



Shire of
Wongan-Ballidu

Agenda

Ordinary Meeting of Council
Wednesday, 27 July 2022





Shire of Wongan-Ballidu

NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Elected Members

I advise that the Ordinary Meeting of the Shire of Wongan-Ballidu will be held on Wednesday, 27 July 2022 commencing at 3.00pm at Council Chambers, Shire of Wongan Ballidu, Corner Quinlan Street and Elphin Crescent, Wongan Hills WA 6603

STUART TAYLOR
CHIEF EXECUTIVE OFFICER

Disclaimer

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

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

Acknowledgement of Country: -

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

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

Cr Boekeman approved leave of absence.

Item 3. PUBLIC QUESTION TIME

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Item 6. APPLICATION/S FOR LEAVE OF ABSENCE

Item 7. CONFIRMATION OF MINUTES

**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON
WEDNESDAY, 22 JUNE 2022**

OFFICER RECOMMENDATION:

1. That the Minutes of the Ordinary Meeting of Council held on Wednesday, 22 June 2022 be CONFIRMED as a true and correct record of the proceedings.

**7.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON
WEDNESDAY, 13 JULY 2022**

OFFICER RECOMMENDATION:

1. That the Minutes of the Ordinary Meeting of Council held on Wednesday, 12 July 2022 be CONFIRMED as a true and correct record of the proceedings.

Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

Item 9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 GOVERNANCE POLICY REVIEWS - GOVERNANCE

FILE REFERENCE:**REPORT DATE:** 16 July 2022**APPLICANT/PROPONENT:** N/A**OFFICER DISCLOSURE OF INTEREST:** Nil**PREVIOUS MEETING REFERENCES:****AUTHOR:** Stuart Taylor, Chief Executive Officer**ATTACHMENTS:**
1.2 Flag Lowering
1.3 Office Hours
5.19 Shire Crest
5.20 Shire Flag**PURPOSE OF REPORT:**

The purpose of this report is to present sufficient information to Council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

In accordance with Council's Policy Review Process, the entire policy manual is to be reviewed at least bi-annually.

COMMENT:

The Chief Executive Officer is responsible for the co-ordination of this review. The policies have been distributed to Council review and recommendations to amend or adopt the policy were noted at Informal Council Meeting held on 22 June 2022.

With those policies pertaining to Administration & Financial Services, a rigorous review of all policies will be conducted over a six (6) month period, which would involve at addressing specific policies every month.

The policies selected for the July 2022 review are:

- 1.2 Flag Lowering
- 1.3 Office Hours
- 5.19 Shire Crest
- 5.20 Shire Flags

The above policies are to be amended or adopted as is as set out by Council and outlined as below:

- 1.2 Flag Lowering

No changes to policy. This policy meets the requirements of Council.

- 1.3 Office Hours

Minor amendment to add CRC and adjust hours to suit current arrangements. This policy meets the requirements of Council.

- 5.19 Shire Crest

No changes to policy. This policy meets the requirements of Council.

- 5.20 Shire Flags

No changes to policy. This policy meets the requirements of Council.

POLICY REQUIREMENTS:

The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed in its entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of Council and the Chief Executive Officer.

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

OFFICER RECOMMENDATION:

That Council:

1. ADOPT the following polices without variation:
 - 1.2 Flag Lowering
 - 5.19 Shire Crest
 - 5.20 Shire Flags

2. ADOPT the following polices with variation:
 - 1.3 Office Hours

1.2 Flag Lowering

Policy Owner:	Administration
Person Responsible:	Deputy Chief Executive Officer
Date of Adoption:	6 December 2004
Adoption Resolution:	
Date of Last Amendment:	

OBJECTIVE

To recognise citizens or past citizens of the Shire that have passed away by flying the Australian National Flag at half-mast.

POLICY

Upon Council being notified of a death in the community that the flag be lowered to half-mast in accordance with the following:

The extract below is taken from the following publication:
The Australian National Flag written by Carol & Richardson *Flags* published in 1995 – *The Australian National Flag at Half Mast* on page number 16.

“To achieve the half-mast position, the flag should be raised to the top of the flagpole, then in a continuing movement lowered slowly to half-mast. It is important that the flag appears to be at half-mast, and not to have fallen away from the top of the flagpole. This will generally be attained when the top of the flag is one third of the total length of the flagpole from the top.

Before lowering the flag for the day, it should be raised once again to the top of the flagpole and then lowered slowly to the ground.”

Local/Resident Burial: The flag is to be flown half-mast on the day of the funeral.

Outside Shire Burial: Once notified the flag is to be flown at half-mast on the day of the funeral.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for ensuring that the Australian National Flag is flown at half-mast at the Shire Administration Centre.

1.3 Office Hours

Policy Owner:	Administration
Person Responsible:	Chief Executive Officer
Date of Adoption:	15 December 2011
Adoption Resolution:	061211
Date of Last Amendment:	

OBJECTIVE

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

POLICY

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

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

5.19 Shire Crest

Policy Owner:	Administration and Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	15 December 2011
Adoption Resolution:	061211
Date of Last Amendment:	

OBJECTIVE

To provide Staff and Members of the community with guidelines for the use of the Shire's Crest/Emblem.

POLICY

That Council authorise Clubs/Organisations, identified with the district, to use the Shire Crest/Emblem on stationary and promotional material, subject to the following conditions:

The names "Shire of Wongan-Ballidu" or "Wongan-Ballidu Shire" are not to be incorporated with the utilisation of the crest/emblem.

Formal written approval is required before the use of the crest/emblem. A sample design is to be submitted with applications.

The user accepts that the Council retains the rights to withdraw the use of the crest / emblem it, in the opinion of the Council, the club/ organisation is either redundant or is operating in a manner detrimental to the image of the Shire of Wongan-Ballidu.

The Chief Executive Officer is authorised to approve the use of the crest/emblem provided the above requirements are complied with.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this policy.

5.20 Shire Flag

Policy Owner:	Administration and Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	8 March 2005
Adoption Resolution:	
Date of Last Amendment:	

OBJECTIVE

To provide guidelines for the use of the Shire flag.

POLICY

The Chief Executive Officer is authorised to allow the use of the Wongan-Ballidu Flag at all civic ceremonies, public function, Local Government week, agricultural field days and sports events held in the Shire and for representative's sports team participating in events outside the Shire.

In all cases, the user shall be responsible for ensuring the flag is returned to the Shire Office in a clean, undamaged condition within 48 hours of the event and the user shall be responsible for the full replacement cost in the event of damage or loss from any cause whatsoever.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementing and administrating of this policy.

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR JUNE 2022

FILE REFERENCE:	F1.4
REPORT DATE:	21 July 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli - Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1 Accounts June 2022

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

Lists of Accounts

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

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That the accounts submitted from 01 June 2022 to 30 June 2022 totalling \$1,023,840.10 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 for June 2022 at the Ordinary Council Meeting on 27 July 2022				
Chq/EFT	Date	Name	Description	Amount
EFT23100	01/06/2022	WESTPAC BANKING CORPORATION	WAGES PPE 31.05.2022	-69357.69
EFT23101	01/06/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.90
EFT23102	01/06/2022	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	-280.00
EFT23130	07/06/2022	MCINTOSH & SON		-2243.38
	05/04/2022	MCINTOSH & SON	BEARINGS, LOCK WASHER, SEAL AND ORING FOR ROLLER	1759.41
	14/04/2022	MCINTOSH & SON	SAFETY RELIEF VALVE FOR FUSO CREW CAB	146.67
	26/04/2022	MCINTOSH & SON	EXHAUST CLAMP FOR TRAILER	11.29
	29/04/2022	MCINTOSH & SON	LUBE FILTERS, OIL FILTER AIR FILTER AND WATER SEPARATOR	326.01
EFT23131	07/06/2022	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	FLOWERS FOR WOMEN OF THE WHEATBELT SPEAKERS.	-200.00
EFT23132	07/06/2022	WESTRAC EQUIPMENT PTY LTD	MOUNT SANDWICH FOR DRUM ROLLER, UNION, ELBOW AND ORING FOR TYRED ROLLER	-590.62
EFT23133	07/06/2022	HILLS FIRE EQUIPMENT SERVICE		-2519.00
	24/05/2022	HILLS FIRE EQUIPMENT SERVICE	FIRE EQUIPMENT SERVICES - VARIOUS BUILDINGS	2128.50
	24/05/2022	HILLS FIRE EQUIPMENT SERVICE	FIRE EQUIPMENT SERVICES - VARIOUS PLANT	390.50
EFT23134	07/06/2022	CARROLL & RICHARDSON FLAGWORLD	AUSTRALIAN & INDIGENOUS FLAGS - ADMIN AND CRC	-402.50
EFT23135	07/06/2022	KLEEN WEST DISTRIBUTORS	CLEANING PRODUCTS	-322.91
EFT23136	07/06/2022	TKB MECHANICAL	SUPPLY AND INSTALL WINDSCREEN FOR PTK33 (INSURANCE)	-640.00
EFT23137	07/06/2022	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL RECONCILIATION MAY 2022	-113.30
EFT23138	07/06/2022	NEWINS FAMILY TRUST T/JAS STEPTOE AND WIFE SCRAP METAL RECYCLABLES		-247.00
	24/05/2022	NEWINS FAMILY TRUST T/JAS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	CALL OUT FEE 24/05/2022	100.00
	27/05/2022	NEWINS FAMILY TRUST T/JAS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	REIMBURSEMENT OF PLANNING APPLICATION PAYMENT	147.00
EFT23139	07/06/2022	LYNETTE HOOD	LAUNDERING AND IRONING OF 12 TABLECLOTHS @ \$7.00 EA	-84.00
EFT23140	07/06/2022	RUSTIC EVENTS & PARTY HIRE	FLOWERS FOR WOMEN OF THE WHEATBELT GIFT BAGS	-200.00
EFT23141	07/06/2022	TRACTUS AUSTRALIA		-160.00
	22/04/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 1 TYRE FOR TRAILER	135.00
	22/04/2022	TRACTUS AUSTRALIA	STRIP AND FIT TYRE FOR SKIDSTEER LOADER	25.00
EFT23142	07/06/2022	IP TURNER & CO	REIMBURSEMENT FOR GRAVEL IN APRIL 2022	-3920.40
EFT23143	07/06/2022	REGIONAL DEVELOPMENT AUSTRALIA (RDA) WHEATBELT INC	WHEATBELT AGGREGATED SUBSCRIPTION TO GRANTGURU - THREE YEAR SUBSCRIPTION PAYABLE IN ADVANCE. YEAR 3 OF 3	-852.50
EFT23144	07/06/2022	MARSH PTY LTD	RISK ASSESSMENT AND EVAC PLANS MEDICAL CENTRE, PCVC, CADOLUX REC, BALLIUD REC, TENNIS CLUB, ELIZABETH TELFER, BALLIUD HALL, MUSEUM	-5269.00
EFT23145	07/06/2022	OPC GROUP	DK170 PRINTER DRUM	-236.50
EFT23146	07/06/2022	ELIZABETH BRENNAN	REFUND OF FUEL COST - TRAVEL TO WONGAN HILLS TO MC WOMEN OF THE WHEATBELT FUNCTION	-110.00
EFT23147	07/06/2022	HERSEY'S SAFETY PTY LTD		-2484.19
	29/04/2022	HERSEY'S SAFETY PTY LTD	X12 LINE MARK WHITE, X2 TIN COPPER COAT, DEGREASER GUN, X20 HOSE CLAMPS 14-27M, X2 CHAINSAW CHAPS, X1 BOX P2 DUSTMASK, X2 EAR MUFFS, X2 PARTS BRUSHES	1471.53
	29/04/2022	HERSEY'S SAFETY PTY LTD	X3 BYPASS PRUNERS, LINE TRIMMER CHAPS, X6 500MM BOTTLES, RUBBER Mallet, X12 LINE MARK YELLOW, X100 STANLEY BLADES, X2 WHITE PAINT MARKERS, 2 BLACK PAINT MARKERS	546.15
	29/04/2022	HERSEY'S SAFETY PTY LTD	48 AA BATTERIES, 48 AAA BATTERIES PLUS DELIVERY OF \$49.50 GST INC, TERMINAL REPAIR KIT, SLTS GLASS CLEANER	466.51
EFT23148	07/06/2022	MITEL NETWORKS LIMITED	MITEL JUNE ACCOUNT	-118.73
EFT23149	07/06/2022	BLUEBUSH WILDLIFE RESCUE + REHABILITATION INCORPORATED	CRC FUNCTION ROOM KEY AND ROOM BOND REFUND	-150.00
EFT23150	07/06/2022	OEM GROUP PTY LTD	ACCESS PLATFORM FOR WASH BAY	-2860.83
EFT23151	07/06/2022	MAXIPARTS OPERATIONS PTY LTD	MUFFLER SILENCER AND SEAL REMOVING TOOL FOR MACK TRIDENT	-169.84
EFT23152	10/06/2022	LANDGATE	RURAL LUV GEN VALS - FIRST SDD SHARED	-5905.20
EFT23153	10/06/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL QUARTER 4 CONTRIBUTION 2021/2022	-10447.34
EFT23154	10/06/2022	WESTRAC EQUIPMENT PTY LTD		-349.02
	17/05/2022	WESTRAC EQUIPMENT PTY LTD	BOLT AND WASHER FOR GRADER	47.72
	17/05/2022	WESTRAC EQUIPMENT PTY LTD	MOUNT SANDWICH FOR DRUM ROLLER	225.79
	19/05/2022	WESTRAC EQUIPMENT PTY LTD	RECEPTACLE KIT, PLUG, SOCKET AND PIN FOR CAT	69.26
	20/05/2022	WESTRAC EQUIPMENT PTY LTD	RECEPTACLE KIT FOR CAT	6.25
EFT23155	10/06/2022	WONGAN HILLS COMMUNITY RESOURCE CENTRE	BOOMER ADVERTISING - PLANT OPERATOR	-60.00
EFT23156	10/06/2022	HVMARK TRADING PTY LTD	UNIFORMS - ROBERT SMITH, CHARLIE HARRIS, GENA WARBURTON	-60.67
EFT23157	10/06/2022	AUSPIRE - AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	STANDARD ASSOCIATE - 2022 - 2023	-370.00
EFT23158	10/06/2022	CHAMP PTY LTD	LMMSI 12 MONTH SUBSCRIPTION 2022/23	-1992.38
EFT23159	10/06/2022	TRUCK CENTRE (WA) PTY LTD	AS PER ESTIMATE 0 9 4 7 8 - RELAY VALVE	-897.48
EFT23160	10/06/2022	TOLL IPEC PTY LTD	FREIGHT EX WESTRAC	-13.44
EFT23161	10/06/2022	WONGAN HILLS HOTEL		-5417.68
	26/05/2022	WONGAN HILLS HOTEL	COUNCIL DINNER 25/05/2022	251.00
	26/05/2022	WONGAN HILLS HOTEL	COUNCILOR DINNER - DRINKS	266.68
EFT23162	10/06/2022	DAIMLER TRUCKS PERTH	PACKING, SCREW, NUT, WASHER, WIRE CONTROL, FUSO FILTER KITS	-495.37
EFT23163	10/06/2022	TEAM DIGITAL	EPSON 700ML ULTRACHROME HDR LIGHT CYAN PIGMENT	-469.66
EFT23164	10/06/2022	RURAL RANGER SERVICES	RURAL RANGER SERVICES 17/05, 19/05, 26/05, 02/06 AND 03/06 2022	-876.48
EFT23165	10/06/2022	ALAN HART	GRATUITY PAYMENT	-707.61
EFT23166	10/06/2022	FIVE STAR BUSINESS & INNOVATION	CRC PHOTOCOPIER, MAY 2022	-1158.88
EFT23167	10/06/2022	DELOREAN CORPORATION - ENERGY RETAIL DIVISION (CLEANTECH ENERGY P/L)	ELECTRICITY CONSUMPTION - MEDICAL CENTRE	-464.11
EFT23168	10/06/2022	AC HEALTHCARE PTY LTD	JUNE DR SUBSIDY 2022	-12083.33
EFT23169	10/06/2022	REDFISH TECHNOLOGIES PTY LTD	AVER CAM340 FOR CITIZEN OF THE YEAR DINNER	-682.00
EFT23170	10/06/2022	STATEWIDE LEAK DETECT	SWIMMING POOL - LEAK SURVEY	-2467.30
EFT23171	10/06/2022	NUSTEEL PARTS & SHEETS	SUPPLY AND INSTALL OF SHED AT SHIRE DEPOT, WONGAN HILLS - 60% OF FEE	-40320.00
EFT23172	10/06/2022	MAXIPARTS OPERATIONS PTY LTD		-3015.10
	26/02/2022	MAXIPARTS OPERATIONS PTY LTD	OIL FILTER, FILTER KIT, SUZI COIL SET, SILENCER MUFFLER AND SEAL REMOVAL TOOL FOR MACK	275.45
	17/03/2022	MAXIPARTS OPERATIONS PTY LTD	RINGFEDER HANDLE KIT	331.28
	18/03/2022	MAXIPARTS OPERATIONS PTY LTD	FLEETGUARD LUBE FILTER	23.64
	18/03/2022	MAXIPARTS OPERATIONS PTY LTD	RINGFEDER HANDLE KIT AND WEAR PAD	43.40
	05/04/2022	MAXIPARTS OPERATIONS PTY LTD	PARTS AS PER QUOTE Q602338796 - NYLON TUBE	103.34
	13/04/2022	MAXIPARTS OPERATIONS PTY LTD	PARTS AS PER QUOTE Q602338796 - PAWL AND HUB CAP	87.58
	13/04/2022	MAXIPARTS OPERATIONS PTY LTD	PARTS AS PER QUOTE Q602338796 - 4MM Y PIECE, FITTING JOINER AND UNEQUAL JOINER	56.12
	29/04/2022	MAXIPARTS OPERATIONS PTY LTD	AS PER QUOTE 2388991 ACTUATOR SERVICE KIT	616.00
	24/05/2022	MAXIPARTS OPERATIONS PTY LTD	FRONT INDICATOR AND HOTDOG RUNNING LAMP, AIR BRAKE HOSE, CABIN FILTER, STOP TAIL INDICATOR, NARVA ALARM	776.82
	24/05/2022	MAXIPARTS OPERATIONS PTY LTD	LEFT HEADLIGHT ASSEMBLY AND GRILLE AS PER QUOTE	701.47
EFT23173	10/06/2022	MARK WYNE DAVIES	MENTAL HEALTH FIRST AID COURSE	-1942.21
EFT23174	02/06/2022	TELSTRA CORPORATION LIMITED	TELSTRA ACCOUNT - MEDICAL CENTRE	-347.96
EFT23175	01/06/2022	WESTNET PTY LTD	SUPPLY OF GOODS AND SERVICES JUNE 2022	-610.80
EFT23176	13/06/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 152 INTEREST PAYMENT -	-30537.35
EFT23177	13/06/2022	TELSTRA CORPORATION LIMITED	SHIRE MAIN TELSTRA ACCOUNT APRIL-MAY 2022	-914.38
EFT23178	15/06/2022	WESTPAC BANKING CORPORATION	WAGES PPE 14.06.2022	-70404.65
EFT23179	15/06/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.90
EFT23180	15/06/2022	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	-280.00
EFT23181	14/06/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 14/06/2022	-40812.50
EFT23182	17/06/2022	LANDGATE	VALUATION ROLL AND MINING TENEMENTS	-427.50
EFT23183	17/06/2022	AVON WASTE	DOMESTIC, COMMERCIAL AND RECYCLING WASTE COLLECTION WONGAN HILLS AND BALLIUD	-10415.28
EFT23184	17/06/2022	BOHEMAN NOMINEES PTY LTD	70K SERVICE FOR CEO VEHICLE	-451.98
EFT23185	17/06/2022	WONGAN HILLS IGA PLUS LIQUOR	SHIRE ADMIN IGA ACCOUNT	-548.32
EFT23186	17/06/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	CASPER 1KG FOR OVALS	-1135.20
EFT23187	17/06/2022	NUTRIEN AG SOLUTIONS LTD		-2214.02
	03/05/2022	NUTRIEN AG SOLUTIONS LTD	START POST FOR OVALS	39.03
	05/05/2022	NUTRIEN AG SOLUTIONS LTD	KESTREL 3550FW FIRE WEATHER METER	711.77
	24/05/2022	NUTRIEN AG SOLUTIONS LTD	ECO WET, FE-BOOST AND N-PACT FOR OVALS	1267.20
	31/05/2022	NUTRIEN AG SOLUTIONS LTD	GALV FENCE DROPPER	196.02
EFT23188	17/06/2022	MCINTOSH & SON		-1116.52
	09/05/2022	MCINTOSH & SON	OIL FILTERS FOR TIP TRUCK	236.52
	16/05/2022	MCINTOSH & SON	BATTERIES FOR TIP TRUCK	880.00
EFT23189	17/06/2022	OFFICEWORKS BUSINESS DIRECT		-401.80
	09/05/2022	OFFICEWORKS BUSINESS DIRECT	STICKY TAPE, STICKY TAPE 12X 50, TIDY BINS RECYCLING, PENS, POSTAGE	80.03
	20/05/2022	OFFICEWORKS BUSINESS DIRECT	A3 PAPER, 3 REAM CARTON, POSTAGE	102.85
	24/05/2022	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER - MAY, STATIONERY ORDER - MAY KITCHEN SUPPLIES	169.49
	25/05/2022	OFFICEWORKS BUSINESS DIRECT	A4 COPY PAPER, STICKY NOTES, 5 PACK, POSTAGE	39.43
EFT23190	17/06/2022	WATER CORPORATION	WATER SERVICE CHARGE - BURAKIN STANDPIPE	-185.24
EFT23191	17/06/2022	IDOM OPERATIONS PTY LTD		-126.85
	31/05/2022	IDOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE - SWIMMING POOL	84.57
	31/05/2022	IDOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE - P8.G	42.28
EFT23192	17/06/2022	T A MATTHEWS ELECTRICAL SERVICES	SUPPLY SOLAR POWER LIGHTING IN FENTON PLACE	-13024.00
EFT23193	17/06/2022	SYNERGY		-4777.90
	30/05/2022	SYNERGY	ELECTRICITY CONSUMPTION - MUSEUM, SERVICE CHARGE - MUSEUM	200.76
	30/05/2022	SYNERGY	ELECTRICITY CONSUMPTION - DEPOT, SERVICE CHARGE - DEPOT	418.28
	01/06/2022	SYNERGY	ELECTRICITY CONSUMPTION - STREET LIGHTS	4158.86
EFT23194	17/06/2022	LEIS PROPERTY	INSURANCE CLAIM EXCESS 0863 - BANKSIA CRES	-300.00
EFT23195	17/06/2022	WONGAN HILLS HARDWARE	MAY 2022 WORKS ACCOUNT	-2011.96
EFT23196	17/06/2022	ABBOTT AUTO ELECTRICS	REMOVE AND REPLACE CONTROL CABLES - DATA SIGN TRAILER	-536.25
EFT23197	17/06/2022	TOLL IPEC PTY LTD	FREIGHT EX TRUCK CENTRE, DAIMLER TRUCKS, WESTRAC	-88.64
EFT23198	17/06/2022	WONGAN MAIL SERVICE	SUPPLY OF GOODS AND SERVICES MAY 2022	-128.39
EFT23199	17/06/2022	PUBLIC TRANSPORT AUTHORITY OF WA	TRANSWA TICKETING EXPENDITURE, MAY 2022 - LESS COMMISSION	-56.48
EFT23200	17/06/2022	WONGAN HILLS HOTEL	COUNCIL DINNER 09/06/2022	-271.00
EFT23201	17/06/2022	DUN DIRECT PTY LTD	MAY FUEL ACCOUNT	-43548.86
EFT23202	17/06/2022	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LIMITED	NAMS+ SUBSCRIPTION RENEWAL FOR 01/07/2022-30/06/2023	-808.50
EFT23203	17/06/2022	WONGAN HILLS BAKERY AND CAFE	BIGGEST MORNING TEA - 12 X COFFEE	-61.20
EFT23204	17/06/2022	GREAT SOUTHERN FUEL SUPPLIES	MAY FUEL ACCOUNT	-748.04
EFT23205	17/06/2022	BP AUSTRALIA	MAY FUEL ACCOUNT	-1247.10
EFT23206	17/06/2022	BLACKWELL PLUMBING & GAS PTY LTD	CIVIC CENTRE - 2X URINAL REPAIRS	-590.50
EFT23207	17/06/2022	RICOH FINANCE	SUPPLY OF GOODS AND SERVICE JULY 2022	-276.96
EFT23208	17/06/2022	HAWKE VIEW KENNELS AND CATTERY	IMPOUND #2205 AND #2206 BOXER DOGS GUS AND LEXIE	-300.00

EFT23209	17/06/2022	DOWERIN REFRIGERATION & AIR CONDITIONING SERVICES	AIRCON REPAIR IN ROOM 8 - MEDICAL CENTRE ALLIED SIDE	-786.58
EFT23210	17/06/2022	VANESSA DEETLEFS	REFUND OF PET BOND DUE TO VACATING PROPERTY	-260.00
EFT23211	17/06/2022	PRIME LINE PLUMBING & GAS	PLUMBING AND DRAINAGE FOR THE WONGAN HILLS BOWLING GREEN - PROGRESS PAYMENT	-39981.70
EFT23212	17/06/2022	AHAI CONSULTING	IAP2 ENGAGEMENT METHODS 18TH & 19TH NOVEMBER 2021 - JACK, MELISSA	-1760.00
EFT23213	17/06/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES / LISWA MAY 2022	-22.55
EFT23214	17/06/2022	MITEL NETWORKS LIMITED	MITEL PHONE ACCOUNT	-1118.73
EFT23215	17/06/2022	MAXPARTS OPERATIONS PTY LTD	LEFT HEADLIGHT ASSEMBLY AND GRILLE AS PER QUOTE - PTK33	-1689.40
EFT23216	17/06/2022	TELSTRA CORPORATIONS LIMITED	TELSTRA ACCOUNT - SPORT AND REC COUNCIL	-55.00
EFT23217	17/06/2022	DE LAGE LANDEN PTY LTD	CRC PHOTOCOPIER LEASE, JUNE 2022	-557.70
EFT23218	21/06/2022	AUSTRALIAN TAXATION OFFICE	MAY 2022 BAS	-13477.00
EFT23219	21/06/2022	PUBLIC TRANSPORT AUTHORITY OF WA	REIMBURSEMENT OF INVOICE PAID TWICE - 17/05/2022 AND 07/06/2022	-7818.74
EFT23220	24/06/2022	BOEKEMAN NOMINEES PTY LTD	BATTERIES FOR CAT	-995.10
	07/06/2022	BOEKEMAN NOMINEES PTY LTD	DUST EJECTION VALVE	947.10
	13/06/2022	BOEKEMAN NOMINEES PTY LTD		48.00
EFT23221	24/06/2022	OFFICEWORKS BUSINESS DIRECT	ADMIN OFFICE STATIONARY	-391.33
	17/06/2022	OFFICEWORKS BUSINESS DIRECT	ADMIN OFFICE STATIONARY	325.42
	18/06/2022	OFFICEWORKS BUSINESS DIRECT	ADMIN OFFICE STATIONARY	65.91
EFT23222	24/06/2022	WONGAN HILLS COMMUNITY RESOURCE CENTRE	BOOMER ADVERTISING - PLANT OPERATOR VACANCY, PROPERTY DISPOSAL 705 AND 706 SHIELDS CRES	-80.00
EFT23223	24/06/2022	WONGAN HILLS NEWSAGENCY	SUPPLY OF GOODS AND SERVICES MAY 2022	-172.60
EFT23224	24/06/2022	TELSTRA CORPORATION LIMITED	PIT LEVEL CHANGE BROADBENT STREET	-4506.59
EFT23225	24/06/2022	THE WORKWEAR GROUP P/L	UNIFORM ORDER - KRISTIE FREARSON	-323.20
EFT23226	24/06/2022	WESTFARMERS KLEENHEAT GAS PTY LTD	GAS CYLINDER HIRE FOR 27A QUINLAN ST, WONGAN HILLS	-85.80
EFT23227	24/06/2022	THE POINT DOCTOR	STEEL SPACER BLAKCS FOR ROLLER	-793.10
EFT23228	24/06/2022	T A MATTHEWS ELECTRICAL SERVICES		-1025.20
	15/06/2022	T A MATTHEWS ELECTRICAL SERVICES	REPLACE LED FLOODLIGHT ON POLE AT WATER FOUNTAIN IN FENTON PLACE	220.00
	15/06/2022	T A MATTHEWS ELECTRICAL SERVICES	FIT PURPLE CELLOPHANE TO WATER TANK LIGHTS	165.00
	15/06/2022	T A MATTHEWS ELECTRICAL SERVICES	SUPPLY OF LED TUBES, SUPPLY OF LED TUBES	640.20
EFT23229	24/06/2022	SYNERGY		-2514.17
	08/06/2022	SYNERGY	ELECTRICITY SERVICE CHARGE - CRC	116.37
	08/06/2022	SYNERGY	ELECTRICITY CONSUMPTION, SERVICE CHARGE - SWIMMING POOL	627.89
	08/06/2022	SYNERGY	ELECTRICITY CONSUMPTION AND SERVICE CHARGE - SPORT COMPLEX	1239.57
	08/06/2022	SYNERGY	ELECTRICITY CONSUMPTION - CRC, SERVICE CHARGE - CRC, SERVICE CHARGE - CRC	530.34
EFT23230	24/06/2022	ADVANCED AUTOLOGIC PTY LTD		-3033.00
	03/05/2022	ADVANCED AUTOLOGIC PTY LTD	SOLVENT AND SOLVENT DEGREASER	2835.00
	07/06/2022	ADVANCED AUTOLOGIC PTY LTD	FREE IT AEROSOL, FLEET CLEAN	198.00
EFT23231	24/06/2022	JTAGZ PTY LTD	DOG/CAT TAGS 2022/2023	-105.60
EFT23232	24/06/2022	RBC RURAL	SUPPLY OF GOODS AND SERVICE JUNE 2022	-1313.19
EFT23233	24/06/2022	WONGAN HILLS HARDWARE	MAY 2022 BUILDING ACCOUNT	-777.39
EFT23234	24/06/2022	TRUCK CENTRE (WA) PTY LTD	AS PER ESTIMATE 0990498 (VALVES AND BRACKET RFC)	-434.67
EFT23235	24/06/2022	WURTH AUSTRALIA PTY LTD	BOLTS, PINLOCK, SCREW,INSULATION TAPE PAPER ROLL	-989.76
EFT23236	24/06/2022	TOLL IPEC PTY LTD		-100.93
	29/05/2022	TOLL IPEC PTY LTD	FREIGHT EX RBC RURAL	11.01
	29/05/2022	TOLL IPEC PTY LTD	FREIGHT EX TRUCKCENTRE, FREIGHT EX WESTRAC	43.78
	12/06/2022	TOLL IPEC PTY LTD	FREIGHT EX PATHWEST, FREIGHT EX DAMLER TRUCKS	23.27
	19/06/2022	TOLL IPEC PTY LTD	FREIGHT EX TRUCK CENTRE, FREIGHT EX RBC RURAL	22.87
EFT23237	24/06/2022	LEGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2021 - 2022 2ND INSTALMENT	-5285.64
EFT23238	24/06/2022	WONGAN HILLS BAKERY AND CAFE	PLATTERS OF MIXED SANDWICHES FOR MENTAL HEALTH COURSE. 2 DAY COURSE, 3 PLATTERS PER DAY.	-299.70
EFT23239	24/06/2022	DAIMLER TRUCKS PERTH	PARTS AS PER QUOTE EP980004051	-572.80
EFT23240	24/06/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY		-1062.82
	24/05/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	CHANGE VUEM BACKUP TO NEW SERVER	214.50
	27/05/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	OFFICE 365 - AGREEMENT AGR137 - MEDICAL CENTRE OFFICE 365 TENANCY	127.60
	31/05/2022	INTEGRATED ICT - A MARKET CREATIONS COMPANY	MANAGED BACKUP, STORAGE, RAM, CPU	720.72
EFT23241	24/06/2022	NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES	WASTE SITE MANAGEMENT - JUNE 2022	-7791.63
EFT23242	24/06/2022	AIREY TAYLOR CONSULTING	WONGAN HILLS WATER TOWER - INSPECTION	-3410.00
EFT23243	24/06/2022	RURAL RANGER SERVICES	RURAL RANGER SERVICES 07/06, 09/06 AND 14/06 2022	-742.50
EFT23244	24/06/2022	DI & RL CONSULTANTS	CHRISTMAS LIGHT COMPLETION 2ND PRIZE WONGAN HILLS	-75.00
EFT23245	24/06/2022	FIVE STAR BUSINESS & INNOVATION	CRC PHOTOCOPIER, JUNE 2022	-1854.92
EFT23246	24/06/2022	WINC AUSTRALIA PTY LTD	SPORTS COMPLEX - 6 X FLOOR STRIPPER	-126.48
EFT23247	24/06/2022	GO DOORS PTY LTD	MEDICAL CENTRE - ANNUAL AUTOMATIC DOOR SERVICE	-1045.00
EFT23248	24/06/2022	JB HI-FI GROUP PTY LTD		-4104.01
	05/06/2022	JB HI-FI GROUP PTY LTD	STADIUM UHFUSB1A USB WIRELESS MICROPHONE	113.27
	10/06/2022	JB HI-FI GROUP PTY LTD	SURFACE BOOK 3 - 13 SIN SCREEN 17 32GB 512GB HDD, (REPLACE CSO-F WATER DAMAGE)	3990.74
EFT23249	24/06/2022	M2 TECHNOLOGY GROUP PTY LTD	M2 ON HOLD AGREEMENT ANNUAL INVOICE	-1452.00
EFT23250	24/06/2022	DEPT OF PLANNING, LANDS & HERITAGE	LEASE REPT FOR 1 MONTH TO HOLDING OVER AS PER AGREEMENT L848615 01/06/2022 - 30/06/2022	-45.84
EFT23251	24/06/2022	TRACTUS AUSTRALIA		-2995.00
	20/05/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 4 TYRES MAINTENANCE LITE	1116.00
	23/05/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 1 TYRE 'TWIN DOLLY	415.00
	26/05/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 2 TYRES FOR PATCHING TRUCK	1060.00
	26/05/2022	TRACTUS AUSTRALIA	PUNCTURE REPAIR KIT FOR TRAILERS	38.00
	26/05/2022	TRACTUS AUSTRALIA	SUPPLY AND INSTALL 1 TYRE FOR TRAILER	128.00
	26/05/2022	TRACTUS AUSTRALIA	SUPPLY BATTERY FOR BUS	188.00
	31/05/2022	TRACTUS AUSTRALIA	PUNCTURE REPAIR KIT FOR MACK	50.00
EFT23252	24/06/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES / LISWA, JUNE 2022	-22.55
EFT23253	24/06/2022	HERSEY'S SAFETY PTY LTD	PORTABLE PIT PURCHASE	-550.00
EFT23254	24/06/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST		-62821.02
	14/06/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	SUPPLY OF GOODS AND SERVICE MAY 2022	2956.25
	14/06/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	INSTALL CLOUD RECORDS	11588.50
	14/06/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	COUNCIL FIRST REQUEST MANAGEMENT SYSTEM	47773.00
	17/06/2022	OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST	MICROSOFT AZURE MAY 2022	503.27
EFT23255	24/06/2022	MARKET CREATIONS AGENCY	ADVERTISINGMENT - DISPOSAL OF LAND - GOVT NOTICES SECTION - LOT 705 - LOT 706	-1147.99
EFT23256	24/06/2022	HBP SERVICES WA	END MONTHLY ACCOUNT AS PER CONTRACT	-2259.84
EFT23257	24/06/2022	ENVIROCLEAN (WA)	SUPPLY GOOD AND SERVICES FOR JUNE 2022	-214.50
EFT23258	22/06/2022	SHIRE OF WONGAN-BALLIDU PETTY CASH RE-IMBURSEMENT	PETTY CASH RECONCILIATION	-236.95
EFT23259	23/06/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 23/06/2022	-48151.45
EFT23260	29/06/2022	WESTPAC BANKING CORPORATION	WAGES PPE 28.06.2022	-77504.49
EFT23261	29/06/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-25.90
EFT23262	29/06/2022	IOU SOCIAL CLUB	PAYROLL DEDUCTIONS	-290.00
EFT23263	29/06/2022	WALLIS COMPUTER SOLUTIONS	ONBOARD LP63 - RANGER COMPUTER, ADHOC PRE-DELIVERY OF LAPTOP	-572.00
EFT23264	29/06/2022	SUNNY SIGN COMPANY PTY LTD	ROAD WIDENING DOWERIN-KALANNIE ROAD AND ASSOCIATED SIGNAGE	-10128.80
EFT23265	29/06/2022	GLENVAR PASTORAL CO.	GRAVEL SUPPLY FOR MAY 2022	-1914.00
EFT23266	29/06/2022	AVON CONCRETE	CULVERT REPLACEMENT	-38500.00
EFT23267	29/06/2022	DALLCON	PREDICT 1200 X 450 7 BARREL CULVERT, REPLACING CULVERTS ON HOSPITAL RD	-99704.00
EFT23268	29/06/2022	CR BRAD WEST	SITTING FEES	-584.21
EFT23269	29/06/2022	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL RECONCILIATION JUNE 2022	-56.65
EFT23270	29/06/2022	STIRLING ASPHALT	SUPPLY AND MACHINE LAY OF GRAVEL	-34870.00
EFT23271	29/06/2022	AIREY TAYLOR CONSULTING		-7700.00
	16/06/2022	AIREY TAYLOR CONSULTING	BALLIDU HALL - INSPECTION	5500.00
	16/06/2022	AIREY TAYLOR CONSULTING	PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR CADOUX CHURCH.	2200.00
EFT23272	29/06/2022	BLACKWELL PLUMBING & GAS PTY LTD		-2382.50
	21/06/2022	BLACKWELL PLUMBING & GAS PTY LTD	ADMIN - EMERGENCY WATER LEAK REPAIR	551.00
	23/06/2022	BLACKWELL PLUMBING & GAS PTY LTD	30 WANDOO - HOUSE FILTER REPLACE	1171.50
	23/06/2022	BLACKWELL PLUMBING & GAS PTY LTD	BACK FLOW TESTING - LOT 1 RES 51506 FENTON STREET	660.00
EFT23273	29/06/2022	RE EWEN	SUPPLY LABOUR AND MATERIALS TO CONSTRUCT AND PAINT 2 PILLARS TO SUPPORT NEW ROLLER DOOR AT 30 WANDOO CRES	-1221.00
EFT23274	29/06/2022	CR MANDY STEPHENSON	SITTING FEE	-860.00
EFT23275	29/06/2022	CR SUE FALCONER	QUARTERLY ELECTRONIC ALLOWANCE	-450.00
EFT23276	29/06/2022	CR STUART BOEKEMAN	SITTING FEES	-595.00
EFT23277	29/06/2022	CR ANDREW TUNSTILL	QUARTERLY ELECTRONIC ALLOWANCE	-656.30
EFT23278	29/06/2022	DWIGHT COAD	SITTING FEES	-595.00
EFT23279	29/06/2022	HERSEY'S SAFETY PTY LTD	SURVEY PEGS	-605.00
EFT23280	29/06/2022	FSG RSP PTY LTD (FIELD SOLUTIONS)		-6341.03
	01/05/2022	FSG RSP PTY LTD (FIELD SOLUTIONS)	INTERNET INSTALLATION AND SUPPLY - APRIL/MAY 2022	4264.28
	01/06/2022	FSG RSP PTY LTD (FIELD SOLUTIONS)	INTERNET SUPPLY JUNE 2022	2076.75
EFT23281	29/06/2022	WALKERS DIESEL SERVICES	COASTER BUS INSPECTION	-195.40
EFT23282	29/06/2022	KELLIE ANSPACH	SITTING FEES	-595.00
EFT23283	29/06/2022	ENVIROCLEAN (WA)	MONTHLY HIRE ENVIROCLEAN 600 PARTS WASHER	-214.50
EFT23284	29/06/2022	DEARLY PLAQUES & MEMORIALS	WONGAN HILLS CEMETERY - MARKERS AND RESERVE PLAQUES/PEGES	-1475.65
EFT23285	29/06/2022	ELECTRITECH INDUSTRIES	INSTALLATION OF NEW CHLORINE PUMP INCLUDING DELIVERY AT THE TOWN OVAL	-1489.84
EFT23286	14/06/2022	WESTPAC BANKING CORPORATION	WESTPAC CREDIT CARDS	-3583.21
EFT23287	24/06/2022	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION OF FLEET 2022/2023	-1217.00
EFT23288	27/06/2022	TELETAC NAYMAN	SUPPLY GOODS AND SERVICES FOR JUNE 2022	-2071.41
EFT23289	30/06/2022	SHIRE OF WONGAN-BALLIDU PETTY CASH RE-IMBURSEMENT	DEPT TRANSPORT - LICENCE PLATE CHANGE WB018 TO 1HPR025, 1HPR025 TO WB018, WB014 TO WB018	-54.90
EFT23290	30/06/2022	DEPARTMENT OF TRANSPORT	DOT PAYMENTS TO 30/06/2022	-24169.25
DD11366.1	31/05/2022	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	-9348.48
DD11366.2	31/05/2022	CBUS SUPER	PAYROLL DEDUCTIONS	-492.31
DD11366.3	31/05/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-159.00
DD11366.4	31/05/2022	AIA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS	-543.98
DD11366.5	31/05/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-149.25
DD11366.6	31/05/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	-197.37
DD11366.7	31/05/2022	REST SUPERANNUATION	PAYROLL DEDUCTIONS	-539.46
DD11366.8	31/05/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	-959.04
DD11366.9	31/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-931.43
DD11366.10	31/05/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-404.12

DD11366.11	31/05/2022	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	-279.88
DD11366.12	31/05/2022	HSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-61.42
DD11366.13	31/05/2022	ING SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-34.28
DD11394.1	14/06/2022	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	-9336.39
DD11394.2	14/06/2022	CBUS SUPER	PAYROLL DEDUCTIONS	-492.31
DD11394.3	14/06/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-159.00
DD11394.4	14/06/2022	AIA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS	-484.62
DD11394.5	14/06/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-146.68
DD11394.6	14/06/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	-197.37
DD11394.7	14/06/2022	REST SUPERANNUATION	PAYROLL DEDUCTIONS	-540.98
DD11394.8	14/06/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	-905.07
DD11394.9	14/06/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-981.07
DD11424.1	28/06/2022	AWARE SUPER ACCUMULATION	PAYROLL DEDUCTIONS	-9208.61
DD11424.2	28/06/2022	CBUS SUPER	PAYROLL DEDUCTIONS	-492.31
DD11424.3	28/06/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-159.00
DD11424.4	28/06/2022	AIA AUSTRALIA PTY LTD	PAYROLL DEDUCTIONS	-484.62
DD11424.5	28/06/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-151.81
DD11424.6	28/06/2022	COMMONWEALTH ESSENTIAL SUPER	PAYROLL DEDUCTIONS	-258.46
DD11424.7	28/06/2022	REST SUPERANNUATION	PAYROLL DEDUCTIONS	-539.46
DD11424.8	28/06/2022	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	-197.37
DD11424.9	28/06/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	-905.07
DD11394.10	14/06/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-403.95
DD11394.11	14/06/2022	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	-283.67
DD11394.12	14/06/2022	HSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-57.40
DD11394.13	14/06/2022	ING SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-58.08
DD11424.10	28/06/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1021.49
DD11424.11	28/06/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-422.95
DD11424.12	28/06/2022	AMP SUPERANNUATION LTD.	SUPERANNUATION CONTRIBUTIONS	-288.85
DD11424.13	28/06/2022	HSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-57.40
DD11424.14	28/06/2022	ING SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-34.69
				\$1,023,840.10
		Trust Bank		
		Total		\$1,023,840.10
		Recoverable		\$ (1,287.96)
		Partially Recoverable		

9.2.2 FINANCIAL REPORTS FOR JUNE 2022

FILE REFERENCE:	F1.4
REPORT DATE:	21 July 2022
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli - Deputy Chief Executive Officer
ATTACHMENTS:	9.2.2 June 2022 Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended June 2022 be received.

BACKGROUND:

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

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

Financial Activity Statement Report

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

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

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

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

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

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

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements.

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The financial reports for the period ending June 2022 are attached to the Council Agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That the following Statements and Reports for the month ended June 2022 be received:

- Monthly Statements as follows: -

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

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 30 JUNE 2022

	Approved Budget 2021-2022	Current Budget 2021-2022	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(3,061,114)	(3,067,614)	(3,067,614)	(3,065,672)		0.1%	✓
Grants Operating, Subsidies & Contributions	(1,513,732)	(1,513,732)	(1,513,732)	(3,429,032)		(126.5%)	×
Non Operating Grants, Subsidies & Contributions	(4,576,404)	(4,394,818)	(4,394,818)	(2,933,073)		33.3%	×
Fees & Charges & Service Charges	(621,697)	(604,197)	(604,197)	(690,319)		(14.3%)	×
Other Revenue	(125,821)	(125,821)	(125,821)	(179,127)		(42.4%)	×
Interest	(49,416)	(42,916)	(42,916)	(32,819)		23.5%	×
Profit on sale of Assets	(10,390)	(10,390)	(10,390)	(10,851)		(4.4%)	✓
a: TOTAL INCOME	(9,958,574)	(9,759,488)	(9,759,488)	(10,340,893)			
OPERATING EXPENSES							
Employee Costs	2,361,003	2,363,398	2,363,398	2,195,047		7.1%	✓
Materials & Contracts	1,126,985	1,221,090	1,221,090	1,174,951		3.8%	✓
Utilities (Gas, Electricity) etc.	384,816	384,816	384,816	380,242		1.2%	✓
Interest	47,668	47,668	47,668	42,679	11	10.5%	×
Insurance	279,860	257,860	257,860	266,280		(3.3%)	✓
Other General	344,763	294,763	294,763	255,477		13.3%	×
Loss on Asset Disposals	151,192	151,192	151,192	43,130		71.5%	×
Depreciation	2,520,170	2,520,170	2,520,170	2,605,002		(3.4%)	✓
b: TOTAL OPERATING EXPENSES	7,216,457	7,240,957	7,240,957	6,962,807			
c: NET OPERATING (SURPLUS) / DEFICIT	(2,742,117)	(2,518,531)	(2,518,531)	(3,378,086)			
CAPITAL EXPENSES							
Land & Buildings	1,686,931	1,686,931	1,686,931	212,256		87.4%	×
Furniture & Equipment	235,000	246,300	246,300	91,629		62.8%	×
Motor Vehicles	110,000	110,000	110,000	107,918		1.9%	✓
Plant	751,000	845,600	845,600	719,498		14.9%	×
Infrastructure Other	418,139	418,139	418,139	220,506		47.3%	×
Infrastructure Roads	3,999,805	3,703,219	3,703,219	3,271,814		11.6%	×
d: TOTAL CAPITAL	7,200,875	7,010,189	7,010,189	4,623,622			
e: TOTAL OPERATING & CAPITAL	4,458,759	4,491,659	4,491,659	1,245,536			
ADJUST - NON CASH ITEMS							
Depreciation	(2,520,170)	(2,520,170)	(2,520,170)	(2,605,002)			
Accruals and Adjustments				(18,658)			
Profit on sale of assets	10,390	10,390	10,390	10,851	6		
Loss on sale of assets	(151,192)	(151,192)	(151,192)	(43,130)	6		
Sale of Minor Equipment				2,749			
FINANCING ACTIVITIES							
Proceeds from Sale of Assets	(196,000)	(246,000)	(246,000)	(274,010)	6		
Transfer from reserves	(1,302,000)	(1,359,600)	(1,359,600)	(615,143)	10		
Transfer to reserves	1,057,000	1,325,572	1,325,572	1,325,572	10		
Interest paid to reserves	9,575	9,575	9,575	4,587	10		
Net Movement in LSL Reserve				(103)			
LSL Provision in reserves				-			
Loan proceeds	-	-	-	-			
Loan principal repayment	119,587	119,587	119,587	119,587	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(35,265)	(35,265)	(35,265)	(35,265)	11		
Less (Surplus)/deficit B/Fwd	(1,450,684)	(1,666,556)	(1,666,556)	(1,666,556)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	(0)	(22,000)	(22,000)	(2,548,984)			
** 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 June 2022

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
Operating Income				
✓	1,942	Within Threshold	Rates	Within Council variance reporting threshold.
✗	(1,915,300)	Permanent	Grants Operating, Subsidies & Contributions	Favourable - The Federal Government have Prepaid 80% of the 2022/23 Grants Commission Grants as a COVID-19 measure to ensure that Local Governments maintain a positive cashflow between now and the end of the Financial year. This is a permanent variance and will contribute to a higher end of year surplus.
✗	1,461,745	Timing	Non Operating Grants, Subsidies & Contributions	Unfavourable - This is a timing variance only - Income to be recognised in 22/23.
✗	(86,122)	Permanent	Fees & Charges & Service Charges	Favourable - Income from planning application fees and Standpipe water charges is significantly higher than estimated in the Budget. This will be a permanent variance
✗	(53,306)	Permanent	Other Revenue	Favourable - Insurance claims are not budgeted for.
✗	10,097	Permanent	Interest	Unfavourable - Low interest rate environment for 21/22, with interest rates increasing now, this will increase in 22/23.
✓	(461)	Permanent	Profit on sale of Assets	The profit on disposal of the Dr Vehicle was higher than expected due to a higher trade in. As this is a non-cash item item, this will not affect the result at the end of the year.
Operating Expenditure				
✓	(168,351)	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✓	(46,139)	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✓	(4,574)	Within Threshold	Utilities (Gas, Electricity) etc.	Within Council variance reporting threshold.
✗	(4,989)	Timing	Interest	This is a timing variance only and is not expected to alter the result at the end of the financial year
✓	8,420	Within Threshold	Insurance	Within Council variance reporting threshold.
✗	(39,286)	Permanent	Other General	Favourable - Over-budgeted
✗	(108,062)	Permanent	Loss on Asset Disposals	Backhoe and Grader sale value greater than estimated.
✓	84,831	Within Threshold	Depreciation	Within Council variance reporting threshold.
Capital				
✗	(1,474,675)	Timing	Land & Buildings	Projects carried over to 22/23 budget
✗	(154,671)	Timing	Furniture & Equipment	Projects carried over to 22/23 budget
✓	(2,082)	Within Threshold	Motor Vehicles	Within Council variance reporting threshold.
✗	(126,102)	Within Threshold	Plant	Projects carried over to 22/23 budget
✗	(197,633)	Timing	Infrastructure Other	Projects carried over to 22/23 budget
✗	(431,405)	Within Threshold	Infrastructure Roads	Projects carried over to 22/23 budget

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 30 JUNE 2022

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
INCOME				
General Purpose Funding	(4,177,066)	(4,177,066)	(4,177,066)	(6,156,662)
Governance	(35,021)	(35,021)	(35,021)	(34,841)
Law, Order & Public Safety	(55,150)	(55,150)	(55,150)	(48,062)
Health	(84,490)	(34,490)	(34,490)	(46,099)
Education & Welfare	(11,120)	(11,120)	(11,120)	(7,237)
Housing	(64,500)	(64,500)	(64,500)	(66,279)
Community Amenities	(216,014)	(236,014)	(236,014)	(244,663)
Recreation & Culture	(1,032,000)	(1,032,000)	(1,032,000)	(43,141)
Transport	(3,862,169)	(3,680,583)	(3,680,583)	(3,151,617)
Economic Services	(59,800)	(67,300)	(67,300)	(136,231)
Other Property & Services	(361,244)	(366,244)	(366,244)	(406,062)
a: TOTAL INCOME	(9,958,574)	(9,759,488)	(9,759,488)	(10,340,893)
OPERATING EXPENSES				
General Purpose Funding	105,726	105,726	105,726	104,333
Governance	550,799	544,799	544,799	393,504
Law, Order & Public Safety	165,592	165,592	165,592	149,378
Health	407,106	392,106	392,106	373,627
Education & Welfare	221,573	171,573	171,573	150,421
Housing	172,364	172,364	172,364	167,894
Community Amenities	530,375	530,375	530,375	525,510
Recreation & Culture	1,689,422	1,677,122	1,677,122	1,613,900
Transport	2,900,038	2,875,038	2,875,038	2,758,562
Economic Services	189,073	189,073	189,073	234,060
Other Property & Services	284,390	417,190	417,190	491,618
b: TOTAL OPERATING EXPENSES	7,216,457	7,240,957	7,240,957	6,962,807
c: NET OPERATING (SURPLUS)/DEFICIT	(2,742,117)	(2,518,531)	(2,518,531)	(3,378,086)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	245,000	245,000	245,000	80,406
Law, Order & Public Safety	-	11,300	11,300	11,223
Health	81,101	81,101	81,101	71,797
Education & Welfare	-	-	-	-
Housing	47,805	47,805	47,805	30,945
Community Amenities	323,431	323,431	323,431	18,144
Recreation & Culture	1,022,758	1,029,758	1,029,758	108,781
Transport	5,220,865	5,011,879	5,011,879	4,282,944
Economic Services	59,915	59,915	59,915	19,382
Other Property & Services	200,000	200,000	200,000	-
d: TOTAL CAPITAL EXPENSES	7,200,875	7,010,189	7,010,189	4,623,622
e: TOTAL OPERATING & CAPITAL	4,458,759	4,491,659	4,491,659	1,245,536

SHIRE OF WONGAN-BALLIDU

ANALYSIS OF NET CURRENT ASSETS AS AT 30 JUNE 2022

NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2020-2021	Original Budget	2021-2022
SURPLUS / (DEFICIT)	1,666,559	52	2,548,984
COMPRISES			
Cash (including reserves)	4,251,107	1,425,747	5,644,252
Current rates	170,583	144,760	138,743
Sundry debtors	168,255	44,564	840,594
Tax receivables	28,294	23,264	93,714
Other debtors	11,882	22,723	8,359
A: SSL debtors (are excluded see D: adj)	35,265	39,089	-
Inventories	31,343	10,541	47,828
Less:			
Reserves	(1,911,869)	(1,396,857)	(2,626,885)
Sundry creditors\Prepaid Income	(669,264)	(29,564)	(1,158,800)
Accrued interest	(4,872)	-	(0)
ESL Levy Owed	(5,395)	-	(8,019)
PAYG/GST Due To ATO	(21,969)	-	(93,481)
B: Other - (are excluded see D: adj)		(5,000)	
LSL Cash backed Reserve	41,739	41,948	41,842
Tax liabilities	(16,602)		20,817
Other - Trust	88		(72)
C: Loan liability (are excluded see D: adj)	(124,515)	(125,470)	(4,928)
Current employee benefits provisions	(406,760)	(287,074)	(399,907)
D: Adjustments (see above A to C)	89,251	91,381	4,928
Surplus / (Deficit) Variance	1,666,559	52	2,548,984
NOTE 1B: CLOSING FUNDS alternate format to Note 1 above	2020-2021	Original Budget	2021-2022
Current assets			
Cash & cash equivalents	4,251,107	1,425,747	5,644,252
Sundry debtors	414,280	274,400	1,081,410
Inventories	31,343	10,541	47,828
Total current assets	4,696,729	1,710,688	6,773,490
Current liabilities			
Creditors/Accounts Payable/Prepaid Income	(718,103)	(29,564)	(1,239,483)
Current loan liability	(124,515)	(125,470)	(4,928)
Provisions	(406,760)	(287,074)	(399,907)
Total current liability	(1,249,378)	(442,108)	(1,644,318)
Net current assets	3,447,351	1,268,580	5,129,172
Less: restricted reserves	(1,911,869)	(1,396,857)	(2,626,885)
Less: SSL principal repayments	(35,265)	(39,089)	-
Add back: Current loan liability	124,515	125,470	4,928
Add back: LSL Cash backed Reserve	41,739	41,948	41,842
Add back: Movement in provisions between current and non-current			
Other - Trust	88	-	(72)
Surplus / (Deficit) Variance	1,666,559	52	2,548,984

SHIRE OF WONGAN-BALLIDU			
RATE SETTING STATEMENT AS AT 30 JUNE 2022			
	2021-2022	2021-2022	2021-2022
	Approved Budget	Current Budget	Year-to-Date Actual
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,115,952)	(1,109,452)	(3,090,990)
Governance	(35,021)	(35,021)	(34,841)
Law, Order & Public Safety	(55,150)	(55,150)	(48,062)
Health	(84,490)	(34,490)	(46,099)
Education & Welfare	(11,120)	(11,120)	(7,237)
Housing	(64,500)	(64,500)	(66,279)
Community Amenities	(216,014)	(236,014)	(244,663)
Recreation & Culture	(1,032,000)	(1,032,000)	(43,141)
Transport	(3,862,169)	(3,680,583)	(3,151,617)
Economic Services	(59,800)	(67,300)	(136,231)
Other Property & Services	(361,244)	(366,244)	(406,062)
A	(6,897,460)	(6,691,874)	(7,275,221)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	105,726	105,726	104,333
Governance	550,799	544,799	393,504
Law, Order & Public Safety	165,592	165,592	149,378
Health	407,106	392,106	373,627
Education & Welfare	221,573	171,573	150,421
Housing	172,364	172,364	167,894
Community Amenities	530,375	530,375	525,510
Recreation & Culture	1,689,422	1,677,122	1,613,900
Transport	2,900,038	2,875,038	2,758,562
Economic Services	189,073	189,073	234,060
Other Property & Services	284,390	417,190	491,618
B	7,216,457	7,240,957	6,962,807
C= A and B	318,997	549,083	(312,414)
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(2,520,170)	(2,520,170)	(2,605,002)
Accruals and Adjustments			(18,658)
Sale of Minor Equipment			2,749
Profit/(Loss) on Asset Sales	(140,802)	(140,802)	(32,279)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings	1,686,931	1,686,931	212,256
Purchase of furniture & equipment	235,000	246,300	91,629
Purchase of motor vehicles	110,000	110,000	107,918
Purchase of plant & machinery	751,000	845,600	719,498
Purchase of other infrastructure	418,139	418,139	220,506
Purchase of roads infrastructure	3,999,805	3,703,219	3,271,814
Proceeds from sale of assets	(196,000)	(246,000)	(274,010)
<u>Financing Activities</u>			
Repayment of Loan Principal	119,587	119,587	119,587
Loan proceeds / refinancing CL to NCL adj	-	-	-
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(35,265)	(35,265)	(35,265)
<u>Reserve Movements</u>			
Transfers to Reserves	1,057,000	1,325,572	1,325,572
Interest paid to Reserves	9,575	9,575	4,587
Transfer from Reserves	(1,302,000)	(1,359,600)	(615,143)
Net Movement in LSL Reserve			(103)
LSL Provision in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(1,450,684)	(1,666,556)	(1,666,556)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(2,548,984)
AMOUNT REQUIRED TO BE RAISED FROM RATES	3,061,114	3,045,614	3,065,672
TOTAL RATES RAISED	3,061,114	3,067,614	3,065,672
(Surplus) / Deficit Variance	-	(22,000)	0

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 30 JUNE 2022

Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class						
Motor Vehicles						
Subaru Outback	19,610	25,000	(5,390)	16,989	26,500	(9,511)
Mazda CX9	34,589	31,000	3,589	31,387	32,727	(1,340)
Plant & Equipment						
JCB Backhoe	123,630	45,000	78,630	115,296	94,556	20,740
Komatsu Grader	158,973	90,000	68,973	139,867	117,477	22,389
Dual Pig Trailer (Howard Porter)	-	5,000	(5,000)			-
Trailers x 3					2,079	(2,079)
Tow Behind Roller					670	(670)
			-			-
TOTAL	336,802	196,000	140,802	303,539	274,010	29,529
By Program						
Governance						
Subaru Outback	19,610	25,000	(5,390)	16,989	26,500	(9,511)
Transport						
Mazda CX9	34,589	31,000	3,589	31,387	32,727	(1,340)
			-	-	-	-
Other Property & Services						
JCB Backhoe	123,630	45,000	78,630	115,296	94,556	20,740
Komatsu Grader	158,973	90,000	68,973	139,867	117,477	22,389
Dual Pig Trailer (Howard Porter)	-	5,000	(5,000)			-
Trailers x 3					2,079	(2,079)
Tow Behind Roller					670	(670)
			-	-	-	-
TOTAL	336,802	196,000	140,802	303,539	274,010	29,529
Motor Vehicle and Plant & Equipment Change Over						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
Subaru Outback	66,000	25,000	41,000	65,835	26,500	39,335
Mazda CX9	44,000	31,000	13,000	42,083	32,727	9,356
			-	-		-
Sub-total	110,000	56,000	54,000	107,918	59,227	48,691
Plant & Equipment						
JCB Backhoe	297,600	45,000	252,600	249,800	94,556	155,244
Komatsu Grader	390,000	90,000	300,000	405,450	117,477	287,973
Dual Pig Trailer (Howard Porter) TK34	50,000	5,000	45,000	50,981		
Skidmount	55,000		55,000	-		-
Gang Mower	7,000		7,000	6,964		
Generator for Tip	6,000		6,000	6,304		
Various Trailer Replacements	40,000		40,000	-		
Sale of Minor Equipment					2,749	2,749
Sub-total	845,600	140,000	705,600	719,498	214,782	443,217
	955,600	196,000	759,600	827,416	274,010	491,907

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 30 JUNE 2022

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Jun 22	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2021	Refinancing	Principal Repayments YTD	Loan Balance @ 30 Jun 22
147	Aged Persons	Ninan House*	Jul-2022		100,000	-	-	-	15,158	-	(9,934)	5,227
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(8,741)	243,798	-	(17,408)	226,390
152	Co-Location Construction	Shire	Dec-2039		2,000,000	(21,243)	-	(35,614)	1,876,706	-	(84,322)	1,792,384
153	Wongan Hills Community Store	Wongan Hills Community Store	Jul-2025		40,000	-	-	(30)	36,058	-	(7,922)	28,136
TOTAL EXISTING LOANS					2,440,000	(21,243)		(44,385)	2,171,720		(119,587)	2,052,136

Shire Loan Summary
 Self Supporting Loan Summary

-	2,000,000	(21,243)	-	(35,614)	1,876,706	-	(84,322)	1,792,384
-	440,000	-	-	(8,771)	295,014	-	(35,265)	259,752

	Loan Balance @ 30 Jun 22	SSL	Shire	Total
Current loan liability	1	1	0	1
Non current liability	(2,052,137)	(259,751)	(1,792,386)	(2,052,137)
Total Loan Liability	(2,052,136)	(259,750)	(1,792,386)	(2,052,136)

SHIRE OF WONGAN - BALLIDU
ANALYSIS OF RESERVE ACCOUNTS AS AT 30 JUNE 2022

Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 30 JUNE 2022					
				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		
Centenary Celebrations Reserve	01925	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Resource Centre Reserve	01989	(37,344)	(37,347)	(187)	-	-	(37,534)	(187)	-	-	(37,534)	(92)	-	-	-	-	(37,439)
Depot Improvement Reserve	01940	(10,546)	(10,546)	(53)	-	-	(10,599)	(53)	-	-	(10,599)	(26)	-	-	-	-	(10,572)
Historical Publications Reserve	01965	(7,108)	(7,108)	(36)	-	-	(7,144)	(36)	-	-	(7,144)	(18)	-	-	-	-	(7,126)
Housing Reserve	01955	(117,862)	(117,871)	(591)	200,000	(245,000)	(163,462)	(591)	200,000	(245,000)	(163,462)	(290)	-	(245,000)	-	-	(363,162)
LSL Reserve	01935	(41,735)	(41,739)	(209)	-	-	(41,948)	(209)	-	-	(41,948)	(103)	-	-	-	-	(41,842)
Special Projects Reserve	01975	(360,900)	(360,929)	(1,809)	30,000	-	(332,737)	(1,809)	70,000	-	(292,737)	(889)	-	-	-	-	(361,818)
Patterson Street JV Housing Reserve	01988	(49,232)	(49,236)	(247)	-	(5,000)	(54,482)	(247)	-	(5,000)	(54,482)	(121)	-	(5,000)	-	-	(54,357)
Plant Reserve	01945	(594,288)	(594,336)	(2,978)	641,000	(740,000)	(696,314)	(2,978)	658,600	(740,000)	(678,714)	(1,464)	489,158	(740,000)	-	-	(846,642)
Quinlan Street JV Housing Reserve	01987	(49,788)	(49,792)	(250)	-	(5,000)	(55,041)	(250)	-	(5,000)	(55,041)	(123)	-	(5,000)	-	-	(54,915)
Stickland JV Housing Reserve	01986	(53,446)	(53,450)	(268)	-	(5,000)	(58,718)	(268)	-	(5,000)	(58,718)	(132)	-	(5,000)	-	-	(58,582)
Swimming Pool Reserve	01970	(63,993)	(63,998)	(321)	49,000	-	(15,318)	(321)	49,000	-	(15,318)	(158)	-	-	-	-	(64,155)
Waste Management Reserve	01920	(50,239)	(50,243)	(252)	-	(5,000)	(55,494)	(252)	-	(5,000)	(55,494)	(124)	-	(5,000)	-	-	(55,366)
WH Industrial/LIA Park Reserve	01985	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sporting Co-Location Reserve	01990	(425,241)	(425,275)	(2,126)	331,750	-	(95,651)	(2,126)	331,750	(218,572)	(314,223)	(1,048)	75,985	(218,572)	-	-	(568,910)
Doctors Subsidy Reserve	01991	(50,000)	(50,000)	(250)	50,250	-	-	(250)	50,250	-	-	-	50,000	-	-	-	-
IT Replacement Reserve	01992	-	-	-	-	(52,000)	(52,000)	-	-	(102,000)	(102,000)	-	-	(102,000)	-	-	(102,000)
TOTALS		(1,911,722)	(1,911,869)	(9,575)	1,302,000	(1,057,000)	(1,676,444)	(9,575)	1,359,600	(1,325,572)	(1,887,416)	(4,587)	615,143	(1,325,572)	-	-	(2,626,885)

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATIONS FOR 30 JUNE 2022

	Total	Municipal (01106+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	6,162,869.47	4,194,628.72	51,659.95	1,915,730.80	850.00
Add:					
Receipts	546,408.88	545,683.78		725.10	
Adjustment	-				
Transfers In/(Out)	-	(710,429.00)		710,429.00	
Transfers In/(Out)	-	10,910.39	(10,910.39)		
	-				
Less:					
Payments - EFT & Cheques	(1,023,840.10)	(1,023,840.10)			
Payments - Bank Fees	(436.59)	(436.59)			
Adjustments & Transfers	-				
	-				
Balance as per General Ledger	5,685,001.66	3,016,517.20	40,749.56	2,626,884.90	850.00
Balance as per Bank Statements	234,357.79	193,608.23	40,749.56		
Balance as per Bank Deposit Certificates	2,626,884.87	-		2,626,884.87	
Balance as per Holder Certificates	2,821,319.83	2,820,469.83			850.00
Add:					
Outstanding Deposits	2,439.14	2,439.14			
Adjustments - Unallocated deposits	-	-			
	-				
Less:					
Unpresented Payments	-	-			
	-				
Adjustments & Transfers	0.03			0.03	
Rounding	-				
Balance as per Cash Book	5,685,001.66	3,016,517.20	40,749.56	2,626,884.90	850.00

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 30 JUNE 2022

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity date	Particulars	From	To	Days	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
4705-91546	ANZ Online Saver Account			7/11/2018	15/12/2021		\$ 879,888.79	\$ (880,239.98)	\$ 351.19	\$ 0.00	\$ 351.19
Total of matured municipal investments							\$ 879,888.79	\$ (880,239.98)	\$ 351.19	\$ 0.00	\$ 351.19

Current Municipal Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160485	Westpac Online Saver Account		6/10/2021				\$ 3,000,000.00	\$ (180,189.02)	\$ 658.85	\$ 2,820,469.83	\$ 658.85
Total of current municipal investments							\$ 3,000,000.00	\$ (180,189.02)	\$ 658.85	\$ 2,820,469.83	\$ 658.85

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity date	Particulars	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9788-42609	Term Deposit		5/08/2021	5/09/2021	30	0.10%	\$ 560,961.98	\$ (561,054.19)	\$ 92.21	\$ 0.00	\$ 92.21	
9202-06415	Term Deposit		31/07/2021	31/08/2021	30	0.10%	\$ 502,200.37	\$ (502,286.36)	\$ 85.99	\$ 0.00	\$ 85.99	
9789-82644	Term Deposit		3/04/2021	3/10/2021	183	0.10%	\$ 88,091.68	\$ (88,135.84)	\$ 44.16	\$ (0.00)	\$ 44.16	
2527-63397	ANZ Reserve Saver						\$ 760,614.93	\$ (762,606.21)	\$ 1,991.28	\$ (0.00)	\$ 1,991.28	
Total of matured reserve investments							\$ 1,911,868.96	\$ (1,914,082.60)	\$ 2,213.64	\$ 0.00	\$ 2,213.64	

Current Reserve Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
036-177 160629	Westpac Reserve Saver						\$ 500,000.00	\$ 2,124,416.80	\$ 2,468.10	\$ 2,626,884.90	\$ 2,468.10
Total of reserve investments and cash							\$ 500,000.00	\$ 2,124,416.80	\$ 2,468.10	\$ 2,626,884.90	\$ 2,468.10

Total of matured municipal and reserve investment							\$ 2,791,757.75	\$ (2,794,322.58)	\$ 2,564.83	\$ 0.00	\$ 2,564.83
Total of current municipal and reserve investment and cash							\$ 3,500,000.00	\$ 1,944,227.78	\$ 3,126.95	\$ 5,447,354.73	\$ 3,126.95

SHIRE OF WONGAN - BALLIDU RATES AND CHARGES OUTSTANDING 30 JUNE 2022				
		Rates and Charges Raised for 2021/2022	\$ 3,334,751.95	Rates and service charges - raised 30.7.21
Rates and Charges Outstanding Breakdown				
Total Amount Outstanding		30.6.22	\$ 53,791.60	2%
Outstanding same time last year		30.6.21	\$ (93,900.92)	-3%
SUNDRY DEBTORS OUTSTANDING 30 JUNE 2022				
Debtors Ageing Summary				
Current			\$ 745,705.96	
30 Days			\$ 27,972.06	
60 Days			\$ -	
90 Days & Over			\$ 74,826.25	
Credit Balance			\$ (7,910.45)	
Total Outstanding			\$ 840,593.82	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation
30/06/2021	1382	Refund	\$ 72,290.40	Copy sent - Refer ST
11/11/2021	298	Water Charges	\$ 686.45	
14/02/2022	1519	Private Works	\$ 521.15	Being paid in instalments - original invocie \$2021.15
Total			\$ 74,826.25	

9.2.3 POLICY REVIEWS – FINANCE AND ADMINISTRATION

FILE REFERENCE:**REPORT DATE:** 16 July 2022**APPLICANT/PROPONENT:** N/A**OFFICER DISCLOSURE OF INTEREST:** Nil**PREVIOUS MEETING REFERENCES:****AUTHOR:** Sam Dolzadelli, Deputy Chief Executive Officer**ATTACHMENTS:**
1.1 Bushfire
1.5 Shire Motor Vehicle Registration Plates
1.9 Record Keeping Plan**PURPOSE OF REPORT:**

The purpose of this report is to present sufficient information to Council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

In accordance with Council's Policy Review Process, the entire policy manual is to be reviewed at least bi-annually.

COMMENT:

The Chief Executive Officer is responsible for the co-ordination of this review. The policies have been distributed to Council review and recommendations to amend or adopt the policy were noted at Informal Council Meeting held on 25 May 2022.

With those policies pertaining to Administration & Financial Services, a rigorous review of all policies will be conducted over a six (6) month period, which would involve at addressing specific policies every month.

The policies selected for the July 2022 review are:

- 1.1 Bushfire
- 1.5 Shire Motor Vehicle Registration Plates
- 1.9 Record Keeping Plan

The above policies are to be amended or adopted as is as set out by Council and outlined as below:

1.1 Bushfire
No changes to policy. This policy meets the requirements of Council.

1.5 Shire Motor Vehicle Registration Plates
Minor changes to update registration plate numbers and administration staff. This policy meets the requirements of Council.

1.9 Record Keeping
No changes to policy. This policy meets the requirements of Council.

POLICY REQUIREMENTS:

The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed in its entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of Council and the Chief Executive Officer.

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

OFFICER RECOMMENDATION:

That Council:

1. ADOPT the following polices without variation:
 - 1.1 Bushfire
 - 1.9 Record Keeping Plan

2. ADOPT the following polices without variation:
 - 1.5 Shire Motor Vehicle Registration Plates

1.1 Bushfire

Policy Owner:	Administration
Person Responsible:	Chief Executive Officer
Date of Adoption:	17 November 2005
Adoption Resolution:	181105
Date of Last Amendment:	22 February 2017, as per Council Resolution 090217

OBJECTIVE

To promote the establishment and maintenance of a bush fire organisation in accordance with part IV of the *Bush Fires Act 1954* in order to provide adequate fire protection of those areas of Wongan-Ballidu Shire within the Bush Fire District and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.

POLICY

See appendix

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer and the Chief Executive Officer are responsible for the implementation of this Policy.

1. POLICY STATEMENT

The policy of the Council of the Shire of Wongan-Ballidu is to promote the establishment and maintenance of a bush fire organization in accordance with part IV of the *Bush Fires Act 1954* in order to provide adequate fire protection of those areas of Wongan-Ballidu Shire within the Bush Fire District and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.

This policy may be reviewed as required.

2. POLICY CONTENTS

2.1. INTERPRETATION

2.1.1. Chief Executive Officer – is the Chief Executive Officer of the Shire of Wongan-Ballidu

2.1.2. DCEO/ Manager, Administration & Financial Services – is the DCEO/Manager, Administration & Financial Services of the Shire of Wongan-Ballidu

2.1.3. Manager Works and Services – is the Manager of Work and Services of the Shire

2.2. WONGAN-BALLIDU BUSHFIRE ADVISORY COMMITTEE

Council may form a Committee of Council in accordance with section 5.8 of the *Local Government Act 1995* to administer Council's Policies on matters relating to bush fire prevention, control and extinguishment.

OR,

Council may form a Bushfire Advisory Committee to administer Council's Policies on matters relating to bush fire prevention, control and extinguishment, as provided by Section 67 of the

Bush Fires Act 1954.

2.3. ADMINISTRATION

- a) The Shire of Wongan-Ballidu shall promote the requirement of the *Bush Fires Act 1954*.
- b) The Wongan-Ballidu Bushfire Advisory Committee will be responsible for administering the provisions of the *Bush Fires Act 1954* where applicable and the Shire Bush Fire Policy.
- c) The Council authorises the Chief Executive Officer or in his/her absence the DCEO/Manager, Administration & Financial Services or in his/her absence the Manager Works & Services upon request from the Officer-In-Charge of the Bush Fire to: -
 - Call out or authorise the use of Shire vehicles, plant and equipment other than that normally used exclusively for firefighting or control.
 - Hire or use, or authorise the hire or use of privately owned vehicles plant or equipment or expend monies from the Municipal Fund to a maximum cost that will from time to time be determined by Council.
- d) The Shire President may expend funds in an emergency in accordance with Section 6.8 (1) (c) *Local Government Act 1995*

Infringement Notices

Only persons authorised to do so by the Shire of Wongan-Ballidu may issue Infringement Notices for Offences under the *Bush Fires Act 1954* and that authority once given, shall remain in force until such time as it is revoked by the Shire.

Firebreak Orders

The Council will forward a copy of its Firebreak Order no later than August 31 each year to all owners and occupiers of land within its district.

After October 13 an Infringement Notice carrying a penalty as per section 33 of the Bush Fires Act 1954 may be served on owners or occupiers of land who have not complied with the Shire's firebreak requirements and compulsory firebreaks may be installed at the owners or occupiers' expense.

Fire Occurrence Statistics

The Chief Bush Fire Control Officer will submit fire reports on the forms provided by Council, to the Manager, Administration & Financial Services and to the Bush Fires Board District Liaison Officer as soon as possible.

2.4. BUSHFIRE CONTROL

2.4.1. Roadside Burning

Persons wishing to carry out roadside burning on roads under Council control must make application to the Shire of Wongan-Ballidu. Upon application an inspection will be carried out by the Manager Works & Services, the Chief Bush Fire Control Officer or the area Bush Fire Control Officer and the applicant. A permit may then only be issued by the area Bush Fire Control Officer.

All roadside burns are to be the direct responsibility of the Bush Fire Brigade or Bush Fire Control Officer in the area.

Signs indicating "Roadside Burning Ahead" are to be erected at both ends of the controlled burn.

Approval to burn on Main Roads controlled roads is to be given only after consultation between the Main Roads and the Shire of Wongan Ballidu.

2.4.2. Prohibited and Restricted Burning Times

Restricted Burning Periods

The restricted burning periods within the Shire are normally:

October 13 to November 14

February 14 to March 31

Prohibited Burning Periods

The prohibited burning period within the Shire is normally:

November 15 to February 13

Variations to either prohibited or restricted burning times or conditions may be authorised by the Shire of Wongan-Ballidu. In addition to the statutory requirements of Sections 17 and 18 of the *Bush Fires Act 1954* the Chief Executive Officer shall notify the Bush Fire Control Officers of any such variations as well as advising the public through 6AM Northam and ABC Regional Radio.

2.4.3. Burning of Rubbish Tips

Council rubbish tips are located at;

1. Wongan Hills Reserve 41244 Wongan Hills Koorda Rd
2. Ballidu Reserve 28108 Ranger Rd
3. Cadoux Freehold Lot 1 of Location Number 3868

2.4.4. Fire Prevention at Tips

- a) A perimeter strip of 20 metres to be cleared around the areas of rubbish by spraying or other suitable method prior to the prohibited burning period each year.
- b) To minimise fire danger during summer, firing of the rubbish areas is to be carried out prior to the prohibited burning period each year.

2.4.5. Burning During Prohibited Burning Time

- c) Rubbish tips should not be burnt during this time except in cases of absolute necessity.
- d) On these occasions Ministerial exemption as required under Section 25D of the *Bush Fires Act 1954* should be obtained.
- e) Fires started by accident, vandals or internal combustion should be extinguished and/or made safe as quickly as possible.

2.4.6. Burning at Other Times

Rubbish tips to be burnt only when conditions are suitable. Sufficient firefighting personnel, including a Bush Fire Control Officer to be on hand until the fire is under control.

2.4.7. Prosecutions and Fire Reports

Bush Fire Control Officers may recommend prosecution when submitting Fire Reports, in the knowledge that they will be called upon to give evidence.

2.4.8. Firebreaks

The Chief Executive Officer or the relevant Bush Fire Control Officer is authorised to approve or reject applications from landowners for reasonable extensions of time in which firebreaks are to be provided and to approve or reject requests for approval to provide firebreaks in alternative positions. The Chief Executive Officer is to be advised in writing of the approval to provide fire breaks in an alternative position.

Bush Fire Control Officers may notify the Chief Executive Officer or Chief Bush Fire Control Officer when it has been observed that fire breaks have not been constructed in accordance with Council's Firebreak Order.

2.4.9. Burning Off

Sunday Burning – Burning of bush is not permitted on any Sunday occurring during the Restricted or Prohibited Burning Times.

Public Holidays – Burning of Bush is not permitted to be carried out on any Public Holiday occurring during the Restricted or Prohibited Burning Times.

Permits to Burn Bush

- Bush Fire Control Officers to issue permits for their brigade areas.
- Permits to burn are for a maximum of twenty-one (21) days only.

2.4.10. Hazard Reduction Operations

All hazard reduction operations undertaken by a Bush Fire Brigade shall be authorised by the Shire.

2.4.11. Movement Bans

Movement bans to cover the whole Shire are to be imposed by the Manager, Administration & Financial Services or Chief Bush Fire Control Officer after phone calls or two-way radio contact with Bush Fire Control Officers to obtain consensus of opinion. The rural section of the ABC and 6AM Northam Radio are to be advised for broadcasting to the public.

Text messaging using Telstra Desktop messaging will be sent to all persons who have nominated to be on the harvest contact list.

Harvesting on Sundays and Public Holidays – Harvesting is permitted on all Sundays and Public Holidays other than Christmas Day, Boxing Day and New Year's Day, except where a movement ban is imposed due to extreme weather conditions. This ban takes precedence at all times.

2.4.12. Fire Fighting Equipment

The Shire may provide and maintain firefighting appliances and equipment pursuant to the powers conferred under Section 36 of the Bush Fires Act 1954.

Maintenance and repair of all Shire owned appliance will be the responsibility of Council.

All replacement parts or equipment for Shire owned appliances will be purchased on an Official Council Order.

Any damage to Shire appliances or equipment shall be reported to Council as soon as practicable after the damage has occurred.

The Council will be responsible for maintaining Shire owned fire-fighting appliances in a roadworthy condition.

The Bush Fire Brigade is responsible for:

- Ensuring that the battery, tyres, water, oil and fuel of the Shire Fire Fighting appliance are checked regularly.
- Firefighting appliances allocated to Volunteer Bush Fire Brigades will be stationed at the Brigade Headquarters or other location nominated in writing by the Brigade and agreed to by the Chief Executive Officer.
- No Shire fire-fighting appliance shall be relocated from the Brigade Headquarters or other nominated location by any persons without the Brigade Captain or another Officer of the Brigade being advised in writing of the intended location of appliances.

The Brigade will at all times keep the Manager, Administration & Financial Services informed of any changes of the day to day location and operational status of the brigade appliances.

The driver of any Shire firefighting appliances will hold a current driver's license of the class appropriate for the appliance being driven and be either:

- a) A Council employee
- b) A registered member of the Volunteer Bush Fire Brigade
- c) Any persons authorised by the Chief Executive Officer or Bush Fire Control Officer to do so.

The driver of a Shire firefighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those applying to emergency vehicles.

2.4.13. SAFETY CLOTHING AND FOOTWEAR

The Shire will seek to ensure that fire fighters wear protective clothing as recommended by the FESA Standard Operating Procedures.

2.4.14. COMMUNICATIONS

An efficient two-way radio network will be progressively established and maintained for firefighting communications as recommended by FESA.

2.4.15. INSURANCES

The Shire will obtain and keep a policy of insurance for fire fighters and equipment as provided pursuant to Section 37 of the Bush Fires Act 1954, which will cover personnel, equipment and vehicles whilst engaged on authorised activities.

2.4.16. STANDARD OPERATING PROCEDURES

The Standard Operating Procedures as prepared and amended from time to time by the FESA and as adopted by Council forms part of this Policy Document.

2.4.17. POLICY ON SAFETY AND HEALTH IN RELATION TO VOLUNTEER BUSH FIRE FIGHTERS

The Council of the Shire of Wongan-Ballidu recognises the extremely valuable contribution to the community by the Bush Fire Volunteers.

It is the policy of Council to ensure that Bush Fire Volunteers are provided with safe working equipment, the safest work system practical, and to minimise the frequency of accidents and injury.

Council recognises that both the Shire and Bush Fire Volunteers have a responsibility for safety and health.

3. COUNCIL RESPONSIBILITIES

Through Council's Bushfire Advisory Committee all practical efforts will be made to:

- Instruct Bush Fire Volunteers in safe working practices.
- Ensure that Brigade owned equipment is in a safe working order.
- Require the use of a proper standard of protective clothing and equipment appropriate to the task.
- Ensure that volunteers have ready access to first aid facilities.
- Investigate accidents and possible safety and health risk and take appropriate remedial action.
- Provide a mechanism for joint Shire/FESA/Volunteer consultation on safety matters.
- Review the effectiveness of Bush Fire Volunteer training, safety and health policies as necessary.

4. VOLUNTEER RESPONSIBILITIES

1. To maintain a reasonable standard of physical fitness.
2. To acquaint themselves with safe working procedures.
3. To identify safety and health hazards and report these to senior officers.
4. To observe safe working procedures and avoid unnecessary risks and be responsible for their own safety.
5. To ensure that they dress appropriately for firefighting and make proper use of personal protective equipment whenever necessary and when required to do so.

Council acknowledges that the occupational risks inherent in firefighting and other emergency duties undertaken by Bush Fire Volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however, it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to Bush Fire Volunteers, both on the fire ground and in the performance of all other duties.

5. RESPONSE TO HAZARDOUS MATERIAL FIRES

IT CANNOT BE STRESSED TOO STRONGLY THAT TO ACT WITHOUT SPECIALIST ADVICE IS DANGEROUS.

Priorities for Action:

1. Dial 000 – enact Fire and Rescue
2. To provide an initial report of the incident to the Shire of Wongan-Ballidu.
3. To extinguish bush fires that are associated with the incident if it is safe to do so.
4. To assist the Police where possible to render the situation safe.
5. To provide fire protection in the recovery phase. To provide a fire report on the incident at the conclusion.

Reports are important and must be furnished without delay so that specialist advice on how the incident must be handled with safety can be obtained.

Reports must contain information of the location of the fire, volume and direction of the smoke plume, suspected hazardous material involved and details of firefighting equipment available on site.

Reports must be made to the Shire of Wongan-Ballidu who will pass the information to the Police (who will assume control of the incident) to the Western Australian Fire Brigades Board and the Department of Environmental Protection (who will provide specialist advice) and to the Bush Fires Board Perth (who will arrange firefighting support as required).

EACH FIRE IS A SEPARATE EVENT TO BE JUDGED ON THE CIRCUMSTANCES THAT SURROUND IT. THEREFORE, EXPERIENCED PROFESSIONAL HELP SHOULD ALWAYS BE SOUGHT AT AN EARLY STAGE TO ENSURE A SAFE AND PROPER RESPONSE.

6. BRIGADE STRUCTURE

6.1. Chief Bush Fire Control Officer

A Chief Bush Fire Control Officer has the following specific functions:

- a) to ensure the Advisory Committee prepares and maintains an Incident Response Plan
- b) to ensure that in the event of a fire or emergency requiring a multi brigade response –
 - i. forward command in the field is established
 - ii. subject to the Act and the direction of the Shire of Wongan-Ballidu, co-ordination and control of the operations of the Brigades is taking place
 - iii. persons who volunteer to assist in fighting the fire or dealing with the emergency are properly tasked
 - iv. liaison with other Chief Bush Fire Control Officers in adjacent areas and any other relevant Officer is occurring
- c) manage, control and co-ordinate all the operations, training and activities of the Brigades in accordance with the powers and duties of the Act, Standard Operations Procedures, this Constitution and directions, guidelines and policies of the Shire and Board.
- d) Act as official spokesperson for and on behalf of the Advisory Committee and Brigades.

6.2. Deputy Chief Bush Fire Control Officer

A Deputy Chief Bush Fire Control Officer must assist the Chief Bush Fire Control Officer in the performance of his or her functions and in the absence of the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer shall assume the functions and responsibilities of the Chief Bush Fire Control Officer.

6.3. Training Officer

A Training Officer manages the Brigades Training Programs and is responsible subject to the control and direction of the Chief Bush Fire Control Officer for the following specific functions:

- a) to prepare annual training plan for the Brigades and to organise regular training sessions and exercises, to test individual Brigade and combined brigades' performance and encourage co-operation with fire-fighters with other services and emergency operations.
- b) to ensure that members of the Brigades are:
 - i. trained in accordance with courses approved by the Fire & Emergency Services Authority;
 - ii. assessed to standards approved by the Fire & Emergency Services Authority.
- c) to encourage members of the Brigades to become qualified volunteer instructors.
- d) To represent the Shire at any meeting of training officers held on a regional basis.
- e) To undertake any function assigned by the Shire.

6.4. Administration Officer

A Group Administration Officer is the DCEO/Manager Administration & Financial Services or other nominated person and is responsible subject to the control and direction of the Chief Executive Officer for the following specific functions:

- a) to organise any meeting of the Advisory Committee
- b) to give notice of any meeting to the Advisory Committee members
- c) To prepare an agenda and take minutes for any meeting of the Advisory Committee
- d) To keep Advisory Committee records and to send and receive Advisory Committee correspondence.
- e) To disseminate information to Brigades.
- f) To manage the financial affairs of the Advisory Committee.
- g) To keep financial records in accordance with the ESL requirements.
- h) To liaise with the Administrative Officers of the Brigades in the Group.
- i) To undertake any other function assigned by the Chief Executive Officer.

6.5. Bush Fire Control Officer

The Bush Fire Control Officer is a person who has been nominated by their Brigade through the Advisory Committee and appointed by Council.

The appointment must be notified to the Fire & Emergency Services Authority for publication. The Shire will arrange publication in the Government Gazette and in a newspaper circulating in the Shire.

He / She has wide powers and is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

He / She is a voluntary worker who gives his / her time in furthering the aims of fire prevention and control within the Shire.

The only reward is the satisfaction gained in performing a service of the greatest importance to the individual and community.

His / her duties vary considerably from time to time, but the following is an outline of the duties he / she may be expected to carry out:

- a) To attend Advisory Committee meetings as necessary and participate in the formulation of Policies.
- b) To carry out inspections of firebreaks in his Brigade area and advise the Chief Bush Fire Control Officer or Chief Executive Officer of any non-compliance with the Firebreak Order.
- c) To prevent bush fires and protect life and property in the case of an outbreak of a bush fire.
- d) To demand the name and address of any person committing an offence against the Act and to report such action to the Chief Executive Officer. Any persons refusing to give his name to a Bush Fire Control Officer may be arrested without warrant, under Section 56(2) of the *Bush Fires Act 1954*.
- e) To notify the Shire Office of the details of a permit to burn as soon as practical after issuing the permit.
- f) To undertake other Bush Fire Control related matters as directed by Council.
- g) Issue permits in accordance with the *Bush Fire Act 1954*.

6.6. Volunteer Bush Fire Brigades

Bush Fire Brigades may be established and maintained in the various fire areas providing proper and adequate fire protection.

- a) The Shire will encourage members of the Volunteer Bush Fire Brigades to participate in training programmes offered by the Shire and the Fire & Emergency Services Authority.
- b) The Manager, Administration & Financial Services is authorised to approve and record applications for enrolments as Fire Fighting Members, without reference to the Group Fire Management Advisory Committee.

7. BRIGADE STRUCTURE

7.1. Bush Fire Brigade Officers

7.1.1. The Captain

- a) Is in charge of all fire fighters and members of his or her Brigade.
- b) Will obey all lawful directions of the Chief Fire Control Officer on a fire ground.
- c) Is responsible for the safety and wellbeing of all personnel under his control when involved in any Bush Fires activities.
- d) Is responsible for the co-ordination of Brigade Resources in fire related matters.
- e) Needs to be aware of the Brigades area of responsibility, high-risk areas, firebreaks access, water supplies and major landowners.
- f) Needs to be aware of the Brigade members skills and abilities and be able to co-ordinate these skills and abilities.

- g) Shall have the ability to liaise with adjoining Brigades and ensure best use of the Brigade and its resources.
- h) May be required to assume the duties and responsibilities of a Bush Fire Control Officer in the absence of the Bush Fire Control Officer.

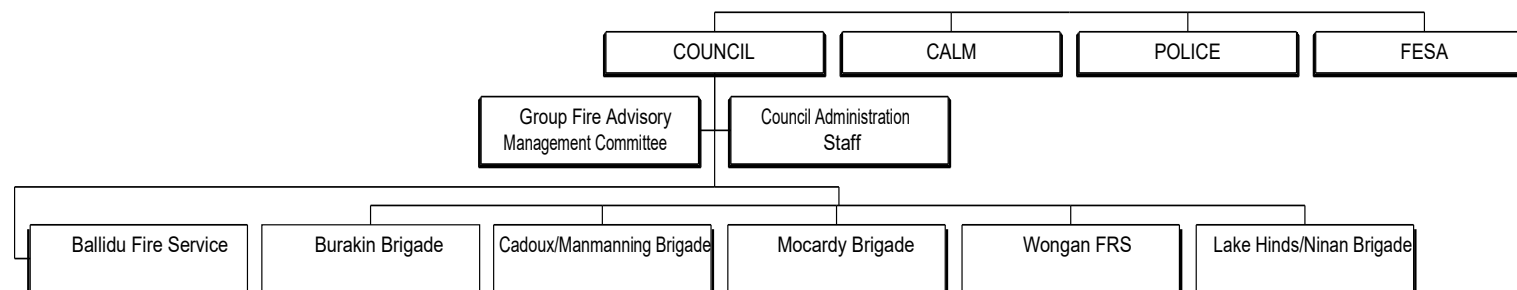
7.2. Lieutenants

- a) Are responsible for the crew and fire equipment in their charge.
- b) Will assume the duties and responsibilities of the Captain in order of seniority in the Captain's absence.
- c) Will carry out instructions given by the Captain
- d) Will carry out instructions given by Bush Fire Control Officer in the absence of the Captain on a Fire Ground.
- e) Will ensure the crew act in a safe manner to minimise danger.

7.3. Fire Fighters

- a) Training for Brigade members engaged in fire suppression, hazard reduction or any authorised activity must be in accordance with Brigades constitution /objectives and Shire of Wongan-Ballidu Bush Fire Policy.
- b) Brigade members are to ensure that they are physically fit carry out the tasks allocated to them and their actions will not jeopardise the safety of fellow members.
- c) As far as possible Brigade members are to carry out any instructions given by the Captain, Lieutenants or on a fire ground a Bush Fire Brigade Officer
- d) Brigade members make a valuable contribution to the Brigade and the community and need to have a commitment to Local and District Fire Protection.
- e) Brigade members should acquaint themselves with Council's Bush Fire Policy and Protection Plans.

OPERATION FLOW CHART – BUSH FIRE SERVICES IN THE SHIRE



Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

ACTION CARD 1

SHIRE OF WONGAN-BALLIDU

ACTION PROCEDURES DURING WORKING HOURS

1. Shire Office is to be notified of the fire by a responsible Brigade or person.
2. Where possible at least two Brigade members are to proceed to the scene of the fire. The Senior Brigade Member is responsible for the safety of his crew.
3. Assess situation and report to Shire Office on:

Telephone:(08) 9671 1011

Facsimile: (08) 9671 1230

Bush Fire Radio: Channel 36

Manager Works & Services: 0439 469 014

4. If the size and potential of the fire requires more than one Brigade, the Chief Bush Fire Control Officer (or his Deputy) has a procedure to follow. (See Action Card 4)
 - a. If an "extreme" or "very high" fire danger forecast has been issued for the district, then advise DFES Northam on:

Telephone: (08) 9690 2300

Facsimile: 1800 207 627 (toll free)

ACTION CARD 2

SHIRE OF WONGAN-BALLIDU

AFTER HOURS FIRE CALL OUT PROCEDURES

To be developed

ACTION CARD 3

SHIRE OF WONGAN-BALLIDU

FIRE CONTROL HEADQUARTERS (SHIRE OFFICE)

ACTION PROCEDURES

In a large fire situation, the Manager, Administration & Financial Services or the person nominated by the Manager Administration & Financial Services (in their absence) will activate fire control headquarters at the Shire Office or alternative suitable base and:

1. Inform the Brigades, implement call-out procedures
2. Inform the Chief Executive Officer
3. Inform adjoining Local Authorities as necessary
4. Inform WA Police, Wongan Hills as necessary
5. Inform DFES Northam Duty Officer on
6. Telephone: 1800 207 627 24 hrs/day in fire season as necessary
7. Inform involved Government bodies as necessary
8. Maintain his radio on Channel

SUPPLY

1. Obtain list of requirements for mutual aid or reinforcements
2. Obtain and dispatch resources according to priorities
3. Provide feeding and general welfare as required
4. Contact by telephone:

COMMUNICATIONS

1. Maintain communications by best available means, eg. Telephone or radio at fire face.

ACTION CARD 4

SHIRE OF WONGAN-BALLIDU

DEPUTIES OF CHIEF/DEPUTY BUSH FIRE CONTROL OFFICER

ACTION PROCEDURES

1. CONTROL

- 1.1 Co-ordinate and control operations from base when necessary
- 1.2 Take charge of the fire situation if necessary
- 1.3 Establish a control and communication point at or near the fire, ensure establishment of assembly area for incoming assistance
- 1.4 Arrange for reconnaissance to be carried out and access PRIORITIES and decide tactics
- 1.5 Allocate sectors of responsibility, brief and allocate resources as required to sectors
- 1.6 Forecast fire spread and assess the potential needs, request mutual aid
- 1.7 Roster relief personnel

1.5 Shire Motor Vehicle Registration Plates

Policy Owner:	Administration
Person Responsible:	Chief Executive Officer
Date of Adoption:	4 April 2005
Adoption Resolution:	8.1.05/06
Date of Last Amendment:	

OBJECTIVE

To recognise Shire operated and owned vehicles and promote the Shire within the district and beyond.

POLICY

In order to retain low numbered MV registration plates within and for the Shire, Council retain and/or transfer to Council owned vehicles, all existing registration plates currently registered in Councils' name.

The following registration plates will be issued to the vehicles under the care and control of the following administration staff.

WB0	Chief Executive Officer
WB1	Chief Executive Officer
WB2	Deputy Chief Executive Officer
WB05	Chief Executive Officer - Office Pool Car
WB007	Manager Works and Services

That the Community Resource Centre be authorised to market, sell or auction District Reversed Plates – Special Series and proceeds shall be retained by the Community Resource Centre.

Council will meet costs associated with changing registration plates.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for implementing and applying this policy.

1.9 Record Keeping

Policy Owner:	Administration
Person Responsible:	Chief Executive Officer
Date of Adoption:	23 February 2022
Adoption Resolution:	
Date of Last Amendment:	5 August 2016

OBJECTIVE

The purpose of the Shire's Record Keeping Policy is to define the principles that underpin the Shire's records keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

POLICY

This policy applies to all government records created or received by a Shire of Wongan-Ballidu (the Shire) employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire, regardless of their physical format, storage location or date of creation.

The Shire recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during business (including those from outsourced bodies or contractors) is vested in the Shire.

- *Elected Members:* All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.
- *Chief Executive Officer:* The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- *Managers:* All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.
- *All Staff:* All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

Creation of Records

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture and Control of Records

All records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are

managed in accordance with sound record keeping principles.

Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, Retention and Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

9.2.4 RATE EXEMPTIONS YEAR ENDED 30 JUNE 2023

FILE REFERENCE:	R3.7
REPORT DATE:	21 July 2022
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sam Dolzadelli, Deputy Chief Executive Officer
ATTACHMENTS:	

PURPOSE OF REPORT:

To confirm the rating exemptions that will apply for the Financial Year ended 30 June 2023.

BACKGROUND:

Council wishes to assist Not for Profit associations occupying Council land in meeting their objectives.

COMMENT:

The Minister for Local Government approval will be necessary for exempting the Sports Council owned land.

The result will be that land is treated the same whether it be for charitable purposes or Not for Profit sporting and cultural purposes.

POLICY REQUIREMENTS:

Recreational, Sporting and Not for Profit Associations – Rate Rebate.

LEGISLATIVE REQUIREMENTS:

Section 6.26 of the Act stipulates that all land within a district is rateable land, except in certain circumstances, including:

- (2) (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood;*
- (e) land used exclusively by a religious body as a school for the religious instruction of children;*
- (g) land used exclusively for charitable purposes;*
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS

Rating Exemptions will reduce the Shire's rateable income by approximately \$30,000.00. This has been incorporated into the 2022/2023 annual budget.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council

CONFIRM the following rate exemptions will apply for the financial year ended 30 June 2023:

A1134 Ballidu Contemporary Arts Society
A1135 Ballidu Contemporary Arts Society Gallery
A359 Ballidu Hall
A1332 CWA Land, Kondut
A266 Kondut Sports Council Hall
A434 St Johns Ambulance
A470 Wongan-Ballidu Aged Persons Homes – Units
A440 Wongan-Ballidu Aged Persons Homes – Units
A421 Wongan-Ballidu Aged Persons Homes – Units
A409 Scout Association – former Scout Hall, Hospital Road vacant land
A379 Ballidu Sports Council buildings, recreation assets and farm land (on Council reserve)
A356 Kondut Sports Council cropping land (Rates pa Nil)
A1359 Cadoux Sports Council farm land (Rates pa Nil)
A1351 Cadoux Sports Council vacant land (Rates pa Nil)
A1279 Wongan Hills Sports Council farm land (Rates pa Nil)
A82 Wongan Hills Sports Council farm land (Rates pa Nil)
A336 Wongan Hills Sports Council farm land (Rates pa Nil)
A801 Kanyana – Shop (S6.26 (g) LGA) (Rates pa Nil)
A372 Cadoux Sportsgrounds and facilities
A1221 Wongan Hills Sportsgrounds, Golf Course and facilities
A813 Cubby House Child Care Building, Stickland Street, Wongan Hills
A616 WONGAN COMMUNITY STORE, FENTON PLACE, WONGAN HILLS

9.3 WORKS AND SERVICES

Nil

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL P523 – PROPOSED SHIPPING CONTAINER FOR THE USE OF STORAGE AT 25 FENTON PLACE, WONGAN HILLS

FILE REFERENCE:	A616/P523
REPORT DATE:	4 July 2022
APPLICANT/PROPONENT:	Wongan Community Store Inc
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

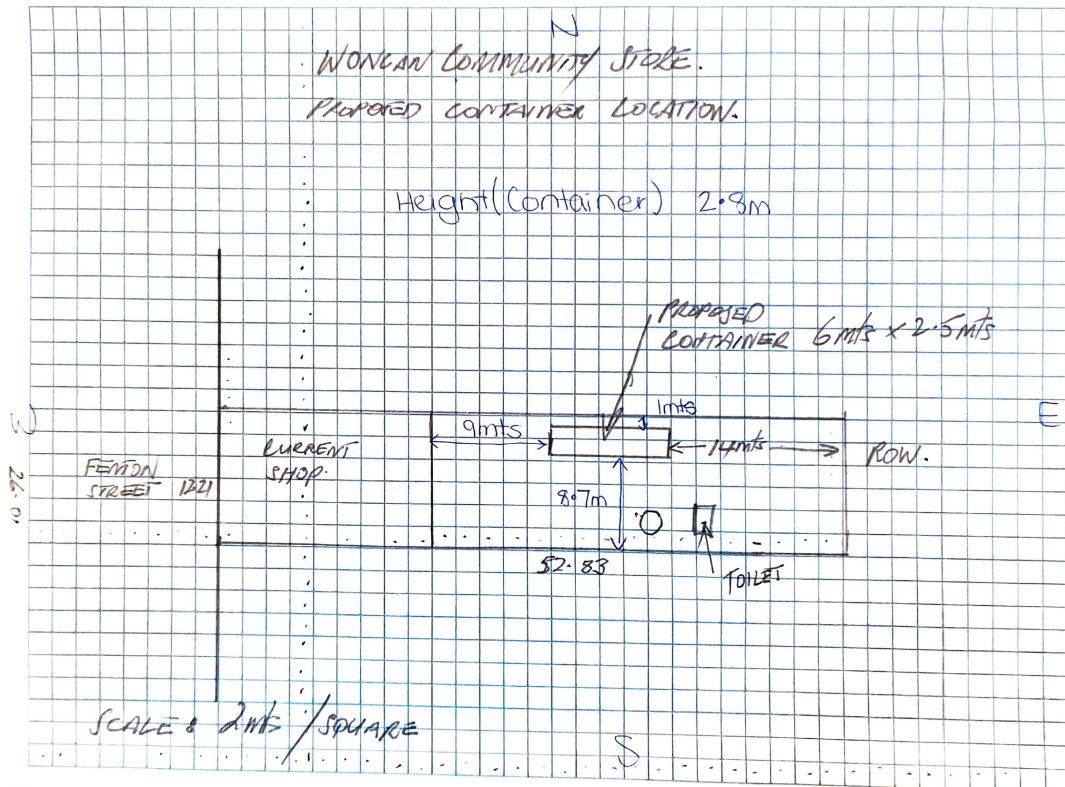
Consideration and final determination of an Application for Development Approval for the placement and use of a Shipping Container to increase storage capacity at 25 Fenton Place, Wongan Hills.

BACKGROUND:

The applicant is seeking Council's Development Approval for the placement and use of a 6m X 2.5m shipping container with a height of 1.8m to use for storage purposes behind the Wongan Community Store at 25 Fenton Place, Wongan Hills. Wongan Community Shop is a second-hand store within the community which has identified a growing demand for storage as an increase of products are being delivered every week.



Synergy Map 04/07/2022



Site layout – Proposed Shipping Container Location

The proposed development is not within a Bushfire Prone Area; therefore the applicant does not require a Bushfire Management Plan with this application.



25 Fenton Place, Wongan Hills comprises a total area of approximately 0.0649 hectares.

COMMENT:

25 Fenton Place is classified as a 'Commercial' zone in the Shire of Wongan-Ballidu Local Planning Scheme No.5 (LPS5).

The stated objectives in Table 2 of LPS5 for the development and use of any land classified 'Commercial' zone are as follows:

- To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites.
- To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment, and design of facades.
- To ensure the development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
- To maintain safety and efficiency of traffic flows and provide for adequate facilities for the storage and circulation of vehicles.
- To preclude the storage and of bulky and unsightly goods where they may be in the public view.

Under the terms of the Zoning Table in LPS5 the proposed use of a shipping container falls under Warehouse/Storage which is defined in the Planning and Development (Local Planning Schemes) Regulations 2015 as;

Warehouse/Storage means premises including indoor or outdoor facilities used for-

- a) the storage of goods, equipment, plant or materials; or*
- b) the display or sale by wholesale of goods*

The use is listed as a "D" use in the Zoning Table. Under Clause 3.3.2.

"D" means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

The setbacks for the placement of the shipping container are 9m from the existing shop, 8.7m from the south boundary, 14m from the east boundary and 1m from the north boundary. These setbacks comply with the requirements of LPS5.

Council's development approval is required for the proposed works as it is listed as a "D" use in the LPS5 and is not listed in the Schedule A of the LPS5 as being exempt from the need for development approval.

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

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

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

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

- **Economic**
The establishment of workforce accommodation could provide economic benefit to local business.

- **Social**
There are no known social implications associated with the item.

FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council APPROVE the Development Application to allow the applicant to use a Shipping Container for the purpose of Storage subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be completed within a period of two (2) years from the date of this approval.
2. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wongan Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits, and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - a) Shire of Wongan Ballidu Annual Firebreak Notice. All land zoned Residential, Rural Townsite and Commercial are required to reduce all annual grass and herbage to a height of not more than 75mm.
 - b) Shire of Wongan Ballidu Health Local Law
4. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wongan Ballidu Local Planning Scheme No. 5 and may result in legal action being initiated by the local government.
9. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination

9.4.2 APPLICATION FOR DEVELOPMENT APPROVAL P525 – PROPOSED AMUSEMENT PARLOUR AT UNIT 3, 39 FENTON PLACE, WONGAN HILLS

FILE REFERENCE:	A605/P525
REPORT DATE:	14 July 2022
APPLICANT/PROPONENT:	Martin Smith
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

Consideration and final determination of an Application for Development Approval to establish an indoor amusement parlour located at Unit 3, 39 Fenton Place, Wongan Hills.

BACKGROUND:

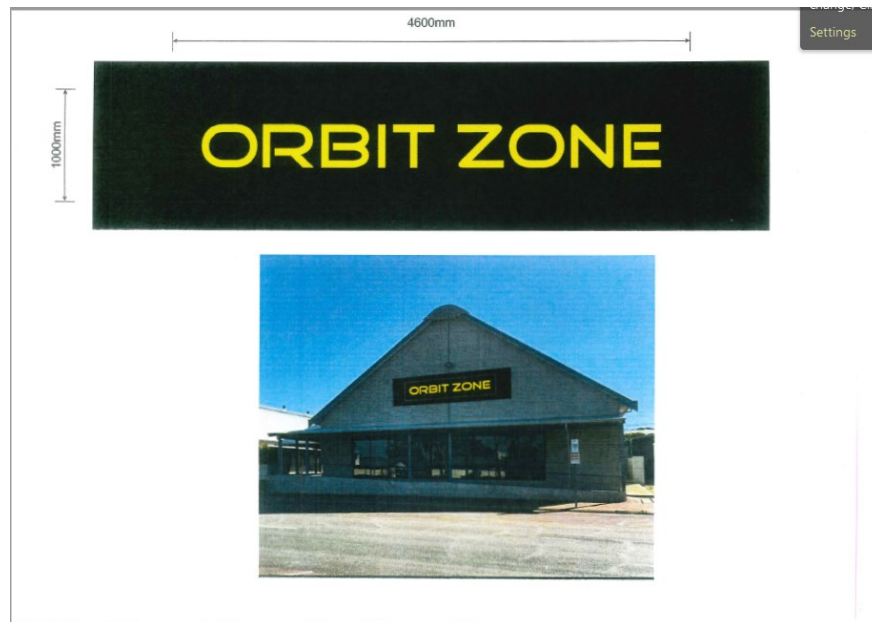
The applicant is seeking Council's Development Approval to establish an indoor amusement parlour. The shop is existing and was previously used as a pharmacy. The neighbouring unit is currently being used as a massage/nail salon and is owned by the applicant.

The business will operate between the hours of 3.00pm to 8.00pm on a Monday to Friday and the hours of 10.10am to 8.00pm Saturdays and Sundays.

The application also includes the erection of an Opal Acrylic Light Box Sign with translucent vinyl illuminated with LED 4.6m x 1m on the front of the building.

The land is currently zoned as "commercial" and the development is classed as a 'D' and is not permissible unless the local government has exercised its' discretion by granting development in accordance with the Shire of Wongan-Ballidu Local Planning Scheme No. 5.





Location of Business Sign

COMMENT:

Unit 3, 39 Fenton Place is classified as a 'Commercial' zone in the Shire of Wongan-Ballidu Local Planning Scheme No.5 (LPS5).

The stated objectives in Table 2 of LPS5 for the development and use of any land classified 'Commercial' zone are as follows:

- To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites.
- To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment, and design of facades.
- To ensure the development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
- To maintain safety and efficiency of traffic flows and provide for adequate facilities for the storage and circulation of vehicles.
- To preclude the storage and of bulky and unsightly goods where they may be in the public view.

Under the terms of the Zoning Table in LPS5 the proposed use of an Orbit Zone (gaming area) falls under an amusement parlour which is defined in the Planning and Development (Local Planning Schemes) Regulations 2015 as;

Amusement Parlour

- (a) *That are open to the public and;*
- (b) *That are used predominately for amusement by means of amusement machines including computers and;*
- (c) *Where there are two or more amusement machines*

The use is listed as a "D" use in the Zoning Table. Under Clause 3.3.2.

"D" means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Council's development approval is required for the proposed works as it is listed as a "D" use in the LPS5 and is not listed in the Schedule A of the LPS5 as being exempt from the need for development approval.

Car Parking 4.8.5

Unless otherwise provided by the Scheme, all non-residential development is required to provide marked and onsite car parking. Local government shall determine car parking requirements having regard to the nature of the development, the number of vehicles likely to be attracted to the development and the maintenance of desirable safety, convenience, and amenity standards.

The original development has carparking provided for the complex.

Illuminated Sign

The illuminated sign was installed on the front of the building on Wednesday 13th July 2022. Melissa Marcon, Manager Regulatory Services (MRS) noticed that there were tradespeople setting up a cherry picker on the footpath and in front of the complex in preparation for erecting the sign. The vehicle and the cherry picker were also obstructing the disabled bay, rendering it unusable.

MRS contacted the applicant and advised of the situation with the contractors and that he was also erecting the sign without development approval. The applicant implied that he didn't care and that the sign needed to go ahead and be fitted.

MRS advised the applicant that a recommendation to Council would be made to impose the penalty for unauthorised development.

Under the Planning and Development Regulations 2009 Schedule 2 there is a fee for determining a development application (other than for an extractive industry), where the development has commenced or been carried out 'The fee in item 1 plus, by way of penalty, twice that fee.'

Food

The applicant has advised that they will offer light refreshments of snack food and drinks. There will be no preparation of food on the premises but simply items that can be reheated, cooled or which come in prepacked packaging.

The DA is conditioned to cover this request prior to operation.

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

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

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2015
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Wongan Ballidu Local Planning Scheme No. 5
Shire of Wongan Ballidu Local Planning Strategy

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

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

- **Economic**
The establishment of a business in the main street precinct could provide economic benefit to local business.

- **Social**
There are no known social implications associated with the item.

FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council APPROVE the development application to allow the applicant to operate an amusement parlour at unit 3, 39 Fenton Place, Wongan Hills subject to the following conditions and advice notes:

Conditions

1. Prior to operating a food business registration in accordance with the *Food Act 2008*, must be submitted to council. This must include a fit out and floor plan of the food handling area, food handling operations limited to pre-packaged foods only.
2. The proposed development shall be completed within a period of two (2) years from the date of this approval.
3. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wongan Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits, and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
5. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wongan Ballidu Local Planning Scheme No. 5 and may result in legal action being initiated by the local government.
6. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination

That Council impose for unauthorised development the amount of the fee of \$640 plus, by way of penalty, twice that fee \$1,280 equalling \$1,920.

9.5 COMMUNITY SERVICES

Nil

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

Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Item 12. CLOSURE