



MINUTES OF SPECIAL COUNCIL MEETING HELD 30 JUNE 2009

I hereby certify that the Minutes of the Special Meeting of Council held 30 June 2009 at Kununurra Council Chambers are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

SUMMARY OF AGENDA

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SHIRE OF WYNDHAM-EAST KIMBERLEY

MINUTES

**OF THE SPECIAL COUNCIL MEETING
HELD ON TUESDAY 30 JUNE 2009 AT 6:00 PM**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6:00pm.

2. RECORD OF ATTENDANCE

| | | |
|-----------|---------------------|--------------------------------------|
| 3. | Cr Fred Mills | Shire President |
| | Cr Ralph Addis | Deputy Shire President |
| | Cr Di Ausburn | Councillor |
| | Cr Paul Caley | Councillor |
| | Cr Jane Parker | Councillor |
| | Cr Keith Wright | Councillor |
| | Cr Kenneth Torres | Councillor |
| | Cr Robert Boshammer | Councillor |
| | Ms Jo-Anne Ellis | Executive Manager Corporate Services |
| | Mr Peter Stubbs | Chief Executive Officer |
| | Ms Gill Old | Manager Financial Services |
| | Mr Alex Douglas | Executive Manager |

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr John Moulden Councillor

4. DECLARATIONS OF INTEREST

• **Financial Interest**

Nil

• **Members Impartiality Interest**

• Nil

• **Proximity Interest**

- Nil

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8. PETITIONS

Nil

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

10. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. REPORTS FROM OFFICERS

11.1. BUDGET ADOPTION

| | |
|---------------------------|---|
| DATE: | 30 June 2009 |
| PROPONENT: | Shire of Wyndham East Kimberley |
| LOCATION: | N/A |
| AUTHOR: | Jo-Anne Ellis, Executive Manager Corporate Services |
| REPORTING OFFICER: | Jo-Anne Ellis, Executive Manager Corporate Services |
| FILE NO: | 61.21.07 |
| ASSESSMENT NO: | N/A |

PURPOSE

For Council to adopt the 2009/10 Budget.

BACKGROUND

The proposed 2009/10 Budget as presented is in accordance with the priorities determined by Councillors at the Budget Workshops held on 24 March, 28 April, 9 June and 23 June 2009.

STATUTORY IMPLICATIONS

Local Government Act 1995
Part 6 Financial Management
Division 2 – Annual Budget
6.2. Local government to prepare annual budget.

- (1) Not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June 2009.

** Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for principle activities accepted by a local government under section 5.58 and to prepare a detailed estimate for the current year of –
 - (a) The expenditure by the local government;
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

- (4) The annual budget is to incorporate –
- (a) particulars of the estimated expenditure proposed to be incurred by the local government;
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including –
 - (i) the amount it is estimated will be yielded by the general rate;and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 - (c) the fees and charges proposed to be imposed by the local government;
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
 - (e) details of the amounts to be set aside in, or use from, reserve accounts and of the purposes for which they are to be set aside or used;
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for –
- (a) the form of the annual budget;
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

There are also numerous other sections of the Local Government act 1995 and Local Government (Financial Management) Regulations 1996 that deal with specific parts of the Annual Budget. Where possible these sections and/or regulations have been specifically mentioned in the relevant recommendation.

POLICY IMPLICATIONS

Council Policy F7 – Significant Accounting Policies.

FINANCIAL IMPLICATIONS

The 2009/10 Budget is the primary tool for Council to manage its financial resources for 2009/10.

STRATEGIC IMPLICATIONS

The proposed 2009/10 Budget provides the funding required for the implementation for the Shire's Strategic Plan. This budget enables Council to progress their strategic direction in a sustainable means.

COMMENT

The 2009/10 Budget has been compiled based on the outcomes from the Budget Workshops attended by Councillors and Staff, previous Council resolutions, community requests received during the year and various statutory requirements of the Local Government Act 1995 and related Local Government (Financial Management) Regulations 1996.

As in previous budgets Councillors were asked to prioritise all new capital items. This method has proved useful to ensure objectivity in deciding new projects and allowing Council to concentrate on the strategic direction of the Shire. The Shire has also continued its commitment to maintain a balanced budget, therefore ensuring the prudent management of ratepayer's funds.

Impact on Rates

The 2009/10 budget is based on a rates increase of 5%. It is important that Council keeps rate increases in line with the increasing costs of service delivery, ensuring service levels are not eroded as overall costs continue to increase.

Rates are also impacted this year by Valuer General Revaluation of properties. A UV revaluation has impacted on this year's rateable value.

Proposed Differential Rates in the dollar were endorsed by Council on 19 May 2009 subsequently advertised on the 4 June 2009. Submissions from electors and ratepayer were invited up to 4.00pm 26 June 2009.

Ministerial approval has been requested and it is anticipated that this will be received prior to the budget adoption.

Fees and Charges

The majority of Fees and Charges have been increased by CPI or have remained the same, however there are some exceptions.

Health fees have been audited in relation to statutory requirements. This has seen the consolidation and removal of some fees, along with the implementation of new charges in relation to renewal of licences after expiry and re-sampling due to failure of samples. It is expected that these fees will once again be reviewed when the new Food Act is implemented (expected July 2009).

Firebreak penalties have been increased by 20%. Cemetery grave preparation fees have increased by between 6-10%. Reticulation water charges have been increased by 25% in relation to the Kununurra Agricultural Oval.

A review of the Kununurra Leisure Centre membership structure has been undertaken with a view to encourage long term, regular use of all facilities resulting in a decrease in long term membership fees and an increase in short term membership fees. Kununurra & Wyndham pool entry ticket passes available for purchase have been consolidated to those regularly used.

Salaries and Wages

Salaries and Wages have increased by \$749,611 from the Budgeted Salaries and Wages for 2008/09 of \$4,538,649 to Budget Salaries and Wages for 2009/10 of \$5,288,260. This increase is due to a number of factors including impact of the new Collective Workplace Agreement for non contract staff of 4-6 % and pay increases for contract staff have been averaging at 5%.

Council's decision to bring in from contract the tip maintenance impacts \$130,000 on the salaries and wages total, this is offset by savings in materials and contracts.

An additional staff member in the Kununurra works crew to maintain increased standards in parks and gardens and to cover additional parks, gardens and verges

created during the past year adds \$54,000. An additional staff member and part time staff member in Kununurra Administration to increase capacity in records management, administration backup and IT help desk support adds \$55,000. A Finance Project Officer has been incorporated in the budget to focus resources to Asset Management and other Management Accounting projects at a cost of \$60,000.

In the 2008/09 budget a proposed structure for Youth Services was included in the salaries and wages budget. Two youth positions were filled in June 2009 and the structure of Youth Services delivery was refined from the original proposal. This has added an additional \$35,000 to salaries and wages costs. Youth Services is a three way partnership with 2/3 being grant funded.

The impact of appointment of higher level officers to existing positions during recruitment in 2008/09 and the full year impact of prior year restructures in Engineering and Development, Town Planning and Corporate Management structures has resulted in an estimated \$142,000 impact.

Borrowings

Council is budgeting to draw down five loans during the 2009/10 financial year.

\$700,000 for Staff Housing will be an interest only loan to bridge the gap between construction of new housing and sale of older stock housing to fund the construction. A two year loan is recommended in this budget.

A new ten year loan of \$490,000 to purchase the Land of the current Administration Building Site will give Council control of this significant site.

A 2 year \$70,000 self supporting loan will be raised on behalf of the Ord River Sports Club as per previous Council resolutions.

A 2 year \$925,000 interest only loan for the Water Lily Place Development will enable Council fill the funding gap in this project and to repay the loan from sale proceeds of the project.

Council will refinance Loan 117 - Kununurra Child Care Centre loan by a \$270,000 transfer from Reserves, being profit from sale of Ewin Centre, and a new loan for \$621,000. By keeping the total loan repayment the same, the new loan can be taken over 10 years to reduce the total interest expense by an estimated \$300,000 and finalise the borrowings 6 years earlier than the original 20 year loan.

VOTING REQUIREMENT

Absolute Majority for each recommendation
Each recommendation must be dealt with individually

RECOMMENDATIONS

Adoption of GRV and UV Valuations

The valuation schedule for the 2009/10 year is included in the budget document at note "8 Rating Information". Total rateable values of \$217,189,518 up from \$203,085,232 in 2008/09 apply to the Shire of Wyndham East Kimberley for 2009/10.

The increase of \$14,104,286 is represented by \$2,084,000 from the annual UV revaluation and the net value of \$12,020,286 from interim valuations processed

during 2008/09 resulting from subdivisions and other changes to the value of properties due to improvements or removal of improvements.

RECOMMENDATION 1

That

- a) The valuation schedule for the 2009/10 year included in the budget document at note "8 Rating Information" be adopted with total rateable values of \$217,189,518 to apply to the Shire of Wyndham East Kimberley for 2009/10.
- b) Council imposes general and differential rate on rateable land within the district for the 2009/10 financial year using the valuation schedule set out in note 8 Rating Information as the basis for the 2009/10 budget rating calculations.

Minute No: 8716

Moved:Cr J Parker

Seconded:Cr K Torres

That

- a) ***The valuation schedule for the 2009/10 year included in the budget document at note "8 Rating Information" be adopted with total rateable values of \$217,189,518 to apply to the Shire of Wyndham East Kimberley for 2009/10.***
- b) ***Council imposes general and differential rate on rateable land within the district for the 2009/10 financial year using the valuation schedule set out in note 8 Rating Information as the basis for the 2009/10 budget rating calculations.***

CARRIED BY ABSOLUTE MAJORITY (8/0)

Differential Rates – Consideration of Submissions

The Shire of Wyndham East Kimberley has historically imposed differential rates that include a rate that is more than twice the lowest differential rate category, with the approval of the Minister.

At the Ordinary Council Meeting on 19 May 2009 Council passed the following resolution:

1. *Council endorse and arrange to be advertised for 21 days the following proposed Rate in the Dollar and Minimum Rate for 2009/10.*

| | <i>Cents in the dollar</i> | <i>Min Rate \$</i> |
|---------------------------|--------------------------------|------------------------|
| GRV -Townsites | 11.2244 | 788.00 |
| GRV - Other | 11.2244 | 788.00 |
| UV - Rural Agricultural 1 | 0.4470 | 788.00 |
| UV - Rural Agricultural 2 | 0.5739 | 788.00 |
| UV - Rural Living | 0.6950 | 788.00 |

| | | |
|---------------|---------|----------|
| UV - Pastoral | 8.3171 | 788.00 |
| UV - Mining | 10.4250 | 1,000.00 |

2. *That the Minister for Local Government's approval be sought for the imposing of differential rates which are more than twice the lowest differential general rate, in accordance with S6.33(3) of the local Government Act, 1995 and to impose a minimum charge on UV Mining Category that results in over 50% of the differential rating category being rated a minimum rate.*

Submissions from electors and ratepayers closed 4.00pm on 26 June 2009. No submissions were received by the close of submissions.

Ministerial approval from the Department of Local Government and Regional Development has been sought and the indication at the time of writing this agenda is that approval will be provided prior to the adoption of the budget.

A UV revaluation has been received since the meeting of 19 May 2009 and the advertising of the proposed rates in the dollar and minimum rates. The Revaluation impacted on the UV Rural properties by increasing the total UV rateable value by 1%. To raise the same quantum of revenue from each rate code as would have been raised prior to the revaluation the recommended rates in the dollar for Rural Agriculture 1, Rural Agriculture 2 and Rural Living have been amended downwards.

RECOMMENDATION 2

That Council note a public consultation process in relation to proposed differential rates for 2009/10 was conducted and that no submissions were received.

Minute No: 8717

Moved:Cr K Wright

Seconded:Cr J Parker

That Council note a public consultation process in relation to proposed differential rates for 2009/10 was conducted and that no submissions were received.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Setting of GRV Rate

The 2008/09 adopted GRV rate was 10.6899¢ in the dollar. The recommended 5% rate increase results in the new GRV rate of 11.2244¢ in the dollar.

RECOMMENDATION 3

That a rate of 11.2244¢ in the dollar on GRV rated properties for the 2009/10 year be adopted.

Minute No: 8718

Moved:Cr K Wright

Seconded:Cr R Boshammer

That a rate of 11.2244¢ in the dollar on GRV rated properties for the 2009/10 year be adopted.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Setting of UV Differential Rates

The 2008/09 adopted UV rates in the dollar were:

| | |
|--------------------------|---------|
| UV – Rural Agriculture 1 | 0.4257¢ |
| UV – Rural Agriculture 2 | 0.5466¢ |
| UV – Rural Living | 0.6619¢ |
| UV – Mining | 9.9286¢ |
| UV - Pastoral | 7.9210¢ |

The recommended 5% rate increase results in the new UV rate of

| | |
|--------------------------|----------|
| UV – Rural Agriculture 1 | 0.4429¢ |
| UV – Rural Agriculture 2 | 0.5729¢ |
| UV – Rural Living | 0.6746¢ |
| UV – Mining | 10.4250¢ |
| UV – Pastoral | 8.3171¢ |

These rates differ from those advertised in the Differential Rating Notice pursuant to Section 6.36(1) of the Local Government Act 1995 due to the increase in Rural UV valuations uploaded to the rates database following the resolution of Council to advertise.

RECOMMENDATION 4

That differential rates in the dollar of:

| | |
|--------------------------|----------|
| UV – Rural Agriculture 1 | 0.4429¢ |
| UV – Rural Agriculture 2 | 0.5729¢ |
| UV – Rural Living | 0.6746¢ |
| UV – Mining | 10.4250¢ |
| UV – Pastoral | 8.3171¢ |

For UV rated properties for the 2009/10 year be adopted.

Minute No: 8719

Moved:Cr K Wright

Seconded:Cr J Parker

That differential rates in the dollar of:

| | |
|---------------------------------|----------------|
| UV – Rural Agriculture 1 | 0.4429¢ |
| UV – Rural Agriculture 2 | 0.5729¢ |

| | |
|--------------------------|-----------------|
| UV – Rural Living | 0.6746¢ |
| UV – Mining | 10.4250¢ |
| UV – Pastoral | 8.3171¢ |

For UV rated properties for the 2009/10 year be adopted.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Setting of Minimum GRV Rate

The 2008/09 adopted GRV Minimum rate was \$750. To remain consistent with the rate in the dollar increase a 5% increase to \$788 is recommended.

RECOMMENDATION 5

That the minimum rate for all GRV properties of \$788 be adopted for 2009/10.

Minute No: 8720

Moved:Cr P Caley

Seconded:Cr K Torres

That the minimum rate for all GRV properties of \$788 be adopted for 2009/10.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Setting of Minimum UV Rate

The 2008/09 adopted UV Minimum rate was \$750. To remain consistent with the rate in the dollar increase a 5% increase to \$788 is recommended on all UV properties except Mining Tenements. A \$1,000 Minimum rate is recommended for UV Mining.

RECOMMENDATION 6

That Minimum rates of:

| | |
|--------------------------|------------|
| UV – Rural Agriculture 1 | \$ 788.00 |
| UV – Rural Agriculture 2 | \$ 788.00 |
| UV – Rural Living | \$ 788.00 |
| UV – Mining | \$1,000.00 |
| UV – Pastoral | \$ 788.00 |

For UV rated properties for the 2009/10 year be adopted.

Minute No: 8721

Moved:Cr D Ausburn

Seconded:Cr P Caley

That Minimum rates of:

| | |
|---------------------------------|------------------|
| UV – Rural Agriculture 1 | \$ 788.00 |
| UV – Rural Agriculture 2 | \$ 788.00 |

| | |
|--------------------------|-------------------|
| UV – Rural Living | \$ 788.00 |
| UV – Mining | \$1,000.00 |
| UV – Pastoral | \$ 788.00 |

For UV rated properties for the 2009/10 year be adopted.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Rating Zone Categories

RECOMMENDATION 7

That Council adopt, for the purpose of general and differential rating, the following rate zone categories for 2009/10:

Townsites

Includes all properties within the 'townsite' zone as defined in Town Planning Scheme 7 - Kununurra & Environs, and Town Planning Scheme 6 - Wyndham

Other

Includes all properties that don't meet the criteria of any other rate zoning category

Rural Agricultural 1

Includes all properties within the 'Rural Agricultural 1' zone as defined in Town Planning Scheme 7 - Kununurra & Environs

Rural Agricultural 2

Includes all properties within the 'Rural Agricultural 2' zone as defined in Town Planning Scheme 7 - Kununurra & Environs

Rural Living

Includes all properties within the 'Rural Living' zone as defined in Town Planning Scheme 7 - Kununurra & Environs and all properties within the 'Special Rural' zone as defined in Town Planning Scheme 6 - Wyndham

Mining Improved

Includes all properties that currently operate under a mining lease tenure, and the land is significantly improved.

Mining Unimproved

Includes all properties that currently operate under a mining lease tenure, and the land is not significantly improved.

Pastoral

Includes all properties that currently operate under a pastoral lease tenure

Minute No: 8722

Moved:Cr P Caley

Seconded:Cr R Addis

That Council adopt, for the purpose of general and differential rating, the following rate zone categories for 2009/10:

Townsites

Includes all properties within the 'townsite' zone as defined in Town Planning Scheme 7 - Kununurra & Environs, and Town Planning Scheme 6 - Wyndham

Other

Includes all properties that don't meet the criteria of any other rate zoning category

Rural Agricultural 1

Includes all properties within the 'Rural Agricultural 1' zone as defined in Town Planning Scheme 7 - Kununurra & Environs

Rural Agricultural 2

Includes all properties within the 'Rural Agricultural 2' zone as defined in Town Planning Scheme 7 - Kununurra & Environs

Rural Living

Includes all properties within the 'Rural Living' zone as defined in Town Planning Scheme 7 - Kununurra & Environs and all properties within the 'Special Rural' zone as defined in Town Planning Scheme 6 - Wyndham

Mining Improved

Includes all properties that currently operate under a mining lease tenure, and the land is significantly improved.

Mining Unimproved

Includes all properties that currently operate under a mining lease tenure, and the land is not significantly improved.

Pastoral

Includes all properties that currently operate under a pastoral lease tenure

CARRIED BY ABSOLUTE MAJORITY (8/0)

Health Act - Waste Charges

The charges levied in 2008/09 were \$334 per annum per service of 240-litre capacity and \$152 per annum Waste Management Levy.

Contractor costs to undertake the rubbish collection have increase by 7% with the awarding of a new tender, however a 5% increase is recommended for consistence with the general rate rise.

RECOMMENDATION 8

That Council in accordance with sections 112A and 344C of the Health Act 1911 impose the following charges for the 2009/10 financial year:-

- a) All urban properties (excluding caravan parks) that contain a residential accommodation unit, located within gazetted townsites - \$350 per annum per service of 240-litre capacity.
- b) All Rural Agricultural 1, Rural Agricultural 2, Rural Living - \$ 160 per annum Waste Management Levy.

- c) Commercial/Industrial properties located within gazetted town sites. 240 Litre capacity service - \$350 per annum per service.

Minute No: 8723

Moved:Cr P Caley

Seconded:Cr K Torres

That Council in accordance with sections 112A and 344C of the Health Act 1911 impose the following charges for the 2009/10 financial year:-

- a) ***All urban properties (excluding caravan parks) that contain a residential accommodation unit, located within gazetted townsites - \$350 per annum per service of 240-litre capacity.***
- b) ***All Rural Agricultural 1, Rural Agricultural 2, Rural Living - \$ 160 per annum Waste Management Levy.***
- c) ***Commercial/Industrial properties located within gazetted town sites. 240 Litre capacity service - \$350 per annum per service.***

CARRIED BY ABSOLUTE MAJORITY (8/0)

Payment Instalment Options

A local government is required to provide its ratepayers with an option to pay a rate or service charge;

- (i) In full
- (ii) by 4 equal or nearly equal instalments
- (iii) by such other method of payment by instalments as is set forth in the local government's annual budget.

RECOMMENDATION 9

That Council adopt the instalment plan options, being;

- (i) To pay in full within 35 days of service of the rates notice.
- (ii) To pay by 2 equal instalments as under.
 - (i) 50% of the rates within 35 days
 - (ii) 50% of the rates within 4 months of (i)
- (iii) To pay by 4 equal instalments as under.
 - (i) 25% of the rates within 35 days
 - (ii) 25% of the rates within 2 months of (i)
 - (iii) 25% of the rates within 2 months of (ii)
 - (iv) 25% of the rates within 2 months of (iii) being 6 months from the expiration of the initial 35 day period and 6 months and 35 days from the date of service of the notice.

Minute No: 8724

Moved:Cr K Torres
Seconded:Cr J Parker

That Council adopt the instalment plan options, being;

- (i) To pay in full within 35 days of service of the rates notice.**
- (ii) To pay by 2 equal instalments as under.**
 - (i) 50% of the rates within 35 days**
 - (ii) 50% of the rates within 4 months of (i)**
- (iii) To pay by 4 equal instalments as under.**
 - (i) 25% of the rates within 35 days**
 - (ii) 25% of the rates within 2 months of (i)**
 - (iii) 25% of the rates within 2 months of (ii)**
 - (iv) 25% of the rates within 2 months of (iii) being 6 months from the expiration of the initial 35 day period and 6 months and 35 days from the date of service of the notice.**

CARRIED BY ABSOLUTE MAJORITY (8/0)

Interest Rate

The maximum interest rate charge applicable under the Local Government Act is 11% per annum calculated on a daily basis on rates and services charges remaining unpaid (excluding eligible pensioners. This rate was charged in 2008/09 and it is recommended that the maximum charges continue to apply.

RECOMMENDATION 10

That Council in accordance with section 6.51 of the Local Government Act 1995, impose interest at 11% per annum calculated on a daily basis on rates and services charges remaining unpaid (excluding eligible pensioners):-

- a) No instalment option taken - 35 days after the date of service of the Rates Notice.
- b) Instalment option taken - after the due date of the instalment, and continue to accrue until the instalment is paid.

Minute No: 8725

Moved:Cr P Caley
Seconded:Cr R Boshammer

That Council in accordance with section 6.51 of the Local Government Act 1995, impose interest at 11% per annum calculated on a daily basis on rates and services charges remaining unpaid (excluding eligible pensioners):-

- a) No instalment option taken - 35 days after the date of service of the Rates Notice.**

- b) Instalment option taken - after the due date of the instalment, and continue to accrue until the instalment is paid.***

CARRIED BY ABSOLUTE MAJORITY (8/0)

Instalment Plan Interest Rate and Administration Fee

Council can impose an interest rate charge on each instalment if ratepayers elect to use any of the instalment plan options. The maximum interest rate is 5.5% for those on an instalment plan. Last years rate was the maximum of 5.5% and it is recommended that the maximum charges continue to be applied.

Section 6.45(3) of the Local Government Act 1995 allows a local government to impose an additional charge where payment of a rate or service charge is made by instalments.

In 2008/09 a service charge of \$5.00 for each instalment other than the first was applied and it is recommended that Council continue to impose a charge of \$5 for instalment payments.

Payment of rates and service charge by payment arrangement incurred a \$25.00 per arrangement fee in 2008/09 and it is recommended that this fee again be adopted

RECOMMENDATION 11

That Council in accordance with section 6.45(3) of the Local Government Act and Regulation 67 of the Local Government (Financial Management) Regulations 1996, impose administration fees as follows(excluding eligible pensioners):-

- a) Payment of rates and service charge by instalments - \$5.00 per instalment reminder notice plus interest at 5.5% per annum calculated daily.
- b) Payment of rates and service charge by payment arrangement - \$25.00 per arrangement.

Minute No: 8726

Moved:Cr P Caley

Seconded:Cr D Ausburn

That Council in accordance with section 6.45(3) of the Local Government Act and Regulation 67 of the Local Government (Financial Management) Regulations 1996, impose administration fees as follows(excluding eligible pensioners):-

- a) Payment of rates and service charge by instalments - \$5.00 per instalment reminder notice plus interest at 5.5% per annum calculated daily.***
- b) Payment of rates and service charge by payment arrangement - \$25.00 per arrangement.***

CARRIED BY ABSOLUTE MAJORITY (8/0)

Rates Discount

A discount of 5% was applied in 2008/09 if all rates are paid in full within 14 days of the date of issue of the rates notice.

RECOMMENDATION 12

That Council in accordance with section 6.12 of the Local Government Act 1995, allow a 5% discount on 2009/10 rates if all rates accounts are paid in full within 14 days of the date of issue of the Rates Notice.

Minute No: 8727

Moved:Cr P Caley

Seconded:Cr D Ausburn

That Council in accordance with section 6.12 of the Local Government Act 1995, allow a 5% discount on 2009/10 rates if all rates accounts are paid in full within 14 days of the date of issue of the Rates Notice.

CARRIED BY ABSOLUTE MAJORITY (8/0)

User Fees and Charges

The fees and charges schedule is provided as Attachment 1 to this item.

RECOMMENDATION 13

That the fees and charges schedule for the 2009/10 financial year be adopted as presented.

Minute No: 8728

Moved:Cr D Ausburn

Seconded:Cr J Parker

That the fees and charges schedule for the 2009/10 financial year be adopted as presented.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Loans

Note 5 in the Budget Document - Information on Borrowings details ongoing loan commitments as well as new loans.

RECOMMENDATION 14

The Council in accordance with section 6.20 of the Local Government Act 1995, raise the following loans in 2009/2010.

1. Staff Housing - \$700,000
2. Administration Building Land - \$490,000

3. Self Supporting Loan Ord River Sports Club - \$70,000
4. Water Lily Place Development - \$925,000
5. Kununurra Child Care Centre - 621,000

Minute No: 8729

Moved:Cr P Caley

Seconded:Cr K Wright

The Council in accordance with section 6.20 of the Local Government Act 1995, raise the following loans in 2009/2010.

1. **Staff Housing - \$700,000**
2. **Administration Building Land - \$490,000**
3. **Self Supporting Loan Ord River Sports Club - \$70,000**
4. **Water Lily Place Development - \$925,000**
5. **Kununurra Child Care Centre - 621,000**

CARRIED BY ABSOLUTE MAJORITY (8/0)

Councillor Fees

Council adopted the following Councillor Fees in 2008/09

| | |
|---|----------|
| Meeting Fees (x 1 for Councillors, x 2 for Shire President) | \$ 5,250 |
| Communication Allowance | \$ 2,400 |
| Information Technology Allowance | \$ 1,000 |
| Shire President's Allowance | \$10,500 |
| Deputy Shire President's Allowance | \$ 2,625 |

Based on discussions during budget workshops the following fees are recommended.

RECOMMENDATION 15

That Council adopt the following Councillor fees and allowances for 2009/10:

| | |
|---|----------|
| Meeting Fees (x 1 for Councillors, x 2 for Shire President) | \$ 6,000 |
| Communication Allowance | \$ 2,400 |
| Information Technology Allowance | \$ 1,000 |
| Shire President's Allowance | \$12,000 |
| Deputy Shire President's Allowance | \$ 3,000 |

Minute No: 8730

Moved:Cr P Caley

Seconded:Cr K Wright

That Council adopt the following Councillor fees and allowances for 2009/10:

| | |
|--|-----------------|
| Meeting Fees (x 1 for Councillors, x 2 for Shire President) | \$ 6,000 |
| Communication Allowance | \$ 2,400 |
| Information Technology Allowance | \$ 1,000 |
| Shire President's Allowance | \$12,000 |
| Deputy Shire President's Allowance | \$ 3,000 |

CARRIED BY ABSOLUTE MAJORITY (8/0)

Setting of Materiality for Monthly Reporting

Local Government Act and Regulations require the Council to set the materiality level at which explanations are required for variations between Year to Date Budget and Year to Date Actual figures. The materiality level recommended is +/-10% and +/- \$5,000 at account level and +/-10% and +/- \$50,000 at financial statement level.

RECOMMENDATION 16

That materiality level for monthly reporting be set at +/-10% and +/- \$5,000 at account level and +/-10% and +/- \$50,000 at financial statement level.

Minute No: 8731

Moved:Cr K Wright

Seconded:Cr R Addis

That materiality level for monthly reporting be set at +/-10% and +/- \$5,000 at account level and +/-10% and +/- \$50,000 at financial statement level.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Adoption of Accounting Policies

Council should consider its accounting policies on an annual basis and adopt the policies to apply to the budget.

Revised Policy F7 - Significant Accounting Policies is provided as Attachment 2 to this item.

RECOMMENDATION 17

That Council adopts revised policy F7 Significant Accounting Policies

Minute No: 8732

Moved:Cr K Wright

Seconded:Cr D Ausburn

That Council adopts revised policy F7 Significant Accounting Policies

CARRIED BY ABSOLUTE MAJORITY (8/0)

Reserve Fund Accounts

Council is required to adopt the name and purpose of any reserve account included in the Reserve Funds. New reserve accounts are required for the legal fees in accordance with Council Minute 8635.

RECOMMENDATION 18

That in accordance with Section 6.11 of the Local Government Act the following reserve is established to set aside funds for use in future years:

Legal Fees Reserve – to hold funds not expended in any budget year to accumulate to cover any significant legal costs/expenses related to regulatory prosecution and enforcement matters.

Minute No: 8733

Moved:Cr P Caley

Seconded:Cr R Addis

That in accordance with Section 6.11 of the Local Government Act the following reserve is established to set aside funds for use in future years:

Legal Fees Reserve – to hold funds not expended in any budget year to accumulate to cover any significant legal costs/expenses related to regulatory prosecution and enforcement matters.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Adoption of 2009/10 Budget

The management recommends that in order to maintain real operating expenditure and continue to position Council to undertake future projects of significant economic benefit and employment growth initiatives, that Council adopt a 5% rate increase.

RECOMMENDATION 19

That the 2009/10 budget, reflecting a 5% increase in total GRV and total UV rates, be adopted.

Minute No: 8734

Moved:Cr K Torres

Seconded:Cr K Wright

That the 2009/10 budget, reflecting a 5% increase in total GRV and total UV rates, be adopted.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Attachment 1:

Shire of Wyndham East Kimberley

Fees and Charges

Effective 1 July 2009

Fees and Charges are set by Council as part of the budget setting process and may be amended from time to time.

These Fees and Charges can only be modified at the discretion of Council or the Chief Executive Officer.

All requests for concessions on Fees and Charges must be made in advance, in writing, addressed to the Chief Executive Officer.

FEE/CHARGE FOR 2009/2010

GST from 1 July 2009 From 1 Jan 2010

GENERAL PURPOSE FUNDING

| | GST | from 1 July 2009 | From 1 Jan 2010 |
|---|-----|------------------|-----------------|
| Change of Ownership Advices - Rates | × | 30.00 | |
| Change of Ownership Advices - Building | × | 63.00 | |
| Copies of Rate Notices | √ | 18.00 | |
| Rate Book (Hard Copy) | √ | 330.00 | |
| Rate Book (Disc Copy) | √ | 13.00 | |
| Rate Book (Real Estate Disc Copy - New copy sent each update) | √ | 110.00 | |

ADMINISTRATION

Photocopying

| | | | |
|---|---|-------|--|
| A4 (single sided) per copy | √ | 0.50 | |
| A4 (double sided) per copy | √ | 1.00 | |
| A3 (single sided) per copy | √ | 1.00 | |
| A3 (double sided) per copy | √ | 2.00 | |
| A2 (single sided) per copy | √ | 2.50 | |
| A1 (single sided) per copy | √ | 5.00 | |
| A0 (single sided) per copy | √ | 10.50 | |
| Tender documents (where cost specified in tender advertisement) | √ | 58.00 | |

Electoral Roll

| | | | |
|---|---|-------|--|
| To apply to everyone other than Councillors and Candidates for election purposes. | √ | 31.50 | |
|---|---|-------|--|

ADMINISTRATION (cont.)

Council Meeting Room & Equipment Hire

| | | |
|---|---|--------|
| Government Departments & Private Organisations | | |
| <i>(Fees are reduced by 50% for a half day hire)</i> | | |
| Kununurra Council Meeting Room (per use per day) - includes digital projector & screen | √ | 160.00 |
| Wyndham Council Meeting Room (per use per day) - includes digital projector & screen | √ | 110.00 |
| Equipment Hire Charge - Portable digital projector & screen (per day). Discounted by 50% for half day hire. | √ | 100.00 |
| Bond for equipment hire (full day). Discounted by 50% for half day hire. | × | 100.00 |

Council Minutes & Agendas

| | | |
|---|---|--------|
| <i>Minutes and Agendas are available for free on the Councils Website</i> | | |
| Agenda Only (per meeting) | √ | 21.00 |
| Minutes Only (per meeting) | √ | 21.00 |
| Minutes & Agenda (per meeting) | √ | 37.00 |
| Agenda Only (per annum) | √ | 185.00 |
| Minutes Only (per annum) | √ | 185.00 |
| Minutes & Agendas (per annum) | √ | 360.00 |
| (No charge to media) | | |

Other Council Publications

| | | |
|---|---|-------|
| <i>Local Laws can be downloaded free from State Publisher Website</i> | | |
| Local Laws | √ | 23.00 |

Number Plates

| | | |
|------------------------------|---|--------|
| Special Series Number Plates | × | 265.00 |
|------------------------------|---|--------|

KUNUNURRA LIBRARY

Library Services

| | | |
|---|---|------|
| <i>Photocopier is owned by KDHS and they retain the revenue</i> | | |
| Photocopying A4 (single sided) per copy | √ | 0.20 |
| Photocopying A3 (single sided) per copy | √ | 0.40 |
| Printing A4 (single sided) per copy | √ | 0.20 |

KUNUNURRA LIBRARY (cont.)

| | | |
|---|---|------|
| Internet - 30 minute usage | √ | 4.00 |
| Lost & Damaged books/items (plus depreciated replacement cost) | √ | 2.00 |

Temporary Members Deposits (fully refundable)

| | | |
|---------------------|---|-------|
| Deposit for 2 books | × | 20.00 |
| Deposit for 5 books | × | 50.00 |

WYNDHAM CHILD CARE CENTRE

| | | | |
|--------------------------|---|--------|--------|
| Child Care - Full Week | × | 230.00 | 240.00 |
| Child Care - Full Day | × | 55.00 | 58.00 |
| Child Care - Half Day | × | 37.00 | 38.00 |
| Child Care - Hourly Rate | × | 8.00 | 8.50 |

KUNUNURRA YOUTH CENTRE

| | | |
|--|---|-------------|
| Activity utilising Full Building (per hour) | √ | 35.00 |
| Activity utilising Half Building (per hour) | √ | 20.00 |
| Bond | × | 500.00 |
| Meeting Room - Community Use (per hour) | √ | 20.00 |
| <i>Hire fees for groups other than youth and community groups, youth and community service providers or not for profit organisations will incur a 40% surcharge.</i> | √ | Calculation |
| <i>Regular Use is defined as at least weekly use for a period of at least 4 weeks and no longer than 15 weeks and is charged at a rate of 60% of the standard casual use fees for the relevant area.</i> | √ | Calculation |

LAW, ORDER & PUBLIC SAFETY

Registrations are due and payable on the 1st of November in the year of expiry of the license.

One year licenses paid after 1st of May are 50% of the above fee.

Sterilised Dog

One Year

| | | |
|----------------------|---|-------|
| Normal Fee | × | 10.00 |
| Pensioner Concession | × | 5.00 |
| Working Dogs | × | 2.50 |

LAW, ORDER & PUBLIC SAFETY (Cont.)

| Three Years | | |
|--|---|--------------------|
| Normal Fee | × | 18.00 |
| Pensioner Concession | × | 9.00 |
| Working Dogs | × | 4.50 |
| Unsterilised Dog | | |
| One Year | | |
| Normal Fee | × | 30.00 |
| Pensioner Concession | × | 15.00 |
| Working Dogs | × | 7.50 |
| Three Years | | |
| Normal Fee | × | 75.00 |
| Pensioner Concession | × | 37.50 |
| Working Dogs | × | 18.75 |
| Replacement Dog Tags | √ | 10.00 |
| Schedule of Dog Infringement Fees | | |
| Dog Seizure Fees | × | 50.00 |
| <i>In addition to Infringement Fees as per Dog Act 1976 and Dog Regulations 1976</i> | | |
| Dog Pound Charges | | |
| Each day thereafter | × | 15.00 |
| Destruction of dog | √ | 50.00 |
| <i>Impounded animals are destroyed after 72 hours of detention.</i> | | |
| Cat Traps | | |
| Hire Fee | √ | Nil |
| Bond | × | 30.00 |
| Vehicle Charges | | |
| Abandoned Vehicle Infringement | × | 120.00 |
| Towing Abandoned Vehicle - In addition to Infringement | × | Full Cost Recovery |
| Poundage Charges, each day | × | 12.50 |

FIRE CONTROL

Fire Penalties

| | | |
|--------------------|---|--------------------|
| Fire Break Penalty | × | 300.00 |
| Fire Break Orders | √ | Full Cost Recovery |

HEALTH

Asbestos Disposal (Local Government Act 1995)

| | | |
|---|---|-------|
| Disposal Fee for Asbestos Disposal, per cubic metre | √ | 50.00 |
|---|---|-------|

Caravan Parks (Caravan Park and Camping Ground Regulations)

| | | |
|---|---|--------|
| Registration Per Camp Site / annum | × | 3.00 |
| Registration Per Short Stay Site / annum | × | 6.00 |
| Registration Per Long Stay Site / annum | × | 6.00 |
| Registration Per Overflow Site / annum | × | 1.50 |
| **Note a \$200 minimum overall fees / annum applies to above** | | |
| Additional fee for renewal after expiry | × | 50.00 |
| Transfer of Caravan Park Licence | × | 100.00 |

Food Business Registrations & Notifications (Food Act 2008)

| | | |
|--|---|--------|
| Application for approval to construct a food premise | × | 100.00 |
| Eating House Licence / annum | × | 200.00 |
| Alfresco Dining fee, per table | × | 25.00 |
| Transfer of Eating Houses Licence | × | 50.00 |

Effluent Disposal : (Health: Treatment of Sewage & Disposal of Effluent & Liquid Waste: Regulations 1974)

| | | |
|--|---|--------|
| On-site effluent disposal applications (includes local government application fee \$108 and permit to use apparatus fee \$108) | × | 216.00 |
| Health Department Application Fee (Local Government report) | × | 35.00 |

Swimming Pool Sampling (Health: Aquatic Facilities: Regulations 2007)

| | | |
|---|---|--------|
| Re-sample of pool following failure of monthly sample | √ | 200.00 |
|---|---|--------|

HEALTH (cont.)

Water Sampling Service (Local Government Act 1995)

| | | |
|---|---|--------------------|
| Chemical / Bacterial; collection & administration (minimum of 1 hr) | √ | 65.00 |
| Chemical / Bacterial; laboratory charge, mileage and freight | √ | Full Cost Recovery |

Temporary Food Stall Permit

| | | |
|---------------------------|---|--------|
| Monthly Licence (minimum) | × | 30.00 |
| Annual Licence | × | 300.00 |

Itinerant Food Vendor

| | | |
|--------------------------|---|--------|
| Monthly Permit (minimum) | × | 40.00 |
| Annual Permit | × | 400.00 |

Other Health Fees and Charges

| | | |
|--|---|--|
| Lodging House Registration/ annum | √ | 200.00 |
| Inspection Fee (Settlement request, certificate of local government under Liquor Control Act 1988) | √ | 200.00 |
| Liquid Waste License (so as to collect, transport and dispose of) | √ | 65.00 |
| Offensive Trade Registration | | As prescribed in the Offensive Trade (Fees) Regulations 1976 |
| Application to construct, extend or alter a "Public Building:" (incl. Public Events) | √ | 200.00 |

REFUSE CHARGES

Refuse Charges

| | | |
|---|---|---------|
| Domestic bin - once weekly service (per bin per annum) | × | 350.00 |
| Commercial bin- once weekly service (per bin per annum) | × | 350.00 |
| Additional Bins (per bin) (GST applied) | √ | 385.00 |
| Waste Management Levy | × | 160.00 |
| Replacement of Bin (per bin at cost) (GST applied) | √ | at cost |
| Repairs to Bin (per repair at cost) | √ | at cost |
| Domestic Waste Disposal Fee - per m3 | √ | 8.50 |
| Commercial Waste Disposal Fee - per m3 | √ | 10.50 |
| Liquid Waste (per 1000 ltrs) | √ | 63.00 |
| Medical Waste - per m3 | √ | 70.00 |
| Compact Waste - per m3 | √ | 13.50 |
| Disposal Fee for Asbestos Disposal, per cubic metre | √ | 50.00 |

REFUSE CHARGES (Cont.)

| | | |
|--|---|-------|
| Waste Oil - per litre | √ | 0.40 |
| Disposal of Waste Oil Drums (44 gallon drums & over) | √ | 1.00 |
| Car Bodies | √ | Free |
| Car Tyres | √ | 5.50 |
| 4WD Tyres | √ | 6.50 |
| Truck Tyres | √ | 20.00 |
| Earthmoving Tyres | √ | 55.00 |

PLANNING

Planning Fees & Charges

Landuse and/or Development Application

| | | |
|--|---|---------------------------------|
| Application - 0.1% of the estimated cost of the development, with a minimum fee of \$100.00 | × | Calculation |
| | | 3 x cost of development applic. |
| Retrospective Application - Introduced to discourage unlawful development | × | 80.00 |
| Change of Use Only | × | 500.00 |
| Extractive Industry | × | 1,000.00 |
| Penalty for development of Extractive Industry without Planning Consent (Applic. additional) | × | 150.00 |
| Home Occupation | | 55.00 |
| Initial Application | × | 200.00 |
| Annual Renewal | × | 50.00 |
| Penalty for conduction Home Occupation without Planning Consent (Application additional) | × | 200.00 |
| Property Settlement Questionnaire | × | 200.00 |
| Non-Conforming Use | × | 400.00 |
| Penalty for carrying out or commencing non conforming use without Planning Consent | × | 500.00 |
| Scheme Amendment (Rezoning Fees) | | |
| Initial Application | × | 500.00 |
| If Adopted - must be paid prior to council resolution | × | 1,000.00 |
| Advertising | √ | at cost |
| Structure Plan | | |
| Initial Application | × | 500.00 |

PLANNING (Cont.)

| | | |
|---|---|----------|
| If Adopted - must be paid prior to council resolution | × | 1,000.00 |
| Advertising | √ | at cost |

Subdivision / Strata Clearance (per lot)

| | | |
|--|---|----------|
| Not more than 5 lots / first 5 lots (per lot) | × | 55.00 |
| More than 5 lots but not more than 195 lots [Lots 6 - 195 (per lot)] | × | 30.00 |
| More than 195 lots | × | 6,000.00 |
| Site Inspection for Clearances | √ | 100.00 |

Other Planning Fees

| | | |
|--|---|--------|
| Zoning Certificate | × | 50.00 |
| Zoning Enquiries - Valuer's, Real Estate Agents and Government Departments (per lot) | × | 100.00 |
| Written Zoning Enquiries for Ratepayers | × | 50.00 |
| Section 40 Liquor License Certificate | × | 100.00 |
| Permanent Road Closure Application | × | 200.00 |
| <i>Temporary road closures for events are not included in this fee category and attract no fee</i> | | |

Temporary Stall Permit

| | | |
|---------------------------|---|--------|
| Monthly Licence (minimum) | × | 30.00 |
| Annual Licence | × | 300.00 |

Itinerant Vendor

| | | |
|--------------------------|---|--------|
| Monthly Permit (minimum) | × | 40.00 |
| Annual Permit | × | 400.00 |

CEMETERIES

Public Cemeteries

| | | |
|--|---|--------|
| 1. On application for an order for burial the following fees shall be payable: | | |
| (a) For sinking grave 1.83 m deep (Adult) | √ | 950.00 |
| (b) For sinking grave 1.83 m deep (Child under 10 years) | √ | 750.00 |
| (c) For sinking grave 1.4 m deep (Stillborn child) | √ | 500.00 |
| (d) Surcharge for weekend interments | √ | 720.00 |
| 2. For sinking grave deeper than normal depth (per metre or part thereof) | √ | 200.00 |
| Re-opening of an Ordinary grave - as for interment | √ | 950.00 |

CEMETERIES (Cont.)

| | | |
|--|---|--------|
| Interment in a new grave after exhumation | √ | 400.00 |
| 3. a Undertakers Annual License Fee (no GST applied) | × | 275.00 |
| 3.b Undertakers Ad Hoc licence fee | × | 63.00 |
| 4. (a) Permission to erect headstone or to enclose any grave with a slab | × | 28.00 |
| (b) Registration of Right of Burial (25 years) | × | 140.00 |
| (c) Copy of Right of Burial | √ | 28.00 |

Roadside Memorial

| | | |
|--|---|--------|
| Installation of Roadside Memorial (Refer Policy E11) | √ | 265.00 |
|--|---|--------|

PETER REID MEMORIAL HALL**Whole Complex****Functions/Activities with food and/or alcohol**

| | | |
|-----------------------------|---|----------|
| Community Group (per hour) | √ | 45.00 |
| Commercial group (per hour) | √ | 65.00 |
| Bond | × | 1,000.00 |

Functions/Activities without food and/or alcohol

| | | |
|-----------------------------|---|--------|
| Community Group (per hour) | √ | 28.00 |
| Commercial group (per hour) | √ | 40.00 |
| Bond | × | 100.00 |

Equipment Hire

| | | |
|------------------------------|---|------|
| Chair hire per chair per day | √ | 1.20 |
|------------------------------|---|------|

Meeting Room

| | | |
|-----------------------------------|---|-------|
| Community Groups & Clubs Per Hour | √ | 17.00 |
|-----------------------------------|---|-------|

KUNUNURRA LEISURE CENTRE**Gymnasium**

Membership includes access to gymnasium and squash courts. Min age to gymnasium is 16 years

| | | |
|----------------------|---|-------|
| Membership - 1 Month | √ | 60.00 |
|----------------------|---|-------|

KUNUNURRA LEISURE CENTRE (Cont.)

| | | |
|------------------------|---|--------|
| Membership - 3 Months | √ | 140.00 |
| Membership - 6 Months | √ | 250.00 |
| Membership - 12 Months | √ | 450.00 |

Concession is available on production of proof of eligibility for concession

| | | |
|-------------------------------------|---|--------|
| Membership - 1 Month (Concession) | √ | 55.00 |
| Membership - 3 Months (Concession) | √ | 130.00 |
| Membership - 6 Months (Concession) | √ | 230.00 |
| Membership - 12 Months (Concession) | √ | 415.00 |

Gold membership includes access to gymnasium, squash courts, all fitness classes, swimming pool, all aqua aerobics classes, initial and quarterly fitness program updates

| | | |
|-----------------------------|---|--------|
| Gold Membership - 1 Month | √ | 75.00 |
| Gold Membership - 3 Months | √ | 175.00 |
| Gold Membership - 6 Months | √ | 315.00 |
| Gold Membership - 12 Months | √ | 560.00 |

Concession is available on production of proof of eligibility for concession .

| | | |
|---|---|--------|
| Gold Membership - 1 Month (Concession) | √ | 65.00 |
| Gold Membership - 3 Months (Concession) | √ | 150.00 |
| Gold Membership - 6 Months (Concession) | √ | 315.00 |
| Gold Membership - 12 Months (Concession) | √ | 485.00 |
| Casual use of Gym | √ | 8.00 |
| Personal Training - per hour session | √ | 60.00 |
| Personal Training - per half hour session | √ | 35.00 |

Classes

| | | |
|-------------------------|---|-------|
| Recreation Programs | √ | POA |
| Aquatic Fitness Classes | √ | 8.00 |
| Fitness Classes | √ | 8.00 |
| Book of 10 passes | √ | 70.00 |

Passes can be used for casual entry to Gym, Fitness Classes and Aquatic Fitness Classes

Equipment Hire

| | | |
|----------------|---|------|
| Squash Rackets | √ | 7.00 |
|----------------|---|------|

KUNUNURRA LEISURE CENTRE (cont.)

| | | |
|-------------------------|---|-------|
| Tables (per day) | √ | 6.00 |
| Chairs (per day) | √ | 1.20 |
| Pin up boards (per day) | √ | 6.00 |
| Badminton (per hour) | √ | 11.50 |

Function Hall

Community group: (Discount rate) Not for profit organisations who do not charge fees for participants.

Commercial group: (Standard rate) Individuals, associations or organisations that charge a fee for the purpose of income making or where the sum of the fees charged is in excess of the hire fee (eg Sporting Competitions)

Functions with food/liquor

| | | |
|-----------------------------|---|----------|
| Community Group - per hour | √ | 52.50 |
| Commercial Group - per hour | √ | 78.50 |
| Bond | × | 1,000.00 |

Functions without food/liquor

| | | |
|-----------------------------|---|--------|
| Community Group - per hour | √ | 44.00 |
| Commercial Group - per hour | √ | 63.00 |
| Bond | × | 100.00 |

Sporting Activities

| | | |
|-----------------------------|---|-------|
| Community Group - per hour | √ | 28.00 |
| Commercial Group - per hour | √ | 44.00 |

Rates are calculated from the time a group starts setting up to the time they have finished cleaning up.

Consecutive hiring days discounts apply. (i.e. 10% second day, 20% third day, 25% per day after this).

Other (or) Additional Fees

| | | |
|--|---|--------|
| Additional Function Hall Cleaning Charge | √ | 300.00 |
| Set up Fee (per hour) | √ | 56.50 |
| Staffing (per hour per staff member) | √ | 52.50 |

Squash Courts

| | | |
|--|---|-------|
| Hire of Viewing Area (per hour + \$100 Bond) | √ | 34.00 |
|--|---|-------|

KUNUNURRA LEISURE CENTRE (cont.)

| | | |
|---|---|--------|
| Bond - Viewing Area. | × | 100.00 |
| 1 Token, half hour | √ | 7.00 |
| 2 Tokens, full hour | √ | 12.50 |
| Squash Club Hire, 3 courts and foyer (per hour) | √ | 32.50 |

Use of Toilet Facilities

| | | |
|--|---|------|
| Persons not paying to use Leisure Centre or Swimming Complex | √ | 2.00 |
|--|---|------|

KUNUNURRA SWIMMING COMPLEX

| | | |
|---------------------------------------|---|-------|
| Adult swimmers | √ | 3.20 |
| Child swimmers (under 16) | √ | 2.20 |
| 2 years and under | | Free |
| Supervisors (spectators/non swimmers) | | Free |
| Hire of Lane Space (per lane/hour) | √ | 11.50 |
| Equipment Hire (per hour) | √ | 11.50 |

Education Department

Vac Swim/In Term Swimming Classes/school activities (includes lane and equipment hire)

| | | |
|----------------------|---|------|
| Students | √ | 2.80 |
| Supervising Teachers | | Free |

Ticket Books**Adult**

| | | |
|------------|---|-------|
| Book of 10 | √ | 30.00 |
| Book of 20 | √ | 55.00 |

Child

| | | |
|------------|---|-------|
| Book of 10 | √ | 20.00 |
| Book of 20 | √ | 35.00 |

Swim School

| | | |
|---|---|-------|
| Swimming Lessons (1/2 hour) Individual | √ | 26.00 |
| 1 Series (8 sessions), (per child) | √ | 75.00 |

KUNUNURRA SWIMMING COMPLEX (cont.)

| | | |
|---|---|--------|
| 1 Series (8 sessions), 2 or more children from same family enrolled in same series (per child) | √ | 65.00 |
| Bronze Medallion, full course | √ | 165.00 |
| Bronze Medallion, requalification | √ | 70.00 |
| Private Function Hire | | |
| Day rate per hour (includes qualified pool attendant) | √ | 86.00 |
| Night rate per hour (includes qualified pool attendant) | √ | 115.00 |
| Bond | × | 500.00 |
| Swimming Club Light Charges | √ | 69.00 |
| <i>Discounts may be offered for promotions or during non peak period to maximise use</i> | | |
| <i>All discounts are to approved by CEO and will be advertised at the Centre prior to being available</i> | | |

WYNDHAM SWIMMING POOL

| | | |
|---------------------------------------|---|-------|
| Adult swimmers | √ | 2.60 |
| Child swimmers | √ | 1.70 |
| 2 years and under | | Free |
| Supervisors (spectators/non swimmers) | | Free |
| Mini Golf | √ | 2.10 |
| Ticket Books | | |
| Adult | | |
| Book of 10 | √ | 22.50 |
| Book of 20 | √ | 44.00 |
| Child | | |
| Book of 10 | √ | 14.20 |
| Book of 20 | √ | 28.30 |
| Activities and Programs | | |
| Recreation Programs | √ | POA |
| Aqua Fitness Classes | √ | 8.00 |
| Classes - Book of 10 passes | √ | 70.00 |

WYNDHAM SWIMMING POOL (cont.)

Private Function Hire

| | | |
|--|---|--------|
| Day rate per hour (includes qualified pool attendant) | √ | 57.50 |
| Night rate per hour with Qualified Pool Manager & Lights | √ | 83.90 |
| Bond | × | 500.00 |

WYNDHAM RECREATION CENTRE

| | | |
|---|---|-------|
| Community / Sporting activities per hour | √ | 12.50 |
| Commercial group per hour | √ | 31.50 |
| Casual Entry (per Person) | √ | 2.00 |
| Hire of Enclosed activities area (per hour) | √ | 8.40 |

HARD COURT & RESERVE HIRE FEES

Oval - Kununurra and Wyndham

Casual Hire

Oval Kununurra

| | | |
|---|---|--------|
| Community Groups - per hour | √ | 23.00 |
| - per day | √ | 115.00 |
| Commercial Groups (per day) plus \$200 bond | √ | 345.00 |
| Oval Surrounds, per day | √ | 115.00 |
| Bond | × | 200.00 |

Oval Wyndham

| | | |
|---|---|--------|
| Community Groups - per hour | √ | 23.00 |
| - per day | √ | 115.00 |
| Commercial Groups (per day) plus \$200 bond | √ | 345.00 |
| Oval Surrounds, per day | √ | 115.00 |
| Bond | × | 200.00 |

Seasonal Hire (charge per team)

| | | |
|---|---|-------------|
| Oval Hire Kununurra & Wyndham (Policy R4) | √ | Calculation |
|---|---|-------------|

Formula

No. of Teams x No. of Players/Participants in Standard Team x No. of Weeks

HARD COURT & RESERVE HIRE FEES (Cont.)

*Required x No. of Sessions per Week including Training and Games
x Individual Usage Fee x Applicable Discount*

Individual Usage Fee at \$0.45 for 2009/10

Junior Sports (50% discount)

Newly formed sports groups (25% discount).

| | | |
|---|---|-------|
| Oval Lights (per pole per hour) - Kununurra | √ | 11.50 |
| Oval Lights (per hour) - Wyndham | √ | 23.00 |

Netball/Basketball/Tennis Courts for Kununurra and Wyndham

| | | |
|---|---|-------|
| Court Hire (per court, per hour) Wyndham | √ | 11.00 |
| Court Hire (per court per hour) - Kununurra Leisure Centre | √ | 11.00 |
| Tennis Courts Casual Use (per court, per hour) | √ | 13.50 |
| Tennis Courts (per court, per hour - members of Kununurra Tennis Association) | √ | 6.00 |
| <i>Night rate per hour for lighting in addition to any hire fees.</i> | | |
| Night rate per hour for lighting in addition to any hire fees. Kununurra | √ | 6.50 |
| Night rate per hour for lighting in addition to any hire fees. Wyndham | √ | 6.50 |

Whitegum Park

| | | |
|--|---|--------|
| Markets - per day or part thereof, includes access to power and water | √ | 260.00 |
| Other activities, per hour or part thereof, includes access to power and water | √ | 10.50 |

Celebrity Tree Park

| | | |
|---|---|-------|
| All activities, per hour or part thereof includes access to power & water | √ | 10.50 |
|---|---|-------|

ECONOMIC SERVICES

Water Supply/Reticulation Charges

| | | |
|---|---|----------|
| Water supply/retic charges, per kilolitre | × | 0.50 |
| Reticulation Water fees - Agricultural Society Oval per annum | × | 2,500.00 |

Other

| | | |
|-----------------------|--|-----------|
| Road Closure - Events | | No charge |
|-----------------------|--|-----------|

BUILDING

| | | |
|---|---|-------------|
| Building License as per Building Regulations (0.35% of 10/11 Domestic and 0.2% of 10/11 Commercial building cost or minimum charge of \$85) | × | Calculation |
| Amended building License - 50% of full fee (minimum of \$20) | × | Calculation |
| Building approval Certificate Fee class 1 & 10, 0.7% of 10/11 of the estimated current value of the unauthorised building work as determined by the Local Gov., but not less than \$170 | × | Calculation |
| Building approval Certificate Fee for a building other than a class 1 & 10, 0.4% of 10/11 of the estimated current value of the unauthorised building work as determined by the Local Gov., but not less than \$170 | × | Calculation |
| Demolition - per storey | × | 50.00 |
| Annual Swimming Pool Fee - \$55 every 4 years | √ | 55.00 |
| Building License - Copy of Full License | × | 33.00 |
| Inspection Fees (for third party requests) | √ | 200.00 |
| Builder registration board levy | × | 39.00 |
| Building and Construction Industry Training Fund (0.2% of construction value over \$20,000.) | × | Calculation |
| Standard Signs | | |
| Pylon Sign | √ | 30.00 |
| Illuminated Sign | √ | 25.00 |
| Hoardings per annum | √ | 50.00 |
| Portable sign | √ | 25.00 |
| Development sign | √ | 25.00 |
| Any other sign | √ | 15.00 |
| Non Standard Signs | | |
| Pylon Sign | √ | 60.00 |
| Illuminated Sign | √ | 50.00 |
| Hoardings per annum | √ | 100.00 |
| Portable sign | √ | 50.00 |
| Development sign | √ | 50.00 |
| Any other sign | √ | 25.00 |
| Instructional Sign | √ | 15.00 |
| Confiscated sign | √ | 25.00 |
| Hire of Signs | | |
| Temporary Hire of SWEK Signs (per sign/ per week) | √ | 5.00 |
| Bond | × | 35.00 |

BUILDING (cont.)**Deposit to Repair Damage to Footpath, Kerb, Road or Road Reserve**

| | | |
|--|---|----------|
| Footpath and kerb bond (policy E12) | | |
| Single Residential Block, having one street boundary | × | 270.00 |
| Single Residential Block, having two street boundaries | × | 370.00 |
| Duplex Block, having one street boundary | × | 370.00 |
| Duplex Block, having two street boundaries | × | 480.00 |
| Multi Residential Block, up to maximum | × | 840.00 |
| Services Trades and Commercial, up to maximum | × | 1,600.00 |

PLANT HIRE**Kununurra Depot (with operator) fuel extra**

| | | |
|-----------------|---|--------|
| Cat Grader 12h | √ | 163.00 |
| Cat Loader | √ | 163.00 |
| Case Backhoe | √ | 121.00 |
| Truck 7 Tonne | √ | 121.00 |
| Truck 3.5 Tonne | √ | 95.00 |
| Truck 10 Tonne | √ | 152.00 |
| Labour Only | √ | 58.00 |

Wyndham Depot

| | | |
|-------------------|---|--------|
| Backhoe Case | √ | 121.00 |
| Truck 7 Tonne | √ | 121.00 |
| Truck 3.5 Tonne | √ | 95.00 |
| Tractor MF - 4225 | √ | 110.00 |
| Mower John Deere | √ | 97.00 |
| Slasher | √ | 15.00 |

Mobilisation / Demobilisation Charges also apply

KUNUNURRA & WYNDHAM AIRPORTS**Plant Hire****Kununurra Airport**

| | | |
|-------------------------|---|--------|
| Truck 3.5 Tonne | √ | 100.00 |
| Tractor John Deere 6310 | √ | 120.00 |

KUNUNURRA & WYNDHAM AIRPORTS (Cont.)

| | | |
|-----------------------------------|---|--------|
| Tractor - Kubota | √ | 110.00 |
| Line Marking Machine (2 men) | √ | 220.00 |
| Roller Multi tyre - Machine Drawn | √ | 200.00 |
| Loxon Slasher | √ | 40.00 |
| Slasher Superior | √ | 20.00 |
| Pacific Road Broom | √ | 35.00 |

Wyndham Airport

| | | |
|--------------------|---|--------|
| Tractor MF | √ | 120.00 |
| Pacific Road Broom | √ | 35.00 |

Mobilisation / Demobilisation Charges also apply

Aircraft Landing Fees

[MTOW = Maximum take off weight]

Fixed Wing Aircraft (per landing)

| | | |
|--|---|-------|
| 8.999kg (MTOW) per tonne and part thereof | √ | 18.00 |
| 9.000 tonnes (MTOW) and over, per tonne and part thereof | √ | 25.00 |

Rotary Wing Aircraft (per landing)

| | | |
|--|---|-------|
| 2.499 tonnes (MTOW), per tonne and part thereof | √ | 18.00 |
| 2.500 tonne (MTOW) and over per tonne and part thereof | √ | 25.00 |

Passenger Taxes

| | | |
|-------------------------|---|-------|
| Passenger Head Tax | √ | 18.50 |
| Passenger Screening Tax | √ | 18.50 |

Parking Fees

| | | |
|---|---|----------|
| Non-airport resident charter operators (per annum, plus landing fees) | √ | 1,000.00 |
| Non-airport resident charter operators (per night, plus landing fees) | √ | 50.00 |
| Private owners (non-commercial) (per annum, includes landing fees) | √ | 1,000.00 |
| Private owners (non-commercial) (per night, includes landing fees) | √ | 50.00 |

Call Out Fees

| | | |
|--|---|-------|
| Kununurra Airport, after hours, per hour | √ | 90.00 |
| Wyndham Airport, after hours, per hour | √ | 90.00 |

KUNUNURRA & WYNDHAM AIRPORTS (Cont.)

Terminal Usage Fee

| | | |
|---|---|--------|
| Fee is calculated on number of seats in aircraft (per seat) | √ | 18.50 |
| Kununurra Terminal Key Fee (per annum) | √ | 110.00 |

Attachment 2:



| | |
|-----------------------------|---|
| POLICY No: | F7 |
| DIVISION | Finance |
| SUBJECT: | Significant Accounting Policies |
| REPORTING OFFICER | Executive Manager Corporate Services |
| ENABLING LEGISLATION | Local Government Act 1995 |

Amended policy F7 – Significant Accounting Policies

OBJECTIVE:

To provide the basis for Council's accounting concepts and annual reporting guidelines. To maintain accounting reporting procedures that comply with statutory requirements and demonstrate Council's financial position.

POLICY:

Significant Accounting Policies

(a) **Basis of Accounting and Preparation**

The budget and financial report are general purpose financial reports which are to be prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), other mandatory professional reporting requirements, the Local Government Act 1995 and accompanying regulations. The reports are also to be prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes on non-current assets.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) **The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of these financial reports.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears in the financial statements.

- (c) Actual Balances
Balances shown in budget documentation as previous year Actual are as forecast at the time of budget preparation and are subject to final adjustments.
- (d) Rounding off Figures
All figures shown in financial reports, other than a rate in the dollar, are rounded to the nearest dollar.
- (e) Rates, Grants, Donations and Other Contributions
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in the financial report. The disclosure also includes the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

- (f) Goods and Services Tax
In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position and Balance Sheet are stated inclusive of applicable GST.
- (g) Superannuation
The Shire of Wyndham East Kimberley contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

- (h) Cash and Cash Equivalents
Cash and cash equivalents comprise cash at bank and in hand and short-term deposits (for the Balance Sheet these would have an original maturity of three months or less) that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the Balance Sheet).

(i) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(j) Inventories

General

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

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of the land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the local government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of Council.

(l) Depreciation of Non-Current Assets

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

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are as per Council adopted policy F20 Asset Management Policy.

(m) Investments and Other Financial Assets

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) *Financial assets at fair value through profit and loss*

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current

assets. Loans and receivables are included in trade and other receivables in the balance sheet.

(iii) *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) *Available-for-sale financial assets*

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the

securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

(n) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(o) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting a budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June of that year.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on a budget document.

(p) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(q) Employee Benefits

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

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

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

(ii) Long Service Leave (Long-term benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(r) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(s) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has

been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(t) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(u) Joint Venture

The municipality's interest in a joint venture is to be recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the statement of financial position and operating statement.

(v) Comparative Figures

Where required, comparative figures are to be adjusted to conform with changes in presentation for the current financial year.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the amended budget estimate for the relevant item of disclosure.

(x) Current and Non-Current Classification

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

(y) New Accounting Standards and Interpretations

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2009.

Council's assessment of these new standards and interpretations is set out below:

| | Title and Topic | Issued | Applicable (*) | Impact |
|------|--|---------------|----------------|--|
| (i) | AASB 8 Operating Segments and AASB 2007-3 Amendments to Australian Accounting Standards arising from AASB 8 | February 2007 | 1 January 2009 | Nil - The Standard is not applicable to not-for-profit entities. |
| (ii) | Revised AASB 123 Borrowing Costs and AASB 2007-6 Amendments to Australian Accounting Standards arising from AASB 123 [AASB 1, AASB 101, AASB 107, AASB 111, AASB 116 & AASB 138 and Interpretations 1 &12] | June 2007 | 1 January 2009 | Nil – The revised Standard has removed the option to expense all borrowing costs and, when adopted, will require the capitalisation of all borrowing costs directly attributable to the acquisition, construction or production of qualifying assets. There will be no impact on the financial report of the Council as the council already capitalises borrowing costs relating to qualifying assets. |

| | Title and Topic | Issued | Applicable (*) | Impact |
|-------|--|--------------------------------|----------------|--|
| (iii) | Revised AASB 101 Presentation of financial Statements and AASB 2007-8 Amendments to Australian Accounting Standards arising from AASB 101 and AASB 2007-10 Further Amendments to Australian Accounting Standards arising from AASB 101 | September 2007 & December 2007 | 1 January 2009 | Nil – The revised Standard requires the presentation of the Statement of comprehensive income and makes changes to the Statement of changes in equity, but will not affect any of the amounts recognised in the financial statements. If Council has made a prior period adjustment or has reclassified items in the financial statements, it is likely it will need to disclose a third balance sheet (Statement of financial position), being as at the beginning of the comparative period. |
| (iv) | AASB 2008-5 Amendments to Australian Accounting Standards arising from the Annual Improvements Project | July 2008 | 1 January 2009 | Nil – The revisions are part of the AASBs annual improvement project to help ensure consistency with presentation, recognition and measurement criteria of IFRSs. |
| | AASB 2008-6 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project | July 2008 | 1 July 2009 | The revisions embodied in these standards relate largely to terminology or editorial comments and will have a minimal effect on the accounting practices of the Council. It is not anticipated the more significant change will have any effect on the financial report as the topics are not relevant to the operations of Council. |

| | Title and Topic | Issued | Applicable (*) | Impact |
|------|---|----------------|----------------|---|
| (v) | AASB 2008-11 Amendments to Australian Accounting Standard – Business Considerations Among Not-For-Profit Entities | November 2008 | 1 July 2009 | Nil – Whilst the standard has the effect of applying AASB 3 Business Combinations to the Not-For-Profit sector, specific provisions are provided in respect of local government. These specific provisions are very similar to the previous requirements of AAS 27. |
| (vi) | AASB 2008-1 Amendments to Australian Accounting Standard – Share-Based Payments: Vesting Conditions and Cancellations | February 2008 | 1 January 2009 | Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of Council. |
| | AASB 2008-2 Amendments to Australian Accounting Standards Puttable Financial Instruments and Obligations Arising on Liquidation | March 2008 | 1 January 2009 | |
| | AASB 2008-3 Amendments to Australian Accounting Standards arising from AASB 3 and AASB127 | March 2008 | 1 January 2009 | |
| | AASB 2007-7 Amendments to Australian Accounting Standards – Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate | July 2008 | 1 January 2009 | |
| | AASB 2008-8 Amendments to Australian Accounting Standards – Eligible Hedged Items | August 2008 | 1 July 2009 | |
| | AASB 2008-9 Amendments to AASB 1049 for Consistency with AASB 101 | September 2008 | 1 January 2009 | |
| (vi) | AASB 2008-13 | December | 1 July | |

| | | | |
|--|--|--|---|
| <p>Amendments to Australian Accounting Standards arising from AASB Interpretation 17 – Distributions of Non-Cash Assets to Owners</p> <p>Interpretation 1 – Changes in Existing, Decommissioning, Restoration and Similar Liabilities</p> <p>Interpretation 12 – service Concession Arrangements</p> <p>Interpretation 15 – Agreements for the Construction of Real Estate</p> <p>Interpretation 16 – Hedges of a Net Investment in a Foreign Operation</p> <p>Interpretation 17 – Distributions of Non-Cash Assets to Owners</p> <p>Interpretation 18 – Transfers of Asset from Customers</p> | <p>2008</p> <p>June 2007</p> <p>June 2007</p> <p>August 2008</p> <p>August 2008</p> <p>December 2008</p> <p>March 2009</p> | <p>2009</p> <p>1 January 2009</p> <p>1 January 2009</p> <p>1 January 2009</p> <p>1 October 2008</p> <p>1 July 2009</p> <p>Ending 1 July 2009</p> | <p>Nil – None of these amendments will have any effect on the financial report as none of the topics are relevant to the operations of the Council.</p> |
| | | | |
| Notes: | | | |
| (*) - Applicable to reporting periods commencing on or after the given date. | | | |
| (+)- Applicable to not-for-profit and/or public sector entities only. | | | |
| | | | |

ADOPTED

11.2. TENDER WYNDHAM POOL UPGRADE

| | |
|---------------------------|--|
| DATE: | 30 June 2009 |
| PROPONENT: | Shire Of Wyndham-East Kimberley |
| LOCATION: | Wyndham |
| AUTHOR: | Megan Alchin, A/Executive Manager Community Services |
| REPORTING OFFICER: | Megan Alchin, A/Executive Manager Community Services |
| FILE NO: | 66.57.06 |
| ASSESSMENT NO: | NA |

PURPOSE

To consider the submissions for the RFT06-08/09 Wyndham Pool Upgrade.

BACKGROUND

At the 17 March 2009 Council Meeting it was resolved to call a tender for the upgrading of the Wyndham Swimming Pool.

Minute No. 8599

Moved: Cr K Wright

Seconded: Cr D Ausburn

1. *That Council issue tender T06-08/09 for the Design and Construction of the Wyndham Swimming Pool Upgrade upon confirmation of additional required grant funding for the project*
2. *That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:*
 - 2.1. *Compliance Criteria (must comply)*
 - a) *Compliance with Specifications contained in request.*
 - b) *Compliance with Conditions of Tendering contained in request.*
 - c) *Compliance with Quality Assurance requirements in request.*
 - d) *Compliance with Start Date.*
 - e) *Compliance with and completion of Price Schedule.*
 - 2.2. *Qualitative Criteria (used to Rank Tenders)*
 - a) *Relevant Experience - 60%*
 - b) *Ability to meet Construction Deadline - 40%*
 - 2.3. *Price Submitted for Tender*

The tendered price along with the qualitative ranking will be used to determine the most advantageous tender to Council.
3. *That Council approve the membership of the Tender Review Panel as follows:*

Councillor Representative
Executive Manager Community Services
Manager Recreation and Leisure
Kimberley Regional Manager, Department of Sport and Recreation

CARRIED UNANIMOUSLY: (8/0)

Council nominated Cr P Caley to be Council representative.

Tenders were invited on 29 April 2009 with a closing date of 2:00 pm Thursday 28 May 2009.

A total of thirty-three sets of tender documents were issued, and two tender submissions were received with one company providing three construction options.

Due to timeframe constrictions and need to external advice regarding the various options provided, WALGA were commissioned to conduct the evaluation process. Recommendations by WALGA were reviewed by each of the nominated Panel members.

STATUTORY IMPLICATIONS

The Local Government (Functions and General) Regulations 1996, Part 4 applies with the relevant extract provided as follows: -

Division 2 — Tenders for providing goods or services (s. 3.57)

11. Tenders to be invited for certain contracts

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless sub-regulation states otherwise.*

POLICY IMPLICATIONS

CMS 3 – Percent for Art, this project is over \$1,000,000 and therefore one (1) percent of total project cost will need to be spent on an arts project.

FINANCIAL IMPLICATIONS

Expenditure of grant funding in 2009/2010 financial year.

STRATEGIC IMPLICATIONS

Key Result Area 2 – Community has the objective 'Equitable access to quality recreational facilities and services'.

COMMUNITY CONSULTATION

No community consultation has been sought in the preparation of this report.

COMMENT

Two tender submissions were received and one company gave a variety of construction options.

A summary of options is presented below:

| | | |
|-------------------------------------|-------------------------|-------------|
| AVP Commercial Pools | Concrete | \$1,237,500 |
| | Myrtha – raised Hob | \$1,138,500 |
| | Myrtha – level wet deck | \$1,112,000 |
| Florida Construction Pty Ltd | Concrete | \$1,064,455 |

The Evaluation Panel established by the Tender Bureau Service of WALGA recommends that The Trustee for AVP Unit Trust, Trading as AVP Commercial Pools be awarded Request for Tender T06 – 0809 Services for Design and Construction – Upgrade of Wyndham Memorial Swimming Pool subject to:

- Further clarifications for site establishment and demolitions required. AVP expect these to be done by the Council and this may affect the anticipated timeline and the price of the Project;
- Further investigation of the construction options offered;
- Council approval of the offered options; and
- Appropriate funding is obtained.

Investigations have taken place regarding each of the above bullet points in order to make an informed decision based on recommendations made by WALGA.

Site establishment and demolitions referred to are outlined as exclusions to the tender and included the following:

- Re-establishment of grass and associated landscaping, if required
- On site facilities
- Re-commissioning of the pools
- Emptying and refilling of pools – AVP will assist as required
- Any required upgrade to water supply
- PC Sum Electrical upgrade \$30,000 + GST only
- Any tree/fencing removal
- Site fencing

It is not known how much these project items will cost however in view of grant income is expected to be \$1,388,000, it is considered that there is sufficient funds to cover these expenses.

The construction options offered were each considered and were narrowed down to two options: using concrete or Myrtha with a raised Hob. A level wet deck is not an option in Wyndham as during heavy rains, water can flow straight off the concourse and into the water causing water quality problems.

Myrtha is a stainless steels, PVC laminated modular system which is being used successfully around the world as an alternative to concrete. Myrtha has a number of benefits including:

- Cheaper (\$100,000) due to cost of concrete
- Larger pool (needs to be reduced for concrete option)
- 15 year guarantee
- Faster installation
- Other Myrtha pool located nearby (Warmun) allows some sharing of information should problems arise (no issues in 10 years since installation).
- Case studies indicate lifecycle maintenance costs significantly lower.
- Cost estimate major works \$105,000 over 20 years
- 15 of these years covered by warranty

A number of disadvantages have also been identified:

- Vinyl isn't as attractive
- Vinyl more likely to be damaged (cut by vandals)
- Report of rust stains in Wadeye Myrtha Pool
- New technology so although warranty is for 15 years, unsure expected lifespan

Each company who submitted a tender were contacted to see if successful, what starting dates were envisioned. AVP Commercial Pools reported that they could be onsite within four weeks of being awarded the contract and the project be finalised between 12 and 14 weeks after commencement. Florida Construction verbally confirmed that they would be able to start in August with an estimated 12 week construction time.

ATTACHMENTS

Recommendation Report

VOTING REQUIREMENT

Simple majority

OFFICER'S RECOMMENDATION

That Council award tender 06 08/09 – Wyndham Pool Upgrade to AVP Commercial Pools at a contract price for Option 2 of \$1,138,500 including GST, upon and subject to, confirmation of grant income.

Minute No: 8735

Moved:Cr P Caley

Seconded:Cr K Torres

That Council award tender 06 08/09 – Wyndham Pool Upgrade to AVP Commercial Pools at a contract price for Option 2 of \$1,138,500 including GST, upon and subject to, confirmation of grant income.

Carried Unanimously 8/0

RECOMMENDATION REPORT



| | |
|----------------------------|--|
| Request for Tender: | Services for Design and Construction: Upgrade of Wyndham Memorial Swimming Pool |
| RFT Number: | T/06-08/09 |

1. INTRODUCTION

1.1 TITLE

The Shire of Wyndham East Kimberley issued Request for Tender T/06 – 08/09 Services for Design and Construction – Upgrade of Wyndham Memorial Swimming Pool.

1.2 SCOPE

The Shire of Wyndham East Kimberley is seeking a Tenderer in order for the Client to commence the redevelopment of the existing Wyndham Memorial Swimming Pool.

The Town of Wyndham is located approximately 3500km north east of Perth in the East Kimberley. Wyndham is the second largest town in the Shire of Wyndham East Kimberley with an estimated 800 residents.

The Shire of Wyndham East Kimberley provides and maintains a number of recreational facilities in both Kununurra and Wyndham including the Wyndham Memorial Swimming Pool a 6 lane, 25m outdoor pool with two toddler's pools. The Swimming Pool is situated next to the Wyndham Recreation Centre, a multi purpose facility with undercover courts, outdoor courts, skate park and office area.

As one of the oldest pools in Western Australia, the pool is in need of upgrading to comply with Department of Health (Aquatic Facility) Regulations 2007.

The scope of Works included in the Request for Tender comprised of three stages as follows;

Stage 1 Design Structure

1.1 Refurbishing the Wyndham Memorial Swimming Pool

- 1.1.1 Prepare a final concept design for the Wyndham Memorial Swimming Pool, taking into consideration all necessary sub-consultants.
- 1.1.2 Prepare a schematic design for the Wyndham Memorial Swimming Pool.
- 1.1.3 Submit final design proposal including estimated cost to Client for approval by Council. If Council approval is not obtained, the cost of resubmitting any alternative design proposal would form part of the tender sum submitted.
- 1.1.4 Final concept design approval will require the Consultant to submit all relevant documentation.

Stage 2 Construction

- 2.1 Site Establishment;
- 2.2 Mobilisation and Demobilisation;
- 2.3 Demolition (fences, tree removal);
- 2.4 Services
 - 2.4.1 power supply; and
 - 2.4.2 water supply.
- 2.5 Installation of Overflow Gutter System;
- 2.6 Installation of a balance tank;
- 2.7 Install overflow gutters in each toddler pool;
- 2.8 Install a disabled access ramp in 25m pool;
- 2.9 Construct a new plant room; and
- 2.10 Install chlorine gas infrastructure.

Stage 3 Optional Features/ Play Equipment

- 3.1 Proposals to include additional features such as play equipment;
- 3.2 Amenities such as toilets/ change rooms; and
- 3.3 Value add features such as preventative maintenance programmes.

1.3 CONTRACT PERIOD

The Request for Tender seeks the provision of the required services for a period from the commencement date nominated in the Letter of Engagement until the Date of Practical Completion.

1.4 ADVERTISING DETAILS

The Request for tender was advertised as follows:

(a) The West Australian – 29 April 2009



REQUEST FOR TENDER
No: T/08 - 08/09

**Design and Construction:
Upgrade of Wyndham
Swimming Pool**

The Shire of Wyndham East Kimberley is seeking tenders from suitably qualified and competent Tenderers to provide architectural design and construction services for the upgrade of the Wyndham Memorial Swimming Pool.

Request for Tender documents are available from www.tenderlink.com/walga/ or the Shire of Wyndham East Kimberley Administration Centre, 115 Coolbah Drive, Kununurra WA 6743. Further information may be obtained from Megan Alchin on (08) 9168 4141.

Tenders may be submitted into the Tender Box located at the Shire of Wyndham East Kimberley Administration Centre, 115 Coolbah Drive, Kununurra WA 6743.

The Deadline for tenders to be submitted is 2:00pm (WSDT) Thursday 28th May 2009.

All or any tenders are not necessarily accepted. Canvassing of Elected Members will disqualify.

Peter Stubbs
Chief Executive Officer

1.5 TENDER BRIEFING /SITE INSPECTION

A non mandatory tender briefing/site inspection was held on Wednesday 13 May 2009 at 11am. The location of the meeting is the Shire of Wyndham East Kimberley Office, Coolbah Drive, followed by a site inspection at the Wyndham Memorial Swimming Pool

The tender briefing/site inspection provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Tender.

Tenderers were required to confirm their attendance with Megan Alchin no later than 5pm (WST) Monday 11 May 2009.

2 BACKGROUND

2.1 TENDERER'S

Tenders were received from:

- Florida Construction Pty Ltd
- The Trustee for AVP Unit Trust
Trading as AVP Commercial Pools

2.2 EVALUATION PANEL

An Evaluation Panel was established by the Tender Bureau Service of WALGA. Details on members of the Panel are contained within the table below.

| Name | Position/Role |
|----------------|---------------------------------|
| Anna Stoykov | Administration Officer |
| Craig Grant | Business Management Coordinator |
| Wendy Robinson | Procurement Officer |

3 **SELECTION CRITERIA AND RATING SCALE**

3.1 **COMPLIANCE CRITERIA**

| |
|--|
| (a) <u>Compliance with the Conditions of Tendering</u> |
| (b) <u>Compliance with Specification</u> |
| (c) <u>Complete Pricing Schedule</u> |
| (d) <u>Corporate Information</u> |
| <ul style="list-style-type: none"> • Tenderers to submit organisation profile. • Advise if agent for another party, include name and address of Client. • Advise of any actual or potential conflict of interest in the performance of your obligations under the Contract, or if any such conflict of interest likely to arise during the Contract. • Provide evidence as to ability, if awarded the Contract, to fulfil the Requirements from your own resources or from resources readily available to you. • Provide details of a minimum of two referees in the last eight years including their Name, Position, Company, Address and contact Telephone Number. • Confirmation of ability to commence the Contract immediately if awarded the Contract. |
| (e) <u>Financial Position</u> |
| <ul style="list-style-type: none"> • Tenderer to confirm ability to pay all debts in full as and when they fall due; and • Advise of any current litigation as a result of which you may be liable for \$50,000 or more. |
| (f) <u>Insurance</u> |
| <ul style="list-style-type: none"> • Provide details of the insurance coverage that meets the insurance requirements for this Request. A copy of the Certificate of Currency is to be provided to the Client within seven days of acceptance. |

3.2 QUALITATIVE CRITERIA

| | |
|---|---------------------------------|
| <p>A) Organisational Capabilities/Experience</p> <p>Tenderer to provide details of:</p> <ul style="list-style-type: none"> • Demonstrated experience providing similar services with Government organisations within the last eight years; • Ability to work in a regional location; • Demonstrate that your organisation has the capacity to resource the work i.e. current workload versus forecast workload including this contract; • Demonstrate competency and proven track record of achieving outcomes; • Provide a minimum of two detailed references of similar work undertaken during the past five years for contracts of a similar size and scope. • Tenderer to provide the following information on key personnel and any nominated subcontractors; • Their role in the performance of the Contract; • Curriculum vitae; • Current Registrations or Licences held to perform the Works • Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and • Any additional information which the Tenderer considers relevant to support their claims. | <p>Weighting 60%</p> |
| <p>B) Meeting Construction Deadlines</p> <p>Tenderers should provide details of the process and resources they intend to use to meet the construction deadline. This may include:</p> <p>(a) A current commitment schedule;</p> <p>(b) A project schedule/timeline;</p> <p>Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> • Plant, equipment and materials; and • Any contingency measures or back up of resources including personnel (where applicable). <p>Supply details in an attachment and label it “Meeting construction deadline”.</p> <ul style="list-style-type: none"> • Tenderers should provide a comprehensive project schedule timeline detailing the above requirements. • Provide details of how soon your organisation will be able to commence work if awarded the Contract; | <p>Weighting 40%</p> |
| <p>TOTAL</p> | <p>100%</p> |

3.3 RATING SCALE

Ratings for the evaluation were from 0 through to 10 and represent the following descriptions:

- 10 Outstanding offer, greatly exceeds criterion
- 8 Very good offer, exceeds criterion
- 6 Good offer, no deficiencies, meets criterion
- 4 Fair offer, few deficiencies, almost meets criterion
- 2 Marginal offer, some deficiencies, partly meets criterion
- 0 Inadequate offer, many deficiencies, does not meet criterion

3.4 PRICING

The non-weighted cost method was used to assess the pricing structure of the Tenderers submissions. This method takes into consideration functions such as capacity; quality, transitional and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- (a) the qualitative ranking of each Tenderer; and
- (b) the pricing submitted by each Tenderer.

Once the Tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking, and risk of each Tender, in order to determine the Tender, which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome..

4 EVALUATION METHODOLOGY

4.1 INITIAL COMPLIANCE CHECK

An initial compliance check was conducted by the Evaluation Panel to identify Tenders that were non-conforming with the immediate requirements of the Request for Tender.

The following areas of non conformance to the Compliance Criteria were identified by the Evaluation Panel;

- Florida Construction
 - No confirmation was provided as their ability to commence the Contract immediately;
 - No details of referees were provided
 - No demonstrated ability to minimise negative social and ecological impacts was detailed; and
 - No insurance details were provided.

The evaluation panel has conducted its evaluation under the assumption that all Tenderers Complied with the Conditions of Tender.

Both Companies did not comply with **Stage 2 of the Scope Construction**

- Site Establishment;
- Demolition (fences, tree removal);
- Emptying and refilling of the Pool;
- Landscaping after Completion of Works;

In the interests of maintaining a competitive process the tender submission by Florida Construction was forwarded for further evaluation.

4.2 QUALITATIVE CRITERIA ASSESSMENT

- **Florida Pools Pty Ltd (FP)**

Florida Pools was established since 1993 and is located on the Gold Coast. An extensive list of commercial projects conducted in the last five years was presented by Florida Pools. Apart from one Western Australian Local Government it is unclear as to whether Florida Pools have conducted similar Works for other Local Governments. Florida Pools did not provide any other relevant information such as their role in the Works.

Florida Pools appear to have the ability to work in regional location as they are currently conducting works in Derby.

Builders registrations are below:

- QLD – 1069024;
- WA – 12799.

The subcontractors nominated by Florida Pools are;

- Leamy Construction Derby; and
- Leisure Engineering, Sumner Park Business Centre Queensland.

No information was provided in regards to the intended role and experience of Leamy Construction.

Leisure Engineering intended role in the works is;

- Architectural Design;
- Swimming Pool Filtration/Water Treatment Design;
- Chlorination Design;
- Hydraulic Design;
- Structural Design;
- WA Health Application; and
- Electrical Design.

No other details were provided on regards to the experience or personnel to be dedicated to this Request.

A ramp with stainless steel handrail is included in the pricing structure by Florida Construction. Florida Construction have also offered an option of supplying a Teal hydrotherapy and Recreational Pool lift which will offer a significant saving to the Shire in the order of \$30,000.00. The cost of the lift is \$14,400.00 with the ramp cost being \$44,450.00. The lift will also enable the use of the sixth pool's line.

The tender submission provided by Florida Construction did not provide a current commitment schedule or a project schedule for this Request. No plant was demonstrated to be utilised in the Works of this request. A provisional sum of \$35.00 per square metre was allowed for tiles. A brief description of other materials to be used in the Works was provided.

No information in regards to contingency measures was detailed by Florida Construction.

- **AV Pools (AVP)**

AVP is located in Perth WA with branches in Victoria and Queensland.

AVP have recently won awards for;

- Subcontractor of the year (Structural Division).
- Subcontractor of the year (Master Builder Association Construction Awards 2008).

Recent experience by AVP in conducting similar Works includes Works in regional locations such as Hall Creek, Bidyadanga and Warmun Communities.

A list of current works being conducted was detailed and it appears that AVP has the capacity to resource this Request for Tender.

The current Works are;

| Current Relevant Projects | Start Date | Est Completion Date |
|--------------------------------|-----------------------------|---------------------|
| Kwinana 25m Retiling | | June 2009 |
| Kwinana Hydrotherapy Pool | October 2009 | December 2009 |
| Aqua Resort Dunsborough | | March 2010 |
| Exmouth Escape Resort | | July 2009 |
| Craigie Leisure Centre | | December 2009 |
| The Islands – South Beach | | February 2009 |
| Claremont Village | | May 2009 |
| St Quentins | | November 2009 |
| Wyndham Memorial Swimming Pool | Tender Closes – 28 May 2009 | |

All Key personnel to be dedicated to this project are handpicked by AVP dependent upon their training, qualifications and competency levels. No key personnel were detailed in AVP's Tender Submission. Current staff levels comprise of various trades and labourers but no details were provided on the number of staff or their skills and qualifications achieved.

AVP also have the additional support of Perkins Builders if required as Perkins is a 50% shareholder in AVP. Three options for pool construction were contained in AVP's Tender submission.

The options comprise of;

- Option 1 Concrete (Complete Package).
- Option 2 Myrtha – Raised Hob (Complete Package).
- Option 3 Myrtha Level Wet Deck (Complete Package).

Some additional options were also provided by AVP as follows;

- New Brick paved concourse areas (allowance 500m²) and removal of existing concourse with shire assistance;
- Tipping bucket water feature to toddlers pool;
- Hedgehog water feature to toddlers pool;
- Mushroom water feature to toddlers pool; and
- Painted floor in lieu of tiling to 25m pool floor – (Option 1 only).

Note: The inclusion of the painted floor will result in a price reduction to Option 1.

Details of the materials and methods were provided in AVP's Tender. No details were provided about any plant to be utilised in conducting the Works.

A project schedule/timeline was not provided by AVP however, AVP stated; "Upon being awarded the contract we can provide a detailed project program and timeline for the chosen construction method."

5 EVALUATION TOOLS

5.1 QUALITATIVE SCORE

The Evaluation Panel assessed Tenders in accordance with the Selection Criteria as contained in the publicly advertised Request for Tender. Final scores were allocated to Tenderers as per the table below.

| | |
|------------------------------|---|
| Florida Construction Pty Ltd | The Trustee for AVP Unit Trust Trading as AVP Commercial Pools |
| Weighted Score | Weighted Score |
| 10 | 32.50 |

5.2 PRICING

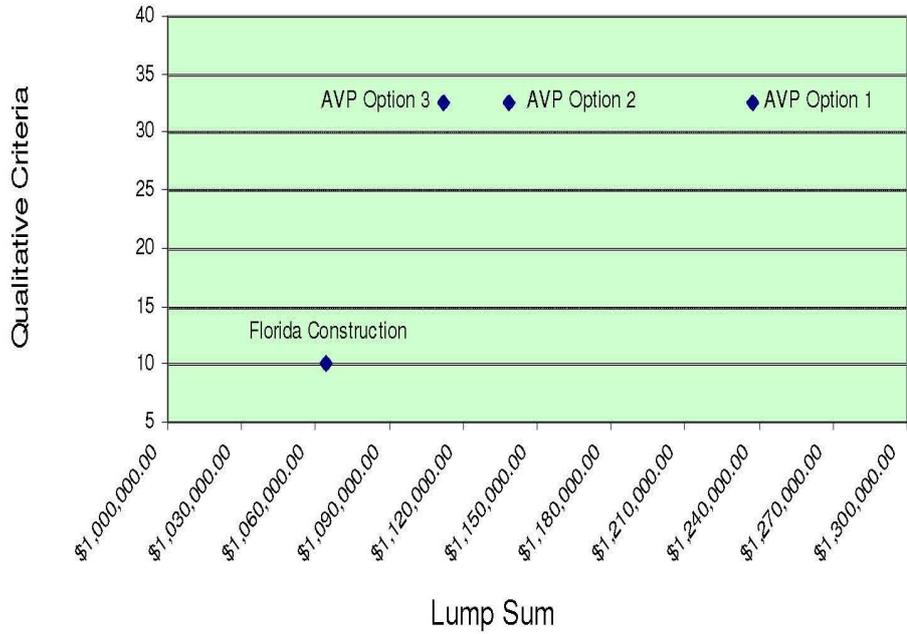
The following tables show the pricing structures offered by Tenderers.

| Florida Construction | |
|-------------------------------|-----------------------|
| DESCRIPTION | TOTAL PRICE (INC GST) |
| Wyndham Memorial Pool Upgrade | \$1,064,455.00 |
| Aquatic Playground | \$225,912.00 |

| AVP Pools | | | | |
|---------------------------|--|-----------------|-----------|-----------------------|
| | DESCRIPTION | EX GST | GST | TOTAL PRICE (INC GST) |
| OPTION 1 | Concrete (Complete Package) | \$1,125,000 | \$122,500 | \$1,237,500 |
| OPTION 2 | Myrtha – raised Hob (Complete Package) | \$1,035,000 | \$103,550 | \$1,138,500 |
| OPTION 3 | Myrtha Level Wet Deck (Complete Package) | \$1,020,000 | \$102,000 | \$1,112,000 |
| Provisional Sum | | \$30,000 | \$3,000 | \$33,000 |
| COMMON ADDITIONAL OPTIONS | | | | |
| | New Brick paved concourse areas (allowance 500m ²) and removal of existing concourse with shire assistance | Add \$72,000 | \$7,200 | \$79,200 |
| | Tipping bucket water feature to toddlers pool | Add \$15,600 | \$1,560 | \$17,160 |
| | Hedgehog water feature to toddlers pool | Add \$11,300 | \$1,130 | \$12,430 |
| | Mushroom water feature to toddlers pool | Add \$10,300 | \$1,030 | \$11,330 |
| | Painted floor in lieu of tiling to 25m pool floor – (Option 1 only) | Deduct \$30,000 | \$3,000 | \$33,000 |

5.3 QUALITATIVE AND PRICING COMPARISON

Below is a graphical representation of Tenderers pricing structures offered and the Qualitative score received from the Evaluation Panel.



6 BASIS OF DECISION

At the request of the Shire of Wyndham – East Kimberley an Evaluation Panel was established by the Tender Bureau Service of WALGA.

The Evaluation Panel was provided with copies of the submissions received from;

- Florida Construction Pty Ltd
- The Trustee for AVP Unit Trust
Trading as AVP Commercial Pools

These submissions were then evaluated by the Evaluation Panel in accordance with the established Selection Criteria as contained in the publicly advertised Request for Tender.

After conducting the compliance evaluation it was found that Florida Construction did not address all of the criteria. The Evaluation Panel decided that in the interests of maintaining a competitive process that the Tender submission provided by Florida Construction proceed for further evaluation.

The next stage of the evaluation process was to evaluate Tenderers submissions against the Qualitative Criteria.

It was determined by the Evaluation Panel that Florida Construction had failed to address all of the Qualitative Criteria. As a result of the omissions in the Tender supplied by Florida Construction they did not adequately demonstrate their ability to conduct the Works required in the Request for Tender.

The Tender submission provided by AVP Pools addressed all of the Qualitative Criteria contained in the Request for Tender and adequately demonstrated their ability to conduct the Works of the Request for Tender.

Pricing structures were evaluated by the Evaluation Panel in order to determine the best value for money outcome. While Florida Construction provided the cheapest option it failed to demonstrate that it could conduct the works to a satisfactory standard.

As result of the Evaluation Panels assessment of the Compliance Criteria, Qualitative Criteria and pricing structures offered, The Trustee for AVP Unit Trust, Trading as AVP Commercial Pools has demonstrated the most advantageous outcome to the Shire of Wyndham – East Kimberley.

7 **DECISION**

The Evaluation Panel established by the Tender Bureau Service of WALGA recommends that The Trustee for AVP Unit Trust, Trading as AVP Commercial Pools be awarded Request for Tender T06 – 0809 Services for Design and Construction – Upgrade of Wyndham Memorial Swimming Pool subject to;

- Further clarifications for site establishment and demolitions required. AVP expect these to be done by the Council and this may affect the anticipated timeline and the price of the Project;
- Further investigation of the construction options offered;
- Council approval of the offered options; and
- Appropriate funding is obtained.

8 **ENDORSEMENT BY EVALUATION PANEL**

Anna Stoykov

(Signature)

(Date)

Craig Grant

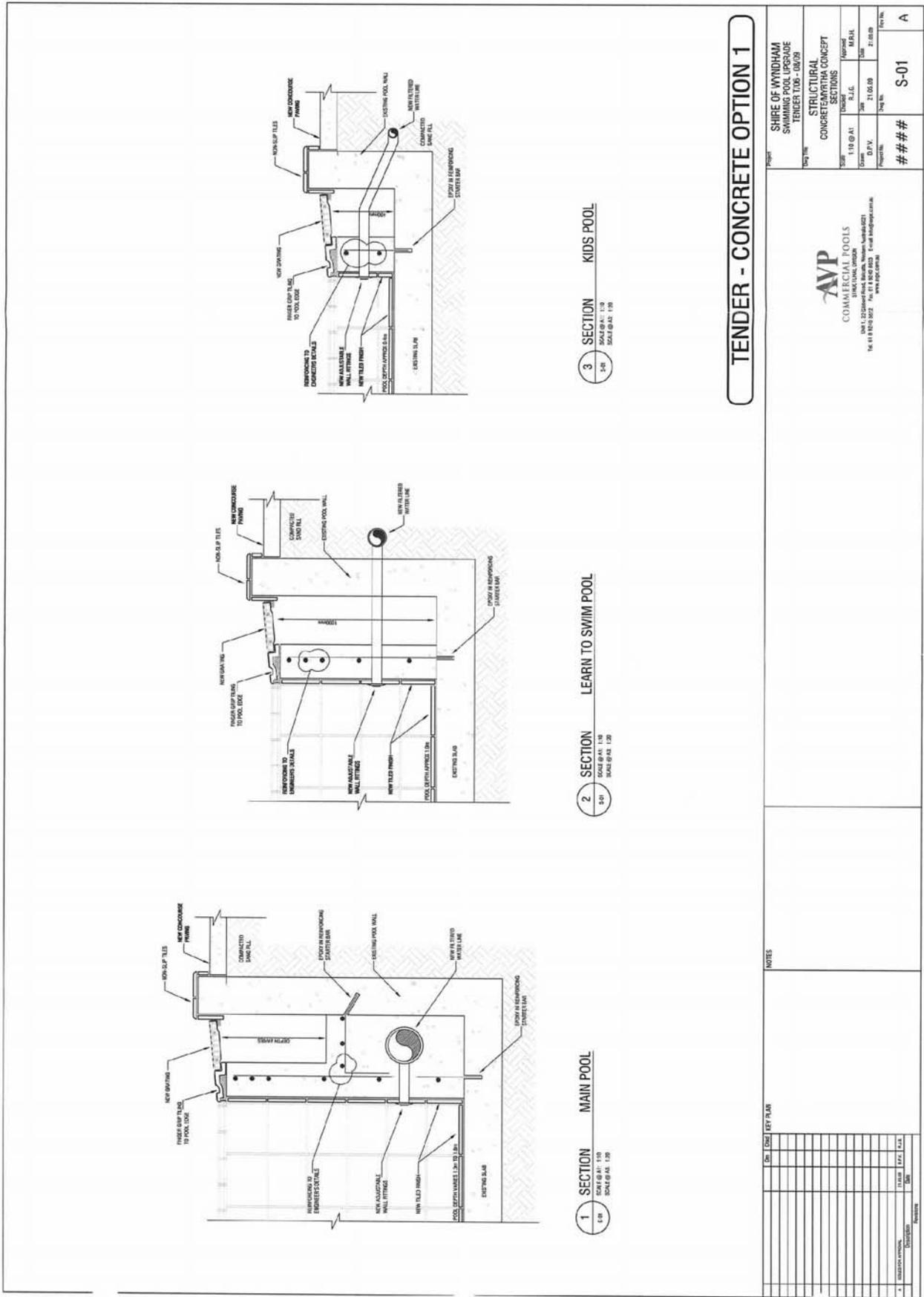
(Signature)

(Date)

Wendy Robinson

(Signature)

(Date)



TENDER - CONCRETE OPTION 1

| | | | |
|-------------|--|---|--|
| Project | | SHIRE OF WINDHAM SWIMMING POOL UPGRADE TENDER 106 - 08/09 | |
| Drawn | | 1:18 @ A1 | |
| Checked | | R.J.L. | |
| Designed | | Approved | |
| Date | | 21.05.09 | |
| Project No. | | 21.05.09 | |
| Page No. | | S-01 | |
| Title | | A | |

AVP
COMMERCIAL POOLS
STRUCTURAL DESIGN
SMA 1, 22 Cliff Street, Brisbane, Queensland
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| Structural | | CONCRETE OPTION 1 | |
| Title | | TENDER - CONCRETE OPTION 1 | |
| Date | | 21.05.09 | |
| Project No. | | 21.05.09 | |
| Page No. | | S-01 | |
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| DATE: | 26 June 2009 |
| PROPONENT: | Shire Of Wyndham East Kimberley |
| LOCATION: | Shire Of Wyndham East Kimberley |
| AUTHOR: | Bonnie Cole, Finance Project Officer |
| REPORTING OFFICER: | Jo-Anne Ellis, Executive Manager Corporate Services |
| FILE NO: | 61.34.01 |
| ASSESSMENT NO: | N/A |

PURPOSE

For Council to recognise an adjustment to the Shire of Wyndham East Kimberley non-current assets.

BACKGROUND

Over the past few months, Council staff have undertaken a stocktake of Councils non-current assets of property, plant and equipment and infrastructure currently recorded on the Asset Register. The result of this stocktake found:

- a large number of assets recorded are no longer in the possession of the Shire
- items recorded on the register are not consistent with Council's current Asset Management Policy and are not required to be recognised, or may be moved to Council's Attractive Items Register for monitoring purposes only.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

"4. *Effect of AAS*

- (1) *These regulations are in addition to and not in derogation of the requirements of the AAS."*

"5A. *Local governments to comply with AAS*

Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS."

Australian Accounting Standard AASB116: Property, Plant and Equipment

"Property, plant and equipment are tangible items that:

- (a) are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and*
(b) are expected to be used during more than one period."

"Recognition

7. The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:

- (a) it is probable that future economic benefits associated with the item will flow to the entity; and*
(b) the cost of the item can be measured reliably".

POLICY IMPLICATIONS

Policy F20 – Non-Current Asset Management Policy

Policy F7 – Significant Accounting Policies

FINANCIAL IMPLICATIONS

A total written down value of \$204,978.67 will be expensed to the 2008/2009 financial year.

While the “original cost” value of the assets to be adjusted is \$1,494,111.07, many of the assets have been completely depreciated. As a result the net effect is that a written down “book” value of \$204,978.67 is to be expensed.

STRATEGIC IMPLICATIONS

Provision of meaningful, consistent and accurate details of the Shire’s non-current assets for financial reporting.

COMMUNITY CONSULTATION

Nil.

COMMENT

As per the Australian Standards referenced above, it is considered that the items currently recognised on Councils Asset Register but not in Councils possession must be removed from the register as they are not held and therefore no future benefits will flow to the entity. The summary of these items to be removed is as follows:

| | Land & Buildings | Furniture & Equipment | Plant & Equipment | Parks & Ovals | Roads | Total |
|--------------------------|-----------------------------|----------------------------------|------------------------------|--------------------------|--------------|----------------------|
| Original Cost | \$92,466.81 | \$533,652.88 | \$291,447.69 | \$54,126.57 | | \$971,693.95 |
| Accumulated Depreciation | -\$78,601.48 | -\$527,459.22 | -\$291,257.87 | -\$41,442.49 | | -\$938,761.06 |
| Written down value | <u>\$13,865.33</u> | <u>\$6,193.66</u> | <u>\$189.82</u> | <u>\$12,684.08</u> | | <u>\$32,932.89</u> |

Note: The items recorded under “Infrastructure Parks & Ovals” being removed represent reticulation and oval lighting which were replaced. The new replacement items are also recorded on the register. Also playground equipment was incorrectly categorised as “Infrastructure Parks & Ovals”, and these items are no longer in the possession of Council.

It is usual for Local Governments to use capitalisation thresholds to determine whether and item is to be capitalised and depreciated or expensed in the year of purchase, and as such Councils adopted Policy F20 Non Current Assets Management with an original cost threshold of \$5,000.

The summary of items currently recognised on the Asset Register but below Council’s capitalisation policy are shown in the table below:

| | Land & Buildings | Furniture & Equipment | Plant & Equipment | Parks & Ovals | Roads | Total |
|---|-----------------------------|----------------------------------|------------------------------|--------------------------|------------------|---------------------|
| Items removed from Register as under \$5,000 original cost threshold | | | | | | |
| Cost | \$45,201.48 | \$99,778.50 | \$3,100.00 | | \$723.98 | \$148,803.96 |
| Accumulated Depreciation | -\$24,104.77 | -\$70,160.03 | -\$1,025.25 | | -\$540.20 | -\$95,830.25 |
| Written down | <u>\$21,096.71</u> | <u>\$29,618.47</u> | <u>\$2,074.75</u> | <u>\$ -</u> | <u>\$183.78</u> | <u>\$52,973.71</u> |

value

Items removed from Register as under \$5,000 original cost threshold to be recorded on Attractive Items Register for monitoring purposes

| | | | | | |
|--------------------------|-------------|---------------|--------------|------|---------------|
| Cost | \$11,710.15 | \$248,611.50 | \$113,291.51 | | \$373,613.16 |
| Accumulated Depreciation | -\$4,553.03 | -\$155,152.30 | -\$94,835.76 | | -\$254,541.09 |
| Written down value | \$7,157.12 | \$93,459.20 | \$18,455.75 | \$ - | \$119,072.07 |

Note: The items recorded under "Roads" represent signage

This reflects a total adjustment to the Asset Register of:

| | Land & Buildings | Furniture & Equipment | Plant & Equipment | Parks & Ovals | Roads | Total |
|--------------------------|-----------------------------|----------------------------------|------------------------------|--------------------------|--------------|-----------------|
| Cost | \$149,378.44 | \$882,042.88 | \$407,839.20 | \$54,126.57 | \$723.98 | \$1,494,111.07 |
| Accumulated Depreciation | -\$107,259.28 | -\$752,771.55 | -\$387,118.88 | -\$41,442.49 | -\$540.20 | -\$1,289,132.40 |
| Written down value | \$42,119.16 | \$129,271.33 | \$20,720.32 | \$12,684.08 | \$183.78 | \$204,978.67 |

It is the intention to submit a reviewed policy F20 Non Current Asset Management to the Audit Committee for consideration in July 2009. The proposed revisions will include improved monitoring of Councils non-current fixed assets by including a requirement to undertake regular stocktakes. The result of this will mean in the future any adjustments to the asset register after a stocktake should be a much smaller value than this adjustment. Improvements in internal procedures to remove assets from the asset register when they are disposed or become obsolete will also reduce the incidences of assets on the register where the asset no longer exists.

ATTACHMENTS

Nil.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council note and endorse the following adjustments to the original cost and accumulated depreciation of non-current assets resulting in a total adjustment to the written down value of property plant and equipment of \$192,110.81 and Infrastructure of \$12,867.86:

Property Plant and Equipment

Original cost – reduce value by \$1,439,260.52

Accumulated Depreciation – reduce value by \$1,247,149.71

Infrastructure

Original cost – reduce value by \$54,850.55

Accumulated Depreciation – reduce value by \$41,982.69

Minute No: 8736

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

That Council note and endorse the following adjustments to the original cost and accumulated depreciation of non-current assets resulting in a total adjustment to the written down value of property plant and equipment of \$192,110.81 and Infrastructure of \$12,867.86:

Property Plant and Equipment

Original cost – reduce value by \$1,439,260.52

Accumulated Depreciation – reduce value by \$1,247,149.71

Infrastructure

Original cost – reduce value by \$54,850.55

Accumulated Depreciation – reduce value by \$41,982.69

Carried Unanimously 8/0

12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

13. MATTERS BEHIND CLOSED DOORS

14. CLOSURE

With all matters of business complete Cr F Mills declared the meeting closed at 6.11pm