



Shire of  
Wongan-Ballidu

# Minutes

Ordinary Meeting of Council  
Wednesday, 16 September 2021  
(Confirmed)



## MINUTES INDEX

Item 1.	ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS .....	2
Item 2.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED .....	2
Item 3.	PUBLIC QUESTION TIME .....	2
Item 4.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....	2
Item 5.	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS.....	2
Item 6.	APPLICATION/S FOR LEAVE OF ABSENCE .....	3
Item 7.	CONFIRMATION OF MINUTES .....	3
7.1	CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY, 24 AUGUST 2021: .....	3
7.2	CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON THURSDAY, 2 SEPTEMBER 2021:.....	3
Item 8.	MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
Item 9.	REPORTS OF OFFICERS AND COMMITTEES.....	4
9.1	GOVERNANCE .....	4
9.2	ADMINISTRATION & FINANCIAL SERVICES.....	5
9.2.1	ACCOUNTS SUBMITTED FOR AUGUST 2021 .....	5
9.2.2	FINANCIAL REPORTS FOR AUGUST 2021.....	7
9.2.3	CREDIT AND FUEL CARDS POLICY .....	10
9.3	WORKS AND SERVICES.....	12
9.3.1	2021/22 BITUMEN.....	12
9.3.2	RAV 7-REQUEST LGA SUPPORT .....	16
9.3.3	NORTHAM-PITHARA BRIDGES REPLACEMENTS.....	19
9.4	HEALTH, BUILDING AND PLANNING .....	21
9.5	COMMUNITY SERVICES.....	22
Item 10.	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	23
Item 11.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....	24
11.1.1	REQUEST TO WRITE OFF DEBTOR 1483.....	24
Item 12.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	27
12.1.1	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW .....	27
Item 13.	CLOSURE .....	31

## SHIRE OF WONGAN-BALLIDU

The Ordinary Council Meeting held on Thursday, 16 September 2021 commencing at 3.00pm.

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

The Shire President declared the meeting open at 3.03pm.

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

#### Attendance

##### **Councillors**

Cr M Stephenson	Shire President
Cr B West	Deputy Shire President
Cr S Boekeman	Member
Cr S Falconer	Member
Cr E Ganzer	Member
Cr A Tunstill	Member

##### **Council Officers**

Mr S Taylor	Chief Executive Officer
Ms M Marcon	Manager Regulatory Services
Mr J McNulty	Manager Community Services
Mr A Hart	Deputy Chief Executive Officer
Mr K Mickle	Manager Works & Services

#### Visitors

Mr Peter Macnamara, from Cadoux  
Ms Pam Toster, from Ballidu  
Ms Elize Scheepers, from Cadoux  
Ms Dawn Vaughan, from Ballidu

### 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 ON TUESDAY, 24 AUGUST 2021

**MOVED: Cr Ganzer      SECONDED: Cr Boekeman**

That the Minutes of the Ordinary Meeting of Council held on Tuesday, 24 August 2021 be confirmed as a true and correct record of the proceedings.

**CARRIED: 6/0  
RESOLUTION: 040921**

### 7.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON THURSDAY, 2 SEPTEMBER 2021

**MOVED: Cr Falconer      SECONDED: Cr Boekeman**

That the Minutes of the Special Council Meeting of Council held on Thursday, 2 September 2021 be confirmed as a true and correct record of the proceedings.

**CARRIED: 6/0  
RESOLUTION: 050921**

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

Chief Executive Officer Performance Review

**Item 9. REPORTS OF OFFICERS AND COMMITTEES****9.1 GOVERNANCE**

Nil

## 9.2 ADMINISTRATION & FINANCIAL SERVICES

### 9.2.1 ACCOUNTS SUBMITTED FOR AUGUST 2021

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	9 September 2021
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Alan Hart - Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.1 Accounts August 2021

#### PURPOSE OF REPORT:

That the accounts as submitted be received.

#### BACKGROUND:

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

#### COMMENT:

Refer to attachment.

#### POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

#### LEGISLATIVE REQUIREMENTS:

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

#### Lists of Accounts

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

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

**STRATEGIC IMPLICATIONS:**

There are no strategic implications in relation to this item.

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**MOVED: Cr Ganzer      SECONDED: Cr Tunstill**

That the accounts submitted from 1 to 31 August 2021 totalling \$773,169.30 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

**CARRIED: 6/0**  
**RESOLUTION: 060921**

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL 1ST TO 31ST AUGUST 2021				
Chq/EFT	Date	Name	Description	Amount
2255899	13/07/2021	CJD EQUIPMENT PTY LTD		<b>1431.03</b>
	13/07/2021	CJD EQUIPMENT PTY LTD	V Belt For Loader	57.06
	14/07/2021	CJD EQUIPMENT PTY LTD	V Belt For Loader	66.02
EFT21680	06/08/2021	LANDGATE	Grv Int Val And Fesa	-147.83
EFT21681	06/08/2021	BOOKEMAN NOMINEES PTY LTD	Barrel Lock, Decal And Battery For Backhoe	-614.13
EFT21682	06/08/2021	NUTRIEN AG SOLUTIONS LTD	2 X 45kg Kleenheat Lpg For Civic Centre	-279.99
EFT21683	06/08/2021	STAR TRACK EXPRESS PTY LTD	Freight From Sunny Signs To Wh	-48.82
EFT21684	06/08/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	Walga Membership 2021/22 Financial Year	-26138.09
EFT21685	06/08/2021	WALLIS COMPUTER SOLUTIONS		<b>-46749.26</b>
	06/07/2021	WALLIS COMPUTER SOLUTIONS	It Services - Set Up Surface Books, Printer Issues, Adhoc Support	2056.70
	14/07/2021	WALLIS COMPUTER SOLUTIONS	Annual Support 2021 - 2022	44692.56
EFT21686	06/08/2021	BALLIDU TRADING POST	Ballidu Postage Of Planning Development Letters - P503 & P507	<b>132.30</b>
EFT21687	06/08/2021	MIDDLEWICK JEWELLER		<b>-640.39</b>
	07/04/2021	MIDDLEWICK JEWELLER	Plaques For Honour Boards - 2021 Citizen Of The Year Awards X 4 Recipients	439.27
	15/07/2021	MIDDLEWICK JEWELLER	Engraving Plates As Per Invoice 00003161	201.12
EFT21688	06/08/2021	T A MATTHEWS ELECTRICAL SERVICES		<b>-11698.50</b>
	03/08/2021	T A MATTHEWS ELECTRICAL SERVICES	Upgrade Of Lighting At Medical Centre, Dr's Side.	4730.00
	03/08/2021	T A MATTHEWS ELECTRICAL SERVICES	8 X Exit Lights For Whole Of Medical Centre Dr & Allied Side	2387.00
	03/08/2021	T A MATTHEWS ELECTRICAL SERVICES	Replacement Of Lights In Shire Admin Building	4279.00
	03/08/2021	T A MATTHEWS ELECTRICAL SERVICES	Check CRC Security Lights Not Working	203.50
	03/08/2021	T A MATTHEWS ELECTRICAL SERVICES	Medical Centre - Repair Outside Light	99.00
EFT21689	06/08/2021	IT VISION AUSTRALIA PTY LTD	Annual Renewal Of Synergysoft & Universe License Fees 01/07/2021 - 30/06/2022	-56764.46
EFT21690	06/08/2021	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM.	2021 - 2022 Analytical Services	-509.30
EFT21691	06/08/2021	TOLL IPEC PTY LTD	Freight Ex Wirtgen - Roller Door Pane	-62.70
EFT21692	06/08/2021	ELIZABETH TELFER BUILDING MANAGEMENT COMM. INC.	Payment Of Annual Management Grant 2020	-3159.00
EFT21693	06/08/2021	INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION	Standpipes Operational Costs - 12 Months	-3034.90
EFT21694	06/08/2021	DALLCON	Supply And Delivery Of 375 Mm Class 4 Bell End Pipes In 2.4m Sections	-42832.90
EFT21695	06/08/2021	WONGAN HILLS HOTEL	Supply Goods And Services - Councillor Dinner	-289.00
EFT21696	06/08/2021	TKB MECHANICAL	Wheel Alignment For Works Coordinator Vehicle	-104.50
EFT21697	06/08/2021	GREAT SOUTHERN FUEL SUPPLIES	Fuel For Mws, Works Coordinator And P&G Vehicles	-313.33
EFT21698	06/08/2021	BP AUSTRALIA	Diesel For Ceo And Dceo Vehicles	-532.75
EFT21699	06/08/2021	HENDOS PLUMBING & GAS SERVICES	8 Ellis Street Wongan Hills - Blocked Drain, Toilet In Main On Suite.	-220.00
EFT21700	06/08/2021	SCOTT PRINTERS PTY LTD		<b>-1961.30</b>
	30/07/2021	SCOTT PRINTERS PTY LTD	Envelopes Printed In 1 Colour. CS Window Faced Secretive Seal. Artwork Supplied.	391.60
	30/07/2021	SCOTT PRINTERS PTY LTD	40mm Circular Stickers - Full Colour Pre-Cut White Self Adhesive. Artwork Supplied	223.30
	30/07/2021	SCOTT PRINTERS PTY LTD	Print Rates Guide	1346.40
EFT21701	06/08/2021	MAREE SMARTT	Uniform Reimbursement	-69.95
EFT21702	06/08/2021	CLEANTECH ENERGY PTY LTD	Electricity - Sports Pavilion \$990.60 , Swimming Pool \$331.36, Medical Centre \$575.30, CRC \$620.24	-2517.50
EFT21703	06/08/2021	AC HEALTHCARE PTY LTD	Medical Centre Operating Subsidy August 2021	-21083.33
EFT21704	06/08/2021	TRACTUS AUSTRALIA		<b>-5178.80</b>
	21/07/2021	TRACTUS AUSTRALIA	Supply And Install 1 X Tyre - Grader	1751.00
	28/07/2021	TRACTUS AUSTRALIA	Strip And Fit 2 Tyres For Mack	1191.00
	28/07/2021	TRACTUS AUSTRALIA	Supply And Install 4 Tyres For Works Coordinator Vehicle	1414.80
	28/07/2021	TRACTUS AUSTRALIA	Strip And Fit 1 Tyre For Tyre Roller	822.00
EFT21705	06/08/2021	SUSAN DEW	Uniform Reimbursement	-165.90
EFT21706	06/08/2021	MARSH PTY LTD	Leadership Assessment And Development Services	-3740.00
EFT21708	11/08/2021	ANZ BANK (NETT WAGES)	Wages PPE 10.08.2021	-68791.87
EFT21709	11/08/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-25.90
EFT21710	11/08/2021	IOU SOCIAL CLUB	Payroll Deductions	-260.00
EFT21711	02/08/2021	WESTNET PTY LTD	Westnet - Accounts	-609.90
EFT21712	17/08/2021	CJD EQUIPMENT PTY LTD		<b>-1945.75</b>
	27/07/2021	CJD EQUIPMENT PTY LTD	Bolt On Edge, Plow Bolt, Nut And Flange For Wheel Loader, Bolt On Edge, Wear Plate, Screw And Nut For Volvo Loader, Graphite Spray For Komatsu Grader	1724.35
	27/07/2021	CJD EQUIPMENT PTY LTD	Bolt On Edge For Wheel Loader	221.40
EFT21713	17/08/2021	STAR TRACK EXPRESS PTY LTD	Freight Ex Sunny Signs	-47.14
EFT21714	17/08/2021	OFFICEWORKS BUSINESS DIRECT		<b>-426.06</b>
	02/07/2021	OFFICEWORKS BUSINESS DIRECT	Hot Glue Guns For Holiday Activities, Postage	37.87
	09/07/2021	OFFICEWORKS BUSINESS DIRECT	Stationery Items	162.50
	22/07/2021	OFFICEWORKS BUSINESS DIRECT	Stationery Items	127.74
	30/07/2021	OFFICEWORKS BUSINESS DIRECT	Stationery Items	97.95
EFT21715	17/08/2021	WESFARMERS KLEENHEAT GAS PTY LTD	Gas Cylinder Hire Fee For Dr Residence	-85.80
EFT21716	17/08/2021	WONGAN HILLS TOURISM GROUP INC	Operations Of The Wongan Hills Tourism Group 2021 - 2022 Funding For The Reynoldson Reserve Festival Oct Nov 2021	-17500.00
EFT21717	17/08/2021	AUSTRALIAN TAXATION OFFICE	July Bas 2021	-64656.14
EFT21718	17/08/2021	SUNNY SIGN COMPANY PTY LTD	D/S 150mm White On Blue "Sports Ground", Danger Open Pit	-85.25
EFT21719	17/08/2021	SYNERGY	Electricity Consumption - Street Lighting	4143.57
EFT21720	17/08/2021	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION	Membership And Conference Registration - Stephen Casey	-1072.50
EFT21721	17/08/2021	WONGAN HILLS HARDWARE		<b>-9451.72</b>
	31/07/2021	WONGAN HILLS HARDWARE	Hardware Items - Building Department	871.55
	31/07/2021	WONGAN HILLS HARDWARE	Hardware Items - Works Department	8580.17
EFT21722	17/08/2021	TRUCK CENTRE (WA) PTY LTD	Investigate Clutch Fault, Replace Clutch Cylinder, Machine Flywheel, Rectify Air Leak In Flex Hose Assembly For Mack Truck	-8649.75
EFT21723	17/08/2021	TOLL IPEC PTY LTD	Freight Ex Daimler	-10.73
EFT21724	17/08/2021	BALLIDU TRADING POST - CLEANING ACCOUNT		<b>-1856.25</b>
	03/08/2021	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning Of BSG Pavilion, Changerooms, Info Bay, Town Bins, Bunyip Park	1031.25
	03/08/2021	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning Of BSG Pavilion, Changerooms, Info Bay, Town Bins, Bunyip Park	825.00
EFT21725	17/08/2021	LIWA AQUATICS (INC)	LIWA Aquatics Annual State Conference & Trade Display 2021 - 16th & 17th August 2021 - Doug Macaulay	-675.00
EFT21726	17/08/2021	INTERNATIONAL ASSOC FOR PUBLIC PARTICIPATION AUSTRALASIA LIMITED	Annual Corporate Membership To IAP2	-2200.00
EFT21727	17/08/2021	PUBLIC TRANSPORT AUTHORITY OF WA	Transwa Ticketing Expenditure - July 2021	-11.10
JULY 2021	31/07/2021	PUBLIC TRANSPORT AUTHORITY OF WA	Transwa Ticketing Expenditure - July 2021, Transwa Ticketing Expenditure - July Less Commission	11.10
EFT21728	17/08/2021	KLEEN WEST DISTRIBUTORS		<b>-205.32</b>
	21/07/2021	KLEEN WEST DISTRIBUTORS	Urinal Blocks	22.28
	04/08/2021	KLEEN WEST DISTRIBUTORS	Medical Centre - 2x Ultraslim Air Weave 6318, 2 X Jumbo T\Roll	<b>183.04</b>
EFT21729	17/08/2021	DUN DIRECT PTY LTD	July Fuel Supply	-19298.30
EFT21730	17/08/2021	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	Bsl Reconciliation July 2021	-101.69
EFT21731	17/08/2021	PAUL AND WENDY'S CLEANING SERVICE	Cleaning And Chemicals For Civic Centre	-550.00
EFT21732	17/08/2021	CEMETERIES & CREMATORIA ASSOC OF WA	2021 - 2022 Membership	-125.00
EFT21733	17/08/2021	RICOH FINANCE	Shire Office Photocopier July 2021	-276.96
EFT21734	17/08/2021	WHEATBELT BUSINESS NETWORK	CRC Professional Development Day - 18th Of August	-165.00
EFT21735	17/08/2021	DOWERIN REFRIGERATION & AIR CONDITIONING SERVICES	30 Wandoo Cres - Aircron Error Message Repair	-255.75



LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL 1ST TO 31ST AUGUST 2021				
Chq/EFT	Date	Name	Description	Amount
EFT21736	17/08/2021	AUTOPRO NORTHAM		-1153.70
	06/08/2021	AUTOPRO NORTHAM	M54S 3M Floating Mini Boom, ASK0020E Spillfix Oil Wheelie Spill Kit, ASK0010ESpillfix 120L Hazchem Spill Kit, FRGHT Freight To Store	1014.70
	07/08/2021	AUTOPRO NORTHAM	M54S 3M Floating Mini Boom	139.00
EFT21737	17/08/2021	TOLL TRANSPORT PTY LTD	Freight Ex Liswa	-28.49
EFT21738	17/08/2021	RA-AN ENTERPRISES	Gravel Push Up Dowerin-Kalannie Road 11000m3, PUSHING OFF TOP SOIL AND SCRUB. 14.5HRS WITH DOZER @ \$360HR	-19052.00
EFT21739	17/08/2021	TRUCKZONE PTY LTD		-680.95
	09/07/2021	TRUCKZONE PTY LTD	Post Mudguard Offset Mounting For Mack Tip Truck, Filter Kit Mack Tip Truck	337.02
	15/07/2021	TRUCKZONE PTY LTD	Wheel Bearing And Brake Shoe Kit For Mack Tip Truck	233.37
	27/07/2021	TRUCKZONE PTY LTD	Hose Clamps For Side Tipper, Ball Valve For Mack	110.56
EFT21740	17/08/2021	HOODPIX MEDIA		-1375.00
	28/07/2021	HOODPIX MEDIA	Gravel Quantities Survey	525.00
	09/08/2021	HOODPIX MEDIA	Gravel Quantities Survey	850.00
EFT21741	16/08/2021	TELSTRA CORPORATION LIMITED	Telstra Account - Wh Sport And Rec Council	-55.00
EFT21742	16/08/2021	TELSTRA CORPORATION LIMITED	Telstra Account- Wh Medical Centre	-348.76
EFT21743	16/08/2021	TELSTRA CORPORATION LIMITED	Shire Telstra Accounts	-4744.29
EFT21744	18/08/2021	DE LAGE LANDEN PTY LTD	CRC Photocopier Lease Direct Debit On 18th Of August 2021	-557.70
EFT21745	20/08/2021	LANDGATE	Mining Tenements Charge	-13.90
EFT21746	20/08/2021	AVON WASTE	Domestic And Commercial Collection Wongan Hills And Ballidu	-10415.28
EFT21747	20/08/2021	WONGAN HILLS IGA PLUS LIQUOR	Shire, Crc And Depot Iga Items Incl Council	-722.85
EFT21748	20/08/2021	MCINTOSH & SON		-1392.49
	19/07/2021	MCINTOSH & SON	Crimp And Hydraulic Hose For Pig Tipper	459.91
	19/07/2021	MCINTOSH & SON	Socket Head Cap Screw And Male Coupling For Patching Truck	60.59
	22/07/2021	MCINTOSH & SON	Crimps And Hydraulic Hoses For Pig Tipper	112.63
	23/07/2021	MCINTOSH & SON	Delco Battery And Maintenance Items	489.71
	26/07/2021	MCINTOSH & SON	Air Fittings For Patching Truck	269.65
EFT21749	20/08/2021	OFFICEWORKS BUSINESS DIRECT		-447.13
	23/07/2021	OFFICEWORKS BUSINESS DIRECT	Stationery Items	320.18
	30/07/2021	OFFICEWORKS BUSINESS DIRECT	Stationery Items	126.95
EFT21750	20/08/2021	WONGAN HILLS COMMUNITY RESOURCE CENTRE	BOOMER ADVERTISING - Vacant Positions PA TO CEO AND PLANT OPERATOR	-210.00
EFT21751	20/08/2021	WONGAN HILLS NEWSAGENCY	Supply Goods And Services July 2021	-118.80
EFT21752	20/08/2021	TOLL IPEC PTY LTD	Freight Ex Truckzone For Prime Mover And Mack, Freight Ex Cjd Equipment For Loader, Freight Ex Industrial Automation (Standpipe Repair Part)	-90.42
EFT21753	20/08/2021	WONGAN HILLS ROTARY CLUB	2021 - 2022 Annual Council For Seniors Christmas Luncheon	-1700.00
EFT21754	20/08/2021	MOLONEY ASSET MANAGEMENT SYSTEMS	Asset Management Plan 2021 - 2022	-440.00
EFT21755	20/08/2021	WONGAN MAIL SERVICE	Postage Of 2021-2022 Rates Notices, Supply Of Goods - Shire Admin And Crc	-1196.80
EFT21756	20/08/2021	WONGAN HILLS HOTEL		-349.46
	24/06/2021	WONGAN HILLS HOTEL	Supply Goods - Councillor Dinner	126.38
	29/07/2021	WONGAN HILLS HOTEL	Supply Goods - Councillor Dinner	223.08
EFT21757	20/08/2021	RURAL RANGER SERVICES	Ranger Services - 27/07, 29/07, 03/08, 09/08, 10/08, 12/08 2021	-1230.00
EFT21758	20/08/2021	PW GEE WELDING SERVICES	Wire Rope For Grave Digging Box	-361.20
EFT21759	20/08/2021	ALAN HART	Reimbursement For Fuel, Battery Charger, Ipa Professional Membership 2021/2022, Uniform And Mobile Phone Screen Protector	-1395.46
EFT21760	20/08/2021	FIVE STAR BUSINESS & INNOVATION	Crc Photocopier - July 2021	-3023.13
EFT21761	20/08/2021	SEEK LIMITED	Electronic Job Ad (PA To The CEO) - SEEK. 04/08/2021 To 23/08/2021	-291.50
EFT21762	20/08/2021	BOLGART PRIMARY SCHOOL	Civic Centre Bond Reimbursement	-150.00
EFT21763	25/08/2021	ANZ BANK (NETT WAGES)	Wages PPE 24.08.2021	-69163.79
EFT21764	25/08/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions	-25.90
EFT21765	25/08/2021	IOU SOCIAL CLUB	Payroll Deductions	-260.00
EFT21766	26/08/2021	SHERIFF'S OFFICE	Lodgement Fee - D6630	-79.50
EFT21767	26/08/2021	SHERIFF'S OFFICE	Lodgement Fee - D6631	-79.50
EFT21768	25/08/2021	TELETRAC NAVMAN	Navman Monthly Subscription	-2071.41
EFT21769	30/08/2021	LANDGATE	Mining Tenements Charge M2021/6	-41.30
EFT21770	30/08/2021	CJD EQUIPMENT PTY LTD	Spacer And Hex Socket Screw For Volvo Loader	-26.19
EFT21771	30/08/2021	OFFICEWORKS BUSINESS DIRECT	Stationery Items - It Cables	-207.76
EFT21772	30/08/2021	WALLIS COMPUTER SOLUTIONS	Set Up Computer Ip59 And Adhoc It Support	-440.00
EFT21773	30/08/2021	IXOM OPERATIONS PTY LTD	Service Fee For Chlorine Gas Cylinders - Swimming Pool And Parks And Gardens	-169.14
EFT21774	30/08/2021	AUSPIRE - AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	Standard Associate 2021 - 2022	-350.00
EFT21775	30/08/2021	ADVANCED AUTOLOGIC PTY LTD		-2597.00
	16/08/2021	ADVANCED AUTOLOGIC PTY LTD	Solvent And Citracare Plus	2465.00
	17/08/2021	ADVANCED AUTOLOGIC PTY LTD	Super Soak 20l	132.00
EFT21776	30/08/2021	ESPLANADE HOTEL FREMANTLE	LIWA Conference Accommodation For 16th August 2021 - Doug Macaulay	-175.00
EFT21777	30/08/2021	TOLL IPEC PTY LTD	Freight Ex Groeneveld For Wheel Loader	-13.48
EFT21778	30/08/2021	AUSSIE COOL SHADES & SAILS	Freight For Shade Sale	-164.30
EFT21779	30/08/2021	IP CAMERAS AUSTRALIA PTY LTD	Victron 12v 60ah AGM CCTV Batteries	-1210.00
EFT21780	30/08/2021	WIRTEG AUSTRALIA PTY LTD	Parts As Per Quote 100588830 FOR RUBBER TYRE ROLLER	-736.65
EFT21781	30/08/2021	JOONDALUP RESORT HOTEL	Accommodation For Stephen Casey Works Supervisor Course	-390.00
EFT21782	30/08/2021	INTEGRATED ICT - A MARKET CREATIONS COMPANY		-2112.79
	30/07/2021	INTEGRATED ICT - A MARKET CREATIONS COMPANY	Managed Backup, T1 Storage, T2 Storage, Ram And Cpu	720.72
	30/07/2021	INTEGRATED ICT - A MARKET CREATIONS COMPANY	Project Premium Online, Office 365	1264.47
	30/07/2021	INTEGRATED ICT - A MARKET CREATIONS COMPANY	Office 365	127.60
EFT21783	30/08/2021	NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	Standing Order For The Management Of Wongan Hills Refuse Site August 2021	-7791.63
EFT21784	30/08/2021	ACTION OUTDOORS MOORA		-11858.00
	19/08/2021	ACTION OUTDOORS MOORA	Remove And Dispose Of 120m Fencing, Carport Wall At Shire Depot House	5082.00
	19/08/2021	ACTION OUTDOORS MOORA	Remove And Dispose Asbestos Fence, Demolish Toilet Walls, Ceiling And Frame At Cadoux Church	4537.50
	19/08/2021	ACTION OUTDOORS MOORA	Remove And Dispose Of 41 Asbestos Panels At Wongan Pistol Club,	2238.50
EFT21785	30/08/2021	SAFE AVON VALLEY INC.	Cat Impound Services - 21-029, 21-030, 21-027 And 21-028	270
EFT21786	30/08/2021	ABLE SALES	Brush- Generic 6Kva	-40.00
EFT21787	30/08/2021	MICHAEL HENDERSON	Gratuity Payment	-40.00
EFT21788	30/08/2021	ROOFSAFE PTY LTD	1 X Roofers Kit (HS-DLER-RB) For Building Officer	-333.03
EFT21789	30/08/2021	DOUGLAS MACAULAY	Reimbursement For Uniform - Safety Shoes	-59.00
EFT21790	30/08/2021	CLARKSON FREIGHTLINES	Freight Ex Truckzone For Tip Trailer And Pig Trailer	-186.20
EFT21791	30/08/2021	QPC GROUP	Depot - Ink Toner Cyan Black Magenta Yellow	-273.90
EFT21792	30/08/2021	RA-AN ENTERPRISES	Gravel Push Up Dowerin-Kalannie Road	-21160.48
EFT21793	30/08/2021	TRUCKZONE PTY LTD		-2678.91
	26/07/2021	TRUCKZONE PTY LTD	Hand Ratchet For Drop Deck, Couplings And Filter Kit For Mack, Mudguard For Tip Truck	833.88
	02/08/2021	TRUCKZONE PTY LTD	Valve Isri Height Adjust With Gear For Mack	181.50
	09/08/2021	TRUCKZONE PTY LTD	Brake Drum Hitch And Grease Sphero For Tip Trailer, Leaf Spring Pack For Pig Trailer	1663.53
EFT21794	30/08/2021	FSG RSP PTY LTD (FIELD SOLUTIONS)	Regional Connectivity Program - Donation As Agreement With Innovation Central Midlands WA Inc	-22000.00
EFT21795	30/08/2021	TRANSPORT ENGINEERING SOLUTIONS		-661.87
	20/07/2021	TRANSPORT ENGINEERING SOLUTIONS	100.18.43 Pneumatic End Of Stroke Valve	347.27
	12/08/2021	TRANSPORT ENGINEERING SOLUTIONS	149.906.224 Cartridge Suit HD512-34 Bypass Valve	314.60
EFT21796	30/08/2021	SHIRE OF WONGAN-BALLIDU	Shire Property Rates 2021 - 2022	-13308.05

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL 1ST TO 31ST AUGUST 2021				
Chq/EFT	Date	Name	Description	Amount
EFT21797	06/08/2021	ANZ CORPORATE CREDIT CARD	Credit Card August 2021	-1998.10
EFT21798	06/08/2021	SEEK LIMITED	Job ID 52727383. Job Title: Personal Assistant To The CEO	-291.50
EFT21799	31/08/2021	DEPARTMENT OF TRANSPORT	Dpi Payment For August 2021	97225.70
DD10783.1	10/08/2021	AWARE SUPER ACCUMULATION	Payroll Deductions	-9532.24
DD10783.2	10/08/2021	AUSTRALIAN SUPER PTY LTD	Superannuation Contributions	-153.75
DD10783.3	10/08/2021	GUILD SUPER	Superannuation Contributions	-94.25
DD10783.4	10/08/2021	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation Contributions	-197.37
DD10783.5	10/08/2021	PRIME SUPER	Superannuation Contributions	-933.37
DD10783.6	10/08/2021	REST SUPERANNUATION	Payroll Deductions	-1278.26
DD10783.7	10/08/2021	AUSTRALIAN SUPER	Superannuation Contributions	-787.23
DD10783.8	10/08/2021	HESTA SUPER FUND	Superannuation Contributions	-449.77
DD10783.9	10/08/2021	CBUS SUPER	Superannuation Contributions	-492.31
DD10805.1	24/08/2021	AWARE SUPER ACCUMULATION	Payroll Deductions	-9533.49
DD10805.2	24/08/2021	CBUS SUPER	Payroll Deductions	-492.31
DD10805.3	24/08/2021	AUSTRALIAN SUPER PTY LTD	Superannuation Contributions	-153.75
DD10805.4	24/08/2021	GUILD SUPER	Superannuation Contributions	-94.25
DD10805.5	24/08/2021	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation Contributions	-197.37
DD10805.6	24/08/2021	PRIME SUPER	Superannuation Contributions	-905.11
DD10805.7	24/08/2021	AMP SUPERANNUATION LTD.	Superannuation Contributions	-276.10
DD10805.8	24/08/2021	AUSTRALIAN SUPER	Superannuation Contributions	-793.50
DD10805.9	24/08/2021	REST SUPERANNUATION	Superannuation Contributions	-1216.58
DD10783.10	10/08/2021	AMP SUPERANNUATION LTD.	Superannuation Contributions	-280.38
DD10783.11	10/08/2021	HSTPLUS SUPERANNUATION FUND	Superannuation Contributions	-154.51
DD10805.10	24/08/2021	HESTA SUPER FUND	Superannuation Contributions	-443.75
DD10805.11	24/08/2021	HSTPLUS SUPERANNUATION FUND	Superannuation Contributions	-154.51
DD10805.12	24/08/2021	ING SUPERANNUATION	Superannuation Contributions	-49.37
			Municipal Bank	\$ 675,943.60
			Trust Bank	\$ 97,225.70
			Total	\$ 773,169.30
			Recoverable	\$ 236.58
			Partially Recoverable	\$ -

## 9.2.2 FINANCIAL REPORTS FOR AUGUST 2021

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	9 September 2021
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Alan Hart - Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.2a Financial Reports

### PURPOSE OF REPORT:

That the following statements and reports for the month ended August 2021 be received.

### BACKGROUND:

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

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

### Financial Activity Statement Report

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

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

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

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

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

- According to nature and type classification;

- By program; or
- By business unit.

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

**COMMENT:**

Refer to attachment.

**POLICY REQUIREMENTS:**

Council Policy 4.8 - Monthly Financial Reporting Requirements.

**LEGISLATIVE REQUIREMENTS:**

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

**STRATEGIC IMPLICATIONS:**

There are no Strategic Implications relating to this item.

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

The financial reports for the period ending August 2021 are attached to the Council Agenda.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**MOVED: Cr West**

**SECONDED: Cr Ganzer**

That the following Statements and Reports for the month ended August 2021 be received:

- Monthly Statements as follows:-
 

a)	Statement of Financial Activity (by Nature and Type)	FM Regs 34
b)	Statement of Operating Activities by Programme/Activity (Summary)	FM Regs 34

c)	Statement of Net Current Assets (NCA)	FM Regs 34
d)	Rate setting statement	Discretionary
e)	Disposal of Assets	Discretionary
f)	Rates Outstanding Report	Discretionary
g)	Debtors Outstanding Report	Discretionary
h)	Bank Reconciliation Report	Discretionary
i)	Investment Report	Discretionary
j)	Reserve Account Balances Report	Discretionary
k)	Loans Schedule	Discretionary

**CARRIED: 6/0**  
**RESOLUTION: 070921**

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 AUGUST 2021							
	Approved Budget 2021- 2022	Current Budget 2021-2022	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
<b>INCOME</b>							
Rates	(3,061,114)	(3,061,114)	(3,066,946)	(3,062,906)		0.1%	✓
Grants Operating, Subsidies & Contributions	(1,513,732)	(1,513,732)	(128,390)	(526,432)		(310.0%)	×
Non Operating Grants, Subsidies & Contributions	(4,276,404)	(4,276,404)	(212,510)	-		100.0%	×
Fees & Charges & Service Charges	(621,697)	(621,697)	(103,586)	(95,250)		8.0%	✓
Other Revenue	(125,821)	(125,821)	(20,962)	(27,616)		(31.7%)	×
Interest	(49,416)	(49,416)	(8,234)	(3,691)		55.2%	×
Profit on sale of Assets	(10,390)	(10,390)	(898)	-		100.0%	×
<b>a: TOTAL INCOME</b>	<b>(9,658,573)</b>	<b>(9,658,574)</b>	<b>(3,541,526)</b>	<b>(3,715,895)</b>			
<b>OPERATING EXPENSES</b>							
Employee Costs	2,361,003	2,361,003	416,224	330,696		20.5%	×
Materials & Contracts	1,153,985	1,153,985	209,051	241,083		(15.3%)	×
Utilities (Gas, Electricity) etc.	357,816	357,816	59,504	59,294		0.4%	✓
Interest	47,668	47,668	7,944	3,325	11	58.1%	×
Insurance	279,860	279,860	130,072	-		100.0%	×
Other General	344,763	344,763	147,021	95,157		35.3%	×
Loss on Asset Disposals	151,192	151,192	3,589	-		100.0%	×
Depreciation	2,520,170	2,520,170	419,984	-		100.0%	×
<b>b: TOTAL OPERATING EXPENSES</b>	<b>7,216,457</b>	<b>7,216,457</b>	<b>1,393,389</b>	<b>729,556</b>			
<b>c: NET OPERATING (SURPLUS) / DEFICIT</b>	<b>(2,442,116)</b>	<b>(2,442,117)</b>	<b>(2,148,137)</b>	<b>(2,986,339)</b>			
<b>CAPITAL EXPENSES</b>							
Land & Buildings	1,692,931	1,692,931	1,326,010	9,400		99.3%	×
Furniture & Equipment	235,000	235,000	235,000	20,000		91.5%	×
Motor Vehicles	110,000	110,000	18,332	-		100.0%	×
Plant	745,000	745,000	124,164	-		100.0%	×
Infrastructure Other	118,139	118,139	19,680	811		95.9%	×
Infrastructure Roads	3,999,805	3,999,805	660,234	281,751		57.3%	×
<b>d: TOTAL CAPITAL</b>	<b>6,900,875</b>	<b>6,900,875</b>	<b>2,383,420</b>	<b>311,962</b>			
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>4,458,759</b>	<b>4,458,758</b>	<b>235,283</b>	<b>(2,674,377)</b>			
<b>ADJUST - NON CASH ITEMS</b>							
Depreciation	(2,520,170)	(2,520,170)	(419,984)	-			
Accruals and Adjustments				-			
Profit on sale of assets	10,390	10,390	898	-	6		
Loss on sale of assets	(151,192)	(151,192)	(3,589)	-	6		
<b>FINANCING ACTIVITIES</b>							
Proceeds from Sale of Assets	(196,000)	(196,000)	(32,664)	-	6		
Transfer from reserves	(1,302,000)	(1,302,000)	(1,302,000)	-	10		
Transfer to reserves	1,057,000	1,057,000	1,057,000	-	10		
Interest paid to reserves	9,575	9,575	1,580	501	10		
Net Movement in LSL Reserve			-	(11)			
LSL Provision in reserves			-	-			
Loan proceeds	-	-	-	-			
Loan principal repayment	119,587	119,587	119,587	4,883	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(35,265)	(35,265)	(35,265)	(4,883)	11		
Less (Surplus)/deficit B/Fwd	(1,450,684)	(1,450,684)	(1,450,684)	(1,596,267)	5		
<b>ADJUSTED CLOSING (SURPLUS) / DEFICIT</b>	<b>0</b>	<b>(0)</b>	<b>(1,829,838)</b>	<b>(4,270,154)</b>			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			<b>Key</b>		Within budget tolerance of 10%		
					Over budget tolerance of 10%		
					Under budget tolerance of 10%		

Shire of Wongan-Ballidu Variance Report 31 August 2021				
<p>The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% as its threshold for line items on the nature and type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.</p>				
Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	4,040	Within Threshold	Rates	Within Council variance reporting threshold.
✗	(398,042)	Timing	Grants Operating, Subsidies & Contributions	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	212,510	Timing	Non Operating Grants, Subsidies & Contributions	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✓	8,336	Within Threshold	Fees & Charges & Service Charges	Within Council variance reporting threshold.
✗	(6,654)	Timing	Other Revenue	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	4,543	Timing	Interest	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	898	Timing	Profit on sale of Assets	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
Operating Expenditure				
✗	(85,528)	Timing	Employee Costs	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	32,032	Timing	Materials & Contracts	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✓	(210)	Within Threshold	Utilities (Gas, Electricity) etc.	Within Council variance reporting threshold.
✗	(4,619)	Timing	Interest	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(130,072)	Timing	Insurance	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(51,864)	Timing	Other General	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(3,589)	Within Threshold	Loss on Asset Disposals	Within Council variance reporting threshold.
✗	(419,984)	Timing	Depreciation	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
Capital				
✗	(1,316,610)	Timing	Land & Buildings	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(215,000)	Timing	Furniture & Equipment	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(18,332)	Timing	Motor Vehicles	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(124,164)	Timing	Plant	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(18,869)	Timing	Infrastructure Other	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget
✗	(378,483)	Timing	Infrastructure Roads	This is a timing variance and as we are only into 2 months of the financial year, cashflows for the year are still to be finalised. Currently the budget is 2/12th of the Annual Budget

**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 AUGUST 2021**

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
<b>INCOME</b>				
General Purpose Funding	(4,177,066)	(4,177,066)	(3,074,872)	(3,360,603)
Governance	(35,021)	(35,021)	(5,834)	(7,495)
Law, Order & Public Safety	(55,150)	(55,150)	(9,190)	(988)
Health	(84,490)	(84,490)	(14,078)	(4,568)
Education & Welfare	(11,120)	(11,120)	(1,854)	2,061
Housing	(64,500)	(64,500)	(10,746)	(7,600)
Community Amenities	(216,014)	(216,014)	(35,998)	(45,774)
Recreation & Culture	(1,032,000)	(1,032,000)	(72,166)	(2,727)
Transport	(3,562,169)	(3,562,169)	(246,636)	(212,824)
Economic Services	(59,800)	(59,800)	(9,966)	(1,258)
Other Property & Services	(361,244)	(361,244)	(60,186)	(74,118)
<b>a: TOTAL INCOME</b>	<b>(9,658,574)</b>	<b>(9,658,574)</b>	<b>(3,541,526)</b>	<b>(3,715,895)</b>
<b>OPERATING EXPENSES</b>				
General Purpose Funding	105,726	105,726	17,618	8,049
Governance	550,799	550,799	131,478	226,424
Law, Order & Public Safety	165,592	165,592	28,926	8,517
Health	407,106	407,106	69,416	57,489
Education & Welfare	221,573	221,573	44,542	10,251
Housing	172,364	172,364	30,374	14,951
Community Amenities	530,375	530,375	89,226	57,336
Recreation & Culture	1,689,422	1,689,422	363,478	105,419
Transport	2,900,038	2,900,038	463,411	259,324
Economic Services	189,073	189,073	60,953	40,955
Other Property & Services	284,390	284,390	93,959	(59,158)
<b>b: TOTAL OPERATING EXPENSES</b>	<b>7,216,457</b>	<b>7,216,457</b>	<b>1,393,381</b>	<b>729,556</b>
<b>c: NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(2,442,117)</b>	<b>(2,442,117)</b>	<b>(2,148,145)</b>	<b>(2,986,339)</b>
<b>CAPITAL EXPENSES</b>				
General Purpose Funding	-	-	-	-
Governance	245,000	245,000	236,666	20,000
Law, Order & Public Safety	-	-	-	-
Health	81,101	81,101	13,516	-
Education & Welfare	-	-	-	-
Housing	47,805	47,805	7,964	9,400
Community Amenities	323,431	323,431	253,898	-
Recreation & Culture	1,022,758	1,022,758	847,660	-
Transport	4,920,865	4,920,865	813,734	281,751
Economic Services	59,915	59,915	9,982	811
Other Property & Services	200,000	200,000	200,000	-
<b>d: TOTAL CAPITAL EXPENSES</b>	<b>6,900,875</b>	<b>6,900,875</b>	<b>2,383,420</b>	<b>311,962</b>
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>4,458,758</b>	<b>4,458,759</b>	<b>235,275</b>	<b>(2,674,377)</b>



SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 31 AUGUST 2021			
NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2020-2021	Original Budget	2021-2022
SURPLUS / (DEFICIT)	1,596,266	48	4,270,154
<b>COMPRISES</b>			
Cash (including reserves)	4,122,578	1,425,747	6,086,844
Current rates	173,597	144,760	1,174,161
Sundry debtors	168,255	44,564	85,389
Tax receivables	92,288	23,264	129,248
Other debtors	12,386	22,723	37,187
A: SSL debtors (are excluded see D: adj)	35,265	39,089	30,382
Inventories	31,343	10,541	5,859
<b>Less:</b>			
Reserves	(1,911,869)	(1,396,857)	(1,912,370)
Sundry creditors\Prepaid Income	(548,446)	(29,564)	(707,770)
Accrued interest	(4,872)	-	(0)
ESL Levy Owed	(47,025)	-	(140,474)
PAYG/GST Due To ATO	208	-	(22,055)
B: Other - (are excluded see D: adj)		(5,000)	
LSL Cash backed Reserve	41,735	41,944	41,750
Tax liabilities	(139,207)		(118,584)
Other - Trust	88		88
C: Loan liability (are excluded see D: adj)	(124,515)	(125,470)	(119,633)
Current employee benefits provisions	(394,792)	(287,074)	(389,118)
D: Adjustments (see above A to C)	89,251	91,381	89,251
Surplus / (Deficit) Variance	1,596,266	48	4,270,154
<b>NOTE 1B: CLOSING FUNDS alternate format to Note 1 above</b>	<b>2020-2021</b>	<b>Original Budget</b>	<b>2021-2022</b>
<b>Current assets</b>			
Cash & cash equivalents	4,122,578	1,425,747	6,086,844
Sundry debtors	481,791	274,400	1,456,366
Inventories	31,343	10,541	5,859
<b>Total current assets</b>	4,635,712	1,710,688	7,549,069
<b>Current liabilities</b>			
Creditors/Accounts Payable/Prepaid Income	(739,343)	(29,564)	(988,883)
Current loan liability	(124,515)	(125,470)	(119,633)
Provisions	(394,792)	(287,074)	(389,118)
<b>Total current liability</b>	(1,258,650)	(442,108)	(1,497,633)
<b>Net current assets</b>	3,377,062	1,268,580	6,051,436
Less: restricted reserves	(1,911,869)	(1,396,857)	(1,912,370)
Less: SSL principal repayments	(35,265)	(39,089)	(30,382)
Add back: Current loan liability	124,515	125,470	119,633
Add back: LSL Cash backed Reserve	41,735	41,944	41,750
Add back: Movement in provisions between current and non-current			
Other - Trust	88	-	88
Surplus / (Deficit) Variance	1,596,266	48	4,270,154

SHIRE OF WONGAN-BALLIDU			
RATE SETTING STATEMENT AS AT 31 AUGUST 2021			
	2020-2021 Approved Budget	2020-2021 Current Budget	2020-2021 Year-to-Date Actual
<b>OPERATING INCOME</b>			
General Purpose Funding	(1,115,952)	(1,115,952)	(297,696)
Governance	(35,021)	(35,021)	(7,495)
Law, Order & Public Safety	(55,150)	(55,150)	(988)
Health	(84,490)	(84,490)	(4,568)
Education & Welfare	(11,120)	(11,120)	2,061
Housing	(64,500)	(64,500)	(7,600)
Community Amenities	(216,014)	(216,014)	(45,774)
Recreation & Culture	(1,031,999)	(1,031,999)	(2,727)
Transport	(3,562,169)	(3,562,169)	(212,824)
Economic Services	(59,800)	(59,800)	(1,258)
Other Property & Services	(361,244)	(361,244)	(74,118)
<b>A</b>	<b>(6,597,459)</b>	<b>(6,597,459)</b>	<b>(652,988)</b>
<b>OPERATING EXPENSES</b>			
General Purpose Funding	105,726	105,726	8,049
Governance	550,799	550,799	226,424
Law, Order & Public Safety	165,592	165,592	8,517
Health	407,106	407,106	57,489
Education & Welfare	221,573	221,573	10,251
Housing	172,364	172,364	14,951
Community Amenities	530,375	530,375	57,336
Recreation & Culture	1,689,422	1,689,422	105,419
Transport	2,900,038	2,900,038	259,324
Economic Services	189,073	189,073	40,955
Other Property & Services	284,390	284,390	(59,158)
<b>B</b>	<b>7,216,456</b>	<b>7,216,456</b>	<b>729,556</b>
<b>C= A and B</b>	<b>618,997</b>	<b>618,997</b>	<b>76,567</b>
<b>ADJUST FOR CASH BUDGET REQUIREMENTS</b>			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(2,520,170)	(2,520,170)	-
Accruals and Adjustments	-	-	-
Profit/(Loss) on Asset Sales	(140,802)	(140,802)	-
<u>Capital Expenditure &amp; Income</u>			
Purchase of land & buildings	1,692,931	1,692,931	9,400
Purchase of furniture & equipment	235,000	235,000	20,000
Purchase of motor vehicles	110,000	110,000	-
Purchase of plant & machinery	745,000	745,000	-
Purchase of other infrastructure	118,139	118,139	811
Purchase of roads infrastructure	3,999,805	3,999,805	281,751
Proceeds from sale of assets	(196,000)	(196,000)	-
<u>Financing Activities</u>			
Repayment of Loan Principal	119,587	119,587	4,883
Loan proceeds / refinancing CL to NCL adj	-	-	-
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(35,265)	(35,265)	(4,883)
<u>Reserve Movements</u>			
Transfers to Reserves	1,057,000	1,057,000	-
Interest paid to Reserves	9,575	9,575	501
Transfer from Reserves	(1,302,000)	(1,302,000)	-
Net Movement in LSL Reserve	-	-	(11)
LSL Provsion in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(1,450,684)	(1,450,684)	(1,596,267)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(4,270,154)
<b>AMOUNT REQUIRED TO BE RAISED FROM RATES</b>	<b>3,061,114</b>	<b>3,061,114</b>	<b>3,062,906</b>
<b>TOTAL RATES RAISED</b>	<b>3,061,114</b>	<b>3,061,114</b>	<b>3,062,906</b>
(Surplus) / Deficit Variance	-	(0)	0

**SHIRE OF WONGAN-BALLIDU**  
**ANALYSIS OF DISPOSED ASSETS AS AT 31 AUGUST 2021**

	Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
<b>By Class</b>							
<b>Land &amp; Buildings</b>							
				-			-
					-		-
						-	-
							-
<b>Motor Vehicles</b>							
Subaru Outback			25,000	(25,000)			-
Mazda CX9			31,000	(31,000)			-
				-			-
<b>Plant &amp; Equipment</b>							
JCB Backhoe			45,000	(45,000)			-
Komatsu Grader			90,000	(90,000)			-
				-			-
Dual Pig Trailer (Howard Porter)	1403	14,066	5,000	9,066			-
				-			-
<b>TOTAL</b>		<b>14,066</b>	<b>196,000</b>	<b>(181,934)</b>			-
<b>By Program</b>							
<b>Governance</b>							
Subaru Outback		-	25,000	(25,000)	-	-	-
<b>Recreation &amp; Culture</b>							
		-	-	-	-	-	-
<b>Transport</b>							
Mazda CX9		-	31,000	(31,000)	-	-	-
		-	-	-	-	-	-
				-	-	-	-
<b>Other Property &amp; Services</b>							
JCB Backhoe		-	45,000	(45,000)	-	-	-
Komatsu Grader		-	90,000	(90,000)	-	-	-
				-			-
Dual Pig Trailer (Howard Porter)	1403	14,066	5,000	9,066			-
					-	-	-
					-	-	-
					-	-	-
<b>TOTAL</b>		<b>14,066</b>	<b>196,000</b>	<b>(181,934)</b>			-
<b>Motor Vehicle and Plant &amp; Equipment Change Over</b>							
		Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
<b>Motor Vehicles</b>							
Subaru Outback		66,000	25,000	41,000	-		-
Mazda CX9		44,000	31,000	13,000	-		-
				-	-		-
<b>Sub-total</b>		<b>110,000</b>	<b>56,000</b>	<b>54,000</b>	-	-	-
<b>Plant &amp; Equipment</b>							
JCB Backhoe		210,000	45,000	165,000	-		-
Komatsu Grader		390,000	90,000	300,000	-		-
				-	-		-
Dual Pig Trailer (Howard Porter) TK34		50,000	5,000	45,000	-		-
Skidmount		55,000		55,000	-		-
Various Trailer Replacements		40,000		40,000	-	-	-
<b>Sub-total</b>		<b>745,000</b>	<b>140,000</b>	<b>605,000</b>	-	-	-
		<b>855,000</b>	<b>196,000</b>	<b>659,000</b>	-	-	-

**SHIRE OF WONGAN - BALLIDU**  
**REPORT ON BORROWINGS AS AT 31 AUGUST 2021**

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

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Aug 21	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2021	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Aug 21
147	Aged Persons	Ninan House*	Jul-2022		100,000	-	-	1,984	15,158	-	(4,883)	10,278
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	-	243,798	-	-	243,798
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	-	1,876,706	-	-	1,876,706
153	Wongan Hills Community Store	Wongan Hills Community Store	Jul-2025		40,000	-	-	-	36,058	-	-	36,058
<b>TOTAL EXISTING LOANS</b>					-	2,440,000	-	1,984	2,171,720	-	(4,883)	2,166,840

**Shire Loan Summary**  
**Self Supporting Loan Summary**

-	2,000,000	-	-	-	1,876,706	-	-	1,876,706
-	440,000	-	-	1,984	295,014	-	(4,883)	290,134

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

Loan Balance @ 31 Aug 21	SSL	Shire	Total
(114,703)	(30,381)	(84,322)	(114,703)
(2,052,137)	(259,751)	(1,792,386)	(2,052,137)
(2,166,840)	(290,132)	(1,876,708)	(2,166,840)

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 AUGUST 2021															
ADOPTED FULL YEAR'S BUDGET								CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 AUGUST 2021			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(37,344)	(37,344)	(187)	-	-	(37,531)	(187)	-	-	(37,531)	(10)	-	-	(37,354)
Depot Improvement Reserve	01940	(10,546)	(10,546)	(53)	-	-	(10,599)	(53)	-	-	(10,599)	(3)	-	-	(10,549)
Historical Publications Reserve	01965	(7,108)	(7,108)	(36)	-	-	(7,144)	(36)	-	-	(7,144)	(2)	-	-	(7,110)
Housing Reserve	01955	(117,862)	(117,862)	(591)	200,000	(245,000)	(163,453)	(591)	200,000	(245,000)	(163,453)	(32)	-	-	(117,894)
LSL Reserve	01935	(41,735)	(41,735)	(209)	-	-	(41,944)	(209)	-	-	(41,944)	(11)	-	-	(41,746)
Medical Facilities & R4R Special Projects Reserve	01975	(360,900)	(360,900)	(1,809)	30,000	-	(332,709)	(1,809)	30,000	-	(332,709)	(97)	-	-	(360,997)
Patterson Street JV Housing Reserve	01988	(49,232)	(49,232)	(247)	-	(5,000)	(54,479)	(247)	-	(5,000)	(54,479)	(13)	-	-	(49,245)
Plant Reserve	01945	(594,288)	(594,288)	(2,978)	641,000	(740,000)	(696,266)	(2,978)	641,000	(740,000)	(696,266)	(160)	-	-	(594,448)
Quinlan Street JV Housing Reserve	01987	(49,788)	(49,788)	(250)	-	(5,000)	(55,038)	(250)	-	(5,000)	(55,038)	(13)	-	-	(49,801)
Stickland JV Housing Reserve	01986	(53,446)	(53,446)	(268)	-	(5,000)	(58,714)	(268)	-	(5,000)	(58,714)	(14)	-	-	(53,460)
Swimming Pool Reserve	01970	(63,993)	(63,993)	(321)	49,000	-	(15,314)	(321)	49,000	-	(15,314)	(17)	-	-	(64,010)
Waste Management Reserve	01920	(50,239)	(50,239)	(252)	-	(5,000)	(55,491)	(252)	-	(5,000)	(55,491)	(14)	-	-	(50,253)
Sporting Co-Location Reserve	01990	(425,241)	(425,241)	(2,126)	331,750	-	(95,617)	(2,126)	331,750	-	(95,617)	(115)	-	-	(425,356)
Doctors Subsidy Reserve	01991	(50,000)	(50,000)	(250)	50,250	-	-	(250)	50,250	-	-	-	-	-	(50,000)
Doctors Subsidy Reserve	01992	-	-	-	-	(52,000)	(52,000)	-	-	(52,000)	(52,000)	-	-	-	-
TOTALS		(1,911,722)	(1,911,722)	(9,575)	1,302,000	(1,057,000)	(1,676,297)	(9,575)	1,302,000	(1,057,000)	(1,676,297)	(501)	-	-	(1,912,223)

SHIRE OF WONGAN-BALLIDU					
BANK RECONCILIATIONS FOR 31 AUGUST 2021					
	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
<b>Opening Balance</b>	4,171,809.42	2,203,430.25	55,415.14	1,912,114.03	850.00
<b>Add:</b> Receipts	1,746,030.68	1,646,985.54	98,788.95	256.19	
Adjustment	-				
Transfers In/(Out)	1,000,000.00	1,000,000.00			
	-				
<b>Less:</b> Payments - EFT & Cheques	(773,169.30)	(675,943.60)	(97,225.70)		
Payments - Bank Fees	(848.17)	(848.17)			
Investment - Transfers In/Out	(0.02)	(0.02)			
	-				
<b>Balance as per General Ledger</b>	<b>6,143,822.61</b>	<b>4,173,624.00</b>	<b>56,978.39</b>	<b>1,912,370.22</b>	<b>850.00</b>
<b>Balance as per Bank Statements</b>	1,341,305.26	1,293,542.07	47,763.19		
<b>Balance as per Bank Deposit Certificates</b>	1,912,370.19	-		1,912,370.19	
<b>Balance as per Holder Certificates</b>	2,880,913.53	2,880,063.53			850.00
<b>Add:</b> Outstanding Deposits	9,233.60	18.40	9,215.20	-	
Adjustments -	-				
	-				
<b>Less:</b> Unpresented Payments	-	-			
	-				
Adjustments & Transfers	0.03			0.03	
	-				
<b>Balance as per Cash Book</b>	<b>6,143,822.61</b>	<b>4,173,624.00</b>	<b>56,978.39</b>	<b>1,912,370.22</b>	<b>850.00</b>

**SHIRE OF WONGAN - BALLIDU**  
**INVESTMENT REPORT FOR 31 AUGUST 2021**

**MUNICIPAL INVESTMENTS**

**Matured Municipal Investments**

Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
<b>Total of matured municipal investments</b>							\$ -	\$ -	\$ -	\$ -	\$ -

**Current Municipal Investments**

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
4705-91546	Online Saver Account		7/11/2018				\$ 879,888.79	\$ 2,000,000.00	\$ 174.74	\$ 2,880,063.53	\$ 174.74
<b>Total of current municipal investments</b>							\$ 879,888.79	\$ 2,000,000.00	\$ 174.74	\$ 2,880,063.53	\$ 174.74

**RESERVE INVESTMENTS**

**Matured Reserve Investments**

Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
<b>Total of matured reserve investments</b>								0.00	0.00	0.00	

**Current Reserve Investments**

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9788-42609	Term Deposit		5/08/2021	5/09/2021	30	0.10%	\$ 560,961.98	\$ -	\$ 92.21	\$ 561,054.19	\$ 92.21
9789-82644	Term Deposit		3/04/2021	3/10/2021	183	0.10%	\$ 88,091.68	\$ -	\$ -	\$ 88,091.68	\$ -
9202-06415	Term Deposit		31/07/2021	31/08/2021	30	0.10%	\$ 502,200.37	\$ (502,286.36)	\$ 85.99	\$ 0.00	\$ 85.99
2527-63397	Reserve Saver						\$ 760,614.93	\$ 502,286.36	\$ 323.03	\$ 1,263,224.32	\$ 323.03
<b>Total of reserve investments and cash</b>							\$ 1,911,868.96	\$ -	\$ 501.23	\$ 1,912,370.19	\$ 501.23

<b>Total of matured municipal and reserve investment</b>								\$ -	\$ -	\$ -	\$ -
<b>Total of current municipal and reserve investment and cash</b>							\$ 2,791,757.75	\$ 2,000,000.00	\$ 675.97	\$ 4,792,433.72	\$ 675.97

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 31 AUGUST 2021				
		Rates and Charges Raised for 2021/2022	\$ 3,334,751.95	Rates and service charges - raised 30.7.21
Rates and Charges Outstanding Breakdown				
Total Amount Outstanding		31.8.21	\$ 1,232,661.76	37%
Outstanding same time last year		31.8.20	\$ 1,199,533.66	36%
SUNDRY DEBTORS OUTSTANDING 31 AUGUST 2021				
Debtors Ageing Summary				
Current			\$ 11,494.50	
30 Days			\$ 7,495.18	
60 Days			\$ 72,890.12	
90 Days & Over			\$ 1,393.25	
Credit Balance			\$ (7,984.43)	
<b>Total Outstanding</b>			<b>\$ 85,288.62</b>	
Accounts 90 Days & Over:				
<b>Date</b>	<b>Dr No.</b>	<b>Comments</b>	<b>Amount</b>	
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation
10/05/2021	1176	Medical Room Hire	\$ 65.00	Copy sent - replied missed the emailed invoice and will settle
<b>Total</b>			<b>\$ 1,393.25</b>	



### 9.2.3 CREDIT AND FUEL CARDS POLICY

FILE REFERENCE:	F1.9.2
REPORT DATE:	8 September 2021
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	N/A
AUTHOR:	Alan Hart – Deputy Chief Executive Officer
ATTACHMENTS:	Draft Policy 5.7 Credit and Fuel Cards- September 2021

#### PURPOSE OF REPORT:

Council to adopt the revised Credit and Fuel Cards Policy in accordance with the Local Government Act 1995.

#### BACKGROUND:

The shire currently holds one credit card in the name of the CEO. This credit card is used by the shire for purchases that cannot be made by electronic funds transfer or to businesses that the shire does not have a trading account with.

#### COMMENT:

With more businesses going online and businesses requiring up front payment for the supply of goods and services, the use of the credit card is increasing. The current limit on the credit card is \$15,000.

When Council resolved to change banks to Westpac Bank, it also approved credit cards to be issued to the CEO, Deputy CEO, Manager Works and Services, Manager Regulatory Services and Management Community Services.

As a result of this, the Council Policy needs to be changed to reflect the intent of Councils resolution and determine the individual credit card limits on cards.

It is proposed that the following changes occur to the policy

- the officers listed above be included in the list of credit card holders
- the credit card facility be increased to \$20,000 and the CEO have a credit limit of \$10,000 and each manager have a limit of \$2,500
- The CEO is to develop a work procedure outlining the conditions of use and authorising procedures for the purchase of goods or services using the Corporate Credit Card.

There are no other proposed changes to the policy as the conditions on use are clearly articulated. All purchases made by credit card are all made in accordance with the shire's purchasing and procurement policy.

**POLICY REQUIREMENTS:**

This report recommends the adoption of the revised policy.

**LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 (as amended).

Local Government (Financial Management) Regulations 1996 (as amended)

**STRATEGIC IMPLICATIONS:**

N/A.

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of the implementation of the policy.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

**MOVED: Cr Boekeman      SECONDED: Cr Ganzer**

That Council adopt the revised policy 5.7 Credit and Fuel Cards.

**CARRIED: 6/0**  
**RESOLUTION: 080921**

## 5.7 Credit and Fuel Cards

---

<b>Policy Owner:</b>	Administration and Financial Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	18 October 2012
<b>Adoption Resolution:</b>	031012
<b>Date of Last Amendment:</b>	25 November 2020, Adoption Resolution 071120

---

### OBJECTIVE

To provide details for the use, allocation, control and safe custody of corporate credit cards.

### POLICY

#### Definitions

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

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

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

“Personal Expense” is defined as any expense not of a business nature.

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

1. Credit Cards may be issued to the following members of staff:  
 Chief Executive Officer,  
 Deputy Chief Executive Officer  
 Manager Works and Services  
 Manager Regulatory Services  
 Manager Community Services
  - a) The use of credit cards by employees is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed.
  - b) Corporate credit cards are issued with a credit facility of \$20,000, individual card limits are as follows;
 

• Chief Executive Officer	\$10,000
• Deputy Chief Executive Officer	\$2,500
• Manager Works and Services	\$2,500
• Manager Regulatory Services	\$2,500
• Manager Community Services	\$2,500
  - c) The use of credit cards by employees is restricted to business expenses only.
  - d) The Chief Executive Officer is to ensure that operational procedures are to be put into place to manage the use of the cards and detail authorisation procedures for the purchase of goods or services using the Corporate Credit Cards.
  - e) All purchases must be made in accordance with the conditions of the Shire’s Procurement Policy.
2. Fuel Cards may be issued to the following members of staff:

1. Chief Executive Officer, Fuel and Expense Card
  2. Deputy Chief Executive Officer, Fuel Card Only
  3. Manager Works and Services, Fuel Card Only
3. The use of fuel cards for any item of personal expenditure is expressly disallowed.
4. The Chief Executive Officer is permitted to utilise his fuel card for his personal vehicle under the following circumstances.
- i) Periods of leave
  - ii) If impracticable to utilise the Shire provided vehicle

**RESPONSIBILITY FOR IMPLEMENTATION**

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

### 9.3 WORKS AND SERVICES

#### 9.3.1 2021/22 BITUMEN

FILE REFERENCE:	
REPORT DATE:	13 September 2021
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle – Manager of Works and Services
ATTACHMENTS:	Individual Pricing

#### PURPOSE OF REPORT:

The purpose of this report is to provide sufficient information summarising the results of the submissions called, for the supply and laying of bitumen products for the 2021/22 financial year to enable Council to award the contract for this service.

#### BACKGROUND:

As the Shire's proposed bitumen sealing programme for the 2021/22 financial year exceeds \$150,000.00 it was necessary to call tenders for the service.

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

The submission called for a complete bitumen service, which included the supply/spray of bitumen, and the supply/spread of aggregate, rolling, sweeping and traffic management within the Shire of Wongan-Ballidu. The submission was posted on the 28<sup>th</sup> July 2021.

Submission closed at 5pm Friday 30 August 2021.

#### SCHEDULE OF RATES:

Please refer to the attachment.

The included table shows the quoted figures from the (3) suppliers, as well as the Budget figures. In all cases, variations are noted between both the total tender price and the variance between the "fixed" price and the "rise & fall" price.

#### Fulton Hogan

76 years in the Australian market. In 2009 they acquired Pioneer Road Services with over 5500 employees in Australia and New Zealand.

#### Boral

Boral was the contractor in 2020-21-and 2018-19 for the Shire of Wongan-Ballidu, they have a good track record, but unfortunately did not submit any costings in 2019-20

We have only encountered one minor issue, the quality on one job that was not up to usual standard but Boral did return and rectified at their cost.

### **Downer**

Downer Group employs approximately 56,000 people across more than 300 sites, primarily in Australia and New Zealand but also in the Asia-Pacific region, South America and Southern Africa. Downer operates out of Maddington, Western Australia, which houses the majority of management and support staff and also maintains regional offices in Geraldton and Karratha.

They support state government departments and more than 350 local government authorities. Downer is a national supplier, service provider

### **Pricing**

Please see last page for pricing.

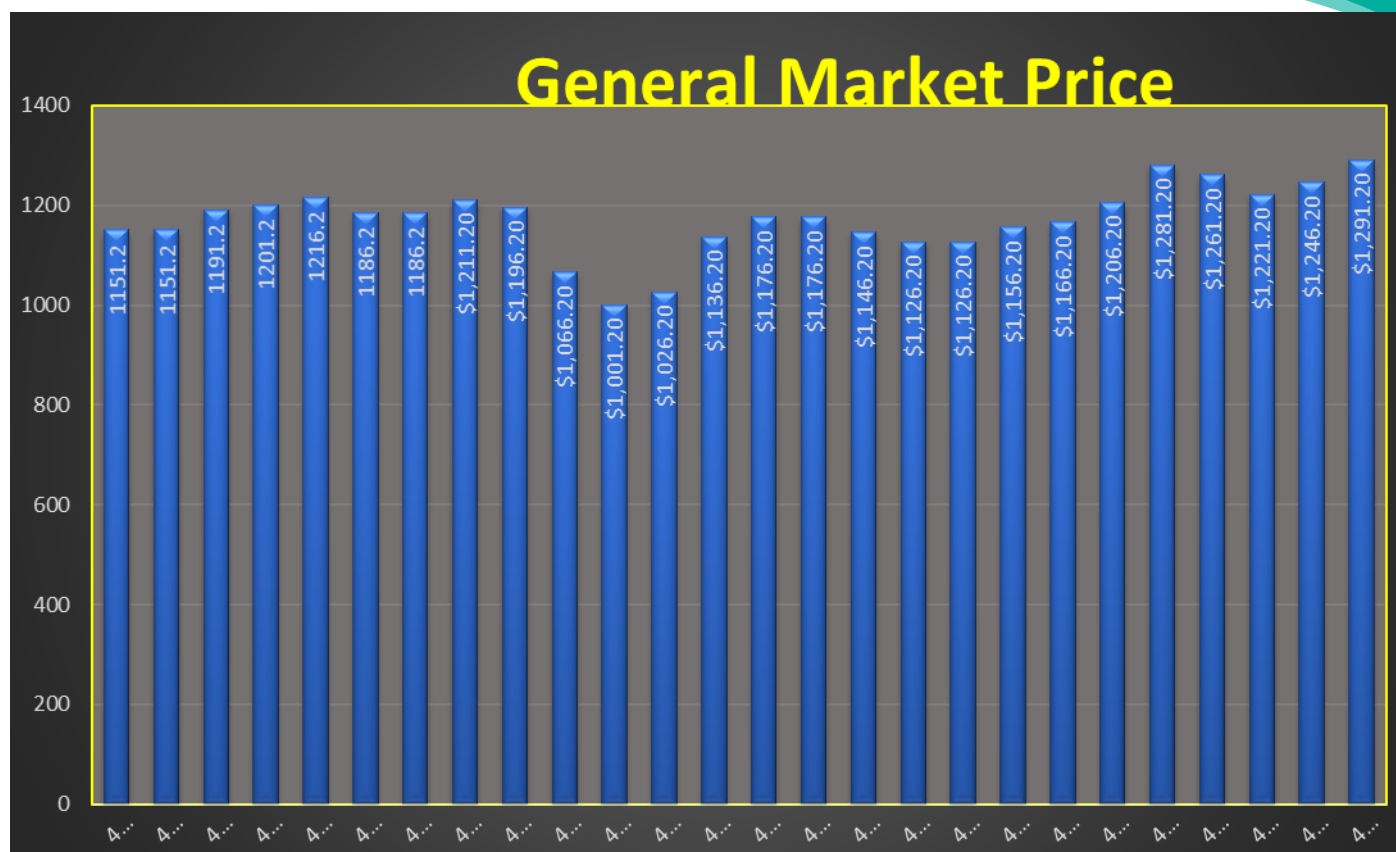
With relation to the pricing options, Council has two choices. The first is to eliminate any risk associated with bitumen price fluctuations **(GMP)** and choose the "fixed" tender price, whilst the second is to take the risk and choose the "rise & fall" price.

Bitumen prices have increased from \$1176.20 to \$1291.20 per tonne over the last 12 months, which equates to a 10% increase.

Bitumen prices have increased \$115 per tonne in August this year and the general trend is that from, August to February is when demand for bitumen increases and the price

The current financial pressures felt globally are expected to remain until at least the end of the year, if not further into the future. Current suppliers have indicated a likely increase of up to a \$45.00 per tonne by February 2022.

However, if Council were to select the "rise & fall" option, it risks significantly eroding this saving if the bitumen price **(GMP)** increases over the next 6 months at an accelerated rate above those trends shown previously. The worst-case scenario would be for the bitumen price **(GMP)** to exceed the current trend and thus create a deficit.



In the author's opinion, the potential "rise & fall" savings of (\$49,383) is an intangible amount and could well become a deficit if oil prices and exchange rates were to significantly increase. The conservative approach would be to select the fixed price option.

Based on the current price of bitumen and the small margin of potential savings with the rise and fall option, and with pricing not expected to reduce in next six months, the staff recommendation would be to accept the tender from Boral Asphalt (WA) for a Fixed price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2021/22.

In relation to potential savings based on budget estimates, selecting Boral on a fixed price contract would realise a potential budgetary saving of \$100,389

If Council were to select the rise and fall option, there is the potential of additional savings as indicated in graphs below. The trend over the last four years has indicated potential savings with the rise & falls option.

The risk associated with this, is if the bitumen prices (GMP) increase above the current trends this would affect potential savings with the rise and fall option. The worst-case scenario is that this would also affect any budget savings.

#### **POLICY REQUIREMENTS:**

Purchasing and Procurement Policy

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 – 3.57 – Tenders for providing goods or services.

Local Government (Function and General) Regulations 1996 – Part 4.

#### **STRATEGIC IMPLICATIONS:**

Ensuring the most reliable and cost-efficient service is provided, in line with Council's strategic direction of ensuring that existing infrastructure is maintained and renewed to meet identified service and amenity levels.

#### **SUSTAINABILITY IMPLICATIONS:**

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

#### **FINANCIAL IMPLICATIONS:**

There are no Financial Implications associated with this item.

#### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**MOVED: Cr West**

**SECONDED: Cr Tunstill**

That Council ACCEPT the Quote from Boral Asphalt (WA) for a Fixed price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2021/22 in accordance with the attached pricing structure.

**CARRIED: 6/0**  
**RESOLUTION: 090921**



[Attachment 1]

SCHEDULE OF PRICES (SUPPLY & LAY BITUMEN PRODUCTS 2021/2022)

		Budget		Fulton/Hogan								Boral								Downer																			
JOB LOCATION	sq.m	TREATMENT	Crumbed Rubber \$ per/m2 (Inc GST)	Crumbed Rubber \$ per/m2 (Inc GST)	C170 \$ per/m2 (Inc GST)	C170 \$ per/m2 (Inc GST)	Fulton/Hogan				Crumbed Rubber \$ per/m2 (Inc GST)	Crumbed Rubber \$ per/m2 (Inc GST)	C170 \$ per/m2 (Inc GST)	C170 \$ per/m2 (Inc GST)	Boral				Combination Seal	Crumbed Rubber \$ per/m2 (Inc GST)	Crumbed Rubber \$ per/m2 (Inc GST)	C170 \$ per/m2 (Inc GST)	C170 \$ per/m2 (Inc GST)	Downer															
							Fixed Price	Rise & Fall	Fixed Price	Rise & Fall					(C/R) FIXED	(C/R) RISE & FALL	(C170) FIXED	(C170) RISE & FALL						Fixed Price	Rise & Fall	Fixed Price	Rise & Fall	(C/R) FIXED	(C/R) RISE & FALL	(C170) FIXED	(C170) RISE & FALL	Fixed Price (C/R)	Rise & Fall (C/R)	Fixed Price	Rise & Fall	(C/R) FIXED	(C/R) RISE & FALL	(C170) FIXED	(C170) RISE & FALL
Waddington Road	16500	10mm reseal Final seal	\$ 90,000	\$ 5.03	\$ 4.92	\$ 4.65	\$ 4.54	\$ 82,995	\$ 81,180	\$ 76,725	\$ 74,910	\$ 4.71	\$ 4.43	\$ 4.37	\$ 4.18	\$ 77,715	\$ 73,095	\$ 72,105	\$ 68,970	\$ 77,715	\$ 4.53	N/A	\$ 4.32	\$ 4.44	\$ 74,745	N/A	\$ 71,280	\$ 73,260											
Dowerin Kalannie Road	22000	10mm reseal Final seal	\$ 100,000	\$ 9.00	\$ 8.89	\$ 8.66	\$ 8.51	\$ 198,000	\$ 195,580	\$ 190,520	\$ 187,220	\$ 4.94	\$ 4.66	\$ 4.59	\$ 4.41	\$ 108,680	\$ 102,520	\$ 100,980	\$ 97,020	\$ 108,680	\$ 5.76	N/A	\$ 7.96	\$ 8.07	\$ 126,720	N/A	\$ 175,120	\$ 177,540											
Hospital Road	16500	primer & 14mm seal	\$ 85,000	\$ 5.05	\$ 4.94	\$ 4.68	\$ 4.56	\$ 83,325	\$ 81,510	\$ 77,220	\$ 75,240	\$ 4.71	\$ 4.43	\$ 4.37	\$ 4.18	\$ 77,715	\$ 73,095	\$ 72,105	\$ 68,970	\$ 72,105	\$ 5.36	N/A	\$ 4.31	\$ 4.42	\$ 88,440	N/A	\$ 71,115	\$ 72,930											
Mannanning Road	14000	primer & 14mm seal	\$ 76,000	\$ 5.37	\$ 5.27	\$ 5.00	\$ 4.88	\$ 75,180	\$ 73,780	\$ 70,000	\$ 68,320	\$ 4.72	\$ 4.44	\$ 4.38	\$ 4.19	\$ 66,080	\$ 62,160	\$ 61,320	\$ 58,660	\$ 61,320	\$ 5.06	N/A	\$ 4.57	\$ 4.69	\$ 70,840	N/A	\$ 63,980	\$ 65,660											
Ballidu Bindi Bindi Road	14000	primer & 14mm seal	\$ 52,000	\$ 4.92	\$ 4.82	\$ 4.54	\$ 4.43	\$ 68,880	\$ 67,480	\$ 63,560	\$ 62,020	\$ 4.70	\$ 4.42	\$ 4.35	\$ 4.17	\$ 65,800	\$ 61,880	\$ 60,900	\$ 58,380	\$ 60,900	\$ 4.32	N/A	\$ 4.57	\$ 4.68	\$ 60,480	N/A	\$ 63,980	\$ 65,520											
Waddington Road	16500	10mm reseal Final seal	\$ 96,000	\$ 7.51	\$ 7.37	\$ 7.03	\$ 6.87	\$ 123,915	\$ 121,605	\$ 115,995	\$ 113,355	\$ 4.90	\$ 4.63	\$ 4.57	\$ 4.39	\$ 80,850	\$ 76,395	\$ 75,405	\$ 72,435	\$ 80,850	\$ 9.38	N/A	\$ 7.04	\$ 7.24	\$ 154,770	N/A	\$ 116,160	\$ 119,460											
Hospital Road	16500	primer & 14mm seal	\$ 83,000	\$ 7.61	\$ 7.45	\$ 7.13	\$ 6.97	\$ 125,565	\$ 122,925	\$ 117,645	\$ 115,005	\$ 5.21	\$ 4.95	\$ 4.88	\$ 4.70	\$ 85,965	\$ 81,675	\$ 80,520	\$ 77,550	\$ 80,520	\$ 8.17	N/A	\$ 10.28	\$ 10.47	\$ 134,805	N/A	\$ 169,620	\$ 172,755											
Dowerin Kalannie Road	74000	primer & 14mm seal	\$ 328,500	\$ 7.33	\$ 7.18	\$ 6.85	\$ 6.69	\$ 542,420	\$ 531,320	\$ 506,900	\$ 495,060	\$ 4.54	\$ 4.27	\$ 4.18	\$ 4.00	\$ 335,960	\$ 315,980	\$ 309,320	\$ 296,000	\$ 309,320	\$ 6.93	N/A	\$ 9.44	\$ 9.64	\$ 512,820	N/A	\$ 698,560	\$ 713,360											
Ballidu Bindi Bindi Road	14000	10mm reseal Final seal	\$ 95,000	\$ 8.10	\$ 7.95	\$ 7.61	\$ 7.46	\$ 113,400	\$ 111,300	\$ 106,540	\$ 104,440	\$ 5.48	\$ 5.20	\$ 5.07	\$ 4.90	\$ 76,720	\$ 72,800	\$ 70,980	\$ 68,600	\$ 76,720	\$ 8.30	N/A	\$ 10.57	\$ 10.77	\$ 116,200	N/A	\$ 147,980	\$ 150,780											
Ballidu East Road	10000	10mm reseal Final seal	\$ 59,000	\$ 9.42	\$ 9.26	\$ 8.93	\$ 8.78	\$ 94,200	\$ 92,600	\$ 89,300	\$ 87,800	\$ 5.24	\$ 4.97	\$ 4.91	\$ 4.73	\$ 52,400	\$ 49,700	\$ 49,100	\$ 47,300	\$ 52,400	\$ 9.89	N/A	\$ 12.94	\$ 13.13	\$ 98,900	N/A	\$ 129,400	\$ 131,300											
Mannanning Road	4000	primer & 14mm/10mm seal	\$ 27,800	\$ 15.70	\$ 15.56	\$ 15.22	\$ 15.07	\$ 62,800	\$ 62,240	\$ 60,880	\$ 60,280	\$ 5.59	\$ 5.31	\$ 5.19	\$ 5.02	\$ 22,360	\$ 21,240	\$ 20,760	\$ 20,080	\$ 20,760	\$ 13.79	N/A	\$ 16.65	\$ 16.84	\$ 55,160	N/A	\$ 66,600	\$ 67,360											
Patterson Street	4000	Re-Seal	\$ 34,750	\$ 6.71	\$ 6.60	\$ 6.34	\$ 6.23	\$ 26,840	\$ 26,400	\$ 25,360	\$ 24,920	\$ 4.83	\$ 4.55	\$ 4.49	\$ 4.30	\$ 19,320	\$ 18,200	\$ 17,960	\$ 17,200	\$ 19,320	\$ 7.51	N/A	\$ 6.88	\$ 7.00	\$ 30,040	N/A	\$ 27,520	\$ 28,000											
Moore Street	4160	Re-Seal	\$ 14,000	\$ 6.58	\$ 6.48	\$ 6.21	\$ 6.09	\$ 27,373	\$ 26,957	\$ 25,834	\$ 25,334	\$ 4.82	\$ 4.55	\$ 4.48	\$ 4.30	\$ 20,051	\$ 18,928	\$ 18,637	\$ 17,888	\$ 20,051	\$ 7.36	N/A	\$ 6.88	\$ 6.85	\$ 30,618	N/A	\$ 28,621	\$ 28,496											
\$ 1,141,050								\$ 1,624,893	\$ 1,594,877	\$ 1,526,479	\$ 1,493,904					\$ 1,089,616	\$ 1,027,668	\$ 1,010,092	\$ 969,053	\$ 1,040,661					\$ 1,554,538	\$ -	\$ 1,829,936	\$ 1,866,421											
Savings				\$ 100,389					-\$ 483,843	-\$ 453,827	-\$ 385,429	-\$ 352,854					\$ 51,434	\$ 113,382	\$ 130,958	\$ 171,997					-\$ 413,488	-\$ 688,886	-\$ 725,371												
																Combination				\$ 1,040,661																			
																				\$ 991,278.00																			
																				\$ 49,383.20																			

### 9.3.2 RAV 7-REQUEST LGA SUPPORT

FILE REFERENCE:	T6.2
REPORT DATE:	9 September 2021
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle – Manager of Works & Services
ATTACHMENTS:	Nil

#### PURPOSE OF REPORT:

The purpose of this report is to present to Council a request from Haulplus Services to assess a section of Mamanning Road and provide any comments relating to road condition, planning conflicts, development issues etc. that may be impact by the network.

#### BACKGROUND:

An application was emailed to the Shire of Wongan Ballidu from Haulplus Services seeking approval from the shire for access, on Manmanning Road.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
5180006	Manmanning Rd	Northam Pithara Rd (0.00)	Carter St (0.73)	RAV 6, N4.3	RAV 7, N7.3

#### COMMENT:

Manmanning Road is currently a RAV 6, the most significate changes from category RAV 6 to RAV 7 is the overall mass weight of the truck and the additional axle.

A RAV 6 network allows a total mass weight of 87.5tonnes, with the concessional loading and additional axle this will increase the total mass weight to 107.5 tonnes.

The RAV 6 route allows heavy vehicle combinations up to 27.5m in total length, this will not change with this combination.

Applicants comments below:

We operate a Pocket Road Train combination under AMMS permit category 7(b) to deliver bulk fuel to the BP/Great Southern Fuels depot at 13 Wongan Road, Wongan Hills.

To safely access this site to unload it is necessary to travel along Wongan Road (N7.3 approved), turn left into Manmanning Road, enter and exit Auhls Transport yard (4 Manmanning road) and then travel back into Wongan Road, turning right towards the fuel depot.

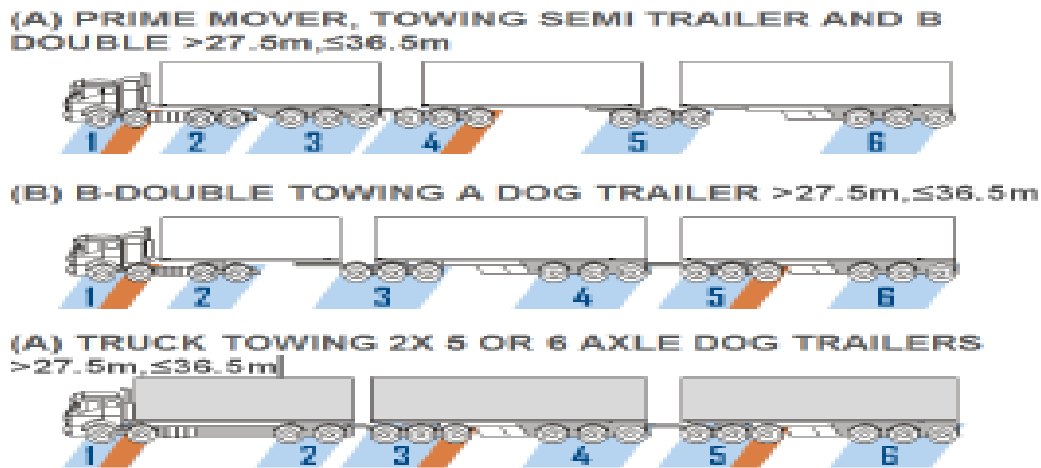
I note that access to Manmanning Road requires your approval as road asset owner. Speed limit restrictions will be highlighted to our employee and documented in the journey route plans as required by MRDWA.

### Staff Recommendation:

They are only accessing 150 meters of Manmanning Road from the Wongan Road (Northam Pithara Road) into the industrial area and turning around.

There would be no immediate financial implications, to the network.

Main Road combinations and network levels attached below



RAV 7

If Council does not want a higher Network level on particular roads for any reasons, then they have the option to not support the application. This consultation process precedes the onsite assessment process by HVS staff members, who determine whether the road is suitable for the higher Network level. This assessment process either shows the road as suitable for the higher Network level, or highlights those blackspots and deficiencies that are restricting the higher levels to be achieved

### POLICY REQUIREMENTS:

The "Heavy Vehicle" policy 10.4 outlines Council's expectations for the use of heavy vehicles with the Shire.

### LEGISLATIVE REQUIREMENTS:

The Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicle Standards) Regulations 2002 and MRWA Regulations and Policies control the use of heavy vehicles throughout the State.

### STRATEGIC IMPLICATIONS:

Liaising with the State Government vehicle configurations is in line with Council's strategic direction on Infrastructure (Work with State Government to ensure improvement and integration of our local and state road network and public transport systems).

### SUSTAINABILITY IMPLICATIONS:

#### ➤ Environment

There are no significant environmental implications.

- **Economic**  
There are no significant economic implications.
- **Social**  
There are no significant social implications.

#### **FINANCIAL IMPLICATIONS:**

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

#### **RISK IMPLICATIONS:**

Any amendment to RAV Network Ratings can potentially reduce the life of the road and increase the maintenance requirements of the road, therefore impacting on the Shire of Wongan Ballidu Asset Management Plan and Long-Term Financial Plan.

#### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**MOVED: Cr West      SECONDED: Cr Falconer**

That Council SUPPORT this request from Haulplus Services to access 150 meters of Manmanning Road from Wongan Road (Northam Pithara Road) into the industrial area and turning around.

**CARRIED: 6/0**  
**RESOLUTION: 100921**

### 9.3.3 NORTHAM-PITHARA BRIDGES REPLACEMENTS

FILE REFERENCE:	
REPORT DATE:	13 September 2021
APPLICANT/PROponent:	Shire of Wongan Ballidu
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle- Manager of Works & Services
ATTACHMENTS:	Additional information and maps attached

#### PURPOSE OF REPORT:

Replacement of bridges 0775 Kalguddering Creek, Bridge 0776 Hornsby Creek South, 0778 Gratton Creek on the Northam Pithara Road.

#### BACKGROUND:

Attached for consideration by Council are Land Dealing Plans 2160-051, 2160-052, 2160-050 & 2160-049 depicting land required for bridge replacement works to be carried out on the Northam Pithara Road at Bridge 0775 - 82.73SLK, Bridge 0776 - 82.52SLK & Bridge 0778 - 91.1SLK.

For the project to proceed, the land shown shaded on the enclosed copies of these plans is required for inclusion in the road reserve.

Main Roads have approached all landowners and other affected parties and arrangements for land acquisitions are proceeding. To enable the land to be dedicated as road, it is a requirement of the *Land Administration Act 1997* that local governments resolve to dedicate the land as road reserve.

Main Roads would like Council to consider the matter at its next meeting and provide them the following statement "*Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans 2160-051, 2160-052, 2160-050 & 2160-049 as a road pursuant to section 56 of the Land Administration Act 1997.*" in a letter to be returned to them.

This will satisfy the requirements of the Department of Planning Lands & Heritage (DPLH) who will arrange for the dedication of the land.

#### COMMENT:

Additional information and maps attached.

#### POLICY REQUIREMENTS:

There are no known Policy Requirements associated with this item

**LEGISLATIVE REQUIREMENTS:**

There are no known Legislative Requirements associated with this item

**STRATEGIC IMPLICATIONS:**

There are no known Strategic Implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

**FINANCIAL IMPLICATIONS:**

There are financial implications associated with this item.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**MOVED: Cr Ganzer      SECONDED: Cr Falconer**

That Council Pass a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans 2160-051, 2160-052, 2160-050 & 2160-049 as a road pursuant to section 56 of the Land Administration Act 1997."

**CARRIED: 6/0**  
**RESOLUTION: 110921**





## LEGEND



LAND REQUIRED FOR ENTRY

SITE BOUNDARY

## NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.

S.L.K. IS A MR STRAIGHT LINE KIL OME TRE  
AND IS APPROXIMATE ONLY

HORIZONTAL DA TUM IS MGA 94 .

## WHEATBELT T REGION

Telephone 108) 9622 4m

Fax 108196223767

**APPROVED FOR IMPLEMENTATION**

FILENUMBER	FOLIO	DATE	APPROVALNUMBER
21/2303			

AUTHORISED

APPROVED



## A mainroads

WESTERN AUSTRALIA

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone: 9323 4580 Fax: 9323 4600

FILE No. 21/2303

DRAWN/DESIGNED W.M. ROL LINGS 29/ 4/2 1

AUDITED 111 ACCORDANCE WITH STANDARD 67-08-48111 THE  
ROAD AND TRAFFIC ENGINEERING HAI/UAL

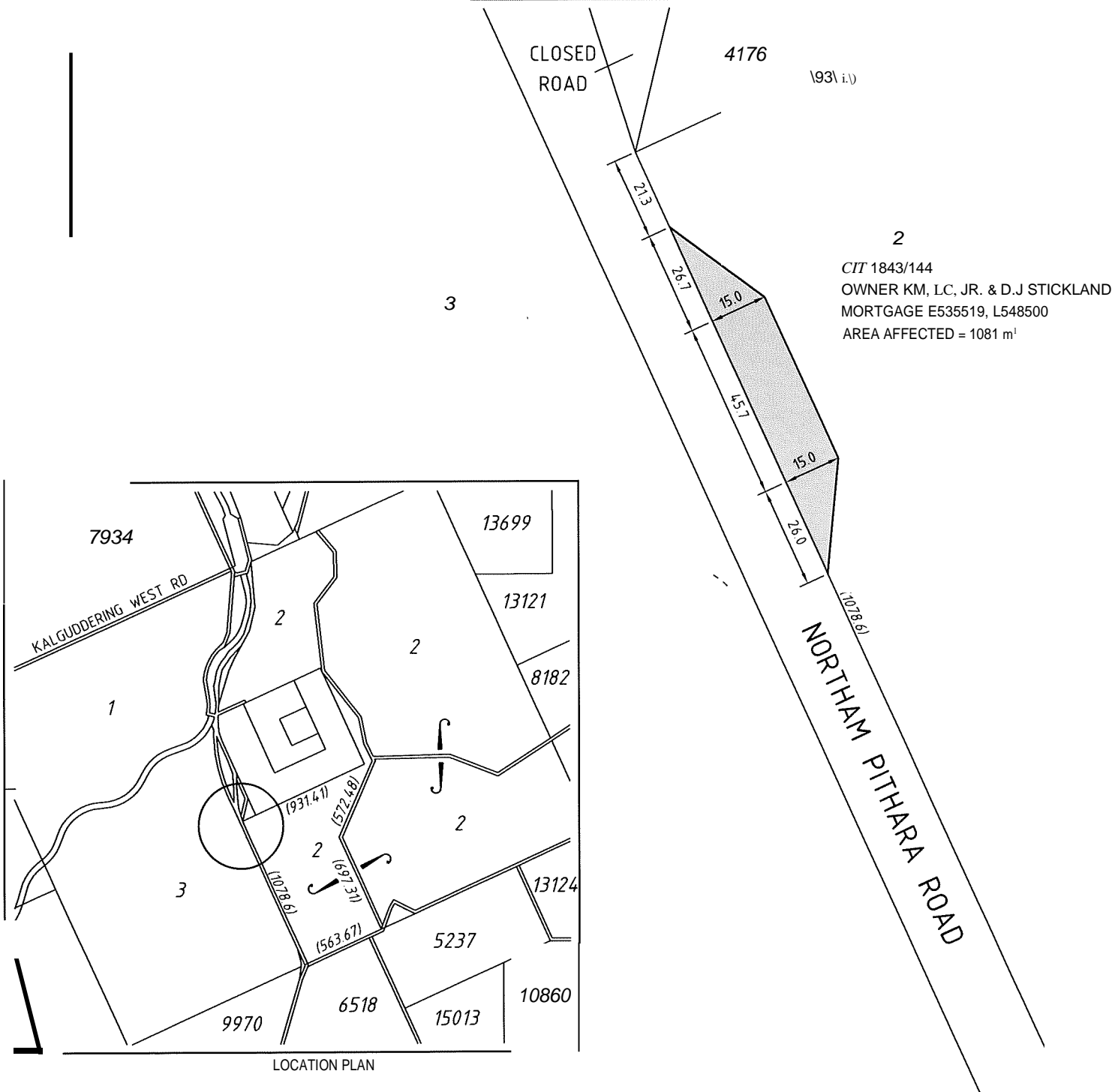
NORTHAM PITHARA ROAD M032

## LAND DEALINGS

LOT 2 BRIDGE 775, 82.73 SLK

LOCAL AUTHORITY 15181 SHIRE OF MORGAN-BALLIDU  
DR;W N;;YPE DR2116M 051

AMEND



LEGEND

- LAND REQUIRED FOR ENTRY
- SITE BOUNDARY

NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE  
ONLY AND ARE SUBJECT TO SURVEY

SLK IS A MR STRAIGHT LINE KILOMETRE  
AND IS APPROXIMATE ONLY

HORIZONTAL DATUM IS MGA 94

WHEATBELT REGION

Telephone 10819622 4m Fax (0810022 3767

APPROVED FOR IMPLEMENTATION

FILENUMBER	FOLIO	DATE	APPROVAL NUMBER
21/2303			

AUTHORISED

APPROVED



**Amainroads**  
WESTERN AUSTRALIA

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 93234580 Fax 9323 4600

FILE No. 21/2303

DRAWN/DESIGNED **W.M. ROLLINGS 29/4/21**  
AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE  
ROAD AND TRAFFIC ENGINEERING MANUAL

NORTHAM PITHARA ROAD M032

LAND DEALINGS

LOT 2 BRIDGE 775, 82.73 SLK

LOCAL AUTHORITY 15181 SHIRE OF WONGAN-BALLIOU

DR;W N;OTYPE DR2116MO-

AMEND





LEGEND

- LAND REQUIRED FOR ENTRY
- SITE BOUNDARY

NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY .  
S.LK IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY  
HORIZONTAL DATUM IS MGA 94 .

WHEATBELT REGION

Telephone 10819622 4m Fax 10819622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER 21/2303 FOLIO DATE APPROVAL NUMBER

AUTHORISED

APPROVED



**Amainroads**

WESTERN AUSTRALIA

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Tele phone 9323 4580 Fax 9323 4600

FILE No. 21/2303

DRAWN/DESIGNED W.M. ROLLINGS 29/ 4/2 1

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE  
ROAD AND TRAFFIC ENGINEERING HANDBOOK

NORTHAM PITHARA ROAD M032

LAND DEALINGS

LOT 3 BRIDGE 775, 82.73 SLK

LOCAL AUTHORITY 15181 SHIRE OF WOIGAN -BALLIOU

AMEND

**LEGEND**  
LAND REQUIRED FOR ENTRY

SITE BOUNDARY

### NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY

S.L.K. IS A MR STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY

HORIZONTAL DATUM IS MGA 94

### WHEATBELT REGION

Telephone (08)96224m

Fax (08)196223767

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
21/2303			

AUTHORISED

APPROVED



**WESTERN AUSTRALIA**  
**Mainroads**

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4580

Fax 9323 4600

FILE No. 21/2303

**DRAWN/DESIGNED** **W.M. ROLLINGS** 29/4/21

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

### NORTHAM PITHARA ROAD M032

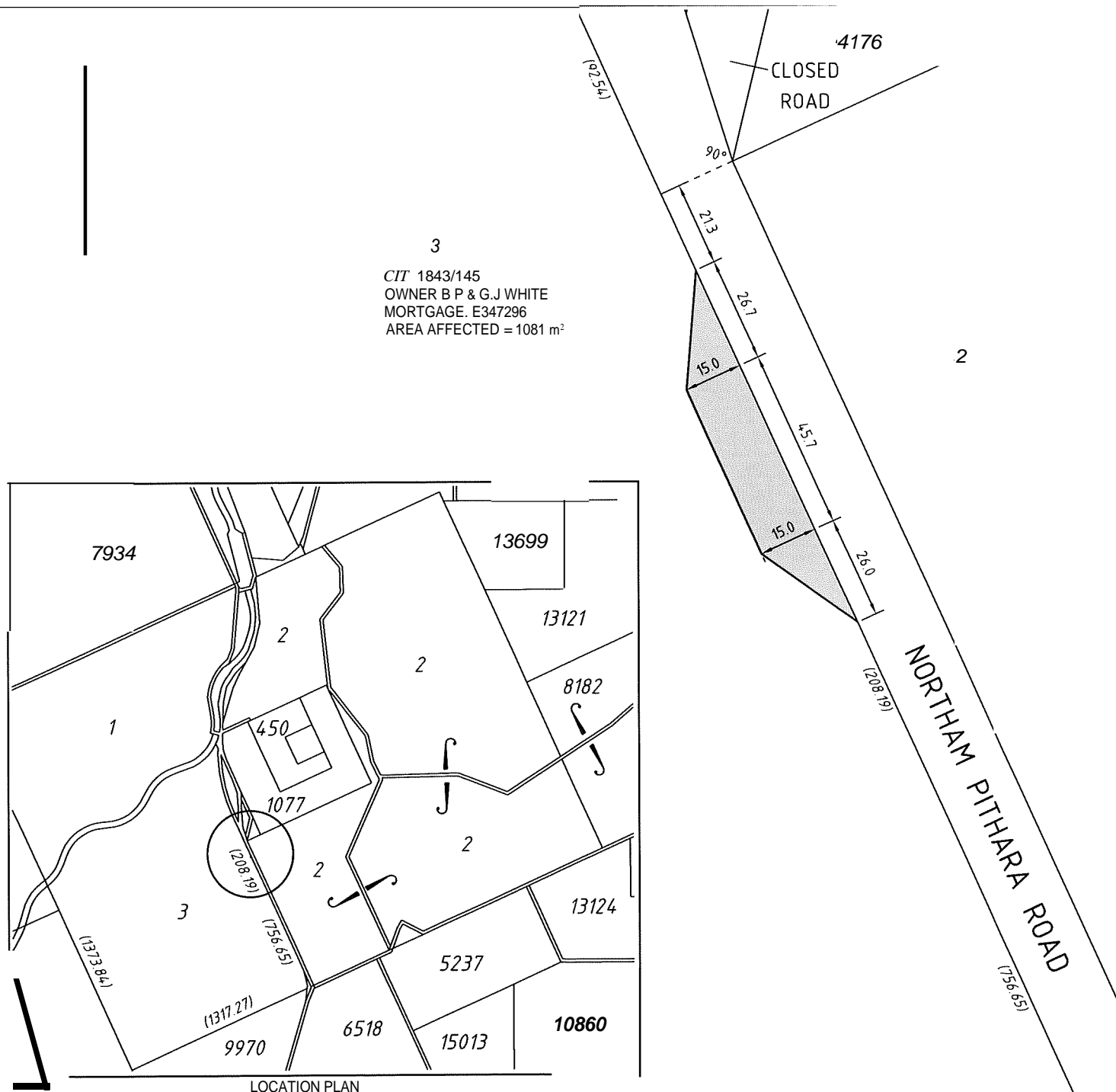
LAND DEALINGS

LOT 3 BRIDGE 775, 82.73 SLK

LOCAL AUTHORITY 15181 SHIRE OF WINDGANG-BALLIDU



DR:W N;OTYPE1DR=rrtfff\_ **OS2**

AMEND.





LEGEND

-  LANO REQUIRED FOR ENTRY
-  SITE BOUNDARY

NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.

SL K IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY

HORIZONTAL DATUM IS MGA 94.

WHEATBELT REGION

Telephone 108196224m Fax 108196223767

APPROVED FOR IMPLEMENTATION

FILE NUMBER 21/2304

AUTHORISED

APPROVED



**Amainroads**  
WESTERN AUSTRALIA

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

FILE No. 21/2304

DRAWN/DESIGNED W.M. ROLLINGS 29 / 4/21

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 (THE ROAD AND TRAFFIC ENGINEERING HANDBOOK)

NORTHAM PITHARA ROAD M032

LANO DEALINGS

LOTS 8249 & 8250 BRIDGE 776, 88.52 SLK

LOCAL AUTHORITY 15181 SHIRE OF YONGAN-BALLIOU

DR: W.N.; PE: DR

6 0 50



## LEGEND



LAND REQUIRED FOR ENTRY  
SITE BOUNDARY

## NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY
- 2 S.LK IS A MR STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
  - 3 HORIZONTAL DATUM IS MGA 94

## WHEATBELT REGION

Telephone 1081 9622 4777

Fax 0819622 3767

## APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
21/2304			

AUTHORISED

APPROVED



**Amainroads**  
WESTERN AUSTRALIA

FINANCE AND SERVICES  
**PROPERTY MANAGEMENT**

Telephone 9323 4580

Fax 9323 4600

FILE No. 21/2304

DRAWN/DESIGNED W.M. ROLLINGS 29/4/21

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE  
ROAD AND TRAFFIC ENGINEERING MANUAL

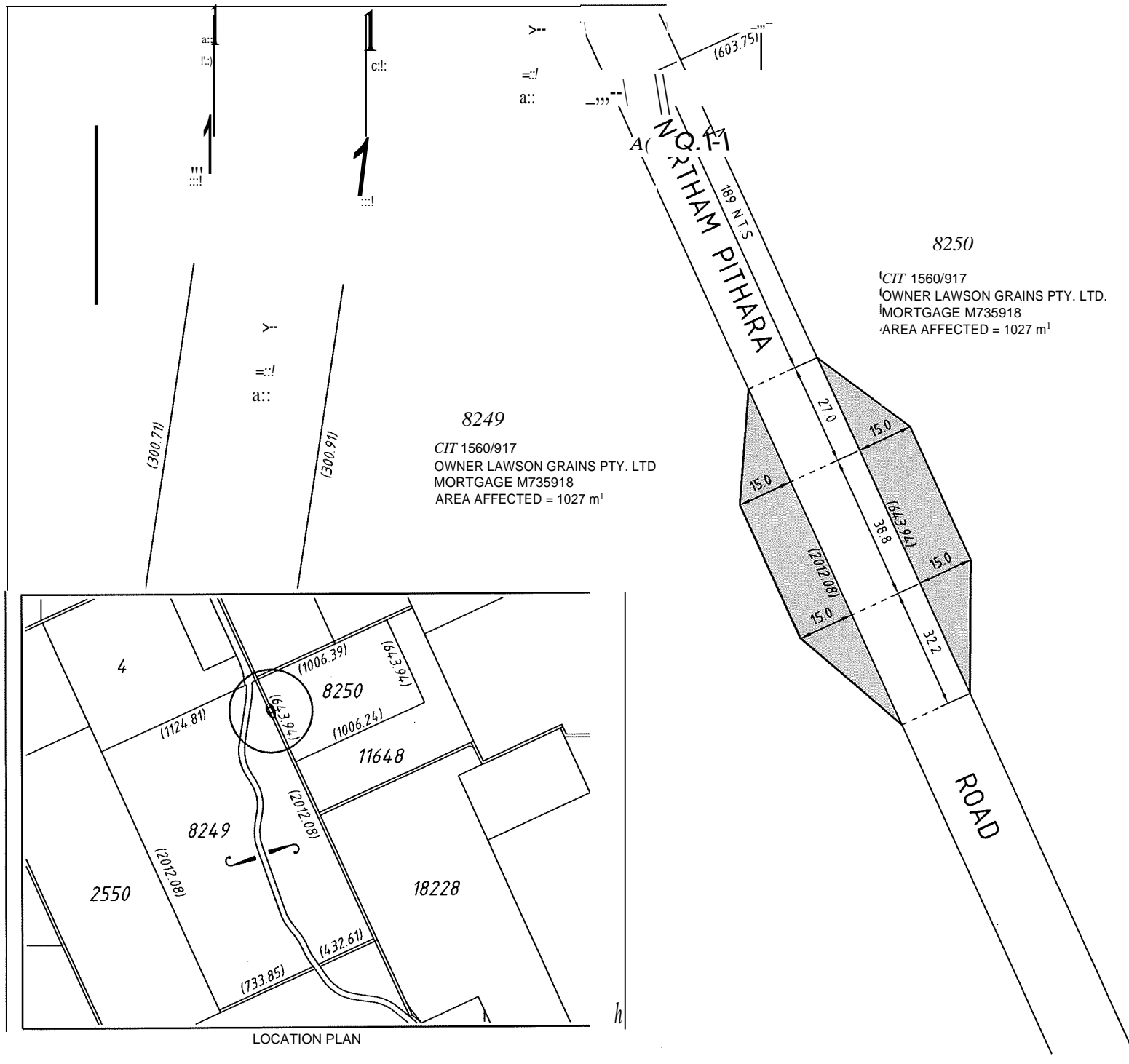
NORTHAM PITHARA ROAD M032

LAND DEALINGS

LOTS 8249 &amp; 8250 BRIDGE 776. 88.52 SLK

LOCAL AUTHORITY 15181 SHIRE OF WOIGAN-BALLIDU

AMEND







LEGEND



LAND REQUIRED FOR ENTRY

SITE BOUNDARY

NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.  
S.L.K IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY  
HORIZONTAL DATUM IS MGA 94.

WHEATBELT REGION

Telephone (08) 9622 4000 Fax 10819622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER 21/1121 FOLIO DATE APPROVAL NUMBER

AUTHORISED

APPROVED



Amainroads

WESTERN AUSTRALIA

FINANCE AND SERVICES

PROPERTY MANAGEMENT

Telephone 9323 4580

Fax 9323 4600

FILE No. 21/1121

DRAWN/DESIGNED W.M. ROLLINGS 29/4/21

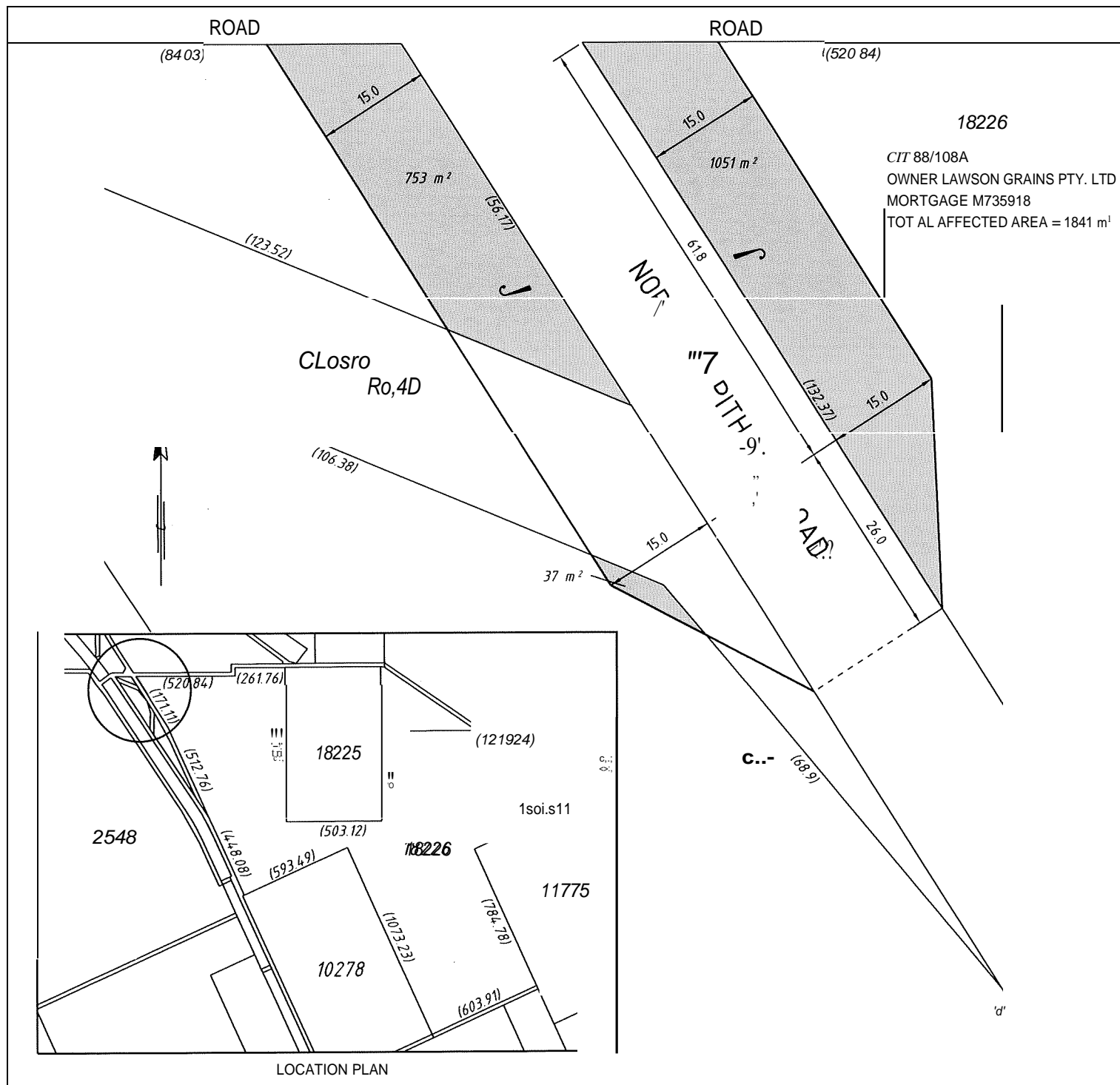
AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

NORTHAM PITHARA ROAD M032

LAND DEALINGS

LOT 18226 BRIDGE 778, 91.1 SLK

LOCAL AUTHORITY 15181 SHIRE OF WIDGEMAN-BALLIDU



## LEGEND



LANO REQUIRED FOR ENTRY

## NOTES

DIMENSIONS AND AREAS ARE APPROXIMATE  
ONLY AND ARE SUBJECT TO SURVEY

S.LK IS A MR STRAIGHT LINE KILOMETRE  
AND IS APPROXIMATE ONLY

3 HORIZONTAL DATUM IS MGA 94

## WHEATBELT REGION

Telephone (08196224m

Fax 10819622 3767

**APPROVED FOR IMPLEMENTATION**

FILENUMBER	FOLIO	DATE	APPROVALNUMBER
21/1121			

FILE NUMBER  
21/1121

AUTHORISED

APPROVED



# Amainroads

FINANCE AND SERVICES  
**PROPERTY MANAGEMENT**

Telephone 9323 4580

Fax 9323 4600

FILE No.	21/1121
----------	---------

DRAWN/DESIGNED W.M. ROLLINGS 29/4/21

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE  
ROAD AND TRAFFIC ENGINEERING MANUAL

NORTHAM PITHARA ROAD M032

## LAND DEALINGS

LOT 18226 BRIDGE 778, 91.1 SLK

LOCAL AUTHORITY ISIBI SHIRE OF WONGAN-BALLIDU

AMEND

**9.4 HEALTH, BUILDING AND PLANNING**

Nil

**9.5 COMMUNITY SERVICES**

Nil



**Item 10. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

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

**MOVED: Cr West      SECONDED: Cr Boekeman**

That Council ACCEPT new business of an urgent nature:

Item 11.1.1      Request to Write-Off Debtor 1483

Item 12.1.1      CONFIDENTIAL ITEM - Chief Executive Officer Performance Review

**CARRIED: 6/0  
RESOLUTION: 120921**

### 11.1.1 REQUEST TO WRITE OFF DEBTOR 1483

FILE REFERENCE:	P503/A1140
REPORT DATE:	14 September 2021
APPLICANT/PROPONENT:	Tracey De Grussa
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

#### PURPOSE OF REPORT:

To consider a request from Council to write off fees associated with debtor 1483.

#### BACKGROUND:

The applicant is the owner of 43 Fairbank Street, Ballidu. At the Ordinary Council Meeting in August 2021, a development application was received to approve the land use of the property as 'Community Purpose'.

#### COMMENT:

On the 21<sup>st</sup> July 2021, the Manager of Regulatory Services (MRS) and the applicant had a conversation about the requirements of the development application (DA) submitted for Council approval.

During this conversation the applicant was advised that the DA would need to be advertised as it is classed as a 'A' use under the scheme.

An 'A' use in the Shire of Wongan Ballidu Local Planning Scheme 5 (LPS5) means that the use is not permitted unless the Local Government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

Under clause 64A of the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Part 8 cl.64A (1) as below the local government may require an applicant for

development approval to pay the costs of the local government advertising for the application for the development approval under clause 64.

**64A. Applicant for development approval may be required to pay costs of advertising or erect signs**

- 1) The local government may require an applicant for development approval to pay the costs of the local government advertising the application for development approval under clause 64.
- 2) The local government may, instead of erecting signs under clause 64(3)(c) or (4)(c), require the applicant for development approval to erect those signs.

On the 31<sup>st</sup> July 2021 MRS advised via email to the applicant, that the notification for the website which would be uploaded over that coming weekend and attached a copy for your records had been approved. MRS also advised that letters were going to be posted on the Monday and the proposal advertised in the Wonga-Balli Boomer. MRS advised that the advertising periods was able to be reduced to 14 days and that the agenda item would be included in the August Council meeting.

MRS discussed with applicant that there would be a cost to them for the advertising of approximately \$200.00. This was advertised in the Wonga-Balli Boomer on two occasions on 4<sup>th</sup> and 11<sup>th</sup> August 2021 and 62 letters were posted.

An invoice was raised on the 1 September 2021 for \$226.40 for reimbursement of the advertising charges that the Shire incurred.

**POLICY REQUIREMENTS:**

S6.12 LGA 95 6.12(c) "a local government may by absolute majority write off any amount of money"

**LEGISLATIVE REQUIREMENTS:**

*Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Part 8 cl.64A (1)

**STRATEGIC IMPLICATIONS:**

There are no known Strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

Writing off the \$226.40 will have an impact on the budgets net position.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** Yes

**MOVED: Cr West      SECONDED: Cr Boekeman**

That Council DECLINE the request to write-off fees and charges of \$226.40 for the advertising of the development application P503.

**CARRIED: 6/0**  
**RESOLUTION: 130921**

## Item 12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

**MOVED: Cr Ganzer    SECONDED: Cr West**

That Council moves behind closed doors.

**CARRIED: 6/0  
RESOLUTION: 140921**

*Members of the Gallery, Senior Staff and CEO left at 3.29pm*

### 12.1.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

FILE REFERENCE:	ST3.5
REPORT DATE:	15 September 2021
APPLICANT/PROPONENT:	CEO Performance Review Committee
OFFICER DISCLOSURE OF INTEREST:	Financial Interest - CEO
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Mr John Phillips
ATTACHMENTS:	Appendix 1 Performance Criteria 2021/22 Appendix 2 Confidential Review Report 13 September 2021

#### PURPOSE OF REPORT:

To review the performance of the Chief Executive Officer in line with the new legislative standards introduced in 2021

#### BACKGROUND:

The annual review of Mr. Stuart Taylor's performance as the Chief Executive Officer of the Shire of Wongan Ballidu has been carried out in accordance with Council's statutory and contractual (employment) obligations

Council appointed Mr John Phillips, '*John Phillips Consulting*', to facilitate the annual CEO review process. This included distributing questionnaires and the CEO's report to all Councillors, conducting telephone and personal interviews with Councillors, collating the responses, as well as preparing this report. All six (6) Councillors provided feedback.

The period of review is 1 July 2020 to 30 June 2021.

#### COMMENT:

The review process included the use of a questionnaire based on the agreed performance criteria. All Elected Members were provided with the questionnaire as the opportunity to provide feedback on Mr. Taylor's performance and all six (6) participated in the process. They were also provided with a copy of Mr. Taylor's own self-assessment report, which was based on the same performance criteria.

All six (6) Councillors provided feedback at a personal interview with the facilitator (John Phillips) in Wongan Hills on 20 August 2021.

Ratings and comments were aggregated and summarised and presented in a 'reviewer report' (Confidential Appendix 2 refers).

The formal review meeting was undertaken on 13 September 2021.

Performance: Councillors met with the CEO on 13 August 2021 and discussed the outcome of the reviewer's report. (Confidential Appendix 2 refers).

Performance Criteria: The performance criteria were reviewed and updated for the 2021/22 review period and are attached to this report (**Appendix 1**).

Remuneration: Councillors were briefed on the Salaries and Allowances Determinations dated 8 April and 24 June 2021 (effective 1 July 2021). The CEO's remuneration was also discussed and Councillors were advised by Mr Taylor that that he would not be seeking a variation to his reward package or conditions of employment.

## **Outcome**

Mr Taylor is provisionally rated as 'Meets Performance Requirements' when assessed against the agreed performance criteria.

This outcome is contingent upon endorsement by Council at the OCM scheduled for 16 September 2021.

## **POLICY REQUIREMENTS:**

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

## **LEGISLATIVE REQUIREMENTS:**

The Review has been conducted in accordance with statutory and regulatory requirements as follows:

- Section 5.38 of the Act prescribes that:
  - (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.
  - (2) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.
- Section 5.39 of the Act prescribes that the CEO contract:
  - o must include performance criteria, for the purposes of reviewing the CEO's performance.
- Section 5.39 A - Model standards for CEO recruitment, performance and termination
  - (1) Regulations must prescribe model standards for local governments in relation to the following —

(b) the review of the performance of CEOs

- Regulation 18FA - model standards
  - **Standards:**
    - **Standard 2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
    - **Standard 2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
    - **Standard 2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
    - **Standard 2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
    - **Standard 2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.

#### **STRATEGIC IMPLICATIONS:**

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

#### **SUSTAINABILITY IMPLICATIONS:**

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

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications in relation to this item.

#### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** Yes

**MOTION:** Cr West    **SECONDED:** Cr Ganzer

That Council:

Notes that Mr. Stuart Taylor's 2021 CEO Performance Review has been undertaken;

Endorses Mr. Taylor's overall rating of 'Meets Performance Requirements';

Endorses the performance criteria for the 2021/22 review period;

Schedules the next review of the CEO's performance to be commenced by 1 August 2022 and completed by the September 2022 Ordinary Meeting of Council.

Affirms that the CEO's Total Reward Package is in accordance with the contract of employment and the Salaries and Allowances Determinations dated 8 April and 24 June 2021 (effective 1 July 2021) and will remain unchanged.

**CARRIED: 6/0**  
**RESOLUTION: 150921**

**MOVED: Cr West      SECONDED: Cr Boekeman**

That Council come from behind closed doors.

**CARRIED: 6/0**  
**RESOLUTION: 160921**

*Senior Staff and CEO returned at 3.39pm.*



## Appendix 1: Performance Criteria – 2021/22

### Part A: 2021/22 Performance Criteria (Contractual)

The following performance criteria are in accordance with section 5.38, 5.39, 5.39A and the Regulations addressing the model standards for the performance review of CEO's (effective from 3 February 2021).

1.	Provide accurate and timely advice to the Council
2.	Work in collaboration with the Council
3.	Provide innovative and visionary leadership
4.	Establish effective networks
5.	Ensure that professional and effective human resource management practices are applied
6.	Maintain a work environment that facilitates the development of people and encourages them to perform at a high level
7.	Ensure the effective and accountable application of financial and physical resources
8.	Develop and implements changes to management strategies to enhance service delivery
9.	Initiate the development, implementation and review of effective policies

### Part B: Performance Criteria (Additional – Annual)

1. Infrastructure & Assets		
Area of significant focus	Outcome	Timeframe
<b>Wheatbelt Secondary Freight Network</b>	Manage and Review 2021/22 Works Program within provided Funding	30 June 2022
<b>Sports ground management Agreement</b>	Develop new management agreement for Sports Ground use with the Wongan Hills Sports Council Inc.	March 2022

2. Governance		
Area of significant focus	Outcome	Timeframe
<b>Strategic Plan</b>	Complete Community Strategic Plan review and report to Council	Nov 2021 OCM
<b>Corporate Plan</b>	Develop and Complete Corporate Plan based on Community Strategic Plan and report to Council	April 2022
<b>Work Force Plan</b>	Develop and Complete, report to Council	April 2022
<b>Long Term Financial Plan</b>	Develop and Complete based on Community Strategic Plan and Corporate Plan	April 2022
<b>Council Policies</b>	Complete Statutory reviews	30 June 2022

3. Projects and Programs		
Area of significant focus	Outcome	Timeframe
<b>Bowling relocation and Change room upgrade</b>	Tenders presented to Council  Project commenced	Oct 2021 OCM March 2022
<b>Station Toilets</b>	Tenders presented to Council  Upgrade and complete	Nov 2021 OCM 30 June 2022
<b>Wongan Townsite Shire services Wireless Network</b>	Construct and deliver improved systems communication network	30 June 2022
<b>School Oval</b>	Acquire land Develop draft subdivision plan and present to Council	March 2022 March 2022
<b>Police Block</b>	Develop draft housing design and layout and report to Council	March 2022
<b>Old Tennis Club and Courts</b>	Provide an options paper to Council	April 2022
<b>Wongan Hills Airstrip</b>	Hardstand upgrade and building extensions	April/May 2022
<b>Friends of the Park</b>	Upgrade fencing, security and equipment	April/May 2022

4. Organisation		
Area of significant focus	Outcome	Timeframe
<b>GP Service Agreement Review</b>	Negotiate and draft new term agreement	Feb 2022
<b>Employee Code of Conduct</b>	Develop, Deliver and implement with Training	30 June 2022
<b>Operational Instructions</b>	Complete Review of Ol's	30 June 2022
<b>Volunteer &amp; Contractor Induction Process</b>	Review, update and deliver in-line with new statutory requirements	30 June 2022
<b>Volunteer Policies/Operational Instructions</b>	Review, update and deliver in-line with new Statutory requirements	30 June 2022
<b>Financial management</b>	Satisfactory Audit Outcome  2021/22 Budget management	30 June 2022 30 June 2022
<b>New Records Management System(RMS)</b>	Implementation of, and training for, new RMS	May 2022

**Item 13. CLOSURE**

There being no further business, the Shire President declared the meeting closed at 3.40pm.

---

Signed by:  
Mandy Stephenson  
**Shire President**