



# Agenda

Ordinary Meeting of Council  
Wednesday, 22 June 2022





# Shire of Wongan-Ballidu

## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Elected Members

I advise that the Ordinary Meeting of the Shire of Wongan-Ballidu will be held on Wednesday, 22 June 2022 commencing at 3.00pm at Council Chambers, Shire of Wongan Ballidu, Corner Quinlan Street and Elphin Crescent, Wongan Hills WA 6603

STUART TAYLOR  
**CHIEF EXECUTIVE OFFICER**

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### **Disclaimer**

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wongan-Ballidu warns that any person(s) who has an application lodged with Council should rely only on written confirmation of the decision made at the Council meeting. No responsibility whatsoever is implied or accepted by the Shire of Wongan-Ballidu for any act, omission, statement or intimation taking place during a Council meeting.

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

Acknowledgement of Country: -

*"I'd like to begin by acknowledging the First Nation People of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging."*

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

**Item 3. PUBLIC QUESTION TIME**

**Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS**

**Item 6. APPLICATION/S FOR LEAVE OF ABSENCE**

Cr Stuart Boekeman has requested leave of absence from Council Meeting to be held on 27 July 2022.

**Item 7. CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD  
ON WEDNESDAY, 25 MAY 2022**

**OFFICER RECOMMENDATION:**

1. That the Minutes of the Ordinary Meeting of Council held on Wednesday, 25 May 2022 be CONFIRMED as a true and correct record of the proceedings.

## **Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED**

Nil

## Item 9. REPORTS OF OFFICERS AND COMMITTEES

### 9.1 GOVERNANCE

#### 9.1.1 GOVERNANCE POLICY REVIEWS - GOVERNANCE

**FILE REFERENCE:****REPORT DATE:** 16 June 2022**APPLICANT/PROPONENT:** N/A**OFFICER DISCLOSURE OF INTEREST:** Nil**PREVIOUS MEETING REFERENCES:****AUTHOR:** Stuart Taylor, Chief Executive Officer**ATTACHMENTS:**  
5.14 Name Plaques  
5.15 Obtaining Legal Advice  
5.16 Official Photograph  
5.17 Petitions  
5.18 Retirement of Elected Members – Gifts & Functions**PURPOSE OF REPORT:**

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

**BACKGROUND:**

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

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

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

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

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

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

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

**COMMENT:**

The Chief Executive Officer is responsible for the co-ordination of this review. The policies have been distributed to Council review and recommendations to amend or adopt the policy were noted at Informal Council Meeting held on 25 May 2022.

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

The policies selected for the June 2022 review are:

- 5.14 Name Plaques
- 5.15 Obtaining Legal Advice
- 5.16 Official Photograph
- 5.17 Petitions
- 5.18 Retirement of Elected Members – Gifts & Functions

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

5.14 Name Plaques

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

5.15 Obtaining Legal Advice

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

5.16 Official Photograph

*Policy amended in accordance with Officers Recommendation at Informal Council Meeting held on 25 May 2022. This policy meets the requirements of Council.*

5.17 Petitions

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

5.18 Retirement of Elected Members – Gifts & Functions

*Policy amended in accordance with Officers Recommendation at Informal Council Meeting held on 25 May 2022. This policy meets the requirements of Council.*

**POLICY REQUIREMENTS:**

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



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

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

#### **LEGISLATIVE REQUIREMENTS:**

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

#### **STRATEGIC IMPLICATIONS:**

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

#### **SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications in relation to this item.

#### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

#### **OFFICER RECOMMENDATION:**

That Council:

1. ADOPT the following policies with minor amendments:  
5.16 Official Photograph  
5.18 Retirement of Elected Members – Gift & Functions
2. ADOPT the following policies without variation:  
5.14 Name Plaques  
5.15 Obtaining Legal Advice  
5.17 Petitions

## 5.14 Name Plaques

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<b>Policy Owner:</b>	Administration and Financial Services
<b>Person Responsible:</b>	Shire President and Chief Executive Officer
<b>Date of Adoption:</b>	22 June 2022
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	

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### OBJECTIVE

To provide members of the public with a means to identify particular Elected Members and staff during Council and Committee meetings.

### POLICY

Elected Members and staff names plaques are to be placed before the respective Elected Members and staff positions in the Council Chambers.

Elected Members and staff no longer performing their respective duties for the Shire of Wongan-Ballidu will be presented with their name plaques as a token gift.

### RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for ensuring that name plaques for Elected Members and staff are procured, placed at the appropriate desks and presented to the person, when so required.

## 5.15 Obtaining Legal Advice

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<b>Policy Owner:</b>	Administration and Financial Services
<b>Person Responsible:</b>	Shire President and Chief Executive Officer
<b>Date of Adoption:</b>	22 June 2022
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	

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### OBJECTIVE

To expedite and ensure a mechanism is in place in respect to the acquisition of legal advice, as required.

### POLICY

The Chief Executive Officer is authorised to obtain legal advice within budget constraints as is deemed necessary to maintain the proper administration of Council affairs, subject to the following conditions: -

- Where copies of legal advice are made available to Elected Members, the content of the advice is not permitted to be disclosed to third parties, unless by a resolution of Council, following the opinion of the Solicitor who provided the advice to the Council about the possible consequences of making that advice available to a third party.
- That where a legal opinion is sought in relation to an item placed before Council, a note that the item is subject to legal advice is included in the relevant Agenda or Minutes.
- The intent of any advice received relating to any matter placed before Council for determination being conveyed to Elected Members within seven (7) days of receipt, Elected Members may obtain a copy of this advice together with Council's letter of instruction.

### RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing and ensuring compliance with this policy

## 5.16 Official Photograph

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<b>Policy Owner:</b>	Administration and Financial Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	22 June 2022
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	

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### OBJECTIVE

To ensure that there is a historical photographic record kept of serving Elected Members and Senior Management.

### POLICY

1. After each election a new photograph of all elected members be taken in appropriate attire as provided in the Council Dress Policy and a consistent background.
2. After the appointment of new senior officer a photograph is to be taken in appropriate professional attire as provided by the Staff Dress Code and a consistent background with the xxxxx used to the xx photos.
3. These photos are to be used for all Council statutory documents and reports, social media and Council website pages.
4. On the election of new Shire President, a photo board consistent with the current size and style as to be displayed in the Council Chambers is to be sourced of the outgoing Shire President and displayed in Council Chambers.
5. Every ten (10) years a photo board consistent with the current size and style as displayed in the Ante Room is to be sourced containing photographs of the current Shire President, Councillors and Shire Staff and be displayed in the Ante Room.

### RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for ensuring the appropriate photographs are taken within the time frames detailed in this policy.

## 5.17 Petitions – Notification to Elected Members

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<b>Policy Owner:</b>	Administration and Financial Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	22 June 2022
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	

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### **OBJECTIVE**

To ensure petitions received are expeditiously notified to Elected Members.

### **POLICY**

Upon receipt of a petition, the Chief Executive Officer should expeditiously advise the President and Elected Members of the subject matter of the petition received.

### **RESPONSIBILITY FOR IMPLEMENTATION**

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

## 5.18 Retirement of Elected Members – Gifts & Functions

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**Policy Owner:** Administration and Financial Services  
**Person Responsible:** Chief Executive Officer  
**Date of Adoption:** 7 February 2005  
**Adoption Resolution:**  
**Date of Last Amendment:** 22 June 2022

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### OBJECTIVE

To show appreciation to Elected Members who have served the Council and the Community.

### POLICY

Upon retirement of an Elected Member, an official presentation and function shall be held to recognise the Elected Member's service to the Council.

A gift shall be presented to the Elected Member;

1. 0-4 years of Service: Certificate of Service and a gift to the value of \$100;
2. 5-8 years of Service: Certificate of Service and a gift to the value of \$300;
3. 9 + years of Service: Certificate of Service and a gift to the value of \$500;
4. In the event a Elected Member has served as a President: Certificate of Service and a gift to the value of \$1000.

The President is to be consulted to determine a suitable gift for Elected Member service.

End of Term Dinner is held after each election in November/December.

Existing Councillors, newly elected Councillors and Executive Staff are to be invited to this event.

When a President does not complete their term, the previous President will be invited to the formal End of Term Dinner

### RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for ensuring that the necessary arrangements are made to ensure that this policy is enacted.

*Note: Minister for Local Government Regional Director's exemption from Financial Interest provision required.*

### 9.1.2 POLICY REVIEW – SOWB CEO RECRUITMENT, PERFORMANCE AND TERMINATION

<b>FILE REFERENCE:</b>	ST4.2
<b>REPORT DATE:</b>	16 June 2022
<b>APPLICANT/PROPONENT:</b>	Shire of Wongan-Ballidu
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Stuart Taylor – Chief Executive Officer
<b>ATTACHMENTS:</b>	5.25 SOWB CEO Recruitment, Performance and Termination

#### **PURPOSE OF REPORT:**

The purpose of this report is to provide Council with the required information and background to adopt the attached policy, which has been amended and updated.

#### **BACKGROUND:**

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

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

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

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

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

#### **COMMENT:**

The Chief Executive Officer is responsible for the coordination of this review and has instructed staff to implement a sequenced review of all policies.

#### **POLICY REQUIREMENTS:**

Policy 5.25 SOWB CEO Recruitment, Performance and Termination

## **LEGISLATIVE REQUIREMENTS:**

The *Local Government Act 1995* outlines the roles of Council and the CEO.

## **STRATEGIC IMPLICATIONS:**

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

## **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known environmental implications associated with this item.
- **Economic**  
There are no known economic implications associated with this item.
- **Social**  
Formal, inclusive and accessible communication between Council and Community holds a high social value.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this item.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council REPEAL Council Policy 5.25 Model Standards for CEO Recruitment and Selection Performance and Termination, Adoption Resolution 060421 and ADOPT the Council Policy 5.25 SOWB CEO Recruitment, Performance and Termination.



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## 5.25 Shire of Wongan Ballidu CEO Recruitment, Performance and Termination

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	22 June 2022
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	
<b>Scheduled Review:</b>	

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### OBJECTIVE

New legislation requires all local governments to adopt mandatory minimum Standards that cover the recruitment and selection, performance review and early termination of local government Chief Executive Officers.

### POLICY

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards) bring into effect Section 22 of the Amendment Act by introducing mandatory minimum Standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The Model CEO Standards provide a framework for local governments to select a Chief Executive Officer in accordance with the principles of merit, probity, equity and transparency.

These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

### POLICY/LEGISLATIVE REQUIREMENTS:

*Local Government Act 1995*

#### 5.39 A. Model standards for CEO recruitment, performance and termination

- 1) Regulations must prescribe model standards for local governments in relation to the following —
  - a) the recruitment of CEOs;
  - b) the review of the performance of CEOs;
  - c) the termination of the employment of CEOs.
- 2) Regulations may amend the model standards.  
*[Section 5.39A inserted: No. 16 of 2019 s. 22.]*

#### 5.39 B. Adoption of model standards

- 1) In this section —  
**model standards** means the model standards prescribed under section 5.39A(1).
- 2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.  
*\* Absolute majority required.*
- 3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.  
*\* Absolute majority required.*
- 4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- 5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- 6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- 7) Regulations may provide for —
  - a) the monitoring of compliance with adopted standards; and
  - b) the way in which contraventions of adopted standards are to be dealt with.

*Local Government (Administration) Amendment Regulations 2021*  
*Local Government (Administration) Regulations 1996*

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# Shire of Wongan Ballidu Standards for CEO Recruitment, Performance and Termination

## Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

These are the *Shire of Wongan Ballidu* Standards for CEO Recruitment, Performance and Termination.

### 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means *Shire of Wongan Ballidu*;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## **Division 2 — Standards for recruitment of CEOs**

### **3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### **4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### **5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### **6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### **7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

- (1) In this clause —  
***independent person*** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### **12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

### **13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

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## **Division 3 — Standards for review of performance of CEOs**

### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

### **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

## **Division 4 — Standards for termination of employment of CEOs**

### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

### **21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

### **22. Additional principles applying to termination for performance related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

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### 9.1.3 POLICY REVIEW – SHIRE OF WONGAN BALLIDU TEMPORARY ACTING CEO

<b>FILE REFERENCE:</b>	ST4.2
<b>REPORT DATE:</b>	16 June 2022
<b>APPLICANT/PROPONENT:</b>	Shire of Wongan-Ballidu
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Stuart Taylor – Chief Executive Officer
<b>ATTACHMENTS:</b>	5.26 Shire of Wongan Ballidu Temporary Acting CEO

#### **PURPOSE OF REPORT:**

The purpose of this report is to provide Council with the required information and background to adopt the attached policy.

#### **BACKGROUND:**

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

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

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

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

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

#### **COMMENT:**

The Chief Executive Officer is responsible for the coordination of this review and has instructed staff to implement a sequenced review of all policies.

#### **POLICY REQUIREMENTS:**

Policy 5.26 Shire of Wongan Ballidu Temporary Acting CEO.

## **LEGISLATIVE REQUIREMENTS:**

The *Local Government Act 1995* outlines the roles of Council and the CEO.

## **STRATEGIC IMPLICATIONS:**

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

## **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known environmental implications associated with this item.
- **Economic**  
There are no known economic implications associated with this item.
- **Social**  
Formal, inclusive and accessible communication between Council and Community holds a high social value.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this item.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council ADOPT the Council Policy 5.26 Shire of Wongan Ballidu Temporary Acting CEO,

## 5.26 Shire of Wongan Ballidu Temporary Acting CEO

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	22 June 2022
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	
<b>Scheduled Review:</b>	

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### OBJECTIVE

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Wongan Ballidu processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 Months of planned or unplanned leave or an interim vacancy in the substantive office.

### POLICY

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Wongan Ballidu processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 Months of planned or unplanned leave or an interim vacancy in the substantive office.

### POLICY/LEGISLATIVE REQUIREMENTS:

*Local Government Act 1995*

5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

*\* Absolute majority required.*

(2) A local government may amend\* the policy.

*\* Absolute majority required.*

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- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

*[Section 5.39C inserted: No. 16 of 2019 s. 22]*

# Temporary Employment or Appointment of CEO

## Policy Objective

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Wongan Ballidu processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 Months of planned or unplanned leave or an interim vacancy in the substantive office.

## Policy Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Wongan Ballidu.

## Policy Statement

### 1. Definitions:

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

### 2. Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Deputy Chief Executive Officer is considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of Deputy Chief Executive Officers is not included in the determination set out in Clause 3 (2).



### **3. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**

- (1) The CEO is authorised to appoint the Deputy Chief Executive Officer in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy Chief Executive Officers performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 2 weeks and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Deputy Chief Executive is appointed as Acting CEO.
- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
  - a. The Deputy Chief Executive Officer will be appointed as Acting CEO;
- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

### **4. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.**

- (1) This clause applies to the following periods of extended leave:
  - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
  - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
  - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
  - b. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
- (3) The Shire President will liaise with the CEO, or in their unplanned absence the DCEO to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.

- (4) Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the Deputy CEO.

## 5. Appoint Temporary CEO – Substantive Vacancy

- (1) In the event that the substantive CEO's employment with the Shire of Wongan Ballidu is ending, the Council when determining to appoint a Temporary CEO may either:
- by resolution, appoint the Deputy Chief Executive Officer as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
  - following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The Shire President will liaise with the DCEO to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The Shire President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the DCEO.

## 6. Remuneration and conditions of Acting or Temporary CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Document Control Box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Chief Executive Officer
Reviewer:	Chief Executive Officer	Decision Maker:	Council
Compliance Requirements:			
Legislation:	<a href="#">Local Government Act 1995</a> s.5.39 Contracts for CEO and senior employees Local Government Act 1995 s.5.39C Policy for temporary employment or appointment of CEO s.5.40 Principles affecting employment by Local Governments		

#### 9.1.4 COUNCIL POLICY REVIEWS – HEALTH, BUILDING AND PLANNING

FILE REFERENCE:	
REPORT DATE:	15 June 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	7.1 Council Housing – Water Allocation 7.4 No Smoking in Council Premises/Vehicles 9.1 Buildings in Residential Areas

#### **PURPOSE OF REPORT:**

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

#### **BACKGROUND:**

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

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

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

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

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

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

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

## **COMMENT:**

The Chief Executive Officer is responsible for the coordination of this review and has instructed staff to implement a sequenced review of all policies.

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

The policies selected for the June 2022 review are:

7.1 Council Housing – Water Allocation

7.4 No Smoking in Council Premises/Vehicles

9.1 Buildings in Residential Areas

Not all of the above policies meet the requirements as set out by Council, as outlined below:

7.1 Council Housing – Water Allocation

*No Change*

*This policy meets the requirements of Council.*

7.4 No Smoking in Council Premises/Vehicles

*Minor Amendments:*

*- Change Occupational Health, Safety and Welfare Act 1994 to Workplace Health and Safety Act 2020.*

*- Point 1 – All Council buildings or sections regularly used by Council staff to All Council buildings or sections regularly used by all Council employees and visitors to the premises.*

*This policy meets the objectives of Council.*

9.1 Buildings in Residential Areas

*This policy is to be repealed.*

## **POLICY REQUIREMENTS:**

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

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

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

## **LEGISLATIVE REQUIREMENTS:**

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

## **STRATEGIC IMPLICATIONS:**

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

## **SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications in relation to this item.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

## **OFFICER RECOMMENDATION:**

That Council:

1. ADOPT the following policy without variation:  
7.1 Council Housing – Water Allocation
2. ADOPT the following policy with minor amendments:  
7.4 No Smoking in Council Premises/Vehicles
3. REPEAL the following policy (adoption resolution 150907):  
9.1 Buildings in Residential Areas

## 7.1 Council Housing – Water Allocation

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**Policy Owner:** Health, Building and Planning  
**Person Responsible:** Deputy Chief Executive Officer  
**Date of Adoption:** 8 March 2005  
**Adoption Resolution:**  
**Date of Last Amendment:**

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### OBJECTIVE

To assist staff to maintain gardens at Council owned houses.

### POLICY

Council will meet the cost of water consumption to a maximum of 400kl per annum at houses that are occupied by Council staff that are provided with housing as part of their conditions of employment.

In addition to this policy, an allowance will be made for Council properties that have new gardens put in. The Chief Executive Officer in consultation with Council's horticulturist will determine the appropriate amount of water that Council will pay for in order to establish the garden.

### RESPONSIBILITY FOR IMPLEMENTATION

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

## 7.4 No Smoking in Council Premises/Vehicles

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<b>Policy Owner:</b>	Health, Building and Planning
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	December 2011
<b>Adoption Resolution:</b>	131211
<b>Date of Last Amendment:</b>	

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### OBJECTIVE

This policy prevents any employee, Elected Member or contractor from smoking and using e-cigarettes (vaping) in Council premises and in Council vehicles. It is designed to ensure that those who work for Council do so in a clean and safe environment.

As a major employer, the Shire of Wongan-Ballidu (the Shire) has a responsibility to ensure the health, safety and welfare of employees and where possible our ratepayers and members of the general public.

### POLICY

As an employer the Shire has a duty under the Workplace Health and Safety Act 2020 to provide a safe working environment and to protect the health of all employees from hazards in the workplace.

Based on a current medical and following a landmark judgement in the Federal Court of Australia, it has been shown that passive smoking may affect a person's health.

In accordance with the Occupational Health Amendment Regulations (No 2) 1999, SMOKING IS NOT PERMITTED AT ANY TIME IN ANY SHIRE INTERNAL WORK LOCATIONS.

Specifically:

- All Council buildings or sections regularly used by Council employees and visitors to the premises;
- Dealing personally with members of the public
- Toilets
- Passageways and common areas;
- Lunchrooms and tea/coffee preparation areas
- Council meetings and other meetings
- Meeting, training, interview or conference rooms
- Council vehicles and plant;
- Foyers;
- Council lounge, Council chambers
- Employees are not generally permitted to leave their workstations at any time during working hours (including overtime) for smoke breaks. However, if this cannot be adhered to, only reasonable time should be allowed.

### RESPONSIBILITY FOR IMPLEMENTATION

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



## 9.1 Buildings in Residential Areas

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<b>Policy Owner:</b>	Health, Building and Planning
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	20 September 2007
<b>Adoption Resolution:</b>	150907
<b>Date of Last Amendment:</b>	

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### OBJECTIVE

To control the size height, bulk and roof pitch of outbuildings in order that outbuildings erected in the rural residential zone will not adversely impact on the amenity of the zone.

To improve customer service standards through timely advice to applicants on Council's policy in respect of outbuildings which will be permitted in the rural residential zone.

### POLICY

#### Background

The Shire of Wongan-Ballidu (the Shire) District Town Planning Scheme No. 4 (clause 4.10.4) requires that all development in the rural residential zone be subject to the planning approval of Council.

Council has resolved to prepare a policy to guide it in the determination of applications for the erection of outbuildings in the rural residential zones.

#### Statement of Intent

This policy provides direction and guidance in the determination by Council of applications for the erection of buildings in the rural residential zones.

#### Definitions

- **Outbuilding**  
An outbuilding is an enclosed non-habitable structure that is required to meet the standards of the building code of Australia.
- **Carport**  
A carport is a roofed unenclosed structure designed to accommodate one or more motor vehicles.
- **Garage**  
A garage is any roofed structure, other than a carport, designed to accommodate one or more motor vehicles.

#### Statutory Powers

This policy is made pursuant to clause 8.6 (planning polices) of District Town Planning Scheme no 4.

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### **Policy Statement**

Council will not permit more than four buildings (other than the dwelling) including outbuildings, carports and garages to an aggregate total of no more than 200m<sup>2</sup> site coverage per lot.

The maximum permitted wall height of outbuildings is 4m and the maximum permitted ridge height is 5m.

Outbuildings will not be permitted in front of a dwelling, or in a location where it would be detrimental to the amenity of an area.

Notwithstanding the limitations in this policy the Council may approve an application which does not fully comply with the policy if the design has architectural features of merit.

### **RESPONSIBILITY FOR IMPLEMENTATION**

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

REPEALED

### 9.1.5 POLICY REVIEWS – WORKS AND SERVICES

**FILE REFERENCE:****REPORT DATE:**

16 June 2022

**APPLICANT/PROPONENT:**

N/A

**OFFICER DISCLOSURE OF INTEREST:**

Nil

**PREVIOUS MEETING REFERENCES:****AUTHOR:**

Karl Mickle – Manager Works and Services

**ATTACHMENTS:**

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

8.2 Mt OBrien Road

10.1 Construction Works Affecting Private Properties

10.2 Council/MRWA Advertising Hoardings

**PURPOSE OF REPORT:**

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

**BACKGROUND:**

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

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

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

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

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

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

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

## **COMMENT:**

The Chief Executive Officer is responsible for the co-ordination of this review. The policies have been distributed to Council review and recommendations to amend or adopt the policy were noted at Informal Council Meeting held on 25 May 2022.

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

The policies selected for the June 2022 review are:

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

8.2 Mt Obrien Road

10.1 Construction Works Affecting Private Properties

10.2 Council/MRWA Advertising Hoardings

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

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

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

8.2 Mt Obrien Road

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

10.1 Construction Works Affecting Private Properties

*Landowner is to be consulted in writing prior to works commencing.*

10.2 Council/MRWA Advertising Hoardings

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

## **POLICY REQUIREMENTS:**

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

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

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

## **LEGISLATIVE REQUIREMENTS:**

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

## **STRATEGIC IMPLICATIONS:**

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

## **SUSTAINABILITY IMPLICATIONS:**

### ➤ **Environment**

There are no known environmental impacts associated with this proposal.

### ➤ **Economic**

There are no known economic impacts associated with this proposal.

### ➤ **Social**

There are no known social implications associated with this proposal.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications in relation to this item.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

## **OFFICER RECOMMENDATION:**

That Council:

1. ADOPT the following policies with minor amendments:  
10.1 Construction Works Affecting Private Properties
2. ADOPT the following policies without variation:  
7.3 Employee Use of Council Plant and Equipment – Non-Work Related  
8.2 Mt O'Brien Road  
10.2 Council/MRWA Advertising Hoardings

## 10.1 Construction Works Affecting Private Properties

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**Policy Owner:** Works Committee  
**Person Responsible:** Manager Works & Services  
**Date of Adoption:**  
**Adoption Resolution:**  
**Date of Last Amendment:**

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### **OBJECTIVE**

To ensure appropriate consultation is undertaken between Council staff and landowners when works will affect their properties.

### **POLICY**

Where construction works will affect an adjoining property then the landowner is to be consulted in writing prior to the works commencing.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Manager Works & Services is responsible for applying this policy.

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

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<b>Policy Owner:</b>	Works Committee
<b>Person Responsible:</b>	Manager Works & Services
<b>Date of Adoption:</b>	8 August 2012
<b>Adoption Resolution:</b>	080812
<b>Date of Last Amendment:</b>	

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### 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 CEO or Manager of Works 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 CEO or Manager of Works;
  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 CEO or Manager of Works;
  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 CEO or Manager of Works;
  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;
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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. Graders
  - b. Loader
  - c. Backhoe
  - d. All trucks and light vehicles
  - e. Tractors
  - f. All heavy trailers (>5 tonne)
  - g. All tractor attachments (Gang mowers / slashers etc)
  - h. Community Transport Vehicles (Bus, Transport Van and Bus Trailer)
13. Items identified in clause (12) may be hired, at internal charge out rates at the discretion of the Chief Executive Officer or Manager of Works.

### **RESPONSIBILITY FOR IMPLEMENTATION**

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



## 8.2 Mt O'Brien Road

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<b>Policy Owner:</b>	Works Committee
<b>Person Responsible:</b>	Manager Works & Services
<b>Date of Adoption:</b>	December 2011
<b>Adoption Resolution:</b>	101211
<b>Date of Last Amendment:</b>	

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### 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.

### RESPONSIBILITY FOR IMPLEMENTATION

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

## 10.2 Council/MRWA Advertising Hoardings

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<b>Policy Owner:</b>	Works Committee
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	20 July 2006
<b>Adoption Resolution:</b>	040706
<b>Date of Last Amendment:</b>	

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### OBJECTIVE

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

### POLICY

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

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

### RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this policy.

## 9.2 ADMINISTRATION & FINANCIAL SERVICES

### 9.2.1 ACCOUNTS SUBMITTED FOR MAY 2022

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	16 June 2022
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Alan Hart - Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.1 Accounts May 2022

#### PURPOSE OF REPORT:

That the accounts as submitted be received.

#### BACKGROUND:

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

#### COMMENT:

Refer to attachment.

#### POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

#### LEGISLATIVE REQUIREMENTS:

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

#### Lists of Accounts

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

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

### **STRATEGIC IMPLICATIONS:**

There are no strategic implications in relation to this item.

### **SUSTAINABILITY IMPLICATIONS:**

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

### **FINANCIAL IMPLICATIONS:**

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

### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

### **OFFICER RECOMMENDATION:**

That the accounts submitted from 01 May 2022 to 31 May 2022 totalling \$1,152,508.31 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

List of Accounts Due & Submitted to Council May 2022					
Chq/EFT	Date	Name	Description		Amount
EFT22988	04/05/2022	WESTPAC BANKING CORPORATION	Wages PPE 03.05.2022		-70356.73
EFT22989	04/05/2022	AUSTRALIAN SERVICES UNION	Payroll deductions		-25.90
EFT22990	04/05/2022	IOU SOCIAL CLUB	Payroll deductions		-280.00
EFT22991	03/05/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 03/05/2022		-8806.20
EFT22992	06/05/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)			<b>-2145.00</b>
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Member Essentials - Cr Dwight Coad 5 x Modules - Conflicts of Interest Module		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Member Essentials - Cr Dwight Coad 5 x Modules - Meeting Procedures		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Member Essentials - Cr Dwight Coad 5 x Modules - Serving on Council		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Member Essentials - Cr Dwight Coad 5 x Modules, - Understanding Financial Reports and Budgets		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Members Essentials - 5 x Modules - Cr Kellie Anspach - Understanding LG		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Members Essentials - 5 x Modules - Cr Kellie Anspach - Conflicts of Interest		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Members Essentials - 5 x Modules - Cr Kellie Anspach - Serving on Council Module		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Members Essentials - 5 x Modules - Cr Kellie Anspach - Meeting Procedures Module		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Members Essentials - 5 x Modules - Cr Kellie Anspach - Understanding Financial Reports Module		214.50
	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA E Learning - Council Member Essentials - Cr Dwight Coad 5 x Modules, - Understanding Local Government		214.50
EFT22993	06/05/2022	WESTRAC EQUIPMENT PTY LTD	PARTS FOR SKIDSTEER LOADER, CAT, MULTITYRED ROLLER, AND DRUM ROLLER		-2537.35
EFT22994	06/05/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Supply 1 x Assorted First Aid Supplies. Supply 4 x Defib Stickers & First Aid Stickers		-153.80
EFT22995	06/05/2022	WURTH AUSTRALIA PTY LTD	07151392 jointed-head ratchet 1/2 inch		-156.70
EFT22996	06/05/2022	TOLL IPEC PTY LTD	FREIGHT EX HOIST SALES		-11.46
EFT22997	06/05/2022	WONGAN HILLS BAKERY AND CAFE	Provision of Platters for the Farm Safe workshop		-475.80
EFT22998	06/05/2022	GREAT SOUTHERN FUEL SUPPLIES	APRIL FUEL ACCOUNT		-274.29
EFT22999	06/05/2022	FIVE STAR BUSINESS & INNOVATION	Five Star Business and Innovation, April 2022		-807.03
EFT23000	06/05/2022	CLARKSON FREIGHTLINES	Freight 2 Empty Chlorine Gas Cylinder from Wongan Hills Depo to Ixom Perth in one cage		-235.77
EFT23001	06/05/2022	SEEK LIMITED	Plant Operator advertising on SEEK		-412.50
EFT23002	06/05/2022	CUNDERDIN COMMUNITY RESOURCE CENTRE	Works Staff to attend HR Driving Assessment		-1100.00
EFT23003	13/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SPECIAL METER READ - 27C QUINLAN ST		-37.29
EFT23004	13/05/2022	WESFARMERS KLEENHEAT GAS PTY LTD	Gas cylinder hire for 30 Wandoo Cres, Wongan Hills - Fee		-32.05
EFT23005	13/05/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG Professionals Employment Advertisement - Deputy Chief Executive Officer as per attachment		-165.00
EFT23006	13/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - STREET LIGHTS		-4300.39
EFT23007	13/05/2022	WONGAN HILLS CARAVAN PARK	Provide accommodation for EHO		-135.00
EFT23008	13/05/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Senior First Aid Course, Wongan Hills Sub Centre 26/3/2022.		-160.00
EFT23009	13/05/2022	PUBLIC TRANSPORT AUTHORITY OF WA	Public Transport Authority, April 2022, - LESS COMMISSION		-112.95
EFT23010	13/05/2022	WONGAN HILLS HOTEL			<b>-449.98</b>
	28/04/2022	WONGAN HILLS HOTEL	Council Dinner - 27/04/2022,		117.98
	03/05/2022	WONGAN HILLS HOTEL	Council Dinner 25/04/2022,		332.00
EFT23011	13/05/2022	DUN DIRECT PTY LTD	APRIL FUEL ACCOUNT		-22877.39
EFT23012	13/05/2022	WONGAN HILLS BAKERY AND CAFE	9 x Coffee Refreshments - Morning Tea - Vanessa Deetlefs Farewell		-47.20
EFT23013	13/05/2022	PAUL AND WENDYS CLEANING SERVICE	Wongan Sports Pavilion - Cleaning of Floors		-924.00
EFT23014	13/05/2022	BP AUSTRALIA	APRIL FUEL ACCOUNT		-808.64
EFT23015	13/05/2022	PEGAN BUILDING SURVEYING	BUILDING SURVEYING FOR 18 WALLIS STREET BALLIDU		<b>-544.50</b>
EFT23016	13/05/2022	RURAL RANGER SERVICES	RURAL RANGER SERVICES - APRIL 04, 08, 21 AND 29 2022		-598.40
EFT23017	13/05/2022	DELOREAN CORPORATION - ENERGY RETAIL DIVISION (CLEANTECH ENERGY P/L)	ELECTRICITY CONSUMPTION - MEDICAL CENTRE		-404.24
EFT23018	13/05/2022	AC HEALTHCARE PTY LTD	Medical Centre Operating Subsidy May 2022		-21083.33
EFT23019	13/05/2022	SUSAN DEW	UNIFORM REIMBURSEMENT		-159.92
EFT23020	13/05/2022	AHAI CONSULTING	Jack McNulty, Melissa Marcon, Stuart Taylor - IAP2 Engagement Design 4th & 5th May 2021		-2640.00
EFT23021	13/05/2022	REDFISH TECHNOLOGIES PTY LTD	Zoom Room Licencing		-1914.00
EFT23022	13/05/2022	AUTOPRO NORTHAM	EW2000S 2000lb winch, R2720P oil filter		-181.71
EFT23023	13/05/2022	TOLL TRANSPORT PTY LTD	Toll Transport (Library), April 2022		-22.55
EFT23024	13/05/2022	BALLIDU HERITAGE CENTRE	Cleaning - Alpha Park, Cleaning - Bunyip Park		-50.00
EFT23025	13/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST			<b>-18785.32</b>
	20/04/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	DYNAMICS 365, OFFICE 365 AND POWER BI		3528.32
	29/04/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	Install Cloud Records		4257.00
	03/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	Cloud Records Annual Costs		11000.00
EFT23026	13/05/2022	KATELYN BOROVINA	UNIFORM REIMBURSEMENT		-187.50
EFT23027	13/05/2022	MORTLOCK ELECTRICAL PTY LTD	Replacement of 22 downlights to LED at 42 Mitchell St, Wongan Hills		-1119.80
EFT23028	13/05/2022	KATRINA FREE	REIMBURSEMENT FOR MEALS AND TRAVEL - DOT TRAINING		<b>-348.99</b>
EFT23029	13/05/2022	DULCIE RYDER	REIMBURSEMENT FOR MEALS - DOT TRAINING		<b>-109.69</b>
EFT23030	02/05/2022	WESTNET PTY LTD	SUPPLY OF GOODS AND SERVICES MAY 2022		-609.90
EFT23031	03/05/2022	TELSTRA CORPORATION LIMITED	TELSTRA ACCOUNT - MEDICAL CENTRE		<b>-342.76</b>
EFT23032	03/05/2022	TELSTRA CORPORATION LIMITED	TELSTRA ACCOUNT - SPORT AND RECREATION COUNCIL		-55.00
EFT23033	18/05/2022	WESTPAC BANKING CORPORATION	Wages PPE 17.05.2022		-70677.14
EFT23034	18/05/2022	AUSTRALIAN SERVICES UNION	Payroll deductions		-25.90
EFT23035	18/05/2022	IOU SOCIAL CLUB	Payroll deductions		-280.00
EFT23036	23/05/2022	WONGAN HILLS IGA PLUS LIQUOR	IGA APRIL 2022 ACCOUNT		-556.39
EFT23037	23/05/2022	NUTRIEN AG SOLUTIONS LTD	ROUNDUP FOR TOWN VERGES		-1386.88
EFT23038	23/05/2022	WATER CORPORATION			<b>-260.39</b>
	03/05/2022	WATER CORPORATION	WATER SEWERAGE CHARGE - TENNIS CLUB		69.36
	09/05/2022	WATER CORPORATION	WATER CONSUMPTION - MANMANNING ROAD STANDPIPE		191.03
EFT23039	23/05/2022	AUSTRALIAN TAXATION OFFICE	BAS APRIL 2022		-36145.00
EFT23040	23/05/2022	T A MATTHEWS ELECTRICAL SERVICES			<b>-7359.79</b>
	10/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Admin - Exit Light Replace		236.50
	10/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Admin - Exit Light Replace - Near KM office		236.50
	10/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Replace external lights to LED at Civic Centre, Wongan Hills		2906.66
	10/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Repairs to Dam pump at oval.		1221.00
	10/05/2022	T A MATTHEWS ELECTRICAL SERVICES	supply and install fan in bedroom, 11 Wandoo Cres and replace kitchen light in kitchen/dining		786.50
	10/05/2022	T A MATTHEWS ELECTRICAL SERVICES	PCYC - Exit Light Replace		236.50
	11/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Civic - Exit Light Replace		1117.60
	12/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Supply and install of powerpoint in CRC function room		195.03
	13/05/2022	T A MATTHEWS ELECTRICAL SERVICES	27B Quinlan Street, Wongan Hills, - Replace 2 x Power Points and replace exhaust fan		220.00
	13/05/2022	T A MATTHEWS ELECTRICAL SERVICES	Install outdoor security light at 2A Patterson St, Wongan Hills		203.50
EFT23041	23/05/2022	FINISHING WA	Shire of Wongan Ballidu - Binding of Minutes 2021		-143.00
EFT23042	23/05/2022	WONGAN HILLS HARDWARE			<b>-7775.88</b>
	30/04/2022	WONGAN HILLS HARDWARE	APRIL BUILDING ACCOUNT		1426.78
	30/04/2022	WONGAN HILLS HARDWARE	APRIL WORKS ACCOUNT		2704.70
	30/04/2022	WONGAN HILLS HARDWARE	Storm Drain 150mm x 1m, Storm Drain & Grates, Freight, Rapid Set Cement		3644.40
EFT23043	23/05/2022	TOLL IPEC PTY LTD	FREIGHT EX DAIMLER TRUCKS TO WH FOR KANGAROO DAMAGE - Insurance		<b>-158.77</b>
EFT23044	23/05/2022	WONGAN HILLS CRICKET CLUB	Annual Council Donation/Subsidy - WH Cricket Club		-750.00
EFT23045	23/05/2022	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	APRIL 2022 BSL RECONCILIATION		-169.95
EFT23046	23/05/2022	MELISSA MARCON	UNIFORM REIMBURSEMENT		-59.00
EFT23047	23/05/2022	JIM MCKENZIE PTY LTD	Insurance Claim - TV Retransmission Site - Crane Hire up to 4hrs Travel + Hire 95.2km x \$4/km 4hrs x \$275/hr		<b>-2054.80</b>
EFT23048	23/05/2022	ITR PACIFIC PTY LTD	913658B grader blades as per quote 511202		-3696.00
EFT23049	23/05/2022	HERSEY'S SAFETY PTY LTD	DY - Mark White Paint 3X 10 Boxes		-2956.80
EFT23050	23/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	Install Cloud Records		-2956.25
EFT23051	23/05/2022	DERYCE DU PLESSIS	UNIFORM REIMBURSEMENT		-142.00
EFT23052	23/05/2022	ELIZABETH PUDWELL	UNIFORM REIMBURSEMENT		-499.75
EFT23053	23/05/2022	BINDOON BAKEHAUS & CAFE	Catering for Women of the Wheatbelt		-1080.00
EFT23054	23/05/2022	BEAUTY NAILS BY KIARA	Nails voucher for Women of the Wheatbelt door prize		-100.00
EFT23055	23/05/2022	KIM'S REIKI & NATURAL HEALING	Lip balms for Women of the Wheatbelt gift bags		-270.00
EFT23056	26/05/2022	AVON WASTE	DOMESTIC AND COMMERCIAL WASTE COLLECTION WONGAN HILLS AND BALLIDU		-10415.28
EFT23057	26/05/2022	BALLIDU PROGRESS GROUP			<b>-10200.00</b>
	17/05/2022	BALLIDU PROGRESS GROUP	Council Management Agreement Payment - Aus Day Breakfast		200.00
	17/05/2022	BALLIDU PROGRESS GROUP	Council Management Agreement Payment - Bike it to Ballidu		10000.00
EFT23058	26/05/2022	MCINTOSH & SON			<b>-912.75</b>
	21/03/2022	MCINTOSH & SON	O-RING FOR CASE TRACTOR		60.94
	22/03/2022	MCINTOSH & SON	BELT COG FOR VERTIMOW		117.51
	23/03/2022	MCINTOSH & SON	FILTERS FOR SUNDRY PLANT		156.92
	24/03/2022	MCINTOSH & SON	PTO GUARD FOR VERTIMOW		92.38
	25/03/2022	MCINTOSH & SON	OIL FILTER FOR SUNDRY PLANT		242.02
	30/03/2022	MCINTOSH & SON	TOP LINK PINS FOR VERTIMOW		16.08
	30/03/2022	MCINTOSH & SON	CRIMPS AND HYDRAULIC HOSE FOR DROP DECK		169.51
	31/03/2022	MCINTOSH & SON	ANTENNAS FOR DRUM ROLLER		57.39
EFT23059	26/05/2022	STAR TRACK EXPRESS PTY LTD	FREIGHT EX HERSEYS SAFETY		-604.46
EFT23060	26/05/2022	OFFICEWORKS BUSINESS DIRECT			<b>-296.41</b>
	04/05/2022	OFFICEWORKS BUSINESS DIRECT	Stationery Order - May		260.21
	04/05/2022	OFFICEWORKS BUSINESS DIRECT	Stationery Order - May		36.20
EFT23061	26/05/2022	WATER CORPORATION			<b>-3347.31</b>
	10/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - BALLIDU S/E STANDPIPE		487.92
	11/05/2022	WATER CORPORATION	WATER FIRE SERVICE CHARGE - SUMMERS EAST RD STANDPIPE		47.77
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - DEPOT ROAD STANDPIPE		2214.50

	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - JAMES ST STANDPIPE	298.56
	13/05/2022	WATER CORPORATION	WATER SERVICE CHARGE - RABBIT PROOF FENCE STANDPIPE	298.56
EFT23062	26/05/2022	WESTRAC EQUIPMENT PTY LTD		-446353.41
	25/04/2022	WESTRAC EQUIPMENT PTY LTD	UNION AND ELBOW FOR TYRED ROLLER	358.41
	16/05/2022	WESTRAC EQUIPMENT PTY LTD	2021CAT 140 Grader As Per WALGA T&C's, Ref Quote Number 64001	445995.00
EFT23063	26/05/2022	WONGAN HILLS NEWSAGENCY	Supply of goods and service April 2022 - Shire and CRC	-121.65
EFT23064	26/05/2022	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	Waddington Road 2.01-4.01SLK Prime Seal & 14mm Seal - Includes 30/03 stand down shift	-96728.63
EFT23065	26/05/2022	IXOM OPERATIONS PTY LTD		-196.42
	30/04/2022	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE	130.94
	30/04/2022	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE	65.48
EFT23066	26/05/2022	RBC RURAL	ADMIN PHOTOCOPIER METER READS MAY 2022	-675.88
EFT23067	26/05/2022	TOLL IPEC PTY LTD		-440.08
	17/04/2022	TOLL IPEC PTY LTD	FREIGHT EX WESTRAC, FREIGHT EX MAXIPARTS	26.88
	01/05/2022	TOLL IPEC PTY LTD	FREIGHT EX WESTRAC	11.01
	08/05/2022	TOLL IPEC PTY LTD	Water Samples transported for testing Pathwest Perth.	11.07
	08/05/2022	TOLL IPEC PTY LTD	FREIGHT EX MAXIPARTS, FREIGHT EX OEM GROUP, FREIGHT EX SUNNY SIGNS	391.12
EFT23068	26/05/2022	WONGAN MAIL SERVICE	Supply of goods and services April 2022 - Shire	-176.70
EFT23069	26/05/2022	IP CAMERAS AUSTRALIA PTY LTD	CCTV Maintenance and upgrade of CBD cameras in Wongan Hills, Replace Hard Disk Drives with 12TB HDD in NAS	-8824.00
EFT23070	26/05/2022	DAIMLER TRUCKS PERTH	As per quote for Bulbar, lamp and grille. EP980001803 - Insurance	-4020.51
EFT23071	26/05/2022	WONGAN HILLS PROGRESS ASSOCIATION	Council annual subsidy - WH Progress Association - Harvest Festival	-5000.00
EFT23072	26/05/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY		-848.32
	30/04/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MANAGED BACKUP, STORAGE, RAM AND CPU	720.72
	30/04/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	OFFICE 365	127.60
EFT23073	26/05/2022	NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	MANAGEMENT OF WONGAN HILLS WASTE FACILITY MAY 2022	-7791.63
EFT23074	26/05/2022	EGAN BUILDING SURVEYING	BUILDING SURVEYING FOR 3 BOOTH ST WONGAN HILLS	-544.50
EFT23075	26/05/2022	RURAL RANGER SERVICES	RURAL RANGER SERVICES MAY 04, 05, 06 AND 12 2022	-912.12
EFT23076	26/05/2022	SAFE AVON VALLEY INC.		-300.00
	03/05/2022	SAFE AVON VALLEY INC.	IMPOUND OF 22-008 AND 22-011 MARCH 2022	150.00
	05/05/2022	SAFE AVON VALLEY INC.	IMPOUND OF 11-009 AND 22-010 CATS	150.00
EFT23077	26/05/2022	PW GEE WELDING SERVICES	Sports Pavilion - Repair Hand Rail	-1019.38
EFT23078	26/05/2022	RICOH FINANCE	SUPPLY OF GOODS AND SERVICES JUNE 2022	-276.96
EFT23079	26/05/2022	JB HI-FI GROUP PTY LTD	Microsoft Surface Dock for CSO-A	-285.93
EFT23080	26/05/2022	ALLQUIP WATER TRUCKS		-57571.73
	03/03/2022	ALLQUIP WATER TRUCKS	Fittings as per quote A2172	1492.87
	24/05/2022	ALLQUIP WATER TRUCKS	Supply and Deliver 1 x 11000L Aqua Tank as per your quotation, Freight Charges	56078.86
EFT23081	26/05/2022	HAWKE VIEW KENNELS AND CATTERY		-525.00
	15/03/2022	HAWKE VIEW KENNELS AND CATTERY	IMPOUND OF IMP22-002 MALE KELPIE SURRENDER	325.00
	20/03/2022	HAWKE VIEW KENNELS AND CATTERY	IMPOUND OF 22-003 STAFFY	125.00
	08/05/2022	HAWKE VIEW KENNELS AND CATTERY	IMPOUND OF STAFFY FEMALE	75.00
EFT23082	26/05/2022	NOBREGA HOLDINGS PTY LTD	3x Janitor Commercial Backpack Vacuum Bags	-66.97
EFT23083	26/05/2022	DEPT OF PLANNING, LANDS & HERITAGE	Lease rent for 12 month due to holding over as agreement L848615	-870.84
EFT23084	26/05/2022	CLARKSON FREIGHTLINES	FREIGHT EX ITR FOR CAT GRADER	-314.79
EFT23085	26/05/2022	HERSEY'S SAFETY PTY LTD	Corflute and reflective cones for road works	-1433.30
EFT23086	26/05/2022	WALKERS DIESEL SERVICES	Assess problem with PTK36	-198.00
EFT23087	26/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST		-3116.83
	09/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	COUNCIL FIRST ENTERPRISE AND TEAM MAY 2022,	369.60
	10/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	MICROSOFT AZURE	215.51
	23/05/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	DYNAMICS 365, PLOJECT PLAN, OFFICE 365 AND POWER BI,	2531.72
EFT23088	26/05/2022	ENVIRO SWEEP	SWEEPING SERVICES - AIRPORT AND STREETS IN WONGAN BALLIDU	-1221.00
EFT23089	26/05/2022	MARKET CREATIONS AGENCY		-14286.25
	22/04/2022	MARKET CREATIONS AGENCY	SECOND INSTALMENT - Website design and Spark Content Management System inclusive of: Marketing Consultancy Services, project management, fully optimised mobile website design, Web Content Accessibility Guideline (WDAG) compliance, Mega Menu and sitemap review and restructure. Optional additional modules including Council Meetings, Advanced Feature Council Meetings (FOC), Social Media Customised Feed and Directory.	9446.25
	29/04/2022	MARKET CREATIONS AGENCY	Employment Advertising - The West Australian - Deputy Chief Executive Officer	4840.00
EFT23090	26/05/2022	HBP SERVICES WA	EHO monthly account as per contract	-1152.36
EFT23091	26/05/2022	ENVIROCLEAN (WA)	Monthly hire Enviroclean 600 Parts Washer	-214.50
EFT23092	26/05/2022	CLINT PASCOE	UNIFORM REIMBURSEMENT	-248.50
EFT23093	25/05/2022	TELETRAC NAVMAN	Supply goods and services for May 2022	-2071.41
EFT23094	18/05/2022	DE LAGE LANDEN PTY LTD	CRC photocopier lease, May 2022	-557.70
EFT23095	31/05/2022	WATER CORPORATION		-17849.90
	10/05/2022	WATER CORPORATION	WATER SERVICECHARGE - AERODROME	47.77
	10/05/2022	WATER CORPORATION	WATER CONSUMPTION - KONDUIT HALL	5.46
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - ALPHA TOILETS	876.01
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - BUNYIP PARK	27.29
	12/05/2022	WATER CORPORATION	FIRE SERVICE CHARGE - BALLIDU HALL	47.77
	12/05/2022	WATER CORPORATION	WATER SERVICE CHARGE - NINAN ST	44.95
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION, SEWERAGE AND FIRE SERVICE CHARGE - DEPOT	488.27
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - TENNIS CLUB	270.04
	12/05/2022	WATER CORPORATION	FIRE SERVICE CHARGE - CRC	47.77
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - NINAN ST ENTRY STATEMENT	16.37
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - COMMUNITY GARDEN	117.22
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION, SEWERAGE AND FIRE SERVICE CHARGE - CRC	374.66
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - MUSEUM	126.67
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - RAILWAY CENTRE	346.58
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - FENTON PLACE MEDIAN STRIP	1569.18
	12/05/2022	WATER CORPORATION	SEWERAGE CHARGE - CUBBYHOUSE	154.14
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 49 QUINLAN ST	308.25
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE CHARGE AND SEWERAGE CHARGE - 8 ELLIS ST	364.92
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 14 ELLIS ST	313.20
	12/05/2022	WATER CORPORATION	WATER SERVICE AND SEWERAGE CHARGE - DR RESIDENCE	248.80
	12/05/2022	WATER CORPORATION	WATER SERVICE AND SEWERAGE CHARGE - 16 MOORE ST	248.36
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - CADOUX TOILETS	87.33
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - SWIMMING POOL	1921.22
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - SPORTS COMPLEX	92.79
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - MEDICAL CENTRE	185.44
	12/05/2022	WATER CORPORATION	WATER CONSUMPTION - CADOUX KINDERGARDEN	30.02
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - COMMUNITY PARK	227.82
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION - COMMUNITY PARK UTILITIES	1015.19
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - ADMIN	850.50
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SEWERAGE CHARGE - CIVIC CENTRE	2158.22
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION - RECYCLING AREA	16.37
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 1/20 STICKLAND	807.52
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 11 WANDOO	254.38
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 7 WANDOO	303.29
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 30 WANDOO	852.82
	13/05/2022	WATER CORPORATION	WATER SERVICE AND SEWERAGE CHARGE, WATER CONSUMPTION - 14 SHIELDS CRES	557.22
	13/05/2022	WATER CORPORATION	WATER SERVICE CHARGE - DANUBIN ST	44.95
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION - CEMETERY	92.79
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 2A PATTERSON	274.83
	13/05/2022	WATER CORPORATION	WATER SERVICE CHARGE - 2B PATTERSON, SEWERAGE CHARGE - 2B PATTERSON	248.80
	13/05/2022	WATER CORPORATION	WWTER SERVICE CHARGE - 27A QUINLAN, SEWERAGE CHARGE - 27A QUINLAN	248.73
	13/05/2022	WATER CORPORATION	WATER SERVICE CHARGE - 27B QUINLAN, SEWERAGE CHARGE - 27B QUINLAN	248.80
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 27C QUINLAN	250.66
	13/05/2022	WATER CORPORATION	WATER SERVICE CHARGE - 27D QUINLAN, SEWERAGE CHARGE - 27D QUINLAN	248.80
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION AND SERVICE CHARGE - QUINLAN ST GARDENS	252.95
	13/05/2022	WATER CORPORATION	WATER SERVICE AND SEWERAGE CHARGES - 31A QUINLAN	248.80
	13/05/2022	WATER CORPORATION	WATER CONSUMPTION, SERVICE AND SEWERAGE CHARGE - 31B QUINLAN	285.98
EFT23096	31/05/2022	SYNERGY		-8207.53
	11/05/2022	SYNERGY	ELECTRICITY CONSUMPTION - RAILWAYS, SERVICE CHARGE - RAILWAYS	205.17
	11/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - SWIMMING POOL	987.29
	11/05/2022	SYNERGY	ELECRCITY CONSUMPTION AND SERVICE CHARGE - SPORTS COMPLEX	1253.38
	11/05/2022	SYNERGY	ELECTRICITY CONSUMPTION - CRC, SERVICE CHARGE - CRC	389.30
	11/05/2022	SYNERGY	ELECTRICITY CONSUMPTION - 30 WANDOO, SERVICE CHARGE - 30 WANDOO	322.45
	13/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - CADOUX TOILETS	131.73
	16/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - MT OBRIEN	231.65
	18/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - DEPOT	688.74
	18/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - ALPHA TOILETS	205.34
	18/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - COMMUNITY GARDEN	179.21
	18/05/2022	SYNERGY	ELECTICITY CONSUMPTION AND SERVICE CHARGE - AERODROME	122.55
	19/05/2022	SYNERGY	SERVICE CHARGE - QUINLAN GARDENS	40.15
	19/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - TOWN GARDENS	137.20

	19/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - TV RETRANSMISSION	1003.11
	19/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - COMMUNITY PARK	802.57
	19/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - ADMIN	539.41
	19/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - CIVIC CENTRE	742.41
	20/05/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - MUSEUM	225.87
EFT23097	09/05/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 09/05/2022	-10547.10
EFT23098	21/05/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 21/05/2022	-31104.05
EFT23099	31/05/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 31/05/2022	-46926.05
EFT23103	16/05/2022	WESTPAC BANKING CORPORATION	WESTPAC CREDIT CARD	2158.23
EFT23106	31/05/2022	TELSTRA CORPORATION LIMITED	TELSTRA ACCOUNT - SPORT AND RECREATION COUNCIL	-55.00
EFT23129	11/05/2022	TELSTRA CORPORATION LIMITED	ADMIN MAY TELSTRA ACCOUNT - INCL HEADSETS	-2891.01
DD11323.1	03/05/2022	AWARE SUPER ACCUMULATION	Payroll deductions	-9196.68
DD11323.2	03/05/2022	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	-159.00
DD11323.3	03/05/2022	AIA AUSTRALIA PTY LTD	Payroll deductions	-484.62
DD11323.4	03/05/2022	BT SUPER FOR LIFE	Superannuation contributions	-149.25
DD11323.5	03/05/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-197.37
DD11323.6	03/05/2022	PRIME SUPER	Superannuation contributions	-1011.69
DD11323.7	03/05/2022	REST SUPERANNUATION	Payroll deductions	-549.08
DD11323.8	03/05/2022	AUSTRALIAN SUPER	Superannuation contributions	-956.91
DD11323.9	03/05/2022	HESTA SUPER FUND	Superannuation contributions	-408.92
DD11346.1	17/05/2022	AWARE SUPER ACCUMULATION	Payroll deductions	-9295.45
DD11346.2	17/05/2022	CBUS SUPER	Payroll deductions	-492.31
DD11346.3	17/05/2022	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	-161.78
DD11346.4	17/05/2022	AIA AUSTRALIA PTY LTD	Payroll deductions	-484.62
DD11346.5	17/05/2022	BT SUPER FOR LIFE	Superannuation contributions	-147.02
DD11346.6	17/05/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-197.37
DD11346.7	17/05/2022	REST SUPERANNUATION	Payroll deductions	-539.46
DD11346.8	17/05/2022	PRIME SUPER	Superannuation contributions	-1016.15
DD11346.9	17/05/2022	AUSTRALIAN SUPER	Superannuation contributions	-943.24
DD11366.1	31/05/2022	AWARE SUPER ACCUMULATION	Payroll deductions	-9348.48
DD11366.2	31/05/2022	CBUS SUPER	Payroll deductions	-492.31
DD11366.3	31/05/2022	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	-159.00
DD11366.4	31/05/2022	AIA AUSTRALIA PTY LTD	Payroll deductions	-543.98
DD11366.5	31/05/2022	BT SUPER FOR LIFE	Superannuation contributions	-149.25
DD11366.6	31/05/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-197.37
DD11366.7	31/05/2022	REST SUPERANNUATION	Payroll deductions	-539.46
DD11366.8	31/05/2022	PRIME SUPER	Superannuation contributions	-959.04
DD11366.9	31/05/2022	AUSTRALIAN SUPER	Superannuation contributions	-931.43
DD11323.10	03/05/2022	CBUS SUPER	Superannuation contributions	-492.31
DD11323.11	03/05/2022	AMP SUPERANNUATION LTD.	Superannuation contributions	-278.66
DD11323.12	03/05/2022	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-59.41
DD11346.10	17/05/2022	HESTA SUPER FUND	Superannuation contributions	-403.95
DD11346.11	17/05/2022	AMP SUPERANNUATION LTD.	Superannuation contributions	-278.32
DD11346.12	17/05/2022	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-65.44
DD11346.13	17/05/2022	ING SUPERANNUATION	Superannuation contributions	-69.18
DD11366.10	31/05/2022	HESTA SUPER FUND	Superannuation contributions	-404.12
DD11366.11	31/05/2022	AMP SUPERANNUATION LTD.	Superannuation contributions	-279.88
DD11366.12	31/05/2022	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-61.42
DD11366.13	31/05/2022	ING SUPERANNUATION	Superannuation contributions	-34.28
Municipal Bank				\$ 1,152,508.31
Trust Bank				\$ -
Total				\$ 1,152,508.31
Recoverable				\$ 8,681.74
Partially Recoverable				\$ 3,275.81

## 9.2.2 FINANCIAL REPORTS FOR MAY 2022

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	16 June 2022
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Alan Hart - Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.2 Financial Reports

### PURPOSE OF REPORT:

That the following statements and reports for the month ended May 2022 be received.

### BACKGROUND:

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

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

### Financial Activity Statement Report

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

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

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

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



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

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

Each financial year a local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

**COMMENT:**

Refer to attachment.

**POLICY REQUIREMENTS:**

Council Policy 4.8 - Monthly Financial Reporting Requirements.

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

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

## OFFICER RECOMMENDATION:

That the following Statements and Reports for the month ended May 2022 be received:

- Monthly Statements as follows: -

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

**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 MAY 2022**

	Approved Budget 2021- 2022	Current Budget 2021-2022	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
<b>INCOME</b>							
Rates	(3,061,114)	(3,067,614)	(3,067,614)	(3,047,694)		0.6%	✓
Grants Operating, Subsidies & Contributions	(1,513,732)	(1,513,732)	(865,802)	(3,421,547)		(295.2%)	×
Non Operating Grants, Subsidies & Contributions	(4,576,404)	(4,394,818)	(2,751,641)	(1,517,924)		44.8%	×
Fees & Charges & Service Charges	(621,697)	(604,197)	(523,212)	(644,202)		(23.1%)	×
Other Revenue	(125,821)	(125,821)	(111,224)	(148,827)		(33.8%)	×
Interest	(49,416)	(42,916)	(31,970)	(30,635)		4.2%	✓
Profit on sale of Assets	(10,390)	(10,390)	(5,000)	(10,851)		(117.0%)	×
<b>a: TOTAL INCOME</b>	<b>(9,958,574)</b>	<b>(9,759,488)</b>	<b>(7,356,463)</b>	<b>(8,821,681)</b>			
<b>OPERATING EXPENSES</b>							
Employee Costs	2,361,003	2,363,398	2,099,439	1,925,572		8.3%	✓
Materials & Contracts	1,126,985	1,221,090	1,076,248	1,119,736		(4.0%)	✓
Utilities (Gas, Electricity) etc.	384,816	384,816	360,052	361,467		(0.4%)	✓
Interest	47,668	47,668	42,526	33,384	11	21.5%	×
Insurance	279,860	257,860	257,563	264,016		(2.5%)	✓
Other General	344,763	294,763	240,297	247,346		(2.9%)	✓
Loss on Asset Disposals	151,192	151,192	151,192	43,130		71.5%	×
Depreciation	2,520,170	2,520,170	2,352,198	2,392,860		(1.7%)	✓
<b>b: TOTAL OPERATING EXPENSES</b>	<b>7,216,457</b>	<b>7,240,957</b>	<b>6,579,515</b>	<b>6,387,512</b>			
<b>c: NET OPERATING (SURPLUS) / DEFICIT</b>	<b>(2,742,117)</b>	<b>(2,518,531)</b>	<b>(776,948)</b>	<b>(2,434,169)</b>			
<b>CAPITAL EXPENSES</b>							
Land & Buildings	1,686,931	1,686,931	456,308	117,963		74.1%	×
Furniture & Equipment	235,000	246,300	67,800	37,664		44.4%	×
Motor Vehicles	110,000	110,000	110,000	107,918		1.9%	✓
Plant	751,000	845,600	675,126	719,498		(6.6%)	✓
Infrastructure Other	418,139	418,139	246,739	201,142		18.5%	×
Infrastructure Roads	3,999,805	3,703,219	3,079,558	2,774,659		9.9%	✓
<b>d: TOTAL CAPITAL</b>	<b>7,200,875</b>	<b>7,010,189</b>	<b>4,635,531</b>	<b>3,958,845</b>			
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>4,458,759</b>	<b>4,491,659</b>	<b>3,858,584</b>	<b>1,524,676</b>			
<b>ADJUST - NON CASH ITEMS</b>							
Depreciation	(2,520,170)	(2,520,170)	(2,352,198)	(2,392,860)			
Accruals and Adjustments				-			
Profit on sale of assets	10,390	10,390	5,000	10,851	6		
Loss on sale of assets	(151,192)	(151,192)	(151,192)	(43,130)	6		
Sale of Minor Equipment				2,749			
<b>FINANCING ACTIVITIES</b>							
Proceeds from Sale of Assets	(196,000)	(246,000)	(243,913)	(274,010)	6		
Transfer from reserves	(1,302,000)	(1,359,600)	(1,359,600)	-	10		
Transfer to reserves	1,057,000	1,325,572	1,325,572	-	10		
Interest paid to reserves	9,575	9,575	8,690	3,862	10		
Net Movement in LSL Reserve			-	(87)			
LSL Provision in reserves			-	-			
Loan proceeds	-	-	-	-			
Loan principal repayment	119,587	119,587	119,587	98,345	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(35,265)	(35,265)	(35,265)	(35,265)	11		
Less (Surplus)/deficit B/Fwd	(1,450,684)	(1,666,556)	(1,666,556)	(1,666,556)	5		
<b>ADJUSTED CLOSING (SURPLUS) / DEFICIT</b>	<b>(0)</b>	<b>(22,000)</b>	<b>(491,291)</b>	<b>(2,771,425)</b>			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			<b>Key</b> Within budget tolerance of 10%      ✓ Over budget tolerance of 10%      × Under budget tolerance of 10%      ○				

**Shire of Wongan-Ballidu**  
**Variance Report 31 May 2022**

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% as its threshold for line items on the nature and type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.

Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	19,920	Within Threshold	Rates	Within Council variance reporting threshold.
✗	(2,555,745)	Permanent	Grants Operating, Subsidies & Contributions	The Federal Government have Prepaid 75% of the 2022/23 Grants Commission Grants as a COVID-19 measure to ensure that Local Governments maintain a positive cashflow between now and the end of the Financial year. This is a permanent variance and will contribute to a higher end of year surplus.
✗	1,233,717	Timing	Non Operating Grants, Subsidies & Contributions	This is a timing variance only and is not expected to alter the result at the end of the financial year
✗	(120,990)	Permanent	Fees & Charges & Service Charges	Income from Standpipe water charges is significantly higher than estimated in the Budget. This will be a permanent variance
✗	(37,603)	Timing	Other Revenue	This is a timing variance only and is not expected to alter the result at the end of the financial year
✓	1,335	Within Threshold	Interest	Within Council variance reporting threshold.
✗	(5,851)	Permanent	Profit on sale of Assets	The profit on disposal of the Dr Vehicle was higher than expected due to a higher trade in. As this is a non-cash item item, this will not affect the result at the end of the year.
Operating Expenditure				
✓	(173,867)	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✓	43,488	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✓	1,415	Within Threshold	Utilities (Gas, Electricity) etc.	Within Council variance reporting threshold.
✗	(9,142)	Timing	Interest	This is a timing variance only and is not expected to alter the result at the end of the financial year
✓	6,454	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	7,049	Within Threshold	Other General	Within Council variance reporting threshold.
✗	(108,062)	Timing	Loss on Asset Disposals	This is a timing variance only and is not expected to alter the result at the end of the financial year. As this is a non-cash item, this will not affect the result at the end of the year
✓	40,662	Within Threshold	Depreciation	Within Council variance reporting threshold.
Capital				
✗	(338,345)	Timing	Land & Buildings	This is a timing variance only and is not expected to alter the result at the end of the financial year
✗	(30,136)	Timing	Furniture & Equipment	This is a timing variance only and is not expected to alter the result at the end of the financial year
✓	(2,082)	Within Threshold	Motor Vehicles	Within Council variance reporting threshold.
✓	44,372	Within Threshold	Plant	Within Council variance reporting threshold.
✗	(45,597)	Timing	Infrastructure Other	This is a timing variance only and is not expected to alter the result at the end of the financial year
✓	(304,899)	Within Threshold	Infrastructure Roads	Within Council variance reporting threshold.

**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 MAY 2022**

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
<b>INCOME</b>				
General Purpose Funding	(4,177,066)	(4,177,066)	(3,608,580)	(6,136,659)
Governance	(35,021)	(35,021)	(34,425)	(34,415)
Law, Order & Public Safety	(55,150)	(55,150)	(45,052)	(47,492)
Health	(84,490)	(34,490)	(10,274)	(45,125)
Education & Welfare	(11,120)	(11,120)	(1,500)	(7,036)
Housing	(64,500)	(64,500)	(60,269)	(61,139)
Community Amenities	(216,014)	(236,014)	(210,589)	(228,576)
Recreation & Culture	(1,032,000)	(1,032,000)	(423,328)	(41,384)
Transport	(3,862,169)	(3,680,583)	(2,576,906)	(1,732,089)
Economic Services	(59,800)	(67,300)	(54,957)	(131,124)
Other Property & Services	(361,244)	(366,244)	(330,583)	(356,643)
<b>a: TOTAL INCOME</b>	<b>(9,958,574)</b>	<b>(9,759,488)</b>	<b>(7,356,463)</b>	<b>(8,821,681)</b>
<b>OPERATING EXPENSES</b>				
General Purpose Funding	105,726	105,726	85,785	80,044
Governance	550,799	544,799	501,264	443,225
Law, Order & Public Safety	165,592	165,592	147,697	134,089
Health	407,106	392,106	346,496	334,457
Education & Welfare	221,573	171,573	152,219	128,577
Housing	172,364	172,364	144,423	142,547
Community Amenities	530,375	530,375	490,116	457,613
Recreation & Culture	1,689,422	1,677,122	1,476,167	1,423,348
Transport	2,900,038	2,875,038	2,684,335	2,512,626
Economic Services	189,073	189,073	174,820	220,358
Other Property & Services	284,390	417,190	376,193	510,627
<b>b: TOTAL OPERATING EXPENSES</b>	<b>7,216,457</b>	<b>7,240,957</b>	<b>6,579,515</b>	<b>6,387,512</b>
<b>c: NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(2,742,117)</b>	<b>(2,518,531)</b>	<b>(776,948)</b>	<b>(2,434,169)</b>
<b>CAPITAL EXPENSES</b>				
General Purpose Funding	-	-	-	-
Governance	245,000	245,000	65,663	26,441
Law, Order & Public Safety	-	11,300	11,300	11,223
Health	81,101	81,101	71,088	71,797
Education & Welfare	-	-	-	-
Housing	47,805	47,805	26,726	29,835
Community Amenities	323,431	323,431	248,662	6,304
Recreation & Culture	1,022,758	1,029,758	80,198	52,304
Transport	5,220,865	5,011,879	4,112,281	3,741,559
Economic Services	59,915	59,915	19,613	19,382
Other Property & Services	200,000	200,000	-	-
<b>d: TOTAL CAPITAL EXPENSES</b>	<b>7,200,875</b>	<b>7,010,189</b>	<b>4,635,531</b>	<b>3,958,845</b>
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>4,458,759</b>	<b>4,491,659</b>	<b>3,858,584</b>	<b>1,524,676</b>

SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 31 MAY 2022			
NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2020-2021	Original Budget	2021-2022
SURPLUS / (DEFICIT)	1,666,556	48	2,771,425
<b>COMPRISES</b>			
Cash (including reserves)	4,251,107	1,425,747	6,111,210
Current rates	170,583	144,760	133,331
Sundry debtors	168,255	44,564	114,870
Tax receivables	28,294	23,264	102,435
Other debtors	11,882	22,723	9,314
A: SSL debtors (are excluded see D: adj)	35,265	39,089	-
Inventories	31,343	10,541	4,857
<b>Less:</b>			
Reserves	(1,911,869)	(1,396,857)	(1,915,731)
Sundry creditors\Prepaid Income	(669,264)	(29,564)	(1,394,341)
Accrued interest	(4,872)	-	(0)
ESL Levy Owed	(5,395)	-	(7,118)
PAYG/GST Due To ATO	(21,969)	-	(75,846)
B: Other - (are excluded see D: adj)		(5,000)	
LSL Cash backed Reserve	41,735	41,944	41,825
Tax liabilities	(16,602)		20,817
Other - Trust	88		(72)
C: Loan liability (are excluded see D: adj)	(124,515)	(125,470)	(26,171)
Current employee benefits provisions	(406,760)	(287,074)	(374,125)
D: Adjustments (see above A to C)	89,251	91,381	26,171
Surplus / (Deficit) Variance	1,666,556	48	2,771,425
<b>NOTE 1B: CLOSING FUNDS alternate format to Note 1 above</b>	<b>2020-2021</b>	<b>Original Budget</b>	<b>2021-2022</b>
<b>Current assets</b>			
Cash & cash equivalents	4,251,107	1,425,747	6,111,210
Sundry debtors	414,280	274,400	359,949
Inventories	31,343	10,541	4,857
<b>Total current assets</b>	<b>4,696,729</b>	<b>1,710,688</b>	<b>6,476,016</b>
<b>Current liabilities</b>			
Creditors/Accounts Payable/Prepaid Income	(718,103)	(29,564)	(1,456,489)
Current loan liability	(124,515)	(125,470)	(26,171)
Provisions	(406,760)	(287,074)	(374,125)
<b>Total current liability</b>	<b>(1,249,378)</b>	<b>(442,108)</b>	<b>(1,856,785)</b>
<b>Net current assets</b>	<b>3,447,351</b>	<b>1,268,580</b>	<b>4,619,231</b>
Less: restricted reserves	(1,911,869)	(1,396,857)	(1,915,731)
Less: SSL principal repayments	(35,265)	(39,089)	-
Add back: Current loan liability	124,515	125,470	26,171
Add back: LSL Cash backed Reserve	41,735	41,944	41,825
Add back: Movement in provisions between current and non-current			
Other - Trust	88	-	(72)
Surplus / (Deficit) Variance	1,666,556	48	2,771,425

SHIRE OF WONGAN-BALLIDU RATE SETTING STATEMENT AS AT 31 MAY 2022			
	2020-2021 Approved Budget	2020-2021 Current Budget	2020-2021 Year-to-Date Actual
<b><u>OPERATING INCOME</u></b>			
General Purpose Funding	(1,115,952)	(1,109,452)	(3,088,965)
Governance	(35,021)	(35,021)	(34,415)
Law, Order & Public Safety	(55,150)	(55,150)	(47,492)
Health	(84,490)	(34,490)	(45,125)
Education & Welfare	(11,120)	(11,120)	(7,036)
Housing	(64,500)	(64,500)	(61,139)
Community Amenities	(216,014)	(236,014)	(228,576)
Recreation & Culture	(1,032,000)	(1,032,000)	(41,384)
Transport	(3,862,169)	(3,680,583)	(1,732,089)
Economic Services	(59,800)	(67,300)	(131,124)
Other Property & Services	(361,244)	(366,244)	(356,643)
<b>A</b>	<b>(6,897,460)</b>	<b>(6,691,874)</b>	<b>(5,773,987)</b>
<b><u>OPERATING EXPENSES</u></b>			
General Purpose Funding	105,726	105,726	80,044
Governance	550,799	544,799	443,225
Law, Order & Public Safety	165,592	165,592	134,089
Health	407,106	392,106	334,457
Education & Welfare	221,573	171,573	128,577
Housing	172,364	172,364	142,547
Community Amenities	530,375	530,375	457,613
Recreation & Culture	1,689,422	1,677,122	1,423,348
Transport	2,900,038	2,875,038	2,512,626
Economic Services	189,073	189,073	220,358
Other Property & Services	284,390	417,190	510,627
<b>B</b>	<b>7,216,457</b>	<b>7,240,957</b>	<b>6,387,512</b>
<b>C= A and B</b>	<b>318,997</b>	<b>549,083</b>	<b>613,525</b>
<b><u>ADJUST FOR CASH BUDGET REQUIREMENTS</u></b>			
<b><u>Non-Cash Expenditure and Income</u></b>			
Depreciation on Assets	(2,520,170)	(2,520,170)	(2,392,860)
Accruals and Adjustments	-	-	-
Sale of Minor Equipment	-	-	2,749
Profit/(Loss) on Asset Sales	(140,802)	(140,802)	(32,279)
<b><u>Capital Expenditure &amp; Income</u></b>			
Purchase of land & buildings	1,686,931	1,686,931	117,963
Purchase of furniture & equipment	235,000	246,300	37,664
Purchase of motor vehicles	110,000	110,000	107,918
Purchase of plant & machinery	751,000	845,600	719,498
Purchase of other infrastructure	418,139	418,139	201,142
Purchase of roads infrastructure	3,999,805	3,703,219	2,774,659
Proceeds from sale of assets	(196,000)	(246,000)	(274,010)
<b><u>Financing Activities</u></b>			
Repayment of Loan Principal	119,587	119,587	98,345
Loan proceeds / refinancing CL to NCL adj	-	-	-
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(35,265)	(35,265)	(35,265)
<b><u>Reserve Movements</u></b>			
Transfers to Reserves	1,057,000	1,325,572	-
Interest paid to Reserves	9,575	9,575	3,862
Transfer from Reserves	(1,302,000)	(1,359,600)	-
Net Movement in LSL Reserve	-	-	(87)
LSL Provision in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(1,450,684)	(1,666,556)	(1,666,556)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(2,771,425)
<b>AMOUNT REQUIRED TO BE RAISED FROM RATES</b>	<b>3,061,114</b>	<b>3,045,614</b>	<b>3,047,694</b>
<b>TOTAL RATES RAISED</b>	<b>3,061,114</b>	<b>3,067,614</b>	<b>3,047,694</b>
(Surplus) / Deficit Variance	-	(22,000)	0

**SHIRE OF WONGAN-BALLIDU**  
**ANALYSIS OF DISPOSED ASSETS AS AT 31 MAY 2022**

Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
<b>By Class</b>						
<b>Motor Vehicles</b>						
Subaru Outback	19,610	25,000	(5,390)	16,989	26,500	(9,511)
Mazda CX9	34,589	31,000	3,589	31,387	32,727	(1,340)
<b>Plant &amp; Equipment</b>						
JCB Backhoe	123,630	45,000	78,630	115,296	94,556	20,740
Komatsu Grader	158,973	90,000	68,973	139,867	117,477	22,389
Dual Pig Trailer (Howard Porter)	-	5,000	(5,000)	-	-	-
Trailers x 3	-	-	-	-	2,079	2,079
Tow Behind Roller	-	-	-	-	670	670
	-	-	-	-	-	-
<b>TOTAL</b>	<b>336,802</b>	<b>196,000</b>	<b>140,802</b>	<b>303,539</b>	<b>274,010</b>	<b>35,027</b>
<b>By Program</b>						
<b>Governance</b>						
Subaru Outback	19,610	25,000	(5,390)	16,989	26,500	(9,511)
<b>Transport</b>						
Mazda CX9	34,589	31,000	3,589	31,387	32,727	(1,340)
	-	-	-	-	-	-
<b>Other Property &amp; Services</b>						
JCB Backhoe	123,630	45,000	78,630	115,296	94,556	20,740
Komatsu Grader	158,973	90,000	68,973	139,867	117,477	22,389
Dual Pig Trailer (Howard Porter)	-	5,000	(5,000)	-	-	-
	-	-	-	-	-	-
<b>TOTAL</b>	<b>336,802</b>	<b>196,000</b>	<b>140,802</b>	<b>303,539</b>	<b>271,261</b>	<b>32,278</b>
<b>Motor Vehicle and Plant &amp; Equipment Change Over</b>						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
<b>Motor Vehicles</b>						
Subaru Outback	66,000	25,000	41,000	65,835	26,500	39,335
Mazda CX9	44,000	31,000	13,000	42,083	32,727	9,356
	-	-	-	-	-	-
<b>Sub-total</b>	<b>110,000</b>	<b>56,000</b>	<b>54,000</b>	<b>107,918</b>	<b>59,227</b>	<b>48,691</b>
<b>Plant &amp; Equipment</b>						
JCB Backhoe	297,600	45,000	252,600	249,800	94,556	155,244
Komatsu Grader	390,000	90,000	300,000	405,450	117,477	287,973
Dual Pig Trailer (Howard Porter) TK34	50,000	5,000	45,000	50,981	-	-
Skidmount	55,000	-	55,000	-	-	-
Gang Mower	7,000	-	7,000	6,964	-	-
Generator for Tip	6,000	-	6,000	6,304	-	-
Various Trailer Replacements	40,000	-	40,000	-	-	-
Sale of Minor Equipment	-	-	-	-	2,749	2,749
<b>Sub-total</b>	<b>845,600</b>	<b>140,000</b>	<b>705,600</b>	<b>719,498</b>	<b>214,782</b>	<b>443,217</b>
	<b>955,600</b>	<b>196,000</b>	<b>759,600</b>	<b>827,416</b>	<b>274,010</b>	<b>491,907</b>



**SHIRE OF WONGAN - BALLIDU**  
**REPORT ON BORROWINGS AS AT 31 MAY 2022**

**Existing Loans** \* Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in May 22	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2021	Refinancing	Principal Repayments YTD	Loan Balance @ 31 May 22
147	Aged Persons	Ninan House*	Jul-2022		100,000	-	-	-	15,158	-	(9,934)	5,227
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(8,741)	243,798	-	(17,408)	226,390
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	(26,319)	1,876,706	-	(63,080)	1,813,626
153	Wongan Hills Community Store	Wongan Hills Community Store	Jul-2025		40,000	-	-	(30)	36,058	-	(7,922)	28,136
<b>TOTAL EXISTING LOANS</b>				-	<b>2,440,000</b>	-	-	<b>(35,090)</b>	<b>2,171,720</b>	-	<b>(98,345)</b>	<b>2,073,378</b>

Shire Loan Summary  
Self Supporting Loan Summary

-	2,000,000	-	-	(26,319)	1,876,706	-	(63,080)	1,813,626
-	440,000	-	-	(8,771)	295,014	-	(35,265)	259,752

Current loan liability  
Non current liability  
**Total Loan Liability**

Loan Balance @ 31 May 22	SSL	Shire	Total
(21,241)	1	(21,242)	(21,241)
(2,052,137)	(259,751)	(1,792,386)	(2,052,137)
<b>(2,073,378)</b>	<b>(259,750)</b>	<b>(1,813,628)</b>	<b>(2,073,378)</b>

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 MAY 2022															
ADOPTED FULL YEAR'S BUDGET								CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 MAY 2022			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(37,344)	(37,344)	(187)	-	-	(37,531)	(187)	-	-	(37,531)	(77)	-	-	(37,421)
Depot Improvement Reserve	01940	(10,546)	(10,546)	(53)	-	-	(10,599)	(53)	-	-	(10,599)	(22)	-	-	(10,568)
Historical Publications Reserve	01965	(7,108)	(7,108)	(36)	-	-	(7,144)	(36)	-	-	(7,144)	(15)	-	-	(7,123)
Housing Reserve	01955	(117,862)	(117,862)	(591)	200,000	(245,000)	(163,453)	(591)	200,000	(245,000)	(163,453)	(244)	-	-	(118,106)
LSL Reserve	01935	(41,735)	(41,735)	(209)	-	-	(41,944)	(209)	-	-	(41,944)	(87)	-	-	(41,822)
Special Projects Reserve	01975	(360,900)	(360,900)	(1,809)	30,000	-	(332,709)	(1,809)	70,000	-	(292,709)	(749)	-	-	(361,649)
Patterson Street JV Housing Reserve	01988	(49,232)	(49,232)	(247)	-	(5,000)	(54,479)	(247)	-	(5,000)	(54,479)	(102)	-	-	(49,334)
Plant Reserve	01945	(594,288)	(594,288)	(2,978)	641,000	(740,000)	(696,266)	(2,978)	658,600	(740,000)	(678,666)	(1,233)	-	-	(595,521)
Quinlan Street JV Housing Reserve	01987	(49,788)	(49,788)	(250)	-	(5,000)	(55,038)	(250)	-	(5,000)	(55,038)	(103)	-	-	(49,891)
Stickland JV Housing Reserve	01986	(53,446)	(53,446)	(268)	-	(5,000)	(58,714)	(268)	-	(5,000)	(58,714)	(111)	-	-	(53,557)
Swimming Pool Reserve	01970	(63,993)	(63,993)	(321)	49,000	-	(15,314)	(321)	49,000	-	(15,314)	(133)	-	-	(64,126)
Waste Management Reserve	01920	(50,239)	(50,239)	(252)	-	(5,000)	(55,491)	(252)	-	(5,000)	(55,491)	(104)	-	-	(50,343)
Sporting Co-Location Reserve	01990	(425,241)	(425,241)	(2,126)	331,750	-	(95,617)	(2,126)	331,750	(218,572)	(314,189)	(882)	-	-	(426,123)
Doctors Subsidy Reserve	01991	(50,000)	(50,000)	(250)	50,250	-	-	(250)	50,250	-	-	-	-	-	(50,000)
IT Replacement Reserve	01992	-	-	-	-	(52,000)	(52,000)	-	-	(102,000)	(102,000)	-	-	-	-
<b>TOTALS</b>		<b>(1,911,722)</b>	<b>(1,911,722)</b>	<b>(9,575)</b>	<b>1,302,000</b>	<b>(1,057,000)</b>	<b>(1,676,297)</b>	<b>(9,575)</b>	<b>1,359,600</b>	<b>(1,325,572)</b>	<b>(1,887,269)</b>	<b>(3,862)</b>	-	-	<b>(1,915,584)</b>

**SHIRE OF WONGAN-BALLIDU**  
**BANK RECONCILIATIONS FOR 31 MAY 2022**

	Total	Municipal (01106+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
<b>Opening Balance</b>	5,996,924.20	4,029,176.71	51,659.95	1,915,237.54	850.00
<b>Add:</b> Receipts	1,318,861.63	1,318,368.40		493.23	
Adjustment	-				
Transfers In/(Out)	-				
Transfers In/(Out)	-				
	-				
<b>Less:</b> Payments - EFT & Cheques	(1,152,508.31)	(1,152,508.31)			
Payments - Bank Fees	(408.08)	(408.08)			
Adjustments & Transfers	0.03			0.03	
	-				
<b>Balance as per General Ledger</b>	<b>6,162,869.47</b>	<b>4,194,628.72</b>	<b>51,659.95</b>	<b>1,915,730.80</b>	<b>850.00</b>
<b>Balance as per Bank Statements</b>	410,440.37	358,780.42	51,659.95		
<b>Balance as per Bank Deposit Certificates</b>	1,915,730.77	-		1,915,730.77	
<b>Balance as per Holder Certificates</b>	3,831,436.76	3,830,586.76			850.00
<b>Add:</b> Outstanding Deposits	5,261.53	5,261.53			
Adjustments - Unallocated deposits	-	-			
	-				
<b>Less:</b> Unpresented Payments	-				
	-				
Adjustments & Transfers	0.04	0.01		0.03	
Rounding	-				
<b>Balance as per Cash Book</b>	<b>6,162,869.47</b>	<b>4,194,628.72</b>	<b>51,659.95</b>	<b>1,915,730.80</b>	<b>850.00</b>

SHIRE OF WONGAN - BALLIDU  
INVESTMENT REPORT FOR 31 MAY 2022

**MUNICIPAL INVESTMENTS**

**Matured Municipal Investments**

Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
4705-91546	ANZ Online Saver Account			7/11/2018	15/12/2021		\$ 879,888.79	\$ (880,239.98)	\$ 351.19	\$ 0.00	\$ 351.19
<b>Total of matured municipal investments</b>							<b>\$ 879,888.79</b>	<b>\$ (880,239.98)</b>	<b>\$ 351.19</b>	<b>\$ 0.00</b>	<b>\$ 351.19</b>

**Current Municipal Investments**

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160485	Westpac Online Saver Account		6/10/2021				\$ 3,000,000.00	\$ 830,239.98	\$ 346.78	\$ 3,830,586.76	\$ 346.78
<b>Total of current municipal investments</b>							<b>\$ 3,000,000.00</b>	<b>\$ 830,239.98</b>	<b>\$ 346.78</b>	<b>\$ 3,830,586.76</b>	<b>\$ 346.78</b>

**RESERVE INVESTMENTS**

**Matured Reserve Investments**

Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9788-42609	Term Deposit		5/08/2021	5/09/2021	30	0.10%	\$ 560,961.98	\$ (561,054.19)	\$ 92.21	\$ 0.00	\$ 92.21
9202-06415	Term Deposit		31/07/2021	31/08/2021	30	0.10%	\$ 502,200.37	\$ (502,286.36)	\$ 85.99	\$ 0.00	\$ 85.99
9789-82644	Term Deposit		3/04/2021	3/10/2021	183	0.10%	\$ 88,091.68	\$ (88,135.84)	\$ 44.16	\$ (0.00)	\$ 44.16
2527-63397	ANZ Reserve Saver						\$ 760,614.93	\$ (762,606.21)	\$ 1,991.28	\$ (0.00)	\$ 1,991.28
<b>Total of matured reserve investments</b>							<b>\$ 1,911,868.96</b>	<b>\$ (1,914,082.60)</b>	<b>\$ 2,213.64</b>	<b>\$ 0.00</b>	<b>\$ 2,213.64</b>

**Current Reserve Investments**

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160629	Westpac Reserve Saver						\$ 500,000.00	\$ 1,413,987.77	\$ 1,743.00	\$ 1,915,730.77	\$ 1,743.00
<b>Total of reserve investments and cash</b>							<b>\$ 500,000.00</b>	<b>\$ 1,413,987.77</b>	<b>\$ 1,743.00</b>	<b>\$ 1,915,730.77</b>	<b>\$ 1,743.00</b>

<b>Total of matured municipal and reserve investment</b>							<b>\$ 2,791,757.75</b>	<b>\$ (2,794,322.58)</b>	<b>\$ 2,564.83</b>	<b>\$ 0.00</b>	<b>\$ 2,564.83</b>
<b>Total of current municipal and reserve investment and cash</b>							<b>\$ 3,500,000.00</b>	<b>\$ 2,244,227.75</b>	<b>\$ 2,089.78</b>	<b>\$ 5,746,317.53</b>	<b>\$ 2,089.78</b>

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 31 MAY 2022				
		Rates and Charges Raised for 2021/2022	\$ 3,334,751.95	Rates and service charges - raised 30.7.21
<b>Rates and Charges Outstanding Breakdown</b>				
Total Amount Outstanding		31.5.22	\$ 140,522.80	4%
Outstanding same time last year		31.5.21	\$ 191,055.33	6%
SUNDRY DEBTORS OUTSTANDING 31 MAY 2022				
<b>Debtors Ageing Summary</b>				
Current			\$ 35,060.54	
30 Days			\$ 8,458.50	
60 Days			\$ 1,334.00	
90 Days & Over			\$ 75,454.27	
Credit Balance			\$ (5,437.52)	
<b>Total Outstanding</b>			<b>\$ 114,869.79</b>	
<b>Accounts 90 Days &amp; Over:</b>				
<b>Date</b>	<b>Dr No.</b>	<b>Comments</b>	<b>Amount</b>	
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation
30/06/2021	1382	Refund	\$ 72,290.40	Copy sent - Refer ST
22/09/2021	1478	Food Licence	\$ 120.00	Letter sent - MW following up
11/11/2021	298	Water Charges	\$ 686.45	
14/02/2022	1519	Private Works	\$ 721.15	Being paid in instalments - original invocie \$2021.15
18/02/2022	1367	Private Works	\$ 308.00	Copy sent. Follow up phone call.
<b>Total</b>			<b>\$ 75,454.25</b>	

### 9.3 WORKS AND SERVICES

Nil

## 9.4 HEALTH, BUILDING AND PLANNING

### 9.4.1 PROPOSED MANAGEMENT ORDER OVER RESERVE 21814, LOTS 45 AND 46 ON DP41061 AND LOTS 48, 49 AND 50 ON DP157542, CORNER NORTHAM-PITHARA ROAD AND KONDOT WEST ROAD, KONDOT.

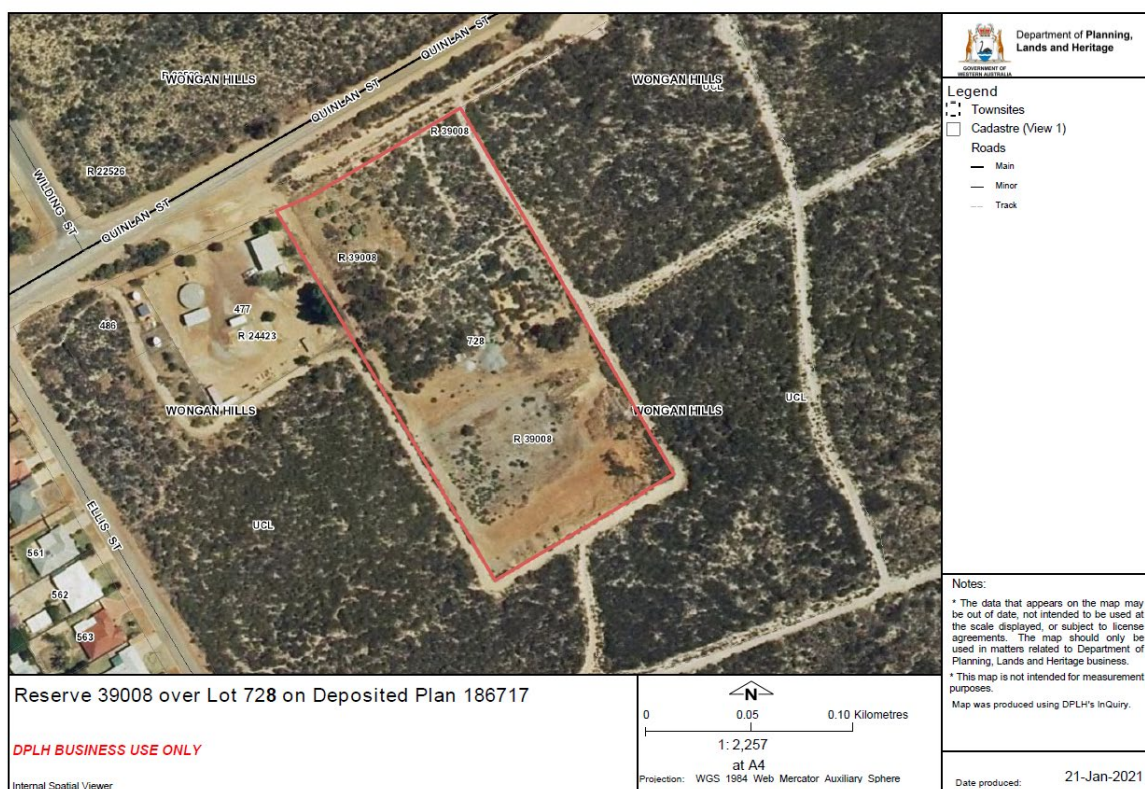
<b>FILE REFERENCE:</b>	A266
<b>REPORT DATE:</b>	14 June 2022
<b>APPLICANT/PROPONENT:</b>	Shire of Wongan-Ballidu
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager Regulatory Services
<b>ATTACHMENTS:</b>	Nil

#### PURPOSE OF REPORT:

That Council agree to the Chief Executive Officer obtaining a Management Order over Reserve 21814, Lots 45 and 46 on DP41061 and Lots 48, 49 and 50 on DP157542, Corner Northam-Pithara Road and Kondut West Roads, Kondut from Department of Planning, Lands and Heritage (DPLH).

#### BACKGROUND:

Lots 45 and 46 on DP41061 and Lots 48, 49 and 50 on DP157542, Corner Northam-Pithara Road and Kondut West Roads, Kondut is currently under the control of DPLH. This is an unmanaged reserve and is being used by Kondut Greater Sports Council for cropping.



Map provided by DPLH

## **COMMENT:**

The Shire has been contacted by DPLH to comment on the renewal of a lease for the Kondut Greater Sports Council for a new 'cropping and grazing' lease over unmanaged reserve 21814, Lots 45 and 46 on DP41061 and Lots 48, 49 and 50 on DP157542, Corner Northam-Pithara Road and Kondut West Roads, Kondut.

We have responded to the request advising that the Shire has no objection to the renewal of the lease to the Kondut Greater Sports Council.

The property is on the corner of Northam-Pithara Road and Kondut West Road north of Kondut town. Any future leases would be directed to the Shire rather than DPLH which would remove the need for comment and therefore it will be advantageous for Council to hold the management order over this property.

The aerial view of the reserve indicates a potential gravel source. Consideration could be given for Environmental and Conservation in the future.

It is therefore recommended that the Shire apply to take the Management Order for Lots 45 and 46 on DP41061 and Lots 48, 49 and 50 on DP157542, Corner Northam-Pithara Road and Kondut West Roads, Kondut.

## **POLICY REQUIREMENTS:**

There are no known Policy requirements associated with this item.

## **LEGISLATIVE REQUIREMENTS:**

Land Administration Act 1997

## **STRATEGIC IMPLICATIONS:**

There are no known Strategic implications associated with this item.

## **SUSTAINABILITY IMPLICATIONS:**

### ➤ **Environment**

There are no known environmental implications associated with this proposal.

### ➤ **Economic**

There are no known economic implications associated with this proposal.

### ➤ **Social**

There are no known social value implications associated with this proposal.



**FINANCIAL IMPLICATIONS:**

There are costs associated with holding the Management Order, however these costs are minimal.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

That Council APPROVE the request for the Shire of Wongan-Ballidu to obtain a Management Order from Department of Planning, Lands and Heritage for Reserve 21814, Lots 45 and 46 on DP41061 and Lots 48, 49 and 50 on DP157542, Corner Northam-Pithara Road and Kondut West Roads, Kondut.

#### 9.4.2 APPLICATION TO AMEND DEVELOPMENT APPROVAL FOR PROPOSED UPGRADES & ADDITIONS TO COOPERATIVE BULK HANDLING LIMITED'S EXISTING GRAIN HANDLING & STORAGE FACILITY IN CADOUX

<b>FILE REFERENCE:</b>	A1600/P490
<b>REPORT DATE:</b>	15 June 2022
<b>APPLICANT/PROPONENT:</b>	Co-operative Bulk Handling Ltd (CBH)
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	23 September 2020 – Resolution 110920 23 March 2022 – Resolution 100322
<b>AUTHOR:</b>	Mr Joe Douglas
<b>ATTACHMENTS:</b>	Attachment 1 – Cover Letter (Application to Amend Development Approval) Attachment 2 – Revised Stormwater Management Plan Attachment 3 – Technical Note, revised Traffic Impact Statement, Road Safety Audit Report & Additional Road Upgrade Information dated 25 February 2022.

#### **PURPOSE OF REPORT:**

Consideration and final determination of an application from Cooperative Bulk Handling Limited to amend Conditions 2 and 6 of the development approval granted by Council on 23 March 2022 for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 2 on Deposited Plan 65578 Cochrane Road, Cadoux, including the construction of new stormwater drainage infrastructure on the adjoining Lot 9001 on Deposited Plan 65578 immediately west (see Attachment 1).

#### **BACKGROUND:**

At its Ordinary Meeting on 23 March 2022 Council granted conditional approval to a development application submitted by Cooperative Bulk Handling Limited (CBH) for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 2 on Deposited Plan 65578 Cochrane Road, Cadoux including:

- i) Construction of a new compacted, concrete stabilised hardstand area in the land's northern half, including all associated vegetation clearing works and bulk earthworks;
- ii) Installation of two (2) new 1.8 metre high, 300 metre long and 35 metre wide steel framed grain storage bulkheads on the new hardstand area, each comprising a total storage capacity of 39,300 tonnes (i.e. an additional 78,600 tonnes of on-site grain storage capacity is proposed which represents a 54% increase to the facility's current storage capacity);
- iii) Installation of a new auger pit, air compressor and conveyor loading system immediately adjacent to the new grain storage bulkheads referred to above;
- iv) Construction of new sealed internal access roads in the land's northern half, including drainage culverts where required, to provide a direct connection to the existing grain storage infrastructure in the land's southern half;
- v) Upgrades to an existing drive-over grid road between the two existing grain storage bulkheads in the land's southern half;

- vi) Construction of a new internal bypass road between an existing aboveground weighbridge adjacent to the land's southern boundary and the southern-most grain storage bulkhead;
- vii) Widening of an existing internal access road between the aboveground weighbridge and the land's western boundary for heavy vehicle stacking purposes during deliveries;
- viii) Installation of road markings and furniture associated with all proposed new internal roads;
- ix) Construction of all required stormwater drainage infrastructure, including two new stormwater drainage basins on Lot 2 and one new stormwater drainage basin on Lot 9001 located immediately west pursuant to a construction and access licence agreement with the relevant landowner (i.e. P.V.J. Nominees Pty Ltd); and
- x) Construction of a new transformer pad in the land's south-western corner for electricity supply purposes.

Following further investigation and more detailed planning and design work, CBH has submitted a further application to the Shire pursuant to clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. the Deemed Provisions) requesting approval to amend Conditions 2 and 6 of the development approval granted on 23 March 2022 which read as follows:

#### Condition 2

*The approved development shall be undertaken in accordance with the following information and plans submitted in support of the updated Application for Development Approval dated 10 December 2021 subject to any modifications required as a consequence of any condition/s of this approval or any further approval issued by the local government to amend the original approval:*

- Site Layout - Drawing No.370-ENG-CI-DCO-0026 (Rev. A);
- Stormwater Management Plan – Shawmac Document No.200601 0-REP-003;
- Traffic Impact Statement – Shawmac Document No. 2012020-TIS-002 (Rev. C);
- Road Safety Audit – Shawmac Document Reference: 100621\_01;
- Additional Road Upgrade Information dated 25 February 2022; and
- Ecological Australia Environmental Memorandum dated 28 October 2020.

#### Condition 6

*The applicant shall prepare a deed of agreement with the local government for execution by no later than 30 June 2022 to:*

- i) *address the six (6) findings and associated recommendations in the Road Safety Audit*
- ii) *report, including all works referenced in the 'Additional Road Upgrade Information' dated 25 February 2022 as agreed following further discussion and negotiation; and*
- iii) *provide for the preparation and implementation of an interim Traffic Management Plan prior to commencement of the 2022/23 harvest period which shall include the installation of Variable Message Sign Boards in appropriate locations along Dowerin-Kalannie Road and King Street near the Cochrane Road and King Street intersection in accordance with Main Roads WA standards and procedural requirements for signs of this type with the following messages to be displayed on-screen to alert motorists to the potential safety risks associated with heavy vehicle movements at the Cochrane Road and King Street intersection until the various upgrade works required pursuant to the deed of agreement are completed in their entirety*

**Screen 1:****TRUCKS****ENTERING****Screen 2:****PROCEED  
WITH  
CAUTION**

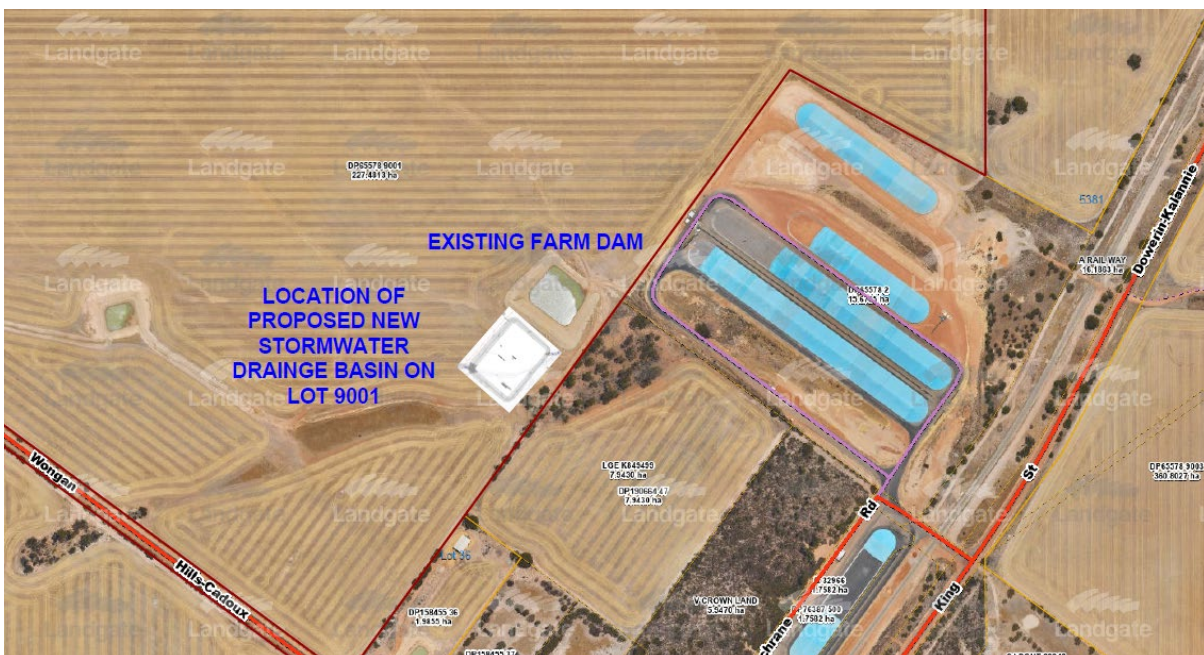
*The deed of agreement required by this condition shall confirm each party's role, responsibilities and obligations and provide for the sharing of all associated costs, including preparation of the deed, on a 50/50 basis,*

**COMMENT**Conditions 2 & 4

CBH has submitted a revised Stormwater Management Plan prepared by Shawmac Consulting Civil and Traffic Engineers (see Attachment 2).

The original Stormwater Management Plan proposed to enlarge an existing farm dam on Lot 9001 with the capacity to store up to 18,700m<sup>3</sup> of stormwater discharged via a culvert and outlet from CBH's facility on Lot 2.

Under the terms of the revised Stormwater Management Plan a new stormwater drainage basin comprising a total storage capacity of 14,984m<sup>3</sup> is proposed to be constructed on the south-western side of the existing farm dam on Lot 9001, including a high level overflow channel linking the two structures.



*Location Plan – Proposed New Stormwater Drainage Basin (Source: Landgate)*

Council should note this revised arrangement will provide for the controlled storage of an additional 3,361m<sup>3</sup> of stormwater from CBH's facility and improve connectivity with another farm dam further down slope to the west on Lot 9001 to assist the management of stormwater flows during extreme rainfall events.

It is significant to also note a revised Construction and Access License between CBH and the owner of Lot 9001 reflecting this new proposal has been prepared and signed by both parties, a copy of which is also provided in Attachment 2.

In order to accommodate CBH's request with respect to the revised Stormwater Management Plan, bullet point 2 of Condition 2 simply needs to be amended so it clearly references this new plan (i.e. 'Stormwater Management Plan – Shawmac Document No.2006010-REP-003 dated 2<sup>nd</sup> May 2022).

Furthermore, Condition 4 of the development approval as it applies to implementation of the revised Stormwater Management Plan needs to be amended to correctly reference Condition 2 of the approval and not Condition 1 which was a minor typographical error in the original approval granted.

Given the benefits arising from the revised Stormwater Management Plan, which is well founded and based on further design and detailed modelling, it is recommended Council support CBH's request in this matter and amend Conditions 2 and 4 accordingly.

#### Condition 6

CBH has submitted a Technical Note and revised Traffic Impact Statement prepared by Shawmac Consulting Civil and Traffic Engineers, including the document entitled 'Additional Road Upgrade Information' dated 25 February 2022 which formed part of the original application and subsequent approval (see Attachment 3).

The Technical Note and revised Traffic Impact Statement, which are based on further detailed on-site investigation and assessment following the issuance of development approval, clearly demonstrate the available Safe Intersection Sight Distances (SISD) and Entering Sight Distances (ESD) at the CBH site exit (i.e. the Cochrane Road & King Street intersection) exceed the minimum requirements prescribed in Austroads Guide to Road Design Part4A and Main Roads WA's RAV Assessment Guidelines, notwithstanding some minor partial visual obstructions due to existing trees and road signage which are pre-existing deficiencies that are unlikely to give rise to any traffic safety issues or concerns.

In light of this additional information, the absence of any crash history within the vicinity of the CBH site exit and confirmation the sight distances available to the north and south of the site exit exceed the minimum prescribed requirements, notwithstanding some minor pre-existing deficiencies, CBH's request with respect to Condition 6 is considered to be well-founded and reasonable. As such, it is recommended Council agree to amend Condition 6 by:

- i) removing the requirement in point i) to address 'Recommendation / Finding 2.3 - Sight Distance - Vegetation' and 'Recommendation / Finding 2.6 - High Speed Approach to Intersection / Speed Limit Change to 70km/h' in the Road Safety Audit (RSA) report, including all associated works referenced in the 'Additional Road Upgrade Information' dated 25 February 2022; and

- ii) removing point ii) as it applies to the preparation and implementation of an interim Traffic Management Plan prior to commencement of the 2022/23 harvest period including the installation of Variable Message Sign Boards in appropriate locations along Dowerin-Kalannie Road and King Street near the Cochrane Road and King Street intersection.

It is recommended Council also:

- a) amend bullet points 3, 4 and 5 of Condition 2 so they clearly reference the revised Traffic Impact Statement as well as the recommendations / findings and associated works referenced in the Road Safety Audit (RSA) report and 'Additional Road Upgrade Information' dated 25 February 2022 that no longer need to be addressed; and
- b) amend Condition 6 by authorising the Shire's Chief Executive Officer to provide an extension to the date for execution of the deed of agreement required by this condition for a period not exceeding 90 days.

## **POLICY REQUIREMENTS**

- State Planning Policy 2 – *Environment and Natural Resources Policy*
- State Planning Policy 2.5 – *Rural Planning*
- State Planning Policy 2.9 – *Water Resources*
- State Planning Policy 4.1 – *State Industrial Buffer*

## **LEGISLATIVE REQUIREMENTS**

- *Planning and Development Act 2005*
  - Section 162 entitled 'No development except with approval';
- *Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015*
  - Clause 60 entitled 'Requirement for development approval';
  - Clause 66 entitled 'Consultation with other authorities';
  - Clause 67 entitled 'Consideration of application by local government';
  - Clause 77 entitled 'Amending or cancelling development approval'.
- *Shire of Wongan-Ballidu Local Planning Scheme No.5*
  - Clause 3.3 entitled 'Interpreting Zoning Table';
  - Clause 4.8 entitled 'Additional Site and Development Requirements';
  - Table 5 – Development Table; and
  - Sub-clause 4.8.7 entitled 'Water provisions and management'.

## **STRATEGIC IMPLICATIONS**

- *Wheatbelt Regional Planning and Infrastructure Framework (WAPC, 2015)* – The proposal is considered to be consistent with the following aims and objectives:
  - Effective infrastructure and service delivery that assists and promotes sustainable growth and caters for the needs of communities;
  - A diversified and adaptive economy that increases its contribution to the Western Australian economy; and



- The management of environmental and landscape values to support the social, cultural and economic development of the region.

- *Midland Centres Economic Development and Implementation Strategy (WDC, 2016)* - The proposal is considered to be consistent with the following key goals:
  - Maintaining and enhancing the natural environment;
  - Diversification and ongoing development of agricultural industry;
  - Encouraging and facilitating existing businesses to grow in a sustainable manner;
  - Improving investment in regional infrastructure to ensure greater prosperity, productivity and growth of the communities;
  - Supporting public-private partnerships and other arrangements to deliver efficient and timely infrastructure projects; and
  - Supporting sustainable building and infrastructure design including ongoing major transport corridor improvements to facilitate greater movement and provide State solutions.
- *Shire of Wongan-Ballidu Local Planning Strategy 2015* - The proposal is considered to be consistent with the following key objectives, strategies and actions:
  - Support the sustainable continuation of primary industry and agricultural activity as the key economic activity in the Shire;
  - Protect the Shires natural resources through the responsible management of the land and addressing issues such as endemic vegetation, salinity and water management;
  - Protect areas of Aboriginal and European heritage;
  - Encourage the development of a transport network that provides efficient and effective access in and around the townsites and adjoining Shires;
  - Encourage implementation of the 2020 road plan and continue to seek funding from appropriate sources; and
  - Acknowledge changing practices for grain handling and work with CBH and other stakeholders to ensure upgrading of road infrastructure as rail infrastructure is removed.
- *Shire of Wongan-Ballidu Strategic Community Plan 2021-2031 & Corporate Business Plan 2016/17 – 2019/20* - The proposal is considered to be consistent with the following goal, strategies and actions:

<b><i>Our Economy – The Shire facilitates and welcomes opportunities for different employment and business needs</i></b>		
<b>Goal</b>	<b>Strategies</b>	<b>Actions</b>
<b>Foster a vibrant and diverse local economy and employment opportunities</b>	<ul style="list-style-type: none"> <li>• Build the readiness of business to services emerging market needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate local business networking and development opportunities/activities</li> </ul>

## **SUSTAINABILITY IMPLICATIONS**

### ➤ **Environment**

The environmental impacts associated with the proposed development will be managed in accordance with all regulatory requirements to ensure they are within acceptable limits.

### ➤ **Economic**

The proposed development could reasonably be expected to make a positive contribution to economic development and growth both locally and at State level through regional employment and procurement opportunities and continued investment in the development and growth of the grain growing industry in Western Australia.

### ➤ **Social**

There are no known social value implications associated with the proposal.

## **FINANCIAL IMPLICATIONS**

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been offset by the development application fee originally paid by the applicant.

All costs associated with the proposed development of Lots 2 and 9001 will be met by CBH in its capacity as the applicant / proponent.

The financial implications of addressing the four (4) remaining findings and associated recommendations in the Road Safety Audit report are yet to be determined in full. Notwithstanding this fact, the various matters required to be addressed will be reduced if Council supports the recommendation contained in this report and are unlikely to require significant expenditure either individually or collectively. Any costs ultimately incurred by the Shire could be offset through ex-gratia payments made by CBH annually in lieu of rates, which will increase as a consequence of the proposed development, as well as road funding assistance from State and Federal government sources.

It is significant to note should CBH be aggrieved by Council's final decision in this matter it has the right to either seek Council's reconsideration of the decision or submit an application to the State Administrative Tribunal requesting a formal review. Should this occur for whatever reason, which is considered highly unlikely if the recommendation is supported, the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$2,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the reconsideration and/or review processes.

## **VOTING REQUIREMENTS**

Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No



## **OFFICER RECOMMENDATION:**

That Council resolve, pursuant to clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to approve the application from Cooperative Bulk Handling Limited to amend the development approval granted by Council on 23 March 2022 for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 2 on Deposited Plan 65578 Cochrane Road, Cadoux, including the construction of new stormwater drainage infrastructure on the adjoining Lot 9001 on Deposited Plan 65578, by modifying Conditions 2, 4 and 6 so they read as follows:

### Condition 2

The approved development shall be undertaken in accordance with the following information and plans submitted in support of the updated Application for Development Approval dated 10 December 2021 subject to any modifications required as a consequence of any condition/s of this approval or any further approval issued by the local government to amend the original approval:

Site Layout - Drawing No.370-ENG-CI-DCO-0026 (Rev. A);

Stormwater Management Plan – Shawmac Document No.2006010-REP-003 dated 2<sup>nd</sup> May 2022;

Traffic Impact Statement – Shawmac Document No. 2012020-TIS-002 (Rev. D) dated 21<sup>st</sup> April 2022;

- Road Safety Audit – Shawmac Document Reference: 100621\_01 excluding 'Recommendation / Finding 2.3 - Sight Distance - Vegetation' and 'Recommendation / Finding 2.6 - High Speed Approach to Intersection / Speed Limit Change to 70km/h';
- Additional Road Upgrade Information dated 25 February 2022 excluding 'Recommendation / Finding 2.3 - Sight Distance - Vegetation' and 'Recommendation / Finding 2.6 - High Speed Approach to Intersection / Speed Limit Change to 70km/h'; and
- Ecological Australia Environmental Memorandum dated 28 October 2020.

### Condition 4

Prior to occupation of the development, all stormwater drainage works must be completed in accordance with the approved Stormwater Management Plan referenced in Condition 2 above and maintained thereafter for the life of the development in accordance with the local government's requirements.

### Condition 6

The applicant shall prepare a deed of agreement with the local government for execution by no later than 30 June 2022, unless otherwise agreed by the local government's Chief Executive Officer for a period not exceeding 90 days, to address findings / recommendations 2.1, 2.2, 2.4 and 2.5 in the Road Safety Audit report, including all associated works referenced in the 'Additional Road Upgrade Information' dated 25 February 2022. The deed of agreement required by this condition shall confirm each party's role, responsibilities and obligations and provide for the sharing of all associated costs, including preparation of the deed, on a 50/50 basis.

### 9.4.3 APPLICATION FOR DEVELOPMENT APPROVAL P519 – PROPOSED NEW WORKSHOP AT LOT 1 WONGAN ROAD, WONGAN HILLS

<b>FILE REFERENCE:</b>	A625/P519
<b>REPORT DATE:</b>	15 June 2022
<b>APPLICANT/PROPONENT:</b>	Auspan Group on behalf of AFGRI Equipment Australia
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

#### **PURPOSE OF REPORT:**

Consideration and final determination of an Application for Development Approval for the construction and use of a new workshop to replace the current workshop, staff parking and storage in an existing outbuilding to the north end of the property at Lot 1 Wongan Road, Wongan Hills.

#### **BACKGROUND:**

The applicant is seeking Council's development approval for the demolition of an existing workshop building located at the rear of the existing AFGRI Equipment office.

The demolished workshop will be replaced with a new light vehicle (LV) Workshop measuring 30 metres x 20.3 metres with a heavy vehicle (HV) workshop measuring 32.6 metres x 24.3 metres. The LV and HV workshops will be surrounded by an apron measuring 8 metres x 37.7 metres to the south and 17.4 metres x 30 metres to the west.

Initial information from the applicant is that the existing open front storage shed is repurposed for permanent undercover parking for employees. After a meeting with the Branch Manager the main purpose will be for staff parking with three bays for machine storage if needed, this was confirmed in writing.

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



*Synergy 15/06/2022*

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

The proposed buildings are not located within a designated bushfire prone area.



#### COMMENT:

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

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

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

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

- Warehouse/Storage
- Motor vehicle repair
- Industry

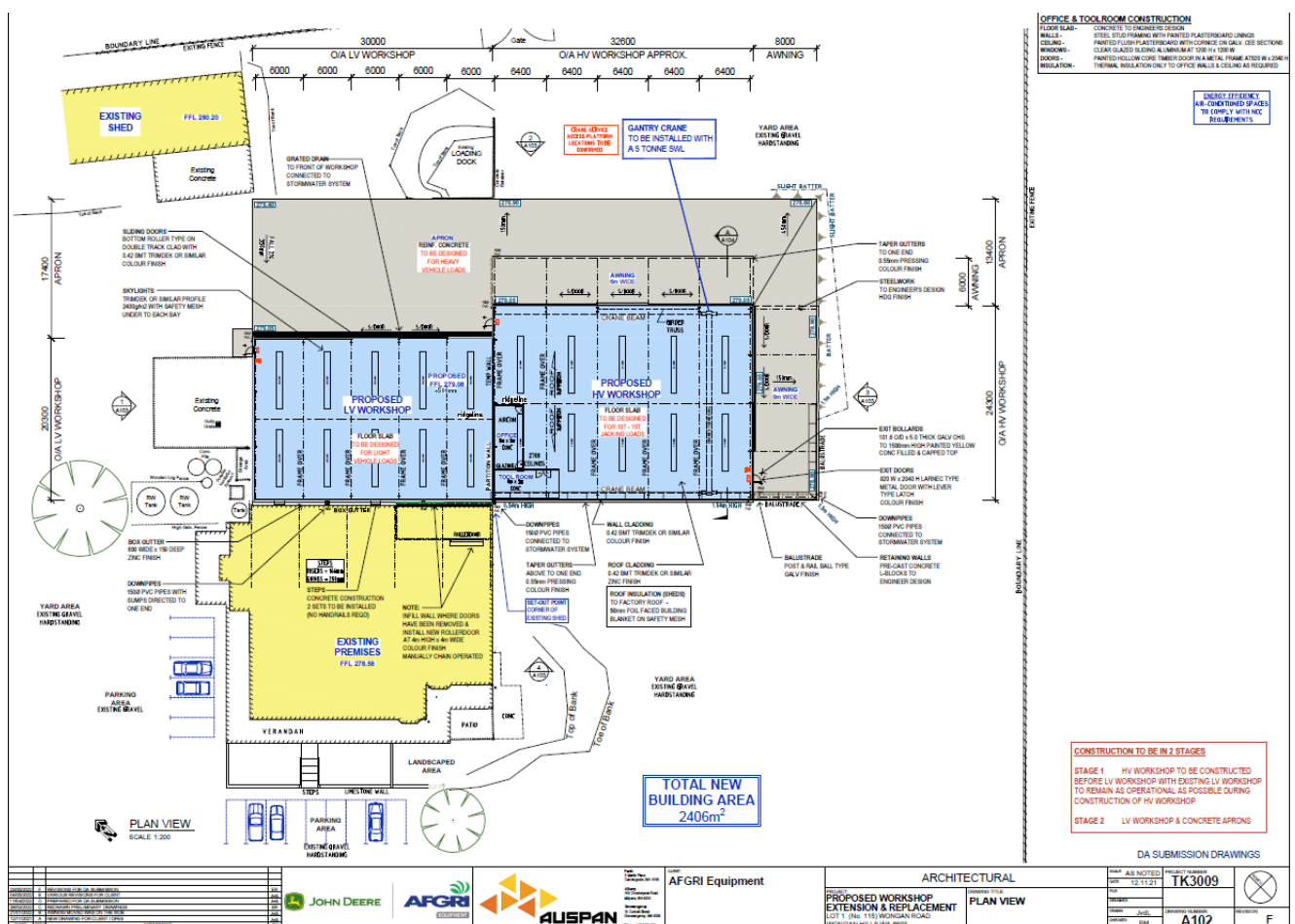
These uses are listed as a 'P' use in the Zoning Table. Under Clause 3.3.2 a 'P' use means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme.

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

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

The proposed development includes demolition of the existing workshop building located at the rear of the existing office approx. 600m<sup>2</sup>, a new LV workshop building approx. 600m<sup>2</sup> and a HV workshop building 800m<sup>2</sup>.

Due to the proposed buildings being over 500m<sup>2</sup> in size the application was referred to DFES for comment with a response that the FES Commissioners Operational Requirements comes under the Building Regulations 2012 clause 18B. The submission is to be done once the building is near its final design. The submission is lodged by the certifying Building Surveyor via electronic submission form prior to the documents being uploaded via a secure link provided by DFES once the submission form is received. If the applicant wishes to approach DFES for design advice this should be done prior to the submission being lodged.



The proposal is compliant with the minimum setback requirements.

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

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and 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  
Shire of Wongan Ballidu Local Planning Strategy  
State Planning Policy (SPP) 3.7 – Planning in Bushfire Prone Areas

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No



## OFFICER RECOMMENDATION:

That Council resolve, pursuant to clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to approve the application from Cooperative Bulk Handling Limited to amend the development approval granted by Council on 23 March 2022 for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 2 on Deposited Plan 65578 Cochrane Road, Cadoux, including the construction of new stormwater drainage infrastructure on the adjoining Lot 9001 on Deposited Plan 65578, by modifying Conditions 2, 4 and 6 so they read as follows:

### Condition 2

The approved development shall be undertaken in accordance with the following information and plans submitted in support of the updated Application for Development Approval dated 10 December 2021 subject to any modifications required as a consequence of any condition/s of this approval or any further approval issued by the local government to amend the original approval:

- Site Layout - Drawing No.370-ENG-CI-DCO-0026 (Rev. A);
- Stormwater Management Plan – Shawmac Document No.2006010-REP-003 dated 2<sup>nd</sup> May 2022;
- Traffic Impact Statement – Shawmac Document No. 2012020-TIS-002 (Rev. D) dated 21<sup>st</sup> April 2022;
- Road Safety Audit – Shawmac Document Reference: 100621\_01 excluding 'Recommendation / Finding 2.3 - Sight Distance - Vegetation' and 'Recommendation / Finding 2.6 - High Speed Approach to Intersection / Speed Limit Change to 70km/h';
- Additional Road Upgrade Information dated 25 February 2022 excluding 'Recommendation / Finding 2.3 - Sight Distance - Vegetation' and 'Recommendation / Finding 2.6 - High Speed Approach to Intersection / Speed Limit Change to 70km/h'; and
- Ecological Australia Environmental Memorandum dated 28 October 2020.

### Condition 4

Prior to occupation of the development, all stormwater drainage works must be completed in accordance with the approved Stormwater Management Plan referenced in Condition 2 above and maintained thereafter for the life of the development in accordance with the local government's requirements.

### Condition 6

The applicant shall prepare a deed of agreement with the local government for execution by no later than 30 June 2022, unless otherwise agreed by the local government's Chief Executive Officer for a period not exceeding 90 days, to address findings / recommendations 2.1, 2.2, 2.4 and 2.5 in the Road Safety Audit report, including all associated works referenced in the 'Additional Road Upgrade Information' dated 25 February 2022. The deed of agreement required by this condition shall confirm each party's role, responsibilities and obligations and provide for the sharing of all associated costs, including preparation of the deed, on a 50/50 basis.

#### 9.4.4 APPLICATION FOR DEVELOPMENT APPROVAL P521 – ADDITIONS TO THE GRAIN HANDLING AND STORAGE FACILITY AT LOT 2 COCHRANE ROAD, CADOUX

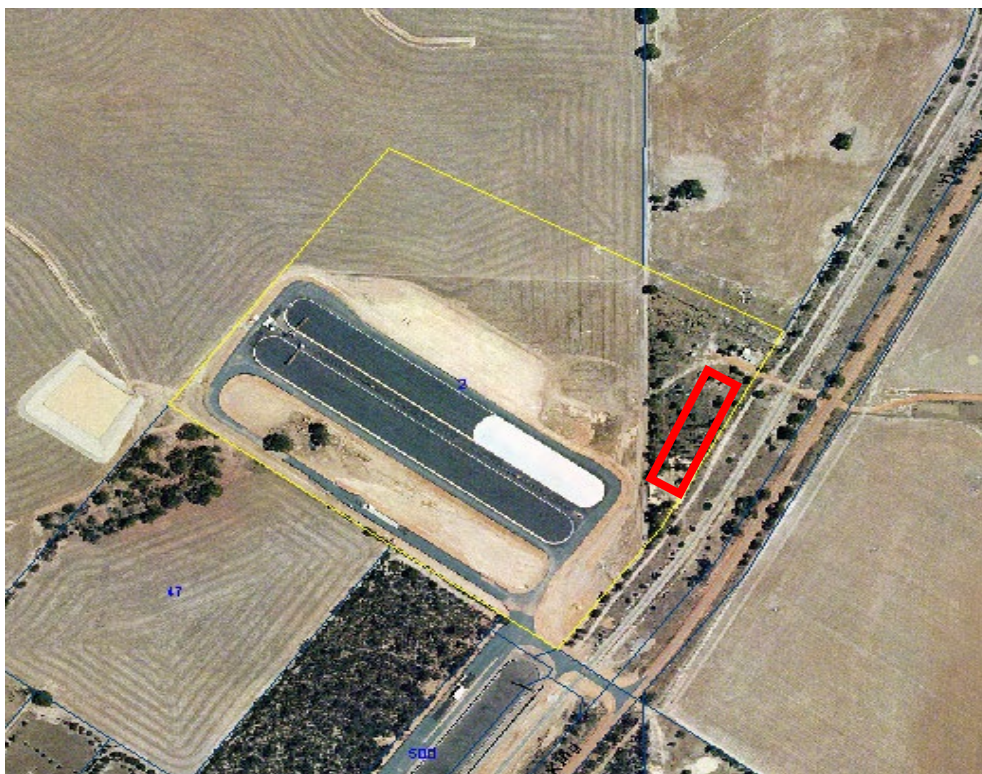
<b>FILE REFERENCE:</b>	A1600/P521
<b>REPORT DATE:</b>	14 June 2022
<b>APPLICANT/PROPONENT:</b>	Co-operative Bulk Handling Ltd (CBH)
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

#### PURPOSE OF REPORT:

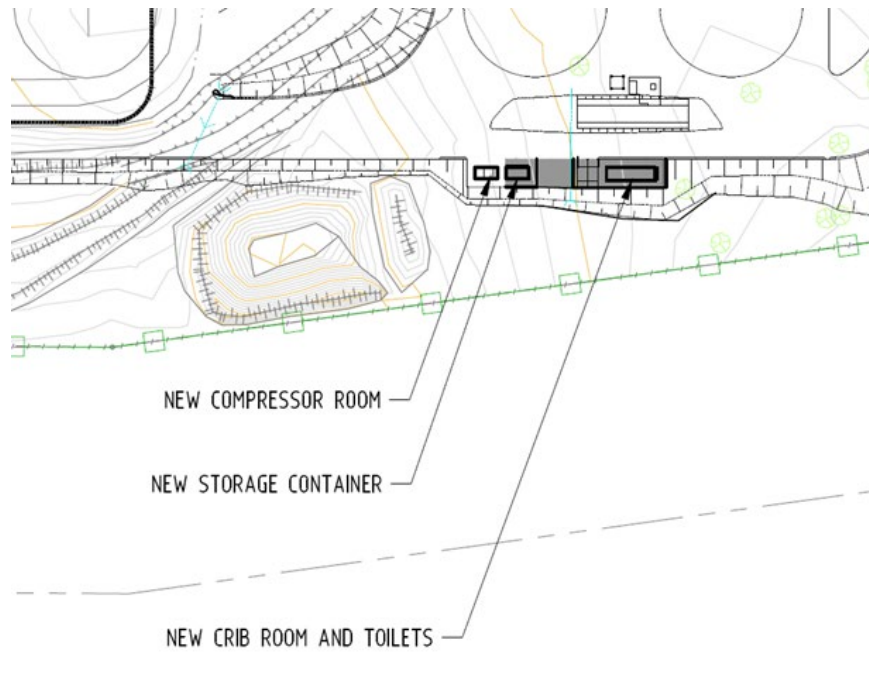
Consideration and final determination of an Application for Development Approval for the construction and use of a transportable crib room and toilets, two parking bays, a storage container and compressor room as outlined below at Lot 2 Cochrane Road, Cadoux.

#### BACKGROUND:

The applicant is seeking Council's Development Approval for the construction and use of a 12.8 metre x 3 metre transportable building (Combined crib room and toilets). The construction of two 5.4 metre x 2.5-metre car parking bays and a 5.6 metre x 3.2-metre slab for two small sea containers (compressor room and storage room) at Lot 2 Cochrane Road Cadoux.



Synergy Map 14/06/2022



Site Layout 1 – 370-ENG-CI-DCO-0028\_A

The proposed development is not within a Bushfire prone area therefore the applicant does not require a Bushfire Management Plan with this application.



Lot 2 Cochrane Road comprises a total area of approximately 15.67 hectares and is located North of the Cadoux townsite.

**COMMENT:**

Lot 2 Cochrane Road, Cadoux are classified 'Rural' 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 'Rural' zone are as follows:

- To provide for the maintenance or enhancement of specific rural character;
- To protect broadacre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage;
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone;
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses;
- To support small scale, low impact, short-term tourist accommodation in rural locations;
- To support mining activities where an environmental management plan has been prepared and the project is acceptable to the local government, EPA and the Department responsible for mining; and
- To preclude the disposal of used tyres or any other material that may be detrimental to the quality of the land.

The proposed development is a use not listed in the Zoning Table of LPS5. Council has previously accepted that the development and use of Lot 2 for "grain handling and storage purposes" which is a use not expressly listed in the Zoning Table of LPS5, but is consistent with the objectives of the land's current 'Rural' zoning classification and should therefore be permitted.

Under Clause 3.3.4 (a) of the Shire of Wongan Ballidu Local Planning Scheme No. 5 –

*The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table –*

*(a). Determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government;*

The proposed compressor room requests a front setback of 248 metres from Cochrane Road front lot boundary and the proposed amenities building requests a setback of 22.4 metres from the south-eastern side lot boundary and of 100.3 metres from the northern rear lot boundary. These setbacks comply with the requirements of the LPS5.

Council's development approval is required for the proposed works as they are not of a type listed in clause 61(1) of the *Planning and Development (Local Planning schemes) Regulations 2015* or Schedule A of the LPS5 as being exempt from the need for development approval.

Assessment of the application in the context of the specific aims, objectives, standards and requirements of LPS5, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and reports received from CBH in regard to Traffic Impacts and

Stormwater Management has confirmed the proposed development is compliant, or capable of compliance, with the following requirements:

- The general aims and objectives of LPS5 including those specific to all land classified 'Rural' zone;
- Land capability and suitability;
- Land use compatibility including buffer separation distances to sensitive land uses;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- On-site vehicle access and parking; and
- Flood, stormwater drainage

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  
Shire of Wongan Ballidu Local Planning Strategy  
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:**

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council APPROVE the Development Application to allow the applicant to build the proposed amenities and 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.
3. All stormwater drainage generated by the proposed development shall be contained and managed on site to the specifications and satisfaction of the Shire's Chief Executive Officer.
4. All external surfaces of the proposed outbuilding shall be clad with new materials only.
5. The proposed development shall be provided with an adequate on-site effluent disposal system as determined by the Shire's Environmental Health Officer or Department of Health prior to its occupation and use.
6. All waste generated by the proposed development, including the initial construction phase, must only be disposed at the local government's main waste management facility located on Hospital Road, Wongan Hills. The existing waste disposal facilities at Cadoux and Ballidu may not be used as they are only designed and approved to accommodate general household waste.

#### 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 – Rural Land  
Firebreaks of not less than three metres in width immediately inside and along the whole external boundaries of the properties owned or occupied by you. In addition, firebreaks of at least three metres in width are required surrounding, and not more than fifty metres from the perimeter of any building, group of farm buildings, haystacks or fuel storage situated on the land.
  - 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.
6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
7. No construction works shall commence on the land prior to 7 am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
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

## 9.5 COMMUNITY SERVICES

### 9.5.1 COMMUNITY SERVICES POLICY REVIEW: 2.2 VOLUNTEER DAY FUNCTION

<b>FILE REFERENCE:</b>	F1.11.2
<b>REPORT DATE:</b>	16 June 2021
<b>APPLICANT/PROPONENT:</b>	Shire of Wongan-Ballidu
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Jack McNulty – Manager Community Services
<b>ATTACHMENTS:</b>	Policy 2.2 Volunteer Day Function - June 2021

#### **PURPOSE OF REPORT:**

The purpose of this report is to allow Council to adopt the attached policy, which after review by Elected Members and staff, has been deemed to require no amendments or additional information.

#### **BACKGROUND:**

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

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

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

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

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

#### **COMMENT:**

The Chief Executive Officer is responsible for the coordination of this review and has instructed staff to implement a sequenced review of all policies.

Community Services policies selected for the June 2022 review are:

**2.2 Volunteer Day Function**

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

**2.3 Wongan-Ballidu Annual Community Development Fund (CDF) Grants Program**

*No changes to policy. Minor amendments noted to have been made recently to policy prior and subsequently adopted by Council in October 2021.*

**POLICY REQUIREMENTS:**

Policy 2.2 – Volunteer Day Function.

**LEGISLATIVE REQUIREMENTS:**

The Local Government Act 1995 outlines the roles of Council and the CEO.

**STRATEGIC IMPLICATIONS:**

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

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known Environmental implications associated with this policy.
- **Economic**  
There are no known Economic implications associated with this policy.
- **Social**  
There are no known social implications associated with this policy.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this item.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

That Council adopt Policy 2.2 Volunteer Day Function, without variation.

## 2.2 Volunteer Day Function

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**Policy Owner:** Community Development  
**Person Responsible:** Manager Community Services  
**Adoption Resolution:** 190906  
**Date of Last Amendment:** 22 June 2022

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### OBJECTIVE

To recognise and thank all the volunteers within the Shire of Wongan-Ballidu.

### POLICY

Volunteer BBQ open to all volunteers of the Shire and to be held in October, ideally in conjunction with the State Governments Volunteer Funding Program.

### RESPONSIBILITY FOR IMPLEMENTATION

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

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

**Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**Item 12. CLOSURE**