



Shire of
Wongan-Ballidu

Minutes (Unconfirmed)

Ordinary Meeting of Council
Thursday, 25 September 2025



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

The Shire President, Cr Mandy Stephenson, declared the meeting open at 3.00pm

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

Attendees:

| | |
|---------------------|-------------------------|
| Cr Mandy Stephenson | Shire President |
| Cr Stuart Boekeman | Deputy Shire President |
| Cr Dwight Coad | Member (via Teams link) |
| Cr Brian Donnellan | Member |
| Cr Matthew Sewell | Member |

Leave of Absence Previously Granted:

| | |
|------------------|--------|
| Cr Sue Starceвич | Member |
|------------------|--------|

Apologies: nil

Note: one seat vacant due to resignation of Cr Geoffrey Chambon, effective 21 July 2025.

Staff:

| | |
|----------------|--|
| Sam Dolzadelli | Chief Executive Officer |
| Melinda Lymon | Deputy Chief Executive Officer |
| Melissa Marcon | Manager Regulatory Services |
| Stephen Casey | Manager Works and Services |
| Kim Walsh | Manager Community and Customer Service |
| Melissa Whyte | Works Administration Officer (Minutes) |

Public:

Jarrood Hood
Lorraine Richards
Shaun Kalajzic
Marilyn Bookham
Graham Bookham
Marlee Eustace
Elize Scheepers
Peter Burke

Item 3. PUBLIC QUESTION TIME

3.1 Graham Bookham

Mining Company – since the public information meetings, has there been any updates?

Mentioned that there was talk of the road to be moved to the north side of the lake with 100,000³m of fill required, equivalent to 3000 road trains.

CEO advised that a letter with all the collated questions had been sent to Caravel and there is a meeting planned for 16/17 October as follow up.

Windmill – Further enquired about the offer of the large windmill at their property. Can be stored at Bookham’s in the short term. Asked who would be interested in it? Perhaps the Mens Shed could do something? Would be a shame to send to scrap.
Shire President advised they would look into this.

Edge of Shire – Currently in a bad state. Smith Road & Gabalong East Road. Bookham’s can provide gravel for roads in this area.

3.2 Elize Scheepers

Appreciate Council coming to Cadoux. Good replacement on trellis in street, but there is still not enough being done in Cadoux. The plants that previous Horticulturist planted looked good. Shire not coming to water and look after. An extra visit to Cadoux each month is needed. The wild oats are overtaking the pretty flowers.

The bench is unsafe, has not changed in 4 years.

The Freemason site, nothing has happened in the past few years.

Shire President advised this was started, but has fallen off the radar unfortunately.

Cadoux residents would like some lawn areas, as requested in 2022.

Ballidu is looking good, Wongan Hills Oval and Civic Centre being done. Need this for Cadoux.

Shire President advised the bench will be looked into again and will respond with regards to other items raised.

CEO advised there is \$23,000 budgeted for Federation Park works.

3.3 Marlee Eustace

Welcomed the Council to Cadoux.

The Cadoux Sports Council gave thanks for the support for the Community and the Community Centre. Invitation to please view the recently upgraded kitchen that was completed without asking for contribution from the Shire.

Shire President acknowledged this being wholly completed as a community group and gave congratulations to all involved.

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil

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 WEDNESDAY, 20TH AUGUST 2025.

OFFICER RECOMMENDATION:

MOVED: Cr SEWELL

SECONDED: Cr BOEKEMAN

That the Minutes of the Ordinary Meeting of Council held Wednesday, 20th August 2025 be CONFIRMED as a true and correct record of the proceedings.

CARRIED: 5/0
RESOLUTION 010925
Against:

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Item 8. NOTICE OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

Item 9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

Nil

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 LIST OF PAYMENTS FOR AUGUST 2025

| | |
|--|--|
| FILE REFERENCE: | F1.4 |
| REPORT DATE: | 11 September 2025 |
| APPLICANT/PROPONENT: | N/A |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Rachael Waters – Finance Officer - Accounts |
| REVIEWER: | Melinda Lymon – Deputy Chief Executive Officer |
| ATTACHMENTS: | 9.2.1.1 List of Payments for August 2025 |

PURPOSE OF REPORT:

For Council to receive the accounts paid for 1 August 2025 to 31 August 2025, as submitted.

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:

The *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid by the CEO and a list of payments made by employees via purchasing cards to be presented to Council and recorded in the minutes.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* are applicable to this agenda item and attached reports.

Regulation 13 – Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee’s name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and

- (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month –
 - (i) the payee’s name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Regulation 13A – Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee’s name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under sub regulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this item.
- **Economic**
There are no known economic impacts associated with this item.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

All payments are made within the confines of Councils adopted budget.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

MOVED: Cr DONNELLAN SECONDED: Cr SEWELL

That Council, in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments for the month ended 31 August 2025 totalling \$582,444.67 (Refer to Attachment 9.2.1.1). This includes payments made under delegated authority and payments made using purchasing cards by authorised employees.

**CARRIED: 5/0
RESOLUTION 020925**

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Against:

Questions:

Cr Donnellan: (Wallis Computers Solutions Charges, page 11) What is provided for \$72,000? Should these extra amounts be within the total service amount?

DCEO Answered: This is an annual support subscription for our IT system, over 30 devices, servers, antivirus and software included. Most is covered under the agreement, the extras are; Sports Council internet.

Cr Sewell: Is the extra an unexpected cost on top of the annual general renewal?

DCEO Answered: Correct, unexpected are extras to the annual fee.

CEO Added info: Previously we were on the Gold level, but this was not sufficient. Now we are on Platinum, which is the highest level and covers what our requirements are.

Cr Donnellan: (MaxiPARTS 2 charges – 28/08/2025) Single invoice?

DCEO Answered: 2x invoices – Sullivan Logistics. Incorrect parts sent and 2x freight was charged. This will be refunded.

| Payment / Invoice | Date | Description | Amount |
|---|----------|--|-----------------|
| CD_001176640 | 07/08/25 | Administration & CRC Phone Account 27/7/25 to 26/8/25 | 1,013.16 |
| CD_001175405 | 07/08/25 | Medical Centre Phone Account Billing Period 26/7/25 to 25/8/25 (Recoverable) | 390.37 |
| Total 2343 | | | 1,403.53 |
| 242 - SYNERGY | | | |
| 2050487224 | 07/08/25 | Street Lighting Billing Period 25/6/25 to 24/7/25 | 4,793.53 |
| 2034501097 | 07/08/25 | Consumption Charge for 49 Quinlan St Wongan Hills | 140.11 |
| 2002566060 | 07/08/25 | Consumption & Supply Charge for Mt O'Brien | 220.19 |
| Total 242 | | | 5,153.83 |
| 2458 - RURAL RANGER SERVICES | | | |
| 138 | 07/08/25 | Ranger Services from 24/7/25 to 26/7/25 | 1,554.85 |
| Total 2458 | | | 1,554.85 |
| 2485 - AIRWELL GROUP PTY LTD | | | |
| 69822 | 07/08/25 | Controller Servicing, Freight Charge Included | 2,099.85 |
| Total 2485 | | | 2,099.85 |
| 2505 - BW JAMES TRANSPORT PTY LTD | | | |
| J208976 | 07/08/25 | Freight Ex Wongan Pool to Sigma Chemicals | 116.60 |
| J208973 | 07/08/25 | Freight ex Rackmart, Bayswater (Depot Shed) | 236.78 |
| Total 2505 | | | 353.38 |
| 2526 - SULLIVAN LOGISTICS PTY LTD | | | |
| 151662 | 07/08/25 | Freight ex ITR Pacific & SunnyBrushware | 852.97 |
| Total 2526 | | | 852.97 |
| 2558 - SAVING AVON VALLEY ANIMALS INC | | | |
| 2505 | 07/08/25 | Cat Impound Fees (Numbers 25044 to 25049) | 450.00 |
| Total 2558 | | | 450.00 |
| 300 - BUNNINGS | | | |
| 2440/99894742 | 07/08/25 | Cadoux Toilets - male & female bathroom signs | 64.56 |
| Total 300 | | | 64.56 |
| 310 - CANNON HYGIENE AUSTRALIA PTY LTD | | | |
| 98323190 | 07/08/25 | CRC BUILDING: Sanitary Services 01/8/25 to 09/11/25 | 153.12 |
| Total 310 | | | 153.12 |
| 5 - IOU SOCIAL CLUB | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 240.00 |
| Total 5 | | | 240.00 |
| 58 - NUTRIEN AG SOLUTIONS LIMITED | | | |
| 912992191 | 07/08/25 | WH OVALS: 20L Supagreen | 693.00 |
| Total 58 | | | 693.00 |
| 61 - MCINTOSH & SON | | | |
| P03-3387 | 07/08/25 | SUNDRY PLANT: 20 x Bolt UNF Zinc 7002915075 | 2.64 |
| P03-3483 | 07/08/25 | ROAD BROOM: Bearings | 76.93 |
| P03-3511 | 07/08/25 | ROAD BROOM: PTO Guard Kit Small 1000mm | 97.28 |
| Total 61 | | | 176.85 |
| 62 - STAR TRACK EXPRESS PTY LTD | | | |
| 2000909057 | 07/08/25 | Delivery of Cemetery Plaques | 67.01 |
| Total 62 | | | 67.01 |
| 64 - OFFICEWORKS BUSINESS DIRECT | | | |
| 623049379 | 07/08/25 | Supply 3 x Logi MK215 Wireless Keyboard & Mouse Combo | 87.00 |
| 623016646 | 07/08/25 | Stationery Order for Shire Admin Building | 161.20 |

| Payment / Invoice | Date | Description | Amount |
|---|----------|---|-------------------|
| Total 64 | | | 248.20 |
| 641 - TEAM GLOBAL EXPRESS PTY LTD | | | |
| 0596-S358840 | 07/08/25 | Freight Ex CEA Perth (Service Kit) | 36.37 |
| 0594-S358840 | 07/08/25 | CORSIGN: Railway Toilet Signage | 67.32 |
| Total 641 | | | 103.69 |
| 75 - WALLIS COMPUTER SOLUTIONS | | | |
| 29300 | 07/08/25 | 2025-26 Agreement ITS PLATINUM | 59,920.74 |
| 29301 | 07/08/25 | 2025-26, Synergy MSA | 3,752.10 |
| 29302 | 07/08/25 | 2025-26, MSA-MlaaS-WCSEquip – Equip / Software / Licensing | 1,320.00 |
| 29303 | 07/08/25 | 2025-26, MSA-MlaaS-Sophos – Firewall management | 7,392.00 |
| Total 75 | | | 72,384.84 |
| 8 - SHIRE OF WONGAN-BALLIDU - PAYROLL | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 1,825.00 |
| Total 8 | | | 1,825.00 |
| Total EFT00120 | | | 118,477.87 |
| EFT Payment | | | |
| EFT Payment - EFT00121 | | | |
| 1140 - KLEEN WEST DISTRIBUTORS | | | |
| 111697 | 14/08/25 | Supply & Deliver goods for shire various buildings | 1,126.72 |
| Total 1140 | | | 1,126.72 |
| 1249 - DUN DIRECT PTY LTD | | | |
| Jul-25 | 14/08/25 | Fuel Supply for July 2025 | 18,199.11 |
| Total 1249 | | | 18,199.11 |
| 1548 - BP AUSTRALIA | | | |
| 13410988 | 14/08/25 | Fuel for DCEO - 29/9/24 | 80.24 |
| 13443881 | 14/08/25 | Fuel for DCEO - 06/10/24 - 26/10/24 | 154.19 |
| 13559552 | 14/08/25 | Fuel for DCEO - 30/11/24 - 21/12/24 | 166.54 |
| 13801252 | 14/08/25 | Fuel for CEO - 18/5/25 | 142.00 |
| 13756403 | 14/08/25 | Fuel for CEO 21/4/25 & DCEO 31/3/25 | 227.25 |
| 13716516 | 14/08/25 | Fuel for CEO 28/2/25 & DCEO 07/03/25 | 192.25 |
| Total 1548 | | | 962.47 |
| 1592 - KIM THORNTON | | | |
| RSEA PTY LTD | 14/08/25 | RSEA PTY LTD: Reimbursement for the purchase of work pants | 199.98 |
| Total 1592 | | | 199.98 |
| 1667 - BLACKWELL PLUMBING & GAS PTY LTD | | | |
| 32965 | 14/08/25 | Sports Pavilion - investigate water leak near gym carpark & fuse weld pipe | 5,181.80 |
| Total 1667 | | | 5,181.80 |
| 1918 - ASTROTOURISM WA P/L T/AS STARGAZERS CLUB WA | | | |
| 1377 | 14/08/25 | Astro tourism Subscription 2025-2026 | 3,850.00 |
| Total 1918 | | | 3,850.00 |
| 2185 - HANNAGANS PLUMBING HEATING & COOLING | | | |
| 3021006 | 14/08/25 | 16 Moore St - supply and install replacement parts for wood fireplace (quote no. 324) | 1,873.30 |
| Total 2185 | | | 1,873.30 |
| 2236 - CAFE OF NOTE | | | |
| 250730-1 | 14/08/25 | Lunch for Works Training Information Day | 425.00 |
| Total 2236 | | | 425.00 |
| 2300 - SEEK LIMITED | | | |

| Payment / Invoice | Date | Description | Amount |
|---|----------|---|------------------|
| 701356777 | 14/08/25 | Program Coordinator Aged Care Advertisement | 522.50 |
| | | Total 2300 | 522.50 |
| 2304 - KIM WALSH | | | |
| Refund | 14/08/25 | Uniform Allowance - 1st Claim | 489.81 |
| | | Total 2304 | 489.81 |
| 2407 - WESTCYCLE INCORPORATED | | | |
| 3711 | 14/08/25 | Bike it to Ballidu Garvel 2025 Funding Support – As per Agreement | 38,500.00 |
| | | Total 2407 | 38,500.00 |
| 2458 - RURAL RANGER SERVICES | | | |
| 141 | 14/08/25 | Ranger Services from 28/7/25 to 04/8/25, Incl Cat Impounds | 1,532.58 |
| | | Total 2458 | 1,532.58 |
| 2535 - SUPAGAS PTY LTD | | | |
| 7006936358 | 14/08/25 | 42 MITCHELL ST: 2 x LGP 45kg | 99.00 |
| | | Total 2535 | 99.00 |
| 2564 - AUHLS TRANSPORT | | | |
| 0842 | 14/08/25 | Freight Ex Welltech (WH Ovals) | 220.00 |
| | | Total 2564 | 220.00 |
| 2574 - FELIX FOX FAMILY TRUST | | | |
| 0019 | 14/08/25 | COMPLETE: Advisory Services (Copper Mine) | 4,620.00 |
| | | Total 2574 | 4,620.00 |
| 26 - BOEKEMAN MACHINERY (WA) PTY LTD | | | |
| 425595 | 14/08/25 | BH4: 20L JCB Gear HP90 | 389.53 |
| | | Total 26 | 389.53 |
| 2602 - GEOFF STEPHENSON | | | |
| BUNNINGS | 14/08/25 | BUNNINGS: Reimbursement for the purchase of Paint | 50.50 |
| | | Total 2602 | 50.50 |
| 2604 - KINTAMANI FARMS | | | |
| 200909 | 14/08/25 | Gravel Reimbursements July 2025 | 4,692.60 |
| | | Total 2604 | 4,692.60 |
| 370 - WONGAN ARTS SOCIETY | | | |
| 0006 | 14/08/25 | 2025-26 Annual Shire Subsidy - Operational Support | 2,000.00 |
| | | Total 370 | 2,000.00 |
| 471 - WONGAN HILLS TIDY TOWNS COMMITTEE | | | |
| 29 | 14/08/25 | 2025-26 Annual Shire Subsidy - Operational Support | 1,000.00 |
| | | Total 471 | 1,000.00 |
| 64 - OFFICEWORKS BUSINESS DIRECT | | | |
| 623152963 | 14/08/25 | CRC Officeworks Order | 369.48 |
| | | Total 64 | 369.48 |
| 74 - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) | | | |
| SI-015418 | 14/08/25 | Introduction to Landfill Management - Melissa Marcon | 286.00 |
| | | Total 74 | 286.00 |
| 749 - WONGAN HILLS ROTARY CLUB | | | |
| 2025/1008 | 14/08/25 | Annual Shire Subsidy - Christmas Community Lunch | 1,700.00 |
| | | Total 749 | 1,700.00 |
| 75 - WALLIS COMPUTER SOLUTIONS | | | |
| 29320 | 14/08/25 | SPORTS PAVILION: Internet Connection Issues | 165.00 |
| September 2025 | | Total 75 | 165.00 |

| Payment / Invoice | Date | Description | Amount |
|---|----------|--|------------------|
| 79 - WESTRAC EQUIPMENT PTY LTD | | | |
| P11260246 | 14/08/25 | PG18 & PG19: Supply Filters, Elements, Bolts, Grease, Oil Test Kit, Antenna | 1,444.01 |
| | | Total 79 | 1,444.01 |
| | | Total EFT00121 | 89,899.39 |
| EFT Payment - EFT00122 | | | |
| 1176 - INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION | | | |
| SINV-16016 | 21/08/25 | PART INVOICE: Standpipe Upgrades at Wongan Hills and Ballidu | 7,227.00 |
| | | Total 1176 | 7,227.00 |
| 1278 - DEPARTMENT OF COMMERCE - BUILDING COMMISSION | | | |
| Jul-25 | 21/08/25 | BSL for July 2025 | 1,802.78 |
| | | Total 1278 | 1,802.78 |
| 1284 - WONGAN HILLS BAKERY AND CAFE | | | |
| 1158 | 21/08/25 | CRC Ping Pong Competition Vouchers | 60.00 |
| | | Total 1284 | 60.00 |
| 1584 - NEWINS FAMILY TRUST | | | |
| 50 | 21/08/25 | Managing of the Wongan Hills Refuse Site for August 2025 | 7,791.63 |
| | | Total 1584 | 7,791.63 |
| 1667 - BLACKWELL PLUMBING & GAS PTY LTD | | | |
| 32963 | 21/08/25 | Units 1 to 3, 20 Stickland St - works carried out from investigation findings (17th June) | 4,184.60 |
| 32960 | 21/08/25 | Units 1 to 3, 20 Stickland St, Drain Investigation (initial investigation 20th May) | 1,947.00 |
| | | Total 1667 | 6,131.60 |
| 1753 - PW GEE WELDING SERVICES | | | |
| 0105626 | 21/08/25 | Depot - Gardeners Shed: Steel posts | 569.18 |
| | | Total 1753 | 569.18 |
| 1836 - CEMETERIES & CREMATORIA ASSOC OF WA | | | |
| 1878 | 21/08/25 | CCAWA Ordinary Membership 2025/2026 | 130.00 |
| | | Total 1836 | 130.00 |
| 200 - LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED | | | |
| 46677 | 21/08/25 | Microsoft Excel Workshop - Intermediate - November 2025 - CRC Staff | 765.00 |
| | | Total 200 | 765.00 |
| 2044 - DRAEGER AUSTRALIA PTY LTD | | | |
| 3904306080 | 21/08/25 | Breathing Apparatus BA Service, Refill Cylinder, Replace 2nd Cylinder | 297.31 |
| 3904306977 | 21/08/25 | Air Cylinder CF 6.8 Ltr 300 Bar RAV for West Water Tank & S/Pool | 2,732.40 |
| | | Total 2044 | 3,029.71 |
| 2064 - TRACTUS AUSTRALIA | | | |
| 2014176 | 21/08/25 | WB008, Ford Transit: Puncture Repair 1 x Tyre | 40.00 |
| | | Total 2064 | 40.00 |
| 2125 - HAYCOM TECHNOLOGY PTY LTD | | | |
| 68967 | 21/08/25 | MEDICAL CENTRE: IT Services for July 2025 | 1,060.40 |
| | | Total 2125 | 1,060.40 |
| 2186 - STATEWIDE LEAK DETECT | | | |
| 284 | 21/08/25 | Cadoux Rec Centre - inspection of men's ablution shower, hot water issue & locate sewer system | 2,458.50 |
| 283 | 21/08/25 | 16 Moore St - carry out water leak detection and repairs to leak (if it is a pipe) to be carried out | 1,688.50 |
| | | Total 2186 | 4,147.00 |

| Payment / Invoice | Date | Description | Amount |
|---|----------|--|------------------|
| 22 - AVON WASTE | | | |
| 70964 | 21/08/25 | Wongan Hills & Ballidu Waste Collection for July 2025 | 16,422.40 |
| Skip Bin Service | 21/08/25 | Skip Bin Service for July 2025 | 479.16 |
| | | Total 22 | 16,901.56 |
| 2226 - COUNCIL FIRST | | | |
| SI009210 | 21/08/25 | Microsoft Azure Charges for July 2025 | 1,623.95 |
| SI009216 | 21/08/25 | Office 365 Charges for September 2025 | 2,106.76 |
| | | Total 2226 | 3,730.71 |
| 2264 - SAFE FARMS WA | | | |
| 3484 | 21/08/25 | Farm Safety Workshop – 14th August 2025 – Recoverable | 550.00 |
| | | Total 2264 | 550.00 |
| 23 - BALLIDU PROGRESS GROUP | | | |
| 12 | 21/08/25 | Annual Shire Subsidy - Australia Day Breakfast | 250.00 |
| | | Total 23 | 250.00 |
| 242 - SYNERGY | | | |
| 2042493571 | 21/08/25 | Consumption & Supply charge for Swimming Pool | 234.80 |
| 2042493572 | 21/08/25 | Consumption & Supply charge for Wongan Hills Sports Complex | 3,065.55 |
| 2042493573 | 21/08/25 | Consumption & Supply charge for CRC Building | 1,362.46 |
| 2066484251 | 21/08/25 | Consumption & Supply charge for Medical Centre | 712.83 |
| | | Total 242 | 5,375.64 |
| 2458 - RURAL RANGER SERVICES | | | |
| 143 | 21/08/25 | Ranger Services from 05/8/25 to 07/8/25, Incl Cat & Dog Impounds | 2,594.90 |
| | | Total 2458 | 2,594.90 |
| 2490 - MEDELECT BIOMEDICAL SERVICES | | | |
| 13407 | 21/08/25 | S/POOL: Servicing of oxygen regulator (OxySok). | 318.45 |
| | | Total 2490 | 318.45 |
| 2517 - REFORMED AGTECH | | | |
| SI-00000313 | 21/08/25 | Weather Stations 2025-26 Subscriptions | 633.60 |
| | | Total 2517 | 633.60 |
| 2613 - NEXT TELECOM PTY LTD | | | |
| 315465 | 21/08/25 | NBN Charges for Shire & CRC Administration Office 16/6/25 to 31/7/25 | 3,610.13 |
| 318796 | 21/08/25 | NBN Charges for Shire & CRC Administration Office 01/8/25 to 31/8/25 | 2,417.80 |
| | | Total 2613 | 6,027.93 |
| 2616 - SENIORS RECREATION COUNCIL WA WONGAN BALLIDU BRANCH INC | | | |
| 0001 | 21/08/25 | Annual Shire Subsidy - Operational Support | 3,000.00 |
| | | Total 2616 | 3,000.00 |
| 300 - BUNNINGS | | | |
| 2160/99857871 | 21/08/25 | BMO: Bossweld Welding Helmet, Gloves & Makita Battery Holders | 416.73 |
| | | Total 300 | 416.73 |
| 372 - AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY | | | |
| 504315663 | 21/08/25 | ACMA Licence 1614234/1 23/9/25-23/9/26, Mt O'Brien Site | 60.00 |
| | | Total 372 | 60.00 |
| 39 - WONGAN HILLS IGA PLUS LIQUOR | | | |
| Jul-25 | 21/08/25 | Depot Refreshments & Kitchen Supplies for July 2025 | 299.62 |
| September 2025 | 21/08/25 | CRC Event & Administration Supplies for July 2025 | 192.99 |

| Payment / Invoice | Date | Description | Amount |
|---|----------|--|-------------------|
| Jul-25 | 21/08/25 | Council Refreshments for July's OCM, Mining Info Sessions & Lachlan Hunter Meeting | 423.23 |
| Jul-25 | 21/08/25 | Administration Refreshments & Cleaning Supplies for July 2025 | 414.36 |
| | | Total 39 | 1,930.20 |
| 4 - AUSTRALIAN SERVICES UNION | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 132.50 |
| | | Total 4 | 132.50 |
| 429 - RBC RURAL | | | |
| 34236 | 21/08/25 | Administration Photocopier Meter Plan Charge for August 2025 | 1,222.27 |
| | | Total 429 | 1,222.27 |
| 460 - WONGAN HILLS HARDWARE | | | |
| Jul-25 | 21/08/25 | Building Account for July 2025 | 1,084.11 |
| | | Total 460 | 1,084.11 |
| 491 - CHAMP PTY LTD | | | |
| 3758 | 21/08/25 | LMSI Subscription 12 Months - 26/06/2025 to 26/06/2026 | 2,162.92 |
| | | Total 491 | 2,162.92 |
| 5 - IOU SOCIAL CLUB | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 240.00 |
| | | Total 5 | 240.00 |
| 52 - JASON SIGNMAKERS | | | |
| 49384 | 21/08/25 | Supply Rear Welding Studs for Cemetery Plaques | 231.00 |
| | | Total 52 | 231.00 |
| 64 - OFFICEWORKS BUSINESS DIRECT | | | |
| 623142976 | 21/08/25 | Shire Administration Office Stationery Order | 245.24 |
| | | Total 64 | 245.24 |
| 74 - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) | | | |
| SI-015399 | 21/08/25 | WALGA Subscription for 2025-26 | 23,007.06 |
| | | Total 74 | 23,007.06 |
| 75 - WALLIS COMPUTER SOLUTIONS | | | |
| 29132 | 21/08/25 | Installation of Software | 660.00 |
| | | Total 75 | 660.00 |
| 8 - SHIRE OF WONGAN-BALLIDU - PAYROLL | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 1,825.00 |
| | | Total 8 | 1,825.00 |
| | | Total EFT00122 | 105,354.12 |
| EFT Payment - EFT00123 | | | |
| 1140 - KLEEN WEST DISTRIBUTORS | | | |
| 00112919 | 28/08/25 | VARIOUS SHIRE BUILDINGS: Bulk Order of Toilet Rolls | 733.92 |
| | | Total 1140 | 733.92 |
| 135 - WONGAN HILLS TOURISM GROUP INC | | | |
| 0575 | 28/08/25 | TOWN CENTRE GARDENS: Supply 20g Seeds | 60.00 |
| | | Total 135 | 60.00 |
| 1667 - BLACKWELL PLUMBING & GAS PTY LTD | | | |
| 32960 | 28/08/25 | Units 1 to 3, 20 Stickland St, Drain Investigation (original invoice short paid) | 132.00 |
| | | Total 1667 | 132.00 |
| 183 - T A MATTHEWS ELECTRICAL SERVICES | | | |

| Payment / Invoice | Date | Description | Amount |
|---|----------|--|------------------|
| 10786 | 28/08/25 | WONGAN AIRPORT: Finish of fixing run lights, Labour Charge only | 1,144.00 |
| | | Total 183 | 1,144.00 |
| 1850 - RICOH AUSTRALIA PTY LTD | | | |
| 164927-G0D3R3 | 28/08/25 | Folding Machine Lease, Billing Period 08/9/25 to 08/10/25 | 237.60 |
| 176432-Z4D5C8 | 28/08/25 | Photocopier Lease for Admin & CRC 23/9/25 to 23/10/25 | 649.17 |
| | | Total 1850 | 886.77 |
| 1962 - AIRPORT LIGHTING SPECIALISTS | | | |
| IN27741 | 28/08/25 | 2 x transformers for WH Airstrip, Incl Freight (Recoverable) | 1,083.50 |
| | | Total 1962 | 1,083.50 |
| 2040 - AC HEALTHCARE PTY LTD | | | |
| Aug-25 | 28/08/25 | Shire of Koorda & Wyalcatcham August 2025 Reimbursement | 20,166.68 |
| | | Total 2040 | 20,166.68 |
| 2208 - APPLIANCE TESTING SUPPLIES | | | |
| 701355 | 28/08/25 | Heavy Duty Electrical Test Tags - 100 p/pack (black), Incl Freight Charge | 132.88 |
| | | Total 2208 | 132.88 |
| 2221 - WALKERS DIESEL SERVICES | | | |
| 3890 | 28/08/25 | WB037 PATCHING TRUCK: Repaired Spray Pipe | 71.50 |
| 3840 | 28/08/25 | Mower Blades for Parks & Gardens | 272.35 |
| | | Total 2221 | 343.85 |
| 2291 - MAXIPARTS OPERATIONS PTY LTD | | | |
| 6412193 | 28/08/25 | BACKHOE TRAILER: Low Loader Brake Drum, Brake Shoe & Hardware Kit | 2,326.63 |
| | | Total 2291 | 2,326.63 |
| 234 - SHIRE OF WONGAN-BALLIDU | | | |
| 2025-26 RATES | 28/08/25 | Shire Rates for 2025-26 | 21,167.70 |
| | | Total 234 | 21,167.70 |
| 2458 - RURAL RANGER SERVICES | | | |
| 144 | 28/08/25 | Ranger Services from 11/8/25 to 13/8/25 | 733.98 |
| | | Total 2458 | 733.98 |
| 2460 - CHRONICLE RIP PTY LTD | | | |
| 0796 | 28/08/25 | Cemetery - interactive columbarium upgrade (3x Pioneer Women's Memorial & 1x Ballidu Cemetery Niche) | 2,178.00 |
| | | Total 2460 | 2,178.00 |
| 2526 - SULLIVAN LOGISTICS PTY LTD | | | |
| 153287 | 28/08/25 | Freight ex MaxiParts to Wongan Hills Depot | 238.81 |
| 154132 | 28/08/25 | Freight ex MaxiParts to Wongan Hills Depot | 228.22 |
| | | Total 2526 | 467.03 |
| 2595 - SAFETYCULTURE PTY LTD | | | |
| AUD-19188893 | 28/08/25 | Safety Culture iAuditor Full seats Works & Services | 4,765.20 |
| AUD-19188893 | 28/08/25 | Reg Services Safety Culture Annual License 29/07/2025-29/07/2026 | 250.80 |
| | | Total 2595 | 5,016.00 |
| 26 - BOEKEMAN MACHINERY (WA) PTY LTD | | | |
| 426395 | 28/08/25 | WB007 ADMIN POOL CAR: Diagnose Rear Boot not opening, carry out repairs, door now operating to open | 220.00 |
| September 2025 | | Total 26 | 220.00 |

| Payment / Invoice | Date | Description | Amount |
|---|----------|--|-------------------|
| 2615 - ASCENTIVE CONSULTING | | | |
| 0316 | 28/08/25 | 25% on commencement, Consultation for Strategic Community Plan | 10,460.71 |
| Total 2615 | | | 10,460.71 |
| 2617 - BRENTON SEE MURALS | | | |
| 0076 | 28/08/25 | Concept Design for Railway Toilets Mural | 330.00 |
| Total 2617 | | | 330.00 |
| 429 - RBC RURAL | | | |
| 34274 | 28/08/25 | CRC Photocopier Metreplan Reading for August 2025 | 2,970.55 |
| Total 429 | | | 2,970.55 |
| 45 - DEPARTMENT OF FIRE & EMERGENCY SERVICES | | | |
| 159783 | 28/08/25 | 2025/26 ESL Qty 1 Payment | 31,657.00 |
| 159783CR | 28/08/25 | | |
| Total 45 | | | 31,657.00 |
| 460 - WONGAN HILLS HARDWARE | | | |
| Jul-25 | 28/08/25 | Works Account for July 2025 | 1,117.02 |
| Total 460 | | | 1,117.02 |
| 556 - WONGAN HILLS COMMUNITY CLUB | | | |
| 2728 | 28/08/25 | Shire Funding Support as per Lease Agreement 2025/2026 | 11,076.00 |
| Total 556 | | | 11,076.00 |
| 61 - MCINTOSH & SON | | | |
| P03-3617 | 28/08/25 | BACKHOE: 2 x Sealant Mast/Pipe | 58.67 |
| P03-3782 | 28/08/25 | BACKHOE: Hydraulic Hoses | 227.33 |
| P03-3798 | 28/08/25 | BACKHOE: Replacement, LED Aeromox Mini Bar | 315.16 |
| Total 61 | | | 601.16 |
| 64 - OFFICEWORKS BUSINESS DIRECT | | | |
| 623384793 | 28/08/25 | Admin, Reg Services & Works Stationery Order | 365.19 |
| Total 64 | | | 365.19 |
| 644 - LOCK STOCK & FARRELL | | | |
| 34167-1 | 28/08/25 | Pool Break In, replace keys, barrels etc - Insurance (Recoverable) | 3,917.82 |
| 35194-1 | 28/08/25 | Replacement locks/keys due to vandalism | 1,312.85 |
| 35212-1 | 28/08/25 | CRC - (ADCYL, OZX1/570/65N, K15) | 127.01 |
| Total 644 | | | 5,357.68 |
| 704 - AUSTRALIA'S GOLDEN OUTBACK | | | |
| 004346 | 28/08/25 | AGO 2026 Holiday Planner, Shire Page | 2,524.50 |
| Total 704 | | | 2,524.50 |
| 975 - WONGAN MAIL SERVICE | | | |
| 0331 | 28/08/25 | Admin, CRC & Works Postage & Stationery Charges for July | 128.30 |
| Total 975 | | | 128.30 |
| V0001 - ATO | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 9,713.00 |
| Total V0001 | | | 9,713.00 |
| Total EFT00123 | | | 133,094.05 |
| Grand Total - EFT Payment | | | 446,825.43 |

Other

Other - DD00117

September 2025

1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE

| Payment / Invoice | Date | Description | Amount |
|--|----------|----------------------|------------------|
| DOT | 01/08/25 | DOT Payments 30/7/25 | 2,813.10 |
| | | Total DD00117 | 2,813.10 |
| Other - DD00118 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 04/08/25 | DOT Payments 31/7/25 | 8,895.60 |
| | | Total DD00118 | 8,895.60 |
| Other - DD00119 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 05/08/25 | DOT Payments 01/8/25 | 1,228.15 |
| | | Total DD00119 | 1,228.15 |
| Other - DD00120 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 06/08/25 | DOT Payments 04/8/25 | 1,373.75 |
| | | Total DD00120 | 1,373.75 |
| Other - DD00121 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 07/08/25 | DOT Payments 05/8/25 | 420.60 |
| | | Total DD00121 | 420.60 |
| Other - DD00123 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 08/08/25 | DOT Payments 06/8/25 | 334.95 |
| | | Total DD00123 | 334.95 |
| Other - DD00124 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 11/08/25 | DOT Payments 07/8/25 | 1,718.95 |
| | | Total DD00124 | 1,718.95 |
| Other - DD00125 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 12/08/25 | DOT Payments 08/8/25 | 6,099.40 |
| | | Total DD00125 | 6,099.40 |
| Other - DD00126 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 13/08/25 | DOT Payments 11/8/25 | 9,728.80 |
| | | Total DD00126 | 9,728.80 |
| Other - DD00127 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 14/08/25 | DOT Payments 12/8/25 | 192.90 |
| | | Total DD00127 | 192.90 |
| Other - DD00131 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 15/08/25 | DOT Payments 13/8/25 | 14,425.50 |
| | | Total DD00131 | 14,425.50 |
| Other - DD00132 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 18/08/25 | DOT Payments 14/8/25 | 582.05 |
| | | Total DD00132 | 582.05 |
| Other - DD00133 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 19/08/25 | DOT Payments 15/8/25 | 2,284.55 |

| Payment / Invoice | Date | Description | Amount |
|--|----------|--|------------------|
| Total DD00133 | | | 2,234.55 |
| Other - DD00134 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 20/08/25 | DOT Payments 18/8/25 | 1,912.50 |
| Total DD00134 | | | 1,912.50 |
| Other - DD00135 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 21/08/25 | DOT Payments 19/8/25 | 780.85 |
| Total DD00135 | | | 780.85 |
| Other - DD00136 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 22/08/25 | DOT Payments 20/8/25 | 137.30 |
| Total DD00136 | | | 137.30 |
| Other - DD00137 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 25/08/25 | DOT Payments 21/8/25 | 5,855.85 |
| Total DD00137 | | | 5,855.85 |
| Other - DD00138 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 26/08/25 | DOT Payments 22/8/25 | 1,666.00 |
| Total DD00138 | | | 1,666.00 |
| Other - DD00139 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 27/08/25 | DOT Payments 25/8/25 | 1,245.55 |
| Total DD00139 | | | 1,245.55 |
| Other - DD00140 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 28/08/25 | DOT Payments 26/8/25 | 3,461.25 |
| Total DD00140 | | | 3,461.25 |
| Other - DD00141 | | | |
| 1040 - DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE | | | |
| DOT | 29/08/25 | DOT Payments 27/8/25 | 1,014.50 |
| Total DD00141 | | | 1,014.50 |
| Other - DD00115 | | | |
| 16 - WESTNET PTY LTD | | | |
| 144471778 | 01/08/25 | Administration, CRC & Depot Internet Billing from 01/8/25 to 01/9/25 | 309.97 |
| Total DD00115 | | | 309.97 |
| Other - DD00112 | | | |
| 2155 - AWARE SUPER ACCUMULATION | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 3,817.42 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 9,338.79 |
| Total 2155 | | | 13,156.21 |
| 2377 - MERCER SUPER | | | |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 242.15 |
| Total 2377 | | | 242.15 |
| 2388 - AUSTRALIAN RETIREMENT TRUST | | | |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 333.43 |

| Payment / Invoice | Date | Description | Amount |
|--|----------|----------------------------------|------------------|
| Total 2388 | | | 333.43 |
| 2425 - VIRGIN MONEY SUPER | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 55.95 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 391.67 |
| Total 2425 | | | 447.62 |
| 2434 - MLC SUPER FUND | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 90.00 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 450.00 |
| Total 2434 | | | 540.00 |
| 2486 - EXPAND ESSENTIAL SUPER | | | |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 327.80 |
| Total 2486 | | | 327.80 |
| 2561 - VANGUARD SUPER | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 371.92 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 595.08 |
| Total 2561 | | | 967.00 |
| 2578 - CBUS | | | |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 630.82 |
| Total 2578 | | | 630.82 |
| 404 - REST SUPERANNUATION | | | |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 273.00 |
| Total 404 | | | 273.00 |
| 544 - COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 76.52 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 216.79 |
| Total 544 | | | 293.31 |
| 614 - AUSTRALIAN SUPER | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 45.60 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 670.53 |
| Total 614 | | | 716.13 |
| 962 - PRIME SUPER | | | |
| PJ0077 | 22/07/25 | FORTNIGHT 2026- 2 - From Payroll | 254.80 |
| SUPER 04.02.2025 | 22/07/25 | Superannuation Contribution | 1,302.75 |
| Total 962 | | | 1,557.55 |
| Total DD00112 | | | 19,485.02 |
| Other - DD00116 | | | |
| 2155 - AWARE SUPER ACCUMULATION | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 3,617.92 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 9,213.35 |
| Total 2155 | | | 12,831.27 |
| 2377 - MERCER SUPER | | | |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 242.15 |
| Total 2377 | | | 242.15 |
| 2388 - AUSTRALIAN RETIREMENT TRUST | | | |

| Payment / Invoice | Date | Description | Amount |
|--|----------|---|------------------|
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 327.01 |
| Total 2388 | | | 327.01 |
| 2425 - VIRGIN MONEY SUPER | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 61.16 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 428.12 |
| Total 2425 | | | 489.28 |
| 2434 - MLC SUPER FUND | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 90.00 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 450.00 |
| Total 2434 | | | 540.00 |
| 2486 - EXPAND ESSENTIAL SUPER | | | |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 328.60 |
| Total 2486 | | | 328.60 |
| 2487 - HOSTPLUS SUPERANNUATION FUND | | | |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 254.48 |
| Total 2487 | | | 254.48 |
| 2561 - VANGUARD SUPER | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 371.93 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 595.08 |
| Total 2561 | | | 967.01 |
| 2578 - CBUS | | | |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 736.68 |
| Total 2578 | | | 736.68 |
| 404 - REST SUPERANNUATION | | | |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 296.40 |
| Total 404 | | | 296.40 |
| 544 - COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 99.92 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 283.11 |
| Total 544 | | | 383.03 |
| 614 - AUSTRALIAN SUPER | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 48.28 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 700.35 |
| Total 614 | | | 748.63 |
| 962 - PRIME SUPER | | | |
| PJ0078 | 05/08/25 | FORTNIGHT 2026- 3 - From Payroll | 219.10 |
| SUPER 05.08.2025 | 05/08/25 | Superannuation Contribution | 1,096.61 |
| Total 962 | | | 1,315.71 |
| Total DD00116 | | | 19,460.25 |
| Other - DD00122 | | | |
| 2502 - SWOOP BUSINESS | | | |
| 6381037 | 13/08/25 | Internet for Sports Pavilion Billing Period 11/0/25 to 10/09/25 | 89.00 |
| Total DD00122 | | | 89.00 |
| September 2025 | | | 289.00 |

| Payment / Invoice | Date | Description | Amount |
|--|----------|--|------------------|
| Other - DD00128 | | | |
| 90 - TELSTRA CORPORATION LIMITED | | | |
| Aug-25 | 11/08/25 | Administration Phone Account for August 2025 | 3,312.57 |
| Total DD00128 | | | 3,312.57 |
| Other - DD00129 | | | |
| 2155 - AWARE SUPER ACCUMULATION | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 4,325.54 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 10,578.15 |
| Total 2155 | | | 14,903.69 |
| 2377 - MERCER SUPER | | | |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 242.15 |
| Total 2377 | | | 242.15 |
| 2388 - AUSTRALIAN RETIREMENT TRUST | | | |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 379.05 |
| Total 2388 | | | 379.05 |
| 2425 - VIRGIN MONEY SUPER | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 65.47 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 458.29 |
| Total 2425 | | | 523.76 |
| 2434 - MLC SUPER FUND | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 103.74 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 518.68 |
| Total 2434 | | | 622.42 |
| 2486 - EXPAND ESSENTIAL SUPER | | | |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 383.20 |
| Total 2486 | | | 383.20 |
| 2487 - HOSTPLUS SUPERANNUATION FUND | | | |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 85.61 |
| Total 2487 | | | 85.61 |
| 2561 - VANGUARD SUPER | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 424.56 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 679.31 |
| Total 2561 | | | 1,103.87 |
| 2578 - CBUS | | | |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 754.86 |
| Total 2578 | | | 754.86 |
| 404 - REST SUPERANNUATION | | | |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 339.98 |
| Total 404 | | | 339.98 |
| 544 - COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 116.05 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 328.81 |
| Total 544 | | | 444.86 |
| 614 - AUSTRALIAN SUPER | | | |

September 2025

23

| Payment / Invoice | Date | Description | Amount |
|--|----------|--|-------------------|
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 52.55 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 809.88 |
| Total 614 | | | 862.43 |
| 962 - PRIME SUPER | | | |
| PJ0079 | 19/08/25 | FORTNIGHT 2026- 4 - From Payroll | 231.84 |
| SUPER 19.08.2025 | 19/08/25 | Superannuation Contribution | 1,134.62 |
| Total 962 | | | 1,366.46 |
| Total DD00129 | | | 22,012.34 |
| Other - DD00130 | | | |
| 2189 - TELETRAC NAVMAN | | | |
| 93348564 | 20/08/25 | Monthly Satellite Services - Billing Period 05/8/25 to 04/8/25 | 2,289.98 |
| Total DD00130 | | | 2,289.98 |
| Other - CC00010 | | | |
| 2223 - WESTPAC BANKING CORPORATION | | | |
| CEO Credit Card 03/07/2025 to 03/08/2025 | | | |
| Adobe Pro | 9/07/25 | CRC Monthly Subscription | 369.96 |
| Main Roads | 17/07/25 | Oversize Permit for WB035 | 50.00 |
| Canva | 22/07/25 | Annual Subscription for CRC | 164.99 |
| Total Debited | | | 584.95 |
| DCEO Credit Card 03/07/2025 to 03/08/2025 | | | |
| Landgate | 29/07/25 | Discharge of PSSO / Caveat - Landgate | 433.20 |
| Total Debited | | | 433.20 |
| MWS Credit Card 03/07/2025 to 03/0/2025 | | | |
| Adobe Pro | 12/07/25 | HR/Payroll Annual Subscription | 383.86 |
| DOT | 15/07/25 | Plate Remake for WB000 | 52.10 |
| Total Debited | | | 435.96 |
| MCCS Credit Card 03/07/2025 to 03/0/2025 | | | |
| Banner Buzz | 10/07/25 | Extra Charge for full white ink on CRC door vinyls | 14.33 |
| Total Debited | | | 14.33 |
| MRS Credit Card 03/06/2025 to 02/07/2025 | | | |
| Reece Plumbing | 15/07/25 | Universal Solar V2 Charging Panel's | 1,064.44 |
| Remarkable | 19/07/25 | Universal Solar V2 Charging Panel's | 5.13 |
| Total Debited | | | 1,069.57 |
| Total CC00010 | | | 2,538.01 |
| Grand Total - Other | | | 135,619.24 |

| | |
|------------------------------|-------------------|
| EFT Payment | 446,825.43 |
| Other - Direct Debits | 135,619.24 |
| Total | 582,444.67 |
| Recoverable | 26,348.37 |

9.2.2 FINANCIAL REPORTS FOR JULY 2025

| | |
|--|--|
| FILE REFERENCE: | Financial Management - Reporting |
| REPORT DATE: | 15 September 2025 |
| APPLICANT/PROPONENT: | N/A |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Melinda Lymon – Deputy Chief Executive Officer |
| ATTACHMENTS: | 9.2.2.1 - Financial Reports |

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) for the month ended 31 July 2025. The Capital Works report has been incorporated into this.

BACKGROUND:

Under section 6.4(1) of the *Local Government Act 1995*, a local government is required to prepare an annual financial report for the proceeding financial year and such other financial reports as are prescribed. Part 4 of the *Local Government (Financial Management) Regulations 1996* prescribes the minimum contents of the Monthly Financial Report.

Below are the prescribed contents of the Monthly Financial Report.

Regulation 34 - Statement of Financial Activity

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (relevant month) in the following detail:
 - (a) annual budget estimates; and
 - (b) budget estimates to the end of the relevant month (YTD Budget); and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month (YTD Actual); and
 - (d) material variances between the comparable amounts (YTD Actual – YTD Budget); and
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of net current assets.
- (2) Each statement of financial activity is to be accompanied by documents containing –
 - (a) (removed)
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –

- (a) Presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Regulation 35 – Statement of Financial Position

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and –
- (a) The financial position of the local government as at the last day of the previous financial year; or
 - (b) If the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be –
- (a) Presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) Recorded in the minutes of the meeting at which it is presented.

POLICY REQUIREMENTS:

Council Policy 4.1 – Accounting

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no strategic implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this item.
- **Economic**
There are no known economic impacts associated with this item.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2025/26 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 Practice Statement 2 – Making Material Judgements, the level to be used in statements of financial activity in 2024/25 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 classification and capital income and expenditure in the Statement of Financial Activity.

The financial reports for the period ending 31 July 2025 are attached to the Council Agenda.

COMMENT:

This report presents the Statement of Financial Activity by nature for the period ended 31 July 2025.

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. To finalise the 2024-25 financial year, a number of accruals and end of year transactions are required prior to preparation of the Annual Financial Report for the year ending 30 June 2025 and have not been finalised for the audited opening balance included in this report.

| | 2025-26 Original Budget \$ | 2025-26 YTD Budget \$ | YTD Actuals – 31 July 2025 \$ |
|----------------------------------|---|--------------------------------------|--|
| Opening Surplus | 2,269,742 | 2,269,742 | 1,734,471 |
| Cash Operating Revenue | 6,930,082 | 66,925 | 123,771 |
| Profit on asset disposals | 72,917 | 0 | 0 |
| Cash Operating Expenditure | (6,147,482) | (638,386) | (594,519) |
| Depreciation | (8,942,286) | (745,191) | 0 |
| Loss on asset disposals | 0 | 0 | 0 |
| Capital Expenditure | (8,613,944) | 0 | (69,943) |
| Capital Income | 4,547,264 | 0 | 0 |
| Financing Activities | 1,014,338 | (12,500) | (13,639) |
| Non-cash items (excluded) | 8,869,369 | 745,191 | 0 |
| Closing Surplus/(Deficit) | 0 | 1,685,781 | 1,180,141 |

Rates

Rates notices were issued 18 August 2025, with a due date for payment in full or first instalment of 22 September 2025. As at 31 July 2025, the gross amount of rates, ESL and rubbish charges outstanding

(including arrears, legal charges and interest) is **\$226,814** and of this amount \$62,113 is made up of deferred pensioner rates.

Capital Works

As at 31 July 2025 the Shire has incurred \$69,943 in actual expenditure on capital works projects against the current total budget of \$8,613,944 representing 0.81% of the budgeted works.

Depreciation

Depreciation for July 2025 has not yet been processed in the accounting system as the asset register is to be finalised first for the 2024/25 FY and audit purposes.

Closing surplus actual vs estimate

The closing surplus position as shown in this monthly financial report is subject to change based on EOFY accounting entries to be processed. The closing surplus that has been included in the 2025/26 annual budget is \$2,269,742 versus the brought forward surplus shown in the July 2024 financial reports of \$1,734,471. There are still numerous EOFY accounting entries to be processed and it is anticipated that the actual closing position for 30 June will require amendment.

VOTING REQUIREMENTS: Simple Majority.

ABSOLUTE MAJORITY REQUIRED: No.

OFFICER RECOMMENDATION:

MOVED: Cr SEWELL SECONDED: Cr BOEKEMAN

That Council:

1. Receives the Monthly Financial Report (containing the Statement of Financial Activity by nature classification) and Statement of Financial Position for the month ended 31 July 2025, as presented as attachment 9.2.2.1 to this report.
2. Notes the unrestricted municipal surplus of \$1,180,141 for the month ended 31 July 2025.

**CARRIED: 5/0
RESOLUTION 030925**

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Against:



SHIRE OF WONGAN-BALLIDU

MONTHLY FINANCIAL REPORT

31/07/2025

CONTENTS

- 01) Statement of Financial Activity
- 02) Statement of Financial Position
- 03) Variance Reporting
- 04) Net Current Assets
- 05) Asset Disposals
- 06) Loans
- 07) Reserves
- 08) Capital Works Program

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR 31 JULY 2025

| | Adopted Budget 2025-2026 | YTD Budget | YTD Actual | Variance (%) | Variance (\$) | Variance Flag |
|--|-----------------------------|--------------------|--|--------------|-----------------|------------------|
| Opening Funding Surplus/(Deficit) | 2,269,742 | 2,269,742 | 1,734,471 | | | |
| INCOME | | | | | | |
| Rates | 3,750,334 | - | - | 0.0% | - | ✓ |
| Operating grants, subsidies and contributions | 2,244,188 | 31,000 | 41,272 | (33.1%) | 10,272 | × |
| Fees and charges | 621,529 | 14,175 | 36,487 | (157.4%) | 22,312 | × |
| Other Revenue | 128,700 | 6,500 | 31,152 | (379.3%) | 24,652 | × |
| Interest | 185,331 | 15,250 | 14,860 | 2.6% | (390) | ✓ |
| Profit on Asset Disposals | 72,917 | - | - | 0.0% | - | ✓ |
| a: TOTAL INCOME | 7,002,999 | 66,925 | 123,771 | | 56,846 | |
| OPERATING EXPENSES | | | | | | |
| Employee Costs | (3,134,917) | (298,661) | (265,582) | 11.1% | 33,079 | × |
| Materials & Contracts | (1,934,679) | (121,456) | (124,900) | (2.8%) | (3,444) | ✓ |
| Utility charges | (312,700) | (30,000) | (28,764) | 4.1% | 1,236 | ✓ |
| Interest | (49,671) | (6,000) | (6,014) | (0.2%) | (14) | ✓ |
| Insurance | (306,392) | (153,194) | (160,187) | (4.6%) | (6,993) | ✓ |
| Other General | (409,123) | (29,075) | (9,072) | 68.8% | 20,003 | × |
| Loss on Asset Disposals | - | - | - | 0.0% | - | ✓ |
| Depreciation | (8,942,286) | (745,191) | - | 100.0% | 745,191 | × |
| b: TOTAL OPERATING EXPENSES | (15,089,768) | (1,383,577) | (594,519) | | 789,058 | |
| Operating activities excluded from budget | | | | | | |
| Add back Depreciation | 8,942,286 | 745,191 | - | | | |
| Adjust (Profit)/Loss on Asset Disposal | (72,917) | - | - | | | |
| | 8,869,369 | 745,191 | - | | | |
| Amount attributable to operating activities | 782,600 | (571,461) | (470,748) | | | |
| INVESTING ACTIVITIES | | | | | | |
| Non-Operating grants, subsidies and contributions | 4,098,264 | - | - | 0.0% | - | ✓ |
| Proceeds from disposal of motor vehicles and P&E | 449,000 | - | - | 0.0% | - | ✓ |
| TOTAL CAPITAL INCOME | 4,547,264 | - | - | | - | |
| Capex - Land & Buildings | (2,128,200) | - | (2,628) | 0.0% | (2,628) | ✓ |
| Capex - Furniture & Equipment | (59,700) | - | - | 0.0% | - | ✓ |
| Capex - Motor Vehicles | (505,000) | - | - | 0.0% | - | ✓ |
| Capex - Plant | (929,000) | - | (3,489) | 0.0% | (3,489) | ✓ |
| Capex - Infrastructure - Roads | (4,558,029) | - | (44,557) | 0.0% | (44,557) | ✓ |
| Capex - Infrastructure - Footpaths | (164,716) | - | - | 0.0% | - | ✓ |
| Capex - Infrastructure - Other | (269,299) | - | (19,269) | 0.0% | (19,269) | ✓ |
| TOTAL CAPITAL EXPENDITURE | (8,613,944) | - | (69,943) | | (69,943) | |
| Amount attributable to investing activities | (4,066,680) | - | (69,943) | | | |
| FINANCING ACTIVITIES | | | | | | |
| Transfer from reserves | 1,163,626 | 0 | 0 | 0.0% | 0 | ✓ |
| Transfer to reserves | (1,548,713) | (12,500) | (13,639) | (9.1%) | (1,139) | ✓ |
| Lease liabilities principal repayments | (9,056) | - | - | 0.0% | - | ✓ |
| Proceeds on new borrowings | 1,500,000 | 0 | 0 | 0.0% | 0 | ✓ |
| Loan principal repayment | (111,637) | - | - | 0.0% | - | ✓ |
| SSL Principal Reimbursements | 20,118 | - | - | 0.0% | 0 | ✓ |
| Amount attributable to financing activities | 1,014,338 | (12,500) | (13,639) | | (1,139) | |
| CLOSING SURPLUS / (DEFICIT) | 0 | 1,685,781 | 1,180,141 | | | |
| ** This sheet illustrates the variance analysis. For variance explanation refer to applicable note. | | Key | Within budget tolerance of 10% and \$10,000 Over budget tolerance of 10% and \$10,000 | | | ✓ × |

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL POSITION
31/07/2025

| | 31 July 2025 | 2025 (Unaudited) |
|--------------------------------------|--------------------|--------------------|
| CURRENT ASSETS | | |
| Cash and cash equivalents | 5,376,042 | 6,535,558 |
| Trade and other receivables | 341,717 | 631,014 |
| Other financial assets | 20,118 | 20,118 |
| Inventories | 13,528 | 14,354 |
| Contract assets | 44,144 | 570,000 |
| Other assets | - | 12,086 |
| TOTAL CURRENT ASSETS | 5,795,549 | 7,783,130 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 67,105 | 68,105 |
| Other financial assets | 254,068 | 254,068 |
| Inventories | 15,236 | 15,236 |
| Property, plant and equipment | 34,449,186 | 34,445,357 |
| Infrastructure | 217,118,694 | 217,052,582 |
| Right-of-use assets | 27,023 | 27,023 |
| TOTAL NON-CURRENT ASSETS | 251,931,312 | 251,862,371 |
| TOTAL ASSETS | 257,726,861 | 259,645,501 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 394,831 | 1,285,083 |
| Other liabilities | 146,717 | 146,717 |
| Lease liabilities | (884) | 9,056 |
| Borrowings | (3,232) | 111,637 |
| Employee related provisions | 443,057 | 419,107 |
| TOTAL CURRENT LIABILITIES | 980,489 | 1,971,600 |
| NON-CURRENT LIABILITIES | | |
| Lease liabilities | 17,827 | 9,026 |
| Borrowings | 1,702,274 | 1,590,637 |
| Employee related provisions | 35,000 | 35,000 |
| TOTAL NON-CURRENT LIABILITIES | 1,755,101 | 1,634,663 |
| TOTAL LIABILITIES | 2,735,590 | 3,606,263 |
| NET ASSETS | 254,991,271 | 256,039,238 |
| EQUITY | | |
| Retained surplus | 61,700,537 | 62,762,144 |
| Reserve accounts | 3,697,844 | 3,684,205 |
| Revaluation surplus | 189,592,890 | 189,592,889 |
| TOTAL EQUITY | 254,991,271 | 256,039,238 |

**Shire of Wongan-Ballidu
Variance Report 31 July 2025**

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% or \$10,000, whichever is greater, as its threshold for line items on the Statement of Financial Activity by nature 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 expenditure.

| Code | Variance Actual to YTD Budget | Variance reason | Report Section | Comments |
|------------------------------|-------------------------------|------------------|---|--|
| Operating Income | | | | |
| ✓ | 0 | Within Threshold | Rates | Within Council variance reporting threshold. |
| ✗ | 10,272 | Timing | Operating grants, subsidies and contributions | Operating Grants received in advance of what is estimated to be received at this time of the year. |
| ✗ | 22,312 | Timing | Fees and charges | Favourable - increased fees billed for the month. |
| ✗ | 24,652 | Timing | Other Revenue | Favourable - Insurance reimbursements which are not budgeted for. |
| ✓ | (390) | Within Threshold | Interest | Within Council variance reporting threshold. |
| ✓ | 0 | Within Threshold | Profit on Asset Disposals | Within Council variance reporting threshold. |
| Operating Expenditure | | | | |
| ✗ | 33,079 | Permanent | Employee Costs | Employee Costs are lower than anticipated due to staff vacancies. |
| ✓ | (3,444) | Within Threshold | Materials & Contracts | Within Council variance reporting threshold. |
| ✓ | 1,236 | Within Threshold | Utility charges | Within Council variance reporting threshold. |
| ✓ | (14) | Within Threshold | Interest | Within Council variance reporting threshold. |
| ✓ | (6,993) | Within Threshold | Insurance | Within Council variance reporting threshold. |
| ✗ | 20,003 | Timing | Other General | Favourable - Subscriptions yet to be paid. |
| ✓ | 0 | Within Threshold | Loss on Asset Disposals | Within Council variance reporting threshold. |
| ✗ | 745,191 | Timing | Depreciation | Depreciation not fully processed in new finance system. |
| Investing | | | | |
| ✓ | 0 | Within Threshold | Non-Operating grants, subsidies and contributions | See Capital Works Report. |
| ✓ | 0 | Within Threshold | Proceeds from disposal of motor vehicles and P&E | See Capital Works Report. |
| ✓ | (2,628) | Within Threshold | Capex - Land & Buildings | See Capital Works Report. |
| ✓ | 0 | Within Threshold | Capex - Furniture & Equipment | See Capital Works Report. |
| ✓ | 0 | Within Threshold | Capex - Motor Vehicles | See Capital Works Report. |
| ✓ | (3,489) | Within Threshold | Capex - Plant | See Capital Works Report. |
| ✓ | (44,557) | Within Threshold | Capex - Infrastructure - Roads | See Capital Works Report. |
| ✓ | 0 | Within Threshold | Capex - Infrastructure - Footpaths | See Capital Works Report. |
| ✓ | (19,269) | Within Threshold | Capex - Infrastructure - Other | See Capital Works Report. |
| Financing | | | | |
| ✓ | 0 | Within Threshold | Transfer from reserves | Within Council variance reporting threshold. |
| ✓ | (1,139) | Within Threshold | Transfer to reserves | Within Council variance reporting threshold. |
| ✓ | 0 | Within Threshold | Lease liabilities principal repayments | Within Council variance reporting threshold. |
| ✓ | 0 | Within Threshold | Loan principal repayment | Within Council variance reporting threshold. |
| ✓ | 0 | 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 31 July 2025

NET CURRENT ASSETS

| | Positive=Surplus (Negative=Deficit) | | |
|---|-------------------------------------|------------------------------------|-------------------------|
| | Budget | Actual | |
| | Last Years Closing 30 June 2025 | Last Years Closing 30 June 2025 | Current 31 July 2025 |
| | \$ | | \$ |
| Current Assets | | | |
| Cash Unrestricted | 2,851,353 | 2,851,191 | 1,678,199 |
| Cash Restricted - Reserves | 3,684,205 | 3,684,203 | 3,697,843 |
| Receivables - Rates | 234,437 | 234,438 | 226,814 |
| Receivables - Other | 396,577 | 211,505 | 72,968 |
| Receivables - ATO | 0 | 193,247 | 41,935 |
| Inventories | 14,354 | 13,528 | 13,528 |
| Other Assets | 582,086 | 44,144 | 44,144 |
| Financial assets | 20,118 | 20,118 | 20,118 |
| | <u>7,783,130</u> | <u>7,252,374</u> | <u>5,795,549</u> |
| Less: Current Liabilities | | | |
| Payables | (1,285,083) | (1,277,596) | (347,726) |
| Payables - ATO | 0 | (36,094) | (1,789) |
| Contract Liabilities - Unspent grants | (146,717) | (99,417) | (146,717) |
| Employee provisions | (402,102) | (442,317) | (443,057) |
| Other provisions | (17,005) | | 0 |
| Lease liabilities | (9,056) | | 884 |
| Long term borrowings | (111,637) | | 3,232 |
| | <u>(1,971,600)</u> | <u>(1,855,424)</u> | <u>(935,173)</u> |
| Net Current Assets | <u>5,811,530</u> | <u>5,396,950</u> | <u>4,860,376</u> |
| Adjustments to Net Current Assets | | | |
| Less: Restricted Cash - Reserves | (3,684,205) | (3,684,203) | (3,697,843) |
| Less: Current self-supporting loans receivable | (20,118) | (20,118) | (20,118) |
| Add: Liabilities funded by restricted cash | 41,842 | 41,842 | 41,842 |
| Add: Current portion of borrowings | 111,637 | 0 | (3,232) |
| Add: Current portion of lease liabilities | 9,056 | 0 | (884) |
| | <u>(3,541,788)</u> | <u>(3,662,479)</u> | <u>(3,680,235)</u> |
| Net Current Assets used in the Statement of Financial Activity | 2,269,742 | 1,734,471 | 1,180,141 |

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 JULY 2025

| Asset No | Budget Net Book Value | Current Budget Sale Proceeds | Budget (Profit) / Loss | Actual Net Book Value | Actual Sale Proceeds | Actual (Profit) / Loss |
|--------------------------------------|-----------------------|------------------------------|------------------------|-----------------------|----------------------|------------------------|
| By Class | | | | | | |
| Motor Vehicles | | | | | | |
| Toyota Kluger (WB2) | MV00007 | 27,561 | 40,000 | (12,439) | - | - |
| Toyota RAV4 (WB007) | MV00006 | 10,000 | 39,000 | (29,000) | - | - |
| Plant & Equipment | | | | | | |
| Cat 12M Grader - Maintenance (G17) | PE00046 | 260,490 | 210,000 | 50,490 | - | - |
| Volvo L70F Loader (LDR6) | PE00018 | 38,400 | 85,000 | (46,600) | - | - |
| Machinery Float (TRL13) | PE00014 | 11,200 | 30,000 | (18,800) | - | - |
| Tri-Axle semi tipper trailer (TRL25) | PE00009 | 22,384 | 35,000 | (12,616) | - | - |
| Sweeper | NEW | - | - | - | - | - |
| Vertimower (VM2) | PE00020 | 6,048 | 10,000 | (3,952) | - | - |
| Sundry plant & equipment | NEW | - | - | - | - | - |
| TOTAL | | 376,083 | 449,000 | (72,917) | - | - |

| 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 Kluger (WB2) | 65,000 | 40,000 | 25,000 | - | - | - |
| Toyota RAV4 (WB007) | 40,000 | 39,000 | 1,000 | - | - | - |
| Sub-total | 105,000 | 79,000 | 26,000 | - | - | - |
| Plant & Equipment | | | | | | |
| Cat 12M Grader - Maintenance (G17) | 490,000 | 210,000 | 280,000 | - | - | - |
| Volvo L70F Loader (LDR6) | 375,000 | 85,000 | 290,000 | - | - | - |
| Machinery Float (TRL13) | 80,000 | 30,000 | 50,000 | - | - | - |
| Tri-Axle semi tipper trailer (TRL25) | 150,000 | 35,000 | 115,000 | - | - | - |
| Sweeper | 157,000 | - | 157,000 | - | - | - |
| Vertimower (VM2) | 25,000 | 10,000 | 15,000 | - | - | - |
| Sundry plant & equipment | 40,000 | - | 40,000 | - | - | - |
| Various obsolete equipment | - | - | - | - | - | - |
| Sub-total | 1,317,000 | 370,000 | 947,000 | - | - | - |
| TOTAL | 1,422,000 | 449,000 | 973,000 | - | - | - |

**SHIRE OF WONGAN - BALLIDU
BORROWINGS AS AT 31 JULY 2025**

Existing Loans * Denotes (SSL) Self Supporting Loan

| Loan No. | Particulars | Recipient | Maturity Date | Proposed Borrowings | Amount Borrowed | Loan Principal Paid in Jul 25 | Accrued Int. Due | YTD Interest Paid | Loan Balance @ 30 June 2025 | Principal Repayments YTD | Loan Balance @ 31 Jul 25 |
|-----------------------------|------------------------------------|--------------|---------------|---------------------|------------------|-------------------------------|------------------|-------------------|-----------------------------|--------------------------|--------------------------|
| 151A | Construction of Aged Persons Units | Ninan House* | Oct-2032 | | 300,000 | - | - | - | 170,537 | - | 170,537 |
| 152 | Recreation Centre Improvements | Shire | Dec-2039 | | 2,000,000 | - | - | - | 1,528,664 | - | 1,528,664 |
| TBA | Volunteer BFB Fire Shed | Shire* | - | 1,500,000 | - | - | - | - | - | - | - |
| TOTAL EXISTING LOANS | | | | | 2,300,000 | | | | 1,699,201 | | 1,699,201 |

Shire Loan Summary
Self Supporting Loan Summary

| | | | | | | | | |
|--|-----------|-----------|---|---|---|-----------|---|-----------|
| | - | 2,000,000 | - | - | - | 1,528,664 | - | 1,528,664 |
| | 1,500,000 | 300,000 | | | | 170,537 | | 170,537 |

| | Loan Balance @ 31 Jul 25 | SSL | Shire | Total |
|-----------------------------|--------------------------|------------------|--------------------|--------------------|
| Current loan liability | (111,627) | (20,118) | (91,509) | (111,627) |
| Non current liability | (1,587,574) | (150,419) | (1,437,155) | (1,587,574) |
| Total Loan Liability | (1,699,201) | (170,537) | (1,528,664) | (1,699,201) |

SHIRE OF WONGAN - BALLIDU
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 JULY 2025

| Reserve Description | ADOPTED FULL YEAR'S BUDGET | | | | | | CURRENT FULL YEAR'S BUDGET | | | | ACTUAL YTD AT 31 JULY 2025 | | | |
|--|----------------------------|------------------------|-----------------|---------------------|-----------------------|------------------|----------------------------|---------------------|-----------------------|------------------|----------------------------|---------------------|-----------------------|------------------|
| | Budget Opening Balance | Actual Opening Balance | Interest Earned | Transfer to Reserve | Transfer from Reserve | EOY Balance | Transfer in / Interest | Transfer to Reserve | Transfer from Reserve | EOY Balance | Interest Earned | Transfer to Reserve | Transfer from Reserve | Actual Balance |
| Community Resource Centre Reserve | 12,923 | 12,923 | - | - | - | 12,923 | - | - | - | 12,923 | - | - | - | 12,923 |
| Depot Improvement Reserve | 71,372 | 71,372 | - | 25,000 | - | 96,372 | - | 25,000 | - | 96,372 | - | - | - | 71,372 |
| Historical Publications Reserve | 7,126 | 7,126 | - | - | (7,126) | - | - | - | (7,126) | - | - | - | - | 7,126 |
| Housing Reserve | 572,792 | 572,792 | - | 150,000 | - | 722,792 | - | 150,000 | - | 722,792 | - | - | - | 572,792 |
| Long Service Leave Reserve | 41,842 | 41,842 | - | - | - | 41,842 | - | - | - | 41,842 | - | - | - | 41,842 |
| Special Projects Reserve | 970,818 | 970,818 | - | 8,713 | - | 979,531 | - | 8,713 | - | 979,531 | - | - | - | 970,818 |
| Patterson Street JV Housing Reserve | 69,357 | 69,357 | - | 5,000 | - | 74,357 | - | 5,000 | - | 74,357 | - | - | - | 69,357 |
| Plant Reserve | 1,015,082 | 1,015,082 | 125,000 | 950,000 | (973,000) | 992,082 | 125,000 | 950,000 | (973,000) | 992,082 | 13,639 | 13,639 | - | 1,028,721 |
| Quinlan St JV Housing Reserve | 54,915 | 54,915 | - | 5,000 | - | 59,915 | - | 5,000 | - | 59,915 | - | - | - | 54,915 |
| Stickland St JV Housing Reserve | 73,582 | 73,582 | - | 5,000 | - | 78,582 | - | 5,000 | - | 78,582 | - | - | - | 73,582 |
| Swimming Pool Reserve | 73,188 | 73,188 | - | 100,000 | (30,000) | 143,188 | - | 100,000 | (30,000) | 143,188 | - | - | - | 73,188 |
| Waste Management Reserve | 60,366 | 60,366 | - | 150,000 | - | 210,366 | - | 150,000 | - | 210,366 | - | - | - | 60,366 |
| Sporting Co-Location Reserve | 113,360 | 113,360 | - | - | - | 113,360 | - | - | - | 113,360 | - | - | - | 113,360 |
| Building Asset Management Reserve | 547,482 | 547,482 | - | 150,000 | (153,500) | 543,982 | - | 150,000 | (153,500) | 543,982 | - | - | - | 547,482 |
| Wongan Hills Sport & Recreation Council Asset Management Reserve | 0 | 0 | - | - | - | - | - | - | - | - | - | - | - | - |
| Wongan Hills Childcare Services Reserve | 0 | 0 | - | - | - | - | - | - | - | - | - | - | - | - |
| TOTALS | 3,684,205 | 3,684,205 | 125,000 | 1,548,713 | (1,163,626) | 4,069,292 | 125,000 | 1,548,713 | (1,163,626) | 4,069,292 | 13,639 | 13,639 | - | 3,697,844 |

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 31 JULY 2025

| Job # | Description | Original Budget | Current Budget | YTD Budget | YTD Actual | Order Value | Total Actual | Variance | Indicator | Completion % | Asset Class |
|-------|--|-----------------------|-----------------------|---------------|--------------------|---------------|--------------------|-----------------------|-----------|--------------|-------------------------------|
| 00001 | CRC Capital Expense (Buildings) - CAPEX | \$8,500.00 | \$8,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,500.00 | | 0% | Land & Buildings |
| 70002 | CRC Capital Expense - Replace Carpet Function Room - (F&E)CAPEX | \$17,700.00 | \$17,700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17,700.00 | | 0% | Furniture & Equipment |
| 00002 | 16 Moore Street (Buildings)- CAPEX | \$18,500.00 | \$18,500.00 | \$0.00 | \$94.50 | \$0.00 | \$94.50 | \$18,405.50 | | 1% | Land & Buildings |
| 00004 | Ballidu Hall (Buildings)- CAPEX | \$153,500.00 | \$153,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$153,500.00 | | 0% | Land & Buildings |
| 00005 | Federation Park (Cadoux) - Capex | \$22,500.00 | \$22,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22,500.00 | | 0% | Land & Buildings |
| 00008 | Depot Bldg. Capital (Buildings) - CAPEX | \$49,000.00 | \$49,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$49,000.00 | | 0% | Land & Buildings |
| 00009 | Museum - CAPEX | \$77,000.00 | \$77,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$77,000.00 | | 0% | Land & Buildings |
| 00013 | Capex - Staff Housing - Stickland St - Driveways (LRCP) | \$4,000.00 | \$4,000.00 | \$0.00 | \$1,305.80 | \$0.00 | \$1,305.80 | \$2,694.20 | | 33% | Land & Buildings |
| 00016 | Capex - Ninan/Hinds BFB Fire Shed | \$1,500,000.00 | \$1,500,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500,000.00 | | 0% | Land & Buildings |
| 00025 | Ballidu Sports Complex (Buildings) - CAPEX | \$9,800.00 | \$9,800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,800.00 | | 0% | Land & Buildings |
| 00027 | Emergency Power Backup Generator - Sports Pavilion | \$5,000.00 | \$5,000.00 | \$0.00 | \$1,770.10 | \$0.00 | \$1,770.10 | \$3,229.90 | | 35% | Plant & Equipment |
| 00029 | Sundry Plant and Equipment (CAPEX) | \$40,000.00 | \$40,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,000.00 | | 0% | Plant & Equipment |
| 00040 | Emergency Power Backup Generator - CRC | \$7,000.00 | \$7,000.00 | \$0.00 | \$1,718.40 | \$0.00 | \$1,718.40 | \$5,281.60 | | 25% | Plant & Equipment |
| 50005 | Cemetery WH Capex (Infras Other) - CAPEX | \$39,500.00 | \$39,500.00 | \$0.00 | \$729.22 | \$0.00 | \$729.22 | \$38,770.78 | | 2% | Infrastructure - Other |
| 50007 | WH Swimming Pool (Infrastructure Other) - CAPEX | \$65,500.00 | \$65,500.00 | \$0.00 | \$18,540.00 | \$0.00 | \$18,540.00 | \$46,960.00 | | 28% | Infrastructure - Other |
| 70000 | Computer Hardware (F&E)- CAPEX | \$22,000.00 | \$22,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22,000.00 | | 0% | Furniture & Equipment |
| 00007 | Sports Pavilion - Remedial Repairs to Walls / Railings | \$19,000.00 | \$19,000.00 | \$0.00 | \$1,227.24 | \$0.00 | \$1,227.24 | \$17,772.76 | | 6% | Land & Buildings |
| 00043 | Cadoux Rec Centre - Repair Lights Bball and Main Area | \$15,500.00 | \$15,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,500.00 | | 0% | Land & Buildings |
| 00044 | Cadoux Rec Centre - Ablution Plumbing | \$32,700.00 | \$32,700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$32,700.00 | | 0% | Land & Buildings |
| 00045 | WH Civic Centre - Conservation Works | \$107,100.00 | \$107,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$107,100.00 | | 0% | Land & Buildings |
| 00046 | WH Swimming Pool - Changeroom upgrade and Swim Club door (Bu | \$39,600.00 | \$39,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$39,600.00 | | 0% | Land & Buildings |
| 00047 | WH - Old Bowling Club Building - Demolition | \$56,500.00 | \$56,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$56,500.00 | | 0% | Land & Buildings |
| 00049 | Toyota Kluger 2022 (WB2) | \$65,000.00 | \$65,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$65,000.00 | | 0% | Motor Vehicles |
| 00050 | Toyota Rav 2021 (WB7) | \$40,000.00 | \$40,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,000.00 | | 0% | Motor Vehicles |
| 00053 | Tri-axle semi tipper trailer (TK35) | \$150,000.00 | \$150,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$150,000.00 | | 0% | Plant & Equipment |
| 00048 | W.H. Recreation Complex (Fencing) - CAPEX | \$15,000.00 | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 | | 0% | Land & Buildings |
| 70003 | IT Network Equipment- Depot Buildings (F&E) | \$20,000.00 | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 | | 0% | Furniture & Equipment |
| 00054 | Heko Citymaster 1650 Comfort - Sweeper | \$157,000.00 | \$157,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$157,000.00 | | 0% | Plant & Equipment |
| 00055 | Cat 12M Grader - Maintenance (G17) | \$490,000.00 | \$490,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$490,000.00 | | 0% | Plant & Equipment |
| 00051 | Volvo L70F Loader (LDR6) | \$375,000.00 | \$375,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$375,000.00 | | 0% | Motor Vehicles |
| 00056 | Machinery Float (TK35 & TK36) | \$80,000.00 | \$80,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$80,000.00 | | 0% | Plant & Equipment |
| 00052 | Vertimower (VM2) | \$25,000.00 | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25,000.00 | | 0% | Motor Vehicles |
| | RRG Funded Capital Roadworks (Infras Roads) | \$1,145,859.00 | \$1,145,859.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,145,859.00 | | 0% | Infrastructure - Roads |
| | R2R Funded Capital Roadworks (Infras Roads) | \$912,093.00 | \$912,093.00 | \$0.00 | \$24,938.20 | \$0.00 | \$24,938.20 | \$887,154.80 | | 3% | Infrastructure - Roads |
| D0183 | Shields Crescent, Airport Road, Ackland Street & Swimming Pool | \$164,716.00 | \$164,716.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$164,716.00 | | 0% | Infrastructure - Footpaths |
| E0006 | Signage Various Locations | \$60,027.00 | \$60,027.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60,027.00 | | 0% | Infrastructure - Other |
| E0032 | Ballidu Southeast Road & Townsend St Intersection | \$65,000.00 | \$65,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$65,000.00 | | 0% | Infrastructure - Roads |
| E0007 | Moonjin West Road - 2km Gravel Resheet | \$142,239.00 | \$142,239.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$142,239.00 | | 0% | Infrastructure - Roads |
| C0020 | Mocardy Dam & Railway Dam - Automation WH Oval Tanks | \$104,272.00 | \$104,272.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$104,272.00 | | 0% | Infrastructure - Other |
| | Wheatbelt Secondary Freight Network Roadworks (Infra Roads) | \$2,292,838.00 | \$2,292,838.00 | \$0.00 | \$19,618.77 | \$0.00 | \$19,618.77 | \$2,273,219.23 | | 1% | Infrastructure - Roads |
| | | \$8,613,944.00 | \$8,613,944.00 | \$0.00 | \$69,942.23 | \$0.00 | \$69,942.23 | \$8,544,001.77 | | 0.81% | |

| Asset Class | Original Budget | Current Budget | YTD Budget | YTD Actual | PO | Total Actual | Variance | Indicator | Completion % |
|----------------------------|-----------------------|-----------------------|---------------|--------------------|---------------|--------------------|-----------------------|-----------|--------------|
| Land & Buildings | \$2,128,200 | \$2,128,200 | \$0 | \$2,628 | \$0 | \$2,628 | \$2,125,572 | | 0% |
| Furniture & Equipment | \$59,700 | \$59,700 | \$0 | \$0 | \$0 | \$0 | \$59,700 | | 0% |
| Motor Vehicles | \$505,000 | \$505,000 | \$0 | \$0 | \$0 | \$0 | \$505,000 | | 0% |
| Plant & Equipment | \$929,000 | \$929,000 | \$0 | \$3,489 | \$0 | \$3,489 | \$925,512 | | 0% |
| Infrastructure - Roads | \$4,558,029 | \$4,558,029 | \$0 | \$44,557 | \$0 | \$44,557 | \$4,513,472 | | 1% |
| Infrastructure - Footpaths | \$164,716 | \$164,716 | \$0 | \$0 | \$0 | \$0 | \$164,716 | | 0% |
| Infrastructure - Other | \$269,299 | \$269,299 | \$0 | \$19,269 | \$0 | \$19,269 | \$250,030 | | 7% |
| | \$8,613,944.00 | \$8,613,944.00 | \$0.00 | \$69,943.00 | \$0.00 | \$69,942.23 | \$8,544,001.77 | | 1% |

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

9.2.3 APPLICATION TO KEEP THREE DOGS – 57 WANDOO CRESCENT, WONGAN HILLS

| | |
|--|---|
| FILE REFERENCE: | |
| REPORT DATE: | 15 September 2025 |
| APPLICANT/PROPONENT: | K Sudholz |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Melinda Lymon, Deputy Chief Executive Officer |
| ATTACHMENTS: | 9.2.3.1 Ranger Inspection Report |

PURPOSE OF REPORT:

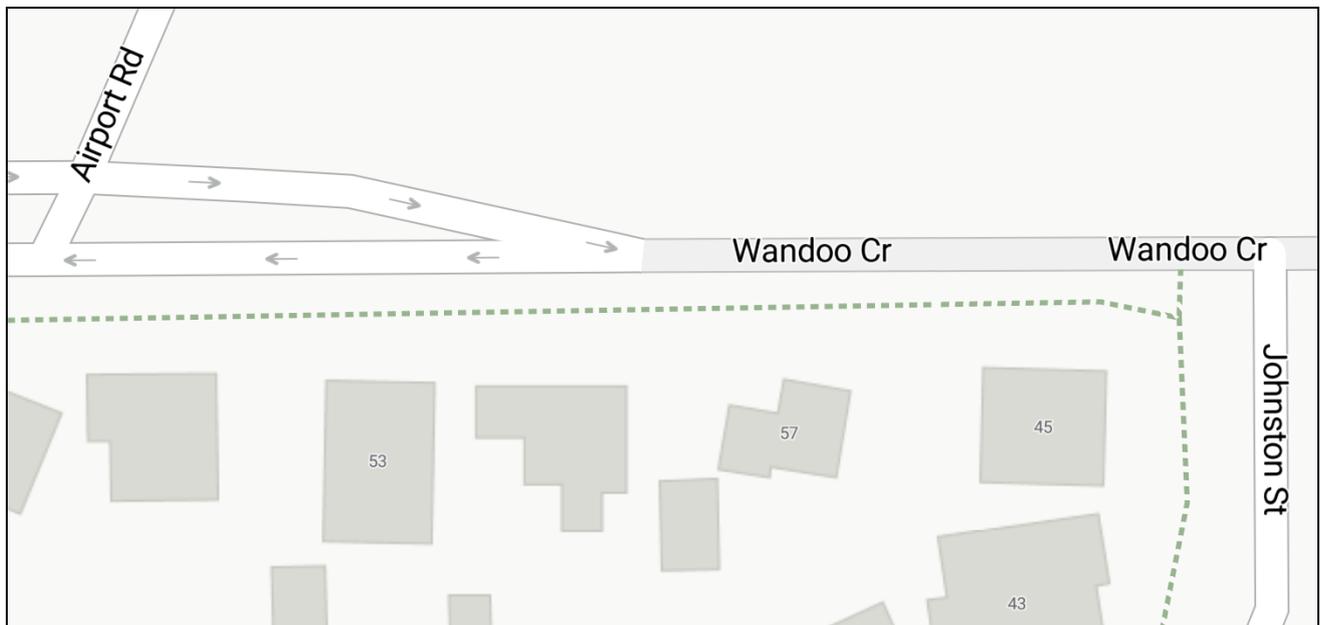
For Council to consider an application for the keeping of three dogs at 16 Ellis Street, Wongan Hills. Council is to determine this application as there is no current delegation to the CEO to approve the keeping of three dogs on a property.

BACKGROUND:

The *Shire of Wongan-Ballidu Dogs Local Law* includes a limit of two dogs over the age of three months of age to be kept on any premises situated on land less than 10,000 square meters in area.

The applicant is seeking approval to keep three dogs at 57 Wandoo Crescent, Wongan Hills which is a property with the land area of 893m². This requires consideration and approval from Council for the three dogs to be kept at the premises.

The property is zoned Residential with surrounding properties also zoned Residential.



Map – Including Location of 57 Wandoo Crescent, Wongan Hills

Two of the dogs are registered and have been microchipped, and the third dog will be registered and microchipped following approval from Council. The owner is planning to sterilise all of the dogs.

| Dog Name | Breed | Colour | Age | Sex |
|----------|----------------------|---------------|-----|-----|
| Bessie | Red cloud Kelpie | Red | 4 | F |
| Roxy | Border collie/Kelpie | Black & White | 3 | F |
| Ollie | Dachshund | Brown & Tan | 4 | F |

POLICY REQUIREMENTS:

There are no policy implications relating to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

The *Dog Act 1976*, section 26, outlines the limitations on dog numbers and allows for the local government to create Local Laws to control the number of dogs on a property.

Shire of Wongan-Ballidu Dogs Local Law Subclause 3.2 (2) includes:

The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -

- a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated on land less than 10,000 square meters in area;
- b) 3 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated on land 10,000 square meters in area or greater but less than 20,000 square meters in area; or
- c) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated on land greater than 20,000 square meters in area.

STRATEGIC IMPLICATIONS:

There are no strategic implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this item.

➤ **Economic**

There are no known economic impacts associated with this item.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

The owner will be required to ensure the three dogs are registered and remain registered. The \$125.00 application fee for keeping more than the prescribed number of dogs has been paid. There is an annual fee of \$125.00 for inspections.

COMMENT:

The Ranger has consulted with the neighbours regarding the application to keep three dogs at 57 Wandoo Crescent, Wongan Hills and to seek feedback on any issues with the dogs at the property. As contained within the Ranger’s report (Attachment 9.2.3.1) there were no objections to the application, and there have not been any complaints regarding the dogs at this property.

The Ranger’s report includes further information on the condition of the dogs at the time of their visit and the conditions of the yard. The Ranger recommends approval of this application.

VOTING REQUIREMENTS: Simple majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

MOVED: Cr DONNELLAN SECONDED: Cr SEWELL

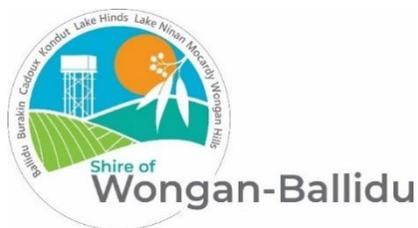
That Council **APPROVE** the keeping of the three dogs, as listed within the application and this report, at 57 Wandoo Crescent, Wongan Hills subject to the dogs all being, and remaining registered.

**CARRIED: 5/0
RESOLUTION 040925**

For:

- Cr M Stephenson
- Cr S Boekeman
- Cr D Coad
- Cr B Donnellan
- Cr M Sewell

Against:



APPLICATION FOR PERMIT

3-6 DOGS

Ranger Report

Date of Inspection: 14th July 2025

Name: Kiara Sudholz

Property Address: 57 Wandoo Crescent , Wongan Hills

Ranger: Samantha Di Candilo

Size of Land Area:

| Number of Dogs | Dog Name | Breed | Colour | Age | Sex | Rego # Microchip # |
|----------------|----------|----------------------|------------------|-----|-----|---------------------------------|
| 1 | Bessie | Red cloud Kelpie | Red | 4 | F | 25080 M/C 956000012891846 |
| 2 | Roxy | Border collie/Kelpie | Black & White | 3 | F | - |
| 3 | Ollie | Dachshund | Brown & Tan | 4 | F | 25079 M/C 953010004931909 |

Fencing

Materials used for Fencing: The yard is fully secured. The fencing is in good condition and suitable to contain the dogs.

Height of fencing: The fencing is all 1.2 meters high. The property is fully fenced and there is a house yard inside the property.

Housing

Means of housing: The dogs are free to go from inside to outside. There is a large undercover verandah area at the rear of the house and plenty of shade in the house yard for the dogs to lay in during the day. The dogs are outside dogs and have some time inside with owners. One owner works part-time from home.

Water Supply: There is an automatic water trough fitted on the rear verandah. There is also a water bucket in the house. The bowls are clean and kept topped up.

Condition of dogs:

The dogs were friendly on arrival with minimal barking. All 3 dogs are in excellent condition. They appear healthy and extremely happy.

Ranger Notes:

The dogs have a large yard to exercise in and there was no sign of any dog faeces in the yard. The water bowls are clean and plentiful, and the house is kept in a suitable condition. Dog excrement is picked up daily and there was no smell or flies present. The owners explained the need to apply for a multiple dog licence is due to moving from the farm into the townsite. The working dogs are kept well stimulated and barking is kept to a minimum with a bark curbing collar.

Ranger conducted a door knock of the area On the 14/07/25, with six adjoining neighbours, giving them the opportunity to provide feedback.

- 55 Wandoo Crescent – Lorna Freestone had no objections.
- 45 Johnstone Street – Currently vacant.
- 43 Johnstone Street - Debbie Lyon - No objections.
- 41 Johnstone Street – Jacqui Breen – No objections.
- 39 Johnstone Street – No one home, left ranger calling card.
- 13 Rogers Street – No one home, left card. Return phone call from Damien Smith. No objections concerning correct address, reported barking issue from 55 wandoo crescent (dog is senior, deaf and blind – Separate CRM to be created.)

History:

Council has not received any complaints from any neighbours regarding this property.

Recommendation:

Ranger Services recommend granting the licence. There have been no objections or complaints, application fee has been paid. The yard fencing is secure enough to confine the 3 dogs and I do not think the dogs pose any threat to public safety or peace. Registration for third dog is outstanding.



Samantha Di Candilo
Rural Ranger Services
0474 779 374

September 2025

9.2.4 AUDIT COMMITTEE - REVIEW OF TERMS OF REFERENCE

| | |
|--|--|
| FILE REFERENCE: | F1.4 |
| REPORT DATE: | 15 September 2025 |
| APPLICANT/PROPONENT: | N/A |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Melinda Lymon - Deputy Chief Executive Officer |
| ATTACHMENTS: | 9.2.4.1-Terms of Reference - Audit, Risk and Improvement Committee |

PURPOSE OF REPORT:

The purpose of this report is to recommend that Council adopts the Audit and Risk Committee's recommendation to endorse amendments to the name of the Audit and Risk Committee to the Audit, Risk and Improvement Committee and amend the Terms of Reference for the committee.

BACKGROUND:

The Shire of Wongan-Ballidu Audit and Risk Committee has been established to satisfy the requirements of the *Local Government Act 1995* (the Act) and associated Regulations which require each local government to establish an audit committee.

As part of the recent local government reforms, the *Local Government Amendment Act 2024* came into effect on 6 December 2024 which makes amendments to the Act and other legislation. These amendments have been introduced to enhance governance, transparency and accountability in local government operations.

Many of the amendments included in the *Local Government Amendment Act 2024* have been proclaimed and are in effect already, though sections 86 and 87 which will amend the requirements for the audit committee have not been proclaimed. Officers from the Department of Local Government, Industry Regulation and Safety have advised the date for proclamation is unknown as regulations and guidance documents are currently being developed to support the amends to the Act.

When the amendments come into effect each local government will be required to have an "Audit, Risk and Improvement Committee", and for the committee to have an independent Presiding Member and Deputy Presiding Member.

To prepare for the amendments and allow for the provisions set out in the *Local Government Amendment Act 2024* it is proposed to amend the Terms of Reference to include independent members and to change the name of the committee.

POLICY REQUIREMENTS:

There are no policy implications associated with this item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Local Government Amendment Act 2024

Clauses 86 and 87 of the *Local Government Amendment Act 2024* will make amendments to the *Local Government Act 1995* when proclaimed. Officers at the Department of Local Government, Industry Regulation and Safety have advised there is no set date for the proclamation of these sections as Regulations are being developed to support these sections of the Act.

86. Section 7.1 amended
- (1) In section 7.1 delete the definition of **audit committee**.
 - (2) In section 7.1 insert in alphabetical order:

audit, risk and improvement committee means an audit, risk and improvement committee established under section 7.1A, subject to section 7.1CB;

87. Part 7 Division 1A replaced
Delete Part 7 Division 1A and insert:

Division 1A — Audit, risk and improvement committee

7.1A. Establishment of audit, risk and improvement committee

- (1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.
- (2) The following provisions apply in respect of the membership of the audit, risk and improvement committee —
 - (a) an employee of the local government is not to be a member;
 - (b) no member is to be nominated by, or is to be appointed to represent, any employee of the local government;
 - (c) section 5.10(1)(b) does not apply.
- (3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.
- (4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

7.1B. Deputy of presiding member or of deputy presiding member

- (1) The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee.
- (2) In addition to the requirement of section 5.11A(2)(c), the deputy of the presiding member cannot be a council member of any other local government.
- (3) If section 5.14 applies to a meeting of the audit, risk and improvement committee, the committee members present at the meeting must choose the deputy of the presiding member, if present, to preside at the meeting.

- (4) If the local government appoints a person under section 5.11A to be a deputy of the deputy presiding member of the audit, risk and improvement committee, in addition to the requirement of section 5.11A(2)(c), the appointed deputy cannot be a council member of any other local government.

7.1C. Delegation to audit, risk and improvement committee

- (1) The only powers and duties that the local government may delegate to the audit, risk and improvement committee under section 5.16 are as follows —
 - (a) any of its powers and duties under this Part;
 - (b) any prescribed power or duty.
- (2) The provision that may be made by regulations for the purposes of subsection (1)(b) is not limited by the other subject matter of this Part.
- (3) The local government's power to delegate to the audit, risk and improvement committee is not limited by section 5.17.

7.1CA. Decisions of audit, risk and improvement committee

Despite section 5.20, a decision of the audit, risk and improvement committee is to be made by a simple majority.

7.1CB. Two or more local governments may have shared audit, risk and improvement committee

- (1) Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a ***shared committee***).

STRATEGIC IMPLICATIONS:

There are no strategic implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this item.
- **Economic**
There are no known economic impacts associated with this item.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

The 2025/26 Budget includes provision for payment to the independent members at \$450 per meeting in accordance with the fees and allowance set by the Salaries and Allowances Tribunal Determination.

There will be costs associated with the advertising and selection process for the independent members.

COMMENT:

To prepare for the amendments to the Act, the Shire will advertise and seek expressions of interest from suitably qualified individuals for the Audit, Risk and Improvement Committee independent members. Following the expression of interest process, Council will formally appoint the independent members and appoint the Presiding Member and Deputy Presiding Member following the 2025 local government elections.

In accordance with legislation, the independent members must not be employees of the Shire of Wongan-Ballidu, or an elected member of the Shire of Wongan-Ballidu or any other local government.

WALGA are currently seeking expressions of interest from persons to be included in a pool from which local governments can select suitably qualified persons for appointment as independent members for the Audit, Risk and Improvement Committees. This will allow selection similar to the preferred supplier arrangement for other suppliers, if necessary.

Regulations which are currently being developed will set out the prescribed requirements for the committee and when the regulations have been gazetted and guidance documents prepared by the Department more clarity regarding the requirements for the Presiding and Deputy Presiding Members will be available.

The Audit and Risk Committee considered the Officers Recommendation at the meeting held 13 August 2025, with an understanding that these Terms of Reference may need to be returned to Council at a further date if subsequent additional amendments are required following the release of new regulations.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

COMMITTEE RECOMMENDATION:

MOVED: Cr SEWELL

SECONDED: Cr BOEKEMAN

That Council:

1. **ENDORSE** the change of the committee's name to the "Audit, Risk and Improvement Committee"; and
2. **ENDORSE** the amendments to the terms of reference for the Audit, Risk and Improvement Committee as outlined in Attachment 9.2.4.1.

CARRIED: 5/0
RESOLUTION 050925

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Against:



TERMS OF REFERENCE

of the

Audit, Risk and Improvement Committee

1. NAME

The name of the Committee shall be the Audit, Risk and Improvement Committee, hereinafter referred to in its abbreviated form as the "ARIC" or "Committee".

2. INTRODUCTION

- 2.1 The Council of the Shire of Wongan-Ballidu has established an Audit, Risk and Improvement Committee (the Committee) pursuant to Part 7 of the *Local Government Act 1995* (the Act).
- 2.2 The Committee is established to fulfil the requirements of Part 6 (Financial Management) and Part 7 (Audit) of the Act.
- 2.3 The Committee operates to assist Council to fulfil its corporate governance responsibilities in relation to risk management, internal controls, legislative compliance, financial reporting, and audit.
- 2.4 The Committee shall act in accordance with the provisions of the Act, the local laws and policies of the Shire of Wongan-Ballidu and these Terms of Reference.

3. OBJECTIVES

- 3.1 The objectives of the Committee are:
 - a. to monitor the annual external audit and to liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs;
 - b. to ensure openness in the local government's financial reporting and to liaise with the Chief Executive Officer (or their representative) to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation;
 - c. to facilitate:
 - i. the enhancement of the credibility and objectivity of external financial reporting;

- ii. compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - iii. the provision of an effective means of communication between the external auditor, the Chief Executive Officer (or their representative) and the Council; and
 - iv. the effective conduct of internal audit and risk management activities
- d. to monitor the implementation of an effective and appropriate risk management system and framework

3.2 The following specific duties and responsibilities have been given to the Committee in order to facilitate the achievement of its objectives:

- a. to provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits;
- b. to review the audit status report which contains a collation of all audit findings and the action to be taken and the progress made to achieve the recommended action from the auditor to mitigate risk;
- c. to formally meet with the auditor in accordance with the requirements of Section 7.12A(2) of the Act on behalf of the local government;
- d. to review the compliance audit return (CAR) and report to Council the results of that review in accordance with Audit Regulation 14(3A);
- e. to receive reports from the CEO relating to the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control, and legislative compliance and to report to Council the results of the review in accordance with Audit Regulation 16(c); and
- f. to periodically receive reports from officers relating to significant strategic risks.

4. MEMBERSHIP (Commencing 19 October 2025)

- 4.1 Council will appoint five (5) members to the Committee, including three elected members and two independent members.
- 4.2 Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.
- 4.3 Council will appoint new members to the Committee at the next meeting of Council following the Council election.
- 4.4 The membership of a member may be terminated in accordance with the Act.

5. PRESIDING MEMBER

- 5.1 Council will appoint an independent Presiding Member and independent Deputy Presiding Member to conduct its business.
- 5.2 The appointments of the Presiding Member and Deputy Presiding Member will be made at the first Council meeting subsequent to the Council election.
- 5.3 The Presiding Member and Deputy Presiding Member appointees will cease on the day of the next Council election, or if either appointee resigns.

6. MEETINGS

- 6.1 The Committee will meet at least three (3) times per year.
- 6.2 The Committee will report to Council in accordance with clause 2.9 of *The Shire of Wongan-Ballidu Council Meeting Local Law 2010*.
- 6.3 Notice of meetings will be given to members at least five (5) days prior to each meeting, with the agenda to be provided to members not less than 72 hours prior to the meeting.
- 6.4 The Presiding Member will ensure that that detailed minutes of all meetings are kept in accordance with *Part 14 of the Shire of Wongan-Ballidu Council Meeting Local Law 2010*.
- 6.5 All members of the Committee will have one (1) vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.
- 6.6 Where the Committee makes a recommendation to the Council, the Chief Executive Officer will ensure that the recommendation is on the agenda of the next practicable ordinary council meeting.

7. QUORUM

- 7.1 The quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

8. DELEGATED POWERS

- 8.1 Pursuant to section 5.17 of the Act, the Committee is delegated the powers to conduct the formal meeting with the Shire's external Auditor required by section 7.12A(2) on behalf of the local government.

- 8.2 The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated authority from Council.
- 8.3 The Committee does not have any operational management functions and cannot involve itself in operational processes or procedures.
- 8.4 In all other matters, Committee decisions and recommendations are not binding to Council and must be endorsed by Council to take effect.

9. APPROVAL

| | | | | |
|-----------------------------------|-------------|------------|---------------------|--------|
| Council Adoption | Date | 22/11/2023 | Resolution # | 021123 |
| Council Adoption (updated) | Date | 26/03/2025 | Resolution # | 040325 |
| Council Adoption (updated) | Date | 25/09/2025 | Resolution # | 050925 |

9.2.5 COUNCIL POLICY REVIEWS

| | |
|--|--|
| FILE REFERENCE: | Policies and Procedures/Council Policies |
| REPORT DATE: | 15 September 2025 |
| APPLICANT/PROPONENT: | N/A |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Melinda Lymon – Deputy Chief Executive Officer |
| ATTACHMENTS: | 9.2.5.1 - Policy 4.3 Asset Management 9.2.5.2 - Policy 4.4 Contiguous Rating 9.2.5.3 - Policy 4.5 Insurance Excess - Buildings 9.2.5.4 - Policy 4.6 Investment 9.2.5.5 - Policy 5.7 Purchasing Cards |

PURPOSE OF REPORT:

The purpose of this report is to recommend that the Council considers the Policy Review contained within this report and adopts the Audit and Risk Committee's recommendation to endorse the amendments.

BACKGROUND:

The Council Policy Manual serves as a key governance tool, which details the principles, responsibilities and procedures that underpin decision-making processes across the organisation. It includes both legislatively required matters, and other matters whereby Council have a level of discretion.

The role of council is that of a governing body, with responsibilities pertaining to the strategic planning for the future of the district. Therefore, council policies are intended to provide guidance to the Council and CEO on such matters. The CEO is responsible for managing the administration and operations of the local government, and as such Council policies should not deal with these matters.

Council and the CEO have committed to reviewing each Council Policy at least once every three (3) years.

POLICY REQUIREMENTS:

Adoption of the amendments recommended within this report will cause updates to the policies and the Shire of Wongan-Ballidu Policy Manual.

LEGISLATIVE REQUIREMENTS:

Section 2.7 of the *Local Government Act 1995* – Role of council
Section 5.41 of the *Local Government Act 1995* – Role of CEO
Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this item.
- **Economic**
There are no known economic impacts associated with this item.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this item.

COMMENT:

As part of ongoing Policy reviews, the following changes have been identified, by the author and by the Committee and are recommended to be authorised by Council.

| Policy | Action | Comment |
|---------------------------------|--------|---|
| 4.3 Asset Management | Amend | Amended in line with industry best practice. |
| 4.4 Contiguous Rating | Repeal | Dealt with by Landgate, operational procedure for rates. |
| 4.5 Insurance Excess - Building | Amend | Minor textual changes. |
| 4.6 Investment | Amend | Reduced specificity, as notice saver accounts have equal or greater interest rates and significantly reduce administration allocated to this task. |
| 5.7 Purchasing Cards | Amend | Amend title and classification to 'Finance' in policy manual. Amended policy in line with industry best practice. Added MRS and MCCA to fuel cards to future-proof policy. Amended wording of 3. i) to ensure Council give correct authority to CEO prior to any leave which may be affected. |

The review of the above policies was considered by the Audit and Risk Committee at its meeting held on 13 August 2025. The Committee voted in favour of the Officer Recommendation and requested additional wording in Policy 5.7 - Purchasing Cards to include the wording 'only permitted following express authority given by Council' under Fuel Cards (3)(i) which has been included in the attached policy.

VOTING REQUIREMENTS: Simple majority.

ABSOLUTE MAJORITY REQUIRED: No.

COMMITTEE RECOMMENDATION:

MOVED: Cr DONNELLAN

SECONDED: Cr BOEKEMAN

That Council approve to:

1. **AMEND** the following Council Policies:
 - 4.3 – *Asset Management (See Attachment 9.2.5.1)*
 - 4.5 – *Insurance Excess - Building (See Attachment 9.2.5.3)*
 - 4.6 – *Investment (See Attachment 9.2.5.4)*
 - 5.7 – *Purchasing Cards (See Attachment 9.2.5.5)*
2. **REPEAL** Council Policy 4.4 – *Contiguous Rating (See Attachment 9.2.5.2)*

**CARRIED: 5/0
RESOLUTION 060925**

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Against:

4.3 Asset Management

| | |
|---------------------------------|---|
| Policy Owner | Corporate Services |
| Person Responsible | Chief Executive Officer |
| Date of Adoption | 26 June 2014 – Resolution 040614 |
| Date of Last Review | 28 June 2017 |
| Date Next Due for Review | (3 years / or earlier if required) |

PURPOSE

To provide the Shire with a framework to sustainably manage its asset portfolio to ensure a continuity of service delivery. To ensure a corporate approach to asset management and ensure adequate provision is made for the long-term replacement of major assets.

SCOPE

This policy describes the way in which the Shire will approach the management of its property, plant and equipment and infrastructure assets to ensure maximum return on investment, and maximum level of service is provided.

OBJECTIVE

The key objective of this policy is to ensure that services delivered by the Shire of Wongan-Ballidu continue to be delivered in a sustainable way by ensuring that the assets used to support the service delivery continue to function to the level of service determined by Council.

The policy will also provide clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

POLICY STATEMENT

The Shire delivers a variety of services to the community and must ensure the assets supporting these services are managed to promote maximum performance for the most cost-effective 'whole of life' cost.

The Shire is committed to the responsible management of its assets and to deliver services that meet community expectations of time, quality, and value for money.

The Shire's assets include physical features or items within the Shire and include items such as roads, drainage, buildings, land, parks and ovals, footpaths, playgrounds, swimming pool and represent a substantial investment to support modern living in our community. It is imperative the Shire employs best practice management skills and practices to ensure Shire services are delivered economically and in a sustainable manner.

This policy applies to the Council, Committees, all employees of the Shire and the Community involved in the operation, maintenance, refurbishment, renewal, upgrading and development of the Shire's existing and new assets.

POLICY DEFINITIONS

"Asset" means a physical item that is owned or controlled by the Shire in which:

- a) It is probable that future economic benefits associated with the item will flow to the Shire; and
- b) The cost of the item can be measured reliably.

In this context, an asset excludes financial, intellectual, and non-tangible assets.

In the context of this Policy, an asset, or a component of an asset, must have a cost greater than \$5,000 (ex. GST).

Assets may include buildings, carparks, drainage, footpaths, furniture and equipment, parks and ovals, plant, motor vehicles, and roads.

"Asset Class" in this Policy, the term class has the same meaning as category.

"Asset Management" means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

"Asset Management Plan" means a plan developed for the management of an infrastructure asset or asset class that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

The Asset Management Plan will establish for each Asset Class:

1. Levels of Service
2. Future Demand
3. Risk register
4. Life Cycle Management Plan
5. Financial Projections;

6. Asset Management Practices
7. Performance Monitoring and Improvement.

"Asset Register" means a record of asset information, including, but not limited to, inventory, historical, financial, condition, construction, and technical.

"Component" means a part or element of a whole. For example, a roof is a component of a building.

"Level of Service" means the combination function, design and presentation of an asset. The higher the Level of Service, the greater the cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

"Useful Life" means the period over which an asset is expected to be used.

POLICY

To achieve the policy objective, the Shire is committed to ensuring that Asset Management is recognised as a major corporate function within Council and staff committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its assets. To achieve this, the Shire will prepare an Asset Management Plan for the major classes of assets.

Asset Management Plans will form part of the Shire's strategic planning and will be used to make informed decisions in relation to service delivery when considering the need to acquire new assets, renew existing assets, upgrade existing assets or dispose of existing assets to support service delivery.

In making informed decisions in relation to assets, the Shire will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the intended service for which the asset was originally acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
- Need for facility (short and long term);
 - Legislative requirements;
 - Opportunities for rationalisation;
 - Future liability including ultimate retention/disposal;
 - Opportunities for multiple use;

- All capital projects will be evaluated in accordance with a capital evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost (“whole of life” cost assessment).
- Manage its assets utilising a cross functional approach through consultation with the executive management team and council.
- Developing and implementing a Long-term Financial Plan that incorporates asset renewal requirements as identified within various Asset Management Plans.

The Shire is committed to determining the Level of Service required for assets in a collaborative manner with the community and other stakeholders.

RESPONSIBILITY AND REPORTING

Council - is responsible for leading good asset management practices and supporting good decision-making considering whole-of-life costs. The council is responsible for ensuring that resources are allocated to achieve the objectives of this policy.

Council is responsible for approving (including amendments to) the following pertinent asset management documents: -

- Asset Management Policy
- Asset Management Plans
- Corporate Business Plan
- Strategic Community Plan
- Long Term Financial Plan

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for leading and supporting implementation of good asset management practices across the organisation, by encouraging communication and cooperation across the departments and driving the strategic vision of the Council.

The CEO is responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, and Asset Management Plans are prepared and kept up to date, reviewed at least every three years and that recommendations are put to Council in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

Deputy Chief Executive Officer (DCEO) – is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management objectives. The DCEO reports to the CEO in relation to Asset Management resource allocation.

All Managers – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management. All Managers report to the CEO on all matters relating to Asset Management under their area of responsibility.

OUR COMMITMENT

Within the Shire, we will:

- Adopt a continuous improvement approach to asset management.
- Undertake to provide an agreed level of service for all asset classes in an economically sustainable manner.
- Ensure budgeting priority is given to the maintenance and renewal of existing assets and services.
- Provide adequate resources to manage assets in a cost effective and timely manner.
- Ensure assets are reviewed on a regular basis for ongoing relevance and community need. Where no need is identified, assets will be rationalised.

As part of the Shire’s consideration of asset management, we will undertake the following key steps:

- Develop and maintain industry standard Asset Management Plans for all major asset classes and incorporate the results into the Shire’s Long-Term Financial Plan (LTFP).
- Prior to consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need for that asset.
- Consider the “whole of life” cost for all new assets and for any major renewal or improvements and ensure those costs are incorporated in the Shire’s LTFP.
- Where appropriate, involve and consult with the community and key stakeholders on determining levels of service.
- Ensure the Asset Register is maintained, enabling informed decision making.
- Allocate resources to ensure appropriate asset management practices are undertaken including the timely maintenance and renewal or upgrade of assets so that “life cycle” costs are optimised.
- Continually seek opportunities for multiple uses of assets.

Related Documents

- Asset Management Policy
- Asset Management Plans
- Strategic Community Plan
- Long Term Financial Plan

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

POLICY RESPONSIBILITY

Elected Members are responsible for adopting the policy, determining levels of service, and ensuring that sufficient resources are allocated to manage the assets.

The Chief Executive Officer has overall responsibility for this Policy, and developing Asset Management Plans, relevant operational procedures and reporting on the status and effectiveness of asset management within Council.

4.4 Contiguous Rating

| | |
|---------------------------------|---|
| Policy Owner | Audit, Finance and Risk Committee |
| Person Responsible | Deputy Chief Executive Officer |
| Date of Adoption | 07 February 2002 – Resolution 2406 |
| Date of Last Review | |
| Date Next Due for Review | (3 years / or earlier if required) |

OBJECTIVE

To ensure that Council concurs with the Valuer Generals policy in regard to contiguous rating for Rural, Residential, Industrial, Commercial and other properties within the Shire and to ensure maximum land availability for both business and residential purposes whilst acknowledging that if properties are used and occupied as one they are entitled to be rated as one holding.

POLICY

That Council support the policies put in place by the Valuer Generals Office in regard to contiguous rating of land as follows:

Rural

Rural properties should be valued as one holding for rating purposes if they are:

- contiguous (touching, adjoining or adjacent), and;
- held in the same ownership, and;
- used for the same purpose.

Residential – Wongan Hills

Residential land within the Wongan Hills townsite, shall only be rated contiguously if:

- contiguous (touching or adjoining), and;
- held in the same ownership, and;
- used for the same purpose, fenced/landscaped as one, and;
- one or both of the lots are not being actively marketed or advertised for sale as able to be purchased individually.

Industrial/Commercial

Land used for business within the whole of the Shire may be rated contiguously to allow for the expansion of business, should the whole of the land be used for the purpose of carrying on that business and if;

- contiguous (touching or adjoining), and;
- held in the same ownership, and;
- used for the same purpose, fenced/landscaped as one, and;
- one or both of the lots are not being actively marketed or advertised for sale as able to be purchased individually.

Rural Townsite – Ballidu and Cadoux

Residential land within the townsites of Ballidu and Cadoux shall be allowed to be rated contiguously if;

- contiguous (touching or adjoining), and;
- held in the same ownership, and;
- used for the same purpose, fenced/landscaped as one, and;
- one or both of the lots are not being actively marketed or advertised for sale as able to be purchased individually.

REVIEW

Reviews of this policy are to be undertaken every 3 years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for implementing this policy.

4.5 Insurance Excess – Buildings

| | |
|---------------------------------|---|
| Policy Owner | Corporate Services |
| Person Responsible | Deputy Chief Executive Officer |
| Date of Adoption | 15 October 2005 |
| Date of Last Review | 23 August 2022 – Resolution 08082022 |
| Date Next Due for Review | (3 years / or earlier if required) |

OBJECTIVE

To ensure sporting and not-for-profit groups are not discouraged from making insurance claims due to high excess payable on Councils property insurance.

POLICY

Council is responsible for insuring all buildings on its Asset Register. The Shire of Wongan-Ballidu is a member to the Local Government Insurance Scheme WA (LGISWA) and the excess on property claims is \$1,000. Sporting and not-for-profit groups will only pay the first \$500 of any excess payable on an insurance claim.

It is the responsibility of the group making the claim to submit all details of the claim to Council staff including:

1. Specific details of damage
2. Date of damage
3. Quotes for repair
4. Photos of damage
5. Police report NUMBER if applicable

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for implementing this policy.

4.6 Investment

| | |
|---------------------------------|---|
| Policy Owner | Corporate Services |
| Person Responsible | Deputy Chief Executive Officer |
| Date of Adoption | 25 June 2014 – Resolution 050614 |
| Date of Last Review | 23 August 2022 – Resolution 08082022 |
| Date Next Due for Review | (3 years / or earlier if required) |

OBJECTIVE:

To invest the Shire’s surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

The objectives of the policy are threefold in terms of preservation of capital, liquidity and the return on investment.

- The preservation of capital is the primary objective of the Shire’s investment to ensure the safety and security of the investment made in relation to the credit risk of the borrowers and interest rate on offer.
- The investment of the Shire’s funds will ensure there is sufficient liquidity to meet the operational cash flow requirements, as and when they fall due without incurring unnecessary additional costs due to the sale of an investment.
- The investment made is expected to achieve a predetermined return on investment taking into account the market condition and the Shire’s risk tolerance.

LEGISLATIVE REQUIREMENTS

All investments are to comply with the following:

- *Local Government Act 1995* - Section 6.14
- *The Trustees Act 1962* - Part III Investments
- *Local Government (Financial Management) Regulations 1996* - Regulations 19 and 19C
- Australian Accounting Standards

SCOPE

This policy applies to all officers involved in the investment of Council funds.

POLICY

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's investment to senior finance staff subject to regular reviews.

Prudent Person Standard

Investments are to be managed with the care, diligence and skill that a "prudent person" (as derived by legislation, *Trustees Act 1962*, and case law) would exercise. Officers are to manage investments to safeguard the portfolio in accordance with the spirit of this investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that could conflict with the proper execution and management of Council's investments. Where an officer has a conflict of interest, it should be disclosed to the CEO, and the CEO is to disclose to the Council as soon as possible.

Approved Investments

All investment must be denominated in Australian dollars, and where a delegation from Council exists, the CEO and/or delegated officers may invest funds within authorised investment parameters of this policy and legislative requirements. Investment of the Shire funds is limited to:

- Cash / Bank Deposits invested with an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

Prohibited Investments

This policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with the portfolio limits based on the S&P credit ratings.

Overall Portfolio Limits

To control quality on the entire portfolio, the following framework limits the percentage of the portfolio exposed to a particular credit rating category:

| S & P Long Term Rating | S & P Short Term Rating | Direct Investment Maximum % | Managed Funds Maximum % |
|------------------------|-------------------------|-----------------------------|-------------------------|
| AAA | A-1+ | 100% | 100% |
| AA | A-1 | 100% | 100% |
| A | A-2 | 60% | 80% |

Reporting and Review

A monthly report must be provided to Council detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value (if applicable). The report will also detail investment income earned against budget.

Documentary evidence must be held for each investment and details thereof maintained in an investment register. For audit purposes, certificates will be obtained from financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

This policy should be reviewed if there is a marked change in the economic landscape affecting financial markets and interests and / or if there are state or federal legislative changes affecting the movement and investment of Council funds.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for implementing this policy.

5.7 Purchasing Cards

| | |
|---------------------------------|--|
| Policy Owner | Corporate Services |
| Person Responsible | Chief Executive Officer |
| Date of Adoption | 18 October 2012 Resolution 031012 |
| Date of Last Review | 23 September 2022 Resolution 080922 Amendment |
| Date Next Due for Review | (3 years / or earlier if required) |

OBJECTIVE

To provide details for the use, allocation, control and safe custody of purchasing cards by Shire staff.

POLICY

Definitions

"Purchasing Card" means a credit card, fuel card, or any other card used for transactional purposes.

"Credit Card" is defined as a facility allowing the cardholder to pay for goods and services on credit.

"Fuel Card" is defined as a facility allowing the cardholder to pay for fuel on credit.

"Business Expense" is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contract of employment with the Shire or relevant Council policies.

"Personal Expense" is defined as any expense that is not a business expense.

Corporate Credit Cards

The following policy statements govern the issue and use of corporate credit cards:-

1. Credit Cards may be issued to the following members of staff:
 - Chief Executive Officer,
 - Deputy Chief Executive Officer
 - Manager Works and Services
 - Manager Regulatory Services
 - Manager Community and Customer Services

- a) The use of credit cards by employees is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed.
- b) Corporate credit cards are issued with a credit facility of \$20,000, individual card limits are as follows;

| | |
|---|----------|
| Chief Executive Officer | \$10,000 |
| Deputy Chief Executive Officer | \$2,500 |
| Manager Works and Services | \$2,500 |
| Manager Regulatory Services | \$2,500 |
| Manager of Community and Customer Services | \$2,500 |

- c) The use of credit cards by employees is restricted to business expenses only.
- d) The Chief Executive Officer is to ensure that operational procedures are to be put into place to manage the use of the cards and detail authorisation procedures for the purchase of goods or services using the Corporate Credit Cards.
- e) All purchases must be made in accordance with the conditions of the Shire's Purchasing Policy.

Fuel Cards

1. Fuel Cards may be issued to the following members of staff (dependent on contractual arrangement):
 - i) Chief Executive Officer
 - ii) Deputy Chief Executive Officer
 - iii) Manager Works and Services
 - iv) Manager Regulatory Services
 - v) Manager Community and Customer Services
2. The use of fuel cards for any item of personal expenditure is expressly disallowed.
3. The Chief Executive Officer is permitted to utilise their fuel card for their personal vehicle under the following circumstances.
 - i) Periods of leave – only permitted following express authority given by Council.
 - ii) If impracticable to utilise the Shire provided vehicle.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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

9.3 WORKS AND SERVICES

9.3.1 COUNCIL POLICY REVIEWS

| | |
|--|---|
| FILE REFERENCE: | Policies and Procedures/Council Policies |
| REPORT DATE: | 18 September 2025 |
| APPLICANT/PROPONENT: | N/A |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Stephen Casey - Manager Works and Services |
| ATTACHMENTS: | 9.3.1.1 - 7.3 Employee Use of Council Plant & Equipment 9.3.1.2 - 8.2 Mt O'Brien Road 9.3.1.3 - 10.10 Private Pipeline Under Road Reserves 9.3.1.4 - 10.11 Private Works 9.3.1.5 - 10.14 Revegetation for Rural Roads and Reserves 9.3.1.6 - 10.18 Sale of Used Grader Blades, Batteries and Scrap Metal 9.3.1.7 - 10.20 School Bus Stops/Signs |

PURPOSE OF REPORT:

The purpose of this report is to recommend that the Council considers the Policy Review contained within this report and adopts the Works and Services Committee's recommendation to endorse the amendments.

BACKGROUND:

The Council Policy Manual serves as a key governance tool, which details the principles, responsibilities and procedures that underpin decision-making processes across the organisation. It includes both legislatively required matters, and other matters whereby Council have a level of discretion.

The role of council is that of a governing body, with responsibilities pertaining to the strategic planning for the future of the district. Therefore, council policies are intended to provide guidance to the Council and Chief Executive Officer (CEO) on such matters. The CEO is responsible for managing the administration and operations of the local government, and as such Council policies should not deal with these matters.

Council and the CEO have committed to reviewing each Council Policy at least once every three (3) years.

POLICY REQUIREMENTS:

Adoption of the amendments recommended within this report will cause updates to the policies and the Shire of Wongan-Ballidu Policy Manual.

LEGISLATIVE REQUIREMENTS:

Section 2.7 of the *Local Government Act 1995* – Role of council
Section 5.41 of the *Local Government Act 1995* – Role of CEO

STRATEGIC IMPLICATIONS:

There are no strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this item.
- **Economic**
There are no known economic impacts associated with this item.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this item.

COMMENT:

As part of ongoing Policy reviews, the following changes have been identified, by the author and by the Committee and are recommended to be authorised by Council.

| Policy | Action | Comment |
|---|---------------|---|
| 7.3 Employee Use of Council Plant & Equipment | Amend | Change of Policy Owner, Person Responsible. Review information added. Change of CEO to Chief Executive Officer and Manager of Works to Manager Works and Services. Added the form reference into Item 1. Skid Steer added to Item 12. Updated form. |
| 8.2 Mt O'Brien Road | Amend | Change of Policy Owner, Person Responsible. Review information added. |
| 10.10 Private Pipeline Under Road Reserves | Amend | Change of Policy Owner, Person Responsible. Review information added. Reference to a form in first sentence of Policy. New form created. Update to Item 4 to include conduit. Item 8 wording changed. Application form updated to include documentation to be provided. |
| 10.11 Private Works | Amend | Change of Policy Owner, Person Responsible. Review information added. Last paragraph of |

| | | |
|---|-------|---|
| | | Policy reworded. Updated form. |
| 10.14 Revegetation for Rural Roads and Reserves | Amend | Change of Policy Owner, Person Responsible. Review information added. Attached map made bigger and referenced to in 2 nd paragraph under Policy. |
| 10.18 Sale of Used Grader Blades, Batteries and Scrap Metal | Amend | Change to Policy Owner. Review information added. Oil removed from policy. |
| 10.20 School Bus Stops/Signs | Amend | Change of Policy Owner, Person Responsible Review information added. |

The review of the above policies was considered by the Works and Services Committee at its meeting held on 17 September 2025.

VOTING REQUIREMENTS: Simple majority.

ABSOLUTE MAJORITY REQUIRED: No.

COMMITTEE RECOMMENDATION:

MOVED: Cr SEWELL SECONDED: Cr BOEKEMAN

That Council:

- AMEND** the following Council Policies:
 - *7.3 Employee Use of Council Plant & Equipment*
 - *8.2 Mt O'Brien Road*
 - *10.10 Private Pipeline Under Road Reserves*
 - *10.11 Private Works*
 - *10.14 Revegetation for Rural Roads and Reserves*
 - *10.18 Sale of Used Grader Blades, Batteries and Scrap Metal*
 - *10.20 School Bus Stops/Signs*

**CARRIED: 5/0
RESOLUTION 070925**

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Against:

7.3 Employee Use of Council Plant & Equipment – Non-Work Related

| | |
|---------------------------------|---|
| Policy Owner | Works and Services Committee |
| Person Responsible | Chief Executive Officer |
| Date of Adoption | 08 August 2012 – Resolution 080812 |
| Date of Last Review | 22 June 2022 – Resolution 070222 – No change |
| Date Next Due for Review | September 2028 |

OBJECTIVE

That employees of the Shire be permitted to utilise Plant and Equipment (P&E) owned or controlled by the Shire for their own private purposes, without charge, on the following basis.

POLICY

Permission being granted by the Chief Executive Officer or Manager Works and Services for each day of use;

The employee having the appropriate licences, training and/or induction in its use and operation of the P&E by a suitably trained employee;

1. The use of the P&E being within the Shire, with the exception of trailers, unless exceptional circumstances are warranted and authorised by the Chief Executive Officer or Manager Works and Services on the Employee Use of Council Plant & Equipment Application Form (attached);
2. This policy does not apply with respect to vehicles, mobile phones or other items of P&E expressed permitted under a lawful contract of employment;
3. The P&E is not required by other employees for work purposes;
4. Any damage or loss being the responsibility of the user and reported immediately to the Chief Executive Officer or Manager Works and Services;
5. Nothing in this policy permits anyone other than staff to utilise the P&E;
6. Nothing in this policy prevents shire employees utilising P&E for community volunteer

purposes authorised under any other Council Policy;

7. The usage does not involve the exchange of goods, services or monetary consideration of any form;
8. The volume of usage not being considered excessive or prolonged in the opinion of the Chief Executive Officer or Manager Works and Services;
9. The P&E being utilised on the employers, employees or another Council employees land or buildings.
10. Any P&E (not including Item 12) requiring fuel to operate being returned with a full tank;
11. Chainsaws are not to be lent out to any employee under any circumstance.
12. Items of P&E not permitted to be utilised without charge for private employee purposes include:
 - a. Grader
 - b. Loader
 - c. Backhoe
 - d. All trucks and light vehicles
 - e. Tractor
 - f. Skid Steer
 - g. All heavy trailers (>5 tonne)
 - h. All tractor attachments (Gang mowers / slashers etc)
 - i. Community Transport Vehicles (Bus, Transport Van and Bus Trailer)
13. Items identified in Item 12 may be hired, at internal charge out rates at the discretion of the Chief Executive Officer or Manager Works and Services.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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



EMPLOYEE USE OF COUNCIL PLANT & EQUIPMENT

Shire of Wongan-Ballidu
1 Wongan Road
PO Box 84 Wongan Hills WA 6603
Telephone (08) 9671 2500
Email shire@wongan.wa.gov.au
Website: www.wongan.wa.gov.au

Shire of Wongan-Ballidu

EMPLOYEE RESPONSIBLE FOR THE HIRING:

Name: _____ Telephone: _____

Address: _____

PLANT NAME & NUMBER: _____

DESCRIPTION OF PLANT: _____

PERIOD OF HIRE: Time: _____ Date: _____ **TO** Time: _____ Date: _____

PRIVATE WORKS NUMBER (IF APPLICABLE): _____

IS THE PLANT AVAILABLE: YES / NO

I am aware of the conditions applicable to the Employee Use of Council Plant and Equipment and hereby agree to all conditions of the policy (see on reverse).

Signature of Hirer: _____ Date: _____

Supervisor Signature: _____ Date: _____
(Works Supervisor or Mechanical Services Supervisor)

CEO or Manager of Works and Services Approval

Signature: _____ Date: _____

8.2 Mt O'Brien Road

| | |
|---------------------------------|--|
| Policy Owner | Works and Services Committee |
| Person Responsible | Manager Works and Services |
| Date of Adoption | December 2011 - Resolution 101211 |
| Date of Last Review | 22 June 2022 Resolution 0706022 |
| Date Next Due for Review | September 2028 |

OBJECTIVE

This policy is designed to ensure the gravel road leading to Mt O'Brien is maintained at Council's cost as Mt O'Brien is situated on private property.

POLICY

That Council maintains the gravel road, which leads to the Mt O'Brien Lookout.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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

10.10 Private Pipeline Under Road Reserves

| | |
|---------------------------------|--|
| Policy Owner | Works and Services Committee |
| Person Responsible | Manager Works and Services |
| Date of Adoption | November 2011 - Resolution 071111 |
| Date of Last Review | November 2011 – Resolution 071111 |
| Date Next Due for Review | September 2028 |

OBJECTIVE

To ensure that works under Council roads are not at the detriment of those roads.

POLICY

Prior to installing a private pipeline under road reserves, an application is to be made on the appropriate form, Private Pipeline Under Road Reserves (attached) and approval granted by the Chief Executive Officer.

The following conditions apply when approval is granted to install a private pipeline under road reserves.

1. Care to be taken to avoid damage or removal of any existing trees on the road reserve.
2. Council shall not be responsible for the implementation, relocation or maintenance of the pipeline.
3. Council shall not be responsible for any damage to the pipeline at any time.
4. Conduit to be installed. Pipeline to be placed in conduit for ease of removal or repair at a later date. Adequate cover to be provided over the pipeline following installation.
5. Markers indicating the position the pipe crosses the road to be provided at the fence line on either side of the road reserve.
6. The road shall be reinstated to its original condition.
7. Care must be taken to avoid subsidence where the excavation has taken place.

8. All costs associated with the installation and reinstatement of the road surface to its original condition and provision of markers, is to be borne by the applicant.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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



PRIVATE PIPELINE UNDER ROAD RESERVES

Shire of Wongan-Ballidu
1 Wongan Road
PO Box 84 Wongan Hills WA 6603
Telephone (08) 9671 2500
Email shire@wongan.wa.gov.au
Website: www.wongan.wa.gov.au

Wongan-Ballidu

APPLICANT DETAILS:

Name: _____ Telephone: _____

Address: _____

Email: _____

DESCRIPTION OF WORK: _____

LOCATION (Road Name and SLK if known): _____

DOCUMENTATION TO BE SUPPLIED:

- Drawing/Sketch
- Method Statement (describe how you plan on undertaking the work, separate document)

PRIVATE WORKS NUMBER : _____

I am aware of the conditions applicable to the Private Pipeline Under Road Reserves and hereby agree to all conditions of the policy (see on reverse).

Signature of Applicant: _____ Date: _____

CEO or Manager Works and Services Approval

Signature: _____ Date: _____

10.10 Private Pipeline Under Road Reserves

| | |
|---------------------------------|--|
| Policy Owner | Works and Services Committee |
| Person Responsible | Manager Works and Services |
| Date of Adoption | November 2011 - Resolution 071111 |
| Date of Last Review | November 2011 – Resolution 071111 |
| Date Next Due for Review | September 2028 |

OBJECTIVE

To ensure that works under Council roads are not at the detriment of those roads.

POLICY

Prior to installing a private pipeline under road reserves, an application is to be made on the appropriate form, Private Pipeline Under Road Reserves (attached) and approval granted by the Chief Executive Officer.

The following conditions apply when approval is granted to install a private pipeline under road reserves.

1. Care to be taken to avoid damage or removal of any existing trees on the road reserve.
2. Council shall not be responsible for the implementation, relocation or maintenance of the pipeline.
3. Council shall not be responsible for any damage to the pipeline at any time.
4. Conduit to be installed. Pipeline to be placed in conduit for ease of removal or repair at a later date. Adequate cover to be provided over the pipeline following installation.
5. Markers indicating the position the pipe crosses the road to be provided at the fence line on either side of the road reserve.
6. The road shall be reinstated to its original condition.
7. Care must be taken to avoid subsidence where the excavation has taken place.
8. All costs associated with the installation and reinstatement of the road surface to its original condition and provision of markers, is to be borne by the applicant.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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

10.11 Private Works

| | |
|---------------------------------|---|
| Policy Owner | Works and Services Committee |
| Person Responsible | Manager Works and Services |
| Date of Adoption | 15 December 2011 - Resolution 101211 |
| Date of Last Review | 23 August 2022 Resolution 10082022 |
| Date Next Due for Review | September 2028 |

OBJECTIVE

To specify the parameters whereby Council staff can accommodate private works and to minimise the impact on Councils normal operations.

POLICY

Private works will only be undertaken if the works involved do not compromise the Council's road construction/maintenance program and the plant is in the vicinity of the works.

Before private works are carried out the client must sign a Private Works Authority form (attached).

Any private works are to be carried out at the discretion and authorisation of the Manager Works and Services or the Chief Executive Officer prior to commencement.

Private works within the Shire are to be carried out on the following conditions; The client is responsible for marking out and supervising the work.

- The Shire is not to be held responsible for damage to property, foundations, cables etc caused when working within the client's instructions.
- The Shire is not responsible for any expense, whatsoever incurred through breakdown or delay.
- The time of work and travelling shown are correct and chargeable.
- That the works be charged at the current hire rate as set out in council's Annual Budget (Fees and Charges).
- A minimum of half an hour (30 minutes) minimum hire of any plant will be charged.

Nothing in this policy prohibits Council entering into an agreement with an individual(s) or organisations to provide a service with or without goods at a price to be negotiated between the

respective parties that is mutually acceptable.

Any person/organisation applying for private work with a private works account outstanding by thirty (30) days or more, is advised that the work will not be undertaken until the amount outstanding has been paid. The application of this portion of the policy is subject to variation only by the Chief Executive Officer. Appeal circumstances are to be demonstrated and approved by the Chief Executive Officer prior to work commencing.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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



**Shire of Wongan-Ballidu
Private Works Authority 2025/2026**

(Form No.WB1003 - Yellow)

| |
|------------|
| Job No. |
| Assess No. |

| | |
|------------------------------|-----------------------------------|
| Applicant's Name: | DATE COMPLETED |
| Telephone No: | |
| Postal Address: | Office use only |
| Location of Property: | ESTIMATED COST Inc GST |
| Description of work: | |

I request the use of the Shire Plant or Equipment to carry out the above work and agree to pay charges fixed by Council, and I indemnify the Shire against claims for damages which may arise from the carrying out of this work.
I acknowledge that the actual cost of the work will be ascertained after completion of the work and that if such cost is greater than the estimated cost, I undertake to pay the actual cost of carrying out the work.

| | |
|-------------------------------|---|
| Applicant's Signature: | 1 |
|-------------------------------|---|

| TO BE COMPLETED BY THE OPERATOR: | | | | | | | | |
|---|-------------|-----------------|-----------------|-------------|-------------|-------------|-------------------------------|------|
| Wages Hours | Overtime | | | Wages | Totals | | | |
| | Hours x 1.0 | Hours x 1.5 | Hours x 2.0 | | \$ | - | | |
| Man hours (combined) in excess of plant usage | | | | | | | | |
| Equipment Description | Cost Normal | Cost 1.5 Normal | Cost 2.0 Normal | Hours x 1.0 | Hours x 1.5 | Hours x 2.0 | Unit Equip Cost | |
| Graders | \$ 238.00 | \$256.00 | \$276.00 | | | | \$ - | |
| Loader | \$ 207.00 | \$ 219.00 | \$244.00 | | | | \$ - | |
| Backhoe | \$ 194.00 | \$210.00 | \$227.00 | | | | \$ - | |
| Bobcat | \$ 110.00 | \$145.00 | \$174.00 | | | | \$ - | |
| 6 Wheel Tipper Trucks | \$ 203.00 | \$223.00 | \$238.00 | | | | \$ - | |
| Semi-Side Tipper/Water Tanker | \$ 238.00 | \$256.00 | \$273.00 | | | | \$ - | |
| Light Trucks | \$ 176.00 | \$195.00 | \$213.00 | | | | \$ - | |
| Rollers | \$ 218.00 | \$236.00 | \$251.00 | | | | \$ - | |
| Tractors | \$ 164.00 | \$182.00 | \$198.00 | | | | \$ - | |
| Road Broom | \$ 203.00 | \$203.00 | \$203.00 | | | | \$ - | |
| Low Loader | \$ 92.00 | \$92.00 | \$92.00 | | | | \$ - | |
| Pig Trailers | \$ 40.00 | \$40.00 | \$40.00 | | | | \$ - | |
| Water Tankers/WT1-4 | \$ 85.00 | \$85.00 | \$85.00 | | | | \$ - | |
| Sundry Plant SP1 | \$ 12.15 | \$12.15 | \$12.15 | | | | \$ - | |
| Sundry Plant SP2 | \$ 82.70 | \$82.70 | \$82.70 | | | | \$ - | |
| Sundry Plant SP3 | \$ 30.35 | \$30.35 | \$30.35 | | | | \$ - | |
| Sundry Plant SP4 | \$ 9.95 | \$9.95 | \$9.95 | | | | \$ - | |
| Utilities (per km) | \$ 0.80 | \$0.80 | \$0.80 | | | | \$ - | |
| Gravel | | | | | | | | |
| \$6.40 per m3 | | | | | | | | |
| Materials - Ptoable Water | \$12/ KL | | | | | | | |
| | | | | | | | Materials (+12.5%) \$ - | |
| | | | | | | | Shire Overheads on wages \$ - | |
| APPROVAL OF RATE PAYER PRIVATE WORKS | | | | | | | NETT | - |
| | | | | | | | 50% Govt | |
| SIGNATURE OF OPERATOR | | | | | | | G.S.T | \$ - |
| CHECKED BY SUPERVISOR | | | | | | | TOTAL | \$ - |

10.14 Revegetation for Rural Roads and Reserves

| | |
|---------------------------------|--|
| Policy Owner | Works and Services Committee |
| Person Responsible | Manager Works and Services |
| Date of Adoption | December 2011 Resolution 101211 |
| Date of Last Review | 24 March 2021 Resolution 070321 |
| Date Next Due for Review | September 2028 |

OBJECTIVE

The Shire of Wongan-Ballidu (the Shire) acknowledges the social, economic and environmental benefits accorded to the Shire by virtue of retaining the Shire's native vegetation and will therefore minimise the loss of any native vegetation in its procedural, administrative and works practices.

POLICY

That the Shire only undertake native vegetation removal where legally authorised to do so or required pursuant to an unforeseen or impending emergency (for example bushfire).

Where native or remnant vegetation on rural road verges outside the Maintenance Zone (refer to Drawing 1) is destroyed or removed by the Shire or Shire contractors;

- i. Shire staff will replace the type and quantity of vegetation removed with a similar local type and quantity of vegetation within a reasonable period and in conditions that allow the best opportunity for its survival (i.e. seasonal conditions).
- ii. Shire staff may select another rehabilitation site on reserve(s) or areas within that locality if site conditions require it. Examples of areas currently identified include;
 - Gratton Creek
 - Gratton Heights
 - Shire owned borrow (gravel and sand) pits
 - Shire borrow pits on private land (with landowner approval).
- iii. The Shire will accommodate for this policy in operating expenditure associated with the budget at the time of works and continue to identify areas suitable for rehabilitation.

The Shire will continue to give priority to its road reserves for vehicular safety and maintain these reserves in accordance with accepted roadside corridor codes of practice and maintenance zones and the Department of Water and Environmental Regulation.

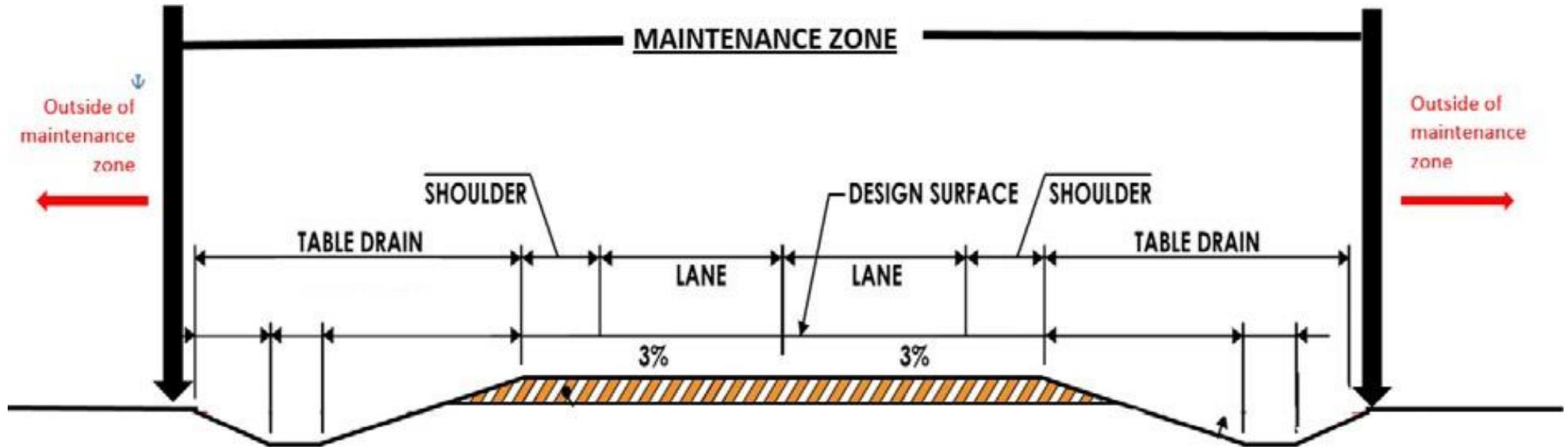
REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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

DRAWING 1



10.18 Sale of Used Grader Blades, Batteries and Scrap Metal

| | |
|---------------------------------|--|
| Policy Owner | Works and Services Committee |
| Person Responsible | Chief Executive Officer |
| Date of Adoption | 19 April 2012 - Resolution 090412 |
| Date of Last Review | 24 March 2021 Resolution 070321 |
| Date Next Due for Review | September 2028 |

OBJECTIVE

To encourage recycling and use the proceeds to benefit those Shire employees who are members of the Shire of Wongan-Ballidu Social Club.

POLICY

That:

- All old grader blades and other cutting edges, batteries and scrap metal produced by the Shire Works operations are to be sold.
- The proceeds of these sales are to be donated to the Shire of Wongan-Ballidu Social Club.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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

10.20 School Bus Stops/Signs

| | |
|---------------------------------|--|
| Policy Owner | Works and Services Committee |
| Person Responsible | Manager Works and Services |
| Date of Adoption | December 2011 – Resolution 101211 |
| Date of Last Review | 26 October 2022 Resolution 101022 |
| Date Next Due for Review | September 2028 |

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.

REVIEW

Reviews of this policy are to be undertaken every three (3) years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

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

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL P557 – PROPOSED REFRIGERATED SEA CONTAINER FOR THE USE OF STORAGE AT 27B FENTON PLACE, WONGAN HILLS

| | |
|--|---|
| FILE REFERENCE: | A1079/P557 |
| REPORT DATE: | 16 September 2025 |
| APPLICANT/PROPONENT: | Samantha and Brody Hawkins |
| OFFICER DISCLOSURE OF INTEREST: | Nil |
| PREVIOUS MEETING REFERENCES: | Nil |
| AUTHOR: | Melissa Marcon – Manager of Regulatory Services |
| ATTACHMENTS: | Nil |

PURPOSE OF REPORT:

Consideration and final determination of an application for Development Approval for the placement and use of a refrigerated sea container to increase storage capacity at 27B Fenton Place, Wongan Hills.

BACKGROUND:

The applicant is seeking Council's Development Approval for the placement and use of a 6.06m X 2.44m refrigerated sea container with a height of 2.59m to use for additional storage purposes behind the WB Family Meats at 27B Fenton Place, Wongan Hills. WB Family Meats is a traditional butcher shop within the community which has identified a growing demand for storage as an increase of products are being delivered every week.



Google Earth Map 16 September 2025

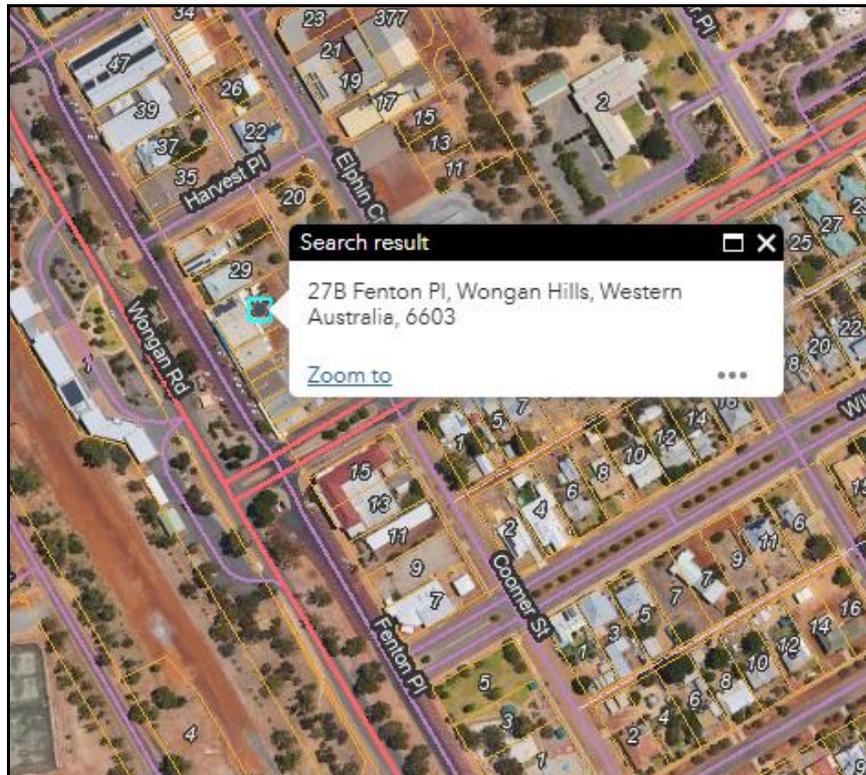
*Red line denotes full assessment; yellow line denotes strata;
blue rectangle denotes placement of refrigerated sea container.*



Rear view of WB Family Meats

27B Fenton Place, Wongan Hills comprises a total area of approximately 0.0123 hectares.

The proposed development is not within a Bushfire Prone Area; therefore, the applicant does not require a Bushfire Management Plan with this application.



Bushfire Prone Area Map as of 16 September 2025

COMMENT:

27B Fenton Place is classified as a 'Commercial' zone in the Shire of Wongan-Ballidu Local Planning Scheme No.5 (LPS5).

The stated objectives in Table 2 of LPS5 for the development and use of any land classified 'Commercial' zone are as follows:

- To provide for a range of shops, offices, restaurants, and other commercial outlets in defined townsites.
- To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment, and design of facades.
- To ensure the development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
- To maintain safety and efficiency of traffic flows and provide for adequate facilities for the storage and circulation of vehicles.
- To preclude the storage and of bulky and unsightly goods where they may be in the public view.

Under the terms of the Zoning Table in LPS5 the proposed use of a sea container falls under Warehouse/Storage which is defined in the Planning and Development (Local Planning Schemes) Regulations 2015 as;

Warehouse/Storage means premises including indoor or outdoor facilities used for-

- a) the storage of goods, equipment, plant or materials; or*
- b) the display or sale by wholesale of goods*

The use is listed as a "D" use in the Zoning Table. Under Clause 3.3.2.

"D" means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

The setbacks for the placement of the shipping container are 7.4m from the existing shop, 21.4m from the south boundary, 15.6m from the east boundary and existing sea containers are 2.15 m from the north boundary. These setbacks comply with the requirements of LPS5.

The property at 27B Fenton Street is part of a strata. The applicants have spoken to the other party involved in the strata who have provided a letter of support with the application.

Council's development approval is required for the proposed works as it is listed as a "D" use in the LPS5 and is not listed in the Schedule A of the LPS5 as being exempt from the need for development approval.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and all relevant local planning policies 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**
The establishment of workforce accommodation could provide economic benefit to local business.
- **Social**
There are no known social implications associated with the item.

FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

MOVED: Cr DONNELLAN **SECONDED:** Cr SEWELL

That Council **APPROVE** the Development Application to allow the applicant to use a refrigerated sea container for the purpose of additional storage subject to the following conditions and advice notes:

Conditions:

1. The proposed development shall be completed within a period of two (2) years from the date of this approval.
2. 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.

Advice Notes:

1. 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 it has been drawn to the Shire's attention.
2. 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.
3. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - a) 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.
 - b) Shire of Wongan Ballidu Health Local Law
4. 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.
5. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
8. 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.
9. 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: 5/0
RESOLUTION 080925

For:

Cr M Stephenson
Cr S Boekeman
Cr D Coad
Cr B Donnellan
Cr M Sewell

Against:

Question from Cr Donnellan: Clarifying if this is a replacement or additional as there was one that was taken away.

Answer by Manager of Regulatory Services: This is additional. Two existing, will become three.

9.5 COMMUNITY SERVICES

Nil

Item 10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

Item 12. CLOSURE

The Presiding Member, Cr M Stephenson, declared the meeting Closed at 3:35pm.

Signed by:

Date:

Cr M Stephenson
Shire President