



Shire of  
Wongan-Ballidu

# Agenda

Ordinary Meeting of Council  
Wednesday, 28 February 2024





# Shire of Wongan-Ballidu

## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Elected Members

I advise that the Ordinary Meeting of the Shire of Wongan-Ballidu will be held on Wednesday, 28 February 2024 commencing at 3.00pm at Council Chambers, Shire of Wongan Ballidu, Corner Quinlan Street and Elphin Crescent, Wongan Hills WA 6603

STUART TAYLOR  
**CHIEF EXECUTIVE OFFICER**

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### Disclaimer

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

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

Acknowledgement of Country: -

*"I'd like to begin by acknowledging the first 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**

5.1 Mr Phil Dawson PCYC Mural (refer to item by MCS within Forum Agenda)

## **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, 20 DECEMBER 2023.**

#### **OFFICER RECOMMENDATION:**

1. That the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 December 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 DELEGATED AUTHORITY REGISTER REVIEW

<b>FILE REFERENCE:</b>	A2.22 Local Government Act and Regulations
<b>REPORT DATE:</b>	13 February 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Stuart Taylor – Chief Executive Officer
<b>ATTACHMENTS:</b>	9.1.1a Local Government Operational Guidelines – Delegations

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

To review and adopt the annual list of delegations.

#### **BACKGROUND:**

Under the *Local Government Act 1995* Council can delegate some of its functions to its committees or the Chief Executive Officer. The Chief Executive Officer may also delegate to other employees.

Local Government Act 1995 - 5.18 Register of delegations to committees:

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Local Government Act 1995 - 5.46. Register of, and records relevant to, delegations to Chief Executive Officer and employees (1) The Chief Executive Officer is to keep a register of the delegations made under this Division to the Chief Executive Officer and to employees. (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator. (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### **COMMENT:**

The Chief Executive Officer has reviewed the delegations in accordance with the Local Government Operational Guidelines – Delegations.



The Delegations previously provided by Council to the Chief Executive Officer are as below:

## **FINANCE & ADMINISTRATION**

### **DELEGATED AUTHORITY 01**

DELEGATION: PAYMENTS FROM MUNICIPAL AND TRUST FUNDS  
SECTION/ACT: *Local Government Act 1995, Section 6.7, 6.9 and 6.10*  
DELEGATION: That Council delegate authority to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds manually and electronically, including transferring funds to and from the Reserve accounts as allowed for in the budget as per the following.  
A listing of all payments made is to be presented to the next ordinary meeting of Council.

### **DELEGATED AUTHORITY 03**

DELEGATION: WRITING OFF DEBTS  
SECTION/ACT: *Local Government Act 1995, Section 6.12 (1) (c)*  
DELEGATION: Council delegates authority to the Chief Executive Officer to write off debt wherein the individual debt is not more than \$500. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.  
Council delegates to the Chief Executive Officer authority to write off any amount of money less than \$500 owed to the Shire of Wongan-Ballidu that in his opinion are a bad debt.  
Council delegates to the Chief Executive Officer authority to write off amounts raised in error on all debtor and rate accounts.

### **DELEGATED AUTHORITY 04**

DELEGATION: AUTHORISED PERSONS  
SECTION/ACT: *Local Government Act 1995, Section 9.10(1), Bush Fires Act 1954 and the Control of Vehicles (Off Road Areas) Act 1978*  
DELEGATION: That the Ranger be appointed as an Authorised Officer under the *Control of Vehicles (Off-road Areas) Act 1978*  
Council delegates authority to the Chief Executive Officer under section 59(3) of the *Bush Fires Act 1954* to institute and carry out proceedings for offences against the *Bush Fires Act 1954*.  
Council delegates authority to the Ranger under section 59(3) of the *Bush Fires Act 1954* to issue infringements under section 59a of the *Bushfires Act 1954*.

### **DELEGATED AUTHORITY 05**

DELEGATION: APPOINTMENT OF AUTHORISED PERSONS

SECTION/ACT: *Local Government Act 1995*, Section 9.10

DELEGATION: Council delegates to the Chief Executive Officer authority to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the Local Government Act 1995.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the Local Government Act.

### **DELEGATED AUTHORITY 06**

DELEGATION: ENFORCEMENT AND LEGAL PROCEEDINGS

SECTION/ACT: *Local Government Act 1995*, Section 3.39, 9.10, 5.42 and *Litter Act 1979* Section 31 (2b)

DELEGATION: Council delegates to the Chief Executive Office authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions for the enforcement of provision of the various Acts and instigate legal proceedings accordingly.

### **DELEGATED AUTHORITY 07**

DELEGATION: WITHDRAWAL OF INFRINGEMENT NOTICES

SECTION/ACT: *Local Government Act 1995*, Section 9.20

DELEGATION: Council delegates to the Chief Executive Office authority to withdraw infringement notices issued under the *Local Government Act 1995*, *Dog Act 1976*, Councils Local Laws and the *Bush Fires Act 1954*.

### **DELEGATED AUTHORITY 08**

DELEGATION: AUTHORISED OFFICERS – *LITTER ACT 1979*

SECTION/ACT: *Litter Act 1979*, Section 26 (1) (c)

DELEGATION: Council delegates to the Chief Executive Office authority to appoint "Authorised Officers" as detailed in the *Litter Act 1979*.

### **DELEGATED AUTHORITY 09**

DELEGATION: IMPOUNDING OF GOODS

SECTION/ACT: *Local Government Act 1995*, Section 3.39

DELEGATION: Council delegates to the Chief Executive Office authority to remove and impound any goods that are involved in a contravention that can lead to impounding.

#### **DELEGATED AUTHORITY 10**

DELEGATION: DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS  
SECTION/ACT: *Local Government Act 1995, Section 3.47*  
DELEGATION: Council delegates to the Chief Executive Office authority to dispose of any goods that have been impounded.

#### **DELEGATED AUTHORITY 12**

DELEGATION: EXECUTION AND AFFIXING OF COMMON SEAL TO DOCUMENTS  
SECTION/ACT: *Local Government Act 1995 – Section 9.49A(3)*  
DELEGATION: Notwithstanding the provisions of Section 9.49 of the Local Government Act, Council delegates to the Chief Executive Office authority to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, Council Policy G 48 or a delegated power.

#### **DELEGATED AUTHORITY 14**

DELEGATION: DISPOSAL OF SURPLUS FURNITURE & EQUIPMENT  
SECTION/ACT: *Local Government Act 1995 – Sections 3.58, 5.42 and 5.43 and Local Government (Functions and General) Regulations 1996.*  
DELEGATION: Council delegates its authority and power to the Chief Executive Officer to dispose of surplus furniture with a market value of less than \$20,000.

#### **DELEGATED AUTHORITY 15**

DELEGATION: CORPORATE CREDIT CARD  
SECTION/ACT: *Local Government Act 1995, Section 5.42, Section 5.44 and Section 6.5 and Regulation 11 of the Local Government (Financial Management) Regulations 1996. Sections 53 and 55 of the Financial Administration and Audit Act 1985.*  
DELEGATION: Council delegates to the Chief Executive Office authority to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

#### **DELEGATION AUTHORITY 41**

DELEGATION: APPOINTMENT ADDITIONAL COMPLAINTS OFFICER(S)  
SECTION/ACT: *Local Government Act 1995 – Section 5.104*  
DELEGATION: Council delegates the power of appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with the Local Government (Model Code of Conduct) Regulations 2021.

## **WORKS AND SERVICES**

### **DELEGATED AUTHORITY 19**

- DELEGATION: TEMPORARY ROAD CLOSURES  
SECTION/ACT: *Local Government Act 1995*, Section 3.50A, 3.50[1], 3.50[1a], 3.50[4].3.50[6] and 3.50[8] and Road Traffic (Events on Roads) Regulations 1991  
DELEGATION: 1. Council delegates to the Chief Executive Office authority to temporarily close thoroughfares to vehicles.  
2. Council delegates to the Chief Executive Office authority to determine applications for the temporary closure of roads for the purpose of conducting events.

### **DELEGATED AUTHORITY 20**

- DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION  
SECTION/ACT: *Local Government Act 1995* – Section 5.42  
DELEGATION: Council delegates to the Chief Executive Office authority to pay Councils contribution to the construction of a crossover in accordance with Council's Policy - Vehicle Crossovers.

### **DELEGATED AUTHORITY 23**

- DELEGATION: SEED COLLECTION – WILDFLOWER PICKING  
SECTION/ACT: *Local Government Act 1995* – Sections  
DELEGATION: Council delegates to the Chief Executive Office authority to grant approval to pick wildflowers on Council controlled reserves; and approval to collect seeds on Council controlled reserves.

Delegation conditions: All applications to be in writing; preference given to local land care groups/businesses.

## **HEALTH, BUILDING & PLANNING**

### **DELEGATED AUTHORITY 24**

- DELEGATION: DEMOLITION LICENCES  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960*, Section 374A  
DELEGATION: Council delegates to the Chief Executive Office authority to issue demolition licences.

### **DELEGATED AUTHORITY 25**

- DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960*, Section 401  
DELEGATION: Council delegates to the Chief Executive Office authority to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.



### **DELEGATED AUTHORITY 26**

DELEGATION: BUILDINGS – UNLAWFUL WORKS  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 401A*  
DELEGATION: Council delegates to the Chief Executive Office authority to direct a survey of a building to be considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

### **DELEGATED AUTHORITY 27**

DELEGATION: BUILDINGS – DANGEROUS  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Sections 403, 404*  
DELEGATION: Council delegates to the Chief Executive Office authority to direct a survey of a building that is considered to be in a dangerous state.

If the Building Surveyor, or other competent person, certifies that the building is in a dangerous state, to cause the building to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause a written notice to be served on the owner or occupier of the building requiring him/her forthwith to take it down, secure, or repair it as the case requires.

### **DELEGATED AUTHORITY 28**

DELEGATION: PRIVATE SWIMMING POOL INSPECTIONS  
SECTION/ACT: *Local Government Act 1995, Sections 5.42 & 5.44 and Schedule 9.2(3) and Section 2, Section 245A (5), (6) and (7) of the Local Government (Miscellaneous Provisions) Act 1960*  
DELEGATION: Council delegates to the Chief Executive Office authority to appoint officer(s) of the Council as "Authorised Officers" as required in Section 245A (5), (6) & (7) of the *Local Government (Miscellaneous Provisions) Act 1960* for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.

### **DELEGATED AUTHORITY 29**

DELEGATION: BUILDING LICENCES  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 374*  
DELEGATION: Council delegates to the Chief Executive Office authority to approve plans submitted and issue building licences.  
CONDITIONS: A summary of building licenses issued to be submitted to Council monthly.

### **DELEGATED AUTHORITY 30**

DELEGATION: SALE AND/OR CONSUMPTION OF LIQUOR – COUNCIL PROPERTY  
SECTION/ACT: Not Applicable  
DELEGATION: Council delegates to the Chief Executive Office authority to approve applications for the sale of liquor and/or the consumption of liquor on property under the care, control and management of Council.

### **DELEGATED AUTHORITY 35**

DELEGATION: SUBDIVISION CLEARANCE  
SECTION/ACT: *Local Government Act 1995* – Sections 5.42, Planning & Development Act 2005, Town Planning Scheme No 5  
DELEGATION: Council delegates to the Chief Executive Office authority to clear conditions on WAPC subdivision/amalgamation approvals in accordance with any relevant Council Policy, Specification, and Town Planning Scheme No 5, or other relevant Act or Regulation.  
CONDITIONS: The payment of bond in lieu or completion of works in order to clear a condition of subdivision.

### **DELEGATED AUTHORITY 37**

DELEGATION: HEALTH ACT  
SECTION/ACT: *Local Government Act 1995* – Sections 5.42, *Health Act 1911* – Section 26  
DELEGATION: Council delegates to the Chief Executive Officer the Functions and Powers of the *Health Act 1911* as provided by Section 26 of the *Health Act 1911*.

### **POLICY REQUIREMENTS:**

There are no known policy requirements related to this item.

### **LEGISLATIVE REQUIREMENTS:**

Under the *Local Government Act 1995* Section 5.42 Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995* subject to limitations imposed by Section 5.43.

The Chief Executive Officer may delegate to any employee of the Council under the *Local Government Act 1995* Section 5.44.

Under the *Local Government Act 1995* Section 5.16 Council may delegate to a committee any of its powers and duties subject to limitations imposed under Section 5.17.

The *Local Government Act 1995* Section 5.103.

### **STRATEGIC IMPLICATIONS:**

There are no known 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**  
There are no financial implications in relation to this item.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

## **OFFICER RECOMMENDATION**

That Council DELEGATES the following powers and authorities to the Chief Executive Officer: -

### **FINANCE & ADMINISTRATION**

#### **DELEGATED AUTHORITY 01**

DELEGATION: PAYMENTS FROM MUNICIPAL AND TRUST FUNDS  
SECTION/ACT: Local Government Act 1995, Section 6.7, 6.9 and 6.10  
DELEGATION: That Council delegate authority to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds manually and electronically, including transferring funds to and from the Reserve accounts as allowed for in the budget as per the following.

A listing of all payments made is to be presented to the next Ordinary meeting of Council.

#### **DELEGATED AUTHORITY 03**

DELEGATION: WRITING OFF DEBTS  
SECTION/ACT: *Local Government Act 1995, Section 6.12 (1) (c)*  
DELEGATION: Council delegates authority to the Chief Executive Officer to write off debt wherein the individual debt is not more than \$500. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.

Council delegates to the Chief Executive Officer authority to write off any amount of money less than \$500 owed to the Shire of Wongan-Ballidu that in his opinion are a bad debt.

Council delegates to the Chief Executive Officer authority to write off amounts raised in error on all debtor and rate accounts.

#### **DELEGATED AUTHORITY 04**

DELEGATION: AUTHORISED PERSONS

SECTION/ACT: *Local Government Act 1995*, Section 9.10(1), *Bush Fires Act 1954* and the *Control of Vehicles (Off Road Areas) Act 1978*

DELEGATION: That the Ranger be appointed as an Authorised Officer under the *Control of Vehicles (Off-road Areas) Act 1978*

Council delegates authority to the Chief Executive Officer under section 59(3) of the *Bush Fires Act 1954* to institute and carry out proceedings for offences against the *Bush Fires Act 1954*.

Council delegates authority to the Ranger under section 59(3) of the *Bush Fires Act 1954* to issue infringements under section 59a of the *Bushfires Act 1954*.

#### **DELEGATED AUTHORITY 05**

DELEGATION: APPOINTMENT OF AUTHORISED PERSONS

SECTION/ACT: *Local Government Act 1995*, Section 9.10

DELEGATION: Council delegates to the Chief Executive Officer authority to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the *Local Government Act 1995*.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the *Local Government Act*.

#### **DELEGATED AUTHORITY 06**

DELEGATION: ENFORCEMENT AND LEGAL PROCEEDINGS

SECTION/ACT: *Local Government Act 1995*, Section 3.39, 9.10, 5.42 and *Litter Act 1979* Section 31 (2b)

DELEGATION: Council delegates to the Chief Executive Office authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions for the enforcement of provision of the various Acts and instigate legal proceedings accordingly.



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DELEGATION: WITHDRAWAL OF INFRINGEMENT NOTICES  
SECTION/ACT: *Local Government Act 1995*, Section 9.20  
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#### **DELEGATED AUTHORITY 08**

DELEGATION: AUTHORISED OFFICERS – *LITTER ACT 1979*  
SECTION/ACT: *Litter Act 1979*, Section 26 (1) (c)  
DELEGATION: Council delegates to the Chief Executive Office authority to appoint "Authorised Officers" as detailed in the *Litter Act 1979*.

#### **DELEGATED AUTHORITY 09**

DELEGATION: IMPOUNDING OF GOODS  
SECTION/ACT: *Local Government Act 1995*, Section 3.39  
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#### **DELEGATED AUTHORITY 12**

DELEGATION: EXECUTION AND AFFIXING OF COMMON SEAL TO DOCUMENTS  
SECTION/ACT: *Local Government Act 1995* – Section 9.49A(3)  
DELEGATION: Notwithstanding the provisions of Section 9.49 of the *Local Government Act*, Council delegates to the Chief Executive Office authority to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, Council Policy G 48 or a delegated power.

#### **DELEGATED AUTHORITY 14**

DELEGATION: DISPOSAL OF SURPLUS FURNITURE & EQUIPMENT  
SECTION/ACT: *Local Government Act 1995* – Sections 3.58, 5.42 and 5.43 and *Local Government (Functions and General) Regulations 1996*.  
DELEGATION: Council delegates its authority and power to the Chief Executive Officer to dispose of surplus furniture with a market value of less than \$20,000.

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SECTION/ACT:	<i>Local Government Act 1995</i> , Section 5.42, Section 5.44 and Section 6.5 and Regulation 11 of the Local Government (Financial Management) Regulations 1996. Sections 53 and 55 of the <i>Financial Administration and Audit Act 1985</i> .
DELEGATION:	Council delegates to the Chief Executive Office authority to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

### **DELEGATION AUTHORITY 41**

DELEGATION:	APPOINTMENT ADDITIONAL COMPLAINTS OFFICER(S)
SECTION/ACT:	<i>Local Government Act 1995 – Section 5.104</i>
DELEGATION:	Council delegates the power of appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with the Local Government (Model Code of Conduct) Regulations 2021.

## **WORKS AND SERVICES**

### **DELEGATED AUTHORITY 19**

DELEGATION:	TEMPORARY ROAD CLOSURES
SECTION/ACT:	<i>Local Government Act 1995</i> , Section 3.50A, 3.50[1], 3.50[1a], 3.50[4].3.50[6] and 3.50[8] and Road Traffic (Events on Roads) Regulations 1991
DELEGATION:	<ol style="list-style-type: none"><li>1. Council delegates to the Chief Executive Office authority to temporarily close thoroughfares to vehicles.</li><li>2. Council delegates to the Chief Executive Office authority to determine applications for the temporary closure of roads for the purpose of conducting events.</li></ol>

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SECTION/ACT:	<i>Local Government Act 1995 – Section 5.42</i>
DELEGATION:	Council delegates to the Chief Executive Office authority to pay Councils contribution to the construction of a crossover in accordance with Council's Policy - Vehicle Crossovers.

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SECTION/ACT:	<i>Local Government Act 1995 – Sections</i>
DELEGATION:	Council delegates to the Chief Executive Office authority to grant approval to pick wildflowers on Council controlled reserves; and approval to collect seeds on Council controlled reserves. Delegation conditions: All applications to be in writing; preference given to local land care groups/businesses.

## **HEALTH, BUILDING & PLANNING**

### **DELEGATED AUTHORITY 24**

DELEGATION: DEMOLITION LICENCES  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 374A*  
DELEGATION: Council delegates to the Chief Executive Office authority to issue demolition licences.

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SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 401*  
DELEGATION: Council delegates to the Chief Executive Office authority to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

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DELEGATION: Council delegates to the Chief Executive Office authority to direct a survey of a building to be considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

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If the Building Surveyor, or other competent person, certifies that the building is in a dangerous state, to cause the building to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause a written notice to be served on the owner or occupier of the building requiring him/her forthwith to take it down, secure, or repair it as the case requires.

### **DELEGATED AUTHORITY 28**

DELEGATION: PRIVATE SWIMMING POOL INSPECTIONS  
SECTION/ACT: *Local Government Act 1995, Sections 5.42 & 5.44 and Schedule 9.2(3) and Section 2, Section 245A (5), (6) and (7) of the Local Government (Miscellaneous Provisions) Act 1960*  
DELEGATION: Council delegates to the Chief Executive Office authority to appoint officer(s) of the Council as "Authorised Officers" as required in Section 245A (5), (6) & (7) of

the *Local Government (Miscellaneous Provisions) Act 1960* for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.

#### **DELEGATED AUTHORITY 29**

DELEGATION: BUILDING LICENCES  
SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 374*  
DELEGATION: Council delegates to the Chief Executive Office authority to approve plans submitted and issue building licences.  
CONDITIONS: A summary of building licenses issued to be submitted to Council monthly.

#### **DELEGATED AUTHORITY 30**

DELEGATION: SALE AND/OR CONSUMPTION OF LIQUOR – COUNCIL PROPERTY  
SECTION/ACT: Not Applicable  
DELEGATION: Council delegates to the Chief Executive Office authority to approve applications for the sale of liquor and/or the consumption of liquor on property under the care, control and management of Council.

#### **DELEGATED AUTHORITY 35**

DELEGATION: SUBDIVISION CLEARANCE  
SECTION/ACT: *Local Government Act 1995* – Sections 5.42, Planning & Development Act 2005, Town Planning Scheme No 5  
DELEGATION: Council delegates to the Chief Executive Office authority to clear conditions on WAPC subdivision/amalgamation approvals in accordance with any relevant Council Policy, Specification, and Town Planning Scheme No 5, or other relevant Act or Regulation.  
CONDITIONS: The payment of bond in lieu or completion of works in order to clear a condition of subdivision.

#### **DELEGATED AUTHORITY 37**

DELEGATION: HEALTH ACT  
SECTION/ACT: *Local Government Act 1995* – Sections 5.42, *Health Act 1911* – Section 26  
DELEGATION: Council delegates to the Chief Executive Officer the Functions and Powers of the *Health Act 1911* as provided by Section 26 of the *Health Act 1911*.



## 9.1.2 DELEGATED AUTHORITY TO CEO TO SELL SHIRE DEVELOPED LOT 715 SHIELDS CRESCENT, WONGAN HILLS

<b>FILE REFERENCE:</b>	A1.1.6
<b>REPORT DATE:</b>	20 February 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Stuart Taylor - Chief Executive Officer
<b>ATTACHMENTS:</b>	Nil

### PURPOSE OF REPORT:

To delegate authority to the CEO to negotiate with potential buyers in regard to the sale of Lot 715 Shields Crescent, Wongan Hills in accordance with Councils' parameters and Sections 5.42 and 5.43 of the *Local Government Act 1995*.

### BACKGROUND:

Council has developed residential blocks at Shields Crescent to encourage residential development within the Wongan Hills town site. The stage 1 developments are now complete.

### COMMENT:

In June of 2022, the Shire underwent a land and buildings valuation which comprised of the Shields Crescent vacant lots. That valuation has valued Lot 715 Shields Crescent as having a fair valuation (market value) of \$40,000. However, it has been marketed via the Shires website at a price of \$35,000.

An offer was received by email 4 January 2024 and confirmed on 19 February 2024 for \$27,000. This is the only offer received to date.

### POLICY REQUIREMENTS:

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

### LEGISLATIVE REQUIREMENTS:

#### 5.42. DELEGATION OF SOME POWERS AND DUTIES TO CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

*[Section 5.42 amended by No. 1 of 1998 s. 13.]*

**5.43. LIMITS ON DELEGATIONS TO CEO'S**

A local government cannot delegate to a CEO any of the following powers or duties: -

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

**STRATEGIC IMPLICATIONS:**

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

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

**FINANCIAL IMPLICATIONS:**

This income has not been budgeted; it is anticipated that these funds will be transferred to Reserve.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

## **OFFICER RECOMMENDATION**

That Council:

1. DELEGATE authority to the Chief Executive Officer for the sale of Lot 715 Shields Crescent, Wongan Hills for the sum of \$27,000 (plus GST if applicable) with each party responsible for their own settlement costs; and
2. DELEGATE authority to the Chief Executive Officer to review submissions received in accordance with Section 3.58 (3); and
3. That Council DECLARE that the Valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.

## 9.2 ADMINISTRATION & FINANCIAL SERVICES

### 9.2.1 ACCOUNTS SUBMITTED FOR DECEMBER 2023

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	19 February 2024
<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 – Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.1 Accounts for December 2023

#### PURPOSE OF REPORT:

That the accounts for 1 December 2023 to 31 December 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 1 November 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 subregulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

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

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
  - (a) the payee’s name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.

- (2) A list prepared under 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 \$1,901,848.37 for the month ended 31 December 2023.

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
EFT25514	07/12/2023	AUHLS TRANSPORT	REFUND FOR THE OVERPAYMENT OF DEBTOR ACCOUNT 748	- 1,661.11
EFT25515	07/12/2023	AVON WASTE	DOMESTIC & COMMERCIAL COLLECTION FOR WONGAN HILLS & BALLIDU TOWNSITE	- 12,492.34
EFT25516	07/12/2023	BOEKEMAN NOMINEES PTY LTD	SUPPLY 2 X GREASE FOR TRAILER PTRL23	- 96.49
EFT25517	07/12/2023	WONGAN HILLS IGA PLUS LIQUOR		- 1,460.17
			ADMINISTRATION SUPPLIES	330.61
			COUNCIL SUPPLIES	334.29
			DEPOT SUPPLIES	146.79
			CRC ADMINISTRATION SUPPLIES	189.93
			CRC EVENT SUPPLIES	458.55
EFT25518	07/12/2023	MCINTOSH & SON		- 19,259.32
	01/11/2023	MCINTOSH & SON	SUPPLY 2 X BELTS FOR CTV BUS REPAIRS	32.59
	01/11/2023	MCINTOSH & SON	SUPPLY HYD HOSES FOR TRAILER PTRL14	284.20
	08/11/2023	MCINTOSH & SON	SUPPLY HYD HOSES AND FITTINGS FOR MACK TRUCK PTK36	513.89
	10/11/2023	MCINTOSH & SON	SUPPLY HAND SPRAY GUN, AIR FITTING BRASS FOR PATCHING TRUCK PTK37 INCL FREIGHT CHARGE	183.84
	14/11/2023	MCINTOSH & SON	SUPPLY NUTS, BOLTS AND WASHERS FOR PTRL26	61.65
	22/11/2023	MCINTOSH & SON	SUPPLY BELT FOR PSP3	33.15
	05/12/2023	MCINTOSH & SON	1 X NEW HARDI MOUNT SPRAY UNIT	18,150.00
EFT25519	07/12/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED		- 480,480.72
	20/11/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	4 X IBC'S OF BITUMEN EMULSION - DOWERIN-KALANNIE	6,160.00
	30/11/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	10MM FINAL SEAL - BURAKIN-WIALKI ROAD	110,947.78
	30/11/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	14MM PRIMER SEAL - BURAKIN-WIALKI ROAD	195,431.06
	30/11/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	10MM FINAL SEAL - HOSPITAL ROAD	84,795.29
	30/11/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	10MM FINAL SEAL - WADDINGTON-WONGAN HILLS ROAD	73,246.59
	30/11/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	FIRE BAN - STAND DOWN FEE	9,900.00
EFT25520	07/12/2023	IXOM OPERATIONS PTY LTD	SERVICE FEE FOR SWIMMING POOL & OVALS CHLORINE	- 290.52
EFT25521	07/12/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 152 QUARTERLY REPAYMENT	- 30,537.35
EFT25522	07/12/2023	WONGAN HILLS HARDWARE		- 3,582.67
	30/11/2023	WONGAN HILLS HARDWARE	NOVEMBER BUILDING ACCOUNT	780.29
	30/11/2023	WONGAN HILLS HARDWARE	WORKS ACCOUNT FOR NOVEMBER 2023	2,802.38
EFT25523	07/12/2023	ABBOTT AUTO ELECTRICS	CHECK A/C CLUTCH FAULT ON GRADER, ORDER REPLACEMENT	- 286.00
EFT25524	07/12/2023	LOCK, STOCK & FARRELL		- 282.05

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
	14/11/2023	LOCK, STOCK & FARRELL	KEYS CUT SPM X2 FOR S/POOL & STANDPIPES	173.50
	05/12/2023	LOCK, STOCK & FARRELL	LOCK FOR MEDICAL CENTRE INCL POSTAGE COST	108.55
EFT25525	07/12/2023	WONGAN CUBBYHOUSE INC.	FINANCIAL AID FOR EARLY LEARNING CENTRE AS AGREED BY COUNCIL	- 55,000.00
EFT25526	07/12/2023	WREN OIL	OIL WASTE DISPOSAL 1000 LITRES FOR WONGAN HILLS REFUST SITE	- 33.00
EFT25527	07/12/2023	WONGAN MAIL SERVICE	POSTAGE COSTS FOR ADMINISTRATION & CRC	- 276.58
EFT25528	07/12/2023	IP CAMERAS AUSTRALIA PTY LTD	CCTV MAINTENANCE AND UPGRADE VISIT	- 2,970.00
EFT25529	07/12/2023	DUN DIRECT PTY LTD	FUEL CHARGES FOR NOVEMBER 2023	- 26,997.59
EFT25530	07/12/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLY FOR NOVEMBER 2023	- 415.12
EFT25531	07/12/2023	INTEGRATED ICT - A MARKET CREATIONS COMPANY		- 202.86
	30/11/2023	INTEGRATED ICT - A MARKET CREATIONS COMPANY	OFFICE 365 FOR NOVEMBER BILLING	145.20
	30/11/2023	INTEGRATED ICT - A MARKET CREATIONS COMPANY	STORAGE BACKUP FOR NOVEMBER BILLING	57.66
EFT25532	07/12/2023	BLACKWELL PLUMBING & GAS PTY LTD	REPLACED BLOCKED SHOWER ROSE & OUTLET WASHER IN TOILET CISTERN AT 27B QUINLAN STREET WONGAN HILLS	- 281.60
EFT25533	07/12/2023	AC HEALTHCARE PTY LTD	MEDICAL CENTRE PAYMENT FOR DECEMBER 2023	- 21,083.33
EFT25534	07/12/2023	DEPT OF PLANNING, LANDS & HERITAGE	LEASE RENT FROM 01/12/23 TO 31/12/23	- 45.84
EFT25535	07/12/2023	TRACTUS AUSTRALIA		- 12,059.00
	07/11/2023	TRACTUS AUSTRALIA	SUPPLY, STRIP, FIT & DISPOSAL OF 4 NEW TYRES FOR CAT ROLLER	1,754.00
	07/11/2023	TRACTUS AUSTRALIA	1 X NEW O RING FOR CAT GRADER	70.00
	07/11/2023	TRACTUS AUSTRALIA	SUPPLY, STRIP, FIT & DISPOSAL OF 6 X MACK TRUCK TYRES	4,600.00
	07/11/2023	TRACTUS AUSTRALIA	PUNCTURE REPAIR FOR MACK TRUCK	55.00
	07/11/2023	TRACTUS AUSTRALIA	STRIP, FIT & DISPOSE 4 X TYRES FOR PSP4	72.00
	13/11/2023	TRACTUS AUSTRALIA	SUPPLY 1 X TYRE FOR TRAILER PTRL20, SUPPLY 1 X TYRE FOR TRAILER PTRL23, SUPPLY 2 X TYRE FOR TRAILER PTRL26	2,068.00
	24/11/2023	TRACTUS AUSTRALIA	SUPPLY & FIT TYRE FOR FIRE TRUCK	997.00
	24/11/2023	TRACTUS AUSTRALIA	SUPPLY SEAL, STRIP, FIT FOR VOLVO LOADER	70.00
	29/11/2023	TRACTUS AUSTRALIA	SUPPLY, FIT & DISPOSE TYRE FOR PSP4	141.00
	29/11/2023	TRACTUS AUSTRALIA	SUPPLY, STRIP, FIT, BALANCE & DISPOSAL OF 2 NEW TYRES FOR TOYOTA HILUX	526.00
	29/11/2023	TRACTUS AUSTRALIA	SUPPLY, STRIP, FIT & DISPOSE OF TRUCK TYRE	543.00
	29/11/2023	TRACTUS AUSTRALIA	PUNCTURE REPAIR FOR TIPPER TRAILER	55.00
	30/11/2023	TRACTUS AUSTRALIA	SUPPLY, STRIP, FIT & DISPOSAL OF 4 NEW TYRES FOR FORD TRANSIT CAB WB008	1,108.00
EFT25536	07/12/2023	MARTY GRANT BULLDOZING	GRAVEL PUSHING (GRAVEL PIT REHAB - DAMBORING WEST)	- 68,478.30
EFT25537	07/12/2023	TRANSPORT ENGINEERING SOLUTIONS	PISTON PUMP B/AXIS ISO 47L D ROT FOR MACK TRUCK PTK33	- 1,636.45
EFT25538	07/12/2023	SEEK LIMITED	PLANT OPERATOR ADVERT ON SEEK 28.11.2023	- 401.50



LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
EFT25539	07/12/2023	RURAL RANGER SERVICES	RANGER SERVICES FROM 16/11/23 TO 21/11/23	- 971.30
EFT25540	07/12/2023	BW JAMES TRANSPORT PTY LTD	FREIGHT EX IXOM TO SWIMMING POOL	- 75.35
EFT25541	07/12/2023	RING CENTRAL AUSTRALIA	ADMINISTRATION & CRC ACCOUNT FROM 27/11/23 TO 26/12/23	- 977.56
EFT25542	07/12/2023	QUADRIO RESOURCES PTY LTD	RATES REFUND FOR ASSESSMENT A1706 E70/05229 MINING TENEMENT DEATH	- 264.70
EFT25543	07/12/2023	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SUPPLY HILUX GRADER UTE TARP FOR WB030	- 748.00
EFT25544	07/12/2023	DREW BURNS	REFUND BOND DUE TO VACATING PROPERTY U3/20 STICKLAND ST WONGAN HILLS	- 440.00
EFT25545	07/12/2023	DREW BURNS	SHORT PAID ORIGINAL BOND REFUND - REFER EFT 25544	- 40.00
EFT25546	14/12/2023	LANDGATE	RATES ADMINISTRATION	- 399.00
EFT25547	14/12/2023	STAR TRACK EXPRESS PTY LTD	FREIGHT EX STEWART & HEATON	- 68.10
EFT25548	14/12/2023	OFFICEWORKS BUSINESS DIRECT		- 560.39
	06/11/2023	OFFICEWORKS BUSINESS DIRECT	SUPPLY 2 X TAPE & 2 X ERGO MOUSE PAD FOR CRC	39.56
	05/12/2023	OFFICEWORKS BUSINESS DIRECT	SHIRE ADMINISTRATION STATIONERY ORDER	326.83
	07/12/2023	OFFICEWORKS BUSINESS DIRECT	CRC A3 PAPER ORDER	118.95
	07/12/2023	OFFICEWORKS BUSINESS DIRECT	SUPPLY 4 X PK2 GRIP CORRECTION TAPE FOR CRC	31.87
	08/12/2023	OFFICEWORKS BUSINESS DIRECT	SUPPLY BOX OF BATTERIES FOR CRC	16.00
	08/12/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER FOR CRC	27.18
EFT25549	14/12/2023	WONGAN HILLS COMMUNITY RESOURCE CENTRE	BOOMER ADVERTISING, FULL PAGE COLOUR ADVERT, ROAD RESERVE CLOSURE NOTICE - 2 EDITIONS	- 120.00
EFT25550	14/12/2023	HYMARK TRADING PTY LTD	STAFF UNIFORMS	- 55.00
EFT25551	14/12/2023	METROCOUNT	METROCOUNT	- 2,415.60
EFT25552	14/12/2023	WURTH AUSTRALIA PTY LTD	SUPPLY VARIOUS PARTS FOR PTK33, PG16, PG17, PG18, PTK35	- 447.43
EFT25553	14/12/2023	TEAM GLOBAL EXPRESS PTY LTD		- 242.08
	03/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX MAXIPARTS	33.02
	10/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL	65.30
	10/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX MCNAUGHTANS & TRANSPORT ENGINEERING	143.76
EFT25554	14/12/2023	MCLEODS BARRISTERS & SOLICITORS	ADVICE ONLY - OFF ROAD VEHICLES	- 686.40
EFT25555	14/12/2023	IP CAMERAS AUSTRALIA PTY LTD	CCTV NETWORK MAINTENANCE	- 2,595.50
EFT25556	14/12/2023	WONGAN HILLS HOTEL	COUNCILLORS END OF TERM DINNER	- 862.94
EFT25557	14/12/2023	NEWINS FAMILY TRUST	MANAGEMENT OF WONGAN TIP SITE FOR DECEMBER 2023	- 7,791.63
EFT25558	14/12/2023	BLACKWELL PLUMBING & GAS PTY LTD	RAILWAY TOILETS BLOCKED	- 566.50
EFT25559	14/12/2023	RICOH FINANCE	MULTI FOLDING UNITS - BILLING PERIOD 08/01/24 TO 07/2/24	- 237.60
EFT25560	14/12/2023	AC HEALTHCARE PTY LTD	PRE-EMPLOYMENT MEDICAL - ADMINISTRATION	- 255.00

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
EFT25561	14/12/2023	NEXUS COMMUNICATIONS SYSTEMS	UPS INSTALL FOR SHIRE ADMINISTRATION FORF SWIPE CARD ACCESS	- 6,593.40
EFT25562	14/12/2023	BALLIDU HERITAGE CENTRE	CLEANING OF ALPHA PARK FOR SEPTEMBER, OCTOBER & NOVEMBER 2023	- 975.00
EFT25563	14/12/2023	MARTY GRANT BULLDOZING		- 32,423.05
	05/12/2023	MARTY GRANT BULLDOZING	PUSH UP APPROX 13000CM3 OF GRAVEL WITH D8T @ SEWELLS PIT - WARD RD	28,611.55
	12/12/2023	MARTY GRANT BULLDOZING	GRAVEL PUSHING	3,811.50
EFT25564	14/12/2023	COUNCIL FIRST		- 23,181.52
SI008138	05/12/2023	COUNCIL FIRST	ERP SUBSCRIPTION JAN - MAR 2024	21,486.66
SI008159	08/12/2023	COUNCIL FIRST	MICROSOFT AZURE FOR NOVEMBER 2023	1,694.86
EFT25565	14/12/2023	ENVIRO SWEEP	STREET CLEANING DAILY RATE	- 5,700.53
EFT25566	14/12/2023	BRICKMART (WA)	SUPPLY, DELIVER & LAY BRICK PAVERS AT MUSUEM	- 2,537.25
EFT25567	14/12/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY FOR NOVEMBER 2023 - fully recoverable	- 10,365.46
EFT25568	14/12/2023	DGL WAREHOUSING & DISTRIBUTION PTY LTD	FREIGHT EX MAXIPARTS	- 107.42
EFT25569	14/12/2023	RURAL RANGER SERVICES	RANGER SERVICES FROM 27/11/23 TO 08/12/23	- 1,602.65
EFT25570	19/12/2023	AUSTRALIAN SERVICES UNION	EMPLOYEE UNION FEES	- 26.50
EFT25571	19/12/2023	IOU SOCIAL CLUB	SOCIAL CLUB DEDUCTIONS	- 270.00
EFT25572	19/12/2023	WESTPAC BANKING CORPORATION	WAGES PPE 12.12.2023	- 71,933.09
EFT25573	21/12/2023	WESTRAC EQUIPMENT PTY LTD		- 2,088.49
	12/12/2023	WESTRAC EQUIPMENT PTY LTD	SUPPLY OILS, OIL TEST KIT, FILTERS & ELEMENTS FOR ROLLER PRO15, SUPPLY FILTER FOR PG17, SUPPLY SEAL FOR PG18, SUPPLY BOWL FOR ROLLER PRO17, SUPPLY OIL TEST KIT FOR ROLLER PRO16	1,652.56
	19/12/2023	WESTRAC EQUIPMENT PTY LTD	SUPPLY 1 X AIR FILTER FOR GRADER PG17, SUPPLY 4 X AIR FILTERS FOR ROLLER PRO15	435.93
EFT25574	21/12/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED		- 705,053.30
	18/12/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	10MM FINAL SEAL - DOWERIN-KALANNIE ROAD	550,692.18
	18/12/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	14MM PRIMER SEAL - BALLIDU EAST ROAD	94,830.46
	18/12/2023	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	14MM PRIMER SEAL - WADDINGTON WONGAN HILLS ROAD	59,530.66
EFT25575	21/12/2023	IXOM OPERATIONS PTY LTD	2 X CHLORINE GAS FOR SWIMMING POOL	- 1,212.20
EFT25576	21/12/2023	WESFARMERS KLEENHEAT GAS PTY LTD		- 377.28
	01/12/2023	WESFARMERS KLEENHEAT GAS PTY LTD	2 X 45KG - EQUIPMENT SERVICE CHARGE FOR 2B PATTERSON STREET	100.10
	01/12/2023	WESFARMERS KLEENHEAT GAS PTY LTD	2 X 45KG - EQUIPMENT SERVICE CHARGE FOR 27C QUINLAN STREET	100.10
	01/12/2023	WESFARMERS KLEENHEAT GAS PTY LTD	2 X 45KG - EQUIPMENT SERVICE CHARGE FOR 27D QUINLAN ST	100.10
	01/12/2023	WESFARMERS KLEENHEAT GAS PTY LTD	2 X 45KG - EQUIPMENT SERVICE CHARGE FOR 27B QUINLAN STREET	76.98
EFT25577	21/12/2023	T A MATTHEWS ELECTRICAL SERVICES		- 2,645.50

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
	20/12/2023	T A MATTHEWS ELECTRICAL SERVICES	CHECK POWERPOINTS, ELECTRICAL ISSUE AT 27D QUINLAN ST, WONGAN HILLS	132.00
	20/12/2023	T A MATTHEWS ELECTRICAL SERVICES	DISCOUNT & RECONNECT NEW HWS AT 42 MITCHELL ST WONGAN HILLS	132.00
	20/12/2023	T A MATTHEWS ELECTRICAL SERVICES	SWIMMING POOL - SOFT STARTER ON AIR COMPRESSOR MOTOR, CARRY OUT REPLACEMENT AS REQUIRED	2,117.50
	20/12/2023	T A MATTHEWS ELECTRICAL SERVICES	WONGAN HILLS S/POOL - DISCONNECT OLD HWS IN FEMALE TOILETS & RECONNECT NEW HWS	264.00
EFT25578	21/12/2023	LGIS INSURANCE BROKING	REGIONAL RISK CO-ORDINATOR FEES FOR DECEMBER 2023	- 5,481.21
EFT25579	21/12/2023	BALLIDU TAVERN	ANNUAL SHIRE CHRISTMAS PARTY 2023	- 4,425.00
EFT25580	21/12/2023	RBC RURAL		- 3,439.77
	18/12/2023	RBC RURAL	METER PLAN CHARGE FOR SHIRE ADMINISTRATION OFFICE	602.10
	18/12/2023	RBC RURAL	METER PLAN CHARGE FOR CRC ADMINISTRATION	2,837.67
EFT25581	21/12/2023	DRAGER AUSTRALIA PTY LTD	BA SERVICING	- 298.10
EFT25582	21/12/2023	SIGMA CHEMCIALS	CHEMICALS FOR POOL 3 X CALCIOL1, 3 X CALCIOL 2, 10KG CYANURIC ACID, 10KG X 3 DRY CHLORINE	- 562.38
EFT25583	21/12/2023	PUBLIC TRANSPORT AUTHORITY OF WA	TRANS WA FOR NOVEMBER 2023	- 61.94
EFT25584	21/12/2023	WONGAN HILLS HOTEL	COUNCILLOR END OF TERM DINNER - MEAL CHARGES	- 1,950.00
EFT25585	21/12/2023	DAVE WATSON CONTRACTING PTY.LTD	TRIMMING OF TREES	- 2,200.00
EFT25586	21/12/2023	NEWINS FAMILY TRUST	CLEANING OF 14 ELLIS STREET WONGAN HILLS	- 352.00
EFT25587	21/12/2023	BLACKWELL PLUMBING & GAS PTY LTD		- 4,411.00
	19/12/2023	BLACKWELL PLUMBING & GAS PTY LTD	SUPPLY AND INSTALL HWS AT 42 MITCHELL STREET WONGAN HILLS	2,420.00
	19/12/2023	BLACKWELL PLUMBING & GAS PTY LTD	SUPPLY AND INSTALL SIEBEL ELTON HWS FOR WONGAN SWIMMING POOL, TRAVEL CHARGE SHARED WITH 42 MITCHELL ST	1,991.00
EFT25588	21/12/2023	RYLAN CONCRETE	SUPPLY AND LAY KURBING FOR STICKLAND ST	- 15,406.60
EFT25589	21/12/2023	AUTOPRO NORTHAM	SUPPLY 2 X RYCO OIL FILTER CARTRIDGE FOR WORKS CO-ORDINATOR VEHICLE	- 30.20
EFT25590	21/12/2023	CORSIGN WA	CONVEX MIRROR 600MM FOR SWIMMING POOL	- 148.50
EFT25591	21/12/2023	NEXUS COMMUNICATIONS SYSTEMS	REPLACEMENT OF MAG LOCKS WITH ELECTRIC STRIKES AT THE MEDICAL CENTRE FOR SWIPE CARD ACCESS	- 3,674.00
EFT25592	21/12/2023	HERSEY'S SAFETY PTY LTD	12 BUSHMAN REPELANT - BP150A	- 1,304.46
EFT25593	21/12/2023	COUNCIL FIRST	MS OFFICE 365 FOR JANUARY 2024	- 1,670.42
EFT25594	21/12/2023	KATELYN BOROVINA	UNIFORM REIMBURSEMENT	- 134.99
EFT25595	21/12/2023	HBP SERVICES WA	EHO SERVICES	- 3,259.08
EFT25596	21/12/2023	ENVIROCLEAN (WA)	ENVIROCLEAN MONTHLY HIRE	- 214.50
EFT25597	21/12/2023	SEEK LIMITED	SEEK JOB ADVERT CSO-CRC ADVERTISED ON 15/12/23	- 401.50
EFT25598	21/12/2023	RING CENTRAL AUSTRALIA		- 741.40
	27/10/2023	RING CENTRAL AUSTRALIA	MEDICAL CENTRE PHONE ACCOUNT BILLING PERIOD 26/10/23 TO 25/11/23	341.57

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
	28/11/2023	RING CENTRAL AUSTRALIA	MEDICAL CENTRE PHONE ACCOUNT BILLING PERIOD 26/11/23 TO 25/12/23	399.83
EFT25599	21/12/2023	ROSS RAYSON	ROSS RAYSON DOT REIMBURSEMENT	- 477.85
EFT25600	21/12/2023	HYDRA STORM	LINER BASE FOR CADOUX WORKS	- 524.70
EFT25601	27/12/2023	WESTPAC BANKING CORPORATION	WAGES PPE 26.12.2023	- 71,857.17
DD12318.1	01/12/2023	WESTNET PTY LTD	INTERNET USAGE FROM 01/12/23 TO 01/01/24	- 609.90
DD12326.1	11/12/2023	TELSTRA CORPORATION LIMITED	ADMINISTRATION PHONE ACCOUNT	- 2,125.27
DD12337.1	14/12/2023	DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY	2B PATTERSON STREET, WONGAN HILLS	- 980.00
DD12338.1	15/12/2023	DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY	31A QUINLAN ST WONGAN HILLS	- 780.00
DD12340.1	15/12/2023	DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY	27B QUINLAN ST WONGAN HILLS	- 760.00
DD12342.1	14/12/2023	DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY	U1/20 STICKLAND ST WONGAN HILLS	- 328.00
DD12343.1	15/12/2023	DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY	2B PATTERSON ST WONGAN HILLS	- 592.00
DD12345.1	19/12/2023	AMP SUPERANNUATION LTD.	SUPER PPE 12.12.2023	- 339.25
DD12345.2	19/12/2023	REST SUPERANNUATION	SUPER PPE 12.12.2023	- 70.68
DD12345.3	19/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPER PPE 12.12.2023	- 449.02
DD12345.4	19/12/2023	AUSTRALIAN SUPER	SUPER PPE 12.12.2023	- 873.08
DD12345.5	19/12/2023	PRIME SUPER	SUPER PPE 12.12.2023	- 1,512.30
DD12345.6	19/12/2023	VIRGIN MONEY SUPER	SUPER PPE 12.12.2023	- 220.80
DD12345.7	19/12/2023	COMMONWEALTH ESSENTIAL SUPER	SUPER PPE 12.12.2023	- 311.85
DD12345.8	19/12/2023	HOSTPLUS SUPERANNUATION FUND	SUPER PPE 12.12.2023	- 199.90
DD12345.9	19/12/2023	AWARE SUPER ACCUMULATION	SUPER PPE 12.12.2023	- 12,702.70
DD12353.1	22/12/2023	TELSTRA CORPORATION LIMITED	SPORT & RECREATION PHONE ACCOUNT	- 50.00
DD12354.1	20/12/2023	TELSTRA CORPORATION LIMITED	MOBILE ENHANCED SMS LINE ISSUED 02/12/2023	- 394.30
4456931163	02/12/2023	TELSTRA CORPORATION LIMITED	MOBILE ENHANCED SMS LINE ISSUED 02/12/2023	394.30
DD12358.1	27/12/2023	AMP SUPERANNUATION LTD.	SUPER PPE 26.12.2023	- 337.89
DD12358.2	27/12/2023	REST SUPERANNUATION	SUPER PPE 26.12.2023	- 70.68
DD12358.3	27/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPER PPE 26.12.2023	- 442.38
DD12358.4	27/12/2023	AUSTRALIAN SUPER	SUPER PPE 26.12.2023	- 905.10
DD12358.5	27/12/2023	PRIME SUPER	SUPER PPE 26.12.2023	- 1,536.78
DD12358.6	27/12/2023	VIRGIN MONEY SUPER	SUPER PPE 26.12.2023	- 220.80
DD12358.7	27/12/2023	COMMONWEALTH ESSENTIAL SUPER	SUPER PPE 26.12.2023	- 350.05
DD12358.8	27/12/2023	HOSTPLUS SUPERANNUATION FUND	SUPER PPE 26.12.2023	- 216.27
DD12358.9	27/12/2023	AWARE SUPER ACCUMULATION	SUPER PPE 26.12.2023	- 13,104.10

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2023 TO 31ST DECEMBER 2023				
Chq/EFT	Date	Name	Description	Amount
DD12362.1	28/12/2023	DEPARTMENT OF TRANSPORT	DOT PAYMENTS FOR DECEMBER 2023	- 99,083.10
DD12363.1	27/12/2023	TELETRAC NAVMAN	MONTHLY SATELLITE SERVICE	- 2,478.08
200003	04/12/2023	SHIRE OF WONGAN-BALLIDU - PAYROLL	PAYROLL DEDUCTION	- 1,451.00
200004	19/12/2023	SHIRE OF WONGAN-BALLIDU - PAYROLL	PAYROLL DEDUCTIONS PPE 12.12.2023	- 1,451.00
DD12345.10	19/12/2023	MERCER SUPER	SUPER PPE 12.12.2023	- 221.97
DD12345.11	19/12/2023	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPER PPE 12.12.2023	- 313.09
DD12358.10	27/12/2023	MERCER SUPER	SUPER PPE 26.12.2023	- 221.97
DD12358.11	27/12/2023	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPER PPE 26.12.2023	- 295.36
DD12352.1	20/12/2023	<b>CREDIT CARDS</b>		- 4,600.30
		<b>CREDIT CARD HOLDER - CEO</b>		- 625.72
	14/11/2023	RURAL HEALTH WEST	SUBSCRIPTION	100.00
	24/11/2023	LOCAL GOVERNMENT PROFESSIONALS	PEOPLE & CULTURE NETWORK 29/11/23	70.00
	23/11/2023	NESPRESSO	COFFEE PODS & DESCALING KIT	150.45
	03/11/2023	FELLOW APP	SUBSCRIPTION/FEES	58.13
	30/11/2023	ADOBE PRO	CRC SUBSCRIPTION FEE	247.17
		<b>CREDIT CARD HOLDER - DCEO</b>		- 769.99
	25/11/2023	TELSTRA	PURCHASE OF NETGEAR NIGHTHAWK M6 PRO	690.00
	27/11/2023	ADOBE PRO	CRC SUBSCRIPTION	79.99
		<b>CREDIT CARD HOLDER - MRS</b>		- 1,481.50
	06/11/2023	DWER	WONGAN TIP ANNUAL LICENCE FEE L6953/1997/8	1,303.50
	10/11/2023	MIDLAND MOBILE REPAIRS	FLIP CASE AND SCREEN PROTECTOR	53.00
	23/11/2023	BUNNINGS	RUBBER MAT FOR SWIMMING POOL	125.00
		<b>CREDIT CARD HOLDER - MWS</b>		- 957.80
	21/11/2023	INGOT HOTEL	ACCOMODATION FOR 5 X WORKERS ATTENDING THE CEMETERY FOOT PRINT TRAINING COURSE	957.80
		<b>CREDIT CARD HOLDER - MCS</b>		- 765.29
	16/11/2023	FLIPPING BOOK	SUBSCRIPTION FOR BOOMER	765.29

MUNICIPAL BANK	1,901,848.37
TRUST BANK	
TOTAL	1,901,848.37
RECOVERABLE	741.40
PART RECOVERABLE	

## 9.2.2 FINANCIAL REPORTS FOR DECEMBER 2023

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	13 February 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Sam Dolzadelli – Deputy 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 December 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 subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
  - (a) Presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

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

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

#### **POLICY REQUIREMENTS:**

Council Policy 4.1 – Accounting

#### **LEGISLATIVE REQUIREMENTS:**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

#### **STRATEGIC IMPLICATIONS:**

There are no Strategic Implications relating to this item.

#### **SUSTAINABILITY IMPLICATIONS:**

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

#### **FINANCIAL IMPLICATIONS:**

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 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 December 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 December 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 – December 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	4,328,159	4,421,868
Profit on asset disposals	15,280	0	0
Cash Operating Expenditure	(5,365,706)	(3,113,423)	(2,970,827)
Depreciation	(3,656,297)	(1,828,044)	(4,271,508)
Loss on asset disposals	(35,273)	0	0
Capital Expenditure	(8,881,056)	(2,695,828)	(2,655,263)
Capital Income	5,114,395	1,599,531	1,626,974
Financing Activities	1,600,335	(90,707)	(130,490)
Non-cash items (excluded)	3,676,290	1,828,044	4,271,508
<b>Closing Surplus/(Deficit)</b>	<b>0</b>	<b>2,741,129</b>	<b>3,036,998</b>

### **Rates**

Rates notices were issued with an effective issuance date of 7 August 2023. As at 31 December 2023, the Shire had receipted \$3,413,476 in rates, ESL and rubbish charges. Due date for payment in full, or first instalment was 11 September 2023. As at 31 December 2023, the gross amount of rates, ESL and rubbish charges outstanding (including arrears, legal charges and interest) is **\$424,300** and of this amount \$37,346 is made up of deferred pensioner rates. Total outstanding equates to 11.14% of the brought forward arrears and current year billing.

Final notices were issued on 18 September, giving ratepayers 14 days to pay any amount outstanding if they were not paying by instalments. Any ratepayers who still had not made payment were issued with a final demand on 13 October, with payment terms of 7 days. On the 25<sup>th</sup> of October any unpaid accounts were sent to the Shire's external debt recovery agent. The total amount owing that is being recovered through the agent as at 31 December 2023 is \$22,890.

### **Capital Works**

As at 31 December 2023 the Shire has incurred \$2,655,263 in actual expenditure on capital works projects against a current budget of \$8,841,858 representing 30.03% of the budgeted works.

### **Depreciation**

There is a significant increase in the annual depreciation expense due to the revaluation of infrastructure assets at 30 June 2023. The fair value of roads increased by 194% and the depreciation rates increased by approximately 500%. The fair value of drainage assets increased by 165% and depreciation rates increased by approximately 145%. Depreciation is a non-cash expense, meaning there is no impact on the Shire's funding 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. This actual opening surplus has been audited and will be amended as part of 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 December 2023, as presented as attachment 1 to this report.
2. Notes the unrestricted municipal surplus of \$3,036,998 for the month ended 31 December 2023.
3. Receives the Monthly Financial Health Check as presented as attachment 2 to this report.



## **SHIRE OF WONGAN-BALLIDU**

### **MONTHLY FINANCIAL REPORT**

**31/12/2023**

#### **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 DECEMBER 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	3,391,941	3,402,364	(0.3%)	✓
Operating grants, subsidies and contributions	491,067	491,067	363,018	416,218	(14.7%)	x
Fees and charges	684,397	684,397	448,030	391,706	12.6%	x
Other Revenue	108,050	108,050	53,988	84,323	(56.2%)	x
Interest	143,180	143,180	71,182	127,257	(78.8%)	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>4,328,159</b>	<b>4,421,868</b>		
<b>OPERATING EXPENSES</b>						
Employee Costs	(2,716,739)	(2,716,739)	(1,399,261)	(1,255,808)	10.3%	x
Materials & Contracts	(1,530,009)	(1,630,009)	(929,884)	(963,048)	(3.6%)	✓
Utility charges	(394,853)	(394,853)	(197,058)	(144,821)	26.5%	x
Interest	(43,600)	(43,600)	(21,800)	(21,180)	2.8%	✓
Insurance	(290,861)	(290,861)	(290,815)	(303,343)	(4.3%)	✓
Other General	(389,644)	(389,644)	(274,605)	(282,627)	(2.9%)	✓
Loss on Asset Disposals	(35,273)	(35,273)	0	0	0.0%	✓
Depreciation	(3,656,297)	(3,656,297)	(1,828,044)	(4,271,508)	(133.7%)	x
<b>b: TOTAL OPERATING EXPENSES</b>	<b>(9,057,276)</b>	<b>(9,157,276)</b>	<b>(4,941,467)</b>	<b>(7,242,335)</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	3,656,297	3,656,297	1,828,044	4,271,508		
Adjust (Profit)/Loss on Asset Disposal	19,993	19,993	-	0		
	<b>3,676,290</b>	<b>3,676,290</b>	<b>1,828,044</b>	<b>4,271,508</b>		
<b>Amount attributable to operating activities</b>	<b>(547,071)</b>	<b>(647,071)</b>	<b>1,214,736</b>	<b>1,451,041</b>		
<b>INVESTING ACTIVITIES</b>						
Non-Operating grants, subsidies and contributions	4,866,395	4,866,445	1,599,531	1,626,974	(1.7%)	✓
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>5,114,445</b>	<b>1,599,531</b>	<b>1,626,974</b>		
Capex - Land & Buildings	(1,923,572)	(1,923,572)	(149,970)	(50,391)	66.4%	x
Capex - Furniture & Equipment	(96,060)	(114,060)	(40,524)	(41,075)	(1.4%)	✓
Capex - Intangible Assets	(100,000)	0	0	0	0.0%	✓
Capex - Motor Vehicles	(156,000)	(178,414)	0	0	0.0%	✓
Capex - Plant	(1,090,546)	(1,090,546)	(217,498)	(242,097)	(11.3%)	x
Capex - Infrastructure - Roads	(5,058,724)	(5,070,047)	(2,166,672)	(2,183,813)	(0.8%)	✓
Capex - Infrastructure - Footpaths	(174,665)	(174,665)	(12,198)	0	100.0%	x
Capex - Infrastructure - Other	(281,489)	(290,554)	(108,966)	(137,887)	(26.5%)	x
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>(8,881,056)</b>	<b>(8,841,858)</b>	<b>(2,695,828)</b>	<b>(2,655,263)</b>		
<b>Amount attributable to investing activities</b>	<b>(3,766,661)</b>	<b>(3,727,413)</b>	<b>(1,096,297)</b>	<b>(1,028,289)</b>		
<b>FINANCING ACTIVITIES</b>						
Transfer from reserves	1,840,346	1,840,346	0	0	0.0%	✓
Transfer to reserves	(893,129)	(841,442)	(42,498)	(82,763)	(94.7%)	x
Lease liabilities principal repayments	(8,882)	(8,882)	(4,440)	(4,031)	9.2%	✓
Proceeds on new borrowings	750,000	750,000	0	0	0.0%	✓
Loan principal repayment	(106,400)	(106,400)	(52,969)	(52,969)	0.0%	✓
SSL Principal Reimbursements	18,400	18,400	9,200	9,273	(0.8%)	✓
<b>Amount attributable to financing activities</b>	<b>1,600,335</b>	<b>1,652,022</b>	<b>(90,707)</b>	<b>(130,490)</b>		
<b>CLOSING SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>(9,065)</b>	<b>2,741,129</b>	<b>3,036,998</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**  
**31/12/2023**

	31 December 2023	2023
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	6,760,773	7,135,083
Trade and other receivables	634,180	977,420
Other financial assets	9,127	18,400
Inventories	9,087	12,918
Other assets	890,839	87,588
Assets classified as held for sale	-	21,155
<b>TOTAL CURRENT ASSETS</b>	<b>8,304,006</b>	<b>8,252,564</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	32,858,133	33,266,272
Infrastructure	221,362,711	222,570,816
Right-of-use assets	26,280	26,278
<b>TOTAL NON-CURRENT ASSETS</b>	<b>254,591,508</b>	<b>256,207,750</b>
<b>TOTAL ASSETS</b>	<b>262,895,514</b>	<b>264,460,314</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	276,150	542,301
Other liabilities	742,711	783,471
Lease liabilities	2,707	6,738
Borrowings	53,016	105,986
Employee related provisions	401,646	409,042
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,476,230</b>	<b>1,847,538</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>3,360,128</b>	<b>3,731,436</b>
<b>NET ASSETS</b>	<b>259,535,386</b>	<b>260,728,878</b>
<b>EQUITY</b>		
Retained surplus	66,050,079	67,326,335
Reserve accounts	3,879,218	3,796,456
Revaluation surplus	189,606,089	189,606,087
<b>TOTAL EQUITY</b>	<b>259,535,386</b>	<b>260,728,878</b>

Shire of Wongan-Ballidu Variance Report 31 December 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>				
✓	10,423	Within Threshold	Rates	Within Council variance reporting threshold.
✗	53,200	Timing	Operating grants, subsidies and contributions	Favourable - Timing of receipt of grant monies.
✗	(56,324)	Timing	Fees and charges	Unfavourable - Timing variance for various fees and charges (standpipe charges are the main variance which offset standpipe water usage expenditure, meaning the expenditure is also less).
✗	30,335	Timing	Other Revenue	Favourable - Timing
✗	56,075	Timing	Interest	Favourable - Interest earned is higher than estimated. Will be addressed at budget review.
✓	0	Within Threshold	Profit on Asset Disposals	Within Council variance reporting threshold.
<b>Operating Expenditure</b>				
✗	143,453	Timing	Employee Costs	Favourable - Due to vacancies
✓	(33,164)	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✗	52,237	Timing	Utility charges	Favourable - Timing of utility payments are not always precise to the monthly budget allocations.
✓	620	Within Threshold	Interest	Within Council variance reporting threshold.
✓	(12,528)	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	(8,022)	Within Threshold	Other General	Within Council variance reporting threshold.
✓	0	Within Threshold	Loss on Asset Disposals	Within Council variance reporting threshold.
✗	(2,443,464)	Permanent	Depreciation	Annual depreciation has increased from \$3.63m to \$8.54m due to the infrastructure revaluation at 30 June 2023. The fair value of roads increased by 194% and depreciation rate increased by circa 500%.
<b>Investing</b>				
✓	27,443	Within Threshold	Non-Operating grants, subsidies and contributions	Unfavourable - Timing of grant income recognition.
✓	0	Within Threshold	Proceeds from disposal of motor vehicles and P&E	Within Council variance reporting threshold.
✗	99,579	Timing	Capex - Land & Buildings	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	(551)	Within Threshold	Capex - Furniture & Equipment	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	0	Within Threshold	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.
✗	(24,599)	Timing	Capex - Plant	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	(17,141)	Within Threshold	Capex - Infrastructure - Roads	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	12,198	Timing	Capex - Infrastructure - Footpaths	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	(28,921)	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.
✗	(40,265)	Permanent	Transfer to reserves	Favourable - Due to increase in interest earned. Will be addressed at budget review.
✓	409	Within Threshold	Lease liabilities principal repayments	Unfavourable - Minor timing variance.
✓	0	Within Threshold	Loan principal repayment	Within Council variance reporting threshold.
✓	73	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 December 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 December 2023</b>
	<b>30 June 2023</b>	<b>30 June 2023</b>	
	\$		\$
<b>Current Assets</b>			
Cash Unrestricted	3,338,628	3,338,628	2,881,556
Cash Restricted - Reserves	3,796,456	3,796,456	3,879,218
Receivables - Rates	86,580	88,209	353,236
Receivables - Other	977,638	976,799	1,171,784
Receivables - ATO	0	967	0
Inventories	28,151	34,072	9,087
Financial assets	18,400	18,400	9,127
	8,245,853	8,253,531	8,304,008
<b>Less: Current Liabilities</b>			
Payables	(448,020)	(429,817)	(295,120)
Payables - ATO	(118,837)	(113,378)	18,970
Contract Liabilities - Unspent grants	(783,471)	(783,471)	(742,711)
Employee provisions	(409,042)	(409,043)	(401,646)
Lease liabilities	(8,882)	(6,738)	(2,707)
Long term borrowings	(106,400)	(105,986)	(53,016)
	(1,874,652)	(1,848,433)	(1,476,230)
<b>Net Current Assets</b>	6,371,201	6,405,098	6,827,778
<b>Adjustments to Net Current Assets</b>			
Less: Restricted Cash - Reserves	(3,796,456)	(3,796,456)	(3,879,218)
Less: Current self-supporting loans receivable	(18,400)	(18,400)	(9,127)
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	53,016
Add: Current portion of lease liabilities	8,882	6,738	2,707
	(3,657,804)	(3,660,362)	(3,790,780)
<b>Net Current Assets used in the Statement of Financial Activity</b>	<b>2,713,397</b>	<b>2,744,736</b>	<b>3,036,998</b>

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

Existing Loans \* Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Dec 23	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2023	Principal Repayments YTD	Loan Balance @ 31 Dec 23
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(3,802)	208,341	(9,273)	199,068
152	Co-Location Construction	Shire	Dec-2039		2,000,000	(21,904)	-	(17,378)	1,706,319	(43,697)	1,662,622
TBA	Volunteer BFB Fire Shed	Shire	-	750,000	-						
<b>TOTAL EXISTING LOANS</b>				<b>750,000</b>	<b>2,300,000</b>	<b>(21,904)</b>	<b>-</b>	<b>(21,180)</b>	<b>1,914,660</b>	<b>(52,969)</b>	<b>1,861,691</b>

Shire Loan Summary  
Self Supporting Loan Summary

-	2,000,000	(21,904)	-	(17,378)	1,706,319	(43,697)	1,662,622
750,000	300,000				208,341	(9,273)	199,068

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

Loan Balance @ 31 Dec 23	SSL	Shire	Total
(84,193)	(18,400)	(65,793)	(84,193)
(1,777,498)	(180,668)	(1,596,829)	(1,777,498)
<b>(1,861,691)</b>	<b>(199,068)</b>	<b>(1,662,622)</b>	<b>(1,861,691)</b>

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 DECEMBER 2023															
ADOPTED FULL YEAR'S BUDGET								CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 DECEMBER 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	260,522	(250,000)	899,624	82,763	82,763	-	971,865
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	-	565,920	(998,546)	835,371	-	-	-	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>841,442</b>	<b>(1,840,346)</b>	<b>2,797,552</b>	<b>82,763</b>	<b>82,763</b>	<b>-</b>	<b>3,879,219</b>

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 31 DECEMBER 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	\$0.00	\$0.00	\$0.00	\$55,065.00	\$55,065.00	\$0.00			Intangible Assets
04253	Computer Hardware (F&E) - CAPEX	\$13,640.00	\$13,640.00	\$6,816.00	\$4,618.63	\$0.00	\$4,618.63	\$9,021.37		34%	Furniture & Equipment
04263	Capex - Chambers ICT Upgrade (F&E)	\$45,000.00	\$63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,000.00		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	\$3,750.00	\$10,900.91	\$0.00	\$10,900.91	-\$3,400.91		145%	Land & Buildings
06408	Community Bus (MV) - CAPEX	\$96,000.00	\$118,414.00	\$0.00	\$0.00	\$122,727.27	\$122,727.27	\$118,414.00		0%	Motor Vehicles
06415	CRC Capital Expense (Buildings) - CAPEX	\$28,121.00	\$28,121.00	\$14,058.00	\$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	\$30,000.00	\$27,268.00	\$0.00	\$27,268.00	\$2,732.00		91%	Furniture & Equipment
09066	16 Moore Street (Buildings)- CAPEX	\$20,561.00	\$20,561.00	\$10,272.00	\$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	\$7,248.00	\$0.00	\$0.00	\$0.00	\$14,500.00		0%	Infrastructure - Other
10815	Community Park Toilets (Buildings)- CAPEX	\$10,113.00	\$10,113.00	\$5,046.00	\$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	\$1,680.00	\$0.00	\$0.00	\$0.00	\$153,364.00		0%	Land & Buildings
11030	Community Park WH (Infras Other)- CAPEX	\$23,540.00	\$32,605.00	\$0.00	\$0.00	\$32,605.00	\$32,605.00	\$32,605.00		0%	Infrastructure - Other
11034	Federation Park (Cadoux) - Capex	\$20,337.00	\$20,337.00	\$10,158.00	\$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	\$60,000.00	\$72,567.53	\$0.00	\$72,567.53	\$47,432.47		60%	Infrastructure - Other
11470	Gang Mower (P&E) - CAPEX	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00		0%	Plant & Equipment
11610	Radio & Television Tower (Buildings) - CAPEX	\$58,906.00	\$58,906.00	\$29,448.00	\$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	\$53,100.00	\$14,477.69	\$28,619.36	\$43,097.05	\$91,733.31		14%	Land & Buildings
11621	Ballidu Sports Complex (Buildings) - CAPEX	\$9,800.00	\$9,800.00	\$4,896.00	\$0.00	\$0.00	\$0.00	\$9,800.00		0%	Land & Buildings
11622	Economic Stimulus Project	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$7,569.00	\$7,569.00	\$40,000.00		0%	Infrastructure - Other
12080	Depot Bldg. Capital (Buildings) - CAPEX	\$26,192.00	\$26,192.00	\$13,092.00	\$0.00	\$22,727.27	\$22,727.27	\$26,192.00		0%	Land & Buildings
12610	Trucks - CAPEX	\$624,546.00	\$624,546.00	\$0.00	\$0.00	\$633,562.59	\$633,562.59	\$624,546.00		0%	Plant & Equipment
12629	Sundry Plant and Equipment (CAPEX)	\$40,000.00	\$40,000.00	\$19,998.00	\$21,323.48	\$0.00	\$21,323.48	\$18,676.52		53%	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	\$37,500.00	\$67,445.00	\$0.00	\$67,445.00	\$7,555.00		90%	Plant & Equipment
12634	Capex - Water Tankers	\$160,000.00	\$160,000.00	\$160,000.00	\$153,328.42	\$0.00	\$153,328.42	\$6,671.58		96%	Plant & Equipment
13610	Museum - CAPEX	\$43,724.00	\$43,724.00	\$108.00	\$488.32	\$0.00	\$488.32	\$43,235.68		1%	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	\$4,314.00	\$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	\$63,636.36	\$63,636.36	\$200,000.00		0%	Land & Buildings
14885	Lot 162 Danubin St - CAPEX	\$40,113.00	\$40,113.00	\$48.00	\$0.00	\$0.00	\$0.00	\$40,113.00		0%	Land & Buildings
14932	Gravel Pits - Capex	\$83,449.00	\$83,449.00	\$41,718.00	\$65,319.00	\$0.00	\$65,319.00	\$18,130.00		78%	Infrastructure - Other
40100	CRC Capital Expenditure Furniture & Equipment - CAPEX	\$7,420.00	\$7,420.00	\$3,708.00	\$9,188.32	\$0.00	\$9,188.32	-\$1,768.32		124%	Furniture & Equipment
AROAD	RRG Funded Capital Roadworks (Infras Roads)	\$1,074,795.00	\$1,114,240.00	\$557,046.00	\$906,953.59	\$40,215.45	\$947,169.04	\$207,286.41		81%	Infrastructure - Roads
BROAD	R2R Funded Capital Roadworks (Infras Roads)	\$769,341.00	\$769,341.00	\$384,558.00	\$455,070.89	\$41,227.08	\$496,297.97	\$314,270.11		59%	Infrastructure - Roads
DROAD	Own Funded Capital Footpaths (Infras footpaths)	\$174,665.00	\$174,665.00	\$12,198.00	\$0.00	\$100,525.00	\$100,525.00	\$174,665.00		0%	Infrastructure - Footpaths
EROAD	Own Funded Capital Roadworks (Infras Roads)	\$314,014.00	\$314,014.00	\$156,948.00	\$72,219.83	\$44,945.32	\$117,165.15	\$241,794.17		23%	Infrastructure - Roads
GROAD	Wheatbelt Secondary Freight Network Roadworks (Infra Roads)	\$2,900,574.00	\$2,872,452.00	\$1,068,120.00	\$749,568.76	\$0.00	\$749,568.76	\$2,122,883.24		26%	Infrastructure - Roads
		<b>\$8,881,056.00</b>	<b>\$8,841,858.00</b>	<b>\$2,695,828.00</b>	<b>\$2,655,262.93</b>	<b>\$1,402,515.61</b>	<b>\$4,057,778.54</b>	<b>\$6,186,595.07</b>		30%	

Asset Class	Original Budget	Current Budget	YTD Budget	YTD Actual	PO	Total Actual	Variance	Indicator	Completion %
Land & Buildings	\$1,923,572	\$1,923,572	\$149,970	\$50,391	\$114,983	\$165,374	\$1,873,181		3%
Furniture & Equipment	\$96,060	\$114,060	\$40,524	\$41,075	\$0	\$41,075	\$72,985		36%
Intangible Assets	\$100,000	\$0	\$0	\$0	\$55,065	\$55,065	\$0		
Motor Vehicles	\$156,000	\$178,414	\$0	\$0	\$181,818	\$181,818	\$178,414		0%
Plant & Equipment	\$1,090,546	\$1,090,546	\$217,498	\$242,097	\$783,563	\$1,025,659	\$848,449		22%
Infrastructure - Roads	\$5,058,724	\$5,070,047	\$2,166,672	\$2,183,813	\$126,388	\$2,310,201	\$2,886,234		43%
Infrastructure - Footpaths	\$174,665	\$174,665	\$12,198	\$0	\$100,525	\$100,525	\$174,665		0%
Infrastructure - Other	\$281,489	\$290,554	\$108,966	\$137,887	\$40,174	\$178,061	\$152,667		47%
	<b>\$8,881,056.00</b>	<b>\$8,841,858.00</b>	<b>\$2,695,828.00</b>	<b>\$2,655,262.93</b>	<b>\$1,402,515.61</b>	<b>\$4,057,778.54</b>	<b>\$6,186,595.07</b>		30%

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

SHIRE OF WONGAN - BALLIDU  
INVESTMENT REPORT FOR 31 DECEMBER 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	\$ 1,500,000.00	\$ 25,130.40	\$ 2,826,148.07	\$ 25,130.40
Total of current municipal investments							\$ 1,301,017.67	\$ 1,500,000.00	\$ 25,130.40	\$ 2,826,148.07	\$ 25,130.40

**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	\$ 82,762.78	\$ 3,879,217.65	\$ 82,762.78
Total of reserve investments and cash							\$ 2,715,126.70	\$ 1,081,328.17	\$ 82,762.78	\$ 3,879,217.65	\$ 82,762.78

Total of matured municipal and reserve investment							\$ -	\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 4,016,144.37	\$ 2,581,328.17	\$ 107,893.18	\$ 6,705,365.72	\$ 107,893.18

**SHIRE OF WONGAN-BALLIDU**  
**BANK RECONCILIATIONS FOR 31 DECEMBER 2023**

	Total	Municipal (01106+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
<b>Opening Balance</b>	8,277,823.34	4,376,566.21	35,315.56	3,865,091.57	850.00
<b>Add:</b> Receipts	420,798.66	406,672.55		14,126.11	
Unallocated Deposits	-				
Transfers In/(Out)	-				
Transfers In/(Out)	-				
	-				
<b>Less:</b> Payments - EFT & Cheques	(1,901,848.37)	(1,901,848.37)			
Payments - Bank Fees	(684.70)	(684.70)			
Adjustments & Transfers	(0.02)	(0.02)			
Unallocated payments	-	-			
<b>Balance as per General Ledger</b>	<b>6,796,088.91</b>	<b>2,880,705.67</b>	<b>35,315.56</b>	<b>3,879,217.68</b>	<b>850.00</b>
<b>Balance as per Bank Statements</b>	89,829.16	54,513.60	35,315.56		
<b>Balance as per Bank Deposit Certificates</b>	3,879,217.65	-		3,879,217.65	
<b>Balance as per Holder Certificates</b>	2,826,998.07	2,826,148.07			850.00
<b>Add:</b> Outstanding Deposits	44.00	44.00		-	
Adjustments - Unallocated deposits	-				
	-				
<b>Less:</b> Unpresented Payments	-	-			
	-				
Adjustments & Transfers	0.03	-		0.03	
Rounding	-				
<b>Balance as per Cash Book</b>	<b>6,796,088.91</b>	<b>2,880,705.67</b>	<b>35,315.56</b>	<b>3,879,217.68</b>	<b>850.00</b>

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 31 DECEMBER 2023				
		Rates and Charges Raised for 2023/2024	\$ 3,663,361.00	Rates and service charges - raised 07.08.23
		Arrears 1 July 2023	\$ 145,028.00	
Rates and Charges Oustanding Breakdown				
Total Amount Outstanding		31-Dec-23	\$ 424,300.20	11.14%
Outstanding same time last year		31-Dec-22	\$ 442,074.87	12.81%
SUNDRY DEBTORS OUTSTANDING 31 DECEMBER 2023				
Debtors Ageing Summary				
Current			\$ 242,445.24	
30 Days			\$ 4,945.92	
60 Days			\$ 1,722.95	
90 Days & Over			\$ 57,530.52	\$55,860 (Firm, see below)
Credit Balance			\$ (3,986.85)	
<b>Total Outstanding</b>			<b>\$ 302,657.78</b>	
Accounts 90 Days & Over:				
<b>Date</b>	<b>Dr No.</b>	<b>Comments</b>	<b>Amount</b>	
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.
9/08/2023	1449	Food permit	\$ 285.00	Paid 4/01/24
1/08/2023	1578	PA Bond	\$ 127.00	Contacted customers and followed up again 30/11/23.
28/08/2023	1594	Wongan Hills Refusal Site	\$ 330.00	Client had paid in office before invoice was issued. Credit note to be issued.
31/05/2023	1572	Water Consumption Charges	\$ 22.86	Contacted via phone and email
29/06/2023	1555	Medical Centre Room Hire	\$ 136.50	Contacted via phone and email. Provided a copy of statement and invoice to be collected from Medical Centre also posted a copy on 12/12/23
19/07/2023	1464	Medical Centre Room Hire	\$ 301.25	Customer are disputing a booking. Currently with MRS regarding next step.
<b>Total</b>			<b>\$ 57,530.52</b>	

# MONTHLY FINANCIAL HEALTH CHECK

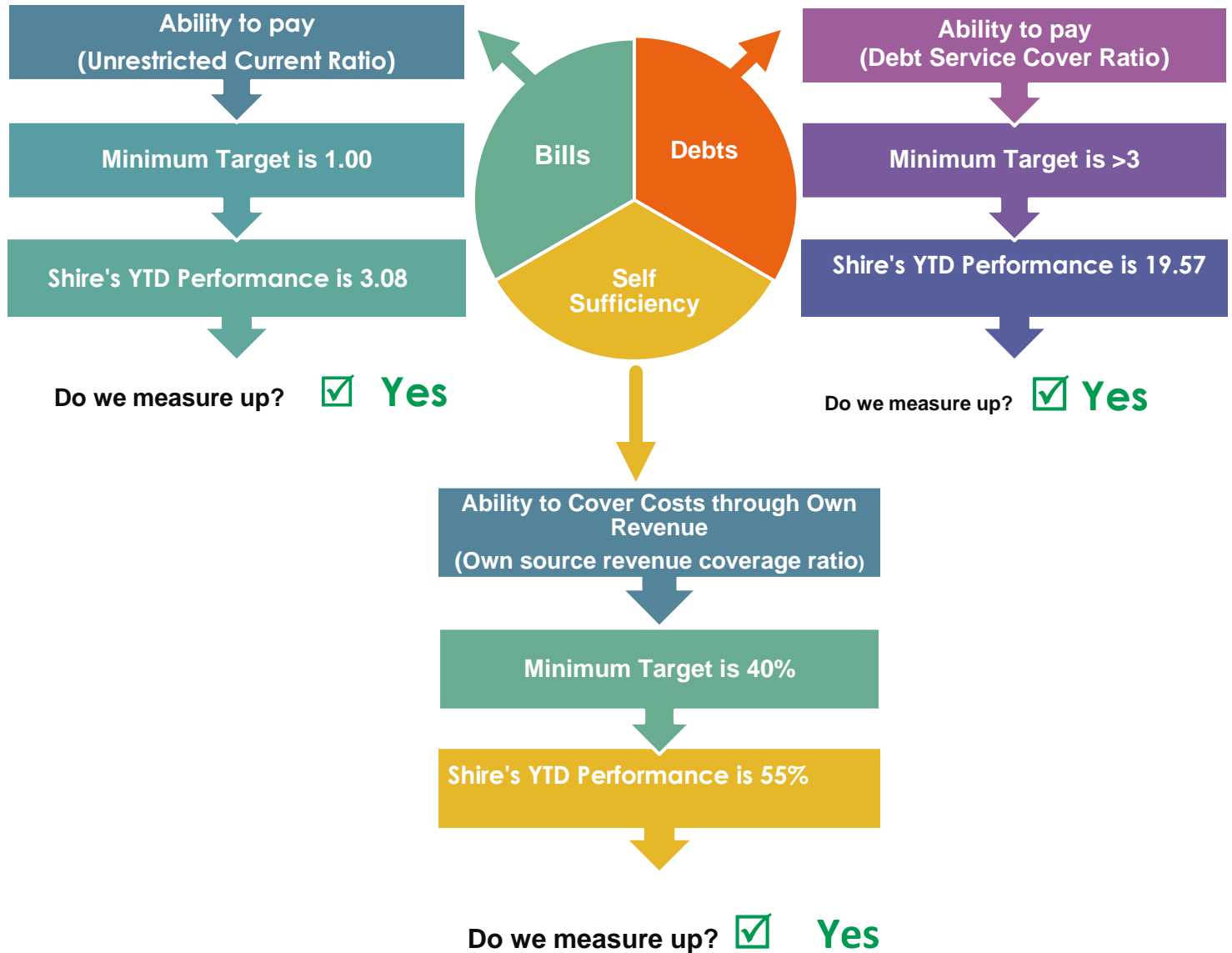


As at 31 December 2023

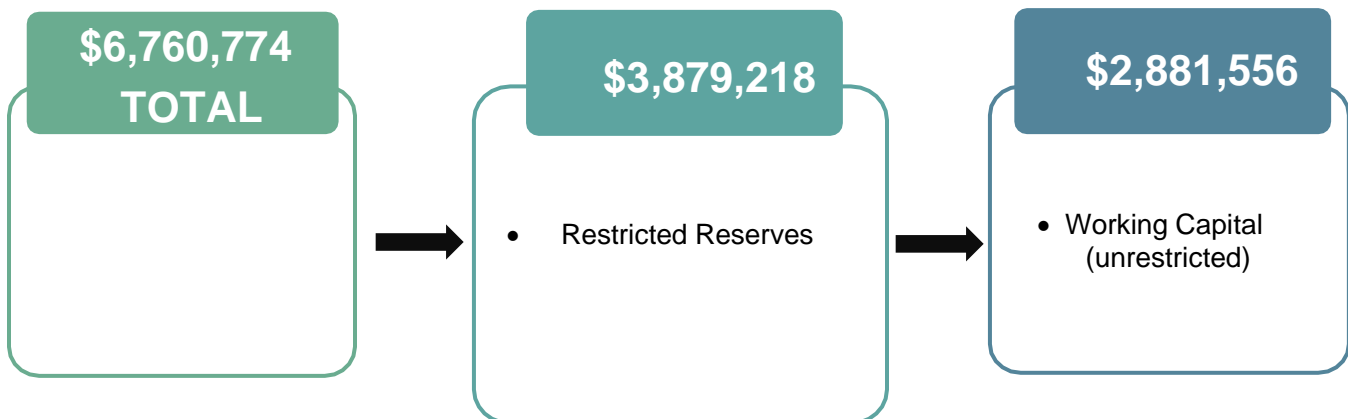
Highlighting how the Shire of Wongan-Ballidu is  
tracking against financial ratios

Financial Snapshot (Year to Date)	Actual
Operating Revenue	\$4,421,868
Operating Expenditure (Including Non-Cash Items)	(\$7,242,335)
Non-Cash Items	\$4,271,508
Capital Revenue	\$1,626,974
Capital Expenditure	(\$2,655,263)
Loan Repayments	(\$52,969)
Lease Liability Principal Repayments	(\$4,031)
SSL Reimbursements	\$9,273
Transfers (to)/from Reserves	(\$82,763)
Surplus Brought Forward 1 July 2023	\$2,744,736
<b>Current Municipal Surplus</b>	<b>\$3,036,998</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 -70.41%

Do we measure up? **✗ No**

- 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 55.69%

Do we measure up? **✗ No**

- Due to infrastructure revaluation, roads and drainage fair values have increased significantly as well as depreciation rates.

### 9.2.3 ACCOUNTS SUBMITTED FOR JANUARY 2024

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	19 February 2024
<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 – Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.1 Accounts for January 2024

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

That the accounts for 1 January 2024 to 31 January 2024, 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 1 November 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.**

- (2) 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 —
- (c) the payee's name; and
  - (d) the amount of the payment; and
  - (e) the date of the payment; and
  - (f) sufficient information to identify the transaction.
- (4) 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.
- (5) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

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

- (2) 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 —
- (c) the payee's name;
  - (d) the amount of the payment;
  - (e) the date of the payment;
  - (f) sufficient information to identify the payment.

- (3) A list prepared under subregulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**STRATEGIC IMPLICATIONS:**

There are no strategic implications in relation to this item.

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

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 \$540,891.08 for the month ended 31 January 2024.

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY 2024 TO 31ST JANUARY 2024				
Chq/EFT	Date	Name	Description	Amount
EFT25602	02/01/2024	AUSTRALIAN SERVICES UNION	DEDUCTIONS PPE 26.12.2023	- 26.50
EFT25603	02/01/2024	IOU SOCIAL CLUB	DEDUCTIONS PPE 26.12.2023	- 270.00
EFT25604	10/01/2024	WESTPAC BANKING CORPORATION	WAGES PPE 09.01.2024	- 72,728.96
EFT25605	10/01/2024	AUSTRALIAN SERVICES UNION	UNION FEES PPE 09.01.2024	- 26.50
EFT25606	10/01/2024	IOU SOCIAL CLUB	SOCIAL CLUB DEDCUTIONS PPE 09.01.2024	- 270.00
EFT25607	11/01/2024	AVON WASTE	DOMESTIC & COMMERCIAL COLLECTION FOR WONGAN HILLS & BALLIDU TOWNSITES	- 12,445.88
EFT25608	11/01/2024	BOEKEMAN NOMINEES PTY LTD	AC BELT REPAIRS TO CTV BUS	- 793.33
EFT25609	11/01/2024	WONGAN HILLS IGA PLUS LIQUOR		- 833.81
			ADMINISTRATION SUPPLIES	308.55
			DEPOT SUPPLIES	196.85
			COUNCIL SUPPLIES	219.65
			CRC SUPPLIES	108.76
EFT25610	11/01/2024	MCINTOSH & SON		- 1,930.28
	04/12/2023	MCINTOSH & SON	SUPPLY 1 X DAYCO TOP COG BELT FOR CTV BUS	18.77
	13/12/2023	MCINTOSH & SON	SUPPLY 2 X GLOBES FOR GRADER PG16	41.40
	20/12/2023	MCINTOSH & SON	SUPPLY RED PAINT FOR NEW HARDI	145.86
	22/12/2023	MCINTOSH & SON	LABOUR TO INSTALL NEW HARDI SPRAYER	1,724.25
EFT25611	11/01/2024	OFFICEWORKS BUSINESS DIRECT		- 64.88
	09/12/2023	OFFICEWORKS BUSINESS DIRECT	SUPPLY STAPLES FOR ADMIN OFFICE	53.90
	11/12/2023	OFFICEWORKS BUSINESS DIRECT	SUPPLY PK25 A4 ELATION CRM FOR CRC ADMINISTRATION	10.98
EFT25612	11/01/2024	WALLIS COMPUTER SOLUTIONS		- 1,551.00
	20/12/2023	WALLIS COMPUTER SOLUTIONS	SET UP NEW LAPTOP FOR SWIMMING POOL MANAGER	715.00
	22/12/2023	WALLIS COMPUTER SOLUTIONS	TWO DELL UD22 USB-C DOCKING STATIONS	836.00
EFT25613	11/01/2024	WATER CORPORATION	SEWERAGE CHARGE FOR OLD TENNIS CLUB WONGAN HILLS	- 71.49
EFT25614	11/01/2024	WESTRAC EQUIPMENT PTY LTD	SUPPLY 2 X YELLOW PAINT FOR GRADER PG17	- 46.51
EFT25615	11/01/2024	IXOM OPERATIONS PTY LTD		- 1,540.92
	31/12/2023	IXOM OPERATIONS PTY LTD	SERVICE FEE FOR CHLORINE CYLINDERS FOR PARKS & S/POOL	328.72
	08/01/2024	IXOM OPERATIONS PTY LTD	SUPPLY 2 X CHLORINE GAS FOR SWIMMING POOL	1,212.20
EFT25616	11/01/2024	WESFARMERS KLEENHEAT GAS PTY LTD		- 300.30
	01/01/2024	WESFARMERS KLEENHEAT GAS PTY LTD	2 X GAS CYLINDER HIRE FOR 14 ELLIS ST WONGAN HILLS	100.10
	01/01/2024	WESFARMERS KLEENHEAT GAS PTY LTD	2 X GAS CYLINDER HIRE FOR 30 WANDOO CRESCENT WONGAN HILLS	100.10
	01/01/2024	WESFARMERS KLEENHEAT GAS PTY LTD	2 X GAS CYLINDER HIRE FOR 2A PATTERSON ST WONGAN HILLS	100.10
EFT25617	11/01/2024	BALLIDU TRADING POST	THE SUPPLY OF THE WEST AUSTRALIAN NEWSPAPERS FOR NOVEMBER & DECEMBER 2023	- 24.50

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY 2024 TO 31ST JANUARY 2024				
Chq/EFT	Date	Name	Description	Amount
EFT25618	11/01/2024	DALLIMORE NOMINEES PTY LTD	REPLACE ALL CARPETS IN 42 MITCHELL ST FLOOD/INSURANCE	- 9,288.00
EFT25619	11/01/2024	WESTERN STABILISERS		- 48,282.93
	20/12/2023	WESTERN STABILISERS	WADDINGTON-WONGAN HILLS ROAD AND BALLIDU EAST ROAD WET MIXING AS PER QUOTE SQ0403	31,418.71
	20/12/2023	WESTERN STABILISERS	WADDINGTON-WONGAN HILLS ROAD AND BALLIDU EAST ROAD WET MIXING AS PER QUOTE SQ0403	16,864.22
EFT25620	11/01/2024	WONGAN HILLS APEX CLUB		- 1,600.00
	31/12/2023	WONGAN HILLS APEX CLUB	COMMUNITY DEVELOPMENT FUND 2023/2024 - EVENT DEATH BY CABARET	1,100.00
	31/12/2023	WONGAN HILLS APEX CLUB	COMMUNITY DEVELOPMENT SUBSIDY 2023 - 2024 AUSTRALIA DAY	500.00
EFT25621	11/01/2024	COAD COMMUNICATIONS		- 786.96
	21/12/2023	COAD COMMUNICATIONS	HIRE OF WATER EXTRACTOR FOR WONGAN HILLS SWIMMING POOL (2DAYS)	550.00
	21/12/2023	COAD COMMUNICATIONS	REPAIR TO AIRPORT FENCE	236.96
EFT25622	11/01/2024	SYNERGY		- 6,696.94
	20/12/2023	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR WONGAN HILLS RECREATION COMPLEX	3,486.04
	27/12/2023	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR SWIMMING POOL	1,883.51
	27/12/2023	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR CRC BUILDING	954.27
	27/12/2023	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR MEDICAL CENTRE	373.12
EFT25623	11/01/2024	WONGAN HILLS CARAVAN PARK	ACCOMMODATION FOR RELIEF POOL MANAGER	- 390.00
EFT25624	11/01/2024	WONGAN HILLS HARDWARE		- 3,876.36
	31/12/2023	WONGAN HILLS HARDWARE	BUILDING ACCOUNT FOR DECEMBER 2023	772.42
	31/12/2023	WONGAN HILLS HARDWARE	WORKS ACCOUNT FOR DECEMBER 2023	3,103.94
EFT25625	11/01/2024	TRUCK CENTRE (WA) PTY LTD	REPAIRS AND MAINTENANCE TO MACK TRUCK WB035. CHECK TRANSMISSION, FAULT CODES	- 19,301.85
EFT25626	11/01/2024	RATHNALLY PTY LTD	GRAVEL USED IN NOVEMBER 2023 2190 LOADS AT \$1.50 EXC GST	- 3,613.50
EFT25627	11/01/2024	TEAM GLOBAL EXPRESS PTY LTD		- 511.37
	24/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL	43.93
	24/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX CORSIGN FOR S/POOL	61.33
	24/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX WESTRAC FOR ROLLER	87.30
	31/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX WONGAN TO PATH WEST FOR WATER TESTS	40.15
	31/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FROM WONGAN TO MALAGA FOR TOWN DAM, FREIGHT TO PATH WEST FOR DAM WATER TESTING	81.80
	07/01/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGE FOR FIRE TRUCK PARTS	47.83
	07/01/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGE FOR PTK38, FREIGHT CHARGE FOR PG17	149.03
EFT25628	11/01/2024	TUTT BRYANT EQUIPMENT PTY LTD	BOMAG BW55W ROLLER REPAIRS FOR PSP3	- 1,438.97
EFT25629	11/01/2024	WONGAN MAIL SERVICE	DECEMBER ACCOUNT	- 179.16

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY 2024 TO 31ST JANUARY 2024				
Chq/EFT	Date	Name	Description	Amount
EFT25630	11/01/2024	RAC BUSINESS	RENEWAL OF BUSINESS WISE ABSOLUTE MEMBERSHIP FOR SHIRE VARIOUS VEHICLES	- 1,035.00
EFT25631	11/01/2024	DUN DIRECT PTY LTD	FUEL SUPPLY FOR DECEMBER 2023	- 24,709.94
EFT25632	11/01/2024	NARRA FARMS PTY LTD	GRAVEL USED IN NOVEMBER 2023 2118 LOADS AT \$1.50	- 3,494.70
EFT25633	11/01/2024	DAVE WATSON CONTRACTING PTY.LTD	TREE PRUNING CEMETERY	- 522.50
EFT25634	11/01/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLY FOR DECEMBER 2023	- 609.32
EFT25635	11/01/2024	WONGAN HILLS PROGRESS ASSOCIATION	WONGAN DIRECTORY - SHIRE PAGES	- 2,612.00
EFT25636	11/01/2024	BP AUSTRALIA	FUEL ACCOUNT FOR DECEMBER 2023	- 204.53
EFT25637	11/01/2024	INTEGRATED ICT	OFFICE 365 FOR DECEMBER 2023	- 145.20
EFT25638	11/01/2024	SAFE AVON VALLEY INC.	CAT IMPOUND BETWEEN 31/8/23 TO 31/12/23	- 300.00
EFT25639	11/01/2024	PW GEE WELDING SERVICES	SUPPLY MATERIALS FOR SHADE HOUSE TRAY TABLES	- 1,849.92
EFT25640	11/01/2024	CR MANDY STEPHENSON	ELECTED MEMBER FEES SEP - DEC 2023	- 4,124.50
EFT25641	11/01/2024	CR SUE STARVEICH	ELECTED MEMBER FEES SEP - DEC 2023	- 1,000.00
EFT25642	11/01/2024	CR STUART BOEKEMAN	ELECTED MEMBER FEES SEP - DEC 2023	- 1,000.00
EFT25643	11/01/2024	RICOH FINANCE		- 886.77
	25/12/2023	RICOH FINANCE	CRC & ADMIN PHOTOCOPIER LEASE23/01/24 TO 22/02/24	649.17
	09/01/2024	RICOH FINANCE	ADMIN FOLDING MACHINE LEASE FROM 08/2/24 TO 07/03/24	237.60
EFT25644	11/01/2024	AC HEALTHCARE PTY LTD	MEDICAL CENTRE OPERATING SUBSIDY FOR JANUARY 2024	- 21,083.33
EFT25645	11/01/2024	TRACTUS AUSTRALIA		- 8,402.00
	18/12/2023	TRACTUS AUSTRALIA	SUPPLY NEW TYRE FOR ROLLER PROL15	107.00
	19/12/2023	TRACTUS AUSTRALIA	SUPPLY 4 X NEW TYRES FOR GRADER PG18	7,880.00
	27/12/2023	TRACTUS AUSTRALIA	STRIP, FIT AND BALANCE LIGHT TRUCK TYRE PTK38	415.00
EFT25646	11/01/2024	CLINIPATH PATHOLOGY	DRUG & ALCOHOL SCREENING - NEW STAFF	- 40.00
EFT25647	11/01/2024	DWIGHT COAD	ELECTED MEMBER FEES SEP - DEC 2023	- 1,777.40
EFT25648	11/01/2024	NEXUS COMMUNICATIONS SYSTEMS	WONGAN HILLS CRC SECURITY MONITORING JAN TO MARCH 2024	- 152.46
EFT25649	11/01/2024	COUNCIL FIRST		- 25,055.09
	22/12/2023	COUNCIL FIRST	PROFESSIONAL SERVICES SUPPORT FOR NOVEMBER 2023	5,945.50
	22/12/2023	COUNCIL FIRST	NOVEMBER CHARGES - PROFESSIONAL SERVICES PROJECT FOR PAYROLL & PROJECT MANAGEMENT	17,448.75
	10/01/2024	COUNCIL FIRST	AZURE CHARGES FOR DECEMBER 2023	1,660.84
EFT25650	11/01/2024	VANGUARD PUBLISHERS	WONGAN-BALLIDU ENTRY FOR 2024 AUSTRALIA'S GOLDEN OUTBACK ROAD TRIP HOLIDAY PLANNER PUBLICATION	- 2,024.00
EFT25651	11/01/2024	ELYSSA GIEDRAITIS	ELECTED MEMBER FEES SEP - DEC 2023	- 1,125.00
EFT25652	11/01/2024	OFFICE OF THE AUDITOR GENERAL	FINAL AUDIT FEE FOR 30 JUNE 2023	- 32,549.00
EFT25653	11/01/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY FOR DECEMBER 2023 - fully recoverable	- 1,677.00
EFT25654	11/01/2024	RURAL RANGER SERVICES		- 2,132.46

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY 2024 TO 31ST JANUARY 2024				
Chq/EFT	Date	Name	Description	Amount
	25/12/2023	RURAL RANGER SERVICES	RANGER SERVICES FROM 12/12/23 TO 20/12/23	1,741.63
	08/01/2024	RURAL RANGER SERVICES	RANGER SERVICES 03/01/2024	390.83
EFT25655	11/01/2024	RING CENTRAL AUSTRALIA		- 1,367.93
	27/12/2023	RING CENTRAL AUSTRALIA	MEDICAL CENTRE - BILLING PERIOD 26/12/23 TO 25/01/24	390.37
	29/12/2023	RING CENTRAL AUSTRALIA	SHIRE & CRC PHONE ACCOUNT - 27/12/23 TO 26/01/24,	977.56
EFT25656	11/01/2024	CLAIR & PAUL ROSSER	REIMBURSE WORKS STAFF FOR THE PURCHASE OF 1 X USB POWER CABLE	- 23.45
EFT25657	11/01/2024	DRY KIRKNESS (AUDIT) PTY LTD	AUDIT OF R2R GRANT ACQUITTAL FOR 30TH JUNE 2023	- 1,650.00
EFT25658	11/01/2024	CR GEOFFREY CHAMBON	ELECTED MEMBER FEES SEP - DEC 2023	- 1,125.00
EFT25659	11/01/2024	CR MATTHEW SEWELL	ELECTED MEMBER FEES SEP - DEC 2023	- 1,125.00
EFT25660	11/01/2024	THE RW & PJ LORD FAMILY TRUST	BUILD STANDPIPE FOR TRAILER - ESL EXPENSES	- 4,785.00
EFT25661	11/01/2024	ENEGEX LIMITED	RATES REFUND FOR ASSESSMENT A1730 E70/05439 MINING TENEMENT WONGAN HILLS WA 6603	- 287.06
EFT25663	24/01/2024	WESTPAC BANKING CORPORATION	WAGES PPE 23.01.2024	- 73,309.10
EFT25664	24/01/2024	AUSTRALIAN SERVICES UNION	EMPLOYEE DEDUCTIONS PPE 23.01.2024	- 26.50
EFT25665	24/01/2024	IOU SOCIAL CLUB	EMPLOYEE DEDUCTIONS PPE 23.01.2024	- 260.00
DD12376.1	10/01/2024	AMP SUPERANNUATION LTD.	SUPER PAYMENT PPE 09.01.2024	- 353.71
DD12376.2	10/01/2024	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPER PAYMENT PPE 09.01.2024	- 252.04
DD12376.3	10/01/2024	REST SUPERANNUATION	SUPER PAYMENT PPE 09.01.2024	- 70.68
DD12376.4	10/01/2024	AUSTRALIAN SUPER	SUPER PAYMENT PPE 09.01.2024	- 931.05
DD12376.5	24/01/2024	PRIME SUPER	SUPER PAYMENT PPE 09.01.2024	- 1,543.27
DD12376.6	10/01/2024	CARR'S MECHANICAL REPAIRS PTY LTD	SUPER PAYMENT PPE 09.01.2024	- 482.86
DD12376.7	10/01/2024	VIRGIN MONEY SUPER	SUPER PAYMENT PPE 09.01.2024	- 227.08
DD12376.8	10/01/2024	COMMONWEALTH ESSENTIAL SUPER	SUPER PAYMENT PPE 09.01.2024	- 328.22
DD12376.9	10/01/2024	HOSTPLUS SUPERANNUATION FUND	SUPER PAYMENT PPE 09.01.2024	- 222.11
DD12387.1	02/01/2024	WESTNET PTY LTD	INTERNET USAGE FROM 01/01/24 TO 01/02/24	- 609.90
DD12390.1	09/01/2024	TELSTRA CORPORATION LIMITED	ADMINISTRATION PHONE ACCOUNT	- 2,165.55
DD12391.1	09/01/2024	TELSTRA CORPORATION LIMITED	MOBILE ENHANCED SMS LINE ISSUED 02.01.2024	- 307.51
DD12399.1	24/01/2024	AMP SUPERANNUATION LTD.	SUPERANNUATIN PPE 23.01.2024	- 355.20
DD12399.2	24/01/2024	REST SUPERANNUATION	SUPERANNUATION PPE 23.01.2024	- 70.68
DD12399.3	24/01/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION PPE 23.01.2024	- 447.84
DD12399.4	24/01/2024	AUSTRALIAN SUPER	SUPERANNUATIN PPE 23.01.2024	- 907.58
DD12399.5	24/01/2024	PRIME SUPER	SUPERANNUATIN PPE 23.01.2024	- 1,522.69
DD12399.6	24/01/2024	VIRGIN MONEY SUPER	SUPERANNUATION PPE 23.01.2024	- 220.80
DD12399.7	24/01/2024	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION PPE 23.01.2024	- 311.85
DD12399.8	24/01/2024	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION PPE 23.01.2024	- 233.77



LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY 2024 TO 31ST JANUARY 2024				
Chq/EFT	Date	Name	Description	Amount
DD12399.9	24/01/2024	AWARE SUPER ACCUMULATION	SUPERANNUATION PPE 23.01.2024	- 12,572.73
DD12406.1	25/01/2024	TELETRAC NAVMAN	MONTHLY SATELLITE CHARGE	- 2,478.08
DD12408.1	31/01/2024	DEPARTMENT OF TRANSPORT	DOT PAYMENTS FOR JANUARY 2024	- 83,547.55
200005	05/01/2024	SHIRE OF WONGAN-BALLIDU - PAYROLL	PAYROLL DEDUCTIONS	- 1,451.00
200006	10/01/2024	SHIRE OF WONGAN-BALLIDU - PAYROLL	PAYROLL DEDUCTIONS	- 1,451.00
200007	24/01/2024	SHIRE OF WONGAN-BALLIDU - PAYROLL	PAYROLL DEDUCTIONS	- 1,451.00
DD12376.10	10/01/2024	AWARE SUPER ACCUMULATION	SUPER PAYMENT PPE 09.01.2024	- 13,448.08
DD12376.11	10/01/2024	MERCER SUPER	SUPER PAYMENT PPE 09.01.2024	- 221.97
DD12399.10	24/01/2024	MERCER SUPER	SUPERANNUATION PPE 23.01.2024	- 221.97
DD12399.11	24/01/2024	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION PPE 23.01.2024	- 333.18
EFT25662/DD12394		<b>CREDIT CARDS</b>		- 788.07
		<b>CREDIT CARD HOLDER - CEO</b>		
	30/12/2023	ADOBE PRO	CRC SUBSCRIPTIONS	- 247.14
	13/12/2023	DYMOCKS	PURCHASE OF AUSTRALIA BOOK FOR CITIZENSHIP CEREMONY D MCGROUTHER	- 54.99
		<b>CREDIT CARD HOLDER - DCEO</b>		
	26/12/2023	ADOBE PRO	CRC SUBSCRIPTIONS	- 79.99
		<b>CREDIT CARD HOLDER - MWS</b>		
	06/12/2023	MAIN ROADS	OVERSIZE PERMIT FOR MACK TRUCK PTK33, PTK34, PTK35	- 150.00
		<b>CREDIT CARD HOLDER - MRS</b>		
	18/12/2023	AUSTRALIA POST	EMPLOYEE RECOGNITION GIFT	- 255.95

MUNICIPAL BANK	540,891.08
TRUST BANK	
TOTAL	540,891.08
RECOVERABLE	9,678.37
PART RECOVERABLE	

## 9.2.4 FINANCIAL REPORTS FOR JANUARY 2024

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	19 February 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Sam Dolzadelli – Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.3.2 Financial Reports 9.3.3 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 January 2024. 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

- (6) 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:
- (f) annual budget estimates; and
  - (g) budget estimates to the end of the relevant month (YTD Budget); and
  - (h) actual amounts of expenditure, revenue and income to the end of the relevant month (YTD Actual); and
  - (i) material variances between the comparable amounts (YTD Actual – YTD Budget); and
  - (j) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of net current assets.

- (7) Each statement of financial activity is to be accompanied by documents containing–
  - (d) (removed)
  - (e) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (f) such other supporting information as is considered relevant by the local government.
- (8) The information in a statement of financial activity must be shown according to nature classification.
- (9) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
  - (a) Presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (10) 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**

- (3) 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.
- (4) 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 January 2024 are attached to the Council Agenda.

## **COMMENT:**

This report presents the Statement of Financial Activity by nature or type for the period ended 31 January 2024.

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 – January 2024</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	4,425,170	4,477,588
Profit on asset disposals	15,280	0	0
Cash Operating Expenditure	(5,365,706)	(3,496,800)	(3,342,311)
Depreciation	(3,656,297)	(2,132,718)	(4,989,288)
Loss on asset disposals	(35,273)	0	0
Capital Expenditure	(8,881,056)	(3,136,466)	(2,736,402)
Capital Income	5,114,395	1,799,531	1,626,974
Financing Activities	1,600,335	(98,530)	(148,019)
Non-cash items (excluded)	3,676,290	2,132,718	4,989,288
<b>Closing Surplus/(Deficit)</b>	<b>0</b>	<b>2,206,302</b>	<b>2,622,566</b>

### **Rates**

Rates notices were issued with an effective issuance date of 7 August 2023. As at 31 January 2024, the Shire had receipted \$3,508,246 in rates, ESL and rubbish charges. Due date for payment in full, or first instalment was 11 September 2023. As at 31 January 2024, the gross amount of rates, ESL and rubbish charges outstanding (including arrears, legal charges and interest) is **\$331,867** and of this amount \$37,346 is made up of deferred pensioner rates. Total outstanding equates to 8.71% of the brought forward arrears and current year billing.

Final notices were issued on 18 September, giving ratepayers 14 days to pay any amount outstanding if they were not paying by instalments. Any ratepayers who still had not made payment were issued with a final demand on 13 October, with payment terms of 7 days. On the 25<sup>th</sup> of October any unpaid accounts were sent to the Shire's external debt recovery agent. The total amount owing that is being recovered through the agent as at 31 January 2024 is \$17,565.

### **Capital Works**

As at 31 January 2024 the Shire has incurred \$2,736,402 in actual expenditure on capital works projects against a current budget of \$8,841,858 representing 30.95% of the budgeted works.

### **Depreciation**

There is a significant increase in the annual depreciation expense due to the revaluation of infrastructure assets at 30 June 2023. The fair value of roads increased by 194% and the depreciation rates increased by approximately 500%. The fair value of drainage assets increased by 165% and depreciation rates increased by approximately 145%. Depreciation is a non-cash expense, meaning there is no impact on the Shire's funding 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. This actual opening surplus has been audited and will be amended as part of 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 January 2024, as presented as attachment 1 to this report.
2. Notes the unrestricted municipal surplus of \$2,622,566 for the month ended 31 January 2024.
3. Receives the Monthly Financial Health Check as presented as attachment 2 to this report.



## **SHIRE OF WONGAN-BALLIDU**

### **MONTHLY FINANCIAL REPORT**

**31/01/2024**

#### **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 JANUARY 2024						
	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	3,391,941	3,402,364	(0.3%)	✓
Operating grants, subsidies and contributions	491,067	491,067	398,329	427,629	(7.4%)	✓
Fees and charges	684,397	684,397	488,635	411,099	15.9%	x
Other Revenue	108,050	108,050	62,986	88,937	(41.2%)	x
Interest	143,180	143,180	83,279	147,559	(77.2%)	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>4,425,170</b>	<b>4,477,588</b>		
<b>OPERATING EXPENSES</b>						
Employee Costs	(2,716,739)	(2,716,739)	(1,618,552)	(1,465,504)	9.5%	✓
Materials & Contracts	(1,530,009)	(1,630,009)	(1,042,491)	(1,063,260)	(2.0%)	✓
Utility charges	(394,853)	(394,853)	(229,901)	(191,405)	16.7%	x
Interest	(43,600)	(43,600)	(21,800)	(21,180)	2.8%	✓
Insurance	(290,861)	(290,861)	(290,815)	(303,343)	(4.3%)	✓
Other General	(389,644)	(389,644)	(293,241)	(297,619)	(1.5%)	✓
Loss on Asset Disposals	(35,273)	(35,273)	0	0	0.0%	✓
Depreciation	(3,656,297)	(3,656,297)	(2,132,718)	(4,989,288)	(133.9%)	x
<b>b: TOTAL OPERATING EXPENSES</b>	<b>(9,057,276)</b>	<b>(9,157,276)</b>	<b>(5,629,518)</b>	<b>(8,331,599)</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	3,656,297	3,656,297	2,132,718	4,989,288		
Adjust (Profit)/Loss on Asset Disposal	19,993	19,993	0	0		
	<b>3,676,290</b>	<b>3,676,290</b>	<b>2,132,718</b>	<b>4,989,288</b>		
<b>Amount attributable to operating activities</b>	<b>(547,071)</b>	<b>(647,071)</b>	<b>928,370</b>	<b>1,135,277</b>		
<b>INVESTING ACTIVITIES</b>						
Non-Operating grants, subsidies and contributions	4,866,395	4,866,445	1,799,531	1,626,974	9.6%	✓
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>5,114,445</b>	<b>1,799,531</b>	<b>1,626,974</b>		
Capex - Land & Buildings	(1,923,572)	(1,923,572)	(174,965)	(55,618)	68.2%	x
Capex - Furniture & Equipment	(96,060)	(114,060)	(42,278)	(41,075)	2.8%	✓
Capex - Intangible Assets	(100,000)	0	0	0	0.0%	✓
Capex - Motor Vehicles	(156,000)	(178,414)	0	0	0.0%	✓
Capex - Plant	(1,090,546)	(1,090,546)	(227,081)	(242,097)	(6.6%)	✓
Capex - Infrastructure - Roads	(5,058,724)	(5,070,047)	(2,545,784)	(2,259,725)	11.2%	x
Capex - Infrastructure - Footpaths	(174,665)	(174,665)	(14,231)	0	100.0%	x
Capex - Infrastructure - Other	(281,489)	(290,554)	(132,127)	(137,887)	(4.4%)	✓
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>(8,881,056)</b>	<b>(8,841,858)</b>	<b>(3,136,466)</b>	<b>(2,736,402)</b>		
<b>Amount attributable to investing activities</b>	<b>(3,766,661)</b>	<b>(3,727,413)</b>	<b>(1,336,935)</b>	<b>(1,109,428)</b>		
<b>FINANCING ACTIVITIES</b>						
Transfer from reserves	1,840,346	1,840,346	0	0	0.0%	✓
Transfer to reserves	(893,129)	(841,442)	(49,581)	(98,896)	(99.5%)	x
Lease liabilities principal repayments	(8,882)	(8,882)	(5,180)	(5,427)	(4.8%)	✓
Proceeds on new borrowings	750,000	750,000	0	0	0.0%	✓
Loan principal repayment	(106,400)	(106,400)	(52,969)	(52,969)	0.0%	✓
SSL Principal Reimbursements	18,400	18,400	9,200	9,273	(0.8%)	✓
<b>Amount attributable to financing activities</b>	<b>1,600,335</b>	<b>1,652,022</b>	<b>(98,530)</b>	<b>(148,019)</b>		
<b>CLOSING SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>(9,065)</b>	<b>2,206,302</b>	<b>2,622,566</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**  
**31/01/2024**

	31 January 2024	2023
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	6,731,268	7,135,083
Trade and other receivables	322,037	977,420
Other financial assets	9,127	18,400
Inventories	8,806	12,918
Other assets	890,839	87,588
Assets classified as held for sale	-	21,155
<b>TOTAL CURRENT ASSETS</b>	<b>7,962,077</b>	<b>8,252,564</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	32,737,434	33,266,272
Infrastructure	220,846,769	222,570,816
Right-of-use assets	26,280	26,278
<b>TOTAL NON-CURRENT ASSETS</b>	<b>253,954,867</b>	<b>256,207,750</b>
<b>TOTAL ASSETS</b>	<b>261,916,944</b>	<b>264,460,314</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	331,125	542,301
Other liabilities	742,711	783,471
Lease liabilities	1,311	6,738
Borrowings	53,016	105,986
Employee related provisions	403,040	409,042
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,531,203</b>	<b>1,847,538</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>3,415,101</b>	<b>3,731,436</b>
<b>NET ASSETS</b>	<b>258,501,843</b>	<b>260,728,878</b>
<b>EQUITY</b>		
Retained surplus	65,000,403	67,326,335
Reserve accounts	3,895,351	3,796,456
Revaluation surplus	189,606,089	189,606,087
<b>TOTAL EQUITY</b>	<b>258,501,843</b>	<b>260,728,878</b>

Shire of Wongan-Ballidu Variance Report 31 January 2024				
<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>				
✓	10,423	Within Threshold	Rates	Within Council variance reporting threshold.
✓	29,300	Within Threshold	Operating grants, subsidies and contributions	Favourable - Timing of receipt of grant monies.
✗	(77,536)	Timing	Fees and charges	Unfavourable - Timing variance for various fees and charges (standpipe charges are the main variance which offset standpipe water usage expenditure, meaning the expenditure is also less).
✗	25,951	Timing	Other Revenue	Favourable - Timing
✗	64,280	Timing	Interest	Favourable - Interest earned is higher than estimated. Will be addressed at budget review.
✓	0	Within Threshold	Profit on Asset Disposals	Within Council variance reporting threshold.
<b>Operating Expenditure</b>				
✓	153,048	Within Threshold	Employee Costs	Favourable - Due to vacancies
✓	(20,769)	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✗	38,496	Timing	Utility charges	Favourable - Timing of utility payments are not always precise to the monthly budget allocations.
✓	620	Within Threshold	Interest	Within Council variance reporting threshold.
✓	(12,528)	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	(4,378)	Within Threshold	Other General	Within Council variance reporting threshold.
✓	0	Within Threshold	Loss on Asset Disposals	Within Council variance reporting threshold.
✗	(2,856,570)	Permanent	Depreciation	Annual depreciation has increased from \$3.63m to \$8.54m due to the infrastructure revaluation at 30 June 2023. The fair value of roads increased by 194% and depreciation rate increased by circa 500%.
<b>Investing</b>				
✓	(172,557)	Within Threshold	Non-Operating grants, subsidies and contributions	Unfavourable - Timing of grant income recognition.
✓	0	Within Threshold	Proceeds from disposal of motor vehicles and P&E	Within Council variance reporting threshold.
✗	119,347	Timing	Capex - Land & Buildings	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	1,203	Within Threshold	Capex - Furniture & Equipment	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	0	Within Threshold	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.
✓	(15,016)	Within Threshold	Capex - Plant	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	286,059	Timing	Capex - Infrastructure - Roads	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✗	14,231	Timing	Capex - Infrastructure - Footpaths	Timing - Capital Works Program is yet to substantially commence. See Capital Works Report.
✓	(5,760)	Within Threshold	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.
✗	(49,315)	Permanent	Transfer to reserves	Favourable - Due to increase in interest earned. Will be addressed at budget review.
✓	(247)	Within Threshold	Lease liabilities principal repayments	Unfavourable - Minor timing variance.
✓	0	Within Threshold	Loan principal repayment	Within Council variance reporting threshold.
✓	73	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 January 2024**

**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 January 2024</b>
	<b>30 June 2023</b>	<b>30 June 2023</b>	
	\$		\$
<b>Current Assets</b>			
Cash Unrestricted	3,338,628	3,338,628	2,835,918
Cash Restricted - Reserves	3,796,456	3,796,456	3,895,351
Receivables - Rates	86,580	88,209	265,910
Receivables - Other	977,638	976,799	930,493
Receivables - ATO	0	967	16,473
Inventories	28,151	34,072	8,806
Financial assets	18,400	18,400	9,127
	8,245,853	8,253,531	7,962,078
<b>Less: Current Liabilities</b>			
Payables	(448,020)	(429,817)	(287,390)
Payables - ATO	(118,837)	(113,378)	(43,735)
Contract Liabilities - Unspent grants	(783,471)	(783,471)	(742,711)
Employee provisions	(409,042)	(409,043)	(403,040)
Lease liabilities	(8,882)	(6,738)	(1,311)
Long term borrowings	(106,400)	(105,986)	(53,016)
	(1,874,652)	(1,848,433)	(1,531,203)
<b>Net Current Assets</b>	6,371,201	6,405,098	6,430,875
<b>Adjustments to Net Current Assets</b>			
Less: Restricted Cash - Reserves	(3,796,456)	(3,796,456)	(3,895,351)
Less: Current self-supporting loans receivable	(18,400)	(18,400)	(9,127)
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	53,016
Add: Current portion of lease liabilities	8,882	6,738	1,311
	(3,657,804)	(3,660,362)	(3,808,309)
<b>Net Current Assets used in the Statement of Financial Activity</b>	<b>2,713,397</b>	<b>2,744,736</b>	<b>2,622,566</b>

**SHIRE OF WONGAN-BALLIDU**  
**ANALYSIS OF DISPOSED ASSETS AS AT 31 JANUARY 2024**

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 JANUARY 2024**

Existing Loans \* Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Jan 24	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2023	Principal Repayments YTD	Loan Balance @ 31 Jan 24
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(3,802)	208,341	(9,273)	199,068
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	(17,378)	1,706,319	(43,697)	1,662,622
TBA	Volunteer BFB Fire Shed	Shire	-	750,000	-						
<b>TOTAL EXISTING LOANS</b>				<b>750,000</b>	<b>2,300,000</b>	-	-	<b>(21,180)</b>	<b>1,914,660</b>	<b>(52,969)</b>	<b>1,861,691</b>

Shire Loan Summary  
Self Supporting Loan Summary

-	2,000,000	-	-	(17,378)	1,706,319	(43,697)	1,662,622
750,000	300,000				208,341	(9,273)	199,068

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

Loan Balance @ 31 Jan 24	SSL	Shire	Total
(84,193)	(18,400)	(65,793)	(84,193)
(1,777,498)	(180,668)	(1,596,829)	(1,777,498)
<b>(1,861,691)</b>	<b>(199,068)</b>	<b>(1,662,622)</b>	<b>(1,861,691)</b>

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 JANUARY 2024															
ADOPTED FULL YEAR'S BUDGET								CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 JANUARY 2024			
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	260,522	(250,000)	899,624	98,896	98,896	-	987,998
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	-	565,920	(998,546)	835,371	-	-	-	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>841,442</b>	<b>(1,840,346)</b>	<b>2,797,552</b>	<b>98,896</b>	<b>98,896</b>	<b>-</b>	<b>3,895,352</b>

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 31 JANUARY 2024

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	\$0.00	\$0.00	\$0.00	\$55,065.00	\$55,065.00	\$0.00			Intangible Assets
04253	Computer Hardware (F&E) - CAPEX	\$13,640.00	\$13,640.00	\$7,952.00	\$4,618.63	\$0.00	\$4,618.63	\$9,021.37		34%	Furniture & Equipment
04263	Capex - Chambers ICT Upgrade (F&E)	\$45,000.00	\$63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,000.00		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	\$4,375.00	\$10,900.91	\$0.00	\$10,900.91	-\$3,400.91		145%	Land & Buildings
06408	Community Bus (MV) - CAPEX	\$96,000.00	\$118,414.00	\$0.00	\$0.00	\$122,727.27	\$122,727.27	\$118,414.00		0%	Motor Vehicles
06415	CRC Capital Expense (Buildings) - CAPEX	\$28,121.00	\$28,121.00	\$16,401.00	\$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	\$30,000.00	\$27,268.00	\$0.00	\$27,268.00	\$2,732.00		91%	Furniture & Equipment
09066	16 Moore Street (Buildings)- CAPEX	\$20,561.00	\$20,561.00	\$11,984.00	\$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	\$8,456.00	\$0.00	\$0.00	\$0.00	\$14,500.00		0%	Infrastructure - Other
10815	Community Park Toilets (Buildings)- CAPEX	\$10,113.00	\$10,113.00	\$5,887.00	\$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	\$1,960.00	\$0.00	\$0.00	\$0.00	\$153,364.00		0%	Land & Buildings
11030	Community Park WH (Infras Other)- CAPEX	\$23,540.00	\$32,605.00	\$5,000.00	\$0.00	\$32,605.00	\$32,605.00	\$32,605.00		0%	Infrastructure - Other
11034	Federation Park (Cadoux) - Capex	\$20,337.00	\$20,337.00	\$11,851.00	\$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	\$70,000.00	\$72,567.53	\$0.00	\$72,567.53	\$47,432.47		60%	Infrastructure - Other
11470	Gang Mower (P&E) - CAPEX	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00		0%	Plant & Equipment
11610	Radio & Television Tower (Buildings) - CAPEX	\$58,906.00	\$58,906.00	\$34,356.00	\$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	\$61,950.00	\$14,704.60	\$28,619.36	\$43,323.96	\$91,506.40		14%	Land & Buildings
11621	Ballidu Sports Complex (Buildings) - CAPEX	\$9,800.00	\$9,800.00	\$5,712.00	\$0.00	\$0.00	\$0.00	\$9,800.00		0%	Land & Buildings
11622	Economic Stimulus Project	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$7,569.00	\$7,569.00	\$40,000.00		0%	Infrastructure - Other
12080	Depot Bldg. Capital (Buildings) - CAPEX	\$26,192.00	\$26,192.00	\$15,274.00	\$5,000.00	\$19,545.45	\$24,545.45	\$21,192.00		19%	Land & Buildings
12610	Trucks - CAPEX	\$624,546.00	\$624,546.00	\$0.00	\$0.00	\$633,562.59	\$633,562.59	\$624,546.00		0%	Plant & Equipment
12629	Sundry Plant and Equipment (CAPEX)	\$40,000.00	\$40,000.00	\$23,331.00	\$21,323.48	\$0.00	\$21,323.48	\$18,676.52		53%	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	\$43,750.00	\$67,445.00	\$0.00	\$67,445.00	\$7,555.00		90%	Plant & Equipment
12634	Capex - Water Tankers	\$160,000.00	\$160,000.00	\$160,000.00	\$153,328.42	\$0.00	\$153,328.42	\$6,671.58		96%	Plant & Equipment
13610	Museum - CAPEX	\$43,724.00	\$43,724.00	\$126.00	\$488.32	\$0.00	\$488.32	\$43,235.68		1%	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	\$5,033.00	\$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	\$63,636.36	\$63,636.36	\$200,000.00		0%	Land & Buildings
14885	Lot 162 Danubin St - CAPEX	\$40,113.00	\$40,113.00	\$56.00	\$0.00	\$0.00	\$0.00	\$40,113.00		0%	Land & Buildings
14932	Gravel Pits - Capex	\$83,449.00	\$83,449.00	\$48,671.00	\$65,319.00	\$0.00	\$65,319.00	\$18,130.00		78%	Infrastructure - Other
40100	CRC Capital Expenditure Furniture & Equipment - CAPEX	\$7,420.00	\$7,420.00	\$4,326.00	\$9,188.32	\$0.00	\$9,188.32	-\$1,768.32		124%	Furniture & Equipment
AROAD	RRG Funded Capital Roadworks (Infras Roads)	\$1,074,795.00	\$1,114,240.00	\$649,887.00	\$925,784.46	\$41,577.45	\$967,361.91	\$188,455.54		83%	Infrastructure - Roads
BROAD	R2R Funded Capital Roadworks (Infras Roads)	\$769,341.00	\$769,341.00	\$448,651.00	\$459,684.15	\$41,227.08	\$500,911.23	\$309,656.85		60%	Infrastructure - Roads
DROAD	Own Funded Capital Footpaths (Infras footpaths)	\$174,665.00	\$174,665.00	\$14,231.00	\$0.00	\$100,525.00	\$100,525.00	\$174,665.00		0%	Infrastructure - Footpaths
EROAD	Own Funded Capital Roadworks (Infras Roads)	\$314,014.00	\$314,014.00	\$183,106.00	\$119,182.02	\$44,945.32	\$164,127.34	\$194,831.98		38%	Infrastructure - Roads
GROAD	Wheatbelt Secondary Freight Network Roadworks (Infra Roads)	\$2,900,574.00	\$2,872,452.00	\$1,264,140.00	\$755,074.20	\$0.00	\$755,074.20	\$2,117,377.80		26%	Infrastructure - Roads
		<b>\$8,881,056.00</b>	<b>\$8,841,858.00</b>	<b>\$3,136,466.00</b>	<b>\$2,736,401.60</b>	<b>\$1,400,695.79</b>	<b>\$4,137,097.39</b>	<b>\$6,105,456.40</b>		31%	

Asset Class	Original Budget	Current Budget	YTD Budget	YTD Actual	PO	Total Actual	Variance	Indicator	Completion %
Land & Buildings	\$1,923,572	\$1,923,572	\$174,965	\$55,618	\$111,801	\$167,420	\$1,867,954		3%
Furniture & Equipment	\$96,060	\$114,060	\$42,278	\$41,075	\$0	\$41,075	\$72,985		36%
Intangible Assets	\$100,000	\$0	\$0	\$0	\$55,065	\$55,065	\$0		
Motor Vehicles	\$156,000	\$178,414	\$0	\$0	\$181,818	\$181,818	\$178,414		0%
Plant & Equipment	\$1,090,546	\$1,090,546	\$227,081	\$242,097	\$783,563	\$1,025,659	\$848,449		22%
Infrastructure - Roads	\$5,058,724	\$5,070,047	\$2,545,784	\$2,259,725	\$127,750	\$2,387,475	\$2,810,322		45%
Infrastructure - Footpaths	\$174,665	\$174,665	\$14,231	\$0	\$100,525	\$100,525	\$174,665		0%
Infrastructure - Other	\$281,489	\$290,554	\$132,127	\$137,887	\$40,174	\$178,061	\$152,667		47%
	<b>\$8,881,056.00</b>	<b>\$8,841,858.00</b>	<b>\$3,136,466.00</b>	<b>\$2,736,401.60</b>	<b>\$1,400,695.79</b>	<b>\$4,137,097.39</b>	<b>\$6,105,456.40</b>		31%

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



SHIRE OF WONGAN - BALLIDU  
INVESTMENT REPORT FOR 31 JANUARY 2024

**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	\$ 1,400,000.00	\$ 28,483.68	\$ 2,729,501.35	\$ 28,483.68
Total of current municipal investments							\$ 1,301,017.67	\$ 1,400,000.00	\$ 28,483.68	\$ 2,729,501.35	\$ 28,483.68

**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	\$ 98,896.07	\$ 3,895,350.94	\$ 98,896.07
Total of reserve investments and cash							\$ 2,715,126.70	\$ 1,081,328.17	\$ 98,896.07	\$ 3,895,350.94	\$ 98,896.07

Total of matured municipal and reserve investment							\$ -	\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 4,016,144.37	\$ 2,481,328.17	\$ 127,379.75	\$ 6,624,852.29	\$ 127,379.75



SHIRE OF WONGAN-BALLIDU					
BANK RECONCILIATIONS FOR 31 JANUARY 2024					
	Total	Municipal (01106+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
<b>Opening Balance</b>	6,796,088.91	2,880,705.67	35,315.56	3,879,217.68	850.00
<b>Add:</b> Receipts	511,881.82	495,748.53		16,133.29	
Unallocated Deposits	-				
Transfers In/(Out)	-				
Transfers In/(Out)	-				
	-				
<b>Less:</b> Payments - EFT & Cheques	(540,891.08)	(540,891.08)			
Payments - Bank Fees	(435.71)	(435.71)			
Adjustments & Transfers	-				
Unallocated payments	-	-			
<b>Balance as per General Ledger</b>	<b>6,766,643.94</b>	<b>2,835,127.41</b>	<b>35,315.56</b>	<b>3,895,350.97</b>	<b>850.00</b>
<b>Balance as per Bank Statements</b>	134,550.71	99,235.15	35,315.56		
<b>Balance as per Bank Deposit Certificates</b>	3,895,350.94	-		3,895,350.94	
<b>Balance as per Holder Certificates</b>	2,730,351.35	2,729,501.35			850.00
<b>Add:</b> Outstanding Deposits	6,390.90	6,390.90		-	
Adjustments - Unallocated deposits	-				
	-				
<b>Less:</b> Unpresented Payments	-	-			
	-				
Adjustments & Transfers	0.04	0.01		0.03	
Rounding	-				
<b>Balance as per Cash Book</b>	<b>6,766,643.94</b>	<b>2,835,127.41</b>	<b>35,315.56</b>	<b>3,895,350.97</b>	<b>850.00</b>

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 31 JANUARY 2024				
		Rates and Charges Raised for 2023/2024	\$ 3,663,361.00	Rates and service charges - raised 07.08.23
		Arrears 1 July 2023	\$ 145,028.00	
Rates and Charges Outstanding Breakdown				
Total Amount Outstanding		31-Jan-24	\$ 331,866.81	8.71%
Outstanding same time last year		31-Jan-23	\$ 364,472.00	10.56%
SUNDRY DEBTORS OUTSTANDING 31 JANUARY 2024				
Debtors Ageing Summary				
Current			\$ 2,896.53	
30 Days			\$ 4,479.84	
60 Days			\$ 1,634.07	
90 Days & Over			\$ 58,532.02	\$55,860 (Firm, see below)
Credit Balance			\$ (2,644.85)	
Total Outstanding			\$ 64,897.61	
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.
13/10/2023	1502	Wongan Hills Refusal Site and Standpipe Charges	\$ 1,165.50	Contacted via email and phone
1/08/2023	1578	PA Bond	\$ 127.00	Have contacted again 1/2/24 - payment to be arranged
31/05/2023	1572	Water Consumption Charges	\$ 22.86	Awaiting next step with MRS
29/06/2023	1555	Medical Centre Room Hire	\$ 136.50	Paid 9/2/24
19/07/2023	1464	Medical Centre Room Hire	\$ 261.25	Credit note issued - Contacted and awaiting payment
23/10/2023	77	Bus hire and Civic Centre Hire	\$ 491.00	Paid 9/2/24
Total			\$ 58,532.02	

# MONTHLY FINANCIAL HEALTH CHECK

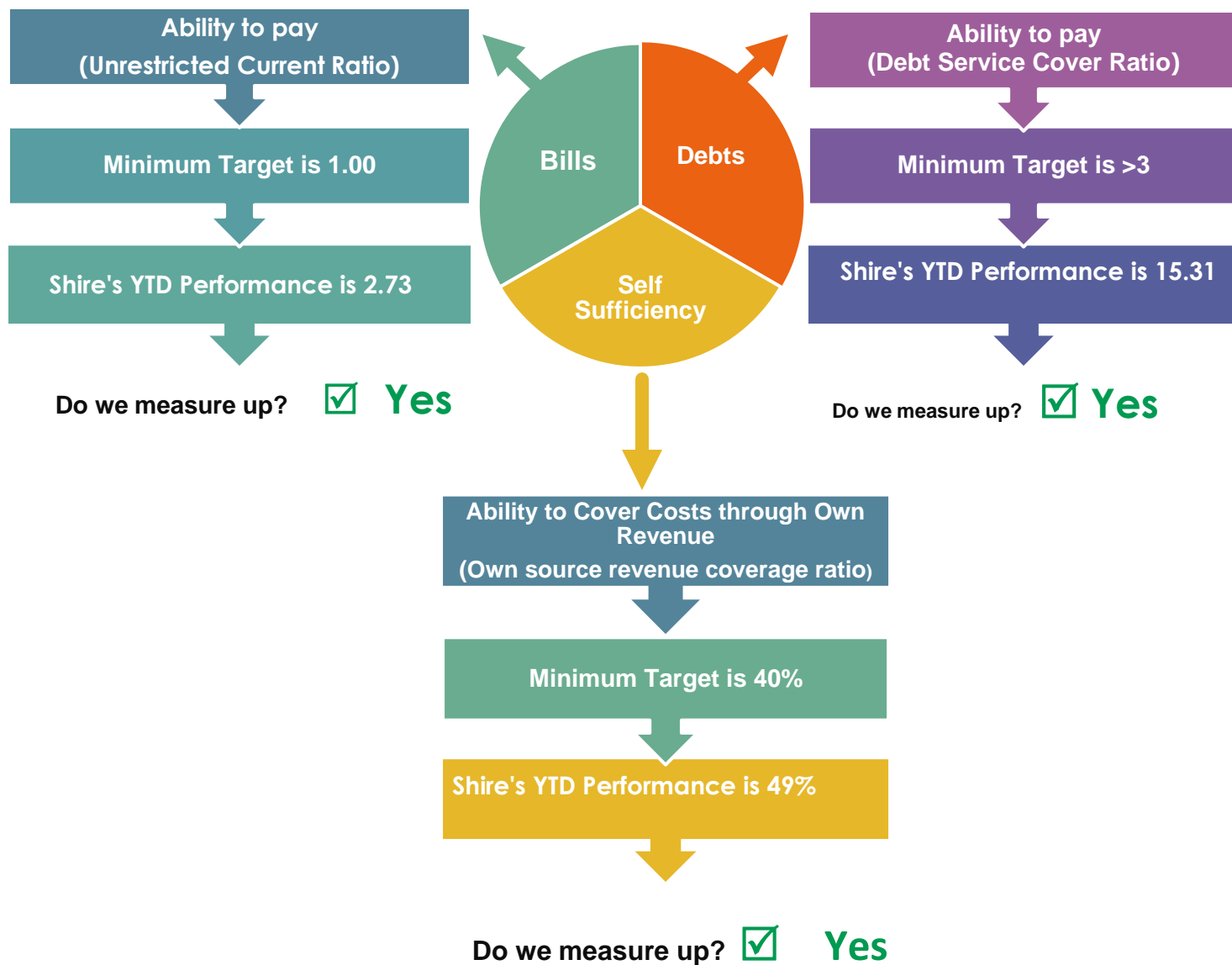


As at 31 January 2024

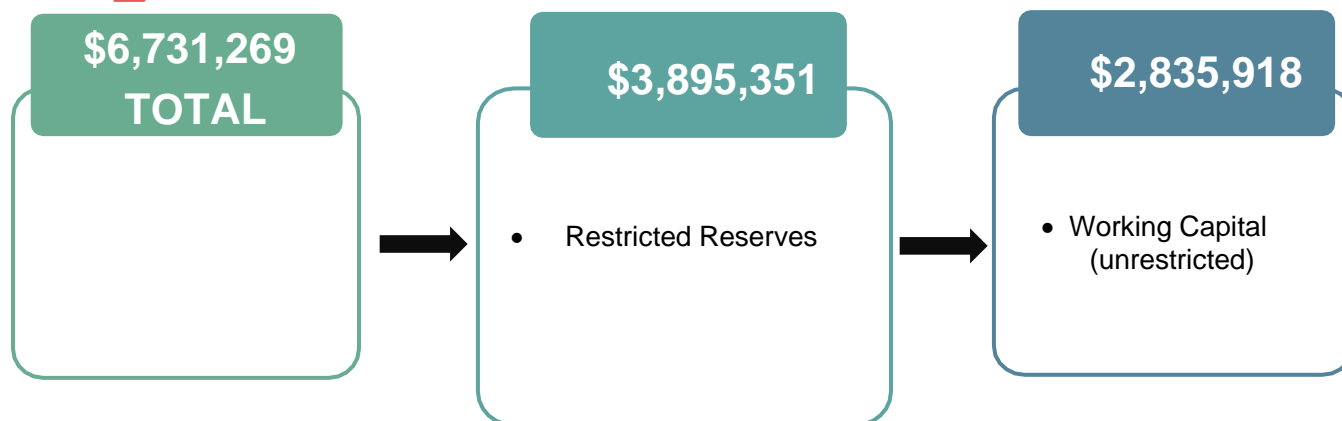
Highlighting how the Shire of Wongan-Ballidu is  
tracking against financial ratios

Financial Snapshot (Year to Date)	Actual
Operating Revenue	\$4,477,588
Operating Expenditure (Including Non-Cash Items)	(\$8,331,599)
Non-Cash Items	\$4,989,288
Capital Revenue	\$1,626,974
Capital Expenditure	(\$2,736,402)
Loan Repayments	(\$52,969)
Lease Liability Principal Repayments	(\$5,427)
SSL Reimbursements	\$9,273
Transfers (to)/from Reserves	(\$98,896)
Surplus Brought Forward 1 July 2023	\$2,744,736
<b>Current Municipal Surplus</b>	<b>\$2,622,566</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 -95.16%

Do we measure up? **×** **No**

- 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 50.30%

Do we measure up? **×** **No**

- Due to infrastructure revaluation, roads and drainage fair values have increased significantly as well as depreciation rates.

## 9.2.5 RECORDKEEPING POLICY

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	20 February 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Sam Dolzadelli – Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.4.1 Recordkeeping Policy

### PURPOSE OF REPORT:

The purpose of this report is to present the Shire's updated Recordkeeping Policy to Council for adoption.

### BACKGROUND:

The Shire's Recordkeeping Plan (RKP) is due for review and submission to the State Records Office of Western Australia (SRO). The Shire engaged a consultant to review and update the Shire's Recordkeeping Plan, as per section 28 of the *State Records Act 2000*. As part of updating the Recordkeeping Plan, there is a requirement to review and update the Recordkeeping Policy and have the minutes of the adoption of the updated Policy provided to SRO along with the updated RKP.

### POLICY REQUIREMENTS:

Nil

### LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- *State Records Act 2000*

### 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 updated Recordkeeping Policy is attached. As the Shire has undergone significant changes to its Electronic Document and Records Management System (EDRMS), the Policy has been completely overhauled. The Shire's new EDRMS is held in Microsoft SharePoint, which is a cloud-based solution for recordkeeping management. The new EDRMS ensures full compliance with the *State Records Act 2000* and this includes compliance with the General Retention and Disposal Authority for Local Government Information 2023-005.

It is important to note that this Policy applies to both administrative staff and elected members.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No.

**OFFICER RECOMMENDATION:**

That Council:

1. ADOPTS the Recordkeeping Policy (as attached), noting that this will be submitted along with the updated Recordkeeping Plan to the State Records Office of WA.

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## 1.9 Recordkeeping

<b>Policy Owner</b>	<b>Administration</b>
<b>Person Responsible</b>	<b>Deputy Chief Executive Officer</b>
<b>Date of Adoption</b>	<b>23 February 2022</b>
<b>Date of Last Review</b>	<b>28 February 2024</b>

### OBJECTIVE

Good documents and records support effective business practice and improves organisational accountability and efficiency. As such, documents and records are a vital organisational asset and a cornerstone of the Shire of Wongan Ballidu's (the Shire) governance.

The Shire has a legislative obligation, under the *State Records Act 2000* (the Act) to create, capture, retain and manage documents and records that support the Shire's business functions, corporate decisions and activities.

This policy sets out the requirements, roles, and responsibilities to ensure:

- The electronic documents and records management system (EDRMS) is the mandated records system.
- Official documents and records are captured into the EDRMS or line-of-business systems.
- Access and dissemination are appropriate.
- Information integrity is maintained.
- Vital documents and records are identified and managed in accordance with relevant legislation to ensure business continuity.
- Unauthorised tampering or destruction of documents and records is an offence under the Act and severe penalties may be applied for a breach of the Act.

This policy will support the Shire in meeting its strategic plan directions and priorities and adapt to changing business environments and promote efficiencies.

The policy reflects the legislated document and records management requirements under the *State Records Act 2000*, *Local Government Act 1995*, and *Freedom of Information Act 1992*.

### SCOPE

The Shire will ensure that corporate documents and records are created, captured, retained, and managed in accordance with legislative and operational requirements; and are authentic, reliable, useable, and capable of supporting business functions and activities for as long as they are required.



This policy applies to the official corporate documents and records of the Shire.

This policy applies to all corporate information, records, and data regardless of media and format (including but not limited to hard copy documents, electronic documents or file, email, handwritten notes, digital data, and multimedia) received or created in the conduct of Shire business.

This policy applies to all business applications used to create, manage, and store information (records management systems, databases, line-of-business systems, email, websites, social media, and messaging applications) managed in-house and offsite.

## **ROLES AND RESPONSIBILITIES**

All Shire employees, elected members, contractors, consultants, and providers of outsourced services are responsible and accountable for creating, capturing, and managing Shire documents and records related to their work activities in accordance with this policy and supporting procedures.

The extent of those responsibilities will vary according to individual roles.

<b>Role</b>	<b>Responsibilities</b>
Chief Executive Officer	Ensure the effective implementation of this policy directive within the offices of the Shire.
Managers (Includes Deputy Chief Executive Officer)	<p>Implement this policy directive in their areas of responsibility.</p> <p>Ensure that official documents and records will only be altered, deleted, archived, stored, and destroyed in a manner compliant with this policy, the Act and best practice principles.</p> <p>Ensure employees within their area of responsibility comply with digitisation requirements in accordance with this policy and its supporting procedures.</p> <p>Routinely monitor business rules, procedures, and devices to ensure the integrity of digitised electronic record versions and compliance with this policy; and taking corrective action accordingly.</p>
Deputy Chief Executive Officer	<p>Manage the policy (including feedback, review, document and records management requirements, update policy versions and removal of revoked policy).</p> <p>Provide policy direction and assistance, including interpreting policy requirements.</p> <p>Manage the design, configuration, implementation, and maintenance of the EDRMS.</p> <p>Ensure that archiving, storage, and destruction of records complies with this Policy, the Act and best practice principles.</p>

Role	Responsibilities
	<p>Responsible for ensuring document and records management roles, responsibilities and capabilities are incorporated into role descriptions, performance agreements, legal agreements, and employment and outsourcing contracts.</p> <p>Assign resources to develop, implement, communicate, train, monitor and oversee digitisation business rules or procedures.</p>
Employees, elected members, contactors, consultants, and providers of outsourced services	Comply with this policy when performing their duties.

## POLICY

### CREATION

Documents and records are created as part of day-to-day business activities of the Shire. The purpose of the record is to document evidence of business transactions, to comply with legal requirements, to record decisions made and actions taken and to maintain a record of communications sent or received.

Documents and records need to be complete, suitable, and meaningful to the purpose for which they are created and kept.

Content to be published on the Shire of Wongan Ballidu website and Facebook page will be created and approved (where required by the Chief Executive Officer) in a document external to the platform before publication.

### CAPTURE

Every document or record relating to Shire business activities and transactions that is received, created, or held in any form (voice recordings, physical or electronic) will be registered into the EDRMS unless an exemption is in place. Exemptions may be sort from the Deputy Chief Executive Officer.

All documents and records must be accessible and unencrypted (i.e., not password or copy protected or converted into a code that would prevent access), as soon as practicable after the event. This includes business emails, attachments, calendar/diary appointments, tasks and notes relating to Shire business activity which are received, created, sent, or held in an email messaging system.

The Shire's website and Facebook content, including the approval to post (where required by the Chief Executive Officer), must be captured to the EDRMS before it is uploaded. In addition, all documents published on the Shire's Facebook page or website must be copies, and the original documents must be saved to the Shire's EDRMS.

## **VALIDATION**

Shire documents and records created, received, or held will be capable of being validated as accurate, complete, and reliable. An audit trail will be maintained to track and verify all changes to, and activities performed on Shire documents and records.

## **OWNERSHIP AND INTELLECTUAL PROPERTY**

Documents and records created or received by employees, elected members, contractors, consultants, and providers of outsourced services during the conduct of Shire business activities will be managed as information assets owned by the Shire (except where otherwise agreed in contracts or copyright agreements).

## **CLASSIFICATION AND NAMING CONVENTIONS**

The Shire has adopted a pragmatic approach to naming records. The information architecture imposed in the EDRMS solution supports efficient and effective records use supporting quick, easy retrieval of information assets to support accurate, timely reporting.

## **METADATA**

Documents and records created, received, or held in the Shire's EDRMS will contain appropriate recordkeeping metadata describing their context, content, and structure in accordance with the State Records Commission Standard 8. This metadata will facilitate and control the creation, capture, identification, classification, access, security, storage, preservation, retention and disposal of documents and records.

## **ACCESS CONTROLS AND SECURITY**

Shire access controls and security are applied to documents and records at the time of creation, receipt and capture. This is to ensure that they - and any related confidential, private, sensitive, or intellectual property information - are protected from inappropriate access, usage, disclosure, or alteration. Multifactor authentication on all environments is in place to prevent unauthorised access.

The controls and protocols applied will also need to comply with legally enforceable rights of access to information embodied in the *Freedom of Information Act 1992* to support openness and accountability.

Public access rights determinations will also be made when archival documents and records are transferred to State Records of WA or approved records storage providers for storage or permanent archiving in accordance with the State Records Commission Standard 7.

## **STORAGE, LOCATION, AND SPACE MANAGEMENT**

Documents and records will be stored in an unencrypted, open and enduring format in the EDRMS, on appropriate media or in managed storage locations that ensure their preservation, security, accessibility, and integrity over time.

This policy outlines seven principles to be considered when storing physical records in a facility under the direct control of the Shire or by a third-party:

- Location: sites, facilities and areas for records storage should be located away from known hazards and be convenient to user needs.
- Environmental control: records should be stored in environmental conditions that are appropriate to their format and retention period.
- Shelving and packaging: the shelving, equipment and containers for records storage should ensure that records are secure, accessible, and protected from deterioration.
- Maintenance and security: records storage facilities, areas and records should be maintained to safeguard their security, condition, and accessibility.
- Protection from disaster: disaster management programs should be established and maintained to ensure that risks to records are minimised and managed appropriately.
- Careful handling: the retrieval and use of records in storage areas should be subject to controls that prevent damage and deterioration.
- Accessibility: records should be stored and controlled in facilities where they can be identified, located, and retrieved easily.

## **RETENTION, DISPOSAL, AND DESTRUCTION**

Documents and records will be systematically retained, stored, and archived for at least the minimum length of time stipulated by the relevant current records disposal authority approved by the State Records Office of Western Australia.

Documents and records will only be altered, destroyed, or deleted in accordance with the provisions of the Act. Sentencing of records must be actioned by a trained records officer and disposal of records must be authorised by Executive management before disposal takes place.

Records subject to a Freedom of Information request, legal action or State Records disposal freeze must not be destroyed even if the minimum retention period has been reached.

## **DIGITISATION**

Physical documents converted to digitised electronic record versions will be:

- digitised via a multi-function device or document scanner connected to the Shire network which meets Shire minimum digitisation specification requirements; and
- managed and disposed of in accordance with the State Records Office Guideline Records Retention and Disposal Instructions and General Disposal Authority for Source Records (RD 2016002).
- Digitised electronic record versions of source physical documents will be captured, managed, archived, and disposed of within the EDRMS as electronic records in accordance with this policy, and the minimum length of time stipulated by the relevant current disposal authority approved by the State Records Office.

## **SEARCH AND RETRIEVAL**

Documents and records will be created, captured, named, classified, appropriately secured, version controlled and managed in the EDRMS to enable them to be quickly and easily searched and retrieved, via EDRMS search and retrieval tools, to improve business processes and service delivery unless an exemption is approved.

This includes tracking the movement, transfer and current location of all documents and records in the EDRMS, including those stored offsite, at State Records of WA and at approved temporary records storage providers.

## **VITAL RECORDS AND RECORDS DISASTER MANAGEMENT PLAN**

Vital documents and records created, received, or held will be identified, managed, and protected by the development and implementation of a vital records plan.

Business continuity plans for electronic and physical documents and records will also be developed, regularly tested, and implemented in the event of a disaster to minimise the loss of Shire information assets and ensure business continuity.

## **DESIGN OF BUSINESS INFORMATION SYSTEMS.**

Document and records management requirements and controls documented in this policy and State Records Commission Standards will be considered and built into the specifications, design, development, modification, upgrade, documentation, and implementation of all new or modified business systems and information and communication technology (ICT) processes relating to documents, records, and information assets.

Document and records management processes related to the design of business systems and ICT processes will include the analysis of business activities, assessments of existing systems and business processes, identification of recordkeeping and metadata standard requirements and controls, migration strategies, and requirements for integration with the EDRMS.

All new line of business systems will consider the State Records Commission Standards and Guidelines, and the Act.

## **CONTRACTING AND RECORDS MANAGEMENT REQUIREMENTS.**

Where contractors or external service providers are engaged by the Shire, the Shire's Records Management Policy requirements, roles and responsibilities will be addressed in the contract or agreement provided to engage the service.

## **INDUCTION AND TRAINING.**

All new employees and elected members are required to complete records management training. Records handling training will be completed by all users as appropriate to their role and responsibilities. A record of training completed must be retained.

Shire managers are required to provide access to records management training to employees, contractors, consultants, and elected members appropriate to their role in document and records management responsibilities.

## DEFINITIONS

In the context of this document:

A document or record means:

- written, graphic or pictorial matter; or a disk, tape, film, or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).
- information in any format, both analogue and digital (including paper, micro-form, audio-visual, graphic and electronic media).
- Documents are created by planning what needs to be done.
- Records are created when something is done.
- An official document or record means: a document or record made or received by the Shire in the conduct of its business, including drafts of final versions or materials with a continuing reference value.
- Documents and records that are not considered to be official include documents or records received that were intended for another recipient agency or individual.
- Vital documents and records mean documents or records in any format that contain information essential to the survival of an organisation.

## **RELATED DOCUMENTS**

### **State Records Office**

State Records Policies, Guidelines and Disposal Authorities:

- Australian Standard on Records Management AS ISO 15489-2002
- Born Digital: Managing Government Information and Data
- Directions for Keeping State Archives Awaiting Transfer
- General Retention and Disposal Authority for Local Government Information 2023-005.
- General Disposal Authority for Source Records (RD 2016002).
- Guidance for Identifying and Retaining Records which may become relevant to an Actual or Alleged Case of Child Sexual Abuse
- State Records Commission Policy – Local Government Elected Members records.
- State Records Commission directive 29 August 2019 Records relevant to Royal Commissions
- State Records Commission Standards 1 to 8 inclusive.

### **Legislation**

Including but not limited to:

- Criminal Code 1913
- Electronic Transactions Act 2003
- Evidence Act 1906
- Freedom of Information Act 1992
- Local Government Act 1995
- State Records Act 2000
- Privacy Act 1988 (Fed.)

### **Other Publications**

- Western Australian Auditor General Records Management in Local Government Report
- Australian Standard, AS 4390 – 1996, Records Management



## 9.2.6 MANAGED ICT SERVICES – AWARD OF CONTRACT

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	12 February 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Sam Dolzadelli – Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	9.2.6A Tender Evaluation Report (Confidential) 9.2.6B SOWB Tender Documentation – Scope of Works (Confidential)

### PURPOSE OF REPORT:

The purpose of this report is to advise Council on the evaluation of the submissions received for the Shire's Managed ICT Services Request which was conducted via the WALGA Preferred Supplier Program (PSP). Council is to resolve on the award of the contract.

### BACKGROUND:

The Shire published a request through the WALGA PSP on Monday 11 December 2023, with a closing date for submissions to be received by no later than Friday 19<sup>th</sup> January 2024. The Shire's Managed ICT Services contract expired on 31 December 2023. A formal agreement was entered into with the incumbent provider to extend the provision of services until such time that the procurement process has been finalised for a new contract to be entered into.

The Shire utilised the WALGA Preferred Supplier Program to undertake the procurement process, which provides the local government with an exemption from public tender under Regulation 11(2)(b) of the *Local Government (Functions and General) Regulations 1996*. The WALGA PSP ensures that the Shire will receive best value for money and provides additional confidence in suppliers as necessary due diligence and ongoing risk monitoring is conducted through the panels.

### POLICY REQUIREMENTS:

Council Policy 4.8 – Purchasing and Procurement

### LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- *Local Government (Function and General) 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:**

In this procurement process, the Shire adopted a best value for money approach. This means that although price is considered, the response containing the lowest price will not necessarily be accepted, nor will the response ranked the highest on the qualitative criteria evaluation matrix.

The Shire's 2023/24 Budget included a recurrent amount of \$60,000 (includes \$10,000 for overage charges on hours above agreed hours) for Managed ICT Services. In addition to this, there was a budget allocation of \$10,000 for cyber security initiatives. The contract price will be very similar, and thus will not pose a material impact on the Shire's Budget. Any variance can be determined and a budget amendment presented to Council as part of the mid-year budget review.

## **COMMENT:**

A detailed assessment was completed of all submissions and an evaluation matrix was used to determine qualitative scores and rankings and price comparisons.

The following is a summary of both the qualitative scores and indicative pricing and rankings upon completion of the assessments. The qualitative scores are weighted and scored out of 5, with 5 being the highest possible score.

Organisation	Total Qualitative Score	Qualitative Ranking	Total indicative recurrent pricing (3 years ex. GST)	Total non-recurrent pricing (ex. GST)	Quantitative Ranking
Wallis Computer Solutions	4.25	1	\$197,121	\$3,800	6
Focus Networks	4.20	2	\$189,540	\$55,005	8
Integrated ICT	4.00	3	\$186,372	\$7,125	5
Open Systems Support	3.85	4	\$196,884	\$19,886	7
Solutions I.T.	3.85	4	\$158,292	\$0	4
XL2	3.55	6	\$97,200	\$1,900	1
Catalytic IT	3.00	7	\$148,320	\$2,543	3
Moncrieff Technology Solutions	2.95	8	\$114,041	\$20,110	2
Infinitum Technologies	2.30	9	\$324,360	\$27,467	9

#### **DETAILED ASSESSMENT (CONFIDENTIAL)**

Refer to attachment 1 for the detail assessment report, please note that this is a confidential item.

#### **SERVERS**

The Shire's servers have been fully migrated to the cloud, however there is still a requirement for servers to be patched and updated until the transition to the new ERP is completed. It is envisaged this will be done by no later than 30 June 2025. Therefore, the annual cost for years 2 and 3 (and 2x1 exercisable options) will be reduced by approximately \$5,725 once the servers are fully decommissioned.

#### **CONCLUSION:**

Wallis Computer Solutions is recommended as the preferred respondent, given they have been evaluated as the best supplier based on qualitative criteria and the pricing is in-line with the current budget for Managed ICT Services. The indicative pricing includes services for the servers, which will only be required for a maximum of 18 months of the contract, and then the cost will reduce by approximately \$5,725 per annum.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No.

**OFFICER RECOMMENDATION:**

That Council:

1. ACCEPT The assessment of the responses submitted for the Shire's Managed ICT Services contract with Wallis Computer Solutions being the preferred supplier based on the following term and price basis:

<b>Term</b>	<b>Indicative Annual Cost (ex. GST)</b>	<b>One-off Costs (ex. GST)</b>	<b>Indicative Contract Price (ex. GST)</b>
Initial Term – Year 1 - 3	\$65,707	\$3,800	\$200,921
2 x 1 Year Options exercisable by the Shire	\$65,707	\$0	\$131,414
<b>Total</b>			<b>\$332,335</b>

**NB: The indicative pricing is not a lump sum price as there is a price variation mechanism for Managed Support Services based on number of devices. If the number of devices change, the charge will reflect this.**

2. AUTHORISE the Chief Executive Officer to finalise the contract with Wallis Computer Solutions within the defined parameters of the scope of works and submission received by Wallis Computer Solutions, including the indicative costs shown above.

### 9.3 WORKS AND SERVICES

#### 9.3.1 REQUEST FROM VENTIA, ON BEHALF OF MRWA, TO EXTEND STORM WATER CULVERT SLK 95.42 ON THE NORTHAM-PITHARA ROAD

<b>FILE REFERENCE:</b>	
<b>REPORT DATE:</b>	16 February 2024
<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>	DWG 1.0, DWG 1.1

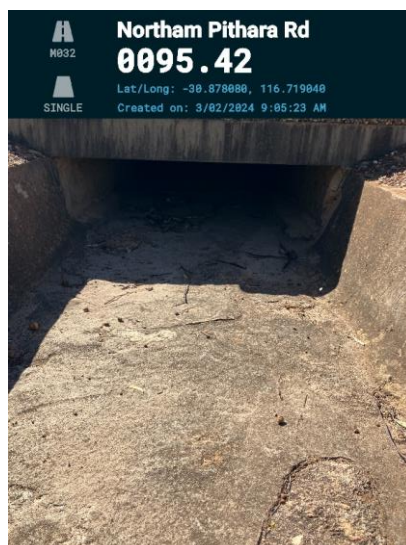
#### PURPOSE OF REPORT:

The objective of this report is to formally request approval from Council for Ventia, acting on behalf of MRWA, to undertake the extension of the Historically Heritage Significant water channel located at SLK 95.42 on the Northam-Pithara Road.

#### BACKGROUND:

Main Roads Western Australia (MRWA) is currently executing extensive road widening along the Northam-Pithara Road, stretching from Wongan Hills to Ballidu. This initiative aims to enhance road infrastructure and accommodate increasing traffic demands. As part of this project, MRWA is mandated to conduct culvert extensions to achieve the necessary formation width.

Of particular concern is a water channel designed to collect stormwater originating from Christmas Rock, situated north of the town. This channel directs the collected water flow towards the Railway Dam, positioned on the western side of the Northam-Pithara Road. Notably, the channel necessitates crossing underneath the Northam-Pithara Road at SLK 95.42.



*Existing Water Channel*

**COMMENT:**

The water channel holds significant historical heritage value for the Wongan Hills Community, despite not being officially listed as a heritage site. Ventia has proposed a solution involving excavating beside the channel and installing two 150mm footings with reinforced steel bars.

Subsequently, a cover slab will be constructed over the channel, firmly anchored to the footings on either side. This approach ensures that the weight of the new structure is borne by the footings, alleviating any strain on the existing water channel.

Ventia has indicated the possibility of making slight adjustments to the top of the existing water channel to ensure the cover slab rests evenly on the new footings and achieves the desired coverage.

Attached to this report are construction drawings detailing the proposed slab and its arrangement for reference.

**Concerns**

NIL

**BUDGET**

NIL

**POLICY REQUIREMENTS:**

NIL

**LEGISLATIVE REQUIREMENTS:**

NIL

**STRATEGIC IMPLICATIONS:**

NIL

**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:**

NIL

**VOTING REQUIREMENTS:**

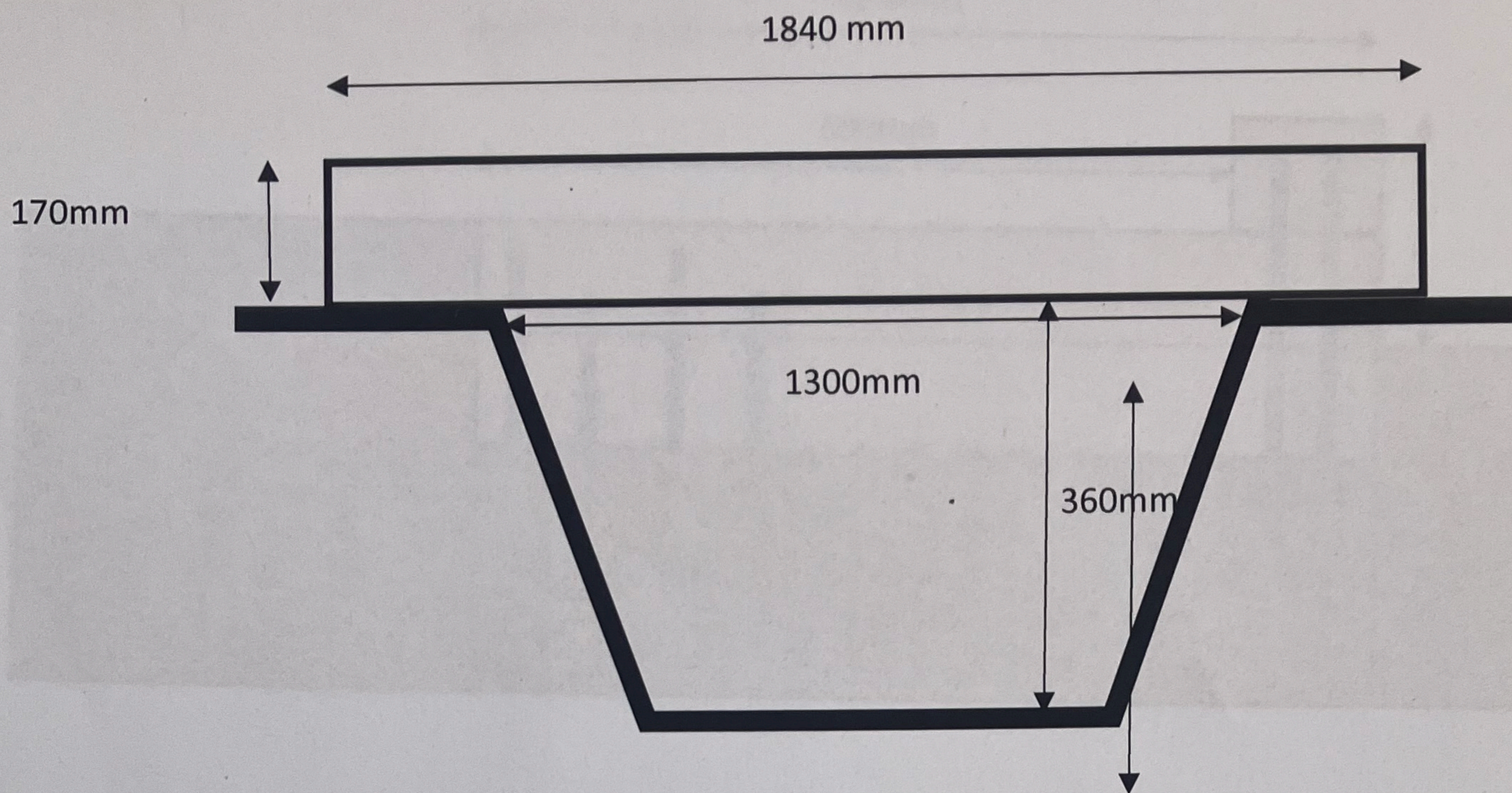
**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

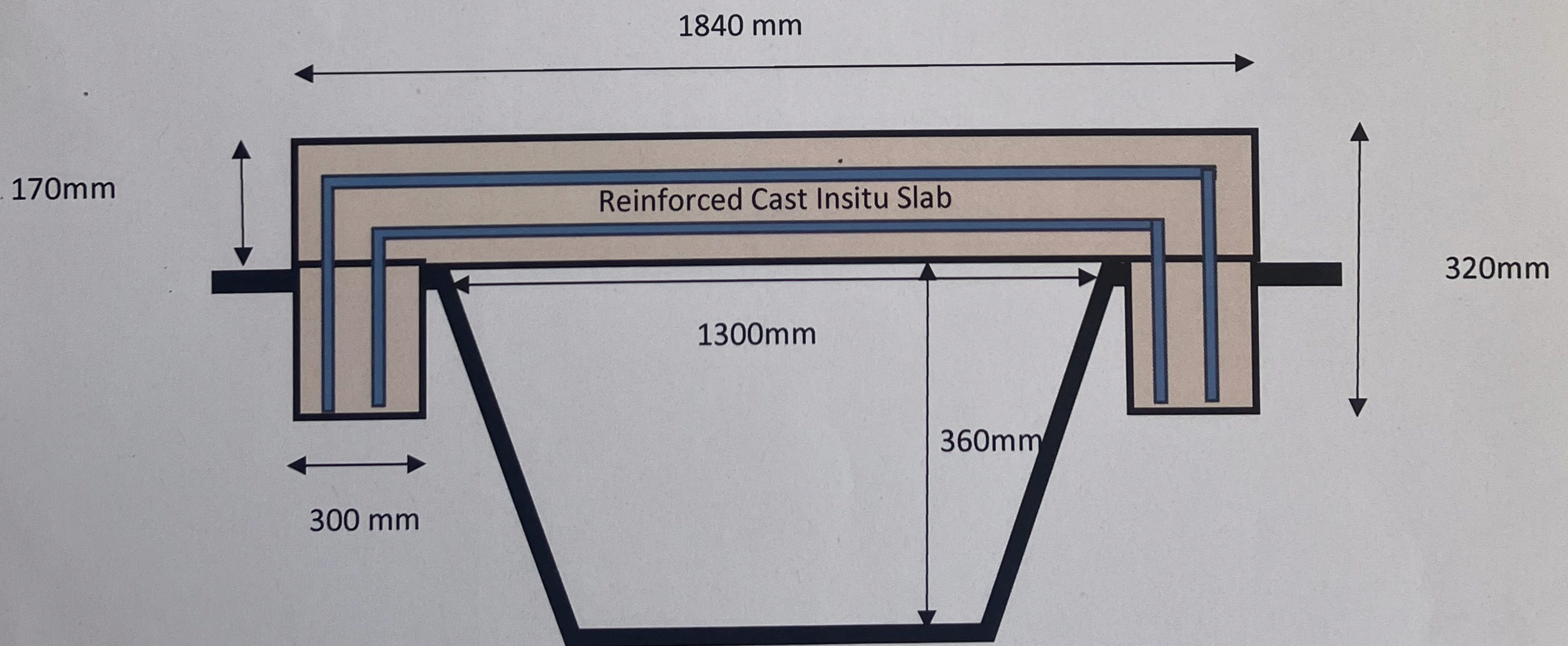
That Council: approve the proposal presented by Ventia, representing MRWA, for the extension of the water channel at SLK 95.42. This extension is deemed essential for the progression of their road widening project.



Existing Channel

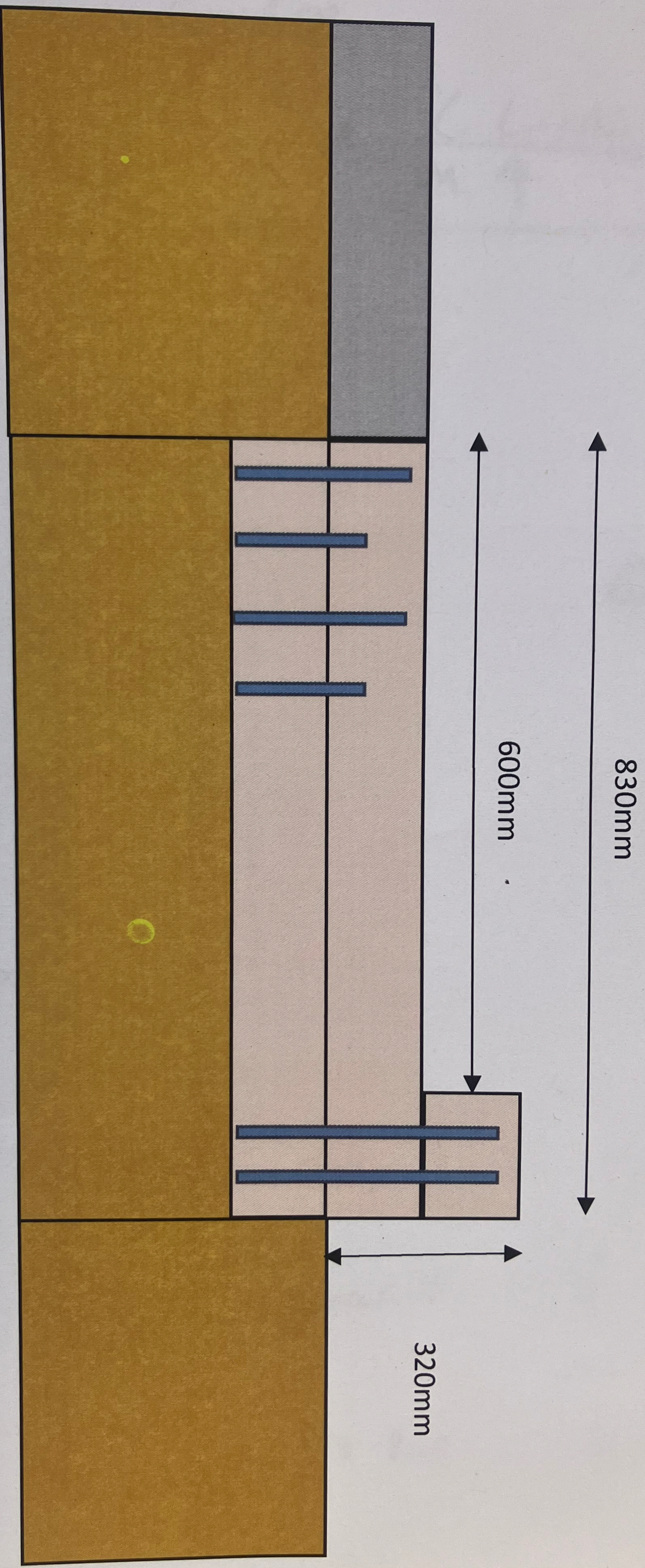


Proposed Extension Cross Section





**Proposed Extension Cover Slab Side View**





## 9.4 HEALTH, BUILDING AND PLANNING

### 9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL P538 – PROPOSED INSTALLATION OF PITCHED STEEL ROOF OVER TWO 20FT SEA CONTAINERS – LOT 725, 138 WONGAN ROAD, WONGAN HILLS

<b>FILE REFERENCE:</b>	A645/P538
<b>REPORT DATE:</b>	5 February 2024
<b>APPLICANT/PROPONENT:</b>	Walkers Diesel Services
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

#### PURPOSE OF REPORT:

Consideration and final determination of an application for Development Approval for the construction and use of pitched steel roof over two 20ft sea containers at Lot 725, 138 Wongan Road, Wongan Hills.

#### BACKGROUND:

The applicant is seeking Council's development approval for the construction and use of a pitched roof shelter over two 20ft sea containers for storage of steel on Lot 725, 138 Wongan Road, Wongan Hills.

Lot 725, 138 Wongan Road, Wongan Hills comprises a total area of approximately 2,025m<sup>2</sup>. The property has existing sheds and office space.



*Landgate Map 5 February 2024*

*(red box indicates whole property, yellow box indicates location of dome shelters)*



*Bushfire Prone Area Map as at 5 February 2024*

*(red lines indicate whole property, yellow box indicates location of pitched roof & sea containers)*

## **COMMENT:**

The applicant currently operates a mechanical and fabrication business from 134-146 Wongan Road, Wongan Hills. The property is classified as 'General Industry' zone in the Shire of Wongan Ballidu Local Planning Scheme No. 5 (LPS5).

The Zone Objectives for the development and use of any land classified 'General Industry' zone are as follows:

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

The pitched roof over will be constructed over two existing 20ft sea containers. The purpose of the development is to provide storage and shelter for steel.

This will be positioned in between the fabrication and mechanical workshops, there is no impact to adjacent properties.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and all relevant local planning policies, the Residential Design Codes and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development application has been assessed in consultation with the above documents and is subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

## **POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

## **LEGISLATIVE REQUIREMENTS:**

Planning and Development Act 2015  
Planning and Development (Local Planning Schemes) Regulations 2015  
Shire of Wongan Ballidu Local Planning Scheme No. 5  
State Planning Policy 3.7 – Planning in Bushfire Prone Areas

## **STRATEGIC IMPLICATIONS:**

There are no known Strategic implications associated with this item.

## **SUSTAINABILITY IMPLICATIONS:**

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

## **FINANCIAL IMPLICATIONS:**

There are no financial implications to Council in relation to this item. All costs associated with the proposed development are the responsibility of and will be met by the current landowners.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

## **OFFICER RECOMMENDATION:**

That Council APPROVE the Development Application for construction and use of pitched steel roof over two, 20ft sea containers at Lot 725, 138 Wongan Road, Wongan Hills, subject to the following conditions and advice notes:

Conditions:

1. The proposed development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period, the approval will lapse and be of no further effect. Where an approval has lapsed no development shall be carried out without the further approval of the Shire of Wongan Ballidu having first been sought and obtained.
2. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
3. All stormwater drainage generated by the proposed dwelling shall be contained and managed on site to the specifications and satisfaction of the Shire's Chief Executive Officer.
4. The proposed development shall be used for mechanical and fabrication purposes only unless otherwise approved by Council.

Advice Notes:

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wongan Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
  - a. Shire of Wongan Ballidu Annual Firebreak Notice - compliance
  - b. Shire of Wongan Ballidu Health Local Law
4. In accordance with the Building Act 2011 and Building Regulations 2012, a demolition permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
6. The proposed outbuilding is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
7. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
8. No construction works shall commence on the land prior to 7 am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
9. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wongan Ballidu Local Planning Scheme No. 5 and may result in legal action being initiated by the local government.
10. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.



#### 9.4.2 APPLICATION FOR DEVELOPMENT APPROVAL P539 – 12M X 7.5M OUTBUILDING (SHED), 11 AVON ROAD, WONGAN HILLS

<b>FILE REFERENCE:</b>	A884/P539
<b>REPORT DATE:</b>	13 February 2024
<b>APPLICANT/PROPONENT:</b>	Denise Stichling
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

#### PURPOSE OF REPORT:

Consideration and final determination of an Application for Development Approval for the construction of a 12 m L x 7.5m W x 3.0m H outbuilding (shed) at 11 Avon Road, Wongan Hills.

#### BACKGROUND:

The applicant is seeking Council's development approval for the construction and use of a new 12m L x 7.5m W x 3.0m H outbuilding for storage purposes at 11 Avon Road, Wongan Hills.



*Landgate Map 5 February 2024*

*(red box indicates whole property, yellow box indicates location of outbuilding)*

11 Avon Rd, Wongan Hills comprises a total area of approximately 5 acres. The land contains an existing 3 x 1 residential home. The proposed outbuilding is 23 metres from the existing residence.

The proposed outbuilding is located within a designated bushfire prone area. Because the shed is not habitable and is over 6 metres from the existing residence, a BAL assessment is not required.



*Bushfire Prone Area Map as at 5<sup>th</sup> February 2024  
(red lines indicate whole property, yellow box indicates location of outbuilding)*

#### **COMMENT:**

The applicant would like to erect a new outbuilding at 11 Avon Road, Wongan Hills. The outbuilding will be made from Colorbond material and measure 12m x 7.5m x 3m (at eaves). The proposed outbuilding will be installed towards the East side of the property 23m from the main residence.

Access to the proposed outbuilding will be via the existing driveway from Central Road. The proposed outbuilding is to be set back over 50m from the East boundary fence, 18m from the North boundary fence. It will have an eave height of 3.0m and a ridge height of 4.0m.

11 Avon Road, Wongan Hills is classified 'Rural Residential' zone in the Shire of Wongan Ballidu Local Planning Scheme No. 5 (LPS5).

The Zone Objectives for the development and use of any land classified 'Rural Residential' zone are as follows:



- To provide for a lot sizes in the range of 1ha to 4ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for retention of vegetation and landform or other features which distinguish the land.
- To discourage or prohibit development not compatible with the predominantly rural nature and residential amenity of the zone.
- To promote and encourage cluster subdivision and other innovative rural residential designs, having consideration for conservation values.
- To encourage the provision of vegetation and fauna corridors and the revegetation of the land to adequately protect any areas or sites of conservation value.
- To only permit development, and support subdivisions, in accordance with an approved structure plan.

The total area of the outbuilding the applicant is requesting, are outside the Deemed to Comply requirements under the R-Codes. The wall height requirements are also outside of the Deemed to Comply requirements and therefore a variation to the R-Codes is requested.

5.4.3 Outbuildings Deemed-to-Comply – development satisfies the following deemed-to-comply requirements (c)

<b>Deemed-to-Comply (R-Codes) C3 Outbuildings that:</b>	<b>Proposed Outbuilding Specifications</b>
i. are not attached to a dwelling	Outbuilding is not attached to the dwelling
ii. are non-habitable	Outbuilding is being used for private storage
iii. collectively do not exceed 60m <sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser	Outbuilding is 90m <sup>2</sup>
iv. do not exceed a wall height of 2.4m	Wall height 3.0m
v. do not exceed a ridge height of 4.2m	Ridge height 4.0m
vi. are not within the primary or secondary street set back area	Outbuilding is not within the primary or secondary street set back area
vii. do not reduce the amount of open space required in Table 1; and Table 1 requirement 60%	Open space at completion of outbuilding will not exceed the 60% of the open space requirement.
viii. are set back in accordance with Tables 2a and 2b Set back requirement 1.5 m rear of outbuilding Set back requirement 2.4 m front of outbuilding Setback side of building 1 m	Rear set back is 168 m (approx.)  Front set back is 18 m  East side set back 50 m (approx.) West side set back 50 m (approx.)

Under the Residential Design Codes (R-Codes) 11 Avon Road, Wongan Hills is zoned Rural Residential.

The size of an outbuilding can be varied if the application complies with the Design Principles set out by the R-Codes.

*Design Principle 5.4.3 Outbuildings*

P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and all relevant local planning policies, the Residential Design Codes and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development application has been assessed in consultation with the above documents and is subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

**POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

**LEGISLATIVE REQUIREMENTS:**

Planning and Development Act 2015  
Planning and Development (Local Planning Schemes) Regulations 2015  
Shire of Wongan Ballidu Local Planning Scheme No. 5  
State Planning Policy (SPP) 3.7 – Planning in Bushfire Prone Areas

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

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

➤ **Social**

There are no known social implications associated with this item.

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

That Council APPROVE the Development Application for the proposed outbuilding at 11 Avon Rd, Wongan Hills, subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period, the approval will lapse and be of no further effect. Where an approval has lapsed no development shall be carried out without the further approval of the Shire of Wongan Ballidu having first been sought and obtained.
2. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wongan Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:

- a) Shire of Wongan Ballidu Annual Firebreak Notice. All land zoned Residential, Rural Townsite and Commercial are required to reduce all annual grass and herbage to a height of not more than 75mm.
- b) Shire of Wongan Ballidu Health Local Law
- 4. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
- 5. The proposed development is required to comply in all respects with the National Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
- 6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
- 7. No construction works shall commence on the land prior to 7 am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
- 8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wongan Ballidu Local Planning Scheme No. 5 and may result in legal action being initiated by the local government.
- 9. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

### 9.4.3 SUBDIVISION/AMALGAMATION APPLICATION NO 164454 – LOT 100 TOWNSEND ROAD, LOT 251, 1276 BALLIDU SOUTH-EAST ROAD, BALLIDU

<b>FILE REFERENCE:</b>	A1781
<b>REPORT DATE:</b>	20 February 2024
<b>APPLICANT/PROPONENT:</b>	Everett Bennett Pty Ltd t/as CLE Town Planning & Design
<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:

The Western Australian Planning Commission (WAPC) has referred an application for the Subdivision/Amalgamation – CBH Network Strategy Implementation Project relating to the following locations -

- Lot 1276 (96) Ballidu South-East Road, East Ballidu
- Lot 100 (14) Townsend Road, Ballidu
- Lot 251 Ballidu South-East Road, Ballidu

The recommendation is that the WAPC be advised that the Shire of Wongan-Ballidu supports in principle the proposed freehold subdivision.

#### BACKGROUND:

At the Ordinary Council Meeting 19 November 2019, Council approved a request from Co-operative Bulk Handling (CBH) to advertise and request the Minister for Lands to close the unmade road reserve approx. 0.4415 ha at Lot 251 Ballidu South-East Road, Ballidu.

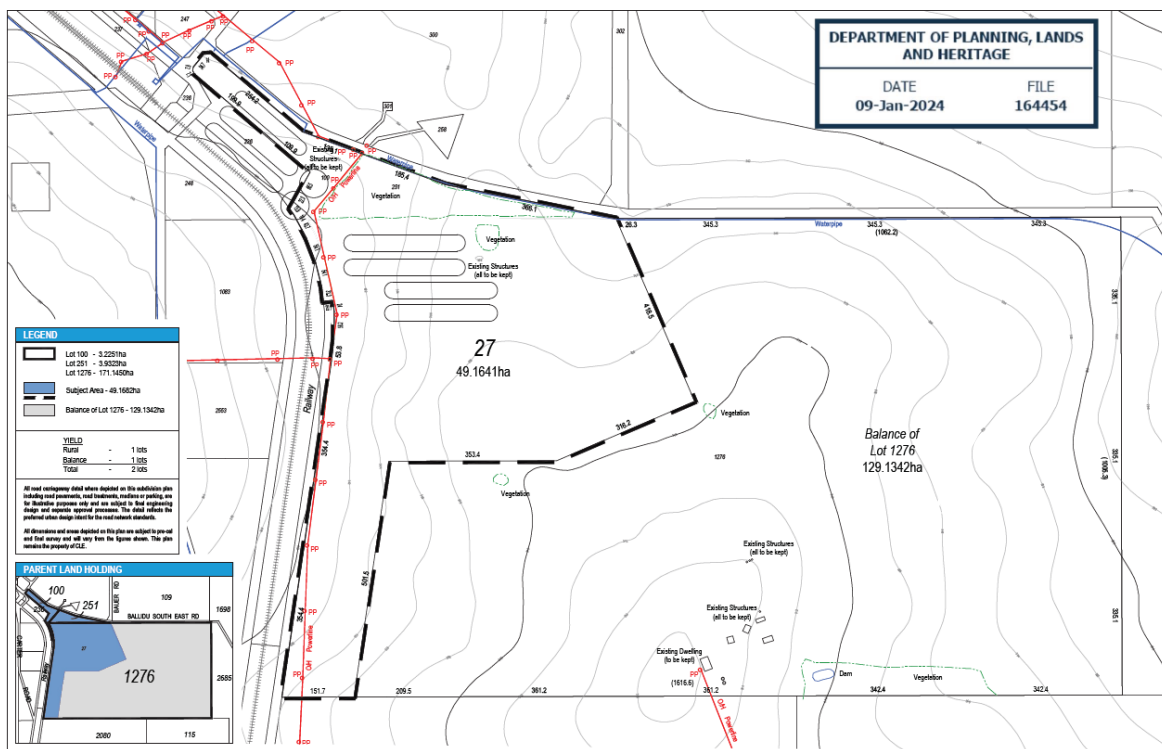
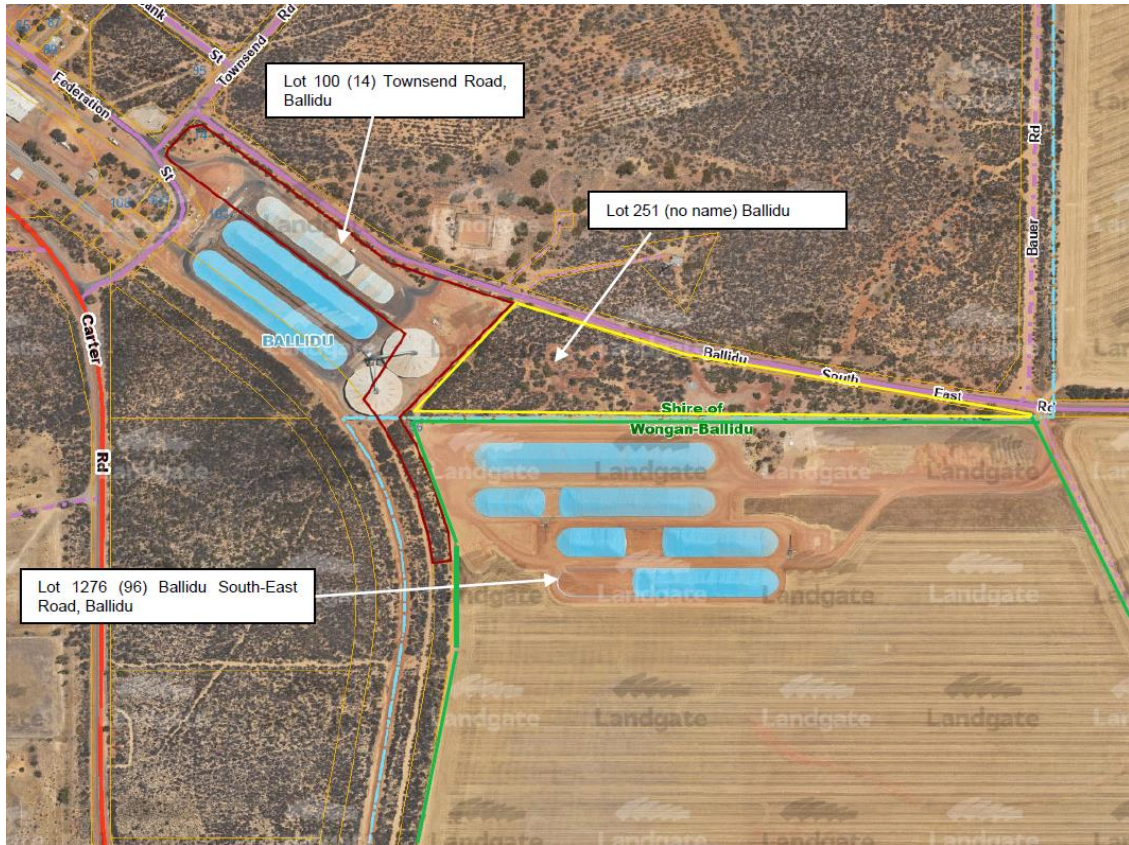
#### COMMENT:

The applicant has submitted a proposal to subdivide a portion of 42ha on Lot 1276 and amalgamate with existing Lot 100 and Lot 251. Lot 100 and 251 are both owned by CBH. The amalgamation will form a consolidated parcel of 49.16ha.

The purpose is to facilitate a future rail siding and grain receival site to support CBH's existing grain receival site at the existing Lot 100.

Lot 1276 has had previously approved development applications for the construction and use of seven open bulk heads and associated infrastructure.





### **POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

### **LEGISLATIVE REQUIREMENTS:**

Planning and Development Act 2005  
Shire of Wongan-Ballidu Town Planning Scheme 5

### **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**  
Nil

### **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this item.

### **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

### **OFFICER RECOMMENDATION:**

That Council endorse the proposed subdivision/amalgamation and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal for the subdivision/amalgamation of Lot 100 (14) Townsend Road Ballidu, Lot 251 Ballidu South-East Road Ballidu and Lot 1276 Ballidu South-East Road Ballidu as per the Application No: 164454.

#### 9.4.4 SUBDIVISION APPLICATION NO 164446 – LOT 450 AND LOT 451 ACKLAND STREET, WONGAN HILLS

<b>FILE REFERENCE:</b>	A1233 and A506
<b>REPORT DATE:</b>	20 February 2024
<b>APPLICANT/PROPONENT:</b>	F.M Surveys Pty Ltd
<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:

The Western Australian Planning Commission (WAPC) has referred an application for the subdivision of property to Council for comment for Lot 450 and 451 Ackland St, Wongan Hills.

The recommendation is that the WAPC be advised that the Shire of Wongan-Ballidu supports in principle the proposed freehold subdivision.

#### BACKGROUND:

In November 2022 the Shire was contacted by the owner of Lot 450, 14 Ackland Street who was selling his property. At this point it was noted that there was a discrepancy with the boundaries of his property and that of Lot 451, 16 Ackland Street Wongan Hills.



*Landgate Map Lot 451, 16 Ackland Street Wongan Hills*



## COMMENT:

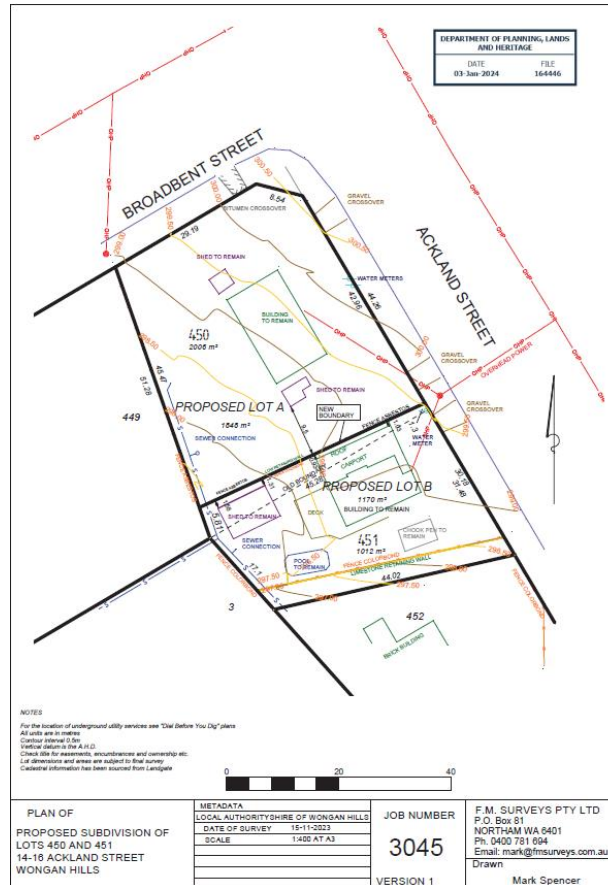
The applicant has submitted a proposal to subdivide Lot 451, 16 Ackland Street Wongan Hills.

When the dwelling was originally built the original boundary was the blue line, allowing the dwelling to be built in its current position. In the map below the current boundary goes through the house and the shed to the rear of the property.



*Landgate Map Lot 450, 14 Ackland Street Wongan Hills*

The subdivision will also address the misalignment with Lot 452. There will be no change to the boundary of Lot 451 and 452.



*\*it is noted that Broadbent Street should be Moore Street on the above map*

## POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

## LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2005  
Shire of Wongan-Ballidu Town Planning Scheme 5

## 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 item.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

That Council endorse the proposed subdivision and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal for Lot 450 and Lot 451 Ackland Street, Wongan Hills to be subdivided as per the plan of subdivision accompanying the Application No: 164446.

#### 9.4.5 12.1 TENDER – 2 X 3 BEDROOM, 2 BATHROOM UNITS AT LOT 707 SHIELDS CRESCENT, WONGAN HILLS AND 2 X 2 BEDROOM, 2 BATHROOM UNITS AT LOT 713 STICKLAND STREET, WONGAN HILLS

<b>FILE REFERENCE:</b>	HS1.7.30, HS1.7.31, HS1.7.32, HS1.7.33
<b>REPORT DATE:</b>	18 December 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>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Confidential – Tender Document

#### PURPOSE OF REPORT:

Council is requested to consider the Tenders received for RFT 01-2023.

#### BACKGROUND:

The Shire called for tenders for the construction of 2 x 3 bedroom, 2 bathroom units at Lot 707 Shields Crescent, Wongan Hills and 2 x 2 bedroom, 2 bathroom units at Lot 713 Stickland Street, Wongan Hills.

Tenders closed on Monday 3<sup>rd</sup> April 2023.

#### COMMENT:

Two tenders were received from builders for the construction of the units.

	Cost Per Unit		Total Tender Cost
	Shields Crescent	Stickland Street	
<b>Modular WA</b>	\$ 425,682.00	\$ 417,065.00	\$ 1,685,494.00
<b>Unison</b>	\$ 582,929.30	\$ 425,853.50	\$ 2,017,565.64

*Costing includes GST*

At the April 2023 informal meeting Council were informed that the two tenders had been received and were well above the funding amount available to the Shire.

It was discussed that a workshop be held to discuss the tenders and to find a way forward in the construction of the units.

At the Councillor review of the tenders, it was decided that the Shire engage with Mr Neil Panton to review the tenders as an independent and provide advice.

The Chief Executive Officer met with Mr Panton twice, the first to see if we could engage the services of Mr Panton for the process, who agreed to review the specifications and both Tenders submitted. The second meeting was to consider the outcome of Mr Panton's review. Mr Panton was of the view that one of the Tenders was non-compliant and should not be considered. A review of the Tender documentation did not provide what was sought through the tender process.

It was agreed that a meeting would be held with the preferred tenderer to review and discuss the specifications with the view of reducing the costs to fit within Councils Budget.

The items discussed during an October meeting with Mr Panton centred around ancillary specifications such as earthworks, fencing and landscaping etc. not the actual structural component of the dwellings.

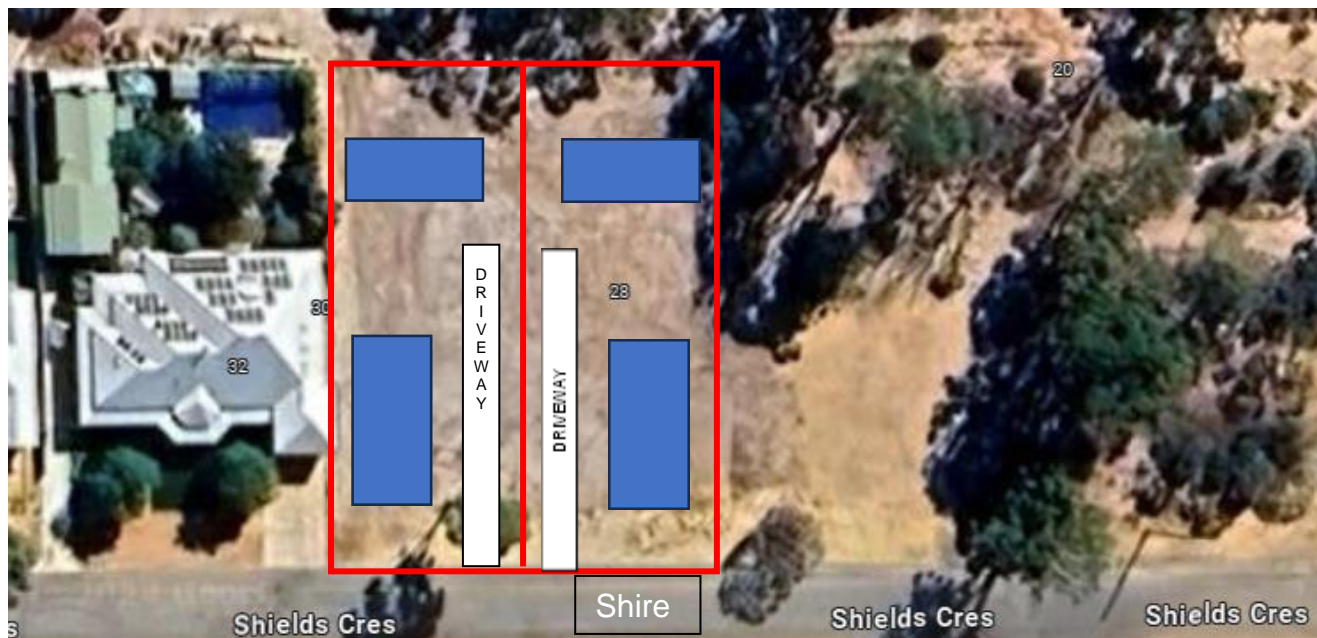
Modular WA have provided the following revised tender amount.

	Cost Per Unit		Total Tender Cost
	Shields Crescent T102	Stickland Street T104	
<b>Modular WA</b>	\$ 375,473.00	\$ 360,484.00	\$ 1,471,914.00

*Costing includes GST*

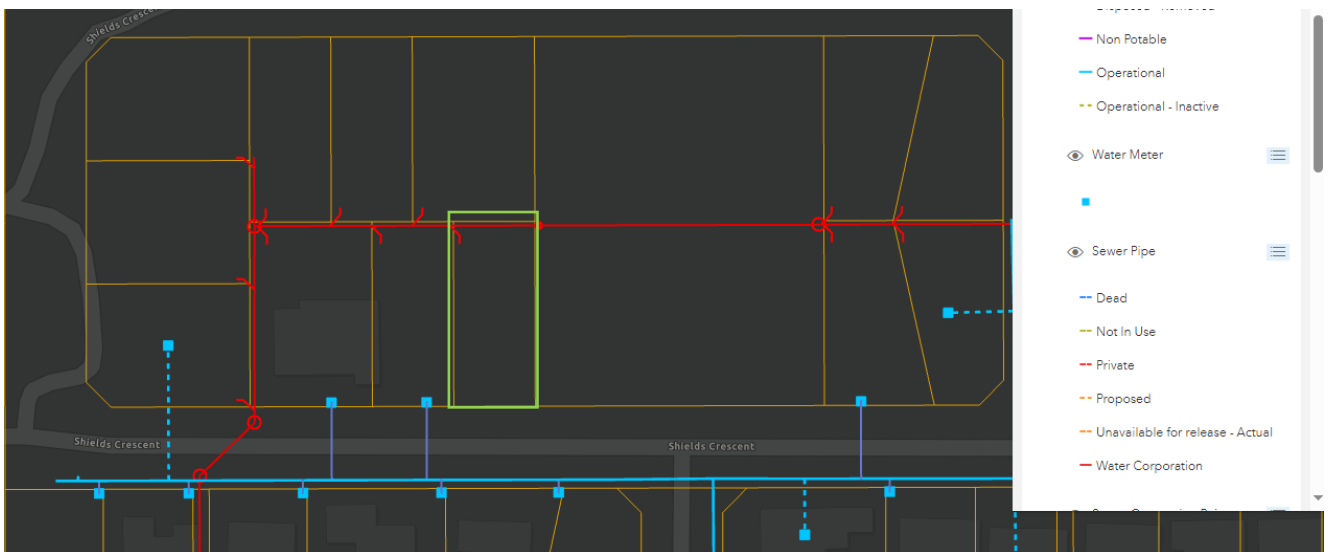
#### Location of Units

##### Shields Crescent (T102) – unit location



Shields Crescent (T102) Sewer location (Shire property outlined in yellow)



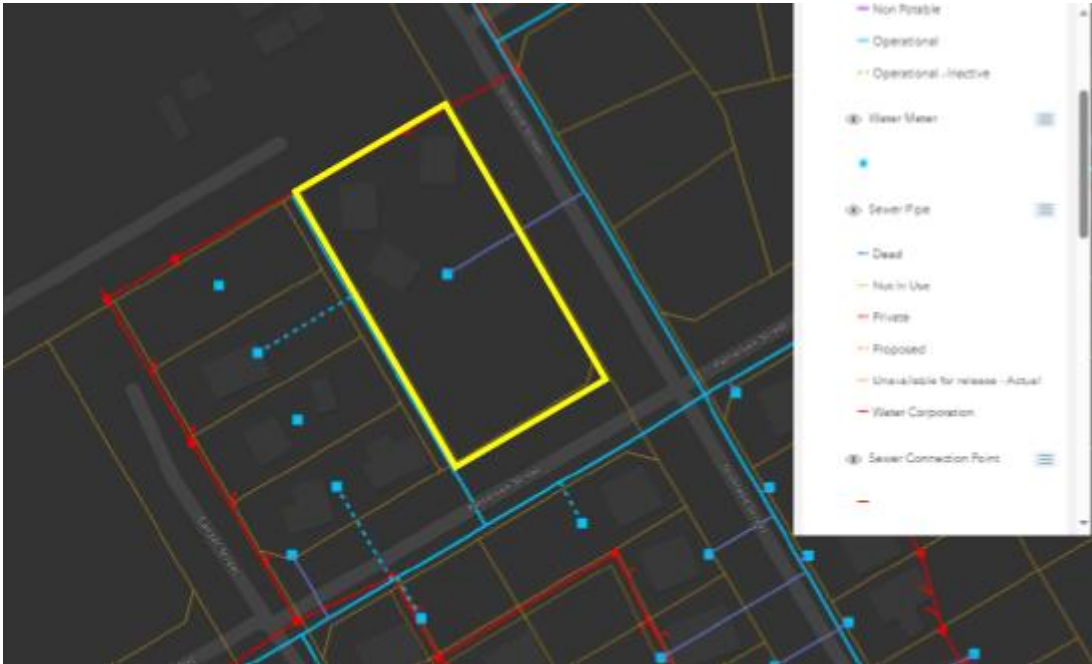


Sewer connection from rear of the property.

### Stickland Street (T104) – unit location



Stickland Street (T104) Sewer location (Shire property outlined in yellow)



Information from Water Corporation will be sought for sewer connection for this property.

#### **POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 (as amended).

Local Government (Function and General) Regulations 1996 (as amended)

#### **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:**

The Shire of Wongan Ballidu was successful in receiving LCRIP Phase 3 grant funding of \$1,089,500 with the Shire contributing in kind works and land of \$251,000 in relation to this with a total project cost \$1,350,000.

To continue with four units, the Shire is required to source additional funds or reduce the scope of works.

To this end the LCRIP Phase 3 program received an extension (now referred to as Phase 4A) of funding of which Council had indicated that it would allocate to further housing. It is proposed the Phase 4A funds amounting to \$544,750 be allocated to fill the above funding gap of the Tender being \$248,604 (GST exclusive) and with excess to fund any additional increase in site works.

Approval will need to be sort from the Commonwealth; the request has been submitted.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council ACCEPT the tender from Modular WA for the construction of four (4) dwellings for the sum of \$1,471,914.00 (GST inclusive) SUBJECT to the approval of the Commonwealth for the allocation of the Phase 4A funds of \$544,750 being allocated to the Project.

**DCEO Clarification** – Tendered price is \$1,338,104 (ex. GST), current LRCIP funding is \$1,089,500, which leaves a gap of \$248,604 (ex. GST). Phase 4A of LRCIP funding is \$544,750 and subject to Commonwealth approval, will be used to fund the gap.



## 9.5 COMMUNITY SERVICES

### 9.5.1 WAIVING OF ENTRY FEE TO WONGAN HILLS MEMORIAL SWIMMING POOL

<b>FILE REFERENCE:</b>	A1221
<b>REPORT DATE:</b>	20 February 2024
<b>APPLICANT/PROPONENT:</b>	Ross Rayson - Manager of Community Services
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Ross Rayson - Manager of Community Services
<b>ATTACHMENTS:</b>	Nil

#### PURPOSE OF REPORT:

To seek Council approval to waive the entry fee to Wongan Hills Swimming Pool on the occasion of the Pool 60<sup>th</sup> Anniversary celebration to be held on Saturday 16<sup>th</sup> March 2024.

#### BACKGROUND:

The Wongan Hills Memorial Swimming Pool turned 60 years of age in November 2023, and to celebrate the Shire is planning a community pool party. The pool party is planned for Saturday 16<sup>th</sup> March 2024 to be conducted during the normal pool opening hours of 12pm-6pm.

#### COMMENT:

The pool party is planned to bring the community together to celebrate the 60 years of the pool which has been a significant community asset since it was first opened. The pool party is planned as a casual event, with a number of additional activities planned for the enjoyment of patrons on the day. It is planned to also celebrate the history of the pool, the community work that was undertaken to build the pool initially, and to celebrate some of the significant community members who have contributed to the pool and the Wongan Hills Swimming Club, which is also close to 60 years old.

As a significant community celebration, it is proposed that entry to the pool will be free on that day, and as sch officers are asking Council to waive entry fees for that day.

#### POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

#### LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

## 6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required

### STRATEGIC IMPLICATIONS:

This project is in line with Council's strategic theme "*Our Connections-A welcoming, supportive, and flourishing community*" and strategy:

- Support access to opportunities to participate in community life, including a range of local cultural, recreation, sporting, and other events.

### 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:

Council has specified entry fees listed in its annual fees and charges schedule. Any fee waiver will result in reduced income for the pool.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

### OFFICER RECOMMENDATION:

That Council, pursuant to section 6.12(1)(b) of the *Local Government Act 1995* **WAIVE** entry fees for the Wongan Hills Memorial Swimming Pool on the occasion of the Pool 60<sup>th</sup> Anniversary celebration to be held on Saturday 16<sup>th</sup> March 2024.

**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**