



Agenda

Ordinary Meeting of Council
Wednesday, 21 August 2024





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, 21ST AUGUST 2024 commencing at 3.00pm at Council Chambers, Shire of Wongan Ballidu, Corner Quinlan Street and Elphin Crescent, Wongan Hills WA 6603

SAM DOLZADELLI
CHIEF EXECUTIVE OFFICER

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.

AGENDA INDEX

Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS	4
Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED	4
Item 3. PUBLIC QUESTION TIME	4
Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER	4
Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	4
Item 6. APPLICATION/S FOR LEAVE OF ABSENCE	4
Item 7. CONFIRMATION OF MINUTES	4
7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 24 JULY 2024.	
7.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD WEDNESDAY, 7 AUGUST 2024.	4
Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED	5
Item 9. REPORTS OF OFFICERS AND COMMITTEES	6
9.1 GOVERNANCE	6
9.1.1 AMENDMENT TO CEO DELEGATED AUTHORITY 03	6
9.2 ADMINISTRATION & FINANCIAL SERVICES	9
9.2.1 ACCOUNTS SUBMITTED FOR JULY 2024	9
9.2.2 FINANCIAL REPORTS FOR JULY 2024	17
9.2.3 PURCHASING POLICY	32
9.2.4 RISK MANAGEMENT POLICIES	54
9.3 WORKS AND SERVICES	85
9.3.1 2024/2025 BITUMEN	85
9.3.2 2024/2025 NEW TRUCK PURCHASE	90
9.3.3 2024/2025 MOTOR GRADER PURCHASE	97
9.4 HEALTH, BUILDING AND PLANNING	106
9.4.1 SUBDIVISION/AMALGAMATION APPLICATION NO 200529 – LOT 101 (19) OLD BALLIDU ROAD, WONGAN HILLS	106
9.4.2 APPLICATION FOR DEVELOPMENT APPROVAL P547 – AMENDMENT TO DEVELOPMENT APPLICATION P504 AND P505 BALLIDU OPEN BULK HEADS	109
9.5 COMMUNITY SERVICES	113
Item 10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	114
Item 11. CLOSURE	114

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

Leave of Absence granted to Cr Boekeman

Item 3. PUBLIC QUESTION TIME

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Item 6. APPLICATION/S FOR LEAVE OF ABSENCE

Item 7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 24 JULY 2024.

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held WEDNESDAY, 24 JULY 2024 be CONFIRMED as a true and correct record of the proceedings.

7.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD WEDNESDAY, 7 AUGUST 2024.

OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held WEDNESDAY, 7 AUGUST 2024 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 AMENDMENT TO CEO DELEGATED AUTHORITY 03

FILE REFERENCE:	People and Culture – Authorisations and Delegations
REPORT DATE:	15 August 2024
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.1.1.1 – Amended Delegated Authority 03

PURPOSE OF REPORT:

The purpose of this report is to recommend to Council that CEO Delegated Authority 03 – Writing off debts is amended to provide the CEO with authority to waive fees to the value not exceeding \$500 in any one instance.

BACKGROUND:

The *Local Government Act 1995* under section 5.42 allows the local government to delegate, by absolute majority, any of its powers to the CEO, except for those as limited by section 5.43 of the Act.

As it currently stands, Council, by way of Delegated Authority 03, have delegated the power to the CEO to write off debts whereby the individual debt is not more than \$500, as well as any debts that were raised in error.

There have been numerous occasions where a not-for-profit community group has requested the Shire waive a particular fee or charge (generally a room hire fee), and as the CEO does not have this power delegated, it is required to go to Council for approval. This leads to untimely approvals for such fee waivers, and it is common practice in local government for the CEO to have this power delegated.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – Section 5.42

Local Government Act 1995 – Section 6.12(1)

STRATEGIC IMPLICATIONS:

Nil

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 amendment to Delegated Authority 03 is recommended to be approved in order to best facilitate timely approvals for the waiving of fees and charges, where appropriate at the CEO's discretion. There are numerous occasions throughout any given year, whereby a local community group requests a fee or charge to be waived for the hire of a facility or room for example. A recent example of this is for the CWA Breakfast event to be held at the function room at the CRC in September.

As the CEO is not currently delegated any power to waive fees, the request for the fee waiver must come to Council for approval. This can cause issues with timing, if the fee to be charged to the group is to occur prior to the next meeting of Council. It then means the fee has to be charged and a write-off of debt process undertaken, which also adds to administrative overheads.

It is common practice in the local government sector for Council to delegate this power to the CEO, with a limit similar to the limit set for writing off debts.

VOTING REQUIREMENTS: Absolute Majority.

OFFICER RECOMMENDATION:

That Council:

Approve the amended CEO Delegated Authority 03 – Waive, grant concession or write-off debt.

DA 03 – WAIVE, GRANT CONCESSIONS, OR WRITE-OFF DEBT

Objective of Delegation: Authority to waive or grant concessions in relation to any amount of money, or write off any amount of money under section 6.12 of the *Local Government Act 1995* to a maximum of five hundred dollars (\$500.00).

Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.

Extent of Delegation: The power to waive, grant concessions or write off any amount of money owed to the Shire of Wongan-Ballidu, under section 6.12 of the *Local Government Act 1995*.

Conditions imposed:

1. No amounts exceeding \$500.00.
2. The full details of the waiver, concession or write off is to be recorded on the appropriate financial record and the report to be provided to Council on a monthly basis

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in Shire's EDRMS.
Heads of Power:	<i>Local Government Act 1995 s5.42</i> <i>Local Government Act 1995 s6.12</i>
Last Reviewed:	15 August 2024
Amended:	21 August 2024

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR JULY 2024

FILE REFERENCE:	F1.4
REPORT DATE:	13 August 2024
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Rachael Waters – CSO – Finance
REVIEWER:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.1.1 Accounts for July 2024

PURPOSE OF REPORT:

That the accounts for 1 July 2024 to 31 July 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.

- (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 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 \$1,007,859.55 for the month ended 31 July 2024.

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JULY 2024 TO 31ST JULY 2024				
Chq/EFT	Date	Name	Description	Amount
EFT26229	08/07/2024	LANDGATE	MINING TENEMENT SCHEDULE CHARGE	- 43.50
EFT26230	08/07/2024	MCINTOSH & SON	REBUILD REEL MOWER (CAPEX)	- 34,813.21
EFT26231	08/07/2024	WATER CORPORATION	LEASE OVER RESERVE 15702 MOCARDY DAM	- 691.57
EFT26232	08/07/2024	IXOM OPERATIONS PTY LTD		- 286.44
	30/06/2024	IXOM OPERATIONS PTY LTD	SERVICE FEE - CHLORINE FOR OVALS	- 143.22
EFT26233	08/07/2024	T A MATTHEWS ELECTRICAL SERVICES		- 2,520.73
	30/06/2024	T A MATTHEWS ELECTRICAL SERVICES	INSTALL NEW GPO AT SWIMMING POOL	- 220.00
	30/06/2024	T A MATTHEWS ELECTRICAL SERVICES	TAGE & TEST AT SHIRE DEPOT, BUILDERS SHED, CRIB ROOM, WS OFFICE	- 1,210.00
	30/06/2024	T A MATTHEWS ELECTRICAL SERVICES	CHECK AND REPAIR EXHAUST FAN AT 42 MITCHELL ST, WONGAN HILLS	- 220.00
	30/06/2024	T A MATTHEWS ELECTRICAL SERVICES	REPLACE ELEMENT ON HOT WATER UNIT AT 7 WANDOO CRES, WONGAN HILLS	- 225.50
	30/06/2024	T A MATTHEWS ELECTRICAL SERVICES	ELECTRICAL WORK, REPLACEMENT POWER POINTS AT 27B QUINLAN ST, WONGAN HILLS.	- 315.23
	30/06/2024	T A MATTHEWS ELECTRICAL SERVICES	SUPPLY AND INSTALL POWERPOINT FOR HWS AT 2B PATTERSON STREET	- 330.00
EFT26234	08/07/2024	MARKETFORCE PRODUCTIONS	DCEO JOB ADVERT - THE WEST (15.06.2024)	- 966.12
EFT26235	08/07/2024	WONGAN HILLS HARDWARE		- 4,087.11
	30/06/2024	WONGAN HILLS HARDWARE	BUILDING ACCOUNT FOR JUNE 2024	- 629.85
	30/06/2024	WONGAN HILLS HARDWARE	WORKS ACCOUNT FOR JUNE 2024	- 3,457.26
EFT26236	08/07/2024	MARINDUST SALES	NEW FLAGPOLE FOR CRC	- 473.00
EFT26237	08/07/2024	WREN OIL	OIL WASTE DISPOSAL	- 209.00
EFT26238	08/07/2024	AAA TRIPLE A ASPHALT	BLACK COLDMIX PURCHASE	- 7,249.00
EFT26239	08/07/2024	KLEEN WEST DISTRIBUTORS	CLEANING SUPPLIES FOR VARIOUS SHIRE BUILDINGS	- 708.40
EFT26240	08/07/2024	DALLCON	PURCHASE OF CONCRETE BOX CULVERTS FOR DRAINAGE	- 2,679.60
EFT26241	08/07/2024	BRYAN RURAL SERVICE		- 6,830.00
	26/06/2024	BRYAN RURAL SERVICE	SPIDER SPRAYING AT VARIOUS LOCATIONS	- 1,830.00
	26/06/2024	BRYAN RURAL SERVICE	TERMITE INSPECTION & PEST CONTROL	- 1,050.00
	26/06/2024	BRYAN RURAL SERVICE	TERMITE INSPECTION & TREATMENT AT VARIOUS LOCATIONS	- 3,950.00
EFT26242	08/07/2024	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MEDICAL CENTRE MICROSOFT LICENSING	- 145.20
EFT26243	08/07/2024	RICOH FINANCE	CRC & ADMIN PHOTOCOPIER LEASE	- 649.17
EFT26244	08/07/2024	ITR PACIFIC PTY LTD	GRADER BLADES FOR PG16, PG17, PG18	- 2,574.00
EFT26245	08/07/2024	CLINIPATH PATHOLOGY	DRUG & ALCOHOL SCREENING - ADMIN STAFF	- 40.00
EFT26246	08/07/2024	CORSIGN WA	TRAFFIC AND ROAD SIGNS PURCHASED	- 6,978.40
EFT26247	08/07/2024	WALKERS DIESEL SERVICES	SIGNAGE FOR YERECOA SOUTH EAST ROAD	- 110.00
EFT26248	08/07/2024	SEEK LIMITED	WORKS ADMINISTRATION OFFICER READVERTISED	- 401.50
EFT26249	08/07/2024	MJB INDUSTRIES PTY LTD	2400 X 600 X 1200 BOX CULVERT AND FREIGHT	- 23,068.79
EFT26250	08/07/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY CHARGES FOR JUNE	- 633.95
EFT26251	08/07/2024	KALFARMS	GRAVEL SUPPLIED FOR MAY	- 237.60
EFT26252	08/07/2024	RING CENTRAL AUSTRALIA		- 1,367.93
	27/06/2024	RING CENTRAL AUSTRALIA	MEDICAL CENTRE PHONE ACCOUNT 26/6/24 TO 25/7/24	- 390.37
	30/06/2024	RING CENTRAL AUSTRALIA	ADMIN & CRC PHONE ACCOUNT 27/6/24 TO 26/7/24	- 977.56
EFT26253	08/07/2024	GERALDTON TRANSPORT	DELIVERY OF FLAGPOLE FOR CRC	- 33.00
EFT26254	08/07/2024	RURAL RANGER SERVICES	RANGER SERVICES FOR 24/6/24	- 735.90
EFT26255	08/07/2024	RADIO AND BROADCAST SERVICES	SBS DOWNLINK CHANGE	- 1,153.68
EFT26256	08/07/2024	SHIRE OF MUNDARING	LSL LIABILITY - V DEETLEFS	- 4,208.36
EFT26257	08/07/2024	BALKONN FARMS	GRAVEL SUPPLIED FOR MAY	- 3,148.20
EFT26258	10/07/2024	WESTPAC BANKING CORPORATION	WAGES PPE 09.07.2024	- 67,445.88
EFT26259	10/07/2024	IOU SOCIAL CLUB	SOCIAL CLUB DEDUCTIONS PPE 09.07.2024	- 260.00
EFT26260	10/07/2024	LGRCEU	UNION DEDUCTIONS PPE 09.07.2024	- 22.00
EFT26261	11/07/2024	AVON WASTE	DOMESTIC, COMMERCIAL & RECYCLING COLLECTION FOR WONGAN HILLS & BALLIDU	- 12,346.16
EFT26262	11/07/2024	WONGAN HILLS IGA PLUS LIQUOR		- 935.78
			REFRESHMENTS FOR ADMINISTRATION	- 124.45
			REFRESHMENTS FOR DEPOT	- 248.13
			REFRESHMENTS FOR COUNCIL	- 433.61
			REFRESHMENTS FOR CRC	- 46.87
			REFRESHMENTS FOR EVENTS - CRC	- 82.72
EFT26263	11/07/2024	BOC LIMITED	ANNUAL CONTAINER SERVICE CHARGE FROM JULY 2024 TO JUNE 2024	- 663.68
EFT26264	11/07/2024	WONGAN HILLS TOURISM GROUP INC	SUPPLY EVERLASTINGS SEED TO WONGAN HILLS VISITORS CENTRE	- 100.00
EFT26265	11/07/2024	BALLIDU TRADING POST	SATURDAYS NEWSPAPERS FOR JUNE 2024	- 14.00
EFT26266	11/07/2024	CADOUX PRIMARY SCHOOL	BOND REFUND FOR THE HIRE OF THE CIVIC CENTRE 26/6/24	- 162.00
EFT26267	11/07/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED	COMMTTELLIGENCE PROFESSIONAL DEVELOPMENT COURSE - 1X STAFF	- 320.00
EFT26268	11/07/2024	METAL ARTWORK BADGES	DESK PLATES FOR CHAMBERS	- 317.90
EFT26269	11/07/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL	- 36.77
EFT26270	11/07/2024	WONGAN MAIL SERVICE	ADMIN POSTAGE ACCOUNT FOR JUNE 2024	- 234.20
EFT26271	11/07/2024	DUN DIRECT PTY LTD	FUEL PURCHASES FOR JULY 2024	- 32,853.99
EFT26272	11/07/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLY FOR WB013 PUT75	- 195.30
EFT26273	11/07/2024	KIM THORNTON	PARKING REIMBURSEMENT 01/7/24 - WORKS TRAINING COURSE	- 74.00
EFT26274	11/07/2024	SAFE AVON VALLEY INC.	CAT IMPOUNDING CHARGE TAG 24017	- 75.00
EFT26275	11/07/2024	JB HI-FI GROUP PTY LTD	SUPPLY AND DELIVER 6X IPAD 10TH GEN AND PROTECTIVE CASES FOR WORKS	- 7,158.00
EFT26276	11/07/2024	M2 TECHNOLOGY GROUP PTY LTD	M2 ON HOLD AGREEMENT - ANNUAL ACCOUNT	- 1,452.00
EFT26277	11/07/2024	AC HEALTHCARE PTY LTD	SUBSIDY PAYMENT FOR JULY 2024	- 21,083.33
EFT26278	11/07/2024	REDFISH TECHNOLOGIES PTY LTD	CHAMBER UPGRADE FOR LIVESTREAMING, RECORDING & VC/LIVE STREAMING INTERGRATION	- 71,551.33

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JULY 2024 TO 31ST JULY 2024					
EFT26279	11/07/2024	HAYCOM TECHNOLOGY PTY LTD	MEDICAL CENTRE IT SERVICES FOR JUNE 2024	-	862.40
EFT26280	11/07/2024	NEXUS COMMUNICATIONS SYSTEMS	SECURITY MONITORING OF CRC JULY TO SEPT 2024	-	152.46
EFT26281	11/07/2024	BALLIDU HERITAGE CENTRE	CLEANING OF ABLUTIONS AT ALPHA PARK, BALLIDU	-	300.00
EFT26282	11/07/2024	COUNCIL FIRST		-	3,144.32
	18/06/2024	COUNCIL FIRST	MS OFFICE 365 FOR JULY		1,670.42
	10/07/2024	COUNCIL FIRST	AZURE CHARGES FOR JUNE 2024		1,473.90
EFT26283	11/07/2024	NUSTEEL PATIOS & SHEDS	DEPOT SHED UPGRADE	-	16,250.40
EFT26284	11/07/2024	SEEK LIMITED	ADVERT ON SEEK FOR CLEANER ON 02.07.2024	-	401.50
EFT26285	11/07/2024	RURAL RANGER SERVICES	RANGER SERVICES FROM 01/7/24 TO 05/7/24	-	1,004.74
EFT26286	11/07/2024	WAYNE STONER	RATES REFUND FOR ASSESSMENT A577	-	178.34
EFT26287	18/07/2024	MCINTOSH & SON	SUPPLY 3 X BATTERIES FOR MACK PTK36	-	660.00
EFT26288	18/07/2024	OFFICEWORKS BUSINESS DIRECT		-	626.56
	08/07/2024	OFFICEWORKS BUSINESS DIRECT	ADMINISTRATION STATIONERY ORDER		178.84
	08/07/2024	OFFICEWORKS BUSINESS DIRECT	BIG & BULKY DELIVERY FEE		59.95
	10/07/2024	OFFICEWORKS BUSINESS DIRECT	CRC STATIONERY ORDER - A3 PAPER ORDER		124.95
EFT26289	18/07/2024	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	SUPPLY UNDERBODY HOIST FOR PTK35	-	2,706.00
EFT26290	18/07/2024	ARROW BRONZE	SUPPLY & DELIVERY MEMORIAL PLAQUE - LE SUEUR	-	1,026.30
EFT26291	18/07/2024	MARKETFORCE PRODUCTIONS		-	562.88
	08/07/2024	MARKETFORCE PRODUCTIONS	DCEO JOB ADVERT - THE WEST (22.06.2024)		269.36
	08/07/2024	MARKETFORCE PRODUCTIONS	DCEO JOB ADVERT - THE WEST (29.06.2024)		293.52
EFT26292	18/07/2024	CHAMP PTY LTD	LMSI SUBSCRIPTION FOR 2024-25	-	2,101.96
EFT26293	18/07/2024	TEAM GLOBAL EXPRESS PTY LTD		-	66.12
	14/07/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT EX RBC RURAL		33.31
EFT26294	18/07/2024	PUBLIC TRANSPORT AUTHORITY OF WA	TRANSWA TICKETING	-	14.95
EFT26295	18/07/2024	TKB MECHANICAL	SUPPLY BELT FOR FORKLIFT	-	21.51
EFT26296	18/07/2024	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	NAMS + SUBSCRIPTION FOR 2024-25	-	1,069.20
EFT26297	18/07/2024	NEWINS FAMILY TRUST	MANAGING OF WONGAN HILLS WASTE FACILITY FOR JULY	-	7,791.63
EFT26298	18/07/2024	FEGAN BUILDING SURVEYING	SURVEYING FOR LOT 178 WONGAN BALLIDU ROAD WONGAN HILLS	-	220.00
EFT26299	18/07/2024	BLACKWELL PLUMBING & GAS PTY LTD	CRC - SUPPLY AND INSTALL 15MM BACKFLOW DEVICE	-	1,243.00
EFT26300	18/07/2024	CR MANDY STEPHENSON	SITTING FEES APRIL, MAY & JUNE	-	4,394.50
EFT26301	18/07/2024	CR SUE STARVEICH	SITTING FEES APRIL, MAY & JUNE	-	1,395.00
EFT26302	18/07/2024	CR STUART BOEKEMAN	SITTING FEES APRIL, MAY & JUNE	-	1,395.00
EFT26303	18/07/2024	MD MAINTENANCE & GLASS	CRC ADMINISTRATION - SUPPLY AND FIT 6MM CLEAR TOUGHENED GLASS WITH CUTOUT AND POLISHED EDGES INCLUDING BRACKETS TO FRONT COUNTER	-	1,848.00
EFT26304	18/07/2024	TRACTUS AUSTRALIA		-	1,902.00
	24/06/2024	TRACTUS AUSTRALIA	WHEEL ALIGNMENT FOR COMMUNITY BUS		170.00
	26/06/2024	TRACTUS AUSTRALIA	SUPPLY 4 NEW TYRES FOR COMMUNITY BUS		1,404.00
	30/06/2024	TRACTUS AUSTRALIA	SUPPLY SECOND HAND TYRES FOR MACK PTK34		328.00
EFT26305	18/07/2024	CR DWIGHT COAD	SITTING FEES APRIL, MAY & JUNE	-	2,047.40
EFT26306	18/07/2024	COUNCIL FIRST		-	19,754.47
	12/06/2024	COUNCIL FIRST	PROFESSIONAL SERVICES FOR MAY SUPPORT 2024		4,911.50
	30/06/2024	COUNCIL FIRST	PROFESSIONAL SERVICES FOR JUNE SUPPORT 2024		4,265.25
	30/06/2024	COUNCIL FIRST	PROFESSIONAL SERVICES FOR JUNE PROJECT 2024		3,360.50
	01/07/2024	COUNCIL FIRST	SUBSCRIPTION JULY ENTERPRISE - 18 USERS, TEAM - 26 USERS		7,162.22
	16/07/2024	COUNCIL FIRST	STP FOR JUNE 2024		55.00
EFT26307	18/07/2024	ELYSSA GIEDRAITIS	SITTING FEES APRIL, MAY & JUNE	-	1,395.00
EFT26308	18/07/2024	MAXIPARTS OPERATIONS PTY LTD	SUPPLY WATER PUMP FOR MACK TRUCK	-	456.85
EFT26309	18/07/2024	CR GEOFFREY CHAMBON	SITTING FEES APRIL, MAY & JUNE	-	1,395.00
EFT26310	18/07/2024	CR MATTHEW SEWELL	SITTING FEES APRIL, MAY & JUNE	-	1,395.00
EFT26311	18/07/2024	BLUE TANG WA PTY LTD ATF THE REEF UNIT TRUST	PROGRESS PAYMENT - COMMUNITY PARK REDEVELOPMENT DESIGN	-	5,500.00
EFT26312	18/07/2024	RURAL RANGER SERVICES	RANGER SERVICES FROM 08/7/24 TO 12/7/24	-	732.61
EFT26313	18/07/2024	DALE BOOTH	BOND REFUND FOR THE HIRE OF CIVIC CENTRE	-	492.00
EFT26314	24/07/2024	WESTPAC BANKING CORPORATION	WAGES PPE 23.07.2024	-	72,054.54
EFT26315	25/07/2024	OFFICEWORKS BUSINESS DIRECT	SUPPLY 1 X COMBO KEYBOARD & MOUSE FOR DEPOT	-	62.95
EFT26316	25/07/2024	WALGA	WALGA SUBSCRIPTION FOR 2024-25	-	34,216.03
EFT26317	25/07/2024	WATER CORPORATION		-	16,811.48
	02/07/2024	WATER CORPORATION	SEWERAGE CHARGE FOR OLD TENNIS CLUB FACILITIES		75.93
	09/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR ALPHA PARK TOILETS		418.58
	09/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR BUNYIP PARK UTILITIES		5.74
	09/07/2024	WATER CORPORATION	FIRE SERVICE CHARGE FOR BALLIDU HALL		52.28
	09/07/2024	WATER CORPORATION	SERVICE CHARGE FOR WONGAN HILLS AREODROME		52.28
	09/07/2024	WATER CORPORATION	CONSUMPTION & SERVICE CHARGE FOR BALLIDU STANDPIPE		237.50
	11/07/2024	WATER CORPORATION	CONSUMPTION, SEWERAGE & FIRE SERVICE CHARGE CRC BUILDING		428.22
	11/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR FENTON ST MEDIAN STRIP		665.14
	11/07/2024	WATER CORPORATION	SERVICE CHARGE FOR HOUSE AT NINAN ST LOT 151		49.20
	11/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR CADOUX PLAYGROUND UTILITIES		20.07
	11/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR CADOUX TOILETS		51.61
	11/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR SWIMMING POOL		11.47
	11/07/2024	WATER CORPORATION	CONSUMPTION, SEWERAGE & FIRE SERVICE CHARGE FOR DEPOT OFFICE		228.56
	11/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR WONGAN HILLS RECREATION COMPLEX		215.03
	11/07/2024	WATER CORPORATION	CONSUMPTION & SERVICE CHARGE FOR DEPOT STANDPIPE		742.63
	11/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR WONGAN HILLS OLD TENNIS CLUB FACILITIES		624.05
	11/07/2024	WATER CORPORATION	FIRE SERVICE CHARGE FOR CRC BUILDING		52.28

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JULY 2024 TO 31ST JULY 2024				
	11/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR NINAN ST ENTRY STATEMENT	163.42
	11/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR COMMUNITY GARDENS	194.00
	12/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR WONGAN HILLS MUSEUM	101.73
	12/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 49 QUINLAN ST WONGAN HILLS	457.51
	12/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 8 ELLIS ST WONGAN HILLS	441.13
	12/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 14 ELLIS ST WONGAN HILLS	778.75
	12/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 42 MITCHELL ST WONGAN HILLS	272.32
	12/07/2024	WATER CORPORATION	SERVICE CHARGE FOR 162 DANUBIN ST WONGAN HILLS	49.20
	12/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR WONGAN HILLS CEMETERY	166.29
	12/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 16 MOORE ST WONGAN HILLS	272.32
	12/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR MEDICAL CENTRE	219.80
	15/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR COMMUNITY PARK	343.61
	15/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR COMMUNITY PARK	702.42
	15/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR ADMINISTRATION OFFICE	855.48
	15/07/2024	WATER CORPORATION	CONSUMPTION & SEWERAGE CHARGE FOR CIVIC CENTRE	838.57
	15/07/2024	WATER CORPORATION	SEWERAGE CHARGE FOR WONGAN HILLS CUBBY HOUSE	168.72
	15/07/2024	WATER CORPORATION	SEWERAGE CHARGE FOR ELIZABETH TELFER BUILDING	103.13
	15/07/2024	WATER CORPORATION	CONSUMPTION CHARGE FOR RECYCLING AREA	57.34
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR U1/20 STICKLAND ST WONGAN HILLS	883.37
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 11 WANDOO CRESCENT WONGAN HILLS	336.17
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 7 WANDOO CRESCENT WONGAN HILLS	364.72
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 30 WANDOO CRESCENT WONGAN HILLS	543.75
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 2A PATTERSON ST WONGAN HILLS	280.13
	15/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 2B PATTERSON ST WONGAN HILLS	272.32
	15/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 27A QUINLAN ST WONGAN HILLS	272.32
	15/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 27B QUINLAN ST WONGAN HILLS	272.32
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 27C QUINLAN ST WONGAN HILLS	278.18
	15/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 27D QUINLAN ST WONGAN HILLS	272.32
	15/07/2024	WATER CORPORATION	CONSUMPTION & SERVICE CHARGE FOR QUINLAN ST GARDENS	823.74
	15/07/2024	WATER CORPORATION	SERVICE & SEWERAGE CHARGE FOR 31A QUINLAN ST WONGAN HILLS	272.32
	15/07/2024	WATER CORPORATION	CONSUMPTION, SERVICE & SEWERAGE CHARGE FOR 31B QUINLAN ST WONGAN HILLS	293.14
	15/07/2024	WATER CORPORATION	CONSUMPTION CHARGE ONLY	170.53
	16/07/2024	WATER CORPORATION	SERVICE CHARGE FOR KIRWIN STANDPIPE	326.79
	16/07/2024	WATER CORPORATION	SERVICE CHARGE FOR BURAKIN STANDPIPE	326.79
	18/07/2024	WATER CORPORATION	TRADE WASTE PERMIT FOR CIVIC CENTRE 01/07/24 TO 30/06/24	353.13
	19/07/2024	WATER CORPORATION	TRADE WASTE PERMIT FOR CRC BUILDING 01/7/24 TO 30/6/24	353.13
EFT26318	25/07/2024	STEWART & HEATON CLOTHING CO PTY LTD	1 X TROUSERS FOR BUSH FIRE UNIFORMS	- 104.58
EFT26319	25/07/2024	SYNERGY		- 14,906.06
	02/07/2024	SYNERGY	STREET LIGHTING WONGAN HILLS	4,543.62
	09/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR 16 MOORE ST WONGAN HILLS	65.22
	10/07/2024	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR SWIMMING POOL COMPLEX	179.04
	10/07/2024	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR CRC BUILDING	723.28
	11/07/2024	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR WONGAN HILLS RECREATION COMPLEX	1,659.28
	11/07/2024	SYNERGY	ON/OFF PEAK CONSUMPTION & SUPPLY CHARGE FOR MEDICAL CENTRE	634.23
	15/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR 30 WANDOO CRESCENT WONGAN HILLS	222.67
	15/07/2024	SYNERGY	CONSUMPTION CHARGE FOR RAILWAY/STORAGE SHED, SUPPLY CHARGE FOR RAILWAY/STORAGE SHED	367.27
	15/07/2024	SYNERGY	SUPPLY CHARGE FOR NINAN ST UTILITIES	65.51
	15/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE DEPOT OFFICE	589.28
	16/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR WONGAN HILLS TOWN CENTRE GARDENS	159.05

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JULY 2024 TO 31ST JULY 2024				
	17/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR CRC BUILDING	122.38
	17/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR WONGAN HILLS MUSEUM	244.65
	18/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR LOT 8 KING ST CADOUX	137.37
	19/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR COMMUNITY GARDENS	162.14
	19/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR WONGAN HILLS AREODROME	179.14
	19/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR OLD TENNIS CLUB FACILITIES	141.13
	19/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR U3/20 STICKLAND ST WONGAN HILLS	75.10
	19/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR 7 WANDOO CRESCENT WONGAN HILLS	338.44
	22/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR TV RETRANSMISSION TOWER	1,330.34
	22/07/2024	SYNERGY	SUPPLY CHARGE FOR 27C QUINLAN ST WONGAN HILLS	73.44
	22/07/2024	SYNERGY	CONSUMPTION, SERVICE & POWERWATCH CHARGE FOR COMMUNITY PARK	845.85
	22/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR ADMINISTRATION OFFICE	1,007.96
	22/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR CIVIC CENTRE	966.23
023907350	22/07/2024	SYNERGY	SUPPLY CHARGE FOR QUINLAN ST GARDENS	73.44
EFT26320	25/07/2024	LGIS WORKCARE		- 211,006.57
EFT26321	25/07/2024	LGIS INSURANCE BROKING		- 8,400.87
	27/06/2024	LGIS INSURANCE BROKING	MARINE CARGO INSURANCE RENEWAL 30/6/24 TO 30/6/25	1,095.73
	27/06/2024	LGIS INSURANCE BROKING	SALARY CONTINUANCE RENEWAL 30/06/24 TO 30/06/2025	7,305.14
EFT26322	25/07/2024	RBC RURAL		- 2,039.76
	18/07/2024	RBC RURAL	ADMIN PHOTOCOPIER CHARGES FOR JULY 2024	397.63
	18/07/2024	RBC RURAL	CRC PHOTOCOPIER CHARGES FOR JULY 2024	1,642.13
EFT26323	25/07/2024	METAL ARTWORK BADGES	PLAQUE FOR SHIRE LECTERN	- 28.60
EFT26324	25/07/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGE EX HOIST SALES FOR MACK TRUCK	- 86.27
EFT26325	25/07/2024	AUSTRALIA'S GOLDEN OUTBACK	SILVER ANNUAL MEMBERSHIP FOR 2024-25	- 185.00
EFT26326	25/07/2024	N-COM PTY LTD	SERVICING OF TV EQUIPMENT, INCLUDES TRAVEL COSTS	- 10,914.53
EFT26327	25/07/2024	ROOFSAFE PTY LTD	INSPECTION/RECERTIFICATION OF EXISTING ROOF ACCESS AND FALL ARREST SYSTEM ON SHIRE DEPOT	- 1,945.61
EFT26328	25/07/2024	TECHNOLOGY ONE LIMITED	WORKS - SUBSCRIPTION FEE FOR THE PERIOD 12/8/24 TO 11/8/25	- 29,475.89
EFT26329	25/07/2024	COUNCIL FIRST	OFFICE 365 FOR AUGUST 2024	- 1,670.42
EFT26330	25/07/2024	MARLEE'S MORISH MORSELS	CELEBRATION CAKE FOR 60TH ANNIVERSARY OF POOL	- 150.00
EFT26331	25/07/2024	RURAL RANGER SERVICES	RANGER SERVICES FROM 16/7/24 TO 19/7/24	- 872.63
EFT26332	25/07/2024	CANBERRA SPRINGS HAY	SUPPLY OF 5112 CBM OF GRAVEL	- 8,434.80
EFT26333	31/07/2024	IOU SOCIAL CLUB	SOCIAL CLUB DEDUCTIONS PPE 23.07.2024	- 260.00
EFT26334	31/07/2024	LGRCEU	UNION FEES PPE 23.07.2024	- 22.00
EFT26335	31/07/2024	LANDGATE	RATES ADMINISTRATION	- 47.18
EFT26336	31/07/2024	AVON WASTE	COLLECTION CHARGE FOR 12 MONTHS - CADOUX REFUSE SITE	- 618.80
EFT26337	31/07/2024	WALGA		- 2,753.60
	12/06/2024	WALGA	INNOVATION ECOSYSTEMS CONFERENCE ATTENDANCE - 1X STAFF	1,295.80
	25/07/2024	WALGA	INNOVATION ECOSYSTEMS CONFERENCE ATTENDANCE - 1X ELECTED MEMBER	1,457.80
EFT26338	31/07/2024	COUNTRY COPIERS NORTHAM	RUBBER INFILL REPLACEMENT FOR STAMP X 1	- 32.00
EFT26339	31/07/2024	WESFARMERS KLEENHEAT GAS PTY LTD	EQUIPMENT SERVICE CHARGE FOR 42 MITCHELL ST WONGAN HILLS	- 100.10
EFT26340	31/07/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN GUARANTEE FEES	- 6,426.77
EFT26341	31/07/2024	SYNERGY		- 291.68
	23/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR ALPHA PARK	149.92
	26/07/2024	SYNERGY	CONSUMPTION & SUPPLY CHARGE FOR MT O'BRIEN	141.76
EFT26342	31/07/2024	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MEDICAL CENTRE OFFICE 365 BILLING PERIOD FOR JULY	- 159.72
EFT26343	31/07/2024	BLACKWELL PLUMBING & GAS PTY LTD		- 2,689.50
	30/06/2024	BLACKWELL PLUMBING & GAS PTY LTD	BACKFLOW TESTING VARIOUS LOCATIONS X 10	1,650.00
	30/06/2024	BLACKWELL PLUMBING & GAS PTY LTD	REPAIRS TO STANDPIPES	1,039.50
EFT26344	31/07/2024	RICOH FINANCE		- 886.77
	09/07/2024	RICOH FINANCE	LEASE FOR MULTI FOLDING UNITS 08/08/24 TO 07/09/24	237.60
	24/07/2024	RICOH FINANCE	2 X PHOTOCOPIER LEASE 23/8/24 TO 22/09/24	649.17
EFT26345	31/07/2024	KIM WALSH	MARKETING/EVENTS OFFICER TO ATTEND CONFERENCE (RECOVERABLE)	- 465.36
EFT26346	31/07/2024	RING CENTRAL AUSTRALIA		- 1,367.93
	27/07/2024	RING CENTRAL AUSTRALIA	MEDICAL CENTRE PHONE ACCOUNT BILLING PERIOD 26/7/24 TO 25/8/24	390.37
	29/07/2024	RING CENTRAL AUSTRALIA	ADMIN & CRC PHONE ACCOUNT BILLING PERIOD 27/7/24 TO 26/8/24	977.56
EFT26347	31/07/2024	RURAL RANGER SERVICES	RANGER SERVICES FROM 22/7/24 TO 24/7/24	- 1,031.03
DD12691.1	10/07/2024	REST SUPERANNUATION	SUPER PPE 09.07.2024	- 292.79
DD12691.2	10/07/2024	AUSTRALIAN RETIREMENT TRUST	SUPER PPE 09.07.2024	- 267.08
DD12691.3	10/07/2024	MLC SUPER FUND	SUPER PPE 09.07.2024	- 490.39
DD12691.4	10/07/2024	AUSTRALIAN SUPER	SUPER PPE 09.07.2024	- 884.61
DD12691.5	10/07/2024	PRIME SUPER	SUPER PPE 09.07.2024	- 1,517.82
DD12691.6	10/07/2024	VIRGIN MONEY SUPER	SUPER PPE 09.07.2024	- 220.80
DD12691.7	10/07/2024	AWARE SUPER ACCUMULATION	SUPER PPE 09.07.2024	- 12,368.89

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JULY 2024 TO 31ST JULY 2024				
DD12691.8	10/07/2024	MERCER SUPER	SUPER PPE 09.07.2024	- 221.97
DD12691.9	10/07/2024	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPER PPE 09.07.2024	- 337.40
DD12707.1	01/07/2024	WESTNET PTY LTD	WESTNET BILLING 01/7/24 TO 01/8/24	- 549.95
DD12710.1	12/07/2024	DEPARTMENT OF COMMERCE - HOUSING BONDS ONLY	16 MOORE ST WONGAN HILLS - 1X STAFF	- 860.00
DD12711.1	11/07/2024	TELSTRA CORPORATION LIMITED	ADMINISTRATION PHONE ACCOUNT ISSUED 26/6/24	- 2,324.25
DD12713.1	08/07/2024	TELSTRA CORPORATION LIMITED	SPORT & REC PHONE ACCOUNT ISSUED 14/6/24	- 50.00
DD12717.1	15/07/2024	SWOOP BUSINESS	INTERNET LINE FOR WONGAN HILLS SPORTS COMPLEX	- 74.00
DD12730.1	25/07/2024	TELETRAC NAVMAN	MONTHLY SATELLITE SERVICE	- 2,478.08
DD12739.1	31/07/2024	DEPARTMENT OF TRANSPORT	JULY PAYMENTS	- 138,442.95
200021	10/07/2024	SHIRE OF WONGAN-BALLIDU - PAYROLL	RATES & SUNDRY DEBTOR DEDUCTIONS PPE 09.07.2024	- 1,712.40
200022	31/07/2024	SHIRE OF WONGAN-BALLIDU - PAYROLL	RATES & SUNDRY DEBTOR DEDUCTIONS PPE 23.07.2024	- 1,841.00
DD12729.1		CREDIT CARDS		- 3,554.36
		CREDIT CARD HOLDER - CEO		- 693.97
	10/06/2024	ADOBE PRO	CRC - MONTHLY SUBSCRIPTIONS	255.97
	20/06/2024	RURAL HEALTH WEST	SHIRE MEMBERSHIP FOR 2024/25	100.00
	26/06/2024	WONGAN HILLS HOTEL	MEALS/REFRESHMENTS FOR COUNCIL MEETING DINNER JUNE	338.00
		CREDIT CARD HOLDER - MWS		- 465.80
	21/06/2024	MAIN ROADS	COURSE ATTENDANCE	391.60
	26/06/2024	DEPARTMENT OF TRANSPORT	PLATE CHANGE FOR NEW TRUCK & TRAILER	62.20
	01/07/2024	SECURE PARKING PTY LTD	PARKING REIMBURSEMENT DURING COURSE ATTENDANCE	12.00
		CREDIT CARD HOLDER - MCS		- 860.89
	28/06/2024	DEPARTMENT OF TRANSPORT	5 DAY TRAINING COURSE - 1X STAFF	860.89
		CREDIT CARD HOLDER - MRS		- 1,533.70
	19/06/2024	THE GOOD GUYS	THE GOOD GUYS - RANGEHOOD FOR 42 MITCHELL ST	299.00
	24/06/2024	SYDNEY TOOLS	TROLLEYS FOR CLEANERS, CIVIC CENTRE & MEDICAL CENTRE	198.00
	26/06/2024	BUNNINGS	TOOLS FOR BMO	747.70
	30/06/2024	BUNNINGS	TOOLS FOR BMO	289.00

MUNICIPAL ACCOUNT	\$ 1,007,859.55
TRUST ACCOUNT	
TOTAL	\$ 1,007,859.55
RECOVERABLE	\$ 4,002.19
PART RECOVERABLE	

9.2.2 FINANCIAL REPORTS FOR JULY 2024

FILE REFERENCE:	Financial Management - Reporting
REPORT DATE:	15 August 2024
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.2.1 Financial Reports

PURPOSE OF REPORT:

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature) for the month ended 31 July 2024. The Capital Works report has been incorporated into this.

BACKGROUND:

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

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

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

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

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

The financial reports for the period ending 31 July 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 July 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.

	Original Budget	YTD Budget	YTD Actuals – July 2024
Opening Surplus	3,065,879	3,065,879	3,238,908
Cash Operating Revenue	5,644,479	71,000	79,826
Profit on asset disposals	51,388	0	0
Cash Operating Expenditure	(5,508,141)	(664,946)	(588,972)
Depreciation	(8,484,522)	(707,044)	0
Loss on asset disposals	(32,984)	0	0
Capital Expenditure	(9,808,214)	(65,000)	(66,773)
Capital Income	5,219,244	0	108
Financing Activities	1,386,753	(13,750)	(14,651)
Non-cash items (excluded)	8,466,118	707,044	0
Closing Surplus/(Deficit)	0	2,393,183	2,648,446

Rates

Rates notices are scheduled to be issued 26 August 2024, with a due date for payment in full or first instalment of 30 September 2024. As at 31 July 2024, the gross amount of rates, ESL and rubbish charges outstanding (including arrears, legal charges and interest) is **\$160,518** and of this amount \$37,346 is made up of deferred pensioner rates. Total outstanding equates to 99.69% of the brought forward arrears and current year adjustments. The total amount owing that is being recovered through the Shire's debt recovery agent as at 31 July 2024 is \$24,254.

Capital Works

As at 31 July 2024 the Shire has incurred \$66,773 in actual expenditure on capital works projects against an adopted budget of \$9,808,214 representing 0.68% of the budgeted works.

Depreciation

Depreciation for July 2024 has not yet been processed in the accounting system as the asset register is to be finalised first for the 2023/24 FY and audit purposes.

Closing surplus actual vs estimate

The closing surplus position as shown in this monthly financial report is subject to change based on EOFY accounting entries to be processed. The closing surplus that has been included in the 2024/25 annual budget is \$3,065,879 versus the brought forward surplus shown in the July 2024 financial reports of \$3,238,908. There are still numerous EOFY accounting entries to be processed and it is anticipated that the actual closing position for 30 June once audited will be closer to the figure built into the 2024-25 budget.

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 July 2024, as presented as attachment 1 to this report.
2. Notes the unrestricted municipal surplus of \$2,648,446 for the month ended 31 July 2024.



SHIRE OF WONGAN-BALLIDU

MONTHLY FINANCIAL REPORT

31/07/2024

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) Rates & Sundry Debtors Outstanding

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR 31 JULY 2024						
	Adopted Budget 2024-2025	YTD Budget	YTD Actual	Variance (%)	Variance (\$)	Variance Flag
Opening Funding Surplus/(Deficit)	3,065,879	3,065,879	3,238,908			
INCOME						
Rates	3,565,703	0	0	0.0%	0	✓
Operating grants, subsidies and contributions	971,699	30,000	31,081	(3.6%)	1,081	✓
Fees and charges	711,377	10,000	14,030	(40.3%)	4,030	✓
Other Revenue	204,700	15,000	18,445	(23.0%)	3,445	✓
Interest	191,000	16,000	16,270	(1.7%)	270	✓
Profit on Asset Disposals	51,388	0	0	0.0%	0	✓
a: TOTAL INCOME	5,695,867	71,000	79,826		8,826	
OPERATING EXPENSES						
Employee Costs	(2,813,607)	(322,000)	(279,697)	13.1%	42,303	×
Materials & Contracts	(1,577,128)	(131,427)	(102,304)	22.2%	29,123	×
Utility charges	(398,106)	(33,176)	(30,719)	7.4%	2,457	✓
Interest	(41,000)	0	0	0.0%	0	✓
Insurance	(292,363)	(146,182)	(136,048)	6.9%	10,134	×
Other General	(385,937)	(32,161)	(40,204)	(25.0%)	(8,043)	×
Loss on Asset Disposals	(32,984)	0	0	0.0%	0	✓
Depreciation	(8,484,522)	(707,044)	0	100.0%	707,044	×
b: TOTAL OPERATING EXPENSES	(14,025,647)	(1,371,990)	(588,972)		783,018	
Operating activities excluded from budget						
Add back Depreciation	8,484,522	707,044	0			
Adjust (Profit)/Loss on Asset Disposal	(18,404)	0	0			
	8,466,118	707,044	0			
Amount attributable to operating activities	136,338	(593,946)	(509,146)			
INVESTING ACTIVITIES						
Non-Operating grants, subsidies and contributions	4,678,244	0	(1,120)	0.0%	(1,120)	✓
Proceeds from disposal of motor vehicles and P&E	541,000	0	1,228	0.0%	1,228	✓
TOTAL CAPITAL INCOME	5,219,244	0	108		108	
Capex - Land & Buildings	(3,031,947)	0	(1,726)	0.0%	(1,726)	✓
Capex - Furniture & Equipment	(84,195)	(65,000)	(65,047)	(0.1%)	(47)	✓
Capex - Motor Vehicles	(444,213)	0	0	0.0%	0	✓
Capex - Plant	(980,000)	0	0	0.0%	0	✓
Capex - Infrastructure - Roads	(4,698,877)	0	0	0.0%	0	✓
Capex - Infrastructure - Footpaths	(65,047)	0	0	0.0%	0	✓
Capex - Infrastructure - Other	(503,935)	0	0	0.0%	0	✓
TOTAL CAPITAL EXPENDITURE	(9,808,214)	(65,000)	(66,773)		(1,773)	
Amount attributable to investing activities	(4,588,970)	(65,000)	(66,665)			
FINANCING ACTIVITIES						
Transfer from reserves	1,192,800	0	0	0.0%	0	✓
Transfer to reserves	(1,209,165)	(13,750)	(13,845)	(0.7%)	(95)	✓
Lease liabilities principal repayments	(8,882)	0	(806)	0.0%	(806)	✓
Proceeds on new borrowings	1,500,000	0	0	0.0%	0	✓
Loan principal repayment	(106,400)	0	0	0.0%	0	✓
SSL Principal Reimbursements	18,400	0	0	0.0%	0	✓
Amount attributable to financing activities	1,386,753	(13,750)	(14,651)		(901)	
CLOSING SURPLUS / (DEFICIT)	0	2,393,183	2,648,446			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.		Key Within budget tolerance of 10% and \$10,000 Over budget tolerance of 10% and \$10,000				<div>✓</div> <div>×</div>

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL POSITION
31/07/2024

	31 July 2024	2024 (Unaudited)
CURRENT ASSETS		
Cash and cash equivalents	6,170,687	6,707,644
Trade and other receivables	187,324	301,196
Other financial assets	(145)	(145)
Inventories	62,446	62,446
Contract assets	452,858	452,858
Other assets	65,893	65,893
TOTAL CURRENT ASSETS	6,939,063	7,589,892
NON-CURRENT ASSETS		
Trade and other receivables	37,346	37,346
Other financial assets	291,803	291,803
Inventories	15,236	15,236
Property, plant and equipment	34,139,179	34,072,406
Infrastructure	219,499,357	219,499,357
Right-of-use assets	26,280	26,280
TOTAL NON-CURRENT ASSETS	254,009,201	253,942,428
TOTAL ASSETS	260,948,264	261,532,320
CURRENT LIABILITIES		
Trade and other payables	438,990	512,783
Other liabilities	136,882	136,882
Lease liabilities	(3,526)	(2,720)
Borrowings	(571)	(571)
Employee related provisions	342,597	343,016
TOTAL CURRENT LIABILITIES	914,372	989,390
NON-CURRENT LIABILITIES		
Lease liabilities	18,840	18,840
Borrowings	1,808,674	1,808,674
Employee related provisions	56,384	56,384
TOTAL NON-CURRENT LIABILITIES	1,883,898	1,883,898
TOTAL LIABILITIES	2,798,270	2,873,288
NET ASSETS	258,149,994	258,659,032
EQUITY		
Retained surplus	65,129,769	65,652,654
Reserve accounts	3,414,136	3,400,291
Revaluation surplus	189,606,089	189,606,087
TOTAL EQUITY	258,149,994	258,659,032

Shire of Wongan-Ballidu Variance Report 31 July 2024				
<p>The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% or \$10,000, whichever is greater, as its threshold for line items on the Statement of Financial Activity by nature shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expenditure.</p>				
Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	0	Within Threshold	Rates	Within Council variance reporting threshold.
✓	1,081	Within Threshold	Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	4,030	Within Threshold	Fees and charges	Within Council variance reporting threshold.
✓	3,445	Within Threshold	Other Revenue	Within Council variance reporting threshold.
✓	270	Within Threshold	Interest	Within Council variance reporting threshold.
✓	0	Within Threshold	Profit on Asset Disposals	Within Council variance reporting threshold.
Operating Expenditure				
✗	42,303	Timing	Employee Costs	Favourable - Timing of worker's compensation premiums and FBT recognition etc.
✗	29,123	Timing	Materials & Contracts	Favourable - Timing
✓	2,457	Within Threshold	Utility charges	Within Council variance reporting threshold.
✓	0	Within Threshold	Interest	Within Council variance reporting threshold.
✗	10,134	Timing	Insurance	Timing of insurance premiums paid.
✗	(8,043)	Timing	Other General	Timing of subsidies and contributions paid.
✓	0	Within Threshold	Loss on Asset Disposals	Within Council variance reporting threshold.
✗	707,044	Timing	Depreciation	Depreciation not processed in finance system as awaiting final audit.
Investing				
✓	(1,120)	Within Threshold	Non-Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	1,228	Within Threshold	Proceeds from disposal of motor vehicles and P&E	Within Council variance reporting threshold.
✓	(1,726)	Within Threshold	Capex - Land & Buildings	See Capital Works Report.
✓	(47)	Within Threshold	Capex - Furniture & Equipment	See Capital Works Report.
✓	0	Within Threshold	Capex - Motor Vehicles	See Capital Works Report.
✓	0	Within Threshold	Capex - Plant	See Capital Works Report.
✓	0	Within Threshold	Capex - Infrastructure - Roads	See Capital Works Report.
✓	0	Within Threshold	Capex - Infrastructure - Footpaths	See Capital Works Report.
✓	0	Within Threshold	Capex - Infrastructure - Other	See Capital Works Report.
Financing				
✓	0	Within Threshold	Transfer from reserves	Within Council variance reporting threshold.
✓	(95)	Within Threshold	Transfer to reserves	Within Council variance reporting threshold.
✓	(806)	Within Threshold	Lease liabilities principal repayments	Within Council variance reporting threshold.
✓	0	Within Threshold	Loan principal repayment	Within Council variance reporting threshold.
✓	0	Within Threshold	SSL Principal Reimbursements	Within Council variance reporting threshold.

SHIRE OF WONGAN-BALLIDU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2024

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)		
	Budget	Actual	Current
	Last Years Closing	Last Years Closing	31 July 2024
	30 June 2024	30 June 2024	
	\$		\$
Current Assets			
Cash Unrestricted	3,310,259	3,307,354	2,756,552
Cash Restricted - Reserves	3,400,292	3,400,291	3,414,136
Receivables - Rates	100,309	100,309	102,059
Receivables - Other	882,224	719,638	562,124
Receivables - ATO	0	97,833	41,892
Inventories	10,000	62,446	62,446
Financial assets	18,400	(145)	(145)
	7,721,484	7,687,726	6,939,064
Less: Current Liabilities			
Payables	(798,857)	(610,616)	(401,541)
Payables - ATO	0	0	(37,449)
Contract Liabilities - Unspent grants	(136,882)	(136,882)	(136,882)
Employee provisions	(343,016)	(343,016)	(342,597)
Lease liabilities	(8,882)	2,720	3,526
Long term borrowings	(106,400)	571	571
	(1,394,037)	(1,087,223)	(914,372)
Net Current Assets	6,327,447	6,600,503	6,024,692
Adjustments to Net Current Assets			
Less: Restricted Cash - Reserves	(3,400,292)	(3,400,291)	(3,414,136)
Less: Current self-supporting loans receivable	(18,400)	145	145
Add: Liabilities funded by restricted cash	41,842	41,842	41,842
Add: Current portion of borrowings	106,400	(571)	(571)
Add: Current portion of lease liabilities	8,882	(2,720)	(3,526)
	(3,261,568)	(3,361,595)	(3,376,246)
Net Current Assets used in the Statement of Financial Activity	3,065,879	3,238,908	2,648,446

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

Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
Land & Buildings						
		-	-			-
Motor Vehicles						
Toyota Prado (Dr)	25,000	55,000	(30,000)			-
Tesla Model Y Performance	82,000	50,000	32,000			-
Toyota Coaster Bus	2,500	6,000	(3,500)			-
Toyota Hilux (Town Mtce.)	10,880	12,000	(1,120)			-
Toyota Hilux (Grader)	14,212	18,000	(3,788)			-
Plant & Equipment						
Mack Truck (PTK34)	82,000	85,000	(3,000)			-
Dual Tip Pig Trailer (PTRL23)	15,984	15,000	984			-
Mack Truck (PTK35)	93,020	95,000	(1,980)			-
CAT 12M Grader	195,000	200,000	(5,000)			-
Dolly Trailer (PTRL14)	2,000	5,000	(3,000)			-
Various obsolete equipment				-	1,228	-
TOTAL	522,596	541,000	(18,404)	-	1,228	-

Motor Vehicle and Plant & Equipment Change Over	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
Toyota Prado (Dr)	94,000	55,000	39,000			-
Tesla Model Y Performance	100,000	50,000	50,000			-
Toyota Coaster Bus	125,213	6,000	119,213			-
Toyota Hilux (Town Mtce.)	40,000	12,000	28,000			-
Toyota Hilux (Grader)	40,000	18,000	22,000			-
Toyota Hilux (BMO)	45,000	-	45,000			-
Sub-total	444,213	141,000	303,213			-
Plant & Equipment						
Mack Truck (PTK34) - rollover proceeds	-	85,000	(85,000)			-
Dual Tip Pig Trailer (PTRL23) - rollover proceeds	-	15,000	(15,000)			-
Mack Truck (PTK35)	330,000	95,000	235,000			-
CAT 12M Grader	480,000	200,000	280,000			-
Dolly Trailer (PTRL14)	40,000	5,000	35,000			-
Sundry plant and equipment	40,000	-	40,000			-
Sub-total	890,000	400,000	490,000	-	-	-
TOTAL	1,334,213	541,000	793,213	-	-	-

SHIRE OF WONGAN - BALLIDU
BORROWINGS AS AT 31 JULY 2024

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Jul 24	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2024	Principal Repayments YTD	Loan Balance @ 31 Jul 24
151A	Aged Persons	Ninan House*	Oct-2032		300,000		-	-	189,627		189,627
152	Co-Location Construction	Shire	Dec-2039		2,000,000		-	-	1,618,477		1,618,477
TBA	Volunteer BFB Fire Shed	Shire*	-	1,500,000	-						
TOTAL EXISTING LOANS				1,500,000	2,300,000	-	-	-	1,808,104	-	1,808,104

Shire Loan Summary
Self Supporting Loan Summary

-	2,000,000	-	-	-	1,618,477	-	1,618,477
1,500,000	300,000				189,627	-	189,627

Current loan liability
Non current liability
Total Loan Liability

Loan Balance @ 31 Jul 24	SSL	Shire	Total
(84,193)	(18,400)	(65,793)	(84,193)
(1,723,911)	(171,227)	(1,552,684)	(1,723,911)
(1,808,104)	(189,627)	(1,618,477)	(1,808,104)

SHIRE OF WONGAN - BALLIDU										
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 JULY 2024										
ADOPTED FULL YEAR'S BUDGET							ACTUAL YTD AT 31 JULY 2024			
Reserve Description	Budget Opening Balance	Actual Opening Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	EOY Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	Actual Balance
Long Service Leave Reserve	41,842	41,842	125,000	-	-	41,842	-	-	-	41,842
Community Resource Centre Reserve	12,923	12,923		-	-	12,923	-	-	-	12,923
Depot Improvement Reserve	10,572	10,572		40,000	-	50,572	-	-	-	10,572
Historical Publications Reserve	7,126	7,126		-	-	7,126	-	-	-	7,126
Housing Reserve	380,844	380,844		150,000	-	530,844	-	-	-	380,844
Special Projects Reserve	1,000,818	1,000,818		-	(30,000)	970,818	-	-	-	1,000,818
Patterson Street JV Housing Reserve	64,357	64,357		5,000	-	69,357	-	-	-	64,357
Plant Reserve	933,917	933,917		754,165	(764,800)	923,282	13,845	13,845	-	947,762
Quinlan Street JV Housing Reserve	64,915	64,915		5,000	(15,000)	54,915	-	-	-	64,915
Stickland JV Housing Reserve	68,582	68,582		5,000	-	73,582	-	-	-	68,582
Swimming Pool Reserve	273,188	273,188		50,000	(200,000)	123,188	-	-	-	273,188
Waste Management Reserve	60,366	60,366		-	-	60,366	-	-	-	60,366
Sporting Co-Location Reserve	133,360	133,360		-	(30,000)	103,360	-	-	-	133,360
Building Asset Management Reserve	347,482	347,482		200,000	(153,000)	394,482	-	-	-	347,482
Wongan Hills Sports and Recreation Council Asset Management Reserve	-	-		-	-	-	-	-	-	-
Wongan Hills Childcare Services Reserve	-	-		-	-	-	-	-	-	-
TOTALS	3,400,292	3,400,292	125,000	1,209,165	(1,192,800)	3,416,657	13,845	13,845	-	3,414,137

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

COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance	Indicator	Completion %	Asset Class
4250	Administration Building (Buildings) - CAPEX	\$7,291.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
4253	Computer Hardware (F&E)- CAPEX	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Furniture & Equipment
4255	CEO Vehicle (MV) - CAPEX	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Motor Vehicles
4263	Capex - Chambers ICT Upgrade (F&E)	\$64,195.00	\$65,000.00	\$65,046.66	\$0.00	\$65,046.66	-\$65,046.66		101%	Furniture & Equipment
5232	Capex - Ninan/Hinds BFB Fire Shed	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
5233	Capex - Fire Danger Rating Signage	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Other Infrastructure
6408	Community Bus (MV) - CAPEX	\$125,213.00	\$0.00	\$0.00	\$122,727.27	\$122,727.27	\$0.00		0%	Motor Vehicles
6415	CRC Capital Expense (Buildings) - CAPEX	\$43,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
7630	Doctors Vehicle (MV)- CAPEX	\$94,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Motor Vehicles
7632	Capex - Medical Centre Generator	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Plant & Equipment
9061	8 Ellis Street (Buildings)- CAPEX	\$6,358.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
9066	16 Moore Street (Buildings)- CAPEX	\$20,581.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
9075	JV Housing - Quinlan St (Buildings)- CAPEX	\$14,712.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
9085	Capex - Staff Housing - Stickland St and Shields Crescent (LRCIP)	\$425,000.00	\$0.00	\$54.82	\$137,351.73	\$137,406.55	-\$54.82		0%	Land & Buildings
10808	Cemetery WH Capex (Infras Other) - CAPEX	\$14,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Other Infrastructure
10815	Community Park Toilets (Buildings)- CAPEX	\$10,116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
10830	Railway Centre Toilets (Buildings)- CAPEX	\$544,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
11023	Ballidu Hall (Buildings)- CAPEX	\$153,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
11030	Community Park WH (Infras Other)- CAPEX	\$11,570.00	\$0.00	\$0.00	\$6,570.00	\$6,570.00	\$0.00		0%	Other Infrastructure
11034	Federation Park (Cadoux) - Capex	\$22,349.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
11210	WH Swimming Pool (Infrastructure Other) - CAPEX	\$225,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Other Infrastructure
11477	Mocardy Dam (Infras Other)- CAPEX	\$177,389.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Other Infrastructure
11610	Radio & Television Tower (Buildings) - CAPEX	\$44,305.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
11620	W.H. Recreation Complex (Buildings) - CAPEX	\$118,381.00	\$0.00	\$0.00	\$40,913.00	\$40,913.00	\$0.00		0%	Land & Buildings
11621	Ballidu Sports Complex (Buildings) - CAPEX	\$9,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
11622	Economic Stimulus Project	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Other Infrastructure
11815	Capex - WH Pavilion Generator	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Plant & Equipment
12080	Depot Bldg. Capital (Buildings) - CAPEX	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
12600	Water Tank (P&E)- CAPEX	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Other Infrastructure
12610	Trucks - CAPEX	\$330,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Plant & Equipment
12629	Sundry Plant and Equipment (CAPEX)	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Plant & Equipment
12619	Patching Trailer - CAPEX	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Plant & Equipment
12612	Grader (P&E) - CAPEX	\$480,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Plant & Equipment
13610	Museum - CAPEX	\$43,500.00	\$0.00	\$1,671.43	\$0.00	\$1,671.43	-\$1,671.43		4%	Land & Buildings
14417	MBS - Vehicle - CAPEX	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Motor Vehicles
14418	Grader Utility (Motor Vehicles) - CAPEX	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Motor Vehicles
14419	Construction Utility - CAPEX	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Motor Vehicles
14885	Lot 162 Danubin St - CAPEX	\$40,116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
AROAD	RRG Funded Capital Roadworks (Infras Roads)	\$1,360,111.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Roads
BROAD	R2R Funded Capital Roadworks (Infras Roads)	\$893,944.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Roads
DROAD	Own Funded Capital Footpaths (Infras footpaths)	\$65,047.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Footpaths
EROAD	Own Funded Capital Roadworks (Infras Roads).	\$468,995.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Roads
GROAD	Wheatbelt Secondary Freight Network Roadworks (Infra Roads)	\$1,975,827.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Roads
		\$9,808,214.00	\$65,000.00	\$66,772.91	\$307,562.00	\$374,334.91	-\$66,772.91		1%	

Asset Class	Original Budget	YTD Budget	YTD Actual	PO	Total Actual	Variance	Indicator	Completion %
Land & Buildings	\$3,031,947	\$0	\$1,726	\$178,265	\$179,991	-\$1,726		0%
Furniture & Equipment	\$84,195	\$65,000	\$65,047	\$0	\$65,047	-\$65,047		77%
Motor Vehicles	\$444,213	\$0	\$0	\$122,727	\$122,727	\$0		0%
Plant & Equipment	\$980,000	\$0	\$0	\$0	\$0	\$0		0%
Infrastructure - Roads	\$4,698,877	\$0	\$0	\$0	\$0	\$0		0%
Infrastructure - Footpaths	\$65,047	\$0	\$0	\$0	\$0	\$0		0%
Infrastructure - Other	\$0	\$0	\$0	\$0	\$0	\$0		0%
	\$9,304,279.00	\$65,000.00	\$66,772.91	\$300,992.00	\$367,764.91	-\$66,772.91		1%

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

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 JULY 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	1/07/2024					\$ 1,442,055.62		\$ 1,760.09	\$ 1,443,815.71	\$ 1,760.09
Total of current municipal investments							\$ 1,442,055.62	\$ -	\$ 1,760.09	\$ 1,443,815.71	\$ 1,760.09

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	1/07/2024					\$ 2,616,370.44	\$ 783,920.03	\$ 13,845.09	\$ 3,414,135.56	\$ 13,845.09
Total of reserve investments and cash							\$ 2,616,370.44	\$ 783,920.03	\$ 13,845.09	\$ 3,414,135.56	\$ 13,845.09

Total of matured municipal and reserve investment							\$ -	\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 4,058,426.06	\$ 783,920.03	\$ 15,605.18	\$ 4,857,951.27	\$ 15,605.18

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 31 JULY 2024				
		Rates and Charges Raised for 2024/25	\$ -	Rates and service charges - to be raised 26.08.24
		Arrears 1 July 2024	\$ 159,142.00	
Rates and Charges Oustanding Breakdown				
Total Amount Outstanding		31-Jul-24	\$ 160,518.00	
Outstanding same time last year		31-Jul-23	\$ 143,962.00	
SUNDRY DEBTORS OUTSTANDING 31 JULY 2024				
Debtors Ageing Summary				
Current			\$ 7,586.69	
30 Days			\$ 20,358.68	
60 Days			\$ 1,220.32	
90 Days & Over			\$ 57,050.05	\$55,860 (Firm, see below)
Credit Balance			\$ (8,523.87)	
Total Outstanding			\$ 77,691.87	
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.
13/10/2023	1502	Wongan Hills Refusal Site and Standpipe Charges	\$ 1,189.65	Written off 12/08/2024
Total			\$ 57,050.05	

9.2.3 PURCHASING POLICY

REPORT DATE:	31 July 2024
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Audit and Risk – 07/08/2024 – Item 4.1
AUTHOR:	Danica Mullins - Finance Officer
REVIEWER:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.3.1 New Council Policy 4.8 – Purchasing 9.2.3.2 Current Council Policy 4.8 – to be repealed

PURPOSE OF REPORT:

The Audit and Risk Committee has recommended Council endorse the amended Council Policy 4.8 – Purchasing.

BACKGROUND:

The Shire's Council Policy 4.8 – Purchasing and Procurement was last reviewed and amendments adopted in June 2020, making the Policy over four (4) years old.

Since the current Policy was adopted in June 2020, there have been numerous changes to the relevant legislation, which in turn requires the Policy to be amended.

The Policy was identified as being outdated in the *Local Government (Audit) Regulations 1996* Reg. 17 and *Local Government (Financial Management) Regulations 1996* Reg. 5 review carried out in late 2022. The old Policy makes reference to certain Covid-19 financial hardship provisions which are no longer in-force, and also does not include any requirements around contract variations or tender scope of works variations, amongst other exclusions.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Functions 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:

Nil

COMMENT:

A detailed review of Council Policy 4.8 has been undertaken and amendments have been made consistent with legislative changes as well as industry best practice that has been identified through the review process.

The following are key amendments to the Policy:

- A new section has been added to document the Shire's commitment to ensuring that all Aboriginal and Torres Strait Islander businesses have full, fair, and reasonable access to procurement opportunities with the Shire.
- A new section has been added which outlines the Shire's commitment to working towards equity for all community members and potential suppliers (including disability enterprises and gender equality).
- Purchasing thresholds have been amended to reflect industry best practice and ensure that the Shire maintains an efficient procurement process.
- Purchasing thresholds have been further disaggregated by stating the purchasing requirements from the open market versus the requirement from pre-qualified suppliers (i.e. WALGA PSP or State Government CUA).
- A section on quotation exemptions has been added to reflect that there is a number of goods and services that do not require quotations (for example, but not limited to, statutory type costs or non-contestable utilities)
- Section added with reference to variations to the scope of goods or services required prior to the Shire entering into a contract with a supplier
- Section added on variations to a contract that has been awarded to a supplier.
- Section added with regard to cost variations that may arise from the above contract variations.

The title of the Policy has also been amended to remove "procurement" as this is effectively a synonym for purchasing.

VOTING REQUIREMENTS: Simple Majority

COMMITTEE RECOMMENDATION:

That Council:

1. Repeal the current Council Policy 4.8 – Purchasing and Procurement.
2. Adopt the new Council Policy 4.8 – Purchasing.

4.8 – PURCHASING POLICY

Responsible Committee	Audit and Risk Committee
Responsible Officer	Deputy Chief Executive Officer
Date of adoption	24 June 2020
Date of last review	07 August 2024

PURPOSE

To ensure that the Shire of Wongan-Ballidu's (Shire's) procurement practices and processes are compliant with all relevant legislation and best practice.

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- Demonstrate that value for money is attained for the Shire;
- Are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995 (Act)*, and the *Local Government (Functions and General) Regulations 1996 (Regulations)*;
- Are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- Demonstrate probity by establishing consistent processes that promote transparency, fairness and equity to all potential suppliers;
- Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Ensure that goods and services to be procured are necessary and fit for purpose;
- Properly evaluate and consider the safety and health characteristics of any goods and/or services prior to being introduced into the Shire's workplaces;
- Are supported by the necessary budget provisions or comply with section 6.8(1) of the Act; and
- Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

RESPONSIBILITY FOR IMPLEMENTATION

All officers involved in a purchasing process must adhere to this Policy. The Deputy Chief Executive Officer is responsible for ensuring this Policy is adhered to.

POLICY

1. ETHICS & INTEGRITY

All officers and employees of the Local Government must have regard for the Code of Conduct and shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the local government policies and code of conduct.
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the local government by a supplier shall be treated as commercial in confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used.

An assessment of the best value for money outcome for any purchasing should consider:

- An initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery.
- All relevant whole-of-life costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- Financial sustainability and viability of the supplier(s) to ensure risk of default is as low as possible.

- Competency of supplier(s) to provide the goods and/or services (technical, managerial, compliance).
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- Providing opportunities for local businesses within the shire to provide quotations for goods and services wherever possible.
- The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility.

3. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall always endeavour to identify and procure products and services that:

- Demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and where feasible within the designated price range, consider non-combustible engines
- For new buildings and refurbishments – where available use renewable energy technologies.

4. Local Supply

Where the supply of goods or services can be undertaken by a business that has a registered address in the Shire of Wongan-Ballidu or in an adjoining district and it is for the supply of goods and/or services where in the opinion of the Manager (must have delegated purchasing authority) it is not practical to obtain the required quotations as outlined under section 7.4 of this Policy, the Manager may approve the purchase.

5. ABORIGINAL AND TORRES STRAIGHT ISLANDER BUSINESSES

The Shire is committed to ensuring that all Aboriginal and Torres Strait Islander businesses have full, fair, and reasonable access to procurement opportunities. To achieve better outcomes in attracting, supporting, and procuring Aboriginal and Torres Strait Islander businesses and to increase contracting opportunities, therefore supporting employment and business opportunities for the Aboriginal community, where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Aboriginal and Torres Strait Islander businesses.

6. DISABILITY ENTERPRISES

The Shire is committed to working toward equity for all community members including people with disability, their family members and carers. The Shire values diversity and believes that supporting participation and inclusion for all makes a stronger, more vibrant community. In recognition of the potential for procurement processes to assist in supporting this vision, the Shire, where practicable, where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Disability Enterprises and Disability owned or run businesses. Such businesses include Charities and Not for Profits whose core business is providing services for people with a Disability.

7. GENDER EQUALITY

In recognition of the Shire's commitment to promoting workplace gender equality, the Shire, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

8. PURCHASING REQUIREMENTS

8.1 VALUES

Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 7.4 of this Purchasing Policy.

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under

section 7.6 of this Policy is not deemed to be suitable.

8.2 PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST).
- The actual or expected value of the contract over the full contract period, including all options to extend, or the extent to which it could be reasonable expected that the Shire will continue to purchase a particular category of good and/or service and what total value is or could be reasonably expected to be purchased.
- If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

8.3 PURCHASING FROM EXISTING CONTRACTS

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

8.4 PURCHASING THRESHOLDS

The below table prescribes the purchasing process to be complied with based on each purchasing value bracket, and this includes contracts that are to deliver goods and/or services over an extended period.

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$2,000	Direct purchase from the open market with zero (0) quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none">• an existing panel of pre-qualified suppliers administered by the Shire; or• a pre-qualified supplier on the WALGA Preferred Supply Program (PSP) or State Government Common Use Arrangement (CUA); with zero quotations required.

Over \$2,000 and up to \$5,000	<p>Direct purchase from open market.</p> <p>A minimum of one (1) quotation is required.</p> <p>When a verbal quote is received the Officer must provide a written record of the quote details.</p>	<p>Purchase directly from WALGA PSP or CUA.</p> <p>A minimum of one (1) written quotation is required.</p>
Over \$5,000 and up to \$20,000	<p>Seek two (2) written quotes from the open market.</p> <p>It is recommended to use professional discretion and occasionally undertake market testing with a greater number of quotations to ensure best value is maintained.</p>	<p>Purchase directly from WALGA PSP or CUA.</p> <p>A minimum of one (1) written quotation is required.</p>
Over \$20,000 and up to \$100,000	<p>Seek three (3) written quotations from the open market including a brief scope of works outlining the specified requirement.</p>	<p>Purchase directly from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; <p>requiring two written (2) quotations including a brief scope of works outlining the specified requirement.</p>
Over \$100,000 and up to \$250,000	<p>Seek at least three (3) written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>Contract required upon award of the RFQ.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations, both qualitative and quantitative, in accordance with the definition stated within this Policy.</p>	<p>Seek three (3) written quotations from a pre-qualified panel of suppliers (whether administered by the Shire, through the WALGA preferred supply program, or State Government CUA).</p> <p>A formal Request for Quotation (i.e. Shire of Wongan-Ballidu template, WALGA Template or State Government CUA template) must be used.</p> <p>Contract required upon award of the RFQ.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations, both qualitative and quantitative, in accordance with the definition stated within this Policy.</p>

Over \$250,000	Conduct a public Request for Tender process in accordance with Part 4, Division 2 and 3 of the <i>Local Government (Functions and General) Regulations 1996</i> , this Policy, and the Shire's tender procedures.	Conduct a public tender process in accordance with Part 4, Divisions 2 and 3 of the <i>Local Government (Functions and General) Regulations 1996</i> , and this Policy. As per Regulation 11(2) of the <i>Local Government (Functions and General) Regulations 1996</i> , if any of the legislated tender exemptions can be met, utilising the most applicable exemption will negate the requirement to conduct a public tender. Refer to section 7.6 of this Policy.
----------------	---	--

8.5 SOLE SOURCE OF SUPPLY

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Manager, prior to a contract being entered into, or a purchase order raised.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

8.6 TENDERING EXEMPTIONS

The Shire limits the discretion from the requirements to call for public tenders as provided under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*, to the values of \$250,000. Accordingly, tenders to not have to be publicly invited for contracts over \$250,000 if the following exemptions can be evidenced:

- The supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the *Local Government Act 1995*; or
- The supply of goods or services is associated with a state of emergency or a COVID-19 declaration; or
- The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
- The supply of the goods or services is to be obtained through the State Government Common Use Arrangement (CUA); or

- The supply of the goods or services is to be obtained from a Regional Council or another Local Government; or
- The purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- Any of the other exclusions under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996* apply.

8.7 QUOTATION EXEMPTIONS

The Shire limits the discretion from the requirement to call for quotations to all purchasing threshold (excluding over \$250,000) for the following goods/services:

- Subscriptions;
- Association and professional memberships;
- Conferences, seminars and training programs;
- Government gazette advertising (regulatory requirement – local government act section 3.12);
- Government rates;
- Non-contestable utility services;
- Banking fees and costs;
- Insurance premiums with LGISWA;
- Proprietary consumables, parts and maintenance for existing equipment where there is no substitute or warranty is voided if a substitute is used;

8.8 ACCEPTING TENDERS/QUOTATIONS

For any tenders publicly invited as per Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996*, an agenda item will be presented to Council to seek formal approval of accepting the tender and awarding the contract for goods and services.

In all other cases, either whereby the value is under \$250,000 or whereby an exemption to public tender was evidenced as per Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*, the local government employee(s) can accept the quotation and award contracts for goods and services. Notwithstanding that the individual employee delegated purchasing authority limits still apply. The expenditure must also be authorised through the annual budget or approved in accordance with section 6.8(1) of the *Local Government Act 1995*.

8.9 TENDER PROCESS

The Shire of Wongan-Ballidu shall comply with the complete tender process, as legislated through Regulations 14 to 24 of the *Local Government (Functions and General) Regulations 1996*.

9.0 ANTI-AVOIDANCE

The Shire of Wongan-Ballidu shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

10.1 VARIATIONS TO SCOPE OF GOODS OR SERVICES REQUIRED PRIOR TO ENTERING CONTRACT

As per Regulation 20 of the *Local Government (Functions and General) Regulations 1996*:

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.
- (2) If –
 - a. The chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
 - b. The local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

That the tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

- (3) In subregulation (1) –
Minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

10.2 VARIATIONS TO AWARDED CONTRACTS FOR THE SUPPLY OF GOODS AND SERVICES

As per Regulation 21A of the *Local Government (Functions and General) Regulations 1996*:

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless –

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb).

10.3 COST VARIATIONS

Contract variations that would result in the procurement of additional goods or services where the value of those additional goods or services would exceed the initial contract price by more than 10% to a maximum of \$50,000 may, in exceptional circumstances, be approved by the Chief Executive Officer, subject to the variation not being contrary to the requirements of clause 10.2 above, and the reasons for the variation being documented and registered as a corporate record.

When approving an invoice for payment, if the amount of the invoice exceeds the amount of the corresponding purchase order for the goods or services by more than 10% to a maximum of \$50,000, payment of the invoice is to be authorised by the Chief Executive Officer.

11.0 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Recordkeeping Policy and associated procurement procedures.

4.8 Purchasing and Procurement

Policy Owner	Finance, Audit and Review Committee
Person Responsible	Deputy Chief Executive Officer
Date of Adoption	24 June 2020 – Resolution 070620
Date of Last Review	24 June 2020 – New Policy

OBJECTIVE

- To provide compliance with the *Local Government Act 1995* and the Local Government Act (Functions and General) Regulations, 1996 (as amended in September 2015).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

POLICY

Refer Below.

NB: This policy also needs to be cross referenced to "Regional Purchasing Policy".

OBJECTIVES

- To provide compliance with the *Local Government Act 1995* and the Local Government Act (Functions and General) Regulations, 1996 (as amended in September 2015).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.
- To mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers.

CROSS REFERENCE TO EXISTING POLICIES

Officers, please note the existence of the Councils adopted 'Regional Purchasing Policy' in applying this policy.

WHY DO WE NEED A PURCHASING POLICY?

The Local Government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Local Government with a more effective way of purchasing goods and services.

- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Local Government receives value for money in its purchasing.
- Ensures that the Local Government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Local Government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstands probity.

ETHICS & INTEGRITY

All officers and employees of the Local Government must have regard for the Code of Conduct and shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial- in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.

- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of the contract over the full contract period, including all options to extend, or the extent to which it could be reasonable expected that the Shire of Wongan-Ballidu will continue to purchase a particular category of good, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold

is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3. Must incorporate any variation to the scope of the purchase and be limited to a 25% tolerance of the original purchasing value.

PURCHASING VALUE DEFINITION

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be: -

Amount of Purchase (Exc. GST)	Purchasing Requirement
Up to \$10,000	<p><u>Direct purchase from suppliers, requires at least one (1) oral or written quotation from a suitable supplier.</u></p> <p>Where the value of procurement of goods or services does not exceed \$10,000, one (1) oral or written quotation is permitted, from;</p> <ul style="list-style-type: none"> ▪ the open market. <p>It is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations</p>

Amount of Purchase (Exc. GST)	Purchasing Requirement
\$10,001 - \$50,000	<p><u>Obtain at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirements, from;</u></p> <p>the open market.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.</p> <p>Where two (2) written or verbal quotes have been requested and less than two (2) have been received by the specified time, then it is deemed that two (2) written or verbal quotes have been received.</p>
\$50,001 - \$100,000	<p><u>Obtain at least two (3) written quotations from suppliers following a brief outlining the specified requirements, from;</u></p> <p>the open market.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.</p> <p>Where three (3) written have been requested and less than three (3) have been received by the specified time, then it is deemed that three (3) written or verbal quotes have been received.</p>

Amount of Purchase (Exc. GST)	Purchasing Requirement
\$100,001 - \$249,999	<p><u>Obtain at least three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), from;</u></p> <p>the open market.</p> <p>NOTES: The general principles relating to written quotations are;</p> <ul style="list-style-type: none"> • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion. • The request for written quotation should include as a minimum: <ul style="list-style-type: none"> ▪ Written Specification ▪ Selection Criteria to be applied ▪ Price Schedule ▪ Conditions of responding ▪ Validity period of offer • Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented. • Respondents should be advised as soon as possible after the final determination is made and approved. <p>The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.</p> <p>For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.</p>
\$ 250,000 and above	<p>Conduct a public tender process per the <i>Local Government Act 1995</i>.</p>

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The above model confines thresholds are determined purely on dollar values; however, the regulations also allow quotation criteria to be set for different types of goods or services, suppliers, contracts or any other thing that the Local Government considers appropriate.

Community Groups

Where a Community Group within the Shire, in the opinion of the Chief Executive Officer, is capable of undertaking works for the Shire, then the Chief Executive Officer, subject to the tender threshold, is able to engage the Community Group to undertake the supply of Goods or Services.

Local Supply

Where the supply of goods or services can be undertaken by a business that has a registered address in the Shire of Wongan-Ballidu or in an adjoining district and it is for the supply where in the opinion of the Chief Executive Officer that is not practical to obtain the required quotations as outlined above, The Chief Executive Officer may approve the purchase.

REGULATORY COMPLIANCE

Tender/Purchasing Threshold Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the *Local Government Act 1995*;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding

which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$50,001 and \$249,999, the panel must contain a minimum of 2 members; and
- \$250,000 and above, the panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state-wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the local government decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
 - the criteria for deciding which tender should be accepted;
 - whether or not the local government has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,001 & \$249,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer and all designated purchasing officers are responsible for ensuring that this policy is carried out.

9.2.4 RISK MANAGEMENT POLICIES

REPORT DATE:	01 August 2024
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.2.4 - Amended Council Policy 5.31 – Risk Management 9.2.4 2 – Current Council Policy 5.32 – to be repealed

PURPOSE OF REPORT:

The Audit and Risk Committee has recommended Council endorse the amended Council Policy 5.31 – Risk Management.

BACKGROUND:

The Shire's Council Policy 5.31 – Risk Management was adopted in August 2023. Since the implementation of this Policy, the Shire's Executive Management Team have undertaken risk management training and commenced on developing a new risk register. The new risk register has a number of inconsistencies with the current Risk Management Policy, and thus updates to the Policy are required.

The Shire also adopted Council Policy 5.32 – Risk Management Framework & Procedure, which is operational in nature and is recommended to be repealed.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) 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:

Nil

COMMENT:

A detailed review of Council Policy 5.31 has been undertaken and amendments have been made consistent with legislative changes as well as industry best practice that has been identified through the review process.

The risk assessment, risk acceptance criteria, measures of likelihood, risk rating matrix and existing control ratings have been updated to align with the new risk register that the Executive Management Team have established. These also align with industry best practice.

It is recommended that Council Policy 5.32 – Risk Management Framework & Procedure is repealed, as this has been identified as operational in nature and is the guiding document for the administration to follow when assessing risks but should not be a public document.

VOTING REQUIREMENTS: Simple Majority

COMMITTEE RECOMMENDATION:

That Council:

3. Repeal the current Council Policy 5.32 – Risk Management Framework & Procedure.
4. Adopt the amended Council Policy 5.31 – Risk Management to supersede the current 5.31 Council Policy.

5.31 – Risk Management Policy



Responsible Committee	Audit and Risk Committee
Responsible Officer	Chief Executive Officer
Date of adoption	23 August 2023
Date of last review	07 August 2024

PURPOSE

The purpose of this Policy is to state the Shire of Wongan-Ballidu's (Shire's) intention to identify potential risks before they occur, so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles. The Policy outlines the Shire's risk management approach and the risk management responsibilities of Council and Administration to ensure that all strategic and operational activities are undertaken in accordance with best practices as per AS/NZS ISO 31000:2018

OBJECTIVES

The objectives of this Policy are to:

- Provide transparent oversight of risks to enable effective decision making;
- Provide guidance on acceptable risk versus return associated with the Shire's projects, services and programs;
- Embed appropriate and effective controls to manage risk; and
- Ensure that the Shire adheres to its statutory and regulatory obligations.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for overseeing the implementation and ensuring organisational adherence to this Policy.

KEY POLICY DEFINITIONS

Risk: The effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

5.31 – Risk Management Policy



POLICY

The Shire will develop and implement effective risk management systems and processes, as further defined in the Shire's Risk Management Procedure, that:

- Optimises the achievement of the Shire's values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire Policies.
- Provides transparent and formal oversight of the risk and control environment, enabling effective decision-making.
- Reflects risk versus return considerations within the Shire's risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations.

ROLES AND RESPONSIBILITIES

The CEO is responsible for:

- Implementation of this Policy.
- Measurement and reporting on the performance of risk management.
- Review and improvement of this Policy and the Shire's risk management framework at least biennially, or in response to a material event or change in circumstances.

The Shire's risk management framework outlines in detail all roles and responsibilities associated with managing risks within the Shire.

RISK ASSESSMENT AND ACCEPTANCE PROCEDURES

The Shire has quantified its broad risk appetite through the Shire's 'Risk Assessment and Acceptance Criteria' (below). The Criteria are included within the Risk Management Framework and as a component of this Policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision-making.

Whilst these risk criteria are necessarily broad in their guidance, they offer insight to staff about risk areas or activities where Council has set reasonable boundaries.

For operational requirements such as Projects, Events, Work Health and Safety, or in rare instances in which the Shire's Risk Assessment and Acceptance Criteria are unclear in determining a level of risk, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's risk appetite, and approval for such use must first be obtained from the CEO.

5.31 – Risk Management Policy



MONITOR & REVIEW

The Shire will implement and integrate a monitor and review process to report on the achievement of risk management objectives, the management of individual risks and the ongoing identification of issues and trends.

This Policy will be kept under review by the Shire's Management Team. It will be formally reviewed triennially.

Shire of Wongan-Ballidu Risk Assessment and Acceptance Criteria

Rating (Level)	People (WHS)	Service Interruption	Reputational	Compliance	Property	Natural Environment	Financial
Insignificant (1)	Near miss. Minor first aid injuries	No material service interruption <3 hours	Unsubstantiated, isolated individual's issue-based complaint with no media coverage	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on-site response	Less than \$10,000
Minor (2)	Medical -type injuries	Short-term temporary interruption – backlog cleared <1 day	Unsubstantiated, low impact, restricted to small group of community or area with little to no media coverage	Some temporary non- compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$50,000
Moderate (3)	Lost-time physical or mental injury <30 days / Multiple staff morale problems	Medium-term temporary interruption – backlog cleared by additional resources <1 week	Either substantiated or unsubstantiated public comments resulting in reduced confidence in the Shire	Short term non- compliance but with significant regulatory requirements imposed	Localised damage requiring internal & external resources to rectify	Contained, reversible impact managed by internal & external agencies	\$50,001 to \$250,000
Major (4)	Lost-time physical or mental injury >30 days / Widespread staff morale problems	Prolonged interruption of services – additional resources required; performance affected <1 month	Substantiated. Considerable and prolonged negative community impact, publicly expressed resulting in significant reduction in confidence in the Shire and widespread media attention.	Non-compliance results in termination of services or imposed penalties	Significant and/or widespread damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$250,001 to \$500,000
Catastrophic (5)	Fatality, permanent disability.	Indeterminate prolonged interruption of services –	Substantiated. Significant adverse community impact and	Non-compliance results in litigation, criminal charges,	Extensive damage requiring prolonged period of restitution	Uncontained, irreversible impact	>\$500,000

Risk Management Policy

Rating (Level)	People (WHS)	Service Interruption	Reputational	Compliance	Property	Natural Environment	Financial
	Shire no longer an employer of choice. Loss of key staff.	non-performance >1 month	significant loss in confidence in the Shire's abilities to carry out their roles and responsibilities. Significant widespread media attention.	significant damages and/or penalties	Complete loss of plant, equipment & building		

		Shire of Wongan-Ballidu Measures of Likelihood			
Level	Rating	Likelihood Description	Likelihood frequency	Probability	Control Effectiveness
1	Rare	The event may only occur in exceptional circumstances (<5% chance)	Less than once in 15 years	<5%	Controls are very strong and operating as intended. There is no scope for improvement
2	Unlikely	The event could occur at some time (<10% chance)	At least once in 10 years	5-25%	Controls are strong and operating as intended
3	Possible	The event should occur at some time (20% chance)	At least once in 3 years	25-75%	Controls are operating as intended, but there is scope for improvement
4	Likely	The event will probably occur in most circumstances (>50% chance)	At least once per year	75-95%	Controls are operating; however, inadequacies exist
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year	>95%	Controls are weak, do not exist, or are not being complied with

Consequence X Likelihood = Risk Rating

Risk Management Policy

Shire of Wongan-Ballidu Risk Rating						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Wongan-Ballidu Existing Control Ratings		
Rating	Foreseeable	Description
Fully Effective	There is no scope for improvement with all available resources.	Controls are operating as intended and aligned with policies and procedures. Controls are documented, up to date, understood by users, not forgotten or components missed, does not expose the organisation to theft or fraud and is delivered consistently within statutory or service delivery standards. Controls are subject to ongoing monitoring. Controls are reviewed and tested regularly.
Adequate	There is some scope for improvement.	Controls are generally operating as intended; however, inadequacies exist. Limited monitoring of controls. Controls are reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Controls are not operating as intended. Controls do not exist, or are not being complied with. Controls have not been reviewed or tested for some time.

Risk Management Policy

Shire of Wongan-Ballidu Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Team Leader
Moderate (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Executive Management
High (10-19)	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	CEO & Executive
Extreme (20-25)	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	CEO & Council

****Extreme risks require a risk treatment plan which is reported to the CEO (via the Executive Management Team) and to the Audit and Risk Committee until the risk rating is at an acceptable level.**

5.32 – Risk Management Framework & Procedure

Policy Owner	Administration
Person Responsible	Chief Executive Officer
Date of Adoption	23 August 2023 Resolution 090823 New Policy
Date of Last Review	



Shire of Wongan-Ballidu

RISK MANAGEMENT FRAMEWORK AND PROCEDURE

INTRODUCTION

The Policy and Procedures form the Risk Management Framework for the Shire of Wongan-Ballidu ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

All components of this document are based on Australia/New Zealand Standard ISO 31000:2018 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

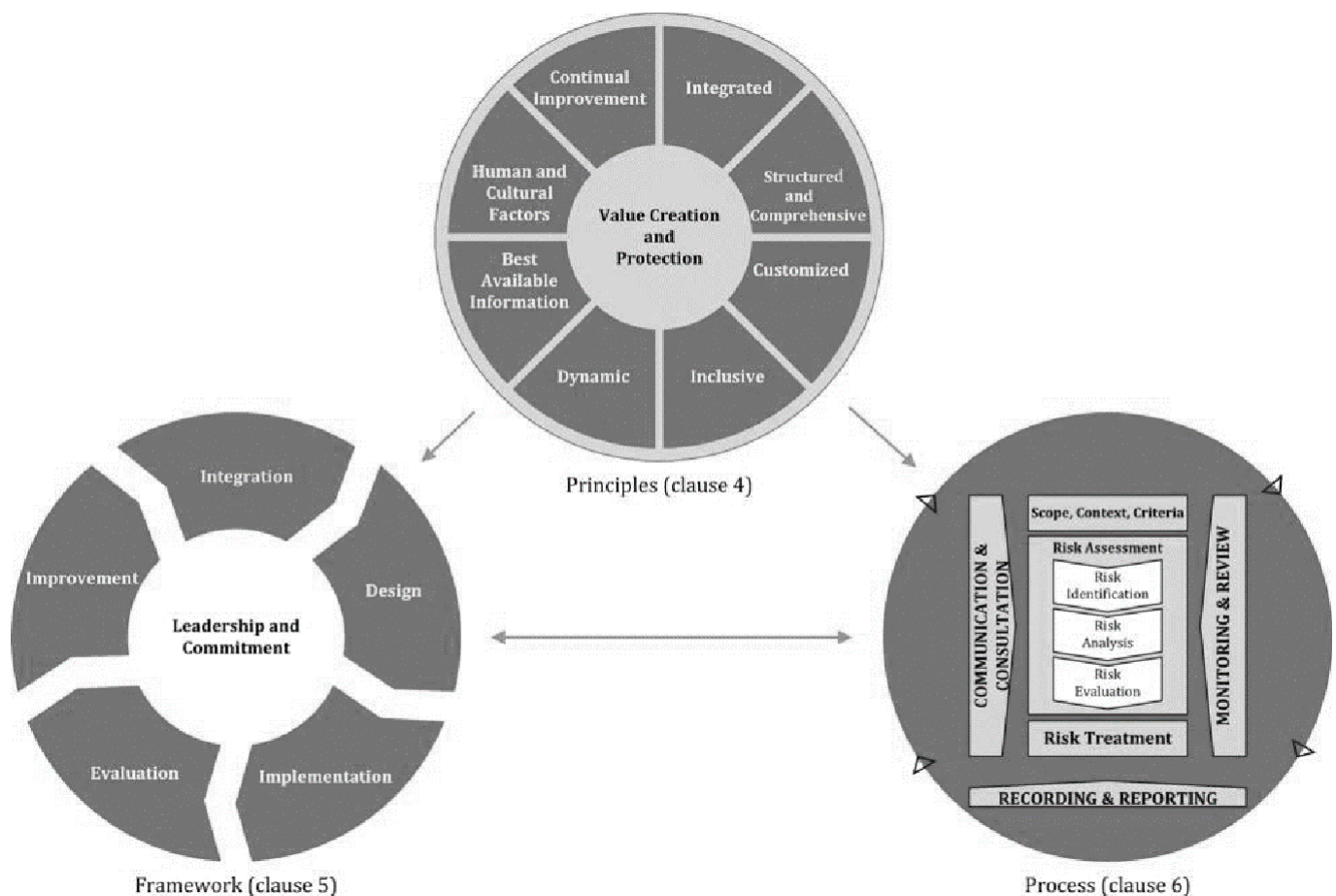
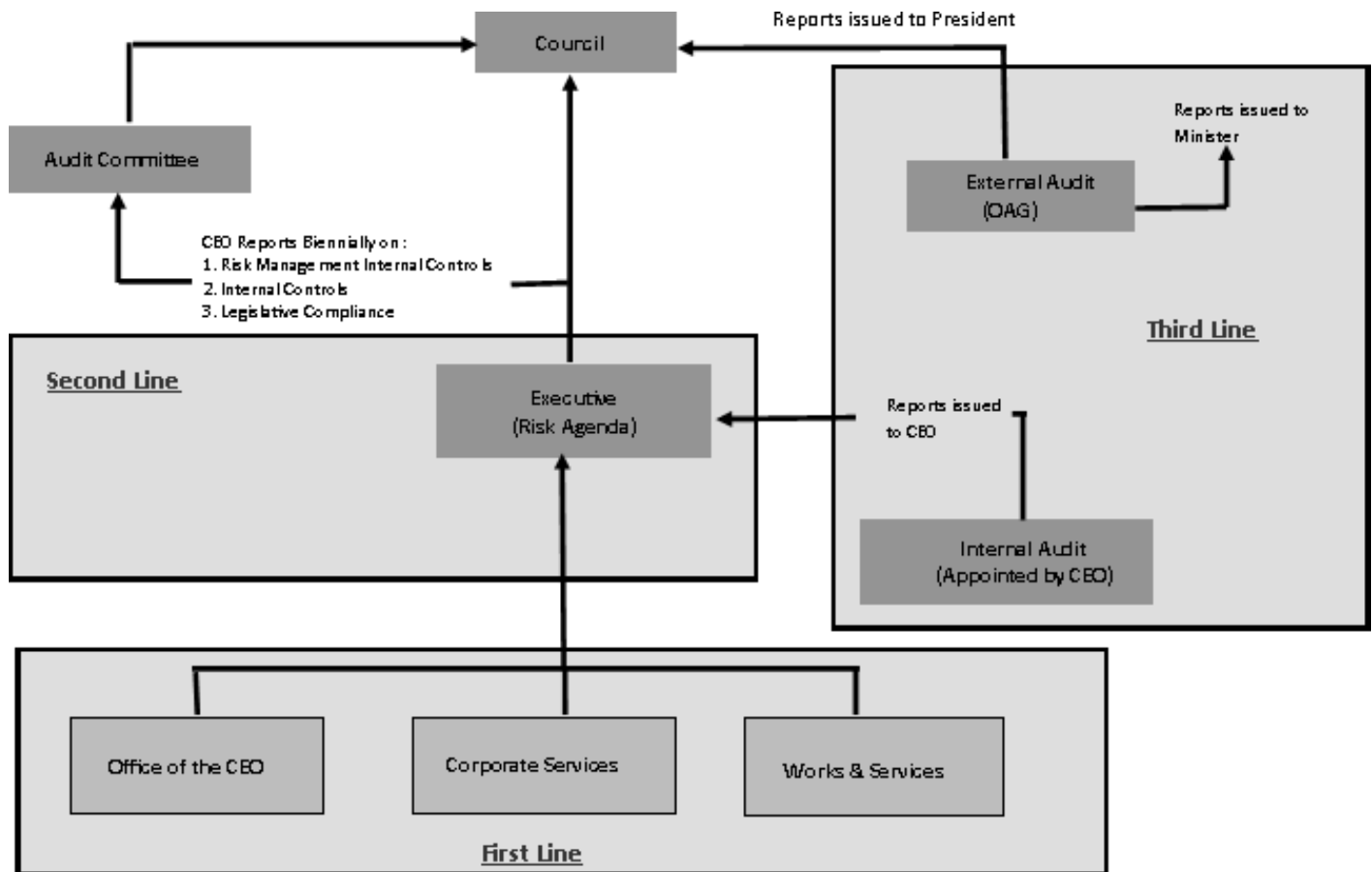


Figure 1: Risk Management Process (Source: AS/NZS 31000:2018)

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

Council's responsibilities are to:

- Adopt a Risk Management Policy compliant with the requirements of AS/NZS ISO 31000:2018 and to review and approve the Policy in a timely manner as required.
- Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives.
- Supports the allocation of funds / resources to treat risks as required.

Finance and Audit Committee

- Requests and reviews reports on risk management on a biannual basis (minimum) or as required depending on the nature of the risk(s).
- Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate.
- Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).

Executive

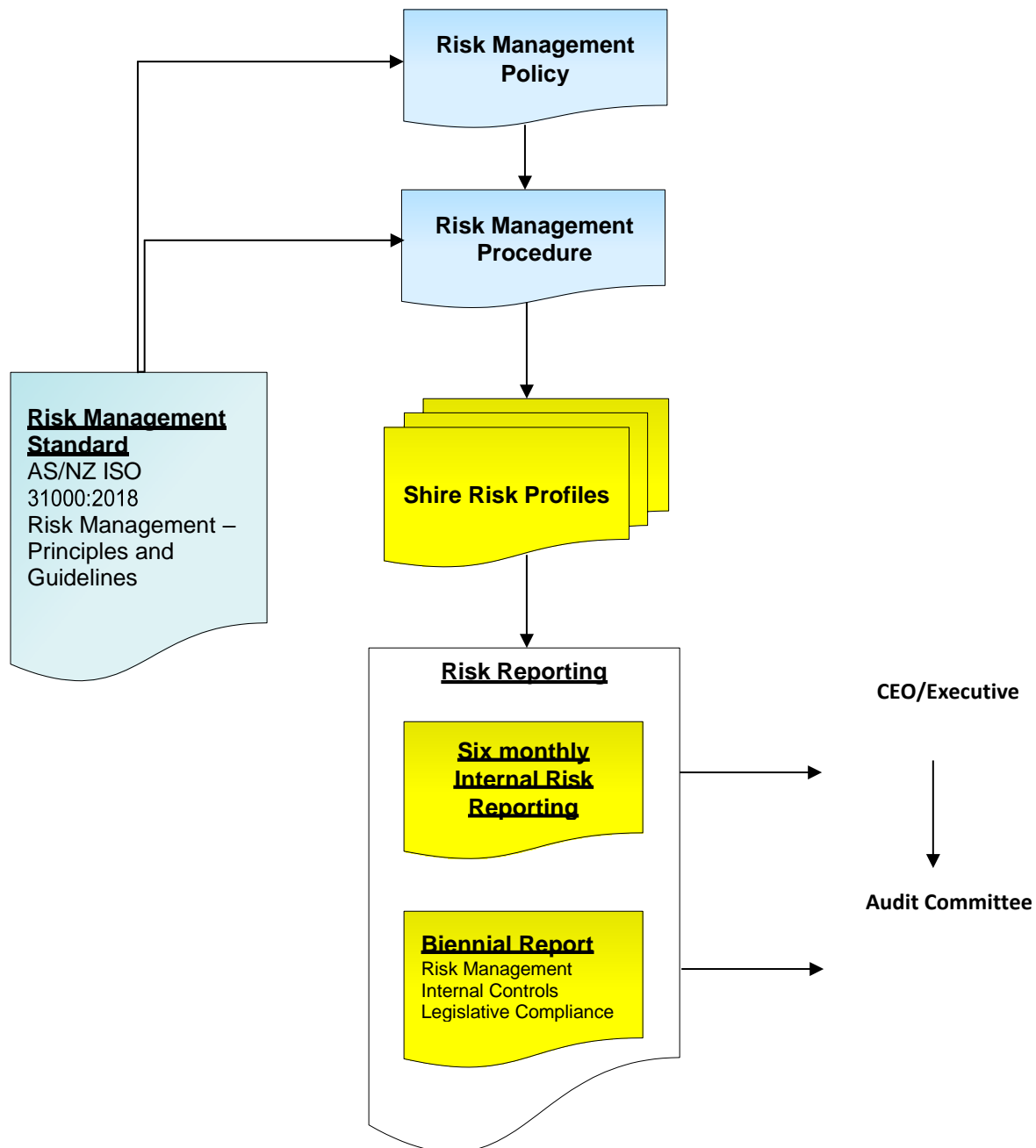
- Creates an environment where staff are responsible for and actively involved in managing risk.
- Oversight of the Shire's Risk Management Strategy.
- Maintain and implement the Risk Management Strategy.
- Ensures a consistent risk management approach is embedded in the operations and processes of the Shire.
- Actively participates and supports the Risk Management Strategy through identification and creation of suitable risk treatments to control strategic and operational risks facing the Shire.
- Monitors the strategic and operational risk management performance.
- Reviews the Shire's Risk Summary Report prior to submission to the Audit & Risk Committee.

Staff

- Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management.
- Alert and bring to management's attention, the risks existing within their area.
- Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All work areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis. Each Manager, is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a twelve-monthly basis, or sooner if there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with AS/NZ ISO 31000:2018 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

A: Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provide the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process.

For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

1. Strategic Context - This constitutes the Shire's external environment and high-level direction. Inputs to establishing the strategic risk assessment environment may include;
 - Organisations vision
 - Stakeholder Analysis
 - Environment Scan / SWOT Analysis
 - Existing Strategies / Objectives / Goals

2. Operational Context - The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.
3. Project Context – Project risk has two main components;
 - **Direct** refers to the risks that may arise as a result of project activity (i.e. impacting on current or future process, resources or IT systems) which may prevent the Shire from meeting its objectives
 - **Indirect** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

B: Risk Identification

Using the specific risk assessment context as the foundation, and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How could this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

C: Risk Analysis

To analyse the risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

D: Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and acceptable risks are then subject to the monitor and review process. Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or systemic nature.

E: Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the Governance Officer is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

F: Monitoring & Review

The Shire is to review all Risk Profiles at least on a twelve-monthly basis or if triggered by one of the following;

- Changes to context,
- A treatment is implemented,
- An incident occurs or due to audit/regulator findings.

The CEO & Executive will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria;

- Risks with a Level of Risk of High or Extreme
- Risks with inadequate existing control rating
- Risks with consequence rating of extreme
- Risks with likelihood rating of almost certain

The design and focus of the Risk Summary report will be determined from time to time on the direction of the CEO & Executive. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

G: Communication & Consultation

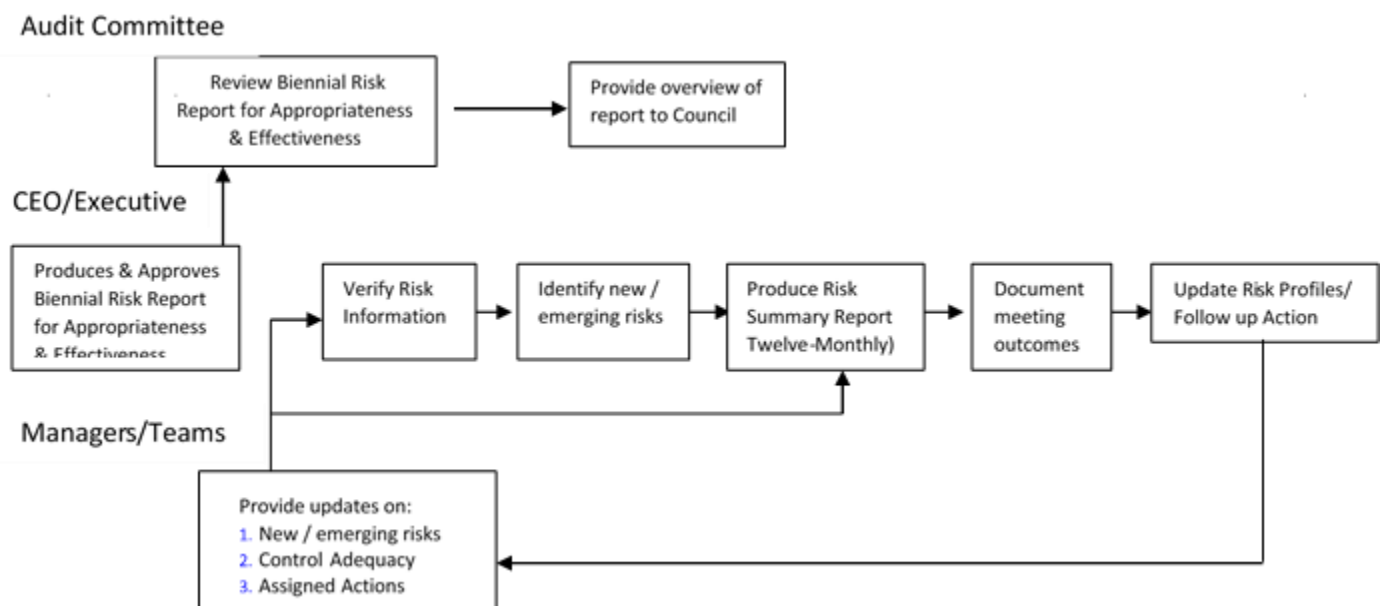
Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process. Council, through the Audit and Risk Committee will be provided with twelve monthly update reports.

Risk management awareness and training will be provided to staff as part of their OS&H Program. Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high-level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new and emerging risks, control effectiveness and indicator performance to the Risk Framework Owner.
- Work through assigned actions and provide relevant updates to the Risk Framework Owner.
- Risks / Issues reported to the CEO & Executive are reflective of the current risk and control environment.

The CEO & Executive are responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a twelve-monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Producing a twelve-monthly Risk Report for the Audit Committee which contains an overview Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Indicators

Indicators are required to be used for monitoring and validating risks and controls. The following describes the process for the creation and reporting of Indicators:

Identification

The following represent the minimum standards when identifying appropriate Indicator risks and controls;

- The risk description and casual factors are fully understood
- The Indicator is fully relevant to the risk or control
- Predictive Indicators are adopted wherever possible
- Indicators provide adequate coverage over monitoring risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the Indicator data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Indicator, the data is required to be revalidated to ensure reporting of the Indicator against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They may be set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the Indicator must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the Indicator must be escalated to the CEO & Senior Management Group where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Indicators, the overall trend should be considered over a longer timeframe than individual data movements. The trend of the Indicators is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day-to-day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance *outside* of the appetite framework is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those *outside* appetite framework identified risks. The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc.)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

Reasonable action should be taken to mitigate the risk. A lack of budget to remediate a material risk outside of appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (i.e. Executive

Annual Controls Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the CEO & Executive that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Coverage of all risk classes (Strategic, Operational, Project)
- Existing control adequacy ratings across the Shire's Risk Profiles
- Consider control coverage across a range of risk themes (where Commonality exists)

- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (e.g. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Indicators
- Timetable for assurance activities
- Reporting requirements.

Whilst this document and subsequent actions are owned by the CEO, input and consultation will be sought from individual Work Areas.

Appendix A – Risk Assessment and Acceptance Criteria

MEASURES OF CONSEQUENCE

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social/Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT
Insignificant (1)	Near-Miss	No material service Interruption less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item	No noticeable regulatory or statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$10,000
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non- compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 to \$50,000
Moderate (3)	Medical Treatment- Lost time injury <30 days	Medium term temporary interruption – backlog cleared by addition resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 to \$200,000
Major (4)	Lost time injury >30 days / Temporary Disability	Prolonged interruption of services – addition resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,001 to \$500,000
Extreme (5)	Fatality Permanent Disability	Inderminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-Compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment or building	Uncontained, irreversible impact	>\$500,000

MEASURES OF CONSEQUENCE (PROJECT)

LEVEL	RATING	PROJECT TIME	PROJECT COST	PROJECT SCORE/QUALITY
1	Insignificant	Exceeds deadline by >5% of project timeline	Exceeds project budget by 2%	Minor variations to project scope or quality.
2	Minor	Exceeds deadline by >10% of project deadline	Exceeds project budget by 5%	Scope creep requiring additional work, time or resources. Reduced perception of quality by Stakeholders.
3	Moderate	Exceeds deadline by >15% of project deadline	Exceeds project budget by 7.5%	Scope creep requiring additional work, time or resources or shortcuts being taken. Stakeholder concerns.
4	Major	Exceeds deadline by >20% of project deadline	Exceeds project budget by 15%	Project goals, deliverables, costs and/or deadline failures. Project no longer aligned with the project scope. Stakeholder intervention in project.
5	Extreme	Exceeds deadline by >25% of project deadline	Exceeds project budget by 20%	Failure to meet project objectives. Project outcomes negatively affecting the community or the environment. Public embarrassment, third party actions.

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years

1	Rare	The event may only occur in exceptional circumstances	Less than once in 5 years
---	------	---	---------------------------

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

RISK ACCEPTANCE

RISK RANK	DESCRIPTION	CRITERIA	RESPONSIBILITY
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.	Operational Manager
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.	Operational Manager

HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring.	Executive
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	CEO / Council

SHIRE OF WONGAN-BALLIDU EXISTING CONTROLS RATINGS		
RATING	FORESEEABLE	DESCRIPTION
Effective	There is little scope for improvement	Process (controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement	Whilst some inadequacies have been identified; Processes (controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exists	Processes (controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Appendix B – Risk Profile

Risk Theme	Date
<u>(What could go right / wrong?)</u> <i>Definition of Theme</i>	
<u>Potential causes (What could cause it to go right / wrong?)</u> <i>List of potential causes</i>	

Controls (What we have in place to prevent it going wrong)	Type	Date	Shire Rating
<i>List of Controls</i>			

Overall Control Ratings:	
--------------------------	--

Consequence Category	Risk Ratings	Shire Rating
	Consequence:	
	Likelihood:	

Overall Risk Ratings:	
-----------------------	--

Indicators (These would 'indicate' to us that something has gone right / wrong)	Tolerance	Date	Overall, Shire Result
<i>List of Indicators</i>			

<u>Comments</u> <i>Rationale for all above ratings</i>

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>List current issues / actions / treatments</i>		

Appendix C - Risk Theme Definitions

1. Asset Sustainability Practices

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities
- Inadequate financial management and planning

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

2. Business & Community Disruption

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (incl vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

3. Failure to Fulfil Compliance Requirements

Failures to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

4. Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists
- Procedural documents
- 'Application' proposals/documents.
- Contracts
- Forms, requests or other documents.

5. Employment Practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

6. Engagement Practices

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues
- Infrastructure Projects
- Regional or District Committee attendance
- Local Planning initiatives
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

7. Environment Management.

Inadequate prevention, identification, enforcement and management of environmental issues.

The scope includes;

- Lack of adequate planning and management of coastal erosion issues

- Failure to identify and effectively manage contaminated sites (including groundwater usage)
- Waste facilities (landfill / transfer stations)
- Weed control
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping / Illegal clearing / Illegal land use.

8. Errors, Omissions, Delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

9. External Theft & Fraud (incl Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam invoices
- Cash or other valuables from Outstations.

10. Management of Facilities / Venues / Events

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users

- Oversight / provision of peripheral services (e.g. cleaning / maintenance)

11. IT & Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

12. Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

13. Project / Change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

14. Safety and Security Practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment.

15. Supplier / Contract Management

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

9.3 WORKS AND SERVICES

9.3.1 2024/2025 BITUMEN

REPORT DATE:	21 August 2024
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stephen Casey, Manager of Works & Services
ATTACHMENTS:	9.3.1.1 Individual Pricing

PURPOSE OF REPORT:

The purpose of this report is to provide sufficient information summarising the results of the submissions called, for the supply and laying of bitumen products for the 2024-2025 financial year to enable Council to award the contract for this service.

BACKGROUND:

Due to the Shire's bitumen sealing program budget exceeding \$250,000.00 for the 2024-2025 financial year, it became necessary to initiate a tendering process for the required services.

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

The tender submission sought comprehensive bitumen services, encompassing the supply and application of bitumen, distribution of aggregate, rolling, sweeping, and traffic management services within the Shire of Wongan-Ballidu, extending up to the 30th of June 2025.

The deadline for submissions was set at 5 pm on Friday, the 09th of August 2024.

SCHEDULE OF RATES

SUPPLY & LAY BITUMEN PRODUCTS 2024 -2025 - INDIVIDUAL PRICING																								
SUPPLY & LAY BITUMEN PRODUCTS 2023 -2024					Boral					Colas					Downer					Fulton Hogan				
					C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)			C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)			C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)			C170 \$ per/m2 (ex GST)	C170 \$ per/m2 (ex GST)						
10mm FINAL SEAL	Area m²	Treatment	Comment	Budget	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall Total	Rise & Fall (+10%)	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall Total	Rise & Fall (+10%)	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall Total	Rise & Fall (+10%)	Fixed Price	Fixed Price Total	Rise & Fall	Rise & Fall Total	Rise & Fall (+10%)
Ballidu East Road	14,500	10mm Reseal	Final Seal	\$ 101,500.00	Not Supplied		\$ 5.47	\$ 79,315.00	\$ 87,246.50	\$ 5.87	\$ 85,115.00	Not Supplied			Not Supplied		\$ 6.71	\$ 97,295	\$ 107,025	Not Supplied		\$ 6.50	\$ 94,250	\$ 103,675
Burakin-Wialki Road	30,500	10mm Reseal	Final Seal	\$ 213,500.00			\$ 5.47	\$ 166,835.00	\$ 183,518.50	\$ 5.77	\$ 175,985.00					\$ 5.96	\$ 181,780	\$ 199,958			\$ 6.83	\$ 208,315	\$ 229,147	
Manmanning Road	3,600	10mm Reseal	Final Seal	\$ 35,000.00			\$ 5.47	\$ 19,692.00	\$ 21,661.20	\$ 5.30	\$ 19,080.00					\$ 9.47	\$ 34,092	\$ 37,501			\$ 6.57	\$ 23,652	\$ 26,017	
Waddington-Wongan Hills Road	16,500	10mm Reseal	Final Seal	\$ 106,834.00			\$ 5.47	\$ 90,255.00	\$ 99,280.50	\$ 5.30	\$ 87,450.00					\$ 6.40	\$ 105,600	\$ 116,160			\$ 6.57	\$ 108,405	\$ 119,246	
OPTION 1 - 14mm	65,100			\$ 456,834.00			\$ 356,097.00	\$ 391,706.70		\$367,630.00							\$ 418,767	\$ 460,644				\$ 434,622	\$ 478,084	
Cadoux-Wongan Hills Road	7000	14mm Primer Seal	Reconstruction	\$ 31,500.00	Not Supplied		\$ 6.48	\$ 45,360.00	\$ 49,896.00	\$ 9.22	\$ 64,540.00	Not Supplied			Not Supplied		\$ 9.57	\$ 66,990	\$ 73,689	Not Supplied		\$ 9.57	\$ 66,990	\$ 73,689
Hospital Road	16,500	14mm Primer Seal	Reconstruction	\$ 148,500.00			\$ 6.48	\$ 106,920.00	\$ 117,612.00	\$ 6.72	\$ 110,880.00					\$ 10.99	\$ 181,335	\$ 199,469			\$ 10.99	\$ 181,335	\$ 199,469	
Dowerin-Kalannie Road	42,000	14mm Primer Seal	Reconstruction	\$ 405,000.00			\$ 6.48	\$ 272,160.00	\$ 299,376.00	\$ 7.00	\$ 294,000.00					\$ 9.61	\$ 403,620	\$ 443,982			\$ 9.61	\$ 403,620	\$ 443,982	
Waddington-Wongan Hills Road	20,500	14mm Primer Seal	Reconstruction	\$ 148,500.00			\$ 6.48	\$ 132,840.00	\$ 146,124.00	\$ 7.82	\$ 160,310.00					\$ 14.21	\$ 291,305	\$ 320,436			\$ 14.21	\$ 291,305	\$ 320,436	
OPTION 2 - 14mm	86,000			\$ 733,500.00			\$ 557,280.00	\$ 613,008.00		\$629,730.00							\$ 943,250	\$ 1,037,575				\$ 943,250	\$ 1,037,575	
Cadoux-Wongan Hills Road	7000	14mm Prime & Primer Seal	Reconstruction	\$ 31,500.00	Not Supplied		\$ 7.99	\$ 55,930.00	\$ 61,523.00	\$ 10.27	\$ 71,890.00	Not Supplied			Not Supplied					Not Supplied				
Hospital Road	16,500	14mm Prime & Primer Seal	Reconstruction	\$ 148,500.00			\$ 7.99	\$ 131,835.00	\$ 145,018.50	\$ 7.77	\$ 128,205.00													
Dowerin-Kalannie Road	42,000	14mm Prime & Primer Seal	Reconstruction	\$ 405,000.00			\$ 7.99	\$ 335,580.00	\$ 369,138.00	\$ 7.05	\$ 296,100.00													
Waddington-Wongan Hills Road	20,500	14mm Prime & Primer Seal	Reconstruction	\$ 148,500.00			\$ 7.99	\$ 163,795.00	\$ 180,174.50	\$ 8.87	\$ 181,835.00													
	86,000			\$ 733,500.00			\$ 687,140.00	\$ 755,854.00		\$678,030.00														
Mobilisation							INC	INC	INC								INC	INC				INC	INC	
	151,100	Total Budget		\$ 1,190,334.00	Total Primer Seal		\$ 913,377.00	\$ 1,004,714.70	\$ 1,043,720.00			Total Primer Seal		\$ 1,362,017.00	\$ 1,498,218.70	Total Primer Seal		\$ 1,377,872.00	\$ 1,515,659.20					
					Total Prime & Prime Seal		\$ 1,043,237.00	\$ 1,147,560.70	\$ 1,092,020.00			Total Prime & Prime Seal		N/A	N/A	Total Prime & Prime Seal		N/A	N/A					

COMMENT:

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

BORAL

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

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

For more than 75 years we've been building something great in Australia - rarely a day goes by that you wouldn't pass one of our sites or trucks, enter a building, use a road, bridge, tunnel, footpath or other critical infrastructure that our people and products have helped enable.

Boral was previously contracted in 2023-2024, 2022-2023, 2021-2022, 2020-21-& 2018-19 for the Shire of Wongan-Ballidu, they have a good track record. They provide a very good service and are able to adapt to any situation on request.

NOTE - All Bitumen Products are subject to Rise and Fall

COLAS

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

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

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

NOTE - All Bitumen Products are Fixed Rate

DOWNER

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

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

NOTE - Downer have supplied a Rise and Fall Rate

FULTON HOGAN

Fulton Hogan delivers high-quality infrastructure to improve the lives of people in Australia and New Zealand, every day. Our 9,000 strong team works in every kind of weather, creating, connecting, and caring for communities.

After 90 years in business, we believe resilient infrastructure will help tackle the challenges of a changing world, and we will continue to invest and innovate to play our part.

NOTE – Fulton Hogan have supplied a Rise and Fall Rate

Pricing

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

The Bitumen Index is the straight average of the major Western Australian bitumen suppliers' Monthly Gate List Prices (Published List Selling Price) for bitumen for Western Australia, as verified by Main Roads.

Bitumen prices are currently sitting on \$1,355.60 per metric tonne (July), this is down from \$1,418.10 per metric tonne this time last financial year.

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

Rise and Fall - Bitumen Index	
The bitumen index is the straight average of the major Western Australian bitumen suppliers' Monthly Gate List Prices (Published List Selling Price) for bitumen for Western Australia, as verified by Main Roads. <u>This index should only be used where rise and fall for bitumen is directly referenced in the contract.</u>	
Month	Bitumen Index
Aug-22	1545.60
Sep-22	1520.60
Oct-22	1495.60
Nov-22	1545.60
Dec-22	1565.60
Jan-23	1550.60
Feb-23	1445.60
Mar-23	1400.60
Apr-23	1408.10
May-23	1408.10
Jun-23	1398.10
Jul-23	1418.10
Aug-23	1390.60
Sep-23	1345.60
Oct-23	1413.10
Nov-23	1485.60
Dec-23	1508.10
Jan-24	1458.10
Feb-24	1383.10
Mar-24	1373.10
Apr-24	1373.10
May-24	1355.60
Jun-24	1355.60
Jul-24	1355.60

MRWA Rise and Fall – Bitumen Index

The current 3-year trend is that the price of bitumen price will increase by around 5% between August & December each year.

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

Based on the current price of bitumen and the potential savings with rise and fall option, the staff recommendation would be to accept the tender from Boral Asphalt (WA) for a Rise & Fall contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2024/25.

POLICY REQUIREMENTS:

- Purchasing and Procurement policy

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – 3.57 – Tenders for providing goods or services.
Local Government (Function and General) Regulations 1996 – Part 4.

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council accept the Quote from Boral Asphalt (WA) for a Rise & Fall price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2024-2025 in accordance with the Schedule of Rates above.

9.3.2 2024/2025 NEW TRUCK PURCHASE

REPORT DATE:	21 August 2024
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stephen Casey, Manager of Works & Services
ATTACHMENT:	9.3.1 Tipper Truck Summary Matrix

PURPOSE OF REPORT:

The purpose of this report is to provide sufficient information summarising the results of the submissions called for one new truck for the 2024-2025 financial year to enable Council to award the contract for this service.

BACKGROUND:

As a component of the Shire's planned Plant Replacement Program for the 2024-2025 financial year, we initiated a request for individual pricing concerning the replacement of a 6x4 Tipper Truck. This procedure was carried out in collaboration with the WALGA preferred supplier, e-Quotes, which enables us to submit our requirements electronically.

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

The submission period concluded at 5:00 pm on Monday 12th August 2024.

We have received 3 responses for the new 6x4 truck replacement for the 2024-2025 budget.

Truck evaluations are detailed in following pages;

MITSUBISHI FUSO



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

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

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

We currently run two of these trucks in our fleet with both operators and our Mechanical Services Coordinator happy with their performance and reliability.

Concerns

- Nil

UD QUON



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

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

Shires that have bought UD trucks recently are Northam, Margaret River x 3, Harvey x3, Koorda.

WCS Concrete run the UD truck with agitators and are very happy with how the trucks perform, they are stable on gravel roads, they are impressed with the safety functions of the UD truck and will continue buying these trucks.

Concerns

- Unknown vehicle.
- Lower GCM
- Smaller Engine

IVECO S-WAY



GVM	27.6 Tonne	GCM	70 Tonne	Wheelbase	4200 mm	Cab Type	AS (active space) 2500 wide
------------	------------	------------	----------	------------------	---------	-----------------	-----------------------------

Standard Model Specifications

Engine	Cursor 13 Euro 6 step E	Power	530HP	Torque	2400Nm
Transmission	16-speed IVECO Direct Drive Automated (16TX 2640 TD)				
Rear Axle	MT23-150/D-Tandem Single Reduction – disc brakes			Rear Axle Ratio	3.09
Rear Suspension	IVECO 8 bag with ECAS (Electronically Controlled Air Suspension)				
Front Axle	5890/D OFF - Axle drop: 72 mm				
Front Suspension	Parabolic suspension with Dampers				
Brakes	Ventilated Disc brakes all-round				
Brake type	EBS (Electronic Braking System), AEBS (Automatic Emergency Braking System), BAS (Brake Assistant System), ESP (Electronic Stability Program) and Hill Holder				
Steering	Power assisted, adjustable steering column				
Fuel System	480L Tank and 50L AdBlue tank				
Chassis	304.4 x 80 x 7.7 steel chassis rail				
Electrical	Battery 24V	Alternator – 120A Smart Alternator			
Batteries	220 Ah High Performance Battery				
Wheels	Alloy Rims – Brushed finish 8.25"x22.5" Front & Rear				
Tyres	Front	295/80R22.5		Rear	295/80R22.5

Concerns

- Unknown Vehicle

BUDGET

Tipper Truck 6x4											
Supplier	Make	Model	Total (EX GST)	Budget	Trade	Budget Changeover Price	Total Changeover	Profit/ Loss	Warranty		
									Standard	Driveline	KMS
Daimler	Mitsubishi	Fuso -Shogun	\$329,442.39	\$330,000.00	\$95,000.00	\$235,000.00	\$234,442.39	\$557.61	5 Year		500,000
AV Truck Dervices Pty Ltd	Iveco	S-Way	\$338,431.80	\$330,000.00	\$95,000.00	\$235,000.00	\$243,431.80	-\$8,431.80	2 Year	2 Year/ 500,000	750,000
Truck Centre	UD	Quon	\$302,600.00	\$330,000.00	\$95,000.00	\$235,000.00	\$207,600.00	\$27,400.00	3 Years		500,000

Budget for Tipper Truck \$330,000

Mitsubishi Fuso Costing

Total Nett Price for (1) Mitsubishi Fuso \$234,442.39

Budget Surplus of \$557.61

Mitsubishi Truck Warranty

Standard Warranty is 5 Years.

Driveline is 5 Years

The expected trade value on the Mack Granite tipper is between \$95,000 - \$160,000 (Pickles 2024). The expected trade depends on the kilometres, condition of the truck and the market at the time.

Resale Value

The expected resale value of a Mitsubishi Fuso Shogun after 5 years is between \$100,000 and \$120,000. (Pickles 2023). The expected trade depends on the kilometres, condition of the truck and the market at the time.

COMMENT:

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

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

It is mentioned that Council has already agreed to purchase a Mitsubishi Fuso as part of the Plant Replacement Program for the 2022-2023 & 2023-2024 Financial Year. The trucks have been delivered and operating well. Overall, the staff recommendation supports the purchase of the Mitsubishi Fuso as a cost-effective solution that meets the Shire's requirements, considering both budget constraints and operational needs.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The purchase of one Mitsubishi Fuso tipper truck, at a nett changeover price of \$234,442.39 would lead to budget savings of \$557.61.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council:
Accept the quotation from Daimler Truck Australia Pacific PTY LTD for the purchase of one Mitsubishi Fuso Tipper Truck with a Nett changeover price of \$234,442.39 (ex GST).

9.3.3 2024/2025 MOTOR GRADER PURCHASE

REPORT DATE:	21 August 2024
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stephen Casey, Manager of Works & Services
ATTACHMENT:	9.3.1 Motor Grader Summary Matrix

PURPOSE OF REPORT:

The purpose of this report is to provide sufficient information summarising the results of the submissions called for one new motor grader for the 2024-2025 financial year to enable Council to award the contract for this service.

BACKGROUND:

As a component of the Shire's planned Plant Replacement Program for the 2024-2025 financial year, we initiated a request for individual pricing concerning the replacement of a motor grader. This procedure was carried out in collaboration with the WALGA preferred supplier, e-Quotes, which enables us to submit our requirements electronically.

The submission specifically requested quotations for a new motor grader.

The submission period concluded at 5:00 pm on 12th August 2024.

We received 6 responses for the new motor grader replacement for the 2024-2025 budget.

Motor grader evaluations are detailed in the pages that follow:

JOHN DEERE



John Deere is well-known for producing durable, reliable and high-performing motor graders, featuring advanced technology such as automatic grade control, fuel-efficient engines, and comfortable operator cabins.

As part of our due diligence, our team conducted a visit to The Shire of Dalwallinu to test drive their John Deere 620GP grader. The team was impressed with the machine's visibility and ergonomic layout. However, one concern raised was the unit's reduced horsepower, particularly when operating with a fourteen-foot blade. The grader gives away approximately 10hp in gears 3 and 4 compared to the CAT. These are the main operating gears. To help mitigate this issue it would potentially require an additional pass to spread the gravel, leading to a possible reduction in productivity. Despite this, discussions with the executive staff at The Shire of Dalwallinu revealed that they have experienced no issues with the reliability of the John Deere motor grader.

AFGRI Equipment have committed to holding parts in stock at the local branch to help with servicing requirements.

KOMATSU



Komatsu graders include an exclusive high-visibility cab, which gives an unrivalled view of both the blade and the rear working areas. Another unique feature of Komatsu graders is our dual mode transmission system, offering the choice of direct drive (manual) transmission, or torque converter drive for incredible control at low speeds and in final finishing – all at the flick of a switch. And our graders are supplied ready for a machine control system to be quickly and easily installed on a “plug-and-play” basis.

Previous issues we have encountered is that they have over heated on a number of occasions. The layout of the radiator makes it difficult to blow out the radiators effectively.

Komatsu have provided two quotes, a 555-5 machine quote, which is the same as the previous machines owned by The Shire and the 655-7 machine. The 655-7 machine is over budget. Both machines will require the installation of a 2D Topcon grade control unit at an additional cost of \$25,000, this is included in the 655-7 price. Komatsu offer free travel for any work carried out on their machines.

CASE



A CASE motor grader is the perfect fit for all medium and large sized grading jobsites. With our robust A-frame and external circle tooth configuration we eliminate pinion circle drive failures and keep you on target. Our unique multi-radius (involute) blade improves material spreading and cutting performance by not pushing material but by rolling the material, this reduces horsepower demand and improves fuel efficiency.

The CASE machine is significantly lighter than the other graders proposed. This has the capacity for the machine to be pushed around when operating. It runs a FPT Engine (Iveco).

McIntosh & Sons have committed to holding parts in stock at the local branch to help with servicing requirements.

LIUGONG



LiuGong's D series graders have been designed with the operator in mind and the D4230 is no exception. Balancing superior design, control, and toughness, the D4230D delivers results needed first time, every time.

The motor grader is fitted with a Cummins engine and has a comparable operating weight to the previously mentioned vehicles. The Shire of Nungarin is using a Liu Gong machine, which has proven to be very reliable. They utilise a 2D Topcon system, similar to that of the Komatsu, with an estimated cost of \$25,000. The only concern raised by the Manager of Works is that the trim and finish on the Liu Gong machine are not as durable as those on other models. The panels are primarily fibreglass and can crack or get damaged easily when operating near or around trees.

McIntosh & Sons have committed to holding parts in stock at the local branch to help with servicing requirements.

CAT



The Cat 140 Motor Grader gives you more precise grading in a comfortable cab. With a range of technology options, you can improve grading accuracy and save on materials. With extended maintenance intervals, the 140 Motor Grader sets the pace for low operating costs, while maintaining productivity and efficiency.

We currently have 2 CAT 12M Graders and one 140. These graders have been working extremely well with no current issues, we have had a CAT grader in our fleet for many years, they have proven to be very reliable, they also retained their value when disposing.

Westrac have redrawn their sales areas and now we are dealing with the Geraldton Branch. This opens up the option of dealing with both Perth and Geraldton, whichever is more economically viable.

Disposal of existing CAT grader will be tended separately on receipt of the new unit.

BUDGET

Motor Grader

Supplier	Make	Model	Total (EX GST)	Budget	Trade	Budget Changeover Price	Total Changeover	Over/ Under	Warranty		
									Standard	Driveline	KMS
AFGRI	John Deere	620G	\$468,000.00	\$480,000.00	\$200,000.00	\$280,000.00	\$268,000.00	\$12,000.00		8000hrs	
Komatsu	Komatsu	555-5	\$473,000.00	\$480,000.00	\$200,000.00	\$280,000.00	\$273,000.00	\$7,000.00		8000hrs	
Komatsu	Komatsu	655-7	\$519,000.00	\$480,000.00	\$200,000.00	\$280,000.00	\$319,000.00	-\$39,000.00		8000hrs	
McIntosh & Sons	Case	865B	\$439,700.00	\$480,000.00	\$200,000.00	\$280,000.00	\$239,700.00	\$40,300.00		8000hrs	
McIntosh & Sons	LuiGong	4230D	\$323,800.00	\$480,000.00	\$200,000.00	\$280,000.00	\$123,800.00	\$156,200.00		8000hrs	
Westrac	CAT	140	\$468,589.00	\$480,000.00	\$200,000.00	\$280,000.00	\$268,589.00	\$11,411.00		8000hrs	

Budget for Motor Grader \$480,000

Resale Value

The expected resale value of a CAT 12M is \$200,000-\$220,000 (Pickles 2024). The expected trade depends on the hours, condition of the truck and the market at the time.

COMMENT:

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

After conducting a site visit to operate a John Deere Motor Grader and engaging with operators in the field, the Team Leader of Construction and the Mechanical Services Coordinator are recommending the purchase of a John Deere 620GP Motor Grader. This recommendation is based on the machine's overall performance, particularly in terms of visibility, ergonomic design, and operator comfort. While there are some concerns about the grader's horsepower when fully loaded, the feedback from other councils, such as The Shire of Dalwallinu, indicates that the machine is reliable and productive in real-world conditions.

Given the balance of these factors, the recommendation is to proceed with acquiring the John Deere 620GP, ensuring it aligns with both the financial considerations and the operational demands of the team.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The purchase of one John Deere Motor Grader for a nett changeover of \$268,000 would see budget savings of \$12,000.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council:

Accept the quotation from AFGRI Equipment for the purchase of one John Deere Motor Grader with a Nett changeover price of \$268,000 (ex GST).

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 SUBDIVISION/AMALGAMATION APPLICATION NO 200529 – LOT 101 (19) OLD BALLIDU ROAD, WONGAN HILLS

FILE REFERENCE:	A3201
REPORT DATE:	25 July 2024
APPLICANT/PROPONENT:	JBA Surveys
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services

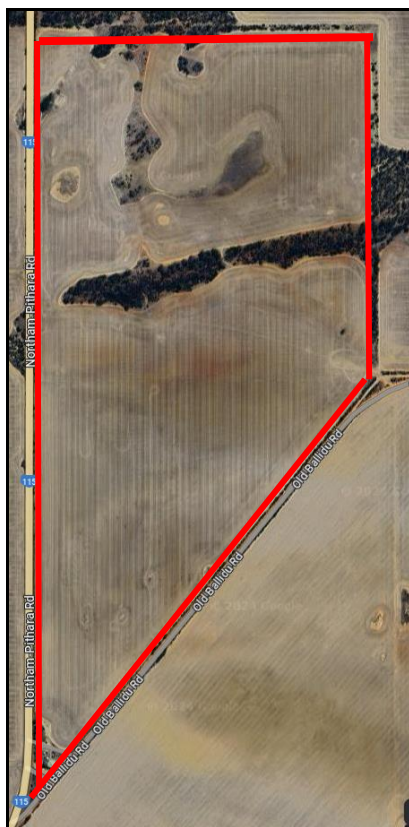
PURPOSE OF REPORT:

The Western Australian Planning Commission (WAPC) has referred an application for the subdivision of Lot 101 (19) Old Ballidu Road, Wongan Hills.

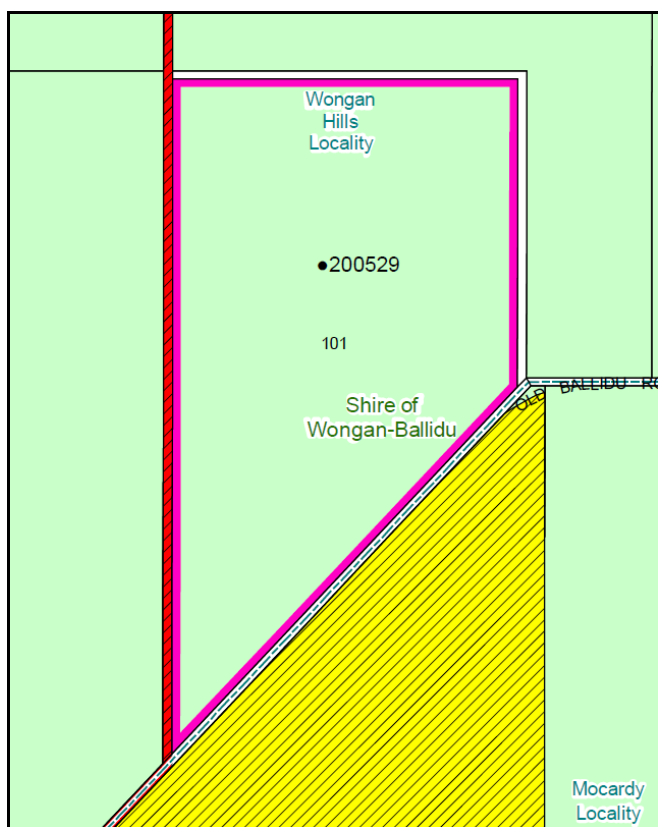
The recommendation is that the WAPC be advised that the Shire of Wongan-Ballidu supports in principle the proposed freehold subdivision.

BACKGROUND:

Lot 101 (19) Old Ballidu Road, Wongan Hills has an area of 97.4 hectares. The site is on the corner of Old Ballidu Road and Northam-Pithara Road and 10km northeast of the Wongan Hills townsite. The property has one dwelling and associated outbuildings and is zoned 'Rural'.



Google Maps 25/07/2024



WAPC Location Plan 15/07/2024

COMMENT:

Lot 101 (19) Old Ballidu Road, Wongan Hills has an area of 97.4 hectares and is on the corner of Old Ballidu Road and Northam-Pithara Road, Wongan Hills. It is 10km northeast of the Wongan Hills townsite. The property currently accommodates a homestead, three outbuildings and a concrete water tank.

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

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

POLICY REQUIREMENTS:

Development Control Policy 3.4 – Subdivision of Rural Land

State Planning Policy 2.5 – Rural Planning

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

LEGISLATIVE REQUIREMENTS:

Shire of Wongan-Ballidu Town Planning Scheme 5

Planning and Development Act 2005

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 economic implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council SUPPORT 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 the freehold subdivision of Lot 101 (19) Old Ballidu Road, Wongan Hills as per the Application No: 200529.

9.4.2 APPLICATION FOR DEVELOPMENT APPROVAL P547 – AMENDMENT TO DEVELOPMENT APPLICATION P504 AND P505 BALLIDU OPEN BULK HEADS

FILE REFERENCE:	A122/P547
REPORT DATE:	14 August 2024
APPLICANT/PROPONENT:	Co-Operative Bulk Handling
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services

PURPOSE OF REPORT:

Consideration and final determination of an amendment to approved Development Applications P504 and P505 for Lot 1276 Ballidu South East Road, Ballidu.

BACKGROUND:

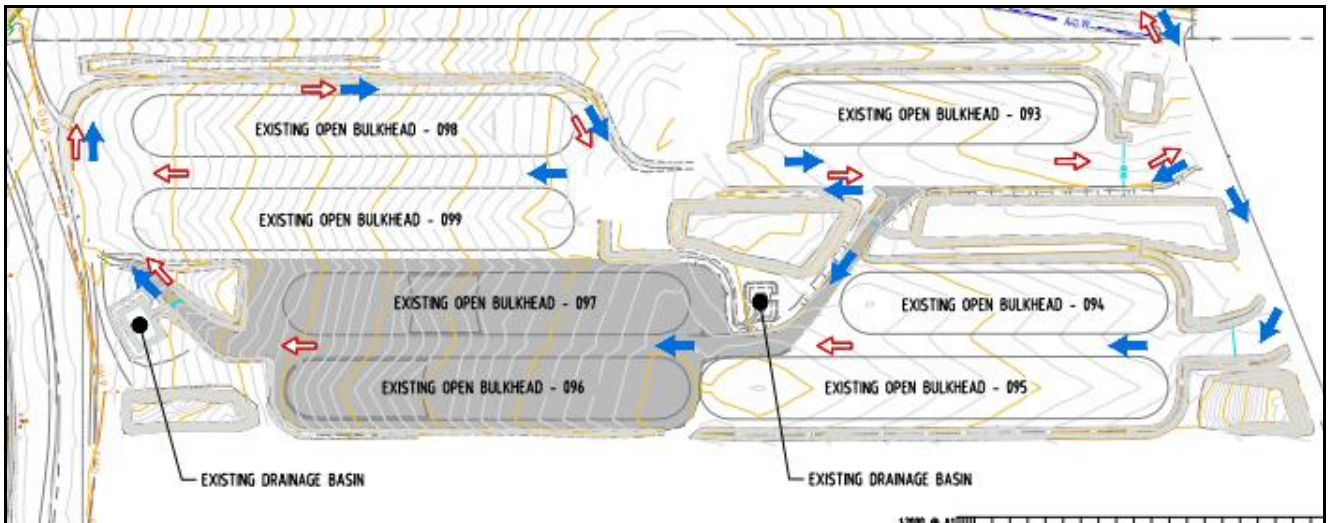
The applicant currently has a temporary approval for four (4) open bulk heads (OBH) at their Ballidu site located at Lot 1276 Ballidu South East Road, Ballidu.

The applicant is seeking to have condition 6 which granted temporary approval for these OBH's removed as these now form part of the future plan for Lot 1276 Ballidu South East Road, Ballidu.



Google Maps as at 16th August 2023

COMMENT:



Development Application P504 was presented to Council at the Ordinary Council Meeting on 28th July 2021.

Council granted temporary approval to construct an unsealed internal road to and around grain storage facilities and install two 230m long, 35m wide, 30130 tonne capacity open bulk heads on Lot 1276 Ballidu South East Road, Ballidu.

Temporary approval was granted until 31st July 2023.

Development Application P505 was presented to Council at the Ordinary Council Meeting on 28th July 2021.

This application dealt with a previously granted temporary development approval for two (2) 30,000 tonne open bulk heads as emergency storage. A further two year extension was granted which expired on 31st July 2023.

Development Application P536 was presented to Council at the Ordinary Council Meeting on 23rd August 2023.

This application dealt with an amendment to the temporary development applications P504 and P505 to remove Condition 6 from the development application. This was refused by Council.

Temporary approval was granted until 31st July 2024.

The applicant has requested Council reconsider an amendment to the temporary development applications P504 and P505 and make them permanent by removing condition 6 of the approval which conditions the developments as temporary until 31st July 2024.

OBH's 93, 94 and 95 have permanent approval.

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

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 applicant.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED:

OFFICER RECOMMENDATION:

That Council APPROVE the amendment request for P504 and P505 to remove condition 6 and retain all other conditions as outlined -

Conditions:

1. Development Application P547 supersedes previous development applications P504, P505 and the amendment to development application P536.
2. 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.

3. 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.
4. All stormwater drainage generated by the proposed development shall be contained and managed on site to the specifications and satisfaction of the Shire's Chief Executive Officer.
5. Co-operative Bulk Handling Limited shall provide a Traffic Management Plan that is to the satisfaction of the Manager of Works and Services at the Shire of Wongan Ballidu. This should include but not limited to Ballidu South East Road, Townsend Road and Federation Street, Ballidu.
6. Co-operative Bulk Handling Limited shall comply with the approved Traffic Management Plan.

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. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - a) Shire of Wongan Ballidu Annual Firebreak Notice, Rural Land – Firebreaks of not less than three meters in width immediately inside and along the whole external boundaries of the properties owned or occupied by you. In addition, firebreaks of at least three metres in width are required surrounding, and not more than fifty meters from the perimeter of any building, group of farm buildings, haystack or fuel storage situated on the land; and
 - b) Shire of Wongan Ballidu Health Local Law.
3. 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.
 - a. Failure to comply with any of the conditions of this development approval constitute 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.
4. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

9.5 COMMUNITY SERVICES

Nil

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

Item 11. CLOSURE