of debts.

CARRIED UNANIMOUSLY 3/0

At the Audit Committee meeting on 18 December 2007 the Audit Committee resolved

Minute No. A067

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee note the amendments made to policies F12 – Rate Collection Policy Draft and F15 – Sundry Debt Collection Policy Draft.*

2. *That officers make additional changes as advised by the Audit Committee, relating to increasing write off amounts to $100 in both policies to create consistency, further inclusion of reference relevant legislation, changes to the amended and review dates for both policies and other wording and numbering changes and present both F12 and F15 to Council for adoption.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

Local Government (Financial Management)
Regulations 1996 - Part 5

LOCAL GOVERNMENT ACT 1995
Sections 5.36, 5.42, 61.2, 6.45, 6.56, 6.60 and 6.68

POLICY IMPLICATIONS

F12 – Rate Collection Policy
F15 – Sundry Debt Collection Policy

FINANCIAL IMPLICATIONS

As at 30 December 2007 overdue rates were $472,756.45, 11% of total budgeted rates raised in 07/08. This includes arrears of $157,833.83.
As at 30 November 2007, Sundry Debtors over 90 days total $89,296.51, 13% of total sundry debts.

Following the debt collection procedures ensure best possible measures are taken to keep Council's cash flow to an optimum.

STRATEGIC IMPLICATIONS

Nil

COMMENT

It is worth noting that although the primary objective of both policies is to minimise Council's debt it is important that they are structured in a way to assist and ensure that the debtor has the ability to settle their debt with the fewest possible penalty and administrative charges. This is mainly relevant in the rate collection policy where the timing of each action ensure that every effort is taken to recover the debt in full prior to the 30th June and thus not becoming in arrears.

Council has two debt collection policies; F12, Rate Collection Policy and F15, Sundry Debt Collection Policy. Both policies are used currently and in their current form. On 7 December 2007 Officers reviewed both policies together. F12, Rates Collection Policy had previously been noted for review by staff however due to the Audit Committee's request Officers thought it timely to review both policies together.

An item was tabled at the August 2007 Briefing Session regarding a write off of penalty charges of $21.99. Councillors directed staff that they did not want to be dealing with issues of this sort of monetary value and that the Chief Executive Officer could make these decisions. It is for this reason that extra consideration was given to the write off amounts in policy F12.

Outdated wording has also been corrected.

ATTACHMENTS

1. F12 – Current Rate Collection Policy
2. F12 – Draft Reviewed Rate Collection Policy
3. F15 – Current Sundry Debt Collection Policy
4. F15 – Draft Reviewed Sundry Debt Collection Policy

VOTING REQUIREMENTS

Simply Majority

OFFICER RECOMMENDATION

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

COUNCIL DECISION

Minute No. 8049

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

Carried Unanimously 5/0

Attachment 1: F12 – Current Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Director Finance & Administration**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Recovery action, as allowed under the Local Government Act 1995, is to commence after the expiration of the final notice. Methods that will be used to recover debts are as follows;

   a) Summons (if no response from the summons, a land warrant or warrant of goods to be executed).

   b) Service notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property).

   c) Properties with three years or more rates outstanding to be sold or reverted back to the Shire of Wyndham-East Kimberley.

4. Prior to any action a letter of intention to take legal action will be sent to the ratepayer giving seven (7) days notice.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. Summons will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 will not be charged.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire).

11. In respect to clause 3(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley or whether a repayment plan can be arranged with the owner.

ADOPTED: 20/11/1997
REVIEWED:
AMENDED: 20/04/2004

Attachment 2: F12 – Draft Reviewed Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5** **Local Government Act 1995**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option as per Local Government Act 1995 – section 6.45.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days from the date of issue of the final notice in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Prior to any recovery action a Notice of Intention to Issue a General Procedures Claim will be sent to the ratepayer giving seven (7) days notice.

4. Recovery action, as allowed under the Local Government Act 1995 – section 6.56, is to commence after the expiration of the seven (7) days given in clause 3. Methods that will be used to recover debts are as follows;

   a) General Procedures Claim.

b) If no response from the claim, the following options are available, as appropriate:

i.) Serve notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property), under the provisions of the Local Government Act 1995 - Section 6.60.

ii.) Issue a Property Seizure and Sale Order on goods.

iii.) Issue a Property Seizure and Sale Order on land (following council approval).

c) Properties with three years or more rates outstanding to be sold or forfeited to the Shire of Wyndham-East Kimberley under the provisions of the Local Government Act 1995 - Section 6.68.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. General Procedure Claims will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 may be written off.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council. That properties with outstanding rates of up to $100.00 may be written off only at the discretion of the Chief Executive Officer and that write off reported to Council as per Local Government Act 1995 – sections 61.2 and 5.42.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire) as per Local Government Act 1995 – section 5.42.

11. In respect to clause 4(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley.

ADOPTED: 20/11/1997
REVIEWED: 20/04/2004
REVIEWED: 10/12/2007
AMENDED:

Attachment 3: F15 – Current Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate & Community Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

1 That all invoices are raised within 14 days of receiving an authority to raise invoice.

2 If full payment for debt is not received after 30 days then a reminder notice (copy of proforma letter attached) and a copy of invoice is to be sent.

3 After 45 days a phone call (or other form of contact) is to be made so as to establish when payment will be made.

4 After 60 days a final notice (proforma attached) is to be sent with a copy of the invoice attached.

5 An Intention to Summons is to be sent after 75 days (proforma attached).

6 By the 87th day a copy of all the above mention correspondence to be issued to the Shire's debt collection agency so that this agency can send a summons to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Accountant has the discretion to write off amounts under $5.00 for any given month. These write offs are to be reported to Council in the following month.

2. That the Accountant can write off any licence which has not been paid after 90 days, with the intention of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors which have had in excess of three intention to summons issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

Adopted: 20/04/2004

Attachment 4: F15 – Draft Reviewed Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

7 That all invoices are raised within 14 days of receiving an authority to raise invoice.

8 If full payment for debt is not received within 30 days of initial statement then a reminder notice and a copy of invoice is to be sent.

9 After 45 days a phone call is to be made so as to establish when payment will be made.

10 After 60 days a final notice is to be sent with a copy of the invoice attached.

11 A Notice of Intention to Claim is to be sent after 75 days. The debtor will be notified at this point that they are on stop credit. No further credit will be provided until full payment is made or suitable payment arrangements made and approved at the discretion of the Chief Executive Officer.

12 By the 87th day a copy of all the above mentioned correspondence to be issued to the Shire's debt collection agency so that this agency can send a General Procedure Claim to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Chief Executive Officer has the discretion to write off amounts under $100.00 for any given month as per provisions under the Local Government Act 1995 - section 5.36. These write offs are to be reported to Council in the following month.

2. That the Chief Executive Officer can write off any operating licence which has not been paid after 90 days as per provisions under the Local Government Act 1995 - section 5.36, with the notice of Intention to Claim of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors who have had in excess of three Intention to Claim issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

4. Debtors will be on charged any fees and charges issued to the Shire for the recovery of their outstanding debt.

ADOPTED: 20/04/2004
REVIEW: 10/12/2007
AMMENDED:

12.3. COMMUNITY SERVICES

12.3.1. Kununurra Leisure Centre Kiosk Lease

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra Leisure Centre
AUTHOR:	Karyn Apperley, Executive Manager Community Services
REPORTING OFFICER:	Karyn Apperley, Executive Manager Community Services
FILE NO:	01.4998.10
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the tender requirements for the lease for the Kununurra Leisure Centre Kiosk.

BACKGROUND

The Kununurra Leisure Centre Kiosk has been leased to Kununurra Cruises – the BBQ Boat since 2005 at $3,000 per annum. This lease expired on 31 December 2007 however Item 4 of the Lease Schedule provided an option for the Lessee to extend the lease for a further 3 years based on agreement by both parties.

As no notice had been provided by the Lessee under Lease Agreement Item 6 'Renewal of Term' at least 3 months prior to the lease expiry, the Shire wrote to Kununurra Cruises on 31 October 2007 requesting written notice of the Lessee's intentions in regard to a renewal of term by 30 November 2007. The Lessee confirmed their interest in extending the lease by a further 3 years by letter on 20 November 2007.

A meeting was held on 27 November 2007 between Shire officers and Kununurra Cruises to discuss proposed terms and conditions of a 3 year extension lease agreement.

A briefing on this matter was provided to Council on 3 December 2007 and at its meeting of 18 December Council resolved the following:

Minute No. 8009

Moved: Cr K Wright *Seconded: Cr P Caley*

That Council enter into a 3 year lease agreement extension with Kununurra Cruises – The BBQ Boat with the following changes to the terms and conditions:

1. *The Kiosk shall be open to the public at least for the hours of:*
   7 days: 10am to 5pm
   Public Holiday hours to be by negotiation prior to signing of lease

2. *Annual rent of $4,000 (GST exclusive) being payable bi-annually on 30 June and 31 July each year for three years.*

3. *By negotiation, the Lessee is to ensure adequate food serving/preparation space is to be made available to hirers of the Leisure Centre for functions held outside the Lessee's normal trading hours, when the Lessee is unable to be open for functions or special events outside minimum opening hours.*

4. *The Lessee shall erect two signs to clearly advertise the minimum opening hours of the Kiosk.*

Carried Unanimously 8/0

NOTE: Council determined that for public convenience the kiosk is required to be open 7 days per week from 10am to 5pm

Accordingly, written advice of Council's decision was provided to Kununurra Cruises.

A letter was received from Kununurra Cruises in early January 2008 by the Shire and all Councillors which stated that Kununurra Cruises were interested in a 3 year extension option but could not agree to the term regarding opening hours of the Kiosk and requested Council to reconsider the terms of a 3 year extension lease. The letter contained information consistent with the advice that Council has already received at Briefing Sessions or Council Meetings prior to its decision of 18 December 2007. The Chief Executive Officer (CEO) provided a memo to Councillors advising that the matter would not be re-presented to Council unless requested by the Shire President and/or at least 3 Councillors. Given that no request has been received, Council needs to consider available options in relation to use of the Kiosk to provide the required level of public convenience and service to Leisure Centre patrons.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58.

3.58 . Disposing of property

(1) In this section —

***"dispose"** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***"property"** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

On successful negotiation of a lease for the Leisure Centre Kiosk, Council will receive lease payments from the tenant for the duration of the lease.

STRATEGIC IMPLICATIONS

It is important that patrons of the Kununurra Leisure Centre are afforded quality services, customer service and consistency of opening hours from Kiosk facilities.

COMMUNITY CONSULTATION

N/A

COMMENT

Council may want to consider the following options:

1. Advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk

2. Develop a proposal for the in - house provision of Leisure Centre Kiosk services.

Option 1 is recommended to test the local market and determine if a suitable lessee is available to provide the required services. Option 2 requires a level of analysis yet to be undertaken and may need to be considered if Option 1 does not provide the required outcomes.

Responses to the tender should be assessed using the following assessment criteria:

60% Price
20% Ability to comply with required hours of operation
10% Staffing provision
10% Previous experience of a similar nature

Should Council consider Option 1 to be the preferred course of action and advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk, then in keeping with Council's resolution of 18 December 2007, the terms and conditions of lease for the Leisure Centre Kiosk should include the requirement for the Kiosk to be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be by negotiation prior to signing of lease.

A proposed lease schedule is attached for Council's consideration.

To expedite the commencement of a lease, it is recommended that the CEO be authorised under delegated authority to negotiate details, terms and conditions of the lease not specified by the proposed schedule.

It should be noted that whatever course of action is determined by Council, Leisure Centre Kiosk facilities and services are unlikely to be in operation until February/March 2008.

ATTACHMENTS

Proposed Kununurra Leisure Centre Kiosk Lease Schedule

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk

2. That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk

3. That Council accept the proposed lease schedule and instruct officers to prepare tender documents

4. That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease

5. That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority

6. That Council accept the following tender assessment criteria:

60%	Price
20%	Ability to comply with required hours of operation
10%	Staffing provision
10%	Previous experience of a similar nature

COUNCIL DECISION

Minute No. 8050

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8051

Moved: Cr K Wright **Seconded: Cr P Caley**

1. ***That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk***

2. ***That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk***

3. ***That Council accept the proposed lease schedule and instruct officers to prepare tender documents***

4. ***That Council make clear in the Tender Request that significant emphasis will be given to the Tenderer's ability and commitment to providing high quality innovative Kiosk and Café/Catering services, with the greatest viable opening hours, for users of the Leisure Centre.***

5. ***That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease***

6. ***That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority***

7. ***That Council accept the following tender assessment criteria:***

   40% Price
   50% Public Kiosk Service – quality standards and opening hours
   10% Previous experience of a similar nature

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's recommendation because Council sought to encourage the market to respond through Tender with new innovative approaches to Leisure Centre Kiosk services.***

COUNCIL DECISION

Minute No. 8052

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

Proposed Kununurra Leisure Centre Kiosk Schedule

Item 1

Land:	The land known Kununurra Leisure Centre being part of Reserve Number 27603

Item 2

Premises:	That part of the Land outlined in red on the plan annexed to this Lease.

Item 3

Term:	Three (3) Years
Date of Commencement:	TBA
Date of Expiration:	TBA

Item 4

Term of Renewal:	Option to extend lease for a further 3 Years, based on agreement by both parties

Item 5

Rent:	To be based on market response and advance payments to be in accordance with a negotiated schedule.

Item 6

Rent Review Dates:	End of 3 Year Term

Item 7

Use of Premises:	Kiosk and Function Catering

Item 8

Public Liability Insurance:	Ten million dollars ($10,000,000)

12.4. CHIEF EXECUTIVE OFFICER

12.4.1. Use of Common Seal

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from the period 12 December 2007 to 14 January 2008.

BACKGROUND

Information is presented to inform Council on those documents to which the Shire Common Seal has been applied. In the time period specified above, the following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

- Sale of Lot 100 Riverfig Avenue, Kununurra to Ri-con Developments No.2 Pty Ltd – 1 copy

STATUTORY IMPLICATIONS

Local Government Act 1995

Council's Standing Order Local Law makes reference to the application of the Common Seal.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Goal 2 – Decision making within the Governance KRA of the Strategic Plan includes a strategy which is relevant to this item:

Strategy 3:
Establish succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

Goal 6 – Legislation:

Strategy 3:
Ensure continued compliance with all relevant legislation through the submission of relevant reports and documents.

COMMENT

It is the Officers' recommendation that Council formally receive a report on use of the Shire Common Seal.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

COUNCIL DECISION

Minute No. 8053

Moved: Cr D Ausburn **Seconded: Cr K Wright**

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

Carried Unanimously 5/0

12.4.2. Delegated Authority Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To report to Council on the use of Delegated Authority by Officers for 1 December 2007 to 11 January 2008.

BACKGROUND

Use of Council approved Delegated Authority by Officers is reported to Council on a monthly basis.

The attached tables outline use of Delegated Authority by relevant officers for the above period.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.46

5.46. Register of, and records relevant to, delegations to CEO's and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Governance KRA of the Shire's Strategic Plan includes a strategy, which is relevant to this item:

Goal 2 – Decision Making, Strategy 1 – To have established procedures and protocols that facilitate timely, effective decision making by the Council.

COMMUNITY CONSULTATION

N/A

COMMENT

The attached reports outline use of Delegated Authority by relevant Council Officers for endorsement by Council.

ATTACHMENTS

Delegated Authority Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

COUNCIL DECISION

Minute No. 8054

Moved: Cr P Caley **Seconded: Cr K Wright**

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

Carried Unanimously 5/0

BUILDING LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1- 31 December 2007

LIC#	DATE	OWNER	ADDRESS	BUILDER	BUILDER ADDRESS	BRB / OB NO	LOCATION	DESCRIPTION	NEW/ ADD	LOT AREA	FLOOR AREA	EST. VALUE
184/ 2007	5/12/2007	L & A INNES	PO BOX 764 KUNUNURRA	OWNER	PO BOX 764 KUNUNURRA	N/A	LOT 1000 (5) MINIATA STREET KUNUNURRA	NEW STORAGE SHED	NEW		477	$90,000.00
185/ 2007 AE	6/12/2007	R MACKENZIE & P AYRES	PO BOX 384 KUNUNURRA	EXISTING		N/A < $20K	LOT 1000 (5) MINIATA STREET KUNUNURRA	ACKNOWLEDGE EXISTING FRONT FENCE, POOL, ATRIUM ENCLOSURE & PERGOLA	EXIST		0	$0.00
186/ 2007	6/12/2007	WARRICK DONE	PO BOX 2197 KUNUNURRA	OWNER	PO BOX 2197 KUNUNURRA	N/A OB	LOT 302 (7) EUGENIA STREET KUNUNURRA	PATIO AND VERANDAH ADDITION	ADD			$26,000.00
187/ 2007	20/12/2007	PETER & SEARLE	PO BOX 1068 KUNUNURRA	ADRAIN ROXBURGH	PO BOX 1848 KUNUNURRA	N/A	LOT 43 WEABER PLAINS RD KUNUNURRA	POOL AND SHADE	NEW			$26,000.00
188/ 2007	6/12/2007	TODD BRYANT	PO BOX 663 KUNUNURRA	OWNER	PO BOX 663 KUNUNURRA	N/A OB	LOT 1806 (11) PALM COURT KUNUNURRA	PATIO	ADD		26	$10,000.00

189/ 2007 AE	6/12/2007	PETER & NOELENE GREEN	PO BOX 701 KUNUNURRA	EXISTING		N/A	LOT 24 WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING CONVERSION, POOL, RURAL SHED & OUTBUILDINGS	EXIST		0	$0.00
191/ 2007 AE	7/12/2007	RAY & DEBRA CHAMBERLAIN	PO BOX 1072 KUNUNURRA	EXISTING		N/A	LOT 749 (35) WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, CARPORT &, NON-HABITABLE SHED/ OUTBUILDING	EXIST		0	$0.00
155/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 154 (37) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.105	306	$364,000.00
156/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10782	LOT 153 (35) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.06	314	$367,000.00
157/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 170 HIBISCUS DRIVE KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.09	46	$367,000.00
190/ 2007	10/10/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 168 (4) Gardenia Drive KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.086	306	$364,000.00

192/2007	17/12/2007	OOMBULGURRI ASSOCIATION - WA POLIC DEPT	PO BOX 208 WYNDHAM 6740	FRANMOR CONSTRUCTION	PO BOX 702 KUNUNURRA	10803	LOC 1 OOMBULGURRI COMMUNITY LOT 75 & 76 FORREST RIVER	2 X CLASS 1B RESIDENCES UNDER TROPICAL ROOF, CARPORT & TRANSPORTABLE CELL BLOCK	NEW	40,063	324	$250,000.00
193/2007 AE	17/12/2007	J A CARRATTI	PO BOX 25 KUNUNURRA	EXISTING		N/A	LOC 511 RIVERFARM ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, PATIO, POOL, GARAGE, 2 X LEAN-TOS, TANK STAND, 2 X SHADE STRUCTURES	EXIST			$0.00
												$1,864,000.00

DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

Licence Number	Date	Assess No	Property Address	Premises	Owner	Builder/ Contractor	Contact Details	Comments (Asbestos)
03/2007	13/12/2007	1682	LOT 237 COOLIBAH DRIVE KUNUNURRA	METAL CLAD RESIDENTIAL BUILDING	UNITING CHURCH OF AUSTRALIA - NORTHERN SYNOD	ROBERT BOSHAMMER	PO BOX 20 KUNUNURRA	Prefabricated building (? Asbestos)
04/2007	19/12/2007	0969	LOT 766 (10) BARRINGTONIA AVENUE KUNUNURRA	TIMBER FRAME ASBESTOS CLAD DWELLING	G & A DULEY	COLIN WILKINSON DEVELOPMENTS PTY LTD	PO BOX 3112 BROOME WA 6725	Timber frame - asbestos clad

THERE WERE NO SIGN LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

TOWN PLANNING DELEGATED AUTHORITY APPROVALS - 6 December 2007 to 11 January 2008

Application / Delegation Number	Approval Type	Date Received	Receipt Number	Applicant	Owner	Property Address	Proposed Dev't	Assess't Number	Approval Date
77/07	P Devt	30-Oct-07	355975	Colin Wilkinson Developments	Greg & Ann Duley	Lot 766, Barringtonia Ave, Kununurra	4x group dwellings	969	7-Dec-07
80/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356742	Monsoon Architects	Dept of Housing and Works	Lot 1074, Denman Street, Wyndham	2 x group dwellings	419	07-Jan-08
81/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356744	Monsoon Architects	Dept of Housing and Works	Lot 1092, Dorrigo street, Wyndham	2 x group dwellings	426	07-Jan-08
86/07	P Devt	26-Nov-07	356374	Tim Croot	Tim Croot	Lot 11, Weaber Plain Road, Kununurra	Shed	2054	07-Jan-08
89/07	AA Devt	3 Dec 07 Paid 18 Dec 07	356743	Monsoon Architects	Dept of Housing and Works	Lot 169, 48 Hibiscus Drive, Kununurra	2 x group dwellings	2525	07-Jan-08

12.4.3. Council Representation at Kimberley Water Forum

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Broome
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	42.09.01, 60.03.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider having representation at the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

BACKGROUND

Council received an invitation to participate in the Kimberley Water Forum on 24 December 2007. The invitation is attached to this report.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs (travel, accommodation and registration fees) of approximately $600 per person to attend the forum.

STRATEGIC IMPLICATIONS

Water and its use continue to be a significant national issue. For any region the availability and allocation of water has a major influence on that region's destiny. The Kimberley is fortunate to have significant fresh water sources and the use of this water will have a defining influence on the Kimberley.

Unique to the East Kimberley region is the water supply of Lake Argyle. Allocation and use of water from Lake Argyle will influence the East Kimberley in future generations. For these reasons it is considered important that Council contribute to forums and debate on water allocation and use.

It is also strategically important that Council develops effective working relationships with the hosts of this forum, Environs Kimberley, the Kimberley Land Council, the WA Department of Agriculture and Food, and the Tropical and Coastal Knowledge (TRaCK) project, and this can also be enhanced by participation in this forum.

COMMUNITY CONSULTATION

While there have been various opportunities for the wider community to have input into water issues (e.g. State Blueprint for Water Reform July 2006) this particular forum has not had community consultation associated with it before now.

COMMENT

It is recommended that Council consider having representation at this forum, given the importance of water allocation and its use to the future of the East Kimberley region.

ATTACHMENTS

Invitation to participate in the Kimberley Water Forum (Document 60839)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council nominate _____as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

COUNCIL DECISION

Minute No. 8055

Moved: Cr P Caley **Seconded: Cr D Ausburn**

That Council nominate Cr K Wright as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

Carried Unanimously 5/0

Kimberley Land Council

Save the Nature of the Kimberley
environs KIMBERLEY INC

Department of Water
Government of Western Australia

Department of Agriculture and Food

Doc No. 060839
Date 2 9 DEC 2007
Officer CEO, SP
Response
File 42.09.01
60.03.01

Cr Michele Pucci
Shire of Wyndham - East Kimberley
PO Box 614
Kununurra WA 6743

19 December 2007

Dear Cr Pucci,

We would like to officially invite you to participate in the ***Kimberley Water Forum*** to be held in Broome from 13 – 14 March 2008.

With all the activity in the water arena, particularly with the current northern Australia focus, the main aim of the forum is to share information about water policy and management from the national through to the local level. It will set the scene for water planning and management in the Kimberley into the future.

The event is a joint initiative of the Kimberley Land Council, the WA Department of Water, Environs Kimberley, the WA Department of Agriculture and Food and the Tropical Rivers and Coastal Knowledge (TRaCK) project.

The Kimberley Water Forum will bring together about 100 people, including representatives of Traditional Owner groups, pastoralists, agriculturalists, government agencies, scientists and other researchers.

There will be a day of presentations from regional stakeholders on a wide range of Kimberley water issues, including local experiences of water planning and community engagement, management priorities for regional rivers and wetlands, and the impacts of proposed water reforms.

The organisers have approached a number of people with expertise in water activities at the national and state levels to make presentations, including Peter Cullen of the National Water Commission, key WA water policy-makers and a number of Australia's leading social, cultural, environmental and economic researchers.

An agenda will be sent out early next year. The venue is the Mangrove Hotel in Broome. Lunch will be provided on both days.

Please contact me for further information by email or at the number below.

On behalf of the Kimberley Water Forum steering committee

Kate Golson
Kimberley Water Forum project manager
Tel. 0427183370
kate.golson@westnet.com.au

12.4.4. Shire of Wyndham East Kimberley Annual Report 2006/07

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.27.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider convening a Special Meeting for 4pm Tuesday 5 February 2008 to consider acceptance of the Shire of Wyndham East Kimberley 2006/07 Annual Report.

BACKGROUND

Each Local Government is required under the Local Government Act 1995 to prepare an Annual Report for each financial year and to hold a general electors meeting.

In November 2007 Council resolved to hold the General Electors Meeting on 19 February 2008. The Annual Report, less the Auditors report, has been prepared for that meeting and presented here for acceptance by Council.

Normal practice is for an Annual Report to be accepted by Council prior to 31 December each year. The Auditor's Report was not available in time to allow this to occur.

At a meeting of Council's Audit Committee in December 2007, the timing of the receipt of Audit Reports was considered and it was recommended that in appointing Council's Auditors it be a requirement that the Annual Audit Report be received by the mid November each year to enable it to be accepted by Council at its Ordinary Council meeting in November so that the General Electors Meeting could be held prior to the end of each calendar year.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.53

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president;
(b) a report from the CEO;
(c) a report of the principal activities commenced or continued during the financial year;
(d) an assessment of the local government's performance in relation to each principal activity;
(e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
(f) the financial report for the financial year;
(g) such information as may be prescribed in relation to the payments made to employees;
(h) the auditor's report for the financial year;
(ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993* ; and
(I) such other information as may be prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.54

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available

LOCAL GOVERNMENT ACT 1995 - SECT 5.55

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

LOCAL GOVERNMENT ACT 1995 - SECT 7.9

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) The mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

Details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) Prepare a report thereon; and
(b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Availability of the Annual Report to the public is required to be made as soon as possible after its acceptance by Council.

COMMENT

The Annual Report is complete except for the Auditors report. To enable the public access to the annual report prior to the scheduled electors meeting it sis recommended that Council convene a Special Meeting to consider acceptance of the report, and that this Special Meeting be held for the convene of Councillors at 4pm on Tuesday 5 February, a time when Councillors are already scheduled to meet for their usual monthly Briefing Session.

This suggested arrangement would, subject to adoption of the Annual Report by Council allow the report to be available to the public for 14 days prior to the previously adopted and advertised date for the Annual Electors Meeting.

ATTACHMENTS

The Draft Annual Report 2006/07, less Auditors Report will be provided to Councillors as a separate document.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 4pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

COUNCIL DECISION

Minute No. 8056

Moved: Cr K Wright **Seconded: Cr P Caley**

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 5pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation as a more convenient start time was considered essential.***

12.5. ELECTED MEMBER REPORTS

Cr J Parker attended Joorook Gnarni Aboriginal Corporation Elections

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

COUNCIL DECISION

Minute No. 8057

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council endorse Cr P Caley's nomination to the Kimberley Development Commission Board.

Carried Unanimously 5/0

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No. 8058

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council accept Item 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission for consideration.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8059

Moved: Cr K Wright **Seconded: Cr P Caley**

That the meeting move into camera to discuss, Item 16.1 Debts Under Legal Action, Item 16.2 Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment and 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission under Section 5.23. (2) of the Local Government Act 1995 because the items may disclose information about the business, professional, commercial or financial affairs of a person and because the items also contain legal advice or may be the subject of potential legal advice to the Council.

Carried Unanimously 5/0

16.1. Confidential Item – Debts Currently in Legal Process

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.02
ASSESSMENT NO:	N/A

This item will be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

PURPOSE

For Council to receive an update in regards to debts currently in legal process.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

COUNCIL DECISION

Minute No. 8060

Moved: **Seconded:**

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

Carried Unanimously 5/0

16.2. Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Weaber Plain Catchment
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	22.09.01
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information the subject of potential litigation.

PURPOSE

For Council to be informed of issues related to proposed flood mitigation works on the Weaber Plain catchment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the correspondence:

> *From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007*
> *From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007*
> *From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.*
> *From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley*
> *From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.*

in relation to flood mitigation in the Weaber Plain catchment.

COUNCIL DECISION

Minute No. 8061

Moved: Cr D Ausburn **Seconded: Cr P Caley**

That Council note the correspondence:

> ***From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007***
> ***From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007***
> ***From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.***
> ***From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley***
> ***From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.***

in relation to flood mitigation in the Weaber Plain catchment.

Carried Unanimously 5/0

16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission

DATE:	22 January 2008
PROPONENT:	Human Rights and Equal Opportunity Commission
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	10.935.02
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (d) of the Local Government Act 1995 because the item may disclose information the subject of potential legal advice.

COUNCIL DECISION

Minute No. 8062

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council accepts the Officer's recommendation as contained in the confidential report provided to Council.

Carried Unanimously 5/0

17. CLOSURE

With all matters of business complete the Deputy Shire President declared the meeting closed at 7:35pm.

MINUTES OF ORDINARY COUNCIL MEETING HELD 22 JANUARY 2008

I hereby certify that the Minutes of the Ordinary Meeting of Council held 22 January 2008 are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

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SHIRE OF WYNDHAM-EAST KIMBERLEY

MINUTES

OF THE ORDINARY COUNCIL MEETING
HELD ON TUESDAY 22 JANUARY 2007 AT 6:00 PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 6:11pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr Ralph Addis	Deputy President
Cr Di Ausburn	Councillor
Cr Paul Caley	Councillor
Cr Jane Parker	Councillor
Cr Keith Wright	Councillor
Mr Peter Stubbs	Chief Executive Officer
Ms Amanda Trengove	Acting Executive Manager of Corporate Services
Mr Alex Douglas	Executive Manager Engineering and Development Services
Ms Karyn Apperley	Executive Manager Community Services
Miss Kelly Fewster	Aboriginal Environmental Health Officer
Miss Jamie Burkin	Environmental Health Trainee
Miss Jo Tuohy	Environmental Health Trainee
Mr Mike Snowball	Wyndham Operations Manager
Ms Fiona Kuiper	Executive Support Officer and Minute Taker

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Michele Pucci	Shire President
Cr Fred Mills	Councillor
Cr John Buchanan	Councillor
Cr John Moulden	Councillor

3. DECLARATIONS OF INTEREST

- Financial Interest

Nil

- Impartiality Interest

Cr R Addis declared an Impartiality Interest in Item 16.1 Debts Currently in Legal Process as he is a committee member of an organisation listed in the item.

- Proximity Interest

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

Minute No. 8035

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council grant Cr P Caley a leave of absence for the Ordinary Meeting of Council on 19 February 2008 and Cr D Ausburn a leave of absence for the Ordinary Meeting of Council on 15 April 2008.

Carried Unanimously 5/0

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

8.1. Confirmation of Minutes of the Ordinary Meeting of Council Held On Tuesday 18 December 2007

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

COUNCIL DECISION

Minute No. 8036

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2007.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8037

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Special Meeting of Council held on Tuesday 19 December 2007.

Carried Unanimously 5/0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Deputy President made the following announcement:

I would like to express Council's sympathy to the Court family on the passing of Sir Charles Court. Sir Charles made an enormous contribution to the State of Western Australia and to the Kimberley region. Most notably for this district, Sir Charles supported and ensured the construction of Lake Argyle and the Ord Irrigation Scheme, without which much so which enjoy into the district today would not be possible.

Cr John Buchanan attended the State Memorial Service for Sir Charles in Perth on Friday 4 January 2008.

On Thursday 3 January 2008 the Shire President, CEO and I had short impromptu meeting with the Hon Jon Ford, Minister for Kimberley, and Fisheries, in Kununurra where we discussed Council State Government

Budget submission and matters related the Ord Final Agreement and expansion of the Ord Irrigation Area.

10. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MINUTES OF COUNCIL COMMITTEE MEETINGS

11.1. Confirmation of Minutes of the Audit Committee Meeting held on Tuesday 18 September 2007.

RECOMMENDATION

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

COUNCIL DECISION

Minute No. 8038

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council confirm the Minutes of the Audit Committee Meeting held on held on Tuesday 18 September 2007.

Carried Unanimously 5/0

12. REPORTS

12.1. ENGINEERING SERVICES

12.1.1. Application to Keep Three Dogs at 43B Weaber Plain Road, Kununurra

DATE:	22 January 2008
PROPONENT:	Ms R Schmerl
LOCATION:	43B Weaber Plain Road, Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	01.5469.05
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider an application to keep three dogs at 43B Weaber Plain Road, Kununurra.

BACKGROUND

The applicant is in the process of moving to Kununurra and approached the Shire late last year to enquire as to the possibility of moving with her three dogs. At the time the Kununurra address was not known and in late December 2007 the Shire was advised of the address, allowing inspection of the property and to seek comment from adjoining residents.

STATUTORY IMPLICATIONS

The Dog Act 1976 and the Shire's Dogs Local Law 2003 apply, and in particular: -

Dog Act 1976
26. Limitation as to numbers

(1) The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.

(2) Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;
(b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and
(c) may be revoked or varied at any time.

(4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: $1 000 and a daily penalty of $100.

(5) Any person who is aggrieved —
(a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or
(b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.

(6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

Dogs Local Law 2003
3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -
(a)licensed under Part 4 as an approved kennel establishment; or
(b)granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
(a)2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
(b)4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

N/A

COMMENT

Ranger staff inspected the property in late December 2007, at which time the property was vacant. The property is adequately fenced and there is considered to be sufficient yard space.

Letters were hand delivered to adjoining properties in Weaber Plain Road and Pindan Avenue. Due to the timing of the applicant's information and the Christmas/New Year period, the letters were delivered on Tuesday 8 January, and comments to be received by 5:00 pm 18 January. At the time of writing the report one verbal comment advising of no objection was received from 45 Weaber Plain Rd.

The comments from adjoining properties are not conditional on Council's decision however it is industry practice to seek those comments in considering a request. It is more applicable when the circumstances relate to an existing resident seeking to keep an additional dog/s.

The applicant has provided the following information about the dogs and this was included in the information to the neighbours: -

Dog 1

Breed:	Rottweiler
Sex:	Female
Name:	Cara
Information:	Has been desexed and she is about 5-6years old and doesn't leave the yard as she has the dickie back legs and the only time she leaves is when we take her to the vet or out for a short walk

Dog 2

Breed:	Rottweiler
Sex:	Male
Name:	Taz
Information:	Has been desexed and micro chipped and is about 2-3 years old.

Dog 3

Breed:	Maltese X
Sex:	Male
Name:	Wizard
Information:	Has been desexed and micro chipped and he is about 2-3 years old

On the basis of the conditions of the fenced property and the details of the dogs staff consider that there is no reasonable basis to refuse the application.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That in accordance with the provisions of the Dog Act 1976, s26(3) and Clause 3.2, Dogs Local Law 2003, Council approve the application by Ms R Schmerl to keep the three dogs, as described, at 43B Weaber Plain Road Kununurra.

COUNCIL DECISION

Minute No. 8039

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council:

1. ***Request that Ms R Schmerl provide documentation from the Local Authority in which the three dogs in question were registered IMMEDIATELY prior to their move to Kununurra (including evidence of currency of registration) that none of the dogs were, have been or are declared as "dangerous dogs" under the Dog Act 1976 and any other relevant regulation promulgated under the Act.***
2. ***Request that Ms Schmerl provide advice supporting the need to maintain a presence of three dogs, a number in excess of the Dog Act when not supported by an application for breeding license.***
3. ***When and if, and only if, this information is produced in totality in accordance with the above, that the CEO or delegated officer be authorised to facilitate this approval.***

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because it was considered that there was no local history of the applicant and the dogs, it was necessary to apply the conditions as listed.***

12.1.2. Adoption of Firebreak Order 2008/2009

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to adopt the 2008/2009 Firebreak Order for the Shire of Wyndham East Kimberley that is to apply for the period 1 April 2008 until 1 January 2009.

BACKGROUND

To enable the annual Firebreak Order to be gazetted and formally issued to all property owners Council is required to consider and adopt a Firebreak Order.

A copy of the draft Firebreak Order is attached for Council's information.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires
Division 6 – General Restrictions, Prohibitions and Offences
Section 33 – Local Government May Require Occupier of Land to Plough or Clear Firebreak

"(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land firebreaks in such a manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the firebreaks clear of inflammable matter;

(b) to Act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorized officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire;

and the Notice may require the owner or occupier to do so –

as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land, and in any event to do so to the satisfaction of either the local government or its duly authorized officer, according to which of them is specified in the notice."

POLICY IMPLICATIONS

Policy FC2 – Fire Break Order

"OBJECTIVE To ensure that fire breaks are installed and maintained to enable effective management of bush fires.

POLICY - Pursuant to the powers contained in Section 33 of the Bush Fires Act (1954), all owners and or occupiers of land in the Shire of Wyndham-East Kimberley are hereby required, on or before 1st June each year to have firebreaks clear of inflammable material in accordance with the following:

1. *Rural Lands:*

   Being all land within the Ord Irrigation Area, firebreaks are required to be:

   a) *Not less than three metres wide inside and along and as close to external boundaries as is possible, and*

   b) *Not less than three metres wide and within three metres of the perimeter of all buildings and/or haystacks or groups of buildings.*

   NOTE:

   This requirement need not be met if the property is being worked and provided the irrigation channels are in use.

2. *Pastoral Lands:*

   Being land outside the townsites of Wyndham and Kununurra, held under a Pastoral Lease, and not included in 1) above.

   a) *Firebreaks are required to be a distance of not less than three metres wide and within three metres of building and/or haystacks or groups of buildings.*

3. *Townsite Land:*

    a) *Where the land is 2000sq metres or less, remove by clearing or slashing inflammable material from the whole of the land, save standing trees.*

    b) *Where the area of the land is greater than 2000sq metres a firebreak of not less than three metres in width, immediately surrounding any buildings or not less than three metres in width inside and along the whole of the external boundaries of the land is required.*

4. *Rural Lands:*

    Outside townsites and not being land under a pastoral lease, this includes Packsaddle Plains, Crossing Falls and Riverfarm Road subdivisions. Firebreaks are required to be:

    a) *No less than four metres wide inside, along and within ten metres of external boundaries: and*

    b) *Not less than three metres wide and within three meters of the perimeter of all buildings and/or haystacks or group of buildings.*

5. *Rubbish Sites:*

    Being all rubbish sites for pastoral stations. Firebreaks are required to be not less than three metres wide and within three metres of the perimeter of the rubbish site.

6. *Fuel Dumps and Depots:*

    Remove flammable material from all land where fuel drum ramps or dumps are located and where fuel drums whether containing fuel or not are stored to a distance of at lease five metres outside the perimeter of any drum, ramp or stack of drums.

7. *The acts referred to in paragraphs 1) to 6) hereof must be performed to the satisfaction of the duly authorized person/s appointed by the Shire of Wyndham-East Kimberley.*

8. *If it is considered impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this notice you may apply to the Council or its duly authorized officer by not later than 1st May each year for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land."*

FINANCIAL IMPLICATIONS

Under Section 33 of the Bush Fires Act, Council is required to publish a copy of its Firebreak Order in a newspaper circulating in the area, and in the Government Gazette. In addition, it is intended to have a copy of the Order included in each private mailbox in Kununurra and Wyndham.

It is difficult to provide an exact figure with respect to advertising costs, as these are calculated on a "per centimetre" basis. However, it is anticipated that the cost of publishing the Firebreak Order in both the "Kimberley Echo" and the Government Gazette will be less than $1000. Postage costs will be in the vicinity of $700.00.

STRATEGIC IMPLICATIONS

Nil

COMMENT

In the interests of improving fire control measures throughout the Shire of Wyndham East Kimberley, Officers intend not only to comply with the requirements of Section 33, but to make as many landowners and/or residents aware of their obligations with respect to fire control as possible. The 2008/2009 Fire Break orders will be advertised in the local paper and Government Gazette. In addition to this all ratepayers will be posted a copy.

ATTACHMENTS

Draft 2008/2009 Firebreak Order

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

COUNCIL DECISION

Minute No. 8040

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council adopt the Shire of Wyndham East Kimberley 2008/2009 Firebreak Order, as presented.

Carried Unanimously 5/0

BUSH FIRES ACT 1954
Shire of Wyndham East Kimberley
Firebreak Order and Bushfire Information 2008/2009
(This is a summary of the Order adopted by the Shire of Wyndham East Kimberley under Section 33 of the Bush Fires Act 1954).

In accordance with the provisions of this Order, landowners are required to carry out fire prevention work on land they own or occupy.

Details of work required to be completed are contained in this Order. Work must be completed by 1 June each year.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE (PENALTY $250) OR PROSECUTED WITH AN INCREASED PENALTY UP TO ($1000). IN ADDITION, THE SHIRE MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER OR OCCUPIER OF THE LAND.

There may be instances where it is considered to be impractical to clear firebreaks or remove flammable materials as required by this Order, due to:

- The aggravation of soil erosion;
- The identification of a more effective system of fire prevention; or
- Firebreaks being rendered unnecessary by natural features existing on the land.

In this instance, application may be made to Council not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative action to reduce fire hazards on the land.

If Council permission is not forthcoming, then you will be required to comply with the provisions of this Order.

Firebreaks are used primarily to gain access to and provide an area to work from when controlling a fire. They will not stop all fires, and removal of unnecessary flammable material prior to the fire season is your best safeguard against fire threat.

If the requirements of this Order are fulfilled by burning off, then the burning must be carried out in accordance with the relevant provisions of the Bush Fires Act 1954.

1. Ord River Irrigation Project Area:

Firebreaks for all land within the Ord Irrigation Area must be:

- Not less than three (3) metres wide inside and along and as close as possible to external boundaries; and
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks and groups of buildings.

NOTE: This requirement need not be met if the property is being worked, and provided the irrigation channels are in use.

2. Pastoral Lands:

Firebreaks are required to be a distance of not less than six (6) metres wide and within three (3) metres of buildings and/or haystacks or groups of buildings.

3. Townsite Land:

Where the area is 2 000m^2 or less, all inflammable material (with the exception of standing live trees) shall be removed from the whole of the land by clearing or slashing.

Where the area of the land is greater than 2 000m^2, a firebreak of not less than six (6) metres in width immediately surrounding any buildings, or not less than three (3) metres in width inside and along the whole of the external boundaries of the land is required.

4. Rural Lands:

Land outside townsites which is not under a pastoral lease requires firebreaks of:

- Not less than four (4) metres wide inside, along and within ten (10) metres of external boundaries; or
- Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks or groups of buildings.

5. Rubbish Sites:

All rubbish sites for pastoral stations and communities require firebreaks not less than three (3) metres wide and within three (3) metres of the perimeter of the rubbish site.

6. Fuel Dumps and Depots:

Flammable material must be removed from all land where fuel drum ramps or dumps are located and where fuel drums (whether containing fuel or not) are stored, to a distance of at least fifteen (15) metres outside the perimeter of any drum, ramp or stack of drums.

The acts referred to in paragraphs 1 to 6 herein must be performed to the satisfaction of the duly authorised person appointed by the Shire of Wyndham East Kimberley.

If it is impractical for any reason to clear firebreaks or to remove flammable material from the land as required by this Order, you may apply to Council or its duly authorised officer by not later than 1 April for permission to provide firebreaks in alternative positions, or to take alternative positions or to take alternative action to abate fire hazards on the land.

RESTRICTED BURNING PERIOD
1 April to 1 January Each Year

The Restricted Burning Period now includes Kununurra and Wyndham Townsites, the Ord Irrigation Area and pastoral areas.

PERMITS TO BURN

1. Permits to burn are required for the whole of the Restricted Period, and must be obtained from one of the Fire Control Officers identified for your area (see overleaf).

2. Any special conditions imposed by the Fire Control Officer when issuing permits must be strictly adhered to.

3. The permit holder shall give notice of his intention to burn to:

   a. The Shire's Kununurra Administration Centre by no later than 24 hours prior to the day when the burning is to take place. Weekend burning must be notified by 4.00pm, Friday.

   b. The owner or occupier of adjoining land.

   c. The nearest Department of Environment and Conservation (DEC) office if the land is situated within three (3) kilometres of State Forest land, National Park, Nature Reserve or other DEC lands.

4. The period of notice to neighbours prior to burning cannot be more than twenty eight (28) days or less than four (4) days, although lesser notice may be determined by mutual agreement of all neighbours.

5. Your attention is drawn to Items 5, 6 and 7 as listed on the back of the permit.

6. Burning under permit is permitted during the Restricted Burning Period on Sundays and Public Holidays.

7. All landowners and occupiers who suffer a bush fire have an obligation to assist each Area Fire Control Officer to compile a Fire Report Form.

8. Garden refuse (excluding GREEN clippings) burnt on the ground may be lit only between 6.00pm and 11.00pm, and must be completely extinguished with water or earth by midnight. All flammable matter is to be cleared within five (5) metres of all points of the site of the fire, and a person must be in attendance during the whole time the fire is lit.

9. Any incinerator used to burn rubbish must be properly constructed – an open drum (with or without a lid) is not an appropriate incinerator.

10. With reference to Item 8 and 9 of this summary, burning may not take place if the Fire Weather Warning for the day is "Very High", or "Extreme".

Peter Stubbs
Chief Executive Officer

12.1.3. Appointment and Confirmation of Fire Control Officers 2008

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	32.13.13
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the appointment of Fire Control Officers (FCO).

BACKGROUND

The initial consideration of this item was for the replacement of the appointed FCO for Crossing Falls, being Mr Keith Wright who is in the process of moving from the locality of Crossing Falls and to remove the name of a previous Ranger.

The secondary purpose is to give Council the opportunity to consider the present list of FCO's with a view to confirming their appointment as it appears to have been several years (2003?) since the list was reviewed.

STATUTORY IMPLICATIONS

Bush Fires Act 1954
Part III – Prevention of Bush Fires

s38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

[(b) deleted]

(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a

person to the vacant office within one month after service on it of such notice.

(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.

(e) A bush fire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

(3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —

(a) carrying out normal brigade activities;

[(b) and (c) deleted]

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of

(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

(c) The provisions of this subsection are not in derogation of those of subsection (4).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no specific financial implications associated with the Officer's recommendation.

STRATEGIC IMPLICATIONS

Nil

COMMENT

The Shire has taken the approach of having adequate numbers of FCO's to cover the volunteer fire brigade areas as well as the pastoral areas of the Shire.

The present approved listing is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 9168 1798 (Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	91614326 (Home) 9161 4326 (Fax)
Michael Wilkie (Shire Ranger)	Shire of Wyndham Easy Kimberley	0409 681 220 9168 1798 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Keith Wright	Properties adjoining Fish Farm and Crossing Falls Roads	9168 1314 (Home/Fax) 9168 2650 (Fax) 0127 633 455
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Work/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emerg)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The proposed list of officers is set out as follows: -

Existing Authorised Bush Fire Control Officers

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Shire Ranger	***deleted***	
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	***9168 2276 (Home)*** ***9166 4100 (Work)***
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606

Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

The two changes proposed have been shown in red bold italics.

The list of FCOs will be published in conjunction with the Firebreak Order (listed under a separate item in this Agenda).

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Colt Dwyer	Ord Irrigation Area – Cane Fires and Cane Trash	9169 1886 (Work) 9169 1990 (Fax) 0407 613 606
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

COUNCIL DECISION

Minute No. 8041

Moved: Cr D Ausburn **Seconded: Cr J Parker**

That Council authorise and publish the following persons as Fire Control Officers for the Shire of Wyndham East Kimberley: -

NAME	AREA OF RESPONSIBILITY	CONTACT NO.
Gary King (CBFCO & Shire Ranger)	Shire of Wyndham East Kimberley	0409 687 841 (Work) 9168 1798 (Work Fax)
John Koeyers (Deputy CBFCO)	Stations on Gibb river and Kalumburu Roads	9161 4326 (Home) 9161 4084 (Fax)
Lindsay Middap	Wyndham Port to 12 Mile (Wyndham & adjoining areas)	9161 2964 (Work/Fax) 0417 995 246
Mr Alan Thompson	Properties adjoining Fish Farm and Crossing Falls Roads	9168 2276 (Home) 9166 4100 (Work)
Peter Lacey	Stations on Gibb River and Kalumburu Roads (Kalumburu South Area)	9191 4644 (Home/Fax)
Bruce Pontin	Argyle Diamond Mine	9167 1418 9167 1452 (Emergency)
David Hasted	Ivanhoe	9168 1388 (Home) 9168 1399 (Fax)
Mike Moore	Packsaddle	9168 1749 (Home) 9168 2970 (Fax)

Limited Permit Issuing Authority

Greg Cummings	Ord Irrigation Area – Cane Fires and Cane Trash	9168 1400 (Work)

		9168 1517 (Fax) 0419 953 331
Greg Cummings	Ord Irrigation Area – Agricultural Crop Trash Only	9168 1400 (Work) 9168 1517 (Fax) 0419 953 331

Carried Unanimously 5/0

NOTE: ***Council's decision in this matter varied from the Officer's Recommendation because one of the proposed Fire Control Officers had left town since the Agenda was issued.***

12.1.4. Request for Speed Zone Reduction O'Donnell Street Wyndham Port

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra
AUTHOR:	Alex Douglas, Executive Manager Engineering and Development Services
REPORTING OFFICER:	Alex Douglas, Executive Manager Engineering and Development Services
FILE NO:	21.01.02
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider a request from the Wyndham Police to reduce the speed limit on O'Donnell and MacPhee Streets near Gambier Street.

BACKGROUND

The Wyndham Police have raised concerns with the speed of vehicles at and near the bend in O'Donnell Street where it joins MacPhee Street. The bend coincides with the intersection of Gambier Street.

The primary concern is based on the number of heavy vehicles such as fuel tankers and ore trucks moving to and from the Port.

The preferred action from the Police is to reduce the speed limit to 40 kilometres per hour (kph).

STATUTORY IMPLICATIONS

Speed limits for any public road are authorised by the Commissioner for Main Roads and only Main Roads WA or their agents may legally erect and maintain speed limit signage.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the officer's recommendation; however it anticipated that should Council wish to pursue the reduction of speed some alteration to the road will be necessary for Main Roads WA to agree to reduce the speed limit.

STRATEGIC IMPLICATIONS

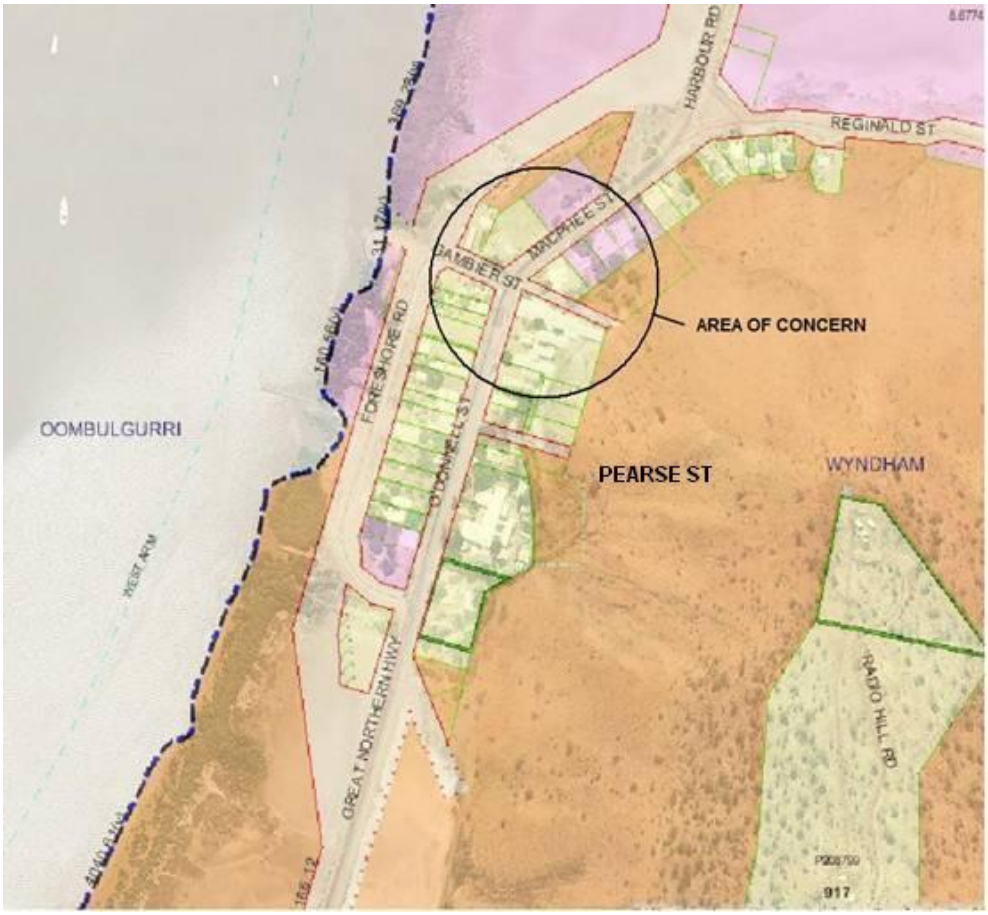
N/A

COMMENT

In combination with Main Roads WA, the Police Service WA enforces the speed limits on the public road network. Generally Main Roads WA will not consider a request to vary the speed limit on a local road without the approval of the local government.

As can be seen from the following plan and photographs the section of road incorporates a number geometry issues that are not conducive to the mix of heavy vehicles, poor sight lines and vehicles entering and leaving the intersecting streets.

Locality Plan



View looking south towards the Court House and Reginald Street Intersection



View looking east and south from near Gambier Street



View looking north towards Gambier Street



View looking north near Gambier Street



Due to the poor sight lines drivers approaching the bend from the south can not see vehicles or pedestrians near the Police Station or Court House; coming from the north drivers can not see vehicles entering from the east leg of Gambier Street or vehicles and pedestrians near the Wyndham Hotel. In addition Police have observed road trains crossing the centre line around the bend.

Traffic classifiers were installed during late December and early January to establish some background information and is summarised as follows: -

Start Date: 20 December 2007
End Date: 11 January 2008

O'Donnell Street (near Pearse St)
Total vehicles: 6187 vehicles (both directions)
Number of trucks: 224 (3.6%) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 65.2 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 52.9 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

McPhee Street (100 metres north of Reginald St)
Total vehicles: 3670 vehicles (both directions)
Number of trucks: 183 (5.0 %) (greater than 4.5 tonne vehicle with/without trailers)
85th% speed: 69.5 km/h (maximum speed at which 85% of vehicles travel)
Median speed: 58.0 km/h
Maximum speed: >110-120 km/h (light vehicle)
Maximum speed: >60-70 km/h (truck)

The above statistics include vehicles travelling in both directions. In general terms traffic management is not considered necessary until the 85th percentile speed exceeds 5 km/h above the speed zone limit. Where the issue for O'Donnell Street is exacerbated is the curve at Gambier Street which limits sight distance.

From experience, the request for speed signs only is likely to be declined because the road environment does not reflect the proposed speed. In other words the visual cues for the driver are not present as they are within traffic calming precincts where 40 kph speed zones are common.

There are a number of proposals that will be referred to Council for consideration in the draft 2008/09 Budget that will better address the traffic issues. It is hoped that Main Roads WA will agree to the use of a reduced speed limit in the nominated section of road as an interim measure to endeavour to improve safety concerns.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council request Main Roads WA to vary the speed zone on O'Donnell and MacPhee Streets, Wyndham Port in the section between Pearse Street and 100 metres north of Reginald Street to 40 kilometres per hour in recognition of the size and volume of heavy vehicles accessing the Wyndham Port and the poor sight lines within the nominated section.

COUNCIL DECISION

Minute No. 8042

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8043

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8044

Moved: Cr K Wright **Seconded: Cr J Parker**

That Council delegate to the Chief Executive Officer the imposition of a parking ban on both side of O'Donnell Street between the old hospital and Reginald Street to the extent necessary to improve public safety.

That Council invite the Wyndham Streetscape Committee to investigate the issues of public safety in O'Donnell Street Wyndham Port.

That the Wyndham Sergeant of Police be requested to increase enforcement the traffic act in O'Donnell Street and a copy of this request be provided to the Broome Regional Police Office.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation because there was a consensus view that the use of signage alone would not achieve the desired change in driver behaviour or pedestrian safety.***

12.2. CORPORATE SERVICES

12.2.1. Monthly Financial Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to note and accept the Monthly Financial Report for November 2007.

BACKGROUND

Council is required to adopt Monthly Financial Reports. The minimum requirement, as stated in the Local Government (Financial Management) Regulations 1996, is to prepare a "Financial Activity Statement Report". Options were put to the Audit Committee in October 2006 to determine what was to be presented to Council. At this meeting, the Committee decided to present to Council every month the following information:

1. Financial Activity Statement report, by Function;
2. Financial Activity Statement report, by Responsible Officer (business unit);
3. Reconciliation of Cash Surplus to Current Assets; and
4. Municipal Bank Reconciliation.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (as amended)
34. Financial activity statement report - s. 6.4

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail:

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
(b) budget estimates to the end of the month to which the statement relates;
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c)*;* and
(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing:

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in sub regulation (1) (d)*;* and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown:

(a) according to nature and type classification;
(b) by program*;* or
(c) by business unit.

(4) A statement of financial activity and the accompanying documents referred to in sub regulation (2) are to be:

(a) presented to the council:

(i) at the next ordinary meeting of the council following the end of the month to which the statement relates*;* or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) recorded in the minutes of the meeting at which it is presented.

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

(6) In this regulation:

"committed assets" means revenue unspent but set aside under the annual budget for a specific purpose;
"restricted assets" has the same meaning as in AAS 27.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Monthly financial reporting is a primary financial management and control process. It provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Rate Setting Statement as at 30 November 2007
Net Current Assets as at 30 November 2007
Explanation of Material Variances as at 30 November 2007

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Monthly Financial Reports for month end of November 2007.

COUNCIL DECISION

Minute No. 8045

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council accept the Monthly Financial Reports for month end of November 2007.

Carried Unanimously 5/0

Shire of Wyndham East Kimberley

Rate Setting Statement

As at 30 November 2007

	2007/08 Budget	YTD Budget 30 November 2007 $	YTD Actual 30 November 2007 $	Variance Budget less Actual
Operating				
Recurrent Revenue - Excluding Rates				
Governance	85,050	57,712	44,486	13,225
General Purpose Funding	3,690,170	1,755,610	1,756,038	(428)
Law, Order, Public Safety	82,675	30,282	29,892	390
Health	142,600	71,037	63,365	7,671
Education and Welfare	686,523	52,989	63,365	(10,375)
Housing	825,342	30,399	29,228	1,171
Community Amenities	1,510,100	1,153,220	1,185,891	(32,671)
Recreation and Culture	442,400	159,938	159,240	698
Transport	109,000	109,000	115,178	(6,178)
Economic Services	141,873	51,943	129,849	(77,906)
Other Property and Services	1,561,304	-	2,883	(2,883)
Airport Operations	1,947,351	838,231	1,116,610	(278,379)
	11,224,388	4,310,361	4,696,026	(385,665)
Recurrent Expenditure				
Governance	(838,378)	(282,247)	(234,262)	(47,985)
General Purpose Funding	(293,776)	(84,353)	(63,687)	(20,666)
Law, Order, Public Safety	(372,021)	(142,133)	(146,424)	4,291
Health	(390,073)	(131,763)	(118,225)	(13,537)
Education and Welfare	(341,969)	(132,692)	(118,177)	(14,515)
Housing	(175,308)	(83,820)	(72,136)	(11,684)
Community Amenities	(2,318,871)	(883,672)	(911,406)	27,734
Recreation & Culture	(2,796,266)	(1,131,802)	(1,187,080)	55,278
Transport	(2,914,235)	(1,289,495)	(1,415,381)	125,886
Economic Services	(612,066)	(249,373)	(285,449)	36,076
Other Property and Services	(74,990)	(639,075)	(583,190)	(55,885)
Airport Operations	(1,780,344)	(711,105)	(647,758)	(63,347)

	(12,908,296)		(5,761,530)		(5,783,175)		21,644
Capital						
Sale of Assets / Land Held for Resale	3,413,000		63,000		185,344		(122,344)
Capital Grants/Contributions	3,103,080		308,200		268,557		39,643
	6,516,080		371,200		453,901		(82,701)
Capital Expenditure (by Class)							
Land and Buildings	(1,782,400)		(586,398)		(620,091)		33,693
Infrastructure Assets - Roads	(2,974,200)		(473,660)		(546,820)		73,160
Infrastructure Assets - Other	(2,916,890)		(328,470)		(166,640)		(161,830)
Plant and Equipment	(944,000)		(381,415)		(588,882)		207,467
Furniture and Equipment	(95,000)		(92,000)		(50,363)		(41,637)
	(8,712,490)		(1,861,943)		(1,972,794)		110,851
Adjustments							
Debenture Principal Repayments	(174,039)		(78,409)		(68,453)		(9,956)
Proceeds from New Debentures	250,000		-		-		-
Community Loans	16,224		6,225		6,134		91
Transfers from Reserves	689,155		-		-		-
Transfers to Reserves	(1,263,289)		-		-		-
	(481,949)		(72,184)		(62,320)		(9,864)
Adjustments and Accruals							
Depreciation	2,704,800		1,120,805		1,121,138		(333)
Accruals	-		-		-		-
Profit/Loss on Sale of Assets	(2,964,676)		-		-		-
Opening Funds - (Deficit) Surplus	498,317		498,317		498,317		-
Closing Funds - (Deficit) Surplus	218,366		2,947,219		3,203,529		(256,310)
Amount Raised from Rates	4,342,193		4,342,193		4,252,436		89,757

Shire of Wyndham East Kimberley

Notes to Statement of Financial Activity

For the Period Ended 30 November 2007

Net Current Assets	YTD Actual 2007/08 $
Composition of Net Current Asset Position	
Current Assets	
Cash - Unrestricted	3,275,231
Cash - Reserves	3,167,572
Cash - Restricted Unspent Grants	
Investments - Restricted	
Receivables	1,700,754
Inventories	67,475
Land Held for Resale	
	8,211,031
Less	
Current Liabilities	
LSL Provision	(55,248)
Annual Leave Provision	(157,068)
Payables	(1,627,615)
	(1,839,930)
Less	
Restricted Reserves	
Cash	3,167,572
Investments	
Net Current Asset Position	3,203,529

Explanation of Material Variances

Variances +/- $80,000

Operating

Recurrent Revenue - Excluding Rates

There is a material variance in Airports due to increased income for Head Tax and Landing Fees. This may plateau out over quieter months of December, January & February
.

Recurrent Expenditure

There is a material variance in Transport due to seasonal expenditure in the areas of Road Maintenance and Drainage Maintenance prior to the Wet Season exceeding expectations.

Capital

Sale of Assets / Land Held for Resale

There is a material variance due to the trade of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Capital Grants / Contributions

There are no material variances requiring explanation

Capital Expenditure (by Class)

There is a material variance in Infrastructure Assets - Other due to officers budgeting that projects relating to Airport be started prior to Wet Season, however the upgrade to the Carpark will not be started until after the Wet Season and the Upgrade to Taxi Way Foxtrot is awaiting confirmation of grant funding.

There is a material variance in Plant and Equipment due to the purchase of various vehicles that were discussed in budget preparations but were omitted from final budget workings.

Adjustments

There are no material variances requiring explanation

Adjustments and Accruals

There are no material variances requiring explanation

12.2.2. 90 Day Aged Debtor Listing

DATE:	22 January 2008
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of Aged Debtors with balances outstanding for 90 days or longer.

BACKGROUND

Council has traditionally received a listing of 90 Day Sundry Debtors on a monthly basis.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Ongoing management of Council funds.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

The listing of 90 Day Sundry Debtors is presented to Council as per past practice.

ATTACHMENTS

List of 90 Day Sundry Debtors

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

COUNCIL DECISION

Minute No. 8046

Moved: Cr J Parker **Seconded: Cr P Caley**

That Council receives and accepts the listing of 90 Day Sundry Debtors as at 31 December 2007 totalling $86,818.96 (GST inclusive).

Carried Unanimously 5/0

Sundry Debtors as of December 2007

Debtor Number	Amounts Over 90 Days Outstanding	Balance @ 31 December 2007	Debt Collection Status for Debts over 90 Days
96281	**5,949.96**	5,949.96	Debtor with Credipac
80624	**133.40**	933.40	Reminder Notice
96393	**134.63**	134.63	Final Notice Issued
82571	**330.00**	330.00	Reminder Notice Issued
96431	**16.00**	16.00	Reminder Notices Issued
82625	**260.00**	260.00	Final Notice Issued
82731	**2,288.80**	4,182.85	Reminder Notice Issued
96392	**880.00**	880.00	Debtor with Credipac
108	**21.00**	124.40	Reminder Notice Issued
98614	**33.45**	33.45	Final Notice Issued
80095	**55,304.39**	55,304.39	Debtor with Credipac
80165	**9,672.69**	9,672.69	Monthly Repayments are being made
80129	**20.75**	67,139.29	Reminder Notice Issued
82966	**130.00**	130.00	Reminder Notice Issued
97101	**400.00**	400.00	Debtor with Credipac
82551	**996.75**	996.75	Debtor with Credipac
96375	**64.00**	64.00	Reminder Notice Issued
81258	**10,183.14**	10,813.14	Debtor made monthly payment
	86,818.96	**157,364.95**	

12.2.3. List of Accounts Paid Under Delegation 18

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Gill Old, Senior Finance Officer
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of accounts paid under delegated authority in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

Delegation 18 – Payment of Creditors was adopted by Council on 17 July 2007.
This delegation gives authority to make payments from the Municipal Fund or Trust Fund to the Chief Executive Officer. There is a sub delegation to the Executive Manager Corporate Services, Manager Financial Services and Financial Officers.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.42
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

POLICY IMPLICATIONS

Delegation 18 – Payment of Creditors

FINANCIAL IMPLICATIONS

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire's finances are well managed, user friendly with expenditure reflecting expressed community priorities.

COMMUNITY CONSULTATION

N/A

COMMENT

In accordance with statutory requirements and delegated authority, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name, amount of payment, date of payment and sufficient information to identify the transaction. The list is to be presented to Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

ATTACHMENTS

List of Accounts Paid Under Delegation 18.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

COUNCIL DECISION

Minute No. 8047

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council receives and accepts the listing of payments approved under Delegation 18 - Payment of Creditors, being:

Municipal cheques 038139 - 038205 (7 December 2007 to 14 January 2008)	$ 615,671.64
EFT101885 to EFT102157 (7 December 2007 to 14 January 2008)	$ 813,219.94
Payroll (1 to 31 December 2007)	$ 210,536.50
Direct bank debits (1 to 31 December 2007)	$ 19,166.27
Total	**$1,658,594.35**

Carried Unanimously 5/0

List of Accounts Paid Under Delegation 18

List of accounts submitted to Council 22/01/08

EFT	Date	NAME	DESCRIPTION	Amount
EFT101885	07/12/2007	ALLGEAR MOTORCYCLES	WATER PUMP, PLATE COMPACTOR, REPAIRS TO EQUIP	5,161.62
EFT101886		ARGYLE ENGINEERING	HIRE OF CRANE TO LIFT PANELS	159.50
EFT101887		ARGYLE IRRIGATION PTY LTD	HONDA TWIN IMPELLER FIRE FIGHTING PUMP - CFVBFB	935.00
EFT101888		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	626.14
EFT101889		AUSFUEL AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	12,664.84
EFT101890		AUST LOCAL GOVERNMENT JOB DIRECTORY	ANNUAL SUBSCRIPTION TO AUST LG JOB DIRECTORY	583.00
EFT101891		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	389.40
EFT101892		AUSTRALIAN INTERACTIVE MULTIMEDIA	SANYO PLCXU87 XGA WIRELESS PROJECTOR 2500 ANSI	3,054.00
EFT101893		BOAB REFRIGERATION AND AIRCON	AIRCON INSTALL KOOJARRA ST, MAINT POOL & HALL	2,351.25
EFT101894		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL BOTTLE RENTAL - AUG 07	203.97
EFT101895		BOSS FLUID POWER	CONSUMABLES FOR DEPOT	1,680.37
EFT101896		BRENDAN JOHNS ELECTRICS	REPAIRS TO RUNWAY LIGHTING	361.44
EFT101897		BROADCAST AUSTRALIA PTY LTD	POWER RECOVERY FOR SITE 604002 GWNTV	74.61
EFT101898		CABCHARGE	CABCHARGES USED DURING CONFERENCES IN PERTH	547.74
EFT101899		CARPET VINYL & TILE CENTRE	2 X 10 LITTER PAINT FOR WYNDHAM ADMIN, REFURB	196.02
EFT101900		CHEMISTRY CENTRE (WA)	CHEMICAL SAMPLING OF HONEYMOON BEACH WATER	165.00
EFT101901		CIVIC LEGAL	PROFESSIONAL FEES	3,493.73
EFT101902		CORPORATE EXPRESS	FURNITURE- WYNDHAM AND COMMUNITY, STATIONERY	9,910.72
EFT101903		DAVE WOODS	DAVID'S MASSAGING PAID TO LEISURE CENTRE IN ERROR	70.00
EFT101904		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR WY 37	131.00
EFT101905		DEXION BALCATTA	LARGE ARCHIVING FOLDERS AND LOOP RACKS	983.85
EFT101906		DIAMONDTECH PLUMBING & GAS P/L	DISCONNECTION OF PLUMBING AT EWIN CENTRE	292.50
EFT101907		DOUGLAS ALEXANDER	ELECTRICITY SUBSIDY	234.45
EFT101908		EAST KIMBERLEY HARDWARE	VARIOUS TOOLS, CONCRETE, MATERIALS FOR VEHICLES	431.45
EFT101909		EAST KIMBERLEY PLUMBING	REPAIRS TO LEAKING BATHROOM TAPS	908.60
EFT101910		FEWSTER, KELLY	REIMBURSEMENT ELECTRICITY SUBSIDY	419.76

EFT101911	FRANMOR CONSTRUCTIONS PTY LTD	REMOVAL OF EWIN CENTRE DEMOUNTABLE BUILDING	965.80
EFT101912	GARRATT,SARAH	FITNESS CLASSES	1,310.00
EFT101913	HOT WIRE ELECTRICS	COMMUNITY SERVICES OFFICE-ELECTRICAL WORKS	4,290.00
EFT101914	IT VISION ITV	RECORDS TRAINING J ELLIS	1,155.00
EFT101915	JAB INDUSTRIES	HIRE OF EXCAVATOR AND TRUCK TO REMOVE WEED	7,546.00
EFT101916	JASON SIGNMAKERS LTD	STREET SIGNS	551.32
EFT101917	JORRITSMA H & CO	EQUIPMENT FOR HEALTH TRAINING	853.40
EFT101918	JSW HOLDINGS PTY LTD	RESHAPING OF DRAINS ON IVANHOE ROAD	816.75
EFT101919	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	3,562.14
EFT101920	KIMBERLEY HYDRAULICS	MANUFACTURE HYDRAULIC HOSE	97.46
EFT101921	KIMBERLEY INDUSTRIES METALAND	STEEL AND SUNDRY ITEMS- SOMETHING CONCRETE	27,859.36
EFT101922	KIMBERLEY MARKETING	GOODS FOR DISCO TO BE HELD ON 5TH OCTOBER 2007	599.41
EFT101923	KIMBERLEY METAL RECYCLERS	PROCESSING PLASTIC AND STEEL DRUMS FOR AUG 07	1,007.10
EFT101924	KIMBERLEY MOTORS	FUEL CHARGED TO CARDS FOR OCTOBER 2007	2,570.56
EFT101925	KIMBERLEY STOCK-OLIVER	SUPPLY RETIC CONTROLLER & GALVANISED FOOTPUMP	1,335.29
EFT101926	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACTUAL PAYMENTS	19,528.15
EFT101927	KUNUNURRA AGRICULTURAL SOCIETY	WRISTBANDS FOR WYNDHAM RESIDENTS TRIP TO KLC	30.00
EFT101928	KUNUNURRA BETTA ELECTRICAL & GAS	110 LITRE FRIDGE FOR COMMUNITY SERVICES OFFICE	279.00
EFT101929	KUNUNURRA COURIERS	WATER DELIVERED. HIRE OF COOLER UNIT	230.00
EFT101930	KUNUNURRA DIESEL SERVICES	KM SERVICE-10 TONNE. TRUCK, REFLECTIVE TRIANGLE KIT	1,386.95
EFT101931	KUNUNURRA HOME HARDWARE	EQUIPMENT FOR ENVIRONMENTAL HEALTH TRAINING	396.66
EFT101932	KUNUNURRA MOBILE WELDING SERVICE	SUPPLY & INSTALLATION NEW ENTRY GATES LEISURE	3,300.00
EFT101933	KUNUNURRA REFRIGERATION	REPAIR AIR CON IN ESO OFFICE IN SHIRE OFFICES	247.50
EFT101934	KUNUNURRA SECURITY SERVICE	AIRPORT SCREENING,SECURITY PATROLS & ALARM LEASE	16,192.00
EFT101935	L.G.R.C.E.U	PAYROLL DEDUCTIONS	30.60
EFT101936	LANDGATE	EXTRACTION OF VARIOUS DATA	288.65
EFT101937	NETWORK DRAFTING	DRAFTING SERVICES	1,856.25
EFT101938	NORTHERN IT SERVICES	ONGOING TECHNICAL MAINTENANCE	132.00
EFT101939	OFFICE NATIONAL KUNUNURRA	DESK, BINDING MACHINE, CHAIR, STAMPS, REPAIR PRINTER	2,862.57

EFT101940	ORD RIVER DIST CO-OP	1X5 LITRE KAMBA 1X5 LITRE LOSBAN3X20 POWER/MAX	891.00
EFT101941	ORD RIVER ELECTRICS	REPLACE BLOWN FLUORO TUBES TO 3 SQUASH COURTS	551.54
EFT101942	ORIA ORCHARDS	FLOWERS FOR FRONT OFFICE	30.00
EFT101943	PAINT INDUSTRIES PTY LTD	RUNWAY PAINT FOR KUNUNURRA AIRPORT	2,781.90
EFT101944	PPCA LTD	PPCA BACKGROUND MUSIC LICENSE	1,136.01
EFT101945	RACHEL NELSON	REVIEW, EDIT DRAFT VEGETATION MANAGEMENT PLAN	660.00
EFT101946	RB DESSERT SEED CO	5 X 1KG LAWN SEED	220.00
EFT101947	REBECCA JACOB	REIMBURSEMENT OF EXPENSES FOR AWARDS DAY	94.08
EFT101948	RED SUN SPORTS	PUNCHING BAG	149.95
EFT101949	ROCH DEVENISH-MEARES	REIMBURSEMENT FOR EXPENSES FOR TRAVEL	299.06
EFT101950	ROYAL LIFE SAVING (WA BRANCH)	MATERIALS FOR BRONZE MEDAL TRAINING	457.80
EFT101951	SHERIDAN'S FOR BADGES	NAME BADGES	98.98
EFT101952	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	1,024.00
EFT101953	SPORTSWORLD OF WA	MATERIALS FOR SWIMMING POOL	1,234.20
EFT101954	TELFORD INDUSTRIES	AP252 : CALCIUM HARDNESS (CALCICOL)	596.86
EFT101955	THE CANVAS SHED	SUPPLY AND INSTALLATION OF BLINDS IN NEW OFFICE	1,991.77
EFT101956	TNT AUSTRALIA PTY LIMITED	FREIGHT COSTS	189.61
EFT101957	TOLL IPEC PTY LTD	FREIGHT COSTS	319.43
EFT101958	TOLL WEST	FREIGHT COSTS- 3 WEEKS, INCLUDES FURNITURE, BOOKS	5,084.55
EFT101959	TONY'S PLUMBING & EXCAVATION PTY LTD	WATER SYSTM KOOJARRA ST, TAP REPAIR, CLEAR TOILET	6,223.57
EFT101960	TOP END MOTORS	VEHICLE SERVICING	848.20
EFT101961	TOP END TILT TRAY HIRE	REMOVAL OF VEHICLE TO DEPOT	198.00
EFT101962	TRAVIS ROSS	REIMBURSEMENT OF EXPENSES - HOLIDAYS PRGRAMS	400.00
EFT101963	TRENGOVE, AMANDA JANE	ELECTRICITY SUBSIDY REIMBURSED	656.25
EFT101964	TRIPP, KATYA MARIE	ELECTRICITY SUBSIDY	131.25
EFT101965	WA LOCAL GOVERNMENT ASSOCIATION WALGA	LOCAL GOVERNMENT ELECTIONS ADVERTISING	1,455.62
EFT101966	WA TELECENTRE KUNUNURRA	BINDING OF EH WORKER MANUALS	24.00
EFT101967	WYNDHAM SUPERMARKET	CONSUMABLES SCHOOL HOLIDAY PGM, COUNCIL	937.47

EFT101968		WYNDHAM TOURIST INFORMATION CENTRE	SUPPLY OF INFORMATION SERVICES FOR WYNDHAM	476.66
EFT101969	14/12/2007	ACCOR ALL SEASONS KUNUNURRA	ACCOMMODATION FOR G TARGETT AEROBICS COURSE	679.50
EFT101970		ARGYLE MOTORS	SERVICE FOR PRADO WY001	299.20
EFT101971		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FINANCE CHARGES ON OVERDUE INVOICES	5.36
EFT101972		AUSTRALIA POST, ACCOUNTS RECEIVABLE TEAM	POSTAGE SUPPLIED FOR NOVEMBER 2007	892.54
EFT101973		AUTO PRO KUNUNURRA	2000KG FLOOR JACK	199.80
EFT101974		BOAB REFRIGERATION AND AIRCON	TEST AIR CON NOT WORKING CORRECTLY	82.50
EFT101975		BRITEL ENTERPRISES	ADVERTISEMENT IN SES SUMMER/AUTUMN JOURNAL	520.00
EFT101976		CARPET VINYL & TILE CENTRE	FLOOR COVERINGS FOR EMEDS OFFICE	405.90
EFT101977		CIVIC LEGAL	LEGAL EXPENSES	1,622.48
EFT101978		CORPORATE EXPRESS	FURNITURE COMMUNITY SERVICES & STATIONERY	5,409.08
EFT101979		COURIER AUSTRALIA	FREIGHT OF GOODS TO KUNUNURRA OFFICE	94.17
EFT101980		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE LAPTOPS FOR SALARY SACRIFICE & PRINTER	20,006.16
EFT101981		DAVEY TYRE AND BATTERY SERVICE	BATTERY FOR 7 TONNE TRUCK	160.01
EFT101982		DY-MARK (WA) PTY LTD	WHITE SPOT MARKING PAINT	290.40
EFT101983		EAST KIMBERLEY GLASS	REGLAZE BROKEN WINDOW AT LEISURE CENTRE CALLOUT	450.00
EFT101984		EAST KIMBERLEY HARDWARE	VARIOUS CONNECTIONS FOR WATERSLIDE	617.35
EFT101985		EAST KIMBERLEY PLUMBING	INSPECT LEAKING WATER IN OFFICE TOILETS	289.30
EFT101986		FERTEIS, ELAINE	SPIN & TRAINING CLASSES	560.00
EFT101987		FEWSTER, KELLY	REIMBURSEMENT OF TELEPHONE EXPENSES	35.35
EFT101988		FIONA KUIPER	REIMBURSEMENT FOR CHRISTMAS DECORATIONS	143.43
EFT101989		FRANMOR CONSTRUCTIONS PTY LTD	REPAIRS TO SQUASH COURTS EMERGENCY EXITS	1,420.37
EFT101990		FRONTIER POST & NEWS	CANON PRINTER FOR WYNDHAM CHILDCARE CENTRE	170.80
EFT101991		FYSH GRADER HIRE	TABLE DRAIN IMPROVEMENTS MAINTENANCE GRADING	9,086.00
EFT101992		GALLERY SYSTEMS	SUPPLY OF MATERIALS FOR ADMIN	680.20
EFT101993		GARRATT,SARAH	FITNESS CLASSES	400.00
EFT101994		GUERINONI & SON	5M X N20 CONCRETE - WEABER PLAINS CONSTRUCTION	836.22
EFT101995		IT VISION ITV	RATES TRAINING FOR KEN COTTER	1,870.00
EFT101996		JASON SIGNMAKERS LTD	ENGRAVED CEMETERY PLAQUE	21.45

EFT101997	JOANNE BARKLA	REIMBURSEMENT OF POWER FOR 01/07/07-23/07/07	44.11
EFT101998	JOHN HOLLAND PTY LTD	TRAFFIC MANAGEMENT SIGNS	16,500.00
EFT101999	JSW HOLDINGS PTY LTD	HIRE OF ROLLER FOR WEABER PLAINS ROAD DRAINAGE	14,078.63
EFT102000	K & M ALLCLEAN	CLEANING OF OFFICE, LEISURE CENTRE AND AIRPORT	14,846.30
EFT102001	KIMBERLEY COMMUNICATIONS	RESET TRIPLE J RECEIVER	77.00
EFT102002	KIMBERLEY ECHO-ALBANY ADVERTISER	ADVERTISING	2,055.88
EFT102003	KIMBERLEY INDUSTRIES METALAND	HARDWARE ITEMS	185.58
EFT102004	KIMBERLEY MARKETING	CARTON OF TIDY BAGS FOR HOUSING CLEAN UP	109.90
EFT102005	KINGS CROWN INSTRUMENTATION & ELECTRICAL	ELECTRICITY INSTALL/REPAIR WYND LIBRARY, REC, TENNIS	1,743.50
EFT102006	TOTAL EDEN - KP PUMPS	POOL HOSE & CLAMPS	83.38
EFT102007	KUNUNURRA BETTA ELECTRICAL & GAS	SMALL REFRIGERATOR FOR AIRPORT	299.00
EFT102008	KUNUNURRA COURIERS	DELIVERY OF BOTTLES	16.00
EFT102009	KUNUNURRA HOME HARDWARE	GAS BOTTLE REFILLS, LIQUID NAILS	134.86
EFT102010	KUNUNURRA MOBILE WELDING SERVICE	MATERIALS FOR LEISURE CENTRE ENTRY GATE	440.00
EFT102011	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1APW393	440.00
EFT102012	LABOUR OF LOVE	COURSE FEES. AQUA AEROBICS INSTRUCTOR COURSE.	2,970.00
EFT102013	LAKESIDE BLINDS & MACHINERY	SPREAD TOPSOIL TO LAWN AREA	1,190.00
EFT102014	MCKINLAY, BETTY	REIMBURSEMENT OF EXPENSES	50.00
EFT102015	NORBUILT PTY LTD	BRICK PAVERS FOR FOOTPATHS	2,640.00
EFT102016	OFFICE NATIONAL KUNUNURRA	REPAIRS TO PLOTTER, CREDENZA, STATIONERY	1,080.61
EFT102017	ORD RIVER ELECTRICS	TEST AND REPLACE THEATRE GLOBES, DEPOT FLURO	1,170.74
EFT102018	ROGERS MACHINERY SERVICE	1 X SET (3) BLADES FOR ROM WY11485	84.90
EFT102019	ROYAL LIFE SAVING (WA BRANCH)	ENROLMENT FOR LEISURE CENTRE STAFF	1,590.00
EFT102020	ROYAL LIFE SAVING SOCIETY NT BRANCH INC	LIFEGUARD COURSE FOR WYNDHAM MANAGER	135.00
EFT102021	RUMOURS PATISSERIE	CATERING FOR ORD LAND AND WATER MEETING	41.25
EFT102022	SHIRE OF DERBY-WEST KIMBERLEY	REIMBURSEMENT OF LONG SERVICE LEAVE R.DUNSTER	2,921.88
EFT102023	SOUTH WEST FIRE UNITS	HOSE REEL WITH BRACKETS AND SPRING BOLT	1,119.25
EFT102024	SPORTSWORLD OF WA	SPORTS EQUIPMENT FOR TENNIS VOLLEYBALL ETC	351.45
EFT102025	THE CANVAS SHED	REPAIRS TO WYNDHAM POOL SHADE SAILS	266.75
EFT102026	TNT AUSTRALIA PTY LIMITED	FREIGHT OF WATER SAMPLES TO PERTH AND RETURN	265.84
EFT102027	TOLL WEST	FREIGHT FOR WEEKENDING 25/11/07	80.68

EFT102028		TUCKERBOX/RETRAVISION	ITEMS FOR KUNUNURRA AIRPORT	58.73
EFT102029		WA LOCAL GOVERNMENT ASSOCIATION WALGA	OFFICER PROFESSIONAL DEVELOPMENT TRAINING	5,988.15
EFT102030		WA LOCAL GOVERNMENT SUPERANNUATION PLAN	MEMBER BASIC - EMPLOYER BASIC SUPER	55,382.23
EFT102031		WYNDHAM SUPERMARKET	CONSUMABLES OPEN COMMUNITY BBQ, HOLIDAY PGM	1,142.46
EFT102032	17/12/2007	HEALTH CORPORATE NETWORK	SEPTIC APPLICATION FOR LOC 383 PACKSADDLE ROAD	35.00
EFT102033		KIMBERLEY METAL RECYCLERS	MONTH PAYMENT FOR MANAGEMENT OF LANDFILL SITES	21,103.50
EFT102034	19/12/2007	AIRPORT LIGHTING SPECIALISTS	TRANSFORMERS & FREIGHT	2,610.30
EFT102035		ALLGEAR MOTORCYCLES	HONDA MOWER AND BRUSH CUTTER, PARTS, PUMP	3,371.55
EFT102036		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	5 ASIC CARDS	420.00
EFT102037		AUSFUEL AFD AUSTRALIAN FUEL DISTRIBUTORS	FUEL SUPPLIED	24,424.41
EFT102038		AUTO PRO KUNUNURRA	UHF RADIO AND ANTENNA	515.40
EFT102039		BISHOP CONTRACTING	HIRE OF CHIPPER AND OPERATOR	550.00
EFT102040		BLACKWOODS ATKINS PTY LTD	PROTECTIVE & SAFETY EQUIPMENT	1,573.76
EFT102041		BOAB BOOKS	GIFT FOR CITIZENSHIP CEREMONY	59.95
EFT102042		BOAB CARPENTRY MAINTENANCE SERVICE	WINDOW REPAIRS & DOOR REPAIRS	1,182.28
EFT102043		BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL RENTAL OF GAS BOTTLES FOR NOV 07	213.16
EFT102044		BRANKO BP MOTORS	FUEL PURCHASES JULY 07	2,060.23
EFT102045		BROOME BEADS	MATERIALS FOR JANUARY SCHOOL HOLIDAY PROGRAM	300.00
EFT102046		BUSH CAMP SURPLUS STORES	SHORTS AND BOOTS FOR BRUCE HARDING	579.00
EFT102047		CONFERENCE COORDINATORS - ALGA	GENERAL ASSEMBLY OF LOCAL GOVERNMENT BALANCE	330.00
EFT102048		CORPORATE EXPRESS	PEDESTAL & WORKSTATION COMMUNITY SERVICES	1,267.20
EFT102049		COUNCILLOR JOHN BUCHANAN	REIMBURSEMENT OF MEAL EXPENSES	206.00
EFT102050		COUNCILLOR KEITH WRIGHT	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102051		COURIER AUSTRALIA	FREIGHT OF FIRE FIGHTING UNIFORMS	87.12
EFT102052		DARWIN CENTRAL HOTEL	ACCOMMODATION FOR CR MILLS FOR ALGA	209.90
EFT102053		DAVEY TYRE AND BATTERY SERVICE	SECOND HAND TYRE FITTING AND BALANCE TO 1CGR337	68.00

EFT102054	DOUGLAS, KERRY LYNETTE	REIMBURSEMENT OF EXPENSES	128.55
EFT102055	EAST KIMBERLEY HARDWARE	CEMENT, MATERIALS, HARDWARE SUPPLIES	2,455.65
EFT102056	EAST KIMBERLEY PLUMBING	HARDWARE TO REPLACE CISTERN TO TAP	13.20
EFT102057	FRANMOR CONSTRUCTIONS PTY LTD	THATCHING TO SMALL GAZEBO AT KNA LEISURE CENTRE	11,446.77
EFT102058	GARRATT,SARAH	ROWING MACHINE FOR LEISURE CENTRE	800.00
EFT102059	HALLMARK EDITIONS	ADVERT FOR MANAGER OF TECHNICAL SERVICES	198.00
EFT102060	ICE AGE REFRIGERATION & AIR-CONDITIONING	CHECK WYNDHAM REC CENTRE MAIN AIR CON	324.50
EFT102061	JORRITSMA H & CO	FITTINGS FOR PACKSADDLE BFB UNIT	872.00
EFT102062	JSW HOLDINGS PTY LTD	HIRE OF MULTI ROLLER FOR WEABER PLAINS ROAD	4,796.00
EFT102063	JUST FRAMED	FRAMING OF 8 SERVICE RECOGNITION AWARDS	1,144.00
EFT102064	KIMBERLEY ECHO-ALBANY ADVERTISER	PRINTED ENVELOPES, ADVERTISING	1,456.46
EFT102065	KIMBERLEY HYDRAULICS	MEASURE NEW RESERVOIR FOR POWER PACK	1,233.27
EFT102066	KIMBERLEY INDUSTRIES METALAND	JOCKEY WHEEL WINDING HANDLE	92.58
EFT102067	KIMBERLEY WASTE SERVICES	MONTHLY CONTRACT PAYMENT PLUS VARIATIONS	62,646.84
EFT102068	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPLACE CONTRACTORS AT WYNDHAM EFFLUENT	473.30
EFT102069	KNICKEL GARDENING SERVICES	CONTRACT FOR GARDENING PROVIDED	31,614.93
EFT102070	TOTAL EDEN - KP PUMPS	RETIC SUPPLIES FOR GARDEN AT YOUTH CENTRE	157.31
EFT102071	KUNUNURRA DISTRICT HIGH SCHOOL	ANNUAL FUNDING TOWARDS KIMBERLEY CUP	1,700.00
EFT102072	KUNUNURRA HOME HARDWARE	PURCHASE OF 9KG EMPTY GAS BOTTLE	53.20
EFT102073	KUNUNURRA PANEL BEATING WORKS WA P/L	SUPPLY AND FIT WINDSCREEN TO 1CIU595	302.50
EFT102074	LANDGATE	INFORMATION SEARCHES FOR NOVEMBER 2007	120.51
EFT102075	LGIS INSURANCE BROKING	AVIATION LIABILITY	12,055.00
EFT102076	MERCURE HOTEL PERTH	MEALS AND ACCOMMODATION FUNCTIONAL COMMUNITIES	1,174.00
EFT102077	NORTHERN IT SERVICES	INSTALL SERVER AND SOFTWARE KUNUNURRA LIBRARY	1,423.30
EFT102078	OFFICE NATIONAL KUNUNURRA	COPY COUNT CHARGES AND OFFICE SUPPLIES	3,017.53
EFT102079	ORIA ORCHARDS	FLOWERS DELIVERED WEEKLY	15.00
EFT102080	PLANT HIRE SERVICES PTY LTD	WEABER PLAINS EROSION MITIGATION, TRUCK HIRE	115,766.75
EFT102081	RACHEL WORNES	REIMBURSEMENT OF ELECTRICITY EXPENSES	217.05

EFT102082		REDWAVE MEDIA PTY LTD	FINANCE/ADMIN POSITIONS RADIO ADVERT	341.00
EFT102083		ROCH DEVENISH-MEARES	REFUND OF COUNCILLOR NOMINATION FEE	80.00
EFT102084		SCRIBAL GROUP ACCOUNTS PTY LTD	CALENDARS	211.80
EFT102085		SHELF SUPPLY	WORK SHORTS FOR AIRPORT STAFF	667.00
EFT102086		SHENCO	EMBOSSED LGMA DIARIES 2008	131.70
EFT102087		SHERIDAN'S FOR BADGES	NAME BADGES FOR SHIRE COUNCILLORS	142.97
EFT102088		SOUTH WEST FIRE UNITS	NEW LID FOR WYNDHAM'S FIRE FIGHTING TANK	27.72
EFT102089		STUBBS, PETER	REIMBURSEMENT OF TELEPHONE EXPENSES	53.12
EFT102090		THE KIMBERLEY GRANDE	CHRISTMAS PARTY FUNCTION MEALS AND LIMITED BAR	3,634.80
EFT102091		THORLEY'S STORE	TRANSPORT AND DELIVERY OF SHIRE BAG 22 DAYS	400.00
EFT102092		TNT AUSTRALIA PTY LIMITED	FREIGHT OF SAMPLES TO BROADWAY	92.77
EFT102093		TRENGOVE, AMANDA JANE	REIMBURSEMENT OF ELECTRICITY SUPPLY PAID	300.00
EFT102094		TYRE MARKETERS	SUPPLY AND FIT OF NEW TYRE TO WY11650	247.48
EFT102095		WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISING	15,412.73
EFT102096		WESTERN LOCKSERVICE	LOCK CYLINDER AND KEYS & FREIGHT	145.75
EFT102097		WYNDHAM SUPERMARKET	CONSUMABLES FOR CHILD CARE CENTRE	259.05
EFT102098	21/12/2007	K & M ALLCLEAN	EMPTY BINS AT LEISURE CENTRE JULY AND AUGUST	914.32
EFT102099	04/01/2008	AIRSERVICES AUSTRALIA	ERSA - 12 MONTH AMENDMENT SERVICE ONLY	109.65
EFT102100		ALLGEAR MOTORCYCLES	MOTOR WACKER PACKER, ALLOY KIT, SNIPPER CORD	1,085.65
EFT102101		ARGYLE MOTORS	RADIATOR COOLANT	58.39
EFT102102		ATO CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	313.07
EFT102103		ATTORNEY-GENERAL'S DEPARTMENT AUSCHECK	SECURITY CHECKS	162.00
EFT102104		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	194.70
EFT102105		BRANKO BP MOTORS	FUEL PURCHASED NOVEMBER 2007	869.74
EFT102106		BRENDAN JOHNS ELECTRICS	REPAIR FAULT ON BACKUP POWER FOR OFFICE	206.25
EFT102107		BRUCE HARDING	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	86.00
EFT102108		CABCHARGE	CABCHARGE FEES FOR NOVEMBER 2007	145.05
EFT102109		CHEMISTRY CENTRE (WA)	REPORT ON WATER SAMPLE RECEIVED	165.00
EFT102110		CORPORATE EXPRESS	STATIONERY ITEMS AND PRINTER CARTRIDGES	3,841.14
EFT102111		CROCODILE SIGNS	MOOCHALABRA DIRECTIONAL SIGNS	728.20

EFT102112	DRIVEWEST CAR RENTALS	HIRE OF VEHICLE FOR R BAIRSTOW CONFERENCE	137.86
EFT102113	EAST KIMBERLEY HARDWARE	REBATE DOMED BOLLARDS & HARDWARE SUPPLIES	17,560.50
EFT102114	EAST KIMBERLEY REAL ESTATE	COMMISSION FROM SALE OF PROPERTIES	26,488.00
EFT102115	FEWSTER, KELLY	REIMBURSEMENT OF ELECTRICITY EXPENSES	322.95
EFT102116	FISCHER, CYNTHIA	TOILET CLEANING CONTRACT WYNDHAM	3,642.37
EFT102117	GARY MCCARNEY	REIMBURSEMENT OF ELECTRICITY EXPENSES PAID	167.10
EFT102118	IT VISION ITV	SYNERGY SOFT IMPLEMENTATION - TRAVEL NOT BILLED	394.75
EFT102119	JSW HOLDINGS PTY LTD	HIRE OF WATER TRUCK TO DELIVER WATER TO LANDFILL	209.00
EFT102120	JUST FRAMED	FRAMED BOAB PICTURES FOR VOLUNTEER OF THE YEAR	210.00
EFT102121	KIMBERLEY COLLEGE OF TAFE	STAFF TRAINING FOR BETTY MCKINLAY	64.80
EFT102122	KIMBERLEY COMMUNICATIONS	UHF RADIO, ANTENNA & INSTALLATION	3,888.50
EFT102123	KIMBERLEY GROUP TRAINING	HOST EMPLOYERS CONTRIBUTION	782.54
EFT102124	KIMBERLEY INDUSTRIES METALAND	SEAL & TILT 205L DRUM	2,156.00
EFT102125	KIMBERLEY KOOL REFRIGERATION	REPAIR AIR-CON IN SECURITY WAITING ROOM KUNUNURRA	528.00
EFT102126	KIMBERLEY PUMPING SERVICE	INSTALL AND REALIGN MOTOR FOR IVANHOE PUMP SHED	2,574.00
EFT102127	KIMBERLEY VET CENTRE	ANIMAL MEDICATION	1,399.10
EFT102128	KINGS CROWN INSTRUMENTATION & ELECTRICAL	CONNECT HOT WATER BOOSTER TO 67 KOOJARRA STREET	368.50
EFT102129	KUNUNURRA DIESEL SERVICES	SERVICE TO WY12352	308.25
EFT102130	KUNUNURRA HOME HARDWARE	MATERIALS FOR TREES	46.87
EFT102131	KUNUNURRA REFRIGERATION	REPAIRS TO ESO OFFICE AIRCON	151.07
EFT102132	KUNUNURRA RURAL TRADERS	SERVICE OF FIRE EXTINGUISHERS	1,165.25
EFT102133	L.G.R.C.E.U	PAYROLL DEDUCTIONS	15.30
EFT102134	LANDGATE	VALUATIONS	40.60
EFT102135	NORBUILT PTY LTD	PROGRESS CLAIM KUNUNURRA YOUTH CENTRE	26,197.95
EFT102136	NORTHERN IT SERVICES	INSTALL WIRELESS IN WYNDHAM OFFICE	935.00
EFT102137	NATIONAL HIRE	LIGHTING TOWER METRO FOR CHRISTMAS PARTY	226.71
EFT102138	OFFICE LINE	WHITEBOARD FOR COMMUNITY SERVICES OFFICE	104.50

EFT102139	OFFICE NATIONAL KUNUNURRA	REAMS OF WHITE PAPER FOR KNA OFFICE	531.64
EFT102140	OOMBULGURRI ASSOCIATION INCORPORATED	SHARE OF FLIGHT TO OOMBULGURRI	235.00
EFT102141	ORD RIVER ELECTRICS	REPLACE EXHAUST FAN TOILETS, LIGHTING REPAIRS	1,559.60
EFT102142	ORIA ORCHARDS	FLOWERS DELIVERED TO SHIRE	30.00
EFT102143	PEERLESS JAL PTY LTD	MATERIALS FOR WYNDHAM DEPOT	963.69
EFT102144	PLANT HIRE SERVICES PTY LTD	MOVING GRAVEL FOR WEABER PLAIN DRAINAGE	4,310.63
EFT102145	RACHEL NELSON	FINAL EDIT DRAFT VEGETATION MANAGEMENT PLAN	110.00
EFT102146	ROGERS MACHINERY SERVICE	SERVICE TO TRACTOR AND MTC	878.75
EFT102147	SETON AUSTRALIA PTY LTD	SUPPLY OF CRYSTAL PINK LOTION SOAP	197.56
EFT102148	SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	135.00
EFT102149	SMEC AUSTRALIA PTY LTD (PERTH)	PREPARATION OF SCHEME REPORT AND MAPPING	2,420.00
EFT102150	SPORTSWORLD OF WA	CONSUMABLES FOR SALE	764.23
EFT102151	THE CANVAS SHED	SUPPLY AND FIT NEW BAMBOO BLINDS TO AIRPORT	644.82
EFT102152	TOLL WEST	FREIGHT EXPENSES	2,705.74
EFT102153	TOTAL EDEN - KP PUMPS	RETIC FITTINGS FOR EWIN CENTRE GARDENS	1,371.46
EFT102154	WA LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERTISEMENT OF VACANCIES AND TENDERS	2,939.66
EFT102155	WESTRALIA AIRPORTS CORPORATION PTY LTD,	AVIATION SECURITY IDENTIFICATION CARD	400.00
EFT102156	WILL SPENCE	RELOCATION REIMBURSEMENT	1,612.90
EFT102157	WYNDHAM SUPERMARKET	FOOD FOR STAFF RECOGNITION LUNCHEON	48.51
		Total EFT Payments	**813,219.94**

Cheque	Date	Name	Description	Amount
38139	07/12/2007	CASH - PETTY CASH KNX AIRPORT	PETTY CASH REPAYMENT	81.35
38140		COMMUNICATION AND PROTECTIVE SOLUTIONS	COMMANDER HANDSETS FOR COMMUNITY SERVICES	2,748.70
38141		COMPUTERCORP (OPERATIONS) PTY LTD	PURCHASE OF LAPTOPS FOR SALARY SACRIFICE	3,295.90
38142		EARTHWALK KIMBERLEY	SUPPLY OF PLANTS FOR WYNDHAM OFFICE	2,585.00
38143		GLOBALSTAR AUSTRALIA PTY LIMITED	SATELLITE PHONE USAGE	242.99
38144		HALLS CREEK CONSTRUCTION & MAINTENANCE	REFUND OVER PAYMENT OF TIPPING FEES	15.00

38145		HORIZON POWER	ELECTRICITY SUPPLIED	14,229.25
38146		IVANHOE VILLAGE CARAVAN RESORT	ACCOMMODATION - SOMETHING CONCRETE PROJECT	5,237.10
38147		JONES, DEBBIE ISOBEL	REIMBURSEMENT OF EXPENSES FOR CONFERENCE	89.85
38148		MEGAN HUNT	CLEANING OF WYNDHAM FACILITIES	759.00
38149		NGNOWAR-AERWAH ABORIGINAL CORPORATION	BOND REFUND FOR PETER REID MEMORIAL HALL	1,000.00
38150		NORBUILT PTY LTD	KUNUNURRA YOUTH CENTRE PROGRESS CLAIMS 9 + 10	506,301.28
38151		ORD LAND AND WATER INCORPORATED	WEED CONTROL AND SALVINIA ERADICATION	8,104.42
38152		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34
38153		RICK SPRY	TELEPHONE REIMBURSEMENT	37.41
38154		SHIRE OF HALLS CREEK	OVER PAYMENT OF CONTRIBUTION TO RELOCATION	139.65
38155		ST JOSEPH'S SCHOOL (WYNDHAM)	HIRE OF BUS- CEO/COUNCILLOR TOUR OF WYNDHAM	70.00
38156		TELSTRA	SHIRE PHONE EXPENSES	3,003.06
38157	10/12/2007	JOHANNA EPPLER	CITIZENSHIP AWARD FOR JOHANNA EPPLER	250.00
38158	14/12/2007	ARNOLD WOUTER BROLSMA	CROSSOVER FOR 12 GARDENIA DRIVE	738.65
38159		BUSBY INVESTMENTS T/A BUDGET RENT A CAR	CAR HIRE FOR K DOUGLAS FOR LIBRARY WORKSHOP	159.31
38160		CASH-PETTY CASH W.N.C.	PETTY CASH REIMBURSEMENT	50.00
38161		DEPARTMENT FOR PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES PURCHASED 15WY	260.00
38162		FOOD STARS P/L	HANDWASHING KITS & FREIGHT	111.00
38163		FRED MILLS	REIMBURSEMENT OF TRAVEL EXPENSES	103.16
38164		GRAB A BARGAIN VARIETY STORE	ASSORTED CHRISTMAS DECORATIONS	27.75
38165		HORIZON POWER	ELECTRICITY SUPPLIED	314.45
38166		JAMES MARGIN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38167		LANE KOKSHOORN	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38168		MEGAN HUNT	CLEANING SERVICES AT WYNDHAM	874.50
38169		RYAN JAMESON	REIMBURSEMENT OF DEPOSIT FOR ASIC	50.00
38170		SAVILLE HOTEL DARWIN	ACCOMMODATION FOR KIMBERLEY ZONE CONFERENCE	3,709.15
38171	19/12/2007	AUSTRALIAN RED CROSS	PERSONALISED CHRISTMAS CARDS	357.00
38172		BAILEY'S FERTILISERS	SOIL ANALYSIS FOR PARKS	231.00

38173		DEPARTMENT OF TREASURY AND FINANCE	RECOVERIES OF LOST AND DAMAGES BOOKS	310.20
38174		EDWARD DUFF	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38175		FRED MILLS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38176		GEOFF GUNSON ELECTRICAL	INSTALL RETIC YOUTH CENTRE, CHANNEL PUMP REPAIRS	1,127.50
38177		HORIZON POWER	ELECTRICITY SUPPLIED	12,744.95
38178		HOTEL KUNUNURRA	CATERING FOR AUGUST COUNCIL MEETING	350.00
38179		JOHN HAMILTON MOULDEN	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38180		MAXINE MIDDAP	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38181		MEGAN HUNT	WYNDHAM CLEANING SERVICES	759.00
38182		ORDCO AGRICULTURE	4 X 20LT GLYSOPHATE	660.00
38183		ORICA AUSTRALIA PTY LTD	CHLORINE GAS FOR KUNUNURRA LEISURE CENTRE POOL	2,038.25
38184		PAUL CALEY	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38185		RALPH ADDIS	REFUND OF COUNCILLOR NOMINATION FEE	80.00
38186		RICHARD STEPHEN BEECK	REFUND ON COUNCILLOR NOMINATION FEE	80.00
38187		SHIRE OF BROOME	REIMBURSEMENT OF EXPENSES FOR KIMBERLEY ZONE REGISTRATION AND MEALS	961.85
38188		TELSTRA	TELEPHONE EXPENSES FOR NOVEMBER 2007	3,067.31
38189		TERRITORY THRIFTY CAR RENTAL	HIRE OF VEHICLE FOR ALGA & ZONE MEETING NOV 07	610.53
38190		WATER CORPORATION	WATER SUPPLIED	3,031.40
38191		WEST-ONE	BUILDING SURVEYOR MANUAL AND FREIGHT	84.88
38192		WYNDHAM HEALTH SERVICE	STAFF MEDICAL	138.00
38193	04/01/2008	CASH - PETTY CASH KNX DEPOT	REIMBURSEMENT OF PETTY CASH EXPENSES	118.35
38194		COUNCILLOR MICHELE PUCCI	REIMBURSEMENT OF TAXI FARE AND FAX CHARGES	29.70
38195		DEPARTMENT OF TREASURY AND FINANCE	PAYMENT OF LOST BOOKS	23.25
38196		HORIZON POWER	ELECTRICITY SUPPLIED	21,120.00
38197		KUNUNURRA AMCAL PHARMACY	ITEMS FOR FIRST AID KITS AT AIRPORT AND DEPOT	141.48
38198		KUNUNURRA LOCK & KEY	KEYS CUT FOR KUNUNURRA ADMIN	246.00
38199		MEGAN HUNT	CLEANING CONTRACT WYNDHAM	759.00
38200		REST SUPER	SUPERANNUATION CONTRIBUTIONS	157.34

38201		RICK SPRY	REIMBURSEMENT OF TELEPHONE EXPENSES PAID	32.33
38202		SUPA FRESH HOT BREAD SHOP	CATERING STAFF RECOGNITION LUNCHEON	182.00
38203		TELSTRA	TELSTRA MOBILE PHONE PAYMENT FOR NOVEMBER 2007	841.35
38204		WATER CORPORATION	WATER USAGE CHARGES	9,543.70
38205		ZURICH AUSTRALIAN INSURANCE	INSURANCE EXCESS FOR CLAIMS 017456 & 017459	600.00
			Total Cheque Payments	**615,671.64**
PAYROLL	05/12/2007	FORTNIGHTLY PAYROLL		101,916.25
PAYROLL		FORTNIGHTLY PAYROLL		1,746.06
PAYROLL		FORTNIGHTLY PAYROLL		529.82
PAYROLL	19/12/2007	FORTNIGHTLY PAYROLL		105,440.12
PAYROLL		FORTNIGHTLY PAYROLL		261.71
PAYROLL		FORTNIGHTLY PAYROLL		642.54
			Total Payroll Payments	**210,536.50**
DIRECT DEBIT		RENT 12/33 KONKERBERRY DRIVE KUNUNURRA		1,473.33
DIRECT DEBIT		BANK FEES		259.05
DIRECT DEBIT		BILL EXPRESS		27.50
DIRECT DEBIT		VISA PAYMENT		6,808.24
DIRECT DEBIT		WESTNET P/L		499.54
DIRECT DEBIT		MERCHANT FEES		428.95
DIRECT DEBIT		LOAN PAYMENT		9,669.66
			Total for Direct Debit Payments	**19,166.27**
			Total Payments Submitted to Council	**1,658,594.35**

12.2.4. Appointment of Auditor

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	61.34.03
ASSESSMENT NO:	N/A

PURPOSE

For the Council to review and endorse the Audit Committee's recommendation of the appointment of an Auditor for the Provision of Audit Services for the Shire of Wyndham East Kimberley for the next three years.

BACKGROUND

Under the requirements of the Local Government Act an auditor can be appointed for a maximum term of five years. Historically the Shire of Wyndham East Kimberley has appointed an auditor for a three-year term. It is recommended that this practice continues and that a three-year term be included in the request for quotation.

Haines Norton, the Shire's current auditor, was appointed for three years in 2005. The 2006/07 year will be the last year under that contract. That is under the current contract Haines Norton will audit the 2006/07 Annual Financial Statements. A new appointment is required for the 2007/08 financial year.

It was recommended that four firms with local government experience be invited to quote on the provision of audit services.

At the Audit Committee meeting dated 18 September 2007 the Audit Committee resolved

Minute No. AC 062

Moved: Cr M Pucci *Seconded: Cr J Buchanan*

That:

1. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" forms the basis of attracting and selecting an auditor.*

2. *the document "Request for Quotation for the Provision of Audit Services for the Shire of Wyndham East Kimberley" be sent to a minimum of four audit firms with Local Government audit experience.*

3. *an analysis of the quotations received be performed by the Chief Executive Officer, Executive Manager Corporate Services and Finance Manger and this analysis be provided to the audit committee with the quotations received at the December Audit Committee Meeting.*

CARRIED UNANIMOUSLY 3/0

At the Audit Committee Meeting of 18 December 2007 the Audit Committee considered Officers Recommendation and resolved:

Minute No A068

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee recommend that Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.*

2. *That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 7.1

Interpretation of this Part

7.1 . Interpretation of this Part

In this Part —

“approved auditor” means a person who is approved by the Minister under section 7.5;

“disqualified person” has the meaning given by section 7.4(2);

“qualified person” means a person who is an approved auditor or a registered company auditor and who is not a disqualified person;

“registered company auditor” means a person who is for the time being registered as an auditor or taken to be registered as an auditor under Part 9.2 of the *Corporations Act 2001* of the Commonwealth;

“regulations” means regulations made for the purposes of this Part.

[Section 7.1 amended by No. 10 of 2001 s.124.]

Division 2 — Appointment of auditors

Audit

7.2 . Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3 . Appointment of auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person to be its auditor.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

(a) a registered company auditor; or
(b) an approved auditor.

* *Absolute majority required.*

Disqualified person not to be auditor

7.4 . Disqualified person not to be auditor

(1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

(2) In this section —

"disqualified person" means a person who —

(a) is a councillor or an employee of the local government;

(b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —

(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or

(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;

(c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or

(d) is a member of a class of persons prescribed for the purposes of this subsection.

Approval of auditors

7.5 . Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

(a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* [4] as in force before that commencement; and
(b) was the auditor of a local government,

as an approved auditor for the purposes of this Act.

Term of office of auditor

7.6 . Term of office of auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

(a) his or her registration as a registered company auditor is cancelled;
(b) his or her approval as an approved auditor is withdrawn;
(c) he or she dies;
(d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
(e) the auditor resigns by notice in writing addressed to the local government; or
(f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or
(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

* *Absolute majority required.*

Executive Director may appoint auditor

7.7 . Executive Director may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Executive Director may appoint —

(a) a qualified person; or
(b) in default of an appointment under paragraph (a), the Auditor General,

to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

Terms of appointment of auditors

7.8 . Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Executive Director under section 7.7) are payable by the local government.

Division 3 — Conduct of audit

Audit to be conducted

7.9 . Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) prepare a report thereon; and
(b) forward a copy of that report to the Minister,

and that direction has effect according to its terms.

Powers of the auditor

7.10 . Powers of the auditor

(1) An auditor —

(a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted;
(b) may require from a member or an employee of the local government —
(i) any book, account, document or asset of the local government; or
(ii) any information, assistance or explanation,
necessary for the performance of the duty of the auditor in relation to the audit; and
(c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

(2) In this section and in section 7.11 “employee” includes a person who has a contract for services with the local government.

Power to demand production of books, etc.

7.11 . Power to demand production of books, etc.

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

Employees and financial institutions to furnish particulars of money received

7.12 . Employees and financial institutions to furnish particulars of money received

(1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.

(2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

Division 4 — General

Regulations as to audits

7.13 . Regulations as to audits

Regulations may make provision —

(a) with respect to matters to be included in agreements between local governments and auditors;
(b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;

(c) as to the manner in which an application may be made to the Minister for approval as an auditor;
(d) in relation to approved auditors, for —
(i) reviews of, and reports on, the quality of audits conducted;
(ii) the withdrawal by the Minister of approval as an auditor;
(iii) appeals to the Local Court against decisions to withdraw approval and the procedure relating to such appeals;
(e) for the exercise or performance by auditors of their powers and duties under this Part;
(f) as to the matters to be addressed by auditors in their reports;
(g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
(h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
(i) of a financial nature or not; or
(ii) under this Act or another written law.

[Section 7.13 amended by No. 64 of 1998 s.40.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An audit fee based on historic cost has been budgeted for 2007/08.

STRATEGIC IMPLICATIONS

Good governance requires that the Council be informed about the audit function and the responsibilities of Council in relation to appointment of the auditor, scope of the audit and monitoring the performance of the auditor. Additionally the results of audit should be communicated to Council to enable consideration of the audit findings.

COMMENT

A Request for Quotation was distributed in October 2007 with all quotations due to the Shire by 15 November 2007.

Two quotations were received from UHY Haines Norton Chartered Accountants and Byfields Accountants and Financial Advisers. Syngum Financial Services declined to quote. No reply was given by Bentlys MRI Perth.

An Evaluation Panel consisting of Peter Stubbs, Chief Executive Officer (CEO), Jo-Anne Ellis, Executive Manager Corporate Services (EMCpS), and Amanda Trengove, Manager Financial Services (MFS) reviewed each quotation. Each panel member completed an individual evaluation of the quotations prior to discussing as a group. All panel members agreed that UHY Haines Norton Chartered Accountants were the preferred supplier of Auditing Services. UHY Haines Norton Chartered Accountants were ranked highly in all qualitative criteria by all panel members. Their

price was lower than Byfields and considered reasonable. UHY Haines Norton's quotation also indicated a high level of experience and expertise. They have extensive Local Government experience and the experience of their key personnel within the Local Government Sector is highly regarded.

ATTACHMENTS

Quotation from Byfields Accountants and Financial Advisers
Quotation from UHY Haines Norton Chartered Accountants

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

1. That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.

2. That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.

COUNCIL DECISION

Minute No. 8048

Moved: Cr D Ausburn **Seconded: Cr J Parker**

1. ***That Council appoint Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants to provide audit services to the Shire of Wyndham East Kimberley for a three year period beginning 2007/2008. Standard costs of Audit Services to be $16,500 in 07/08, $17,050 in 08/09 and $17,600 in 09/10.***

2. ***That it be a requirement of Audit process that end of financial year audit be completed by end of October each year, to facilitate the required annual Electors Meeting being held before the end of the calendar year, and that the appointed auditors provide Shire of Wyndham East Kimberley with a suitable timeline so that is possible to achieve this deadline.***

Carried Unanimously 5/0

Byfields

Accountants & Financial Advisers

1 Reid Road (PO Box 614)
Kununurra WA 6743
Tel (08) 9168 1066 Fax (08) 9168 1090

Doc No. 06049.1
Date 14 NOV 2007
Officer YMCPS MB
Response
File 61.34.02

13 November 2007

Ms Jo-Anne Ellis
Executive Manager Corporate Services
Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743

Dear Jo-Anne,

QUOTE FOR PROVISION OF AUDIT SERVICES FOR 2007 - 2010

We thank you for your email dated 24th October 2007 regarding the above. We have understood your audit specification and are pleased to enclose our proposal for your Council's consideration.

Why Byfields?

- Our firm have developed a niche in providing services to local governments. We started as a rural firm, and have a long history in dealing with local governments' needs. We therefore understand the unique circumstances of individual local governments. In fact, **Byfields was one of only two firms involved in auditing local governments' accounts prior to the privatisation of the audit services for Councils in 1995.**

- We have a team of professional auditors who are down-to-earth and always easily accessible for you. They have extensive knowledge of auditing, and the Local Government Act 1995 (as amended) & related regulations. All staff is committed both professionally and proactively in their works.

- We provide personalised and quality services to all of our clients. We are committed to timely & quality completion of works, honesty and strict confidentiality. This has been achieved through adoption and implementation of rigorous quality control procedures within the firm.

- Consequently, we are confident that we could provide a cost effective and quality solution to your audit requirements. We aim to provide you with 100% client satisfaction and look forward to developing a long term relationship with your Council. Most importantly, we believe **Your Success is Our Success!**

We hope that this contact leads to an opportunity to discuss the enclosed proposal in more detail. If your Council require any further information or clarification, please do not hesitate to contact our Audit Manager, Jackson Wong immediately.

Yours faithfully,

Dale Woodruff

DALE WOODRUFF CPA
Registered Company Auditor (196677)
Partner

PARTNERS: Andrew Northcott, Dale Woodruff, Mark Murphy, Andrew Hooper, Colin Ellis
ASSOCIATES: Glenn Waldeck, Jason Jones, Jenny Roberts

Byfields

Accountants & Financial Advisers

SHIRE OF WYNDHAM EAST KIMBERLEY

PROVISION FOR AUDIT SERVICES 2007 - 2010

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1. UNDERSTANDING YOUR REQUIREMENTS

1.1 Term of Appointment

We acknowledge the proposed term of the audit appointment will cover 3 years as per clause 2.2 of your Specification and General Conditions.

1.2 Objectives and Scope of Audit

We confirm our understanding of the objectives, scope and our responsibilities for the proposed engagement as per clause 2.1, 2.3 and 2.5 of your Specification and General Conditions.

1.3 Audit Methodology and approach

We acknowledge the Council's requirement as per clause 2.4 of your Specification and General Conditions. As such, we have included this information in the following section **3 "OUR APPROACH, PLAN AND COMMITMENT"** of this proposal.

1.4 Hours & Fees

We acknowledge the Council's requirement as per clause 2.6 of your Specification and General Conditions. As such, we have included this information in the following section **4 "HOURS & FEE"** of this proposal.

1.5 Experience

We acknowledge the Council's requirement as per clause 1.4 of your Selection Criteria. As such, we have included this information in the following section **2 "BYFIELDS – THE AUDITOR OF YOUR CHOICE"** of this proposal.

1.6 Report by Auditor

We understand we are to produce the audit report and management report as required by s7.9 of the Local Government Act 1995 (as amended).

1.7 Ability to provide Additional Services

In pursuant to clause 1.4 of your Selection Criteria, we advise that we are able/willing to provide additional services outside the defined scope of audit if we were the successful tenderer for the audit services.

1.8 Meeting with Audit Committee

In pursuant with the s7.12A(2) of Local Government Act 1995 (as amended), we advise we will meet with your Audit Committee at least once in a year.

2. BYFIELDS – THE AUDITOR OF YOUR CHOICE

2.1 Firm Profile

Byfields is a medium-sized CPA firm established more than 40 years ago in Northam. We have enjoyed substantial growth since then and are now operating from 3 offices in Ascot, Northam and Merredin. We currently have 6 Partners and 35 professional staff members. We operate an audit division across three offices with quality control referred to one Audit Partner.

2.2 Firm Experience

We have undertaken a large portfolio of Local Government Shire audits over the years. This portfolio grew up to thirteen Shires in 1992 although now it has now decreased to four, mainly due to independence and commercial issues. ***In fact, we were one of only two accounting firms involved in the audit of Local Governments prior to the privatisation of the Local Government audit services***. Apart from these audits, we have undertaken a diversified portfolio of company (large proprietary and unlisted public) audits, both external and internal for businesses mainly involved in franchising, insurance broking and financial services over the years. They are reporting entities which are required to prepare the General Purpose Financial Report. We have always ensured we have a balanced and diversified portfolio of clients, so as to be able to provide quality and sound business advice to our clients.

Our Firm's present clients of Local Government audit include:

- Shire of Dandaragan
- Shire of Dowerin
- Shire of Moora
- Shire of Wickepin

2.3 Your Service Team

We have a team of professional auditors who have extensive knowledge of the Local Government Act 1995 (as amended) & related regulations and the Australian Accounting Standards. They are also knowledgeable in most of the Municipal Accounting Systems including IT Vision Administrator/SynergySoft, LOGIC etc over the years of providing audit services to Local Governments. All levels of audit staff are committed both professionally and proactively in their work. They are down-to-earth and always easily accessible.

The Engagement Partner responsible for the overall quality of our service delivery is Mr **Dale Woodruff CPA** (based in Perth Office). He was from Darkan and graduated from Curtin University of Technology with a bachelor degree in accounting. He is both a Registered Company Auditor and Tax Agent with many years of auditing and tax experience. (A copy of his registered company auditor certificate is enclosed for your easy reference). In fact, he had managed our audit portfolio back in 1992 which includes the audit of 13 Shires accounts.

The Engagement Partner is assisted by an Associate, **Kiara Willmott CPA** (based in Northam Office) in overseeing the audit section of our firm. Kiara was graduated with bachelor degree in accounting from Edith Cowan University and has been involved in audits since she started with our firm 6 years ago. Due to the wide variety of audits undertaken and her years involved with auditing, Kiara has had the experience and ability to handle various complex audit issues. In fact, she is currently applying for registered company auditor with ASIC.

The audit field work will be conducted by our Audit Manager, Mr **Jackson Wong, ASA**(based in Perth Office). Jackson is a qualified accountant and comes from a resourceful background and brings to the firm a wealth of experience in audit and financial management from his previous engagements. In particular, Jackson had been working with KPMG Singapore and Malaysia as an Auditor. Since joined Byfields in 2007, Jackson has had extensive audit and consulting work in local government audits. He is well trained with thorough knowledge of both external and internal auditing techniques.

We have also engaged an audit junior Mr **Jason Sun ASA**(based in Perth Office) as part of our strategy to provide cost effective and quality services in Local Government Audit. He has graduated from Macquarie University (Sydney) with master degree in accounting. He is currently taking the CA program as part of his continuous development program.

In addition, the experience of one of our partner who is currently one of the Councillors of the Shire of Merredin is also available for consultation at all times.

3. OUR APPROACH, PLAN AND COMMITMENT

3.1 Methodology and Approach

The audit shall be conducted in accordance with the Australian Auditing Standards & Auditing Guidance Statements, and the relevant requirements of the Local Government Act 1995 (as amended) & related regulations, the Local Government (Audit) Regulations 1996 in the following manner:

- Develop a thorough understanding of the Council's business operations and internal control structure by performing walk through test.
- Assess audit risks and identify significant audit areas.
- Perform systems testing i.e. compliance test on all major risk areas.
- Review the existing system as well as the internal controls and procedures to suggest areas for improvement where appropriate.
- Verify material balance sheet and profit & loss account items by carrying out analytical review procedures and substantive tests.
- Review all aspects of the Council's operations for compliance with relevant legislations and regulations.
- Any items of a particularly critical nature should be forwarded via the Audit Committee and normal queries should be furnished via the administration.

Our audit work will be cost-effective by concentrating most work on the major risk areas with minimum work on non-risk areas.

Our audit program will be designed to meet the audit objectives. At the actual fieldwork, standard programs will be tailored or improved further where appropriate to reflect the unique circumstance of Council's operations.

3.2 Proposed Audit Plan/ Time Table

Audits will be programmed to ensure that services are provided on a progressive basis and carried out in line with the Council's needs. In summary, our deliverables will be as follows:

- If requested, make arrangement to meet with your Council's Audit Committee prior to the conduct of the interim audit to review the proposed audit plan and acknowledge your Council's direction on those areas of concern that need to be addressed.
- Conduct interim audit in the last quarter of each financial year to test the internal controls of accounting system.
- Complete final audit on the financial statements within 30 days of being advised that they are ready for audit, and responses to audit queries are received.
- Conduct entry and exit interviews in conjunction with each audit field visit so as to ensure active participation of your Councils in the whole audit process. Audit committee members are welcome to attend such interviews.
- Draft Interim and/or Final Management Report, if considered appropriate, addressing the following critical audit areas and detailing weaknesses in the systems of control together with recommendations for improvement.
- Prepare Audit Report in accordance with Section 7.9 of the Local Government Act 1995 (as amended). The Audit Report and the Management Report will be forwarded to the President and Chief Executive Officer within 14 days of the provision of final information required for the audit.
- Audit visits shall be programmed with the ultimate aim of not to cause too much interruption to the normal operation of the Council. The anticipated timing of visit for each year are as follows:

Year ending	Interim Visit	Final Visit
30 June 2008	16th April 2008	3rd September 2008
30 June 2009	21st April 2009	1st September 2009
30 June 2010	20th April 2010	7th September 2010

3.3 Our Commitment to You

Upon engagement of audit, we give the following commitments:

- Complete all work in a timely, efficient and accurate manner.
- Always be available and as a minimum standard, return your call within one working day.
- Hold all information on your affairs in the strictest confidence.
- Be honest, truthful, and up front with you at all times.
- Guarantee the quality of our services.

3.4 Quality Assurance

Our Firm adopts rigorous internal procedures for quality which include:

- Appropriate selection procedures and professional development programs for staff at all levels.
- Documentation of audit methodologies which comply with Australian Auditing Standards.
- Comprehensive training of staff through in-house program and CPA program.
- Close supervision of staff on the job.
- Detailed reviews of all work by Partner and Manager.
- Strict procedures for maintaining client confidentiality.

We adhere, at all times, to the internal quality control guidelines promulgated jointly by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

3.5 Your Success

We pride ourselves on achieving success for our clients by:

- Working in close partnership with clients over the long term to most effectively achieve their critical success factors.
- Committing to the principles of easy and direct access to our most senior people.
- Delivering of quality service to budget and agreed deadlines as defined by our clients, not by our convenience.
- Providing a highly qualified team of professionals, each with years of experience in their chosen specialisation areas.
- Striving to continually improve the range, quality and cost effectiveness of our services to meet client's changing needs.

4. HOURS AND FEE

Our fees for the provision of audit services to your Council for the 3 financial years commencing 1 July 2007 are:

Year	2007/2008	2008/2009	2009/2010
Price incl. GST ($)	17,380	18,249	19,162
Hours Spent on Audit			
- Partner/Associate	3	3	3
- Manager	55	55	55
- Audit Assistant	55	55	55
Total Hours	113	113	113

Above fees are based on the assumptions that:

- hours provided (*including travelling time*) are standard throughout the term of appointment with the optimum involvement of partner and manager to ensure cost effective and quality delivery.
- We have taken into consideration of
  - the travelling distance between our office and your administration office. The travel time spent for 2 staff from Perth to your office is 2 days per trip. Total travel time for both Interim and Final Audit will be 4 days.
- Assistance will be provided by the Council's staffs through full cooperation with requests of auditors in obtaining necessary information for the audit.

Other services such as accounting, special compliance review, financial review and "ad hoc" investigations can be provided at special rates that currently vary from $55 to $95 per hour for graduate and from $150 to $300 per hour for experienced staff and specific partner involvement. The fee for these assignments shall be on the basis of either a quoted fee or actual time incurred at the normal professional hourly rate for that level of work and is dependent on the terms of reference. These rates are not binding under this tender and the fee for any additional services would be subject to negotiation at the relevant time.

5. GENERAL

5.1 Assignment of Contract or Right

We undertake that we will not sub contract to a third party nor has right to assign the audit contract to third parties

5.2 Conflict of Duties

There is, to our Firm's knowledge, no conflict of interest in providing this engagement.

5.3 Professional Indemnity Insurance

We have and will maintain during the duration of the audit term, professional indemnity ("PI") insurance covering the legal liability arising out of any neglect, default, error or omission. The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Byfields

Accountants & Financial Advisers

Appendix A

DALE WOODRUFF
BYFIELDS
5 Charles Street
SOUTH PERTH WA 6151

Certificate of Registration as an Auditor

Corporations Law Sub-section 1280(5)

Registered Number: 196677

This is to certify that

DALE JAMES WOODRUFF

was on the twentieth day of March 2000 granted registration as an auditor under section 1280.

ASIC

Australian Securities & Investments Commission

CERTIFICATE

Given under the seal of the Australian Securities and Investments Commission on this twenty-fifth day of March, 2000.

COMMON SEAL

Alan Cameron
Chairman

PARTNERS: Andrew Nicholl [illegible], Rob McMurphy [illegible], Neil Hooper [illegible]
ASSOC. [illegible]

Byfields

Accountants & Consultants

Aon Risk Services Australia Limited

Aon Risk Services Australia Limited
ACN 000 [illegible] ABN 17 000 434 720

Neil Hopper
Byfields CPA
PO Box 1202
CLOVERDALE WA 6985

If you have any queries please contact :
Professional & Consumer Services
PO Box 7036
CLOISTERS SQUARE WA 6850

Your contact is Mark Witkowski

Phone 08 9429 4444 Fax 08 9429 4499

Client Name : Byfields CPA

Class of Insurance : ACCOUNTANTS PI

Period of Insurance : From - 1st April 2007
: To - 1st April 2008

COVERING (Summary Only)

ACCOUNTANTS PROFESSIONAL INDEMNITY

INSURED
Byfields, Byrne Nominees Pty Ltd ATF Byfields Unit Trust

PROFESSION
PUBLIC ACCOUNTING PRACTICE

PERIOD OF INSURANCE
From 1 April 2007
To 1 April 2008

INSURER
Aon Insurance Ltd

POLICY WORDING
AON PROFESSIONAL INDEMNITY WORDING FOR ACCTS 01/06

LIMIT OF LIABILITY
$5,000,000 ANY ONE CLAIM AND IN THE AGGREGATE
TWO AUTOMATIC REINSTATEMENTS

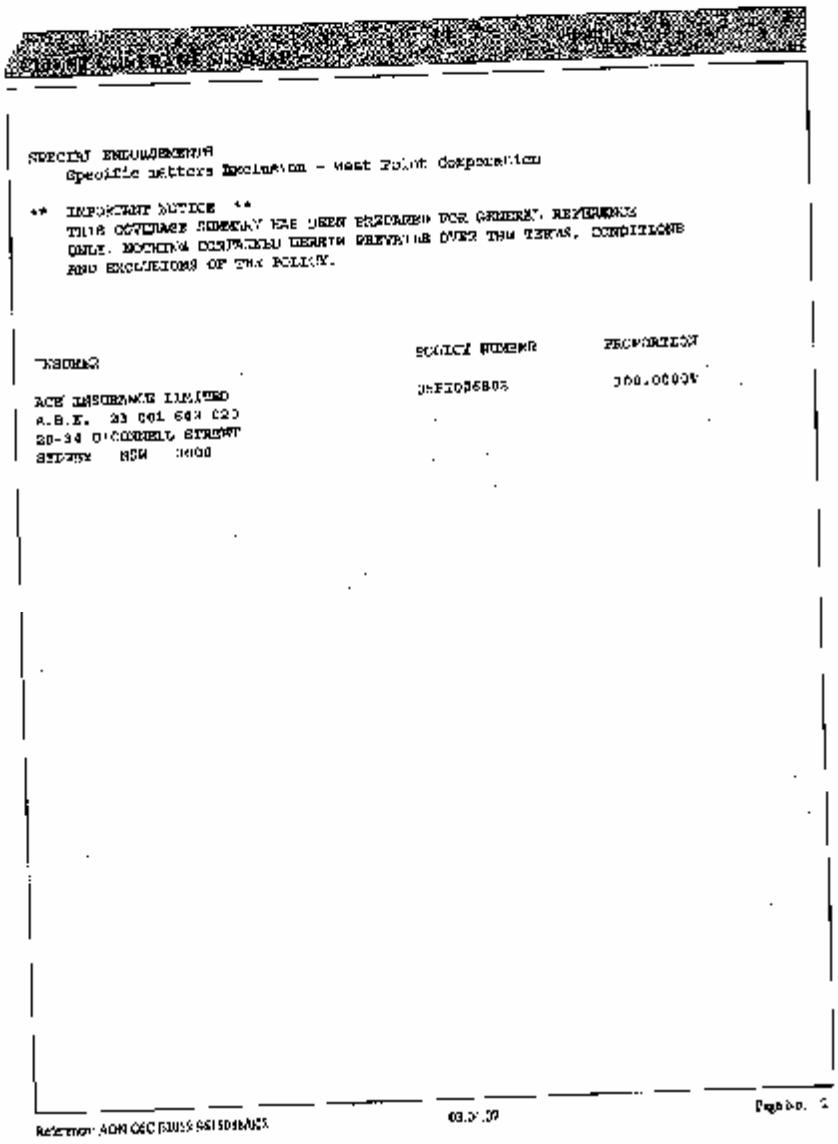
EXCESS
$ 10,000 any one claim
Inclusive of costs and expenses

OPTIONAL EXTENSIONS
4.1 PCOSS - COVERED
4.2 PRINCIPLES PREVIOUS BUSINESS - COVERED
4.3 UNLIMITED REINSTATEMENTS - NOT INCLUDED

RETROACTIVE DATE
Unlimited excluding known claims and circumstances

Reference: AON POL 01062 #15088/002 02.04.07 Page No. 1

Byfields
Accountants & Financial Advisers



SPECIAL ENDORSEMENT
Specific Letters Declaration - West Point Corporation

** IMPORTANT NOTICE **
THIS COVERAGE SUMMARY WAS DRAWN UP FOR GENERAL REFERENCE ONLY. NOTHING CONTAINED HEREIN SUPERSEDES OVER THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY.

INSURED

POLICY NUMBER: DNFI036805

PROPORTION: 100.0000%

ACE INSURANCE LIMITED
A.B.N. 28 001 642 020
20-34 O'CONNELL STREET
SYDNEY NSW 2000

Reference: AON CEC 03059 061504MJS

03.07.07

Page No. 2

- 2 -

UHY Haines Norton
Chartered Accountants

Doc No. 060436
Date
Officer
Response
File 01.12.01

5 November 2007

Mr P Stubbs
Chief Executive Officer
Shire of Wyndham-East Kimberley
PO Box 614
KUNUNURRA WA 6743

Dear Peter

QUOTATION
PROVISION OF AUDIT SERVICES

We are pleased to submit our quotation for the supply of audit services to the Shire of Wyndham-East Kimberley for the three years commencing 1 July 2007.

We have also enclosed a copy of our firm profile which details our local government experience, audit scope, audit approach and staff profiles.

We believe that the detail contained in our profile, along with the information provided in this letter, will demonstrate our experience, expertise, commitment and long term involvement in the provision of audit and related services to local government within Western Australia.

UHY Haines Norton is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

We have been the appointed auditor of your Shire since 2002 and staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first hand experience of the high level of service, expertise and commitment we are able to deliver.

Fees

Our fee quotes for the provision of audit services to the Shire are as follows:

		Fee Quote	Applicable GST	Total (GST Inclusive)
		$	$	$
Year ended	30 June 2008	15,000	1,500	16,500
	30 June 2009	15,500	1,550	17,050
	30 June 2010	16,000	1,600	17,600

The fees and time quoted are exclusive of travel related expenses and assume there is no significant change in the level of operations of the Shire during the period of our appointment.

Out-of-pocket expenses (reasonable travel, accommodation, living and incidental expenses) are to remain the responsibility of the Shire and will be reimbursed to us as cost.

The above fees are based on the nature of this engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

NIFTY - SMART - SUCCESS • INTELLIGENT SOLUTIONS

Fees (Continued)

Should engagement conditions vary from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the fees quoted do not necessarily include any fee associated with the engagement partner meeting with the audit committee as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year (can be either by telephone or in person).

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit. Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Financial Management Review

We are also able to conduct a Financial Management Review in accordance with the Local Government (Financial Management) Regulations.

This is normally conducted at the same time as an interim audit visit and would be subject to an additional fee to be negotiated at the time the review was scoped.

Such a review would include the provision of a detailed report of our findings upon completion.

Roads to Recovery and Certifications/Acquittals

The certification of the Roads to Recovery annual return and other acquittals are considered to be outside the scope of our normal audit function. However, if all details are prepared for us and we are able to complete with a minimum of fuss our charges would typically fall in the $250 to $500 (GST exclusive) range per certification/acquittal.

Value Added Services Specific to the Local Government Industry

Audit Liaison & Guidance

Liaison on audit and accounting issues is not only provided free of charge during the year, it is encouraged. We believe by obtaining an answer when it is required, the Shire will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past ten years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In 2003 we also introduced a 'Nuts and Bolts' workshop which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

UHY Haines Norton Chartered Accountants

GST, FBT and Salary Packaging Advice

Our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

For the year ended 30 June 2008, indicative rates for this type of work are as follows:

	Per Hour (GST Exclusive) $
Partner	400
Consultant	250
Manager	200
Senior	150
Intermediate	120
Graduate	100

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

Nominated Auditors

Should we be successful in obtaining the audit contract the following are the partners of the firm to be nominated as auditors:

Name	Registered Company Auditor Number
Engagement Partner (either)	
Mr D J Tomasi	15724
Mr G Godwin	310219
Alternate (in the event of unforeseen events)	
Mr R D Swarbreck	14170

Please note, should we be successful in obtaining this engagement, it will be conducted by UHY Haines Norton Perth, which is a separate and distinct partnership from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

Should you require any clarification of the above information please do not hesitate to contact us.

Yours faithfully

DAVID TOMASI
PARTNER

Encl
R:\David\Tenders\2008\Wyndham-east Kimberley - covering letter - 30 10 07.doc:ap



The Last Frontier

Request for Quotation	For the Provision of Audit Services for the Shire of Wyndham East Kimberley
Contact Persons	Ms Jo-Anne Ellis Executive Manager Corporate Services Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743
Deadline	4.00PM Thursday 15 November 2007
Address for Delivery	Shire of Wyndham East Kimberley PO Box 614 Kununurra WA 6743



1.1 CONTRACT REQUIREMENTS IN BRIEF

To provide audit services for three years from 1 July 2007

1.2 DOCUMENTATION

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Wyndham East Kimberley and is comprised of the following parts:

a) Part 1-Principal's Request (read and keep this part),

b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and

c) Part 3-Respondents Offer (complete and return this part).

1.3 EVALUATION PROCESS

Your application will be evaluated using information provided in your quotation:

- Applications are checked for completeness and compliance. Any application that does not contain all the information requested may be excluded from evaluation.
- Applications are assessed against the Selection Criteria.
- Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

1.4 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this request for quotation.

The quoted prices will be assessed with the following qualitative criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Application containing the lowest price will not necessarily be accepted, nor will the Application ranked the highest on the qualitative criteria.

QUALITATIVE CRITERIA

In determining the most advantageous quotation, the Evaluation Panel will score each quotation against the qualitative criteria.
It is essential that Respondents address each qualitative criterion. The quotations will be used to select the chosen Respondent, and failure to provide the specified information may result in elimination from the Quotation evaluation process.
The qualitative criteria for this Request are as follows.

Description of Qualitative Criteria	Weighting
a) Price.	60%
b) Demonstrated experience in completing similar assignments. (Referee check if applicable)	10%
c) Conformity with quotation documents and specifications.	10%
d) Skills and experience of key personnel.	10%
e) Technical expertise.	10%

1.5 PRICE BASIS

FEE
The proposed fee for the Services shall be submitted in two parts, each one shown as a *GST-inclusive amount* :

1.8.1 **Fixed lump sum fee per annum** for auditing services which can be regarded as "standard" (minimum of two visits per year), including a schedule of rates outlining the proposed charges per hour for each person involved in the audits and the number of hours estimated upon which this lump sum fee is based.

1.8.2 **Hourly rates** applicable to additional professional work required by the Shire of Wyndham East Kimberley. Such additional professional work shall include the provision of technical advice, tax advice (GST and FBT) and such like.

All fees and rates submitted must include all overhead expenses incurred in the performance of the services, such as travelling

expenses, postage, phone / fax expenses, computer time, overtime and such like.

2.1 OBJECTIVES OF AUDIT

To provide an independent audit opinion of the accounts and annual financial reports of the Shire of Wyndham East Kimberley for each financial year covered by the term of the audit appointment.

2.2 TERM OF AUDIT APPOINTMENT

For the financial years commencing 1 July 2007 through to 30 June 2010

2.3 SCOPE OF AUDIT

The Auditor is to –

CARRY OUT SUCH WORK AS NECESSARY TO FORM AN OPINION AS TO WHETHER:

a) the accounts are properly kept; and
b) the annual financial report:
   (i) is prepared in accordance with the financial records; and
   (ii) represents fairly the results of the operations of the Shire of Wyndham East Kimberley and the financial position of the Shire of Wyndham East Kimberley at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

GIVE AN OPINION IN HIS OR HER AUDIT REPORT ON:

a) the financial position of the Shire of Wyndham East Kimberley; and
b) the results of the operation of the Shire of Wyndham East Kimberley.

INCLUDE IN HIS OR HER REPORT:

a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire of Wyndham East Kimberley;
b) any matters including non-compliance with financial management requirements of the Act, Regulations and any other written law.

2.4 AUDIT METHODOLOGY AND APPROACH

a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

b) An audit is to be carried out in accordance with "Auditing Standards" and "Auditing Guidance Statements" adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.

c) The auditor is to provide the Shire of Wyndham East Kimberley with a general outline of his/her methodology.

d) The auditor is to provide the Shire of Wyndham East Kimberley with a plan for the audit including:
- Timing of entrance interview
- Timing of interim audit visits;
- Final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
- Timing of the legislative requirement to meet with the Shire of Wyndham East Kimberley and whether that meeting will be in person or by some other means: and
- The method to be used to communicate with, and provide advice and information to, the Shire of Wyndham East Kimberley.

e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

2.5 CRITICAL MATTERS TO BE AUDITED

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.

(i) Revenue
- Rates Revenue
- Government grants
- User pays revenue
- Profit on sale of non-current assets
- Other income

(ii) Expenditure
- Salary and wage costs
- Depreciation
- Materials and contract expenditure
- Loss on sale of non-current assets
- Insurances
- Bad debts
- Other expenditure

(iii) Current Assets
- Bank and short term investments

- Receivables and prepayments
- Inventory

(iv) Non-current Assets
- Property, plant, furniture and equipment
- Infrastructure and depreciation
- Other receivables

(v) Liabilities (Current and non-current)
- Creditors and accruals
- Loan borrowings including new loans raised
- Provision for annual and long service leave entitlements

(vi) Reserve Funds
(vii) Contingent Liabilities
(viii) Capital Commitments
(ix) Accounting Policies and Notes to the Financial Statements
(x) Cash Flow Statement
(xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996
(xii) Minutes of meetings
(xiii) Budget
(xiv) Acquisition and disposal of property
(xv) Registers (ie tenders, financial interests, contract and legal documents)
(xvi) Delegations
(xvii) General Compliance Issues
(xviii) Financial and other statutory reports eg R2R2

2.6 HOURS, FEES AND EXPENDITURE

The auditor is to provide:
- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

2.7 TERMS

2.7.1 AUDIT REPORTS AND MANAGEMENT REPORT

The auditor shall forward to the President and the Chief Executive Officer the Audit Report and Management Report within 14 days of the exit interview.

2.7.2 TERMINATION OF APPOINTMENT

The appointment as auditor is terminated if:

(a) the auditor ceases to be a registered company auditor;

(b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;

(c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;

(d) the auditor resigns by notice in writing to Council;

(e) Council serves notice in writing to the auditor terminating the appointment.

2.7.3 GENERAL CONDITIONS

The auditor shall not sub contract to a third party. The auditor shall not, and has no right to, assign the audit contract to third parties. The auditor confirms that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.

Notices or other communication between Council and the auditor may be given by delivery, or sent prepaid post, to each of their respective postal addresses. Postal address may be altered by service of notice in accordance with this clause.

Notices or other communication sent by post shall, in the absence of proof to the contrary, be deemed to have been received by the addressee 96 hours after it was posted.

2.7.3 CANVASSING OF COUNCILLORS

If a Respondent, whether personally or by an agent, canvasses any of the Shire of Wyndham East Kimberley's Councillors with a view to influencing the acceptance of any quotation made by it or any other respondent, then regardless of such canvassing having any influence on the acceptance of such quotation, the Principal may at its discretion omit the quotation from consideration.

2.8 INSURANCES

The successful Respondent will be required to effect and maintain the insurance policies referred to hereunder:

a) public liability insurance in the sum of at least $10,000,000 (ten million dollars) in respect of any one occurrence and for an unlimited number of claims; and

b) professional indemnity insurance in the sum of at least $5,000,000 (five million dollars) in respect of any one occurrence and for an unlimited number of claims.

3.1 OFFER FORM

The Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

I/We
(BLOCK LETTERS) UHY HAINES NORTON (WA) PTY LTD
ADDRESS: 16 LAKESIDE CORPORATE, 24 PARKLAND ROAD
OSBORNE PARK WA 6017
358 5397 1745 ABN/GST Status **REGISTERED**
ACN (if any) **009 297 769**
Telephone No: **08 9444 3400**
Facsimile No: **08 9444 3430**
E-mail (if any): **dtomasi@uhyhn.com.au**

In response to REQUEST FOR QUOTATION FOR THE PROVISION OF AUDIT SERVICES FOR THE SHIRE OF WYNDHAM EAST KIMBERLEY -
I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The quoted price is valid up to sixty (60) calendar days from the date of closing unless extended on mutual agreement in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quotation irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this quote.

Dated this: 5TH day of NOVEMBER 2007

Signature of authorised signatory: _____

Name of authorised signatory (BLOCK LETTERS): **DAVID JOSEPH TOMASI**
Position: **PARTNER**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017
Witness Signature: _____
Name of witness: (BLOCK LETTERS). **CARA MIA FORD**
Position: **SECRETARY**
Address: **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

FIXED LUMP SUM QUOTATION AND SCHEDULE OF RATES FOR THE PROVISION OF AUDIT SERVICES TO THE **SHIRE OF WYNDHAM EAST KIMBERLEY**

		GST-Inclusive amount		
		Year 1	Year 2	Year 3
1.	Standard Audit Services ($ per annum)	**16,500**	**17,050**	**17,600**
2.	Standard Audit Services (hours per annum)	**92**	**92**	**92**
3.	Hourly rate for additional work Performed by: **Partner**	**440**	**496**	**550**
4.	Hourly rate for additional work Performed by: **Manager**	**220**	**253**	**286**
5.	Hourly rate for additional work Performed by: **Senior**	**165**	**187**	**198**
6.	Hourly rate for additional work Performed by: **Intermediate**	**132**	**154**	**165**
7.	Hourly rate for additional work Performed by: **Graduate**	**110**	**121**	**132**

NAME OF AUDITOR **DAVID JOSEPH TOMASI**

ADDRESS **16 LAKESIDE CORPORATE, 24 PARKLAND ROAD**
OSBORNE PARK WA 6017

PHONE NUMBER **08 9444 3400** FAX **08 9444 3430**

SIGNATURE OF AUTHORISED OFFICER _____

NAME OF AUTHORISED OFFICER **DAVID JOSEPH TOMASI**

DATE 05/11/07

3.2 GENERAL AND CORPORATE INFORMATION

ORGANISATION PROFILE AND REFEREES

Attach your organisation profile and details of referees and label it "Attachment 1".	**Attachment 1** ✓ Tick✓ if attached

CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes ☐ No ✓
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 2".	**Attachment 2** ☐ Tick✓ if attached

INSURANCE COVERAGE

The insurance requirement for this Request are stipulated at Clause 2.8 respondents are to indicate whether this requirement is met.	Yes ✓ No ☐
A copy of the Certificate of Currency is to be provided to the Principal within thirty (30) days of acceptance.	

SHIRE OF WYNDHAM-EAST KIMBERLEY

PROVISION OF AUDIT SERVICES
"ATTACHMENT 1"
ORGANISATIONAL PROFILE

NOVEMBER 2007

UHY Haines Norton
Chartered Accountants

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1. OUTLINE OF THE FIRM

UHY Haines Norton is a respected firm of Chartered Accountants with divisions providing services in every aspect of a specialist accounting practice. UHY Haines Norton has, via its antecedent firms, provided extensive audit and consulting services to local government since 1993.

UHY Haines Norton is a national group of independent firms represented in every State and structured to share experience and resources for the benefit of our clients. This means the Perth practice is a separate and distinct entity from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide.

The member firms have operated for many decades and enjoy a community of staff and partners. The national group is the Australian member of the international accounting firm UHY International with 189 offices in 57 countries.

The Perth firm currently comprises 5 Partners and 37 staff.

The partners and staff combine experience gained in Australia and overseas both within the firm and from employment with major international accounting firms. Our philosophy is to provide informed professional advice and practical services and provide direct contact between the most senior members of our firm with the management groups of our clients.

As a consequence, we are able to offer services in the following specialist areas across the complete range of industry sectors:

- External and Internal Audits
  Accounting Advice and Assistance
- IT Solutions
- Accounting Advice and Assistance
- Income Tax Preparation and Planning Advice
- Tax Consulting – Business Advice
- GST and FBT advice
- Systems Review and Implementation
- Strategic Planning
- Succession Planning
- Budgeting and Cash Flow Analysis
- Management Consulting
- Financial Management and Organisational Planning

2. LOCAL GOVERNMENT EXPERIENCE

UHY Haines Norton has been providing audit and consulting services to local government since 1993. The engagement partner, David Tomasi, has been involved in Public Practice since 1986 and has been providing audit services to local government since 1990.

The firm is the largest auditor of local government in the State and we are currently the incumbent auditors of the following seventy (70) local governments:

Shire of Augusta-Margaret River	Shire of Meekatharra
Shire of Boddington	Shire of Merredin
Shire of Boyup Brook	Shire of Mingenew
Shire of Bridgetown-Greenbushes	Shire of Moora
Shire of Broome	Shire of Morawa
Shire of Capel	Shire of Mt Magnet
Shire of Carnamah	Shire of Mt Marshall
Shire of Carnarvon	Shire of Mukinbudin
Shire of Chapman Valley	Shire of Mullewa
Shire of Chittering	Shire of Murray
Shire of Christmas Island	Shire of Northam
Town of Claremont	Town of Northam
Shire of Cocos (Keeling) Islands	Shire of Northampton
Shire of Coolgardie	Shire of Nungarin
Shire of Cranbrook	Shire of Perenjori
Town of Cottesloe	Shire of Pingelly
Shire of Cranbrook	Shire of Plantagenet
Shire of Cunderdin	Town of Port Hedland
Shire of Dalwallinu	Shire of Quairading
Shire of Derby-West Kimberley	Shire of Ravensthorpe
Shire of Dumbleyung	Shire of Sandstone
Shire of Dundas	Shire of Serpentine-Jarrahdale
Shire of Esperance	Shire of Shark Bay
Shire of Gingin	Shire of Three Springs
Shire of Gnowangerup	Shire of Toodyay
Shire of Greenough	Shire of Trayning
Shire of Halls Creek	Shire of Victoria Plains
Shire of Irwin	Shire of Wagin
Shire of Jerramungup	City of Wanneroo
City of Kalgoorlie-Boulder	Shire of West Arthur
Shire of Kalamunda	Shire of Westonia
Shire of Kent	Shire of Wongan-Ballidu
Shire of Kondinin	Shire of Wyalkatchem
Shire of Lake Grace	**Shire of Wyndham-East Kimberley**
Shire of Laverton	Shire of Yilgarn

In addition, we have recently undertaken, the following engagements:

Town of Bassendean - Internal Audit
City of Gosnells - Financial Management Review
City of Joondalup - Internal Audit
City of Rockingham - Internal Audit

In the course of the past several years we have also provided detailed Financial Management Review services to the majority of our audit clients and other municipalities. These have included the Cities of Melville and Joondalup and the Towns of Bassendean and Vincent in the metropolitan area.

2. LOCAL GOVERNMENT EXPERIENCE (continued)

Over the past eleven years, we have also conducted an annual workshop which in 2007 was attended by over one hundred (100) municipalities. These workshops have addressed Performance Measures, Strategic Planning, the Annual Financial Report, the Budget, Infrastructure Assets, cashflow statements and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. This report is updated annually as disclosure requirements are amended. In 2007, the model was purchased by in excess of one hundred and ten (110) authorities statewide.

We also developed a strategy to assist local government with the implementation of GST. The firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT should they require.

Since November 1999, we have provided a remote accounting service to the Shires of Koorda and Leonora and in 2002 added the Shire of Menzies. In 2004/05 we added the Shires of Ashburton, Beverley and Murchison and more recently, the Shires of Corrigin, Cue, Wiluna and Yalgoo. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Infrastructure Assets
- AAS 27 implementation
- Budget Conversion and assistance
- GST & FBT Advice
- Statutory Compliance Audits
- Strategic Plans
- Principal Activity Plan
- Business Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. We have been a major sponsor of the annual conference since 2000 as well as a major sponsor of other regional conferences and sporting events.

3. OTHER AUDIT EXPERIENCE

In addition to our local government audits other significant audit engagements include:

- A.D. Coote & Company (Sheetmetal) Pty Ltd
- Australian Computer Society
- Bansley Pty Ltd
- Cambridge Gulf Ltd
- Carnarvon Family Support Services Inc.
  Carnarvon Heritage Group Inc.
- Chian Resources Plc
  Country High School Hostels Authority
- Danryn Pty Ltd
- East Kimberley Co-Op Ltd
- Extraman Group Pty Ltd
- Flinders Financial Services Pty Ltd
- Herencia Resources Plc
- ICT Industry Collaboration Centre of Western Australia
- IGL Asia Pacific Pty Ltd
- Kappa SEA Pty Ltd
- Living Stone Foundation Inc.
- Medici Bioventures Plc
- Nintirri Neighbourhood Centre Inc.
- Ngarluma & Yindjibarndi Foundation Ltd
- OAM Pty Ltd
- Rhodes Foods (Australia) Pty Ltd
  Scandpower Pty Ltd
- Synthon A.U. Pty Ltd
- Tasman Pacific Equity Limited
- Wanneroo Employment and Skills Training Network Inc.

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of the Shire's systems and policies and deliver these benefits as part of our core service.

4. REFEREES

The following are a list of references of similar Councils for you to contact if you wish.

	Reference 1	Reference 2	Reference 3
Client	Town of Port Hedland	Shire of Broome	Shire of Halls Creek
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$20,000 p.a.	$16,000 p.a.	$12,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2005 to date	Year ended 30 June 2005 to date
Contact name including position	Matthew Scott Director Corporate Services	Les Mainwaring Manager of Finance	Andrea Nunan Executive Manager Corporate Services
Tel. No	9158 9300	9191 3456	9168 6007

The following are a list of additional references to contact should you so wish.

	Reference 1	Reference 2	Reference 3
Client	City of Kalgoorlie-Boulder	City of Wanneroo	Shire of Augusta-Margaret River
Services Provided	External Audit	External Audit	External Audit
Value (approx)	$30,000 p.a.	$30,000 p.a.	$20,000 p.a.
Date started/completed	Year ended 30 June 2002 to date	Year ended 30 June 2004 to date	Year ended 30 June 1998 to date
Contact name including position	Eddie Piper Director of Corporate Services	Edward Applin Accountant	James Trail Chief Executive Officer
Tel. No	9021 9600	9405 5000	9780 5255

5. AUDIT SCOPE/APPROACH

The audit of the Shire will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations. **Procedures are designed to ensure the requirements of your tender specification and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:**

- Revenue
- Expenditure
- Current Assets
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Cash Flow Statement
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous years final audited position
- Financial ratios required by the Financial Management Regulations

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:

   (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
   (b) the accounts are properly kept;
   (c) the annual financial report:
      (i) is prepared in accordance with the financial records; and
      (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
         - *Australian Accounting Standards*
           the *Local Government Act 1995* (as amended)
         - the *Local Government (Financial Management) Regulations 1996* (as amended); and
         - other mandatory professional reporting requirements.
   (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Council; and
   (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws.

2. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.

3. Examine Council's receipting function and perform detailed testing as considered necessary.

4. Examine money owing to Council including testing recoverability, follow up procedures and compliance with relevant legislation;

5. AUDIT SCOPE/APPROACH (continued)

5. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
6. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
7. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
8. Review all borrowing transactions to ensure they have been conducted in accordance with the Act.
9. Review reserve transactions to ensure compliance with the legislation;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and Council has right of occupancy;
11. Review agreements where Council has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations.
14. Examine tenders to ensure compliance with the Act and accompanying regulations;

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of Council and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the audit statements are available for audit (subject to mutually convenient travel arrangements); and
- enable you to meet your deadline (subject to your audit readiness).

Our exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with Council and/or the audit committee occur as required. Based on recent amendments to the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Council to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

5. AUDIT SCOPE/APPROACH (continued)

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

The management report will be issued following the completion of the final audit and within 14 days of discussion with the President, Council, Audit Committee and Management as necessary. This report will detail our comments on internal control matters and our recommendations for corrective action.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline and further undertake to provide such reports to the Council and Minister as required.

6. AUDIT PLAN

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the fourth quarter of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by the required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 2 of this proposal.

7. HOURS

Estimated hours for the audit are as follows:

Interim Visit		
Partner	2	
Manager/Supervisor/Senior/Intermediate/Graduate	32	(predominately on site)
Planning	2	
	36	
Final Visit		
Partner	4	
Manager/Supervisor/Senior/Intermediate/Graduate	50	(predominately on site)
Planning	2	
	56	
Total Hours	92	

It should be appreciated our audit team has a wealth of Local Government experience. This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partners are actively involved in the industry and fieldwork.

This experience when coupled with our service level, provides a very efficient and effective audit process.

8. OUR LOCAL GOVERNMENT SERVICE TEAM

As discussed previously, we believe that our commitment to delivering a high quality service to the local government industry is demonstrated by our wealth of experience and long term involvement.

Our approach is to ensure that all work is conducted by suitably qualified staff with a wealth of local government experience that cannot be matched by our competitors. We believe that such an approach makes for a more efficient audit process and provides Council with a value for money, value added service.

The key members of our service team are introduced as follows:



DAVID TOMASI – PARTNER

David has been involved in public practice for more than twenty one years the last thirteen as a partner of the firm and its antecedents.

During that time, he has gathered a broad range of experience across all industry sectors which included five years with a "big 4" accounting firm and twelve months in the UK.

David has worked extensively on local government assignments since 1990 and is the partner responsible for the firm's audit and local government division. He pioneered the firm's involvement in the provision of high quality service to the local government industry in Western Australia by ensuring that the firm and its staff stay abreast of all developments.

He is currently the engagement partner on the majority of the firm's local government audit and consulting engagements and was responsible for the development of the firm's methodology and approach in respect of Financial Management Reviews. He is also actively involved in fieldwork which allows him to develop a detailed working knowledge of operations and the industry as a whole.

David has also facilitated Strategic Plans at two local government authorities and has been involved in numerous special investigations and consulting engagements.

He is actively involved in the firm's local government training program and has presented all of the firm's workshops during the past eleven years. He was a member of the Department's working party to review the financial reporting of local governments which led to recent changes in the Financial Management Regulations and is the immediate past Chairman of the CHY Haines Norton National Audit Committee and is currently a member of CHY International's Audit Committee.

He is also currently a member of the DLGRD's Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters.

PAPERS PRESENTED:

- Checking the Pulse Understanding Audit Reports Local Government Week - August 2002
- Accounting and Financial Issues in Asset Management – CPA Conference Sydney-April 2003
- ED125 – Proposed Changes to AAS27 – CPA Conference Perth – February 2004
- IFRS and Local Government CPA Conference Perth February 2005
- IFRS and Audit Committees – Departmental Conference Perth – April 2005
- IFRS – LGMA Finance Professionals Conference Fremantle – February 2006
  Understanding Cash Flow Statements CPA Week November 2006
- Impact of AIFRS on Non-Current Assets - CPA Week - November 2006
  Accounting and Statutory Update LGMA Finance Professionals Conference Fremantle - February 2007
- Understanding Audit and Financial Reports - Northern Country Zone WALGA Conference Geraldton - March 2007
- Understanding Cash Flow Statements - CPA Congress - May 2007

David brings the necessary experience, expertise and knowledge to the engagement to help ensure the Council receives an efficient, effective and value for money service.

QUALIFICATIONS

- Bachelor of Commerce
- Chartered Accountant
- Registered Company Auditor
- Registered Tax Agent

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



GREG GODWIN – PARTNER

Following his qualification from the University of Witwatersrand, Greg joined Myers Tennier & Co, a medium sized Chartered Accounting firm in Johannesburg where he worked for 5 years. During this time he passed all requirements and became a Chartered Accountant.

After leaving them, he worked in commerce before commencing his own practice Godwin & Co Chartered Accountants, in 1997.

Greg built his own firm into a successful ten person practice before migrating to Australia in 2005 to join UHY Haines Norton as an Audit Manager.

Since joining us, Greg has been admitted as an Australian Chartered Accountant and has had extensive exposure to the local government industry in Western Australia. This culminated with being admitted as Partner of the firm on 1 July 2007.

He is currently the engagement Partner for twenty local government audit clients and has a number of corporate clients that add to his experience and skills.

PAPERS PRESENTED:

- Understanding Cash Flow Statements – CPA Week – November 2007

QUALIFICATIONS

- Bachelor of Commerce and Accounting
- Chartered Accountant (Australia)
- Chartered Accountant (South Africa)
- Registered Company Auditor

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

Following a brief stint at university in Australia he relocated to Zimbabwe. There he spent the next 14 years in senior management roles at two major companies. Both these appointments culminated in him being appointed Managing Director.

Russell immigrated to Perth in July 2007 with his family and joined UHY Haines Norton as an Audit Manager in our audit division.

He has direct responsibility for a large number of our audit clients and his audit, financial and commercial experience makes him a valuable addition to our audit process.

QUALIFICATIONS

- Bachelor of Commerce
- Graduate Diploma in Computer Studies



JULES UECKERMANN – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Jules is a Chartered Accountant. He qualified in South Africa in 1965 and spent many years working for Price Waterhouse & Co in Johannesburg, Port Elizabeth and in Malawi. He also spent three years with PWC in their London (UK) office.

Immediately prior to commencing with UHY Haines Norton, Jules spent sixteen years in the food industry in South Africa. First as managing director of a large subsidiary of the market leader in the frozen food sector in that country and then later as its operations director. He then formed his own frozen food manufacturing and distribution company in South Africa which he sold prior to migrating to Australia.

He joined UHY Haines Norton in June 1999 and was admitted as an Australian Chartered Accountant in January 2002. Jules has had extensive local government, audit and GST experience. He is the Manager responsible for twenty local government audit clients and has also developed a detailed working knowledge of the operations and the industry as a whole.

Jules has also presented a number of local government training seminars/workshops on accounting and GST related issues.

The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



RUSSELL BARNES – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Russell commenced his career as an Audit Clerk with Ernst & Young in South Africa.

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- Graduate Diploma in Computer Studies



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The local government experience Jules possesses adds wide ranging skills and stability to our audit team and this engagement.

QUALIFICATIONS

- Master of Business (Administration)
- Chartered Accountant (South Africa)
- Chartered Accountant (Australia)
- Certificate in Credit Control Management and Administration

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



WEN-SHIEN CHAI – AUDIT MANAGER – LOCAL GOVERNMENT SERVICES

Chai migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles.

Before joining UHY Haines Norton in May 2007, he worked as an Audit Manager for another medium sized accounting practice in Perth.

Whilst in his previous role he managed a varied client base which included a large proportion of local governments throughout Western Australia.

He is currently part way through his course of study to complete his professional year and qualify as a Chartered Accountant.

The wide audit experience gathered by Chai over the past 12 years adds further skills and experience to our audit team.

QUALIFICATIONS

- Bachelor of Business
- Association of Chartered Certified Accountants (ACCA) UK

8. OUR LOCAL GOVERNMENT SERVICE TEAM (continued)



PAUL BREMAN – CONSULTANT – LOCAL GOVERNMENT SERVICES

Paul has been involved in the Local Government industry for over 25 years. He has held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur. He joins UHY Haines Norton from his most recent position as Executive Manager of Corporate Services, Shire of Esperance.

Paul is a Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices. He brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry.

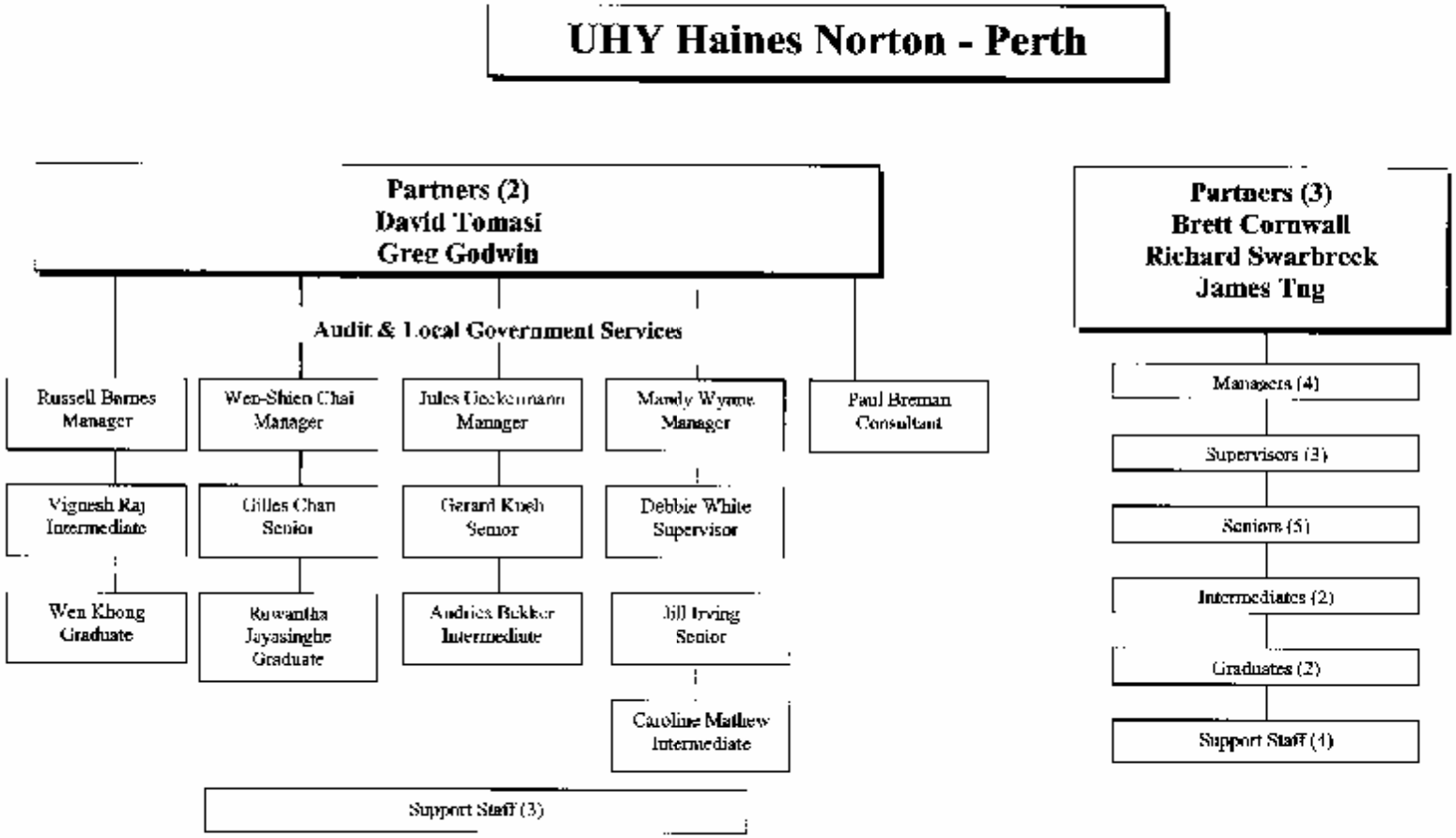
Paul is an active member of the Department's Financial Management Working Party and has been a committee member of the LGMA Finance Managers Group. His experience and "hands on" knowledge is widely recognised in the Industry. As a practitioner he has been the recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001.

Paul undertakes a general local government consulting role in the firm and also has input to our local government training workshops and the remote accounting service.

QUALIFICATIONS

- Bachelor of Business
- Certified Practising Accountant (CPA Australia)
- Diploma in Local Government (C)

9. ORGANISATIONAL CHART



10. OTHER MATTERS

10.1 Quality Assurance

The firm takes a three tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of field work.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, UHY Haines Norton's national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

The quality review process is further enhanced by a peer review conducted by the Institute of Chartered Accountants practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

10.2 Conflict of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the chairman of the audit committee immediately and activities suspended until the issue was resolved to the satisfaction of the audit committee

10. OTHER MATTERS

10.3 Address for Service of Notices

UHY Haines Norton
Chartered Accountants
16 Lakeside Corporate
24 Parkland Road
Osborne Park WA 6017

PO Box 1707
OSBORNE PARK DC WA 6916

APPENDIX 1

Basis of the Proposal

1. UHY Haines Norton is an association of independent firms. Responsibility for this proposal rests with UHY Haines Norton, Perth which carries on business separately and independently from other UHY Haines Norton associated offices in Australia and UHY associated offices worldwide. These other independent offices shall have no legal liability to your organisation.

2. Unless otherwise agreed in writing, UHY Haines Norton's standard terms concerning billings and fees will apply.

3. The information contained in this proposal is confidential and cannot be conveyed to any party other than the management and Council of the Shire.

APPENDIX 2

UHY Haines Norton Audit Methodology

The strength of our firm is the active involvement of partners in all assignments. We place particular emphasis on the provision of personal service to each client and ensuring the partner is actively involved in the day to day performance of the audit.

The audit team would include an audit manager, and other audit and professional staff as required throughout the assignment. The firm is committed to providing continuity of personnel assigned to the audit and ensuring these staff are available as required to complete the structured audit plan.

We would also ensure a second partner is briefed and is familiar with the conduct of the audit to provide suitable backup quality assurance processes, and act as a second point of reference to you.

Our audit would be conducted in accordance with Australian Auditing Standards.

1. Objectives of the Audit

The audit would be designed to achieve the following objectives:

- To enable us to express opinions on whether the financial statement show a true and fair view of the results for the year and the financial affairs at year end.
- To ensure the financial statements are prepared in accordance with the relevant statutory requirements and Australian Accounting Standards.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
  - occurrence;
  - completeness;
  - validity;
  - measurement;
  - compliance;
  - prohibit and propriety; and
  - presentation and disclosure
- To review the systems of internal controls to determine whether they appear adequate to safeguard the assets and funds of the Shire.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

2. **Audit Plan**

The firm's audits would be planned to enable us to conduct effective audits in an efficient and timely manner. Our plan would be based on our knowledge of your activities and would be developed and revised as considered necessary during the course of the audit. The emphasis of our audit would focus on the major risk areas of audit significance whilst ensuring the organisation complies with legislative requirements.

Our audit planning stage covers the following procedures:

- obtaining knowledge of your current activities, accounting system, policies and internal control procedures;
- obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and the reliance we would place on these controls in determining the nature, timing and extent of other audit procedures.
- identification of risk areas and allocation of risk levels for each area;
- determining materiality levels in accordance with Statement of Accounting Standards AASB 1031 "Materiality in Financial Statements";
- determining and programming the nature, timing and extent of the audit procedures to be performed; and
- co-ordinating the work to be performed.

3. **Scope**

Should we be successful in this tender, the scope of the audit would be determined in accordance with Australian Auditing Standards, legislative requirements and terms included in the audit engagement contract based on the contents of this submission

The audit would be arranged to adequately cover all aspects of the Shire relevant to us forming an opinion on the financial statements.

4. **Timing**

We would liaise with management on the audit plans and a timetable for the preparation of the financial reports and supporting schedules, allowing sufficient time for completion of the audit within your deadlines.

Our audit team may also visit during the year to carry out systems evaluations and testing to determine whether the systems can be relied on to produce reliable and accurate information.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

5. **Procedures**

Third party confirmations would be obtained to verify all major assets and liabilities.

The financial statements would be analytically reviewed and all individual assets, liabilities and profit and loss items within the materiality levels would be audited.

The financial statements would be checked to determine whether they show fairly the financial transactions and state of affairs and comply with legislative requirements and Australian Accounting Standards.

We would review post balance date events, contingent liabilities and capital commitments.

Consideration would be given to the Shire's future viability including any significant adverse trends, the ability to pay its debts as and when they fall due and whether the basis of preparing the financial statements on the going concern concept is relevant.

The Audit Partner would be accessible at all times to discuss and give advice on matters related to the preparation of the financial statements and any other topics management may require.

6. **Reporting**

- **Management Reports**

(a) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to our primary contact or an appropriate level of management.

(b) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:

(i) material errors or breaches of the organisation's policies and procedures;
(ii) instances where the organisation fails to comply with appropriate legislation;
(iii) acts of lack of proprietary or probity;
(iv) failure to maintain proper accounts and records;
(v) failure to operate key controls over its activities; and
(vi) matters related to the efficient and effective operations of the organisation noted during the course of the audit.

APPENDIX 2 (continued)

UHY Haines Norton Audit Methodology (continued)

6. **Reporting (continued)**

All reports would be discussed in detail with appropriate officers before being released.

(c) All management reports would be addressed to the President (as required by the Act) and copies sent to the Audit Committee and Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

  Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by the Chief Executive Officer.

  The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.

12.2.5. Debt Collection Policies

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Amanda Trengove, Acting Executive Manager Corporate Services
REPORTING OFFICER:	Amanda Trengove, Acting Executive Manager Corporate Services
FILE NO:	60.02.01
ASSESSMENT NO:	N/A

PURPOSE

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

BACKGROUND

At the Audit Committee Meeting on 18 September 2007 the Audit Committee resolved

Minute No. AC 063

Moved: Cr J Buchanan *Seconded: Cr K Wright*

That the Audit Committee be provided with details of debt collection procedures that ensures the timely collection of debts.

CARRIED UNANIMOUSLY 3/0

At the Audit Committee meeting on 18 December 2007 the Audit Committee resolved

Minute No. A067

Moved Cr Keith Wright *Seconded Cr Ralph Addis*

1. *That the Audit Committee note the amendments made to policies F12 – Rate Collection Policy Draft and F15 – Sundry Debt Collection Policy Draft.*

2. *That officers make additional changes as advised by the Audit Committee, relating to increasing write off amounts to $100 in both policies to create consistency, further inclusion of reference relevant legislation, changes to the amended and review dates for both policies and other wording and numbering changes and present both F12 and F15 to Council for adoption.*

CARRIED UNAMINOUSLY 4/0

STATUTORY IMPLICATIONS

Local Government (Financial Management)
Regulations 1996 - Part 5

LOCAL GOVERNMENT ACT 1995
Sections 5.36, 5.42, 61.2, 6.45, 6.56, 6.60 and 6.68

POLICY IMPLICATIONS

F12 – Rate Collection Policy
F15 – Sundry Debt Collection Policy

FINANCIAL IMPLICATIONS

As at 30 December 2007 overdue rates were $472,756.45, 11% of total budgeted rates raised in 07/08. This includes arrears of $157,833.83.
As at 30 November 2007, Sundry Debtors over 90 days total $89,296.51, 13% of total sundry debts.

Following the debt collection procedures ensure best possible measures are taken to keep Council's cash flow to an optimum.

STRATEGIC IMPLICATIONS

Nil

COMMENT

It is worth noting that although the primary objective of both policies is to minimise Council's debt it is important that they are structured in a way to assist and ensure that the debtor has the ability to settle their debt with the fewest possible penalty and administrative charges. This is mainly relevant in the rate collection policy where the timing of each action ensure that every effort is taken to recover the debt in full prior to the 30th June and thus not becoming in arrears.

Council has two debt collection policies; F12, Rate Collection Policy and F15, Sundry Debt Collection Policy. Both policies are used currently and in their current form. On 7 December 2007 Officers reviewed both policies together. F12, Rates Collection Policy had previously been noted for review by staff however due to the Audit Committee's request Officers thought it timely to review both policies together.

An item was tabled at the August 2007 Briefing Session regarding a write off of penalty charges of $21.99. Councillors directed staff that they did not want to be dealing with issues of this sort of monetary value and that the Chief Executive Officer could make these decisions. It is for this reason that extra consideration was given to the write off amounts in policy F12.

Outdated wording has also been corrected.

ATTACHMENTS

1. F12 – Current Rate Collection Policy
2. F12 – Draft Reviewed Rate Collection Policy
3. F15 – Current Sundry Debt Collection Policy
4. F15 – Draft Reviewed Sundry Debt Collection Policy

VOTING REQUIREMENTS

Simply Majority

OFFICER RECOMMENDATION

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

COUNCIL DECISION

Minute No. 8049

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council review and adopt the changes to policies F12 – Rates Collection Policy and F15 – Sundry Debt Collection Policy.

Carried Unanimously 5/0

Attachment 1: F12 – Current Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Director Finance & Administration**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Recovery action, as allowed under the Local Government Act 1995, is to commence after the expiration of the final notice. Methods that will be used to recover debts are as follows;

   a) Summons (if no response from the summons, a land warrant or warrant of goods to be executed).

   b) Service notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property).

   c) Properties with three years or more rates outstanding to be sold or reverted back to the Shire of Wyndham-East Kimberley.

4. Prior to any action a letter of intention to take legal action will be sent to the ratepayer giving seven (7) days notice.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. Summons will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 will not be charged.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire).

11. In respect to clause 3(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley or whether a repayment plan can be arranged with the owner.

ADOPTED: 20/11/1997
REVIEWED:
AMENDED: 20/04/2004

Attachment 2: F12 – Draft Reviewed Rate Collection Policy

POLICY No:	**F12**
DIVISION	**Finance**
SUBJECT:	**Rate Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government (Financial Management) Regulations 1996 - Part 5** **Local Government Act 1995**

OBJECTIVE:

To establish a uniform approach to the collection of rates and to minimise Council's outstanding rate debtors.

POLICY:

Rate Collection Policy

1. As soon as possible after the Council Budget Meeting, rate notices will be sent out to rate payer giving them 35 days from date of issue of the rate notice, to either;

   a) Pay the rates in full
   b) Elect to go onto an instalment option as per Local Government Act 1995 – section 6.45.

2. Final notices will be issued seven (7) days after the due date to all ratepayers that have not made a payment with the exception of eligible pensioners. This will give ratepayers another fourteen (14) days from the date of issue of the final notice in which to pay their rates. The option of going onto instalments will cease at the expiry of this fourteen (14) day period.

3. Prior to any recovery action a Notice of Intention to Issue a General Procedures Claim will be sent to the ratepayer giving seven (7) days notice.

4. Recovery action, as allowed under the Local Government Act 1995 – section 6.56, is to commence after the expiration of the seven (7) days given in clause 3. Methods that will be used to recover debts are as follows;

   a) General Procedures Claim.

b) If no response from the claim, the following options are available, as appropriate:

i.) Serve notice on tenant to pay rent monies to Shire of Wyndham-East Kimberley (if it is a rented property), under the provisions of the Local Government Act 1995 - Section 6.60.

ii.) Issue a Property Seizure and Sale Order on goods.

iii.) Issue a Property Seizure and Sale Order on land (following council approval).

c) Properties with three years or more rates outstanding to be sold or forfeited to the Shire of Wyndham-East Kimberley under the provisions of the Local Government Act 1995 - Section 6.68.

5. If a ratepayer makes a proposal to pay off the rates, it will only be accepted if the repayments clear the rates by the end of the current financial year. In cases of hardship arrangements may be made depending on the individual circumstances.

6. General Procedure Claims will not be issued to debts under $200.

7. All costs involved in recovery action will be charged against the property.

8. Penalty interest less than $5.00 may be written off.

9. That properties with outstanding rates of $20.00 or less be written off and this write off reported to Council. That properties with outstanding rates of up to $100.00 may be written off only at the discretion of the Chief Executive Officer and that write off reported to Council as per Local Government Act 1995 – sections 61.2 and 5.42.

10. The Chief Executive Officer be given delegated authority to initiate the necessary action under this policy (with the exception of the sale, or the reverting of property back to the Shire) as per Local Government Act 1995 – section 5.42.

11. In respect to clause 4(c) Council will be presented with a list of property owners with three years or more rates outstanding for a Council resolution on whether the property be sold or reverted back to the Shire of Wyndham-East Kimberley.

ADOPTED: 20/11/1997
REVIEWED: 20/04/2004
REVIEWED: 10/12/2007
AMENDED:

Attachment 3: F15 – Current Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate & Community Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

1 That all invoices are raised within 14 days of receiving an authority to raise invoice.

2 If full payment for debt is not received after 30 days then a reminder notice (copy of proforma letter attached) and a copy of invoice is to be sent.

3 After 45 days a phone call (or other form of contact) is to be made so as to establish when payment will be made.

4 After 60 days a final notice (proforma attached) is to be sent with a copy of the invoice attached.

5 An Intention to Summons is to be sent after 75 days (proforma attached).

6 By the 87th day a copy of all the above mention correspondence to be issued to the Shire's debt collection agency so that this agency can send a summons to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Accountant has the discretion to write off amounts under $5.00 for any given month. These write offs are to be reported to Council in the following month.

2. That the Accountant can write off any licence which has not been paid after 90 days, with the intention of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors which have had in excess of three intention to summons issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

Adopted: 20/04/2004

Attachment 4: F15 – Draft Reviewed Sundry Debt Collection Policy

POLICY No:	**F15**
DIVISION	**Finance**
SUBJECT:	**Sundry Debt Collection Policy**
REPORTING OFFICER	**Executive Manager Corporate Services**
ENABLING LEGISLATION	**Local Government Act 1995 Section 5.36**

OBJECTIVE:

To allow for timely and consistent treatment of all sundry debtors so as to minimise Council's outstanding sundry debtors.

POLICY:

Sundry Debt Collection Policy:

7 That all invoices are raised within 14 days of receiving an authority to raise invoice.

8 If full payment for debt is not received within 30 days of initial statement then a reminder notice and a copy of invoice is to be sent.

9 After 45 days a phone call is to be made so as to establish when payment will be made.

10 After 60 days a final notice is to be sent with a copy of the invoice attached.

11 A Notice of Intention to Claim is to be sent after 75 days. The debtor will be notified at this point that they are on stop credit. No further credit will be provided until full payment is made or suitable payment arrangements made and approved at the discretion of the Chief Executive Officer.

12 By the 87th day a copy of all the above mentioned correspondence to be issued to the Shire's debt collection agency so that this agency can send a General Procedure Claim to the debtor by the 90th day.

Other Matter Pertaining to Sundry Debtors:

1. That the Chief Executive Officer has the discretion to write off amounts under $100.00 for any given month as per provisions under the Local Government Act 1995 - section 5.36. These write offs are to be reported to Council in the following month.

2. That the Chief Executive Officer can write off any operating licence which has not been paid after 90 days as per provisions under the Local Government Act 1995 - section 5.36, with the notice of Intention to Claim of this communicated to the debtor by the responsible Officer after the debt exceeds 60 days.

3. That debtors who have had in excess of three Intention to Claim issued not be allowed to accrue any debt with the Shire for a duration after this of 12 months. For services which it is imperative that the debtor use, then a prepayment by the debtor is to be implemented.

4. Debtors will be on charged any fees and charges issued to the Shire for the recovery of their outstanding debt.

ADOPTED: 20/04/2004
REVIEW: 10/12/2007
AMMENDED:

12.3. COMMUNITY SERVICES

12.3.1. Kununurra Leisure Centre Kiosk Lease

DATE:	22 January 2008
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Kununurra Leisure Centre
AUTHOR:	Karyn Apperley, Executive Manager Community Services
REPORTING OFFICER:	Karyn Apperley, Executive Manager Community Services
FILE NO:	01.4998.10
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the tender requirements for the lease for the Kununurra Leisure Centre Kiosk.

BACKGROUND

The Kununurra Leisure Centre Kiosk has been leased to Kununurra Cruises – the BBQ Boat since 2005 at $3,000 per annum. This lease expired on 31 December 2007 however Item 4 of the Lease Schedule provided an option for the Lessee to extend the lease for a further 3 years based on agreement by both parties.

As no notice had been provided by the Lessee under Lease Agreement Item 6 'Renewal of Term' at least 3 months prior to the lease expiry, the Shire wrote to Kununurra Cruises on 31 October 2007 requesting written notice of the Lessee's intentions in regard to a renewal of term by 30 November 2007. The Lessee confirmed their interest in extending the lease by a further 3 years by letter on 20 November 2007.

A meeting was held on 27 November 2007 between Shire officers and Kununurra Cruises to discuss proposed terms and conditions of a 3 year extension lease agreement.

A briefing on this matter was provided to Council on 3 December 2007 and at its meeting of 18 December Council resolved the following:

Minute No. 8009

Moved: Cr K Wright *Seconded: Cr P Caley*

That Council enter into a 3 year lease agreement extension with Kununurra Cruises – The BBQ Boat with the following changes to the terms and conditions:

1. *The Kiosk shall be open to the public at least for the hours of:*
   7 days: 10am to 5pm
   Public Holiday hours to be by negotiation prior to signing of lease

2. *Annual rent of $4,000 (GST exclusive) being payable bi-annually on 30 June and 31 July each year for three years.*

3. *By negotiation, the Lessee is to ensure adequate food serving/preparation space is to be made available to hirers of the Leisure Centre for functions held outside the Lessee's normal trading hours, when the Lessee is unable to be open for functions or special events outside minimum opening hours.*

4. *The Lessee shall erect two signs to clearly advertise the minimum opening hours of the Kiosk.*

Carried Unanimously 8/0

NOTE: Council determined that for public convenience the kiosk is required to be open 7 days per week from 10am to 5pm

Accordingly, written advice of Council's decision was provided to Kununurra Cruises.

A letter was received from Kununurra Cruises in early January 2008 by the Shire and all Councillors which stated that Kununurra Cruises were interested in a 3 year extension option but could not agree to the term regarding opening hours of the Kiosk and requested Council to reconsider the terms of a 3 year extension lease. The letter contained information consistent with the advice that Council has already received at Briefing Sessions or Council Meetings prior to its decision of 18 December 2007. The Chief Executive Officer (CEO) provided a memo to Councillors advising that the matter would not be re-presented to Council unless requested by the Shire President and/or at least 3 Councillors. Given that no request has been received, Council needs to consider available options in relation to use of the Kiosk to provide the required level of public convenience and service to Leisure Centre patrons.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58.

3.58 . Disposing of property

(1) In this section —

***"dispose"** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***"property"** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

On successful negotiation of a lease for the Leisure Centre Kiosk, Council will receive lease payments from the tenant for the duration of the lease.

STRATEGIC IMPLICATIONS

It is important that patrons of the Kununurra Leisure Centre are afforded quality services, customer service and consistency of opening hours from Kiosk facilities.

COMMUNITY CONSULTATION

N/A

COMMENT

Council may want to consider the following options:

1. Advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk

2. Develop a proposal for the in - house provision of Leisure Centre Kiosk services.

Option 1 is recommended to test the local market and determine if a suitable lessee is available to provide the required services. Option 2 requires a level of analysis yet to be undertaken and may need to be considered if Option 1 does not provide the required outcomes.

Responses to the tender should be assessed using the following assessment criteria:

60% Price
20% Ability to comply with required hours of operation
10% Staffing provision
10% Previous experience of a similar nature

Should Council consider Option 1 to be the preferred course of action and advertise publicly for tenders to undertake the lease of the Leisure Centre Kiosk, then in keeping with Council's resolution of 18 December 2007, the terms and conditions of lease for the Leisure Centre Kiosk should include the requirement for the Kiosk to be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be by negotiation prior to signing of lease.

A proposed lease schedule is attached for Council's consideration.

To expedite the commencement of a lease, it is recommended that the CEO be authorised under delegated authority to negotiate details, terms and conditions of the lease not specified by the proposed schedule.

It should be noted that whatever course of action is determined by Council, Leisure Centre Kiosk facilities and services are unlikely to be in operation until February/March 2008.

ATTACHMENTS

Proposed Kununurra Leisure Centre Kiosk Lease Schedule

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk

2. That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk

3. That Council accept the proposed lease schedule and instruct officers to prepare tender documents

4. That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease

5. That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority

6. That Council accept the following tender assessment criteria:

60%	Price
20%	Ability to comply with required hours of operation
10%	Staffing provision
10%	Previous experience of a similar nature

COUNCIL DECISION

Minute No. 8050

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council suspend Standing Order 7.5 to allow Councillors to speak more than once on the item.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8051

Moved: Cr K Wright **Seconded: Cr P Caley**

1. ***That Council note that Kununurra Cruises – the BBQ Boat have declined to accept the terms and conditions of the proposed 3 year lease extension for the Kununurra Leisure Centre Kiosk***

2. ***That Council advertise publicly for tenders to undertake lease of the Kununurra Leisure Centre Kiosk***

3. ***That Council accept the proposed lease schedule and instruct officers to prepare tender documents***

4. ***That Council make clear in the Tender Request that significant emphasis will be given to the Tenderer's ability and commitment to providing high quality innovative Kiosk and Café/Catering services, with the greatest viable opening hours, for users of the Leisure Centre.***

5. ***That Council include in the lease conditions that the Kununurra Leisure Centre Kiosk be open to the public at least for the hours of 10am to 5pm 7 days per week with Public Holiday hours to be negotiated prior to signing of lease***

6. ***That Council authorise the Chief Executive Officer to negotiate details, terms and conditions of the lease not specified by the proposed schedule under delegated authority***

7. ***That Council accept the following tender assessment criteria:***

   40% Price
   50% Public Kiosk Service – quality standards and opening hours
   10% Previous experience of a similar nature

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's recommendation because Council sought to encourage the market to respond through Tender with new innovative approaches to Leisure Centre Kiosk services.***

COUNCIL DECISION

Minute No. 8052

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council resume Standing Order 7.5.

Carried Unanimously 5/0

Proposed Kununurra Leisure Centre Kiosk Schedule

Item 1

Land:	The land known Kununurra Leisure Centre being part of Reserve Number 27603

Item 2

Premises:	That part of the Land outlined in red on the plan annexed to this Lease.

Item 3

Term:	Three (3) Years
Date of Commencement:	TBA
Date of Expiration:	TBA

Item 4

Term of Renewal:	Option to extend lease for a further 3 Years, based on agreement by both parties

Item 5

Rent:	To be based on market response and advance payments to be in accordance with a negotiated schedule.

Item 6

Rent Review Dates:	End of 3 Year Term

Item 7

Use of Premises:	Kiosk and Function Catering

Item 8

Public Liability Insurance:	Ten million dollars ($10,000,000)

12.4. CHIEF EXECUTIVE OFFICER

12.4.1. Use of Common Seal

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from the period 12 December 2007 to 14 January 2008.

BACKGROUND

Information is presented to inform Council on those documents to which the Shire Common Seal has been applied. In the time period specified above, the following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

- Sale of Lot 100 Riverfig Avenue, Kununurra to Ri-con Developments No.2 Pty Ltd – 1 copy

STATUTORY IMPLICATIONS

Local Government Act 1995

Council's Standing Order Local Law makes reference to the application of the Common Seal.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Goal 2 – Decision making within the Governance KRA of the Strategic Plan includes a strategy which is relevant to this item:

Strategy 3:
Establish succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

Goal 6 – Legislation:

Strategy 3:
Ensure continued compliance with all relevant legislation through the submission of relevant reports and documents.

COMMENT

It is the Officers' recommendation that Council formally receive a report on use of the Shire Common Seal.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

COUNCIL DECISION

Minute No. 8053

Moved: Cr D Ausburn **Seconded: Cr K Wright**

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 12 December 2007 to 14 January 2008.

Carried Unanimously 5/0

12.4.2. Delegated Authority Report

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Fiona Kuiper, Executive Support Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To report to Council on the use of Delegated Authority by Officers for 1 December 2007 to 11 January 2008.

BACKGROUND

Use of Council approved Delegated Authority by Officers is reported to Council on a monthly basis.

The attached tables outline use of Delegated Authority by relevant officers for the above period.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.46

5.46. Register of, and records relevant to, delegations to CEO's and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Governance KRA of the Shire's Strategic Plan includes a strategy, which is relevant to this item:

Goal 2 – Decision Making, Strategy 1 – To have established procedures and protocols that facilitate timely, effective decision making by the Council.

COMMUNITY CONSULTATION

N/A

COMMENT

The attached reports outline use of Delegated Authority by relevant Council Officers for endorsement by Council.

ATTACHMENTS

Delegated Authority Report

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

COUNCIL DECISION

Minute No. 8054

Moved: Cr P Caley **Seconded: Cr K Wright**

That Council receive the Delegated Authority Report for the period 1 December 2007 to 11 January 2008.

Carried Unanimously 5/0

BUILDING LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1- 31 December 2007

LIC#	DATE	OWNER	ADDRESS	BUILDER	BUILDER ADDRESS	BRB / OB NO	LOCATION	DESCRIPTION	NEW/ ADD	LOT AREA	FLOOR AREA	EST. VALUE
184/ 2007	5/12/2007	L & A INNES	PO BOX 764 KUNUNURRA	OWNER	PO BOX 764 KUNUNURRA	N/A	LOT 1000 (5) MINIATA STREET KUNUNURRA	NEW STORAGE SHED	NEW		477	$90,000.00
185/ 2007 AE	6/12/2007	R MACKENZIE & P AYRES	PO BOX 384 KUNUNURRA	EXISTING		N/A < $20K	LOT 1000 (5) MINIATA STREET KUNUNURRA	ACKNOWLEDGE EXISTING FRONT FENCE, POOL, ATRIUM ENCLOSURE & PERGOLA	EXIST		0	$0.00
186/ 2007	6/12/2007	WARRICK DONE	PO BOX 2197 KUNUNURRA	OWNER	PO BOX 2197 KUNUNURRA	N/A OB	LOT 302 (7) EUGENIA STREET KUNUNURRA	PATIO AND VERANDAH ADDITION	ADD			$26,000.00
187/ 2007	20/12/2007	PETER & SEARLE	PO BOX 1068 KUNUNURRA	ADRAIN ROXBURGH	PO BOX 1848 KUNUNURRA	N/A	LOT 43 WEABER PLAINS RD KUNUNURRA	POOL AND SHADE	NEW			$26,000.00
188/ 2007	6/12/2007	TODD BRYANT	PO BOX 663 KUNUNURRA	OWNER	PO BOX 663 KUNUNURRA	N/A OB	LOT 1806 (11) PALM COURT KUNUNURRA	PATIO	ADD		26	$10,000.00

189/ 2007 AE	6/12/2007	PETER & NOELENE GREEN	PO BOX 701 KUNUNURRA	EXISTING		N/A	LOT 24 WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING CONVERSION, POOL, RURAL SHED & OUTBUILDINGS	EXIST		0	$0.00
191/ 2007 AE	7/12/2007	RAY & DEBRA CHAMBERLAIN	PO BOX 1072 KUNUNURRA	EXISTING		N/A	LOT 749 (35) WEABER PLAIN ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, CARPORT &, NON-HABITABLE SHED/ OUTBUILDING	EXIST		0	$0.00
155/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 154 (37) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.105	306	$364,000.00
156/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10782	LOT 153 (35) BARDING LOOP KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.06	314	$367,000.00
157/ 2007	10/12/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 170 HIBISCUS DRIVE KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.09	46	$367,000.00
190/ 2007	10/10/2007	MANGO MEADOWS PTY	28 DOWNY AVE MOSSMAN PARK	MARVIC CONSTRUCTIONS	PO BOX 5150 TORQUAY	10728	LOT 168 (4) Gardenia Drive KUNUNURRA	SINGLE STOREY RESISDENCE	NEW	0.086	306	$364,000.00

192/2007	17/12/2007	OOMBULGURRI ASSOCIATION - WA POLIC DEPT	PO BOX 208 WYNDHAM 6740	FRANMOR CONSTRUCTION	PO BOX 702 KUNUNURRA	10803	LOC 1 OOMBULGURRI COMMUNITY LOT 75 & 76 FORREST RIVER	2 X CLASS 1B RESIDENCES UNDER TROPICAL ROOF, CARPORT & TRANSPORTABLE CELL BLOCK	NEW	40,063	324	$250,000.00
193/2007 AE	17/12/2007	J A CARRATTI	PO BOX 25 KUNUNURRA	EXISTING		N/A	LOC 511 RIVERFARM ROAD KUNUNURRA	ACKNOWLEDGE EXISTING - DWELLING, PATIO, POOL, GARAGE, 2 X LEAN-TOS, TANK STAND, 2 X SHADE STRUCTURES	EXIST			$0.00
												$1,864,000.00

DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

Licence Number	Date	Assess No	Property Address	Premises	Owner	Builder/ Contractor	Contact Details	Comments (Asbestos)
03/2007	13/12/2007	1682	LOT 237 COOLIBAH DRIVE KUNUNURRA	METAL CLAD RESIDENTIAL BUILDING	UNITING CHURCH OF AUSTRALIA - NORTHERN SYNOD	ROBERT BOSHAMMER	PO BOX 20 KUNUNURRA	Prefabricated building (? Asbestos)
04/2007	19/12/2007	0969	LOT 766 (10) BARRINGTONIA AVENUE KUNUNURRA	TIMBER FRAME ASBESTOS CLAD DWELLING	G & A DULEY	COLIN WILKINSON DEVELOPMENTS PTY LTD	PO BOX 3112 BROOME WA 6725	Timber frame - asbestos clad

THERE WERE NO SIGN LICENCES ISSUED UNDER DELEGATED AUTHORITY – 1 – 31 December 2007

TOWN PLANNING DELEGATED AUTHORITY APPROVALS - 6 December 2007 to 11 January 2008

Application / Delegation Number	Approval Type	Date Received	Receipt Number	Applicant	Owner	Property Address	Proposed Dev't	Assess't Number	Approval Date
77/07	P Devt	30-Oct-07	355975	Colin Wilkinson Developments	Greg & Ann Duley	Lot 766, Barringtonia Ave, Kununurra	4x group dwellings	969	7-Dec-07
80/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356742	Monsoon Architects	Dept of Housing and Works	Lot 1074, Denman Street, Wyndham	2 x group dwellings	419	07-Jan-08
81/07	AA Devt	15 Nov 07 Paid 18 Dec 07	356744	Monsoon Architects	Dept of Housing and Works	Lot 1092, Dorrigo street, Wyndham	2 x group dwellings	426	07-Jan-08
86/07	P Devt	26-Nov-07	356374	Tim Croot	Tim Croot	Lot 11, Weaber Plain Road, Kununurra	Shed	2054	07-Jan-08
89/07	AA Devt	3 Dec 07 Paid 18 Dec 07	356743	Monsoon Architects	Dept of Housing and Works	Lot 169, 48 Hibiscus Drive, Kununurra	2 x group dwellings	2525	07-Jan-08

12.4.3. Council Representation at Kimberley Water Forum

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Broome
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	42.09.01, 60.03.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider having representation at the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

BACKGROUND

Council received an invitation to participate in the Kimberley Water Forum on 24 December 2007. The invitation is attached to this report.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs (travel, accommodation and registration fees) of approximately $600 per person to attend the forum.

STRATEGIC IMPLICATIONS

Water and its use continue to be a significant national issue. For any region the availability and allocation of water has a major influence on that region's destiny. The Kimberley is fortunate to have significant fresh water sources and the use of this water will have a defining influence on the Kimberley.

Unique to the East Kimberley region is the water supply of Lake Argyle. Allocation and use of water from Lake Argyle will influence the East Kimberley in future generations. For these reasons it is considered important that Council contribute to forums and debate on water allocation and use.

It is also strategically important that Council develops effective working relationships with the hosts of this forum, Environs Kimberley, the Kimberley Land Council, the WA Department of Agriculture and Food, and the Tropical and Coastal Knowledge (TRaCK) project, and this can also be enhanced by participation in this forum.

COMMUNITY CONSULTATION

While there have been various opportunities for the wider community to have input into water issues (e.g. State Blueprint for Water Reform July 2006) this particular forum has not had community consultation associated with it before now.

COMMENT

It is recommended that Council consider having representation at this forum, given the importance of water allocation and its use to the future of the East Kimberley region.

ATTACHMENTS

Invitation to participate in the Kimberley Water Forum (Document 60839)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council nominate _____as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

COUNCIL DECISION

Minute No. 8055

Moved: Cr P Caley **Seconded: Cr D Ausburn**

That Council nominate Cr K Wright as its representative to participate in the Kimberley Water Forum to be held 13 and 14 March 2008 in Broome.

Carried Unanimously 5/0

Kimberley Land Council

Save the Nature of the Kimberley
environs KIMBERLEY INC

Department of Water
Government of Western Australia

Department of Agriculture and Food

Doc No. 060839
Date 2 9 DEC 2007
Officer CEO, SP
Response
File 42.09.01
60.03.01

Cr Michele Pucci
Shire of Wyndham - East Kimberley
PO Box 614
Kununurra WA 6743

19 December 2007

Dear Cr Pucci,

We would like to officially invite you to participate in the ***Kimberley Water Forum*** to be held in Broome from 13 – 14 March 2008.

With all the activity in the water arena, particularly with the current northern Australia focus, the main aim of the forum is to share information about water policy and management from the national through to the local level. It will set the scene for water planning and management in the Kimberley into the future.

The event is a joint initiative of the Kimberley Land Council, the WA Department of Water, Environs Kimberley, the WA Department of Agriculture and Food and the Tropical Rivers and Coastal Knowledge (TRaCK) project.

The Kimberley Water Forum will bring together about 100 people, including representatives of Traditional Owner groups, pastoralists, agriculturalists, government agencies, scientists and other researchers.

There will be a day of presentations from regional stakeholders on a wide range of Kimberley water issues, including local experiences of water planning and community engagement, management priorities for regional rivers and wetlands, and the impacts of proposed water reforms.

The organisers have approached a number of people with expertise in water activities at the national and state levels to make presentations, including Peter Cullen of the National Water Commission, key WA water policy-makers and a number of Australia's leading social, cultural, environmental and economic researchers.

An agenda will be sent out early next year. The venue is the Mangrove Hotel in Broome. Lunch will be provided on both days.

Please contact me for further information by email or at the number below.

On behalf of the Kimberley Water Forum steering committee

Kate Golson
Kimberley Water Forum project manager
Tel. 0427183370
kate.golson@westnet.com.au

12.4.4. Shire of Wyndham East Kimberley Annual Report 2006/07

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.27.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider convening a Special Meeting for 4pm Tuesday 5 February 2008 to consider acceptance of the Shire of Wyndham East Kimberley 2006/07 Annual Report.

BACKGROUND

Each Local Government is required under the Local Government Act 1995 to prepare an Annual Report for each financial year and to hold a general electors meeting.

In November 2007 Council resolved to hold the General Electors Meeting on 19 February 2008. The Annual Report, less the Auditors report, has been prepared for that meeting and presented here for acceptance by Council.

Normal practice is for an Annual Report to be accepted by Council prior to 31 December each year. The Auditor's Report was not available in time to allow this to occur.

At a meeting of Council's Audit Committee in December 2007, the timing of the receipt of Audit Reports was considered and it was recommended that in appointing Council's Auditors it be a requirement that the Annual Audit Report be received by the mid November each year to enable it to be accepted by Council at its Ordinary Council meeting in November so that the General Electors Meeting could be held prior to the end of each calendar year.

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.53

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president;
(b) a report from the CEO;
(c) a report of the principal activities commenced or continued during the financial year;
(d) an assessment of the local government's performance in relation to each principal activity;
(e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
(f) the financial report for the financial year;
(g) such information as may be prescribed in relation to the payments made to employees;
(h) the auditor's report for the financial year;
(ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993* ; and
(I) such other information as may be prescribed

LOCAL GOVERNMENT ACT 1995 - SECT 5.54

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available

LOCAL GOVERNMENT ACT 1995 - SECT 5.55

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

LOCAL GOVERNMENT ACT 1995 - SECT 7.9

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) The mayor or president;
(b) the CEO of the local government; and
(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or
(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorized by law,

Details of that error, deficiency or misapplication are to be included in the report by the auditor.

(3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —

(a) Prepare a report thereon; and
(b) forward a copy of that report to the Minister, and that direction has effect according to its terms.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Availability of the Annual Report to the public is required to be made as soon as possible after its acceptance by Council.

COMMENT

The Annual Report is complete except for the Auditors report. To enable the public access to the annual report prior to the scheduled electors meeting it sis recommended that Council convene a Special Meeting to consider acceptance of the report, and that this Special Meeting be held for the convene of Councillors at 4pm on Tuesday 5 February, a time when Councillors are already scheduled to meet for their usual monthly Briefing Session.

This suggested arrangement would, subject to adoption of the Annual Report by Council allow the report to be available to the public for 14 days prior to the previously adopted and advertised date for the Annual Electors Meeting.

ATTACHMENTS

The Draft Annual Report 2006/07, less Auditors Report will be provided to Councillors as a separate document.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 4pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

COUNCIL DECISION

Minute No. 8056

Moved: Cr K Wright **Seconded: Cr P Caley**

That due the unavailability of the Auditor's report at this time, Council convene a Special Meeting of Council to held at 5pm Tuesday 5 February 2008, immediately prior to Council's scheduled Briefing Session to consider acceptance of the 2006/07 Annual Report, enabling the Annual Report to be made available to the public for 14 days priors the Annual Electors Meeting to be held on 19 February 2008.

Carried Unanimously 5/0

NOTE: ***Council's decision on this matter varied from the Officer's Recommendation as a more convenient start time was considered essential.***

12.5. ELECTED MEMBER REPORTS

Cr J Parker attended Joorook Gnarni Aboriginal Corporation Elections

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

COUNCIL DECISION

Minute No. 8057

Moved: Cr J Parker **Seconded: Cr K Wright**

That Council endorse Cr P Caley's nomination to the Kimberley Development Commission Board.

Carried Unanimously 5/0

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No. 8058

Moved: Cr K Wright **Seconded: Cr P Caley**

That Council accept Item 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission for consideration.

Carried Unanimously 5/0

COUNCIL DECISION

Minute No. 8059

Moved: Cr K Wright **Seconded: Cr P Caley**

That the meeting move into camera to discuss, Item 16.1 Debts Under Legal Action, Item 16.2 Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment and 16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission under Section 5.23. (2) of the Local Government Act 1995 because the items may disclose information about the business, professional, commercial or financial affairs of a person and because the items also contain legal advice or may be the subject of potential legal advice to the Council.

Carried Unanimously 5/0

16.1. Confidential Item – Debts Currently in Legal Process

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	60.14.02
ASSESSMENT NO:	N/A

This item will be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

PURPOSE

For Council to receive an update in regards to debts currently in legal process.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

COUNCIL DECISION

Minute No. 8060

Moved: **Seconded:**

That Council note the confidential report provided to it, 22 January 2007, in relation to debts owed to Council and under legal action.

Carried Unanimously 5/0

16.2. Confidential Item – Flood Mitigation Works on the Weaber Plain Catchment

DATE:	22 January 2007
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Weaber Plain Catchment
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	22.09.01
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information the subject of potential litigation.

PURPOSE

For Council to be informed of issues related to proposed flood mitigation works on the Weaber Plain catchment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council note the correspondence:

> *From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007*
> *From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007*
> *From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.*
> *From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley*
> *From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.*

in relation to flood mitigation in the Weaber Plain catchment.

COUNCIL DECISION

Minute No. 8061

Moved: Cr D Ausburn **Seconded: Cr P Caley**

That Council note the correspondence:

> ***From the Shire of Wyndham East Kimberley to the Water Corporation 28 December 2007***
> ***From the Shire of Wyndham East Kimberley to the Ord Irrigation Cooperative 31 December 2007***
> ***From the Water Corporation 31 October 2007 to the Shire of Wyndham East Kimberley.***
> ***From the Water Corporation 18 May 2007 to the Shire of Wyndham East Kimberley***
> ***From the Ord Irrigation Cooperative Ltd to the Water Corporation 11 May 2007.***

in relation to flood mitigation in the Weaber Plain catchment.

Carried Unanimously 5/0

16.3 Confidential Late Item – Complaint to Human Rights and Equal Opportunity Commission

DATE:	22 January 2008
PROPONENT:	Human Rights and Equal Opportunity Commission
LOCATION:	N/A
AUTHOR:	Peter Stubbs, Chief Executive Officer
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	10.935.02
ASSESSMENT NO:	N/A

This Item will be considered behind closed doors under Section 5.23. (2) (d) of the Local Government Act 1995 because the item may disclose information the subject of potential legal advice.

COUNCIL DECISION

Minute No. 8062

Moved: Cr K Wright **Seconded: Cr D Ausburn**

That Council accepts the Officer's recommendation as contained in the confidential report provided to Council.

Carried Unanimously 5/0

17. CLOSURE

With all matters of business complete the Deputy Shire President declared the meeting closed at 7:35pm.