

Minutes (Confirmed)

Ordinary Meeting of Council Wednesday, 23 April 2025



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

The Shire President, Cr Mandy Stephenson, declared the meeting open at 3:05pm.

All in attendance were reminded that the meeting was being audio recorded pursuant to Regulation 14I of the Local Government (Administration) Regulations 1996 and that all audio recorded (except for when the meeting is closed to the public) would be made publicly available on the website with the minutes. When the meeting is closed to the public, those audio recordings will be kept in a secure and confidential location within the Shire's Electronic Document Records Management System.

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

Attendees: Cr Mandy Stephenson Cr Stuart Boekeman Cr Geoffrey Chambon Cr Dwight Coad Cr Brian Donnellan	Shire President Member Member Member Member
Apologies: Cr Sue Starcevich Cr Matthew Sewell	Member Member
Staff: Sam Dolzadelli Melinda Lymon Stephen Casey Kim Walsh	Chief Executive Officer Deputy Chief Executive Officer (Minutes) Manager Works and Services Manager Community and Customer Service

Public:

Nil

Item 3. PUBLIC QUESTION TIME

Nil

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil

Item 6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

Item 7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 26 MARCH 2025.

OFFICERS RECOMMENDATION MOVED: Cr DONNELLAN

SECONDED: Cr CHAMBON

1. That the Minutes of the Ordinary Meeting of Council held Wednesday, 26 March 2025 be CONFIRMED as a true and correct record of the proceedings.

For: Cr M Stephenson Cr S Boekeman Cr G Chambon Cr D Coad Cr B Donnellan

CARRIED: 5/0 RESOLUTION 010425 Against:

Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

Item 9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 POOL CAPITAL WORKS BUDGET AMENDMENT

FILE REFERENCE:	Finance Management/Budget
REPORT DATE:	15 April 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Informal Council Meeting 26 March 2025
AUTHOR:	Sam Dolzadelli - Chief Executive Officer

PURPOSE OF REPORT:

The purpose of this report is to recommend that Council authorise a budget amendment to enable timely completion of several renewal and upgrade capital works items at the Wongan Hills Memorial Swimming Pool.

BACKGROUND:

At the Informal Council Meeting held 26 March 2025, several items of capital works at the pool were presented to Council, highlighting the need to have these works done in a timely manner prior to the 2025/26 pool season commencing. Due to the lead time for materials, there will not be enough time between the 2025/26 annual budget adoption and the commencement of the pool season to delay the budget allocations to that time.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Section 6.8(1)(b) of the *Local Government Act* 1995

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

Environment There are no known environmental impacts associated with this proposal.

Economic

There are no known economic impacts associated with this proposal.

> Social

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

The recommended budget amendment is to increase the capital expenditure at the pool by \$80,000, of which \$50,000 is for new works and an additional \$30,000 to cover variations from 2024/25 works undertaken. It is further recommended to draw these funds from the Pool Reserve. It is to be noted that the new works will likely not be practically complete prior to 30 June, so any unspent amount will need to be carried over into the 2025/26 budget. The new budgeted closing balance for the pool reserve will be \$43,188. A strategic asset management review of the pool should be done to ensure adequate funds are maintained in this reserve for future use.

COMMENT:

Budget Amendment

There are several renewal/upgrade works which should be done in July/August and early September which will need to be booked in advance and have lead times which means they cannot wait for the 2025/26 budget adoption to be scheduled.

1. Main pool filter sealing

Main pool filter walls are leaking, resulting in water and chemical loss. Needs to be resealed. Contractor has recommended a Polyurea spray seal.

Cost = \$13,400

2. Main pool filter sand replacement

Due on average every 10 years, and was last done in mid-2016. Given the above seal works required to the same filter and tank, it would be an economically viable decision to undertake this work at the same time as the filter tank needs to be emptied for the seal regardless.

Cost = \$20,820

3. Small pool filter replacement

Current filter has been discontinued by the supplier and replacement parts will be difficult to acquire. This filter requires new sand as well regardless so it is recommended to do both at the same time. Done by same supplier as above two jobs.

Cost = \$2,860

4. Recommissioning of soda ash system

The main pool use chlorine gas, which acts as the disinfectant for bacteria. In order to balance the pH of the pool water so it is safe to swim, an alkaline product is used. Currently Sodium Bicarbonate (bicarb soda) is used, however, this is slow-acting and requires a high quantity to achieve a consistent balanced water pH. Majority of chlorine gas pools use Sodium Carbonate (soda ash) as it is more alkaline, so acts faster and requires significantly less to achieve the same results. The pool many years ago used to use soda ash, as the equipment is still there. Contractors have assessed and quoted to recommission the soda ash system, which will automatically dose the water with the soda

ash, versus the pool manager having to manually dose with bicarb regularly. Using soda ash will see cost savings of approximately \$1,500 per year in chemical and will also reduce the labour effort in maintaining the water balance, and overheads of transport from the depot. **Cost = \$11,500**

Variation to 2024/25 completed works

There was additional works required as part of the main and small pool resurfacing, line painting and expansion joint works undertaken in September 2024. This resulted in approximately \$30,000 of additional work. It is recommended that this is also funded from the pool reserve.

Council is requested to approve the following amendments to the 2024/25 adopted Annual Budget, with explanations provided in the table below. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, this will require an absolute majority decision of Council.

Income/Expense/Other	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decrease) in funding position	Comment
Capital Expenditure – Other Infrastructure	WH Swimming Pool	(\$225,476)	(305,476)	(\$80,000)	See above.
Transfer from reserves	Transfer from Swimming Pool Reserve	\$200,000	\$280,000	\$80,000	To fund the above allocation.
Change in net current	assets (funding	g position)		\$0	

VOTING REQUIREMENTS: Absolute majority.

ABSOLUTE MAJORITY REQUIRED: Yes, required for budget amendments – s6.8(1)(b) of *Local Government Act 1995*.

OFFICER RECOMMENDATION MOVED: Cr BOEKEMAN

SECONDED: Cr COAD

That Council:

1. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* authorises, by absolute majority, the following budget amendments to the 2024/25 adopted Annual Budget:

In	ncome/Ex	pense	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decrease) in funding position	Comment
Ex O	apital xpenditu other ofrastruct		WH Swimming Pool	(\$225,476)	(\$305,476)	(\$80,000)	To fund various pool renewal/upgrade works.
re	ransfer eserves	from	Transfer from Swimming Pool Reserve	\$200,000	\$280,000	\$80,000	To fund the above allocation.
С	hange ir	n net ci	urrent assets (fu	nding positi	on)	\$0	

CARRIED: 5/0 RESOLUTION 020425

Against:

For: Cr M Stephenson Cr S Boekeman Cr G Chambon Cr D Coad Cr B Donnellan

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 LIST OF PAYMENTS FOR MARCH 2025

FILE REFERENCE:	F1.4
REPORT DATE:	17 April 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Rachael Waters – Finance Officer
REVIEWER:	Melinda Lymon – Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1.1 List of Payments for March 2025

PURPOSE OF REPORT:

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

BACKGROUND:

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

COMMENT:

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

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

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

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

- (b) the amount of the payment; and
- (c) the date of the payment; and

(a)

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

Regulation 13A – Payments by employees via purchasing cards

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

> Environment

There are no known environmental impacts associated with this 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 made within the confines of Councils adopted budget.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION: MOVED: Cr COAD

SECONDED: Cr DONNELLAN

That Council, in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments for the month ended 31 March 2025 totalling \$1,382,204.68 (Refer to Attachment). This includes payments made under delegated authority and payments made using purchasing cards by authorised employees.

CARRIED: 5/0 RESOLUTION 030425 Against:

For: Cr M Stephenson Cr S Boekeman Cr G Chambon Cr D Coad Cr B Donnellan

LIST OF PAYMENTS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025

FT Payment - EFT00074			
1190 - DALLCON			
339363	07/03/25	Supply of Precast Concrete Liner, Base and Manhole Covero	1,71
		Total 1190	1,71
124 - MOORA GLASS S	ERVICE		
5652	07/03/25	42 MITCHELL ST - door frame replacement parts (glass sliding door x2)	67
		Total 124	67
1821 - MELISSA WHYT	E		
Uniform	07/03/25	Uniform Reimbursement	25
		Total 1821	25
183 - T A MATTHEWS E	LECTRICAL SI		
10721	07/03/25	MEDICAL CENTRE - replace faulty light with 50watt LED floodlight	20
10723	07/03/25	MAIN STREET: Pind Switchboard - Repairs to faults PT80 Main Switch & 3P RCD	80
10700	07/03/25	WH FOOTBALL OVAL: Float Switch Repairs, Carry out Replacement	62
10701	07/03/25	ALPHA PARK: Repairs to retic pump, replace faulty contactor	56
		Total 183	2,19
2040 - AC HEALTHCAR	E PTY LTD		
Reimbusements	07/03/25	Shire of Koorda & Wyalkatchem - Aug 24 to Dec 24	94,97
Mar-25	07/03/25	Subsidy Payment for March 2025	21,08
		Total 2040	116,06
2095 - CLINIPATH PATH	HOLOGY		
122111	07/03/25	Drug & Alcohol Screening - 1 x Staff Total 2095	4 4
2144 - ALLSTRONG OU	JTDOORS		
1691	07/03/25	INSURANCE: Replacement garage door at 42 Mitchell St, Wongan Hills	4,72
		Total 2144	4,72
2166 - NEXUS COMMU	NICATIONS SY	STEMS	
3133	07/03/25	WH SPORTS COMPLEX: Door Licensing for 12 months (2024) - Squash Courts, Front Entrance, Rear Door	30
		Total 2166	30
2226 - COUNCIL FIRST		10(0) £100	
SI008898	07/03/25	Professional Services for January 2024	5,17
2.00000	01100/20	Total 2226	5,17
232 - COAD COMMUNI	CATIONS		0,17
234	07/03/25	Units 4 & 5 Stickland St - cable location for Telstra	16
		Total 232	16
2343 - RING CENTRAL	AUSTRALIA		
CD_001048194	07/03/25	Administration & CRC Phone Account Billing Period 27/2/2025 26/3/2025	1,01
CD_001044726	07/03/25	Telephone account at Wongan Hills Medical Centre Billing Period 26/2/25 to 25/03/25	39
		Total 2343	1,40
			, -
2391 - CLAIR & PAUL F	≀OSSER		
2391 - CLAIR & PAUL F	ROSSER 07/03/25	Gratuity Payments Combined	22

		TS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025	
2404 - MICROSOFT PT	TY LTD	DANCED SEDVICES Supply 1 y Microsoft Surface	
AU00068766	07/03/25	RANGER SERVICES - Supply 1 x Microsoft Surface Laptop Go 3 incl 3 yr warranty	1,4
		Total 2404	1,4
2443 - MARLEE'S MOR			_
0091	07/03/25	Thank a Volunteer Day Event – Cake – Grant Funded	2
2450 - TREE TECH AU		Total 2443	2
2450 - IREE IECH AU	-	Stump Grinding, Dismantle and remover 3 trees, prune	
0297	07/03/25	fourth tree	7,3
		Total 2450	7,3
2458 - RURAL RANGE	R SERVICES		
96	07/03/25	Ranger Services from 18/2/25 to 28/2/25	8
		Total 2458	8
2505 - BW JAMES TRA	ANSPORT PTY L	TD	
J209990	07/03/25	IXOM: Collect 2 x cyclinders & delivery to S/Pool	2
		Total 2505	2
2518 - NK STUDIO DE	SIGN		
246401	07/03/25	Development Design state - Lot 100 Ninan Road. Fire/Emergency Shed	7,7
		Total 2518	7,7
2542 - SWIMGEM AUS	TRALIA		,
8523	07/03/25	Supply 1 x Chemigem D10 dual sensing probe Incl	4
0525	01103/25	Freight	
		Total 2542	4
2547 - GEARING'S PL			
3059	07/03/25	Stickland St Units - sand for backfill of sewer	1,7
		Total 2547	1,7
26 - BOEKEMAN NOM		Toyota Hilux Single Cab (WB004) Includes Trade In &	
413925	07/03/25	Licence	29,9
413675	07/03/25	Rego for Toyota Prado 1ILZ414 (Dr Vehicle)	2
		Total 26	30,2
288 - AVON CONCRET	E		
2081	07/03/25	BALLIDU EAST DRAINAGE: Supply 6 x Base Slabs	5,2
		Total 288	5,2
346 - WONGAN HILLS	CARAVAN PAR		
11192	07/03/25	2 night accomm for 2 people lock stock farrell keys for sports pavilion	3
		Total 346	3
5 - IOU SOCIAL CLUB			
PJ0065	04/03/25	FORTNIGHT 2025-18 - From Payroll	2
		Total 5	2
64 - OFFICEWORKS B			
620409150	07/03/25	Stationery Order for CRC Administration	2
		Total 64	2
644 - LOCK STOCK &	FARRELL		
30105-3	07/03/25	keys & locks for the Wongan Hills Sports Pavilion	12,5
30219-1	07/03/25	Parts for the Wongan Hills Sports Pavilion	4,0
		Total 644	16,5
		10(a) 644	,.
74 - WESTERN AUSTR		GOVERNMENT ASSOCIATION (WALGA)	,.

SI-013407	07/03/25	WHS Rep training 19-21 May & 28-29 May	1,199.0
01-010407	01703/23	Total 74	1,441.
75 - WALLIS COMPU		10tal 74	1,441.
		CM/INMAINC DOOL . IT Current/Connection logues	4 000
28506	07/03/25	SWIMMING POOL: IT Support/Connection Issues	1,232.
		Total 75	1,232.
79 - WESTRAC EQUI			
PI0658260	07/03/25	Parts for Cat Skid Steer, Grader & Sundry Plant	806.
		Total 79	806.
		Total EFT00074	209,268.
FT Payment - EFT0008			
131 - IXOM OPERATI	ONS PTY LTD		
6932796	14/03/25	February Service Fee for Chlorine Cylinders (Pool &	327.
		Ovals) Total 131	207
			327.
1419 - GREAT SOUTH	HERN FUEL SUPP	WB086 WORKS SUPERVISOR: Fuel Purchased in	
Feb-25	14/03/25	February 2025	145.
		Total 1419	145.
148 - BALLIDU TRAD	ING POST		
185060	14/03/25	07/02/25 - Letter drop - Footpath Construction	9.
		Total 148	9.
1580 - INTEGRATED	ICT - A MARKET C	REATIONS COMPANY	-
36783	14/03/25	February Billing - Office 365 for Medical Centre	159.
00100	11/00/20	Total 1580	159.
1865 - RYLAN CONC	DETE		100.
2661	14/03/25	SM1 & SM2/BX1/A1 - Supply and lay + crossovers	14,380.
2001	14/03/23	Total 1865	14,380. 14,380.
2064 - TRACTUS AUS		10141 1005	14,300.
		MIDOOC LILL LIX: O v Menuio Turce	704
2013130	07/03/25	WB086 HILUX: 2 x Maxxis Tyres GRADER WB017: Rema o-ring em seal or-025 stdrd,	704.
2013117	14/03/25	Strip & Fit Large Split Rim	255.
		Total 2064	959.
2125 - HAYCOM TEC	HNOLOGY PTY LT	TD	
68363	14/03/25	Medical Centre IT Services for February 2025	1,328.
		Total 2125	1,328.
2291 - MAXIPARTS O	PERATIONS PTY		,
			150
313796	14/03/25	DROP DECK TRAILER: 4 x hub seal grease gp tapered	150.
		Total 2291	150.
2442 - FVS FIRE PTY	LTD		
10097800	14/03/25	1x refill – 9.0L extinguisher	123.
		Total 2442	123.
2450 - TREE TECH A	USTRALIA PTY LT	D	
0286	14/03/25	Western Power tree pruning list	1,296.
		Total 2450	1,296.
2544 - SITECH (WA) I	PTY LTD		
60209	14/03/25	GRADER: Travel to Wongan Hills, Install single GPS	13,100.
		accugrade cab kit	
60545	14/03/25	GRADER: Rental - Fru Control Box	1,414.
		Total 2544	14,514.
2555 - READYTECH (IT VISION SOFTW	ARE PTY LTD)	
INITV41129	14/03/25	2024-25 SynergySoft Subscription - Pro Rata	27,412.
		Total 2555	27,412.

26 DOEVEMANN	MINEES PTY LTD	IS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025	
	_	LILLIX LITE WIDOOD, Currely Taylota Child Curitate 401/	3
414018	14/03/25	HILUX UTE WB030: Supply Toyota Style Switch 12V	
		Total 26	3
288 - AVON CONCR			40.45
2079	14/03/25	Install 215 meters HDPE & SEP's	46,15
		Total 288	46,15
402 - KEVREK (AUS		0 EU 10 OT misses with 1000/0/44	4.5
38351	14/03/25	8 ELLIS ST: micro switch 1000/2/11	15
		Total 402	15
641 - TEAM GLOBA			
575	14/03/25	Freight ex Kevrek & Maxiparts	8
577	14/03/25	Freight Charge ex Westrac	3
576	14/03/25	Freight Ex Wongan S/Pool to Path West	4
576	14/03/25	Freight Charge ex CRC Library to SLWA	ç
576	14/03/25	Freight Ex Corsign, Westrac & Maxiparts	16
		Total 641	41
79 - WESTRAC EQU			
PI0636974	14/03/25	PSP3: Idler	77
		Total 79	77
975 - WONGAN MAI	L SERVICE		
0250	14/03/25	Admin & CRC Postage Charges for February 2025	14
		Total 975	14
		Total EFT00080	108,48
Feb-25	24/03/25	Fuel Account for February 2025 Total 1249	24,61 24,61
1278 - DEPARTMEN		- BUILDING COMMISSION	2-1,01
Feb-25	24/03/25	BSL for February 2025	58
		Total 1278	58
1645 - FEGAN BUIL	DING SURVEYING		
		Duilding Currenting for 20 Standaturet May Mangar Hills	F /
1204	24/03/25	Building Surveying for 32 Stonestreet Way Wongan Hills	54
		Total 1645	54
1667 - BLACKWELL	PLUMBING & GAS	S PTY LTD	
	24/03/25	Unit 1/20 Stickland St: Test hot water & adjust thermostat	20
32267			
32267 32228	24/03/25	31A QUINLAN ST - replacement of sink mixer and travel	34
32228			
	24/03/25 24/03/25	31A QUINLAN ST - replacement of sink mixer and travel	
32228		31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and	61
32228	24/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel	61
32228 32229	24/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel	61 1,16
32228 32229 1699 - KRISTIE FRE	24/03/25 ARSON 17/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel Total 1667	61 1,16 53
32228 32229	24/03/25 ARSON 17/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel Total 1667 A1435 Rates Refund	61 1,16 53
32228 32229 1699 - KRISTIE FRE	24/03/25 ARSON 17/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel Total 1667 A1435 Rates Refund Total 1699 VENTIMOWER: Labour, Weld up the worn shafts,	61 1,16 53 53
32228 32229 1699 - KRISTIE FRE 1753 - PW GEE WEI	24/03/25 ARSON 17/03/25 DING SERVICES	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel Total 1667 A1435 Rates Refund Total 1699 VENTIMOWER: Labour, Weld up the worn shafts, machine back to size in the lathe	61 1,16 53 53 1,11
32228 32229 1699 - KRISTIE FRE 1753 - PW GEE WEI 0105031	24/03/25 ARSON 17/03/25 DING SERVICES 24/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel Total 1667 A1435 Rates Refund Total 1699 VENTIMOWER: Labour, Weld up the worn shafts, machine back to size in the lathe Total 1753	34 61 1,16 53 53 1,11 1,11
32228 32229 1699 - KRISTIE FRE 1753 - PW GEE WEI	24/03/25 ARSON 17/03/25 DING SERVICES 24/03/25	31A QUINLAN ST - replacement of sink mixer and travel 27D QUINLAN ST - Various work (if PRV is replaced) and travel Total 1667 A1435 Rates Refund Total 1699 VENTIMOWER: Labour, Weld up the worn shafts, machine back to size in the lathe Total 1753	61 1,16 53 53 1,11

		Total 183	341.0
205 - FINISHING WA			
25110	24/03/25	Binding 2023 Minutes, postage included	408.6
		Total 205	408.0
2064 - TRACTUS AUST	RALIA		
2013168	24/03/25	WB06 HILUX: 4 x Yokohama Tyres	1,229.0
		Total 2064	1,229.0
2115 - AUTOPRO NORT	ГНАМ		
1204533	24/03/25	Delivery fee of 'Grader Ute' Tarp Via Ollys Upholsterys	15.0
		Total 2115	15.0
2226 - COUNCIL FIRST		Iomizino	10.
SI008946	24/03/25	Azure Charges for February 2025	1,591.8
		Total 2226	1,591.8
232 - COAD COMMUNI	CATIONS		,
235	24/03/25	Fix and repair coured out holes 31A & 31B Quinlan St,	1,520.0
200	24/03/23	Wongan Hills	
		Total 232	1,520.
242 - SYNERGY			
2086320833	24/03/25	consumption & supply charges for 27C Quinlan St Wongan Hills	88.3
2022272540	24/03/25	consumption & supply charges for 31B Quinlan St	22.5
2022373510	24/03/25	Wongan Hills	
		Total 242	110.8
2458 - RURAL RANGER			4 500
97	24/03/25	Ranger Services from 04/3/25 to 15/3/25	1,520.
101	24/03/25	Ranger Services from25/2/25 to 28/2/25 Total 2458	273.
2463 - MODULARIS PT		10tal 2458	1,793.
		Lot 731, Unit 5, Stickland St Wongan Hills - Stage	
6580	24/03/25	'Complete in Yard'	92,397.0
		Total 2463	92,397.
2477 - ZONE 50 ENGIN	EERING SURVI	EYS PTY LTD	
1278	24/03/25	Progress Claim 1 - Dowerin-Kalannie Road - GPS Station	7.117.0
		Total 2477	,
2513 - FULTON HOGAN			7,117.0
20158443	24/03/25	Mobilisation & Demobilisation (each Visit)	35,180.
20130443	24/03/23	Total 2513	35,180 .
2558 - SAVING AVON V			55,100.
			75.
#wonganballidu	24/03/25	Cat Impound #25005 01/02/25 to 28/02/25 - Recoverable	75.0
		Total 2558	75.0
26 - BOEKEMAN NOMI			
414374	24/03/25	CEO Vehicle lease agreement - 2/12/24 to 21/3/25	8,250.0
414656	24/03/25	Purchase of CEO New Toyota Prado	91,990.
		Total 26	100,240.
39 - WONGAN HILLS IG			
3052	24/03/25	CRC Administration supplies	795.
3052	24/03/25	Swimming Pool Complex supplies	23.
3052	24/03/25	Depot supplies	102.8
3052	24/03/25	Shire Administration supplies Council supplies	385.4 698.4
3052	24/03/25		

		Total 39	2,005.7
460 - WONGAN HILLS	HARDWARE		
Feb-25	24/03/25	WORKS Account for February 2025	708.5
		Total 460	708.
5 - IOU SOCIAL CLUB			
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	240.0
		Total 5	240.0
61 - MCINTOSH & SON			
2006158	24/03/25	DAM MAINTENANCE: Crimp Term 2-way M&f Red	5.1
2004057	24/03/25	SUNDRY: reducer 3/4" BSPT Mx1/2" BSPT F & Stucchi flat face female cplng 1/2" B	120.2
2009225	24/03/25	BACKHOE TRAILER: Crimp 1/2"x 3/4"BSPT-M	53.2
			178.6
637 - DIGGA WEST & E	ARTHPARTS W		170.0
	-	MACK TRUCK: A404MFT 100mm auger 65mm round	547
66966	24/03/25	hub	517.0
		Total 637	517.0
64 - OFFICEWORKS B			
620527996	24/03/25	Regulatory Team & Admin Stationary Supplies	469.0
620631350	24/03/25	Back Order - Staples for Admin	7.4
		Total 64	476.4
74 - WESTERN AUSTR	ALIAN LOCAL (GOVERNMENT ASSOCIATION (WALGA)	
AEF25-36	24/03/25	WALGA Aboriginal Engagement Forum. 2 x Councillors	570.0
AEF25-41	24/03/25	Aboriginal Engagement Training Session	190.0
		Total 74	760.0
76 - WATER CORPOR	ATION		
9007863395	24/03/25	Consumption Charge for 11 Wandoo Crescent Wongan Hills	118.1
		Total 76	118.1
79 - WESTRAC EQUIP	MENT PTY LTD		
PI0641549	24/03/2	25 PSP3: Pin as	155.5
		Total 79	155.8
		Total EFT00091	275,743.6
FT Payment - EFT00098			
1229 - BRYAN RURAL	SERVICE		
000112	28/03/25	SWIMMING POOL - Pest Control: Spraying of red back	330.0
		spiders	
000113	28/03/25	49 Quinlan St & 30 Wandoo Cres - spraying of ants	440.0
000114	28/03/25	BALLIDU SPORTS PAVILLION - termite treatment at Hoddy Rodan	330.0
		Total 1229	1,100.0
1363 - DAIMLER TRUC	KS PERTH		.,
XA980072858	28/03/25	MACK TRUCK: Supply & delivery Filter & element	571.9
		One (1) New Fuso Shogun, Model FV74VK9VFAA - 6x4	
VA980004435	28/03/25	mwb 26.0t AMT Total 1363	362,551.9 363,123. 9
1438 - T-QUIP			,
137345#12	24/03/25	Supply various Parts for Mower	303.5
		Total 1438	303.5
15 - LANDGATE			

		Total 15	9.0
1584 - NEWINS FAM	ILY TRUST		
45	28/03/25	Managing of the Wongan Hills Refuse Site for March	7,791.0
		Total 1584	7,791.0
1667 - BLACKWELL	PLUMBING & GAS	S PTY LTD	
32321	28/03/25	1/20 Stickland St - HWS has no pressue	320.3
32349	28/03/25	U2/20 STICKLAND ST - digging up drains & complete	394.8
32349	20/03/23	camera inspection	594.0
		Total 1667	715. ⁻
1753 - PW GEE WEL			
0105022	28/03/2	25 TOYOTA HILUX: 50 x 10 flat bar, cutting fee included	127.:
		Total 1753	127.:
183 - T A MATTHEWS			
10730	28/03/25	8 ELLIS ST - aircon error code issue	284.
10731	28/03/25	7 WANDOO CRES - aircon error code issue	273.3
		Total 183	557.
1850 - RICOH FINAN	CE		
668868	28/03/25	Photocopier Lease for Administration & CRC 08/11/24 to 07/12/24	649.
665879	28/03/25	Folding Unit for Administration 08/4/25 to 07/5/25	237.
	20/00/20	Total 1850	886.
200 - LOCAL GOVER		SIONALS AUSTRALIA WA INCORPORATED	
42326	28/03/25	Executive Leadership Program	3,000.0
		Total 200	3,000.0
2064 - TRACTUS AU	STRALIA		0,0001
2013322	28/03/25	MACK TRUCK/WB036: Supply & fit 4 x Goodrich Tyres	3,260.
2013300	28/03/25	TOYOTA HILUX WB002: Supply & Fit New Tyres	828.0
		Total 2064	4,088.0
2166 - NEXUS COM	UNICATIONS SYS		1,0001
3208	28/03/25	CRC - security system preventative maintenance	1,029.0
		Total 2166	1,029.0
22 - AVON WASTE			,
	00/00/05	Domestic, Commerical & Recycling for Wongan Hills &	40.000
68206	28/03/25	Ballidu	12,028.9
68206	28/03/25	Sports Ground, Skip Bin Hire, 12th & 26th February 2025	310.7
		Total 22	12,339.0
2226 - COUNCIL FIR	ет	10(4) 22	12,555.0
SI008959	28/03/25	STP Transactions for February 2025	55.0
SI008939	28/03/25	Subscription: April to June 2025	21,486.
SO001306	28/03/25	Cloud Backup for M365 26/4/25 to 25/4/26	18,980.
30001300	20/03/23	Total 2226	40.522 .
2269 - WANGARA TF		10tal 2220	40,522.
43637	28/03/25	3x E-1335-2 Glass Awards & Engraving	375.
43037	20/03/23	Total 2269	375. 375.
2316 - BRICKMART (10101 2203	375.
		Part Payment: Shields Cres, 130 lineal metres @	
2371	28/03/25	1800mm fencing	9,900.
		Total 2316	9,900.
232 - COAD COMMU	NICATIONS		-
242	28/03/25	Works completed on Wongan Road & Ballidu Tip	3,614.
		Total 232	3,614.

2430 - DANICA MULLINS		IS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025	
Reimbusement	28/03/25	Accomodation for Finance Officer - LG Finance	6
Reinibusement	20/03/23	Conference 18/3 to 20/3	
2444 - STACEY BROWN		Total 2430	6
	00/00/05	Obie Operator Defend Menor Devider menor stat 70750	
Bond	28/03/25	Civic Centre - Refund Venue Bond as per receipt 72759	1
		Total 2444	1
2458 - RURAL RANGER SI 102	-	Banger Services from 17/2/25 to 20/2/25	1 4
102	28/03/25	Ranger Services from 17/3/25 to 20/3/25 Total 2458	1,4 1,4
2512 - TAN EVANS		10(4) 2430	
Spotlight	28/03/25	SPOTLIGHT: Purchase 'table centre pieces' for Community Awards Dinner	
Bond	28/03/25	Refund Bond Payment as per receipt RCPT2599	1
		Total 2512	2
2534 - LANDMARK PRODU	UCTS PTY LI		
143071	28/03/25	FINAL INVOICE: Wongan Hills Cemetery Amenity	65,2
		Total 2534	65,2
2556 - JEANNE D'MOORE	CAFE		
0210	28/03/25	Knit and Knatter on Tour Bus Trip-Lunch	2
		Total 2556	2
26 - BOEKEMAN NOMINE	-		
414916	28/03/25	Rego for WB1 - Toyota Prado	1
415152	28/03/25	HILUX WB001/BMO: Supply & Fit reverse camera & harness	8
		Total 26	1,0
288 - AVON CONCRETE			
2083	28/03/25	Install 215 meters HDPE & SEP's	33,4
		Total 288	33,4
429 - RBC RURAL	00/00/05		
33868	28/03/25	CRC Meterplan Charge - March 2025 Meter Reading Charges for Administration Photocopier	1,4
33869	28/03/25	March	5
		Total 429	2,0
460 - WONGAN HILLS HA	RDWARE		
Feb-25	28/03/25	Building Account for February 2025	8,8
		Total 460	8,8
64 - OFFICEWORKS BUSI			
620719844	28/03/25	Officeworks order for the CRC	6
641 - TEAM GLOBAL EXP		Total 64	6
580	28/03/25	Freight Charge ex McNaughtans	
580	28/03/25	Freight Charge ex S/Pool to Path West	
		Total 641	
774 - WONGAN CUBBYHC		Subsidu Deumeent fan 2025	FF 0
310745	28/03/25	Subsidy Payment for 2025	55,0 55 0
84 - WCS CONCRETE PTY		Total 774	55,0
00014771	28/03/25	Supply 6 x 375mm Headwalls	2,3
	20/03/23	Total 84	2,3 2,3
			2,5

LIST OF PAYMENTS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025

		Grand Total - EFT Payment	1,214,396.
Other - DD00025			
16 - WESTNET PTY L	ГD		
143269093	03/03/25	Administration, Depot & CRC Internet Billing from 01/03/25 TO 01/04/25	549.
		Total DD00025	549.
Other - DD00026			
90 - TELSTRA CORPO	DRATION LIMITE	D	
5312896400	04/03/25	Sport & Recreation Phone Account Billing Period 10/02/25 to 09/03/25	50.
		Total DD00026	50.
Other - DD00031			
2502 - SWOOP BUSIN	IESS		
6209068	13/03/25	Internet for Sports Pavilion 11/03/25 to 10/4/25	89.
		Total DD00031	89.
Other - DD00044			
2155 - AWARE SUPER	R ACCUMULATIO	DN .	
PJ0065	04/03/25	FORTNIGHT 2025-18 - From Payroll	3,526.
	04/03/25	Superannuation Contribution	8,925.
		Total 2155	12,451.
2377 - MERCER SUPE			
PJ0065	04/03/25	Superannuation Contribution	232.
		Total 2377	232
2388 - AUSTRALIAN F			
PJ0065	04/03/25	Superannuation Contribution	313
		Total 2388	313.
2425 - VIRGIN MONE			50
PJ0065	04/03/25 04/03/25	FORTNIGHT 2025-18 - From Payroll	53. 363.
	04/03/23	Superannuation Contribution Total 2425	
2434 - MLC SUPER FU		10(a) 2425	417.
PJ0065	04/03/25	FORTNIGHT 2025-18 - From Payroll	91.
100000	04/03/25	Superannuation Contribution	442
		Total 2434	534
2486 - EXPAND ESSE	NTIAL SUPER		
PJ0065	04/03/25	Superannuation Contribution	314.
		Total 2486	314.
404 - REST SUPERAN	INUATION		
PJ0065	04/03/25	Superannuation Contribution	186.
		Total 404	186.
544 - COLONIAL FIRS	T STATE FIRSTO	CHOICE PERSONAL SUPER	
PJ0065	04/03/25	FORTNIGHT 2025-18 - From Payroll	86.
	04/03/25	Superannuation Contribution	236.
		Total 544	322.
614 - AUSTRALIAN SU	JPER		
PJ0065	04/03/25	FORTNIGHT 2025-18 - From Payroll	218.
	04/03/25	Superannuation Contribution	1,591.
		Total 614	1,809.
962 - PRIME SUPER			
PJ0065	04/03/25	FORTNIGHT 2025-18 - From Payroll	253.

	04/03/25	TS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025 Superannuation Contribution	1,217.
	04/03/23	Total 962	
			1,470
Other - DD00045		Total DD00044	18,053
2155 - AWARE SUPER			0.470
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	3,472.
	18/03/25	Superannuation Contribution	8,904
		Total 2155	12,377.
2377 - MERCER SUPER	-	Current stime Contribution	232
PJ0066	18/03/25	Superannuation Contribution	
		Total 2377	232
2388 - AUSTRALIAN RE			044
PJ0066	18/03/25	Superannuation Contribution	314
		Total 2388	314
2425 - VIRGIN MONEY S			
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	53
	18/03/25	Superannuation Contribution	363
		Total 2425	417.
2434 - MLC SUPER FUN			
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	93
	18/03/25	Superannuation Contribution	450
		Total 2434	543
2486 - EXPAND ESSEN	TIAL SUPER		
PJ0066	18/03/25	Superannuation Contribution	313
		Total 2486	313
404 - REST SUPERANN	UATION		
PJ0066	18/03/25	Superannuation Contribution	291
		Total 404	291
		HOICE PERSONAL SUPER	
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	86
	18/03/25	Superannuation Contribution	238
		Total 544	324
614 - AUSTRALIAN SUF	PER		
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	219
	18/03/25	Superannuation Contribution	1,584
		Total 614	1,804
962 - PRIME SUPER			
PJ0066	18/03/25	FORTNIGHT 2025-19 - From Payroll	254.
	18/03/25	Superannuation Contribution	1,227
		Total 962	1,482
		Total DD00045	18,100
Other - DD00046			
2189 - TELETRAC NAV	/IAN		
93247191	20/03/25	Monthly Satellite Services Billing Period 05/02/25 to	2,478
		04/03/25	
Other DD00040		Total DD00046	2,478
Other - DD00048			
90 - TELSTRA CORPOR 5312896400		Direct Debit - Sport & Recreation Phone Account for	
MARCH	31/03/25	March 2025	50
		Total DD00048	50

LIST	OF PAYMEN	TS TO COUNCIL 1ST MARCH 2025 TO 31ST MARCH 2025	
Other - DD00049			
90 - TELSTRA CORPOR	ATION LIMITED	ס	
5349504000	13/03/25	Administration Phone Account for March 2025	2,745.35
		Total DD00049	2,745.35
Other			
Other - DD00050			
1040 - DEPARTMENT O	F TRANSPORT		
Mar-25	31/03/25	DOT Payments for March 2025	119,177.40
		Total DD00050	119,177.40
Other - CC00006			
2223 - WESTPAC BANK		ATION	
		CEO Credit Card 040225 to 030325	
Fellow App	4/02/25	Annual Subscription	2,944.19
Adobe Pro	9/02/25	CRC Monthly subscription	351.96
Big W	18/02/25	3 x LED Jumbo Digital Wall Clocks for S/Pool Complex	98.67
		Total Debited	3,394.82
		DCEO Credit Card 040225 to 030325	
Remarkable	14/02/25	MRS Office Supplies	1,182.44
Australia Post	24/02/25	PO Box 84 Renewal	392.00
Adobe Pro	24/02/25	Annual Subscription for Accounts	383.86
		Total Debited	1,958.30
		MCCS Credit Card 040225 to 030325	
Nespresso	12/02/25	Knit & Natter Order	193.00
Australia Post	13/02/25	WWC Application - 1 x CRC Staff	87.00
Jaycar Electronics	18/02/25	CRC Office - Counter to suit doorway beam	57.95
Parking	20/02/25	WALGA Forum	13.00
The Good Grocer	22/02/25	Supplies for 'Thank a Volunteer Day Event'	23.98
Awards & Trophies	26/02/25	1 x Multifaceted Glass Peak 190mm	79.90
		Total Debited	454.83
		MWS Credit Card 040225 to 030325	
Data Signs	5/02/25	2025 Subscription	707.00
		Total Debited	707.00
		Total CC00006	6,514.95

Grand Total - Other

167,808.50

EFT Payment	1,214,396.18
Other - Direct Debits	167,808.50
Total	1,382,204.68
Recoverable	6,886.73

9.2.2 FINANCIAL REPORTS FOR FEBRUARY 2025

FILE REFERENCE:	Financial Management - Reporting
REPORT DATE:	14 April 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melinda Lymon – Deputy Chief Executive Officer
ATTACHMENTS:	9.2.2.1 - Financial Reports

PURPOSE OF REPORT:

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature) for the month ended 28 February 2025. The Capital Works report has been incorporated into this.

BACKGROUND:

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

Below are the prescribed contents of the Monthly Financial Report.

Regulation 34 - Statement of Financial Activity

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

- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be
 - (a) Presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Regulation 35 – Statement of Financial Position

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

POLICY REQUIREMENTS:

Council Policy 4.1 – Accounting

LEGISLATIVE REQUIREMENTS:

- Local Government Act 1995
- > Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

> Environment

There are no known environmental impacts associated with this proposal.

> Economic

There are no known economic impacts associated with this proposal.

> Social

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2024/25 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and AASB Practice Statement 2 – Making Material Judgements, the level to be used in statements of financial activity in 2024/25 for reporting material variances shall be:

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

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

The financial reports for the period ending 28 February 2025 are attached to the Council Agenda. Note the budget amendments endorsed by Council at its Ordinary Council Meeting held on 26 March 2025 are not effective at this date.

COMMENT:

This report presents the Statement of Financial Activity by nature for the period ended 28 February 2025.

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

	Original Budget	YTD Budget	YTD Actuals – 28 February 2025
	\$	\$	\$
Opening Surplus	3,065,879	3,065,879	3,088,391
Cash Operating Revenue	5,644,479	5,192,139	5,342,751
Profit on asset disposals	51,388	51,388	58,544
Cash Operating Expenditure	-5,508,141	(3,896,585)	(3,500,337)
Depreciation	-8,484,522	(5,656,291)	(38,944)
Loss on asset disposals	-32,984	(32,984)	(24,263)
Capital Expenditure	-9,808,214	(3,962,132)	(3,481,551)
Capital Income	5,219,244	1,189,260	763,770
Financing Activities	1,386,753	(148,441)	(155,383)
Non-cash items (excluded)	8,466,118	5,637,887	4,663
Closing Surplus/(Deficit)	0	1,440,120	2,057,641

Rates

Rates notices were issued 26 August 2024, with a due date for payment in full or first instalment of 30 September 2024, the third instalment was due on 3 February 2025. As at 28 February 2025, the gross amount of rates, ESL and rubbish charges outstanding (including arrears, legal charges, instalments and interest) was \$754,390 and of this amount \$51,373 is made up of deferred pensioner rates.

In the 2024/25 year, there has been 302 ratepayers elect to pay their rates by instalment, which is an increase in the number of ratepayers taking this option. There were 202 ratepayers on instalments in 2023/24.

Capital Works

As at 28 February 2025 the Shire has incurred \$3,481,551 in actual expenditure on capital works projects against the current budget of \$10,207,868 representing 34.11% of the budgeted works.

Depreciation

Depreciation for February 2025 has not yet been processed in the accounting system as the asset additions and disposals are being processed following the transition to the new ERP.

Closing surplus actual vs estimate

The closing surplus that has been included in the 2024/25 annual budget is \$3,065,879 versus the brought forward surplus shown in the February 2025 financial reports of \$3,088,391. The EOFY accounting entries have now been finalised and the actual closing position for 30 June 2024 is \$3,088,391.

VOTING REQUIREMENTS: Simple Majority.

ABSOLUTE MAJORITY REQUIRED: No.

OFFICER RECOMMENDATION: MOVED: Cr CHAMBON

SECONDED: Cr BOEKEMAN

That Council:

- 1. Receives the Monthly Financial Report (containing the Statement of Financial Activity by nature classification) and Statement of Financial Position for the month ended 28 February 2025, as presented as attachment 1 to this report.
- 2. Notes the unrestricted municipal surplus of \$2,057,641 for the month ended 28 February 2025.

For: Cr M Stephenson Cr S Boekeman Cr G Chambon Cr D Coad Cr B Donnellan CARRIED: 5/0 RESOLUTION 040425 Against:



SHIRE OF WONGAN-BALLIDU

MONTHLY FINANCIAL REPORT

28/02/2025

CONTENTS

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

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR 28 FEBRUARY 2025							
	Adopted Budget 2024-2025	Current Budget 2024-2025	YTD Budget	YTD Actual	Variance (%)	Variance (\$)	Variance Flag
Opening Funding Surplus/(Deficit)	3,065,879	3,065,879	3,065,879	3,088,391			
Rates	3,565,703	3,565,703	3,565,703	3,581,596	(0.4%)	15,893	~
Operating grants, subsidies and contributions	971,699	991,699	765,436	773,560	(1.1%)	8,124	\checkmark
Fees and charges	711,377	711,377	565,610	645,449	(14.1%)	79,839	×
Other Revenue	204,700	204,700	167,640	199,094	(18.8%)	31,454	×
Interest Profit on Asset Disposals	191,000 51,388	191,000	127,750 51,388	143,052 58,544	(12.0%) (13.9%)	15,302 7,156	x x
a: TOTAL INCOME	5,695,867	51,388 5,715,867	5,243,527	5,401,295	(13.9%)	157,768	^
OPERATING EXPENSES							
Employee Costs	(2,813,607)	(2,813,607)	(1,900,558)	(1,769,392)	6.9%	131,166	✓
Materials & Contracts	(1,577,128)	(1,627,128)	(1,066,320)	(840,030)	21.2%	226,290	×
Utility charges	(398,106)	(398,106)	(265,404)	(286,604)	(8.0%)	(21,200)	
Interest	(41,000)	(41,000)	(33,000)	(32,668)	1.0%	332	× .
Insurance Other General	(292,363)	(292,363)	(292,363)	(301,305) (270,338)	(3.1%)	(8,942)	×
Loss on Asset Disposals	(385,937) (32,984)	(385,937) (32,984)	(338,940) (32,984)	(270,338) (24,263)	20.2% 26.4%	68,602 8,721	x
Depreciation	(8,484,522)	(8,484,522)	(5,656,291)	(38,944)	99.3%	5,617,347	x
b: TOTAL OPERATING EXPENSES	(14,025,647)	(14,075,647)	(9,585,860)	(3,563,544)		6,022,316	
Operating activities excluded from budget							
Add back Depreciation	8,484,522	8,484,522	5,656,291	38,944			
Add back Depreciation Adjust (Profit)/Loss on Asset Disposal	(18,404)	(18,404)	(18,404)	(34,281)			
	8,466,118	8,466,118	5,637,887	4,663			
Amount attributable to operating activities	136,338	106,338	1,295,554	1,842,414			
Amount attributable to operating activities	130,330	106,338	1,295,554	1,042,414			
INVESTING ACTIVITIES	4 670 044	E 000 600	000.000	045 460	70.00/	(504.000)	
Non-Operating grants, subsidies and contributions Proceeds from disposal of motor vehicles and P&E	4,678,244 541,000	5,023,688 541,000	839,260 350,000	245,162 518,608	70.8% (48.2%)	(594,098) 168,608	x x
TOTAL CAPITAL INCOME	5,219,244	5,564,688	1,189,260	763,770	(40.270)	(425,490)	
		-,,	,,	, -			1
Capex - Land & Buildings	(3,031,947)	(3,111,947)	(363,461)	(363,388)	0.0%	73	✓
Capex - Furniture & Equipment	(84,195)	(91,219)	(84,195)	(80,340)	4.6%	3,855	✓
Capex - Motor Vehicles Capex - Plant	(444,213)	(444,213) (980,000)	(179,000) (890,000)	(156,199) (535,222)	12.7% 39.9%	22,801 354,778	x x
Capex - Plant Capex - Infrastructure - Roads	(980,000) (4,698,877)	(4,801,507)	(2,100,000)	(535,222) (1,977,559)	5.8%	354,778 122,441	×
Capex - Infrastructure - Footpaths	(65,047)	(155,047)	(2,100,000)	(1,098)	0.0%	(1,098)	\checkmark
Capex - Infrastructure - Other	(503,935)	(623,935)	(345,476)	(367,745)	(6.4%)	(22,269)	\checkmark
TOTAL CAPITAL EXPENDITURE	(9,808,214)	(10,207,868)	(3,962,132)	(3,481,551)		480,581	
Amount attributable to investing activities	(4,588,970)	(4,643,180)	(2,772,872)	(2,717,781)			
FINANCING ACTIVITIES							
Transfer from reserves	1,192,800	1,242,800	0	0	0.0%	0	
Transfer to reserves	(1,209,165)	(1,209,165)	(100,000)	(105,980)	(6.0%)	(5,980)	
Lease liabilities principal repayments Proceeds on new borrowings	(8,882) 1,500,000	(8,882) 1,500,000	(4,441)	(4,463)	(0.5%) 0.0%	(22)	×
Loan principal repayment	(106,400)	(106,400)	(53,200)	(54,213)		(1,013)	
SSL Principal Reimbursements	18,400	18,400	9,200	9,273	(0.8%)	73	
Amount attributable to financing activities	1,386,753	1,436,753	(148,441)	(155,383)		(6,942)	
CLOSING SURPLUS / (DEFICIT)	0	(34,210)	1,440,120	2,057,641			
				Within budget tole	rance of 10% or	d \$10.000	✓
** This sheet illustrates the variance analysis.					statice of 10% af	ια φτυ,000	
For variance explanation refer to applicable note.				Over budget toler	ance of 10% and	\$10,000	×

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL POSITION 28/02/2025

	28 February 2025	2024
CURRENT ASSETS		
Cash and cash equivalents	7,565,762	6,707,644
Trade and other receivables	1,409,325	387,496
Other financial assets	8,982	18,255
Inventories	130,187	23,064
Contract assets	17,058	452,858
Other assets	65,893	65,893
TOTAL CURRENT ASSETS	9,197,207	7,655,210
NON-CURRENT ASSETS		
Trade and other receivables	51,373	47,369
Other financial assets	275,335	275,335
Inventories	15,236	15,236
Property, plant and equipment	34,668,685	33,949,883
Infrastructure	221,230,901	218,913,848
Right-of-use assets	27,023	27,023
TOTAL NON-CURRENT ASSETS	256,268,553	253,228,694
TOTAL ASSETS	265,465,760	260,883,904
	203,403,700	200,003,304
CURRENT LIABILITIES		
Trade and other payables	1,083,579	641,091
Other liabilities	2,157,134	157,917
Lease liabilities	2,556	9,006
Borrowings	51,616	105,829
Employee related provisions	425,441	391,106
TOTAL CURRENT LIABILITIES	3,720,326	1,304,949
NON-CURRENT LIABILITIES		
Lease liabilities	17,827	17,827
Borrowings	1,702,274	1,702,274
Employee related provisions	35,000	35,000
TOTAL NON-CURRENT LIABILITIES	1,755,101	1,755,101
	5 A75 A96	2 060 050
	5,475,426	3,060,050
NET ASSETS	259,990,334	257,823,854
EQUITY		
Retained surplus	66,891,172	64,817,475
Reserve accounts	3,506,272	3,400,292
Revaluation surplus	189,592,890	189,606,087
TOTAL EQUITY	259,990,334	257,823,854
	200,000,004	

Shire of Wongan-Ballidu Variance Report 28 February 2025

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% or \$10,000, whichever is greater, as its threshold for line items on the Statement of Financial Activity by nature shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expenditure.

Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments				
	Operating Income							
✓	15,893	Within Threshold	Rates	Within Council variance reporting threshold.				
~	8,124	Within Threshold	Operating grants, subsidies and contributions	Within Council variance reporting threshold.				
×	79,839	Permanent	Fees and charges	Due to increased Water Standpipe Fees.				
x	31,454	Permanent	Other Revenue	Favourable - Insurance reimbursements which are not budgeted for.				
x	15,302	Permanent	Interest	Favourable - Additional Interest Received.				
×	7,156	Permanent	Profit on Asset Disposals	Favourable - Due to an increase on expected proceeds of sale.				
			Operating Expendi	ture				
<	131,166	Within Threshold	Employee Costs	Within Council variance reporting threshold.				
×	226,290	Timing	Materials & Contracts	Timing - Fuel costs are yet to be allocated from inventory.				
✓	(21,200)	Within Threshold	Utility charges	Within Council variance reporting threshold.				
✓	332	Within Threshold	Interest	Within Council variance reporting threshold.				
~	(8,942)	Within Threshold	Insurance	Within Council variance reporting threshold.				
×	68,602	Permanent	Other General	Favourable - Additional insurance claims.				
×	8,721	Permanent	Loss on Asset Disposals	Favourable - Non-cash.				
×	5,617,347	Timing	Depreciation	Depreciation not processed in new finance system as finalising configuration.				
			Investing					
×	(594,098)	Timing	Non-Operating grants, subsidies and contributions	Funding claims to be finalised.				
×	168,608	Timing	Proceeds from disposal of motor vehicles and P&E	See Capital Works Report.				
~	73	Within Threshold	Capex - Land & Buildings	See Capital Works Report.				
~	3,855	Within Threshold	Capex - Furniture & Equipment	See Capital Works Report.				
×	22,801	Timing	Capex - Motor Vehicles	See Capital Works Report.				
×	354,778	Timing	Capex - Plant	See Capital Works Report.				
~	122,441	Within Threshold	Capex - Infrastructure - Roads	See Capital Works Report.				
~	(1,098)	Within Threshold	Capex - Infrastructure - Footpaths	See Capital Works Report.				
~	(22,269)	Within Threshold	Capex - Infrastructure - Other	See Capital Works Report.				
			Financing					
\checkmark	0 (5 980)	Within Threshold Within Threshold	Transfer from reserves	Within Council variance reporting threshold. Within Council variance reporting threshold.				
✓	(5,980) (22)	Within Threshold	Transfer to reserves Lease liabilities principal repayments	Within Council variance reporting threshold.				
\checkmark	<mark>(1,013)</mark> 73	Within Threshold Within Threshold	Loan principal repayment SSL Principal Reimbursements	Within Council variance reporting threshold. Within Council variance reporting threshold.				
\checkmark		Within Threshold		Within Council variance reporting threshold.				

SHIRE OF WONGAN-BALLIDU NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 28 February 2025

NET CURRENT ASSETS

NET CURRENT ASSETS				
	Positive=Surplus (Negative=Deficit)			
	Budget Last Years Closing 30 June 2024	Actual Last Years Closing 30 June 2024	Current 28 February 2025	
	\$		\$	
Current Assets				
Cash Unrestricted	3,310,259	3,307,354	4,059,490	
Cash Restricted - Reserves	3,400,292	3,400,292	3,506,272	
Receivables - Rates	100,309	91,167	787,794	
Receivables - Other	882,224	717,245	232,900	
Receivables - ATO	0	97,833	471,582	
Inventories	10,000	23,064	130,187	
Financial assets	18,400	18,255	8,982	
	7,721,484	7,655,210	9,197,207	
Less: Current Liabilities				
Payables	(798,857)	(641,091)	(844,408)	
Payables - ATO	0	0	(239,171)	
Contract Liabilities - Unspent grants	(136,882)	(157,917)	(2,157,134)	
Employee provisions	(343,016)	(391,106)	(425,441)	
Lease liabilities	(8,882)	(9,006)	(2,556)	
Long term borrowings	(106,400)	(105,829)	(51,616)	
	(1,394,037)	(1,304,949)	(3,720,326)	
Net Current Assets	6,327,447	6,350,261	5,476,882	
Adjustments to Net Current Assets				
Less: Restricted Cash - Reserves	(3,400,292)	(3,400,292)	(3,506,272)	
Less: Current self-supporting loans receivable	(18,400)	(18,255)	(8,982)	
Add: Liabilities funded by restricted cash	41,842	41,842	41,842	
Add: Current portion of borrowings Add: Current portion of lease liabilities	106,400 8,882	105,829 9,006	51,616 2,556	
Aud. Current portion of lease liabilities	(3,261,568)	(3,261,870)	(3,419,241)	
	0.005.000	0.000.000	0.057.000	
Net Current Assets used in the Statement of Financial Activity	3,065,879	3,088,391	2,057,641	

SHIRE OF WONGAN-BALLIDU ANALYSIS OF DISPOSED ASSETS AS AT 28 FEBRUARY 2025

	Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget <mark>(Profit)</mark> / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual <mark>(Profit)</mark> / Loss
By Class Land & Buildings			-	-			
Land & Buildings 31 Jensen St - Vacant Land 26 Ninghan Rd - Vacant Land		0 0	0 0	0 0	100,000 115,000	43,874 43,846	56,126 71,154
Motor Vehicles Toyota Prado (Dr) Tesla Model Y Performance Toyota Coaster Bus Toyota Hilux (Town Mtce.) Toyota Hilux (Grader)		25,000 82,000 2,500 10,880 14,212	50,000 6,000 12,000	32,000 (3,500) (1,120)	23,700 77,957	55,227 56,509	(31,527) 21,448 - -
Plant & Equipment Mack Truck (PTK34) Dual Tip Pig Trailer (PTRL23) Mack Truck (PTK35)		82,000 15,984 93,020	85,000 15,000 95,000	984 (1,980)	78,630 16,031	92,848 13,216	(14,218) 2,815
CAT 12M Grader Dolly Trailer (PTRL14) Various obsolete equipment		195,000 2,000			198,997 -	211,797 1,291	(12,800)
TOTAL		522,596	541,000	(18,404)	610,315	518,608	92,998

Motor Vehicle and Plant & Equipment Change Over	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles			-			-
Toyota Prado (Dr)	94,000	55,000	39,000		55,227	(55,227)
Tesla Model Y Performance	100,000	50,000	50,000		56,509	(56,509)
Toyota Coaster Bus	125,213	6,000	119,213			-
Toyota Hilux (Town Mtce.)	40,000	12,000	28,000			-
Toyota Hilux (Grader)	40,000	18,000	22,000			-
Toyota Hilux (BMO)	45,000	-	45,000	43,877		43,877
Sub-total	444,213	141,000	303,213		111,736	(67,859)
Plant & Equipment						
Mack Truck (PTK34) - rollover proceeds		85,000	(85,000)		92,848	(92,848)
Dual Tip Pig Trailer (PTRL23) - rollover proceeds		15,000	(15,000)		13,216	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Mack Truck (PTK35)	330,000	95,000	235,000			
CAT 12M Grader	480,000	200,000	280,000	451,875	211,797	240,078
Dolly Trailer (PTRL14)	40,000	5,000	35,000			-
Sundry plant and equipment	40,000	-	40,000			-
Various obsolete equipment					1,291	-
Sub-total	890,000	400,000	490,000	451,875	319,152	134,014
TOTAL	1,334,213	541,000	793,213	451,875	430,888	66,155

SHIRE OF WONGAN - BALLIDU BORROWINGS AS AT 28 FEBRUARY 2025

Existing Lo	ans	* Denotes (SSL) Self Supporting	Loan								
Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Feb 25	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2024	Principal Repayments YTD	Loan Balance @ 28 Feb 25
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(3,461)	189,627	(9,614)	180,013
152	Co-Location Construction	Shire	Dec-2039		2,000,000	(22,356)	-	(16,475)	1,618,477	(44,599)	1,573,878
TBA	Volunteer BFB Fire Shed	Shire*	-	1,500,000	-						
TOTAL EXIS	STING LOANS			1,500,000	2,300,000	(22,356)	-	(19,936)	1,808,104	(54,213)	1,753,891

Shire Loan Summary-2,000,000(22,356)-(16,475)1,618,477(44,599)1,573,878Self Supporting Loan Summary1,500,000300,000189,627(9,614)180,013

	Loan Balance @ 28 Feb 25	SSL	Shire	Total
Current loan liability	(84,193)	(18,400)	(65,793)	(84,193)
Non current liability	(1,669,698)	(161,613)	(1,508,085)	(1,669,698)
Total Loan Liability	(1,753,891)	(180,013)	(1,573,878)	(1,753,891)

			A			GAN - BALLIDU JNTS AS AT 28 I	EBRUARY 2025							
								CURRENT FULL	YEAR'S BUDGE	Т	AC	TUAL YTD AT :	28 FEBRUARY 20	25
Reserve Description	Budget Opening Balance	Actual Opening Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	EOY Balance	Transfer in / Interest	Transfer to Reserve	Transfer from Reserve	EOY Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	Actual Balance
Long Service Leave Reserve	41,842	41,842		-	-	41,842	-	-	-	41,842	-	-	-	41,842
Community Resource Centre Reserve	12,923	12,923		-	-	12,923	-	-	-	12,923	-	-	-	12,923
Depot Improvement Reserve	10,572	10,572		40,000	-	50,572	-	40,000	-	50,572	-	-	-	10,572
Historical Publications Reserve	7,126	7,126		-	-	7,126	-	-	-	7,126	-	-	-	7,126
Housing Reserve	380,844	380,844		150,000	-	530,844	-	150,000	-	530,844	- [-	-	380,844
Special Projects Reserve	1,000,818	1,000,818		-	(30,000)	970,818	-	-	(80,000)	920,818	-	-	-	1,000,818
Patterson Street JV Housing Reserve	64,357	64,357		5,000	-	69,357	-	5,000	-	69,357	-	-	-	64,357
Plant Reserve	933,917	933,917	125,000	754,165	(764,800)	923,282	125,000	754,165	(764,800)	1,048,282	105,980	105,980	-	1,039,897
Quinlan Street JV Housing Reserve	64,915	64,915		5,000	(15,000)	54,915	-	5,000	(15,000)	54,915	-	-	-	64,915
Stickland JV Housing Reserve	68,582	68,582		5,000	-	73,582	-	5,000	-	73,582	-	-	-	68,582
Swimming Pool Reserve	273,188	273,188		50,000	(200,000)	123,188	-	50,000	(200,000)	123,188	-	-	-	273,188
Waste Management Reserve	60,366	60,366		-	-	60,366	-	-	-	60,366	-	-	-	60,366
Sporting Co-Location Reserve	133,360	133,360		-	(30,000)	103,360	-	-	(30,000)	103,360	-	-	-	133,360
Building Asset Management Reserve	347,482	347,482		200,000	(153,000)	394,482		200,000	(153,000)	394,482	-	-	-	347,482
Wongan Hills Sports and Recreation Council Asset Management Reserve	-	-		-	-	-					-	-	-	-
Wongan Hills Childcare Services Reserve	-	-		-	-	-					-	-	-	-
TOTALS	3,400,292	3,400,292	125,000	1,209,165	(1,192,800)	3,416,657	125,000	1,209,165	(1,242,800)	3,491,657	105,980	105,980	-	3,506,272

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 28 FEBRUARY 2025

Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance	Indicator	Completion %	Asset Class
Administration Building (Buildings) - CAPEX	\$7.291.00	\$7.291.00	\$0.00	\$0.00	\$8,470.00	\$8.470.00	\$7.291.00			Land & Buildings
Computer Hardware (F&E)- CAPEX	\$20,000.00	\$20,000.00	\$20.000.00	\$15,293.53	\$0.00	\$15.293.53	\$4,706,47			Furniture & Equipment
CEO Vehicle (MV) - CAPEX	\$100,000.00	\$100,000.00	\$0.00	\$0.00		\$83,867.00				Motor Vehicles
Capex - Chambers ICT Upgrade (F&E)	\$64,195.00	\$64.195.00	\$64,195.00	\$65,046.66	\$0.00	\$65.046.66				Furniture & Equipment
Capex - Ninan/Hinds BFB Fire Shed	\$1.500.000.00	\$1.500.000.00	\$0.00	\$0.00	\$7.000.00	\$7.000.00				Land & Buildings
Capex - Fire Danger Rating Signage	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$28.577.88	\$28.577.88	\$30,000,00			Infrastructure - Other
Community Bus (MV) - CAPEX	\$125,213.00	\$125,213.00	\$0.00	\$0.00		\$128.840.00	\$125,213.00			Motor Vehicles
CRC Capital Expense (Buildings) - CAPEX	\$43,203.00	\$43,203.00	\$10,000.00	\$6,173,11	\$7.300.00	\$13,473.11	\$37,029.89			Land & Buildings
Doctors Vehicle (MV)- CAPEX	\$94,000.00	\$94,000.00	\$94,000.00	\$82,004.92	\$0.00	\$82,004.92	\$11,995.08			Motor Vehicles
Capex - Medical Centre Generator	\$45,000.00	\$45.000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000,00			Plant & Equipment
8 Ellis Street (Buildings)- CAPEX	\$6.358.00	\$6.358.00	\$6.358.00	\$5.720.91	\$0.00	\$5.720.91	\$637.09			Land & Buildings
16 Moore Street (Buildings)- CAPEX	\$20,581.00	\$20,581.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,581.00			Land & Buildings
JV Housing - Quinlan St (Buildings)- CAPEX	\$14,712.00	\$14,712.00	\$14,712.00	\$13.352.55	\$0.00	\$13.352.55	\$1.359.45			Land & Buildings
Capex - Staff Housing - Stickland St and Shields Crescent (LRCIP)	\$425,000.00	\$425,000.00	\$200,000.00	\$198.540.03		\$350,700.03	\$226,459.97			Land & Buildings
Cemetery WH Capex (Infras Other) - CAPEX	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,500.00			Infrastructure - Other
Community Park Toilets (Buildings)- CAPEX	\$10,116.00	\$10.116.00	\$0.00	\$0.00	\$0.00	\$0.00				Land & Buildings
Railway Centre Toilets (Buildings)- CAPEX	\$544,750.00	\$544,750.00	\$20.000.00	\$8,055.25		\$160,471.68	\$536.694.75			Land & Buildings
Ballidu Hall (Buildings)- CAPEX	\$153,485.00	\$153,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153,485.00			Land & Buildings
Community Park WH (Infras Other)- CAPEX	\$11,570.00	\$11,570.00	\$0.00	\$0.00	\$6,570.00	\$6,570.00				Infrastructure - Other
Federation Park (Cadoux) - Capex	\$22.349.00	\$22,349.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,349.00			Land & Buildings
WH Swimming Pool (Infrastructure Other) - CAPEX	\$225,476.00	\$225,476.00		\$249,273.84	\$7,668.18	\$256,942.02	-\$23,797.84			Infrastructure - Other
Mocardy Dam (Infras Other)- CAPEX	\$177,389.00	\$177,389.00	\$120,000.00	\$111,026.60		\$160,404.25				Infrastructure - Other
Radio & Television Tower (Buildings) - CAPEX	\$44.305.00	\$44,305.00	\$120,000.00	\$111,020.00	\$0.00	\$100,404.23	\$44,305.00			Land & Buildings
W.H. Recreation Complex (Buildings) - CAPEX	\$118,381.00	\$118,381.00	\$30,802.00	\$30,009.50	\$1,080.68	\$31,090.18				Land & Buildings
Ballidu Sports Complex (Buildings) - CAPEX	\$118,381.00	\$118,381.00	\$30,802.00	\$30,009.50	\$1,080.08	\$31,090.18	\$9,800.00			Land & Buildings
Econcomic Stimulus Project	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00				Infrastructure - Other
Capex - WH Pavilion Generator	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00				Plant & Equipment
Depot Bldg. Capital (Buildings) - CAPEX	\$43,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00			Land & Buildings
Water Tank (P&E)- CAPEX	\$15.000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00			Infrastructure - Other
Trucks - CAPEX	\$330,000.00	\$330,000.00		\$0.00		\$329,442.00				Plant & Equipment
Sundry Plant and Equipment (CAPEX)	\$40,000.00	\$40,000.00	\$40,000.00	\$44,885.95	\$0.00	\$44,885.95	-\$4,885.95			Plant & Equipment
Patching Trailer - CAPEX	\$40,000.00	\$40,000.00	\$40,000.00	\$38,460,36	\$0.00	\$38,460,36				Plant & Equipment
Grader (P&E) - CAPEX	\$480.000.00	\$480,000.00	\$480,000.00	\$451,875.29	\$0.00	\$451,875.29				Plant & Equipment
Museum - CAPEX	\$43,500.00	\$43,500.00	\$480,000.00	\$1.671.43	\$0.00	\$1,671.43	\$41,828.57			Land & Buildings
BMO - Vehicle - CAPEX	\$45,000.00	\$45,000.00	\$45.000.00	\$43.876.82	\$0.00	\$43.876.82	\$1.123.18			Motor Vehicles
Grader Utility (Motor Vehicles) - CAPEX	\$40,000.00	\$40,000.00	\$40,000.00	\$30,316.82	\$0.00	\$30,316.82	\$9,683.18			Motor Vehicles
Town Maintenance Ute - CAPEX	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	\$25.067.00	\$25,067.00				Motor Vehicles
Lot 162 Danubin St - CAPEX	\$40,000.00	\$40,000.00	\$0.00	\$708.99	\$25,067.00	\$25,007.00				Land & Buildings
RRG Funded Capital Roadworks (Infras Roads)	\$1,360,111.00	\$1,462,741.00			\$76,674.00	\$1,245,172.59	\$294,242.41			Infrastructure - Roads
R2R Funded Capital Roadworks (Infras Roads)	\$893,944.00	\$893.944.00	\$400.000.00	\$369.874.33	\$87.655.00	\$457,529.33	\$524.069.67			Infrastructure - Roads
	\$65.047.00	\$65.047.00	\$400,000.00	\$369,874.33	\$87,655.00	\$457,529.33	\$524,069.67			Infrastructure - Roads
Own Funded Capital Footpaths (Infras footpaths)										
Own Funded Capital Roadworks (Infras Roads).	\$468,995.00	\$468,995.00		\$221,709.53	\$124,731.44 \$833,770.20	\$346,440.97	\$247,285.47 \$1.758.350.43			Infrastructure - Roads Infrastructure - Roads
Wheatbelt Secondary Freight Network Roadworks (Infra Roads) LRCIP Phase 2 - CCTV	\$1,975,827.00	\$1,975,827.00		\$217,476.57 \$0.00					- 11%	innastructure - Roads
LRCIP Phase 2 - CCTV LRCIP Phase 2 - WH Cemetery Toilet	\$0.00 \$0.00	\$7,024.00 \$80.000.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00 \$23.144.91	\$7,024.00 \$56.855.09		200/	Land & Buildings
LRCIP Phase 2 - Ballidu Footpaths	\$0.00	\$90,000.00	\$0.00	\$0.00	\$4,608.00	\$4,608.00				Infrastructure - Footpaths
LRCIP Phase 2 - Ballidu Hall Carpark	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00				Infrastructure - Other
LRCIP Phase 2 - Wongan Rd Drainage - North Entry	\$0.00	\$100,000.00	\$0.00	\$7,444.96		\$32,235.15			- 7%	Infrastructure - Other
42 Mitchell Street Repairs (Insurance)	\$0.00	\$0.00	\$81,589.00	\$76,011.65		\$76,011.65			0.10/	Land & Buildings
	\$9,808,214.00	\$10,207,868.00	\$3,962,132.00	\$3,481,550.90	\$2,140,144.83	\$5,621,695.73	\$6,726,317.10		34%	

Asset Class	Original Budget	Current Budget	YTD Budget	YTD Actual	PO	Total Actual	Variance	Indicator	Completion %
Land & Buildings	\$3,031,947	\$3,111,947	\$363,461	\$363,388	\$328,427	\$691,815	\$2,748,559		12%
Furniture & Equipment	\$84,195	\$84,195	\$84,195	\$80,340	\$0	\$80,340	\$3,855		95%
Motor Vehicles	\$444,213	\$444,213	\$179,000	\$156,199	\$237,774	\$393,973	\$288,014		35%
Plant & Equipment	\$980,000	\$980,000	\$890,000	\$535,222	\$329,442	\$864,664	\$444,778		55%
Infrastructure - Roads	\$4,698,877	\$4,801,507	\$2,100,000	\$1,977,559	\$1,122,831	\$3,100,390	\$2,823,948		41%
Infrastructure - Footpaths	\$65,047	\$155,047	\$0	\$1,098	\$4,687	\$5,785	\$153,949		1%
Infrastructure - Other	\$503,935	\$623,935	\$345,476	\$367,745	\$116,984	\$484,729	\$256,190		59%
	\$9,808,214.00	\$10,200,844.00	\$3,962,132.00	\$3,481,551.00	\$2,140,144.83	\$5,621,695.73	\$6,719,293.10		34%

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

9.2.3 FIRE CONTROL OFFICER AND BUSH FIRE ADVISORY COMMITTEE (BFAC) APPOINTMENTS AND OTHER BFAC RECOMMENDATIONS

REPORT DATE:	15 April 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	BFAC Meeting held 09 April 2025
AUTHOR:	Danica Mullins, Finance Officer
REVIEWER:	Melinda Lymon, Deputy Chief Executive Officer

PURPOSE OF REPORT:

That Council receive and endorse the recommendations of the Bushfire Advisory Committee (BFAC) from the BFAC meeting held on 09 April 2025.

BACKGROUND:

The *Bush Fire Brigades Local Law 2010* requires each Brigade to hold an Annual General Meeting prior to the first Bush Fire Advisory Committee Meeting held in April each year. At the Annual General Meeting of a Bush Fire Brigade, up to three (3) Brigade members are to be nominated to the Bush Fire Advisory Committee to serve as Fire Control Officers for the Brigade area until the next Annual General Meeting. Other positions within the Brigade area are to be filled for a one-year term.

The Bush Fire Advisory Committee has recommended persons to be appointed to positions within the Brigade area as follows: -

9.2.3.1 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE BURAKIN BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Burakin Bush Fire Brigade for a one-year term:

- Mal Sutherland
- Matt Reynolds
- Ross Lane

9.2.3.2 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE CADOUX/MANMANNING BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Cadoux/Manmanning Bush Fire Brigade for a one-year term:

- Shaun Kalajzic
- Shayne Booth

9.2.3.3 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE LAKE NINAN/HINDS BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be APPONTED as Fire Control Officers and BFAC Representatives for the Lake Ninan/Hinds Bush Fire Brigade for a one-year term:

- Chris Wilding
- Andrew Robinson

9.2.3.4 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE MOCARDY BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Mocardy Bush Fire Brigade for a one-year term:

- Stewart Oliver
- Erik Thenander

9.2.3.5 ELECTION OF THE CHIEF BUSH FIRE CONTROL OFFICER

One position for the Chief Bush Fire Control Officer to be filled. Ross Lane is the current holder of this position.

COMMITTEE RECOMMENDATION

That Ross Lane be APPOINTED to the position of Chief Bush Fire Control Officer for a one-year term.

9.2.3.6 ELECTION OF THE DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

One position for the Deputy Chief Bush Fire Control Officer to be filled. Chris Wilding is the current holder of this position.

COMMITTEE RECOMMENDATION

That Chris Wilding be APPOINTED to the position of Deputy Chief Bush Fire Control Officer for a one-year term.

9.2.3.7 APPOINTMENT OF TRAINING OFFICER

One position for the Training Officer to be filled.

COMMITTEE RECOMMENDATION

That the position of Community Emergency Services Manager (CESM) be APPOINTED to the position as Training Officer for a one-year term.

9.2.3.8 APPOINTMENT OF FIRE WEATHER READERS

The immediate past Office Bearers were:

- Ross Lane
- Eric Ganzer
- Andrew Robinson
- Kim Hasson

COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as authorised Fire Weather Readers for the Shire of Wongan-Ballidu for a one-year term:

- Ross Lane
- Eric Ganzer
- Andrew Robinson
- Kim Hasson

9.2.3.9 APPOINTMENT OF FIRE WEATHER OFFICER

In accordance with section 38 of the *Bush Fires Act 1954*, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a high, extreme or catastrophic fire danger rating is forecast.

The immediate past office bearer is: Chief Bush Fire Control Officer.

COMMITTEE RECOMMENDATION

That the following person be APPOINTED as authorised Fire Weather Officers for the Shire of Wongan-Ballidu for a one year term:

• Ross Lane, Chief Bush Fire Control Officer

9.2.3.10 APPOINTMENT OF DEPUTY FIRE WEATHER OFFICER

In accordance with section 38 of the *Bush Fires Act 1954*, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a high, extreme, or catastrophic fire danger rating is forecast.

The immediate past office bearer is: Deputy Chief Bush Fire Control Officer

COMMITTEE RECOMMENDATION

That the following person be APPOINTED as authorised Deputy Fire Weather Officers for the Shire of Wongan-Ballidu.

Chris Wilding, Deputy Chief Bush Fire Control Officer

9.2.3.11 REVIEW OF DRAFT 2025/2026 FIREBREAK ORDER

The Committee reviewed the draft of the 2025/2026 Firebreak Order and recommended the following dates be gazetted for the restricted and prohibited burning periods:

- Restricted Burning Period 13 October 2025 to 14 November 2025
- Prohibited Burning Period 15 November 2025 to 13 February 2026
- Restricted Burning Period 14 February 2026 to 31 March 2026

COMMITTEE RECOMMENDATION

That the proposed 2025/2026 Firebreak Order and the following dates be ENDORSED for the restricted and prohibited burning periods:

- Restricted Burning Period 13 October 2025 to 14 November 2025
- Prohibited Burning Period 15 November 2025 to 13 February 2026
- Restricted Burning Period 14 February 2026 to 31 March 2026

OFFICER RECOMMENDATION: MOVED: Cr DONNELLAN

SECONDED: Cr BOEKEMAN

That Council ADOPTS en bloc, the recommendations of the Bush Fire Advisory Committee for the following items: 9.2.3.1, 9.2.3.2, 9.2.3.3, 9.2.3.4, 9.2.3.5, 9.2.3.6, 9.2.3.7, 9.2.3.8, 9.2.3.9, 9.2.3.10, 9.2.3.11.

CARRIED: 5/0 RESOLUTION 050425 Against:

For: Cr M Stephenson Cr S Boekeman Cr G Chambon Cr D Coad Cr B Donnellan

9.2.4 LRCIP PHASE 4 PROJECTS – BUDGET AMENDMENTS

FILE REFERENCE:	Finance Management/Budgets
REPORT DATE:	13 April 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Council Forum - 26 February 2025
AUTHOR:	Melinda Lymon - Deputy Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

The purpose of this report is to recommend that Council adopt the budget amendments required to undertake the Local Roads and Community Infrastructure Program (LRCIP) Phase 4 projects, as amended.

BACKGROUND:

The upgrade to the Visitor Centre Community Toilets which is being funded through LRCIP Phase 4 will cost less than anticipated. An application to amend the Phase 4 LRCIP funding has been accepted by the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts to amend the projects to be funded by this funding round. The projects are to be completed by 30 June 2025 as part of the funding agreement.

At the Informal Council Meeting held 26 February 2025, Council supported the nomination of new projects to the sum of the amount which will be unspent. As these projects are within different classes of assets to the Visitor Centre Toilet Upgrade within the budget, budget amendments are required.

POLICY REQUIREMENTS:

There are no policy requirements relating to this item.

LEGISLATIVE REQUIREMENTS:

Section 6.8(1)(b) of the Local Government Act 1995

STRATEGIC IMPLICATIONS:

There are no strategic implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- Environment There are no known environmental impacts associated with this item.
- Economic There are no known economic impacts associated with this proposal.

> Social

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Nil. The budget amendments include an equal increase in both income and expenditure which result in no change to the current budget closing position.

COMMENT:

The budgeted cost for the Visitor Centre Community Toilets was \$544,750 which was approved for Phase 4 LRCIP funding. The contract for the toilet upgrade works will be \$320,750, leaving \$224,000 unallocated funds. At the Informal Council Meeting in February 2025, Council supported additional projects to be applied for as a variation to utilise the \$224,000 of LRCIP Phase 4 funds.

Project	Project Cost	LRCIP Phase 4
		funds
Upgrade to Wongan Hills Sports Pavilion facade	\$100,000	\$100,000
Wongan Hills Memorial Swimming Pool - Car Park	\$54,000	\$54,000
Upgrade		
Universal Access to Community Resource Centre	\$15,000	\$15,000
Community Park BBQ	\$15,000	\$15,000
Wongan Hills Airstrip Line marking	\$40,000	\$40,000
Total	\$224,000	\$224,000

The above projects have been approved by the LRCIP Program Delegate and must be completed by 30 June 2025.

Budget Amendments

Council is requested to approve the following amendments to the 2024/25 adopted Annual Budget, with explanations provided in the table below. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, this will require an absolute majority decision of Council.

Income/Expense	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Dec rease) in funding position	Comment
Capital Expenditure	Visitor Centre Toilet Upgrade	(\$544,750)	(\$320,750)	\$224,000	ReducedbudgetallocationforupgradetoCommunity Toilets.
Capital Expenditure	Upgrade to Wongan Hills Sports Pavilion facade	(\$0)	(\$100,000)	(\$100,000)	Budget allocation to render and paint east side and paint the west side of the WH Sports pavilion.

Capital Expenditure	Wongan Hills Memorial Swimming Pool - Car Park Upgrade	(\$0)	(\$54,000)	(\$54,000)	Budget allocation to asphalt the public carpark at the WH Memorial Swimming Pool.
Capital Expenditure	Universal Access to Community Resource Centre	(\$0)	(\$15,000)	(\$15,000)	Budget allocation to install an automatic sliding door to the Community Resource Centre.
Capital Expenditure	Community Park BBQ	(\$0)	(\$15,000)	(\$15,000)	Budget allocation to install an access friendly BBQ at the WH Community Park.
Capital Expenditure	Wongan Hills Airstrip Line marking	(\$0)	(\$40,000)	(\$40,000)	Budget allocation to complete line marking works at the WH airstrip.
Change in net c	urrent assets (fun	ding positi	on)	\$0	

VOTING REQUIREMENTS: Absolute Majority.

ABSOLUTE MAJORITY REQUIRED: Yes, required for budget amendments – s6.8(1)(b) of *Local Government Act 1995.*

Question

Cr Donnellan – In reference to the budgeted amount for the Sports Pavilion, what happens if we underspend against this?

Response

CEO – An underspend could be used on small, odd jobs within the scope of works, but there is a time constraint of 30 June to have works done.

OFFICER RECOMMENDATION MOVED: Cr COAD

SECONDED: Cr CHAMBON

That Council:

1. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* approves the following budget amendments to the 2024/25 adopted Annual Budget:

Income/Expense	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decreas e) in funding position	Comment
Capital Expenditure	Visitor Centre Toilet Upgrade	(\$544,750)	(\$320,750)	\$224,000	Reduced budget allocation for upgrade to Community Toilets.
Capital Expenditure	Upgrade to Wongan Hills Sports Pavilion facade	(\$0)	(\$100,000)	(\$100,000)	Budget allocation to render and paint east side and paint the west side of the WH Sports pavilion.
Capital Expenditure	Wongan Hills Memorial Swimming Pool - Car Park Upgrade	(\$0)	(\$54,000)	(\$54,000)	Budget allocation to asphalt the public carpark at the WH Memorial Swimming Pool.
Capital Expenditure	Universal Access to Community Resource Centre	(\$0)	(\$15,000)	(\$15,000)	Budget allocation to install an automatic sliding door to the Community Resource Centre.
Capital Expenditure	Community Park BBQ	(\$0)	(\$15,000)	(\$15,000)	Budget allocation to install an access friendly BBQ at the WH Community Park.
Capital Expenditure	Wongan Hills Airstrip Line marking	(\$0)	(\$40,000)	(\$40,000)	Budget allocation to complete line marking works at the WH airstrip.
Change in net c	urrent assets (f	unding posit	ion)	\$0	

CARRIED BY ABSOLUTE MAJORITY : 5/0 RESOLUTION 060425

For: Cr M Stephenson Cr S Boekeman Cr G Chambon Cr D Coad Cr B Donnellan Against:

9.3 WORKS AND SERVICES

Nil

9.4 HEALTH, BUILDING AND PLANNING

Nil

9.5 COMMUNITY SERVICES

FILE REFERENCE:	Policies and Procedures/Policies - Council
REPORT DATE:	15 April 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Council Forum – 26 February 2025
AUTHOR:	Kim Walsh – Manager Community and Customer
	Services
ATTACHMENTS:	9.5.1.1 – Current Council Policy 2.3 – To be repealed
	9.5.1.2 – New Council Policy 2.3 and guidelines – To be
	adopted

9.5.1 COMMUNITY DEVELOPMENT FUND POLICY REVIEW

PURPOSE OF REPORT:

The purpose of this report is to present a new Council Policy 2.3 'Community Development Fund Annual Grants Program' for adoption along with the supporting guidelines, and to repeal the current Council Policy 2.3 'Wongan-Ballidu Small Community Grants Program.'

BACKGROUND:

The Shire of Wongan-Ballidu has historically offered a Small Community Grant Program to support community groups and not-for-profit organisations in delivering projects that contribute to the social, cultural, environmental, and economic development of the community. The program has provided funding for a range of local initiatives and events and currently opens on an annual basis at the beginning of the calendar year

The Shire's Council Policy 2.3 Wongan-Ballidu Small Community Grants Program was last reviewed and amendments adopted in October 2021, thus making this policy over three (3) years old.

Since the current Policy was adopted in October 2021 it has been identified that a process review was required. It was determined that the grant program would be more effective if it opened at the beginning of the financial year as opposed to calendar year with the funding awarded in the same financial year. It is recommended that a set annual allocation be included in the budget for the fund, allowing community groups to apply for grants from this dedicated pool.

As part of a recent review of the grant policy and guidelines, it was identified that several conditions of the existing program no longer aligned with the needs and capacities of the community. The review highlighted key areas where the policy could be improved to enhance accessibility, flexibility, and the overall impact of the program.

In particular, the previous requirement that the Shire only contribute up to one-third of the total project cost was found to be a barrier and a condition that was not met with funding often being

offered to cover 100% costs of the project. For some smaller community groups with limited capacity to raise the remaining funds, only offering up to one third of project costs limits groups when reading the guidelines and may discourage them to apply. In response, this condition has been removed to provide greater support to projects that demonstrate strong community benefit but may not have access to significant alternative funding sources.

Additionally, the timeframe for project completion has been extended from the previous period of end of the financial year to 12 months from the date of project approval. This change is intended to provide community groups with more realistic and manageable timelines for planning and delivery, particularly in light of volunteer availability and seasonal considerations.

The grant program will transition from offering open-ended funding requests to providing set funding amounts. This approach will simplify the application and assessment process, provide greater clarity for applicants, and allow the Shire to manage the program more efficiently and equitably.

These changes aim to better support the delivery of community-led projects and ensure the grant program remains transparent and consistent.

POLICY REQUIREMENTS:

Nil.

LEGISLATIVE REQUIREMENTS:

Nil.

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:

The awarding of Small Grants forms part of Council's budget deliberations.

COMMENT:

A comprehensive review of Council Policy 2.3, including a revision of its title, has been completed. The policy has been updated to align with industry best practices identified during the review.

Key amendments to the policy include:

- Introduction of grant limits of \$5,000 and \$10,000, depending on the funding category.
- Updated project completion timeframe: projects must now be completed within 12 months of grant approval, rather than by the end of the financial year.
- Removal of the co-contribution requirement, allowing grants to cover up to 100% of eligible project costs.
- Introduction of a mandatory grant agreement to be signed by successful applicants.

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION: MOVED: Cr COAD

SECONDED: Cr CHAMBON

That Council:

- 1. Repeal the current Council Policy 2.3 Wongan-Ballidu Small Community Grants Program
- 2. Adopt the new Council Policy 2.3 Community Development Fund Annual Grants Program and supporting guidelines as included in attachment 2 to this report.

CARRIED: 5/0 RESOLUTION 070425 Against:

For:
Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan

2.3 Wongan-Ballidu Small Community Grants Program

Policy Owner	Community Development
Person Responsible	Manager of Community Services
Date of Adoption	26 September 2016 – Resolution 181021
Date of Last Review	25 October 2021 – Resolution 180121 – New Policy

OBJECTIVE

To assist community groups and support community projects.

To give clear direction and consistency to decision making for itself and Sporting, Community and Cultural Groups (not for profit) of the Shire of Wongan-Ballidu about Council's support for capital projects for buildings and infrastructure on Council land.

POLICY

Each financial year grant funds will be able to be applied for to support community projects undertaken by incorporated community, cultural or sporting group within the Shire.

Funding will be given to projects which fit into the priority areas listed below:-

Category	Description
Capital Works	 New facilities, major modifications or extensions to existing Shire owned facilities. e.g: Additions to existing facilities Extension of playing surfaces New Buildings
Major Maintenance Works	 Major maintenance to existing Shire owned facilities (fixtures and structural only).e.g: Replacement of playing surfaces Kitchen upgrades Carpet or curtain replacement Reroof of existing building
Volunteers	Projects which support and develop Volunteers, including training and recognition
Community	 Community Events and Workshops e.g: Festivals, Workshops Exhibits Workshops
Youth	Activities and programs for youth

Category	Description
Physical Activity	Funding for programs that increase physical activity and participation in sport and Recreation activities within the Shire. Sports skill development.
Community Services Support	 Funding to support Community Groups operations e.g.: Promotion and Marketing Training and Development Office Equipment Operational

1. Application Process

- 1.1 Contact Council's Manager of Community Services to discuss the details of the grant requested (at least six months prior to application if it is for a large project).
- 1.2 Complete the application form and ensure all relevant information is attached. Incomplete applications may be disadvantaged. The Shire's Community Services may provide assistance with grant applications, providing guidance on developing engagement plans and business plans, and assistance in understanding application available to assist with writing of application criteria.
- 1.3 Submit the application to the Shire before 4.30pm on the last Friday in April to be eligible for consideration in the following financial year funding round.
- 1.4 Applications will be assessed and prioritised by Council at the May Council meeting.
- 1.5 Council will approve or reject applications at its Budget Meeting in July.
- 1.6 Decision communicated to applicants in writing by the second week in August.

2. Conditions of Grant - Capital and Major Maintenance

- 2.1 It being demonstrated that the project is sustainable, applications for capital works must demonstrate a need through a Needs Assessment.
- 2.2 That the group has developed a plan to deal with the 'whole of life' costs of the asset or infrastructure so built and maintained without further Council assistance.
- 2.3 Applications for major maintenance must submit a three-year maintenance plan and prioritise each component.
- 2.4 That the total project cost is over \$10,000; (Capital and Major Maintenance Project Grants only).
- 2.5 For requested contribution amounts over \$5,000, the organisations independently audited financial statements must be provided for the immediate prior year and;
- 2.6 Infrastructure projects will generally be supported at the ratio of 1/6th and Building projects 1/3rd and;
- 2.7 Adequate advance notice, considering the size of the project, is provided to Council;
- 2.8 Councils existing, ongoing or regular contributions to that organisation are taken into account
- 2.9 Recipients are required to publicise that the Shire is a sponsor of the project
- 2.10 Applications for capital works or major maintenance will only be considered for Shire owned facilities and fixtures
- 2.11 Applications for major maintenance must submit a three-year maintenance plan and prioritize each component

2.12 Successful grants must be acquitted prior to the end of March of the financial year in which they are received. Applicants who have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted

3. Conditions of Grant – Small

- 3.1 Organisations must be not-for-profit and based in the Shire
- 3.2 Applicants must demonstrate they have applied for contributions from other funding agencies. For example, Lotterywest will consider funding community projects up to 1/2 and the Department of Sport & Recreation will consider funding for sport & recreation projects up to 1/3
- 3.3 All grants other than capital or major maintenance must be matched two for one with the Shire's grant. This can be either financial (fundraising, grant from other outside agency) or in-kind
- 3.4 Recipients are required to publicise that the Shire is a sponsor of the project
- 3.5 Successful grants must be acquitted prior to the end of March of the financial year in which they are received. Applicants who have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted

4. Conditions of Grant – General

- 4.1 Where possible, projects must have the support of the wider community and not replicate existing projects in the community
- 4.2 Grant availability and application process will be advertised in the Wonga-Balli Boomer from the second week in January each year until the closing date
- 4.3 The Grant open period will run from January 14th to the last Friday in April each year.
- 4.4 Applications must be submitted to the Shire Office before 4.30pm on the closing date to be eligible for consideration in the following financial year funding round. Applications will be assessed and prioritised by Council at the May Council meeting
- 4.5 Scope of assistance with grant applications and acquittals from the Manager Community Services and Community Service Team extends to providing guidance on developing engagement plans and business plans, and assistance in understanding application criteria. Council will approve or reject applications at its Budget meeting in July
- 4.6 Council will approve or reject applications at its Budget meeting in July
- 4.7 Decisions will be communicated to applicants by the second week in August
- 4.8 Applications will only be accepted by not-for-profit incorporated organisations (unless an organisation is requesting assistance in becoming incorporated or unless the organisation/group has an incorporated sponsoring body acting as a guarantor)
- 4.9 Applications must be submitted with all supporting documentation
- 4.10 Applications must not be submitted directly to Councillors
- 4.11 Late applications will not be accepted
- 4.12 Applicants must complete relevant acquittal forms before the end of March in the year in which the grant is awarded. Previous recipients who have outstanding acquittals will be ineligible for consideration until all acquittals have been submitted. Forms outlining the acquittal process will be forwarded once a grant is awarded
- 4.13 Expenditure must take place in the financial year the grant is awarded

5. Disbursement of Grants

- 5.1 Payment of grants will only be paid on receipt of a tax invoice from the applicant
- 5.2 CDF grants in excess of \$2,000.00 will be disbursed quarterly on the following dates:
 - 30 September
 - 31 December
 - 31 March
 - 30 June
- 5.3 The CEO has delegated authority to adjust the disbursement if the applicant requires payment in one instalment or earlier for financial hardship reasons
- 5.4 Grants must be expended in the financial year they were awarded
- 5.5 Council has the right to refuse payment and/or request monies be returned from an approved grant if the project has altered from the original application
- 5.6 Any monies unspent at the conclusion of the funding period must be returned to Council within 60 days of completion of the project or the end of the financial year
- 5.7 The applicant must be ABN registered

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this policy.

2.3 Community Development Fund Annual Grants Program

Policy Owner	Community Development
Person Responsible	Manager Community and Customer Services
Date of Adoption	23 April 2025 Resolution:
Date of Last Review	

OBJECTIVE

To provide clear guidance and consistency in the administration of the Community Development Fund Annual Grants Program, supporting local not-for-profit community, sporting, and cultural groups with funding for initiatives that enhance community wellbeing, participation, and local infrastructure within the Shire of Wongan-Ballidu.

Funding Objectives:

- Reflect our community's priorities and vision, as set out in Council's Strategic Community Plan.
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups.
- Provide benefits to the local community and;
- Contribute to the social, cultural, environmental and economic development of our community.

POLICY

This policy applies to all eligible not-for-profit groups seeking financial support from the Shire for projects that deliver tangible community benefit. It guides the assessment and allocation of annual grant funding and applies to both Council and applicants.

ELIGIBILITY

To be eligible for funding, applicants must:

- Be a not-for-profit organisation, club, or community group based in the Shire of Wongan-Ballidu.
- Be incorporated or auspiced by an incorporated organisation. (The Shire will not act as an auspice for this purpose.)
- Demonstrate your project provides community benefit and alignment with the Shire's strategic objectives.
- Provide evidence of sound financial management and capacity to deliver the project.
- Have appropriate insurance cover, including public liability.
- Be up to date with any previous Shire funding obligations and reporting.
- The applicant must be ABN registered

The program supports initiatives such as:

- Community events and programs.
- Minor capital works on Council land (with prior approval).
- Equipment and facility upgrades.
- Capacity building and volunteer support initiatives.

Funding will not be provided for:

- Ongoing operational or administrative costs (e.g. wages, utilities).
- Projects that duplicate existing services or facilities.
- Retrospective funding for projects already completed or underway.
- Individuals or for-profit entities.
- Activities of a political or religious nature are ineligible. Religious organisations may apply; however, the project or activity seeking funding must be non-religious and demonstrate broad community benefit.

APPLICATION PROCESS

- The program opens annually in July for a period of four weeks. Key dates will be promoted via the Shire website, Wonga-Balli Boomer, and Shire social media channels.
- Applicants must complete the application form and include all required supporting documents as outlined in the guidelines.
- Applications can be submitted via the Shire website portal or by email/post, addressed to the Manager of Community and Customer Services.
- Incomplete or late applications will not be accepted.
- Applications must not be submitted directly to Councillors and will not be accepted.
- Applications will be assessed and prioritised by Council, in accordance with the published guidelines, at the next Ordinary Meeting of Council.
- All applicants will be notified of the outcome in writing within four weeks of the Council decision.

GRANT CONDITIONS

Successful applicants must:

- Sign a Grant Agreement outlining terms and responsibilities.
- Use funds only for the approved purpose and within the agreed timeframe.
- Acknowledge Shire support in promotional materials.
- Provide acquittal documentation, including a project report, financial summary, and photographs (where applicable), within 60 days of project completion.
- Return unspent funds or funds used for non-approved purposes.

GRANT DISBURSEMENT

- Payment of grants will be made upon receipt of a valid tax invoice and a signed Grant Agreement.
- Larger grants may be paid in staged instalments, subject to achievement of agreed project milestones.

- Council reserves the right to withhold or request repayment of funds if the project differs significantly from the approved application.
- All grant funds must be expended within 12 months of the approval date.
- Unspent funds must be returned to the Shire within 60 days of either the project's completion or the end of the financial year, whichever comes first.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this policy.

APPENDIX

Community Development Fund Annual Grants Program – Guidelines

Shire of Wongan-Ballidu

Community Development Fund Annual Grants Program

The Shire of Wongan-Ballidu has a proud history of working in partnership with the community. One of the ways Council supports and empowers community groups is through the annual Community Development Grants program, which delivers funding for projects that:

- Reflect our community's priorities and vision, as set out in Council's Strategic Community Plan.
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups.
- Provide benefits to the local community and;
- Contribute to the social, cultural, environmental and economic development of our community.

CDF grants are provided to support participation and facilitate projects, events and improve facilities in alignment with the recreational, social and cultural needs of our community. Council invests significantly in this annual program and is proud to have supported projects that deliver to our community through the CDF Program.

GUIDELINES

These guidelines provide a clear framework for applicants seeking funding through the Shire of Wongan-Ballidu's Community Development Fund Annual Grants Program. They outline eligibility, funding categories, limits, assessment criteria, and applicant responsibilities to ensure a fair and transparent process.

FUNDING CATEGORIES

The program provides funding across four categories:

A. Community Events and Programs Maximum Grant Amount: Up to \$5,000	 Local festivals, community events, and celebrations Educational workshops Arts, culture, and heritage activities Recreational programs for youth, seniors, or multicultural groups
B. Capacity Building and Volunteer Support Initiatives Maximum Grant Amount: Up to \$5,000	 Volunteer training and skill development Leadership or governance workshops Resources or initiatives that improve group sustainability or collaboration

C. Equipment and Facility Upgrades Maximum Grant Amount: Up to \$10,000	 Purchase of community-use equipment (e.g. marquees, seating, audio systems) Safety or accessibility improvements Kitchen or bathroom upgrades in community facilities
D. Minor Capital Works on Council Land	 Infrastructure enhancements such as
(with prior approval)	shade structures, pathways, or fencing Improvements to sporting or
Maximum Grant Amount: Up to \$10,000	recreational facilities Landscaping or beautification projects

APPLICANT ELIGIBILITY

Applicants must:

- Be a not-for-profit organisation, club, or community group based in the Shire of Wongan-Ballidu.
- Be incorporated or apply under the auspice of an incorporated organisation. (The Shire will not act as an auspice for this purpose.)
- Hold a current ABN.
- Be adequately insured, including public liability.
- Demonstrate capacity to deliver the proposed project.
- Be up to date with any previous Shire grant obligations and acquittals.

PROJECT ELIGIBILITY

Eligible projects must:

- Provide clear benefit to the local community.
- Align with the Shire's Strategic Community Plan and the programs objectives.
- Fall into one of the four funding categories.
- Be delivered within 12 months of funding approval.
- Not have commenced or been completed prior to the application.

Ineligible projects include:

- Activities of a political or religious nature. Religious organisations may apply, but the funded project must be non-religious and demonstrate broad community benefit.
- Projects for private or commercial gain.
- Retrospective funding for activities already underway or completed.
- Ongoing operational costs, such as staff wages, utilities, or rent.
- Duplications of existing services or infrastructure.

APPLICATION PROCESS

- The program opens annually in July for four weeks.
- Applications must be submitted via the Shire's online portal or in writing to the Manager of Community and Customer Services.
- Late applications will not be accepted.
- Applications must not be submitted directly to Councillors and will not be accepted.
- Applications are assessed and determined by Council at the next Ordinary Meeting.
- All applicants will be advised of the outcome within four weeks of the Council decision.

ASSESSMENT CRITERIA

Applications will be assessed on the following:

Community impact	Extent of benefit to the local community.
Alignment	Relevance to Shire priorities and strategic goals.
Planning and capacity	Quality of planning, budgeting, and readiness to deliver.
Value for money	Efficient use of funds and any co-contributions.
Sustainability and risk	Long-term impact, risk management, and insurance.

Incomplete or late applications will not be considered.

FUNDING CONDITIONS

Successful applicants will be required to:

- Sign a Grant Agreement with the Shire.
- Use funds strictly for the approved project.
- Acknowledge the Shire's support in all promotional materials.
- Submit a project acquittal within 60 days of completion, including:
 - Project summary and outcomes
 - Financial report
 - Supporting documentation (e.g., photos, receipts)
- Return unspent funds or funds used for unapproved purposes.

DISBURSEMENT OF FUNDS

- Funds will be released upon receipt of a valid tax invoice and signed Grant Agreement.
- For larger grants, staged payments may be made upon reaching key milestones.
- Funds must be spent within 12 months of the grant being awarded.
- Any unspent funds must be returned within 60 days of project completion or the end of the financial year, whichever occurs first.

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

Nil

Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

Item 12. CLOSURE

The Presiding Member, Cr M Stephenson, declared the meeting closed at 3:15pm.

Signed by:

28.05.25 Date:

Cr M Stephenson Shire President