



Shire of  
Wongan-Ballidu

# Agenda

Ordinary Meeting of Council  
Friday, 29 September 2023





# Shire of Wongan-Ballidu

## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Elected Members

I advise that the Ordinary Meeting of the Shire of Wongan-Ballidu will be held on Friday, 29 September 2023 commencing at 3.00pm at Cadoux Sport and Recreational Centre, King Street, Cadoux WA 6466.

Elected Members are advised that Cadoux Sport and Recreation Centre Committee will be providing afternoon tea at 4.00pm to be served at the Cadoux Sport and Recreation Centre.

SAM DOLZADELLI

**ACTING CHIEF EXECUTIVE OFFICER**

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### Disclaimer

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

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

Acknowledgement of Country: -

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

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

**Item 3. PUBLIC QUESTION TIME**

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

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

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

**Item 7. CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 23 AUGUST 2023.**

**OFFICER RECOMMENDATION:**

1. That the Minutes of the Ordinary Meeting of Council held on Wednesday, 23 August 2023 be CONFIRMED as a true and correct record of the proceedings.

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

## Item 9. REPORTS OF OFFICERS AND COMMITTEES

### 9.1 GOVERNANCE

#### 9.1.1 GOVERNANCE POLICY REVIEWS

**FILE REFERENCE:****REPORT DATE:** 19 September 2023**APPLICANT/PROPONENT:** N/A**OFFICER DISCLOSURE OF INTEREST:** Nil**PREVIOUS MEETING REFERENCES:****AUTHOR:** Sam Dolzadelli, Acting Chief Executive Officer**ATTACHMENTS:** FMR 17 Audit Report – Item 6.2 Council Policies

1.3 Office Hours

1.4 Reparation of Damage to Council Assets

5.21 – Use of Council Vehicles

7.1 Council Housing – Water Allocation

10.19 – Safety Obligations of Contractors

**PURPOSE OF REPORT:**

The purpose of this report is to present sufficient information to Council to enable numerous Council policies to be repealed from the Council Policy Manual.

**BACKGROUND:**

The Shire of Wongan-Ballidu engaged Moore Australia to undertake a review service with a dual purpose, firstly to provide the basis for a report by the CEO to the Audit Committee on the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance systems and procedures as require by the *Local Government (Audit) Regulations 1996* Regulation 17.

Secondly, a review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, as required by *Local Government (Financial Management) Regulations 1996* Regulation 5(2)(c).

The results of the risk management, legislative compliance and internal controls review were reported to the CEO in September 2022.

The Audit Committee resolved to recommend to Council to adopt the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls Report, to be presented to Council at an Ordinary Council Meeting.

Council received the Financial Management, Risk Management, Legislative Compliance and Internal Controls Report at Ordinary Council Meeting held on 22 March 2023. Resolution 060323 which included 6.2.1 General Policy Actions as outlined below.

Moore Australia identified and associated suggested improvements at item 6.21 of the report as follows: -

## 6.0 Framework Design

### 6.2 Council Policies

Whilst the operations of the Shire are the responsibility of the CEO, the Council is responsible for setting the framework for operations via adopted Council policies. These policies represent an overarching framework relevant to risk management, internal controls, legislative compliance and financial management and have been reviewed for appropriateness and effectiveness.

In general, Council policies are well formulated and provide clear guidance regarding Council's position on certain matters. A list of policies reviewed is provided in Appendix B - Council Policies Examined. The table below details matters identified and associated suggested improvements.

	Policy	Purpose / Goal	Matters Identified / Improvements
6.21	General Policy Actions	To set out parameters for the implementation of policies.	<p>We noted some council policies which may be, or have elements which may be operational in nature. Council policies are not necessarily intended to provide direction on how different operational functions are to be executed as these are the responsibility of the CEO. Some policies where this may occur includes:</p> <ul style="list-style-type: none"> <li>• 1.3 Office hours</li> <li>• 1.4 Reparation of damage to council assets</li> <li>• 4.9 Rate Collection</li> <li>• 5.9 Elected Members / Staff Conferences</li> <li>• 5.15 Obtaining Legal Advice</li> <li>• 5.21 Use of Council Vehicle</li> <li>• 7.1 Council Housing - Water Allocation</li> <li>• 10.19 Safety Obligations of Contractors</li> </ul> <p>Policies are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it.</p> <hr/> <p><b>Improvement:</b> Review and update this policy to consider the appropriate separation of the roles of the council and the CEO. Consider review and update of policies to articulate the strategic direction of Council, particularly where legislation does not provide such direction.</p>

#### COMMENT:

The functions of the Chief Executive Officer (CEO) are legislated under section 5.41 of the *Local Government Act 1995*. As per s5.41(d), one of the functions of the CEO is to manage the day-to-day operations of the local government.

Council policies are designed to provide direction on how different functions of the local government are to be executed when legislation requires. Functions that are operational in nature are to be at the direction of the CEO and thus do not require to be adopted by Council as a Council Policy.

It was identified in Moore Australia's review that the Shire had a number of Council policies which were operational in nature and should be operational policies deployed by the CEO for the administration of the local government and not as a Council policy.



On review of Moore Australia's suggested improvements, it was determined that the following Council Policies are operational in nature and thus should be repealed from the Council Policy Manual.

Policy	Comment
1.3 – Office Hours	The opening and closing hours of the administration offices is an operational decision at the discretion of the CEO, as it is the CEO who is responsible for providing employees of the local government with safe and healthy working conditions, as well as determining employees hours of work.
1.4 – Reparation of Damage to Council Assets	Operational as the local government has the legal capacity of a natural person and legal proceedings may be taken by or against the local government. The CEO can enter into legal proceedings on behalf of the local government.
5.21 – Use of Council Vehicles	The nature of this Policy is operational as it specifies guidelines around the usage of vehicles by employees which is a CEO function. Most of this is included in employment contracts and conditions of employment, which again is at the discretion of the CEO. It is recommended to repeal this Policy and at a future date adopt a new 'Fleet Management' Policy.
7.1 – Council Housing – Water Allocation	Operational as this is something negotiated with employment contracts which falls under the function of the CEO.
10.19 – Safety Obligations of Contractors	Operational as contractors are contracted to work for the local government and this is inherently a duty of the CEO and on-delegated to executive management to ensure all WorkSafe practices and WHS conditions are met.

#### **POLICY REQUIREMENTS:**

Nil

#### **LEGISLATIVE REQUIREMENTS:**

- *Local Government Act 1995* – Section 5.41 – Functions of the CEO
- *Local Government (Audit) Regulations 1996* – Regulation 17 – CEO to review certain systems and procedures
- *Local Government (Financial Management) Regulations 1996* – Regulation 5 – CEO's duties to financial management

#### **STRATEGIC IMPLICATIONS:**

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

## **SUSTAINABILITY IMPLICATIONS:**

### ➤ **Environment**

There are no known environmental impacts associated with this proposal.

### ➤ **Economic**

There are no known economic impacts associated with this proposal.

### ➤ **Social**

There are no known social implications associated with this proposal.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications in relation to this item.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED: No**

## **OFFICER RECOMMENDATION:**

That Council:

1. REPEAL the following policies:
  - 1.3 Office Hours
  - 1.4 Reparation of Damage to Council Assets
  - 5.21 Use of Council Vehicles
  - 7.1 Council Housing – Water Allocation
  - 10.19 Safety Obligations of Contractors

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## 1.3 Office Hours

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<b>Policy Owner:</b>	Administration
<b>Person Responsible:</b>	Deputy Chief Executive Officer
<b>Date of Adoption:</b>	15 December 2011
<b>Adoption Resolution:</b>	061211
<b>Date of Last Amendment:</b>	
<b>Date of Last Review:</b>	

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### OBJECTIVE

To detail the hours of operation for the Shire of Wongan-Ballidu administration office.

### POLICY

The office of the Shire of Wongan-Ballidu and CRC are to be open to the public on normal working days as follows:

Monday to Friday – 9.00am – 4:30pm Department of Transport, Other Payments and Telephone Enquiries

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## 1.4 Reparation of Damage to Council Assets

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<b>Policy Owner:</b>	Administration
<b>Person Responsible:</b>	Deputy Chief Executive Officer
<b>Date of Adoption:</b>	15 February 2005
<b>Adoption Resolution:</b>	
<b>Date of Last Amendment:</b>	
<b>Date of Last Review:</b>	

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### **OBJECTIVE**

To ensure that any damage to Council assets, that results in the offender appearing and being convicted in Court is recovered from the offender through the Court system.

### **POLICY**

That Council staff ensure costing for repairs to Council assets are presented to the police as soon as practicably possible after the event. Costing is to be based on Councils adopted private works rates.

### **RESPONSIBILITY FOR IMPLEMENTATION**

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

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## 5.21 Use of Council Vehicles

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<b>Policy Owner:</b>	Administration and Financial Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	8 March 2005
<b>Adoption Resolution:</b>	
<b>Date of Last Review:</b>	

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### OBJECTIVE

The objective of this policy to provide clear guidelines with respect to use of vehicles by Elected Members and Council staff.

### POLICY

#### Designated Driver

The designated driver of a specific vehicle shall be an employee of the Council who has:

- Been assigned the vehicle as part of their Council duties and/or conditions of employment
- Holds an appropriate licence
- Has private use of the vehicle in accordance with their conditions of employment
- Is responsible for the care and management of the vehicle.

#### Authorised Driver

The following persons holding an appropriate driving licence shall be Authorised Drivers of any Council vehicle available;

- Any Elected Member on Council business acting with the prior knowledge of the CEO and the designated driver;
- Any person, provided an authorised designated driver is physically present in the vehicle;
- Any person authorised by the Chief Executive Officer or a designated senior officer;
- Any employee of the Council not being a Designated Driver who is authorised by the Designated Driver;
- Outside of normal working hours by the spouse or partner of a Designated Driver who has Private Use of a vehicle provided for in their employment contract.

#### General Conditions

1. Designated Drivers and Authorised Drivers must comply with the following conditions with respect to the vehicle in their care.
2. Vehicles are to be brought onto the job every working day (except those days an officer concerned is on paid leave as agreed), and used for all normal working hours and on occasions may be required outside working hours subject to direction of the Chief Executive

Officer and/or designated senior officer.

3. All employees to whom vehicles are allocated are responsible for their care, including exterior and interior cleaning.
4. No modifications are to be made to the vehicle without the approval of the Chief Executive Officer.
5. The vehicle will not be used to compete in automotive competitions, ie: motor races.
6. Organise servicing when required.
7. Report all accidents immediately.
8. A Designated Driver or Authorised Driver convicted of drunk or dangerous driving in association with an accident involving a Council vehicle must pay the cost of associated repairs in the event that Council's insurers disclaim responsibility.
9. No employee shall drive a vehicle whilst under the influence of drugs, whether they are prescribed drugs or illicit drugs, or alcohol.

### **Private Use**

A vehicle made available for private use shall be subject to the following condition;

- Conditions contained within individual officer's employment contract take precedence over this policy.

### **Reimbursement**

Where vehicles are used privately outside the Officer's conditions of employment, approval is required from the Chief Executive Officer. The Chief Executive Officer may request a financial contribution from the employee to cover the cost associated with fuel.

Officer's using a vehicle within the terms of their contract of employment are required to produce receipts.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Chief Executive Officer is responsible for implementing this policy.

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## 10.19 Safety Obligations of Contractors

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<b>Policy Owner:</b>	Works Committee
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Adoption:</b>	21 June 2012
<b>Adoption Resolution:</b>	080612
<b>Date of Last Review:</b>	

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### OBJECTIVE

To ensure that all contractors doing work on behalf of the Council accept that compliance with safety obligations is an essential element within the terms of their contract with the Shire of Wongan-Ballidu (the Shire).

### POLICY

#### Procedures in the Engagement of Contractors

Council Officers or those persons who are charged with the responsibilities of awarding contracts shall ensure that the successful contractor holds a Workers' Compensation Certificate of Currency and adequate Public Liability Insurance & Professional Indemnity

Where appropriate, the Contractor and/or employee(s) shall:

1. Hold relevant qualifications (eg: engineer);
2. Hold appropriate license (eg: plumber, electrician);
3. Hold a certificate of competency (eg: crane driver, scaffolder);
4. Be registered (eg: builder)
5. Hold relevant certificates (eg: mine workers health certificate)

The appointed officer shall ensure that the contractor and all persons involved have been made fully aware of procedures, hazards and other relevant information necessary to ensure the safe working of such contractors. An appointed representative of the Contractor must attend a Shire Contractor Safety Information Session.

The workplace is to be inspected by the contractor and employees involved before the commencement of any works to identify potential work hazards.

All contractors and/or their employees must report in the first instance, to the designated Council Officer who will provide instruction and clearance to undertake the work. Contractors and/or their employees must ensure that their presence at the worksite is acknowledged and noted. This is essential, for instance, in the event of an emergency evacuation.

The contractor is required to comply with all relevant statutory requirements, Codes of Practice, Australian Standards and safety requirements of the Shire.

Copies of extracts from relevant policies will be made available from the Contract Supervisor. The Contractor is to acknowledge that he has read, understood and will comply with the minimum

requirements outlined.

The contractor shall have standard procedures for the tasks undertaken.

The contractor shall ensure that all plant, equipment and machinery is of suitable type and capacity to complete the tasks required. It shall also be maintained in good order and condition and be used according to manufacturer's specifications such that persons are not exposed to hazards.

If work permits are required, for example where confined space entry or hot work procedures are in place, they must be adhered to.

The contractor shall ensure that work has a minimal negative impact on the environment and complies with the relevant legislation regarding environmental protection.

Contractor documentation must include clauses to enforce the Shire safety requirements.

The contractor and his employees must be under the control of a person appointed by the Manager of the contracting company to ensure compliance with the safety requirements applicable.

Nothing in the preceding clause shall restrict the Council or its representative from stopping dangerous work or practices and requiring the contractor to take remedial action to comply with safety requirements.

The contracting company shall provide employees and supervisors who are competent and adequately trained to complete the job. (Documentation to demonstrate this may be required).

The contractor shall ensure appropriate supervision of employees.

The contractor shall ensure an adequate standard of housekeeping to keep the area free from hazards.

The contractor must ensure that their activities will not endanger the Shire's employees, ratepayers or members of the general public. Work in progress must be left in a safe manner at the end of the shift and for the duration of non-attendance.

The relevant Manager when selecting a contractor will ensure that all occupational safety and health criteria are met by the contractor.

Contract(s) shall be written in such a manner as to permit termination of the contract(s) for contractor's failure to comply with safety requirements.

Contractor's management and supervisors are to be advised that failure to correct unsatisfactory conditions may lead to work stoppage or termination of the contract. If consistent contractual deficiencies exist, consideration shall be given to termination of the contract.

## **RESPONSIBILITY FOR IMPLEMENTATION**

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



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## 7.1 Council Housing – Water Allocation

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<b>Policy Owner:</b>	Health, Building and Planning
<b>Person Responsible:</b>	Deputy Chief Executive Officer
<b>Date of Adoption:</b>	8 March 2005
<b>Adoption Resolution:</b>	
<b>Date of Last Review:</b>	22 June 2022 – Resolution 060622

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### **OBJECTIVE**

To assist staff to maintain gardens at Council owned houses.

### **POLICY**

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

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

### **RESPONSIBILITY FOR IMPLEMENTATION**

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

### 9.1.2 CUSTOMER SERVICE CHARTER 2023 REVIEW

<b>FILE REFERENCE:</b>	
<b>REPORT DATE:</b>	13 September 2023
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Sam Dolzadelli – Acting Chief Executive Officer
<b>ATTACHMENTS:</b>	9.1.2-1 Customer Service Charter – Tri-fold 9.1.2-2 Customer Service Charter – A4

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

The purpose of this report is to present to Council the Shire's Customer Service Charter as reviewed and updated for endorsement. The updated Customer Service Charter is presented in attachment 1 of this agenda item.

#### **BACKGROUND:**

The Shire's current Customer Service Charter is outdated, and this led to a review being undertaken. The draft updated Customer Service Charter was provided to Council at the Informal Council Meeting on 23 August 2023 and Council approved the draft version to be put forward at the September Ordinary Council Meeting for formal endorsement.

#### **POLICY REQUIREMENTS:**

Nil.

#### **LEGISLATIVE REQUIREMENTS:**

Nil.

#### **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:**

Nil.

**COMMENT:**

The Shire of Wongan-Ballidu strives to deliver standards of customer service at the highest level, and this is reflected in our Strategic Community Plan and our Organisational Values. The Customer Service Charter outlines how the Shire administration will deliver on its commitments to the provision of high-quality customer service and how this performance can be measured.

The Customer Service Charter includes the Shire's commitment to all customers, customer service standards for the various methods of contact with customers, customer confidentiality and privacy, freedom of information and how customer feedback can be provided to help the Shire improve on any of its customer service processes.

As the Shire has recently implemented a new Customer Request Management System (CRMS), the new Customer Service Charter will outline key measures in which the Shire's customer service delivery can be assessed against and the new system will allow this to be measured and reported on. It increases accountability for the quality-assurance of the customer service function at the Shire.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No.

**OFFICER RECOMMENDATION:**

That Council:

1. ENDORSE the Customer Service Charter, as presented as attachment 1 to this report.

# CUSTOMER SATISFACTION COUNTS

If there is something that you feel unhappy about, please utilise our simple complaints resolution process. This process involves senior officers and will ensure a thorough investigation of your complaint. See a Customer Service Officer for assistance in the process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive. We will monitor our performance and publish the results in our Annual Report.

## FEEDBACK

### WE'D LOVE TO HEAR FROM YOU:

### WOULD YOU LIKE A RESPONSE?

☐ YES

☐ NO

### IF YES, PLEASE PROVIDE YOUR CONTACT DETAILS:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## CONTACT US

### SHIRE ADMINISTRATION OFFICE

 (08) 9671 2500

 shire@wongan.wa.gov.au


 wongan.wa.gov.au

 Cnr Quinlan St & Elphin Crescent  
(PO Box 84) Wongan Hills WA 6603

### WONGAN HILLS COMMUNITY RESOURCE CENTRE

 (08) 9671 2550

 crc@wongan.wa.gov.au

 The Station - 1 Wongan Road (PO Box 84)  
Wongan Hills WA 6603

### OPENING HOURS

 Monday to Friday - 9.00am-4.30pm  
(exc. Public Holidays)



# SHIRE OF WONGAN-BALLIDU CUSTOMER SERVICE CHARTER

The Shire of Wongan-Ballidu Customer Service Charter outlines our commitment to provide quality service to our customers and provides you with standards to measure our performance and provides staff with clear standards to aim for.

## OUR COMMITMENT TO YOU

- Treat all customers with courtesy and respect.
- Provide fair, courteous, and efficient customer service and respond to enquiries in a timely manner.
- Manage your customer service request efficiently using our electronic Customer Request Management System, ensuring timely responses are achieved.
- Committed to continuous improvement and welcome all feedback on our standard of customer service delivery.
- Proactively distribute information via social media and other channels to engage the community.
- Ensure information, resources and services are accessible to all.

## CUSTOMER SERVICE STANDARDS

### In person

- We welcome you to our offices and other facilities in a professional, polite and attentive manner.
- We will listen to your request(s) and discuss your desired outcomes in full.
- We will endeavour to assist as best as possible with your request at the time of your visit.
- When enquiries of a technical nature are made at our offices, a technical officer will be called to the desk and if officers are unavailable to assist, contact will be made within two workdays to make an appointment to discuss over the phone.

### Telephone

- We will answer your call promptly, courteously and identify ourselves by name.
- We will strive to take personal responsibility for your enquiry to reduce transferred calls.
- If we are not available to personally answer your call, we will provide an alternative contact and/or the facility to leave a message where the facility is available.
- We will return your telephone enquiry within three working days.



### Email

- We will endeavour to acknowledge your email request within three working days, advising you of our course of action.
- We will endeavour to provide a detailed response to any technical enquiries within seven working days, if we cannot answer your enquiry within seven working days, we will contact you to let you know and provide an expected response date.

### In Writing

- If your correspondence requires us to take action, we will acknowledge your request as soon as practicable and endeavour to provide a written response within seven working days.
- We will write to you in a clear, concise language that is easily understood.

### Customer Confidentiality and Privacy

- Whilst not equally bound by the Privacy Act, staff will deal with individual matters in accordance with our adopted Privacy Policy.
- We will maintain appropriate confidentiality about dealings we have with you.

### Freedom of Information

The Freedom of Information Officer is required to deal with FOI requests in accordance with the Principles of Administration set out in Section 4 of the Freedom of Information Act 1992. The FOI Officer will:

- Assist customers to obtain access to documents.
- Allow access to documents to be obtained promptly and at the lowest reasonable cost.
- Assist customers to ensure that personal information contained in documents is accurate, complete, up-to-date and not misleading.



## HELPING US HELP YOU

You can help us to meet these commitments to you by:

- Treating our staff with courtesy and respect
- Providing accurate, complete and detailed information and being honest in your dealings.
- Providing detailed or technical enquiries in writing.
- Having a notepad and pen by the telephone when you phone the Shire.
- Phoning to make an appointment if you have a complex enquiry or need to see a specific officer in-person.
- If phoning as a result of correspondence from the Shire, telephone directly to the officer nominated on the correspondence and quoting the reference number on the correspondence or quoting the assessment number on your rates notice.
- Informing the Shire if there has been a change in your contact details.
- Engaging with us through community consultation and engagement sessions so we can understand your views.
- Provide feedback of your experience so we can continually strive for improvements and manage performance.







SHIRE OF WONGAN-BALLIDU

# CUSTOMER SERVICE CHARTER

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- Manage your customer service request efficiently using our electronic Customer Request Management System, ensuring timely responses are achieved.
- Committed to continuous improvement and welcome all feedback on our standard of customer service delivery.
- Proactively distribute information via social media and other channels to engage the community.
- Ensure information, resources and services are accessible to all.

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- We will endeavour to provide a detailed response to any technical enquiries within seven working days, if we cannot answer your enquiry within seven working days, we will contact you to let you know and provide an expected response date.



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- If your correspondence requires us to take action, we will acknowledge your request as soon as practicable and endeavour to provide a written response within seven working days.
- We will write to you in a clear, concise language that is easily understood.

## Customer Confidentiality and Privacy

- Whilst not equally bound by the Privacy Act, staff will deal with individual matters in accordance with our adopted Privacy Policy.
- We will maintain appropriate confidentiality about dealings we have with you.

## Freedom of Information

The Freedom of Information Officer is required to deal with FOI requests in accordance with the Principles of Administration set out in Section 4 of the Freedom of Information Act 1992. The FOI Officer will:

- Assist customers to obtain access to documents.
- Allow access to documents to be obtained promptly and at the lowest reasonable cost.
- Assist customers to ensure that personal information contained in documents is accurate, complete, up-to-date and not misleading.







## HELPING US HELP YOU

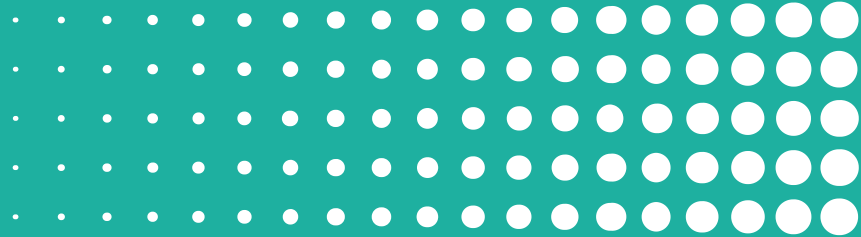
You can help us to meet these commitments to you by:

- Treating our staff with courtesy and respect
- Providing accurate, complete and detailed information and being honest in your dealings.
- Providing detailed or technical enquiries in writing.
- Having a notepad and pen by the telephone when you phone the Shire.
- Phoning to make an appointment if you have a complex enquiry or need to see a specific officer in-person.
- If phoning as a result of correspondence from the Shire, telephone directly to the officer nominated on the correspondence and quoting the reference number on the correspondence or quoting the assessment number on your rates notice.
- Informing the Shire if there has been a change in your contact details.
- Engaging with us through community consultation and engagement sessions so we can understand your views.
- Provide feedback of your experience so we can continually strive for improvements and manage performance.

## CUSTOMER SATISFACTION COUNTS


If there is something that you feel unhappy about, please utilise our simple complaints resolution process. This process involves senior officers and will ensure a thorough investigation of your complaint. See a Customer Service Officer for assistance in the process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive. We will monitor our performance and publish the results in our Annual Report.



# CONTACT US

## SHIRE ADMINISTRATION OFFICE

 (08) 9671 2500

 shire@wongan.wa.gov.au

 wongan.wa.gov.au

 Cnr Quinlan St & Elphin Crescent  
(PO Box 84) Wongan Hills WA 6603


## WONGAN HILLS COMMUNITY RESOURCE CENTRE

 (08) 9671 2550

 crc@wongan.wa.gov.au

 The Station - 1 Wongan Road (PO Box 84)  
Wongan Hills WA 6603

## OPENING HOURS

 Monday to Friday - 9.00am-4.30pm  
(exc. Public Holidays)



## 9.2 ADMINISTRATION & FINANCIAL SERVICES

### 9.2.1 ACCOUNTS SUBMITTED FOR AUGUST 2023

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	19 September 2023
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Rachael Waters – CSO – Finance
<b>REVIEWER:</b>	Sam Dolzadelli – Acting Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.1 Accounts August 2023

#### PURPOSE OF REPORT:

That the accounts for 01 August 2023 to 31 August 2023, 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:

The *Local Government (Financial Management) Regulations 1996* were recently updated effective 01 September 2023 to include Regulation 13A, which legislates payments by employees via purchasing cards must be presented to Council and recorded in the minutes. Previously, Council were being presented the credit card payments in the Information Bulletin, however, as this does not form part of the formal Council proceedings and is not minuted, this has been moved into this agenda and following attachment in conjunction with the list of payments.

#### POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

#### LEGISLATIVE REQUIREMENTS:

*Local Government (Financial Management) Regulations 1996* Regulation 13 & 13A requires the attached report to be presented to Council.

#### Lists of Accounts

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

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month –
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

### **Regulation 13A – Payments by employees via purchasing cards**

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

### **STRATEGIC IMPLICATIONS:**

There are no strategic implications in relation to this item.

## **SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

## **FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations* 1996, receives the list of payments, including the payments made by employees via purchasing cards, that have been made under delegated authority totalling \$717,152.20 for the month ended 31 August 2023.

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
Chq/EFT	Date	Name	Description	Amount
EFT24977	03/08/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2023-24 SUBSCRIPTION	- 31,276.53
EFT24978	03/08/2023	WALLIS COMPUTER SOLUTIONS	ANNUAL LICENCE - CODE TWO SIGNATURES FOR OFFICE 365	- 2,376.00
EFT24979	03/08/2023	WATER CORPORATION		- 1,267.02
	14/07/2023	WATER CORPORATION	CONSUMPTION & SERVICE CHARGE FOR QUINLAN ST GARDENS	715.51
	14/07/2023	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR UNIT 31A QUINLAN ST	264.96
	14/07/2023	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 31B QUINLAN ST	286.55
EFT24980	03/08/2023	T A MATTHEWS ELECTRICAL SERVICES	REPLACE DAMAGED AND FAULTY LIGHT SWITCHES AT SHIRE ADMIN BUILDING	- 137.62
EFT24981	03/08/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 152 REPAYMENT	- 6,756.30
EFT24982	03/08/2023	AUSPIRE - AUSTRALIA DAY COUNCIL	SILVER ASSOCIATE FOR 2023-24	- 388.00
EFT24983	03/08/2023	SYNERGY	SUPPLY CHARGE FOR MT OBRIEN	- 153.02
EFT24984	03/08/2023	METAL ARTWORK BADGES	2 x BRUSHED GOLD ALUMINIUM DESK NAME PLAQUES FOR CHAMBERS	- 38.50
EFT24985	03/08/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL (PRINTER CARTRIDGE FOR ADMIN)	- 15.69
EFT24986	03/08/2023	AC HEALTHCARE PTY LTD	MEDICAL CENTRE AUGUST 2023	- 21,083.33
EFT24987	03/08/2023	QPC GROUP		- 754.54
	27/07/2023	QPC GROUP	TONER CARTRIDGES FOR MCS PRINTER	353.68
	31/07/2023	QPC GROUP	TONER CARTRIDGES FOR CEO PRINTER	400.86
EFT24988	03/08/2023	JOHN PHILLIPS CONSULTING	PROVISION OF CONSULTANCY SERVICES TO ASSIST COUNCIL WITH CEO PERFORMANCE REVIEW AND KPIS	- 4,400.00
EFT24989	03/08/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY COSTS FOR JUNE 2023	- 3,327.80
EFT24990	03/08/2023	RING CENTRAL AUSTRALIA		- 2,296.69
	01/07/2023	RING CENTRAL AUSTRALIA	SHIRE & CRC OFFICE - BILLING PERIOD 27/06/2023 TO 26/07/2023	977.56
	27/07/2023	RING CENTRAL AUSTRALIA	MEDICAL CENTRE BILLING PERIOD 26/07/23 TO 25/08/23	341.57
	28/07/2023	RING CENTRAL AUSTRALIA	SHIRE & CRC OFFICE - BILLING PERIOD 27/07/23 TO 26/08/23	977.56
EFT24991	09/08/2023	WESTPAC BANKING CORPORATION	WAGES PPE 08.08.2023	- 71,868.37
EFT24992	09/08/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	- 26.50
EFT24993	09/08/2023	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	- 310.00
EFT24994	10/08/2023	AVON WASTE	DOMESTIC & COMMERCIAL COLLECTION FOR WONGAN HILLS & BALLIDU TOWNSITES	- 13,040.36
EFT24995	10/08/2023	BOEKEMAN NOMINEES PTY LTD		- 1,400.77
	20/07/2023	BOEKEMAN NOMINEES PTY LTD	SUPPLY FILTER FOR UTE - WB030	48.42
	27/07/2023	BOEKEMAN NOMINEES PTY LTD	SUPPLY VARIOUS FILTERS FOR BACKHOE PBH4 INCL FREIGHT CHARGES	1,210.32
	27/07/2023	BOEKEMAN NOMINEES PTY LTD	SUPPLY SPARK PLUG & WIPER REFILL FOR PUT72	142.03
EFT24996	10/08/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED		- 330.00
	02/08/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	FENCING MATERIALS FOR MOONJIN WEST ROAD	88.00
	02/08/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	TWO ROLLS OF NETTING WIRE FOR THE BOWLING GREEN	242.00

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
EFT24997	10/08/2023	NUTRIEN AG SOLUTIONS LTD	SUPPLY 5 X 20L ROUNDUP FOR TOWNSITE SPRAYING	- 1,090.10
EFT24998	10/08/2023	MCINTOSH & SON	SUPPLY ALARM REV FOR LOADER PLDR8	- 280.98
	07/07/2023	MCINTOSH & SON	SUPPLY BEARING SET AND WHEEL SEAL FOR PSP4	89.59
	10/07/2023	MCINTOSH & SON	SUPPLY ALARM REV FOR LOADER PLDR8, FREIGHT CHARGE	169.13
	14/07/2023	MCINTOSH & SON	SUPPLY DEUTSCH MALE PIN FOR MACK TRUCK	8.80
	18/07/2023	MCINTOSH & SON	SUPPLY FUEL HOSE FOR FORKLIFT	13.46
EFT24999	10/08/2023	OFFICEWORKS BUSINESS DIRECT	ADMIN AND CHAMBERS STATIONARY ORDER	- 221.29
EFT25000	10/08/2023	WALLIS COMPUTER SOLUTIONS		- 42,341.23
	26/07/2023	WALLIS COMPUTER SOLUTIONS	SEMI-ANNUAL BILLING FOR 2023-24 (1ST JULY 23 TO 1ST JAN 24)	25,718.03
	31/07/2023	WALLIS COMPUTER SOLUTIONS	2022-23 AGREEMENT OVERAGE HOURS	16,623.20
EFT25001	10/08/2023	WONGAN HILLS NEWSAGENCY	ADMINISTRATION SUPPLIES FOR JULY 2023	- 245.74
EFT25002	10/08/2023	MOORA GLASS SERVICE	8 ELLIS ST WONGAN HILLS - REPLACE WHEELS IN DOOR	- 126.50
EFT25003	10/08/2023	IXOM OPERATIONS PTY LTD		- 627.44
	30/06/2023	IXOM OPERATIONS PTY LTD	2 X CYLINDERS FOR SWIMMING POOL	81.84
	30/06/2023	IXOM OPERATIONS PTY LTD	2 X CYLINDERS FOR PARKS AND GARDENS	122.76
	01/07/2023	IXOM OPERATIONS PTY LTD	2 X CYLINDERS FOR SWIMMING POOL	84.57
	01/07/2023	IXOM OPERATIONS PTY LTD	3 X CYLINDERS FOR PARKS AND GARDENS	126.85
	31/07/2023	IXOM OPERATIONS PTY LTD	2 X CYLINDERS FOR SWIMMING POOL	84.57
	31/07/2023	IXOM OPERATIONS PTY LTD	3 X CYLINDERS FOR PARKS AND GARDENS	126.85
EFT25004	10/08/2023	IT VISION AUSTRALIA PTY LTD	RENEWAL OF SYNERGY SOFT ANNUAL LICENCE 2023-24	- 61,079.06
EFT25005	10/08/2023	LG PROFESSIONALS AUSTRALIA WA INCORPORATED	2023-24 MEMBERSHIP FOR DCEO	- 531.00
EFT25006	10/08/2023	SUNNY SIGN COMPANY PTY LTD	SUPPLY SIGNS FOR WORKS	- 325.56
EFT25007	10/08/2023	SYNERGY	CONSUMPTION CHARGE FOR ADMIN OFFICE	- 1,127.23
EFT25008	10/08/2023	WONGAN HILLS HARDWARE	WORKS ACCOUNT FOR JULY 2023	- 1,787.63
EFT25009	10/08/2023	ABBOTT AUTO ELECTRICS	CHECK & REPLACE ALTERNATOR CHARGE FAULT ON GRADER PG16	- 2,998.99
EFT25010	10/08/2023	TEAM GLOBAL EXPRESS PTY LTD	BOOKS TO BE BINDED AT FINISHING WA	- 16.87
EFT25011	10/08/2023	SPECIALE SMASH REPAIRS	INSURANCE EXCESS ON WB008	- 300.00
EFT25012	10/08/2023	WONGAN MAIL SERVICE	ADMINISTRATION POSTAGE COSTS FOR JULY 2023	- 152.77
EFT25013	10/08/2023	PUBLIC TRANSPORT AUTHORITY OF WA	CRC - TRANSWA TICKETING FROM 31/5/23 TO 20/7/23	- 14.95
EFT25014	10/08/2023	DALLCON	DOUBLE BARREL 600MM HEADWALL - NEWTON ROAD	- 5,832.20
EFT25015	10/08/2023	TKB MECHANICAL	SUPPLY AND FIT WINDSCREEN WB034 - INSURANCE CLAIM J0901	- 730.00
EFT25016	10/08/2023	DUN DIRECT PTY LTD	FUEL ACCOUNT FOR JULY 2023	- 25,616.65
EFT25017	10/08/2023	DAVE WATSON CONTRACTING PTY.LTD	FIREBREAK MULCHING SHIELDS CRESCENT	- 2,777.50
EFT25018	10/08/2023	GREAT SOUTHERN FUEL SUPPLIES	JULY FUEL ACCOUNT	- 393.36
EFT25019	10/08/2023	BP AUSTRALIA	JULY FUEL ACCOUNT	- 78.32

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
EFT25020	10/08/2023	INTEGRATED ICT - A MARKET CREATIONS COMPANY		- <b>869.54</b>
	31/07/2023	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MANAGE BACK UP SERVICES FOR SHIRE ADMINISTRATION & MEDICAL CENTRE	724.34
	31/07/2023	INTEGRATED ICT - A MARKET CREATIONS COMPANY	OFFICE 365 FOR SHIRE ADMIN & MEDICAL CENTRE	145.20
EFT25021	10/08/2023	MELISSA MARCON	UNIFORM REIMBURSEMENT	- <b>69.95</b>
EFT25022	10/08/2023	JOHN STEPHEN CASEY	REFUND FOR THE PAYMENT OF PERMIT APPLICATION 5956758 15/7/23	- <b>50.00</b>
EFT25023	10/08/2023	KRISTIE FREARSON	UNIFORM REFUND	- <b>83.99</b>
EFT25024	10/08/2023	NEXACU	MS PROJECT TRAINING FOR 1X STAFF	- <b>440.00</b>
EFT25025	10/08/2023	DEPT OF PLANNING, LANDS & HERITAGE	LEASE AGREEMENT FROM 01/08/23 TO 31/08/23	- <b>45.84</b>
EFT25026	10/08/2023	AHA! CONSULTING	STAFF TRAINING - THIRD COMPONENT OF ENGAGEMENT CERTIFICATE - ENGAGEMENT DESIGN TRAINING COURSE - 7/8 NOVEMBER 2023	- <b>880.00</b>
EFT25027	10/08/2023	CLINIPATH PATHOLOGY	DRUG & ALCOHOL SCREENING - WORKS STAFF	- <b>40.00</b>
EFT25028	10/08/2023	OUTPOST CENTRAL PTY LTD T/AS WILDEYE	ANNUAL SERVICING OF SHIRE WEATHER STATIONS	- <b>792.00</b>
EFT25029	10/08/2023	RURAL RANGER SERVICES	RANGER SERVICES FROM 24/7/23 TO 02/08/23	- <b>1,729.59</b>
EFT25030	10/08/2023	BW JAMES TRANSPORT PTY LTD	DELIVERY OF SIGNS TO DEPOT VIA SUNNY SIGNS	- <b>64.35</b>
EFT25031	10/08/2023	LG BEST PRACTICES PTY LTD	END OF YEAR RATES CONSULTING	- <b>6,336.00</b>
EFT25032	10/08/2023	LUKE STICKLAND		- <b>994.09</b>
	08/08/2023	LUKE STICKLAND	REFUND OF BOND TO VACATING PROPERTY (U2/20 STICKLAND STREET)	440.00
	08/08/2023	LUKE STICKLAND	REFUND OF RENT DUE TO VACATING PROPERTY (U2/20 STICKLAND ST)	554.09
EFT25033	10/08/2023	CULLEN RESOURCES PTY LTD		- <b>565.91</b>
	10/08/2023	CULLEN RESOURCES PTY LTD	RATES REFUND FOR ASSESSMENT A1748 E70/05899 MINING TENEMENT WONGAN HILLS WA 6603	198.33
	10/08/2023	CULLEN RESOURCES PTY LTD	RATES REFUND FOR ASSESSMENT A1744 E70/05893 MINING TENEMENT WONGAN HILLS WA 6603	183.79
	10/08/2023	CULLEN RESOURCES PTY LTD	RATES REFUND FOR ASSESSMENT A1745 E70/05894 MINING TENEMENT WONGAN HILLS WA 6603	183.79
EFT25034	16/08/2023	WESTPAC BANKING CORPORATION	TERMINATION PAY - 1 X ADMIN STAFF	- <b>1,440.29</b>
EFT25035	17/08/2023	WONGAN HILLS IGA PLUS LIQUOR		- <b>1,310.23</b>
			ADMINISTRATION	463.10
			DEPOT	115.87
			RFDS LUNCH HOSTING	123.77
			COUNCIL	460.75
			CRC ADMIN	125.24
			CRC EVENT	21.50
EFT25036	17/08/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER FOR CRC	- <b>345.97</b>
EFT25037	17/08/2023	WATER CORPORATION	CONSUMPTION CHARGE FOR KONDUIT HALL	- <b>5,317.10</b>
EFT25038	17/08/2023	T A MATTHEWS ELECTRICAL SERVICES		- <b>14,194.64</b>
	11/08/2023	T A MATTHEWS ELECTRICAL SERVICES	PE CELL & GLOBES FOR TV TOWER	261.80
	13/08/2023	T A MATTHEWS ELECTRICAL SERVICES	DISCONNECT & RECONNECT ALL LIGHTS/CEILING FANS AT 14 ELLIS ST WONGAN HILLS	5,500.00
	13/08/2023	T A MATTHEWS ELECTRICAL SERVICES	REMOVE, SUPPLY AND INSTALL AIR CONDITIONER AT 27D QUINLAN ST WONGAN HILLS	2,735.00
	13/08/2023	T A MATTHEWS ELECTRICAL SERVICES	REMOVE, SUPPLY AND INSTALL AIR CONDITIONER AT 27B QUINLAN ST WONGAN HILLS	2,985.00



LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
	13/08/2023	T A MATTHEWS ELECTRICAL SERVICES	SECURITY LIGHTING FOR THE UNDERCOVER AREA AT THE SHIRE DEPOT	1,209.14
	14/08/2023	T A MATTHEWS ELECTRICAL SERVICES	CRC - CARRY OUT REPAIRS TO LIGHTS	454.30
	14/08/2023	T A MATTHEWS ELECTRICAL SERVICES	SUPPLY & FIT LED GLOBES FOR DEPOT, SWIMMING POOL, 27A QUINLAN ST, 27B QUINLAN ST, 27C QUINLAN ST, 27D QUINLAN ST, TV TOWER, CIVIC CENTRE, FREIGHT INCLUDED	1,049.40
EFT25039	17/08/2023	WONGAN HILLS PHARMACY	VACCINE SUPPLY - 2 X WORKS STAFF	- <b>180.00</b>
EFT25040	17/08/2023	LOCAL GOVERNMENT WORKS ASSOCIATION OF WA INC	LG WORKS CONFERENCE AND EXPO 2023 (MWS)	- <b>962.50</b>
EFT25041	17/08/2023	WONGAN HILLS HARDWARE	BUILDING ACCOUNT FOR JULY 2023	- <b>790.19</b>
EFT25042	17/08/2023	TRUCK CENTRE (WA) PTY LTD	ANNUAL FEES FOR ACCESS TO MACK PARTS AND SERVICE INFORMATION	- <b>165.00</b>
EFT25043	17/08/2023	AUSTRALIA'S GOLDEN OUTBACK	SILVER ANNUAL FROM 1/07/2023 TO 30/06/2024	- <b>185.00</b>
EFT25044	17/08/2023	N-COM PTY LTD	MONITORING RECEIVER FM SERIES, SATELLITE RECEIVER DVB-S2 FOR TV TRANSMISSION - 6 MONTHLY CHARGE	- <b>18,085.22</b>
EFT25045	17/08/2023	WHEATBELT SIGNS	1 X 1200MM X 900MM SIGN. PUBLIC NOTICE FOR LOT 167, 7 DUNUBIN ST WONGAN HILLS	- <b>308.00</b>
EFT25046	17/08/2023	DEPARTMENT OF COMMERCE - BUILDING COMMISSION		- <b>209.93</b>
	31/07/2023	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL RECONCILIATION FOR JUNE 2023	96.63
	31/07/2023	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL RECONCILIATION FOR JULY 2023	113.30
EFT25047	17/08/2023	KIM THORNTON	UNIFORM REFUND	- <b>150.00</b>
EFT25048	17/08/2023	FEGAN BUILDING SURVEYING	BUILDING SURVEY FOR 34 NINGHAN ROAD	- <b>220.00</b>
EFT25049	17/08/2023	JOHN STEPHEN CASEY	REFUND FOR UNIFORM	- <b>291.97</b>
EFT25050	17/08/2023	GO DOORS PTY LTD	ANNUAL SERVICING OF MC DOORS	- <b>1,309.00</b>
EFT25051	17/08/2023	ASTROTOURISM WA P/L	CRC - 2023-24 MEMBERSHIP	- <b>3,740.00</b>
EFT25052	17/08/2023	COUNCIL FIRST	AZURE LICENCE FOR JULY 2023	- <b>299.20</b>
EFT25053	17/08/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY FOR JULY 2023	- <b>55.00</b>
EFT25054	17/08/2023	AUSTRALIAN TAXATION OFFICE	JULY BAS 2023	- <b>6,275.00</b>
EFT25055	23/08/2023	WESTPAC BANKING CORPORATION	WAGES PPE 22.08.2023	- <b>75,738.20</b>
EFT25056	23/08/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	- <b>26.50</b>
EFT25057	23/08/2023	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	- <b>290.00</b>
EFT25058	24/08/2023	LANDGATE	RATES ADMINISTRATION	- <b>74.15</b>
EFT25059	24/08/2023	WESTRAC EQUIPMENT PTY LTD	PG16 - DRAIN AND REFILL HYDRAULIC TANK	- <b>775.86</b>
EFT25060	24/08/2023	SYNERGY		- <b>3,046.36</b>
	07/08/2023	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR MT O'BRIEN LOOKOUT	99.02
	09/08/2023	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR SWIMMING POOL COMPLEX	379.40
	09/08/2023	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR WONGAN HILLS RECREATION COMPLEX	1,059.09

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
	09/08/2023	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR CRC BUILDING	910.67
	09/08/2023	SYNERGY	ON/OFF PEAK CONSUMPTION CHARGE FOR MEDICAL CENTRE	598.18
EFT25061	24/08/2023	RBC RURAL		- <b>2,844.27</b>
	17/08/2023	RBC RURAL	METERPLAN CHARGE FOR CRC PHOTOCOPIER	2,558.27
	17/08/2023	RBC RURAL	SUPPLY STAPLES REFILL FOR ADMIN PHOTOCOPIER	143.00
	17/08/2023	RBC RURAL	SUPPLY STAPLES FOR CRC PHOTOCOPIER	143.00
EFT25062	24/08/2023	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM.	ANALYTICAL SERVICES FOR 2023-24	- <b>509.30</b>
EFT25063	24/08/2023	ABBOTT AUTO ELECTRICS		- <b>1,001.00</b>
	22/08/2023	ABBOTT AUTO ELECTRICS	PTK33 MACK TRUCK - CHECK DISASSEMBLED DASH AND HVAC UNIT FOR HEATER CONTROL. REMOVE MOTOR AND ORGANISE CALIBRATION AT A LATER DATE.	643.50
	22/08/2023	ABBOTT AUTO ELECTRICS	PROL16 CAT ROLLER - CHECK HVAC FAULT ON ROLLER. CHECK SCHEMATIC AND DISCONNECT COMPRESSOR HARNESS. TO BE MONITORED AND RECTIFIED IF FAULT RETURNS	357.50
EFT25064	24/08/2023	TEAM GLOBAL EXPRESS PTY LTD		- <b>130.67</b>
	20/08/2023	TEAM GLOBAL EXPRESS PTY LTD	GRAVEL TESTING FOR WSNF10	85.32
	20/08/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL (CRC)	45.35
EFT25065	24/08/2023	WONGAN CUBBYHOUSE INC.	REIMBURSEMENT OF BOND - CIVIC CENTRE HIRE	- <b>150.00</b>
EFT25066	24/08/2023	TKB MECHANICAL	WB008 - INSPECT ALARM FAULT, REPLACE WIRING AND GRILLE	- <b>787.11</b>
EFT25067	24/08/2023	NEWINS FAMILY TRUST	MANAGEMENT OF WONGAN TIP SITE - AUGUST 2023	- <b>7,791.63</b>
EFT25068	24/08/2023	SAM DOLZADELLI	UNIFORM ALLOWANCE REIMBURSEMENT	- <b>447.00</b>
EFT25069	24/08/2023	BLACKWELL PLUMBING & GAS PTY LTD		- <b>2,106.50</b>
	16/08/2023	BLACKWELL PLUMBING & GAS PTY LTD	CHECK HWS AND REPAIR AT 31A & 31B QUINLAN ST, WONGAN HILLS	808.50
	17/08/2023	BLACKWELL PLUMBING & GAS PTY LTD	REPLACE FILTERS ON HOME WATER FILTRATION UNIT AT 42 MITCHELL ST AND 30 WANDOO CRES, WONGAN HILLS	1,298.00
EFT25070	24/08/2023	WALKERS DIESEL SERVICES		- <b>1,082.60</b>
	17/08/2023	WALKERS DIESEL SERVICES	MACK WB035 - PTO AND TIPPER VALVE FAULT. INSTALL NEW HYDRAULIC FILTER	436.35
	17/08/2023	WALKERS DIESEL SERVICES	MACK WB033 - CHANGE OUT AIR VALVE (VALVE SUPPLIED)	646.25
EFT25071	24/08/2023	COUNCIL FIRST		- <b>3,748.25</b>
	21/08/2023	COUNCIL FIRST	PROFESSIONAL SERVICES FOR JULY 2023 (RECORD KEEPING PLAN)	2,843.50
	21/08/2023	COUNCIL FIRST	PROFESSIONAL SERVICES FOR JULY 2023 (SUPPORT CHARGES)	904.75
EFT25072	24/08/2023	KIM WALSH	UNIFORM ALLOWANCE REIMBURSEMENT	- <b>119.00</b>
EFT25073	24/08/2023	RURAL RANGER SERVICES	RURAL RANGER SERVICES FROM 08/08/2023 TO 17/08/2023	- <b>2,107.82</b>
EFT25074	24/08/2023	BW JAMES TRANSPORT PTY LTD	FREIGHT CHARGE FOR BITUMEN EMULSION, JOB B0006	- <b>342.65</b>
EFT25075	24/08/2023	DALWALLINU DISTRICT HIGH SCHOOL	REIMBURSEMENT FOR CIVIC CENTRE BOND - HIRE DATE 02/06/2023	- <b>155.00</b>
EFT25076	24/08/2023	REGIONAL FIRE & SAFETY		- <b>1,780.90</b>
	08/08/2023	REGIONAL FIRE & SAFETY	BALLIDU HALL: FIRE EQUIPMENT SERVICE	101.20
	08/08/2023	REGIONAL FIRE & SAFETY	CADOUX REC CENTRE: FIRE EQUIPMENT SERVICE	116.60
	08/08/2023	REGIONAL FIRE & SAFETY	BALLIDU SPORTS COMPLEX: FIRE EQUIPMENT SERVICE	292.60

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
	09/08/2023	REGIONAL FIRE & SAFETY	PLAYGROUP: FIRE EQUIPMENT SERVICE	17.60
	09/08/2023	REGIONAL FIRE & SAFETY	THE STATION: FIRE EQUIPMENT SERVICE	79.20
	09/08/2023	REGIONAL FIRE & SAFETY	AIR STRIP: FIRE EQUIPMENT SERVICE	8.80
	09/08/2023	REGIONAL FIRE & SAFETY	CIVIC CENTRE: FIRE EQUIPMENT SERVICE	74.80
	09/08/2023	REGIONAL FIRE & SAFETY	ADMIN: FIRE EQUIPMENT SERVICE	205.70
	09/08/2023	REGIONAL FIRE & SAFETY	MEDICAL CENTRE: FIRE EQUIPMENT SERVICE	61.60
	09/08/2023	REGIONAL FIRE & SAFETY	PCYC: FIRE EQUIPMENT SERVICE	26.40
	09/08/2023	REGIONAL FIRE & SAFETY	TV TRANSMISSION TOWER: FIRE EQUIPMENT SERVICE	8.80
	09/08/2023	REGIONAL FIRE & SAFETY	TENNIS CLUB: FIRE EQUIPMENT SERVICE	26.40
	09/08/2023	REGIONAL FIRE & SAFETY	SWIMMING POOL: FIRE EQUIPMENT SERVICE	81.40
	09/08/2023	REGIONAL FIRE & SAFETY	WONGAN REC CENTRE: FIRE EQUIPMENT SERVICE	283.80
	17/08/2023	REGIONAL FIRE & SAFETY	BOWLING CLUB: FIRE EQUIPMENT SERVICE	26.40
	17/08/2023	REGIONAL FIRE & SAFETY	MUSEUM: FIRE EQUIPMENT SERVICE	225.50
	17/08/2023	REGIONAL FIRE & SAFETY	GOLF CLUB: FIRE EQUIPMENT SERVICE	144.10
EFT25077	31/08/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2023/24 ESL QUARTER 1 CONTRIBUTION	- <b>28,449.60</b>
EFT25078	31/08/2023	MCINTOSH & SON	REFUND OF CRC FUNCTION ROOM AND KEY BOND	- <b>150.00</b>
EFT25079	31/08/2023	WALLIS COMPUTER SOLUTIONS	SOPHOS VPN - 12 MONTH RENEWAL	- <b>2,068.00</b>
EFT25080	31/08/2023	WONGAN HILLS DISTRICT HIGH SCHOOL	2023 SCHOLARSHIP	- <b>350.00</b>
EFT25081	31/08/2023	DALLIMORE NOMINEES PTY LTD		- <b>3,130.00</b>
	29/08/2023	DALLIMORE NOMINEES PTY LTD	FINAL PAYMENT - SUPPLY AND LAY CARPET IN BEDROOMS, LOUNGE AND WIR AT 14 ELLIS ST, WONGAN HILLS.	1,230.00
	29/08/2023	DALLIMORE NOMINEES PTY LTD	FINAL PAYMENT - SUPPLY AND LAY VINYL IN HALLWAYS, KITCHEN, FAMILY ROOM 14 ELLIS ST, WONGAN HILLS.	1,900.00
EFT25082	31/08/2023	T A MATTHEWS ELECTRICAL SERVICES		- <b>5,789.58</b>
	29/08/2023	T A MATTHEWS ELECTRICAL SERVICES	REMOVE, SUPPLY AND INSTALL AIR CONDITIONER AT 27A QUINLAN ST, WONGAN HILLS	2,735.00
	29/08/2023	T A MATTHEWS ELECTRICAL SERVICES	REMOVE, SUPPLY AND INSTALL AIR CONDITIONER AT 2A PATTERSON ST, WONGAN HILLS	2,785.00
	30/08/2023	T A MATTHEWS ELECTRICAL SERVICES	LABOUR ONLY - REPLACE LIGHT SWITCH AND POWERPOINT AT 27A QUINLAN ST, WONGAN HILLS.	60.50
	30/08/2023	T A MATTHEWS ELECTRICAL SERVICES	REPLACE LIGHT SWITCH AND POWERPOINT AT 27A QUINLAN ST, WONGAN HILLS.	209.08
EFT25083	31/08/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL	- <b>32.36</b>
EFT25084	31/08/2023	STATE LIBRARY OF WA	BETTER BEGINNINGS INVOICING 2023-24	- <b>55.00</b>
EFT25085	31/08/2023	DAVE WATSON CONTRACTING PTY.LTD		- <b>24,805.00</b>
	23/08/2023	DAVE WATSON CONTRACTING PTY.LTD	VERGE MAINTENANCE IN WONGAN HILLS TOWNSITE & BURAKIN-WIALKI ROAD	9,460.00
	23/08/2023	DAVE WATSON CONTRACTING PTY.LTD	STREET TREE PRUNING AS PER WESTERN POWER REQUESTS	15,345.00
EFT25086	31/08/2023	DAIMLER TRUCKS PERTH	REPAIRS TO PTK37, INJECTORS ARE LEAKING DUE TO GASKET RUBBER HARDENING CAUSING IT NOT TO SEAL WHICH RESULTED IN AN OIL LEAK.	- <b>3,611.91</b>
EFT25087	31/08/2023	CENTRAL REGIONAL TAFE		- <b>841.69</b>
	03/08/2023	CENTRAL REGIONAL TAFE	BUSINESS TRAINEESHIP ENROLMENT FEES - 1 X STAFF	427.63
	25/08/2023	CENTRAL REGIONAL TAFE	TRAFFIC MANAGEMENT COURSE FOR 3X WORKS STAFF	414.06
EFT25088	31/08/2023	CR MANDY STEPHENSON	DECEMBER SITTING FEES RECONCILIATION	- <b>60.00</b>
EFT25089	31/08/2023	CEMETERIES & CREMATORIA ASSOC OF WA	MEMBERSHIP FOR 2023-24	- <b>130.00</b>
EFT25090	31/08/2023	RICOH FINANCE	CRC & ADMIN PHOTOCOPIER LEASE FROM 23/9/2023 TO 22/10/2023	- <b>649.17</b>

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
EFT25091	31/08/2023	HERSEY'S SAFETY PTY LTD	SUPPLY 24 SAFETY GLASSES	- 1,181.03
EFT25092	31/08/2023	COUNCIL FIRST		- 2,192.95
	13/07/2023	COUNCIL FIRST	AZURE LICENCE FOR JUNE 2023	295.45
	24/08/2023	COUNCIL FIRST	MS OFFICE 365/CRMS LICENCES	1,897.50
EFT25093	31/08/2023	ENVIROCLEAN (WA)	MONTHLY HIRE ENVIROCLEAN	- 214.50
EFT25094	31/08/2023	CSSTECH	NEW MITEL PHONE HAND PIECE REPLACEMENT	- 225.50
EFT25095	31/08/2023	RING CENTRAL AUSTRALIA		- 1,319.13
	27/08/2023	RING CENTRAL AUSTRALIA	MEDICAL CENTRE PHONE ACCOUNT 26/8/23 TO 25/9/23 (RECOVERABLE)	341.57
	29/08/2023	RING CENTRAL AUSTRALIA	SHIRE & CRC OFFICE BILLING PERIOD 27/8/23 TO 26/9/23	977.56
EFT25096	31/08/2023	REGIONAL FIRE & SAFETY	SUPPLY NEW 9.0KG DRY CHEMICAL POWDER ABE EXTINGUISHER	- 3,188.90
EFT25097	31/08/2023	JOJI THANKACHAN	BOND REFUND FOR THE HIRE OF THE CRC FUNCTION ROOM	- 155.00
DD12118.1	08/08/2023	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	- 11,472.64
DD12118.2	08/08/2023	MERCER SUPER	SUPERANNUATION CONTRIBUTIONS	- 225.85
DD12118.3	08/08/2023	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	- 311.85
DD12118.4	08/08/2023	SPIRIT SUPER	PAYROLL DEDUCTIONS	- 455.99
DD12118.5	08/08/2023	UNI SUPER	PAYROLL DEDUCTIONS	- 250.62
DD12118.6	08/08/2023	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	- 252.04
DD12118.7	08/08/2023	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	- 70.68
DD12118.8	08/08/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	- 1,511.56
DD12118.9	08/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	- 980.23
DD12122.1	01/08/2023	WESTNET PTY LTD	INTERNET BILLING FROM 01/08/2023 TO 01/09/2023	- 609.90
DD12126.1	08/08/2023	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	- 179.58
DD12133.1	11/08/2023	TELSTRA CORPORATION LIMITED	MONTHLY ACCOUNT - AUGUST 2023	- 2,054.50
DD12140.1	22/08/2023	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	- 11,965.86
DD12140.2	22/08/2023	MERCER SUPER	SUPERANNUATION CONTRIBUTIONS	- 221.97
DD12140.3	22/08/2023	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	- 311.85
DD12140.4	22/08/2023	SPIRIT SUPER	PAYROLL DEDUCTIONS	- 500.95
DD12140.5	22/08/2023	UNI SUPER	PAYROLL DEDUCTIONS	- 250.62
DD12140.6	22/08/2023	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	- 423.60
DD12140.7	22/08/2023	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	- 76.86
DD12140.8	22/08/2023	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	- 340.66
DD12140.9	22/08/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	- 1,510.79
DD12146.1	28/08/2023	TELETRAC NAVMAN	MONTHLY SATELLITE SUBSCRIPTION	- 2,478.08
DD12149.1	29/08/2023	TELSTRA CORPORATION LIMITED	SPORT & REC COUNCIL PHONE ACCOUNT ISSUED 14/8/23	- 55.00
DD12152.1	31/08/2023	DEPARTMENT OF TRANSPORT	DOT PAYMENTS FOR AUGUST 2023	- 89,713.60
DD12154.1	31/08/2023	DEPARTMENT OF TRANSPORT	DOT PAYMENTS FOR AUGUST 2023 (1ST & 2ND AUG DIRECT DEBITS)	- 23,874.30
DD12155.1	15/08/2023	<b>CREDIT CARDHOLDER - CEO</b>		- 737.36
	30/06/2023	ADOBE CREATIVE CLOUD	CRC SUBSCRIPTION	247.14
	09/07/2023	TESLA INC	ELECTRICITY CHARGE	82.12
	03/07/2023	FELLOW APP	SUBSCRIPTION	60.28
	12/07/2023	ADOBE PRO	E-SIGNATURE SUBSCRIPTION FOR PAYROLL	347.82
DD12155.2	16/08/2023	<b>CREDIT CARDHOLDER - DCEO</b>		- 276.98

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST AUGUST 2023 TO 31ST AUGUST 2023				
	24/07/2023	CANVA PRO	CRC SUBSCRIPTION	164.99
	24/07/2023	WONGAN HILLS HARDWARE	EXTENSION CORD FOR ADMINISTRATION BUILDING	6.70
	26/07/2023	DEPARTMENT OF TRANSPORT	12 MONTH REGISTRATION FOR WB4956	25.30
	26/07/2023	ADOBE CREATIVE CLOUD	CRC SUBSCRIPTION	79.99
		<b>CREDIT CARDHOLDER - MRS</b>		- <b>134.92</b>
	30/06/2023	DICKS ELECTRONICS	HDMI CABLE	59.95
	28/07/2023	GODFREYS	3 X SUPA GULPER TOOL FLOOR	74.97
		<b>TOTAL CREDIT CARDS (DIRECT DEBIT DATED 14/08/2023)</b>		- <b>1,149.26</b>
DD12118.10	08/08/2023	AIA AUSTRALIA PTY LTD	SUPERANNUATION CONTRIBUTIONS	- <b>559.18</b>
DD12118.11	08/08/2023	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	- <b>541.81</b>
DD12118.12	08/08/2023	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	- <b>66.07</b>
DD12118.13	08/08/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	- <b>201.69</b>
DD12140.10	22/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	- <b>976.83</b>
DD12140.11	22/08/2023	AIA AUSTRALIA PTY LTD	SUPERANNUATION CONTRIBUTIONS	- <b>559.18</b>
DD12140.12	22/08/2023	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	- <b>339.14</b>
DD12140.13	22/08/2023	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	- <b>66.07</b>
DD12140.14	22/08/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	- <b>201.69</b>

MUNICIPAL ACCOUNT	\$ 717,152.50
TRUST ACCOUNT	\$ -
TOTAL	\$ 717,152.50
RECOVERABLE	\$ 7,038.24
PART RECOVERABLE	\$ 110.00

## 9.2.2 FINANCIAL REPORTS FOR AUGUST 2023

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	20 September 2023
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Sam Dolzadelli - Acting Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.2 Financial Reports 9.2.3 Financial Health Check

### PURPOSE OF REPORT:

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature) for the month ended 31 August 2023. The Capital Works report has been incorporated into this. A monthly financial health check has been appended to the report to give an overview of how the Shire is tracking against some key financial indicators.

### BACKGROUND:

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

Below is the prescribed contents of the Monthly Financial Report.

### Regulation 34 - Statement of Financial Activity

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

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

### **Regulation 35 – Statement of Financial Position**

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

### **POLICY REQUIREMENTS:**

Council Policy 4.1 – Accounting

### **LEGISLATIVE REQUIREMENTS:**

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

### **STRATEGIC IMPLICATIONS:**

There are no Strategic Implications relating to this item.

### **SUSTAINABILITY IMPLICATIONS:**

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

➤ **Social**

There are no known social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2023/24 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2023/24 for reporting material variances shall be:

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

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

The financial reports for the period ending 31 August 2023 are attached to the Council Agenda.

**COMMENT:**

This report presents the Statement of Financial Activity by nature or type for the period ended 31 August 2023.

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

	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals – August 2023</b>
<b>Opening Surplus</b>	<b>2,713,397</b>	<b>2,713,397</b>	<b>2,744,736</b>
Cash Operating Revenue	4,818,635	4,008,689	4,025,956
Profit on asset disposals	15,280	0	0
Cash Operating Expenditure	(5,365,706)	(1,117,152)	(1,077,249)
Depreciation	(3,656,297)	(609,348)	0
Loss on asset disposals	(35,273)	0	0
Capital Expenditure	(8,881,056)	(1,093,028)	(273,297)
Capital Income	5,114,395	0	0
Financing Activities	1,600,335	(15,646)	(27,861)
Non-cash items (excluded)	3,676,290	609,348	0
<b>Closing Surplus/(Deficit)</b>	<b>0</b>	<b>4,496,260</b>	<b>5,392,285</b>

**Rates**

Rates notices were issued with an effective issuance date of 07 August 2023. As at 31 August 2023, the Shire had receipted \$876,717 in rates, ESL and rubbish charges. Due date for payment in full, or



first instalment is 11 September 2023. As at 31 August 2023, the gross amount of rates, ESL and rubbish charges (including arrears, legal charges and interest) is **\$2,637,044** and of this amount \$37,346 is made up of deferred pensioner rates. Total outstanding equates to 75.20% of the brought forward arrears and current year billing.

### **Capital Works**

As at 31 August 2023 the Shire has incurred \$273,296 in actual expenditure on capital works projects against a current budget of \$8,920,501 representing 3.1% of the budgeted works.

### **Depreciation**

Depreciation for the 2023/24 financial year has not yet been processed as the Shire is awaiting the final audit of the Annual Financial Report to be undertaken. As depreciation is a non-cash item, it does not impact the Shire's surplus position.

### **Other**

Attention is drawn to the actual opening surplus figure for 1 July 2023 of \$2,744,736 against the budgeted opening surplus of \$2,713,397. This is an increase in the budgeted opening surplus of \$31,339. Whilst management is confident in the accuracy of the actual opening surplus, this is still to be audited and as such no additional brought forward surplus will be allocated until the budget review.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

### **OFFICER RECOMMENDATION:**

That Council:

1. RECEIVES the Monthly Financial Report (containing the Statement of Financial Activity by nature classification) and Statement of Financial Position for the month ended 31 August 2023, as presented as attachment 1 to this report.
2. NOTES the unrestricted municipal surplus of \$5,392,285 for the month ended 31 August 2023.
3. RECEIVES the Monthly Financial Health Check as presented as attachment 2 to this report.



## **SHIRE OF WONGAN-BALLIDU**

### **MONTHLY FINANCIAL REPORT**

**31/08/2023**

#### **CONTENTS**

- 01) Statement of Financial Activity
- 02) Statement of Financial Position
- 03) Variance Reporting
- 04) Net Current Assets
- 05) Asset Disposals
- 06) Loans
- 07) Reserves
- 08) Capital Works Program
- 09) Investments
- 10) Bank Reconciliation
- 11) Rates & Sundry Debtors Outstanding

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR 31 AUGUST 2023						
	Adopted Budget 2023- 2024	Current Budget 2023-2024	YTD Budget	YTD Actual	Variance Over or Under	10%
<b>Opening Funding Surplus/(Deficit)</b>	<b>2,713,397</b>	<b>2,713,397</b>	<b>2,713,397</b>	<b>2,744,736</b>		
<b>INCOME</b>						
Rates	3,391,941	3,391,941	3391941	3,397,967	(0.2%)	✓
Operating grants, subsidies and contributions	491,067	491,067	290,948	310,746	(6.8%)	✓
Fees and charges	684,397	684,397	285,610	260,979	8.6%	✓
Other Revenue	108,050	108,050	17,996	21,304	(18.4%)	x
Interest	143,180	143,180	22,194	34,960	(57.5%)	x
Profit on Asset Disposals	15,280	15,280	0	0	0.0%	✓
<b>a: TOTAL INCOME</b>	<b>4,833,915</b>	<b>4,833,915</b>	<b>4,008,689</b>	<b>4,025,956</b>		
<b>OPERATING EXPENSES</b>						
Employee Costs	(2,716,739)	(2,716,739)	(480,341)	(446,958)	6.9%	✓
Materials & Contracts	(1,530,009)	(1,530,009)	(337,505)	(367,085)	(8.8%)	✓
Utilities (Gas, Electricity) etc.	(394,853)	(394,853)	(65,686)	(46,130)	29.8%	x
Interest	(43,600)	(43,600)	0	0	0.0%	✓
Insurance	(290,861)	(290,861)	(145,406)	(146,239)	(0.6%)	✓
Other General	(389,644)	(389,644)	(88,214)	(70,837)	19.7%	x
Loss on Asset Disposals	(35,273)	(35,273)	0	0	0.0%	✓
Depreciation	(3,656,297)	(3,656,297)	(609,348)	0	100.0%	x
<b>b: TOTAL OPERATING EXPENSES</b>	<b>(9,057,276)</b>	<b>(9,057,276)</b>	<b>(1,726,500)</b>	<b>(1,077,249)</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	3,656,297	3,656,297	609,348	0		
Adjust (Profit)/Loss on Asset Disposal	19,993	19,993	0	0		
	<b>3,676,290</b>	<b>3,676,290</b>	<b>609,348</b>	<b>-</b>		
<b>Amount attributable to operating activities</b>	<b>(547,071)</b>	<b>(547,071)</b>	<b>2,891,537</b>	<b>2,948,707</b>		
<b>INVESTING ACTIVITIES</b>						
Non-Operating grants, subsidies and contributions	4,866,395	4,892,692	0	0	0.0%	✓
Proceeds from disposal of motor vehicles and P&E	248,000	248,000	0	0	0.0%	✓
<b>TOTAL CAPITAL INCOME</b>	<b>5,114,395</b>	<b>5,140,692</b>	<b>0</b>	<b>0</b>		
Capex - Land & Buildings	(1,923,572)	(1,923,572)	(88,906)	(36,168)	59.3%	x
Capex - Furniture & Equipment	(96,060)	(96,060)	(36,008)	(25,486)	29.2%	x
Capex - Intangible Assets	(100,000)	(100,000)	(16,666)	0	100.0%	x
Capex - Motor Vehicles	(156,000)	(156,000)	-	0	0.0%	✓
Capex - Plant	(1,090,546)	(1,090,546)	(25,832)	(2,723)	89.5%	x
Capex - Infrastructure - Roads	(5,058,724)	(5,098,169)	(849,598)	(208,920)	75.4%	x
Capex - Infrastructure - Footpaths	(174,665)	(174,665)	(29,108)	0	100.0%	x
Capex - Infrastructure - Other	(281,489)	(281,489)	(46,910)	0	100.0%	x
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>(8,881,056)</b>	<b>(8,920,501)</b>	<b>(1,093,028)</b>	<b>(273,297)</b>		
<b>Amount attributable to investing activities</b>	<b>(3,766,661)</b>	<b>(3,779,809)</b>	<b>(1,093,028)</b>	<b>(273,297)</b>		
<b>FINANCING ACTIVITIES</b>						
Transfer from reserves	1,840,346	1,840,346	0	0	0.0%	✓
Transfer to reserves	(893,129)	(879,981)	(14,166)	(26,681)	(88.3%)	x
Lease liabilities principal repayments	(8,882)	(8,882)	(1,480)	(1,180)	20.3%	x
Proceeds on new borrowings	750,000	750,000	0	0	0.0%	✓
Loan principal repayment	(106,400)	(106,400)	0	0	0.0%	✓
SSL Principal Reimbursements	18,400	18,400	0	0	0.0%	✓
<b>Amount attributable to financing activities</b>	<b>1,600,335</b>	<b>1,613,483</b>	<b>(15,646)</b>	<b>(27,861)</b>		
<b>CLOSING SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>4,496,260</b>	<b>5,392,285</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%	x	
				Under budget tolerance of 10%	⊕	

**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL POSITION**  
**31/08/2023**

	<b>31 August 2023</b>	<b>2023 (unaudited)</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,438,588	7,135,082
Trade and other receivables	3,408,993	978,387
Other financial assets	18,400	18,400
Inventories	23,516	34,072
Other assets	87,588	87,588
<b>TOTAL CURRENT ASSETS</b>	<b>10,977,085</b>	<b>8,253,529</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	37,346	37,346
Other financial assets	291,802	291,802
Inventories	15,236	15,236
Property, plant and equipment	33,361,389	33,297,012
Infrastructure	127,549,553	127,340,633
Intangible assets	215,531	215,531
Right-of-use assets	26,280	26,280
<b>TOTAL NON-CURRENT ASSETS</b>	<b>161,497,137</b>	<b>161,223,840</b>
<b>TOTAL ASSETS</b>	<b>172,474,222</b>	<b>169,477,369</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	281,051	543,266
Other liabilities	1,101,293	783,471
Lease liabilities	5,558	6,738
Borrowings	105,986	105,986
Employee related provisions	402,763	409,043
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,896,651</b>	<b>1,848,504</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	18,840	18,840
Borrowings	1,808,674	1,808,674
Employee related provisions	56,384	56,384
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,883,898</b>	<b>1,883,898</b>
<b>TOTAL LIABILITIES</b>	<b>3,780,549</b>	<b>3,732,402</b>
<b>NET ASSETS</b>	<b>168,693,673</b>	<b>165,744,967</b>
<b>EQUITY</b>		
Retained surplus	70,467,070	67,545,045
Reserve accounts	3,823,136	3,796,455
Revaluation surplus	94,403,467	94,403,467
<b>TOTAL EQUITY</b>	<b>168,693,673</b>	<b>165,744,967</b>

Shire of Wongan-Ballidu Variance Report 31 August 2023				
<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 Statement of Financial Activity by nature shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expenditure.</p>				
Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
<b>Operating Income</b>				
✓	6,026	Within Threshold	Rates	Within Council variance reporting threshold.
✓	19,798	Within Threshold	Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	(24,631)	Within Threshold	Fees and charges	Unfavourable - Timing variance for various fees and charges (standpipe charges are the main variance).
✗	3,308	Timing	Other Revenue	Favourable - Timing.
✗	12,766	Timing	Interest	Favourable - Interest earned is higher than estimated.
✓	0	Within Threshold	Profit on Asset Disposals	Within Council variance reporting threshold.
<b>Operating Expenditure</b>				
✓	33,383	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✓	(29,580)	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✗	19,556	Timing	Utilities (Gas, Electricity) etc.	Favourable - Timing of utility payments are not always precise to the monthly budget allocations.
✓	0	Within Threshold	Interest	Within Council variance reporting threshold.
✓	(833)	Within Threshold	Insurance	Within Council variance reporting threshold.
✗	17,377	Timing	Other General	Favourable - Timing variance.
✓	0	Within Threshold	Loss on Asset Disposals	Within Council variance reporting threshold.
✗	609,348	Timing	Depreciation	Timing Variance - Depreciation for the 23/24 financial year has not been processed as the Shire awaits the final audit of the Annual Financial Report (including the asset register). Depreciation will not be processed until December/January.
<b>Investing</b>				
✓	0	Within Threshold	Non-Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	0	Within Threshold	Proceeds from disposal of motor vehicles and P&E	Within Council variance reporting threshold.
✓	0	Within Threshold	Proceeds from sale of land	Within Council variance reporting threshold.
✓	0	Within Threshold	Proceeds from sale of minor plant & equipment	Within Council variance reporting threshold.
✗	52,738	Timing	Capex - Land & Buildings	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	10,522	Timing	Capex - Furniture & Equipment	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	16,666	Timing	Capex - Intangible Assets	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	0	Within Threshold	Capex - Motor Vehicles	Within Council variance reporting threshold.
✗	23,109	Timing	Capex - Plant	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	640,678	Timing	Capex - Infrastructure - Roads	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	29,108	Timing	Capex - Infrastructure - Footpaths	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	46,910	Timing	Capex - Infrastructure - Other	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
<b>Financing</b>				
✓	0	Within Threshold	Transfer from reserves	Within Council variance reporting threshold.
✗	(12,515)	Timing	Transfer to reserves	Favourable - Due to increase in interest earned.
✗	300	Timing	Lease liabilities principal repayments	Unfavourable - Minor timing variance.
✓	0	Within Threshold	Loan principal repayment	Within Council variance reporting threshold.
✓	0	Within Threshold	SSL Principal Reimbursements	Within Council variance reporting threshold.

**SHIRE OF WONGAN-BALLIDU**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2023**

**NET CURRENT ASSETS**

	Positive=Surplus (Negative=Deficit)		
	<b>Budget</b>	<b>Actual</b>	<b>Current</b>
	<b>Last Years Closing</b>	<b>Last Years Closing</b>	<b>31 August 2023</b>
	<b>30 June 2023</b>	<b>30 June 2023</b>	
	\$		\$
<b>Current Assets</b>			
Cash Unrestricted	3,338,628	3,338,628	3,615,451
Cash Restricted - Reserves	3,796,456	3,796,456	3,823,136
Receivables - Rates	86,580	88,209	2,400,883
Receivables - Other	977,638	976,799	1,071,415
Receivables - ATO	0	967	24,284
Inventories	28,151	34,072	23,516
Financial assets	18,400	18,400	18,400
	8,245,853	8,253,531	10,977,085
<b>Less: Current Liabilities</b>			
Payables	(448,020)	(429,817)	(235,618)
Payables - ATO	(118,837)	(113,378)	(45,432)
Contract Liabilities - Unspent grants	(783,471)	(783,471)	(1,101,293)
Employee provisions	(409,042)	(409,043)	(402,763)
Lease liabilities	(8,882)	(6,738)	(5,558)
Long term borrowings	(106,400)	(105,986)	(105,986)
	(1,874,652)	(1,848,433)	(1,896,650)
<b>Net Current Assets</b>	6,371,201	6,405,098	9,080,435
<b>Adjustments to Net Current Assets</b>			
Less: Restricted Cash - Reserves	(3,796,456)	(3,796,456)	(3,823,136)
Less: Current self-supporting loans receivable	(18,400)	(18,400)	(18,400)
Less: Trust Interfund Transfer Account	(72)	(72)	0
Add: Liabilities funded by restricted cash	41,842	41,842	41,842
Add: Current portion of borrowings	106,400	105,986	105,986
Add: Current portion of lease liabilities	8,882	6,738	5,558
	(3,657,804)	(3,660,362)	(3,688,150)
<b>Net Current Assets used in the Statement of Financial Activity</b>	<b>2,713,397</b>	<b>2,744,736</b>	<b>5,392,285</b>

**SHIRE OF WONGAN-BALLIDU**  
**ANALYSIS OF DISPOSED ASSETS AS AT 31 AUGUST 2023**

Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
<b>Land &amp; Buildings</b>						
		-				-
<b>Motor Vehicles</b>						
Ford Ranger (Works Supervisor)	22,750	30,000	(7,250)			-
Iveco Patient Transfer Bus	3,270	6,000	(2,730)			-
		-				-
<b>Plant &amp; Equipment</b>						
Mack Truck (PTK33)	93,223	85,000	8,223			-
Mack Truck (PTK34)	91,000	85,000	6,000			-
Free Roll Attachment (Mtce)	16,000	4,000	12,000			-
Dual Tip Pig Trailer (PTRL20)	9,700	15,000	(5,300)			-
Dual Tip Pig Trailer (PTRL23)	19,800	15,000	4,800			-
Gang Mower (PMOW8)	12,250	8,000	4,250			-
Various obsolete equipment						-
<b>TOTAL</b>	<b>267,993</b>	<b>248,000</b>	<b>19,993</b>	-	-	-
<b>By Program</b>						
<b>Recreation &amp; Culture</b>						
Gang Mower (PMOW8)	12,250	8,000	4,250			-
						-
<b>Transport</b>						
Mack Truck (PTK33)	93,223	85,000	8,223			-
Mack Truck (PTK34)	91,000	85,000	6,000			-
Free Roll Attachment (Mtce)	16,000	4,000	12,000			-
						-
<b>Other Property &amp; Services</b>						
Ford Ranger (Works Supervisor)	22,750	30,000	(7,250)			-
Dual Tip Pig Trailer (PTRL20)	9,700	15,000	(5,300)			-
Dual Tip Pig Trailer (PTRL23)	19,800	15,000	4,800			-
Iveco Patient Transfer Bus	3,270	6,000	(2,730)			-
	-	-	-			-
						-
<b>TOTAL</b>	<b>267,993</b>	<b>248,000</b>	<b>19,993</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>						
Ford Ranger (Works Supervisor)	60,000	30,000	30,000			-
Iveco Patient Transfer Bus for new bus	96,000	6,000	90,000			-
						-
<b>Sub-total</b>	<b>156,000</b>	<b>36,000</b>	<b>120,000</b>			-
<b>Plant &amp; Equipment</b>						
Mack Truck (PTK33) for new truck	309,546	85,000	224,546			-
Mack Truck (PTK34) for new truck	315,000	85,000	230,000			-
Semi-water tanker (PTRL26)	160,000	-	160,000			-
Free Roll Attachment (Mtce)	75,000	4,000	71,000			-
Dual Tip Pig Trailer (PTRL20)	75,000	15,000	60,000			-
Dual Tip Pig Trailer (PTRL23)	75,000	15,000	60,000			-
Gang Mower (PMOW8)	40,000	8,000	32,000			-
<b>Sub-total</b>	<b>1,049,546</b>	<b>212,000</b>	<b>837,546</b>			-
<b>TOTAL</b>	<b>1,205,546</b>	<b>248,000</b>	<b>957,546</b>	-	-	-

**SHIRE OF WONGAN - BALLIDU**  
**BORROWINGS AS AT 31 AUGUST 2023**

Existing Loans \* Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Aug 23	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2023	Principal Repayments YTD	Loan Balance @ 31 Aug 23
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	-	208,341	-	208,341
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	-	1,706,319	-	1,706,319
TBA	Volunteer BFB Fire Shed	Shire	-	750,000	-						
<b>TOTAL EXISTING LOANS</b>				<b>750,000</b>	<b>2,300,000</b>	-	-	-	<b>1,914,660</b>	-	<b>1,914,660</b>

Shire Loan Summary  
Self Supporting Loan Summary

-	2,000,000	-	-	-	1,706,319	-	1,706,319
750,000	300,000				208,341	-	208,341

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

Loan Balance @ 31 Aug 23	SSL	Shire	Total
(105,986)	(18,400)	(87,586)	(105,986)
(1,808,674)	(189,941)	(1,618,733)	(1,808,674)
<b>(1,914,660)</b>	<b>(208,341)</b>	<b>(1,706,319)</b>	<b>(1,914,660)</b>



SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 AUGUST 2023															
ADOPTED FULL YEAR'S BUDGET								CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 AUGUST 2023			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	EOY Balance	Transfer in / Interest	Transfer to Reserve	Transfer from Reserve	EOY Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	Actual Balance
Long Service Leave Reserve	01935	41,842	41,842				41,842	-	-	-	41,842	-	-	-	41,842
Community Resource Centre Reserve	01989	27,923	27,923	-	-	(15,000)	12,923	-	-	(15,000)	12,923	-	-	-	27,923
Depot Improvement Reserve	01940	10,572	10,572	-	-	-	10,572	-	-	-	10,572	-	-	-	10,572
Historical Publications Reserve	01965	7,126	7,126	-	-	-	7,126	-	-	-	7,126	-	-	-	7,126
Housing Reserve	01955	380,844	380,844	-	-	(200,000)	180,844	-	-	(200,000)	180,844	-	-	-	380,844
Special Projects Reserve	01975	889,102	889,102	85,000	291,670	(250,000)	930,772	85,000	278,522	(250,000)	917,624	26,681	26,681	-	915,783
Patterson Street JV Housing Reserve	01988	59,357	59,357	-	5,000	-	64,357	-	5,000	-	64,357	-	-	-	59,357
Plant Reserve	01945	1,267,997	1,267,997	-	586,459	(998,546)	855,910	-	586,459	(998,546)	855,910	-	-	-	1,267,997
Quinlan Street JV Housing Reserve	01987	59,915	59,915	-	5,000	-	64,915	-	5,000	-	64,915	-	-	-	59,915
Stickland JV Housing Reserve	01986	63,582	63,582	-	5,000	-	68,582	-	5,000	-	68,582	-	-	-	63,582
Swimming Pool Reserve	01970	343,188	343,188	-	-	(120,000)	223,188	-	-	(120,000)	223,188	-	-	-	343,188
Waste Management Reserve	01920	60,366	60,366	-	-	-	60,366	-	-	-	60,366	-	-	-	60,366
Sporting Co-Location Reserve	01990	237,160	237,160	-	-	(103,800)	133,360	-	-	(103,800)	133,360	-	-	-	237,160
Building Asset Management Reserve	01993	347,482	347,482	-	-	(153,000)	194,482	-	-	(153,000)	194,482	-	-	-	347,482
<b>TOTALS</b>		<b>3,796,456</b>	<b>3,796,456</b>	<b>85,000</b>	<b>893,129</b>	<b>(1,840,346)</b>	<b>2,849,239</b>	<b>85,000</b>	<b>879,981</b>	<b>(1,840,346)</b>	<b>2,836,091</b>	<b>26,681</b>	<b>26,681</b>	<b>-</b>	<b>3,823,137</b>

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 31 AUGUST 2023

COA	Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance	Indicator	Completion %	Asset Class
04252	Computer Software (F&E) - CAPEX	\$100,000.00	\$100,000.00	\$16,666.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00		0%	Intangible Assets
04253	Computer Hardware (F&E)- CAPEX	\$13,640.00	\$13,640.00	\$2,272.00	\$0.00	\$0.00	\$0.00	\$13,640.00		0%	Furniture & Equipment
04263	Capex - Chambers ICT Upgrade (F&E)	\$45,000.00	\$45,000.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$45,000.00		0%	Furniture & Equipment
05232	Capex - Ninan/Hinds BFB Fire Shed	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00		0%	Land & Buildings
06010	Cadoux Rec Centre (Buildings) - CAPEX	\$7,500.00	\$7,500.00	\$1,250.00	\$10,900.91	\$0.00	\$10,900.91	-\$3,400.91		145%	Land & Buildings
06408	Community Bus (MV) - CAPEX	\$96,000.00	\$96,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,000.00		0%	Motor Vehicles
06415	CRC Capital Expense (Buildings) - CAPEX	\$28,121.00	\$28,121.00	\$4,686.00	\$0.00	\$0.00	\$0.00	\$28,121.00		0%	Land & Buildings
07628	Medical Centre Furniture & Equipment (F&E)- CAPEX	\$30,000.00	\$30,000.00	\$25,000.00	\$25,486.00	\$0.00	\$25,486.00	\$4,514.00		85%	Furniture & Equipment
09066	16 Moore Street (Buildings)- CAPEX	\$20,561.00	\$20,561.00	\$3,424.00	\$0.00	\$0.00	\$0.00	\$20,561.00		0%	Land & Buildings
10808	Cemetery WH Capex (Infras Other) - CAPEX	\$14,500.00	\$14,500.00	\$2,416.00	\$0.00	\$0.00	\$0.00	\$14,500.00		0%	Infrastructure - Other
10815	Community Park Toilets (Buildings)- CAPEX	\$10,113.00	\$10,113.00	\$1,682.00	\$0.00	\$0.00	\$0.00	\$10,113.00		0%	Land & Buildings
10830	Railway Centre Toilets (Buildings)- CAPEX	\$240,000.00	\$240,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00		0%	Land & Buildings
11023	Ballidu Hall (Buildings)- CAPEX	\$153,364.00	\$153,364.00	\$25,560.00	\$0.00	\$0.00	\$0.00	\$153,364.00		0%	Land & Buildings
11030	Community Park WH (Infras Other)- CAPEX	\$23,540.00	\$23,540.00	\$3,922.00	\$0.00	\$0.00	\$0.00	\$23,540.00		0%	Infrastructure - Other
11034	Federation Park (Cadoux) - Capex	\$20,337.00	\$20,337.00	\$3,386.00	\$0.00	\$0.00	\$0.00	\$20,337.00		0%	Land & Buildings
11210	WH Swimming Pool (Infrastructure Other) - CAPEX	\$120,000.00	\$120,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00		0%	Infrastructure - Other
11470	Gang Mower (P&E) - CAPEX	\$40,000.00	\$40,000.00	\$6,666.00	\$0.00	\$0.00	\$0.00	\$40,000.00		0%	Plant & Equipment
11610	Radio & Television Tower (Buildings) - CAPEX	\$58,906.00	\$58,906.00	\$9,816.00	\$16,679.11	\$0.00	\$16,679.11	\$42,226.89		28%	Land & Buildings
11620	W.H. Recreation Complex (Buildings) - CAPEX	\$106,211.00	\$106,211.00	\$17,700.00	\$742.06	\$9,255.73	\$9,997.79	\$105,468.94		1%	Land & Buildings
11621	Ballidu Sports Complex (Buildings) - CAPEX	\$9,800.00	\$9,800.00	\$1,632.00	\$0.00	\$0.00	\$0.00	\$9,800.00		0%	Land & Buildings
11622	Economic Stimulus Project	\$40,000.00	\$40,000.00	\$6,666.00	\$0.00	\$0.00	\$0.00	\$40,000.00		0%	Infrastructure - Other
12080	Depot Bldg. Capital (Buildings) - CAPEX	\$26,192.00	\$26,192.00	\$4,364.00	\$0.00	\$3,181.82	\$3,181.82	\$26,192.00		0%	Land & Buildings
12610	Trucks - CAPEX	\$624,546.00	\$624,546.00	\$0.00	\$0.00	\$310,546.47	\$310,546.47	\$624,546.00		0%	Plant & Equipment
12629	Sundry Plant and Equipment (CAPEX)	\$40,000.00	\$40,000.00	\$6,666.00	\$2,722.73	\$0.00	\$2,722.73	\$37,277.27		7%	Plant & Equipment
12631	Dual Pig Trailer- P & E (CAPEX)	\$151,000.00	\$151,000.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$151,000.00		0%	Plant & Equipment
12633	Free Roll Attachment (Capex)	\$75,000.00	\$75,000.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$75,000.00		0%	Plant & Equipment
12634	Capex - Water Tankers	\$160,000.00	\$160,000.00	\$0.00	\$0.00	\$153,328.42	\$153,328.42	\$160,000.00		0%	Plant & Equipment
13610	Museum - CAPEX	\$43,724.00	\$43,724.00	\$7,286.00	\$0.00	\$0.00	\$0.00	\$43,724.00		0%	Land & Buildings
14411	Works Co-Ordinator Utility (Motor Vehicles) - CAPEX	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$59,090.91	\$59,090.91	\$60,000.00		0%	Motor Vehicles
14414	14 Ellis Street - CAPEX	\$8,630.00	\$8,630.00	\$1,438.00	\$7,845.45	\$0.00	\$7,845.45	\$784.55		91%	Land & Buildings
14841	Purchase of Old School Oval (CAPEX)	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00		0%	Land & Buildings
14866	Capex - Purchase of land & buildings for development	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00		0%	Land & Buildings
14885	Lot 162 Danubin St - CAPEX	\$40,113.00	\$40,113.00	\$6,682.00	\$0.00	\$0.00	\$0.00	\$40,113.00		0%	Land & Buildings
14932	Gravel Pits - Capex	\$83,449.00	\$83,449.00	\$13,906.00	\$0.00	\$56,363.64	\$56,363.64	\$83,449.00		0%	Infrastructure - Other
40100	CRC Capital Expenditure Furniture & Equipment - CAPEX	\$7,420.00	\$7,420.00	\$1,236.00	\$0.00	\$6,879.00	\$6,879.00	\$7,420.00		0%	Furniture & Equipment
AROAD	RRG Funded Capital Roadworks (Infras Roads)	\$1,074,795.00	\$1,114,240.00	\$185,682.00	\$0.00	\$58,940.09	\$58,940.09	\$1,114,240.00		0%	Infrastructure - Roads
BROAD	R2R Funded Capital Roadworks (Infras Roads)	\$769,341.00	\$769,341.00	\$128,186.00	\$41,290.85	\$34,646.91	\$75,937.76	\$728,050.15		5%	Infrastructure - Roads
DROAD	Own Funded Capital Footpaths (Infras footpaths)	\$174,665.00	\$174,665.00	\$29,108.00	\$0.00	\$0.00	\$0.00	\$174,665.00		0%	Infrastructure - Footpaths
EROAD	Own Funded Capital Roadworks (Infras Roads).	\$314,014.00	\$314,014.00	\$52,316.00	\$11,185.69	\$23,181.82	\$34,367.51	\$302,828.31		4%	Infrastructure - Roads
GROAD	Wheatbelt Secondary Freight Network Roadworks (Infra Roads)	\$2,900,574.00	\$2,900,574.00	\$483,414.00	\$156,443.63	\$12,149.93	\$168,593.56	\$2,744,130.37		5%	Infrastructure - Roads
		<b>\$8,881,056.00</b>	<b>\$8,920,501.00</b>	<b>\$1,093,028.00</b>	<b>\$273,296.43</b>	<b>\$977,564.74</b>	<b>\$1,250,861.17</b>	<b>\$8,647,204.57</b>		3%	

Asset Class	Original Budget	Current Budget	YTD Budget	YTD Actual	PO	Total Actual	Variance	Indicator	Completion %
Land & Buildings	\$1,923,572	\$1,923,572	\$88,906	\$36,168	\$12,438	\$48,605	\$1,887,404		2%
Furniture & Equipment	\$96,060	\$96,060	\$36,008	\$25,486	\$6,879	\$32,365	\$70,574		27%
Intangible Assets	\$100,000	\$100,000	\$16,666	\$0	\$100,000	\$100,000	\$100,000		0%
Motor Vehicles	\$156,000	\$156,000	\$0	\$0	\$59,091	\$59,091	\$156,000		0%
Plant & Equipment	\$1,090,546	\$1,090,546	\$25,832	\$2,723	\$613,875	\$616,598	\$1,087,823		0%
Infrastructure - Roads	\$5,058,724	\$5,098,169	\$849,598	\$208,920	\$128,919	\$337,839	\$4,889,249		4%
Infrastructure - Footpaths	\$174,665	\$174,665	\$29,108	\$0	\$0	\$0	\$174,665		0%
Infrastructure - Other	\$281,489	\$281,489	\$46,910	\$0	\$56,364	\$56,364	\$281,489		0%
	<b>\$8,881,056.00</b>	<b>\$8,920,501.00</b>	<b>\$1,093,028.00</b>	<b>\$273,296.43</b>	<b>\$977,564.74</b>	<b>\$1,250,861.17</b>	<b>\$8,647,204.57</b>		3%

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

SHIRE OF WONGAN - BALLIDU  
INVESTMENT REPORT FOR 31 AUGUST 2023

**MUNICIPAL INVESTMENTS**

**Matured Municipal Investments**

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

**Current Municipal Investments**

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160485	Westpac Online Saver Account	1/07/2023					\$ 1,301,017.67	\$ 1,750,000.00	\$ 4,510.54	\$ 3,055,528.21	\$ 4,510.54
Total of current municipal investments							\$ 1,301,017.67	\$ 1,750,000.00	\$ 4,510.54	\$ 3,055,528.21	\$ 4,510.54

**RESERVE INVESTMENTS**

**Matured Reserve Investments**

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

**Current Reserve Investments**

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160629	Westpac Reserve Saver	1/07/2023					\$ 2,715,126.70	\$ 1,081,328.17	\$ 26,681.16	\$ 3,823,136.03	\$ 26,681.16
Total of reserve investments and cash							\$ 2,715,126.70	\$ 1,081,328.17	\$ 26,681.16	\$ 3,823,136.03	\$ 26,681.16

Total of matured municipal and reserve investment							\$ -	\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 4,016,144.37	\$ 2,831,328.17	\$ 31,191.70	\$ 6,878,664.24	\$ 31,191.70

SHIRE OF WONGAN-BALLIDU					
BANK RECONCILIATIONS FOR 31 AUGUST 2023					
	Total	Municipal (01106+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
<b>Opening Balance</b>	6,277,017.24	2,431,788.28	35,315.56	3,809,063.40	850.00
<b>Add:</b> Receipts	1,914,363.21	1,900,290.55		14,072.66	
Unallocated Deposits	-	-			
Transfers In/(Out)	-				
Transfers In/(Out)	-				
	-				
<b>Less:</b> Payments - EFT & Cheques	(717,152.50)	(717,152.50)			
Payments - Bank Fees	(324.92)	(324.92)			
Adjustments & Transfers	0.08	0.08			
Unallocated payments	-	-			
<b>Balance as per General Ledger</b>	<b>7,473,903.11</b>	<b>3,614,601.49</b>	<b>35,315.56</b>	<b>3,823,136.06</b>	<b>850.00</b>
<b>Balance as per Bank Statements</b>	526,456.19	491,140.63	35,315.56		
<b>Balance as per Bank Deposit Certificates</b>	3,823,136.03	-		3,823,136.03	
<b>Balance as per Holder Certificates</b>	3,056,378.21	3,055,528.21			850.00
<b>Add:</b> Outstanding Deposits	67,932.60	67,932.60		-	
Adjustments - Unallocated deposits	-				
	-				
<b>Less:</b> Unpresented Payments	-	-			
	-				
Adjustments & Transfers	0.08	0.05		0.03	
Rounding	-				
<b>Balance as per Cash Book</b>	<b>7,473,903.11</b>	<b>3,614,601.49</b>	<b>35,315.56</b>	<b>3,823,136.06</b>	<b>850.00</b>

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 31 AUGUST 2023				
		Rates and Charges Raised for 2023/2024	\$ 3,361,515.00	Rates and service charges - raised 07.08.23
		Arrears 1 July 2023	\$ 145,028.00	
Rates and Charges Outstanding Breakdown				
Total Amount Outstanding		31-Aug-23	\$ 2,637,044.00	75.20%
Outstanding same time last year		31-Aug-22	\$ 1,097,076.00	31.74%
SUNDRY DEBTORS OUTSTANDING 31 AUGUST 2023				
Debtors Ageing Summary				
Current			\$ 46,940.46	
30 Days			\$ 45,349.76	
60 Days			\$ 689,501.93	\$686k is MRWA final claims.
90 Days & Over			\$ 56,447.61	\$55,860 (Firm, see below)
Credit Balance			\$ (6,729.03)	
Total Outstanding			\$ 831,510.73	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
30/06/2021	1382	Refund	\$ 55,860.40	Company in administration - Proof of debt submitted. Update - Liquidator has notified creditors that 2 cents in the dollar is likely. Provision for bad debt has been made at 30 June 2023 and debt will go to Council to be formally written off in 2023/24.
30/06/2022	1535	Private Works	\$ 467.51	Letter requesting payment has been sent. Follow up with debt collection.
9/05/2023	1575	Boomer Advertising	\$ 119.70	Credit note due to ovecharge of \$59.85
Total			\$ 56,447.61	

# MONTHLY FINANCIAL HEALTH CHECK

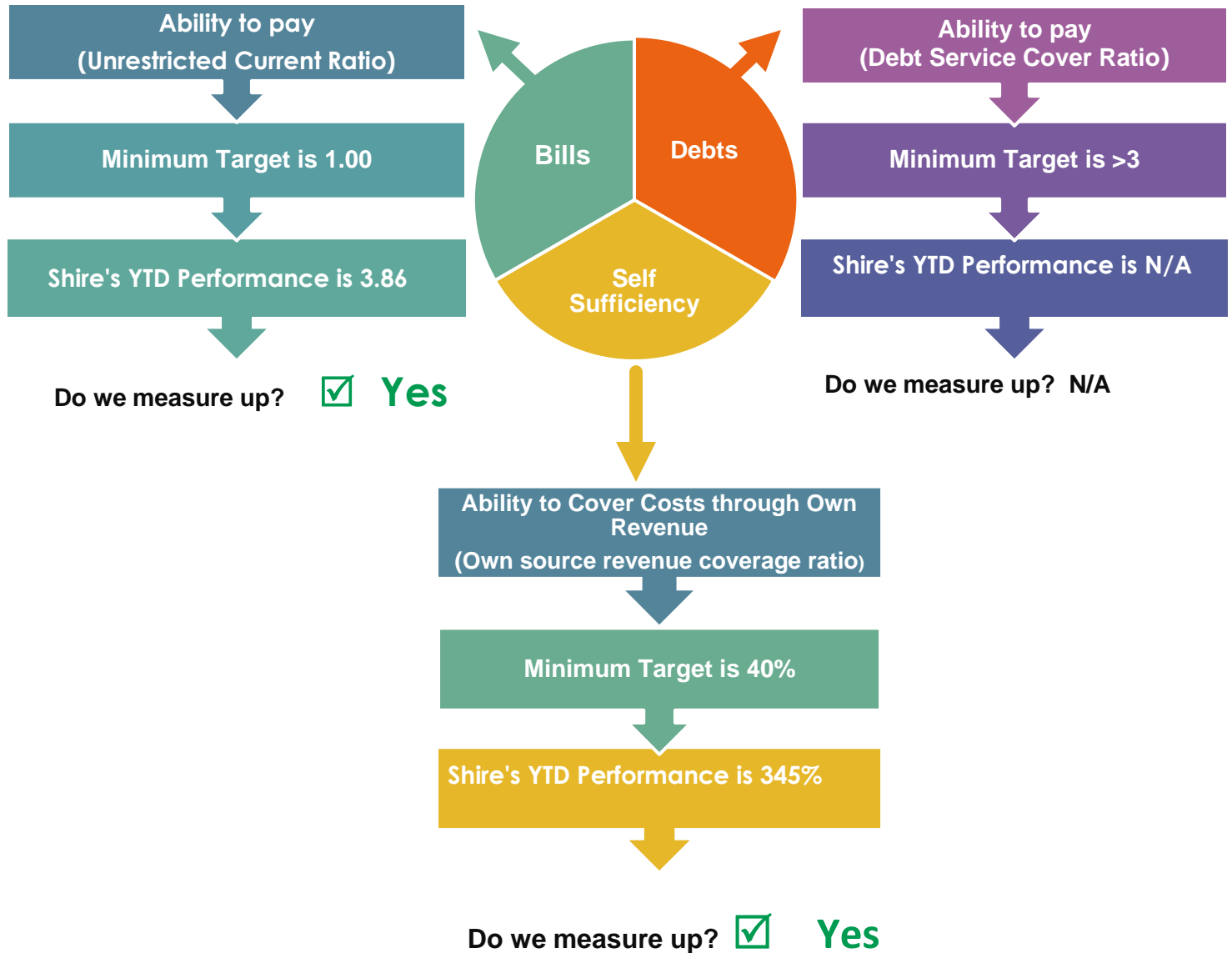


As at 31 August 2023

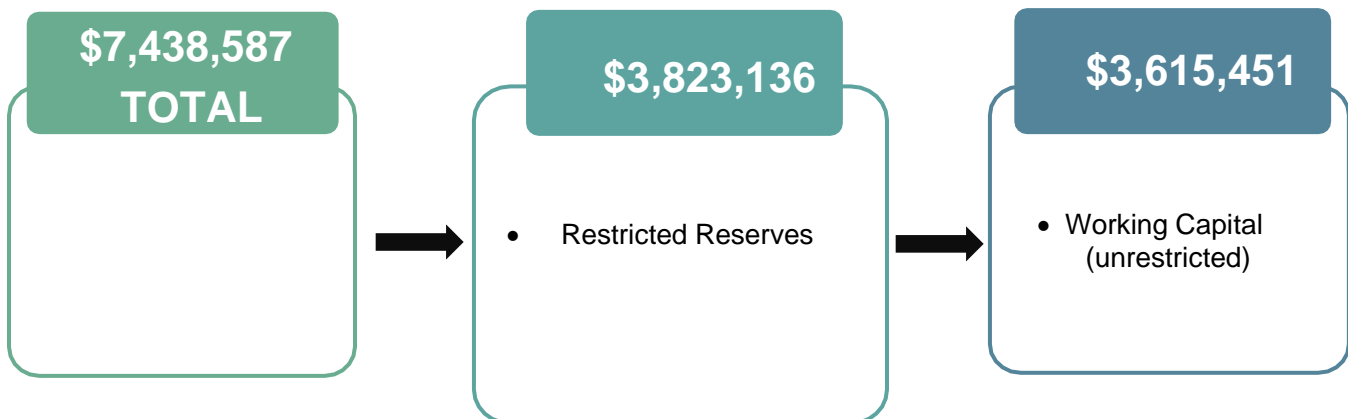
Highlighting how the Shire of Wongan-Ballidu is  
tracking against financial ratios

Financial Snapshot (Year to Date)	Actual
Operating Revenue	\$4,025,956
Operating Expenditure (Including Non-Cash Items)	(\$1,077,249)
Non-Cash Items	\$0
Capital Revenue	\$0
Capital Expenditure	(\$273,297)
Loan Repayments	\$0
Lease Liability Principal Repayments	(\$1,180)
SSL Reimbursements	\$0
Transfers (to)/from Reserves	(\$26,681)
Surplus Brought Forward 1 July 2023	\$2,744,736
<b>Current Municipal Surplus</b>	<b>\$5,392,285</b>

## Financial health indicators



## Cash in the bank



## ▶ How are we tracking against our budgeted targets?

### Adjusted Operating Surplus

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

Minimum Target is 1%

Shire's YTD Performance is 79.37%

Do we measure up? ☒ **Yes**

- Adjusted operating surplus and self-sufficient ratios are high in the earlier part of the year due to rates being fully billed in August. However, as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2024.

### Asset Sustainability Ratio

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

Minimum Target is 90%

Shire's YTD Performance is N/A

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

- Cannot be calculated until depreciation is processed, which will not occur until December/January once the final audit is completed.



### 9.2.3 APPOINTMENTS TO BUSH FIRE ADVISORY COMMITTEE (BFAC)

<b>FILE REFERENCE:</b>	
<b>REPORT DATE:</b>	15 September 2023
<b>APPLICANT/PROPONENT:</b>	
<b>OFFICER DISCLOSURE OF INTEREST</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	BFAC Meeting held 13 September 2023
<b>AUTHOR:</b>	Sam Dolzadelli, Acting Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.3-1 Minutes of BFAC meeting held 13 September 2023 (Unconfirmed)

#### PURPOSE OF REPORT:

That the recommendations of the Bushfire Advisory Committee of appointments to the Committee for a one-year term, commencing on 30 September 2023 until 25 September 2024 be received.

#### BACKGROUND:

The Bush Fire Brigades Local Law requires each Brigade to hold an Annual General Meeting prior to the first Bush Fire Advisory Committee Meeting each year. At the Annual General Meeting of a Bush Fire Brigade, up to two Brigade members are to be nominated to the Bush Fire Advisory Committee to serve as Fire Control Officer for the Brigade area until the next Annual General Meeting. Other positions within the Brigade area are to be filled for a one-year term.

At the Ordinary Council Meeting held on 26 April 2023, Council resolved to accept and ratify the Bushfire Advisory Committee's recommendation that the appointments to BFAC and as FCOs for the Wongan Hills Volunteer Fire and Rescue Service (WH VFRS) and the Ballidu Volunteer Fire and Emergency Service (Ballidu VFES) be presented to the September BFAC meetings going forward, to better align with their respective Annual General Meetings.

The Bush Fire Advisory Committee has recommended the following persons to be appointed to the Bush Fire Advisory Committee and as Fire Control Officers for the WH VFRS and Ballidu VFES as follows:

#### 9.2.3.1 APPOINTMENT OF FIRE CONTROL OFFICERS AND BFAC REPRESENTATIVES FOR THE WONGAN HILLS VOLUNTEER FIRE AND RESCUE SERVICE

##### COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Wongan Hills Volunteer Fire and Rescue Service for a one-year term until 25 September 2024:

- Craig Bowles
- Matt Storer

That the following persons be APPOINTED as a non-voting BFAC Representative for the Wongan Hills Volunteer Fire and Rescue Service for a one-year term until 25 September 2024:

- Ben Moss

### **9.2.3.2 APPOINTMENT OF FIRE CONTROL OFFICERS AND BFAC REPRESENTATIVES FOR THE BALLIDU VOLUNTEER FIRE AND EMERGENCY SERVICE**

#### **COMMITTEE RECOMMENDATION**

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Cadoux/Manmanning Bush Fire Brigade for a one-year term until 25 September 2024:

- Jarrod Hood
- Steve Whyte

#### **OFFICER RECOMMENDATION:**

1. That Council ADOPTS en-bloc, the recommendations of the Bushfire Advisory Committee for the following items: 9.2.3.1 and 9.2.3.2.

## 9.3 WORKS AND SERVICES

### 9.3.1 2023/2024 BITUMEN

<b>FILE REFERENCE:</b>	
<b>REPORT DATE:</b>	16 September 2023
<b>APPLICANT/PROPONENT:</b>	Shire of Wongan-Ballidu
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Stephen Casey, Manager of Works & Services
<b>ATTACHMENTS:</b>	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 2023/24 financial year to enable Council to award the contract for this service.

#### BACKGROUND:

Due to the Shire's bitumen sealing program budget exceeding \$250,000.00 for the 2023/24 financial year, it became necessary to initiate a tendering process for the required services.

To facilitate this process efficiently, we utilised the WALGA preferred supplier, e-Quotes, which enables the submission of tender requirements online.

The tender submission sought comprehensive bitumen services, encompassing the supply and application of bitumen, distribution of aggregate, rolling, sweeping, and traffic management services within the Shire of Wongan-Ballidu, extending up to the 30 June 2024.

The deadline for submissions was set at 5 pm on Tuesday, 19 September 2023.

#### COMMENT:

The Schedule of Rates table, included below, shows the quoted figures from the three (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.

#### **Boral**

Boral is the largest vertically integrated construction materials company in Australia. Our network includes prized quarry and cement infrastructure, bitumen, construction materials recycling, asphalt and concrete batching operations.

We employ about 9,000 employees and contractors across our operations that span more than 360 sites nation-wide.

For more than 75 years we've been building something great in Australia - rarely a day goes by that you wouldn't pass one of our sites or trucks, enter a building, use a road, bridge,

tunnel, footpath or other critical infrastructure that our people and products have helped enable.

Boral was previously contracted in 2022-2023, 2021-2022, 2020-21-& 2018-19 for the Shire of Wongan-Ballidu, they have a good track record. They provide a very good service and are able to adapt to any situation on request.

**NOTE - All Bitumen Products are subject to Rise and Fall**

### **COLAS**

The COLAS Group is a world leader in the construction and maintenance of road, air, rail and maritime transport infrastructure. Roads – the Group's core business – account for more than 80% of its total activity.

With over 58,000 employees, a network of 2,000 material production units and 800 construction business units operating in 50 countries across 5 continents, the Group carries out more than 85,000 projects each year supported by a strong upstream industrial network. In 2018, the COLAS Group posted €13.2 billion Euros of consolidated revenue.

COLAS have provided services to The Shire of Wongan-Ballidu in the past and have proven very proficient in their work.

**NOTE - All Bitumen Products are subject to Rise and Fall**

### **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.

**NOTE - Downer have supplied a Fixed Rate and Rise and Fall Rate**

## SCHEDULE OF RATES

SUPPLY & LAY BITUMEN PRODUCTS 2023 -2024																		
SUPPLY & LAY BITUMEN PRODUCTS 2023 -2024				Boral					Colas					Downer				
				C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)							
10mm Final Seals	Area m²	Treatment	Comment	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall	Total	Rise & Fall (+10%)	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall Total	Rise & Fall (+10%)	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall Total
Burakin-Wialki Road	24700	10mm Reseal	Final Seal	NOT SUPPLIED		\$ 4.06	\$ 100,282.00	\$ 110,310.20		NOT SUPPLIED		\$ 4.74	\$ 117,078.00	\$ 128,785.80	\$ 6.73	\$ 166,231.00	\$ 6.50	\$ 160,550.00
Dowerin-Kalannie Road	116500	10mm Reseal	Final Seal			\$ 4.06	\$ 472,990.00	\$ 520,289.00				\$ 4.74	\$ 552,210.00	\$ 607,431.00	\$ 7.05	\$ 821,325.00	\$ 6.83	\$ 795,695.00
Hospital Road	21500	10mm Reseal	Final Seal			\$ 4.06	\$ 87,290.00	\$ 96,019.00				\$ 4.74	\$ 101,910.00	\$ 112,101.00	\$ 6.79	\$ 145,985.00	\$ 6.57	\$ 141,255.00
Waddington-Wongan Hills Road	16000	10mm Reseal	Final Seal			\$ 4.06	\$ 64,960.00	\$ 71,456.00				\$ 4.74	\$ 75,840.00	\$ 83,424.00	\$ 6.79	\$ 108,640.00	\$ 6.57	\$ 105,120.00
	178700																	
Ballidu East Road	14000	14mm Primer Seal	Reconstruction	NOT SUPPLIED		\$ 4.87	\$ 68,180.00	\$ 74,998.00		NOT SUPPLIED		\$ 6.66	\$ 93,240.00	\$ 102,564.00	\$ 9.88	\$ 138,320.00	\$ 9.57	\$ 133,980.00
Burakin-Wialki Road	32000	14mm Primer Seal	Reconstruction			\$ 4.87	\$ 155,840.00	\$ 171,424.00				\$ 6.66	\$ 213,120.00	\$ 234,432.00	\$ 11.30	\$ 361,600.00	\$ 10.99	\$ 351,680.00
Dowerin-Kalannie Road	42000	14mm Primer Seal	Reconstruction			\$ 4.87	\$ 204,540.00	\$ 224,994.00				\$ 6.66	\$ 279,720.00	\$ 307,692.00	\$ 9.92	\$ 416,640.00	\$ 9.61	\$ 403,620.00
Manmanning Road	3000	14mm Primer Seal	Reconstruction			\$ 4.87	\$ 14,610.00	\$ 16,071.00				\$ 6.66	\$ 19,980.00	\$ 21,978.00	\$ 14.51	\$ 43,530.00	\$ 14.21	\$ 42,630.00
Waddington-Wongan Hills Road	16000	14mm Primer Seal	Reconstruction			\$ 4.87	\$ 77,920.00	\$ 85,712.00				\$ 6.66	\$ 106,560.00	\$ 117,216.00	\$ 9.88	\$ 158,080.00	\$ 9.57	\$ 153,120.00
	107000					Total	\$ 1,246,612.00	\$ 1,371,273.20		Total	\$ 1,559,658.00	\$ 1,715,623.80	Total	\$ 2,360,351.00		\$ 2,287,650.00		

## 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 are currently sitting on \$1,345.60 per metric tonne, this is down from \$1520.60 per metric tonne this time last financial year.

Bitumen prices generally increase August to February is when demand and price for bitumen increases as you can see from the Bitumen Index provided below:

Rise and Fall - Bitumen Index	
The bitumen index is the straight average of the major Western Australian bitumen suppliers' Monthly Gate List Prices (Published List Selling Price) for bitumen for Western Australia, as verified by Main Roads.	
<u>This index should only be used where rise and fall for bitumen is directly referenced in the contract.</u>	
Month	Bitumen Index
Oct-21	1163.10
Nov-21	1203.10
Dec-21	1243.10
Jan-22	1213.10
Feb-22	1220.60
Mar-22	1278.10
Apr-22	1348.10
May-22	1388.10
Jun-22	1438.10
Jul-22	1500.60
Aug-22	1545.60
Sep-22	1520.60
Oct-22	1495.60
Nov-22	1545.60
Dec-22	1565.60
Jan-23	1550.60
Feb-23	1445.60
Mar-23	1400.60
Apr-23	1408.10
May-23	1408.10
Jun-23	1398.10
Jul-23	1418.10
Aug-23	1390.60
Sep-23	1345.60

*MRWA Rise and Fall – Bitumen Index*

The current 5-year trend is that the price of bitumen price will increase by around 7% between August & February each year.

Based on this trend and the current pricing, and if the bitumen was to increase by 10% over this period, we would still have significant savings. (As stated in schedule of rates attached)

Based on the current price of bitumen and the potential savings with rise and fall option, the staff recommendation would be to accept the tender from Boral Asphalt (WA) for a Rise & Fall contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2023/24.

**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:**

The engagement of Boral Asphalt (WA) to complete the supply and lay of bitumen for the 2023-2024 financial year would result in a positive impact on our budget.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

**STAFF RECOMMENDATION:**

That Council:

1. ACCEPT the Quote from Boral Asphalt (WA) for a Rise & Fall price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2023-24 in accordance with the Schedule of Rates above.



### 9.3.2 2023/2024 NEW TRUCK PURCHASE

<b>FILE REFERENCE:</b>	
<b>REPORT DATE:</b>	21 September 2023
<b>APPLICANT/PROPONENT:</b>	Shire of Wongan-Ballidu
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Stephen Casey, Manager of Works & Services
<b>ATTACHMENTS:</b>	Nil

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

The purpose of this report is to provide sufficient information summarising the results of the submissions called for one new truck for the 2023-2024 financial year to enable Council to award the contract for this service.

#### **BACKGROUND:**

As a component of the Shire's planned Plant Replacement Program for the 2023 /2024 financial year, we initiated a request for individual pricing concerning the replacement of a 6x4 Tipper Truck. This procedure was carried out in collaboration with the WALGA preferred supplier, e-Quotes, which enables us to submit our requirements electronically.

The submission specifically requested quotations for a new 6x4 Tipper Truck.

The submission period concluded at 5:00 pm on Friday, 08 September 2023.

#### **COMMENT:**

We have received 6 responses for the new 6x4 truck and pig trailer replacement for the 2023/ 2024 budget.

Truck evaluations are detailed below.

#### **Mitsubishi Fuso**

- 510HP 12.8 litre, 12 speed AMT.
- Japanese design truck with Daimler engine and transmission.
- Cab over design
- Air suspension
- Shires of Dundas and Kent have the Shogun model.

Mark Tulleken, Works Manager – Shire of Kent has a good report for the Shogun truck comfortable to drive and good feedback from their drivers.

We already run several Mitsubishi light vehicles such as the Construction Crew-cab, Mechanical Services Coordinator's vehicle and a medium sized Maintenance Truck (Patching Truck). All have proven very dependable.

### **Concerns**

- Unknown vehicle.



### **Hino**

- 480HP 13 litre, 16 speed AMT.
- Euro design truck
- Cab over

Lindon Mellor from Merredin shire has no complaints with the truck, it is comfortable to drive, spacious and good feedback from the drivers.

The Shire of have run a Hino Prime Mover in the past. Issues noted back then were:

- Overheats, truck more suited to bitumen roads.
- Constantly cleaning radiators due to blocking up with dust.
- A/C not efficient.
- Gearbox problems.
- Some parts only from Japan.

Based on our previous experience, contrary to above, the major issue we had with the Hino Prime Mover was overheating. The radiator was constantly clogging up and having to be blown out. The A/C also caused problems and could not handle our conditions, thus leading to operators not being satisfied and a dusty cab environment to compensate. This truck was operated by the Shire from 2010 to 2017.

**E13 FS 2848**

### **Concerns**

- Previous experiences listed above.
- Lower horsepower rating.



## **Mack**

The Shire of Wongan-Ballidu has been running Mack trucks for the past 7 years. These trucks have proved dependable and are operator friendly. Having a fleet of the same make of truck allows each staff member to seamlessly move between trucks.

The Mack Truck is ergonomically set out for each operator, with all controls easily reached.

We have found the bullnose configuration has worked well, allowing the trucks to run at optimum operating temperature in these conditions.

The other issues we have had with these trucks are down to the hydraulic system installed by the body builder. This is no fault of the truck itself, by specifying Howard Porter as the body builder, we hope to element hydraulic issues moving forward due to their proven track record. We have utilised Howard Porter in previous body builds and had no issues.

Truck Centre have been very accommodating and have always been able to conduct urgent repairs when necessary. Unfortunately, they are very expensive when carrying out this service. We have had several occasions where invoices were questioned, but most of the time they have been reduced or come to an agreement.

- 500HP 13Litre, 12 speed AMT.
- Build orders 2<sup>nd</sup> half of 2023 for truck, 2024 for body.
- New dash layout reconfigured for easier use.
- New steering wheel design for easier access of entry.
- Tier 2 electrics giving the truck better transmission gear shifting.
- LED lights.

Recent sales to Bunbury Department of Biodiversity

## **Concerns**

- Waiting period for delivery



## **UD Quon**

The UD brand is essentially a Volvo truck. It has a Volvo engine with Volvo running gear. The Shire has run Volvo trucks in the past.

- 460HP 11 litre, 12 speed AMT.
- Japanese design truck.
- Cab over
- Airbag suspension.
- Good turning circle.
- UD are currently number 5 in Australia truck sales.

Shires that have bought UD trucks recently are Northam, Margaret River x 3, Harvey x3, Koorda. WCS Concrete run the UD truck with agitators and are very happy with how the trucks perform, they are stable on gravel roads, they are impressed with the safety functions of the UD truck and will continue buying these trucks.

## **Concerns**

- Unknown vehicle.



## **MERCEDES ACTROS 2651**

- 510hp
- European truck
- Cab over
- 12 speed Power Shift Advanced Transmission with 2.733 RAR, engine RPM 1,413 @ 100km/h
- Disc Brake with Electronic Braking System
- Airbag Suspension

## **Concerns**

- Unknown vehicle



## IVECO S-Way

<b>GVM</b>	27.6 Tonne	<b>GCM</b>	70 Tonne	<b>Wheelbase</b>	4200 mm	<b>Cab Type</b>	AS (active space) 2500 wide
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### Standard Model Specifications

Engine	Cursor 13 Euro 6 step E		Power	530HP	Torque	2400Nm
Transmission	I6-speed IVECO Direct Drive Automated (I6TX 2640 TD)					
Rear Axle	MT23-I50/D-Tandem Single Reduction – disc brakes				Rear Axle Ratio	3.09
Rear Suspension	IVECO 8 bag with ECAS (Electronically Controlled Air Suspension)					
Front Axle	5890/D OFF - Axle drop: 72 mm					
Front Suspension	Parabolic suspension with Dampers					
Brakes	Ventilated Disc brakes all-round					
Brake type	EBS (Electronic Braking System), AEBS (Automatic Emergency Braking System), BAS (Brake Assistant System), ESP (Electronic Stability Program) and Hill Holder					
Steering	Power assisted, adjustable steering column					
Fuel System	480L Tank and 50L AdBlue tank					
Chassis	304.4 x 80 x 7.7 steel chassis rail					
Electrical	Battery 24V		Alternator – 120A Smart Alternator			
Batteries	220 Ah High Performance Battery					
Wheels	Alloy Rims – Brushed finish 8.25"x22.5" Front & Rear					
Tyres	Front	295/80R22.5			Rear	295/80R22.5

## Concerns

- Unknown Vehicle

**IVECO S-WAY**  
3 Axle - RIGIDS



## Budget

PTK40											
Supplier	Make	Model	Total (EX GST)	Budget	Trade	Budget Changeover Price	Total Changeover	Profit/ Loss	Warranty		
									Standard	Driveline	KMS
Daimler	Mercedes	Actros	\$359,250.00	\$315,000.00	\$85,000.00	\$230,000.00	\$274,250.00	-\$44,250.00	2 Year	4 Year/ 800,000kms	
Daimler	Mi	Fuso	\$323,016.12	\$315,000.00	\$85,000.00	\$230,000.00	\$238,016.12	-\$8,016.12	5 Year		
Hino WA	Hino	700 Series	\$278,590.00	\$315,000.00	\$85,000.00	\$230,000.00	\$193,590.00	\$36,410.00	3 Year		500,000
AV Truck Services Pty Ltd	Iveco	S-Way	\$381,891.01	\$315,000.00	\$85,000.00	\$230,000.00	\$296,891.01	-\$66,891.01	2 Year	2 Year/ 500,000	750,000
Truck Centre	Mack	Anthem	\$392,450.00	\$315,000.00	\$85,000.00	\$230,000.00	\$307,450.00	-\$77,450.00	1 Year	1-4 Years 800,000kms	Unlimited
Truck Centre	UD	Quon	\$282,176.00	\$315,000.00	\$85,000.00	\$230,000.00	\$197,176.00	\$32,824.00	3 Years		500,000

## **Budget for Tipper Truck \$230,000**

### **Existing Mack Anthem Costing**

Total Nett Price for (1) Mack Granite \$307,450

Budget Loss: **\$77,450**

#### Mack Trucks Warranty:

The Standard Warranty is 12 months.

Power train 13 – 48 months

### **Mitsubishi Fuso Costing**

Total Nett Price for (1) Mitsubishi Fuso \$238,016.12

Budget Loss: **\$8016.12**

#### Mitsubishi Truck Warranty

Standard Warranty is 5 Years.

Driveline is 5 Years

The expected trade value on the Mack Granite tipper is between \$110,000 - \$160,000 (Pickles 2023). This will cover the shortfall associated with the purchase of a Mitsubishi Fuso.

The expected trade depends on the kilometres, condition of the truck and the market at the time.

### **Resale Value**

The expected resale value of a Mitsubishi Fuso Shogun after 5 years is \$100,000 and \$120,000. (Pickles 2023).

The expected trade depends on the kilometres, condition of the truck and the market at the time.

## **STAFF RECOMMENDATION**

It is important to carefully consider budget constraints and operational needs when making such decisions. Here's a summary of the key points in the recommendation:

Staff acknowledges that running the Mack Truck again would be the preferred option due to familiarity with its operation. However, due to budget limitations, this option is not feasible.

The staff believes that the Mitsubishi Fuso is the next best option to meet the Shire's requirements. It is noted that the 510hp range is essential for pulling the semi-trailer combination, and the cab-over configuration will provide a better turning circle and reduce the overall length of the truck.

It is anticipated that the budget shortfall for acquiring the Mitsubishi Fuso can be offset by trading in the existing Mack Granite. This trade-in is expected to help mitigate the financial impact of the new purchase.

It is mentioned that Council has already agreed to purchase a Mitsubishi Fuso as part of the Plant Replacement Program for the 2022-2023 Financial Year. The new truck is currently being built and is expected to be delivered towards the end of the calendar year. Overall, the staff recommendation supports the purchase of the Mitsubishi Fuso as a cost-effective solution that meets the Shire's requirements, considering both budget constraints and operational needs.

**POLICY REQUIREMENTS:**

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

**LEGISLATIVE REQUIREMENTS:**

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

**STRATEGIC IMPLICATIONS:**

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

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

The purchase of one Mitsubishi Fuso tipper truck for \$238,016.12 would put us over budget \$8016.12 based on the 2023/ 2024 budgetary estimate of \$230,000. However, given the updated trade in value, the actual budget impact is favourable.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

**STAFF RECOMMENDATION:**

**That Council:**

1. ACCEPT the quotation from Daimler Truck Australia Pacific PTY LTD for the purchase of one Mitsubishi Fuso Tipper Truck with a Nett changeover price of \$238,016.12 (ex GST).



## 9.4 HEALTH, BUILDING AND PLANNING

### 9.4.1 WONGAN HILLS SPORT AND RECREATION CLUB INC, REQUEST FOR SKIP BINS

<b>FILE REFERENCE:</b>	A1221
<b>REPORT DATE:</b>	14 September 2023
<b>APPLICANT/PROPONENT:</b>	Wongan Hills Sport and Recreation Club Inc
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

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

To seek Councils permission to approve a request for a skip bin to be kept permanently at the Wongan Hills Sports Pavilion, 100 Ninan Street, Wongan Hills.

#### **BACKGROUND:**

The Shire entered into a Management Agreement with the Wongan Hills Sports and Recreation Council Inc (WHSRC) in 2008.

In 2020 upgrades were completed at the Wongan Hills Sports Pavilion with the addition of tennis and gymnasium. In 2023 the upgrade was completed to include the bowling club.

An agreement between the Shire and WHSRC for a skip bin for the Winter sports season annually had been reached.

#### **COMMENT:**

Currently the Wongan Sports Pavilion are provided a skip bin at the sportsground for winter sport only.

The WHRSC provide the Shire with the sporting fixtures and a skip bin is ordered for those months which is usually April/May – September.

With the Wongan Hills Sports pavilion expanding to include the gymnasium, tennis, squash and now the bowling club, the applicant is requesting a skip bin all year round.

The monthly cost for the skip bin is \$450.78.

Under 4.0 Shire Terms 4.4 Maintenance Costs of the agreement, the Shire will bear refuse charges and collection, and sanitary collection.

### **POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

### **LEGISLATIVE REQUIREMENTS:**

There are no legislative requirements in relation to the 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**

The installation of the outdoor blinds will give greater use of the outdoor function area.

### **FINANCIAL IMPLICATIONS:**

Council would have to pay a total of \$5,409.36 annually. This is currently not budgeted for and will be an additional \$2,704.68 for the 2023/2024 financial year.

**VOTING REQUIREMENTS:** Absolute Majority

**ABSOLUTE MAJORITY REQUIRED:** Yes, required for budget amendment – LGA 5.6.8 (1) (b)

**OFFICER RECOMMENDATION:**

1. That Council **APPROVE** the request from Wongan Hills Sport & Recreation Council to have a skip bin located at the Wongan Hills Sports Pavilion permanently.
2. That Council APPROVE budget amendment as follows:

Account No.	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decrease) in funding position	Comment
GL - 11436 (H0112)	Operating expenditure – Materials and contracts - Wongan Hills Recreation Complex	(\$11,940)	(\$14,645)	(\$2,705)	Increase budget to accommodate annual provision of skip bin located at the Wongan Hills Recreation Complex
01920	Transfer from Waste Management Reserve	\$0	\$2,705	\$2,705	To ensure balanced-budget is maintained, draw funds from waste management reserve to fund above. Can be looked at during budget review if more funds available.
<b>Change in net current assets (funding position)</b>				<b>\$0</b>	

#### 9.4.2 WONGAN HILLS SWIM CLUB – INSTALLATION OF SIGN ON CLUB ROOM, WONGAN HILLS MEMORIAL SWIMMING POOL, 100 NINAN STREET, WONGAN HILLS

<b>FILE REFERENCE:</b>	A1221
<b>REPORT DATE:</b>	12 September 2023
<b>APPLICANT/PROPONENT:</b>	Wongan Hills Swim Club
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

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

To seek Councils permission to approve the installation of a sign to allow the display of sponsors and donators to the Wongan Hills Swim Club Inc. (WHSC) on the club room at the Wongan Hills Memorial Swimming Pool, 100 Ninan Street, Wongan Hills.

#### **BACKGROUND:**

The Shire entered into a Management Agreement with the new committee of the WHSC in November 2022. The Shire and WHSC have had a Management Agreement in place since 2007.

#### **COMMENT:**

The applicant is requesting permission from Council to install a sign to display sponsors and donators to the WHSC on the club room wall facing the swimming pool. The WHSC would add stickers of the sponsors and donators as they are received. This would show recognition to those who support the club.



*Location of the sign on the clubroom*

The sign will be white and measure 1m high x 1.5m wide.

The WHSC would install the sign themselves. There is no request for financial assistance required of Council.

**POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

**LEGISLATIVE REQUIREMENTS:**

There are no legislative requirements in relation to the 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 item.

➤ **Social**

There are no known social implications associated with this item.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this proposal.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

1. That Council **APPROVE** the request for the installation of a sign on the club room wall facing the swimming pool.

Sign shall be white and measure 1m high x 1.5m wide.

### 9.4.3 WONGAN-HILLS SWIMMING CLUB MANAGEMENT AGREEMENT

<b>FILE REFERENCE:</b>	A2.19.1
<b>REPORT DATE:</b>	12 September 2023
<b>APPLICANT/PROPONENT:</b>	Wongan Hills Swimming Club Inc
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Management Agreement Wongan Hills Swimming Club Inc

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

To consider a request from the Wongan Hills Swimming Club Inc (WHSC) to enter into a one (1) year Management Agreement for the use of the Wongan Hills Memorial Swimming Pool, 100 Ninan Street, Wongan Hills.

#### **BACKGROUND:**

The Shire and the WHSC has a Management Agreement for use of the Wongan Hills Swimming Pool at allocated times during the swimming season. In 2022 a one (1) year management agreement was approved by Council.

#### **COMMENT:**

WHSC committee members and staff from Regulatory Services have discussed the agreement and present the attached Management Agreement for approval by Council.

The 2022-2023 management agreement detailed the terms below -

- Swimming Club training Tuesday 5pm to 6 pm – 3 lanes only main pool during hours of normal pool operation.
- Swimming Club training Tuesday 5pm to 6 pm – medium size pool exclusive use (closed for public use) during normal pool operation.
- Swimming Club events alternate Friday nights from 6 pm to 8pm
- Any time outside of the above hours requires the approval of the Shire.

The Management Agreement allows the WHSC to have exclusive use of the club room.

The WHSC would like to continue this agreement with the same terms for a further one (1) year period.

#### **POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

#### **LEGISLATIVE REQUIREMENTS:**

There are no 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 item.

➤ **Social**

There is significant social value in providing an opportunity for community.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this item.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

#### **OFFICER RECOMMENDATION:**

1. That Council **AGREE** to a one (1) year Management Agreement with Wongan Hills Swimming Club Inc for the use of the Wongan Hills Memorial Swimming Pool, Ninan Street, Wongan Hills for the term commencing 1 November 2023 to 31 October 2024.

#### 9.4.4 REQUEST TO WRITE OFF CONSTRUCTION OF DESIGN CERTIFICATE FEE DEBTOR 1565

<b>FILE REFERENCE:</b>	B652/A512
<b>REPORT DATE:</b>	14 September 2023
<b>APPLICANT/PROPONENT:</b>	Mr Eric Ganzer
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

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

To consider a request from Council to write off fees associated with Debtor 1565.

#### **BACKGROUND:**

The applicant is the owner of 13 Avon Road, Wongan Hills. A building application was received to build an eco-shelter on the owner's property.

#### **COMMENT:**

A building application was received from the applicant on 10 July 2023 to build an eco-shelter on the property. A BA2 uncertified application was submitted.

Fees were calculated and the owner paid what was requested.

On an audit of building applications, we found that the applicant was not charged the fee of \$434.50 for a Construction of Design Certificate (CDC).

The applicant provided with the building application a hand drawn design. This was not a certified design.

If a building application is received without a CDC the Shire building surveyor completes this as a requirement of the permit. The Shire is charged this fee by the building surveyor and the customer pays this amount to offset it.

The fee and charge for a CDC was adopted by Council in the 2019/2020 financial year.

On 29 August 2023 a letter to the applicant explaining a clerical error had occurred and payment was required. An invoice accompanied the letter.

On the 13 September 2023 the applicant sent an email to the Shire requesting the invoice be written off or that Council agree to a reasonable amount to be paid.



## **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 \$434.50 will have an impact on the budgets net position.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

1. That Council **DECLINE** the request to write-off fees and charges of \$434.50 for the Construction and Design Certificate (CDC) for the building application B652.

## 9.5 COMMUNITY SERVICES

Nil

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

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

**Item 12. CLOSURE**