



Minutes

Ordinary Meeting of Council

On
At
Commenced

Wednesday 16 March 2016
Council Chambers, Calingiri
2.00pm

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr Lovelock (President) declared the meeting open at 2.08pm.

Visitors: Mr Merv Hemsley
Mr Paul Semple

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

President: Cr D Lovelock West Ward
Deputy President: Cr S Penn South Ward

Councillors: Cr J Kelly West Ward
Cr A Broadhurst East Ward
Cr N Clarke South Ward
Cr J Corless-Crowther Central Ward
Cr P Carr West Ward
Cr D Smith East Ward
Cr J Brennan Central Ward (arrived 3.52pm)

Apologies: Mr Ian Graham

Leave of Absence:

Chief Executive Officer: Mr H Hawkins
Works and Services Manager: Mr D Holland
Executive Assistant: Ms S Mearns

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Mr Semple

Mr Semple advised that he has conducted a survey of Calingiri residents (in response to Councils request), to ascertain the desired positioning of community seating for the townsite of Calingiri. Mr Semple confirmed that community members would like seats to be installed under the trees on the corner of Yulgering and Edmonds Street (the Emergency Services bock corner).

Mr Semple also asked Council members whether they would be interested in donating \$100 of their own money to go towards the purchase of the seats, and he would do the same.

Following Mr Semples previous question to Council, the Works and Services Manager confirmed that Main Roads would be visiting Calingiri to conduct an audit on signage within the Calingiri townsite.

Mr Hemsley

Mr Hemsley raised the subject of people parking on footpaths within Calingiri and advice from the Shire that it does not have a local law governing this offence. Mr Hemsley confirmed that this information was incorrect and that the Shire gazetted a Local Law in August 1969 covering the Removal and Disposal of obstructing animals and vehicles.

Mr Hemsley also asked the Works and Services Manager when it is anticipated that a clean up would be conducted to remove tree refuse on Edmonds Street. The Works and Services manager confirmed that a clean up would occur when required plumbing works are performed on Edmonds Street.

5 APPLICATION FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST

Nil

6 PETITIONS/DEPUTATION'S/PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES

7.1 *Confirmation of Minutes*

RESOLUTION 42/2016

Moved: Cr S Penn

Seconded: Cr N Clarke

That the Minutes of the Ordinary Meeting held 20 January 2016 be confirmed as a true and correct record of proceedings following notation of correspondence being received from L Young, S Mason and advice relating to livestock on the roads.

Motion Put and Carried: 8/0

7.2 *Business Arising from Minutes*

Nil

8 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Standing Orders

Cr Lovelock highlighted item 10.8 within the Standing Orders in relation to how many times a Councillor can speak on a motion. Cr Lovelock detailed that Council members could be breaching the Standing Orders by speaking more than once in relation to a motion. Cr Lovelock pointed out the options Council had in relation to this matter being:

1. Adjourn the meeting.
2. Move into a 'Committee' meeting as a whole.
3. Suspend standing orders for the time of debate.

10.8 Speaking Twice

Except where this clause is suspended a Member shall not speak twice on the same motion or amendment except---

- (a) the mover of a substantive motion in reply; or
- (b) to a point of order; or
- (c) by way of personal explanation in accordance with the Standing Orders.

9 PRESIDENT AND COUNCILLORS REPORTS

Avon Midland Zone Meeting – 19 February 2016

The CEO commented that the most recent meeting, which both he and Cr Carr attended, was a rather quiet meeting with main items being discussed were:

- State Council Agenda items
- Changes to Local Government Rules of Conduct

The CEO congratulated Cr Carr for her address to the meeting attendees.

The minutes for this meeting are at Attachment 1.

Cr S Penn

Cr Penn advised that she had attended the Rural Water Council meeting as Cr Smiths proxy recently. It was advised that the minutes had not been distributed for the Rural Water Council meeting as yet, but once received will be presented to the next (SOVP) Council Meeting. Cr Penn advised that the next meeting will be held in July.

RESOLUTION 43/2016

Moved: Cr S Penn

Seconded: Cr P Carr

That a second proxy be nominated to the Rural Water Council and that Cr S Penn's name be included as a delegate.

Motion Put and Carried: 8/0

RESOLUTION 44/2016

Moved: Cr S Penn

Seconded: Cr P Carr

That Cr A Broadhurst be nominated as a proxy on the Rural Water Council.

Motion Put and Carried: 8/0

10 BUSINESS PAPER

- 10.1 Plant and Works
- 10.2 Finance
- 10.3 Community Services
- 10.4 Town Planning
- 10.5 Administration

10.1 PLANT AND WORKS

All Plant and Works items were dealt with within the Works and Services agenda.

RESOLUTION 45/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

That resolutions 35/2016 to 41/2016 inclusive be endorsed from the minutes of the Works and Services Committee Meeting held at 11.01am on Wednesday 16 March 2016.

Motion Put and Carried: 8/0

RESOLUTION 46/2016

Moved: Cr P Carr

Seconded: Cr J Corless-Crowther

That the minutes of the Works and Services Committee Meeting held at 11.01am on Wednesday 16 March 2016 be confirmed as a true and correct record of the proceedings.

Motion Put and Carried: 8/0

10.2 FINANCE

F7/2016 ACCOUNTS FOR PAYMENT

FILE REFERENCE	F1.8.4
REPORT DATE	8 March 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Creditor and Payroll Payments

PURPOSE OF REPORT

To present to Council the list of payments made during February 2016.

BACKGROUND

As per Local Government (Finance) Regulations 13, each month Council is to be advised of all payments made from the municipal and trust bank accounts for the period since the last Council meeting.

COMMENT

Each month Council is to be advised of payments made during the preceding month; the amount, payee, date and reason for payment.

POLICY REQUIREMENTS

Policy 6.5.1 (b) and (c) refers:

The Chief Executive Officer and in their absence the Deputy Chief Executive Officer/Finance and Administration Manager are authorised to allow all creditors to be paid according to their trading terms and for payments to be endorsed by Council after payment rather than approved by Council prior to payment.

All payments made prior to the meeting shall be presented to Council for endorsement or approval of payment.

LEGISLATIVE REQUIREMENTS

In accordance with Local Government (Finance) Regulations Item 13 the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid:

- a. The Payee's Name
- b. The amount of the payment
- c. The date of the payment
- d. Sufficient information to identify the transaction

And that this list is to be presented to the Council at the next ordinary meeting of Council after the list is prepared.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 47/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

- 1. That the payments made during February 2016 from the Municipal Bank Account as per the attached listing amounting to \$409,847.60 be endorsed:**

Creditor EFT Payments	\$265,706.00
Creditor Cheque Payments	\$ 34,856.72
Direct Debit Payments	\$ 23,427.86
Payroll Payments	\$ 85,857.02
Trust Payments	
TOTAL	\$409,847.60

Motion Put and Carried: 8/0

RESOLUTION 48/2016

Moved: Cr J Kelly

Seconded: Cr S Penn

That Council break for afternoon tea 3.06pm.

Motion Put and Carried: 8/0

Meeting recommenced at 3.30pm.

Shire of Victoria Plains
Creditor & Payroll Payments for the month of February 2016

Chq/EFT	Date	Name	Description	Inv. Amount	Amount
EFT3827	10/02/2016	AUSSIE MODULAR SOLUTIONS P/L	Toilet ablutions for Mogumber Hall		44,954.69
EFT3828	10/02/2016	AUSTRALIA POST	Postage		136.80
EFT3829	10/02/2016	BOLGART PROGRESS ASSOCIATION	Library Services for February		303.60
EFT3830	10/02/2016	BROCHURE HOLDERS & DISPLAYS	Brochure Display stands for Tourism		331.87
EFT3831	10/02/2016	BUILDING & HEALTH SURVEYING SERVICES	Building & Health Services for Jan 16		3,364.23
EFT3832	10/02/2016	CALINGIRI SPORTS CLUB INC	Refreshments for Council		235.00
EFT3833	10/02/2016	CALINGIRI TRADERS	Fencing for Calingiri Tip		2,978.94
EFT3834	10/02/2016	CDA AIR CONDITIONING AND REFRIGERATION	Fan grill to air con at the Calingiri Hall	48.47	458.93
EFT3835	10/02/2016	FULTON HOGAN INDUSTRIES PTY LTD	Repair air con at 2/11 Harrington St Calingiri	410.46	
EFT3836	10/02/2016	GALVINS PLUMBING SUPPLIES	Emulsion and Eazy street pre mix		4,584.80
EFT3837	10/02/2016	HEALTH INSURANCE FUND	Cistern for 12 Harrington St & valves etc for Calingiri Water Supply		579.95
EFT3838	10/02/2016	JR & A HERSEY PTY LTD	Payroll deductions		130.30
					944.90
EFT3839	10/02/2016	LINX ELECTRICAL	Rigger Gloves	90.09	
			Depot supplies - Earplugs, tape, rags etc	854.81	
EFT3840	10/02/2016	MAJOR MOTORS PTY LTD	Repair Bolgart BBQ	217.00	
EFT3841	10/02/2016	MORRIS PEST AND WEED CONTROL PTY LTD	New thermostat for BBQ at Bolgart Caravan Park	938.85	
			Repair to Fire Truck - PFT13		742.50
EFT3842	10/02/2016	NEW NORCIA SERVICES	Annual White Ant Inspections	4,499.00	
EFT3843	10/02/2016	Perth Traffic Plans & Consulting Services	Annual spider spray	4,213.00	
			Diesel and Water for Fire truck		91.81
EFT3844	10/02/2016	ROBBRO WA PTY LTD	Traffic management plans for Toodyay Bindi Bindi Rd	836.00	
EFT3845	10/02/2016	SHERMAC ENGINEERED EQUIPMENT	Traffic management plans for Goomalling- Calingiri Rd	836.00	
EFT3846	10/02/2016	SHIRE OF MOORA	Hire Watercart for Carani West Rd		2,136.75
			Control Box on Water Tanker - PTK20		2,836.68
			CESM Services for Dec'15		5,081.17

EFT3847	10/02/2016	STAPLES AUSTRALIA PTY LTD	Stationery	7.19
EFT3848	10/02/2016	STAR TRACK EXPRESS	Stationery freight	191.70
			Freight charges	44.07
EFT3849	10/02/2016	Stabilised Pavements of Australia Pty Ltd	Hire Vib Roller for Cement stabilisation - Carani West Rd	147.63
EFT3850	10/02/2016	WA LOCAL GOVERNMENT ASSOCIATION	Advertising rebate June '14 - July '15	49,255.80
			CR Smith - CEO Performance Training	453.99
			Staff Training - Local Government Act	450.00
			Local Government Directories	544.50
			Retic Controllers	100.50
EFT3851	10/02/2016	WA Reticulation Supplies	Replace WAN Link Aggregator	424.80
EFT3852	10/02/2016	WALLIS COMPUTER SOLUTIONS	Network Infrastructure Upgrade - Admin Office	25,068.89
			Service Nissan Navara - PWV48	2,681.69
EFT3853	18/02/2016	AFGRI Equipment Australia Pty Ltd	LED Tubes for Admin Building	22,387.20
EFT3854	18/02/2016	ANL LIGHTING AUSTRALIA PTY LTD	Refuse Removal Services Jan 16	394.45
EFT3855	18/02/2016	AVON WASTE	Purchases for Depot	153.95
EFT3856	18/02/2016	BOLGART RURAL MERCHANDISE	Surf hats and Legionnaire caps with Shire Logo	3,635.64
EFT3857	18/02/2016	Bladon Wa Pty Ltd	Service Ute - PWV59	91.03
EFT3858	18/02/2016	CALINGIRI AUTOS	Sundry's for Calingiri Caravan Park	792.55
EFT3859	18/02/2016	CALINGIRI TRADERS	Mosquito treatment	381.61
			Purchases for Depot February 2016	4,037.68
EFT3860	18/02/2016	COLAS WA PTY LTD	Papers, postage, milk etc for Admin Jan 16	16.10
EFT3861	18/02/2016	COVS PARTS PTY LTD	Supply and lay emulsion at Carani West Rd	2,728.00
			Depot Consumables	644.41
			Chemtech Degreaser	649.17
			Chamois, glass cleaner for Depot	159.36
EFT3862	18/02/2016	DAVE WATSON CONTRACTING PTY LTD	Remove trees from power lines Lambert Cres	81,834.76
EFT3863	18/02/2016	DAVID BRITNALL SMITH	Travel Allowance Oct to Jan 16	16.10
EFT3864	18/02/2016	FIVE ROADS CAFE	Refreshments for Dec Council Meeting	2,728.00
EFT3865	18/02/2016	Fast Finishing Services	Binding Council Minutes 2005	644.41
EFT3866	18/02/2016	HEALTH INSURANCE FUND	Payroll deductions	649.17
			Chamois, glass cleaner for Depot	98.78
			Remove trees from power lines Lambert Cres	330.00
			Travel Allowance Oct to Jan 16	419.80
			Refreshments for Dec Council Meeting	874.50
			Binding Council Minutes 2005	121.00
			Payroll deductions	130.30

EFT3867	18/02/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	Corporate Membership - Works Manager	990.00
EFT3868	18/02/2016	IT VISION AUSTRALIA PTY LTD		3,494.70
EFT3869	18/02/2016	MALTS CONTRACTING	Upgrade Synergy Soft	1,294.70
EFT3870	18/02/2016	OFFICEWORKS	Rates Consultancy	2,200.00
EFT3871	18/02/2016	REBECCA STONE	Cleaning of Shire Buildings end of January 2016	973.50
EFT3872	18/02/2016	RYLAN PTY LTD	Stationery	129.75
EFT3873	18/02/2016	STAPLES AUSTRALIA PTY LTD	Stationery	16.38
EFT3874	18/02/2016	STATE LIBRARY OF WA	Stationery	113.37
EFT3875	18/02/2016	THE SISTERS	Repair ceiling in the kitchen at 15 Lambert St	80.00
EFT3876	18/02/2016	TOODYAY HOME TRADERS	Kerb repairs to Cavell St Calligiri	4,571.60
EFT3877	18/02/2016	TOODYAY TYRES & EXHAUST		127.22
EFT3878	18/02/2016	TUTT BRYANT EQUIPMENT	Stationery for Admin	106.52
EFT3879	18/02/2016	WA LOCAL GOVERNMENT ASSOCIATION	Outdoor Broom Mogumber Library	20.70
EFT3880	18/02/2016	WHEATBELT TYRES	Bolgart Library Books	26.40
EFT3881	18/02/2016	WONGAN HILLS HARDWARE	Gravel	613.80
EFT3882	18/02/2016	WONGAN STEEL MANUFACTURERS	Brush cutting heads PSP2	134.00
EFT3883	18/02/2016	YERECOIN TRADERS	Two new tyres fitted for PWV51	650.00
EFT3884	24/02/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	Repairs to Multi tyre roller PR09	124.47
EFT3885	24/02/2016	MALTS CONTRACTING	Council Connect - Fire Rating Module	600.00
EFT3886	24/02/2016	THE PERTH MINT AUSTRALIA	New Tyre - PTL05	95.40
11946	10/02/2016	FIRE AND SAFETY WA	Light Globes & fittings for Calligiri Water Supply	116.50
11947	10/02/2016	TELSTRA CORPORATION LTD	Repair to Lawn Mower Guard PM07	187.13
11948	11/02/2016	SHIRE OF VICTORIA PLAINS - PLEASE PAY CASH	Nylon hose tail	5.00
11949	18/02/2016	AUSTRALIAN TAXATION OFFICE	Conference Regn - Works Manager	1,450.00
			Cleaning of Shire Buildings for Feb 16	1,105.50
			Australian Citizenship Coins	39.26
			Total EFT payments for Feb 2016	265,706.00
			PPE	5,493.51
			Telephone Charges	69.95
			CASH WAGES FOR WE 10/02/2016	3,850.00
			Payroll deductions	22,193.01
			Payroll deductions	11,370.01
				10,823.00

11950	18/02/2016	SHIRE OF VICTORIA PLAINS - PLEASE PAY CASH	Reimbursement of Petty Cash Jan 16	223.40
11951	18/02/2016	SYNERGY	Electricity Charges	2,842.85
11952	18/02/2016	WESTNET PTY LTD	Email Hosting Protection 1/16 to 1/17	184.00
11953	25/02/2016	Cancelled		0.00
11954	25/02/2016	SHIRE OF VICTORIA PLAINS - PLEASE PAY CASH	CASH WAGES PPE 24/02/2016	3,500.00
			Total Cheque payments for Feb 2016	34,856.72
DD9425.1	11/02/2016	TELSTRA CORPORATION LTD	Telephone charges	1,116.89
DD9425.2	05/02/2016	TELSTRA CORPORATION LTD	Telephone charges	866.91
DD9425.3	01/02/2016	IINET LIMITED	Internet charges	204.85
DD9425.4	08/02/2016	TELSTRA CORPORATION LTD	Telephone Charges	915.20
DD9425.5	15/02/2016	Wright Express Australia Pty Ltd	Fuel for Shire Fleet Vehicles Jan 16	548.36
DD9428.1	15/02/2016	MALTS CONTRACTING	Cleaning of Shire Buildings for Jan 16	990.00
DD9433.1	10/02/2016	WA SUPER	Payroll deductions	6,310.90
DD9433.2	10/02/2016	CARE SUPER	Superannuation contributions	502.17
DD9433.3	10/02/2016	REST INDUSTRY SUPER	Superannuation contributions	133.89
DD9433.4	10/02/2016	PRIME SUPER	Superannuation contributions	675.49
DD9433.5	10/02/2016	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	122.92
DD9433.6	10/02/2016	MLC NOMINEES PTY LTD	Superannuation contributions	209.03
DD9433.7	10/02/2016	AMP LIFE LIMITED	Superannuation contributions	196.33
DD9440.1	29/02/2016	Exetel	Telephone Charges	100.00
DD9445.1	02/02/2016	BENDIGO BANK	Credit Card Fee Jan 2016	16.00
DD9445.2	02/02/2016	SHIRE OF VICTORIA PLAINS - CREDIT CARD	Adobe - System upgrade	2,677.64
			West Australian - Advertising Tender	1,224.90
			West Australian - Advertising Special Meeting	613.90
			BP Wongan Hills - Fuel for DCEO Vehicle	66.00
			Readdle - I Pad Simx Box Access	205.91
			Wanneroo Jeep - Service Works Manager Vehicle	418.00
			Internode - Internet Access	60.94
			Caltex Chittering - Fuel for CEO Vehicle	68.00
			Adobe - System upgrade	19.99
DD9449.1	24/02/2016	WA SUPER	Payroll deductions	6,174.88
DD9449.2	24/02/2016	CARE SUPER	Superannuation contributions	502.17
DD9449.3	24/02/2016	REST INDUSTRY SUPER	Superannuation contributions	147.74
DD9449.4	24/02/2016	PRIME SUPER	Superannuation contributions	639.52

DD9449.5	24/02/2016	HOSTPLUS SUPERANNUATION FUND	69.68
DD9449.6	24/02/2016	MLC NOMINEES PTY LTD	199.54
DD9449.7	24/02/2016	AMP LIFE LIMITED	107.75
		Total Direct Debit payments for Feb 2016	<u>23,427.86</u>
	11/02/2016	EFT Payment for Wages W/E 11/2/16	42,541.12
	25/02/2016	EFT Payment for Wages W/E 25/2/16	43,315.90
		Total Wages EFT payments for Feb 2016	<u>85,857.02</u>
		Total Payments for Feb 2016	<u>409,847.60</u>

F8/2016 MONTHLY FINANCIAL STATEMENTS

FILE REFERENCE	F1.3.3
REPORT DATE	
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Monthly Financial Statements

PURPOSE OF REPORT

That the following statements and reports for the month ended 29 February 2016 be received.

BACKGROUND

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

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

Monthly Financial Statement reports

Section 6.4 of the Local Government Act and Regulation 34.1 of the (Financial Management) Regulations 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 details:

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

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

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

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

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

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

COMMENT

The monthly financial report for February 2016 is therefore presented to Council showing monthly income and expenditure to date and comparative year to date budget and annual budget figures.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: *No*

RESOLUTION 49/2016

Moved: Cr P Carr

Seconded: Cr A Broadhurst

That the following statements and reports for the month ended 29 February 2016 be received:

Income Statement by Program.....	18
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Statement of Financial Activity	20
Report on Significant Variances	21
Income and Expenditure Detail by Program	23
Capital Expenditure Report	43
Investments Report.....	45
Bank Reconciliation Report.....	46
Outstanding Rates Report	48
Outstanding Debtors Report	49

Motion Put and Carried: 8/0

Income Statement by Program

Shire of Victoria Plains				
Income Statement by Program				
For the period ending 29th February 2016				
	YTD Actual	YTD	Current	Original
	\$	Budget	Budget	Budget
		\$	\$	\$
Operating Income				
General Purpose Funding	2,659,052	2,635,212	2,770,111	2,746,331
Governance	5,112	2,612	4,258	8,527
Law, Order and Public Safety	31,541	27,826	40,770	40,770
Health	2,240	1,710	2,542	2,542
Education & Welfare	0	0	10,000	0
Housing	117,336	112,950	1,033,661	962,015
Community Amenities	72,901	69,036	160,816	160,816
Recreation & Culture	17,460	15,896	44,785	27,331
Transport	739,340	577,163	1,418,507	1,458,507
Economic Services	35,174	17,512	26,306	26,306
Other Property & Services	51,756	23,098	34,867	34,867
	<u>3,731,913</u>	<u>3,483,015</u>	<u>5,546,624</u>	<u>5,468,013</u>
Operating Expenditure				
General Purpose Funding	(170,877)	(166,871)	(233,062)	(233,062)
Governance	(228,472)	(227,117)	(431,098)	(357,027)
Law, Order and Public Safety	(202,512)	(200,813)	(282,631)	(282,631)
Health	(76,619)	(74,881)	(103,143)	(118,143)
Education & Welfare	(22,043)	(29,446)	(41,097)	(41,097)
Housing	(175,708)	(213,895)	(265,105)	(200,459)
Community Amenities	(210,405)	(224,367)	(322,861)	(404,361)
Recreation & Culture	(437,565)	(421,778)	(615,592)	(547,592)
Transport	(2,035,776)	(2,107,928)	(3,148,246)	(1,998,471)
Economic Services	(125,935)	(120,120)	(160,113)	(175,113)
Other Property & Services	(8,053)	(10,616)	(36,057)	(24,057)
	<u>(3,693,964)</u>	<u>(3,797,832)</u>	<u>(5,639,006)</u>	<u>(4,382,015)</u>
Interest on Borrowings				
Governance	(100)	(120)	(183)	(183)
Housing	(331)	(331)	(663)	(663)
Recreation & Culture	(7,019)	(11,078)	(22,158)	(22,158)
	<u>(7,449)</u>	<u>(11,529)</u>	<u>(23,003)</u>	<u>(23,003)</u>
Net Operating Result	\$ 30,500	(326,346)	(115,385)	1,062,996

Income Statement by Nature and Type

Shire of Victoria Plains
Income Statement by Nature or Type
For the period ending 29th February 2016

	YTD Actual \$	Current Budget \$	Original Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	2,247,328	2,244,281	2,244,281
Grants and Subsidies - Operating	399,920	555,780	504,546
Fees and Charges	145,912	174,561	174,561
Interest Earnings	45,362	44,300	44,300
Other Revenue	158,653	124,027	30,110
	<u>2,997,175</u>	<u>3,142,949</u>	<u>2,997,798</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs	(839,733)	(1,181,330)	(1,261,908)
Materials and Contracts	(647,358)	(1,054,316)	(967,092)
Utilities	(50,521)	(74,555)	(74,555)
Depreciation	(1,809,440)	(2,773,802)	(1,589,527)
Interest Expenses	(7,449)	(23,003)	(23,003)
Insurance	(173,606)	(195,646)	(195,646)
Other Expenditure	(172,754)	(355,160)	(262,889)
	<u>(3,700,861)</u>	<u>(5,657,812)</u>	<u>(4,374,620)</u>
	(703,686)	(2,514,863)	(1,376,822)
Grants and Subsidies - Non-operating	732,028	2,441,175	2,441,175
Profit on Asset Disposals	2,158	0	6,770
Loss on Asset Disposals	0	(41,697)	(8,127)
	<u>734,186</u>	<u>2,400,478</u>	<u>2,439,818</u>
NET RESULT	<u>30,500</u>	<u>(115,385)</u>	<u>1,062,996</u>

Statement of Financial Activity

Shire of Victoria Plains
Statement of Financial Activity
For the period ending 29th February 2016

	YTD Actual	YTD Budget	Current Budget	Original Budget	YTD Variance
	\$	\$	\$	\$	
Operating Income					
General Purpose Funding	2,659,052	2,635,212	2,770,111	2,746,331	1%
Governance	5,112	2,612	4,258	4,258	96%
Law, Order and Public Safety	31,541	27,826	40,770	40,770	13%
Health	2,240	1,710	2,542	2,542	31%
Education & Welfare	0	0	10,000	0	#DIV/0!
Housing	117,336	112,950	133,661	62,015	4%
Community Amenities	72,901	69,036	70,816	70,816	6%
Recreation & Culture	17,460	15,896	44,785	27,331	10%
Transport	4,602	2,552	4,832	4,832	80%
Economic Services	35,174	17,512	26,306	26,306	101%
Other Property & Services	51,756	23,098	34,867	34,867	124%
Sub Total	2,997,174	2,908,404	3,142,949	3,020,069	3%
Operating Expenditure					
General Purpose Funding	(170,877)	(166,871)	(233,062)	(233,062)	2%
Governance	(228,572)	(227,237)	(431,281)	(352,941)	1%
Law, Order and Public Safety	(202,512)	(200,813)	(282,631)	(282,631)	1%
Health	(76,619)	(74,881)	(103,143)	(118,143)	2%
Education & Welfare	(22,043)	(29,446)	(41,097)	(41,097)	-25%
Housing	(176,039)	(214,226)	(265,767)	(201,122)	-18%
Community Amenities	(210,405)	(224,367)	(322,861)	(404,361)	-6%
Recreation & Culture	(444,583)	(432,856)	(637,750)	(569,750)	3%
Transport	(2,033,065)	(2,107,928)	(3,185,747)	(1,995,972)	-4%
Economic Services	(125,935)	(120,120)	(160,113)	(175,113)	5%
Other Property & Services	(8,053)	(10,616)	(36,056)	(24,056)	-24%
Sub Total	(3,698,703)	(3,809,361)	(5,699,509)	(4,398,248)	-3%
Grants for the Development of Assets					
General Purpose Funding	0	0	0	0	
Law, Order and Public Safety	0	0	0	0	
Housing	0	0	900,000	900,000	
Community Amenities	0	0	90,000	90,000	
Recreation & Culture	0	0	0	0	
Transport	732,028	574,611	1,451,175	1,451,175	
	732,028	574,611	2,441,175	2,441,175	
Net Operating Result	30,500	(326,346)	(115,385)	1,062,996	
Capital Income					
Proceeds from the Sale of Assets	136,364	135,182	196,500	196,500	
Transfer from Reserves	0	0	336,454	144,000	
Proceeds from New Loans	0	0	0	0	
Self-Supporting Loan Principal Income	14,414	0	14,469	14,469	
Sub Total	150,778	135,182	547,423	354,969	
Capital Expenditure					
Governance	(128,345)	(129,078)	(157,563)	(185,985)	
Law, Order and Public Safety	0	0	0	0	
Education & Welfare	0	0	0	0	
Housing	(65,018)	(61,000)	(1,006,000)	(1,031,000)	
Community Amenities	(76,848)	(74,000)	(202,500)	(189,000)	
Recreation & Culture	(16,082)	(19,760)	(73,714)	(47,760)	
Transport	(668,170)	(669,815)	(2,107,278)	(1,923,919)	
Economic Services	0	0	0	0	
Other Property & Services	(80,302)	(79,145)	(97,395)	(102,225)	
Transfer to Reserves	(13,622)	(8,437)	(362,283)	(362,283)	
Self Supporting Loan	0	0	0	0	
Repayment of Loans	(27,526)	(27,526)	(55,574)	(55,574)	
	(1,075,912)	(1,068,761)	(4,062,307)	(3,897,746)	
Total Operating + Non-Operating	(894,635)	(1,259,925)	(3,630,269)	(2,479,781)	
Adjust Non-Cash Items					
Depreciation	1,809,440	2,109,849	2,773,802	1,589,527	
Movement in Self Supporting Loans	0	0	0	0	
Provisions	0	0	0	0	
PL on Sale of Assets	(2,158)	2,197	1,357	1,357	
Surplus / Deficit B/fwd	847,955	847,955	857,324	888,897	
Closing Surplus (Deficit) c/f:	1,760,602	1,700,076	2,214	(0)	

Report on Significant Variances

Shire of Victoria Plains		YTD Var
Report on Significant Variances Greater than 10% or \$5000		\$
For the period ending 29th February 2016		
Operating Income		
General Purpose Funding		
Interest Income over budget YTD		14,873 FAV
Other General Purpose Income over budget YTD		8,967 FAV
Economic Services		
Caravan Park fees/Bank Commissions over budget YTD		12,783 FAV
Other Property & Services		
Insurance Claims/Worker Comp Recovered over budget YTD		20,033 FAV
Diesel Fuel Rebate over budget YTD		7,407 FAV
Operating Expenditure		
Education & Welfare - Community Development		
Community Development under budget YTD		(6,143) FAV
Housing		
Staff Housing under budget YTD		(17,506) FAV
Aged Person Housing under budget YTD		(22,920) FAV
Community Amenities		
Sanitation (Tip Maintenance) under budget YTD		(28,021) FAV
Sewerage under budget YTD		(18,953) FAV
Other Community Amenities over budget YTD		33,906 UNFAV
Transport		
Drainage Maintenance under budget YTD		(15,632) FAV
Misc Road Maintenance over Budget YTD		12,811 UNFAV
Sign Maintenance over budget YTD		8,966 UNFAV
Footpath Maintenance under budget YTD		8,989 UNFAV
Bitumen Maintenance under budget YTD		(15,851) FAV
Maintenance Grading under Budget YTD		(60,784) FAV
Economic Services		
Noxious Weed & Pest Control expenses under budget YTD		(8,433) FAV
Caravan Park Maintenance over budget YTD		9,101 UNFAV

Composition of Net Current Asset Position

Shire of Victoria Plains	
Statement of Financial Activity	
For the period ending 29th February 2016	
Composition of Net Current Asset Position	
Current Assets	
	\$
Cash - Unrestricted	1,342,621
Cash - Restricted	916,624
Receivables	457,612
Inventories	4,870
Total Current Assets	<u>2,721,728</u>
Less Current Liabilities	
Payables	(44,502)
Accrued Salaries & Wages	0
Current portion of Leave Provisions	(113,163)
Provisions and Borrowings	(28,117)
Total Current Liabilities	<u>(185,782)</u>
Net Current Assets Position	<u>2,535,946</u>
Less Cash Restricted - Reserves	916,624
Less Provisions and Borrowings	(141,280)
Closing Available Funds	<u><u>1,760,602</u></u>

Financial Ratios in Relation to YTD Figures

Current Ratio

<u>Current Assets - Restricted Assets</u>	<u>1,805,103</u>	<u>9.72</u>
Current Liabilities	185,782	

Quick Ratio

<u>Current Assets -(Restricted Assets + Inventories)</u>		
Current Liabilities		
	<u>1,800,233</u>	<u>9.69</u>
	185,782	

A quick ratio of greater than 2 is desirable in order for a local government to meet its short term commitments and to meet any contingencies.

Income and Expenditure Detail by Program

Shire of Victoria Plains
Monthly Report as at: 29/02/2016

Health	Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
						\$	\$	\$	\$
Preventative Services - Administration & Inspection	10710 Fees & Charges		Administration & Inspection - Operating Income			(148)	(550)	(800)	(800)
						(148)	(550)	(800)	(800)
20704 Health Administration			Administration & Inspection - Operating Expenditure			13,402	15,008	15,019	15,019
						13,402	15,008	15,019	15,019
			Total Administration & Inspection			13,254	14,458	14,219	14,219
Preventative Services - Pest Control	20710 Mosquito Control					3,911	8,263	10,557	25,567
	20711 Fogging Mosquitoes					4,842	3,358	5,421	5,421
			Total Pest Control			8,753	11,621	15,978	30,978
Preventative Services - Other	20720 Analytical Expenses					350	500	500	500
			Total Preventative Services - Other			350	500	500	500
Other Health	10750 Ambulance Reimbursements					0	0	0	0
	10795 Administration Income - Allocated					(2,092)	(1,160)	(1,742)	(1,742)
			Other Health - Operating Income			(2,092)	(1,160)	(1,742)	(1,742)
	20730 Ambulance Facilities					0	0	5	5
	20731 Reimbursable Expenditure					111	128	200	200
	20790 Admin Expenditure - Allocated					54,003	47,624	71,441	71,441
			Other Health - Operating Expenditure			54,114	47,752	71,646	71,646
			Total Other Health			52,023	46,592	69,904	69,904
40233 Mosquito Fogger						0	0	0	0
			Total Health Capital Expenditure			0	0	0	0
			Total Health			74,379	73,171	100,601	115,601

29/02/2016		Shire of Victoria Plains Monthly Report as at: 29/02/2016						
Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
Education & Welfare		16052	R4R CLGF Grant (Yerecoin Playground)		\$ 0	\$ 0	\$ 0	\$ 0
Net Current Education					\$ 0	\$ 0	\$ 0	\$ 0
Education		20800	School Programs and Improvements		1,372	2,979	3,026	3,026
	20801	Sponsorships & Prizes			140	2,500	2,500	2,500
	20802	Administration Expenditure Allocated			0	0	0	0
	20803	Bolgart Playgroup - Maintenance			3,578	871	906	906
Education & Welfare Operating Expenditure					\$ 5,090	\$ 6,350	\$ 6,432	\$ 6,432
Community Development		10810	Community Grant - Seniors Week		0	0	0	0
	10811	Youth Friendly Communities Grant			0	0	(10,000)	0
Community Development Operating Income					0	0	(10,000)	0
	20804	Community Development Officer (Shared)			16,953	23,096	34,665	34,665
Community Development Operating Expenditure					\$ 16,953	\$ 23,096	\$ 34,665	\$ 34,665
Total Education & Welfare					\$ 22,043	\$ 29,446	\$ 31,097	\$ 41,097

Shire of Victoria Plains								
Monthly Report as at: 29/02/2016								
Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Housing								
Housing - Council Staff								
10910	Staff Housing - 44 Edmonds Street				(4,320)	(4,160)	(6,240)	(6,240)
10912	Staff Housing - 12 Harrington Street				(6,553)	(5,200)	(7,800)	(7,800)
10913	Staff Housing - 16 Yulgering Street				(7,200)	(6,928)	(10,400)	(10,400)
10914	Staff Housing - 13 Lambert Cres				0	0	0	0
10915	Staff Housing - 7 Harrington Street				(2,000)	(3,808)	(5,720)	(5,720)
10916	Staff Housing - 15 Lambert Cres				0	0	0	0
10917	Misc Income Staff Housing				(73,421)	(71,646)	(71,646)	0
	Staff Housing - Operating Income				(93,494)	(91,742)	(101,806)	(90,160)
Housing - Operating Expenditure								
20900	Staff Housing Operating Expenditure				26,690	24,779	35,308	35,308
20901	Staff Housing Building & Surrounds Maintenance		H002	12 Harrington Street	2,206	4,588	7,368	7,368
20901	Staff Housing Building & Surrounds Maintenance		H003	13 Lambert Cres	4,142	6,170	9,705	9,705
20901	Staff Housing Building & Surrounds Maintenance		H004	15 Lambert Cres	1,349	8,472	10,726	10,726
20901	Staff Housing Building & Surrounds Maintenance		H005	44 Edmonds Street	2,643	5,311	7,105	7,105
20901	Staff Housing Building & Surrounds Maintenance		H006	16 Yulgering Road	1,220	5,870	7,692	7,692
20901	Staff Housing Building & Surrounds Maintenance		H007	7 Harrington Street	70,342	70,459	71,459	6,813
	Staff Housing - Operating Expenditure				108,593	125,649	149,362	84,716
Housing - Capital Expenditure								
40251	Replace roof (12 Harrington St)				0	0	0	0
40252	Power to garage (44 Edmonds St)				0	0	0	0
40253	Replace kitchen bench tops (44 Edmonds St)				0	0	0	0
40254	Garage (13 Lambert Cres)				0	0	0	0
	Staff Housing - Capital Expenditure				0	0	0	0
	Total Staff Housing				15,099	33,907	47,556	54,556
Housing - Aged Persons								
10920	Calligiri Aged Person Units - Unit 1				(3,160)	(3,464)	(5,200)	(5,200)
10921	Calligiri Aged Person Units - Unit 2				(4,080)	(3,464)	(5,200)	(5,200)
10922	Calligiri Aged Person Units - Unit 3				(2,684)	(3,464)	(5,200)	(5,200)
10923	Calligiri Aged Person Units - Unit 4				(4,176)	(3,464)	(5,200)	(5,200)
10930	Bolgart Aged Person Units - Unit 1				(3,980)	(3,096)	(4,655)	(4,655)
10931	Bolgart Aged Person Units - Unit 2				(4,320)	(3,464)	(5,200)	(5,200)
10932	R4R CLGF Grant				0	0	(900,000)	(900,000)
10934	Aged Friendly Communities Grant				0	0	0	0
	Aged Person Housing - Operating Income				(22,400)	(20,416)	(930,655)	(930,655)
20902	Calligiri Aged Person Units Operating Expenditure				13,084	12,873	18,460	18,460
20903	Calligiri Aged Person Units Maintenance		APC	Aged Persons Units Calligiri	3,128	0	0	0

Shire of Victoria Plains
Monthly Report as at : 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Housing								
	20903	Calingiri Aged Person Units Maintenance	APC1	Aged Person Unit 1 - Calingiri	1,477	7,239	9,011	9,011
	20903	Calingiri Aged Person Units Maintenance	APC2	Aged Persons Units Calingiri	1,154	3,792	4,542	4,542
	20903	Calingiri Aged Person Units Maintenance	APC3	Aged Persons Units Calingiri	298	7,845	9,345	9,345
	20903	Calingiri Aged Person Units Maintenance	APC4	Aged Person Unit 1 - Calingiri	1,707	4,313	4,785	4,785
	20903	Calingiri Aged Person Units Maintenance	APUSC	Apu Surrounds - Calingiri	0	0	0	0
	20904	Bolgart Aged Perons Units Operating Expenditure	APB	Aged Persons Units Bolgart	8,420	8,717	12,450	12,450
	20905	Bolgart Aged Perons Units Maintenance	APB1	Aged Person Unit 1 - Bolgart	105	0	0	8,597
	20905	Bolgart Aged Perons Units Maintenance	APB2	Aged Person Unit 2 - Bolgart	380	4,511	4,511	0
	20905	Bolgart Aged Perons Units Maintenance	APB2	Aged Person Unit 2 - Bolgart	456	3,850	4,066	0
	20905	Bolgart Aged Perons Units Maintenance	APUSB	APU Surrounds - Bolgart	0	0	0	0
		Aged Person Housing - Operating Expenditure			30,220	53,140	67,190	67,190
		Aged Person Housing - Capital Expenditure			0	0	0	0
		Total Aged Person Housing			7,820	32,724	(863,465)	(863,465)
		Housing - Other			0	0	0	0
	10950	Housing Misc Income			(1,442)	(792)	(1,200)	(1,200)
	10995	Administration Income - Allocated			(1,442)	(792)	(1,200)	(1,200)
		Housing Other - Operating Income			0	0	0	0
	20960	Depreciation Expense - Housing			0	0	0	0
	20990	Administration Expenditure - Allocated			37,226	35,437	49,215	49,215
		Housing Other - Operating Expenditure			37,226	35,437	49,215	49,215
		Total Other Housing			35,784	34,645	48,015	48,015
		Housing Other - Capital Expenditure			0	0	0	0
	40197	2 x Aged Care Units - Bolgart			32,234	30,000	500,000	512,500
	40198	2 x Aged Care Units - Calingiri			23,908	25,000	500,000	512,500
	40260	Paving at APUs			8,875	6,000	6,000	6,000
		Total Housing Other - Capital Expenditure			65,018	61,000	1,006,000	1,031,000
		Total Housing			\$ 123,721	162,276	238,107	270,107

Shire of Victoria Plains
Monthly Report as at: 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Community Amenities								
Sanitation - Household Refuse								
11000		Refuse Removal (Gst Charged)			(6,994)	(6,500)	(6,500)	(6,500)
11001		Refuse Removal			(40,871)	(40,000)	(40,000)	(40,000)
		Sanitation - Household Refuse - Operating Income			(47,864)	(46,500)	(46,500)	(46,500)
21000		Domestic Refuse Collection			24,476	25,328	37,996	37,996
21005		Landfill Site Maintenance	TIPB	Refuse Site Maintenance - Bolgart	4,899	16,572	24,939	55,439
21005		Landfill Site Maintenance	TIPC	Refuse Site Maintenance - Calingiri	21,989	33,127	50,001	70,501
21005		Landfill Site Maintenance	TIPM	Refuse Site Maintenance - Mogumber	15,145	16,584	25,083	31,583
21010		Waste Oil Removal	WSTO	Waste Oil	0	964	1,000	1,000
		Sanitation - Household Refuse - Operating Expenditure			66,509	82,275	139,019	196,519
		Sanitation - Household Refuse - Capital Expenditure			0	0	0	0
		Total Sanitation - Household Refuse			(18,645)	45,775	92,519	150,019
Sanitation - Other								
11010		Drum Muster			(910)	(2,000)	(2,000)	(2,000)
11011		Zero Waste Plan			(910)	(2,000)	(2,000)	(2,000)
		Sanitation - Other - Operating Income			0	2,792	4,206	4,206
21020		Refuse Collection - Streets, Parks, Gardens & Reserves	RUBB	Rubbish Removal	1,440	1,328	2,000	2,000
21021		Litter Control Roadside Bins	LITT	Litter Control Roadside Bins	1,089	664	1,500	1,500
21022		Drum Muster	DRUM	Drum Muster	2,530	4,784	7,706	7,206
		Sanitation - Other - Operating Expenditure			1,620	2,784	5,706	5,206
		Total Sanitation - Other			(20,345)	(17,500)	(17,500)	(17,500)
Sewerage								
11020		Sewerage			4,193	9,125	9,962	15,962
		Sewerage - Operating Income			1,780	9,035	10,507	10,507
21030		Effluent Disposal Schemes	SEWC	Sewerage - Calingiri	0	0	0	0
21030		Effluent Disposal Schemes	SEWY	Sewerage - Yerecoin	429	6,008	6,008	6,008
21031		Sewerage Audit	EPNDC	Effluent Ponds Calingiri	429	1,616	2,432	2,432
21032		Effluent Pond Maintenance	EPNDY	Effluent Ponds Yerecoin	6,831	25,784	28,909	34,909
21032		Effluent Pond Maintenance						
		Sewerage - Operating Expenditure			(13,514)	8,284	11,409	17,409
		Total Sewerage			(20,345)	(17,500)	(17,500)	(17,500)
Town Planning & Regional Development								
11040		Planning Applications			(2,105)	(1,664)	(2,500)	(2,500)
		Town Planning & Regional Development - Operating Income			(2,105)	(1,664)	(2,500)	(2,500)
21051		Town Planning Scheme / Local Planning Strategy			0	3,328	5,000	5,000
21053		Interest Expense			0	0	0	0
		Town Planning & Regional Development - Operating Expenditure			(2,105)	1,664	2,500	2,500
		Total Town Planning & Regional Development			(95)	(500)	(1,000)	(1,000)
Other Community Amenities								
11050		Calingiri Cemetery			0	0	(90,000)	(90,000)
11063		Plewaning Water Supply Grant			0	0	0	0
11064		Aged Friendly Communities Grant			(1,581)	(872)	(1,316)	(1,316)
11095		Administration Income Allocated			(1,877)	(1,372)	(82,316)	(82,316)
		Other Community Amenities - Operating Income			(1,877)	(1,372)	(82,316)	(82,316)

Shire of Victoria Plains
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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Community Amenities								
21060	Cemetery Works				17,557	20,830	32,460	32,460
21060	Cemetery Works		CENM	Cemetery Maintenance	0	0	0	0
21061	Cemeteries Operations		GRAVE	Grave Digging	110	435	608	608
21062	Mogumber Water Supply		WATRM		1,784	1,968	2,459	2,459
21063	Yenart Bore		YENART		6,156	13,280	19,919	38,419
21064	Gillingarra Emergency Water Supply		WATRG		1,207	1,624	2,458	2,458
21065	Public Toilets And Drinking Fountains		TOILET	Public Toilets	6,157	7,160	10,242	10,242
21066	Community Amenities - Depreciation Expense				44,018	10,112	15,186	15,186
21067	Gillingarra Water Pump Electricity				0	328	500	500
21068	Calingiri Water Supply		WATRC		2,996	1,632	2,459	2,459
21069	Bolgart Water Supply		WATRB	Bolgart Water Supply	13,725	1,959	1,959	1,959
21090	Administration Expenditure Allocated				40,826	36,867	53,978	53,978
	Other Community Amenities - Operating Expenditure				134,536	98,196	142,228	160,726
40261	Public Toilets Mogumber				47,241	5,000	68,500	55,000
40262	Dongers for Tip Sites (x2)				24,606	44,000	44,000	44,000
40255	Plenewing Community Water Supply				5,000	5,000	90,000	90,000
	Other Community Amenities - Capital Expenditure				76,848	54,000	202,500	189,000
	Total Other Community Amenities				209,707	150,824	262,412	257,412
	Total Community Amenities				\$ 214,352	209,331	364,545	432,545

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Recreation & Culture								
Public Halls & Civic Centres								
11100		Calligiri Recreation Centre			(325)	(328)	(500)	(500)
11101		Mogumber Hall			0	(64)	(100)	(100)
11102		Bolgart Hall			(200)	(328)	(500)	(500)
11103		Calligiri Gymnasium			(1,786)	(2,000)	(3,000)	(3,000)
11104		Roads Board Building Lease			(2,384)	(3,328)	(5,000)	(5,000)
11105		Misc Income Public Halls			0	0	0	0
		Public Halls & Civic Centres - Operating Income			(4,705)	(6,048)	(9,100)	(9,100)
16078		Lotterywest Grant - Hall equipment			0	0	0	0
		Public Halls & Civic Centres - Capital Income			0	0	0	0
21100		Bolgart Hall	B007	Bolgart Hall & Grounds Maintenance	5,803	4,929	7,473	7,473
21100		Bolgart Hall	B008	Bolgart Hall Other Costs	5,595	6,117	6,965	6,965
21101		Calligiri Recreation Centre	B009	Calligiri Rec Centre Maintenance	6,559	2,728	4,157	4,157
21101		Calligiri Recreation Centre	B010	Calligiri Rec Centre Other Costs	11,229	13,790	17,660	17,660
21102		Piawaning Hall	B011	Piawaning Hall & Grounds Maintenance	0	0	0	0
21102		Piawaning Hall	B012	Piawaning Hall Other Costs	5,437	6,264	6,350	6,350
21103		Mogumber Hall	B013	Mogumber Hall & Grounds Maintenance	1,034	120	180	180
21103		Mogumber Hall	B014	Mogumber Hall Other Costs	1,407	1,513	1,550	1,550
21104		Gillingarra Hall	B015	Gillingarra Hall & Grounds Maintenance	0	0	0	0
21104		Gillingarra Hall	B016	Gillingarra Hall Other Costs	3,355	3,500	4,000	4,000
21105		Yerecoin Hall	B017	Yerecoin Hall & Grounds Maintenance	0	0	0	0
21105		Yerecoin Hall	B018	Yerecoin Hall Other Costs	2,485	2,599	2,600	2,600
21106		Public Halls - Depreciation Expenses			28,452	26,016	39,031	39,031
21107		Cwa Building	B021	Cwa Calligiri Building Maintenance	1,687	1,000	1,500	1,500
21107		Cwa Building	B022	Cwa Building Operating Expenditure	4,942	1,053	1,141	1,141
21107		Calligiri Gymnasium			985	5,255	7,900	7,900
21109		Public Halls & Civic Centres - Operating Expenditure			78,970	74,885	100,527	100,527
40265		Polish Floors - Bolgart Hall			9,727	11,760	11,760	11,760
40275		Stumps & Leveling - Bolgart Hall			6,356	8,000	8,000	8,000
40057		Disability Access			0	0	1,500	5,000
		Public Halls & Civic Centres - Capital Expenditure			16,082	19,760	21,260	24,760
		Total Public Halls & Civic Centres			90,348	88,597	112,887	116,187
Other Recreation & Sport								
11110		Calligiri Sports Ground			(902)	(1,000)	(1,500)	(1,500)
11123		Other Sports & Recreation Grants			(2,200)	0	(17,454)	0
11125		Reimbursements			(6,711)	(7,256)	(14,331)	(14,331)
		Other Recreation & Sport - Operating Income			(9,812)	(8,256)	(33,285)	(15,831)
21110		Town & Gardens Maintenance	TWNBOL	Bolgart Town & Gardens Maintenance	52,370	42,216	60,329	39,329
21110		Town & Gardens Maintenance	TWNCAL	Calligiri Town & Gardens Maintenance	34,781	30,592	45,906	45,906
21110		Town & Gardens Maintenance	TWNGIL	Gillingarra Town & Gardens Maintenance	2,913	6,216	9,350	9,350

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Recreation & Culture								
21110		Town & Gardens Maintenance			2,874	6,688	10,046	10,046
21110		Town & Gardens Maintenance	TWNMOG	Mogumber Town & Gardens Maintenance	5,380	6,256	9,404	9,404
21110		Town & Gardens Maintenance	TWNPIA	Playwating Town & Gardens Maintenance	14,717	15,552	23,355	23,355
21111		Reserves Maintenance	TWNMYR	Yereocin Town & Gardens Maintenance	9,714	8,336	12,530	12,530
21111		Reserves Maintenance	CMEMPK	Callingiri Memorial Park	8,135	6,556	9,787	9,787
21111		Reserves Maintenance	RESVS	Reserves Maintenance	266	3,072	4,616	4,616
21112		Callingiri Sporting Club Operating	WARMEM	War Memorial	10,883	12,662	16,099	16,099
21113		Callingiri Sporting Club Maintenance		Callingiri Sports Club Maintenance	42,111	58,728	88,119	88,119
21114		Bolgart Sportsground Operating			610	332	500	500
21115		Bolgart Sportsground Maintenance			32,868	27,971	37,997	14,497
21116		Town Beautification	BSPG	Bolgart Sportsground Maintenance	0	0	0	0
21117		Sport And Recreation Officer - Be Active Co-Ordinator			4,000	0	13,600	3,600
21118		Recreation Equipment Maintenance			0	0	0	0
21119		Sports Clubs - Depreciation Expense			36,992	25,488	38,250	38,250
21120		Interest Expense			7,019	11,078	22,158	22,158
21122		Callingiri Sports Pavilion			574	1,376	2,071	2,071
		Other Recreation & Sport - Operating Expenditure			266,206	263,149	404,117	349,617
40263		150kl Water Tank (Callingiri Oval)			0	0	0	18,000
40264		Pump Shed (Callingiri Oval)			0	0	5,000	5,000
40256		Hockey Oval Fence			0	0	0	0
		Other Recreation & Sport - Capital Expenditure			0	0	5,000	23,000
		Total Other Recreation & Sport			256,393	254,893	370,631	333,765
Libraries								
11120		Bolgart Library			0	0	0	0
11121		Callingiri Library			0	0	0	0
		Libraries - Operating Income			0	0	0	0
21130		Library - Salaries & Wages			2,972	2,792	4,196	4,196
21131		Library Services			7,008	9,079	12,796	12,796
21132		Library Building Maintenance			194	1,552	2,338	2,338
21133		Depreciation Expense			0	0	0	0
		Libraries - Operating Expenditure			10,174	13,423	19,330	19,330
		Total Libraries			10,174	13,423	19,330	19,330
Other Culture								
11130		Cultural Mapping			(44)	0	0	0
11131		History Book			(18)	0	0	0
11195		Administration Income Allocated			(2,881)	(1,592)	(2,400)	(2,400)
		Other Culture - Operating Income			(2,943)	(1,592)	(2,400)	(2,400)
21143		Bolgart Music Festival			13,897	9,616	14,423	923
21144		Mogumber Rodeo			956	923	923	923
21190		Administration Expenditure Allocated			74,360	70,860	96,430	96,430

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Recreation & Culture								
Other Culture - Operating Expenditure					89,233	81,399	113,776	100,276
Total Other Culture					89,233	81,399	113,776	100,276
Total Recreation & Culture					443,206	438,720	619,225	590,179

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Transport								
Streets, Roads, Bridges & Depot Construction								
	16009	Govt Grant Regional Roads			(354,328)	(461,911)	(617,278)	(617,278)
	16010	Govt Grant - Direct			(112,700)	(112,700)	(112,700)	(112,700)
	16012	Govt Grant - R2R			(245,000)	0	(701,197)	(701,197)
	16081	Industry Contribution (Commodity Route)			(20,000)	0	(20,000)	(20,000)
		Streets Roads Bridges Construction - Capital Income			(732,028)	(574,611)	(1,451,175)	(1,451,175)
	40021	Roadworks - Council & Direct Road Funding		Caingini New Norcia Road	0	15,000	15,000	15,000
	40021	Roadworks - RRG Funded		Toodyay-Bindi Bindi Road	147,394	154,000	154,000	160,000
	40022			Regional Roads - Gillingarra Glentromie Rd	0	0	243,223	243,223
	40022			Gillingarra-Glentromie Road	0	0	43,676	43,676
	40022			Mogumber Weef Road	0	0	50,498	50,498
	40022			Goomalling-Caingini Road	51,702	96,110	96,110	96,110
	40022			Toodyay-Bindi Road	180,303	192,000	192,000	158,300
	40022			Toodyay-Bindi Road Shd/Drainage	58,036	75,000	154,149	154,149
	40022			Wirrida Road	0	0	93,551	93,551
	40022			Carani Road West	181,681	120,000	220,900	220,900
	40024	Roadworks - Roads To Recovery		Toodyay-Bindi Bindi Rd heavy patching	0	0	701,186	701,186
	40266	Footpaths			0	0	40,000	40,000
	40266	Drainage Bolgart (Bolgart East-Smith St)			3,838	0	55,270	105,270
	40267	Street Lighting			0	0	7,000	7,000
	40268	Kerb & Bollards			0	5,500	5,500	5,500
		Streets Roads Bridges Construction - Capital Expenditure			532,965	657,610	2,072,073	2,054,373
		Total Streets, Roads, Bridges Construction			(99,063)	82,999	620,898	643,198
Streets, Roads, Bridges & Depot Maintenance								
	11200	Road & Footpath Maintenance			0	0	(1,000)	(1,000)
	11295	Administration Income Allocated			(4,602)	(2,552)	(3,832)	(3,832)
		Streets Roads Bridges Maintenance - Operating Income			(4,602)	(2,552)	(4,832)	(4,832)
	21200	Maintenance Grading		Caingini - Goomalling Road	277,988	338,472	507,728	507,728
	21201	Aglime Maintenance Grading			0	0	0	0
	21201	Aglime Maintenance Grading			0	0	0	0
	21202	Bitumen Maintenance			32,693	48,544	72,824	72,824
	21203	Signage & Guideposts			41,174	32,208	48,340	48,340
	21204	Tree Lopping			74,240	73,240	109,864	102,864
	21205	Drainage Maintenance			11,469	27,131	41,950	81,950
	21206	Culvert Maintenance			0	0	0	0
	21206	Town Streets Maintenance			0	0	0	0
	21207	Flood Damage			183	3,382	5,056	5,056
	21208	Misc Road Maintenance			61,875	49,064	70,610	70,610
	21209	Bridge & Culvert Maintenance			20,753	21,640	29,956	11,456
	21210	Crossovers			7,852	8,584	12,890	12,890
	21211	Street Lighting Maintenance			9,797	9,664	14,500	14,500
	21212	Traffic Signs & Control Equipment			6,473	8,120	12,202	12,202
	21213	Reinstatements			0	0	0	0
	21214	Footpath Maintenance			18,821	9,832	14,769	34,769
	21215	Infrastructure Depreciation Expense			1,353,924	1,366,920	2,050,386	866,111
	21216	Interest on loan			0	0	0	0

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Transport								
21280		Administration Expenditure Allocated			118,806	113,157	157,171	157,171
		Streets Roads Bridges Maintenance - Operating Expenditure			2,035,776	2,109,928	3,148,245	1,998,471
		Total Streets Roads Bridges Maintenance			2,031,174	2,107,376	3,143,414	1,993,639
16071		Sale of Ute (PWW48)			(13,182)	(12,000)	(12,000)	(12,000)
16074		Sale of Ute (PWW51)			0	0	(20,000)	(20,000)
16072		Sale of Mitsubishi Fuso 13T Truck (PTK16)			0	0	0	(40,000)
11290		WDV on Assets sold			10,471	10,000	69,500	69,500
		Road Plant Profit / Loss on Sale of Assets			(2,711)	(2,000)	37,500	(2,500)
Road Plant Purchases - Capital Expenditure					0	0	0	0
Total Road Plant Purchases					(2,711)	(2,000)	37,500	(2,500)
Total Transport					1,928,400	2,188,375	3,801,812	2,634,337

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Economic Services								
Rural Services								
	21300	Noxious Weeds & Pest Control	NWPC	Noxious Weeds & Pest Control	23,544	26,544	39,830	54,830
	21300	Noxious Weeds & Pest Control	WANTS	White Ant. Control	5,758	7,459	7,459	7,459
	21301	Small Business Centre - Central Coast			0	3,500	3,500	3,500
	21302	Rural Financial Counselling Service			0	0	0	0
	21303	Rural Water Council Of Wa			0	0	0	0
	21305	Rural Youth			0	232	350	350
Total Rural Services					29,302	37,735	51,139	66,139
Tourism & Area Promotion								
	11300	Bolgart Caravan Park			(6,517)	(3,328)	(5,000)	(5,000)
	11301	Calligiri Caravan Park			(1,678)	(1,664)	(2,500)	(2,500)
	11302	Sundry Income			(119)	(32)	(50)	(50)
Tourism & Area Promotion - Operating Income					(8,314)	(5,024)	(7,550)	(7,550)
	21320	Area Promotion			5,302	8,000	8,000	8,000
	21321	Caravan Parks And Camping Grounds Operating			7,782	10,774	15,580	15,580
	21322	Caravan Parks And Camping Grounds Maintenance	BCV/PK	Bolgart Caravan Park Maint	25,260	13,167	13,167	13,167
	21322	Caravan Parks And Camping Grounds Maintenance	CCV/PK	Calligiri Caravan Park Maint	7,661	5,002	7,403	7,403
	21323	Information Bays Maintenance	INFO	Information Bays Maintenance	0	0	0	0
	21324	Depreciation Expense - Caravan Parks			2,186	1,328	2,004	2,004
	21325	Bolgart Tractor Shed			72	53	55	55
Tourism & Area Promotion - Operating Expenditure					48,263	38,324	46,209	46,209
Tourism & Area Promotion - Capital Expenditure					0	0	0	0
Total Tourism & Area Promotion					39,949	33,300	38,659	38,659
Building Control								
	11310	Building Applications			(2,718)	(1,664)	(2,500)	(2,500)
	11311	Swimming Pools Program			0	0	0	0
	11312	Bciff & Brb			(59)	(96)	(150)	(150)
Building Control - Operating Income					(2,777)	(1,760)	(2,650)	(2,650)
	21330	Building Control Operating			13,214	10,160	15,250	15,250
Building Control - Operating Expenditure					13,214	10,160	15,250	15,250
Total Building Control					10,437	8,400	12,600	12,600
Other Economic Services								
	11320	Bendigo Bank Commissions			(22,847)	(10,064)	(15,100)	(15,100)
	11321	Extractive Industry Licences			0	0	0	0
	11322	Standpipes - Water			(26)	0	0	0
	11323	Community Safety & Crime Prevention			0	0	0	0

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Economic Services:								
11395		Administration Income - Allocated			(1,210)	(664)	(1,006)	(1,006)
Other Economic Services - Operating Income					(24,064)	(10,728)	(16,106)	(16,106)
21350		Bendigo Bank Agency			283	336	450	450
21360		Water Supply - Standpipes	WATERB	Water Supply - Standpipe Bolgart	1,162	332	500	500
21360		Water Supply - Standpipes	WATERC	Water Supply - Standpipe Calingiri	2,197	3,156	4,750	4,750
21360		Water Supply - Standpipes	WATERY	Water Supply - Standpipe Yerecabin	265	332	500	500
21361		Water Supply - Standpipe Depreciation			0	24	38	38
21362		Community Safety & Crime Prevention			0	0	0	0
21390		Administration Expenditure - Allocated			31,250	29,721	41,277	41,277
Other Economic Services - Operating Expenditure					35,156	33,901	47,516	47,516
Total Other Economic Services					11,073	23,173	31,409	31,409
Total Economic Services					90,761	102,608	133,807	148,807

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Other Property & Services								
Private Works								
	11400	Private Works - Income			(6,796)	(12,208)	(18,321)	(18,321)
		Private Works - Operating Income			(6,796)	(12,208)	(18,321)	(18,321)
	21400	Private Works Expenditure			0	10,816	15,931	15,931
	21406	Private Works Expenditure 2015-16			5,543	0	0	0
		Private Works - Operating Expenditure			5,543	10,816	15,931	15,931
		Total Private Works			(1,253)	(1,592)	(2,390)	(2,390)
Public Works Overheads								
	11410	Sundry Income			(655)	(552)	(850)	(850)
	11411	Diesel Fuel Rebate			(17,407)	(10,000)	(15,000)	(15,000)
	11495	Administration Income Allocated			(837)	(464)	(697)	(697)
		Public Works Overheads - Operating Income			(18,898)	(11,016)	(16,547)	(16,547)
	11490	WDV on Assets Sold			46,481	50,126	50,126	50,126
	16017	Sale of Works Manager Ute			(34,545)	(34,545)	(34,545)	(30,000)
	16040	Sale of Building Maintenance Ute			(15,455)	(15,455)	(15,455)	(12,000)
		Public Works Overheads - (Profit) / Loss on Sale of Assets			(3,519)	126	126	8,128
	21410	Salaries & Wages			75,491	58,592	87,905	87,905
	21411	Works Manager Package			73,896	90,936	136,476	136,476
	21412	Superannuation			51,567	43,512	65,282	65,282
	21413	Insurance			18,149	17,000	25,500	25,500
	21414	Other Staff Costs			6,617	4,984	7,515	7,515
	21415	Conferences & Seminars			3,824	3,328	5,000	5,000
	21416	Engineering Services			7,898	18,000	27,000	27,000
	21417	Occupational Health & Safety			79	1,000	1,500	1,500
	21418	Other Public Works Overheads			0	328	500	500
	21419	Depot Operating Costs			149,561	114,432	171,810	171,810
	21420	Depot Maintenance			1,580	2,016	3,038	3,038
	21421	Unallocated Wages			0	0	0	0
	21422	Staff Training			0	0	0	0
	21423	Administration Costs Allocated			12,775	12,264	18,438	18,438
	21424	Staff Meetings			21,601	20,572	28,577	28,577
	21425	Building Maintenance			873	4,816	7,229	7,229
	21440	Gardens Maintenance			37,437	42,288	63,519	63,519
	21450	ROMAN II / Road data			44	26,168	39,338	39,338
	21490	Workshop Overheads Recovered			971	0	0	0
		Public Works Overheads - Operating Expenditure			(462,165)	(460,236)	(688,626)	(688,626)
	40030	Works Manager Vehicle Replacement			(0)	0	0	0
					46,587	46,587	46,587	47,500

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Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Other Property & Services								
	40118	Building Maintenance Ute			21,933	21,933	21,933	27,500
	40270	Traffic Counters			0	0	0	6,600
	40272	Fuel Bowser			1,806	2,000	15,250	7,000
	40273	GPS/EPIRB			0	0	5,000	5,000
	40269	Replace Dual Cab Ute			35,205	35,205	35,205	40,000
	40274	Metro Body - Building Maintenance Ute			9,975	8,625	8,625	8,625
		Public Works Overheads - Capital Expenditure			115,507	114,350	132,600	142,225
		Total Public Works Overheads			95,089	103,460	116,179	133,804
Plant Operation								
	21430	Fuel & Oil			79,494	79,896	119,848	149,848
	21431	Tyres & Tubes			3,680	20,216	30,325	30,325
	21432	Parts & Repairs			145,754	114,768	172,156	122,156
	21433	Insurance & Licences			29,429	22,656	34,000	34,000
	21434	Depreciation Ex Asset Ledger			278,858	254,024	381,043	381,043
	21436	Interest On Loans			0	0	0	0
	21495	Plant Recovery			(537,214)	(498,919)	(717,372)	(717,372)
		Total Plant Operation			0	0	20,000	0
Salaries & Wages								
	21496	Salaries & Wages			980,998	888,608	1,332,917	1,332,917
	21497	Salaries & Wages Allocated			(980,998)	(888,608)	(1,332,917)	(1,332,917)
		Total Salaries & Wages			0	0	0	0
Unclassified								
	11461	Insurance Claims Recovered			(17,184)	0	0	0
	11460	Workers Compensation Recovered			(8,577)	0	0	0
	21461	Insurance Claims - Costs			6,028	0	0	0
		Unclassified Capital Income			(20,033)	0	0	0
		Unclassified - Operating Expenditure			0	0	0	0
		Total Other Property & Services			71,804	101,868	133,790	131,415

Shire of Victoria Plains
Monthly Report as at: 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Reserves								
50001		Transfer To Lsl Reserve			1,140	0	1,560	1,560
50002		Transfer To Plant Reserve			2,226	0	3,107	3,107
50003		Transfer To Housing Reserve			2,893	0	2,888	2,888
50004		Transfer To Sewerage Reserve			1,100	0	1,506	1,506
50005		Transfer To Light Vehicle Reserve			0	0	0	0
50006		Transfer To Refuse Site Reserve			4,618	0	6,328	6,328
50007		Transfer To Building Maintenance Reserve			1,346	0	1,879	1,879
50008		Transfer To Computing Reserve			0	0	0	0
50009		Transfer To Infrastructure Reserve			194	0	344,872	344,872
50010		Transfer to Gymnasium Equipment Reserve			104	0	143	143
		Total Transfer to Reserves			13,622	0	362,283	362,283
50051		Transfer From Lsl Reserve			0	0	0	0
50052		Transfer From Plant Reserve			0	0	0	0
50053		Transfer From Housing Reserve			0	0	(52,000)	(100,000)
50054		Transfer From Sewerage Reserve			0	0	0	0
50055		Transfer From Light Vehicle Reserve			0	0	0	0
50056		Transfer From Refuse Site Reserve			0	0	(44,000)	(44,000)
50057		Transfer From Building Maintenance Reserve			0	0	0	0
50058		Transfer From Computing Reserve			0	0	0	0
50059		Transfer From Infrastructure Reserve			0	0	(240,454)	0
50060		Transfer From Gymnasium Equipment Reserve			0	0	0	0
		Total Transfer From Reserves			0	0	(336,454)	(144,000)
Total Reserves Transfer					\$ 13,622	0	25,829	218,283

Shire of Victoria Plains
Minutes – Ordinary Meeting of Council

16 March 2016

Shire of Victoria Plains
Monthly Report as at: 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Governance					0	0	0	0
Members Of Council					(5,112)	(2,832)	(4,258)	(4,258)
	10420	Contributions And Donations						
	10495	Admin Income Allocated			(5,112)	(2,832)	(4,258)	(4,258)
		Members Of Council Operating Income						
	20401	Member'S Expenses			6,332	4,250	8,500	8,500
	20402	Member'S Allowances			30,438	30,438	60,875	60,875
	20403	Election Expenses			1,977	3,000	3,000	3,000
	20404	Conferences & Seminars - Local Government Week			10,534	16,000	16,000	16,000
	20405	Conferences & Seminars - Councillor Training			4,577	2,500	5,000	5,000
	20406	Meeting Costs			4,376	4,000	6,000	6,000
	20407	Delivering Agendas			84	0	0	0
	20408	Sundry			15,238	13,338	19,850	19,850
	20409	Public Relations			14,624	15,124	60,250	60,250
	20410	Legal Fees			0	0	0	0
	20411	Insurance			4,990	3,100	3,100	3,100
	20412	Strategic Plan			0	0	0	0
	20413	Asset Management Plan			0	0	0	0
	20420	Admin Expenditure Allocated			131,983	131,416	174,634	174,634
		Members of Council Operating Expenditure			225,154	223,165	357,209	357,209
		Total Members of Council			220,041	220,334	352,951	352,951
Administration					(11,132)	(3,892)	(5,600)	(5,600)
	10430	Reimbursements			(12,985)	(10,000)	(15,000)	(15,000)
	10431	Commissions			1,320	(1,072)	(1,625)	(1,625)
	10432	Administration Charges			(5,093)	(664)	(1,000)	(1,000)
	10433	Sundry Income			(0)	0	0	0
	10434	Rounding			27,889	15,848	23,225	23,225
	10496	Admin Income Reallocated			0	220	0	0
		Administration Operating Income			77,253	77,253	77,253	78,231
	10480	WDV on Assets Sold			(42,727)	(42,727)	(42,727)	(50,000)
	16001	CEO Vehicle - Sale Proceeds			(30,455)	(30,455)	(30,455)	(32,500)
	16002	DCEO Vehicle - Sale Proceeds			4,071	4,071	4,071	(4,269)
		Administration (Profit) / Loss on Sale of Assets			346,878	330,701	505,791	505,791
	20430	Salaries & Wages			30,610	17,070	24,800	24,800
	20431	CEO Package			31,115	18,791	26,450	26,450
	20432	DCEO Package			3,549	6,664	6,700	6,700
	20433	Other Staff Costs			81,417	70,413	77,253	77,253
	20435	Computing			46,142	55,300	55,300	55,300
	20436	Insurance						

Shire of Victoria Plains
Monthly Report as at: 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
20437		Staff Recruitment			62	2,850	2,850	2,850
20438		Staff Training			20,840	10,564	21,100	21,100
20439		Office Building - Operating			8,181	8,418	12,510	12,510
20440		Office Building & Surrounds Maintenance			6,742	18,402	26,082	26,082
20440		Office Building & Surrounds Maintenance	B001	Admin Office Building Maintenance	14,619	12,908	19,653	19,653
20441		Minor Office Equipment			362	5,000	5,000	5,000
20442		Office Consumables			534	528	800	800
20443		Telephone			8,201	6,328	9,500	9,500
20444		Postage			2,721	2,824	4,250	4,250
20445		Other Office Expenses			77,992	65,195	152,333	82,333
20446		Bank Merchant Fees			6,140	2,664	4,000	4,000
20447		Bank Charges			1,325	200	300	300
20448		Audit Fees			6,491	9,500	16,500	16,500
20449		Occupational Health & Safety			5,597	3,410	6,750	6,750
20450		Write-Offs			0	0	250	250
20481		Depreciation Expense			19,869	29,584	44,380	44,380
20490		Administration Expenditure - Reallocated			(720,038)	(677,314)	(952,551)	(952,551)
		Administration Operating Expenditure			(653)	0	70,000	0
40004		Cec Vehicle Replacement			57,494	57,494	57,494	70,000
40005		Dccc Vehicle Replacement			41,584	41,584	41,584	47,500
40069		Computing upgrade software & hardware			27,499	28,000	43,000	43,000
40259		Admin Garden Upgrade			1,767	2,000	15,000	15,000
40074		OHS Upgrade to Shire Buildings			0	0	485	10,485
		Total Governance/Administration Capital Expenditure			128,345	129,078	157,563	185,985
		Total Administration			131,763	133,369	231,634	181,716
		Total Governance			351,605	353,703	584,586	534,668

Shire of Victoria Plains
Monthly Report as at: 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Law, Order & Public Safety								
Fire Prevention								
10510		Operating Grant			(24,210)	(24,210)	(36,315)	(36,315)
10511		Contributions And Donations			0	(264)	(400)	(400)
10512		Fire Prevention- Infringements			(1,000)	(128)	(200)	(200)
10513		Insurance claims Received			0	0	0	0
		Fire Prevention - Operating Income			(25,210)	(24,822)	(36,915)	(36,915)
20500		Fire Prevention			38,216	43,800	47,961	47,961
20508		Sandilwood Farm Fire Expenses			317	328	500	500
20512		Depreciation Expense			2,896	1,512	2,275	2,275
		Fire Prevention - Operating Expenditure			41,528	45,640	50,736	50,736
16003		DFES Capital Grant - Fire Tender Replacement			0	0	0	0
		Bushfire Brigades - Capital Income			0	0	0	0
20510		FESA Fire Truck Expenses			104,608	98,656	145,000	145,000
20511		Fire Stations			2,617	2,222	2,630	2,630
20511		Fire Stations			129	213	215	215
20511		Fire Stations			230	285	355	355
20511		Fire Stations			147	174	175	175
20511		Fire Stations			1,051	983	1,120	1,120
		Bush Fire Brigades - Operating Expenditure			108,793	100,533	149,495	149,495
		Total Fire Prevention			125,111	121,571	163,316	163,316
Animal Control								
10520		Animal Infringements			(1,280)	(328)	(500)	(500)
10522		Licensing			(2,566)	(2,000)	(2,000)	(2,000)
20520		Animal Compound			1,893	4,072	6,135	6,135
20521		Dog Licensing			118	200	200	200
		Total Animal Control			(1,865)	1,944	3,835	3,835
Other Law, Order And Public Safety								
10530		Other Income			(930)	0	0	0
10590		(Profit)/Loss on Sale of Assets			0	0	0	0
10595		Administration Income - Allocated			(1,628)	(696)	(1,355)	(1,355)
		Other Law Order & Public Safety - Operating Income			(2,456)	(696)	(1,355)	(1,355)
20530		Emergency Services			0	0	500	500
20533		Community Emergency Services Manager			8,202	13,328	20,000	20,000
20580		Administration Cost Allocated			41,978	37,040	55,565	55,565
		Other Law Order & Public Safety - Operating Expenditure			50,180	50,368	76,065	76,065
40228		Calligiri Fire Tender (DFES replacement)			0	0	0	0
40229		Yerecoin/Plawening Fire Tender (DFES replacement)			0	0	0	0
		Total Other Law Order & Public Safety			47,725	49,472	74,711	74,711
		Total Law, Order & Public Safety			170,971	172,987	241,852	241,852

Shire of Victoria Plains
Monthly Report at as : 29/02/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
General Purpose Funding								
Rates								
	10300	Rates Income			(2,184,252)	(2,184,281)	(2,184,281)	(2,184,281)
	10315	Administrative Fees & Charges			(6,147)	(3,125)	(4,500)	(4,500)
	20300	Rates Collection			2,892	3,703	10,800	10,800
		Total Rates Income / Expenditure			(2,187,507)	(2,183,703)	(2,177,981)	(2,177,981)
General Purpose Grants	10325	General Purpose Grants			(353,710)	(353,709)	(471,611)	(447,831)
		Total General Purpose Grants			(353,710)	(353,709)	(471,611)	(447,831)
Other General Purpose Income	10310	Ex Gratia Rates			(63,076)	(60,000)	(60,000)	(60,000)
	10320	Interest Income			(45,362)	(30,489)	(44,300)	(44,300)
	10395	Administration Income - Allocated			(6,507)	(3,608)	(5,419)	(5,419)
	20310	Admin Expenditure Reallocated			167,985	163,168	222,262	222,262
		Total Other General Purpose Income / Expenditure			53,041	69,071	112,543	112,543
		Total General Purpose Funding			(2,488,176)	(2,468,341)	(2,537,049)	(2,513,269)

Capital Expenditure Report

Shire of Victoria Plains

Capital Expenditure Report as at : 29-February-2016

COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
				\$	\$	\$	\$
Sched 4 - Governance/Administration							
40004	Ceo Vehicle Replacement			57,494	57,494	57,494	70,000
40005	Dceo Vehicle Replacement			41,584	41,584	41,584	47,500
40069	Computing upgrade software & hardware			27,499	28,000	43,000	43,000
40259	Admin. Building Gardens Upgrade			1,767	2,000	15,000	15,000
40074	OHS Upgrades			0	0	485	10,485
	Total Governance/Administration Capital Expenditure			128,345	129,078	157,563	185,985
Sched 9 - Housing							
40260	Paving at Calingiri APU's			8,875	6,000	6,000	6,000
40197	2 x Aged Persons Units - Bolgart			32,234	30,000	500,000	512,500
40198	2 x Aged Persons Units - Calingiri			23,908	25,000	500,000	512,500
	Housing Capital Expenditure			65,018	61,000	1,006,000	1,031,000
Sched 10 Community Amenities							
40261	Public Toilets Mogumber			47,241	45,000	68,500	55,000
40262	Dongers for Tip Sites (x2)			24,606	24,000	44,000	44,000
40255	Plawaming Water Supply			5,000	5,000	90,000	90,000
	Community Amenities Capital Expenditure			76,848	74,000	202,500	189,000
Sched 11 - Recreation & Culture							
40057	Disability Access			0	0	1,500	5,000
40263	150kl Water Tank (Calingiri Oval)			0	0	0	18,000
40264	Pump Shed (Calingiri Oval)			0	0	5,000	5,000
40265	Polish Floors - Bolgart Hall			9,727	11,760	11,760	11,760
40275	Stumps & Levelling - Bolgart Hall			6,355	8,000	8,000	8,000
40276	Netball Court			0	0	47,454	0
	Recreation & Culture Capital Expenditure			16,082	19,760	73,714	47,760
Sched 12 - Transport							
40021	Roadworks - Council & Direct Road Funding			0	0	15,000	15,000
40021	Roadworks - Council & Direct Road Funding	C9125	Edmonds Street, final seal	147,394	154,000	154,000	160,000
40022	Roadworks - RRG Funded	RR0021	New Norcia- Gillingarra Road - finalise	0	0	243,223	243,223
40022	Roadworks - RRG Funded	RR0022	Gillingarra-Glentromie Road	0	0	43,676	43,676
40022	Roadworks - RRG Funded	RR0023	Mogumber West Road	0	0	50,498	50,498
40022	Roadworks - RRG Funded	RR0024	Goomalling-Calingiri Road	51,702	50,110	96,110	96,110
40022	Roadworks - RRG Funded	RR0025	Toodyay-Bindi Bindi Road	180,303	180,000	192,000	158,300
40022	Roadworks - RRG Funded	RR0026	Toodyay-Bindi Bindi Road Cement Stab	58,036	55,000	154,149	154,149

Shire of Victoria Plains

Capital Expenditure Report as at : 29-February-2016

COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
				\$	\$	\$	\$
40022	Roadworks - RRG Funded	RR0027	Wirnilda Road	0	0	93,551	93,551
40022	Roadworks - RRG Funded	RR0028	Carani Road West	191,691	190,000	220,900	220,900
40024	Roadworks - R2R Funded	R2R012	Bolgart East Road	0	0	701,196	490,742
40266	Footpaths	FP2016	Aged Friendly Communities Funded	0	0	40,000	40,000
40221	Drainage Bolgart (Bolgart East-Smith St)	C9114	Drainage Bolgart (Bolgart East-Smith St)	3,838	0	55,270	105,270
40267	Street Lighting	SL2016	Milner Street, Yerecoin	0	0	7,000	7,000
40268	Kerb & Bollards	KB2016	Poincare/Albert St, Bolgart	0	5,500	5,500	5,500
40269	Replace Dual Cab Ute			35,205	35,205	35,205	40,000
	Transport Capital Expenditure			668,170	669,815	2,107,278	1,923,919
	Sched 13 - Economic Services			0	0	0	0
	Economic Services Capital Expenditure			0	0	0	0
	Sched 14 - Other Property & Services			46,587	46,587	46,587	47,500
40030	Works Manager Vehicle Replacement			21,933	21,933	21,933	27,500
40118	Building Maintenance Ute Replacement			0	0	0	6,600
40270	Traffic Counters			1,806	2,000	15,250	7,000
40272	Change over Fuel Bowser			0	0	5,000	5,000
40273	GPS/EPIRB			9,975	8,625	8,625	8,625
40274	Metro Body - Building Maintenance Ute			80,302	79,145	97,395	102,225
	Other Property & Services Capital Expenditure			1,034,764	1,032,798	3,644,450	3,479,889
	Total Capital Expenditure			\$ 1,034,764	\$ 1,032,798	\$ 3,644,450	\$ 3,479,889

Investments Report

INVESTMENTS
 29th February 2016

	Institution	Term	Amount	Interest %	Review Date
Municipal	Treasury Corp	OCDF	\$9,159	1.95	-
Municipal	Bendigo Bank	3 months	\$0		
Municipal	Bendigo Bank	1 month	\$0		
Municipal	Bendigo Bank	1 month	\$1,211,878	2.00	8/03/2016
TOTAL MUNICIPAL INVESTMENTS:			\$1,221,037		
Reserves	Bendigo Bank	3 months	\$811,697	2.65	11/05/2016
Reserves	Bendigo Bank	3 months	\$101,487	2.60	5/03/2016
Reserves	Treasury Corp	OCDF	\$2,041	1.95	-
TOTAL RESERVES INVESTMENTS:			\$915,225		

Interest earned:

	ACTUAL YTD	BUDGET
Municipal	\$19,753	\$15,000
Reserves	\$13,622	\$17,750
TOTAL:	\$33,375	\$32,750

Bank Reconciliation Report

Shire of Victoria Plains
Bank Reconciliation as at 29th February 2016

General Ledger Movement Details	Total	Municipal	Municipal Term Deposit 60 days	Municipal Term Deposit 120 days	Muni Funds Treasury Corp	Muni Term Deposit 90 Days (1)	Muni Term Deposit 90 Days (2)
Balance Brought Forward from Previous Add Receipts as per Ledger	1,560,784.76	341,811.09	0.00	1,209,828.93	9,144.74	0.00	0.00
Add Transfers from Other Bank Account	207,560.88	208,497.23	0.00	2,049.44	14.21		
Less Payments as per Ledger	1,768,345.64	547,308.32	0.00	1,211,878.37	9,158.95	0.00	0.00
Less Transfers to Other Bank Account	425,807.32	425,807.32					
Closing Balance Ledger	1,342,538.32	121,501.00	-	1,211,878.37	9,158.95	-	-
	(3,096.52)	(3,096.52)	0.00	0.00	0.00	0.00	0.00
Total		Municipal	Muni Term Dep	Muni Term Dep	Muni Treasury	Muni Term Dep	Muni Term Dep
Balance on Bank Statement	135,577.88		0.00	1,211,878.37	9,158.95	-	-
+ Outstanding Deposits	1,056.35	1,056.35					
- Outstanding Cheques	(12,036.71)	(12,036.71)					
Balance Deposits on Statement not received	1,342,538.84	124,597.52	0.00	1,211,878.37	9,158.95	-	-
Unknown	-						
Commission	-						
Debitors Payments	-						
Interest	-						
Sub-total- Deposits not received	-						
+ PAYMENTS not received	(5,493.51)	(5,493.51)					
D/Debit not processed in Synergy	-						
D/Debits for Feb processed in Jan	2,693.64	2,693.64					
Credit Card not processed	(235.00)	(235.00)					
Unknown deposits	(61.65)	(61.65)					
EFT post Muni & Trust Account	-						
Sub-to-t-o. PAYMENTS not journalled	2,355.99	(3,096.52)	0.00	0.00	0.00	0.00	0.00
	(3,096.52)	(3,096.52)	0.00	0.00	0.00	0.00	0.00
Balance as per Reconciliation	1,342,538.32	121,501.00	0.00	1,211,878.37	9,158.95	0.00	0.00
Check Figure (Must = 0.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ledger Balance	1,342,538.32	121,501.00	0.00	1,211,878.37	9,158.95	0.00	0.00
Account #		91000	91005	91006	91007	91008	91009

Shire of Victoria Plains
Bank Reconciliation as at 29th February 2016

General Ledger Movement Details	Total	Reserve	Reserve Term Dep	Treasury Reserve	Reserve Term Disp	Trust
Balance Brought Forward from Previous	917,645.81	1,398.86	806,519.29	2,036.19	101,487.12	6,202.35
Add Receipts as per Ledger	5,180.76	0.00	5,177.51	3.19		
Add Transfers from Other Bank Account	922,826.57	1,398.92	811,696.80	2,041.38	101,487.12	6,202.35
Less Payments as per Ledger	-	-	-	-	-	-
Less Transfers to Other Bank Account	-	-	-	-	-	-
Closing Balance Ledger	922,826.57	1,398.92	811,696.80	2,041.38	101,487.12	6,202.35
	6,202.35	0.00	0.00	0.00	0.00	6,202.35
Total		Reserve	Reserve Term Deposits*	Treasury Reserve	Reserve Term Deposits*	Trust
Balance on Bank Statement		1,398.92	811,696.80	2,041.38	101,487.12	
+ Outstanding Deposits	-	-	-	-	-	-
- Outstanding Cheques	-	-	-	-	-	-
Balance Deposits on Statement not received	916,624.22	1,398.92	811,696.80	2,041.38	101,487.12	-
Rates	-	-	-	-	-	-
Commission	-	-	-	-	-	-
Debtors Payments	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Sub-total- deposits not received + PAYMENTS not journalled	-	0.00	0.00	0.00	0.00	0.00
Wages	-	-	-	-	-	-
Police Licensing	-	-	-	-	-	-
Fees & other charges	-	-	-	-	-	-
Bank Fees/Credit Card Payments	-	-	-	-	-	-
Sub-total PAYMENTS not journalled	-	0.00	0.00	0.00	0.00	0.00
Balance as per Reconciliation	916,624.22	1,398.92	811,696.80	2,041.38	101,487.12	0.00
Check Figure (Must = 0.00)	916,624.22	0.00	0.00	0.00	0.00	0.00
Ledger Balance	916,624.22	1,398.92	811,696.80	2,041.38	101,487.12	0.00
Account #		91010	91011	91012	91013	99000

Outstanding Rates Report

OUTSTANDING RATES REPORT
29th February 2016

Total Rates Outstanding	\$220,009
Comprising:	
Rates (Current & Arrears)	\$203,948
Rates (Deferred)	\$4,500
Rubbish	\$4,591
Sewerage	\$1,485
Interest/Admin Charges	\$173
ESL	\$5,312
TOTAL:	\$220,009
Percentage of total rates bill (excluding ex-Gratia Rates):	9.53%
Balance as at 28th February 2015:	\$160,059

Outstanding Debtors Report

**Shire of Victoria Plains Debtors Listing
as at 29th February 2016**

Debt No	30/11/2015 90 Days	30/12/2015 60 Days	31/01/2016 30 Days	29/02/2016 Current	Total	Comments
83				\$33.00	\$33.00	
7				\$123.05	\$123.05	
372			\$22,000.00		\$22,000.00	
131	\$250.00				\$250.00	Demand letter sent 24/2/16
364		\$390.25			\$390.25	Demand letter sent 24/2/16
29				\$153,251.56	\$153,251.56	
139	\$140.00				\$140.00	Sent to Debt Collection
433	\$262.66				\$262.66	Demand letter sent 24/2/16
462	\$250.00				\$250.00	Demand letter sent 24/2/16
187				\$33.00	\$33.00	
473				\$594.26	\$594.26	
215	\$250.00			\$200.00	\$450.00	Demand letter sent 24/2/16
242				\$95.40	\$95.40	
367	\$500.00			\$369.89	\$869.89	Sent to Debt Collection
	\$1,652.66	\$390.25	\$22,000.00	\$154,700.16	\$178,743.07	

F9/2016 BOLGART PROGRESS ASSOCIATION – PUBLIC LIABILITY INSURANCE

FILE REFERENCE	CS1.10
REPORT DATE	1 March 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Cr N Clarke declared an interest in this item.
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Nil

PURPOSE OF REPORT

To request that Council consider reimbursement of the 2016 annual Public Liability insurance premium for the Bolgart Progress Association.

BACKGROUND

Council resolved as follows at the March 2015 meeting:-

Resolution 50/2015

Moved Cr Kelly seconded Cr Lovelock that Council confirm that the subsidy referred to in Policy 6.5.2 in relation to insurance is for Hall buildings and contents only. Additional subsidies for other insurances may be available subject to an application being lodged with the Shire prior to the issuing of the insurance policy.

COMMENT

The Bolgart Progress Association has made a request for Council to consider reimbursement of their 2016 annual Public Liability insurance premium.

POLICY REQUIREMENTS

None

LEGISLATIVE REQUIREMENTS

None

STRATEGIC IMPLICATIONS

Corporate Business Plan references and impacts:-

Strategy 2.3.7 “Continue to support and recognise volunteers”.

A budget allocation is made for support to local community groups.

SUSTAINABILITY IMPLICATIONS

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS: None (a budget allocation is made (under “Public Relations”) for discretionary and ad hoc items including support to local community groups).

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

RESOLUTION 50/2016

Moved: Cr S Penn

Seconded: Cr J Kelly

That Council approve the payment of \$977.92 for the 2016 annual Public Liability insurance premium for the Bolgart Progress Association.

Motion Put and Carried: 8/0

F10/2016 CALINGIRI FOOTBALL CLUB – PAVILION LEASE

FILE REFERENCE	F1.10
REPORT DATE	16 February 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Calingiri Football Club Pavilion Lease

PURPOSE OF REPORT

To seek Council endorsement of a lease between the Shire of Victoria Plains and the Calingiri Football Club (inc.) for the lease of the Calingiri Football Pavilion.

BACKGROUND

The Calingiri Football Club previously paid an annual rent to the Shire of Victoria Plains for the use of the Calingiri Football Pavilion. The amount was \$3,000.00 (plus GST) per annum and this was paid for the years 2003/4 through to 2007/8. In April 2008 Council considered a request for a review of the sportsground lease at its meeting on the 15th April and resolved to reduce the payment of \$3000.00 down to \$10.00 per year to be reviewed annually and on completion of the pavilion upgrade.

COMMENT

As the pavilion upgrade was completed in 2012/13, the review of the annual lease is now overdue. A new lease agreement has been drafted in consultation with the Calingiri Football Club (Inc.) (attached).

The lease stipulates terms for the use of the facility, annual rental, rights of renewal, rights and obligations including maintenance, payment for utilities, insurance, service of alcohol, sub-leasing, cancellation and cleanliness.

Nearby Councils with Football Clubs have been approached to provide comparative information in regard to annual rentals. The Shire of Dalwallinu charges \$1,885.00 (plus GST) per annum (the Football Club also pays additional charges for club nights (e.g. end of year wind up), and the Shire of Moora charges \$2,200.00 per annum.

The proposed annual rental for the Calingiri Football Club lease of the Calingiri Football Pavilion is \$2,000.00 (plus GST). The Calingiri Football Club will also pay for utilities (gas, electricity light, power, fuel, water and telephone services) related to the Pavilion (as per the lease).

POLICY REQUIREMENTS

None

LEGISLATIVE REQUIREMENTS

Land Administration Act 1997 confers the right to lease Shire property to the Shire of Victoria Plains.

STRATEGIC IMPLICATIONS

Corporate Business Plan references and impacts:-

Strategy 2.3.3 Support the development and maintenance of community facilities in the Shire.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

The annual rental will contribute toward Pavilion and Oval maintenance costs.

VOTING REQUIREMENTS

ABSOLUTE MAJORITY REQUIRED: NO

RESOLUTION 51/2016

Moved: Cr D Smith

Seconded: Cr P Carr

That Council endorses the lease between the Shire of Victoria Plains and the Calingiri Football Club Inc for the lease of the Calingiri Football Pavilion for an initial ten (10) year period, with right of renewal for an additional ten (10) year term, an annual rental of Two Thousand Dollars (\$2,000.00) plus GST effective from 1st January 2016, with rent to be reviewed as per the lease.

Motion Put and Carried: 8/0

LEASE

SHIRE OF VICTORIA PLAINS
("Landlord")

And

CALINGIRI FOOTBALL CLUB INC.
("Tenant")

THIS LEASE dated 1st day of January 2016

PARTIES:

SHIRE OF VICTORIA PLAINS, Western Australia
(*"Landlord"*)

And

CALINGIRI FOOTBALL CLUB INC, Western Australia
(*"Tenant"*)

THE PARTIES AGREE AS FOLLOWS:

DEFINITIONS

These definitions apply unless they are inconsistent with the context.

"Building" means the Calingiri Sports Ground Pavilion situated on the Land.

"Commencement Date" means the date specified as such in the Schedule.

"Land" means the land specified in the Schedule.

"Lease" means, depending on the particular context:

This document; or

Any holding-over period created under the terms of clause 4.3 of this document.

"Leased Premises" means the Building as is described in Item 1 of the Schedule and comprising the external area mentioned in Item 1 of the Schedule and includes all carpets, floor coverings, curtains, blinds and other fixtures and fittings belonging to the Landlord and all additions, modifications and replacements thereto from time to time and includes any part thereof.

"Lease Year" means each TWELVE (12) month period commencing on 1st January and expiring on the following 31st December during the Term.

"Notify" means to serve a written notice.

"Plan" means the plan in Annexure "A".

"Preliminary Period" means, if the Date of Commencement is not 1 July, the period commencing on the Date of Commencement and expiring on the following 30 June.

"Rates and Taxes" means rates, taxes, charges, duties and fees imposed under any statute on the Leased Premises.

"Rent" is the rent payable under the terms of this Lease.

"Statute" includes all delegated legislation and statutory instruments issued under it.

“Term” means the term specified as such in Item 2 of the Schedule and any extension or renewal of it.

“Variable Outgoings” means the following costs and charges properly or reasonably assessed, assessable, charged, chargeable, paid, payable or otherwise incurred in respect of the Leased Premises:

Cleaning;

Removal of rubbish (including any charge imposed by the local authority); and

Controlling and eradicating pests in the Building.

INTERPRETATION

These rules apply in the interpretation of this document:

Clause headings have been included, but the Lease is not to be construed or interpreted by reference to them.

No statutory provisions are implied in this Lease except those that cannot be contracted out of.

NOTIFICATION AND SERVICE

Where the Lease provides that one party is to notify the other, a notice may be served by any of the following methods:

By personal delivery to the person to be served; or

By prepaid post to the person to be served:

Addressed to the premises, if to the Tenant; or

Addressed to the person's last known place of business; or

Addressed to the registered office or principal place of business or to the care of the managing director, the general manager, the principal administrative officer or at least two directors, if to a corporation; or

Addressed to the person's last known place of residence, if to a natural person;

By being left with any employee of the person to be served who is apparently over the age of 18; or

By any other authorised method.

Anything sent by post will be taken to have been received in the ordinary course of post, whether or not the person to be served receives it.

Where more than one person has the same interest in the Lease, notification to or by one of them is sufficient notification to or by all of them.

GRANT AND TERM OF LEASE

The Landlord grants the Tenant the right to possess and use the Leased Premises for the Term and pursuant to the provisions of the Lease.

The Lease is for the Term and will commence on the Commencement Date.

If the Tenant occupies the Leased Premises after the end of the Lease with the Landlord's consent, the Tenant will do so as a Tenant from month to month (holding over). Those Lease terms that are relevant will apply to the holding over and either the Landlord or the Tenant may end it by giving one month's written notice to the other expiring at any time.

The Lease binds the Landlord's and Tenant's personal representatives and assignees, or if either or both of them are corporations, their successors and assignees, as if they were parties to it.

RENT

For the right to possess and use the Leased Premises, the Tenant must pay the Landlord without any deductions or set-offs:

The annual Rent; and

The other amounts referred to in the definition of Rent in clause 1.

In the first year of the Lease, the annual Rent is the amount referred to in Item 4 of the Schedule and is payable as set out in that Item and if the Lease does not start on the first of the month, the first and last installments will be adjusted proportionally.

VARIABLE OUTGOINGS

Tenant's Obligation to Pay

The Tenant agrees with the Landlord that the Tenant must promptly pay (and if to the Landlord where applicable) in addition to Rent, the Variable Outgoings when they fall due for payment.

INDEXATION REVIEW

The annual Rent will be varied by indexation on the Rent Review Dates and in the manner specified in the Schedule.

When the annual Rent is to be indexed, the current annual Rent will be varied proportionally to any change in the Consumer Price Index (CPI) published during the quarter before the day on which the indexed annual Rent takes effect, from the CPI published during the quarter before the day on which the current annual Rent took effect.

Until the review of the annual Rent is complete, the Tenant must pay Rent at the current annual Rent rate. When the review is complete, any necessary adjustment is to be made on the day on which Rent is next due.

UTILITIES

8.1 The Tenant must pay punctually for all Building consumption charges for gas, electricity light, power, fuel, water and telephone services.

8.2 The Landlord must pay for all water usage and electricity charges for watering the football oval and surrounds and the hockey field.

TRANSFER, SUBLETTING AND PARTING WITH POSSESSION

The Tenant may not sublet; transfer the Lease or part with possession of all or part of the Leased Premises before obtaining the Landlord's written consent, which will not be unreasonably withheld.

The Tenant must pay the Landlord's reasonable legal and other costs incurred in considering and giving consent, including any costs that the Landlord incurs in making inquiries about the character and financial status of any proposed sub-Tenant or the person to whom possession is to be transferred.

The Tenant must not mortgage or charge the Lease or any estate or interest in the Leased Premises.

Sections 80 and 82 of the *Property Law Act 1969 (WA)* do not apply to this Lease.

ABATEMENT

If, during the Lease:

a natural disaster or other serious event occurs that the Tenant is unable to reasonably control and was not caused (directly or indirectly) by some act of default of the Tenant; and

As a result, the Leased Premises are destroyed or damaged, or the usual access to them is completely or partly obstructed; and

Because of the destruction, damage or obstruction the Tenant is unable to conduct its business in a reasonable manner,

The Tenant's obligations under clauses 5 to pay Rent, clause 6 to pay Outgoings and clause 8 to pay Rates and Taxes will abate proportionally with the effect on the Tenant's business until the Leased Premises and access to them are reconstructed or restored to a level that allows the Tenant to conduct its business in a reasonable manner.

Any dispute arising out of the provisions of clause 10 will be referred to arbitration under the *Commercial Arbitration Act 1985 (WA)*.

If after nine months the premises have not been reconstructed or restored, either the Landlord or the Tenant may notify the other of its intention to end the Lease and the Lease will end one month after the notification date.

REPAIR — TENANT'S OBLIGATION

The Tenant must keep the Leased Premises in good repair, bearing in mind the condition of the premises at the beginning of the Lease, but need not carry out:

any structural work, unless it has become necessary because of any actions, whether negligent or deliberate, of the Tenant or those for whom the Tenant is responsible (including its employees, customers, suppliers and agents);

Repairs that are necessary because of fair wear and tear; or

Repairs that is necessary because of a natural disaster.

To comply with its obligation under clause 11.1, the Tenant must:

Immediately repair any damage to the Leased Premises caused by the actions, whether negligent or deliberate of the Tenant or those for whom the Tenant is responsible; and

Immediately replace broken electric lights in the Leased Premises;

The Tenant must keep the Leased Premises, the exterior façade, the exterior and interior of all windows, doors, all other glass and other fixtures neat and clean.

REPAIR — LANDLORD'S RIGHTS

At all reasonable times the Landlord, its agents or both may enter the Leased Premises to look at its condition and that of the Landlord's fittings, and accessories and services and further, the Landlord may notify the Tenant of any defects and require the Tenant to remedy them within a reasonable time.

At all reasonable times the Landlord, its agents or both may enter the Leased Premises, without causing unnecessary interference with the use of the Leased Premises by the Tenant, to:

Comply with the terms of any statute affecting the Leased Premises;

Carry out any structural work the Landlord thinks should be carried out;

Carry out any repairs to the Leased Premises the Landlord thinks should be carried out;

Take inventories of fittings and accessories;

Redecorate the Leased Premises, and

Remedy any defects about which the Landlord has notified the Tenant under clause 12.2 and which the Tenant has not remedied within a reasonable time.

If the Landlord carries out any works in the Leased Premises or in the Building that the Tenant should have carried out, the Tenant must pay the Landlord on demand the costs of that work.

INDEMNITY AND INSURANCE

The Tenant indemnifies the Landlord from and against all claims, demands, proceedings, judgments, damages, costs and losses of any nature whatsoever which the Landlord may suffer or incur for whatever reason, in connection with or arising out of the Leased Premises or this Lease whether as to property or person as a result of any neglect, act, default or omission by the Tenant or by the employees, agents, contractors, customers, invitees, licensees or sub-tenants of the Tenant.

The Tenant must, at its own expense, prior to the Commencement Date take out and keep up to date a public risk policy that gives a minimum cover for each accident, claim or event of the amount stated in Item 8 of the Schedule, or if the Landlord notifies the Tenant, any reasonable higher amount. The cover provided under this policy must not be contributory with any policy the Landlord takes out.

The Tenant must give copies of the insurance policies of the types described in clause 13.2 to the Landlord before taking possession under the Lease.

Within seven days of receiving any certificate of renewal or further policy, the Tenant must give a copy of it to the Landlord.

The Tenant must, if requested by the Landlord, show evidence of renewal of an expired policy to the Landlord.

The Tenant must not do anything directly or indirectly that might make any insurance on or relating to the Leased Premises or the Building void or voidable or which might increase the policy premium.

The Tenant must:

Comply with the insurance, sprinkler and fire alarm regulations that apply because of the use of the Leased Premises; and

Comply with the requirements of any insurer of the Leased Premises.

USE OF THE LEASED PREMISES

The Tenant:

May use the Leased Premises for the purpose specified in Item 6 of the Schedule only; and

Must conduct its business on the Leased Premises in a professional manner.

The Landlord does not represent:

That the Leased Premises are suitable for the permitted use; or

That the Landlord's fittings and accessories or services are suitable for the permitted use.

The Tenant must not:

Use or allow the use of the Leased Premises for living or sleeping; and

use or allow the use of the common areas, toilets, conveniences and the water, lighting, heating and air conditioning apparatus, and fire sprinkler systems in the Leased Premises or the Building for any purposes other than those for which they were constructed; and

overload, or allow the overloading of the floors of the Leased Premises by placing heavy articles on them, the individual or combined weights of which exceed the design and construction limits of the Leased Premises; and

Cause or allow any loud noise or any other nuisance, disturbance or annoyance to be made in or to emanate from the Leased Premises; and

Mark, paint, or deface any surface of the Leased Premises or the Building unless permitted by the Lease; and

Permit any rubbish to accumulate in the Leased Premises or in the Building unless confined in suitable containers that are not in public view in the building; and

Interfere with or attempt to control any part of the fire alarm, sprinkler systems, any air conditioning equipment or any other machinery or equipment of the Landlord installed in the Leased Premises.

The Tenant must:

Comply with any statute affecting the Leased Premises; and

Take out and keep current all licences and permits required to carry on the business conducted in the Leased Premises; and

Comply with the weight and positioning requirements that the Landlord prescribes for safes and other heavy articles or goods.

SERVICE OF ALCOHOL

The Landlord will make and adhere to reasonable rules and regulations for the control and management of the service of alcohol and must at all times, comply with the *Liquor Control Act 1988* (as amended) and with any term and condition of any grant of liquor license under the *Liquor Control Act 1988* and all applicable guidelines and regulations pertaining to the responsible service of alcohol (if any).

LANDLORD'S RESERVED RIGHTS

The Landlord may:

use the Leased Premises for the passage of air conditioning equipment, fire and sprinkler systems, pipes, services, ducts, cables, electric wiring, water sewerage and drainage connections and any other services; and

Enter the premises at all reasonable times to install, maintain or repair any of those things.

CANCELLATION FOR BREACH

The following Tenant's covenants are essential terms of this Lease:

The covenant to pay Rent during the Lease term (clause 5.1); and

The covenant not to deal with the Lease, or part with possession of the Leased Premises without consent (clause 0); and

The covenant about use of the Leased Premises (clause 14); and

The covenant requiring the Tenant to insure the Leased Premises (clause 13).

The Landlord's acceptance of late payment of any Rent does not waive the essentiality of the Tenant's obligation to pay Rent.

The Landlord may cancel the Lease if:

all or part of the Rent or other money due to the Landlord under the Lease remains unpaid for 60 days after it is due, whether formally demanded or not;

The Tenant breaches the Lease, or any rule or regulation made under the Lease; or

The Tenant is a corporation or an incorporated association and an order is made or a resolution is passed for its winding up, unless it is for reconstruction or amalgamation.

For the purposes of clause 17.3 the Landlord may cancel the Lease by:

Notifying the Tenant of the cancellation; or

Re-entering the Leased Premises, with force if necessary, ejecting the Tenant and all other persons from the Leased Premises and repossessing them; or

Doing both.

If the Landlord cancels the Lease under clause 17.3 the Tenant remains liable for any previous breach of the Lease and other remedies available to the Tenant for recovery of unpaid Rent or for breach of the Lease are not affected.

If the Landlord cancels the Lease under clause 17.3, it may, in addition to any other rights and remedies that it might have, recover damages from the Tenant for the loss of the benefit of so much of the Lease as would have continued but for the cancellation.

REMOVAL OF THE TENANT'S PROPERTY

If the Landlord cancels the Lease under clause 17 it may:

Remove the Tenant's property; and

Store it at the Tenant's expense; and

After storing the property for 30 days, dispose of it and apply any proceeds towards:

Any unpaid Rent or other money; or

Any loss or damage; or

The payment of storage and other expenses,

Without being liable to the Tenant for trespass, detinue, conversion or negligence.

Yield Up

At the expiration or sooner determination of the Term, the Lessee shall yield and deliver possession of the Leased Premises to the Lessor in a condition and state of cleanliness consistent with the Lessee's covenants and shall surrender to the Lessor or the Lessor's agents all keys or other devices for or enabling the Lessee or the Lessee's employees or visitors to gain access to the Leased Premises or any part thereof.

INTEREST

The Tenant must pay interest to the Landlord:

On any money due under the Lease; or

On any judgment for the Landlord in an action arising from the Lease,

Until all outstanding money and interest is paid in full.

Interest will accrue and be calculated daily at the annual rate of 12%.

QUIET ENJOYMENT

If the Tenant pays the Rent and does not breach the Lease it may use the Leased Premises during the Lease without any interference from the Landlord, the Landlord's agents or transferees, subject to the Lease terms and the Landlord's rights under it.

OPTION FOR RENEWAL

The Landlord will, if the Tenant:

Has punctually complied with all the Tenant's covenants for the Lease term; and

Gives to the Landlord personally, or to the Landlord's agent, a notice of exercise of the option to renew the Lease not more than three months but not less than one month before the end of this Lease,

Grant a renewal of this Lease to the Tenant for a further term(s) specified in Item 9 in the Schedule.

The renewed Lease must contain all the terms of this Lease (except this clause), subject to the changes in Rent reviewed in accordance with this Lease. If Item 9 in the Schedule at the end of the renewed Lease allows for a further option to renew the Lease, then this clause may be inserted into that renewed Lease.

COSTS

Each party shall bear their own legal and other costs for the negotiation and preparation of the Lease.

TENANT'S OBLIGATION TO REIMBURSE LANDLORD FOR GST

In this clause 'GST' refers to goods and services tax under A New Tax System (Goods and Services) Act 1999 (GST Act) and the terms used have the meanings given in that Act.

All Rent and other amounts the Tenant agrees to pay to the Landlord as the consideration for the supply expressed in this Lease are exclusive of GST.

The Tenant agrees to pay to the Landlord the amount of GST together with any payment to which it relates. This obligation covers the Landlord's liability under this Lease and any renewal or extension of this Lease and includes Rent, Rates or consideration for any other taxable supply.

The Tenant must reimburse the Landlord the full amount of GST, despite any entitlement the Landlord may have to input tax credits or other credits or reimbursements for GST.

The Landlord agrees to deliver to the Tenant tax invoices, as required under the GST legislation, to allow the Tenant to claim input tax credits for the taxable supply.

SPECIAL CONDITIONS

The provisions (if any) contained in Item 10 of the Schedule under the heading "Special Conditions" are agreements between the Landlord and Tenant who shall be bound by the same and in the event of any inconsistency between such provisions and any other provisions contained in this Lease, the provisions contained under the heading "Special Conditions" shall prevail to the extent of such inconsistency.

SCHEDULE

Item 1 LEASED PREMISES

The building on that part of the property situated at Lambert Crescent and being more particularly described as Portion of Reserve 26577 being the Calingiri Sports Ground Pavilion & eastern lawn area to the oval boundary and being the area shaded yellow in the attached Plan and having an area of approximately square meters (m²).

Item 2 TERM OF THE LEASE

Ten years (10 years), with right of renewal for a further ten (10) years.

Item 3 COMMENCEMENT DATE

1 January 2016

Item 4 ANNUAL RENT IN THE FIRST YEAR OF THE TERM

Two thousand dollars (\$2,000.00 (plus GST)) per annum.

Item 5 RENT REVIEW

The rent is to be reviewed annually.

Item 6 USE OF LEASED PREMISES

The services and sale by retail of all food, goods and products (including liquor) associated with the Calingiri Football Club and for the hire of the Building to third parties for private functions.

Item 7 DUE DATES FOR REDECORATION

Not Applicable.

Item 8 AMOUNT OF PUBLIC RISK COVER

\$20,000,000.00.

Item 9 OPTIONS FOR RENEWAL

First option: - 10 years commencing on 1st January 2016

Second option: - 10 years commencing on 1st January 2026

Item 10 SPECIAL CONDITIONS

The Tenant may install such internal signage and external signage as it sees fit provided when doing so the Tenant accepts all liability for any damage associated with the fixing of such signage.

The Tenant is permitted to relinquish the Lease without penalty and the Lease will end 30 days after the Tenant notifies the Landlord.

TENANTS FIXTURES & FITTINGS

The landlord acknowledges that the following items are the property of the tenant:

Kitchen – stainless steel servery bench, pie warmers, 2 x cool drink fridges, deep Fryer, electric sandwich maker, 2 x electric soup warmers, cutlery, plastic plates, containers, cutting boards, teapots & stock pots, bowls & jugs, sandwich trays, 14.5 lt pot, 10.2lt pot, roast pan, assorted tea towels, tongs, whisk, 20 salt & pepper shakers, bowls & knives, 4 wheelie bins, trays, table cloths, plates, water container, power cords, assorted knives & forks.

Bar area – stainless steel servery bench, wine & beer glasses, glass containers, electronic till & stainless steel bench, Skope TMEF1000 2 door upright freezer, Stainless steel trolley, cool room shelving, 2 x cupboards, 2 x vacuum cleaners, storeroom shelving, trolley, 3 x wine glass baskets, 12 wine glasses, 12 Champaign flutes, shelving unit, portable BBQ, Pacvac Superpro 700 vac cleaner,

Office – 3 x steel cupboards, office bench top & wall cupboard, steel safe & Football clothing, banner, Australian flag, 14 footballs, assorted used footballs, cord, extension cord, drill bits & wall anchors, 10 footballs, air tool set, goal umpire flags, 5 junior footballs, junior football jumpers, senior football jumpers, old football jumpers, new set 60 football jumpers.

Home Change room – player's fridge, freezer, 2 x benches, first aid cupboard, Cougar wall sign, 8 x goal post covers, sign for change room, portable massage table,

Ladies & Visitors Change room – massage bench,

Function Room & Outside Area - 4 x honour boards, premiership boards, football & hockey photos, pool table, All chairs & tables, premiership flags, 4 x high tables, flag pole, limestone blocks for play ground, time keepers stand, trophy display cabinet, play ground equipment & 2 x concrete dugouts.

EXECUTED AS A DEED

EXECUTED by
CALINGIRI FOOTBALL CLUB INC –
ABN: 80 833 436 659

Signature of President

Signature of Secretary/Treasurer

Full name of President

Full name of Secretary/Treasurer

EXECUTED by THE SHIRE OF
VICTORIA PLAINS

Signature of President

Signature of CEO

Full name of President

Full name of CEO

F11/2016 COMPLIANCE AUDIT REPORT

FILE REFERENCE	F1.4.5
REPORT DATE	16 February 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	DLGC Compliance Audit Return 2015

PURPOSE OF REPORT

To allow council to review and adopt the Compliance Audit Return 2015.

BACKGROUND

Each year council is requested to complete a Compliance Audit Return to ensure the operations of the organisation are complying with the Local Government Act 1995 and associated Regulations.

COMMENT

The report aims to highlight the areas of non-compliance with the Act and to detail remedial action proposed to be taken to correct such non-compliance.

Council is required to adopt the return and ensure the return is submitted to the Department of Local Government and Communities by 31st March 2016.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

As per the requirements of the Local Government Act 1995, Section 7.13(i) and Local Government (Audit) Regulations 1996 (Regulations 13–15).

STRATEGIC IMPLICATIONS

Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”.

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 52/2016

Moved: Cr J Kelly

Seconded: Cr P Carr

That Council adopts the Compliance Audit Return for the year 1st January 2015 to 31st December 2015.

Motion Put and Carried: 8/0

10.3 COMMUNITY SERVICES
(Incorporating Health, Building and Community Services)

There are no items for discussion under the Community Services section of the Agenda.

10.4 TOWN PLANNING

P1/2016 PROPOSED SHED – 27 SMITH STREET, BOLGART

FILE REFERENCE	A1.1.6
REPORT DATE	29 February 2016
APPLICANT/PROPONANT	K & T Fawcett
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Stephanie Gladman – Shire of Chittering
ATTACHMENTS	Site Plan Floor Plan Elevations Statement of support from neighbours Applicants statement to support variation

PURPOSE OF REPORT

Council's consideration is required for a proposed Shed at 27 Smith Street, Bolgart.

BACKGROUND

Council has received an application for a proposed Shed to be constructed at the subject property. The proposed Shed has the following dimensions:

Length:	17m
Width:	8m
Area:	144m ²
Wall Height:	3.7m
Ridge Height:	4.4m

The applicant proposes to utilise the shed for storing their bus, caravan and trailers) in a safe and secure environment on their own property. The vehicle sizes have determined the size of the proposed shed. The ability to store the vehicles may result in a tidier property.

The subject property is zoned Residential with an applicable R-Code of R10. Under the R-Codes, such a proposed Outbuilding should not exceed 60m²; have a wall height not greater than 2.4m and a ridge height of not more than 4.2m. Council has the power under the Town Planning Scheme to vary the requirements of the R-Codes and have done so with the use of a Local Planning Policy. Such policy allows for a variation to the following dimensions:

Area:	80m ²
Wall Height:	3.0m
Ridge Height:	4.5m

Given the significant variation to the size of proposed outbuilding, the application is presented to Council for their consideration in accordance with Policy Statement 6 which states *"Any proposed outbuilding that does not meet the requirements specified in Part 5 shall be referred to Council for determination, following consultation with all landowners adjoining the subject property"*.

CONSULTATION

The *Outbuildings* Local Planning Policy in Policy Statement No. 7 states that “*the adjoining owners will be provided 21 days to lodge a written submission to the Council and if no submission is received, it shall be assumed that they have no objection to the oversized outbuilding*”.

Whilst formalised letters from the Shire were not sent to the neighbours, the applicant has provided signed statements from nearby landowners supporting the applicant’s proposal (refer to attachment).

COMMENT

Town Planning Scheme No. 5 stipulates the Site Requirements pertaining to development within Residential, Commercial and Industrial zones. In the Residential zone, the setbacks are in accordance with the provisions of the Residential R Codes for properties zoned ‘R10’ which are as follows:

Primary Street:	7.5m
Secondary Street:	3m
Other/Rear:	6/*m

The proposed Shed meets the requirements of the Residential Design Codes.

POLICY REQUIREMENTS

Local Planning Policy No. 2 as discussed in the ‘Background’ section of the report is applicable to this application. The application if approved is in accordance with the provisions of Local Planning Policy No.2 which state:

- (11) the use of zincalume wall cladding will not be permitted in the Residential zones for outbuildings exceeding 40m² in area and with a wall height greater than 2.4m.
- (12) The wall and roofing materials used in the outbuilding should match or complement the existing dwelling on the property.

LEGISLATIVE REQUIREMENTS

Town Planning Scheme No. 5. The application complies with the named Scheme.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

COMMENT

Whilst the applicant is proposing a significant variation to the standards required in the Shire's Local Planning Policy, the applicants have provided details regarding their need for a 'larger' shed on the property than would normally be considered. The storage of the vehicles in the shed ensures a more 'tidy' residential block for those living in close proximity to the site.

In addition to the above, the proposed shed is located towards to rear of the block, with surrounding residential houses not directly looking from the front of their house at the proposed shed.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 53/2016

Moved: Cr S Penn

Seconded: Cr N Clarke

That Council approve the proposed Shed at 27 Smith Street, Bolgart subject to the following conditions:

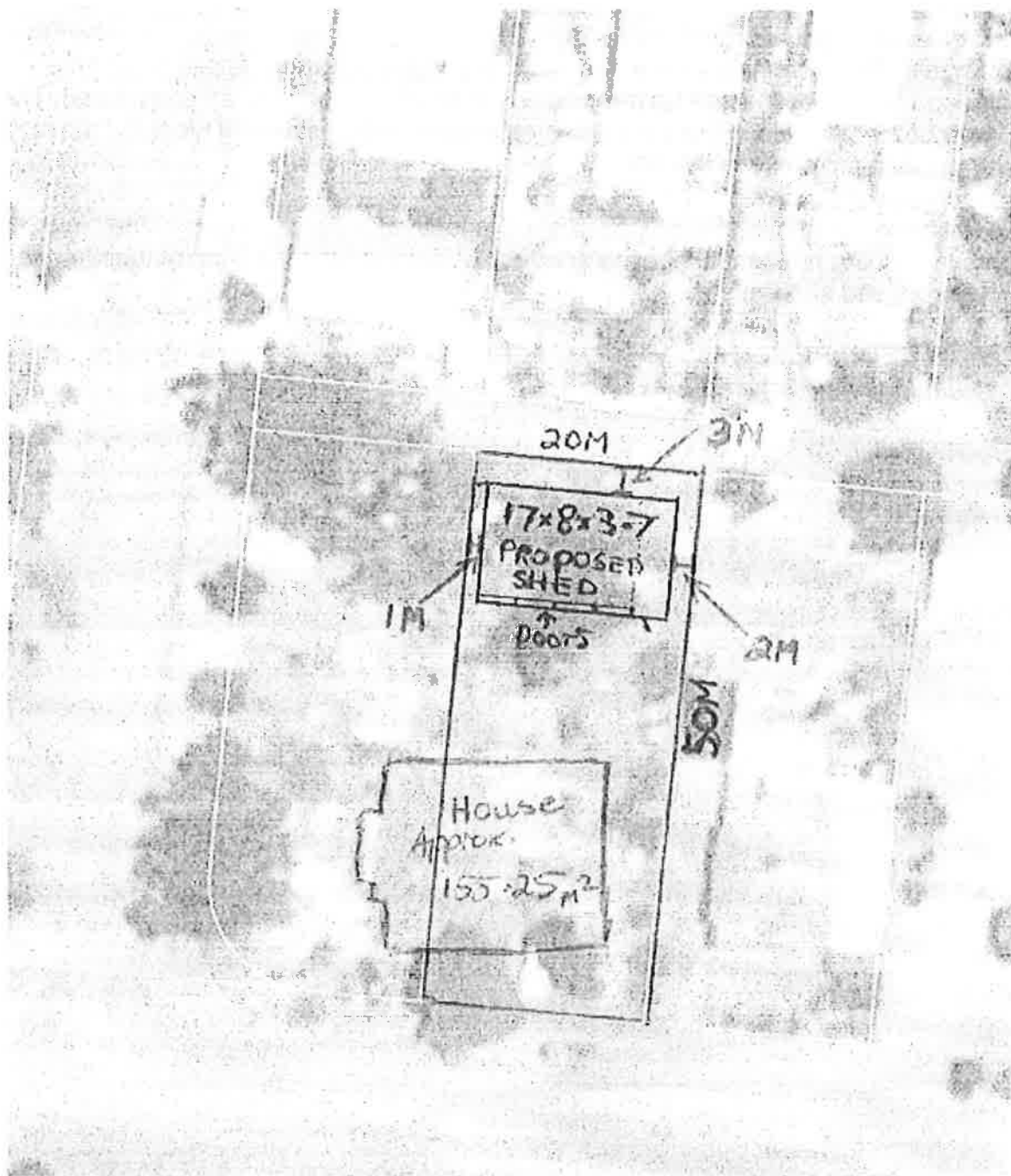
- 1. Development shall be in accordance with the submitted plans and are to comply with Town Planning Scheme No. 5, clause 5.1 – General Development Standards;**
- 2. The proposed Outbuilding is for storage purposes only and not for residential habitation;**
- 3. Outbuilding is to be constructed out of Colourbond material;**
- 4. Wall and roof material to match or complement existing;**
- 5. The proposed shed is to be built with gutters and downpipes;**
- 6. All stormwater runoff is to be managed and retained onsite;**

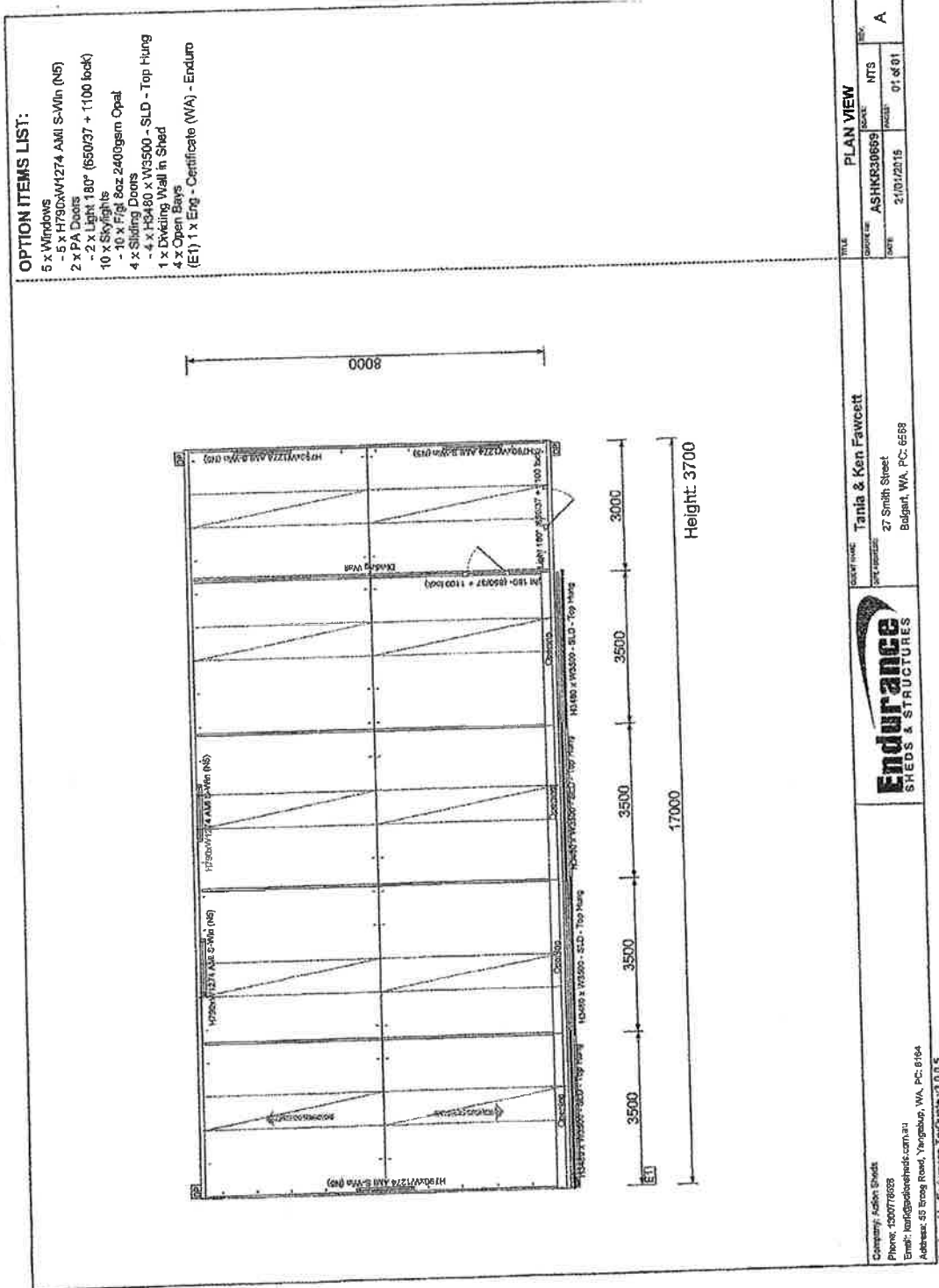
Advice Notes:

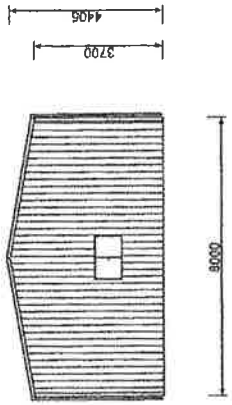
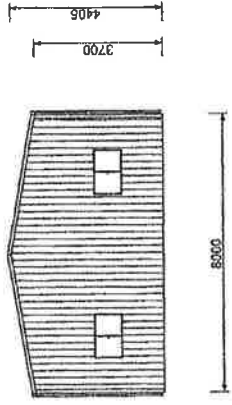
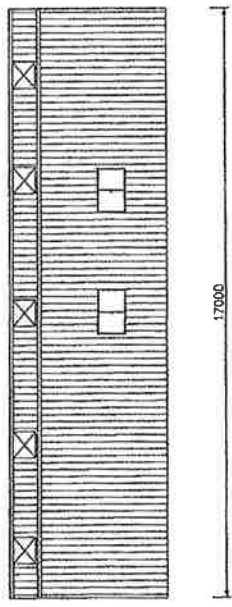
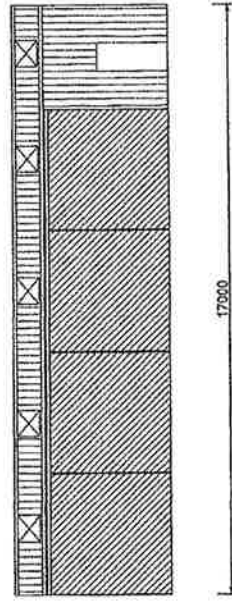
- 1. The applicant undertakes the amalgamation of the two lots to create 1 lot to ensure all development is contained to the one lot.**
- 2. This approval does not constitute a building licence.**
- 3. If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.**
- 4. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
- 5. You have a right to seek a review of the determination. You may apply to the State Administrative Tribunal for a review in accordance with Part 14 of the *Planning and Development Act 2005*.**

Motion Put and Carried: 9/0

Cr J Brennan arrived at 3.52pm






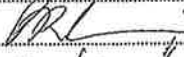
 <p>Left</p>	 <p>Right</p>	<p>ELEVATIONS</p> <table border="1"> <tr> <td>PROJECT</td> <td>ASHKR30569</td> <td>DATE</td> <td>21/01/2016</td> </tr> <tr> <td>JOB</td> <td>NTS</td> <td>PANEL</td> <td>01 of 01</td> </tr> <tr> <td>REV.</td> <td>A</td> <td></td> <td></td> </tr> </table>	PROJECT	ASHKR30569	DATE	21/01/2016	JOB	NTS	PANEL	01 of 01	REV.	A		
PROJECT	ASHKR30569	DATE	21/01/2016											
JOB	NTS	PANEL	01 of 01											
REV.	A													
 <p>Back</p>	 <p>Front</p>	<p>Client Name: Tania & Ken Fawcett Site Address: 27 Smith Street, Bokgart, WA, P.C. 6569</p> <p>Company: Endurance Sheds & Structures Phone: 1300778829 Email: info@endurancesheds.com.au Address: 55 Erong Road, Yangabup, WA, P.C. 6164</p> <p>Produced by Endurance TruQuote v3.0.0.5</p>												


To Whom It May Concern,


We, the neighbours of Tania & Ken Fawcett of 27 Smith Street Bolgart W.A. 6568, support their application to build proposed shed 17,000 x 8,000 x 3,700 on their property.

We agree to the positioning of the shed as per the site plan submitted with their application, site plan has been signed to show this.

Name: LEN CAIN
Address: 31 SMITH ST BOLGART
Phone: 0408019117
Signature: 
Date: 2-2-16

Name: PAUL ROBERT KING
Address: 30 GEORGE ST BOLGART
Phone: 0458069415
Signature: 
Date: 2/2/2016

Name: SIMON TURNHAM
Address: 32 GEORGE ST BOLGART
Phone: 0427560003
Signature: 
Date: 2 FEB 2016

Name: ALAN TREP
Address: 28 GEORGE ST, BOLGART
Phone: 96275187
Signature: 
Date: 7-2-2016

05/02/2016

To Whom It May Concern,

The purpose of this letter is to give an overview as to why we wish to gain support and approval for building proposed shed 17,000 x 8000 x 3700 at 27 Smith Street Bolgart W.A. 6164.

The owners of the property, Tania and Ken Fawcett, own a number of large vehicles (bus, caravan, trailers) and wish to have a place to store these safely and securely on their own property. The vehicles sizes and the amount owned are what have determined the sizes of the proposed shed and a smaller shed would not suffice.

Currently these vehicles are being stored out in the open on the property. If this shed is built it will mean they no longer have to withstand the elements and will also be stored in the one place leaving the property much tidier, something the neighbours are really supportive of.

We hope you consider the above and look forward to a positive response to the application.

Kind Regards,



Karli Richardson

Action Sheds Australia

10.5 ADMINISTRATION

RESOLUTION 54/2016

**Moved: Cr J Brennan
Seconded: Cr A Broadhurst**

That the items in the Administration Status Report detailed below be noted.

Item No.	Report Details	Administration Action Required	Status
13.2 – Dec 14	GILLINGARRA GLENTROMIE / WIRRILDA ROAD PROJECT	A full costing of any extra funds to be spent on the Gillingarra Glentromie / Wirrida Road project in relation to the planting and establishment of trees and fencing is to be provided to Council. Waiting on clearing permit from DER	16/09/2015 - Appeals convenor has visited site with CEO. Additional information provided. Areas to be further investigated and discussed. 21/10 – Ongoing – Additional information requested 11/11 - Still going through Appeals process for the Clearing Permit. 09/12 - Waiting on decision 17/02 – Waiting on transfer of land documents to be completed 16/03 – Surveyors on site today – waiting on final permit to arrive
March 2015			
A11	BOLGART AND CALINGIRI LANDFILL SITE OPERATING HOURS	Council resolved to support the changed opening hours of the Calingiri and Bolgart landfill sites following community consultation with them being manned from the 1st July 2015; and endorse the use of reserve funds for the capital cost of the purchase of facilities required for the staff member(s) working at the sites.	Further consultation to take place. 21/10 – Ongoing – Operating hours adopted. Discussions to be held with Work Manager with an update being provided at the November meeting 11/11 – Waiting to go through the Strategic Waste Management Plan prior to implementation. There is nothing in the plan that will impact, therefore determination will be made and advertising will commence. 09/12 - Quotes being renewed – to be advertised early 2016 17/02 – Ongoing 16/03 – Waiting on staffing and works to be completed.
13.1	BIN ROAD CALINGIRI – CBH PROPOSAL	Council agreed with the alignment of the new Bin Road as per maps provided and Council are prepared to enter into a land swap to allow for the new road alignment and the transfer of that part of the existing road reserve containing CBH infrastructure to CBH.	16/09/2015 - Waiting on response from CBH. Advice given that works will not be happening prior to this harvest. 21/10 – Ongoing – No updates have been received from CBH although talks continue with landowners with regards to gravel. 11/11 – Nothing more will happen during this years harvest. Bin Road will need to be closed once again (after harvest).

Item No.	Report Details	Administration Action Required	Status
April 2015			
13.4	LOTS 138 AND 139 BOLGART – CR KELLY	Resolved that the Chief Executive Officer write to the Minister for Lands requesting lots 138 & 139 George St Bolgart be kept for Shire purposes.	09/12 & 20/01 – Ongoing 17/02 – Discussed in Works & Services 16/03 – Corro to CBH – Waiting on response from CBH Correspondence sent Response Received 21/10 – Ongoing – Lots 138 and 139 included in Native Title Settlement (ItemA43) 11/11 – Ongoing – Department of Lands have put on hold. 09/12 – Ongoing 16/01 – Awaiting advice 17/02 – Waiting on transfer 16/03 – Ongoing – lots not included in Native Title
13.7	STREET LIGHT – GILLINGARRA - CR KELLY	A response card has been received from Western Power. Still waiting on action.	Ongoing - Main Roads happy for street light but won't pay for it 21/10 – Ongoing – Discussed with Main Roads, however determination is to be made over who is to pay. CEO to discuss with Works Manager. 11/11 – Jaime Hawkins chasing up Grants information. 09/12 – CEO to follow up with Community Development Officer and advise. 17/02 – funding required. CDO investigating funding opportunities 16/03 – Awaiting advice from DCO regarding grants
May 2015			
A19	Clearing Permit – Mogumber Reserve 8588	Council authorised an application for a clearing permit to be lodged for 2ha within the existing fenced area subject to conditions.	16/09 - Meeting to be held between groups on 23 September 21/10 – Ongoing – Meeting was held on 23/09. Discussions continuing. 11/11 – Further consultation to take place between all parties – establishment of a Heritage Management Agreement is to be made. 09/12 – No further action since last meeting. CEO to discuss with the Shire of Gin. 20/01 – Awaiting advice 17/02 – Ongoing 16/03 - Waiting on negotiations with Yued People. Cultural Heritage Plan to be completed.

July 2015		<p>Subject to the availability of the unused reserve in Milner street for future aged units. Council approved the sale of Lots 31 & 100 Milling Road to Mackie Hay & Hay Aust for staff housing. CEO has written to aforementioned with regards to land usage.</p>	<p>Documentation to be done 16/09 – As discussed in item A35 21/10 – A Yerecoin resident has contacted the Shire to enquire about the sale of the land. Valuations are to be performed. Item to be tabled at the next meeting. Cr Penn, Cr Broadhurst, Cr Kelly. 11/11 – Hay Australia and Mackie Hay have advised that they no longer require the land. Land will now be advertised for sale. To be put on Agenda for December. 09/12 – Ongoing. Further investigation to be carried out on different location for the Aged Care units. Demand within the Shire will need to be gauged. Put an EOI in the newsletter to ascertain demand. CEO to request information from New Norcia residents on aged care facility needs in New Norcia. 20/01 – Ongoing – Cr Broadhurst raised query on whether land is designated park land/reserve. EOI to be placed in the February newsletter. 17/02 – Ongoing 16/03 – Ongoing – information required by CEO</p>
August 2015			
A28	Drainage Edmonds Street	<p>Council instructed the CEO to hire a consultant to survey and develop a plan for the drainage issues up to \$4000.00. 16/09/2015 - work to be completed once David Holland commences as mentioned in item 7.2</p>	<p>21/10 – Ongoing – CEO to liaise with Works Manager and provide an update at the November meeting. 11/11 – Works Manager is to review and advise at January Meeting. 09/12 – Ongoing 20/01 – Discussed in Works Committee meeting 17/02 – Ongoing 16/03 - Works & Services Manager will be completing works by Winter.</p>
A31	Claycrete Trial	<p>Council rescinded resolution 127/15 and approved the trial to go ahead on Old Plains Road and Yenart Road 16/09/2015 – CEO to discuss with new Works Manager and advise</p>	<p>21/10 – Ongoing – The Officer who the CEO was dealing with has left the RAC. CEO currently attempting to contact the new officer. 11/11 – RAC have pulled out – Further discussion to be held between CEO and Works Manager. 20/01 – trial has been completed 17/02 – sweeping to be undertaken by Works personnel then Claycrete will be repairing some areas then coating 16/03 – Work completed – sweeping still to be completed.</p>

A33	Water Tank Mogumber Reserve 8588	Council decided to lift the item from the table to enable future discussion with all parties involved	21/10 – Ongoing – currently waiting on a fitting to complete. Additional piping will be discussed at the next Progress Association meeting. 11/11 – Cr Carr advised that the fitting is complete now waiting on filling. Water truck required to complete, anticipated to be completed prior to 1 January 2016. 20/01 – Water tank completed – additional works required following meeting of the Mogumber Progress Association 17/02 - CEO will discuss with Colin Headland 16/03 – Discussions continuing with Yued People
13.3	CSRFF Grant Calingiri Netball Club	Council agreed to contribute \$30,000 to the project subject to the CSRFF grant being successful. Grant application has been lodged. Amended amount being \$21,000 – conditional on Grant submission/approval	21/10 – Ongoing – Waiting on Grant Outcome 11/11 – Ongoing 09/12 – Ongoing – waiting on Grant outcome 21/12 – Grant approved to be discussed in budget review 17/02 – Commenced – although leach drain issues have been discovered. Works and Services Manager to investigate solutions. 16/03 - Under construction. Project may slow down due to loss of volunteers
September 2015			
A36	New Mogumber Ablution Block	It was resolved to endorse construction of a new ablution block to be placed next to the hall.	11/11 – Ongoing 09/12 – Ablution block ordered and will be delivered to site in February 20/01 – In progress 17/02 – Arriving on site Monday 22 February. Permission to break ground to be obtained from Yued Working Party Meeting March 2016. 16/03 – Onsite – waiting for approval from Yued People.
November 2015			
A45	Long Vehicle Parking	Further investigation to be undertaken by Shire Officers with a report being provided to the Works Committee at the February 2016 meeting.	09/12 – Ongoing 20/01 – No further discussion – to be discussed at February meeting 17/02 – CEO to provide a report at the next meeting 16/03 – As discussed – Discussions continue
12.6	Carnaby Protection	That Council write a letter to Greg Hunt, Federal Minister and the Federal Threatened Species Commissioner stating concern about the decline in the Carnaby Cockatoo population.	09/12 – completed – waiting on responses 20/01 – Ongoing 17/02 – Correspondence sent to Mr Greg Hunt, no response received as yet. CEO to send follow up letter 16/03 – Second letter sent – still waiting on reply

DECEMBER 2015		
A47	Volunteer Transport	<p>Council members discussed whether community members would use and/or benefit from having access to a Shire vehicle to attend medical appointments etc.</p> <p>Action: An advert is to be placed in the February 2016 newsletter to gauge community members interest in this service.</p>
12	Potholes - Yerecoin	<p>Cr Broadhurst asked about repairs to potholes in the Yerecoin townsite. It was determined that a road inspection tour (involving Councillors and the Work Manager) would be conducted early in the new year to determine the different areas/roads which require maintenance/repairs.</p>
12	Fogging of Mosquitos	<p>Cr Cortless-Crowther spoke of the need for regular spraying of mosquitos to be conducted, and for spraying to be conducted in line with product guidelines and instructions.</p>
12	Car bodies located on blocks in Calingiri	<p>Cr Smith spoke of excessive car bodies being stored on townsite blocks within the Calingiri townsite.</p>
JANUARY 2016		
Audit Meeting 3.1.1	Calingiri Football Club	<p>CEO to hold discussions with the Calingiri Football Club regarding conversion of loan and provide a report to Council at the 16 March 2016 meeting.</p>

20/01 – To be discussed at February meeting
 17/02 – Advertised in Newsletter. 2 volunteer drivers have put their names forward. No one has contacted the Shire with responses wanting to use the service however Councillors have been advised that the service would be more useful than the community bus.
 16/03 – 3 drivers have volunteered. Several people advised they were interested in using the service (mainly located in Calingiri/Bolgart). CEO to report back to Council at the April meeting.

20/01 – Roads inspection to be conducted in February (Tuesday 9/02 – 7.30am)
 17/02 – Works Manager working on pothole maintenance
 16/03 – Works have commenced however more work required

20/01 – Works and Services Manager to review DOH guidelines and also to ascertain mosquito numbers. Advert to be placed in next newsletter.
 17/02 – Ongoing. Issues with regards to weather and staffing issues. Cr Broadhurst asked for the Shire to consider community members undertaking the task (following training). CEO to discuss with the Works and Services Manager.
 16/03 – Discussed previously. Needs actioning as a matter of urgency.

20/01 – Carry forward – update required from CEO
 17/02 – *Cfs please note that Linton Thomas will be in Calingiri on 19/02/2016 at which time the CEO will discuss this matter with him*
 16/03 – Spoke with Linton Thomas – was going to review last month. CEO to discuss with Linton Thomas on Friday 18/03

17/02 – CEO and DCEO planning to meet with the Football Club to discuss the lease and the financial records
 16/03 – Discussed previously. Lease completed. Meetings to be arranged to discuss loan and their financial records (New President has just been voted in). The Clubs financial records are currently with the auditors.

FEBRUARY 2016			
4 – PQT	Piawaning Kerbside Pickup	Works & Services Manager to determine date for roadside pickup and advise.	16/03 – Items have been removed which were in photographs. General pick up to be organised.
	Calingiri Signage	Works & Services Manager to obtain information on whether signage is adequate for needs within the townsite of Calingiri.	16/03 – Have discussed with Main Roads – Audit will be conducted

A3/2016 AMENDMENT TO CODE OF CONDUCT

FILE REFERENCE	A1.1.6
REPORT DATE	11 February 2016
APPLICANT/PROPONANT	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Code of Conduct

PURPOSE OF REPORT

To advise Council of a request to amend the Shire of Victoria Plains Code of Conduct.

BACKGROUND

The WA Dept of Local Government and Communities has produced a “Guide to Meetings” for elected members to support their effective participation in Council and Committee meetings.

The guide has been developed as a best practice tool.

COMMENT

The WA Dept of Local Government and Communities has produced a “Guide to Meetings” for elected members to support their effective participation in Council and Committee meetings.

Paragraph 1.3.5 Relationships between Councillors and other employees, states “All Council contact with Administration should be through the CEO”.

POLICY REQUIREMENTS

Amendment to Shire of Victoria Plains Code of Conduct (as detailed below).

LEGISLATIVE REQUIREMENTS

Local Government Act 1995 s5.104 and Rules of Conduct Regulations 9 and 10.

STRATEGIC IMPLICATIONS

Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”.

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority Required: Yes

STAFF RECOMMENDATION

**Moved: Cr N Clarke
Seconded: Cr D Smith**

That the Shire of Victoria Plains Code of Conduct is amended to include:

All Council contact with Administration must be through the CEO, or Deputy CEO in his absence.

RESOLUTION 55/2016

**Moved: Cr P Carr
Seconded: Cr J Brennan**

That the item be laid on the table and following the upcoming meeting/training exercise with WALGA on Tuesday 22 March 2016.

Motion Put and Carried: 9/0

A4/2016 POLICY 2.2.2 USE OF EQUIPMENT BY EMPLOYEES

FILE REFERENCE	A1.1.7
REPORT DATE	2 March 2016
APPLICANT/PROPONANT	Depot Staff
OFFICER DISCLOSURE OF INTEREST	N/A
PREVIOUS MEETING REFERENCES	137/2015
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	Nil

PURPOSE OF REPORT

To ask Council to reconsider the changes made to Policy 2.2.2 in July 2015.

BACKGROUND

In July 2015 Council was asked to change Policy 2.2.2 which allows staff to borrow Shire equipment as long as it is to be used on their own home to stop staff that lived in another local government area from taking equipment out of the Shire. This has meant that staff living in the Shire can still borrow equipment however those living outside the Shire cannot. This has created an issue between staff where those living outside of the Shire boundary are claiming that those living in the Shire receive an advantage over them. There is minimal additional cost to the Shire by staff taking equipment outside the Shire as staff are required to pay for all fuel used regardless of where it goes.

COMMENT

Depot staff living outside the Shire boundary have asked Council to reconsider resolution 137/2015 changing Policy 2.2.2 Staff use of Shire Owned Equipment and to once again allow staff living outside the Shire to use Shire equipment to work on their own homes so there is no advantage to staff living in the Shire.

POLICY REQUIREMENTS

Policy 2.2.2 relates to staff use of Shire equipment and was changed in July 2015.

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

None

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 56/2016

Moved: Cr S Penn

Seconded: Cr N Clarke

That Council do not rescind resolution 137/2015 to restore the pre July 2015 version of Policy 2.2.2 which allowed staff living outside the Shire boundary to use Shire equipment at their own homes.

Motion Put and Carried: 9/0

A5/2016 NAMING OF NEW NORCIA ROAD

FILE REFERENCE	New Norcia Road
REPORT DATE	4 th March 2016
APPLICANT/PROPONANT	None
OFFICER DISCLOSURE OF INTEREST	None
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	None

PURPOSE OF REPORT

To advise Council of the name chosen for the Old Great Northern Highway through New Norcia

BACKGROUND

With the imminent construction of the bypass around New Norcia and the hand over to the Shire of the portion of Great Northern Highway that passes through the New Norcia town site the Shire was asked to provide a name for the road.

Consultation initially by email was undertaken with the Benedictine Community through Abbott John Herbert who came back with the name “New Norcia Town Road” this was submitted to the Geographic Names Committee who rejected it because protocol is that names should have no more than 2 words. They suggested the following 3 names:

Salvado Road – Rosenda Salvado was seen as a friend to the Yued People

Benedictine Road – Acknowledging the Benedictine Community

New Norcia Road – Although double barrel, the name is self-explanatory and historically significant

In a subsequent meeting with the Abbott he advised that “New Norcia Road” was the Benedictine Community’s preference.

COMMENT

As the road passes through the town site of New Norcia it was considered appropriate that they be given the opportunity to name the road even though it will become a Shire local road and the responsibility of the Shire to maintain when the bypass is opened.

POLICY REQUIREMENTS

There is no policy on the naming of roads in the Shire.

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

LEGISLATIVE REQUIREMENTS

The Geographic Names Committee and its policies are covered in the Land Administration Act 1997.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

None

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

Cr P Carr left the meeting at 4.35pm

Cr P Carr returned to the meeting at 4.36pm

RESOLUTION 57/2016

Moved: Cr J Kelly

Seconded: Cr J Corless-Crowther

That Council endorses the name “New Norcia Road” for the section of the current Great Northern Highway where it passes through the New Norcia town site that will be handed over to the Shire on completion of the bypass around the town that will become the Great Northern Highway.

Motion Put and Carried: 8/1

RESOLUTION 58/2016

Moved: Cr J Brennan

Seconded: Cr A Broadhurst

That the (current) section of Great Northern Highway and bridge through New Norcia not be accepted by the Shire of Victoria Plains at handover unless it is up to Main Road Standards.

Motion Put and Carried: 9/0

A6/2016 STANDING ORDERS

FILE REFERENCE	CL1.3
REPORT DATE	4 th March 2016
APPLICANT/PROPONANT	Cr Stephanie Penn
OFFICER DISCLOSURE OF INTEREST	None
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Harry Hawkins – Chief Executive Officer
ATTACHMENTS	Standing Orders Local Law

PURPOSE OF REPORT

To advise Council of the omissions from the agenda template of items included in the Standing Orders local law.

BACKGROUND

The Shire of Victoria Plains Standing Orders local law was gazetted in August 1997 and over time some items in it have been dropped off the agenda template and therefore not included in Council meetings.

Those items have been identified by Cr Penn as items that are not being used on the agenda are from section (5) Meetings – Order of Business and points (7) Correspondence, (9) Notice of Motions for consideration at the following meeting and (10) members Questions without notice. A review of Council agendas stored on the server which go back to 2001 do not show these items as being included on the agenda at any time since then.

Cr Penn states that to follow the act and standing orders a council shows accountability and transparency to electors of the Shire.

COMMENT

Point (7) Although correspondence is not presented at the meeting any documents that are relevant to the duties of an elected member are either emailed or included in the Information Bulletin. Councillors are not entitled to access all correspondence received by the Shire only that which relates to their duty as a Councillor.

Point (9) Notice of Motion for consideration at the following meeting while it is relevant is covered by section 7 Meetings – Notices of Motion in the Standing Orders so is really a duplication if treated correctly.

Point (10) Members questions without notice although shown in the Standing Orders as a separate item is currently allowed by Council in Urgent Business so no restriction is put on elected members asking questions without notice.

It is agreed that Council should follow the Act and Standing Orders however if Council was to implement a regime that strictly follows the Standing Orders in particular section **10 Meeting Procedure** much of the debate that currently takes place would not be possible under point 10.8.

POLICY REQUIREMENTS

Policy 9.2 relates to Council Meetings

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

Yes

- **Comment**

Section 4 of the Community Strategic plan “Governance” aims to Provide Good Government to the People of the District

LEGISLATIVE REQUIREMENTS

Standing Orders are a local Law

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

Section 4.3 of the Plan relates to maintaining Full Compliance with Statutory Obligations.

- **Environment**

There are no known significant environmental implications associated with this proposal.

- **Economic**

There are no known significant economic implications associated with this proposal.

- **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 59/2016

Moved: Cr S Penn
Seconded: Cr J Kelly

That the Council Meeting Agenda template is amended to include points (7), (9) and (10) from section 5.1 of the Standing Orders on future Council Agendas.

Motion Put and Carried: 9/0

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LOCAL GOVERNMENT ACT 1995

**SHIRE OF VICTORIA PLAINS
LOCAL LAW RELATING TO
STANDING ORDERS**

26 August 1997]

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LOCAL GOVERNMENT ACT 1995

SHIRE OF VICTORIA PLAINS

**LOCAL LAW RELATING TO
STANDING ORDERS**

In pursuance of the powers conferred upon it by the above mentioned Act and of all other powers enabling it, the Council of the Shire of Victoria Plains hereby records having resolved on 27 May 1997, to revoke the Standing Order By-laws published in the *Government Gazette* on 20 March 1963 and to make the following local law—

1 INTERPRETATION

1.1 Standing Orders

The proceedings and business of the Council shall be conducted in accordance with the Act, and where not specifically proscribed, according to this local law which shall be referred to as "the Standing Orders".

1.2 Interpretations

(1) In these Standing Orders, unless the context requires otherwise—

"absolute majority" means more than 50% of the number of offices of Member, whether vacant or not, regardless of the number of members actually present;

"Act" means the Local Government Act 1995;

"Chief Executive Officer" means the chief non-elected officer of the Shire of Victoria Plains or other officer who, for the time being, is acting in that capacity;

"Committee" means any Committee of the Council appointed in accordance with the provisions of the Act;

"Council" means the Council of the Shire of Victoria Plains;

"majority" means more than 50% of members present and voting;

"meeting" includes any Ordinary or Special Meeting of the Council or a Committee held in accordance with the Act;

"Member" means the President or a Councillor of the Council, or in the case of Committees, a member of the Committee appointed in accordance with the Act;

"officer" means an employee of the Council;

"President" includes the Deputy President, in the absence of the President, and any Councillor chosen to preside at any meeting of the Council in the manner prescribed by the Act, or in the case of Committees, the Presiding Member, the Deputy Presiding Member, in the absence of the Presiding Member, and any Committee Member chosen to preside at any meeting in the manner prescribed by the Act.

(2) Unless the context requires otherwise other words and expressions used in these Standing Orders have the same respective meanings as in the Act.

2 MEETINGS—NOTICE AND BUSINESS

2.1 Notice of Meetings

(1) Notice of meetings shall be given in writing to each Member—

(a) by delivering it to the Member personally; or

(b) by delivering it to the Member's usual place of abode or business; or

(c) by sending it to the Member by post or facsimile to the Member's usual place of abode or business, or such other address as the Member may request in writing to the Chief Executive Officer, at least 72 hours before the meeting.

(2) Notices of meeting shall be signed by the Chief Executive Officer and shall state the place, date and hour of holding the meeting, and in the case of a special meeting state the purpose of the meeting.

(3) Notwithstanding clause 2.1(1) notice of a special meeting may be given in a person to person telephone call to each Member before the holding of the meeting.

(4) When a meeting is adjourned to a day and hour other than the next ordinary meeting, notice of the adjourned meeting shall, if time permits, be sent in the manner provided in clause 2.1(1).

(5) Failure to receive a notice of meeting shall not affect the validity of any meeting so long as reasonable steps have been taken to serve such notice.

2.2 Business

(1) No business shall be transacted at any meeting other than that specified on the agenda for the meeting unless approved by the President or by a majority of Members present determined by vote except—

(a) matters which the Act permits to be dealt with without notice; or

(b) matters which the Standing Orders permit to be dealt with without notice.

(2) At an adjourned meeting no business shall be transacted other than that specified on the agenda of the meeting of which it is an adjournment, and which remains undisposed of, except in the case of an adjournment to the next ordinary meeting, when the business undisposed of at the adjourned meeting shall be given precedence at such ordinary meeting.

2.3 Production of Documents

(1) On giving the Chief Executive Officer not less than 8 ordinary working hours notice a Member is entitled to have tabled at a meeting, for the duration of the meeting, any document or record of the Council, except any document or record which in the opinion of the Chief Executive Officer is of a confidential nature, and the Chief Executive Officer shall take all reasonable steps to table the document at the commencement of the meeting.

(2) Members of the public are not entitled to inspect documents or records which may be placed before a meeting if in the opinion of the Chief Executive Officer the meeting, or that part of the meeting to which the information refers, is likely to be closed to the public.

2.4 Unacceptable Business

(1) If the President is of the opinion that any motion, question or business proposed is disrespectful or of an objectionable nature, the President may, either before or after the matter is brought forward, declare that it shall not be considered.

(2) Where such a declaration is made by the President prior to the matter being listed on the Agenda for a meeting this fact shall be included on that Agenda.

(3) Any Member may move dissent from such a declaration by the President and in the event of the dissent motion being carried by a majority the matter referred to shall be considered, but not otherwise.

3 MEETINGS—QUORUM

3.1 Quorum at Meetings

The quorum at all Meetings shall be 50% of the total number of offices of Member whether vacant or not.

3.2 Quorum Must be Present

No business shall be transacted at a meeting unless a quorum is present

3.3 Absence of a Quorum

If at any meeting a quorum is not present within 30 minutes after the time appointed for the commencement of that meeting the President, or in the President's absence the Deputy President, or in the Deputy President's absence the majority of Members present, or any one Member if only one be present, or if no Member is present the Chief Executive Officer or a person authorised by the Chief Executive Officer may adjourn the meeting to another date and time.

3.4 Absence of a Quorum During a Meeting

If at any time during a meeting a quorum is not present the President shall immediately suspend the proceedings of the meeting for a period of fifteen minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the President shall adjourn it to another date and time.

3.5 Absence of Quorum—Record in Minute Book

At all Meetings at which there is not a quorum present or at which the meeting is counted out for want of a quorum, the circumstances, together with the names of the Members present, shall be recorded in the minutes.

4 MEETINGS—MINUTES

4.1 Recording of Minutes

Binding, or pasting or otherwise permanently affixing the minutes to the leaves of a book, shall be a sufficient recording of the minutes.

4.2 Confirmation of Minutes

(1) The minutes of any preceding meeting or meetings, not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Council or Committee, as the case requires, and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings.

(2) The person presiding at the meeting at which minutes are confirmed shall certify the confirmation by initialing each page of the minutes, except the last page which shall be signed and dated.

(3) Reading of the minutes of a previous meeting may be dispensed with provided that a copy of those minutes has been supplied to each Member at least 72 hours prior to the date of the ordinary meeting at which they are presented for confirmation.

5 MEETINGS—ORDER OF BUSINESS

5.1 Ordinary Meetings—Order of Business

The order of business at ordinary meetings of Council shall, unless altered by the President or Council resolution, be as near as practicable to the following—

- (1) Apologies and Leave of Absence
- (2) Public Question Time
- (3) Petitions, Memorials and Deputations
- (4) Declarations of Members and Officers Interests

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- (5) Confirmation of Minutes of Previous Meetings
- (6) Reports—
 - (a) Works and Plant
 - (b) Health, Building, Planning
 - (c) Administration and Finance
 - (d) Chief Executive Officer
 - (e) Delegates
- (7) Correspondence
- (8) Motions of Which Notice Has Been Given
- (9) Notice of Motions for Consideration at the Following meeting
- (10) Members Questions Without Notice
- (11) Urgent Business (with permission of Council)
- (12) Closure

5.2 Order of Business at Other Meetings

The order of business at any meeting not being an ordinary meeting of Council shall be the order in which that business stands in the agenda unless the President or the Council, by resolution, alters the order of business.

6 MEETINGS—QUESTIONS

6.1 Questions from Members

(1) All questions and answers shall relate to the business or procedure of Council and shall be submitted as briefly and as concisely as possible and no discussion shall be allowed.

(2) In putting any question, no argument or expression of opinion shall be used or offered, nor any facts stated, except those necessary to explain the question.

6.2 Questions from Members of the Public

(1) The minimum time allocated for the asking of and responding to questions raised by members of the public is fifteen minutes.

(2) All questions shall relate to matters affecting the Council and shall be directed to the President.

(3) If an answer cannot be given at the meeting the Chief Executive Officer will arrange for the answer to be given in writing to the person asking the question within five working days of the meeting.

7 MEETINGS—NOTICES OF MOTION

7.1 Notices of Motion

(1) A Member may bring forward such business as the Member considers desirable or necessary in the form of a motion of which notice has been given in writing to the Chief Executive Officer at the last previous meeting or at least seven working days before the meeting at which it is to be brought forward.

(2) Every notice of motion shall relate to some question affecting the constitution, administration or condition of the Council or the district of the Shire of Victoria Plains and the President shall rule out of order any motion which does not comply with this clause.

(3) A motion of which notice has been given shall lapse unless—

(a) the Member who gave notice is present to move the motion when it is called; or

(b) another Member is willing to move the motion when it is called; or

(c) the meeting, by resolution, agrees to defer consideration of the motion to a later stage or date.

7.2 Repetition of Lost Motions

A substantive motion which has the same specific intent to one which has been lost within the preceding three months shall not be moved unless it is presented as a notice of motion and the notice is signed by one third of the offices of member of Council, whether present or not.

8 MEETINGS—PETITIONS, MEMORIALS AND DEPUTATIONS

8.1 Petitions and Memorials

(1) Any petition or memorial shall be submitted to the Council in writing and shall not contain language disrespectful to the Council or other persons.

(2) The only question which shall be considered by the Council on the presentation of any petition or memorial shall be—

(a) That the petition or memorial shall be accepted; or

(b) That the petition or memorial not be accepted; or

(c) That the petition or memorial be accepted and referred to a Committee for consideration and report; or

(d) That the petition or memorial be accepted and be dealt with by the full Council.

8.2 Deputations

(1) Persons wishing to make a deputation to the Council or a Committee of the Council shall make a request to the Chief Executive Officer at least seven working days prior to the meeting outlining the subject matter to be raised by the deputation.

(2) On receiving such a request the Chief Executive Officer shall notify the President who may elect to invite the deputation to attend.

(3) Any deputation shall not exceed five in number and only two members thereof shall be at liberty to address the Council or Committee of the Council, except in reply to questions from members of the Council or Committee.

9 MEETINGS—PUBLIC CONDUCT

9.1 Admission and Removal of the Public

(1) The public is admitted to the meeting place on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the meeting shall take place. In the event of any such interruption, the President may use discretion and without a vote of the meeting, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting place. This direction by the President shall not be open to discussion or dissent.

(2) Any person, not being a Member, who interrupts the orderly conduct of the business of the meeting who does not withdraw immediately upon being called by the President to withdraw from the meeting place may, by order of the President, be removed from the meeting place.

10 MEETING PROCEDURE

10.1 Directions by the President

(1) At any meeting the President shall have the right to direct attention to any matter of interest or relevance to the business of the meeting or propose a change to the order of business.

(2) Any Member may move that a change in order of business proposed by the President not be accepted and if carried by a majority, the proposed change in order will not take place.

10.2 President to Take Part in Debates

Subject to the provisions of the Act and the Standing Orders, the President may take part in a discussion upon any question before a meeting.

10.3 President to be Heard

Whenever the President indicates an intention to speak during a debate, any Member then speaking shall cease speaking and all other Members shall be silent so that the President may be heard without interruption.

10.4 Titles to be Used

A speaker, in referring to any other Member or officer present, shall designate them by their respective official titles.

10.5 Members Wishing to Speak

(1) Any Member wishing to speak shall indicate by show of hands or other method agreed upon by the Council. When invited by the President to speak, Members shall address the Council through the President.

(2) In the event of two or more Members indicating their wish to speak at the same time, the President shall decide which of them is entitled to priority. The decision shall not be open to discussion or dissent.

10.6 Relevance

Every Member shall restrict their remarks to the motion or amendment under discussion, or to an explanation or point of order.

10.7 Imputations or Offensive Expressions

(1) No Member may impute motives or use offensive or objectionable expressions or comment adversely upon the character or actions or be disrespectful in any way to any Member, officer or any other person.

(2) The President may call the attention of a meeting to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a Member, and may direct that Member, if speaking to discontinue speaking, and the Member shall then cease speaking.

10.8 Speaking Twice

Except where this clause is suspended a Member shall not speak twice on the same motion or amendment except—

- (a) the mover of a substantive motion in reply; or
- (b) to a point of order; or
- (c) by way of personal explanation in accordance with the Standing Orders.

10.9 Limit on Speeches

A Member shall not speak on any motion or amendment or in reply for a period longer than five minutes without the consent of the Members present, which shall be signified without debate. Only one extension of five minutes shall be permitted.

10.10 No Speech after Certain Events

No Member shall speak to any motion or amendment after the mover has replied or after the question has been put.

10.11 Members Not to Interrupt

No Member shall interrupt another Member whilst speaking unless—

- (a) to raise a point of order; or
- (b) to call attention to the absence of a quorum.

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10.12 Reopening Discussion on Resolutions

No Member shall reopen discussion on any resolution of the Council, except for the purpose of moving that the resolution be revoked or changed.

10.13 Disturbances and Breach of Order

(1) The President shall preserve order and may call any Members to order whenever, in the President's opinion, there is cause to do so.

(2) Any Member or officer shall be entitled to direct the President's attention to any breach of the Act or the Standing orders or to any matter of which the President may take notice under clause 10.7.

(3) Whenever the President is of the opinion that anything said or done in the meeting by any Member is out of order in accordance with the Act or the Standing Orders the Member shall be called upon by the President to make such explanation, retraction or apology as the case may require.

(4) Where a Member persists in any conduct which in the President's opinion is out of order in accordance with the Standing Orders or the Act, or refuses to make any explanation, retraction or apology required by the President, the President may direct that Member to refrain from taking any further part in the meeting other than complying with the financial interest and voting provisions of the Act.

(5) If a meeting ceases to operate in an orderly manner, the President may adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Where, after any adjournment, the President is again of the opinion that the business of the meeting cannot effectively be continued the President may adjourn the meeting to another date and time.

10.14 Suspension of Standing Orders

(1) Any of the Standing Orders may be temporarily suspended on a motion, without notice, carried by an absolute majority.

(2) The mover of a motion to suspend the Standing Orders or any Standing Order shall state the clause or clauses of the Standing Orders to be suspended.

11 MOTIONS AND AMENDMENTS

11.1 Motions to be Stated

A Member proposing a motion or amendment shall state the wording before speaking to it and, if so required by the President shall put the motion or amendment in writing.

11.2 Motions and Amendments to be Seconded

No motion or amendment shall be in order, or be open to debate, until it has been seconded.

11.3 Only One Motion Considered

When a substantive motion is under debate at any meeting, no further substantive motion shall be accepted.

11.4 Limit of Debate

The President may offer the right of reply and put the motion to the vote if the President believes sufficient discussion has taken place even though all Members may not have spoken.

11.5 Breaking Down of Complex Questions

The President may order a complex question to be broken down and put in the form of several motions, which shall be put in sequence.

11.6 Questions to be Read

Any Member may require the question or matter under discussion to be read at any time during a debate, but, not so as to interrupt any other Member whilst speaking.

11.7 Order of Amendments

Any number of amendments may be proposed to a motion, but, whenever an amendment is made upon a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

11.8 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended shall then be submitted as the substantive motion, and shall become the question before the meeting upon which any Member may speak and any further amendment may be moved.

11.9 Repetition of Motions

No substantive motion or amendment shall be proposed which is the same in substance as a motion or amendment which has been resolved during the same sitting of the Council, except by agreement of the majority of Members present.

11.10 Consent of Seconder Required to Accept Alteration of Wording

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

11.11 Withdrawal of Motion and Amendments

With the consent of a meeting and the approval of any seconder, a motion or amendment may be withdrawn by the mover of the motion or amendment.

11.12 Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

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11.13 Right of Reply

The mover of a substantive motion shall have the right of reply. The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.

11.14 Right of Reply Provisions

The right of reply shall be governed by the following provisions—

- (a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion.
- (b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments.
- (c) The mover of any amendment does not have a right of reply.
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

11.15 Amendments To be Relevant

Every amendment shall be relevant to the motion upon which it is moved, and be framed to show precisely which words need to be deleted, added or altered.

11.16 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

11.17 Mover of Motion Not to Speak on Amendment

On an amendment being moved, any Member may speak to the amendment, however, if the person who moved the substantive motion chooses to speak to the amendment their right of reply is forfeited.

12 PROCEDURAL MOTIONS

12.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a motion, it is permissible for a Member to move the following procedural motions—

- (a) that the Council proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council do now adjourn;
- (d) that the question be now put;
- (e) that the question be not now put;
- (f) that the Council moves into a Committee of the Whole;
- (g) that the Member be no longer heard;
- (h) that the ruling of the President be disagreed with;
- (i) that the motion lie on the table;
- (j) that the Council meet behind closed doors.

12.2 Procedural Motions—Majority Required

Any procedural motion shall be carried upon the majority of Members present voting in the affirmative.

12.3 Procedural Motions—Who May Move

No person who has moved, seconded, or spoken for or against the substantive motion, may move any procedural motion which, once moved, would deny others the right to speak or, if carried, would close the debate on the substantive motion or amendment.

12.4 Procedural Motions—Right of Reply

There shall be no right of reply on any procedural motion.

12.5 Procedural Motions—Right of Reply on Substantive Motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment will not deny the right of reply to the mover of the substantive motion.

13 EFFECT OF PROCEDURAL MOTIONS

13.1 That the Council Proceed to the Next Business

This motion, having been carried, will cause the debate to cease immediately and for the Council to move to the next item on the agenda of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be placed on any future notice paper.

13.2 That the Question be Adjourned

This motion, having been carried, will cause all debate on the substantive motion or amendment to cease, but, to continue when the discussion is reconvened.

13.3 That the Council do now Adjourn

This motion, having been carried, will cause the meeting to stand adjourned until it is reopened at which time the meeting continues from the point at which it was adjourned, unless the President or the majority of Members upon vote, determine otherwise.

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13.4 That the Question be Now Put

(1) This motion, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.

(2) This motion, having been carried during discussion on an amendment, will cause the President to put the amendment to the vote without further debate.

(3) This motion, having been lost, will allow debate to continue.

13.5 That the Question be Not Now Put

(1) This motion, having been carried during discussion on either a substantive motion or an amendment, will cause the meeting to proceed to the next business with no decision required to be made. In this case, there is no requirement for the matter to be raised again, except that it can only be raised by way of another substantive motion for which due notice must be given.

(2) This motion, having been lost, will cause the President to immediately put any amendment to the vote and then to offer the right of reply and put the substantive motion to the vote.

13.6 That the Council Move Into a Committee of the Whole

This motion, having been carried, will allow free and open discussion on the matter before the meeting. There will be no restrictions on the number of times each Member may speak, provided that normal courtesy and order is maintained. Any decisions made during the time that the Council sits in Committee of the Whole must be formally agreed by a substantive motion when the Council moves out of Committee of the Whole.

13.7 That the Member be no Longer Heard

This motion, having been carried, will cause the President to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

13.8 That the Ruling of the President be Disagreed With

(1) This motion, having been carried, will cause the ruling of the President about which this motion was moved to be reversed and for the meeting to proceed accordingly.

(2) Where the President has given a ruling in strict accordance with the Act, this motion may not be moved.

(3) Where the President has adjourned the meeting in accordance with clause 10.13(5) this motion may not be moved.

13.9 That the Motion Lie on the Table

(1) This motion, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

(2) Any Member may raise a motion from the table, by giving appropriate notice of motion for any meeting in the future.

(3) When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving this procedural motion, is given the opportunity to reintroduce the matter after which debate shall continue according to these Standing Orders.

13.10 That the Council Meets Behind Closed Doors

In accordance with the Act, this motion, if carried, will cause the general public and any officers the Council determines, to leave the room.

14 VOTING

14.1 Voting

(1) Voting shall, unless otherwise provided, be by means of a show of hands.

(2) If a decision is not clear or in doubt the President shall put the question as often as necessary to determine the decision.

14.2 Number for and Against to be Recorded

The numbers voting in favour of and against each motion shall be recorded in the minutes.

14.3 Recording of Votes

If a Member specifically requests that there be recorded—

(a) his or her vote; or

(b) the vote of all members present;

on a matter voted on at a meeting, then the vote or votes shall be recorded in the minutes.

15 REVOKING OR CHANGING DECISIONS

15.1 Revoking or Changing Decisions

(1) If a decision has been made at a Council or a Committee meeting then any motion to revoke or change the decision must be supported—

(a) in the case where an attempt to revoke or change the decision has been made within the previous three months but had failed, by an absolute majority; or

(b) in any other case, by at least one third of the number of offices (whether vacant or not) of members of the Council or Committee,

inclusive of the mover.

- (2) If a decision has been made at a Council or a Committee meeting then any decision to revoke or change the first-mentioned decision must be made—
- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
- (3) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

16 POINTS OF ORDER

16.1 Points of Order—When to Raise

Upon a matter of order arising during the progress of a debate, any Member may raise a point of order. Any Member of the Council who is speaking when a point of order is raised, shall immediately cease speaking until the point of order has been heard and the question of order disposed of.

16.2 Acceptable Points of Order

- (1) Valid points of order shall be limited to—
- (a) That the discussion is of a question not before the meeting.
 - (b) That offensive or insulting language is being used.
 - (c) Drawing attention to the violation of the provisions of the Act, any local law or Standing Order of the Council.
- (2) A Member raising a point of order shall state the provision of the Act or the Standing Order believed to be breached.
- (3) Expressing a difference of opinion or contradicting a speaker shall not be recognised as raising a point of order.

16.3 Points Of Order—Ruling

- (1) The President shall give a decision on any point of order after the point has been raised by either upholding or rejecting the point of order.
- (2) The ruling of the President upon any point of order shall be final, unless a majority of Members present support a motion of dissent with the ruling.

16.4 Points of Order Take Precedence

Notwithstanding anything contained in the Standing Orders to the contrary, all points of order take precedence over any other discussion and, until decided, suspend the consideration and decision of every other question.

17 PERSONAL EXPLANATION

17.1 Personal Explanation

- (1) No Member shall speak, except upon the question before the Council, unless it is to make a personal explanation.
- (2) Any Member making a personal explanation must confine their explanation to a succinct statement relating to a specific part of the Member's former speech which may have been misunderstood. No reference shall be made to matters unnecessary for that purpose or to seek to strengthen the Member's former argument by any new matter or by replying to other Members.

17.2 Personal Explanation—When Heard

A Member wishing to make a personal explanation of matters referred to by any Member then speaking shall be entitled to be heard immediately, if the Member then speaking consents at the time, but if the Member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

17.3 Ruling on Questions of Personal Explanation

The ruling of the President on the admissibility of a personal explanation shall be final and shall not be open to discussion or dissent.

18 COMMITTEES OF COUNCIL

18.1 Committees

Committees of the Council shall operate in accordance with the Act and its regulations.

18.2 Standing Orders to Apply to Committees

The Standing Orders shall apply with the necessary adaptations and modifications to the proceedings of Committees of the Council, except that the requirement for members to speak only once shall not be applied.

19 ADMINISTRATIVE MATTERS

19.1 Meetings of Electors

- (1) The Standing Orders shall apply, so far as is practicable, to any meeting of electors, but, where there is any inconsistency between the provisions of the Standing Orders and the Act the Act shall prevail.

26 August 1997]

GOVERNMENT GAZETTE, WA

4863

(2) A person who is not an elector is not entitled to vote at a meeting of electors, and may not take part in any discussion at that meeting, unless the meeting, by resolution, requests the person to do so.

19.2 Copies of Acts and Standing Orders and Papers to Members of the Council

The Chief Executive Officer shall provide to each Member of the Council as soon as convenient after being elected to office, a copy of the Act and any local laws regulating and governing the administration of the district.

19.3 Common Seal

(1) The Chief Executive Officer shall have charge of the Common Seal of the Council, and shall be responsible for its safe custody and proper use.

(2) Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the Common Seal of the Council.

19.4 Custody of Corporate Property

The custody of all property whatsoever belonging to, or held in trust by, the Council shall be in the Chief Executive Officer, who shall be responsible to the Council therefore.

19.5 Cases not Provided for in Standing Orders

The President shall decide all questions of order, procedure, debate or otherwise where no provision, or insufficient provision is made in the Standing Orders or the Act.

19.6 Penalty for Breach of Standing Orders

Any person guilty of any breach of the Standing Orders or any of the provisions hereof, shall be liable to a penalty not exceeding \$1,000.

Dated 27 May 1997.

The Common Seal of the Shire of Victoria Plains was hereunto affixed in the presence of—

T. P. FIELD, President.
R. W. DEW, Chief Executive Officer.

A7/2016 NEW POLICY – FORMAL COMMUNICATION POLICY

FILE REFERENCE	A1.1.7
REPORT DATE	4 March 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Harry Hawkins – Chief Executive Officer
ATTACHMENTS	Nil

PURPOSE OF REPORT

For Council to consider adopting the following new policy - Formal Communication.

BACKGROUND

The draft policy was presented to Council at the information session held on 17 February 2016. This policy will operate in conjunction with the:

- SOVP – ‘Proposed’ Local Government Elected Members Recordkeeping Policy
- SOVP Code of Conduct – point 3.6 (Communications and Public Relations)
- SOVP Code of Conduct – point 3.7 (Relationships between Members and Staff)

Additionally, the Shire of Victoria Plains Corporate Business Plan states:

- Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

OBJECTIVE

The purpose of this policy is to establish a process of communication between Elected Members and Employees of the Shire of Victoria Plains and for the access to information by Elected Members to ensure:

- Consistency of information to Council.
- Accuracy of information to Council.
- Transparency of dealings between Councillors and staff.
- No undue pressure is placed on management and staff when Councillors request information at short notice, especially during busy periods.

Definitions

CEO

Means the Chief Executive Officer of the Shire of Victoria Plains, or the person appointed to act in that capacity.

Correspondence

Means all forms of written correspondence:

- Facsimile
- Letter
- Email
- Memorandum
- Works request
- Forms
- SMS text messages

It should be noted that in some instances, particularly in relation to complaints, matters should be formally brought to the attention of the CEO in letter form and be signed and dated by the Councillor.

Senior Employee

Means the Chief Executive Officer, Deputy Chief Executive Officer and/or the Works and Services Manager, or the person appointed to act in that capacity.

Service Delivery

Means a specific occurrence or instance of work, of a minor and general nature, that has already been carried out.

Staff

Means all employees of the Shire of Victoria Plains who are not the CEO or Senior Employees.

POLICY

Communication

1. Elected members may contact the Chief Executive Officer or the Deputy Chief Executive Officer (in the absence of the CEO) via telephone to informally discuss Shire or Council business.
2. In line with the Shire of Victoria Plains Code of Conduct, under no circumstances, should Elected Members contact staff via their personal mobile phone to make a complaint or enquiry.
3. Complaints or comments in relation to staff members are to be directed to the Chief Executive Officer, who will require any complaints to be in writing.
4. Information forwarded via email of a confidential nature, shall be directed to the CEO at ceo@victoriaplains.wa.gov.au. Under no circumstances should any emails relating to formal or confidential Council business be forwarded to staff without the express permission of the CEO.
5. All written correspondence from Elected Members shall be forwarded to the CEO in the first instance.

6. Any Elected Member who wishes to raise a grievance in relation to the Code of Conduct, the Local Government Act, Regulations, or any matter of Council business, shall first raise the matter with the CEO and/or the Shire President and/or the Deputy Shire President.

It should be noted that this does not override the requirements of the Corruption and Crime Commission of Western Australia.

Issues which are referred to the CCC will remain confidential.

7. All correspondence received directly by an Elected Member, from a member of public, is to be forwarded to the CEO within ten working days in line with the Shire of Victoria Plains Policy – Local Government Elected Members Recordkeeping Policy.

When an Elected Member forwards correspondence from a member of the public, staff will arrange a response, if required.

A copy of the response will be forwarded to the Elected Member for their information. In meeting objectives of this policy, it is appropriated that Shire staff respond to all correspondence on related Council or Shire matters.

8. Elected Members, in acknowledging their role is one of leadership, also acknowledge that they have no capacity to speak with staff individually, with the exception of the CEO and the Deputy CEO, on matters of Shire or Council business.
9. Elected Members in acknowledging the everyday pressures placed on the CEO and Senior Staff, will where ever possible, make appointments in advance to meet with the CEO or the Deputy CEO and state the nature of the request for a meeting.
10. All communications between Councillors that raise particular issues or items for debate shall be forwarded to all Councillors, without exception. This ensures all Councillors are aware of current issues and have the opportunity to express views where considered appropriate.

Ordinary Council Meetings

1. Matters requiring considerations at an Ordinary Council Meeting should be submitted to the Chief Executive Officer via email or facsimile. Once received, the Chief Executive Officer will arrange for the matter to be researched and included on the agenda of the next appropriate Council meeting. Should it be considered more appropriate that the matter be dealt with administratively, the Councillor will be contacted and advised of this and the matter will not be placed on the agenda.

Access to Information

1. Elected Members have information access rights that are additional to those given to the general public. Elected Members can access the following information held by a local government:
 - All written contracts of the local government
 - All documents relating to written contracts proposed to be entered into by the local government
 - any information that is relevant to their functions
2. Elected Members can have access to any information held by the local government that is relevant to the performance of his or her function under the Local Government Act (s5.92 (1) Local Government Act 1995). Access arrangements should be made through the Chief Executive Officer.
3. Access to information will be in accordance with requirements under the Local Government Act 1995, and Freedom of Information Legislation.
4. Members will not use confidential information to gain advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation (Regulation 7 Local government (Rules of Conduct) Regulations 2007).

POLICY REQUIREMENTS

New Policy Guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. The Policy is to be presented at a Council Information Session for input from Councillors.
3. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

LEGISLATIVE REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

4.3 Full compliance with Statutory Requirements

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 60/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

That Council adopt the new Formal Communication Policy.

Motion Put and Carried: 9/0

**A8/2016 NEW POLICY – LOCAL GOVERNMENT ELECTED MEMBERS
RECORDKEEPING POLICY**

FILE REFERENCE	A1.1.7
REPORT DATE	4 March 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Harry Hawkins – Chief Executive Officer
ATTACHMENTS	Nil

PURPOSE OF REPORT

For Council to consider adopting the following new policy - Local Government Elected Members Recordkeeping.

BACKGROUND

The draft policy was presented to Council at the information session held on 17 February 2016.

Policy

Purpose

The purpose of this policy is to:

1. Ensure that Councillors create and keep proper and adequate records of the activities and decisions made during the course of their official duties for Council;
2. To ensure good governance; and
3. Ensure that the Shire of Victoria Plains complies with the State Records Act 2000 and associated State Records Commission Policies.

Scope of this policy

This policy has been developed to assist Councillors in meeting their recordkeeping responsibilities in accordance with the State Records Act 2000, and associated State Records Commission Policies.

Shire of Victoria Plains employees should refer to the Record Keeping Plan for guidance.

Definitions

In this policy, unless the contrary otherwise requires – “Government record” means a record created or received by –

- a. A government organisation; or
- b. A government organisation employee in the course of the employee’s work for the organisation,

But does not include an exempt record - “Parliamentary record” means a record created or received by –

- a. A parliamentary department; or
- b. A person in the course of the person's work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise;

"Record" means any record of information however recorded and includes:

- a. Anything on which there is writing or Braille;
- b. A map, plan, diagram or graph;
- c. A drawing, pictorial or graphic work, or photograph;
- d. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f. Anything on which information has been stored or recorded, either mechanically, magnetically or electronically;

"State record" means –

- a. A parliamentary record; or
- b. A government record.

Which records should be captured?

Examples of records that should be captured include (but are not limited to):

- a. communications from ratepayers;
- b. complaints and compliments;
- c. correspondence concerning corporate matters;
- d. submissions, petitions and lobbying;
- e. information for Council's interest relating to local government business activity and functions;
- f. telephone, meetings and other verbal conversations between an elected member and another party regarding local government projects or business activities;
- g. work diaries containing information that may be significant to the conduct of the elected member on behalf of the local government;
- h. Presentations and speeches delivered as part of an elected member's official duties.
- i. Records which are created, sent or received by Councillors when they are not discharging the functions of Council are not considered to be State records for the purposes of the State Records Act 2000.

Examples of records that do not need to be captured include (but are not limited to):

- a. duplicate copies of Council meeting agenda items, minutes and working papers;
- b. draft documents or working papers which are already captured by the local government;
- c. publications such as newsletters, circulars and journals;

- d. invitations to community events where an elected member is not representing Council or the local government;
- e. telephone, meetings and other verbal conversations which convey routine information only or do not relate to local government business or functions;
- f. electioneering or party political information;
- g. Personal records not related to an elected member's official duties.

Legislative context

Public offices are bound by the State Records Act 2000 ("the Act"), which establishes rules for recordkeeping in Western Australian Government. Councils are identified as public offices under the Act [Schedule 1, (12)].

When discharging the functions of Council, Councillors are subjected to the State Records Act 2000 when they create or receive State records.

The State Records Commission Policy relating to Councillor Records is:
"In relation to the recordkeeping requirements of local government, elected members' records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Application of this policy

All Councillors are required to comply with this policy in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This policy applies to records in all formats, including electronic records.

Creation and capture of records

Councillors should create and capture proper and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business includes (but is not limited to):

- a. providing advice, instructions or recommendations;
- b. drafts of documents for Council containing significant annotations or submitted for comment or approval by others; and
- c. correspondence received and/or sent relating to their work undertaken for Council. The Shire of Victoria Plains is responsible for:
 - a. creating and capturing records of Council and Committee meetings; and
 - b. capturing any State records it sends to or receives from Councillors regarding Council business.

Capture of records into the records system

Email

Where Councillors send or receive emails, and the emails are considered to be State records, Councillors are required to forward electronic copies to the Shire of Victoria Plains Executive Assistant at: ea@victoriaplains.wa.gov.au

The subject of the email should say “Elected Members’ State record”.

Faxes and hard copy records

All incoming mail for Councillors received by the Shire administration with no privacy markings will be opened by records staff. Mail considered to be a State record will be recorded into the Shire’s recordkeeping system before being forwarded to the Councillor.

Mail with privacy markings will be forwarded to the Councillor unopened. It is the Councillor’s responsibility to return any mail that is considered to be a State Record and requires registration in the Shire of Victoria Plains recordkeeping system.

Where a Councillor receives a letter or fax at their personal address, and the document is a State record, the Councillor is to provide the original or an annotated copy to the Shire of Victoria Plains Administration within ten working days. If the original document is supplied, the Shire Administration will copy the document for the Councillor. If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only whilst needed for current Council business. The routine destruction of duplicate records is permitted under the General Disposal Authority for Local Government.

Notes created by Councillors, which relate to the Councillor’s decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes, notes made at Council and Committee meetings), are State records. These records are required to be provided to the Shire of Victoria Plains Administration within ten working days.

Disposal of records

Documents that are duplicate State records (e.g. agendas and minutes with no notes added by the Councillor) may be destroyed as the Councillor wishes. Documents that are not public documents should be destroyed either by pulping or shredding of the documents. If the Councillor has the facilities available, they may dispose of the records themselves otherwise, the records can be given to the Shire of Victoria Plains Administration for destruction.

POLICY REQUIREMENTS

New Policy Guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. The Policy is to be presented at a Council Information Session for input from Councillors.
3. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

LEGISLATIVE REQUIREMENTS

State Records Act 2000

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and Impacts:

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

STAFF RECOMMENDATION

Moved: Cr S Penn

Seconded: Cr J Kelly

That Council adopt the new Local Government Elected Members Recordkeeping Policy.

RESOLUTION 61/2016

Moved: Cr S Penn

Seconded: Cr J Kelly

Motion to leave on table until discussions are held with WALGA on Tuesday 22 March 2016.

Motion Put and Carried: 9/0

**A9/2016 MOGUMBER RESERVE UNAUTHORISED CLEARING
INVESTIGATION**

FILE REFERENCE	Reserve 8588
REPORT DATE	9 th March 2016
APPLICANT/PROPONANT	Cr Neville Clarke
OFFICER DISCLOSURE OF INTEREST	Cr Carr declared an interest
PREVIOUS MEETING REFERENCES	None
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	None

PURPOSE OF REPORT

To update Council on the current investigation into unauthorised clearing at the Mogumber Reserve

BACKGROUND

In July 2015 the Department of Environmental Regulation (DER) launched an investigation into unauthorised clearing by the Mogumber Outback Club on the Shire managed reserve 8588 in Mogumber. That investigation was concluded and a letter of warning was issued to the Shire. A letter was then received from the Minister for the Environment giving permission for the ground that was cleared to be used by the Mogumber outback Club for their 2015 New Years Eve rodeo.

In early January 2016 another complaint of unauthorised clearing was lodged with the DER who commenced another investigation.

COMMENT

An emailed response was sent to the DER investigating officer and some photos showing the bunting and other preventative measures was also sent to strengthen the case that no further damage was caused during the New Years Eve event. The allegation of spraying regrowth was actually the spraying of cape weed that had grown on the sand floor of the actual arena.

An update on the investigation was requested from DER however it was not received at the time of writing this report. If received in time it will be tabled at the Council Meeting on the 16th March 2016.

POLICY REQUIREMENTS

None

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

Yes

1.2 Supporting the sustainable management of the Environment

- STRATEGY 1.2.1 - Develop an Environmental Management Plan that creates appropriate environmental policies for the Shire that reflects the community's expectations for the management of the natural environment, salinity and drainage.

- STRATEGY 1.2.2 -Develop a policy that supports and practices good environmental planning

LEGISLATIVE REQUIREMENTS

The Environmental Protection Act makes it illegal to clear native vegetation without a clearing permit.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

STRATEGY: 1.2.1 Develop an Environmental Management Plan that creates appropriate environmental policies for the Shire that reflects the community's expectations for the management of the natural environment, salinity and drainage

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 62/2016

Moved: Cr N Clarke

Seconded: Cr D Smith

That the CEO report on the alleged unauthorised clearing at Mogumber Reserve 8588 be received.

Motion Put and Carried: 9/0

A10/2016 COMMUNITY GRANT – BOLGART PROGRESS ASSOCIATION

FILE REFERENCE	CS1.10
REPORT DATE	9 th March 2016
APPLICANT/PROPONANT	Cr Stephanie Penn
OFFICER DISCLOSURE OF INTEREST	Cr N Clarke declared an interest
PREVIOUS MEETING REFERENCES	91/2015
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	Nil

PURPOSE OF REPORT

To advise Council of the request from the Bolgart Progress Association to roll over their community grant.

BACKGROUND

In the 2015 budget the Bolgart Progress Association was the recipient of a grant to relocate the tourist information bay from in front of the cemetery to the vacant land on George Street opposite the general store and Trees Cafe.

All land in that block is either owned or under the care and control of the Shire except for the house block owned by the Ludemann Family and the 2 vacant blocks lots 138, and 139 George Street. In 2012 the Shire applied to the Department of Lands to purchase lots 138 and 139 and the process was stopped due to the South West Native Title settlement and the awarding in that settlement of 320,000 hectares of state owned Crown land and reserves to the indigenous claimants. The Shire has been advised that the purchase of these lots will not be affected by the settlement however the process is still required to be on hold.

The lack of access to this land has meant that the Bolgart Progress Association project to move the tourist information bay could not go ahead through no fault of their own and that the grant of \$9,380 will remain unspent at the 30th June 2016.

Policy 6.5.3 (ix) states the following:

Where a funded project is not commenced during the financial year that funding is allocated a new application must be made for the next year or funding will be deemed to have lapsed. Unspent Funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds

COMMENT

The Bolgart Progress Association are concerned that if they let this funding from 2015 lapse and reapply in 2016 that they may not be considered for another project in 2016 as Council endeavours to spread the limited funding available across all parts of the Shire.

POLICY REQUIREMENTS

Grants to Community Groups is covered in Policy 6.5.3

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

Yes

Comment

STRATEGY 2.2.1 - Recognise the importance of local tourism by:

- Working in partnerships which support and encourage the tourist industry – working with Avon Tourism and Discover Golden Horizons
- Supporting the development of local initiatives through a small Shire-managed Funding Program
- Assisting with the promotion of local tourist locations (through the website and other mediums) – encouraging operators to join Avon Tourism
- Develop a plan for the Caravan Parks that includes a review of the management structure and maintenance of the facilities Implement the individual townsites Beautification Plans

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

Develop strategy and plan for local tourism promotion and development.

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: Yes

RESOLUTION 63/2016

Moved: Cr J Kelly
Seconded: Cr S Penn

That Council does allow the Bolgart Progress Association 2015 Community Budget allocation of \$9,830 to be carried forward to 2016.

Motion put and Carried: 9/0

A11/2016 CEO UPDATE ON RESOLUTION 233/2006

FILE REFERENCE	
REPORT DATE	2 nd March 2016
APPLICANT/PROPONANT	Cr David Smith
OFFICER DISCLOSURE OF INTEREST	None
PREVIOUS MEETING REFERENCES	233/2006, 258/2006
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	Resolutions 233/06 and 258/06

PURPOSE OF REPORT

For the CEO to provide an up to date progress report to Council on the implementation of Resolution 233/06 from July 2006

BACKGROUND

In 2006 the Calingiri Progress Association together with the Bolgart and Calingiri primary schools and the CWA commenced a project to decorate concrete slabs with mosaics with the theme of “peace”. It was planned for the slabs to be laid at either side of the entrance to the War Memorial which they were. The then warden of the War Memorial explained that he did consider that the piece theme was appropriate for a War memorial. After agreement could not be reached between the warden and the progress association a special meeting of Council was held on the 18th July 2006 where the then President of the RSL Mr Bill Gaynor and several of the Trustees came to Calingiri and addressed Council on the sanctity of War Memorials and why the slabs weren’t appropriate in Memorial Park. Resolution 233 which is attached to this report was then passed meaning that the slabs had to be moved. Members of the Calingiri Progress Association and the community were upset by the decision and some of the more moderate members and the CEO tried to negotiate an acceptable outcome with the warden however he understandably stuck to the RSL point of view. Unfortunately some unpleasant events followed and when the Shire works crew were to lift and store the slabs progress association and community members reportedly were going to stage a mass protest and it was rumoured that main stream television media was to be in attendance. Due to these reports the Works Manager and the CEO decided that it was not fair to put members of the works crew in this conflict and the lifting of the slabs was postponed.

COMMENT

At the August 2006 meeting of Council a compromise to move the slabs from the entrance of the War Memorial to either their current position or along the path at the back of the memorial out of sight was proposed. As the path at the back of the memorial was a part of Memorial Park, and by extension the War Memorial, the warden did not agree to that location on the advice of the RSL.

Resolution 258/06 was then moved and passed by Council allowing the slabs to be placed in their current position which is outside of the park boundary and in accordance with point 3 of resolution 233/06. Although permission was not sought from Main Roads to place the slabs in their current position when they were in Calingiri as a part of the investigation into a truck parking bay they cited upsetting the community by moving the slabs as a secondary reason for not building the truck parking bay.

The Calingiri Progress Association has also expressed their concern at any proposal to move the slabs.

POLICY REQUIREMENTS

Nil

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

- **Comment**

None

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

Nil

- **Environment**

There are no known significant environmental implications associated with this proposal.

- **Economic**

There are no known significant economic implications associated with this proposal.

- **Social**

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 64/2016

Moved: Cr D Smith

Seconded: Cr J Kelly

That the CEO's update on the implementation of resolution 233/06 from July 2006 is received.

Motion Put and Carried: 9/0

Attachment - Resolution 233/06 and 258/06

Resolution 233/06

Moved Cr Lovelock seconded Cr Erickson that as a result of the concerns of the State RSL and local War Memorial Warden (Mr W E Smith) relating to the placement of the “Celebrating Peace” mosaic tiles in the war memorial precinct, the Council resolves that:-

1. The whole of the Calingiri Federation Memorial Park precinct be designated and classified as a War Memorial Site as originally intended;
2. The mosaic tiles be removed by the 31st July 2006 (and safely stored) or returned;
3. The Calingiri Progress Association in consultation with other concerned residents are invited to recommend another location for the mosaic tiles;
4. A recommendation be made to Bolgart, Calingiri and Yerecoin schools that they invite Mr Bill Smith, the War Memorial Warden, and/or representatives of the State RSL to explain to the students the reasoning behind the concerns and or objections from a Returned Serviceman’s point of view and the importance of preserving the sanctity of a War Memorial.

MOTION PUT & CARRIED 5/4

Resolution 258/06

Moved Cr Young seconded Cr Woods that option one in the attached letter from the Calingiri Progress Association as originally proposed by the Warden of the War Memorial, received by the Shire President and agreed to by the Calingiri Progress Association and members of the community to relocate the mosaic slabs to the road verge along Yulgering Road outside the Memorial Park be accepted and that the slabs be moved as soon as possible.

MOTION PUT & CARRIED 5/3

11 NOTICE OF MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**12 NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL
RESOLUTION**

RESOLUTION 65/2016

Moved: Cr N Clarke

Seconded: Cr J Corless-Crowther

That new business of an urgent nature be introduced to Council.

Motion Put and Carried: 9/0

F12/2016 GILLINGARRA COMMUNITY GRANT 2014-2015

FILE REFERENCE	F1.11.1
REPORT DATE	15 th March 2016
APPLICANT/PROPONENT	Gillingarra Sport and Recreation Club
OFFICER DISCLOSURE OF INTEREST	Cr J Kelly declared an interest
PREVIOUS MEETING REFERENCES	61/2014
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	None

PURPOSE OF REPORT

To advise Council of the Gillingarra Sport and Recreation Clubs claim for payment and to get a decision.

BACKGROUND

In the 2014-15 budget an allocation of \$8,500 was made to the Gillingarra Sport and Recreation Club (GSRC) for a Patio to built on the Gillingarra Hall. The shire received a telephone call from the then secretary of the club in June 2015 advising that the project wouldn't be able to be completed by June 30th and an extension until the end of August would be required. They were given an extension but only to the end of August 2015.

In November 2015 the GSRC contacted the shire regarding the payment and were advised that as they had not complied with the conditions of the grant and the extension and no money was carried forward in the budget the grant had been forfeited.

Policy 6.5.3 section (ix) states "*Where a funded project is not commenced during the financial year that funding is allocated a new application must be made for the next year or funding will be deemed to have lapsed. Unspent Funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds*" It was believed at the time that the project was not commenced before the end of June 2015.

COMMENT

The Gillingarra Sport and Recreation Club has submitted an invoice for payment of \$8,500 for the building of a patio on their hall as a grant under the shires community grants program. As the club did not appear to meet their obligations under the policy no funding was carried forward to this years budget therefore any payment would be an unbudgeted expense.

POLICY REQUIREMENTS

Policy 6.5.3 relates to community group assistance

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

None

➤ Environment

There are no known significant environmental implications associated with this proposal.

➤ Economic

There are no known significant economic implications associated with this proposal.

➤ Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

If approved this will be an unbudgeted cost of \$8,500 which will take the budget into deficit if it cannot be offset against some other project.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 66/2016

Moved: Cr J Kelly

Seconded: Cr S Penn

That Council does agree to pay the Gillingarra Sport and Recreation Club the \$8,500 community grant from 2014-2015 year for their hall patio.

Motion Put and Carried: 9/0

F13/2016 MENTAL HEALTH GRANTS

FILE REFERENCE	F1.11.1
REPORT DATE	14 th March 2016
APPLICANT/PROPONANT	Cr Stephanie Penn
OFFICER DISCLOSURE OF INTEREST	None
PREVIOUS MEETING REFERENCES	None
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	Grant Application and Guidelines

PURPOSE OF REPORT

To advise Council of the Grants to allow them to decide if they wish to lodge an application.

BACKGROUND

Suicide is an all too common event in the Wheatbelt and Western Australia in general and the Mental Health Commission has allocated \$2.3m for a grants program to support their statewide Suicide Prevention 2020 strategy and \$200,000 for this particular grant program. This grant round is dedicated to applications that support the delivery of appropriate suicide prevention training only

COMMENT

Suicide Prevention and mental health is not a core business of local government and there are no local groups that provide this service. Therefore this particular round of funding is perhaps not so relevant to the shire however the guidelines do mention that other community suicide prevention activities will be supported in future funding rounds.

It has been suggested that perhaps Ambulance Volunteers or local School Teachers could be approached to see if they are interested in this training however no approach has been made to date.

POLICY REQUIREMENTS

None

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

Corporate Business Plan references and impacts:-

None

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

Suicide is a major concern in rural areas and any prevention strategies should be investigated.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 67/2016

Moved: Cr S Penn

Seconded: Cr N Clarke

For discussion.

Motion Put and Carried: 9/0

RESOLUTION 68/2016

Moved: Cr S Penn

Seconded: Cr J Brennan

That the Shire applies for the Suicide Prevention Small Grant funding available through the Department of Health.

Motion Put and Carried: 9/0

Cr N Clarke

Cr Clarke requested information on the industrial blocks that are available in Bolgart. CEO to bring required plans to the next meeting.

Cr J Brennan

Cr Brennan asked if there were going to be any new releases of land in Calingiri. The CEO advised that Landcorp will only release additional blocks should there be proof of demand for land.

13 CONFIDENTIAL ITEMS

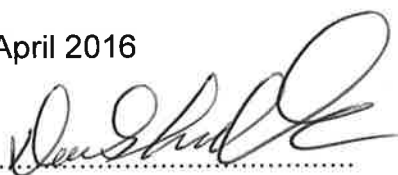
Nil

14 DECLARATION OF CLOSURE

There being no further business the Presiding Member declared the meeting closed at 5.55pm.

Signed this 20th day of April 2016

Presiding Member



ATTACHMENT 1

**AVON-MIDLAND COUNTRY ZONE OF THE
WA LOCAL GOVERNMENT ASSOCIATION**

19 FEBRUARY 2016

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

2.2 Apologies

Mr Tony Nottle	Shire of Dandaragan
Mr Alan Leeson	Shire of Moora
Mr Jason Whiteaker	Shire of Northam
Cr David Lovelock	Shire of Victoria Plains
Cr Stephanie Penn	Shire of Victoria Plains
Hon Mia Davies MLA	Member for Central Wheatbelt
Hon Shane Love MLA	Member for Moore
Hon Martin Aldridge MLC	Member for Agricultural Region
Hon Paul Brown MLC	Member for Agricultural Region
Hon Darren West MLC	Member for Agricultural Region

The meeting noted that Cr D Slyns had advised that he would be about 15 minutes late.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 ANNOUNCEMENTS

There were no announcements.

5 MINUTES

Confirmation of Minutes

Minutes of the Zone Meeting held 20 November 2015 at Jurien Bay. Copies of these Minutes have been circulated to all member Councils.

RECOMMENDATION

That the Minutes of the Zone Meeting held on 20 November 2015, as printed and circulated, be confirmed.

RESOLUTION

Cr S Pollard moved and Cr D Smythe seconded –

That the Minutes of the Zone Meeting held on 20 November 2015, as printed and circulated, be confirmed.
CARRIED

Business Arising from the Minutes

Zone Tax Rebates (Item 7.2 (a))

The last meeting agreed not to pursue a meeting between Zone representatives and Mr Christian Porter MP to discuss Zone Tax Offset reform and other issues affecting local governments. The meeting requested a letter be written to Mr Porter expressing the Zone's concerns with the Zone Tax Offset arrangements. Correspondence has been prepared.

NOTED

Other

There were no other matters brought forward.

6	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS
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6.1 WALGA State Council Agenda

Review of the Agenda for the State Council meeting to be held Wednesday 2 March 2016. The Agenda has been circulated by WA Local Government Association to member Councils for distribution to delegates. The Zone is able to provide comment or submit alternate recommendations to State Council for consideration.

Matters for Decision

Planning and Development (Local Planning Scheme) Regulations 2015 (Page 5)

WALGA Recommendation

That WALGA;

- *Continues to advocate for an urgent review of the Planning and Development (Local Planning Scheme) Regulations 2015 to enable the proper alignment of the new regulations with Local Government's local planning schemes; and*
- *Request that during the review of the Planning and Development (Local Planning Scheme) Regulations 2015 that the Department of Planning hold a workshop with the Local Government sector, to assist in the identification of priority issues and concerns with the implementation of the new Regulations.*

Cr D Slyn entered the meeting at 9:50 am.

The meeting recommended that the Zone support the recommendation to State Council and noted in particular the need for the single house exemption from local planning policies to be addressed.

Interim Submission – Draft State Planning Policy 2.5 – Rural Planning Policy (Page 18)

WALGA Recommendation

That WALGA endorse the interim submission to the WA Planning Commission on the draft State Planning Policy 2.5 – Rural Planning Policy.

The meeting recommended that the Zone support the recommendation to State Council.

The meeting recommended that the WA Local Government Association pursue the easing of requirements for the subdivision of homestead lots from agricultural property when the owner wishes to sell the property but retain the homestead so they can stay in the district.

Interim Submission - Draft Development Control Policy 1.10 – Location, siting and design of freeway service centres and roadhouses (Page 24)

WALGA Recommendation

- *That State Council endorse the interim submission to the WA Planning Commission on the draft Development Control Policy 1.10 – Location, siting and design of freeway service centres and roadhouses.*

The meeting recommended that the Zone support the recommendation to State Council.

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

Main Roads Amendment Bill 2015 (Page 28)

WALGA Recommendation

That WALGA:

- *Oppose the Main Roads Amendment Bill 2015 in its current form.*
- *Request Member Local Governments to highlight the adverse impacts of the proposed Bill on Local Governments with local Members of Parliament.*
- *Engage with Members of Parliament to highlight the weaknesses of and adverse impacts of the proposed Bill and seek a commitment to opposing the Bill in Parliament.*
- *Commence negotiations, should there be insufficient support to reject the Bill entirely, seeking amendments to the relevant sections to clarify the circumstances in which they could apply and ensure effective negotiation between State and Local Government.*

The meeting recommended that the Zone support the recommendation to State Council.

Variation to the Bus Stop Infrastructure Partnership Agreement (Page 34)

WALGA Recommendation

That WALGA:

- *maintain observer status with the Infrastructure WA Advisory Group provided that there is no direct financial cost.*
- *Urge the State Government to lead a consultative, transparent process to develop a coherent and comprehensive infrastructure plan for Western Australia.*

The meeting recommended that the Zone support the recommendation to State Council.

Review of Rules of Conduct Regulations 2007 (Page 43)

WALGA Recommendation

That the Association:

- *Respond to the Review of the Rules of Conduct Regulations in accordance with the comments and recommendations expressed in this Report, which are based on the current policy of improving the Local Government Standards Panel performance through legislative amendment and provision of additional resources.*
- *Inform the Department of Local Government and Communities that the inclusion of a provision requiring confidentiality for all persons the subject of a breach allegation under the Local Government (Rules of Conduct) Regulations is strongly recommended; and*
- *Request the Department of Local Government and Communities to continue engagement with WALGA and the Local Government sector when drafting amendments to the Local Government (Rules of Conduct) Regulations.*

The meeting recommended that the Zone support the recommendation to State Council.

WALGA Constitution Review (Page 57)

WALGA Recommendation

That the WALGA Constitution be amended as follows:

- *In Clause 5(7)(b) of the Constitution for “sub-clause 5(9)” read “sub-clause 5(11)”.*
- *Clause 10 (2) of the Constitution be amended with the last sentence to read:*
- *“The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16.”*
- *Clause 10 of the Constitution be amended by inserting as sub-clause (9): “(9) State Council shall adopt Standing Orders that will apply to all meetings.”*

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

- *Clause 14(4a) and Clause 20 of the Constitution be amended by inserting as sub-clause (h) and sub-clause (j), respectively:*
- *“is a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15(2)(c) of the Local Government Act 1995”*
- *Clause 16(2)(b) of the Constitution be amended to read:*
- *“(b) representatives are to vote on the matter by secret ballot.”*
- *Clause 17 of the Constitution be amended by inserting as sub-clause (5):*
- *“(5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.”*

SPECIAL MAJORITY REQUIRED

The meeting recommended that the Zone support the recommendation to State Council.

The meeting requested clarification as to whether the balance of the term of office for a person elected as the President or Deputy President to fill a casual vacancy is included in the calculation of ‘two full consecutive terms’ for the purposes of the person seeking re-election.

WALGA Governance Review (Page 92)

WALGA Recommendation

- *That the Association Corporate Governance Charter be amended in the following terms:*
- *Clause 8 be re-numbered Clause 8A and new Clause 8B inserted to express the Role of Deputy President;*
- *Clause 13(ii) be amended by inserting after ‘The Chief Executive Officer’s Report’ a dotpoint which reads ‘LGMA Representatives Report’;*
- *Clause 13(iv) be amended by inserting a provision that State Council must resolve to accept an Emerging Issue, prior to it being considered;*
- *That Clause 16 be amended by inserting additional reference to the formation and operation of the Local Government House Trust;*
- *That Clause 17(i) of the Corporate Governance Charter be amended by inserting additional procedures for the management of Committees with Delegated Powers, including requirements for:*
- *Terms of Reference*
- *Membership and Fixed 2 Year Terms*
- *Appointment process, specifying that State Council will determine appointments of State Councillors and external representatives.*
- *State Council may engage the Selection Committee to conduct a selection process and recommend appointments for State Council endorsement, as deemed appropriate;*
- *That Clause 33 (i), (ii) and (iii) of the Corporate Governance Charter be amended to insert a provision that the selection of all Forum members be referred to State Council for determination;*
- *That Clause 26(ii) of the Corporate Governance Charter be amended by inserting a reference to the effect that, prior to formal endorsement, State Council will consider any Zone resolution seeking amendment to an Interim Submission.*
- *That the Corporate Governance Charter be amended by relocating the content of Clause 7(iv) to Clause 1 - ‘Role of State Council’.*
- *That the Association Standing Orders be amended as follows:*
- *That Clause 7 of the Association Standing Orders be amended by deleting sub clauses (a) to*
- *and inserting sub-clauses (a) to (k) as follows:*
 - Attendance, Apologies and Announcements*
 - Minutes of Previous Meeting*
 - Declarations of Interest*
 - Emerging Issues*
 - Matters for Decision*
 - Matters for Noting/Information*

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

Organisational Reports
Additional Zone Resolutions
Meeting Assessment
Date of Next Meeting
Closure

- *Insert a new complaints-handling clause;*
- *That the Association Code of Conduct be amended by inserting a complaints-handling procedure for allegations of breaches of the Association Standing Orders.*
- *That the Secretariat engage with Zone Executive Officers to provide guidance on the strategic use of the emerging issues section of the State Council Agenda for critical Zone resolutions.*
- The meeting recommended that the Zone support the recommendation to State Council.

RECOMMENDATION

That the above Zone recommendations and comments be endorsed.

RESOLUTION

Cr S Pollard moved and Cr D Smythe seconded –

That the above Zone recommendations and comments be endorsed.

CARRIED

RESOLUTION

Cr B Haywood moved and Cr D Smythe seconded –

That the Zone requests the WA Local Government Association to pursue the issue of the current single house exemption from planning approval contained in the Planning and Development (Local Planning Schemes) Regulations 2015.

LOST (3/7)

Matters for Noting/information

Electoral Caretaker Period: Model Policy (Page 112)

Update on Building Permit Statistics Project – Independent Analysis (Page 115)

Local Government Heritage Officers' Group (Page 118)

Report Municipal Waste Advisory Council (MWAC) (Page 121)

RECOMMENDATION

That the above matters for noting/information be noted.

RESOLUTION

Cr D Dow moved and Cr B Haywood seconded –

That the above matters for noting/information be noted.

CARRIED

Organisational Reports

Report on Key Activities, Environment and Waste Unit (Page 146)

Report on Key Activities, Governance and Organisational Services (Page 148)

Attention was drawn to the training webinars Chairing of Meetings (to be held 24 February 2016) and Elected Members Communications (to be held in April 2016).

Report on Key Activities, Infrastructure (Page 152)

Report on Key Activities, Planning and Community Development (Page 155)

Mining Community Policy Forum (Page 157)

Container Deposit Legislation Policy Forum (Page 157)

The meeting expressed concern that waste is an afterthought when considering strategic planning issues.

RESOLUTION

Cr D Dow moved and Cr B Haywood seconded –

That the Zone requests the WA Local Government Association to continue to pursue the introduction of container deposit legislation in Western Australia with particular reference to the 2017 State election.

CARRIED

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

Ms Juliet grist entered the meeting at 10.49 am.

Metropolitan Mayors Policy Forum (Page 158)
Waste Avoidance and Resource Recovery Act (2007) Review Policy Forum (Page 158)
Freight Policy Forum (Page 159))

RECOMMENDATION

That the above organisational reports be noted.

RESOLUTION

Cr S Pollard moved and Cr S Vallance seconded –
That the above organisational reports be noted.

CARRIED

ADJOURNMENT

The meeting adjourned for Morning Tea at 10:52 am.

RESUMPTION

The meeting resumed at 11:14 am. All those present on adjournment were present on resumption.

WALGA President's Report

Presentation of the WALGA President's Report (attached to Agenda)

RECOMMENDATION

That the WALGA President's Report be received.

RESOLUTION

Cr S Carter moved and Cr D Smythe seconded –
That the WALGA President's Report be received.

CARRIED

State Councillor's Report

Report by State Councillor Cr D Slys on State Council Meeting held 2 December 2015.

RECOMMENDATION

That the State Councillor's Report be received.

Cr D Slys commented on –

- This had been his first meeting and as such he had had to undertake a lot of reading.
- No real update from what is contained in the Minutes, Status Report and Association President's Report.
- He had been appointed as the Deputy Chair of the Municipal Waste Advisory Council.
- Noted that there is no money in recycling.
- WA Local Government Association is putting together a number of strategies for the 2017 State election.
- Stewardship funding about to run out.

The Zone President requested that if possible a written report be prepared for circulation with the Zone's meeting Agenda. Cr Slys indicated that he would do so.

RESOLUTION

Cr D Dow moved and Cr K Seymour seconded –
That the State Councillor's Report be received.

CARRIED

Zone Status Report

Report by WA Local Government Association on status of Zone resolutions for action by the Association – February 2016 (attached to Agenda).

RECOMMENDATION

That the February 2016 Status Report be received.

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

RESOLUTION

Cr S Carter moved and Cr P Carr seconded –

That the February 2016 Status Report be received.

CARRIED

Biosecurity Update

Mr Mark Batty, Executive Manager Environment and Waste, WA Local Government Association gave a update on biosecurity management and commented on –

- Legislation and key shifts.
- Auditor General’s recommendation.
- Department of Agriculture and Food WA’s response to date.
- Local government issues.
- WA Local Government AGM and Zone motions.
- Current status and next steps.
- WA Local Government Association Discussion Paper and request for feedback (by 11 March 2016).

Mr S Scott commented that it appeared that rating for Recognised Biosecurity Groups was similar to that for Land Conservation Districts which now seem to be falling away. Mr Batty replied that there is a lack of communication around the different models and how to deal with competing issues such as agricultural production impact and conservation diversity impact.

Mr J Edwards commented that it was clear that there was a cost shift from the Department of Agriculture and Food WA to local government. Mr Batty replied that the State was pulling back and there are concerns at local government level; in some instances it appears that landowners could be rated twice.

Cr B Haywood suggested that Recognised Biosecurity Groups should not be formed and asked how does local government oppose. Mr Batty replied that at present the issue is managed at local government level with less funding support from the State.

Cr D Smythe and Mr M Dacombe left the meeting at 11:56 am.

The meeting requested that a copy of the WALocal Government Association’s Biosecurity Management Discussion Paper and Feedback Form be circulated.

Garage Sale Trail

Mr Mark Batty , Executive Manager Environment and Waste, WA Local Government Association gave an outline of the Garage Sale Trail program and commented on–

- Is an education program subsidised by the Waste Authority.
- Is a national garage sale held annually in October.
- In 2015 22 metropolitan and regional Councils participated.
- The program is getting a good uptake.
- The initial focus of the program has been in the metropolitan area.

7 ZONE REPORTS

Local Government Grain Freight Group

Minutes

Minutes of the Local Government Grain Freight Group meeting held 1 February 2016 (attached to Agenda).

RECOMMENDATION

That the minutes of the Local Government Grain Freight Group meeting held 1 February 2016, as circulated, be received.

The next meeting of the Group is scheduled for 11 April 2016.

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

RESOLUTION

Cr S Vallance moved and Cr B Haywood seconded –

That the minutes of the Local Government Grain Freight Group meeting held 1 February 2016, as circulated, be received. CARRIED

Report

Report by delegate Cr K Seymour.

RECOMMENDATION

That the Local Government Grain Freight Group report be received.

Cr K Seymour commented on –

- Following the 2015 local government elections there are only two previous members on the Group; all the rest are new.

Cr Craigie reported on her meeting with the Minister for Transport to discuss local government concerns with delays in reaching agreement on grain freight issues; the meeting did not go well.

The Group has requested the WA Local Government Association to seek meetings with the Shadow Minister for Transport and the National Party Members of Parliament to discuss the grain freight issue.

Concerns were raised at the effect on local roads of the new Accredited Mass Management Scheme which will replace existing concessional mass arrangements from 27 April 2016. Main Roads WA are to be invited to the Group's next meeting to discuss the scheme.

Cr S Carter commented on the lack of information provided to local government on the new Accredited Mass Management Scheme and urged the need for clarification from Main Roads WA.

Cr B Haywood commented that the Shire of Goomalling understood from discussions with Main Roads WA that to date no local roads had been approved under the new scheme.

RESOLUTION

Cr B Haywood moved and Cr D Dow seconded –

That the Local Government Grain Freight Group report be received. CARRIED

Healthy Wheatbelt

Minutes

Minutes of the Healthy Wheatbelt meeting held 2 February 2016(attached to Agenda).

RECOMMENDATION

That the minutes of the Healthy Wheatbelt meeting held 2 February 2016, as circulated, be received. The next meeting of the Group is scheduled for 29 March 2016.

RESOLUTION

Cr S Carter moved and Cr S Pollard seconded –

That the minutes of the Healthy Wheatbelt meeting held 2 February 2016, as circulated, be received. CARRIED

Ms Wendy Newman offered to follow up with the Department of Regional Development the availability of their evaluation of the effect of Royalties for Regions funded health projects in regional WA.

The meeting requested that Healthy Wheatbelt be requested to follow up whether there had been any change in local government support for country Doctors following the introduction of SIHI.

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

Report

Report by delegate Cr D Dow (attached to Agenda). Cr J Court and Cr M Pond were unable to attend this meeting.

RECOMMENDATION

That the Healthy Wheatbelt report be received.

RESOLUTION

Cr S Pollard moved and Cr D Slyn seconded –

That the Healthy Wheatbelt report be received.

CARRIED

Midlands Water for Food Project

Report by delegate Cr Kaye McGlew (attached to Agenda).

RECOMMENDATION

That the Midlands Water for Food Project report be received.

RESOLUTION

Cr K Seymour moved and Cr D Slyn seconded –

That the Midlands Water for Food Project report be received.

CARRIED

Cr S Pollard advised that he had been asked to participate in a Water Corporation survey and requested feedback.

Mr S Scott commented –

- Within the Shire of Toodyay the town of Toodyay is the only area serviced by scheme water; most of the Shire is not on the scheme.
- On the advice of the Water Corporation the Shire reduced the number of standpipes from 5 to 1.
- The remaining standpipe is understood to be the most used standpipe in the State. Due to the amount of water going through the standpipe it is now classified as commercial.
- The Shire was quoted \$1.6m by the Water Corporation to install a second standpipe.

8 AGENCY REPORTS

Department of Local Government and Communities

RECOMMENDATION

That the Department of Local Government and Communities report be received.

Mr A Borrett commented on –

- Apologies from Ms Jenni Law.
- Local Government Comparative website should be on-line in the first half of 2016. The website will evolve over time.
- Country Local Government Fund.
- Elected member training.
- New disclosure requirements on gifts and travel contributions for elected members and senior staff.
- Rules of Conduct review.
- Integrated Planning and Reporting Guidelines.
- Better Practise Review program.

Cr J Williams left the meeting at 12:45 pm

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

RESOLUTION

Cr S Pollard moved and Cr S Carter seconded –

That the Department of Local Government and Communities report be received.

CARRIED

Regional Development Australia Wheatbelt

RECOMMENDATION

That the Regional Development Australia Wheatbelt's report be received.

Ms J Gist commented On –

- National Stronger Regions Fund.
- Innovative Entrepreneurship study.
- NBN's Area Switch program.
- Northern Valleys Agribusiness project.
- New Minister for Regional Development – Fiona Nash.
- RDA Wheatbelt's activities in developing business cases and seeking funding.

RESOLUTION

Cr B Haywood moved and Cr K Seymour seconded –

That the Regional Development Australia Wheatbelt report be received.

CARRIED

Wheatbelt Development Commission

RECOMMENDATION

That the Wheatbelt Development Commission's report be received.

Ms W Newman gave an update on the Wheatbelt Blueprint and commented on –

- Changing funding environment.
- Wheatbelt Development Commission's prioritisation criteria.
- Royalties for Regions investment opportunities.
- Wheatbelt Development Commission's priority areas for investment.
- Regional Grant Scheme and Community Chest – closes 17 March 2016.

RESOLUTION

Cr D Slyns moved and Cr S Vallance seconded –

That the Wheatbelt Development Commission Wheatbelt report be received. CARRIED

The meeting requested that a copy of Wheatbelt Development Commission's presentation be circulated.

ADJOURNMENT

The meeting adjourned at 1:08 pm.

RESUMPTION

The meeting resumed at 1:19 pm. With the exception of Ms W Newman, all those present on adjournment were present on resumption.

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

9 FINANCE

Financial Reports

Balance Sheet and Profit and Loss report for the period ending 31 January 2016 are attached.

RECOMMENDATION

That the financial reports for the period ending 31 January 2016, as attached, be received.

RESOLUTION

Cr S Pollard moved and Cr K Seymour seconded –

That the financial reports for the period ending 31 January 2016, as attached, be received.

CARRIED

Accounts for Payment

The following accounts are submitted for payment -

Great Eastern Country Zone	Wheatbelt Conference 2016 – Contribution	3,300.00
R W & L A Dew	Secretarial Services to Zone – March 2016 Quarter	3,803.25

RECOMMENDATION

That the accounts as listed totalling \$7,103.25 be approved for payment.

RESOLUTION

Cr S Pollard moved and Cr K Seymour seconded –

That the accounts as listed totalling \$7,103.25 be approved for payment.

CARRIED

Wheatbelt Workshop 2015

Financial Statement for the 2015 Wheatbelt Workshop held in Kellerberrin is attached.

RECOMMENDATION

That the financial statement for the 2015 Wheatbelt Workshop, as attached, be received.

RESOLUTION

Cr S Carter moved and Cr D Slyn seconded –

That the financial statement for the 2015 Wheatbelt Workshop, as attached, be received.

CARRIED

10 ZONE BUSINESS

Regional State Council Meeting - September 2016

FROM: Executive Officer

BACKGROUND

Since 2002 the WA Local Government Association has held an annual regional State Council meeting. In 2015/2016 there will be two regional meetings held. These meetings afford the opportunity for elected members and senior officers from local governments in the region to meet with State Councillors to discuss issues of local and regional significance. They also allow State Councillors to meet other regional groups of interest and to gain a first-hand appreciation of the various issues confronting local governments in each region

The WA Local Government Association is proposing that the second regional meeting for 2016 be held 8-9 September in the Avon-Midland Country Zone.

**Avon-Midland Country Zone of WALGA
Minutes of the Zone Meeting held 19 February 2016**

COMMENT

At its last meeting of the Zone agreed to host the September 2016 regional State Council meeting and resolved to invite expressions of interest from member Councils interested in hosting the meeting.

Submissions were received from –

- Shire of Dalwallinu; and Shire of Dandaragan.
- Copies of the submissions were circulated to member Councils and delegates on 26 January 2016. The Association has advised that the program for the regional State Council meeting will comprise–
- Thursday – travel in the morning, a Zone forum in the afternoon, dinner with Zone members in the evening and overnight stay.
- Friday – State Council meeting and return travel to Perth.

The Association has indicated that that they meet half the cost of lunch and dinner on the Thursday (a shared program with the Zone), the full cost of lunch on the Friday and all travel and accommodation costs for State Councillors and accompanying Association staff. They anticipate that the WALGA party will comprise approximately 35 persons.

The Zone also asked members to identify significant issues within the Zone to be discussed during the Zone forum to be held as part of the regional State Council meeting.

RECOMMENDATION

That the submission by the Shire of _____ to host the regional State Council meeting to be held 8-9 September 2016 be accepted.

That the Zone meet the costs of the shared catering (Thursday lunch and dinner) not meet by the WA Local Government Association or the host Council.

Cr S Carter addressed the meeting on the submission by the Shire of Dalwallinu.

Cr D Slyn's addressed the meeting on the submission by the Shire of Dandaragan. The President requested a show of hands in support of–

- Shire of Dalwallinu – 5 votes Shire of Dandaragan - 4 votes

The President declared that the host Council for the regional State Council meeting to be held 8-9 September 2016 to be the Shire of Dalwallinu. She congratulated both Councils on their submissions.

RESOLUTION

Cr S Pollard moved and Cr B Haywood seconded –

That delegates and others from the Zone attending the regional State Council meeting and Zone Forum meet their own costs for attendance, including accommodation and dinner.

That the matter of issues to be discussed during the Zone Forum to be held as part of the regional State Council meeting be listed for discussion at the Zone's next meeting.

CARRIED

Healthy Wheatbelt

FROM: Executive Officer

BACKGROUND

In August 2015 the Avon-Midland, Central and Great Eastern Country Zones withdrew from the Wheatbelt Health MOU Group. At its November 2015 meeting the Zone agreed to support the creation of a new health advocacy group in line with the recommendations and principals adopted by the Wheatbelt Zones Joint Executives subject to the agreement by the three Wheatbelt Zones of the Group's Terms of Reference and clarification and approval of the Group's budget and executive services workload.

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COMMENT

At their November meetings the Central and Great Eastern Country Zones supported the establishment of the new health advocacy group and each adopted a similar resolution to that of the Avon-Midland Zone.

At the first meeting of the new Group on 2 February (see Item 7.2) the following were adopted –

- Terms of Reference; and
- Budget for period 1 January 2016 to 30 June 2016. In adopting the budget the meeting noted (a) that it had been based on the costs associated with the Wheatbelt Health MOU Group, (b) that it was anticipated that a surplus would be carried across to the 2016/2017 financial year, and (c) agreed that a new expenditure line ‘Special projects’ be added.

The Healthy Wheatbelt meeting also agreed that the banking arrangements for the group be undertaken by the Great Eastern Country Zone and that payment for executive support services be approved by the Group before payment is made.

In adopting the 2015/2016 budget Healthy Wheatbelt resolved to request the three Zones to each contribute \$3,000 to the funding of Healthy Wheatbelt. For 2015/2016 the Zone has budgeted \$3,000 as its contribution to the health advocacy group. To date an amount of \$760.53, being the Zone’s share of the shortfall from the Wheatbelt Health MOU Group, has been paid (approved at the November 2015 meeting). The Zone has sufficient funds to meet the \$3,000 requested as its contribution for 2015/2016 to Health Wheatbelt.

RECOMMENDATION

That the Avon-Midland Country Zone endorse the Terms of Reference and the 2015/2016 Budget for Healthy Wheatbelt.

That the Avon-Midland Country Zone agree to contribute \$3,000 (ex GST) as its 2015/2016 contribution to Health Wheatbelt and that payment be authorised.

RESOLUTION

Cr S Pollard moved and Cr D Dow seconded –

That the Avon-Midland Country Zone endorse the Terms of Reference and the 2015/2016 Budget for Healthy Wheatbelt.

That the Avon-Midland Country Zone agree to contribute \$3,000 (ex GST) as its 2015/2016 contribution to Health Wheatbelt and that payment be authorised.

CARRIED

The meeting noted that the 6 month budget to 30 June 2016 for Healthy Wheatbelt had been based, as a starting point, on the costs associated with the Wheatbelt Health MOU Group and that Healthy Wheatbelt in recommending the budget anticipated that costs for the operation of Healthy Wheatbelt would be less than that of the Wheatbelt Health MOU Group; that there would be a surplus at the end of the year which would be carried across to 2016/2017 and taken into account when developing the budget for that year; and that the Wheatbelt Health MOU Group comprised 7 members who contributed to the costs of the Group whereas Healthy Wheatbelt comprises 3 members.

Enterprising Communities – RDA Wheatbelt Project

FROM: Zone President

BACKGROUND

RDA Wheatbelt has provided the following information regarding its Enterprising Communities project -

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The Project

RDA Wheatbelt will (organise to) film seven examples of community funded enterprises drawn from WA, Victoria and NSW and combine these films and accompanying interviews into a collection of seven separate 15 minute segments. This will be used as a basis for a roadshow/ workshop that will with mentoring support be delivered to 86 venues over 43 shires in the WA Wheatbelt. The aim is to demonstrate a diverse range of community enterprises and ideas of how to fund these enterprises from within the community without the need for government funding and to encourage a culture of community enterprise development and innovation, working towards cohesiveness and self-reliance.

The project includes a facilitated workshop process for the first 30 communities that put up their hand, to enable these inspired communities to be equipped with the planning and 'how to' skills they will need to be able to address issues that will arise as their community project develops. This includes the management of volunteers, the creation and maintenance of a shared vision and long term planning to nurture community skills and capacity. An important element will be awareness and discussion around 'burn out' and how conflicts and responsibilities are managed (which have a dedicated section in each case study). At the completion of the project each community will have increased confidence and planning capacity to be able to plan for and generate their own individual projects to nurture and support their own community.

We have explored what business support services are available to community enterprises already and existing enterprises that are members of the Wheatbelt Business Network can obtain assistance in updating their strategic plans. As such the facilitated workshops are intended to be directed towards new community enterprises (with existing community enterprises referred to the Wheatbelt Business Network with whom we have an excellent working relationship). New community enterprises are not otherwise eligible for assistance from either WBN or RSM BirdCameron.

The Need

There has been a consistent decline between 2001 and 2011 in the populations of 23 out of the 43 shires that make up the Rural Development Authority's Wheatbelt region with the Central East Wheatbelt region showing an overall population decrease of 10% or 1164 people out of 2001 population of 9424. In addition the Regional Australia Institute assessment of competitive advantage across 560 Local Governments in Australia rank 33 WA Wheatbelt shires as at a competitive disadvantage with one shire ranked 560 out of 560. This consistent loss of population has led to a degradation of social capital, social capacity and social networks within the affected shires which in turn has impacted on the psycho-social well-being of people in the regions. This is particularly the case as the Wheatbelt is also ranked 1/60 regions nationally for dependency on Volunteers - who often provide services through necessity. With an aging and reducing population, with high reliance on a limited number of volunteers, the region needs activities that support the development of 'new' volunteers from the younger community, and foster the development of 'can do' attitudes towards self-care and self-reliance particularly within the smaller communities.

A project that provides inspiration, and encourages a culture of shared values and shared purpose can assist in addressing many of the adverse impacts experienced in disadvantaged areas - as has been evidenced in communities where such programs have been actively pursued such as Birchup in Victoria (see <http://iview.abc.net.au/programs/back-roads/IV1507H005S00>)

Many shires recognise a need to add social value to their communities and maintain support for local community events or source funding to develop cultural programs. Unfortunately the running of local events is becoming more difficult as volunteers who are integral to the organising of the events age or leave the district. Equally introducing cultural activities and events into communities is in the initial stages, reliant on outside funding which is increasingly difficult to obtain. Sustainability of the events is impacted by burnout of local volunteers and the limited capacity to attract people who can bring the necessary skills and thinking to enable and promote the development of culture in communities. This program will contribute to a culture of self-reliance and sustainability.

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While there are a number of funding streams for economic and infrastructure development in the Wheatbelt, there is very limited funding available for developing cultural programs that are sustainable and can develop and build social capacity and social capital in communities. Community enterprises offer a more sustainable alternative to government funding and have been shown as in the case of the Kulin Shire, to build a culture of community social innovation which in turn is building social capital through encouraging and attracting cultural groups and individuals.

A Side Benefit

With State and Federal funding very much focussed on Regional (rather than local) benefit, we see encouraging local community enterprises for the benefit of the community as being an excellent way of the community continuing to fund projects that do not meet the State or Federal hurdles. Over time it will also reduce the burden on Local Government as the Community take increasing responsibility for developing and maintaining local programs and infrastructure. Nyabing Progress Association is a great example of this.

Help Please

You may be surprised to learn that RDAs do not receive any Federal Funding for the development of community or economic development activities. Like all NFPs we need to raise funds in order to undertake programs. This is our first application to Lotterywest for some years and we were careful to apply for something that we felt would add value to all 43 Shires within our area. The funding sought covers:

- Completion of the 7 documentaries (we have raised funds to cover 2 through the RDA network)
- Holding of 2 film nights in each LGA at cost
- 30 facilitated planning sessions at cost
- Monitoring and evaluation (so that we can assess whether it has worked)
- Part time project management over the 2 year program (liaison with professional film crew, organising film nights etc)

COMMENT

RDA Wheatbelt has advised that they have no intention of seeking any financial contribution from any local governments towards this program, are budgeting on covering the cost within each local government, but may ask for assistance in communicating film nights etc.

RDA Wheatbelt is seeking support from the Zones for RDA Wheatbelt to pursue this project, and for the Zone Presidents to agree to act as a referee to the Lotterywest application.

RECOMMENDATION

That the Avon-Midland Country Zone support/not support RDA Wheatbelt's Enterprising Communities project.

That the Avon-Midland Country Zone authorise/not authorise the Zone President to act as a referee to the RDA Wheatbelt's Lotterywest application for funding for its Enterprising Communities project.

Ms J Grist commented on –

- Lotterywest advised yesterday that the application had been declined in its current format.
- The project was seen as top down (which it is) and as such didn't fit Lotterywest's bottom up criteria for a project of this size.
- Lotterywest advised that the application would have been approved if the funding request had been significantly less and no more than 50% of the cost. Lotterywest indicated that it was happy with the film component of the application but couldn't fund the facilitated workshop component.
- RDA Wheatbelt was now looking at providing the film component of the project as a resource and perhaps take to a limited number of communities.
- The film component is a collaboration of 11 RDAs in 3 States and will be completed.
- Lotterywest advised that even though an application from an individual local government for funding of \$8,000 would most likely have been approved (this being the amount of funding allocated to each local government under the project) they would not agree to 43 separate applications from local government as they would see this as the same project.
- Federal government policy is not to fund human projects; rather to fund hard infrastructure.
- Will pursue top up funding for the film component and will look at ways of making the project acceptable.

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RESOLUTION

Cr S Pollard moved and Cr P Carr seconded –

- **That the Avon-Midland Country Zone support RDA Wheatbelt's Enterprising Communities project.**
- **That the Avon-Midland Country Zone authorise the Zone President to act as a referee to the RDA Wheatbelt's Lotterywest application for funding for its Enterprising Communities project.**

CARRIED

South-West Land Settlement

FROM: Executive Officer

BACKGROUND

At its 21 August 2015 meeting the Zone considered a proposal by Mr Marcus Holmes, Land Equity Legal, putting forward a proposal to assist Zones with legal advice and help in developing an inter-Zone common approach. The Zone resolved that the offer of assistance by Mr Holmes be left to the discretion of individual Zone members. Mr Holmes made a similar approach to the Central and Great Eastern Country Zones

COMMENT

In response to a request from the Great Eastern Country Zone for a legal work brief proposal Mr Holmes has provided the following information to the Great Eastern and Central Country Zones with a copy to this Zone –

Key settlement steps and key issues for local government

The ILUA is now been signed by the 6 Noongar groups and the State Government. It needs to be registered by the National Native Title Tribunal and is expected to be fully operational by about mid-2016.

The State is liaising with local governments to consult with them about any competing land needs or other views on the proposed land grants to be made to a Noongar land trust. That land comprises surplus Government lands, unallocated Crown land, unvested reserves and Aboriginal Lands Trust lands.

The State is also granting Crown land access licences to Noongars to legally enable them to enter onto certain categories of Crown lands to conduct traditional activities such as camping and ceremonies.

The Aboriginal heritage procedures in the ILUA are now operational and the Government strongly recommends that local government consider entering into the Noongar Standard Heritage Agreement (attached as part of the ILUA) or making suitable alternative arrangements with the relevant Aboriginal Corporations that are to be set up.

Key issues for local government are:

- *Competing land needs;*
- *land use planning and management obligations and issues;*
- *rateability (or not) of the new Noongar land grants;*
- *cultural heritage places and sites management (and avoidance of prosecution for damage to such places);*
- *risk management issues around use of Noongar lands and Noongar land access rights; and*
- *ways to provide assistance, services, opportunities, cross-cultural exchanges, reconciliation initiatives to and with the Noongar community (through the good government obligation in the local Government Act).*

Suggested scope of work for a Brief

Areas for legal assistance include:

- *Settlement overview and advice letter to the Zone(s) on features of the Settlement and its impacts on local government and some options;*
- *Assist the Zone(s) and/or particular member Councils to negotiate with the State Government on the Noongar land package and Crown land access licences;*
- *Development of a local government model of heritage agreement (perhaps a Zone(s) wide model or variants tailored to particular Councils' requirements and circumstances?);*

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- *Set up Zone member meetings with the State, South West Aboriginal Land and Sea Council and the relevant new Noongar Regional Corporations to discuss the Settlement and local governments' role(s)/implications/options;*
- *Review and seek Zone(s) input on State's proposed legislation and by-laws (implications for local government-this has some urgency as such laws are currently being progressed by the State); and*
- *Particular Settlement-related advices to member Councils.*

Suggested instructions mechanism

As we discussed, you would be the key day-to-day instructor, with the Executive Committees of the Zones. It may be that if the Central Country Zone and other South West Zones decide to participate using my assistance, a joint inter-Zone committee made up of nominees from the Executive Committees or other Zone personnel and yourselves could operate as a regional instructor. Where individual Councils seek my assistance, the CEO of that Council would be my instructor. I am amenable to any of the above or variants. The key requirement is ease of instruction giving and taking so that I can operate efficiently and expeditiously for the client.

Legal Costs Proposal

I am prepared to accept the minimum hourly rate as set by the WA Legal Costs Committee under the Legal Profession Act in the Legal Profession (Solicitors Costs) Reports. This is varied each year and my rate would vary accordingly. The current hourly rate is \$484 inclusive of OST. Under the Report, fees incurred for travel are half that rate and capped at 8 hours per day. Disbursements are charged at cost. I propose monthly billing on 14 day payment terms. It may be that member Councils each contribute to a portion of an annual costs estimate that is budgeted for and taken up by the Zone(s) to pay me as costs are incurred during the year. A costs agreement is required to set out these arrangements, signed by my firm and yourselves for the Zone(s).

RECOMMENDATION

For Discussion

CONSENSUS RESOLUTION

That no further action be taken on this matter.

CARRIED

Wheatbelt Conference 2016

FROM: Executive Officer

BACKGROUND

The Avon-Midland, Central and Great Eastern Country Zones have resolved to support the holding of the Wheatbelt Conference on 7-8 April 2016. The Conference will be held in Narrogin and its theme is Innovation: Thinking Smart for Sustainability.

COMMENT

The Conference program features –

- Keynote speaker - Mr Gus Balbontin (see attached) speaking on the qualities critical to innovation: curiosity, courage and resilience.

Other speakers from –

- NBNCo;
- Market Creations (Geraldton/Perth) - Presenting on developing opportunity in a changing market;
- Wheatbelt Science Hub (Northam) - In December the Hub became part of the Inspiring Australia Initiative. It encompasses all science disciplines to enhance collaboration and innovation and has an emphasis on increasing community engagement in the often unknown science happening in the Wheatbelt.
- MC – Ms Andre Burns.

The program will be spread from lunch on the Thursday to lunch on the Friday. A Conference dinner will be held on the Thursday night.

Registration Fees - Conference (full delegate) \$330.00 (inc GST) Dinner - \$125 (inc GST).

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Venues: Conference – Narrogin Town Hall Dinner – Narrogin Club

Registrations will be online at the Heartlands WA website (Note: not yet up).

Members are encouraged to promote the Conference through their networks. The Conference is not restricted to local government and is open to all interested persons. Members are encouraged to book accommodation early.

RECOMMENDATION

For Noting **NOTED**

The meeting noted that NBN was to speak at the Wheatbelt Conference and was also looking, during the Conference, to meet on a one to one basis with local governments. The meeting agreed that the Zone's request for NBN to give a presentation at a Zone meeting be deferred until after the Wheatbelt Conference.

Ms J Grist advised that RDA Wheatbelt would shortly send out a briefing note on NBN's Area Switch arrangements.

11 MEMBERS OF PARLIAMENT

There were no Members of Parliament present.

12 URGENT BUSINESS (as permitted by the Presiding Member)

No matters were brought forward.

13 DATE, TIME AND PLACE OF NEXT MEETING

The Zone's next meeting is scheduled for Friday 22 April 2016 and to be hosted by the Shire of York.

Future meetings of the Zone are scheduled for –
24 June 2016 Shire of Chittering
26 August 2016 Shire of Wongan-Ballidu
25 November 2016 Shire of Moora

RECOMMENDATION

That the next ordinary meeting of the Zone be held Friday 22 April 2016 and be hosted by the Shire of York.

RESOLUTION

Cr S Pollard moved and Cr B Haywood seconded –

That the next ordinary meeting of the Zone be held Friday 22 April 2016 and be hosted by the Shire of York. CARRIED

The meeting noted that guest speakers arranged for the April meeting would be Mr John Scott, C Y O'Connor Institute and representatives from the Office of Bush Fire Management. Arrangements had been made for CBH to give a presentation at the June meeting.

14 CLOSURE

There being no further business the Chairman declared the meeting closed at 2:15 pm.

