



**Shire of Wongan-Ballidu**



## **AGENDA**

**ORDINARY MEETING OF COUNCIL**

**WEDNESDAY 23 OCTOBER 2019**





# SHIRE OF WONGAN-BALLIDU

## NOTICE OF AN ORDINARY COUNCIL MEETING

DEAR COUNCIL MEMBER

THE NEXT ORDINARY MEETING OF THE SHIRE OF WONGAN-BALLIDU WILL BE HELD ON WEDNESDAY 23 OCTOBER 2019, AT THE COUNCIL CHAMBERS, CNR ELPHIN CRESCENT & QUINLAN STREET, WONGAN HILLS, COMMENCING 3.00PM.

ALAN HART  
**ACTING 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.

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**SWEARING IN CEREMONY – COUNCILLORS ELECT**

The Councillors Elect will be sworn in at 3:00pm.

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**1.1 ELECTION OF SHIRE PRESIDENT**

**1.2 ELECTION OF DEPUTY SHIRE PRESIDENT**

**1.3 DRAW FOR COUNCILLOR SEATING**

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

**3. PUBLIC QUESTION TIME**

**4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**5. PETITIONS AND PRESENTATIONS**

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

**7. CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON FRIDAY 20 SEPTEMBER 2019:**

**STAFF RECOMMENDATION:**

**THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON FRIDAY 20 SEPTEMBER BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE PROCEEDINGS.**

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

## 9. REPORTS OF OFFICERS AND COMMITTEES

### 9.1 GOVERNANCE

#### 9.1.1 APPOINTMENT OF COUNCILLORS TO COMMITTEES

FILE REFERENCE:	A1.2.1
REPORT DATE:	15 October 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alan Hart – Acting Chief Executive Officer
ATTACHMENTS:	Nil

#### PURPOSE OF REPORT:

That Council nominate its representatives to Council committees.

#### BACKGROUND:

Following the recent local government elections Council is required to renominate members to each of the Council's standing committees.

#### COMMENT:

Currently the Council has the following Committees:

- **Finance and Audit Review Committee**  
This Committee currently comprises three elected members with the Chief Executive Officer and the Deputy Chief Executive Officer attending the meetings in an advisory capacity only.
- **Bush Fire Advisory Committee**  
This Committee currently comprises one elected member, the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, one representative from each Bush Fire Brigade and one representative from Wongan Hills with the Deputy Chief Executive Officer attending the meetings in an advisory capacity only. Council is therefore required to nominate one elected member to this Committee.
- **Local Emergency Management Committee**  
This Committee currently comprises one elected member with the Deputy Chief Executive Officer attending the meetings in an advisory capacity only.
- **Works Committee**  
This Committee currently comprises three elected members with the Chief Executive Officer attending the meetings in an advisory capacity only.

#### POLICY/LEGISLATIVE REQUIREMENTS:

Local Government Act Subdivision 2 – Committees and their meetings.  
Council may establish committees of 3 or more persons being either,  
Council members only,  
Council members and employees,  
Council members, employees and other persons,  
Council members and other persons,  
Employees and other persons, or  
Other persons only.

At any given time each council member is entitled to be a member of a least one committee.

Council is to appoint the President to a committee (requiring council members) if he/she requests to be a member.

Council is to appoint the Chief Executive Officer or his/her representative to a committee (requiring employee members) if he/she requests to be a member.

**STRATEGIC IMPLICATIONS:**

There are no strategic implications in relation to this item.

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**  
Nil

➤ **Economic**  
Nil

➤ **Social**  
Nil

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

**FINANCIAL IMPLICATIONS:**

Councillors attending Committee meetings are paid a sitting fee and travel allowance.

**STAFF RECOMMENDATION:**

**That Council appoint the following Councillors to the Finance and Audit Review Committee:**

- 1.
- 2.
- 3.

**ABSOLUTE MAJORITY REQUIRED**

**That Council appoint the following Councillor to the Bushfire Advisory Committee:**

- 1.

**ABSOLUTE MAJORITY REQUIRED**

**That Council appoint the following Councillor to the Local Emergency Management Committee:**

- 1.

**ABSOLUTE MAJORITY REQUIRED**

**That Council appoint the following Councillors to the Works Committee:**

- 1.
- 2.
- 3.

**ABSOLUTE MAJORITY REQUIRED**

## 9.1.2 APPOINTMENT OF COUNCIL REPRESENTATIVES TO GOVERNMENT / LOCAL GOVERNMENT ORGANISATIONS

FILE REFERENCE:	A1.2.1
REPORT DATE:	15 October 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alan Hart - Acting Chief Executive Officer
ATTACHMENTS:	Nil

### PURPOSE OF REPORT:

That Council nominate its representatives to various organisations and committees.

### BACKGROUND:

Following the recent local government elections, Council is required to renominate representatives to each of the organisations and committees that it has representation on.

### COMMENT:

The list of organisations and committees is based on last year and may require additions and/or deletions.

### POLICY/LEGISLATIVE REQUIREMENTS:

There are no Policy/Legislative Requirements in relation to this item.

### STRATEGIC IMPLICATIONS:

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

### SUSTAINABILITY IMPLICATIONS:

#### ➤ Environment

Nil

#### ➤ Economic

Nil

#### ➤ Social

Nil

### FINANCIAL IMPLICATIONS:

There are no Financial Implications in relation to this item.

### VOTING REQUIREMENTS:

**ABSOLUTE MAJORITY REQUIRED: No**

**STAFF RECOMMENDATION:**

**That Council appoint the following Councillors as their representatives on the following organisations and committees.**

**The Avon Midland Zone of the Western Australia Local Government Association:**

- 1.
- 2.

**The Innovations Central Midlands Inc:**

- 1.
- 2.
- 3.

**The Regional Road Group – Wheatbelt North Moora Subgroup:**

- 1.
- 2.



## 9.2 ADMINISTRATION & FINANCIAL SERVICES

### 9.2.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	15 October 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Paul Rawlings - Acting Deputy Chief Executive Officer
ATTACHMENTS:	September 2019

#### PURPOSE OF REPORT:

That the accounts as submitted be received.

#### BACKGROUND:

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

#### COMMENT:

Refer to attachment.

#### POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

#### LEGISLATIVE REQUIREMENTS:

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

#### Lists of Accounts

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

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

#### STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

#### SUSTAINABILITY IMPLICATIONS:

##### ➤ Environment

There are no known environmental implications associated with the proposals.

➤ **Economic**

There are no known environmental implications associated with the proposals.

➤ **Social**

There are no known environmental implications associated with the proposals.

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

**STAFF RECOMMENDATION:**

**That the accounts submitted from 1 to 30 September 2019 totalling \$1,076,541.84 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.**

**LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST SEPTEMBER 2019 TO 30 SEPTEMBER 2019**

Chq/EFT	Date	Name	Description	Amount
EFT18748	09/09/2019	AVON WASTE	Domestic & Commercial Collection for Wongan Hills and Ballidu	-9480.44
EFT18749	09/09/2019	BOEKEMAN NOMINEES PTY LTD		-1253.14
	09/08/2019	BOEKEMAN NOMINEES PTY LTD	Supply oversize banner with rope for Truck PTK35, Supply filters, exterior mirror for backhoe PBH3	554.81
	23/08/2019	BOEKEMAN NOMINEES PTY LTD	Supply 4 x pins for Trailer PTRL20	39.23
	23/08/2019	BOEKEMAN NOMINEES PTY LTD	Supply mirror assy for Hilux PUT70	472.52
	30/08/2019	BOEKEMAN NOMINEES PTY LTD	Supply filters and oil for Loader PLDR6	186.58
EFT18750	09/09/2019	MCINTOSH & SON		-537.03
	01/08/2019	MCINTOSH & SON	Supply antennas for Mack Truck PTK33	92.07
	05/08/2019	MCINTOSH & SON	Supply of skip bins to the oval for football game 4th August 2019	132.00
	08/08/2019	MCINTOSH & SON	Supply taper lock and bush for sundry plant PSP3	43.86
	12/08/2019	MCINTOSH & SON	Supply filter for Loader PLDR6	20.02
	19/08/2019	MCINTOSH & SON	Supply bearing set for sundry plant PSP4	117.08
	21/08/2019	MCINTOSH & SON	Supply of skip bins to the oval for football game 18th August 2019	132.00
EFT18751	09/09/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)		-3321.00
	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WA Local Government Convention Jon Hasson	1563.00
	29/08/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WA Local Government Convention - Stuart Taylor	1758.00
EFT18752	09/09/2019	WALLIS COMPUTER SOLUTIONS	IT Support:- Supply and install printers for Medical Centre	-1791.90
EFT18753	09/09/2019	WESTRAC EQUIPMENT PTY LTD		-187997.83
	20/08/2019	WESTRAC EQUIPMENT PTY LTD	Purchase of a new Multi-tyred roller (vibratory compactor)	187000.00
	27/08/2019	WESTRAC EQUIPMENT PTY LTD	500 hr pm service for Cat Grader PG17	997.83
EFT18754	09/09/2019	WONGAN NEWSAGENCY		-157.89
	31/08/2019	WONGAN NEWSAGENCY	CRC Administration account for August 2019	43.20
	31/08/2019	WONGAN NEWSAGENCY	August account for Shire Administration	114.69
EFT18755	09/09/2019	BOC LIMITED	BOC Gas Oxygen refill G size for Loader PLDR6	-39.56
EFT18756	09/09/2019	IXOM OPERATIONS PTY LTD		-338.28
	31/07/2019	IXOM OPERATIONS PTY LTD	Service fee for chlorine gas - Swimming Pool & Parks & Gardens	169.14
EFT18757	09/09/2019	WESTERN AUSTRALIAN TREASURY CORPORATION		-24461.51
	02/09/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 142 Principal payment - Community Housing, Loan No. 142 Interest payment - Community Housing	20592.79
	02/09/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 149 Principal payment - Resurface Greens, Loan No. 149 Interest payment - Resurface Greens, Loan No. 149 Fixed Component - Resurface Greens	3868.72
EFT18758	09/09/2019	IT VISION AUSTRALIA PTY LTD	Changes to Rate Notice template	-275.00
EFT18759	09/09/2019	MARKETFORCE PRODUCTIONS	Employment Advertisement for Plant Operator	-213.27
EFT18760	09/09/2019	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning of various locations in Ballidu	-1980.00
EFT18761	09/09/2019	WONGAN MAIL SERVICE	September account for Shire Administration Office	-1607.60
EFT18762	09/09/2019	WONGAN HILLS HOTEL	Council Dinner dated 27/8/19	-125.00
EFT18763	09/09/2019	GREAT SOUTHERN FUEL SUPPLIES	Unleaded fuel supply for August 2019	-167.43
EFT18764	09/09/2019	BP AUSTRALIA	Unleaded fuel supply for August 2019	-294.33
EFT18765	09/09/2019	FEGAN BUILDING SURVEYING	Building Surveying	-1089.00
EFT18766	09/09/2019	CENTRAL REGIONAL TAFE	TAFE Enrolment for CRC Trainee	-1251.25
EFT18767	09/09/2019	RURAL RANGER SERVICES	Rural Ranger Services from 20/8/19 to 29/8/19	-650.00
EFT18768	09/09/2019	SECUREX SECURITY SYSTEMS & SERVICES	Monitoring fee for security system at the CRC Building 1st October 2019 to 31 December 2019	-143.00
EFT18769	09/09/2019	RE EWEN	Completion of ensuite at 8 Ellis St Wongan Hills	-6000.00
EFT18770	09/09/2019	KYLIE NEAVES	EHO & Public Health Services 04/09/2019 & 05/09/2019	-1040.00
EFT18771	09/09/2019	JB HI-FI GROUP PTY LTD	Supply Microsoft Surface Docking Station	-277.29
EFT18772	09/09/2019	EAST SIDE PLUMBING & GAS	Disconnect and remove 26 x solar panels. Re-install and connect once roof sheets are replaced including fittings and sundries to Admin Building.	-4620.00
EFT18773	09/09/2019	IPN MEDICAL CENTRES	Pre Employment Medical for Douglas Macaulay	-150.00
EFT18774	09/09/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Paul Rawlings Week ending 01/09/2019	-2022.32
EFT18775	09/09/2019	DON COLLINS	Rates refund	-630.08
EFT18776	11/09/2019	ANZ BANK (NETT WAGES)	Wages PPE 10.09.19	-70757.18
EFT18777	11/09/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT18778	11/09/2019	IOU SOCIAL CLUB	Payroll deductions	-240.00
EFT18779	02/09/2019	WESTNET PTY LTD	Internet Usage for September 2019	-610.20
EFT18780	06/09/2019	AUSSIE BROADBAND PTY LTD	September internet usage for Wongan Hills Medical Centre	-84.00
EFT18781	06/09/2019	ANZ CORPORATE CREDIT CARD	CEO Uniform Allowance, Seek advertising, CPR Training Course, Accommodation for CEO LG Week	-1493.42
EFT18782	13/09/2019	LANDGATE	Rates Enquiries for Shire Administration	-169.40
EFT18783	13/09/2019	CJD EQUIPMENT PTY LTD	Hydraulic hose and coolant for Loader PLDR8	-728.07

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST SEPTEMBER 2019 TO 30 SEPTEMBER 2019				
EFT18784	13/09/2019	WONGAN HILLS IGA	September account for Shire Administration Office	-676.75
EFT18785	13/09/2019	KOMATSU AUSTRALIA PTY LTD	Supply Cylinder assy for Grader PG15 (Insurance Claim)	-7747.91
EFT18786	13/09/2019	OFFICEWORKS BUSINESS DIRECT		-415.63
	29/08/2019	OFFICEWORKS BUSINESS DIRECT	Supply pens for Shire Administration	44.97
	30/08/2019	OFFICEWORKS BUSINESS DIRECT	Supply Stationery for Shire Administration	370.66
EFT18787	13/09/2019	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	Supply new furniture for Doctor Residence	-7453.00
EFT18788	13/09/2019	WALLIS COMPUTER SOLUTIONS		-4590.30
	03/09/2019	WALLIS COMPUTER SOLUTIONS	IT Support for Wongan Hills Medical Centre	1976.70
	03/09/2019	WALLIS COMPUTER SOLUTIONS	Managed Service Agreement for IT Support - GOLD for Wongan Hills Medical Centre	2613.60
EFT18789	13/09/2019	WHEATBELT TYRES		-4910.70
	30/08/2019	WHEATBELT TYRES	Supply trailer tyres and tubes for PTRL21	830.20
	30/08/2019	WHEATBELT TYRES	Repair truck tyre PTRL25	39.50
	31/08/2019	WHEATBELT TYRES	Supply trailer tyre for PSP1	86.80
	31/08/2019	WHEATBELT TYRES	Supply 6 truck tyres for PTK31	2450.80
	31/08/2019	WHEATBELT TYRES	Repairs to grader tyre PG15	94.60
	31/08/2019	WHEATBELT TYRES	Supply tyre for Roller PROL14	711.80
	31/08/2019	WHEATBELT TYRES	Supply tyre for Roller PROL14	697.00
EFT18790	13/09/2019	WCS CONCRETE		-17519.70
	05/08/2019	WCS CONCRETE	Supply 2 x class 4 concrete pipes for CF195, Supply 1 x 375mm single pipe headwall for CF195, Supply 6 x 450mm class 4 concrete pipes for CF195	2724.70
	05/08/2019	WCS CONCRETE	Supply 1 x single 375mm Headwall & 1 x 375mm class 4 concrete Pipe for Old Ballidu Road	568.70
	05/08/2019	WCS CONCRETE	Supply 2 x 450mm single pipe headwalls for Kirwan East Road	693.00
	23/08/2019	WCS CONCRETE	Supply 2 x 450mm Twin Headwall for B0018 Kokardine East Road	1625.80
	23/08/2019	WCS CONCRETE	Supply 6 x class 4 concrete pipes for B0018, Supply 8 x class 4 concrete pipes for Hospital Rd, Supply single pipe headwall for Hospital Road, Supply 8 class 4 concrete pipes for CF195, Supply 2 x double pipe headwalls for Hospital Road	6376.70
	23/08/2019	WCS CONCRETE	Supply 10 x class 4 concrete pipes for B0187, Supply 2 x universal side entry frames for B0187, Supply 2 x universal side entry inserts for B0187, Supply 2 x liner for B0187, Supply 1 x class 4 concrete pipe for M0007, Supply 2 x round base with 150mm wheel pole for B0187	5530.80
EFT18791	13/09/2019	CANNON HYGIENE AUSTRALIA PTY LTD	Hygiene service at Cadoux Public Toilet King Street (03/9/19 to 09/11/19)	-51.24
EFT18792	13/09/2019	LGIS INSURANCE BROKING		-12145.85
	01/08/2019	LGIS INSURANCE BROKING	Public & Products Liability for Wongan Hills Recreation Complex	6864.00
	01/08/2019	LGIS INSURANCE BROKING	Contract Works for Wongan Hills Recreation Complex	5281.85
EFT18793	13/09/2019	MARKETFORCE PRODUCTIONS	Advertise Vacancy for Swimming Pool Manager in Weekend West on 3rd August 2019	-197.30
EFT18794	13/09/2019	RBC RURAL	Service of photocopy machine - travel only, parts and labour covered in agreement	-132.00
EFT18795	13/09/2019	OVERLAND FREIGHT		-422.59
	31/08/2019	OVERLAND FREIGHT	Freight charges ex Cutting Edges, Sigma Chemicals and & refresh water to Wongan Hills Medical Centre	350.59
	31/08/2019	OVERLAND FREIGHT	Delivery of re fresh water to Shire Administration Office	72.00
EFT18796	13/09/2019	WONGAN HILLS HARDWARE	Building account for August 2019	-4111.89
	09/08/2019	WONGAN HILLS HARDWARE	Supply impact wrench for PG15 & PG17, Supply battery for PG15 & PG17 and dual fast charger for PG15	1163.00
	31/08/2019	WONGAN HILLS HARDWARE	Building account for August 2019	1144.90
	31/08/2019	WONGAN HILLS HARDWARE	Works account for August 2019	1803.99
EFT18797	13/09/2019	WURTH AUSTRALIA PTY LTD	0890108719 Brake cleaner 20ltr	-359.27
EFT18798	13/09/2019	TOLL IPEC PTY LTD		-78.76
	19/08/2019	TOLL IPEC PTY LTD	Freight charges ex Winc, Gleeman Trucks, Gough Transport	53.35
	01/09/2019	TOLL IPEC PTY LTD	Freight charges ex CJD Equipment for Loader PLDR8	25.41
EFT18799	13/09/2019	PRIMARIES-WONGAN HILLS	Fencing Materials (Gripples) for Hospital Road	-54.34
EFT18800	13/09/2019	MCLEODS BARRISTERS & SOLICITORS	Preparation of 2019 Annual Audit	-176.00
EFT18801	13/09/2019	PUBLIC TRANSPORT AUTHORITY OF WA	CRC Trans WA August account	-60.78
EFT18802	13/09/2019	KLEEN WEST DISTRIBUTORS	Cleaning supplies for various locations	-681.01
EFT18803	13/09/2019	BRYAN RURAL SERVICE	Treatment of termites plus vertical chemical barrier along north side of bowling club rooms & power pole.	-600.00
EFT18804	13/09/2019	TKB MECHANICAL	detect vehicle whistle for PTK32	-302.50
EFT18805	13/09/2019	DUN DIRECT PTY LTD	Fuel supply for September 2019	-34946.19
EFT18806	13/09/2019	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL for August 2019	-226.60
EFT18807	13/09/2019	HDJ CONTRACTING	Cleaning of the CRC Building & Allied Health Side of Medical Centre from Mon 26/8/19 to Fri 06/09/19	-1155.00
EFT18808	13/09/2019	HENDOS PLUMBING & GAS SERVICES	Installation of HWS - Ballidu Hall	-424.60

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST SEPTEMBER 2019 TO 30 SEPTEMBER 2019				
EFT18809	13/09/2019	FEGAN BUILDING SURVEYING	Building Surveying	-544.50
EFT18810	13/09/2019	FIVE STAR BUSINESS & INNOVATION	Administration / postage charge for the supply of cyan toner for CRC Photocopier	-13.50
EFT18811	13/09/2019	KYLIE NEAVES	EHO & Public Health Services 12/9/19 & 13/9/19	-1040.00
EFT18812	13/09/2019	WINC AUSTRALIA PTY LTD	Supply Kyocera yellow toner cartridge for SOWB printer	-100.40
EFT18813	13/09/2019	GLEEMAN TRUCK PARTS P/L	B-3038-0 wheel indicator 30mm-38mm box of 100 for PTRL20	-267.30
EFT18814	13/09/2019	FIRM CONSTRUCTION PTY LTD	PCS: Works completed as at the 05/09/2019	-138032.80
EFT18815	13/09/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Paul Rawlings Week ending 08/09/2019	-2163.40
EFT18816	13/09/2019	PACER LEGAL	Rates refund	-1123.11
EFT18817	19/09/2019	WONGAN HILLS IGA	Cleaning Products for CRC Administration	-46.28
EFT18818	19/09/2019	LANDMARK OPERATIONS		-1595.03
	21/08/2019	LANDMARK OPERATIONS	Supply 3 x 20L Llan maximum n-pact for Parks & Gardens, Supply 3 x 20L Agri supa iron for Parks & Gardens	839.23
	21/08/2019	LANDMARK OPERATIONS	Supply 1 x 10kg of genf atrazine, Supply 3 x 20L nufa gladiator for town spraying / verges	376.30
	27/08/2019	LANDMARK OPERATIONS	Supply 1 x 5L syng fusilade forte for town spraying / verges	379.50
EFT18819	19/09/2019	OFFICEWORKS BUSINESS DIRECT		-690.82
44284915	14/08/2019	OFFICEWORKS BUSINESS DIRECT	Supply stationery for Shire Administration Office	431.10
44284585	15/08/2019	OFFICEWORKS BUSINESS DIRECT	Supply 4 x A1 plan multiclamps for Works Supervisor Office	259.72
EFT18820	19/09/2019	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	Delivery & Assembly of Furniture Goods - 42 Mitchell St Wongan Hills	-500.00
EFT18821	19/09/2019	G R & N W WALTON	Reconfigure communications room at medical centre and reconfigure phone system for new NBN service	-775.50
EFT18822	19/09/2019	AUSTRALIAN TAXATION OFFICE	PAYG Tax	-29504.00
EFT18823	19/09/2019	BR & DE CLARKE	Gravel resheet Kirwan East Road	-4260.00
EFT18824	19/09/2019	WONGAN HILLS CARAVAN PARK	Accommodation for Mr Paul Rawlings	-240.00
EFT18825	19/09/2019	TOLL IPEC PTY LTD		-54.29
	04/08/2019	TOLL IPEC PTY LTD	Freight charges ex LISWA for CRC Library	39.66
	25/08/2019	TOLL IPEC PTY LTD	Freight charges ex RBC Rural	14.63
EFT18826	19/09/2019	CO-OPERATIVE BULK HANDLING	Rates refund	-90.70
EFT18827	19/09/2019	WONGAN MAIL SERVICE	August Mail account for CRC Administration	-28.00
EFT18828	19/09/2019	INTERNATIONAL ASSOC FOR PUBLIC PARTICIPATION AUSTRALASIA LIMITED	Engagement Methods: 9th & 10th October 2019	-1815.00
EFT18829	19/09/2019	ELLIOTTS IRRIGATION PTY LTD	Supply 1 x Hunter pro-c 4 station controller, station module, pro-c 9 station module for Parks and Gardens	-377.30
EFT18830	19/09/2019	WONGAN HILLS ELECTRICAL & GAS		-2896.95
	04/09/2019	WONGAN HILLS ELECTRICAL & GAS	Provide Fridge, Washing Machine & Television for 42 Mitchell St Wongan Hills	2547.00
	13/09/2019	WONGAN HILLS ELECTRICAL & GAS	Supply VAST decoder box for 42 Mitchell St Wongan Hills	349.95
EFT18831	19/09/2019	DAVE WATSON CONTRACTING PTY.LTD	Tree pruning on Hospital Road 02/9/19 to 05/9/19	-8580.00
EFT18832	19/09/2019	NEWINS FAMILY TRUST	Managing of Wongan Hills land fill site from 1st September to 30 September 2019	-5951.00
EFT18833	19/09/2019	RURAL RANGER SERVICES	Rural Ranger Services from 02/09/2019 to 12/09/2019	-1075.00
EFT18834	19/09/2019	FIVE STAR BUSINESS & INNOVATION	Meter reading for CRC Photocopier	-1336.19
EFT18835	19/09/2019	KYLIE NEAVES	EHO & Public Health Services 18/9/19 & 19/9/19	-929.50
EFT18836	19/09/2019	NETLINK GROUP PTY LTD	Programming and configuration of Handset at CRC office	-330.00
EFT18837	19/09/2019	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Recruitment of Paul Rawlings - Week ending 15/9/19	-2116.38
EFT18838	19/09/2019	VANESSA DEETLEFS	50% reimbursement of removalists costs, excludes packing, supply of boxes and insurance.	-2143.00
EFT18839	19/09/2019	CONPLANT PTY LTD	Supply 1 x Wacker-Neuson for PSP3	-4948.90
EFT18840	19/09/2019	UNIQUE SETTLEMENTS	Rates refund	-1067.30
EFT18841	25/09/2019	ANZ BANK (NETT WAGES)	Wages PPE 24.09.2019	-69892.35
EFT18842	25/09/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT18843	25/09/2019	IOU SOCIAL CLUB	Payroll deductions	-240.00
EFT18844	26/09/2019	JASON SIGNMAKERS	Supply 2 x 150mm white on brown Class 1 D/Sided Directional Signs - Dingo Rock	-114.40
EFT18845	26/09/2019	JR & A HERSEY PTY LTD	Various Consumables for the Shire Depot	-1473.65
EFT18846	26/09/2019	OFFICEWORKS BUSINESS DIRECT		-617.20
	02/09/2019	OFFICEWORKS BUSINESS DIRECT	Stationery supplies for CRC Administration	225.59
	10/09/2019	OFFICEWORKS BUSINESS DIRECT	Stationery supplies for CRC Administration	136.50
	23/09/2019	OFFICEWORKS BUSINESS DIRECT	Stationery supplies for Shire Administration Office	255.11
EFT18847	26/09/2019	WALLIS COMPUTER SOLUTIONS		-780.12
	20/09/2019	WALLIS COMPUTER SOLUTIONS	HP E243 Monitors for Shire Administration	693.00
	20/09/2019	WALLIS COMPUTER SOLUTIONS	IT support for Wongan Hills Medical Centre	87.12
EFT18848	26/09/2019	WILLIAMS & WILLIAMS		-561.00
	25/09/2019	WILLIAMS & WILLIAMS	Wongan Hills calendar for CRC Listing	231.00
	01/10/2019	WILLIAMS & WILLIAMS	Wongan Hills calendar for Swimming Pool listing	165.00
	01/10/2019	WILLIAMS & WILLIAMS	Wongan Hills calendar for Shire Administration Listing	165.00
EFT18849	26/09/2019	KIMBERLY JAMES SIMPSON	Rates refund	-569.13
EFT18850	26/09/2019	RBC RURAL	Meter plan charge for Shire Administration Photocopier	-389.14

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST SEPTEMBER 2019 TO 30 SEPTEMBER 2019				
EFT18851	26/09/2019	TOLL IPEC PTY LTD	Freight charges ex LISWA for CRC Library	-39.66
EFT18852	26/09/2019	ELIZABETH TELFER BUILDING MANAGEMENT COMM. INC.	2019-2020 Annual Council Donation/Subsidy	-3091.00
EFT18853	26/09/2019	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LIMITED	E Book subscription Fee 01/9/19 to 31/8/2020	-1650.00
EFT18854	26/09/2019	BEST PRACTICE SOFTWARE PTY LTD	Annual subscription renewal for medical software. Next subscription due 30th October each year	-1308.62
EFT18855	26/09/2019	FEATHERSTONE ROOFING & BUILDING SERVICES	Completion of Works -Maintenance repair to CRC complex roof	-4546.75
EFT18856	26/09/2019	HDJ CONTRACTING	Cleaning of the CRC Building & Allied Health side of Medical Centre from Mon 09/09 to Fri 20/9/19	-1155.00
EFT18857	26/09/2019	FREARSON WELDING SERVICES	Supply and Install Stand Pipe Valve locking Mechanism for Standpipe repairs	-626.90
EFT18858	26/09/2019	RE EWEN	Final Payment - Renovate ensuite bathroom and shower in main bathroom - 8 Ellis Street	-6300.00
EFT18859	26/09/2019	FIVE STAR BUSINESS & INNOVATION	Administration/Handling charge for the supply of yellow toner - CRC Boomer Consumables	-40.50
	19/09/2019	FIVE STAR BUSINESS & INNOVATION	Administration/Handling charge for the supply of yellow toner - CRC Boomer Consumables	27.00
	23/09/2019	FIVE STAR BUSINESS & INNOVATION	Administration/handling charge for the supply of Black Toner - CRC Boomer Consumables	13.50
EFT18860	26/09/2019	FIRM CONSTRUCTION PTY LTD	PC6: Works completed as at the 19/9/19	-178768.12
EFT18861	26/09/2019	DOWERIN REFRIGERATION & AIR CONDITIONING SERVICES	Admin Building , De-gas and relocate 2 roof mounted air conditioner units in preparation of roof works	-625.80
EFT18862	26/09/2019	NATURAL PLAY AUSTRALIA PTY LTD	Rope nets for Playground & Community Park	-7183.00
EFT18863	26/09/2019	ACEDALE INVESTMENTS	Rates refund	-1070.15
EFT18864	18/09/2019	DE LAGE LANDEN PTY LTD	CRC Photocopier lease payment for September 2019	-557.70
EFT18866	30/09/2019	DEPARTMENT OF TRANSPORT	DPI payment for September 2019	-100612.55
21411	09/09/2019	WATER CORPORATION	Water rates for Tennis Courts at Depot Rd Wongan Hills	-65.84
21412	09/09/2019	SYNERGY		-4536.52
	02/09/2019	SYNERGY	Electricity consumption for Street Lighting Wongan Hills	4265.14
	03/09/2019	SYNERGY	Electricity consumption for Ballidu Hall	159.46
	04/09/2019	SYNERGY	Electricity consumption for Cadoux Toilets	111.92
21413	13/09/2019	WATER CORPORATION	Water consumption for Standpipe at Davies Road Koorda-Buntine	-28.57
21414	13/09/2019	SYNERGY		-410.89
	09/09/2019	SYNERGY	Electricity consumption for 42 Mitchell St Wongan Hills	306.57
	09/09/2019	SYNERGY	Electricity consumption for CRC Building	104.32
21415	19/09/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE		-822.00
	05/09/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Boomer Advert for Relief Swimming Pool Manager Position Vacancy	114.00
	05/09/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Advertising in the Boomer for Relief Swimming Pool Manager	114.00
	05/09/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Hire of CRC boardroom for Swimming Pool Manager interviews	80.00
	05/09/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Boomer advertising for Local Elections	114.00
	05/09/2019	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Large format printing A1 maps for Co-Location	400.00
21416	19/09/2019	SYNERGY		-5077.89
	04/09/2019	SYNERGY	Electricity consumption for Cadoux Fire Shed	118.93
	05/09/2019	SYNERGY	Electricity consumption for 30 Wandoo Crescent Wongan Hills	357.50
	05/09/2019	SYNERGY	Electricity consumption for Depot Office	574.74
	05/09/2019	SYNERGY	Electricity consumption for 2A Patterson St Wongan Hills (Recoverable)	89.91
	05/09/2019	SYNERGY	Electricity consumption for Wongan Hills Aerodrome	204.91
	05/09/2019	SYNERGY	Electricity consumption for Alpha Toilets Ballidu	176.86
	05/09/2019	SYNERGY	Electricity consumption for 151 Ninan Street Wongan Hills	63.06
	06/09/2019	SYNERGY	Electricity consumption for Shire Administration Office	835.49
	06/09/2019	SYNERGY	Electricity consumption for Community Gardens	107.05
	06/09/2019	SYNERGY	Electricity consumption for 27A Quinlan St Wongan Hills	75.16
	06/09/2019	SYNERGY	Electricity consumption for Wongan Hills Civic Centre	397.10
	06/09/2019	SYNERGY	Electricity consumption for Retransmission Tower	875.83
	06/09/2019	SYNERGY	Electricity consumption for Quinlan Street Gardens	60.99
	06/09/2019	SYNERGY	Electricity consumption for Coomer St Wongan Hills	628.94
	06/09/2019	SYNERGY	Electricity consumption for Fenton Place Wongan Hills	137.43
	06/09/2019	SYNERGY	Electricity consumption for 27D Quinlan St Wongan Hills	73.72
	09/09/2019	SYNERGY	Electricity consumption for Wongan Hills Museum	195.24
	16/09/2019	SYNERGY	Electricity consumption for Railway Dam	105.03
21417	19/09/2019	YVES EL-HAGG	Rates refund	-456.83
21418	26/09/2019	WATER CORPORATION		-16581.48
	10/09/2019	WATER CORPORATION	Water rates for Wongan Hills Aerodrome	45.34
	10/09/2019	WATER CORPORATION	Water consumption for Standpipe at Kondut East Road Koorda-Buntine	114.27
	10/09/2019	WATER CORPORATION	Water rates & consumption for Standpipe at Ballidu	488.23

**LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST SEPTEMBER 2019 TO 30 SEPTEMBER 2019**

	10/09/2019	WATER CORPORATION	Water consumption for Alpha Toilets	62.33
	10/09/2019	WATER CORPORATION	Water consumption for Bunyip Park Federation St Ballidu	49.34
	10/09/2019	WATER CORPORATION	Water rates & consumption for Ballidu Hall	286.86
	10/09/2019	WATER CORPORATION	Water consumption for Standpipe at Podmore Rd Koorda-Buntine	111.67
	11/09/2019	WATER CORPORATION	Water rates & consumption for Cadoux Standpipe	604.86
	11/09/2019	WATER CORPORATION	Water consumption for toilets at King St Koorda-Buntine	77.91
	12/09/2019	WATER CORPORATION	Water rates for 2BPatterson St Wongan Hills	243.86
	12/09/2019	WATER CORPORATION	Water rates for 27C Quinlan St Wongan Hills	243.86
	12/09/2019	WATER CORPORATION	Water rates for Wongan Hills Cubbyhouse	146.32
	12/09/2019	WATER CORPORATION	Water rates for Unit A/31 Quinlan St Wongan Hills	243.86
	12/09/2019	WATER CORPORATION	Water rates & consumption for Wongan Hills Medical Centre	152.83
	12/09/2019	WATER CORPORATION	Water rates & consumption for 14 Ellis Street Wongan Hills	289.54
	12/09/2019	WATER CORPORATION	Water consumption & rates for CRC Building	374.08
	12/09/2019	WATER CORPORATION	Water consumption for Park at Fenton St Wongan Hills	5.19
	12/09/2019	WATER CORPORATION	Water rates & consumption for 42 Mitchell St Wongan Hills	215.72
	12/09/2019	WATER CORPORATION	Water rates & consumption for Wongan Hills Museum	824.16
	12/09/2019	WATER CORPORATION	Water rates for Wongan Hills Civic Centre, Water consumption for Wongan Hills Civic Centre	300.13
	12/09/2019	WATER CORPORATION	Water rates for 27B Quinlan St Wongan Hills	243.86
	12/09/2019	WATER CORPORATION	Water consumption for Wongan Hills Swimming Pool	2087.99
	12/09/2019	WATER CORPORATION	Water rates & consumption for Standpipe at Depot Road Wongan Hills	553.72
	12/09/2019	WATER CORPORATION	Water rates for Elizabeth Telfer Building Wongan Hills	85.97
	12/09/2019	WATER CORPORATION	Water rates & consumption for 27D Quinlan St Wongan Hills	245.69
	12/09/2019	WATER CORPORATION	Water rates for Apex Lodge 16 Mitchell St Wongan Hills	85.97
	12/09/2019	WATER CORPORATION	Water consumption for median strip opp 33 Fenton St Wongan Hills	96.09
	12/09/2019	WATER CORPORATION	Water consumption for 7 Wandoo Crescent Wongan Hills, Water rates for 7 Wandoo Crescent Wongan Hills	260.30
	12/09/2019	WATER CORPORATION	Water rates for 2A Patterson St Wongan Hills, Water consumption for 2A Patterson St Wongan Hills	251.17
	12/09/2019	WATER CORPORATION	Water rates & consumption for Shire Administration Office	250.89
	12/09/2019	WATER CORPORATION	Water rates& consumption for Unit B/31 Quinlan St Wongan Hills	260.30
	12/09/2019	WATER CORPORATION	Water rates & consumption for 27A Quinlan St Wongan Hills	245.69
	12/09/2019	WATER CORPORATION	Water consumption for Wongan Hills Recreation Complex	176.60
	12/09/2019	WATER CORPORATION	Water rates for CRC Building	45.34
	12/09/2019	WATER CORPORATION	Water rates & consumption for U1, U2 & U3/20 Stickland St Wongan Hills	664.64
	12/09/2019	WATER CORPORATION	Water rates for commercial St Wongan Hills (Saleyard)	106.08
	12/09/2019	WATER CORPORATION	Water consumption for Park at Ninan St Wongan Hills	18.18
	12/09/2019	WATER CORPORATION	Water rates for 16 Moore St Wongan Hills	239.85
	12/09/2019	WATER CORPORATION	Water rates & consumption for Quinlan Street Gardens Wongan Hills	150.03
	12/09/2019	WATER CORPORATION	Water rates & consumption for park at Fenton St Wongan Hills (Lot 139 & 140)	515.09
	12/09/2019	WATER CORPORATION	Water rates & consumption for Depot Office	672.13
	12/09/2019	WATER CORPORATION	Water rates & consumption for house at Ninan St Wongan Hills	45.89
	12/09/2019	WATER CORPORATION	Water rates for 162 Danubin St Wongan Hills	44.06
	13/09/2019	WATER CORPORATION	Water consumption for Wongan Hills Cemetery	2.60
	13/09/2019	WATER CORPORATION	Water consumption & rates for 30 Wandoo Crescent Wongan Hills	265.78
	13/09/2019	WATER CORPORATION	Water consumption for median strip at Rogers St Wongan Hills	54.54
	13/09/2019	WATER CORPORATION	Water rates & consumption for 49 Quinlan Street Wongan Hills	249.34
	13/09/2019	WATER CORPORATION	Water rates for 14 Shields Crescent Wongan Hills	243.86
	13/09/2019	WATER CORPORATION	Water rates for 8 Ellis St Wongan Hills, Water consumption for 8 Ellis St Wongan Hills	295.02
	18/09/2019	WATER CORPORATION	Water rates & consumption for Burakin Standpipe	294.36
	18/09/2019	WATER CORPORATION	Water rates & consumption for Kirwan Standpipe	2950.09
21419	26/09/2019	AUSTRALIA POST	Clinipath Pathology for Douglas Macaulay	-40.00
DD9551.1	10/09/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-7620.34
DD9551.2	10/09/2019	AUSTRALIAN SUPER	Payroll deductions	-1069.77

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST SEPTEMBER 2019 TO 30 SEPTEMBER 2019				
DD9551.3	10/09/2019	BT SUPER FOR LIFE	Payroll deductions	-304.05
DD9551.4	10/09/2019	CBUS SUPER	Payroll deductions	-402.71
DD9551.5	10/09/2019	ASGARD SUPERANNUATION	Superannuation contributions	-69.47
DD9551.6	10/09/2019	HESTA SUPER FUND	Payroll deductions	-319.30
DD9551.7	10/09/2019	CA & TE LEE SUPERANNUATION FUND	Superannuation contributions	-92.60
DD9551.8	10/09/2019	ANZ SMART CHOICE SUPER (ONE PATH MASTER FUND)	Superannuation contributions	-622.88
DD9551.9	10/09/2019	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-135.78
DD9574.1	24/09/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-7467.34
DD9574.2	24/09/2019	AUSTRALIAN SUPER	Payroll deductions	-1067.83
DD9574.3	24/09/2019	BT SUPER FOR LIFE	Payroll deductions	-324.60
DD9574.4	24/09/2019	CBUS SUPER	Payroll deductions	-366.79
DD9574.5	24/09/2019	ASGARD SUPERANNUATION	Superannuation contributions	-135.85
DD9574.6	24/09/2019	HESTA SUPER FUND	Payroll deductions	-399.95
DD9574.7	24/09/2019	CA & TE LEE SUPERANNUATION FUND	Superannuation contributions	-90.28
DD9574.8	24/09/2019	ANZ SMART CHOICE SUPER (ONE PATH MASTER FUND)	Superannuation contributions	-622.88
DD9574.9	24/09/2019	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-188.22
DD9551.10	10/09/2019	PRIME SUPER	Superannuation contributions	-1016.30
DD9551.11	10/09/2019	REST SUPERANNUATION	Superannuation contributions	-840.81
DD9551.12	10/09/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-249.53
DD9551.13	10/09/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-223.91
DD9551.14	10/09/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-87.96
DD9574.10	24/09/2019	PRIME SUPER	Superannuation contributions	-1056.32
DD9574.11	24/09/2019	REST SUPERANNUATION	Superannuation contributions	-840.81
DD9574.12	24/09/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-249.56
DD9574.13	24/09/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-231.00
DD9574.14	24/09/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-87.96

Municipal Bank	975929.29
Trust Bank	100612.55
<b>TOTAL</b>	<b>1076541.84</b>
Recoverable	9393.71
Partially recoverable	



## 9.2.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	15 October 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Paul Rawlings - Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

### PURPOSE OF REPORT:

That the following statements and reports for the month ended September 2019 be received:

### BACKGROUND:

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

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

### Financial activity statement report

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

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

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

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

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

- According to nature and type classification
- By program; or
- By business unit

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

### COMMENT:

Refer to attachment.

## **POLICY REQUIREMENTS:**

Council Policy 4.8 - Monthly Financial Reporting Requirements

## **LEGISLATIVE REQUIREMENTS:**

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

## **STRATEGIC IMPLICATIONS:**

There are no Strategic Implications relating to this item.

## **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known environmental implications associated with the proposals.
- **Economic**  
There are no known environmental implications associated with the proposals.
- **Social**  
There are no known environmental implications associated with the proposals.

## **FINANCIAL IMPLICATIONS:**

The financial reports for the period ending September 2019 are attached to the Council agenda.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

## **STAFF RECOMMENDATION:**

**That the following Statements and reports for the month ended September 2019 be received:**

- **Monthly Statements as follows;**

<b>a. Statement of Financial Activity (by Nature and Type)</b>	<b>FM Regs 34</b>
<b>b. Statement of Operating Activities by Programme/Activity (Summary)</b>	<b>FM Regs 34</b>
<b>c. Statement of Net Current Assets (NCA)</b>	<b>FM Regs 34</b>
<b>d. Rate setting statement</b>	<b>Discretionary</b>
<b>e. Disposal of Assets</b>	<b>Discretionary</b>
<b>f. Rates Outstanding Report</b>	<b>Discretionary</b>
<b>g. Debtors Outstanding Report</b>	<b>Discretionary</b>
<b>h. Bank Reconciliation Report</b>	<b>Discretionary</b>
<b>i. Investment Report</b>	<b>Discretionary</b>
<b>j. Reserve Account Balances Report</b>	<b>Discretionary</b>
<b>k. Loans Schedule</b>	<b>Discretionary</b>

**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 30 SEPTEMBER 2019**

	Approved Budget 2019-2020	Current Budget 2019-2020	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
<b>INCOME</b>							
Rates	(2,963,588)	(2,963,588)	(2,961,711)	(2,971,974)		(0.3%)	✓
Grants Operating, Subsidies & Contributions	(1,718,005)	(1,718,005)	(496,932)	(521,113)		(4.9%)	✓
Non Operating Grants, Subsidies & Contributions	(1,802,087)	(1,802,087)	(299,121)	(319,120)		(6.7%)	✓
Fees & Charges & Service Charges	(621,882)	(621,882)	(265,606)	(240,053)		9.6%	✓
Other Revenue	(149,065)	(149,065)	(33,776)	(34,010)		(0.7%)	✓
Interest	(88,000)	(88,000)	(22,458)	(21,079)		6.1%	✓
Profit on sale of Assets	-	-	-	-		0.0%	✓
<b>a: TOTAL INCOME</b>	<b>(7,342,627)</b>	<b>(7,342,627)</b>	<b>(4,079,604)</b>	<b>(4,107,349)</b>			
<b>OPERATING EXPENSES</b>							
Employee Costs	2,431,654	2,431,654	608,498	599,921		1.4%	✓
Materials & Contracts	1,621,762	1,621,762	408,486	311,382		23.8%	✗
Utilities (Gas, Electricity) etc.	378,968	378,968	94,548	88,308		6.6%	✓
Interest	64,826	64,826	13,754	(261)	11	101.9%	✗
Insurance	241,310	241,310	167,945	176,418		(5.0%)	✓
Other General	233,312	233,312	120,824	119,277		1.3%	✓
Loss on Asset Disposals	67,129	67,129	11,700	-		100.0%	✗
Depreciation	2,352,950	2,352,950	588,174	-		100.0%	✗
<b>b: TOTAL OPERATING EXPENSES</b>	<b>7,391,910</b>	<b>7,391,910</b>	<b>2,013,929</b>	<b>1,295,045</b>			
<b>c: NET OPERATING (SURPLUS) / DEFICIT</b>	<b>49,283</b>	<b>49,283</b>	<b>(2,065,675)</b>	<b>(2,812,304)</b>			
<b>CAPITAL EXPENSES</b>							
Land & Buildings	4,449,780	4,449,780	1,114,694	814,902		26.9%	✗
Furniture & Equipment	-	-	-	-		0.0%	✓
Motor Vehicles	90,000	90,000	-	-		0.0%	✓
Plant	555,000	555,000	30,000	170,000		(466.7%)	✗
Infrastructure Other	30,500	30,500	-	1,795		0.0%	✓
Infrastructure Roads	2,117,372	2,117,372	529,161	221,689		58.1%	✗
<b>d: TOTAL CAPITAL</b>	<b>7,242,652</b>	<b>7,242,652</b>	<b>1,673,855</b>	<b>1,208,386</b>			
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>7,291,935</b>	<b>7,291,935</b>	<b>(391,820)</b>	<b>(1,603,918)</b>			
<b>ADJUST - NON CASH ITEMS</b>							
Depreciation	(2,352,950)	(2,352,950)	(588,174)	-			
Accruals and Adjustments	-	-	-	-	6		
Profit on sale of assets	-	-	-	-	6		
Loss on sale of assets	(67,129)	(67,129)	(11,700)	-			
<b>FINANCING ACTIVITIES</b>							
Proceeds from Sale of Assets	(103,000)	(103,000)	-	-	6		
Transfer from reserves	(1,109,883)	(1,109,883)	(1,109,883)	-	10		
Transfer to reserves	244,000	244,000	244,000	-	10		
Interest paid to reserves	25,519	25,519	6,420	6,765	10		
Net Movement in LSL Reserve	-	-	-	(246)			
LSL Provision in reserves	-	-	-	-			
Loan proceeds	(2,000,000)	(2,000,000)	-	-			
Loan principal repayment	146,198	146,198	-	27,399	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(71,793)	(71,793)	-	(27,399)	11		
Less (Surplus)/deficit B/Fwd	(2,002,897)	(2,002,897)	(2,002,897)	(2,309,887)	5		
<b>ADJUSTED CLOSING (SURPLUS) / DEFICIT</b>	<b>0</b>	<b>0</b>	<b>(3,854,054)</b>	<b>(3,907,287)</b>			

\*\* This sheet illustrates the variance analysis.  
For variance explanation refer to applicable note.

**Key** Within budget tolerance of 10%  
Over budget tolerance of 10%  
Under budget tolerance of 10%

✓  
✗  
⊖

**Shire of Wongan-Ballidu**  
**Variance Report 30 September 2019**

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

Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
<b>Operating Income</b>				
✓	(10,263)	Permanent	Rates	Additional \$9,713 in <i>ex gratia</i> rates levied
✓	(24,181)	Within Threshold	Grants Operating, Subsidies & Contributions	Within Council variance reporting threshold.
✓	(19,999)	Within Threshold	Non Operating Grants, Subsidies & Contributions	\$20,000 contribution ex Kondut Sports Council budgetted as operating grant.
✓	25,553	Timing	Fees & Charges & Service Charges	Many of the budgets are spread evenly over the year and will even out as revenue is received.
✓	(234)	Within Threshold	Other Revenue	Within Council variance reporting threshold.
✓	1,379	Within Threshold	Interest	Within Council variance reporting threshold.
✓	0	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
<b>Operating Expenditure</b>				
✓	(8,577)	Timing	Employee Costs	Within Council variance reporting threshold.
✗	(97,104)	Timing	Materials & Contracts	Material & Contracts within the Health program are lower than YTB budget, as Doctor's subsidy & surgery expenses are yet to be recorded. Numerous timing variances over many programs also exist but will even out as the financial year progresses.
✓	(6,240)	Within Threshold	Utilities (Gas, Electricity) etc.	Within Council variance reporting threshold.
✗	(14,015)	Permanent	Interest	Colocation project loan not yet drawn down - expected September quarter interest expense of \$12,683 with respect to this loan will not be incurred in 2019/20
✓	8,473	Timing	Insurance	Insurances are paid within the first few months of the financial year and budgets should even out over time.
✓	(1,547)	Within Threshold	Other General	Within Council variance reporting threshold.
✗	(11,700)	Timing	Loss on Asset Disposals	No loss on sales yet identified
✗	(588,174)	Timing	Depreciation	Depreciation for July, August & September has not been processed, pending FY19 audit and rollover of the asset register for FY19 financial year.
<b>Capital</b>				
✗	(299,792)	Timing	Land & Buildings	W.H Recreation complex expenditure is lower than YTD Budget, this will even out as works progress.
✓	0	Timing	Furniture & Equipment	Within Council variance reporting threshold.
✓	0	Timing	Motor Vehicles	Within Council variance reporting threshold.
✗	140,000	Timing	Plant	Roller purchased earlier than planned (\$170,000). \$30,000 water tank purchased in October.
✓	1,795	Timing	Infrastructure Other	Within Council variance reporting threshold.
✗	(307,472)	Timing	Infrastructure Roads	The Road program expenditure is lower than YTD budget, expenditure will increase as works progress.

**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 30 SEPTEMBER 2019**

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
<b>INCOME</b>				
General Purpose Funding	(4,056,288)	(4,056,288)	(3,235,342)	(3,256,399)
Governance	(50,021)	(50,021)	(12,501)	(9,334)
Law, Order & Public Safety	(35,500)	(35,500)	(8,871)	(1,472)
Health	(79,100)	(79,100)	(22,397)	(5,823)
Education & Welfare	(13,597)	(13,597)	(375)	(2,216)
Housing	(66,322)	(66,322)	(16,119)	(19,022)
Community Amenities	(206,740)	(206,740)	(182,108)	(172,476)
Recreation & Culture	(1,173,215)	(1,173,215)	(4,292)	(22,664)
Transport	(1,265,312)	(1,265,312)	(489,510)	(504,909)
Economic Services	(72,950)	(72,950)	(2,238)	(7,391)
Other Property & Services	(323,582)	(323,582)	(105,851)	(105,644)
<b>a: TOTAL INCOME</b>	<b>(7,342,627)</b>	<b>(7,342,627)</b>	<b>(4,079,604)</b>	<b>(4,107,349)</b>
<b>OPERATING EXPENSES</b>				
General Purpose Funding	120,197	120,197	30,045	18,494
Governance	301,052	301,052	140,142	205,142
Law, Order & Public Safety	155,027	155,027	47,663	28,132
Health	328,434	328,434	83,261	71,453
Education & Welfare	183,821	183,821	46,281	39,168
Housing	200,582	200,582	50,742	36,029
Community Amenities	511,710	511,710	127,636	75,275
Recreation & Culture	1,683,671	1,683,671	464,006	245,300
Transport	2,825,885	2,825,885	693,233	444,105
Economic Services	178,822	178,822	44,664	27,731
Other Property & Services	902,708	902,708	286,256	104,217
<b>b: TOTAL OPERATING EXPENSES</b>	<b>7,391,910</b>	<b>7,391,910</b>	<b>2,013,929</b>	<b>1,295,045</b>
<b>c: NET OPERATING (SURPLUS)/DEFICIT</b>	<b>49,283</b>	<b>49,283</b>	<b>(2,065,675)</b>	<b>(2,812,304)</b>
<b>CAPITAL EXPENSES</b>				
General Purpose Funding	-	-	-	-
Governance	115,500	115,500	6,375	32,059
Law, Order & Public Safety	30,000	30,000	30,000	-
Health	18,000	18,000	4,497	-
Education & Welfare	-	-	-	-
Housing	50,366	50,366	12,582	34,213
Community Amenities	67,500	67,500	9,249	8,325
Recreation & Culture	4,299,931	4,299,931	1,077,251	732,968
Transport	2,650,355	2,650,355	531,153	391,689
Economic Services	-	-	-	-
Other Property & Services	11,000	11,000	2,748	9,133
<b>d: TOTAL CAPITAL EXPENSES</b>	<b>7,242,652</b>	<b>7,242,652</b>	<b>1,673,855</b>	<b>1,208,386</b>
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>7,291,935</b>	<b>7,291,935</b>	<b>(391,820)</b>	<b>(1,603,918)</b>

## SHIRE OF WONGAN-BALLIDU

## ANALYSIS OF NET CURRENT ASSETS AS AT 30 SEPTEMBER 2019

NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2018-2019	Original Budget	2019-2020
SURPLUS / (DEFICIT)	2,309,887	0	3,907,288
<b>COMPRISES</b>			
Cash (including reserves)	4,716,061	1,591,297	5,073,587
Current rates	144,458	196,349	894,257
Sundry debtors	106,470	103,282	6,372
Tax receivables	5,595	55,347	70,964
Other debtors	8,079	-	31,298
A: SSL debtors (are excluded see D: adj)	70,422	26,131	43,023
Inventories	11,204	11,204	(1,935)
<b>Less:</b>			
Reserves	(2,228,365)	(1,435,547)	(2,235,130)
Sundry creditors	(181,294)	(201,855)	(28,499)
Accrued interest	(4,160)	(15,000)	(0)
ESL Levy Owed	(32,078)		(56,641)
PAYG/GST Due To ATO	(12,139)	(14,741)	(56,885)
B: Other - (are excluded see D: adj)			
LSL Cash backed Reserve	81,042	41,861	81,288
Tax liabilities	98,738		98,740
Other - Asset Additions and Disposals	(446)		(546)
C: Loan liability (are excluded see D: adj)	(74,118)	(102,281)	(46,719)
Current employee benefits provisions	(403,278)	(332,197)	(346,976)
D: Adjustments (see above A to C)	3,696	76,150	3,696
Change in accounting policies t'fer from retained surplus	-		377,394
Surplus / (Deficit) Variance	2,309,887	0	3,907,288
<b>NOTE 1B: CLOSING FUNDS alternate format to Note 1 above</b>	<b>2017-2018</b>	<b>Original Budget</b>	<b>2019-2020</b>
<b>Current assets</b>			
Cash & cash equivalents	4,716,060	1,591,297	5,073,587
Sundry debtors	335,024	381,109	1,045,913
Inventories	11,204	11,204	(1,935)
<b>Total current assets</b>	<b>5,062,288</b>	<b>1,983,610</b>	<b>6,117,564</b>
<b>Current liabilities</b>			
Creditors and accounts payable	(130,932)	(231,596)	(43,285)
Current loan liability	(74,118)	(102,281)	(46,719)
Provisions	(403,278)	(332,197)	(346,976)
<b>Total current liability</b>	<b>(608,328)</b>	<b>(666,074)</b>	<b>(436,980)</b>
<b>Net current assets</b>	<b>4,453,960</b>	<b>1,317,536</b>	<b>5,680,585</b>
Less: restricted reserves	(2,228,365)	(1,435,547)	(2,235,130)
Less: SSL principal repayments	(70,422)	(26,131)	(43,023)
Add back: Current loan liability	74,118	102,281	46,719
Add back: LSL Cash backed Reserve	81,042	41,861	81,288
Add back: Movement in provisions between current and non-current			
Other - Trust	(446)	-	(546)
Change in accounting policies t'fer from retained surplus			377,394
Surplus / (Deficit) Variance	2,309,887	0	3,907,288

<b>SHIRE OF WONGAN-BALLIDU</b>			
<b>RATE SETTING STATEMENT AS AT 30 SEPTEMBER 2019</b>			
	<b>2019-2020 Approved Budget</b>	<b>2019-2020 Current Budget</b>	<b>2019-2020 Year-to-Date Actual</b>
<b><u>OPERATING INCOME</u></b>			
General Purpose Funding	(1,092,700)	(1,092,700)	(284,425)
Governance	(50,021)	(50,021)	(9,334)
Law, Order & Public Safety	(35,500)	(35,500)	(1,472)
Health	(79,100)	(79,100)	(5,823)
Education & Welfare	(13,597)	(13,597)	(2,216)
Housing	(66,322)	(66,322)	(19,022)
Community Amenities	(206,740)	(206,740)	(172,476)
Recreation & Culture	(1,173,214)	(1,173,214)	(22,664)
Transport	(1,265,312)	(1,265,312)	(504,909)
Economic Services	(72,950)	(72,950)	(7,391)
Other Property & Services	(323,582)	(323,582)	(105,644)
<b>A</b>	<b>(4,379,038)</b>	<b>(4,379,038)</b>	<b>(1,135,375)</b>
<b><u>OPERATING EXPENSES</u></b>			
General Purpose Funding	120,197	120,197	18,494
Governance	301,052	301,052	205,142
Law, Order & Public Safety	155,027	155,027	28,132
Health	328,434	328,434	71,453
Education & Welfare	183,821	183,821	39,168
Housing	200,582	200,582	36,029
Community Amenities	511,710	511,710	75,275
Recreation & Culture	1,683,671	1,683,671	245,300
Transport	2,825,885	2,825,885	444,105
Economic Services	178,822	178,822	27,731
Other Property & Services	902,708	902,708	104,217
<b>B</b>	<b>7,391,909</b>	<b>7,391,909</b>	<b>1,295,045</b>
<b>C= A and B</b>	<b>3,012,871</b>	<b>3,012,871</b>	<b>159,670</b>
<b><u>ADJUST FOR CASH BUDGET REQUIREMENTS</u></b>			
<b><u>Non-Cash Expenditure and Income</u></b>			
Depreciation on Assets	(2,352,950)	(2,352,950)	-
Accruals and Adjustments	-	-	-
Profit/(Loss) on Asset Sales	(67,129)	(67,129)	-
<b><u>Capital Expenditure &amp; Income</u></b>			
Purchase of land & buildings	4,449,780	4,449,780	814,902
Purchase of furniture & equipment	-	-	-
Purchase of motor vehicles	90,000	90,000	-
Purchase of plant & machinery	555,000	555,000	170,000
Purchase of other infrastructure	30,500	30,500	1,795
Purchase of roads infrastructure	2,117,372	2,117,372	221,689
Proceeds from sale of assets	(103,000)	(103,000)	-
<b><u>Financing Activities</u></b>			
Repayment of Loan Principal	146,198	146,198	27,399
Loan proceeds / refinancing CL to NCL adj	(2,000,000)	(2,000,000)	-
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(71,793)	(71,793)	(27,399)
<b><u>Reserve Movements</u></b>			
Transfers to Reserves	244,000	244,000	-
Interest paid to Reserves	25,519	25,519	6,765
Transfer from Reserves	(1,109,883)	(1,109,883)	-
Net Movement in LSL Reserve	-	-	(246)
LSL Provision in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(2,002,897)	(2,002,897)	(2,309,887)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	<b>(3,907,287)</b>
<b>AMOUNT REQUIRED TO BE RAISED FROM RATES</b>	<b>2,963,588</b>	<b>2,963,588</b>	<b>2,971,974</b>
<b>TOTAL RATES RAISED</b>	<b>2,963,588</b>	<b>2,963,588</b>	<b>2,971,974</b>
(Surplus) / Deficit Variance	(0)	0	0

**SHIRE OF WONGAN-BALLIDU**  
**ANALYSIS OF DISPOSED ASSETS AS AT 30 SEPTEMBER 2019**

Asset No	Budget Net Book Value	Original Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
<b>By Class</b>						
<b>Motor Vehicles</b>						
Volkswagon Touraq	41,700	30,000	(11,700)			
<b>Plant &amp; Equipment</b>						
Multi-Tyred Roller - Construction WB6938		-	-			
CAT CS56 Vib Roller (Construction) WB038	89,327	45,000	(44,327)			
Fuso Tip Truck - Patching Truck ( Maintenance) WB028	39,102	28,000	(11,102)			
Water Trailers 250 gal WB3398		-	-			
Water Tanker - NEW						
<b>TOTAL</b>	<b>170,129</b>	<b>103,000</b>	<b>(67,129)</b>	-	-	-
<b>By Program</b>						
<b>Transport</b>						
Multi-Tyred Roller - Construction WB6938	-	-	-			
CAT CS56 Vib Roller (Construction) WB038	89,327	45,000	(44,327)			
Fuso Tip Truck - Patching Truck ( Maintenance) WB02	39,102	28,000	(11,102)			
Water Trailers 250 gal WB3398						
Water Tanker - NEW						
Water Tanker - NEW						
<b>Other Property &amp; Services</b>						
Volkswagon Touraq	41,700	30,000	(11,700)			
<b>TOTAL</b>	<b>170,129</b>	<b>103,000</b>	<b>(67,129)</b>	-	-	-
<b>Motor Vehicle and Plant &amp; Equipment Change Over</b>						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
<b>Motor Vehicles</b>						
Volkswagon Touraq	90,000	30,000	60,000	-		
<b>Plant &amp; Equipment</b>						
Multi-Tyred Roller - Construction WB6938	170,000	-	170,000	170,000	-	-
CAT CS56 Vib Roller (Construction) WB038	180,000	45,000	135,000	-	-	-
Fuso Tip Truck - Patching Truck ( Maintenance) WB028	135,000	28,000	107,000	-	-	-
Water Trailers 250 gal WB3398	40,000	-	40,000	-	-	-
Water Tanker - NEW	30,000	-	30,000	-	-	-
Forklift	-	-	-	-	-	-
<b>TOTAL</b>	<b>645,000</b>	<b>103,000</b>	<b>542,000</b>	<b>170,000</b>	-	-



**SHIRE OF WONGAN - BALLIDU**  
**REPORT ON BORROWINGS AS AT 30 SEPTEMBER 2019**

Existing Loans \* Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Sep 19	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2019	Refinancing	Principal Repayments YTD	Loan Balance @ 30 Sep 19
142	Housing Construction	WB Community Association*	Mar-2020		400,000	(19,384)	-	(716)	39,325	-	(19,384)	19,941
147	Aged Persons	Ninan House*	Jul-2022		100,000	(4,262)	-	(315)	33,112	-	(4,262)	28,850
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019		115,000	(3,753)	-	(169)	7,563	-	(3,753)	3,810
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	1,461	276,782	-	-	276,782
152	Co-Location Construction	Shire	Mar-2034	2,000,000		-	-	-	-	-	-	-
<b>TOTAL EXISTING LOANS</b>				<b>2,000,000</b>	<b>915,000</b>	<b>(27,399)</b>	<b>-</b>	<b>261</b>	<b>356,782</b>	<b>-</b>	<b>(27,399)</b>	<b>329,383</b>

Shire Loan Summary  
Self Supporting Loan Summary

2,000,000	-	-	-	-	-	-	-
-	915,000	(27,399)	-	261	356,782	(27,399)	329,383

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

Loan Balance @ 30 June 2019	SSL	Shire	Total
(74,117)	(46,718)	-	(46,718)
(282,665)	(282,665)	-	(282,665)
<b>(356,782)</b>	<b>(329,383)</b>	<b>-</b>	<b>(329,383)</b>

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 30 SEPTEMBER 2019															
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 30 SEPTEMBER 2019			
				Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(13,335)	(13,372)	(198)	-	-	(13,570)	(198)	-	-	(13,570)	(41)	-	-	(13,413)
Depot Improvement Reserve	01940	(10,364)	(10,377)	(154)	-	-	(10,531)	(154)	-	-	(10,531)	(31)	-	-	(10,408)
Historical Publications Reserve	01965	(6,975)	(6,994)	(104)	-	-	(7,098)	(104)	-	-	(7,098)	(21)	-	-	(7,015)
Housing Reserve	01955	(1,827)	(1,832)	(27)	-	-	(1,859)	(27)	-	-	(1,859)	(6)	-	-	(1,838)
LSL Reserve	01935	(80,682)	(81,042)	(1,202)	40,383	-	(41,861)	(1,202)	40,383	-	(41,861)	(246)	-	-	(81,288)
Medical Facilities & R4R Special Projects Reserve	01975	(289,995)	(290,895)	(4,312)	30,000	-	(265,207)	(4,312)	30,000	-	(265,207)	(883)	-	-	(291,779)
Patterson Street JV Housing Reserve	01988	(38,473)	(38,573)	(572)	-	(5,000)	(44,145)	(572)	-	(5,000)	(44,145)	(117)	-	-	(38,691)
Plant Reserve	01945	(678,649)	(682,931)	(11,740)	254,000	(224,000)	(664,671)	(11,740)	254,000	(224,000)	(664,671)	(2,073)	-	-	(685,004)
Quinlan Street JV Housing Reserve	01987	(39,019)	(39,121)	(580)	-	(5,000)	(44,701)	(580)	-	(5,000)	(44,701)	(119)	-	-	(39,240)
Stickland JV Housing Reserve	01986	(47,514)	(47,640)	(707)	-	(5,000)	(53,347)	(707)	-	(5,000)	(53,347)	(145)	-	-	(47,785)
Swimming Pool Reserve	01970	(113,194)	(113,573)	(1,682)	-	-	(115,255)	(1,682)	-	-	(115,255)	(345)	-	-	(113,918)
Sporting Co-Location Reserve	01990	(916,423)	(862,450)	(3,654)	785,500	-	(80,604)	(3,654)	785,500	-	(80,604)	(2,618)	-	-	(865,068)
<b>TOTALS</b>		<b>(2,275,911)</b>	<b>(2,228,365)</b>	<b>(25,519)</b>	<b>1,109,883</b>	<b>(244,000)</b>	<b>(1,388,001)</b>	<b>(25,519)</b>	<b>1,109,883</b>	<b>(244,000)</b>	<b>(1,388,001)</b>	<b>(6,765)</b>	<b>-</b>	<b>-</b>	<b>(2,235,130)</b>

## 9.3 WORKS AND SERVICES

### 9.3.1 WHEATBELT SECONDARY FREIGHT NETWORK PROGRAM – FORMALISATION OF COMMITMENT

FILE REFERENCE:	
REPORT DATE:	15 October 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	NIL
AUTHOR:	Karl Mickle – Manager of Works
ATTACHMENTS:	YES

#### PURPOSE OF REPORT:

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to Wheatbelt Secondary Freight Network Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

#### BACKGROUND & COMMENT:

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration. It is requested by the WSFN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
  - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1M
- Wheatbelt South
  - Shire of Quairading
  - Cunderdin to Kweda Route
  - Cunderdin - Quairading Road
  - Project Value \$1M

**POLICY/LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995

**STRATEGIC IMPLICATIONS:**

**NIL**

**WORKFORCE IMPLICATIONS:**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

#### **SUSTAINABILITY IMPLICATIONS: NIL**

- **Environment**
- **Economic**
- **Social**

#### **FINANCIAL IMPLICATIONS:**

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

#### **VOTING REQUIREMENTS: MAJORITY**

#### **STAFF RECOMMENDATION:**

##### **That Council:**

- 1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.**
- 2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:**
  - **Program Governance Plan**
  - **Program Delivery Plan**
  - **Multi Criteria Analysis Methodology.**
- 3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.**



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## PROGRAM GOVERNANCE PLAN

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## **1 Program Governance Outline**

### **1.1 Program Overview**

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

### **1.2 Goals**

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an “IA Stage 4 Business Case” submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

### **1.3 Background**

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.



In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

#### **1.4 Purpose of the Program Governance Plan**

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

#### **1.5 Governance and Delivery**

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
  - Provide sound governance
  - Overall program management
  - Administration
- Management
  - Design and scoping of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### **1.6 Formal Agreement**

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

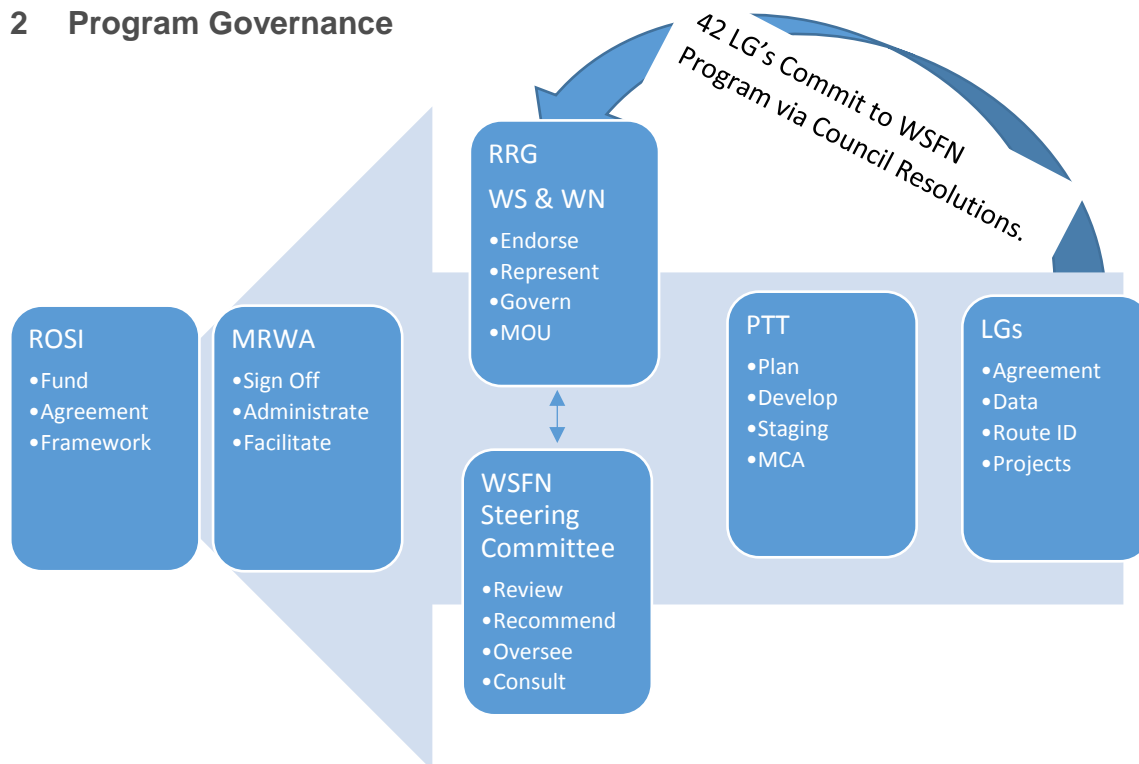
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSNF program governance and delivery.

<b>Document</b>	<b>WSFN Steering Committee</b>	<b>LG</b>	<b>RRG</b>	<b>MRWA</b>
<b>Formal Agreement</b>	Prepare & Submit	Commit	Approve	Sign Off
<b>Governance Plan</b>	Prepare & Submit	Receive	Approve	Sign Off
<b>Program Delivery Plan</b>	Prepare & Submit	Receive	Endorse	Sign Off
<b>Preliminary MCA</b>	Prepare & Submit	Receive	Approve	Sign Off
<b>Annual Report</b>	Prepare & Submit	Receive	Receive	Receive
<b>Staging Plan</b>	Prepare & Submit	Receive	Endorse	Approve
<b>Annual Program Budget</b>	Prepare & Submit	Receive	Endorse	Sign Off
<b>Specific Projects</b>	Approve	Commit	Receive	Sign Off

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

## 2 Program Governance



### 2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

### 2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

### **2.3 Wheatbelt North and Wheatbelt South Regional Road Groups**

The WSN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSN Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSN program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

### **2.4 WSN Steering Committee**

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

#### **Voting Delegates**

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
  - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
  - Chairperson plus 1 other delegate

#### **Non-Voting Delegates**

- WSN Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

*The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSN Steering Committee meeting following the LG elections.*

*Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.*

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSN Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

## **2.5 Program Technical Team**

The PTT would be a technical working group consisting of the WSN Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **2.5.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **2.5.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## **2.6 LGs**

- 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSNF program documents:
  - Program Governance Plan
  - Program Delivery Plan
  - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSNF program.



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## MULTI-CRITERIA ANALYSIS METHODOLOGY



In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSNF team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSNF Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSNF program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Seal Width
  - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
  - ROSMA as per RARF data
  - KSI
- Road Condition Data
  - as submitted by LGAs
  - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

### **Input Data**

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

## MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (**example only**):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
<b>Total</b>		<b>100%</b>	<b>2.4 out of 5</b>

- The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

### Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

- The current condition of the route and how far this is from an ideal standard
- How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

**Project Funding**

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

**Additional Pavement Condition Data**

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
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Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.

# PROGRAM DELIVERY PLAN

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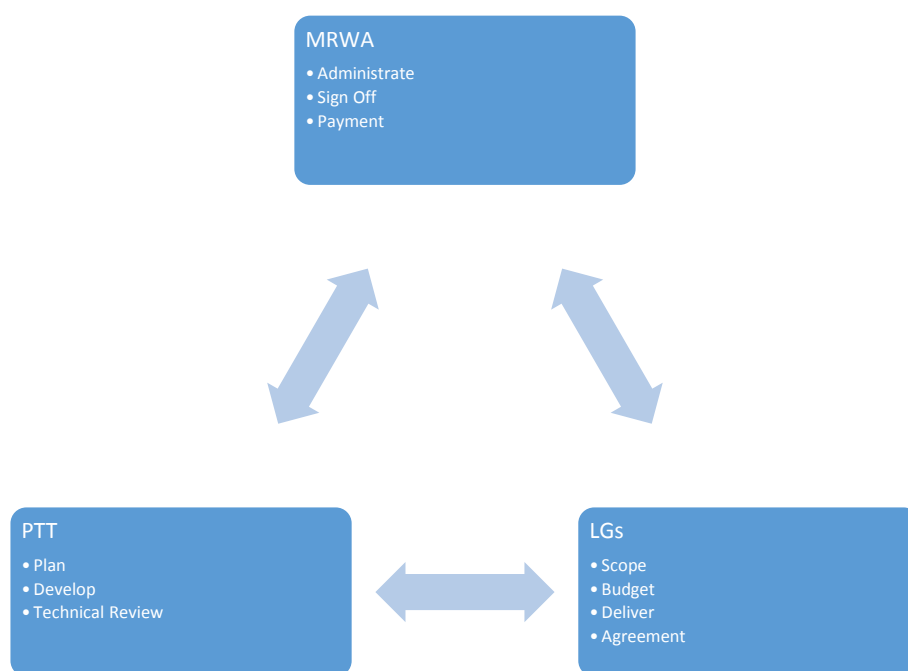
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## 1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



### 1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

## **1.2 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **1.2.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **1.2.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.



Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

### **1.3 LGs**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

## 2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
<b>Regional Economic Development Grant</b>	\$100K	Management
<b>Local Government Co-contribution</b>	\$252K 42 LGs x \$6K each	Management
<b>Federal Government</b>	\$70M	Capital Works
<b>WA State Government</b>	\$11.7M	Capital Works
<b>Local Government</b>	\$5.8M Individual LGs on project by project basis	Capital Works

### 2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
<b>RED Grant</b>	\$100,000
<b>Local Government Co-contribution</b>	\$252,000
<b>In Kind Contribution (approximately)</b>	\$100,000
<b>Project Management Total</b>	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
<b>Project Manager</b>	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
<b>Project Administration and Communications Officer</b>	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSFN Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## 2.2 Capital Works Funding Administration

### 2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
<b>Federal (ROSI)</b>	80%	\$70M
<b>State</b>	13.3%	\$11.7M
<b>LGA (Own Source)</b>	6.7%	\$5.8M
<b>Total</b>	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

### 2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

### 2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
<b>1. Program Staging Plan</b>	<ul style="list-style-type: none"> <li>▪ PTT will develop a staging plan for program delivery.</li> <li>▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery.</li> <li>▪ Identification of Funds required for a 4 year program set in advance by project priority lists.</li> <li>▪ Funding to be limited according to individual LG ability to deliver works.</li> </ul>
<b>2. Project Scoping and Approval</b>	<ul style="list-style-type: none"> <li>▪ Stage 1 priority projects will be determined via the MCA process.</li> <li>▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required.</li> <li>▪ PTT will make recommendations to the Steering Committee for endorsement.</li> <li>▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.</li> </ul>
<p><b>3. Detailed Scoping, Design and Budget Development</b></p>	<ul style="list-style-type: none"> <li>▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects.</li> <li>▪ LGs are to include projects in their annual budget for the proposed year.</li> <li>▪ LGs to be responsible for all relevant approvals.</li> <li>▪ PTT to work with LGs to verify budgets.</li> </ul>
<p><b>4. Delivery</b></p>	<ul style="list-style-type: none"> <li>▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year.</li> <li>▪ PTT to work with LGs to provide technical assistance and advice during delivery.</li> <li>▪ Incorporate into annual capital works program.</li> <li>▪ Works already funded from other sources are not eligible for funding under this program.</li> <li>▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)</li> </ul>

**9.4 HEALTH, BUILDING AND PLANNING**

Nil

**9.5 COMMUNITY SERVICES**

Nil

**10. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

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

**12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**13. CLOSURE**