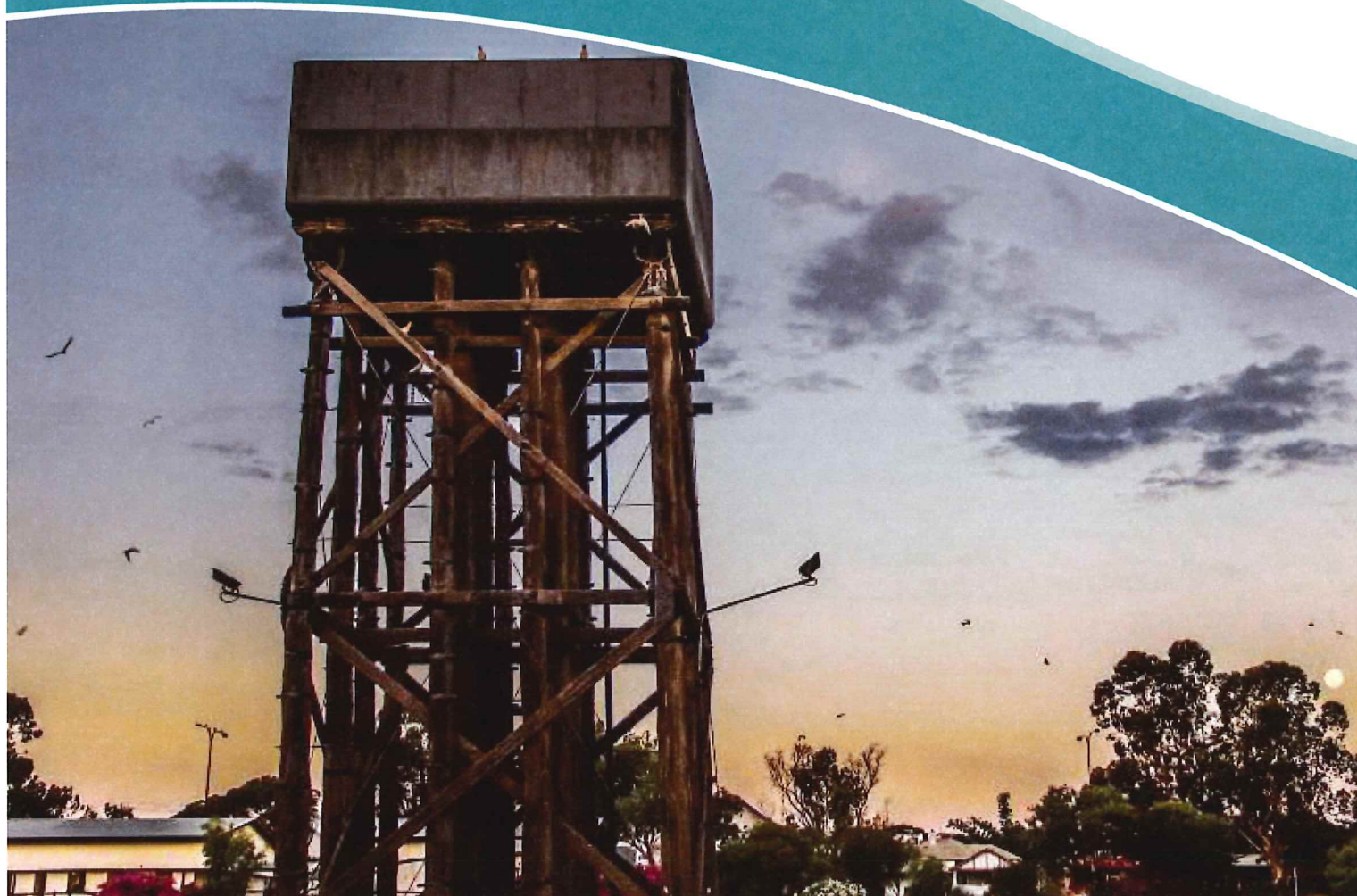




Shire of
Wongan-Ballidu

Minutes (Confirmed)

Ordinary Meeting of Council
Wednesday, 26 October 2022

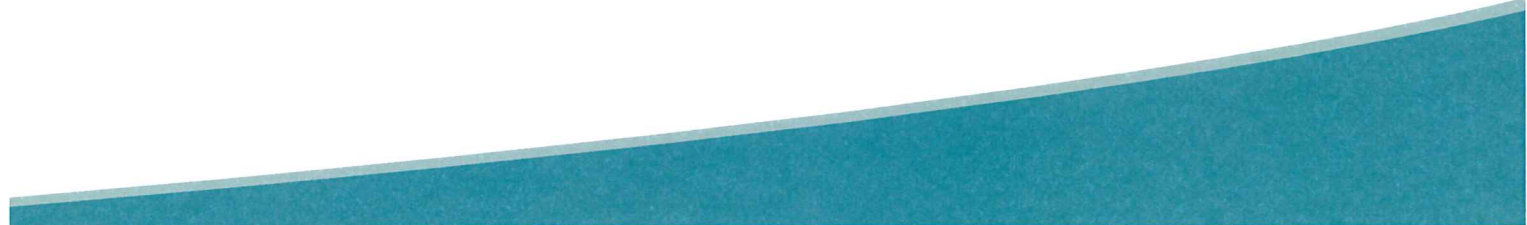


MINUTES INDEX

Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS	3
Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED	3
Item 3. PUBLIC QUESTION TIME	4
Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER	4
Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	4
Item 6. APPLICATION/S FOR LEAVE OF ABSENCE	6
Item 7. CONFIRMATION OF MINUTES	7
7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 28 SEPTEMBER 2022	7
Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED	8
Item 9. REPORTS OF OFFICERS AND COMMITTEES	9
9.1 GOVERNANCE	9
9.1.1 GOVERNANCE POLICY REVIEWS	9
CHANGE TO ORDER OF BUSINESS	13
9.1.2 DELEGATED AUTHORITY TO CEO TO SELL Shire Developed LOT 708 30 SHIELDS CRESCENT, WONGAN HILLS	13
9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL P528– PROPOSED NEW HEAVY VEHICLE WORKSHOP AT LOT 1 WONGAN ROAD, WONGAN HILLS	16
9.2 ADMINISTRATION & FINANCIAL SERVICES	29
9.2.1 ACCOUNTS SUBMITTED FOR September 2022	29
9.2.2 FINANCIAL REPORTS FOR SEPTEMBER 2022	40
9.2.3 WRITE OFF RATES DEBT FOR ASSESSMENT A92	57
9.2.4 FINANCE AND ADMINISTRATION SERVICES POLICY REVIEWS	59
9.3 WORKS AND SERVICES	77
9.3.1 WORKS AND SERVICES POLICY REVIEWS	77
9.3.2 2022/2023 RUBBER TYRE ROLLER PURCHASE	103



9.4 REGULATORY SERVICES	106
9.4.2 WONGAN-BALLIDU SENIOR CITIZENS RECREATION CENTRE INC MANAGEMENT AGREEMENT - WONGAN HILLS CIVIC CENTRE, 2 PARKER PLACE, WONGAN HILLS	
Item 10. MATTERS FOR WHICH MEETING MAY BE CLOSED	108
Item. 11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	108
item. 12. CLOSURE	108



Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 3.10pm.

Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Attendees:

Cr M Stephenson	Shire President
Cr K Anspach	Member
Cr S Boekeman	Member
Cr S Falconer	Member
Cr A Tunstill	Deputy Shire President
Cr B West	Member
Cr D Coad	Member

Apologies:

Leave of Absence Previously Granted:

Nil

Staff:

Stuart Taylor	Chief Executive Officer
Sam Dolzadelli	Deputy Chief Executive Officer
Melissa Marcon	Manager Regulatory Services
Karl Mickle	Manager of Works and Services
Elizabeth (Liddy) Pudwell	Executive Assistant – (Minutes)

Apologies:

Jack McNulty	Manager Community Services
--------------	----------------------------

Public

Martin Smith	
Lena Letizia	
Irene Myring	representing Seniors Group

Item 3. PUBLIC QUESTION TIME

Nil

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mr Martin Smith thanked the Councillors for their time and explained that they have hit a couple of flaws in relation to common area (sic) of forecourt and shops with particular regard to who owns it and who is responsible for the liability.

Mr Smith also raised concerns in relation to Council staff who are picking issues with their business operation and that they are currently dealing with a smell emanating from drains in paved courtyard area. Mr Smith advised that he does not know how to fix this problem and Council staff are telling him what to do about it.. The main area of town is the shopping mall and sometimes we need a hand with getting the maintenance done that is needed.

Mr Smith received a letter that complaints have been received and to fix it. Mr Smith didn't like that the matter was referred to Health Department. Mr Smith believes the soak wells were built wrong and the smells were there a year ago. The smell is deterring customers.

Mr Smith requested a hand with a public area that is privately owned.

Mr Smith said he needs a bicycle stand but need to fill out paperwork to get that and I need a hand with that.

Mr Smith offered the ANZ bank building 2 years rent free.

Cr West – Not aware of smell and this is the first I have heard of it.

Cr Stephenson – are you working with IGA on this issue?

Martin Smith – Met with owners of IGA. The Council was there talking to Declan. We had them pumped out but the operator said problem is not fixed as they have been built wrong.

Cr Falconer – Can you fix it?

Martin Smith – Anything can be fixed with a lot of money.

Cr Coad – What is causing it?

Cr Boekeman – Sand build up.

Martin Smith – They are designed to slow down the flow rate and the soak wells are staggered to achieve this. They are concrete. We bought a worm drive and pumped out the soak well but this will happen again when it rains and will continue to smell and breed mozzies.

Cr Coad – Can you get the sand out?

Martin Smith – I can't get hold on Northam contractor but not sure if hoses will be long enough. Another contractor wouldn't dump it at tip without permission. I secured permission from Council for dumping but it was too late for the contractor to do the job. Best way to solve the build up and smell is to put cement down there. but not sure if it is legal or not.

Cr West – Are they easy to locate for maintenance?

Martin Smith – Yes they have lift up manholes.

Lena Letizia – Would Shire have copies of plans for the soak well installations.

CEO – They may exist on plans as part of the planning application or it may have been a condition of approval that storm water has to be controlled.

Lean Letizia – Can Council look for and provide the plans?

Cr Tunstill – Wouldn't Brayden have plans?

Lena Letizia – Brayden said he does not have plans so the next option is trying to obtain a copy from Council.

CEO – We will provide the plans that we have from the planning application.

Martin Smith – Digging them out will not solve the problem.

Cr Coad – I have been here for 20 years and I don't think this has ever happened before. Have there been complaints previously?

CEO – The Shire has never been advised of this problem before.

Cr West – It might be a build up over time.

Martin Smith – The Shire letter went to me and health department.

CEO – Was it Health Department or Laura who is the Environmental Health Officer?

Martin – It was to Laura.

CEO – Laura is not Health Department. Laura is a contract Environmental Health Officer to Shire of Wongan-Ballidu.

Cr Coad – What did Laura say?

CEO – Pump out and clean the soak wells.

Cr Boekeman – Who is the Shire preferred provider for these types of works.

CEO – There is no preferred provider. The Shire has no operational need for the use pump trucks.

Cr Stephenson – Chittering has a pump truck that has long hoses.

Cr Coad – Surprised that hoses are not long enough.

Martin Smith – Could not get hold of anyone in Northam.

CEO – The contractors come through often as they use sludge facility at the tip.

CR Stephenson – I will give you the contact details for Chittering septic contractor.

Martin Smith and Lena Letizia thanked Councillors for listening and left the chambers.

Irene Myring

Cr Stephenson – I can confirm that we have received the summary of changes to the contract Is there anything more required.

Irene – Nothing further required it looks fine.

Cr Stephenson – Any questions while we have Irene present?

Irene – We have received donations of tables and chairs and bits and pieces from the school. We have also been speaking to Sue from Progress Association and they have suggested that they will be able to supply Wongan Ballidu Senior Citizens with furniture. If we get everything all in place will open before Xmas. We are also looking for a fish tank donation.

Item 6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

Item 7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 28 SEPTEMBER 2022

MOVED: Cr Boekeman

SECONDED: Cr Anspach

That the minutes of the Ordinary Meeting of Council held on Tuesday, 23 August 2022 be confirmed as a true and correct record of the proceedings.

CARRIED: 7/0
RESOLUTION: 011022

Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

Item 9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 GOVERNANCE POLICY REVIEWS

FILE REFERENCE:	
REPORT DATE:	13 October 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	NIL
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Stuart Taylor, Chief Executive Officer
ATTACHMENTS:	6.5 Workplace Bullying 7.5 Relocation Expenses 7.7 Telephone Reimbursement 7.2 Employee Gratuity/Farewell 8.1 Area Promotion

PURPOSE OF REPORT:

The purpose of this report is to present sufficient information to council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of council resources and to assist staff and council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of council to be handled by the administration, freeing up the time of the elected members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on council but provides a guideline for elected members and staff in determining individual applications or requests. Generally, policies evolve as issues come before council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the council and should not refer to operational, staff or procedural matters.

In accordance with council's policy review process, the entire policy manual is to be reviewed at least bi-annually.

COMMENT:

The Chief Executive Officer is responsible for the co-ordination of this review. The policies and recommendations from FMR 17 Audit Report, have been distributed to council for review and recommendations to amend, repeal or adopt the policy in its current form. Instructions were noted at Informal Council Meeting held on 28 September 2022.

With those policies pertaining to administration & financial services, a rigorous review of all policies will be conducted over a six (6) month period, which would involve at addressing specific policies every month.

The policies selected for the September 2022 review were:

- 6.5 Workplace Bullying
- 7.5 Relocation Expenses
- 7.7 Telephone Reimbursement
- 7.2 Employee Gratuity/Farewell
- 8.1 Area Promotion

The above policies are to be amended or adopted as is as set out by council and outlined as below:

6.5 Workplace Bullying

Amended in accordance with recommendations of Elected Members and FMR 17 Regulation Report to remove wording that is not relevant to the policy: -

"The cost of removal of Caveats over the properties owned by persons holding power line agreement be borne by the landowner. Caveats to be removed automatically upon the instruction from the landowner provided the last payment under the power lines agreement has been received."

7.5 Relocation Expenses

Amended in accordance with recommendations of Elected Member and Officer to amend maximum amount payable.

"1. A maximum amount payable of \$5,000."

"2. Reimbursement of 50% of the removal expenses after six (6) months."

7.7 Telephone Reimbursement

Repeal policy in accordance with Officer recommendation approved by Elected Members.

7.2 Employee Gratuity/Farewell

Revised policy in accordance with Officers recommendations approve by Elected Members.

8.1 Area Promotion

No changes to policy. This policy meets the requirements of council.

POLICY REQUIREMENTS:

The policy manual has been developed over time to enable the effective and efficient management of council resources and to assist staff and council achieve an equitable decision-making process.

The policy manual should not relate to operational or staff related matters.

The policy manual is a fluid document and should be reviewed in its entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of council and the Chief Executive Officer.

STRATEGIC IMPLICATIONS:

Ongoing review and refinement of the policy manual is in line with council's strategic direction on governance (implement and develop policy based on economic, social, cultural, governance and environmental elements).

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

MOVED: Cr Tunstill

SECONDED: Cr West

That Council:

1. ADOPT the following polices with variation:
 - 8.1 Area Promotion
 - 7.2 Employee Gratuity/Farewell
 - 7.5 Relocation Expenses
 - 6.5 Workplace Bullying
2. REPEAL the following policies:
 - 7.7 Telephone Reimbursement

CARRIED: 7/0
RESOLUTION: 021022

8.1 Area Promotion

Policy Owner:	General Purposes Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	4 April 2005
Adoption Resolution:	
Date of Last Review	26 October 2022 – Resolution: TBA – No change

OBJECTIVE

To ensure the appropriate use of Council's Tourism motto.

POLICY

That the Council maintain copyright on the slogan "Only a Picnic Away" and the use of this slogan on tourist promotional material by outside organizations be on the approval of Council or the CEO.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for applying and monitoring this policy.

Note: The slogan 'Only a Picnic Away' is currently copyrighted by Council until 2008.

6.5 Workplace Bullying

Policy Owner:	Health, Building and Planning
Person Responsible:	Chief Executive Officer
Date of Adoption:	December 2011
Adoption Resolution:	131211
Date of Last Review	26 October 2022 – Resolution: TBA – Amended

OBJECTIVE

The Shire of Wongan-Ballidu (the Shire) believes all employees should be able to work in an environment free of bullying. Managers and Supervisors must ensure employees are not bullied.

POLICY

The Shire considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers.

The Shire has a grievance and investigation procedure to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

The Shire encourages all employees to report workplace bullying. Managers and Supervisors must ensure employees who make complaints, or witnesses are not victimised.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The cost of removal of Caveats over the properties owned by persons holding power line agreement be borne by the landowner. Caveats to be removed automatically upon the instruction from the landowner provided the last payment under the power lines agreement has been received.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer and the Deputy Chief Executive Officer are responsible for this policy.

7.2 Employee Gratuity/Farewell

Policy Owner:	Administration and Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	2009
Adoption Resolution:	12.01/07
Date of Last Review	26 October 2022 – Resolution: TBA – Amended

OBJECTIVE

To give recognition to valued employees ceasing Councils employ.

POLICY

In accordance with Section 5.50(1) of the *Local Government Act 1995* the Shire of Wongan-Ballidu (the Shire) hereby adopts the following policy in relation to the recognition of service when an employee leaves its service.

CEO has discretionary power to select a suitable gift (and farewell party) for presentation on behalf of Shire of Wongan-Ballidu to employees whose service is finishing.

The Shire recognises that that the length of service of an employee does not necessarily equate to the value of their contribution to the Shire, but seeks a balanced approach to recognise the loyalty, contribution and length of service.

In using the discretionary power, the following will be used as a guide;

COUNCIL GRATUITY/GIFT DETERMINATION FORMULA

That the Shire apply a gift/gratuity on termination of employment (resignation or death by an employee) excepting on the grounds that the resignation was a result of pending disciplinary or possible fraudulent or illegal behaviour of that employee on the following basis:

- a) = The employees' final cash annualised salary exclusive of overtime.
- b) = % to be applied depending upon length of service
- c) = number of years of continuous service
- d) = average weighting to be applied after assessment by the relevant staff/Elected Members
- e) = payment to be made as a gratuity or gift.

Measure of performance	Factor/weighting
Inadequate or Marginal (below standard)	0.5
Satisfactory or as expected (average)	1
Exceeds requirements or excellent (above average)	2
Outstanding and exceptional	

Length of service % to apply

0-4.99 completed years of service

5-9.99 completed years of service

10 or over completed years of service

Factor Weighting

0.050%

0.060%

0.075%

Formulae for calculation = a x b x c x d = e

Examples of Calculations

Cash component annualised salary	%	Length of service in years	Weighting for performance	Gratuity/Gift Value \$
A	B	C	D	E
25,000	0.050%	4	2	100.00
25,000	0.060%	8	1	120.00
25,000	0.075%	20	2	750.00
40,000	0.050%	4	2	160.00
40,000	0.060%	8	0.5	96.00
40,000	0.075%	20	2	1,200.00
60,000	0.050%	4	2	240.00
60,000	0.060%	8	0.5	144.00
60,000	0.075%	20	1	900.00
88,000	0.050%	4	2	352.00
88,000	0.060%	8	0.5	211.20
88,000	0.075%	20	1	1,320.00

Performance Weighting is undertaken of the employee by:

- Their Line Manager and the CEO;
- Where the employee leaving is a senior officer of Shire, the CEO;
- In the case of the CEO leaving, the Elected Members will perform the assessment.

In assessing performance, the assessors will take into account the employees' value to the employer and their demonstrated commitment and impact to their work when compared to what might be considered by the assessor as an 'average employee' (factor of 1).

Elected Member Assessment Example**Factor/Weighting**

Cr 1	2
Cr 2	2
Cr 3	2
Cr 4	0.5
Cr 5	1
Cr 6	2
Cr 7	2

Average weighting rounded to
nearest integer

1

Officer Assessment Example	Factor/Weighting
Line Manager	2
	0.5
Shire President	1
CEO	1
Average weighting rounded to nearest integer	

The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

STATUTORY REQUIREMENTS

Section 5.50(1) of the *Local Government Act 1995* states that Local Government is to cause local public notice to be given in relation to the Policy.

Accordingly, this Policy on Gratuity Payments was last reviewed 2009.

Local Government Administration Regulations Section 19A Payment to Employee in addition to contract or award – s.5.50(3)

- (1) the value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total –
 - (a) if the person accepts voluntary severance by resigning as an employee, the value of the person's final annual remuneration; or
 - (b) in all other cases, \$5,000.
- (2) In this regulation –

"final annual remuneration" in respect of a person means the value of the annual remuneration paid or payable, to the person by the local government which employed that person immediately before the person's employment with the local government finished

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer are responsible for the implementation of this policy.

7.5 Relocation Expenses – Employees Joining Council Workforce

Policy Owner:	Administration & Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	8 March 2005
Adoption Resolution:	
Date of Last Review	26 October 2022 – Resolution: TBA – Amended

OBJECTIVE

The objective of the relocation subsidy is to assist with attracting employees to the Shire of Wongan-Ballidu (the Shire). The high cost of relocation can be a significant disincentive to apply for positions.

POLICY

At the Chief Executive Officer discretion, the cost of relocation and removal expenses is negotiated when employing new staff.

Council will reimburse an employee who has negotiated removal expenses subject to:

1. A maximum amount payable of \$5,000;
2. Reimbursement of 50% of the removal expenses after 3 months service;
3. Reimbursement of the remaining 50% of the removal expenses after completion of 9 months service;
4. Receipts must be produced to claim reimbursement.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for applying this policy.

7.7 Telephone Reimbursements – Staff

Policy Owner:	Administration and Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	8 March 2005
Adoption Resolution:	
Date of Last Review	26 October 2022 – Resolution: TBA – Repealed

OBJECTIVE

The Council recognises that a number of their staff is required to be contactable by telephone. This policy provides a mechanism where the Council and the Chief Executive Officer can negotiate the reimbursement of costs associated with ensuring a telephone service is available at the officer's premise for Council use.

POLICY

The Council will negotiate with the Chief Executive Officer as to the per centum amount of reimbursement he or she will be entitled to as part of their contract of employment with respect to telephone connection fees, telephone rental charges, call costs and the type of calls; ie: local, intrastate, interstate, international.

The Chief Executive Officer will negotiate with various senior officers and Council employees as to the per centum amount of reimbursement he or she will be entitled to as part of their contract of employment and/or employment conditions with respect to telephone connection fees, telephone rental charges, call costs and the type of calls; ie: local, intrastate, interstate, international.

RESPONSIBLE OFFICER

The Chief Executive Officer is responsible for the implementation of this policy.

DISCLOSURE OF FINANCIAL INTEREST ITEM 9.1.2 AND 9.4.3 – Cr Boekeman

Prior to any consideration of items 9.1.2 Cr Boekeman declared a financial interest as Cr Boekeman is Managing Director of Boekeman Machinery is the prospective purchaser of Lot 708, 30 Shields Crescent, Wongan Hills WA 6603.

DISCLOSURE OF FINANCIAL INTEREST ITEM 9.4.1 – Cr Boekeman

Prior to any consideration of item 9.4.1, Cr Boekeman declared a financial and proximity interest as he owns the property immediately adjacent to Lot 1 Wongan Road, Wongan Hills WA 6603.

Cr Boekeman left the meeting at 3.31pm

CHANGE TO ORDER OF BUSINESS

MOVED: Cr Coad

SECONDED: Cr Anspach

Council resolved to change the order of business to bring forward item 9.4.1 for consideration by council following item 9.1.2

CARRIED: 6/0

RESOLUTION:031022

9.1.2 DELEGATED AUTHORITY TO CEO TO SELL SHIRE DEVELOPED LOT 708 30 SHIELDS CRESCENT, WONGAN HILLS

FILE REFERENCE:	A1.1.6
REPORT DATE:	16 September 2022
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Stuart Taylor Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To delegate authority to the CEO to negotiate with potential buyers in regard to the sale of lot 708 30 Shields Crescent, Wongan Hills in accordance with Councils' parameters and Sections 5.42 and 5.43 of the *Local Government Act 1995*.

BACKGROUND:

Council has developed residential blocks at Shields Crescent to encourage residential development within the Wongan Hills town site. The Stage 1 developments are now complete.

COMMENT:

Council has previously received enquiries from potential purchasers and therefore decided to engage a Property Valuer to provide a valuation. The Valuations are based on the development costs of the Shields Crescent Subdivision and Valuations provided by a licenced Valuer in 2014 to comply with The Fair Value Requirements of the Act.

POLICY REQUIREMENTS:

There are no known policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

5.42. DELEGATION OF SOME POWERS AND DUTIES TO CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13.]

5.43. LIMITS ON DELEGATIONS TO CEO'S

A local government cannot delegate to a CEO any of the following powers or duties: -

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

STRATEGIC IMPLICATIONS:

There are no known strategic requirements in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

This income has not been budgeted; it is anticipated that these funds will be transferred to Reserve.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

MOVED: Cr Falconer

SECONDED: Cr West

That Council:

1. DELEGATE authority to the Chief Executive Officer for the sale of lot 708 – 30 Shields Crescent, Wongan Hills for the sum of \$30,000 (plus GST if applicable) with each party responsible for their own settlement costs; and
2. DELEGATE authority to the Chief Executive Officer to review submissions received in accordance with Section 3.58 (3); and
3. That Council DECLARE that the Valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.

CARRIED: 6/0
RESOLUTION:041022

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL P528– PROPOSED NEW HEAVY VEHICLE WORKSHOP AT LOT 1 WONGAN ROAD, WONGAN HILLS

FILE REFERENCE:	A625/P528
REPORT DATE:	14 October 2022
APPLICANT/PROPONENT:	Auspan Group on behalf of AFGRI Equipment Australia
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	P519 – Ordinary Council Meeting held 22 June 2022 - Resolution Number 120622
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

Consideration and final determination of an Application for Development Approval for the construction and use of a new heavy vehicle workshop to the south east of the property at Lot 1 Wongan Road, Wongan Hills.

BACKGROUND:

The applicant is seeking Council's development approval for the construction and use of a new (HV) heavy vehicle workshop measuring 32.6 meters x 24.3 meters with a 32.6 meters x 6-meter apron to the south east of the existing workshop. There will be 20 m between the existing sheds and the proposed new development.

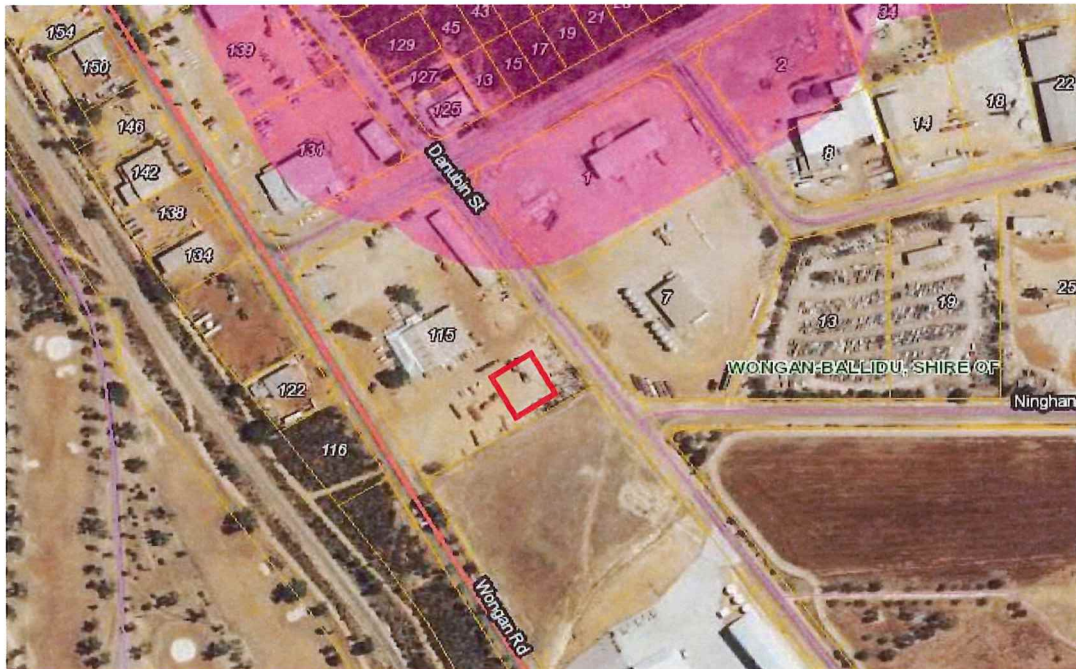
It is proposed that storm water runoff will be managed through a new open storm water retention basin located on the South West corner of the site. Storm water will be direct towards this basin through a combination of inground PVC and overland flow path measures.



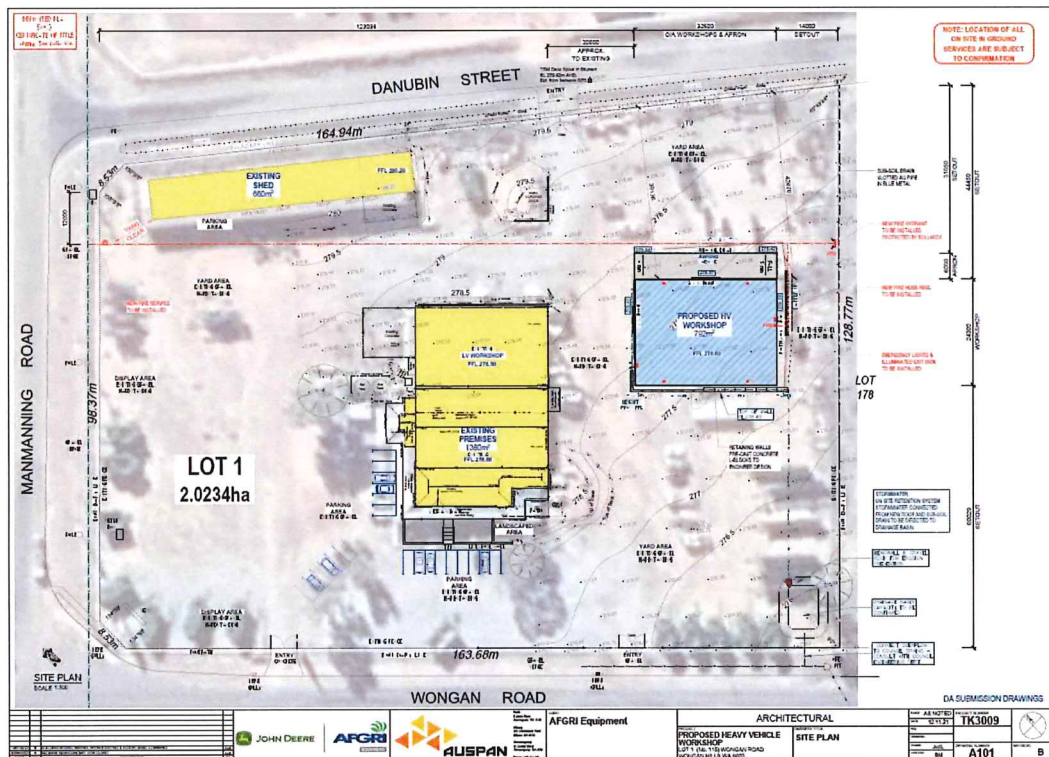
Synergy 19/09/2022

Lot 1 Wongan Road, Wongan Hills comprises a total area of approximately 2.0234 hectares, the land contains an existing workshop, open front Shed and a front office.

The proposed building is not located within a designated bushfire prone area.



Bushfire Prone Map 19 September 2022



Site Plan – Proposed HV Workshop Marked in blue

COMMENT:

At the Ordinary Council Meeting on the 22nd June 2022 a development application was presented as an agenda item to demolish the existing workshop and replace with a new light vehicle (LV) Workshop measuring 30 metres x 20.3 metres with a heavy vehicle (HV) workshop measuring 32.6 metres x 24.3 metres. The LV and HV workshops will be surrounded by an apron measuring 8 metres x 37.7 metres to the south and 17.4 metres x 30 metres to the west. The agenda item was approved by Council, resolution number 120622.

The applicants have changed the design and scope of works requiring a new development application.

The new application is for a separate heavy vehicle workshop building and associated drainage.

Development application P528 supersedes previous development application P519.

Lot 1 Wongan Road, Wongan Hills is classified 'General Industry' zone in the Shire of Wongan-Ballidu Local Planning Scheme No.5 (LPS5).

Council's stated objectives for the development and use of any land classified 'General Industry' are as follows:

- To provide for a broad range of industrial, service and storage activities which by their operations, should be isolated from residential and other sensitive land uses.
- To accommodate industry that would not otherwise comply with the performance standards of light industry.
- To seek to manage impacts such as noise, dust and odour within the zone.
- To encourage any development to be appropriately screened from the main road.
- To provide a location where separate heavy vehicular access is provided.

Under the terms of the Zoning Table in LPS5 the proposed use/s currently fall under

- Warehouse/Storage
- Motor vehicle repair
- Industry

These uses are listed as a 'P' use in the Zoning Table. Under Clause 3.3.2 a 'P' use means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme.

Council is reminded of Clause 3.3.5 of the LPS5 that reads;

If a use of land is identified in a zone as being a class "P" use, the local government may not refuse an application for development approval for that use in that zone but may require works that are to be undertaken in connection with that use to have development approval.

Due to the proposed building being over 500m² in size the application will need to be referred to DFES for comment once the building is near its final design. FES Commissioners Operational Requirements comes under the Building Regulations 2012 clause 18B. The submission is lodged by the certifying Building Surveyor via electronic submission form prior to the documents being

uploaded via a secure link provided by DFES once the submission form is received. If the applicant wishes to approach DFES for design advice this should be done prior to the submission being lodged.

The proposal is compliant with the minimum setback requirements.

There is no change in the hours of business operation proposed with this application.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development application has been assessed in consultation with the above documents and is subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2015
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Wongan Ballidu Local Planning Scheme No. 5
State Planning Policy (SPP) 3.7 – Planning in Bushfire Prone Areas

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this item.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications to Council in relation to this item as the costs will be covered by the applicant.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Tunstill

SECONDED: Cr Coad

That Council: -

1. APPROVE the Development Application for the proposed Workshop and associated works at Lot 1 Wongan Road, Wongan Hills subject to the following conditions and advice notes:

Conditions

- a. Development Application P528 supersedes previous Development Application P519.
- b. The proposed development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period, the approval will lapse and be of no further effect. Where an approval has lapsed no development shall be carried out without the further approval of the Shire of Wongan Ballidu having first been sought and obtained.
- c. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
- d. All stormwater drainage generated by the proposed development shall be contained and managed on site to the specifications and satisfaction of the Shire's Chief Executive Officer.
- e. All external surfaces of the proposed development are to be clad with new materials only.

Advice Notes

- a. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
- b. This is a development approval of the Shire of Wongan Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
- c. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - i) Shire of Wongan Ballidu Annual Firebreak Notice. All land zoned Residential, Rural Townsite and Commercial are required to reduce all annual grass and herbage to a height of not more than 75mm.
 - ii) Shire of Wongan Ballidu Health Local Law

- d. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
- e. The proposed development is required to comply in all respects with the National Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
- f. In accordance with the Department of Fire and Emergency Services Built Environment Branch (BEB) an application must be submitted and approved prior to the commencement of any construction or earthworks on the land.
- g. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
- h. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wongan Ballidu Local Planning Scheme No. 5 and may result in legal action being initiated by the local government.
- i. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

CARRIED: 6/0
RESOLUTION:051022

9.2 ADMINISTRATION & FINANCIAL SERVICES

Cr Boekeman returned to the meeting at 3.39pm.

9.2.1 ACCOUNTS SUBMITTED FOR SEPTEMBER 2022

FILE REFERENCE:	F1.4
REPORT DATE:	9 September 2021
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli – Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1 Accounts September 2022

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 require the attached reports to be presented to Council.

Lists of Accounts

Section 6.10 of the *Local Government Act 1995* regulation 12 of the Financial Management Regulations (FMR's) requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

All payments are within the confines of Councils adopted budget. There have been no other material outstanding creditors since the cheques were prepared.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Anspach

SECONDED: Cr West

That the accounts submitted from 1 to 30 September 2022 totalling \$968,679.22 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

CARRIED: 7/0

RESOLUTION:061022

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL SEPTEMBER 2022				
Chq/EFT	Date	Name	Description	Amount
EFT23573	01/09/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	TERMINATION OF LOAN 153	-26983.09
EFT23577	02/09/2022	STAR TRACK EXPRESS PTY LTD	FREIGHT EX SUNNY SIGNS	-72.28
EFT23578	02/09/2022	WHEATBELT FURNITURE AND HOMEWARES	RATES REFUND	-45.58
EFT23579	02/09/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SWIMMING POOL MANAGER ADVERTISEMENT	-165.00
EFT23580	02/09/2022	LGIS WORKCARE	WAGES ADJUSTMENT 30/06/2021 - 30/06/2022	-9220.11
EFT23581	02/09/2022	WONGAN HILLS & DISTRICTS MUSEUM & HISTORICAL SOCIETY	GARDEN MAINTENANCE FOR MUSEUM JULY 2021 - JUNE 2022	-2900.00
EFT23582	02/09/2022	SPECIALE SMASH REPAIRS	INSURANCE EXCESS FOR CEO VEHICLE	-300.00
EFT23583	02/09/2022	WONGAN HILLS CWA	2022 CITIZENSHIP AWARDS SUPPER AND BAR SERVICE 19/08/2022	-2520.00
EFT23584	02/09/2022	QUALITY PRESS	DFES VEHICLE IDENTIFIER STICKERS VALID TO SEPTEMBER 2024	-92.40
EFT23585	02/09/2022	AG & SB WILLIAMS	RATES REFUND	-761.97
EFT23586	02/09/2022	PW GEE WELDING SERVICES	1.5INCH GREY SUCTION HOSE FOR PATCHING TRUCK	-86.63
EFT23587	02/09/2022	JB HI-FI GROUP PTY LTD	NEW MICROSOFT SURFACE BOOK 3 FOR CRC	-3336.84
EFT23588	02/09/2022	JACK MCNULTY	REIMBURSEMENT OF UNIFORM	-263.41
EFT23589	02/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	DYNMICS / OFFICE 265 AND SUPPORT	-473.00
EFT23590	02/09/2022	SEEK LIMITED		-836.00
	23/08/2022	SEEK LIMITED	SWIMMNG POOL MANAGER ADVERTISEMENT	401.50
	27/08/2022	SEEK LIMITED	CEO RECRUITMENT - SEEK ADVERTISEMENT	434.50
EFT23591	02/09/2022	ADCO ELECTRIC	REFUND OF OVERPAYMENT ON DEBTOR ACCOUNT 1507	-25.20
EFT23592	01/09/2022	WESTNET PTY LTD	WESTNET ACCOUNT - AUGUST 2022	-609.90
EFT23593	07/09/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 152 PRINCIPAL AND INTEREST PAYMENT	-30537.35
EFT23594	07/09/2022	WESTPAC BANKING CORPORATION	WAGES PPE 06.09.2022	-72899.97
EFT23595	07/09/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.90
EFT23596	07/09/2022	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	-280.00
EFT23621	12/09/2022	BOEKEMAN NOMINEES PTY LTD		-116.32
	31/08/2022	BOEKEMAN NOMINEES PTY LTD	BAG TOOL, ROD ASSEMBLY, EXTENSION SUB-ASSY AND WRENCH HUB NUT	59.80
	02/09/2022	BOEKEMAN NOMINEES PTY LTD	V BELT FOR CASE TRACTOR	56.52
EFT23622	12/09/2022	CJD EQUIPMENT PTY LTD		-2628.32
	30/08/2022	CJD EQUIPMENT PTY LTD	REPAIRS TO PLDR8	2435.82
	30/08/2022	CJD EQUIPMENT PTY LTD	REPAIRS TO PLDR8	192.50
EFT23623	12/09/2022	NUTRIEN AG SOLUTIONS LTD		-1122.66
	05/08/2022	NUTRIEN AG SOLUTIONS LTD	ENVIRODYE BLUE 5L	196.02
	18/08/2022	NUTRIEN AG SOLUTIONS LTD	BLUE LINE P&O SUCTION HOSE	273.24
	22/08/2022	NUTRIEN AG SOLUTIONS LTD	GENF PANZER AND NUFA ESTETCIDE XTRA	653.40
EFT23624	12/09/2022	MCINTOSH & SON		-4403.54
	23/08/2022	MCINTOSH & SON	HYDRAULIC FITTINGS AND HOSES FOR BACKHOE	806.65
	23/08/2022	MCINTOSH & SON	SNATCH STRAP	2582.25
	24/08/2022	MCINTOSH & SON	BUSH CONVERT TOP LINK CAT 1-2	2.64
	29/08/2022	MCINTOSH & SON	T BLADE FOR MULCHER	947.45
	31/08/2022	MCINTOSH & SON	ANTENNA FOR STEEL DRUM ROLLER	64.55
EFT23625	12/09/2022	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGE EX QUALITY PRESS	-49.72

EFT23626	12/09/2022	OFFICEWORKS BUSINESS DIRECT	STATIONERY SUPPLY FOR SHIRE ADMINISTRATION OFFICE	-733.33
EFT23627	12/09/2022	T A MATTHEWS ELECTRICAL SERVICES	WH AIRPORT CONNECTION OF POWER TO AIR PORT GATE, WH AIRPORT ELECTRICAL REPAIRS TO SOCK LIGHTS AT AIRPORT	-4197.79
EFT23628	12/09/2022	MARKETFORCE PRODUCTIONS	ADVERTISEMENT FOR SWIMMING POOL MANAGER POSITION, DISCOUNT APPLIED	-220.32
EFT23629	12/09/2022	WONGAN HILLS HARDWARE	BUILDING DEPARTMENT HARDWARE ACCOUNT	-573.93
EFT23630	12/09/2022	BRUCE MITCHELL	REIMBURSEMENT FOR FUEL - PUT76	-84.48
EFT23631	12/09/2022	DUN DIRECT PTY LTD	FUEL ACCOUNT - AUGUST 2022	-19917.86
EFT23632	12/09/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT - AUGUST 2022	-1407.39
EFT23633	12/09/2022	BP AUSTRALIA	AUGUST FUEL ACCOUNT	-1404.87
EFT23634	12/09/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY		-848.32
	31/08/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MANAGE BACK UP SERVICES FOR ADMINISTRATION OFFICE	720.72
	31/08/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MICROSOFT 365 - MEDICAL CENTRE	127.60
EFT23635	12/09/2022	FEGAN BUILDING SURVEYING	BUILDING SURVEYING FOR 32 STONESTREET WAY WONGAN HILLS	-330.00
EFT23636	12/09/2022	LYNETTE HOOD	REFUND FOR LAUNDERING & IRONING TABLE CLOTHS	-250.00
EFT23637	12/09/2022	(DO NOT USE) RURAL RANGER SERVICES	RURAL RANGER SERVICES FROM 23/8/22 TO 01/09/22	-825.00
EFT23638	12/09/2022	DEPT OF PLANNING, LANDS & HERITAGE	LEASE RENT FOR SEPTEMBER 2022	-45.84
EFT23639	12/09/2022	TRACTUS AUSTRALIA		-2750.00
	24/08/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 4 TYRES FOR GRADER UTE	1304.00
	24/08/2022	TRACTUS AUSTRALIA	SUPLY AND INSTALL 2 TYRES FOR WORKS VWC	854.00
	31/08/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 2 TYRES FOR RANGER UTE	592.00
EFT23640	12/09/2022	AUTOPRO NORTHAM		-419.45
	31/08/2022	AUTOPRO NORTHAM	VARIOUS PARTS FOR PLANT AND MAINTENANCE	381.45
	31/08/2022	AUTOPRO NORTHAM	54830 CIRCUIT BREAKER 30A, FREIGHT-GOODS BUY-IN TO STORE	38.00
EFT23641	12/09/2022	NEXUS COMMUNICATIONS SYSTEMS	SUPPLY AND INSTALL AUTO CHAIN GATE WITH SAFETY BEAMS AND GROUND LOOPS FOR WH AIRPORT. ALSO ACCESS SYSTEM TO CONTROL GATES, LINKS TO OLD PO 13710	-11275.55
EFT23642	12/09/2022	FSG RSP PTY LTD (FIELD SOLUTIONS)	INTERNET SUPPLY CHARGE FOR SEPTEMBER 2022	-2076.75
EFT23643	12/09/2022	MARTY GRANT BULLDOZING	GRAVEL PUSHING @ GASTON RD PITT WITH D8T, MOBILISATION AND ACCOMMODATION 7 & 6 NIGHTS	-43671.08
EFT23644	12/09/2022	MAXIPARTS OPERATIONS PTY LTD		-1739.21
	29/08/2022	MAXIPARTS OPERATIONS PTY LTD	FEMALE COUPLING 1/2, FEMALE AND MALE COUPLERS, HOSE BARBS, ADAPTOR HOSE BARBS	585.95
	02/09/2022	MAXIPARTS OPERATIONS PTY LTD	LEAF SPRINGS AND BRAKE CHAMBER, WATER PUMP AND COOLANT, BUTTON VALVE	1153.26
EFT23645	12/09/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 12/09/2022	-31336.25
EFT23646	16/09/2022	LANDGATE	RURAL UV'S CHARGEABLE FROM 23/07/22 TO 05/08/22	-71.80
EFT23647	16/09/2022	MOORE AUSTRALIA (WA) PTY LTD	FINANCIAL MANAGEMENT REVIEW AND AUDIT REGULATION 17 RISK REVIEW	-21854.18
EFT23648	16/09/2022	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES EX DRAEGER FOR SWIMMING POOL	-128.76
EFT23649	16/09/2022	OFFICEWORKS BUSINESS DIRECT		-173.49
	03/08/2022	OFFICEWORKS BUSINESS DIRECT	STATIONERY	58.93
	23/08/2022	OFFICEWORKS BUSINESS DIRECT	STATIONERY	114.56
EFT23650	16/09/2022	WONGAN HILLS NEWSAGENCY	NEWSAGENCY ACCOUNT FOR AUGUST 2022	-139.70
EFT23651	16/09/2022	IXOM OPERATIONS PTY LTD		-126.85
	31/08/2022	IXOM OPERATIONS PTY LTD	WONGAN HILLS SWIMMING POOL - CHLORINE SERVICE FEE	84.57
	31/08/2022	IXOM OPERATIONS PTY LTD	WONGAN HILLS OVAL - CHLORINE FEE	42.28

EFT23652	16/09/2022	SYNERGY	ELECTRICITY CONSUMPTION STREET LIGHTING	-4414.59
EFT23653	16/09/2022	LOCAL GOVERNMENT WORKS ASSOCIATION OF WA INC	LGWA WORKS & PARKS CONFERENCE FOR WORKS SUPERVISOR	-1094.50
EFT23654	16/09/2022	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LICENCE 1614234/1 LAND MOBILE SYSTEM MT O'BRIEN SITE WONGAN HILLS	-59.00
EFT23655	16/09/2022	DEPT OF ENVIRONMENT & REGULATION		-2085.60
	09/09/2022	DEPT OF ENVIRONMENT & REGULATION	BALLIDU WASTE SITE ANNUAL LICENCE L7092/1997/10	1042.80
	09/09/2022	DEPT OF ENVIRONMENT & REGULATION	CADOUX WASTE SITE ANNUAL LICENCE L7097/1997/11	1042.80
EFT23656	16/09/2022	MARKETFORCE PRODUCTIONS	SWIMMING POOL MANAGER ADVERTISEMENT 20/8/22 & 27/8/22	-955.11
EFT23657	16/09/2022	W.H.D.H.S. P & C ASSOCIATION (INC)		-550.00
	31/08/2022	W.H.D.H.S. P & C ASSOCIATION (INC)	SERVICES OF COOKING FOOD AT CRC DISCO 26/8/22	200.00
	09/09/2022	W.H.D.H.S. P & C ASSOCIATION (INC)	CATERING R U OK DAY 05/09/22	350.00
EFT23658	16/09/2022	WONGAN HILLS HARDWARE		-6851.58
	30/08/2022	WONGAN HILLS HARDWARE	100 X 20KG BLUE FERTILIZER INCL FREIGHT	3757.95
	31/08/2022	WONGAN HILLS HARDWARE	WORKS DEPARTMENT HARDWARE ACCOUNT	3093.63
EFT23659	16/09/2022	TOLL IPEC PTY LTD	FREIGHT EX STRUCTERRE, TRUCK CENTRE, MAXIPARTS	-50.17
EFT23660	16/09/2022	WESTWATER ENTERPRISES PTY LTD	SWIMMING POOL - UPGRADE TO CHLORINE GAS SYSTEM AS PER INDUSTRY REGULATION	-42945.21
EFT23661	16/09/2022	WONGAN MAIL SERVICE	MAIL SERVICE FOR AUGUST 2022	-298.50
EFT23662	16/09/2022	PUBLIC TRANSPORT AUTHORITY OF WA	TRANSWA TICKETING FOR AUGUST 2022, LESS COMMISSION	-117.88
EFT23663	16/09/2022	TKB MECHANICAL	WINDSCREEN REPLACEMENT FOR WB014 (INSURANCE CLAIM)	-514.00
EFT23664	16/09/2022	SA & VM MACNAMARA	GRAVEL SUPPLY FOR JULY 2022	-2059.20
EFT23665	16/09/2022	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL FOR AUGUST 2022	-2346.34
EFT23666	16/09/2022	TEAM DIGITAL		-230.78
	22/08/2022	TEAM DIGITAL	A1 PAPER ROLLS FOR LARGE FORMAT PRINTER, POSTAGE	146.83
	07/09/2022	TEAM DIGITAL	MAINTENANCE TANK FOR LARGE FORMAT PRINTER, POSTAGE	83.95
EFT23667	16/09/2022	FEATHERSTONE ROOFING & BUILDING SERVICES		-8580.00
	14/09/2022	FEATHERSTONE ROOFING & BUILDING SERVICES	SUPPLY AND ERECT FENCE AROUND THE BLUE TREE AND SUPPLY CAPPING TO EXISTING FENCE AT SHIRE DEPOT - PART PAYMENT	4400.00
	14/09/2022	FEATHERSTONE ROOFING & BUILDING SERVICES	GUTTER WORKS AT THE SHIRE CRC, WONGAN HILLS- PART PAYMENT	4180.00
EFT23668	16/09/2022	FEGAN BUILDING SURVEYING		-1633.50
	19/08/2022	FEGAN BUILDING SURVEYING	BUILDING SURVEYING FOR 25 FENTON PLACE WONGAN HILLS	544.50
	08/09/2022	FEGAN BUILDING SURVEYING	BUILDING SURVEYING FOR 27 WILSON STREET WONGAN HILLS	544.50
	09/09/2022	FEGAN BUILDING SURVEYING	BUILDING SURVEYING FOR 17 AVON ROAD WONGAN HILLS	544.50
EFT23669	16/09/2022	LYNETTE HOOD	LAUNDERING AND IRONING OF 10 X TABLECLOTHS	-100.00
EFT23670	16/09/2022	PW GEE WELDING SERVICES	SUPPLY AND CUT METAL FOR PLDR8 LOADER	-148.85
EFT23671	16/09/2022	JOELECTRICS	POWER CORD FOR 3 PHASE GENERATOR TO RUN AT CADOUX REC CENTRE	-839.95
EFT23672	16/09/2022	SOUTHERN CROSS CARPET DRY CLEANERS	CARPET CLEANING FOR CRC LIBRARY AND FUNCTION ROOM	-2560.00
EFT23673	16/09/2022	FELTON INTERNATIONAL GROUP P/L	ALUMINIUM PARK TABLES FOR RAILWAY BARRACKS	-4147.00
EFT23674	16/09/2022	AC HEALTHCARE PTY LTD	MEDICAL CENTRE OPERATING SUBSIDY FOR SEPTEMBER 2022	-21083.33
EFT23675	16/09/2022	BALLIDU HERITAGE CENTRE	CLEANING OF ABLUTIONS AT ALPHA PARK AND BUNYIP PARK, BALLIDU	-350.00

EFT23676	16/09/2022	MARTY GRANT BULLDOZING	PUSH GRAVEL FOR AA032 BURAKIN WIALKI ROAD, MOBILISATION	-22869.00
EFT23677	16/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST		-35632.74
	10/08/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	MICROSOFT AZURE 2022 - 2023	235.61
	16/08/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	DYNAMICS / OFFICE 365	2589.09
	24/08/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	PROJECT MANAGEMENT, RECORDS MANAGEMENT AND FINANCE SERVICES	27434.00
	09/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	MICROSOFT AZURE 2022 - 2023	233.74
	13/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	COUNCIL FIRST ENTERPRISE / TEAMS	5140.30
EFT23678	16/09/2022	MITEL NETWORKS LIMITED	TELEPHONE ACCOUNT FOR OCTOBER 2022	-1118.73
EFT23679	16/09/2022	MARKET CREATIONS AGENCY	WEBSITE DESIGN AND SPARK CONTENT MANAGEMENT SYSTEM INCLUSIVE OF: MARKETING CONSULTANCY SERVICES, PROJECT MANAGEMENT, FULLY OPTIMISED MOBILE WEBSITE DESIGN, WEB CONTENT ACCESSIBILITY GUIDELINE (WDAG) COMPLIANCE, MEGA MENU AND SITEMAP REVIEW AND RESTRUCTURE. OPTIONAL ADDITIONAL MODULES INCLUDING COUNCIL MEETINGS, ADVANCED FEATURE COUNCIL MEETINGS (FOC), SOCIAL MEDIA CUSTOMISED FEED AND DIRECTORY.	-1889.75
EFT23680	16/09/2022	SEEK LIMITED	PLANT OPERATOR JOB ADVERTISEMENT	-423.50
EFT23681	16/09/2022	OUTPOST CENTRAL PTY LTD T/AS WILDEYE	PURCHASE OF THREE REMOTE WEATHER STATIONS FOR BUSHFIRE BRIGADES	-8965.44
EFT23682	16/09/2022	ENLAKE	MEDICAL CENTRE - UPS BATTERY BACKUP FOR VACCINE FRIDGE (SPECIAL)	-2990.90
EFT23683	16/09/2022	KINGSLEY JAMES OLDMEADOW	REFUND FOR ROOM HIRE AND KEY BOND FOR BOOKING HELD ON THE 05/09/22	-150.00
EFT23684	16/09/2022	AMPAC DEBT RECOVERY (WA) PTY LTD		-6119.60
	31/07/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY SERVICES, DEBT RECOVERY SERVICES - VARIOUS OUTSTANDING RATES ACCOUNTS	6053.60
	31/08/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY SERVICES - COMMISSION	66.00
EFT23685	20/09/2022	AUSTRALIAN TAXATION OFFICE	BAS - AUGUST 2022	-26420.00
EFT23686	21/09/2022	WESTPAC BANKING CORPORATION	WAGES PPE 20.09.2022	-78692.76
EFT23687	21/09/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.90
EFT23688	21/09/2022	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	-280.00
EFT23689	23/09/2022	AVON WASTE		-14637.35
	31/08/2022	AVON WASTE	DOMESTIC AND COMMERCIAL WASTE COLLECTION WONGAN HILLS/ BALLIDU, RECYCLING AND CARDBOARD COLLECTION	14211.26
	31/08/2022	AVON WASTE	SKIP BIN COLLECTION - WONGAN HILLS SPORT COMPLEX	426.09
EFT23690	23/09/2022	CJD EQUIPMENT PTY LTD	INSULATING COVER AND CONTROL KNOB FOR VOLVO LOADER	-3121.37
EFT23691	23/09/2022	WALLIS COMPUTER SOLUTIONS		-1174.80
	07/09/2022	WALLIS COMPUTER SOLUTIONS	KDMARC MANAGEMENT AND REPORTING	514.80
	07/09/2022	WALLIS COMPUTER SOLUTIONS	NETWORK MONITORING	660.00
EFT23692	23/09/2022	WATER CORPORATION		-5356.18
	09/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - DAVIES RD STANDPIPE	245.47
	14/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - BALLIDU SOUTH EAST RD STANDPIPE	433.70
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - DEPOT RD STANDPIPE	3108.06

	15/09/2022	WATER CORPORATION	FIRE SERVICE CHARGE - SUMMERS EAST STANDPIPE	98.72
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - JAMES ST STANDPIPE	830.51
	16/09/2022	WATER CORPORATION	WATER SERVICE CHARGE - RABBIT PROOF FENCE STANDPIPE	306.03
	19/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - RAILWAY ST STANDPIPE	333.69
EFT23693	23/09/2022	WONGAN HILLS COMMUNITY RESOURCE CENTRE	FUNCTION ROOM HIRE - CITIZEN OF THE YEAR DINNER	-357.00
EFT23694	23/09/2022	T A MATTHEWS ELECTRICAL SERVICES		-8269.67
	08/09/2022	T A MATTHEWS ELECTRICAL SERVICES	CADOUX CHURCH - INSURANCE REPAIR TO METER BOX	2296.67
	09/09/2022	T A MATTHEWS ELECTRICAL SERVICES	CADOUX REC CENTRE - REPLACE FAULTY EXIT LIGHTS	473.00
	16/09/2022	T A MATTHEWS ELECTRICAL SERVICES	BALLIDU HALL - EARTHLEAKAGE ON LIGHTS (SPECIAL)	1100.00
	16/09/2022	T A MATTHEWS ELECTRICAL SERVICES	ADMIN BUILDING - LIGHT REPLACEMENT OSH (SPECIAL)	4400.00
EFT23695	23/09/2022	TOLL IPEC PTY LTD		-270.30
	04/09/2022	TOLL IPEC PTY LTD	FREIGHT EX MAXIPARTS AND CJD EQUIPMENT	183.65
	04/09/2022	TOLL IPEC PTY LTD	FREIGHT EX RBC RURAL	16.21
	11/09/2022	TOLL IPEC PTY LTD	FREIGHT EX MAXIPARTS AND RBC RURAL	70.44
EFT23696	23/09/2022	WESTWATER ENTERPRISES PTY LTD	CHLORINE GAS ANNUAL SERVICE	-3535.46
EFT23697	23/09/2022	WREN OIL	WASTE OIL DISPOSAL	-121.00
EFT23698	23/09/2022	STRUTTER CONSULTING ENGINEERS	GRAVEL TESTING	-467.50
EFT23699	23/09/2022	NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	CALL OUT FEES - 0866, 0867, 0878, 0880 AND 0881	-500.00
EFT23700	23/09/2022	PAMELLA TOSTER	MENTAL HEALTH FIRST AID COURSE, RETROACTIVELY FUNDED BY WHEATBELT SUICIDE PREVENTION PROGRAM. REFUND ATTENDEES	-150.00
EFT23701	23/09/2022	RICOH FINANCE	SUPPLY OF GOODS & SERVICES FROM 23/09/2022 - 22/10/2022	-649.17
EFT23702	23/09/2022	TOLL TRANSPORT PTY LTD	FREIGHT EX LISWA	-22.55
EFT23703	23/09/2022	HERSEY'S SAFETY PTY LTD		-1863.99
	23/08/2022	HERSEY'S SAFETY PTY LTD	DELIVERY, GOGGLE LENSES, P2 DUST MASKS, EARPLUGS, GLOVES, LITTER PICKERS, GRAPHITE SPRAY, MARKER PAINT	1304.60
	23/08/2022	HERSEY'S SAFETY PTY LTD	WELDING GLOVES, HOSE TAILS, MALE COUPLERS, FEMALE COUPLER	137.83
	23/08/2022	HERSEY'S SAFETY PTY LTD	MONO GOOGLES, MAGIC TREES, LIFTING SLINGS, GREASE COUPLERS, FILTER SET, FILTER HOUSING, HEAT SHRINK, BANNISTER BRUSHES	421.56
EFT23704	23/09/2022	WALKERS DIESEL SERVICES	BOWLING GREEN SHADES - FABRICATION AND INSTALLATION	-6240.30

EFT23705	23/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	DYNAMICS / OFFICE 365	-2589.09
EFT23706	23/09/2022	ENVIROCLEAN (WA)	MONTHLY ENVIROCLEAN SERVICES	-214.50
EFT23707	23/09/2022	KATRINA FREE	REFUND OF BOND AND PET BOND DUE TO VACATING PROPERTY 3/20 STICKLAND ST	-740.00
EFT23708	23/09/2022	MJB INDUSTRIES PTY LTD	CLASS 4 CONCRETE PIPE, SINGLE PIPE HEADWALL, DOUBLE PIPE HEADWALL, FREIGHT	-19547.51
EFT23709	23/09/2022	BN & WR BRADFORD	GRAVEL SUPPLY FOR JUNE AND JULY 2022	-6501.00
EFT23710	23/09/2022	COMPLETE CORPORATE HEALTH	PRE-EMPLOYMENT MEDICAL - DREW BURNS	-188.10
EFT23711	07/09/2022	TELSTRA CORPORATION LIMITED	MEDICAL CENTRE TELSTRA ACCOUNT	-347.96
EFT23712	07/09/2022	TELSTRA CORPORATION LIMITED	TELSTRA ACCOUNT	-1813.75
EFT23713	23/09/2022	TELSTRA CORPORATION LIMITED	SPORTS COUNCIL TELSTRA ACCOUNT	-55.00
EFT23714	27/09/2022	TELETRAC NAVMAN	TELETRAC MONTHLY BILLING	-2071.41
EFT23715	28/09/2022	WATER CORPORATION		-15584.62

	02/09/2022	WATER CORPORATION	SEWERAGE CHARGE - OLD TENNIS CLUB	71.11
	12/09/2022	WATER CORPORATION	SERVICE CHARGE - AERODROME	48.96
	14/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - ALPHA TOILETS	402.07
	14/09/2022	WATER CORPORATION	FIRE SERVICE CHARGE - BALLIDU HALL	98.72
	14/09/2022	WATER CORPORATION	SEWERAGE CHARGE - MUSEUM	71.11
	14/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE, METER READ - 49 QUINLAN ST	283.62
	14/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 8 ELLIS ST	285.51
	14/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 14 ELLIS ST	298.85
	14/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - DR RESIDENCE	255.03
	14/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 16 MOORE ST	255.03
	14/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - MEDICAL CENTRE	164.90
	15/09/2022	WATER CORPORATION	WATER SERVICE CHARGE - NINAN ST UTILITIES	92.91
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND FIRE SERVICE CHARGE - DEPOT	932.88
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - OLD TENNIS CLUB	261.48
	15/09/2022	WATER CORPORATION	FIRE SERVICE CHARGE - CRC	98.72
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION - NINAN ST ENTRY STATEMENT	5.46
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - COMMUNITY GARDEN	241.97
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION, SEWERAGE, FIRE AND SERVICE CHARGE - CRC	1031.27
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION - RAILWAY STORAGE	13.78
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - FENTON MEDIAN STRIP	858.39
	15/09/2022	WATER CORPORATION	SERVICE CHARGE - DANUBIN ST	46.08
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - SWIMMING POOL	2191.49
	15/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - WH RECREATION COMPLEX	283.47
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION - BUNYIP PARK	55.26
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - COMMUNITY PARK	258.69
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION - COMMUNITY PARK	542.62
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - ADMIN	77.35
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - CIVIC CENTRE	1753.32
	16/09/2022	WATER CORPORATION	SEWERAGE CHARGE - CUBBYHOUSE	158.00
	16/09/2022	WATER CORPORATION	SEWERAGE CHARGE - ELIZABETH TELFER	92.83
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION - RECYCLING AREA	53.14
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE, METER READ - 1/20 STICKLAND	847.00
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION - CEMETERY	153.84
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 2A PATTERSON	275.99
	16/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 2B PATTERSON	255.03
	16/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 27A QUINLAN	255.03
	16/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 27B QUINLAN	255.03

	16/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 27C QUINLAN	255.03
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - QUINLAN GARDENS	171.81
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION - CADOUX TOILETS	190.54
	16/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 31A QUINLAN	255.03
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 31B QUINLAN	270.27
	16/09/2022	WATER CORPORATION	WATER CONSUMPTION - BUNYIP PARK	27.29
	19/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 11 WANDOO	274.08
	19/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 7 WANDOO	287.42
	19/09/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 30 WANDOO	272.18
	19/09/2022	WATER CORPORATION	SERVICE AND SEWERAGE CHARGE - 14 SHIELDS	255.03
EFT23716	28/09/2022	SYNERGY		-8425.66
	07/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - RAILWAYS	311.04
	07/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - DEPOT	549.87
	07/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE CONSUMPTION - 30 WANDOO	382.73
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE ALPHA TOILET	169.28
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE CRC	114.95
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE COMMUNITY GARDEN	172.88
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE AERODROME	156.62
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE MUSEUM	176.03
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE OLD TENNIS CLUB	118.25
	09/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE CADOUX TOILET	126.76
	13/09/2022	SYNERGY	ELECTRICITY SERVICE CHARGE QUINLAN GARDENS	67.89
	13/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE TOWN GARDENS	154.78
	13/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE TV RETRANSMISSION	1051.12
	13/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE COMMUNITY PARK	764.74
	13/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE ADMIN	913.74
	14/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE SWIMMING POOL	399.33
	14/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE WONGAN SPORT COMPLEX	1366.93
	14/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE CRC UTILITIES	668.04
	14/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE MEDICAL CENTRE	623.22
	19/09/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE MT OBRIEN	137.46
EFT23717	29/09/2022	BOEKEMAN NOMINEES PTY LTD	BRAKE PARTS FOR PUT72	-824.85
EFT23718	29/09/2022	STAR TRACK EXPRESS PTY LTD	FREIGHT EX STEWART & HEATON	-82.76

EFT23719	29/09/2022	OFFICEWORKS BUSINESS DIRECT	SWIMMING POOL PASSES - LAMINATING POUCHES	-55.03
EFT23720	29/09/2022	WALLIS COMPUTER SOLUTIONS		-1910.80
	16/09/2022	WALLIS COMPUTER SOLUTIONS	PURCHASE OF TWO DELL D6000S DOCKING STATIONS	836.00
	16/09/2022	WALLIS COMPUTER SOLUTIONS	VISIDEC FOCUS MOUNT - SINGLE ARM MONITOR STAND, HP E24 G4 IPS MONITORS	1074.80
EFT23721	29/09/2022	WESTRAC EQUIPMENT PTY LTD		-1151.18
	13/09/2022	WESTRAC EQUIPMENT PTY LTD	VISION LINK SUBS FOR CAT ROLLER, SKIDSTEER AND GRADER	554.40
	16/09/2022	WESTRAC EQUIPMENT PTY LTD	BREATHING FOR CAT TYRED ROLLER	324.54
	19/09/2022	WESTRAC EQUIPMENT PTY LTD	BATTERY FOR SKIDSTEER LOADER	272.24
EFT23722	29/09/2022	WCS CONCRETE	SUPPLY, DELIVERY AND LAYING OF N25 CONCRETE FOR FOOTPATHS ON BROADBENT ST, WONGAN HILLS	-30904.50
EFT23723	29/09/2022	STEWART & HEATON CLOTHING CO PTY LTD	SUPPLY PPE AS PER QUOTE SQN-1014190 - JACKETS, PANTS, GLOVES AND GOGGLES	-4848.37
EFT23724	29/09/2022	ARROW BRONZE		-601.82
	19/09/2022	ARROW BRONZE	SUPPLY AND DELIVER PLAQUES FOR FERRIER	348.76
	20/09/2022	ARROW BRONZE	SUPPLY AND DELIVER PLAQUES FOR NEWTON	253.06
EFT23725	29/09/2022	CADOUX SPORTS COUNCIL INC.		-14561.00
	30/08/2022	CADOUX SPORTS COUNCIL INC.	2022-2023 MANAGEMENT LEASE AGREEMENT (\$10361.00) AND CHRISTMASS TREE 2022 EVENT (\$200.00)	10561.00
	30/08/2022	CADOUX SPORTS COUNCIL INC.	COUNCIL COMMUNITY SUBSIDY	4000.00
EFT23726	29/09/2022	RBC RURAL		-4708.82
	21/09/2022	RBC RURAL	PHOTOCOPIER METER READING CRC	3932.14
	21/09/2022	RBC RURAL	PHOTOCOPIER METER READ - SHIRE ADMIN	776.68
EFT23727	29/09/2022	WURTH AUSTRALIA PTY LTD	BRAKE CLEANER, FUNNEL SET, BOLTS, WIPER BLADE, NYLOC NUTS	-217.49
EFT23728	29/09/2022	TOLL IPEC PTY LTD		-283.18
	18/09/2022	TOLL IPEC PTY LTD	FREIGHT EX DRAEGER, STRUCTERRE, QUREMED, CJD EQUIPMENT	68.02
	25/09/2022	TOLL IPEC PTY LTD	FREIGHT EX WESTRAC AND DAIMLER TRUCKS	215.16
EFT23729	29/09/2022	LOCK, STOCK & FARRELL	5 X DEPOT MASTER KEY	-126.00
EFT23730	29/09/2022	WESTWATER ENTERPRISES PTY LTD		-32560.17
	31/08/2022	WESTWATER ENTERPRISES PTY LTD	WASTE WATER TREATMENT - UPGRADE TO CHLORINE GAS SYSTEM AS PER INDUSTRY REGULATION	29387.71
	02/09/2022	WESTWATER ENTERPRISES PTY LTD	WASTE WATER TANK SERVICE	3172.46
EFT23731	29/09/2022	WONGAN HILLS ANGLICAN CHURCH	COUNCIL COMMUNITY SUBSIDY	-700.00
EFT23732	29/09/2022	KLEEN WEST DISTRIBUTORS	CLEANING SUPPLIES FOR ADMIN, CRC, RAILWAY CENTE, CIVIC CENTRE, COMMUNITY PARK AND DEPOT	-928.24
EFT23733	29/09/2022	DAIMLER TRUCKS PERTH	AS PER ESTIMATE EP980007991 GRILLE, COVER AND BULLBAR (INSURANCE)	-5590.72
EFT23734	29/09/2022	BEST PRACTICE SOFTWARE PTY LTD	BEST PRACTICE FULL TIME DOCTOR SUBSCRIPTION	-2830.54
EFT23735	29/09/2022	NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	MANAGEMENT OF WONGAN HILLS WASTE FACILITY SEPTEMBER 2022	-7791.63
EFT23736	29/09/2022	QUREMED PTY LTD	SWIMMING POOL - OXY SOCK SERVICE 2022/2023	-206.90
EFT23737	29/09/2022	MD MAINTENANCE & GLASS	SUPPLY AND FIT GLASS FOR PBH4 (INSURANCE)	-638.00
EFT23738	29/09/2022	DOWERIN REFRIGERATION & AIR CONDITIONING SERVICES	WONGAN HILLS WASTE FACILITY - REPLACE AIR CONDITIONER (SPECIAL)	-1859.00
EFT23739	29/09/2022	HERSEY'S SAFETY PTY LTD	SURVEY PEG - 900MM PAINTED	-687.50
EFT23740	29/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST		-16137.55
	27/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	PROJECT/REQUEST AND RECORD MANAGEMENT. FINANCE AND PAYROLL	10997.25
	27/09/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD	COUNCIL FIRST ENTERPRISE / TEAMS	5140.30

		T/AS COUNCIL FIRST		
EFT23741	29/09/2022	ENVIROCLEAN (WA)	OCTOBER 2022 MONTHLY HIRE	-214.50
EFT23742	29/09/2022	PAPERSCOUT	SHIRE, CRC AND STAFF BUSINESS CARDS	-1100.00
EFT23743	29/09/2022	MJB INDUSTRIES PTY LTD	PIPES AND HEADWALLS FOR DOWERIN-KALANNIE ROAD	-32183.40
EFT23744	29/09/2022	DGL WAREHOUSING & DISTRIBUTION PTY LTD	FREIGHT EX SUNNY SIGNS	-381.95
EFT23745	13/09/2022	WESTPAC BANKING CORPORATION	CREDIT CARD	-2103.76
EFT23746	30/09/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 30/09/2022	-69192.00
DD11558.1	06/09/2022	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	-10089.13
DD11558.2	06/09/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-174.63
DD11558.3	06/09/2022	AIA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS	-518.98
DD11558.4	06/09/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-166.57
DD11558.5	06/09/2022	COMMONWEALTH ESSENTIAL SUPER	PAYROLL DEDUCTIONS	-444.23
DD11558.6	06/09/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	-211.38
DD11558.7	06/09/2022	REST SUPERANNUATION	PAYROLL DEDUCTIONS	-573.84
DD11558.8	06/09/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	-1036.03
DD11558.9	06/09/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1116.16
DD11584.1	20/09/2022	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	-10017.89
DD11584.2	20/09/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-177.69
DD11584.3	20/09/2022	AIA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS	-518.98
DD11584.4	20/09/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-165.26
DD11584.5	20/09/2022	COMMONWEALTH ESSENTIAL SUPER	PAYROLL DEDUCTIONS	-444.23
DD11584.6	20/09/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	-211.38
DD11584.7	20/09/2022	REST SUPERANNUATION	PAYROLL DEDUCTIONS	-573.84
DD11584.8	20/09/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	-1030.16
DD11584.9	20/09/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1311.94
DD11558.10	06/09/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-504.02
DD11558.11	06/09/2022	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-507.70
DD11558.12	06/09/2022	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	-291.95
DD11558.13	06/09/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-59.89
DD11584.10	20/09/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-509.90
DD11584.11	20/09/2022	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-507.70
DD11584.12	20/09/2022	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	-308.15
DD11584.13	20/09/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-59.89
			MUNICIPAL BANK	\$968,679.22
			TRUST BANK	
			TOTAL	\$968,679.22
			RECOVERABLE	\$ (10,081.03)
			PARTIALLY RECOVERABLE	\$ (12,794.29)

9.2.2 FINANCIAL REPORTS FOR SEPTEMBER 2022

FILE REFERENCE:	F1.4
REPORT DATE:	18 October 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli - Deputy Chief Executive Officer
ATTACHMENTS:	9.2.2 - 1 Financial Reports 9.2.2 - 2 Financial Health Check

PURPOSE OF REPORT:

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature or Type) for the month ended 30 September 2022. The Capital Works report has been incorporated into this. A monthly financial health check has been appended to the report to give an overview of how the Shire is tracking against some key financial indicators.

BACKGROUND:

Under the *Local Government (Financial Management) Regulations 1996* ('FMR') the Council is to prepare financial reports outlining the financial operations at the previous month end date.

The State Government has recently amended regulation 34 of the *Local Government (Financial Management) Regulations 1996* to require the Statement of Financial Activity to be presented according to nature or type classification.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

Statement of Financial Activity Report

Section 6.4 of the *Local Government Act 1995* regulation 34.1 of the FMR requires a local government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates;
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget);
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals);
- Material variances between the comparatives of Budget v's Actuals; and
- The net current assets (NCA) at the end of the month to which the statement relates.

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:

- An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets; and
- An explanation of each of the material variances; and
- Such other supporting information as is considered relevant by the local government.

Regulation 34(3) - The information in a statement of financial activity must be shown according to nature or type classification.

Regulation 34(5) - Each financial year a local government is to adopt a percentage or value, calculation in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements.

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- Local Government (Financial Management) Regulations 1996
- Expenditure from the municipal fund not included in the Annual Budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2022/23 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2022/23 for reporting material variances shall be:

- (a) 10% of the amended budget; or
- (b) \$10,000 of the amended budget.

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

The financial reports for the period ending 30 September 2022 are attached to the Council Agenda.

COMMENT:

This report presents the Statement of Financial Activity by nature or type for the period ended 30 September 2022.

The following is a summary of the headline numbers from the attached report, and explanations for variances is provided in note 1 of the report.

	Original Budget	YTD Budget	YTD Actuals – September 2022
Opening Surplus	2,501,372	2,643,589	2,653,326
Operating Revenue	5,055,069	3,984,982	3,992,984
Operating Expenditure	(6,906,402)	(2,074,235)	(1,441,708)
Capital Expenditure	(8,087,837)	(2,067,945)	(885,769)
Capital Income	5,288,910	0	63,012
Financing Activities	(302,711)	(23,133)	(35,984)
Non-cash items	2,451,599	629,976	12,389
Closing Surplus/(Deficit)	0	3,093,234	4,358,250

- Rates notices were issued with an effective issuance date of 25 July 2022. As at 30 September, the Shire had received \$2,692,835 in rates payments as well as \$126,958 worth of prepaid rates being recognised as income. Due date for payment in full or first instalment was 29 August 2022. As at 30 September 2022, the gross outstanding rates amount (including arrears, legal charges and interest, but not including rubbish and ESL) is **\$720,696** of this amount \$31,729 is made up of deferred rates. Outstanding rubbish charges at 30 September is \$35,588.
- The capital works program is yet to significantly commence as at 30 September, with \$885,769 in actual expenditure against an current budget of \$8,320,087, representing 10.7% of the budgeted works.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr West

SECONDED: Cr Boekeman

That Council:

1. RECEIVES the Monthly Financial Report (containing the Statement of Financial Activity by nature or type) for the month ended 30 September 2022, as presented as attachment 1 to this report.
2. NOTES the unrestricted municipal surplus of \$4,358,250 for the month ended 30 September 2022.
3. RECEIVES the Monthly Financial Health Check as presented as attachment 2 to this report.

CARRIED: 7/0

RESOLUTION:071022

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 30 SEPTEMBER 2022						
	Approved Budget 2022- 2023	Current Budget 2022-2023	YTD Budget	YTD Actual	Variance Over or Under	10%
Opening Funding Surplus/(Deficit)	2,501,372	2,643,589	2,643,589	2,653,326		
INCOME						
Rates	3,195,567	3,195,567	3,195,567	3,194,974	0.0%	✓
Operating grants, subsidies and contributions	892,474	1,153,607	452,030	457,341	(1.2%)	✓
Fees and charges	677,560	677,560	294,065	290,960	1.1%	✓
Other Revenue	128,550	128,550	32,118	20,901	34.9%	x
Interest	44,824	44,824	11,202	28,808	(157.2%)	x
Profit on sale of Assets	116,094	116,094	0	0	0.0%	✓
a: TOTAL INCOME	5,055,069	5,316,202	3,984,982	3,992,984		
OPERATING EXPENSES						
Employee Costs	(2,276,849)	(2,276,848)	(628,314)	(574,872)	8.5%	✓
Materials & Contracts	(1,003,491)	(1,044,130)	(349,888)	(489,325)	(39.9%)	x
Utilities (Gas, Electricity) etc.	(393,557)	(393,556)	(98,127)	(93,395)	4.8%	✓
Interest	(45,324)	(45,324)	(11,328)	(4,970)	56.1%	x
Insurance	(269,167)	(269,167)	(231,134)	(150,764)	34.8%	x
Other General	(350,321)	(344,321)	(125,468)	(115,993)	7.6%	✓
Loss on Asset Disposals	(47,523)	(47,523)	0	(12,389)	0.0%	✓
Depreciation	(2,520,170)	(2,520,170)	(629,976)	0	100.0%	x
b: TOTAL OPERATING EXPENSES	(6,906,402)	(6,941,039)	(2,074,235)	(1,441,708)		
Operating activities excluded from budget						
Add back Depreciation	2,520,170	2,520,170	629,976	0		
Adjust (Profit)/Loss on Asset Disposal	(68,571)	(68,571)	0	12,389		
	2,451,599	2,451,599	629,976	12,389		
Amount attributable to operating activities	600,266	826,762	2,540,723	2,563,665		
INVESTING ACTIVITIES						
Non-Operating grants, subsidies and contributions	4,881,339	5,004,306	0	0	0.0%	✓
Proceeds from disposal of assets	407,571	407,571	0	4,281	0.0%	✓
Proceeds from sale of land	0	0	0	58,731	0.0%	✓
TOTAL CAPITAL INCOME	5,288,910	5,411,877	-	63,012		
Capex - Land & Buildings	(1,806,660)	(1,806,660)	(451,638)	(185,155)	59.0%	x
Capex - Furniture & Equipment	(180,000)	(180,000)	(45,000)	(58,080)	(29.1%)	x
Capex - Motor Vehicles	(224,000)	(224,000)	(55,995)	0	100.0%	x
Capex - Plant	(865,570)	(913,370)	(216,387)	(12,139)	94.4%	x
Capex - Infrastructure - Other	(407,332)	(407,332)	(101,826)	(82,025)	19.4%	x
Capex - Infrastructure - Roads	(4,448,485)	(4,632,935)	(1,158,156)	(520,170)	55.1%	x
Capex - Infrastructure - Footpaths	(155,790)	(155,790)	(38,943)	(28,200)	27.6%	x
TOTAL CAPITAL EXPENDITURE	(8,087,837)	(8,320,087)	(2,067,945)	(885,769)		
Amount attributable to investing activities	(2,798,927)	(2,908,210)	(2,067,945)	(822,757)		
FINANCING ACTIVITIES						
Transfer from reserves	1,441,320	1,489,120	0	0	0.0%	✓
Transfer to reserves	(1,658,384)	(1,958,529)	0	(12,862)	0.0%	✓
Lease liabilities principal repayments	0	(7,082)	(1,770)	(1,770)	0.0%	✓
Net Movement in LSL Reserve					0.0%	✓
LSL Provision in reserves					0.0%	✓
Loan principal repayment	(116,527)	(135,566)	(53,613)	(53,561)	0.1%	✓
SSL Principal Reimbursements	30,880	49,916	32,250	32,209	0.1%	✓
Amount attributable to financing activities	(302,711)	(562,141)	(23,133)	(35,984)		
CLOSING SURPLUS / (DEFICIT)	0	0	3,093,234	4,358,250		
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			Key Within budget tolerance of 10% ✓ Over budget tolerance of 10% x Under budget tolerance of 10%			

Shire of Wongan-Ballidu Variance Report 30 September 2022				
The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% as its threshold for line items on the nature or type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.				
Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	(593)	Within Threshold	Rates	Within Council variance reporting threshold.
✓	5,311	Within Threshold	Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	(3,105)	Within Threshold	Fees and charges	Within Council variance reporting threshold.
✗	(11,217)	Timing	Other Revenue	Timing variance.
✗	17,606	Permanent	Interest	Favourable - Banks have passed on the increase in interest rates by the RBA to curb inflation. The Shire's cash deposit investment account interest and reserves interest will be higher than the budget. Additional municipal interest can be allocated during budget review.
✓	0	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
Operating Expenditure				
✓	53,442	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✗	(139,437)	Timing	Materials & Contracts	Unfavourable - Timing variance. Fuel tracking over budget (\$24k), monitor and re-assess at budget review. POC under-allocated to capex (\$63k).
✓	4,732	Within Threshold	Utilities (Gas, Electricity) etc.	Within Council variance reporting threshold.
✗	6,358	Timing	Interest	Favourable
✗	80,370	Timing	Insurance	Unfavourable - Timing variance. Second instalments to be paid end of October. Some insurance premiums are paid in a single instalment and others over two instalments. \$10k insurance works not budgeted for, offset by insurance claim reimbursements.
✓	9,475	Within Threshold	Other General	Within Council variance reporting threshold.
✓	(12,389)	Within Threshold	Loss on Asset Disposals	Within Council variance reporting threshold.
✗	629,976	Timing	Depreciation	Depreciation has not been processed in the system, as the asset register is to be audited for end of financial year.
Investing				
✓	0	Within Threshold	Non-Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	4,281	Within Threshold	Proceeds from disposal of assets	Within Council variance reporting threshold.
✓	58,731	Within Threshold	Proceeds from sale of land	Within Council variance reporting threshold.
✗	266,483	Timing	Capex - Land & Buildings	Capital works program yet to substantially commence. See Capital Works Report.
✗	(13,080)	Timing	Capex - Furniture & Equipment	Capital works program yet to substantially commence. See Capital Works Report.
✗	55,995	Timing	Capex - Motor Vehicles	Capital works program yet to substantially commence. See Capital Works Report.
✗	204,248	Timing	Capex - Plant	Capital works program yet to substantially commence. See Capital Works Report.
✗	19,801	Within Threshold	Capex - Infrastructure - Other	Within Council variance reporting threshold.
✗	637,986	Timing	Capex - Infrastructure - Roads	Capital works program yet to substantially commence. See Capital Works Report.
✗	10,743	Timing	Capex - Infrastructure - Footpaths	Capital works program yet to substantially commence. See Capital Works Report.
Financing				
✓	0	Within Threshold	Transfer from reserves	Within Council variance reporting threshold.
✓	(12,862)	Within Threshold	Transfer to reserves	Within Council variance reporting threshold.
✓	0	Within Threshold	Lease liabilities principal repayments	Within Council variance reporting threshold.
✓	52	Within Threshold	Loan principal repayment	Within Council variance reporting threshold.
✓	(41)	Within Threshold	SSL Principal Reimbursements	Within Council variance reporting threshold.

SHIRE OF WONGAN-BALLIDU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 2: Net Current Funding Position

Note	Positive=Surplus (Negative=Deficit)		
	Budget	Actual	Current
	Last Years Closing 30 June 2022	Last Years Closing 30 June 2022	30 September 2022
	\$		\$
Current Assets			
Cash Unrestricted	3,017,114	3,017,367	4,980,784
Cash Restricted - Reserves	2,626,886	2,626,885	2,639,747
Receivables - Rates	136,174	127,801	689,984
Receivables - Other	807,720	847,174	601,134
Receivables - ATO	93,714	93,714	48,384
Inventories	47,828	47,828	(1,922)
	6,729,436	6,760,769	8,958,111
Less: Current Liabilities			
Payables	(270,689)	(348,218)	(103,709)
Payables - ATO	(118,837)	(132,007)	(48,290)
Contract Liabilities - Unspent grants	(853,587)	(642,196)	(1,464,303)
Provisions	(399,907)	(399,907)	(385,582)
	(1,643,020)	(1,522,328)	(2,001,884)
Less: Restricted Cash - Reserves	(2,626,886)	(2,626,885)	(2,639,747)
Add: Liabilities funded by restricted cash	41,842	41,842	41,842
Less: Trust Interfund Transfer Account		(72)	(72)
	(2,585,044)	(2,585,115)	(2,597,977)
Net Current Funding Position	2,501,372	2,653,326	4,358,250

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 30 SEPTEMBER 2022

Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
Land & Buildings						
Lot 251 Ballidu (CBH)	21,571	21,571	-			-
Motor Vehicles						
Toyota Landcruiser (CEO)	8,736	100,000	(91,264)			-
Toyota Fortuner (DCEO)	30,103	28,000	2,103			-
Mazda 3 (Admin Shared)	10,000	13,000	(3,000)			-
Grader Ute (PUT73)	13,916	7,500	6,416			-
Works Ute (PUT72)	9,080	7,500	1,580			-
Plant & Equipment						
Mack Truck (PTK33)	123,630	85,000	38,630			-
Semi Water Tanker (PTRL26)	158,973	55,000	103,973			-
Multi-tyred roller (PROL14)	81,594	60,000	21,594			-
Dual Tip Pig Trailer (PTRL20)	9,986	15,000	(5,014)			-
Dual Tip Pig Trailer (PTRL23)	20,045	15,000	5,045			-
Multi-tyred roller (PROL10)	-	-	-	16,670	4,281	12,389
TOTAL	487,634	407,571	80,063	16,670	4,281	12,389
By Program						
Governance						
Toyota Landcruiser (CEO)	8,736	100,000	(91,264)			-
Toyota Fortuner (DCEO)	30,103	28,000	2,103			-
Mazda 3 (Admin Shared)	10,000	13,000	(3,000)			-
Transport						
Grader Ute (PUT73)	13,916	7,500	6,416			-
Works Ute (PUT72)	9,080	7,500	1,580			-
Mack Truck (PTK33)	123,630	85,000	38,630			-
Semi Water Tanker (PTRL26)	158,973	55,000	103,973			-
Multi-tyred roller (PROL14)	81,594	60,000	21,594			-
Multi-tyred roller (PROL10)	-	-	-	16,670	4,281	12,389
Other Property & Services						
Dual Tip Pig Trailer (PTRL20)	9,986	15,000	(5,014)			-
Dual Tip Pig Trailer (PTRL23)	20,045	15,000	5,045			-
Lot 251 Ballidu (CBH)	21,571	21,571	-			-
TOTAL	487,634	407,571	80,063	16,670	4,281	12,389
Motor Vehicle and Plant & Equipment Change Over						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
Toyota Landcruiser (CEO)	74,000	100,000	(26,000)			-
Toyota Fortuner (DCEO)	52,000	28,000	24,000			-
Mazda 3 (Admin Shared)	28,000	13,000	15,000			-
Grader Ute (PUT73)	35,000	7,500	27,500			-
Works Ute (PUT72)	35,000	7,500	27,500			-
Sub-total	224,000	156,000	68,000			-
Plant & Equipment						
Mack Truck (PTK33)	320,000	85,000	235,000			-
Semi Water Tanker (PTRL26)	160,000	55,000	105,000			-
Multi-tyred roller (PROL14)	190,000	60,000	130,000			-
Dual Tip Pig Trailer (PTRL20)	75,000	15,000	60,000			-
Dual Tip Pig Trailer (PTRL23)	75,000	15,000	60,000			-
Sub-total	820,000	230,000	590,000			-
	1,044,000	386,000	658,000			-

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 30 SEPTEMBER 2022

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Sep 22	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2022	Discount on early termination	Principal Repayments YTD	Loan Balance @ 30 Sep 22
147	Aged Persons	Ninan House*	Jul-2022		100,000	(5,226)	-	(25)	5,226	-	(5,226)	0
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	-	226,390	-	-	226,390
152	Co-Location Construction	Shire	Dec-2039		2,000,000	(21,351)	-	(6,989)	1,792,383	-	(21,351)	1,771,032
153	Wongan Hills Community Store	Wongan Hills Community Store	Jul-2025		40,000	(26,983)	-	-	28,136	(1,153)	(26,983)	(0)
TOTAL EXISTING LOANS				-	2,440,000	(53,561)	-	(7,014)	2,052,135	(1,153)	(53,561)	1,997,421

Shire Loan Summary
Self Supporting Loan Summary

-	2,000,000	(21,351)	-	(6,989)	1,792,383	-	(21,351)	1,771,032
-	440,000	(32,209)	-	(25)	259,752	(1,153)	(32,209)	226,390

	Loan Balance @ 30 Sep 22	SSL	Shire	Total
Current loan liability	(62,966)	1,332	(64,299)	(62,966)
Non current liability	(1,934,455)	(227,722)	(1,706,733)	(1,934,455)
Total Loan Liability	(1,997,421)	(226,390)	(1,771,032)	(1,997,421)

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 30 SEPTEMBER 2022

COA	Description	Budget				Indicator	Completion %	Asset Class
		Original Budget	Amendments	Current Budget	YTD Actual			
04250	Administration Building (Buildings) - CAPEX	\$10,000.00	\$0.00	\$10,000.00	\$0.00			0% Land & Buildings
04252	Computer Software (P&E) - CAPEX	\$180,000.00	\$0.00	\$180,000.00	\$58,080.00			32% Furniture & Equipment
04255	CEO Vehicle (MV) - CAPEX	\$74,000.00	\$0.00	\$74,000.00	\$0.00			0% Motor Vehicles
04256	DCEO Vehicle (MV) - CAPEX	\$52,000.00	\$0.00	\$52,000.00	\$0.00			0% Motor Vehicles
04258	Administration Pool Vehicle	\$28,000.00	\$0.00	\$28,000.00	\$0.00			0% Motor Vehicles
04280	Executive Housing (Buildings) - CAPEX	\$10,435.00	\$0.00	\$10,435.00	\$0.00			0% Land & Buildings
06010	Cadoux Rec Centre (Buildings) - CAPEX	\$15,500.00	\$0.00	\$15,500.00	\$2,074.29			13% Land & Buildings
06415	GRC Capital Expense (Buildings) - CAPEX	\$11,000.00	\$0.00	\$11,000.00	\$3,800.00			35% Land & Buildings
07627	Wongan Hills Medical Centre (Buildings) - CAPEX	\$10,000.00	\$0.00	\$10,000.00	\$0.00			0% Land & Buildings
10808	Cemetery WH Capex (Infras Other) - CAPEX	\$22,280.00	\$0.00	\$22,280.00	\$0.00			0% Other Infrastructure
10815	WH Community Park Toilets (Buildings)- CAPEX	\$11,870.00	\$0.00	\$11,870.00	\$0.00			0% Land & Buildings
10830	Railway Centre Toilets (Buildings)- CAPEX	\$240,000.00	\$0.00	\$240,000.00	\$0.00			0% Land & Buildings
10840	Street Furniture (Infras Other)- CAPEX	\$14,247.00	\$0.00	\$14,247.00	\$0.00			0% Other Infrastructure
11021	Wongan Hills Civic Centre (Buildings) - CAPEX	\$11,817.00	\$0.00	\$11,817.00	\$0.00			0% Land & Buildings
11022	Burakin Hall (Buildings) - CAPEX	\$4,544.00	\$0.00	\$4,544.00	\$0.00			0% Land & Buildings
11030	Community Park WH (Infras Other)- CAPEX	\$25,000.00	\$0.00	\$25,000.00	\$0.00			0% Other Infrastructure
11210	WH Swimming Pool (Buildings) - CAPEX	\$160,042.00	\$0.00	\$160,042.00	\$39,041.10			24% Land & Buildings
11480	Utility Parks & Gardens - CAPEX	\$0.00	\$0.00	\$0.00	\$0.00			Plant
11610	Radio & Television Tower (Buildings) - CAPEX	\$33,785.00	\$0.00	\$33,785.00	\$0.00			0% Land & Buildings
11612	Purchase of land (Lot 251 Ballidu) (CAPEX)	\$21,571.00	\$0.00	\$21,571.00	\$0.00			0% Land & Buildings
11620	W.H. Recreation Complex (Buildings) - CAPEX	\$923,436.00	\$0.00	\$923,436.00	\$116,574.76			13% Land & Buildings
11621	Ballidu Sports Complex (Buildings) - CAPEX	\$9,800.00	\$0.00	\$9,800.00	\$0.00			0% Land & Buildings
11622	Economic Stimulus Project	\$160,000.00	\$0.00	\$160,000.00	\$0.00			0% Other Infrastructure
12080	Depot Bldg. Capital (Buildings) - CAPEX	\$46,643.00	\$0.00	\$46,643.00	\$23,664.95			51% Land & Buildings
12610	Mack Truck - CAPEX	\$320,000.00	\$0.00	\$320,000.00	\$0.00			0% Plant
12615	Rollers (P&E) - CAPEX	\$190,000.00	\$0.00	\$190,000.00	\$0.00			0% Plant
12618	Water & Fuel Tankers - CAPEX	\$160,000.00	\$0.00	\$160,000.00	\$0.00			0% Plant
12623	Backhoe	\$0.00	\$47,800.00	\$47,800.00	\$0.00			0% Plant
12629	Sundry Plant and Equipment (CAPEX)	\$45,570.00	\$0.00	\$45,570.00	\$12,139.00			27% Plant
12631	Dual Pig Trailer- P & E (CAPEX)	\$150,000.00	\$0.00	\$150,000.00	\$0.00			0% Plant
13610	Museum - CAPEX	\$52,217.00	\$0.00	\$52,217.00	\$0.00			0% Land & Buildings
14414	14 Ellis Street - CAPEX	\$34,000.00	\$0.00	\$34,000.00	\$0.00			0% Land & Buildings
14418	Grader Utility (Motor Vehicles) - CAPEX	\$35,000.00	\$0.00	\$35,000.00	\$0.00			0% Motor Vehicles
14419	Construction Utility - CAPEX	\$35,000.00	\$0.00	\$35,000.00	\$0.00			0% Motor Vehicles
14841	Purchase of Old School Oval (CAPEX)	\$200,000.00	\$0.00	\$200,000.00	\$0.00			0% Land & Buildings
14881	Wongan Hills Airport (Infr Other)	\$160,805.00	\$0.00	\$160,805.00	\$82,025.31			51% Other Infrastructure
14932	Gravel Pit Assessments - Capex	\$25,000.00	\$0.00	\$25,000.00	\$0.00			0% Other Infrastructure
AROAD	RRG Funded Capital Roadworks (Infras Roads)	\$1,040,090.00	\$184,450.00	\$1,224,540.00	\$35,398.58			3% Roads
BROAD	R2R Funded Capital Roadworks (Infras Roads)	\$476,893.00	\$0.00	\$476,893.00	\$20,379.55			4% Roads
DROAD	Own Funded Capital Footpaths (Infras footpaths)	\$155,790.00	\$0.00	\$155,790.00	\$28,200.04			18% Footpaths
EROAD	Own Funded Capital Roadworks (Infras Roads)	\$123,723.00	\$0.00	\$123,723.00	\$21,397.49			17% Roads
GROAD	Wheatbelt Secondary Freight Network Roadworks (Infras Roads)	\$2,807,779.00	\$0.00	\$2,807,779.00	\$442,993.92			16% Roads
		\$8,087,837.00	\$232,250.00	\$8,320,087.00	\$885,768.99			11%

	Budget				Variance
	Original Budget	Amendments	Current Budget	YTD Actual	
Land & Buildings	\$1,806,660.00	\$0.00	\$1,806,660.00	\$185,155.00	\$1,621,505.00
Furniture & Equipment	\$180,000.00	\$0.00	\$180,000.00	\$58,080.00	\$121,920.00
Motor Vehicles	\$224,000.00	\$0.00	\$224,000.00	\$0.00	\$224,000.00
Plant	\$865,570.00	\$47,800.00	\$913,370.00	\$12,139.00	\$901,231.00
Other Infrastructure	\$407,332.00	\$0.00	\$407,332.00	\$82,025.00	\$325,307.00
Roads	\$4,448,485.00	\$184,450.00	\$4,632,935.00	\$520,170.00	\$4,112,765.00
Footpaths	\$155,790.00	\$0.00	\$155,790.00	\$28,200.00	\$127,590.00
	\$8,087,837.00	\$232,250.00	\$8,320,087.00	\$885,768.99	\$7,434,318.00

Total Actual < Current Budget
No Current Budget
No YTD Actual
Total Actual > Current Budget

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 30 SEPTEMBER 2022

MUNICIPAL INVESTMENTS

Matured Municipal Investments											
Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
Total of matured municipal investments											
Current Municipal Investments											
Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160485	Westpac Online Saver Account		1/07/2022				\$ 2,820,469.83	\$ 1,750,000.00	\$ 4,158.64	\$ 4,574,628.47	\$ 4,158.64
Total of current municipal investments											
							\$ 2,820,469.83	\$ 1,750,000.00	\$ 4,158.64	\$ 4,574,628.47	\$ 4,158.64

RESERVE INVESTMENTS

Matured Reserve Investments											
Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
Total of matured reserve investments											
Current Reserve Investments											
Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160629	Westpac Reserve Saver		1-Jul-22				\$ 2,626,884.87	\$ -	\$ 12,862.29	\$ 2,639,747.16	\$ 12,862.29
Total of reserve investments and cash											
							\$ 2,626,884.87	\$ -	\$ 12,862.29	\$ 2,639,747.16	\$ 12,862.29
Total of matured municipal and reserve investment											
							\$ -	\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash											
							\$ 5,447,354.70	\$ 1,750,000.00	\$ 17,020.93	\$ 7,214,375.63	\$ 17,020.93

SHIRE OF WONGAN-BALLIDU					
BANK RECONCILIATIONS FOR 30 SEPTEMBER 2022					
	Total	Municipal (01106+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	7,447,811.38	4,772,453.72	40,749.56	2,633,758.10	850.00
Add:					
Receipts	683,487.08	677,497.99		5,989.09	
Adjustment	-				
Transfers In/(Out)	500,000.00	500,000.00			
Transfers In/(Out)	-				
Less:					
Payments - EFT & Cheques	(968,679.22)	(968,679.22)			
Payments - Bank Fees	(1,338.34)	(1,338.34)			
Adjustments & Transfers	-				
Balance as per General Ledger	7,661,280.90	4,979,934.15	40,749.56	2,639,747.19	850.00
Balance as per Bank Statements	445,286.43	404,536.87	40,749.56		
Balance as per Bank Deposit Certificates	2,639,747.16	-		2,639,747.16	
Balance as per Holder Certificates	4,575,478.47	4,574,628.47			850.00
Add:					
Outstanding Deposits	768.81	768.81			
Adjustments - Unallocated deposits	-	-			
Less:					
Unpresented Payments	-				
Adjustments & Transfers	-				
Rounding	0.03			0.03	
Balance as per Cash Book	7,661,280.90	4,979,934.15	40,749.56	2,639,747.19	850.00

MONTHLY FINANCIAL HEALTH CHECK

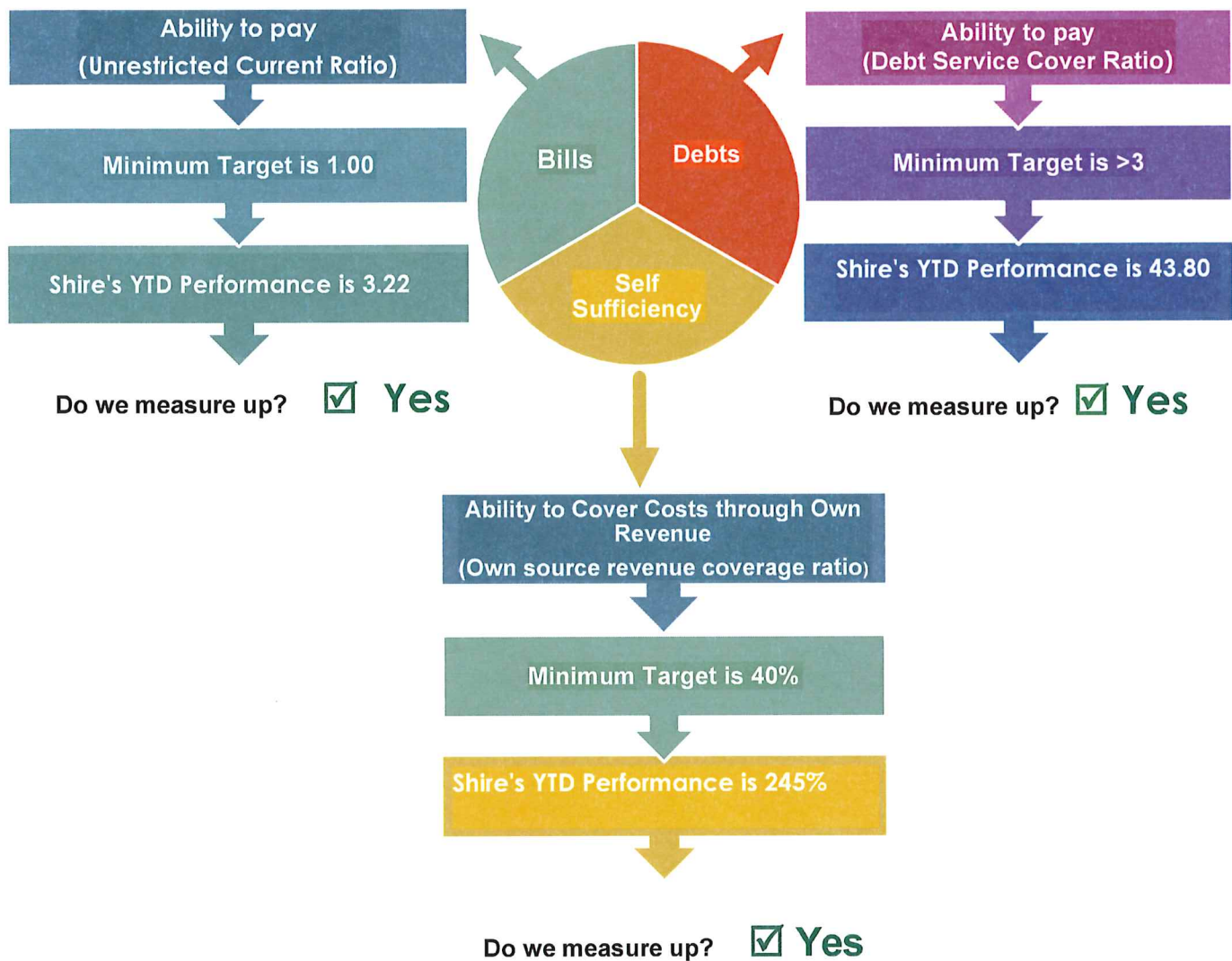


As at 30 September 2022

Highlighting how the Shire of Wongan-Ballidu is
tracking against financial ratios

Financial Snapshot (Year to Date)	Actual
Operating Revenue	\$3,992,984
Operating Expenditure (Including Non-Cash Items)	(\$1,441,708)
Non-Cash Items	\$12,389
Capital Revenue	\$63,012
Capital Expenditure	(\$885,769)
Loan Repayments	(\$53,561)
Lease Liability Principal Repayments	(\$1,770)
Transfers (to)/from Reserves	(\$12,862)
Surplus Brought Forward 1 July 2021	\$2,653,326
Current Municipal Surplus	\$4,358,250

Financial health indicators



Cash in the bank



► How are we tracking against our budgeted targets?

Adjusted Operating Surplus

A measure of the Shire's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.

Minimum Target is 1%

Shire's YTD Performance is 72.16%

Do we measure up? ☒ Yes

- Adjusted operating surplus and self-sufficient ratios are high in the earlier part of the year due to rates being fully billed in July. However, as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2023. Depreciation yet to be processed also inflates this figure.

Asset Sustainability Ratio

Measures if the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

Minimum Target is 90%

Shire's YTD Performance is N/A

Do we measure up? **N/A**

- Depreciation has not been processed in the asset register yet as final audit is to be completed.
- Capital works program is yet to significantly commence, this ratio will increase as the year goes on and more capital works are completed.

9.2.3 WRITE OFF RATES DEBT FOR ASSESSMENT A92

FILE REFERENCE:	F1.4
REPORT DATE:	18 October 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli - Deputy Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

The purpose of this report is to seek Council's authority to write off the outstanding rates (including current, arrears and all interest) for assessment A92 – Lot 2 Craig Road, Wongan Hills.

BACKGROUND:

At the December 2021 Ordinary Council Meeting, during the Informal session, a memo was presented to Council to propose rates write offs for a number of properties. It was determined from this that the rates owing on assessment A92 should be written off and the land surrendered to the Crown.

Assessment A92 has not paid any amount owing since 1999. The company 'Travilla Pty Ltd' and parent company 'Eastern Coast Developments Pty Ltd' went into external administration and there is no possibility of recovering this debt.

POLICY REQUIREMENTS:

Council Policy 4.9 – Rates Collection

LEGISLATIVE REQUIREMENTS:

➤ *Local Government Act 1995*

1. Section 6.12(1)(c) of the Act states the local government has the power to write off any amount of money which is owed to the local government. Absolute majority required.
2. Section 6.64(1)(c) of the Act states that if any rates or service charges which are due to the local government in respect of any rateable land have been unpaid for at least 3 years, the local government may cause the land to be transferred to the Crown.

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

A provision for bad debt of \$29,551 was made at 30 June 2022 as part of the accounting processes for the preparation of the annual financial report. As at 30 September 2022, the total amount of rates (current, arrears and interest) outstanding on A92 is \$28,469.19. This means there will be no additional write off expenditure required to be approved.

COMMENT:

It is recommended to write off the total amount owing for A92 under section 6.12(1)(c) of the *Local Government Act 1995*, as there is no possibility of recovering the debt. It is further recommended that the Shire commences the process to surrender the land back to the Crown under section 6.64(1)(c) of the *Local Government Act 1995*.

It is also recommended that the Shire submits a Form D to the Department of Fire and Emergency Services, for the outstanding unrecoverable Emergency Services Levy of \$1,182 and unrecoverable ESL penalty interest of \$895.05.

VOTING REQUIREMENTS: Simple Majority

MOVED: Cr Falconer

SECONDED: Cr Tunstill

That Council:

1. Pursuant to section 6.12(1)(c) of the *Local Government Act 1995*, AUTHORISES the Chief Executive Officer to write off the total amount owing in rates on assessment A92 of \$28,469.19.
2. Pursuant to section 6.64(1)(c) of the *Local Government Act 1995*, AUTHORISES the Chief Executive Officer to commence the process of surrendering Lot 2 Craig Road to the Crown.
3. AUTHORISES Shire of Wongan-Ballidu to submit Form D to Department of Fire and Emergency Services for the unrecoverable Emergency Services Levy amount of \$1,182 and
ESL penalty interest of \$895.05.

CARRIED: 7/0
RESOLUTION:081022

9.2.4 FINANCE AND ADMINISTRATION SERVICES POLICY REVIEWS

FILE REFERENCE:**REPORT DATE:**

18 October 2022

APPLICANT/PROPONENT:

N/A

OFFICER DISCLOSURE OF INTEREST:

Nil

PREVIOUS MEETING REFERENCES:**AUTHOR:**

Sam Dolzadelli, Deputy Chief Executive Officer

ATTACHMENTS:

4.7 Monthly Financial Report policy

4.9 Rate Collection

4.10 Regional Purchasing

4.11 Covid-19 Financial Hardship policy

PURPOSE OF REPORT:

The purpose of this report is to present sufficient information to Council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

In accordance with Council's Policy Review Process, the entire policy manual is to be reviewed at least bi-annually.

COMMENT:

The Chief Executive Officer is responsible for the co-ordination of this review. The policies have been distributed to Council review and recommendations to amend or adopt the policy were noted at Informal Council Meetings held on 23 August 2022 and 30 September 2022.

With those policies pertaining to Administration & Financial Services, a rigorous review of all policies will be conducted over a six (6) month period, which would involve addressing specific policies every month.

The policies selected for the August and September 2022 review are:

- 4.7 Monthly Financial Report
- 4.9 Rate Collection
- 4.10 Regional Purchasing
- 4.11 Covid-19 Financial Hardship

The above policies are to be amended or adopted as is as set out by Council and outlined as below:

4.7 Monthly Financial Report

Repeal policy. Not required under legislation and it is not common practice to have a separate policy on the monthly financial reporting of Council. The recently amended 4.1 Accounting policy includes all the monthly financial report in the scope of application of the policy.

4.9 Rate Collection

Amend policy. New policy title "Debt Collection (Rates and Sundry Debtors)".

4.10 Regional Purchasing

No changes to policy. This policy meets the requirements of Council.

4.11 Covid-19 Financial Hardship

Repeal policy. Financial hardship provisions now included in revamped Debt Collection policy. Current policy is too specific.

POLICY REQUIREMENTS:

The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed in its entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of Council and the Chief Executive Officer.

STRATEGIC IMPLICATIONS:

Ongoing review and refinement of the Policy Manual is in line with Council's strategic direction on Governance (Implement and develop policy based on economic, social, cultural, governance and environmental elements).

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental impacts associated with this proposal.

➤ Economic

There are no known economic impacts associated with this proposal.

➤ Social

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

MOVED: Cr Falconer

SECONDED: Cr Anspach

That Council:

1. ADOPT the following policies with amendments:
4.9 Debt Collection (Rates and Sundry Debtors)
2. ADOPT the following policies without variations
4.10 Regional Purchasing
3. REPEAL the following policies:
4.7 Monthly Financial Report
4.11 Covid-19 Financial Hardship

**CARRIED: 7/0
RESOLUTION:061022**

4.7 Monthly Financial Reporting Requirements

Policy Owner:	Administration and Financial Services
Person Responsible:	Deputy Chief Executive Officer
Date of Adoption:	19 February 2009
Adoption Resolution:	100209
Date of Last Review:	26 October 2022 – Resolution: TBA – Repeal

OBJECTIVE

To not only comply with the minimum monthly financial reporting requirements imposed on Council pursuant to the Local Government (Financial Management) Regulations 1996 but to also determine the other discretionary reports and disclosures that allow Council to monitor and improve the financial health of the organisation.

BACKGROUND

Under the Local Government (Financial Management) Regulations (FMR) 1996 the Council is to prepare a number of different financial reports outlining the financial operations at the previous month end date.

Regulation 34.1 of the FMR's requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail;

- Annual budget estimates taking into account any expenditure incurred for an additional purpose under S6.8(1)(b) and (c).
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget)
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals)
- Material variances between the comparatives of YTD Budget vs. actuals
- The net current assets (NCA) at the end of the month to which the statement relates.

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing: –

An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets containing the following detail;

- An explanation of each of the material variances between YTD budget and Actuals.
- Such other supporting information as is considered relevant by the local government.

Regulation 34.3 - The information in a statement of financial activity may be shown: –

- According to nature and type classification
- By program; or
- By business unit

Regulation 34(5) each financial year a Local government is also to adopt a percentage or value, calculated in accordance with AAS5, to be used in reporting material variances. These variances will be applied at comparative COA (Chart of Accounts and or 'Job') level.

POLICY

That the following ongoing financial reports, including, is required by Council;

1. Monthly Statements as follows;

a.	Statement of Financial Activity (by Nature and Type)	FM Regs 34
b.	Statement of Operating Activities by Programme/Activity (Summary)	FM Regs 34
c.	Statement of Capital Expenses by Program/Activity (Summary)	FM Regs 34
d.	Statement of Net Current Assets (NCA)	FM Regs 34
e.	Rate setting statement	Discretionary
f.	Disposal of Assets	Discretionary
g.	Rates Outstanding Report	Discretionary
h.	Debtors Outstanding Report	Discretionary
i.	Bank Reconciliation Report	Discretionary
j.	Investment Report	Discretionary
k.	Reserve Account Balances Report	Discretionary
l.	Loans Schedule	Discretionary
m.	Ratio's Report	Discretionary

That no later than March each year, Council receive a report from the Finance & Audit Review Committee on a detailed Budget Review in accordance with S33A of the FMR regulations.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for implementation of this policy.

4.9 Debt Collection (Rates and Sundry Debtors)

Policy Owner:	Administration and Financial Services
Person Responsible:	Deputy Chief Executive Officer
Date of Adoption:	1 February 2005
Adoption Resolution:	040906
Date of Last Review:	26 October 2022 – Resolution: TBA – Amended

OBJECTIVE

The purpose of this policy is to outline the Shire of Wongan-Ballidu's process for efficient and effective management of outstanding Rates and Sundry Debtor Accounts.

POLICY SCOPE

The Shire of Wongan-Ballidu will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- ensuring that debt collection procedures are carried out in a fair and equitable manner;
- making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- transparency by making clear the obligations of its ratepayers and sundry debtors to the processes used by Council in ensuring that they meet their financial obligations;
- equity by having regard to providing the same treatment for ratepayers and sundry debtors with similar circumstances;
- flexibility by responding where necessary to changes in the local economy;
- ensuring the Shire of Wongan-Ballidu is compliant with all regulatory obligations;
- promoting effective governance and definition of roles and responsibilities;
- upholding recognition from the public and industry for the Shire of Wongan-Ballidu practices that withstand probity.

Definitions

Debtor an individual, organisation or other party that transacts with the Shire where goods or services are provided, use of facilities are made available, fines and license fees are levied and any other transaction that results in an expected future payment to the Shire.

General Procedure Claim (GPC) means the claim lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

Property Seizure and Sale Order (PSSO) is a court order that authorises a bailiff to seize and sell as much of the judgment debtor's real or personal property as necessary to satisfy the judgment debt wholly or partially.

Financial Hardship A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

POLICY

1. Recovery of Sundry Debtor Accounts

The recovery of outstanding sundry debtors will be collected in a fair and timely manner. Sundry debts are due for payments 21 days from date of issue. The process for sundry debt collection is as follows:

- (a) Sundry debtors will be issued an invoice as soon as possible after the amount is known, providing 21-day payment terms.
- (b) Statements will be issued to all sundry debtors within five (5) working days of the start of each month, as a reminder for all outstanding amounts owing to the Shire.
- (c) At the end of each month, invoices that are overdue will be followed up by a phone call and email to the sundry debtor, requesting immediate payment is made.
- (d) If, after 14 days no payment has been received, a statement with final notice of account and a copy of the outstanding invoices will be sent by post to the debtor.
- (e) If, after 7 days no payment has been received, communication will be issued advising that legal action may be taken without further warning should the debt remain outstanding for a further 7 days.

Where the customer fails to pay in full by the expiry of the period defined above, credit may be suspended, or services limited, and legal action may be commenced.

2. Recovery of Rate and Service Charges

The recovery of outstanding rates will be collected in a fair and timely manner. Rate notices are due for payment 35 days from date of issue in accordance with the *Local Government Act 1995*.

Amounts that remain outstanding past the prescribed due date may have interest applied, up to a maximum interest rate as legislated and imposed annually by Council as part of the Annual Budget. Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Shire of Wongan-Ballidu. This includes overdue amounts where the rate payer has elected to pay by an instalment option.

Accounts unpaid by the due date shown on the Rate Notice

Where accounts remain outstanding after the prescribed due date, a Final Notice shall be issued requesting full payment within fourteen (14) days (this to be commenced within two weeks of accounts falling due).

If payment has not been received after the 14-day period prescribed on the Final Notice, the rates debtor will be contacted, and requested to make payment in full.

Accounts that remain outstanding after the above process has been carried out will be issued with a Final Demand Letter requesting full payment within seven (7) days (to be commenced within a week of accounts falling due).

Accounts with eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992* will not be subjected to the above recovery process, however those accounts with service charges or rates that are unable to be deferred (Seniors) from the previous year will be subject to a communique requesting payment of overdue charges.

Accounts unpaid after the expiry date shown on the Final Demand

Where amounts remain outstanding after the expiry date shown on the Final Demand and no communication has been entered into, recovery action will commence.

Accounts will be sent to the Shire's debt collection agency for issuance of a Final Demand (Agency Letterhead) with a due date of fourteen (14) days. The demand is to be issued by mail and email (if an email exists). Those accounts with existing action carried over from the previous year will receive a demand from the Shire's solicitors.

Seizure of Rent for Non-Payment of Rates

Where the property owner of a leased or rented property on which Rates and Service Charges are outstanding cannot be located or refuses to settle Rates and Service Charges owed, a Notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995* requiring the lessee or tenant to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid. The Shire will not be liable for the maintenance and repairs of the property whilst seizing the rent from the property owner.

Options to recover rates debt where rates remain unpaid

Under the guidance of the Shire's debt collection service provider, legal action may be undertaken to recover outstanding rates and charges. This action may include General Procedure Claims and Property Seizure and Sale Orders (Goods). Any costs incurred in undertaking legal action in a Court of competent jurisdiction are recoverable from ratepayers under section 6.56 of the *Local Government Act 1995*.

Options to recover rates debt where rates are in arrears for in excess of three (3) years.

- (i) Lodging a Caveat on the Title for Land
If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years a caveat may be registered on the title for the land, under the provisions of Section 6.64 (3) of the *Local Government Act 1995*. The approval of Council is required before this course of action is undertaken.
- (ii) Sale of Property
If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years, Council may take possession of the land under the provisions of Section 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

3. Write off Debts

The power to write off debt is contained in the *Local Government Act 1995*, under section 6.12(1)(c). The local government may write off any amount of money which is owed to the local government. This requires a resolution of Council. All debt write offs will be presented to Council prior to writing the debt off.

4. Financial Hardship

While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. The Shire will consider a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment.
- Sickness or recovery from sickness.
- Low income or loss of income.
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers will be required to provide information about their individual circumstances that may be relevant. This includes demonstrating a capacity to make some payment where possible and entering into a formal payment arrangement. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with all statutory responsibilities.

Where a ratepayer meets the Financial Hardship Criteria, payment arrangements will incur a \$0 administration fee and the Shire reserves the right to waive late penalty interest, excluding the late payment interest and Service Charges applicable to the Emergency Services Levy.

The Shire will suspend debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan before defaulting on the 3rd due payment, then the debt recovery process will continue to be suspended.

5. Payment Arrangements

Payment arrangements are facilitated in accordance with *Section 6.49 of The Local Government Act 1995* and will be offered to rate payers in circumstances evident of financial hardship. A payment arrangement must be negotiated to reflect a ratepayer's capacity to repay outstanding rates and contain the details of the agreed repayment schedule.

These payment arrangements will include the following:

1. It is the responsibility of the ratepayer to ensure that the agreed payment amounts are paid on or before the agreed due date.
2. The Shire of Wongan-Ballidu requires full payment of the outstanding rates by the end of the financial year.
3. If a ratepayer requires an extension on this timeframe an end date must be negotiated and approved by the Deputy Chief Executive Officer.
4. The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed repayment schedule.

For the purpose of recovering rates and service charges, where a ratepayer defaults on more than two repayments, the payment arrangement will become void and be subject to the Shire's debt recovery procedures outlined in this policy.

6. Supplementary Provisions

- a. All costs involved in recovery actions (including legal proceedings) will be charged against the property and deemed recoverable;
- b. At the end of each month, any amount owing less than \$1.00 will be classified as a small balance and subsequently written off;
- c. Overpayments are to be credited against future years rates accounts, ratepayers can only pay up to a maximum of one financial year of rates billing in advance;
- d. Any interim rates that are calculated at less than \$15.00 is not to be charged to the assessment.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for the implementation and operation of this Policy.

4.10 Regional Purchasing

Policy Owner:	Finance, Audit & Review Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	19 February 2004
Adoption Resolution:	9.4.1
Date of Last Review:	26 October 2022 – Resolution: TBA – No Change

OBJECTIVE

The Shire is committed to maximising opportunities for the economic development of business and industry in the Shire.

The Shire has a responsibility to achieve value for money in its procurement of goods and services.

POLICY

Preamble

The Local Government (Functions and General) Regulations 1996 provide opportunity for local government to establish Regional Price Preference.

This policy should be considered and is related to the Purchasing & Procurement policy.

This preference provides the opportunity for local authorities to apply a percentage reduction to tenderers for goods and/or services as follows:

- Up to 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
- Up to 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
- Up to 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Regional Preference can include any area but must include the entire district of the local government and cannot include a part of the Metropolitan Area.

Statement of Intent

The Shire of Wongan-Ballidu intends to utilise this policy to be known as the 'Shire of Wongan-Ballidu Regional Price Preference Policy' for the acquisition of goods and services where deemed possible.

The purpose of this policy is to maximise potential expenditure arising from the Shire of Wongan-Ballidu to the community and to businesses located in the Shire, and in other areas as defined as the region, for the purposes of this policy.

In undertaking the development of this policy, the Shire is attempting to maximize the commercial viability of businesses with its' community and to provide maximum opportunity for the creation of locally or regionally based employment.

The Shire is committed to increasing and promoting a sustainable community. To achieve this, where practical, the Shire will endeavour to support business and industry within the Shire.

Issues

Value for money is an important consideration in the determining of contracts and purchasing of goods and services. Purchasing decisions will be based on the total cost of the product over its serviced life, considering factors such as quality, service standards, timely delivery, local back up, benefits and risk.

Suppliers within the Shire can actively seek business with the Shire by:

- Actively promoting goods and services to the Shire ofWongan-Ballidu;
- Offering competitive prices, the first time;
- Supplying quality goods and services; and
- Seeking information about proposed purchases to be made by the Shire ofWongan-Ballidu.

Where practical, the Shire shall seek to support business and industry within the Shire. The Shire will ensure that businesses and industry within the Shire have every opportunity to bid for and where competitive, supply the required needs. As part of considering value for money decisions, the benefits of purchasing goods and services from local suppliers shall be considered.

In considering a value for money decision, the following considerations will be included when analysing purchasing from local business and industry:

- *Local Government Act 1995* tender regulations;
- National Competition Policy principles;
- *Trade Practices Act*;
- The social and economic impact of major contract decisions on local businesses;
- Possible flow on effect to local businesses;
- The potential for local product demonstrations and references, with consequently reduced risk in the decision-making process;
- More convenient communications and liaison;
- Local backup, spare parts, warranty and quality of servicing;
- Ability of local businesses to meet specified time frame;
- Benefits in attracting more business to the Shire, thereby increasing economic activity;
- Assists in increasing employment in the region;
- Conformity with tender bid requirements; and
- Ability to meet the Shire needs.

The Shire will support and assist local business and industry by:

- Recognising the benefits of purchasing from local business and industry;

- Advertising all tenders and expressions of interest locally; and
- Where requested, provide feedback to unsuccessful tenderers highlighting how bids can be improved to be more competitive.

Definitions

Region A – is to be understood as that area defined as the Shire ofWongan-Ballidu.

Region B – is to be understood as that area as identified by the local authority boundaries of Goomalling, Koorda, Moora, Dalwallinu, Dowerin and Victoria Plains.

Application

Whilst the Local Government (Functions and General) Regulations 1996, provide specific powers for local government to create Regional Preference for tenderers, the Shire has chosen to expand this application to include the provision of as many services as possible, where such services are supplied by regional organisations or individuals. These additional services, supplied direct to the Shire, will be coordinated through the use of short-term contractual arrangements.

This policy will be referred to within the body of this contact and any advertising undertaken seeking expressions of interest for this supply of service, and all suppliers will be made aware of the existence of this policy and the manner in which it will applied.

This policy whilst being used to assess Regional Tendering or supply of goods or services, will not necessarily determine the outcome of any tender or expression of interest. The Shire of Wongan-Ballidu advises that price is to be only one of the factors by which the Shire will assess tenders and expressions of interest as received.

Statement of Policy

In accordance with the Local Government (Functions and General) Regulations 1996, the Shire of Wongan-Ballidu has created a policy to provide Regional Purchasing Preference to regional and local suppliers of goods and services.

This policy has been created to maximise the commercial viability of businesses within its' community and to provide maximum opportunity for the creation of locally or regionally based employment.

This policy will be applied as follows for the provision of all goods and services to the Shire (when so indicated in advertising or contract documentation):

Tenders Region A Only

Regional Preference will be provided to tenderers by assessing the tender from that regional tenderer as if the bids were reduced by: -

Part 1:

- 10% - where the contract is for goods or services, up to a maximum price reduction of \$10,000.
- 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$5,000.
- 10% - where the contract is for goods or services (including construction (building) services),

up to a maximum price reduction of \$50,000, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Part 2:

Although goods or services that form a part of a tender submitted by a tenderer (as per definitions on page 2 of this policy) may be:

- Wholly supplied from regional source; or
- Partially supplied from regional sources, and partly supplied from non-regional sources.

Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

Region B Only

Regional Preference will be provided to tenderers by assessing the tender from that regional tenderer as if the price bids were reduced by: -

Part 1:

- 5% - where the contract is for goods or services, up to a maximum price reduction of \$5,000.
- 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$2,500.

Part 2:

Although goods or services that form a part of a tender submitted by a tenderer (as per definitions on page 2 of this policy) may be:

- Wholly supplied from regional sources; or
- Partly supplied from regional sources, and partly supplied from non-regional sources,

only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

Supply of Goods and Services (other than by tender)

Regional Preference will be provided to suppliers of goods and services by assessing the expressions of interest received on contracts to supply, from that regional price provider, as if the price bids were reduced by: -

Region A Only

- 10% - where the contract is for goods or services up to a maximum price reduction of \$1,000.
- 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$1,000.

Region B Only

- 5% - where the contract is for goods or services, up to a maximum price reduction of \$1,000.
- 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$500.

In utilising this Regional Price Preference, the Shire will refer to the existence of this policy and its method of application within the body of any contract or expression of interest documentation and any advertising undertaken seeking expressions of interest.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer and relevant Managers are responsible for ensuring that this policy is carried out.

4.11 COVID-19 Financial Hardship Policy

Policy Owner:	Administration and Financial Services
Person Responsible:	Deputy Chief Executive Officer
Date of Adoption:	24 June 2020
Adoption Resolution:	080620
Date of Last Review:	26 October 2022 – Resolution: TBA – Repeal

OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Wongan-Ballidu recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for the implementation of this policy.

SCOPE

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996 will apply.

POLICY STATEMENT

Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents. The Shire recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

Interest Charges

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Council may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Debt recovery will continue for those debtors that are not subject to this policy.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

9.3 WORKS AND SERVICES

9.3.1 WORKS AND SERVICES POLICY REVIEWS

FILE REFERENCE:	
REPORT DATE:	18 October 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Karl Mickle, Manager of Works & Services
ATTACHMENTS:	10.2 Council/MRWA Advertising Hoardings 10.20 School Bus Stop/Signs 10.21 Service Provider Road Reinstatement 10.22 Standpipe Water Charges 10.23 Street Lighting 10.25 Use of Council Facilities 10.26 Vehicle Crossovers 10.28 Lighting Management

PURPOSE OF REPORT:

The purpose of this report is to present sufficient information to Council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

In accordance with Council's Policy Review Process, the entire policy manual is to be reviewed at least bi-annually.

COMMENT:

The Chief Executive Officer is responsible for the co-ordination of this review. The policies have been distributed to Council review and recommendations to amend or adopt the policy, including recommendations from FMR 17 Report were noted at Informal Council Meeting held on 28 September 2022.

With those policies pertaining to Administration & Financial Services, a rigorous review of all policies will be conducted over a six (6) month period, which would involve at addressing specific policies every month.

The policies selected for the September 2022 review are:

- 10.2 Council/MRWA Advertising Hoardings
- 10.20 School Bus Stop/Signs
- 10.21 Service Provider Road Reinstatement
- 10.22 Standpipe Water Charges
- 10.23 Street Lighting
- 10.25 Use of Council Facilities
- 10.26 Vehicle Crossovers
- 10.28 Lighting Management

The above policies are to be amended or adopted as is as set out by Council and outlined as below:

- 10.2 Council/MRWA Advertising Hoardings

No changes to policy. This policy meets the requirements of Council.

- 10.20 School Bus Stop/Signs

No changes to policy. This policy meets the requirements of Council.

- 10.21 Service Provider Road Reinstatement

Policy amended in accordance with Officers Recommendation at Informal Council Meeting held on 28 September 2022.

- 10.22 Standpipe Water Charges

No changes to policy apart from the new Shire logo.

10.23 Street Lighting

Policy amended in accordance with Officers Recommendation at Informal Council Meeting held on 28 September 2022.

10.25 Use of Council Facilities

No changes to policy. This policy meets the requirements of Council.

10.26 Vehicle Crossovers

No changes to policy. This policy meets the requirements of Council.

10.28 Lighting Management

No changes to policy. This policy meets the requirements of Council.

POLICY REQUIREMENTS:

The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed in its entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of Council and the Chief Executive Officer.

STRATEGIC IMPLICATIONS:

Ongoing review and refinement of the Policy Manual is in line with Council's strategic direction on Governance (Implement and develop policy based on economic, social, cultural, governance and environmental elements).

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

MOVED: Cr Boekeman

SECONDED: Cr Tunstill

That Council:

1. ADOPT the following polices with minor amendments:
 - 10.21 Service Provider Road Reinstatement
 - 10.22 Standpipe Water Charges
 - 10.23 Street Lighting
2. ADOPT the following polices without variation:
 - 10.2 Council/MRWA Advertising Hoardings
 - 10.20 School Bus Stop/Signs
 - 10.25 Use of Council Facilities
 - 10.26 Vehicle Crossover
 - 10.28 Lighting Management

CARRIED: 7/0
RESOLUTION:101022

10.2 Council/MRWA Advertising Hoardings

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	20 July 2006
Adoption Resolution:	040706
Date of Last Amendment:	
Date of Last Review:	26 October 2022 – Resolution TBA – No Change

OBJECTIVE

To manage its risks and to also ensure protection of visual amenity, pedestrians on footpaths, Council liability and vehicle traffic whilst ensuring the public is informed and businesses can adequately and safely promote themselves and their wares.

POLICY

That with respect to roadside advertising by commercial enterprises that address Council or MRWA roads the following Policy be adopted and copied to all relevant businesses and the Wongan Hills Business Association;

1. That commercial enterprises that address Council or MRWA roads within the townsites not be permitted to place temporary advertising hoardings, products' or sandwich board signs anywhere other than on their property, or on Councils' adjoining footpath subject to it not constituting a pedestrian or vehicular hazard in the opinion of the CEO.
2. Nothing in this policy prevents a commercial enterprise seeking written application for a permanent sign on Council or Main Roads property which will be assessed in accordance with the Councils' and MRWA requirements and Councils' desire to:
 - a. maximise through vision by passing traffic to Fenton Pl and;
 - b. minimise negative visual amenity such as signs.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this policy.

10.20 School Bus Stops/Signs

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	December 2011
Adoption Resolution:	101211
Date of Last Amendment:	
Date of Last Review:	26 October 2022 – Resolution TBA – No Change

OBJECTIVE

To assist with providing safer areas for school children who use buses to commute to and from school.

POLICY

To provide School bus stop pull off bays if warranted but only after consultation with the relevant School Bus Services Committee. Pull off bays are to be provided while the plant is working in close proximity to the proposed site for the pull off bays. The Chief Executive Officer is authorised to arrange erection of school bus stop signs on request whether a school bus bay has been provided or not, subject to the site meeting the criteria for such signs under Main Roads WA guidelines.

School bus routes and stops to be assessed annually.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementation of this policy.

10.21 Service Provider Road Reinstatements

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	17 May 2012
Adoption Resolution:	060512
Date of Last Amendment:	
Date of Last Review:	26 October 2022 – Resolution TBA – Amended

OBJECTIVE

To provide costing guidelines when Telstra, Western Power, Alinta Gas, Water Corporation or their Contractor make application to put in new services or put in new services, upgrade existing services or repair existing services on or in land owned or under control of the Shire of Wongan- Ballidu.

POLICY

Reinstatement works are to be undertaken to a high standard. Roads, footpaths and any other land where services have put in are to be reinstated to their original condition.

The use of drilling in lieu of excavation and the use of stabilising sand products is a mandatory requirement for all works and any variation of the approved method or products requires the written approval of Shire of Wongan-Ballidu prior to works commencing.

When Council undertakes the reinstatement, charges are to be raised on standard Private Works/Plant Hire rate and a further 50% provisional component be added to the charge to compensate for remedial work associated with the reinstatement and Councils exposure to additional liability

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementation of this policy.

10.22 Standpipe Water Charges

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	17 May 2012
Adoption Resolution:	060512
Date of Last Amendment:	26 October 2022 – Resolution TBA – Amended

OBJECTIVE

To provide guidelines as to charges that can be levied for those organisations/persons using water from Council's Standpipes.

POLICY

That charges be raised for all standpipe water consumption as follows:

That Council erect signs on all the Council standpipes on road reserve around the Shire stating:



Shire of Wongan-Ballidu Emergency Fire Standpipe Fees apply
for all use.

For enquiries, reporting of damage or quantity taken (for
billing) contact the Shire Office on 9761 2500
during normal office hours

The rate of charge per litre be determined by Council annually as part of the budget process and incorporated into the Shire of Wongan-Ballidu Fees and Charges.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementation of this policy.

10.23 Street Lighting

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	December 2011
Adoption Resolution:	071111
Date of Last Amendment:	
Date of Last Review:	26 October 2022 – Resolution TBA – Amended

OBJECTIVE

To ensure that adequate lighting is provided for security and general purposes whilst appreciating the economic cost of providing this service.

POLICY

That the streetlights in Fenton Place and Wongan Road be kept on all night while the remaining streetlights in Wongan Hills, Cadoux and Ballidu be turned off at 1.15am.

All other matters relating to street lights in Fenton Place and Wongan Road be managed in accordance with Policy 10.28 Lighting Management Policy

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementation of this policy.

10.25 Use of Council Facilities, Plant and Equipment by Community Organisations

Policy Owner:	Works and Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	16 August 2012
Adoption Resolution:	080812
Date of Last Amendment:	
Date of Last Review:	26 October 2022 – Resolution TBA – No change

OBJECTIVE

To assist Community Organisations and Employees with their activities and programs through occasional use of Council equipment.

POLICY

Community Organisations

The Chief Executive Officer in conjunction with the Manager Works & Services is authorised to permit the use of Councils plant and equipment, to be used after hours for community purposes at no cost to Council other than running costs provided that the plant and equipment: -

1. Is operated by authorised Shire employees only
2. Is used to facilitate a works undertaking for a local community organisation or sporting club
3. Does not leave the Shire of Wongan-Ballidu
4. Is readily available to the site without the involvement of unnecessary transportation.
5. Use is not prolonged, regular or ongoing

Note refer also to Councils delegation 'Donations of Plant & Equipment.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementation of this policy.

10.26 Vehicle Crossovers

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	16 August 2012
Adoption Resolution:	080812
Date of Last Amendment:	24 March 2021 as per Council Resolution 070321
Date of Last Review:	26 October 2022 – Resolution TBA – No change

OBJECTIVE

To specify Council's required Standards on the construction of Crossovers and to administer all matters relating to vehicle crossovers within the district of the Shire of Wongan-Ballidu (the Shire).

POLICY

Rural Crossovers

Council will contribute 50% of the cost of one standard crossover to the main property entrance of each property.

When Council is constructing roads the Manager of Works Committee will liaise with the property owner to include standard crossovers at gateways that are in existence.

Standard Rural Crossover

Width of 6.5metres

Road to the property boundary Gravel surface

Pipes or culvert (if required) Headwalls (if required)

Town site Crossovers

Council will contribute 50% of one standard crossover per lot. Additional costs involved in wider crossovers or additional crossovers to be paid in full by the landowner.

The Manager of Works and Services is to inspect and approve the crossover construction prior to any concrete being poured, pavement sealed, or brick paved.

Crossovers are to be constructed in accordance with Council's specifications (attachment 2) and drawings (CO-01 & CO-02).

Standard Town site Crossover

A standard town site crossover is as stipulated in Council's Standard Crossover Specifications and Standard Crossover Drawings.

A standard town site crossover is deemed to be 3 metres in width, with 1.5 metre wings.

A crossover runs from edge of the road to the property boundary.

General Conditions

Future and ongoing maintenance of the crossover shall be the responsibility of the property owner in accordance with the Local Government (Uniform Local Provisions) Regulations 1996.

Should an applicant require a crossover wider than 3 metres, the Chief Executive Officer is empowered to approve the additional width up to 6 metres subject to consideration being given to location, drainage implications and general aesthetic appeal from other landowners' point of view. Council will only make its contribution towards a 3-metre crossover only.

An application to construct a vehicle crossover is to be made prior to construction.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementation of this policy.

10.28 Lighting Management Policy

Policy Owner:	Works Committee
Person Responsible:	Chief Executive Officer
Date of Adoption:	March 2019
Adoption Resolution:	
Date of Last Amendment:	
Date of Last Review:	26 October 2022 – Resolution TBA – No Change

OBJECTIVE

The Lighting Management Policy outlines the commitment and objectives regarding management of current and proposed lighting within the Shire as it seeks to develop Astrotourism to diversify the regional economy, grow tourism and create jobs.

BACKGROUND

The inappropriate or excessive use of artificial light is known as light pollution. The International Dark Sky Association (IDA) states that components of light pollution include:

- Skyglow – brightening of the night sky over inhabited areas
- Glare – excessive brightness that causes visual discomfort
- Light trespass – light falling where it is not intended or needed
- Clutter – bright, confusing and excessive groupings of light sources¹

Skyglow impacts the view of the night sky. The International Astronomical Union describes that “wasteful light from artificial sources emitted upward (at horizontal angles and higher) is scattered by aerosols such as clouds and fog or small particulates like pollutants in the atmosphere. This scattering forms a diffuse glow that can be seen from very far away. Skyglow is the most commonly known form of light pollution.”²

Good lighting design principles are important considerations to manage skyglow to enable Astrotourism development.

The Shire acknowledges Astrotourism activities can be of benefit economically and to the wider community. Astrotourism can:

- Increase visitor numbers, overnight stays and visitor spending;
- Diversify and increase employment;
- Increase regional economic development opportunities for Aboriginal Astronomy enterprise, tourism business and private investment in assets such as accommodation;
- Grow community capacity; and
- Raise the awareness within a community to apply for accreditation through the IDA International Dark Sky Places (IDSP) Program, founded in 2001.

POLICY

It is the Shire's policy to implement the following good lighting design principles to maintain and improve the quality of the dark night sky in its efforts to develop Astrotourism within the region.

The principles can be applied to any situation where protection and conservation values of the night sky are important. Application of the principles benefit Astrotourism, astronomy, heritage, human health, safety, energy, wildlife, environment and ecology values.

GOOD LIGHTING DESIGN PRINCIPLES

1. Overview

This part sets out the design principles that must be considered in the preparation, design and assessment of development.

Good lighting design demonstrates adoption of the following principles:

1. Eliminate upward spill light
2. Direct light downwards, not upwards
3. Use shielded fittings
4. Avoid 'over' lighting
5. Switch lights off when not required
6. Use energy efficient bulbs
7. Use asymmetric beams, where floodlights are used
8. Ensure lights are not directed towards reflective surfaces
9. Use warm white colours

2. ³The Design Principles

Principle 1 Eliminate upward spill light

Spill light is light that falls outside the area that is intended to be lit. Spill light from the internal and external lighting of a development can cause glare and wastes energy. Spill light above the horizontal plane contributes directly to artificial skyglow.

All light fittings should be located, aimed or shielded to avoid lighting unintended areas, especially above the horizontal plane of the light fitting (see Figure 1). Light can be prevented from shining above the horizontal plane by:

- installing light fittings with an opaque cover and flat glass, mounted horizontally on both axes, or
- mounting the light under part of a building like an awning, verandah or roof, so that light is blocked from shining above the horizontal plane, and
- designing buildings to internalise light and prevent it from escaping into the night sky.

³ Perth has the highest daily average number of bright sunshine hours in Australia. Its long-term annual average of sunshine is 8.8 hours a day (<http://www.bom.gov.au/watl/sunshine/>)

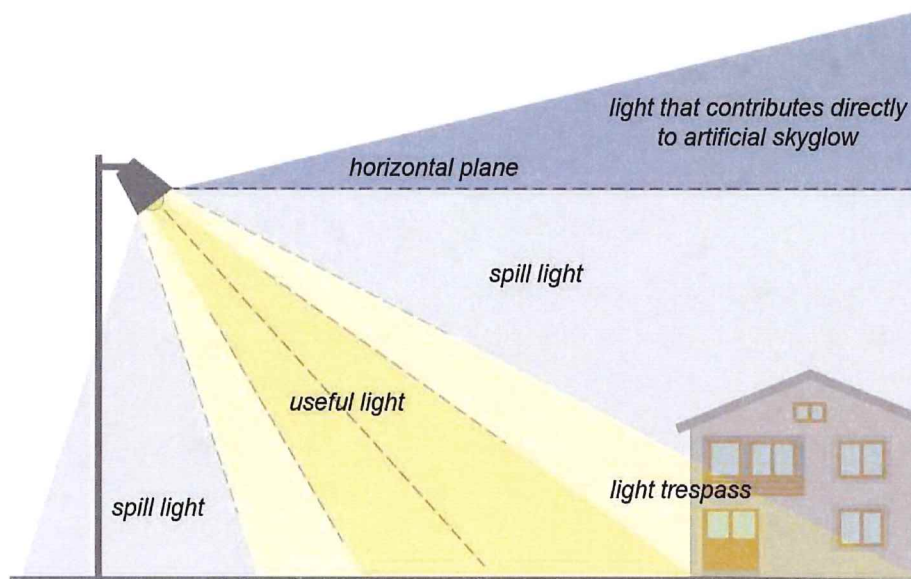
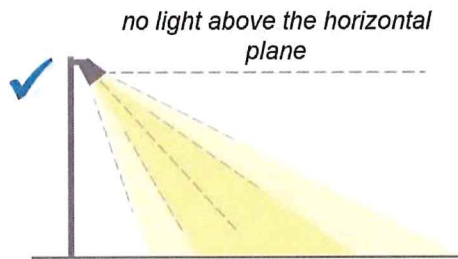


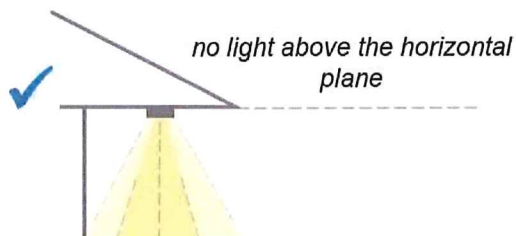
Figure 1 Common aspects of light pollution

Figure 2 provides design solutions to minimise light spill above the horizontal plane.

(a) *Installing shielded outside light fittings*



(b) *Installing outside light fittings under a building element (e.g. awning or eave)*



(c) *Using building design e.g. verandahs and block-out blinds to control the spill of internal lighting*

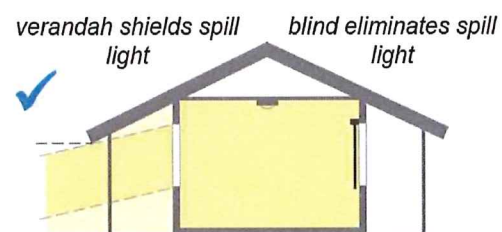


Figure 2 Design solutions to minimise interior spill light above horizontal plane

Adequate measures to avoid and minimise interior light escaping through windows, roof windows, sliding doors and skylights include full block-out curtains, blinds or shutters.

Suitable conditions should be imposed to manage the spill of internal light into the night sky.

Principle 2 Direct light downwards, not upwards

Wherever possible, light should be directed downwards, not upwards. This includes light used for roads, public amenities and the vertical lighting of structures such as advertising boards and building facades. If there are extenuating circumstances requiring up-lighting, it must be demonstrated that the light will not spill into the night sky. This may be achieved by using a wide overhang to the building that stops the light shining directly into the night sky or relocating the lights to shine down the building façade to achieve the same effect.

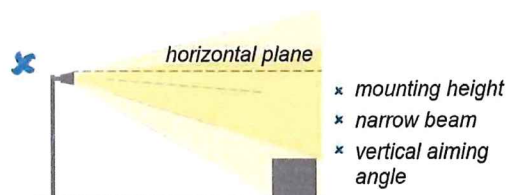
Directional fittings (for example floodlights, spotlights and sign lights) should be installed so that they do not shine directly into a neighbouring residence, onto a roadway, skyward or outside of a property boundary.

To keep glare to a minimum use higher mounting height that allow lower main beam angles that are closer to vertical.

The lighting of all-night operations such as mines, extractive industries and intermodal hubs will need to be downward facing, of a peach colour and shielded. Where strong light is needed or there are gas flares or burning associated with the development, consultation with the Shire is required to assist in identifying an appropriate way to light the development.

Figure 3 shows how mounting height, narrow beam and vertical aiming angle reduces light spill.

(a)



(b)

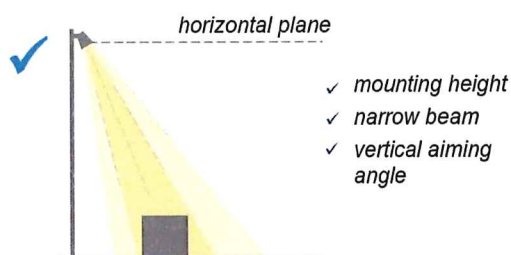


Figure 3 Application of mounting height and vertical aiming angle to control light spill

Principle 3 Use shielded fittings

Light fittings that are specifically designed to minimise light shining near to or above the horizontal plane should be used.

Shielded fittings are those that do not allow any light above the horizontal plane. Figure 4 shows a fitting with a bulb that is completely exposed allowing light to shine in all directions (a); a bulb that is fitted with a partial shield minimising light above the horizontal plane (b); and a shielded fitting which allows only the downward projection of light (c). The shielded fitting is the preferred design.

The effective light distribution or shielding characteristics of a light fitting can be verified by referring to manufacturer's specifications. These are available from the manufacturer or relevant sales outlet.

(a) *non-shielded
outside light fitting*



(b) *shielded outside
light fitting with bulb
fitted to the top*





Figure 4 Shielding characteristics of light fittings

In some urban locations, particularly within heritage conservation areas, outdoor lights are fitted with a decorative cover. These designs may leave the bulb completely exposed and allow light to shine in all directions. To minimise light spill the bulb should be fitted into the top of the fitting, allowing only the downward projection of light (see Figure 5).

Lighting suppliers stock a range of shielded light fittings suitable for residential, commercial and industrial applications.

If a supplier is unable to provide a shielded fitting, a shielding device should be applied. Most outside light fittings are equipped with or are capable of being fitted with a baffle, visor or hood to ensure light is appropriately directed. (see Figures 6 and 7).

Figure 5 Exposed bulb that allows light to shine in all directions and a fitting designed to minimise light spill by only allowing downward projection of light.

Figure 6 Floodlight fitted with shielding attachment

Figure 7 Floodlight that incorporates shielding in the fitting design (no attachment necessary)



Principle 4 Avoid over lighting

Lighting levels should be appropriate for the activity. To avoid 'over' lighting, select an appropriate bulb type and light the task, rather than the environment.

Improvements in technology mean that many new bulb types produce significantly greater amounts of light while using equivalent or smaller amounts of energy. Halogen bulbs produce more light than standard incandescent bulbs for the same energy use. LED lights produce between two and five times the amount of light as incandescent bulbs. Careful selection of bulb type will ensure the amount of light produced is appropriate for

What is a light fitting?

A light fitting, or luminaire, is the complete lighting unit. It includes the bulb, elements designed to give light output control such as a reflector (mirror) or refractor (lens), the ballast, housing and the attached parts.

(a) One light fitting



(b) Two light fittings



Where multiple light fittings are mounted on a single base, as illustrated in (b) above, these are to be counted as additional light fittings. For example, a dwelling house with seven outside light fittings may have three type (a) light fittings and two type (b) light fittings, of which two must be automatic light fittings.

the activities.

The amount of light produced (lumen), rather than the amount of energy used (watt) is the most important consideration in ensuring that an area is not over lit.

Principle 5 Switch lights off when not required

Lights should be switched off when not required to light a task or an area for safety or security purposes. The concept of a curfew with further limitations on lighting levels between agreed hours is encouraged. Examples include extinguishing or dimming advertising and decorative lighting after 11:00pm. Light fittings with timers that switch on at dusk and switch off by 11:00pm are also encouraged.

The use of automatic light fittings is recommended. Lights that are activated by a sensor and switch off automatically after a period of time reduce the cumulative amount of light emitted from development and reduce energy waste.

Principle 6 Use energy efficient bulbs significantly smaller amounts of energy to Improvements in technology mean that many recently developed bulb types use Energy efficient globes include LEDs, metal, produce the same amount of light.

halide, induction bulbs, high pressure sodium, linear and compact fluorescent. High pressure sodium lights emit a peach coloured light and are suitable for a range of applications. They are energy efficient and have a lower impact than white lights.

White lights such as LEDs, modern fluorescent lights and metal halide lights should be used where recognising colour is important, for example at pedestrian crossings, major road intersections and sports grounds. Blue-white mercury bulbs have commonly been used for roadway lighting, but they are no longer permitted in new installations. An Australian Standard (AS/NZS 1158) addresses lighting for roads and public spaces, including parks and gardens and must be applied, where relevant.

Principle 7 Use asymmetric beams (when floodlights are required)

Where floodlights are required, for example sports lighting applications and commercial stock yards, wherever possible use fittings with asymmetric beams that permit horizontal glazing. These are to be kept at or near parallel to the surface being lit, usually the ground and should only light the area that needs to be lit, preventing spill light, see Figure 8.

An asymmetric beam also allows the light fitting to be mounted on the edge of an area.

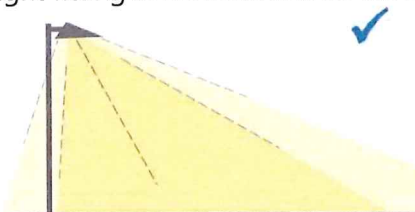


Figure 8 Appropriate floodlighting design includes use of an asymmetric beam

Principle 8 Ensure lights are not directed towards reflective surfaces

At the design stage, it is desirable that surfaces with a low level of reflectivity be installed in the vicinity of outdoor lighting, compatible with the function of the area.

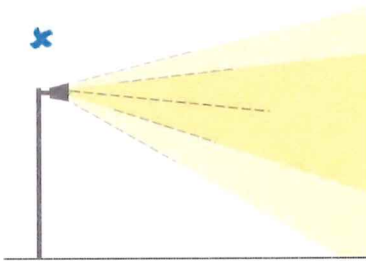
Illuminance is a measure of the amount of light reflected by a surface and is determined by the reflective properties of the surface.

Where a natural grass surface is used the illuminance will be low but may be significant where the surface is relatively light in colour, for example uncoloured concrete, artificial grass with sand infill or light-coloured walls.

Table 2 provides a guide to the reflective properties of common surfaces.

Table 2 Reflective properties of common surfaces and avoids the need for fittings to be tilted upwards. Flat glass light fittings should be installed with the glass horizontal to make efficient use of the brightest part of the beam and to eliminate spill light.

(a) symmetric beam distribution



(b) asymmetric beam distribution

Surface	Reflective properties
Natural grass and vegetation	Low
Painted surface (dark)	Low
Pre-coloured factory metal (dark)	Low
Brick (dark)	Low
Raw or stained timber	Medium
Stone surface	Medium
Uncoloured concrete	High
Painted surface (light)	High
Artificial grass (sand base)	High
Pre-coloured factory metal (light)	High
Brick (light)	High
Zincalume steel (Unpainted)	High

Internally lit signage contributes to the luminance component of artificial skyglow. The internationally accepted limit on illuminated signage should be implemented as provided in Table 3.

Table 3 *Maximum luminance of illuminated signage*

Illuminated area (square metre)	Maximum luminance at any point (candela per square metre)
More than 10	300
2 to 10	600
0.5 to 2	800
Less than 0.5	1000

Principle 9 Use warm white colours

Use warm coloured light bulbs and avoid using cool blue-rich high colour temperature bulbs that are the least sky-friendly.

More information on bulb types and colour temperature is provided in Table 4.

⁴ IES/IDA Model Lighting Ordinance (darksky.org)

⁵ CIE 150:2017 Standard Guide on the limitation of the effects of obtrusive light from outdoor lighting installations, Second Edition

⁶ A brighter sign does not necessarily mean a more visible or readable sign. Informational highway signs have a maximum luminance of 90 cd/m². A survey of hundreds of legacy floodlit billboards in Arizona, USA indicated that most were 50-100 cd/m², with all externally illuminated billboards below 200 cd/m².

Principle 10 Ensure appropriate luminance levels of electronic message boards.

Luminance levels – During Night hours, which commence no later than one hour after sunset luminance levels shall not exceed:

- (a) In urban areas (Lighting Zone 3 and 4 of the illuminated settings.
Model Lighting Ordinance⁴ or CIE Environmental Zone E3 or E4⁵): 150 cd/m² as measured under the brightest conditions of a full white display.⁶
- (b) In suburban and rural areas (Lighting Zone 1 and 2, Environmental Zone 2): 50 cd/m² as measured under conditions of a full white display.
- (c) Electronic message boards should never be located in natural areas (Lighting Zone 0 or Environmental Zone E1).

Curfew - Electronic message boards shall be switched off completely after 11pm (or 30 minutes after the close of business for on- premises signs, whichever is later), and remain off until one hour before sunrise.

Electronic message board applications for traffic and safety information shall be exempt from curfew.
Luminance is measured by a Luminance Meter in accordance with manufacturer instructions.

Even in bright city areas, IDA tests in urban areas indicate that sign legibility can be maintained at luminance values well below the 300-400 cd/m² that is sometimes cited as lower limit for luminance by the advertising industry. As an everyday reference laptop computer displays can emit up to 100 – 400 cd/m² and are typically operated at 100-200 cd/m² in indoor illuminated settings.

Table 4 Common bulb types and associated colour temperature

Bulb type	Colour temperature	Colour appearance	Best lighting
Full spectrum fluorescent	5000K	Cool	 Least preferred
Cool white fluorescent	4100K	Intermediate	
Metal halide	4000K	Intermediate	
Soft white fluorescent	3500K	Intermediate	
Warm white fluorescent, tungsten halogen	3000K	Warm	
Standard incandescent	2700K	Warm	
High pressure sodium	2200K	Warm orange/peach	Most preferred

Note: With LEDs, any colour temperature can be produced, but warm colours are preferred.

Glossary

Artificial skyglow is the part of the skyglow that is attributable to human-made sources of light.

Baffle is an opaque or translucent element to shield a source from direct view, or to prevent light reflecting from a surface like a wall.

Brightness is the strength of the visual sensation on the naked eye when lit surfaces are viewed.

Bulb is the source of electric light and is a component of a light fitting, not a light fitting on its own.

Candela is the unit of intensity of light. A candle emits light with a luminous intensity of approximately one candela

Colour temperature is the perceived colour of a light source ranging from cool (blue) to warm (yellow), measured in Degrees Kelvin (K). A low correlated colour temperature such as 2500K will have a warm appearance whilst 6500K will appear cold.

Horizontal plane, in relation to the light fitting, means the horizontal plane passing through the centre of the light source (for example the bulb) of the light fitting.

Illuminance is the amount of light reflected from a surface.

Incandescent bulb is a bulb that provides light by a filament heated to a high temperature by electric current.

Intensity is the amount of energy or light in a given direction.

Light is the radiant energy that is visible to humans and animals. Light stimulates sight and makes things visible.

Light fitting is the complete lighting unit. It includes the bulb, elements designed to give light output control, such as a reflector (mirror) or refractor (lens), the ballast, housing and the attached parts.

Light pollution means the brightening of the night sky caused by artificial light.

Lumen is the unit of luminous flux which is the light emitted by a bulb. Lumens are a measure of light output a bulb. The quantity of lumens produced by a bulb is independent of the wattage. Some types of bulb are more energy efficient than others and produce more lumens watt.

Luminance meter is a single element detector that measures photometric brightness (the amount of light that strikes a surface) in lumens.

Lux is the unit of measure of illuminance, equal to one lumen per square metre.

Natural sky glow is that part of the sky glow which is attributable to radiation from celestial sources and luminescent processes in the Earth's upper atmosphere.

Mounting height is the height of the fitting or bulb above the ground.

Outdoor lighting is the nighttime illumination of an area by any form of outside light fitting.

Outside light fitting means a light fitting that is attached or fixed outside or on the exterior of a building or structure, whether temporary or permanent.

Reflected light is light that bounces off a surface. Light coloured surfaces reflect more light than darker coloured surfaces.

Shielded light fitting means a light fitting that does not permit light to shine above the horizontal plane.

If a fitting is to be used which is not a shielded fitting, some form of permanent physical opaque shield be used to provide the shielding requirement. This can be a cover or part of a building. Care must be taken to also shield adjacent surfaces, if they are lightly coloured, to prevent excessive reflected light from adding to sky glow. The shield should be constructed to minimize emissions in the 10 degrees below horizontal.

Skyglow is the brightness of the night sky caused by the cumulative impact of reflected radiation (usually visible light), scattered from the constituents of the atmosphere in the direction of observation. Skyglow comprises two separate components: natural skyglow and artificial skyglow.

Spill light is light that falls outside the boundaries from the object intended to be lit. Spill light serves no purpose and, if directed above the horizontal plane, contributes directly to artificial skyglow.

Wattage is the amount of electricity needed to light. Generally, the higher the wattage, the brighter the light will be and the more lumens it will produce.

IMPLEMENTATION

The good lighting design principles outlined in this Policy will assist the Shire to consider the impacts of lighting associated with rural, urban or other development including roads, industry and buildings. The Shire may impose conditions in relation to design of light fittings, shielding of light, the design and operation of development and hours of lighting operation to manage contribution to artificial skyglow.

VARIATION TO POLICY

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

Note: These lighting management principles and images are reproduced from *The Dark Sky Planning Guideline June 2016* with the permission of the NSW Department of Planning and Environment © State of New South Wales and Department of Planning and Environment, 2016.

9.3.2 2022/2023 RUBBER TYRE ROLLER PURCHASE

FILE REFERENCE:	
REPORT DATE:	17/10/2022
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle (MWS)
ATTACHMENTS:	Individual Pricing

PURPOSE OF REPORT:

The purpose of this report is to recommend to Council to purchase a new Roller from the recommended supplier, in accordance with the plant replacement program as outlined in the 2022/2023 Budget.

BACKGROUND:

As the Shire's proposed plant replacement program for the 2022/2023 financial year exceeds \$150,000.00 it was necessary to call individual pricing for the service.

This process was done with WALGA preferred supplier-e-Quotes which allows us to submit requirements online.

The submissions called for a New Rubber Tyre Roller on 12th August 2022.

Submission closed at 5pm Friday the 12th September 2022.

COMMENT:

We have received (3) responses for the new Rubber tyre Roller for the 2022/23 budget.

We received two from Westrac and one from Conplant

I also received one from McIntosh & Son (delivered to the shire office) before the vendor panel closed in e- quotes, but unfortunately this was done outside of the Vendor panel.

WALGA's advice on this was not to accept the quote, as this is not best practice.

The Shire currently run 3 CAT 12M Grader and CAT Vibrating Roller and a Cat CW34 Multi Tyre Roller and a Skid Steer loader, our ability to source filters and parts from the same dealership reduces down-time and mistakes.

Also, the big stand out with the Cat CW34 is the 7-year warranty.

The Shire currently have a 2019 Cat CW34 Multi tyre roller, we have had a few issues with the drive axle DUO seals. This was covered by the Caterpillar warranty with no cost to the shire. There have only been a few minor faults with the machine which have been rectified.

The operators are happy with the current machine, having a comparable CW34 the operators will have no problems jumping from one machine to the other, as all the controls are the same and are easy to use.

Pricing below: Purchase Budget \$190,000.00 exclusive of GST

Suppliers	Budget	Compact	Westrac 22.77	Westrac 24.402
		ART 280H	CAT CW34NN	CAT CW34NN
Warranty		24 Months/2000Hrs	84 Months/4000Hrs	85 Months/4000Hrs
Availability		10-16 weeks	4/9 weeks	4/9 weeks
Spare Wheel		YES	YES	YES
Service Kit		NO	YES	YES
Free-First Service in Wongan		YES	YES	YES
Fuel		7.8	11	11
Weight		24,000Kg	22,776Kg	24,402kg
Total Cost EX-GST	\$190,000.00	\$258,000.00	\$209,000.00	\$211,000.00
Less Trade	\$60,000.00	\$82,000.00	\$82,000.00	\$82,000.00
Total Change Over	\$130,000.00	\$176,000.00	\$127,000.00	\$129,000.00
Over/Under (Based on Auction Trade)		-\$46,000.00	\$3,000.00	\$1,000.00

STAFF RECOMMENDATION:

We recommend the purchase of a CAT CW34 Rubber Tyre Roller

I believe the ability to deal with one dealership rather than multiple has a big advantage. The Cat CW34 with the 24,402 weight meets all the Shire specifications requirements.

POLICY REQUIREMENTS:

- Regional Purchasing Policy – maximising opportunities for local businesses
- Purchasing and Procurement Policy – to deliver a best practice approach and procedures for the internal purchasing of the Local Government.

LEGISLATIVE REQUIREMENTS:

The use of WALGA's "Preferred Supplier Process" exempts Local Authorities having to call tenders under the Function and General Regulations 1996 of the Local Government Act 1995.

STRATEGIC IMPLICATIONS:

This purchase complements Council's strategy of ensuring that existing infrastructure is maintained and renewed to meet identified service and amenity levels.

SUSTAINABILITY IMPLICATIONS:

- Environment
There are no significant environmental implications.
- Economic
There are no significant economic implications.
- Social
There are no significant social implications.

FINANCIAL IMPLICATIONS:

The purchase of a Cat CW34 Rubber Tyre Roller for \$190,000 will be within budget as specified in the adopted 2022/2023 Plant Replacement Program

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Tunstill

SECONDED: Cr West

That Council:

1. ACCEPT the quotation from WesTrac WA Pty Ltd for the purchase of one Cat CW34 Rubber Tyre Roller with a Purchase Price of \$211,000.

CARRIED: 7/0
RESOLUTION:111022

9.4.2 WONGAN-BALLIDU SENIOR CITIZENS RECREATION CENTRE INC MANAGEMENT AGREEMENT – WONGAN HILLS CIVIC CENTRE, 2 PARKER PLACE, WONGAN HILLS

FILE REFERENCE:	A443
REPORT DATE:	19 October 2022
APPLICANT/PROPONENT:	Wongan-Ballidu Senior Citizens Recreation Centre Inc
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Management Agreement

PURPOSE OF REPORT:

To consider a request from Wongan-Ballidu Senior Citizens Recreation Centre Inc (WBSCRC) to enter into a one (1) year Management Agreement with a one (1) year review for the use of the lesser hall at the Civic Centre, 2 Parker Place, Wongan Hills.

BACKGROUND:

Over the past ten months Council have been in discussion with the Senior community with regard to providing a location for them to use as a senior's centre.

Council and senior staff met with key members of the group to discuss options for the location and what would be required to make it a suitable space.

COMMENT:

In August 2022, Irene Myring attended council and provided a Project Scope for the Wongan-Ballidu Senior Citizens Recreation Centre (WBSCRC).

Council agreed in principle to grant WBSCRC use of the lesser hall at the Civic Centre for a trial period of 12 months.

We have written to Apex asking them for confirmation that they have no objection to a shared space in the lesser hall with the WBSCRC. We have not received the written confirmation however have been advised by Michael Godfrey that the letter was tabled at the last Apex meeting and there was no objection.

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 Section 3.58 (1) (5c)

3.58. Disposing of property

(1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section.

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There is significant social value in providing a space and opportunity for community.

FINANCIAL IMPLICATIONS:

All costs associated with this item and arrangements will be incurred by the Shire.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Falconer

SECONDED: Cr Coad

That Council:

1. **AGREE** to a one (1) year Management Agreement with an option of a further one (1) year with Wongan-Ballidu Senior Citizens Recreation Centre Inc for the use of the lesser hall at the Wongan Hills Civic Centre, 2 Parker Place, Wongan Hills for \$1.00 per annum commencing 31 October 2022 to 30 October 2023.

CARRIED: 7/0

RESOLUTION:121022

ITEM 10. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

Item. 11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

Item. 12. CLOSURE

There being no further business, the Shire President, Cr M Stephenson, declared the meeting closed at 4.06pm pm.



Signed by:
Cr M Stephenson
Shire President