



Minutes

Ordinary Meeting of Council

On
At
Commencing

Wednesday 18 May 2016
Council Chambers, Calingiri
2.00pm

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 2.05pm.

Visitors:	Barry Goodsell	Claycrete
	Doc Haynes	Claycrete

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 P Carr	West Ward
	Cr D Smith	East Ward
	Cr J Brennan	Central Ward

Apologies:	Cr N Clarke	South Ward
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Leave of Absence:	Cr J Corless-Crowther
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Chief Executive Officer:	Mr H Hawkins
Deputy Chief Executive Officer:	Mr I Graham
Works and Services Manager:	Mr D Holland
Executive Assistant:	Ms S Mearns

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Bolgart Tip Opening Hours

The CEO confirmed that the proposed opening hours for the Bolgart tip were advertised in the April newsletter.

Cr Penn advised that community members would like the opening hours to stay the same as they currently are, and asked whether keys would remain with current custodians and if a tip pass would be issued (to Shire residents) to ensure the tip is only used by the lawful users.

The CEO confirmed that the keys would remain with the current custodians and that tip passes would be issued.

4 PUBLIC QUESTION TIME

Nil

5 APPLICATION FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST

Nil

6 PETITIONS/DEPUTATION'S/PRESENTATIONS

Barry Goodsell and Doc Haynes from Claycrete Australia spoke to Council and staff with regards to the recent trial of Claycrete on Old Plains Road.

7 CORRESPONDENCE

Outgoing Correspondence (since last Council meeting)

15-2016	14/04/2016	T1.3.4	G Putland - MRWA	Bolgart Speed Limits
16-2016	20/04/2016	CA5.3.1	Dept of Lands	Piawaning - Desalination Plant
17-2016	20/04/2016	CA5.3.1	Dept of Agriculture	Piawaning - Desalination Plant
N/R	26/04/2016	A2.16.1	Phylis Toms	Sympathy Card
18-2016	26/04/2016	T1.3	Mr D Slater	Regulatory lines between Bindi Bindi and Bolgart
Email	28/04/2016	CS1.10	Mogumber Progress Association	Hall Hire - Fees & Charges
19-2016	28/04/2016	T1.3.4	Main Roads WA	Speed limit - Yerecoin
N/R	5/05/2016	CA4.1.1	Countryside Memorials	Approval - Application for Monumental Works

Incoming Correspondence (since last Council meeting)

15/04/2016	CS1.5	Warren Pearce	LGMA	Lighthouse Project Workshops and Grants
15/04/2016	F2.8	Debra Jones	Dept of Transport	Capture Flags for Imagine Captures
18/04/2016	L3.1	Ricky Burges	WALGA	Status of Local Emergency Management Arrangements
18/04/2016	CA5.2.4		ACMA	Licence Renewal Application 475401/1
18/04/2016	RC4.2	Kevin Waters	N/A	Requesting information on railways
18/04/2016	ST1.2	Barbara Kelly	N/A	Email compliment to DCEO regarding administration staff
19/04/2016	T1.5	Arthur Mowle	N/A	Thanks for widening footpath - Yulgering
19/04/2016	L3.1	Frank Edwards	SEMC	Importance of LEMAs
19/04/2016	Pers	Repeka Nimarota	LGIS	Workers Compensation Claim 0000025296
21/04/2016	H2.9	Aileen Jones	Calingiri Golf Club	Supporting cull of White Corellas
21/04/2016	R3.11	Phil Edwards	Landgate	Summary of General Valuations 2016/2017
22/04/2016	CA2.2	Mia Davies	Minister for Water, Sport & Re	Approval of a class exemption - water services
22/04/2016	F1.8.6		Bendigo Bank	Confirmation of Withdrawal - term deposit
23/04/2016	T3.3	Elizabeth Williams		Email via Cr Carr re: damage to fencing Mogumber Road W
26/04/2016	T1.3	Elizabeth Davies	Main Roads WA	Regulatory lines between Bindi Bindi and Bolgart
26/04/2016	A20679	Caroline Kirkby	WA Property Lawyers	Purchase of property
26/04/2016	T3.3	Bob Harridge	N/A	Removal of debris
26/04/2016	F1.6	Robert Ravanello	Australian Taxation Office	Lodging of Activity Statement on time
27/04/2016	T1.3	Elizabeth Davies	Main Roads WA	Incident Response Contact Document
27/04/2016	CL1.13	Ling Heang	N/A	Congratulations on 2016 ANZAC Day Service
28/04/2016	CS1.10	Carol Jones	Share & Care Community Serv	Suicide Bereavement Support Program
29/04/2016	Bin Rd	David Capper	CBH Group	Bin Road Realignment Calingiri
29/04/2016	T3.1	Leonie Young	N/A	Claycrete Trial
2/05/2016	Wirr Road	Reuben Gregor	Department of Environment	Notice of proposed amendment to clearing permit CPS6018/01
3/05/2016	CA3.6	Kathryn Buehrig	Department of Water	Driking water source protection review for Bolgart
4/05/2016	CA2.2	Sandy Randall	Department of Commerce	Management of drainage plumbing diagrams
4/05/2016	CA4.1.1	B C Haynes	Country Side Memorials	Application for monument work - Bolgart
4/05/2016	CA5.3.1	D H H Purser	GH Purser and Son	Neighbours Comment Form - Piawaning Water Supply
5/05/2016	H2.11	Ann Willcocks	N/A	Complaint - Burning of tyres within Calingiri townsite
5/05/2016	H2.11	Nicole McInnes	N/A	Complaint - Burning of tyres within Calingiri townsite
5/05/2016	CA1.2.1	Agnes Tay	Dept of Environment Reg	Amendment of Licence Expiry Dates - Bolgart Tip
5/05/2016	L2.1	Kate Detchon	Dept of Agriculture	Complaint - dogs wandering on properties - Piawaning
6/05/2016	CA1.2.2	Agnes Tay	Dept of Environment Reg	Amendment of Licence Expiry Dates - Calingiri Tip
6/05/2016	CA1.2.3	Agnes Tay	Dept of Environment Reg	Amendment of Licence Expiry Dates - Mogumber Tip
6/05/2016	ST1.2	Vicky Harris	N/A	Application for employment/Sponsorship
6/05/2016	A2.15.5	Barry Chaplin	LGIS	Open Claims Report - Workers Compensation
9/05/2016	F1.6	Robert Ravanello	Australian Taxation Office	Penalty for failure to lodge Activity Statement on time
9/05/2016	CA3.5	Alan Kietsmann	Dept of Environment Reg	Amended Licence L8330/2008/2
10/05/2016	A21550	Louise Stazzonelli	Landgate	Query to valuation lodged with the VG
10/05/2016	R3.10	Nigel Mills	Office of State Revenue	Rebate and Deferments Act 1992
11/05/2016	F1.1.1	Jenni Barlow	Bendigo Bank	Agency Visitation Result
11/05/2016	CA1.2.2	Jessica Dixon	Dept of Environment Reg	Environmental Field Report - Calingiri Refuse Site

8 CONFIRMATION OF MINUTES

8.1 Confirmation of Minutes

Minutes of the April 2016 meeting to be accepted once Councillors provide information on the Confidential matter/resolution which was discussed and has not been included.

RESOLUTION 90/2016

Moved: Cr D Smith

Seconded: Cr A Broadhurst

That the Minutes of the Ordinary Meeting held 20 April 2016 be confirmed as a true and correct record of proceedings.

Motion carried: 7/0

8.2 Business Arising from Minutes

Nil

RESOLUTION 91/2016

Moved: Cr S Penn

Seconded: Cr J Kelly

That Council break for afternoon tea at 3.00pm.

Motion carried: 7/0

Cr Brennan left meeting at 3.05pm.

The meeting recommenced at 3.25pm.

9 MEMBERS QUESTIONS WITHOUT NOTICE

Cr S Penn

Cr Penn asked if the Community Members who formed part of the Shire of Victoria Plains (SOVP) Audit Committee were covered by the SOVP Code of Conduct.

The CEO advised that as unpaid community members they were not covered by the Code of Conduct however they must comply with confidentiality arrangements.

10 PRESIDENT AND COUNCILLORS REPORTS

Cr D Lovelock

Cr Lovelock spoke of a recent meeting held with the Yued Working Party meeting in Perth together with Cr Carr. It was noted that Cr Kelly attended by invitation and not in the capacity of a SOVP Council Member.

Cr Lovelock also attended the Avon Midland Zone Meeting where the following items were discussed:

- Gift provisions and declaration of gifts
- The proposed Great Northern Highway bypass around Bindoon
- Perth and Peel Green Growth Plan and the possible impact on the SOVP of land offset requirements

Cr Lovelock and the CEO attended a meeting with Melissa Price at which the following was discussed:

- Long distance travel
- Backpacker tax
- Lime Sand Route (Road Widening)
- The upcoming ALGA Conference in Canberra

ANZAC Day Commemoration – Calingiri attendees

Cr Lovelock
Cr Penn
Cr Carr
Cr Smith
Cr Clarke

11 BUSINESS PAPERS

- 11.1 Plant and Works
- 11.2 Finance
- 11.3 Town Planning
- 11.4 Administration

11.1 PLANT AND WORKS

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

RESOLUTION 92/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

That resolutions 69/2016 to 70/2016 be endorsed from the minutes of the Works and Services Committee Meeting held at 11.00am on Wednesday 20 April 2016.

Motion carried: 6/0

RESOLUTION 93/2016

Moved: Cr J Kelly

Seconded: Cr S Penn

That resolutions 87/2016 to 89/2016 be endorsed from the minutes of the Works and Services Committee Meeting held at 11.05am on Wednesday 18 May 2016.

Motion carried: 6/0

11.2 FINANCE

F18/2016 ACCOUNTS FOR PAYMENT

FILE REFERENCE	F1.8.4
REPORT DATE	10 May 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 April 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 94/2016

Moved: Cr J Kelly

Seconded: Cr A Broadhurst

That the payments made during April 2016 from the Municipal Bank Account as per the attached listing amounting to \$384,517.96 be endorsed:

Creditor EFT Payments	\$219,239.68
Creditor Cheque Payments	\$ 42,576.80
Direct Debit Payments	\$ 33,991.10
Payroll Payments	\$ 88,710.38
TOTAL	\$384,517.96

Motion carried: 6/0

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

Chq/EFT	Date	Name	Description	Inv Amt	Amount
EFT3951	07/04/2016	BB's Boxes & Bouquets	Wreath for Anzac Day 2016		130.00
EFT3952	07/04/2016	FRONTLINE FIRE & RESCUE EQUIP	PPE Equipment for Fire Brigades		205.54
EFT3953	07/04/2016	LACHLAN MCINNES	Netball court fencing		9900.00
EFT3954	07/04/2016	SHIRE OF CHITTERING	Hire & Bond Cinema Equipment for 22/4 and 23/4/16		720.00
EFT3955	07/04/2016	Stirling Asphalt	Supply and lay asphalt for Netball Courts		22968.00
EFT3956	14/04/2016	AFGRI Equipment Australia Pty Ltd	2 Side Mirrors for PTK21	221.69	234.31
			New seat belt lockpin PWV54	12.62	
EFT3957	14/04/2016	ANL LIGHTING AUSTRALIA PTY LTD	25 LED fluro tubes 1200		709.45
EFT3958	14/04/2016	Aco Polycrete Pty Ltd	Pits Edmond Street		2145.00
EFT3959	14/04/2016	Annadale Farms	Loader Hire for fire 07/01/16		3300.00
EFT3960	14/04/2016	BINDOON TRACTORS PTY LTD	Dry Hire Mini Excavator		5087.50
EFT3961	14/04/2016	BOLGART PROGRESS ASSOCIATION	Liability Insurance Bolgart Progress		977.92
EFT3962	14/04/2016	BOLGART RURAL MERCHANDISE		5.25	545.53
			Funnel for PTL05		
			Rapid Set for Signs	540.28	
EFT3963	14/04/2016	BUILDING & HEALTH SURVEYING	Building and Health Services for March 16		3364.23
EFT3964	14/04/2016	Bindi Transport	Tree Lopping & Mulching		9116.25
EFT3965	14/04/2016	CALINGIRI TRADERS	Admin Consumables for March 16		521.74
EFT3966	14/04/2016	CLAW ENVIRONMENTAL	Drum Muster		2650.01
EFT3967	14/04/2016	COUNTRYWIDE WINDSCREENS	Jeep Cherokee windscreen PWV58		88.00
EFT3968	14/04/2016	COURIER AUSTRALIA	Freight Charges		92.38
EFT3969	14/04/2016	COVS PARTS PTY LTD			126.18
			Coil for PTK20	63.09	
			Coil for PTK19	63.09	
EFT3970	14/04/2016	CY O'CONNOR COLLEGE OF TAFE	Course fees for Engineer Office		520.00
EFT3971	14/04/2016	EASTERN HILLS SAWS & MOWERS	Parts for Chainsaw & Blower	194.80	1094.80
			Concrete Saw and trolley	900.00	
EFT3972	14/04/2016	FIVE ROADS CAFE			4103.00

EFT3973	14/04/2016 Filter Discounters Pty Ltd	Council Meeting February Refreshments CEO Appraisal Council Meeting February Council Meeting January Avon Midlands Zone Meeting March Council Meeting Councilor training 22/03/2016 Refreshments for IT Vision training Refreshments for March Council meeting CEO Appraisal Meeting	150.00 71.00 522.00 590.00 1260.00 450.00 180.00 95.00 605.00 180.00	317.68
EFT3974	14/04/2016 GALVINS PLUMBING SUPPLIES	Filter for Truck - PTK21 Filters for Trucks - PTK19/20 Service - PGR9 & PTK18	80.30 68.20 169.18	1040.11
EFT3975	14/04/2016 GILLINGARRA SPORT AND REC	Filter Cartridges for Depot	495.40	9350.00
EFT3976	14/04/2016 GREAT EASTERN COUNTRY ZONE	Hot Water System Depot Building	544.71	1365.00
EFT3977	14/04/2016 HEALTH INSURANCE FUND	Patio Gillingarra Hall		271.95
EFT3978	14/04/2016 IT VISION AUSTRALIA PTY LTD	Wheatbelt Conference		4306.28
EFT3979	14/04/2016 JASOL AUSTRALIA	Payroll deductions		971.76
EFT3980	14/04/2016 JASON SIGNMAKERS	Synergy Infringement Training		800.80
EFT3981	14/04/2016 JIM KELLY	Toilet paper, Hand towels etc		194.50
EFT3982	14/04/2016 JR & A HERSEY PTY LTD	Recovery signs		179.85
EFT3983	14/04/2016 KLEENHEAT GAS	Reimburse Parking & Meals at Ballarat Conference Bag of rags & breaker Bar		554.40
EFT3984	14/04/2016 LANDGATE	Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Yearly Gas Bottle Rental Charges Rural UV Interim Valuation	69.30 69.30 69.30 69.30 69.30 69.30 69.30 69.30 190.30	

EFT3985	14/04/2016	LGIS RISK MANAGEMENT	Risk Management Programme	3570.60
EFT3986	14/04/2016	MALTS CONTRACTING	Cleaning for April 2016	1023.00
EFT3987	14/04/2016	MUCHEA PLUMBING & GAS	Repair toilet - 16 Yulgering Rd	561.00
EFT3988	14/04/2016	NETREGISTRY PTY LTD	Renewal of Domain Name (victoriaplains.wa.gov.au)	47.85
EFT3989	14/04/2016	NEVILLE JAMES CLARKE	Travel from Oct 15 - March 16	1070.30
EFT3990	14/04/2016	OFFICEWORKS		149.67
EFT3991	14/04/2016	Onsite Mechanical	Stationery, Manila files, tape dispenser Clips, Paper, Lollies (Council meetings)	77.31 72.36 3333.03
EFT3992	14/04/2016	Perth Traffic Plans & Consulting	Repairs PR09 Service PRB2 Service PWV51 Depot Vehicle Repairs Various Trucks & Trailers	245.00 105.00 317.80 2665.23 1270.50
EFT3993	14/04/2016	RURAL PRESS REGIONAL MEDIA	Supply traffic management plan Anzac day 2016	434.50
EFT3994	14/04/2016	STAPLES AUSTRALIA PTY LTD	Traffic Management for Footpath repairs	836.00
EFT3995	14/04/2016	STAR TRACK EXPRESS	Advertising in Wongan Guide 2016	35.00
EFT3996	14/04/2016	T-QUIP	Stationery Freight Charges	63.93 503.61 253.30
EFT3997	14/04/2016	THOMAS CULVERWELL	Freight Charges	25.00
EFT3998	14/04/2016	TOODYAY HOME TRADERS	Repair Toro Mower - PM07	228.30
EFT3999	14/04/2016	TOODYAY TYRES & EXHAUST	Cleaning Gillingarra Public Toilets 7/3 to 29/3/16 90 to 100 mm pipe couplings	140.00 32.40 8779.70
EFT4000	14/04/2016	WA LOCAL GOVERNMENT ASSOC	Repair Tyres for PGR10 & PWV59	130.00
EFT4001	14/04/2016	WALLIS COMPUTER SOLUTIONS	Supply and Fit Tyres for PGR9	8649.70
EFT4002	14/04/2016	WHEATBELT TYRES	Dynamic Digital (Shire Newsletter on website) Update DOT connection	300.00 605.48 287.50
EFT4003	14/04/2016	WONGAN CONCRETE SERVICES	Battery for Truck - PTK21	250.00
EFT4004	14/04/2016	WORKWEAR GROUP	Tyre repairs - PWV59	37.50
EFT4005	14/04/2016	YERECOIN PRIMARY SCHOOL	Concrete for Crossovers Staff Uniforms Safe for Kids Workshop	5878.40 171.60 880.00

EFT4006	14/04/2016 YERECOIN PROGRESS ASSOC	Hire of Yerecoin Hall for 11/3/16	50.00
EFT4007	14/04/2016 YERECOIN TRADERS	Milk, Water for Telstra Launch Parts for Depot	83.85 9.10
EFT4008	26/04/2016 A Sweet Sensation	Hire Popcorn machine for Movie nights	260.00
EFT4009	26/04/2016 ABBOTT & CO PRINTERS	Stationery for Depot	550.00
EFT4010	26/04/2016 ANDREW BROADHURST	Travel allowance from Oct 15 to April 2016	861.38
EFT4011	26/04/2016 AVON WASTE	Rubbish removal for March 2016	4383.05
EFT4012	26/04/2016 BOLGART PROGRESS ASSOC	Library services for April 2016	352.80
EFT4013	26/04/2016 BUILDING & HEALTH SURVEYING	Building & Health Services for April 2016	3364.23
EFT4014	26/04/2016 BUNNINGS GROUP LIMITED	Decking, fixings	760.98
EFT4015	26/04/2016 BigMate Monitoring Services	Clothes Line for 12 Harrington St	466.78
EFT4016	26/04/2016 CALINGIRI AUTOS	Bigmate GPS Monthly Cost	294.20
EFT4017	26/04/2016 CALINGIRI TRADERS	30,000km Service on PWV57 20,000KM Service on PWV59	277.20 381.61
EFT4018	26/04/2016 CID EQUIPMENT PTY LTD	Cleaning Products - Calingiri Caravan Park	1496.76
EFT4019	26/04/2016 CLARK EQUIPMENT SALES	Depot costs for March 2016	31.85
EFT4020	26/04/2016 COVS PARTS PTY LTD	Fuel Cap for Volvo Loader PLR2	1464.91
EFT4021	26/04/2016 DUN DIRECT PTY LTD	Hydraulic Fittings PLR10 Qwik sticks for Depot	248.75 361.65 38.50 18298.38
EFT4022	26/04/2016 FITZGERALD STRATEGIES	9000L Bulk Diesel	8814.56
EFT4023	26/04/2016 FMG ELECTRICAL	9000L Bulk Diesel	9244.82
EFT4024	26/04/2016 FRONTLINE FIRE & RESCUE EQUIP	200 Lts of Ad-Blue	239.00
EFT4025	26/04/2016 HEALTH INSURANCE FUND	IR Consulting Services	906.74
EFT4026	26/04/2016 HURST MECHANICAL SERVICES	Ceiling Fans for Calingiri Gym Respirators, Masks Lights for Fire fighting Payroll deductions	2312.00 5076.51 141.65 1871.10
EFT4027	26/04/2016 IT VISION AUSTRALIA PTY LTD	Service Grader & Hino Truck - PGR10 & PTK18 Mechanical inspections on various plant Reconcile Rates to Landgate Valuations	978.45 892.65 941.60

EFT4028	26/04/2016	JASON SIGNMAKERS	D/sided directional sign	60.50
EFT4029	26/04/2016	JOHN PHILLIPS CONSULTING	CEO Appraisal March 2016	2200.00
EFT4030	26/04/2016	KLEENHEAT GAS	Yearly Gas Bottle Rental Charges CWA	69.30
EFT4031	26/04/2016	LANDGATE	Annual UV Valuation	6098.40
EFT4032	26/04/2016	MALTS CONTRACTING	Cleaning of Shire Buildings for April 16	957.00
EFT4033	26/04/2016	MOORE STEPHENS (WA) PTY LTD		2464.00
			Staff training	2255.00
EFT4034	26/04/2016	MUCHEA AUTO ELECTRICS	Rates Comparison Report	209.00
			Fit new Uhf radio to PWV60	1432.64
			Repairs to Air Conditioner Cat Loader - PLR8	346.50
			Repairs to Hino Truck - PTK17	85.80
			Repairs to Water Tanker - PTL09	120.23
			Repairs for Hino Truck - PTK19	1225.40
			Repairs to Grader Radio - PGR9	485.76
EFT4035	26/04/2016	MUCHEA GRADING CONTRACTORS	Maintenance grading	17413.00
EFT4036	26/04/2016	MUCHEA IRRIGATION & RURAL	Valve sockets, thread tape, pipe Bolgaart	74.80
EFT4037	26/04/2016	OFFICEWORKS	Stationery	180.30
EFT4038	26/04/2016	Onsite Mechanical		1160.50
			Repairs to Cat Grader - PGR9 and Truck PTK21	968.00
EFT4039	26/04/2016	PERTH RADIOLOGICAL CLINIC	Repairs to Nissan Ute - PWV54	192.50
EFT4040	26/04/2016	PIAWANING PROGRESS ASSOC	Ultrasound for Depot Employee - Workers Comp	226.45
EFT4041	26/04/2016	Perth Safety Products Pty Ltd	Reimbursement for Power, Hall repairs to Piawaning Hall	3597.88
EFT4042	26/04/2016	Proform Civil	Traffic cones with reflector strips	742.50
EFT4043	26/04/2016	STEPHANIE PENN	Hard copies plus postage	226.93
EFT4044	26/04/2016	TRUE BLUE OUTDOOR DESIGNS WA	Travel Allowance August 15 to April 2016	866.63
EFT4045	26/04/2016	The Rigging Shed	Remove, repair & install Canopy - Bolgart	1089.00
EFT4046	26/04/2016	VISIMAX SAFETY PRODUCTS	Two ratchet binders for 10mm chain	143.00
EFT4047	26/04/2016	WA LIMESTONE	Infringement books	293.50
EFT4048	26/04/2016	WA Reticulation Supplies	Crushed limestone for Netball Courts	2438.72
			DWV Coupling reducers for Edmonds St	90.00
EFT4049	26/04/2016	WALLIS COMPUTER SOLUTIONS	Pipework for Edmond Street	5293.70
EFT4050	26/04/2016	WESTERN AUSTRALIA TREASURY	Replace Depot Computer	3232.02
			Loan 72 payment	5384.28

EFT4051	26/04/2016	WONGAN HILL BETTA HOME LIVING	HW System for 16 Yulgering	760.00
EFT4052	26/04/2016	WONGAN HILLS HARDWARE	Reticulation equipment	47.00
EFT4053	26/04/2016	WONGAN MEDICAL CENTRE		140.00
			Workers Comp consultation - Depot Employee	70.00
			Workers Comp consultation - Depot Employee	70.00
			Total EFT payments for April 2016	219239.68
11962	07/04/2016	SHIRE OF VICTORIA PLAINS	Cash Wages for Week Ending 6-4-16	4274.85
11963	11/04/2016	SHIRE OF VICTORIA PLAINS	Reimburse Petty Cash	477.15
11964	14/04/2016	AUSTRALIAN TAXATION OFFICE	Payroll deductions	24829.00
11965	14/04/2016	SYNERGY	Electricity charges	1655.50
11966	14/04/2016	TELSTRA CORPORATION LTD	Telephone Charges	69.95
11967	14/04/2016	WESTERN POWER	Street Lighting - Milner St, Yerecoin	4716.00
11968	21/04/2016	SHIRE OF VICTORIA PLAINS	Cash Wages for Week Ending 20/4/16	4400.00
11969	26/04/2016	SHIRE OF VICTORIA PLAINS	Reimburse Petty Cash March 16	419.95
11970	26/04/2016	SYNERGY	Electricity Charges	1664.45
11971	26/04/2016	TELSTRA CORPORATION LTD	Telephone Charges	69.95
			Total Cheque payments for April 2016	42576.80
DD9466.1	01/04/2016	IINET LIMITED	Internet charges April 16	179.85
DD9482.1	06/04/2016	WA SUPER	Payroll deductions	6277.94
DD9482.2	06/04/2016	CARE SUPER	Superannuation contributions	564.95
DD9482.3	06/04/2016	REST INDUSTRY SUPER	Superannuation contributions	129.27
DD9482.4	06/04/2016	PRIME SUPER	Superannuation contributions	551.22
DD9482.5	06/04/2016	MLC NOMINEES PTY LTD	Superannuation contributions	199.54
DD9482.6	06/04/2016	AMP LIFE LIMITED	Superannuation contributions	95.78
DD9486.1	11/04/2016	Wright Express Australia Pty Ltd	Fuel Card for CEO DCEO Works Manager	151.17
DD9486.2	12/04/2016	TELSTRA CORPORATION LTD	Telephone charges for March 2016	1133.54
DD9486.3	05/04/2016	TELSTRA CORPORATION LTD	Telephone charges for March 2016	321.91
DD9486.4	10/04/2016	TELSTRA CORPORATION LTD	Telephone Charges - Fire SMS	411.40
DD9492.1	13/04/2016	Australian Ramp & Access	Decking and ramp at the Mogumber Hall	10631.00
DD9495.1	20/04/2016	WA SUPER	Payroll deductions	5988.10
DD9495.2	20/04/2016	CARE SUPER	Superannuation contributions	439.40

DD9495.3	20/04/2016	REST INDUSTRY SUPER	Superannuation contributions	138.50
DD9495.4	20/04/2016	PRIME SUPER	Superannuation contributions	607.49
DD9495.5	20/04/2016	HSTPLUS SUPER FUND	Superannuation contributions	156.79
DD9495.6	20/04/2016	MLC NOMINEES PTY LTD	Superannuation contributions	199.54
DD9495.7	20/04/2016	AMP LIFE LIMITED	Superannuation contributions	193.05
DD9499.1	02/04/2016	SOVP - CREDIT CARD ACCOUNT		4676.69
	01/04/2016	Readdle	I Pad Sinz Box Access	191.60
	01/04/2016	LG Professionals	LEMA Congress Rego DCEO	1942.37
	01/04/2016	Subaru Wangara	Service DCEO Vehicle	370.30
	01/04/2016	Internode	Internet Access Bendigo Bank	60.94
	01/04/2016	Wanneroo Jeep	Service CEO Vehicle	608.90
	01/04/2016	Rydgcs Fremantle	Accom State Conference Works Manager	939.89
	01/04/2016	West Australian	Advertising Council Meeting Change	506.70
	01/04/2016	Plumbers Licensing Board	Multi Entry Form	17.00
	01/04/2016	Adobe	System Upgrade	14.99
	01/04/2016	Survey Monkey	RFR Grant Community Survey	24.00
DD9499.2	02/04/2016	BENDIGO BANK	Credit Card Fees March 2016	16.00
DD9504.1	30/04/2016	TELSTRA CORPORATION LTD	Telephone Charges	827.97
DD9504.2	29/04/2016	Exetel	Telephone Charges	100.00
			Total Direct Debit payments for April 2016	33991.10
	07/04/2016	EFT Payment for Wages W/E 8/4/16		48337.83
	21/04/2016	EFT Payment for Wages W/E 20/4/16		40372.55
			Total Wages EFT payments for April 2016	88710.38
			Total Payments for april 2016	384517.96

Trust Payments

Shire of Victoria Plains		Trust Payments for the month of April 2016			
Chq/EFT	Date	Name	Description	Inv Amt	Amount
131	14/04/2016	Country Roads Caravan Club	REFUND HALL BOND FROM 17/7/16		200.00
132	14/04/2016	SHIRE OF VICTORIA PLAINS	REFUND HALL BOND - NICK CAIN PD VIA PETTY CASH	200.00	220.00
			REFUND GYM KEY PD VIA PETTY CASH - #13383	20.00	
133	26/04/2016	Samantha Batterson	REFUND PORTABLE TOILET HIRE		100.00
Total					520.00

F19/2016 MONTHLY FINANCIAL STATEMENTS

FILE REFERENCE	F1.3.3
REPORT DATE	10 May 2016
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 30 April 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 March 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 95/2016

Moved: Cr J Kelly

Seconded: Cr P Carr

That the following statements and reports for the month ended 30 April 2016 be received:

Motion carried: 6/0

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Income Statement by Program

Shire of Victoria Plains
Income Statement by Nature or Type
For the period ending 30th April 2016

	YTD Actual \$	Current Budget \$	Original Budget \$
REVENUES FROM ORDINARY ACTIVITIES			
Rates	2,247,116	2,244,281	2,244,281
Grants and Subsidies - Operating	412,184	580,959	504,546
Fees and Charges	166,252	174,561	174,561
Interest Earnings	56,883	44,300	44,300
Other Revenue	174,975	124,027	30,110
	<u>3,057,410</u>	<u>3,168,128</u>	<u>2,997,798</u>
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs	(1,067,886)	(1,181,330)	(1,261,908)
Materials and Contracts	(847,592)	(1,054,316)	(967,092)
Utilities	(62,242)	(74,555)	(74,555)
Depreciation	(2,213,483)	(2,773,802)	(1,589,527)
Interest Expenses	(11,190)	(23,003)	(23,003)
Insurance	(174,502)	(195,646)	(195,646)
Other Expenditure	(260,247)	(355,160)	(262,889)
	<u>(4,637,142)</u>	<u>(5,657,812)</u>	<u>(4,374,620)</u>
	(1,579,732)	(2,489,684)	(1,376,822)
Grants and Subsidies - Non-Operating	771,123	2,441,175	2,441,175
Profit on Asset Disposals	18,165	0	6,770
Loss on Asset Disposals	(16,007)	(41,697)	(8,127)
	<u>(806,451)</u>	<u>(90,206)</u>	<u>1,062,996</u>
NET RESULT	(806,451)	(90,206)	1,062,996

Income Statement by Nature and Type

Shire of Victoria Plains				
Income Statement by Program				
For the period ending 30th April 2016				
	YTD Actual	YTD Budget	Current Budget	Original Budget
	\$	\$	\$	\$
Operating Income				
General Purpose Funding	2,672,940	2,645,580	2,770,111	2,746,331
Governance	6,713	3,496	4,258	8,527
Law, Order and Public Safety	43,506	40,335	40,770	40,770
Health	2,895	2,000	2,542	2,542
Education & Welfare	0	10,000	10,000	0
Housing	130,101	1,023,276	1,033,661	962,015
Community Amenities	79,052	159,920	160,816	160,816
Recreation & Culture	19,328	35,510	69,964	27,331
Transport	779,877	1,434,364	1,418,507	1,458,507
Economic Services	40,403	21,890	26,306	26,306
Other Property & Services	59,429	28,904	34,867	34,867
	<u>3,834,244</u>	<u>5,405,275</u>	<u>5,571,803</u>	<u>5,468,013</u>
Operating Expenditure				
General Purpose Funding	(220,624)	(204,595)	(233,062)	(233,062)
Governance	(303,264)	(325,653)	(431,098)	(357,027)
Law, Order and Public Safety	(248,540)	(241,831)	(282,631)	(282,631)
Health	(96,084)	(89,261)	(103,143)	(118,143)
Education & Welfare	(27,774)	(35,252)	(41,097)	(41,097)
Housing	(203,133)	(242,743)	(265,105)	(200,459)
Community Amenities	(266,455)	(273,420)	(322,861)	(404,361)
Recreation & Culture	(535,280)	(514,962)	(615,592)	(547,592)
Transport	(2,545,796)	(2,637,440)	(3,148,248)	(1,998,471)
Economic Services	(140,132)	(141,927)	(160,113)	(175,113)
Other Property & Services	(42,425)	(13,270)	(36,057)	(24,057)
	<u>(4,629,505)</u>	<u>(4,720,354)</u>	<u>(5,639,006)</u>	<u>(4,382,015)</u>
Interest on Borrowings				
Governance	(100)	(150)	(183)	(183)
Housing	(331)	(331)	(663)	(663)
Recreation & Culture	(10,759)	(11,078)	(22,158)	(22,158)
	<u>(11,190)</u>	<u>(11,559)</u>	<u>(23,003)</u>	<u>(23,003)</u>
Net Operating Result	\$ (806,451)	673,362	(90,206)	1,062,996

Statement of Financial Activity

Shire of Victoria Plains
Statement of Financial Activity
For the period ending 30th April 2016

	YTD Actual	YTD Budget	Current Budget	Original Budget	YTD Variance
	\$	\$	\$	\$	
Operating Income					
General Purpose Funding	2,672,940	2,645,580	2,770,111	2,746,331	1%
Governance	6,713	3,496	4,258	4,258	92%
Law, Order and Public Safety	43,506	40,335	40,770	40,770	8%
Health	2,895	2,000	2,542	2,542	45%
Education & Welfare	0	10,000	10,000	0	-100%
Housing	130,101	123,276	133,661	62,015	6%
Community Amenities	79,052	69,920	70,816	70,816	13%
Recreation & Culture	19,328	35,510	69,964	27,331	-48%
Transport	6,043	3,190	4,832	4,832	89%
Economic Services	40,403	21,890	26,306	26,306	85%
Other Property & Services	59,429	28,904	34,867	34,867	106%
Sub Total	3,063,410	2,984,101	3,168,128	3,020,069	3%
Operating Expenditure					
General Purpose Funding	(220,624)	(204,595)	(233,062)	(233,062)	8%
Governance	(303,364)	(325,803)	(431,281)	(352,941)	-7%
Law, Order and Public Safety	(248,540)	(241,831)	(282,631)	(282,631)	3%
Health	(96,084)	(89,261)	(103,143)	(118,143)	8%
Education & Welfare	(27,774)	(35,252)	(41,097)	(41,097)	-21%
Housing	(203,463)	(243,074)	(265,767)	(201,122)	-16%
Community Amenities	(266,455)	(273,420)	(322,861)	(404,361)	-3%
Recreation & Culture	(546,039)	(526,040)	(637,750)	(569,750)	4%
Transport	(2,543,085)	(2,637,440)	(3,185,747)	(1,995,972)	-4%
Economic Services	(140,132)	(141,927)	(160,113)	(175,113)	-1%
Other Property & Services	(42,425)	(13,270)	(36,056)	(24,056)	220%
Sub Total	(4,637,984)	(4,731,913)	(5,699,509)	(4,398,248)	-2%
Grants for the Development of Assets					
General Purpose Funding	0	0	0	0	
Law, Order and Public Safety	0	0	0	0	
Housing	0	900,000	900,000	900,000	
Community Amenities	0	90,000	90,000	90,000	
Recreation & Culture	0	0	0	0	
Transport	771,123	1,431,174	1,451,175	1,451,175	
Sub Total	771,123	2,421,174	2,441,175	2,441,175	
Net Operating Result	(806,451)	673,362	(90,206)	1,062,996	
Capital Income					
Proceeds from the Sale of Assets	136,364	135,182	196,500	196,500	
Transfer from Reserves	0	74,000	353,078	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	209,182	564,047	354,969	
Capital Expenditure					
Governance	(122,375)	(157,563)	(174,187)	(185,985)	
Law, Order and Public Safety	0	0	0	0	
Education & Welfare	0	0	0	0	
Housing	(67,356)	(1,006,000)	(1,006,000)	(1,031,000)	
Community Amenities	(91,274)	(202,500)	(202,500)	(189,000)	
Recreation & Culture	(57,164)	(98,893)	(98,893)	(47,760)	
Transport	(935,594)	(1,864,055)	(2,107,278)	(1,923,919)	
Economic Services	0	0	0	0	
Other Property & Services	(80,302)	(97,395)	(97,395)	(102,225)	
Transfer to Reserves	(18,709)	(8,437)	(362,283)	(362,283)	
Self-Supporting Loan	0	0	0	0	
Repayment of Loans	(39,808)	(27,526)	(55,574)	(55,574)	
Sub Total	(1,412,583)	(3,462,369)	(4,104,110)	(3,897,746)	
Total Operating + Non-Operating	(2,068,256)	(2,579,825)	(3,630,269)	(2,479,781)	
Adjust Non-Cash Items					
Depreciation	2,213,483	2,622,546	2,773,802	1,589,527	
Movement in Self-Supporting Loans	0	0	0	0	
Provisions	0	0	0	0	
P/L on Sale of Assets	(2,158)	2,197	1,357	1,357	
Surplus / Deficit B/w/d	847,955	847,955	857,324	888,897	
Closing Surplus (Deficit) c/f:	991,024	892,873	2,214	(0)	

Report on Significant Variances

Shire of Victoria Plains		
Report on Significant Variances Greater than 10% or \$5000		
For the period ending 30th April 2016		YTD Var
		\$
Operating Income		
General Purpose Funding		
Interest Income over budget YTD		18,053 FAV
Other General Purpose Income over budget YTD		9,307 FAV
Education & Welfare		
Youth Friendly Communities Grant under budget YTD		(10,000) UNFAV
Housing - Council Staff		
Staff Housing & Aged Persons Rental Income over budget YTD		6,026 FAV
Community Amenities		
Operating Income (Sanitation/Town Planning) over budget YTD		9,132 FAV
Recreation & Culture		
Ottler Sport & Rec Grants (Netball Court) under budget YTD		(15,254) UNFAV
Economic Services		
Bank Commissions over budget YTD		13,891 FAV
Other Property & Services		
Insurance Claims/Worker Comp Recovered over budget YTD		30,500 FAV
Diesel Fuel Rebate over budget YTD		5,413 FAV
Private Works Income under budget YTD		(5,515) UNFAV
Operating Expenditure		
General Purpose Funding		
Admin Allocation over budget YTD		10,916 UNFAV
Rates Collection over budget YTD		5,113 UNFAV
Governance		
Public Relations under Budget YTD		(36,100) FAV
Conferences & Seminars (LG Week) under budget YTD		(5,456) FAV
Members Expenses over Budget YTD		6,300 UNFAV
Admin Allocation over budget YTD		5,116 UNFAV
Other Members Operating Expenses over budget YTD		7,388 UNFAV
Law, Order & Public Safety		
Bushfire Brigades/Fire Truck Expenses over budget YTD		8,290 UNFAV
Health		
Admin Allocation over budget YTD		8,342 UNFAV
Education & Welfare		
Community Development under budget YTD		(7,536) FAV
Housing		
Staff Housing under budget YTD		(19,246) FAV
Aged Person Housing under budget YTD		(23,512) FAV
Community Amenities		
Sanitation (Tip Maintenance) under budget YTD		(26,304) FAV
Sewerage under budget YTD		(10,473) FAV
Recreation & Culture		
Public Halls & Civic Centres over budget YTD		13,265 UNFAV
Admin Allocation over budget YTD		6,218 UNFAV
Transport		
Drainage Maintenance under budget YTD		(24,773) FAV
Main Road Maintenance over Budget YTD		23,832 UNFAV
Sign Maintenance over budget YTD		13,847 UNFAV
Footpath Maintenance over budget YTD		11,053 UNFAV
Maintenance Grading under Budget YTD		(80,024) FAV
Tree Logging over Budget YTD		8,290 UNFAV
Flood Damage over budget YTD		20,918 UNFAV
Other Property & Services		
Insurance Claim Costs over budget YTD		8,155 UNFAV
Private Works Expenses over budget YTD		8,678 UNFAV
PWD's and POC's over budget YTD		14,540 UNFAV
Capital Expenditure		
Governance		
Computing Upgrades under budget YTD		(21,471) FAV
Admin Gardens Upgrade under budget YTD		(13,233) FAV
Housing		
Aged Person Units under budget YTD		(641,519) FAV
Community Amenities		
Costs for Tip sites under budget YTD		(19,059) FAV
Public Toilet's Mop,umber under budget YTD		(7,718) FAV
Potable Water Supply under budget YTD		(64,408) FAV
Recreation & Culture		
Pump Shed (Cahngin Oval) under budget YTD		(5,000) FAV
Netball Court under budget YTD		(31,551) FAV
Transport		
Road Construction under budget YTD		(928,481) FAV
Other Property & Services		
Fuel Bowser System under budget YTD		(13,444) FAV
GPS/EPRB under budget YTD		(5,800) FAV

Composition of Net Current Asset Position

Shire of Victoria Plains	
Statement of Financial Activity	
For the period ending 30th April 2016	
Composition of Net Current Asset Position	
Current Assets	
	\$
Cash - Unrestricted	882,785
Cash - Restricted	917,971
Receivables	279,135
Inventories	10,950
Total Current Assets	2,090,841
Less Current Liabilities	
Payables	(181,846)
Accrued Salaries & Wages	0
Current portion of Leave Provisions	(113,163)
Provisions and Borrowings	(15,834)
Total Current Liabilities	(310,844)
Net Current Assets Position	1,779,997
Less Cash Restricted - Reserves	917,971
Less Provisions and Borrowings	(128,997)
Closing Available Funds	991,024

Financial Ratios in Relation to YTD Figures

Current Ratio		
<u>Current Assets - Restricted Assets</u>	1,172,870	<u>3.77</u>
Current Liabilities	310,844	

Quick Ratio		
<u>Current Assets -(Restricted Assets + Inventories)</u>		
Current Liabilities		<u>3.74</u>
	1,161,920	
	310,844	

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: 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Community Amenities								
Sanitation - Household Refuse								
11000		Refuse Removal Cst 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			31,533	31,660	37,996	37,996
21005		Landfill Site Maintenance	TIPB	Refuse Site Maintenance - Bolgart	7,439	20,796	24,939	55,439
21005		Landfill Site Maintenance	TIPC	Refuse Site Maintenance - Calingiri	30,520	41,834	50,001	70,501
21005		Landfill Site Maintenance	TIPM	Refuse Site Maintenance - Mogumber	20,330	21,006	25,083	31,563
21010		Waste Oil Removal	WSTO	Waste Oil	0	630	1,000	1,000
		Sanitation - Household Refuse - Operating Expenditure			89,822	116,126	139,019	196,519
		Sanitation - Household Refuse - Capital Expenditure			0	0	0	0
		Total Sanitation - Household Refuse			41,958	69,626	92,519	150,019
		Sanitation - Other - Operating Income			(1,069)	(2,000)	(2,000)	(2,000)
11010		Drum Muster			0	0	0	0
11011		Zero Waste Plan			0	0	0	0
21020		Refuse Collection - Streets, Parks, Gardens & Reserves	RUBS	Rubbish Removal	0	3,480	4,206	4,206
21021		Litter Control Roadside Bins	LJTT	Litter Control Roadside Bins	1,681	1,660	2,000	2,000
21022		Drum Muster	DRUM	Drum Muster	3,556	1,330	1,500	1,000
		Sanitation - Other - Operating Expenditure			5,237	6,450	7,706	7,206
		Total Sanitation - Other			4,168	4,450	5,706	5,206
		Sewerage - Operating Income			(20,895)	(17,500)	(17,500)	(17,500)
		Sewerage - Operating Expenditure			(20,895)	(17,500)	(17,500)	(17,500)
21030		Effluent Disposal Schemes	SEWC	Sewerage - Calingiri	5,185	9,541	9,962	15,962
21030		Effluent Disposal Schemes	SEWY	Sewerage - Yerecon	1,780	9,771	10,507	10,507
21031		Sewerage Audit			0	0	0	0
21032		Effluent Pond Maintenance	EPND	Effluent Ponds Calingiri	1,473	6,008	6,008	6,008
21032		Effluent Pond Maintenance	EPNDY	Effluent Ponds Yerecon	429	2,020	2,432	2,432
		Sewerage - Operating Expenditure			8,867	27,340	28,909	34,909
		Total Sewerage			(12,028)	9,840	11,409	17,409
		Town Planning & Regional Development			(7,052)	(2,080)	(2,500)	(2,500)
11040		Planning Applications			(7,052)	(2,080)	(2,500)	(2,500)
21051		Town Planning Scheme / Local Planning Strategy			0	4,160	5,000	5,000
21053		Interest Expense			0	0	0	0
		Town Planning & Regional Development - Operating Expenditure			(7,052)	(2,080)	(2,500)	(2,500)
		Total Town Planning & Regional Development			(7,052)	2,080	2,500	2,500
		Other Community Amenities			(95)	(750)	(1,000)	(1,000)
11053		Piawaning Water Supply Grant			0	(90,000)	(90,000)	(90,000)
11054		Aged Friendly Communities Grant			0	0	0	0
11095		Administration Income Allocated			0	0	0	0
		Other Community Amenities - Operating Income			(2,077)	(1,090)	(1,316)	(1,316)
		Total Other Community Amenities - Operating Income			(2,172)	(91,840)	(92,316)	(92,316)

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

Sub-Programme Description	C-OA	Description	Job	Description	YTD Actual	YTC Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Community Amenities								
21060 Cemetery Works		Cemetery Works	CEMM	Cemetery Maintenance	19,773	24,342	32,460	32,460
21061 Cemeteries Operations		Cemeteries Operations	GRAVE	Grave Digging	0	0	0	0
21062 Moggumber Water Supply		Moggumber Water Supply	WATRM		1,784	2,210	2,459	608
21063 Yennart Bore		Yennart Bore	YENART		8,949	16,600	19,919	2,459
21064 Gillingarra Emergency Water Supply		Gillingarra Emergency Water Supply	WATRG		1,207	2,030	2,458	36,419
21065 Public Toilets And Drinking Fountains		Public Toilets And Drinking Fountains	TOILET	Public Toilets	7,349	8,700	10,242	2,458
21066 Community Amenities - Depreciation Expense		Community Amenities - Depreciation Expense			55,067	12,640	15,186	10,242
21067 Gillingarra Water Pump Electricity		Gillingarra Water Pump Electricity			0	410	500	15,186
21068 Calingiri Water Supply		Calingiri Water Supply	WATRC		2,986	2,040	2,459	500
21069 Bolgart Water Supply		Bolgart Water Supply	WATRB	Bolgart Water Supply	13,981	1,959	1,959	2,459
21090 Administration Expenditure Allocated		Administration Expenditure Allocated			51,311	47,853	53,978	1,959
Other Community Amenities - Operating Expenditure					152,528	118,314	142,278	150,725
40261 Public Toilets Moggumber		Public Toilets Moggumber			60,781	68,500	68,500	68,500
40262 Dongers for Tip Sites (42)		Dongers for Tip Sites (42)			24,901	44,000	44,000	44,000
40255 Plawanning Community Water Supply		Plawanning Community Water Supply			5,592	90,000	90,000	90,000
Other Community Amenities - Capital Expenditure					91,274	202,500	202,500	189,000
Total Other Community Amenities					251,630	229,974	252,412	257,412
Total Community Amenities					\$ 278,677	\$ 316,000	\$ 364,545	\$ 432,545

Shire of Victoria Plains
 Monthly Report as at: 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Economic Services					(1,590)	(830)	(1,006)	(1,006)
11395 Administration Income - Allocated					(28,087)	(13,410)	(16,106)	(16,106)
Other Economic Services - Operating Income								
21350 Bendigo Bank Agency					377	448	450	450
21360 Water Supply - Standpipes			WATERB	Water Supply - Standpipe Bolgart	1,292	498	500	500
21360 Water Supply - Standpipes			WATERC	Water Supply - Standpipe Calligiri	(1,744)	4,028	4,750	4,750
21360 Water Supply - Standpipes			WATERY	Water Supply - Standpipe Yarecon	330	498	500	500
21361 Water Supply - Standpipe Depreciation					0	30	38	38
21362 Community Safety & Crime Prevention					0	0	0	0
21390 Administration Expenditure - Allocated					39,275	36,599	41,277	41,277
Other Economic Services - Operating Expenditure					39,529	42,101	47,516	47,516
Total Other Economic Services					11,442	28,691	31,409	31,409
Total Economic Services					99,729	120,037	133,807	148,807

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

30/04/2016	Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
						\$	\$	\$	\$
Net Current	Education	16052	R4R CLGF Grant (Yerecoin Playground)			0	0	0	0
			Education & Welfare Operating Income						
	Education	20800	School Programs and Improvements			1,443	2,999	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			4,859	883	906	906
			Education & Welfare Operating Expenditure			6,441	6,382	6,432	6,432
	Community Development								
		10810	Community Grant - Seniors Week			0	0	0	0
		10811	Youth Friendly Communities Grant			0	(10,000)	(10,000)	0
			Community Development Operating Income			0	(10,000)	(10,000)	0
		20804	Community Development Officer (Shared)			21,332	28,870	34,665	34,665
			Community Development Operating Expenditure			21,332	28,870	34,665	34,665
			Total Education & Welfare			27,774	25,252	31,097	41,097

Shire of Victoria Plains
Monthly Report at as : 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
General Purpose Funding								
Rates								
	10300	Rates Income			(2,184,040)	(2,184,281)	(2,184,281)	(2,184,281)
	10315	Administrative Fees & Charges			(6,687)	(4,250)	(4,500)	(4,500)
	20300	Rates Collection			9,498	4,385	10,800	10,800
		Total Rates Income / Expenditure			(2,181,228)	(2,184,146)	(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			(56,883)	(38,830)	(44,300)	(44,300)
	10395	Administration Income - Allocated			(8,545)	(4,510)	(5,419)	(5,419)
	20310	Admin Expenditure Reallocated			211,126	200,210	222,262	222,262
		Total Other General Purpose Income / Expenditure			82,622	96,870	112,543	112,543
Total General Purpose Funding					\$ (2,452,316)	(2,440,985)	(2,537,049)	(2,513,269)

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Governance								
Members Of Council					0	0	0	0
	10420	Contributions And Donations			(6,713)	(3,540)	(4,258)	(4,258)
	10495	Admin Income Allocated						
		Members Of Council Operating Income						
	20401	Member'S Expenses			12,761	6,375	8,500	8,500
	20402	Member'S Allowances			45,656	45,657	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 - Councilor Training			5,627	3,750	5,000	5,000
	20406	Meeting Costs			8,900	5,000	6,000	6,000
	20407	Delivering Agendas			84	0	0	0
	20408	Sundry			18,802	16,585	19,850	19,850
	20409	Public Relations			24,083	60,186	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			165,878	160,520	174,634	174,634
		Members of Council Operating Expenditure			299,293	320,173	357,209	357,209
		Total Members of Council			292,579	316,633	352,951	352,951
Administration								
	10430	Reimbursements			(9,998)	(4,740)	(5,600)	(5,600)
	10431	Commissions			(15,108)	(12,500)	(15,000)	(15,000)
	10432	Administration Charges			830	(1,340)	(1,625)	(1,625)
	10433	Sundry Income			(1,838)	(830)	(1,000)	(1,000)
	10434	Rounding			(0)	0	0	0
	10435	Reimburse Wage Claims			(10,512)	0	0	0
	10496	Admin Income Reallocated			36,625	19,454	23,225	23,225
		Administration Operating Income			0	44	0	0
	10490	WDV on Assets Sold			77,253	77,253	77,253	78,231
	16001	CEO Vehicle - Sale Proceeds			(42,727)	(42,727)	(50,000)	(50,000)
	16002	DCEO Vehicle - Sale Proceeds			(30,455)	(30,455)	(30,455)	(32,500)
		Administration (Profit) / Loss on Sale of Assets			4,071	4,071	4,071	(4,269)
	20430	Salaries & Wages			434,644	427,966	505,791	505,791
	20431	CEO Package			34,563	21,000	24,800	24,800
	20432	DCEO Package			35,502	24,120	26,450	26,450
	20433	Other Staff Costs			3,823	6,680	6,700	6,700
	20435	Computing			82,780	73,828	77,253	77,253

Shire of Victoria Plains
Monthly Report as at 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
20436	Insurance				47,038	55,300	55,300	55,300
20437	Staff Recruitment				62	2,850	2,850	2,850
20438	Staff Training				32,576	15,830	21,100	21,100
20439	Office Building - Operating				10,670	10,498	12,510	12,510
20440	Office Building & Surrounds Maintenance		B001	Admin Office Building Maintenance	14,030	22,350	26,082	26,082
20440	Office Building & Surrounds Maintenance		G001	Admin Bldg Ground Maintenance	18,154	16,558	19,653	19,653
20441	Minor Office Equipment				3,715	5,000	5,000	5,000
20442	Office Consumables				629	660	800	800
20443	Telephone				10,311	7,910	9,500	9,500
20444	Postage				3,323	3,530	4,250	4,250
20445	Other Office Expenses				124,028	141,069	152,333	82,333
20446	Bank Merchant Fees				6,716	3,330	4,000	4,000
20447	Bank Charges				1,424	250	300	300
20448	Audit Fees				6,491	16,500	16,500	16,500
20449	Occupational Health & Safety				9,593	6,700	6,750	6,750
20450	Write-Offs				0	0	250	250
20481	Depreciation Expense				24,864	36,980	44,380	44,380
20490	Administration Expenditure - Reallocated				(1,904,955)	(897,351)	(952,551)	(952,551)
	Administration Operating Expenditure				0	1,559	70,000	0
40004	Geo 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				21,529	43,000	43,000	43,000
40259	Admin Garden Upgrade				1,767	15,000	15,000	15,000
40074	OHS Upgrade to Shire Buildings				0	485	485	10,485
40277	CC.TV Ssystem				0	0	16,624	0
	Total Governance/Administration Capital Expenditure				122,375	157,563	174,187	185,985
	Total Administration				126,446	163,237	248,256	181,716
	Total Governance				419,025	479,870	601,209	534,668

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Health								
Preventative Services - Administration & Inspection	10710	Fees & Charges			(148)	(550)	(800)	(800)
		Administration & Inspection - Operating Income			(148)	(550)	(800)	(800)
20704 Health Administration					16,651	15,010	15,019	15,019
		Administration & Inspection - Operating Expenditure			16,651	15,010	15,019	15,019
		Total Administration & Inspection			16,502	14,460	14,219	14,219
Preventative Services - Pest Control	20710	Mosquito Control			3,911	9,307	10,557	25,557
	20711	Fogging Mosquitos			7,161	4,754	5,421	5,421
		Total Pest Control			11,072	14,061	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			(2,747)	(1,450)	(1,742)	(1,742)
		Other Health - Operating Income			(2,747)	(1,450)	(1,742)	(1,742)
	20730	Ambulance Facilities			0	0	5	5
	20731	Reimbursable Expenditure			139	160	200	200
	20790	Admin Expenditure - Allocated			67,872	59,530	71,441	71,441
		Other Health - Operating Expenditure			68,011	59,690	71,646	71,646
		Total Other Health			65,264	58,240	69,904	69,904
40233		Mosquito Fogger			0	0	0	0
		Total Health Capital Expenditure			0	0	0	0
		Total Health			93,188	87,261	100,601	115,601

Shire of Victoria Plains								
Monthly Report as at: 30/04/2016								
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			(5,280)	(5,200)	(6,240)	(6,240)
	10912	Staff Housing - 12 Harrington Street			(7,940)	(6,500)	(7,800)	(7,800)
	10913	Staff Housing - 16 Yulgering Street			(8,800)	(8,660)	(10,400)	(10,400)
	10914	Staff Housing - 13 Lambert Cres			0	0	0	0
	10915	Staff Housing - 7 Harrington Street			(2,800)	(4,760)	(5,720)	(5,720)
	10916	Staff Housing - 15 Lambert Cres			0	0	0	0
	10917	Misc Income Staff Housing			(74,292)	(71,646)	(71,646)	0
		Staff Housing - Operating Income			(99,112)	(96,766)	(101,806)	(30,160)
	20900	Staff Housing Operating Expenditure			33,270	30,699	35,308	35,308
	20901	Staff Housing Building & Surrounds Maintenance	H002	12 Harrington Street	2,594	5,974	7,368	7,368
	20901	Staff Housing Building & Surrounds Maintenance	H003	13 Lambert Cres	4,988	7,931	9,705	9,705
	20901	Staff Housing Building & Surrounds Maintenance	H004	15 Lambert Cres	1,349	9,596	10,726	10,726
	20901	Staff Housing Building & Surrounds Maintenance	H005	44 Edmonds Street	2,643	6,201	7,105	7,105
	20901	Staff Housing Building & Surrounds Maintenance	H006	16 Yulgering Road	3,052	6,778	7,692	7,692
	20901	Staff Housing Building & Surrounds Maintenance	H007	7 Harrington Street	70,995	70,958	71,459	6,813
		Staff Housing - Operating Expenditure			118,892	138,138	149,362	84,716
	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			19,780	41,372	47,556	54,556
Housing - Aged Persons								
	10920	Calligin Aged Person Units - Unit 1			(3,960)	(4,330)	(5,200)	(5,200)
	10921	Calligin Aged Person Units - Unit 2			(5,280)	(4,330)	(5,200)	(5,200)
	10922	Calligin Aged Person Units - Unit 3			(4,336)	(4,330)	(5,200)	(5,200)
	10923	Calligin Aged Person Units - Unit 4			(5,104)	(4,330)	(5,200)	(5,200)
	10930	Bolgart Aged Person Units - Unit 1			(5,136)	(3,870)	(4,655)	(4,655)
	10931	Bolgart Aged Person Units - Unit 2			(5,280)	(4,330)	(5,200)	(5,200)
	10932	R4R CLGF Grant			0	(900,000)	(900,000)	(900,000)
	10934	Aged Friendly Communities Grant			0	0	0	0
		Aged Person Housing - Operating Income			(29,096)	(925,520)	(930,655)	(930,655)
	20902	Calligin Aged Person Units Operating Expenditure			16,366	16,314	18,460	18,460
	20903	Calligin Aged Person Units Maintenance	APC	Aged Persons Units Calligin	3,943	0	0	0

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

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					(5,280)	(5,200)	(6,240)	(6,240)
10912 Staff Housing - 12 Harrington Street					(7,940)	(6,500)	(7,800)	(7,800)
10913 Staff Housing - 16 Yulgering Street					(8,800)	(8,660)	(10,400)	(10,400)
10914 Staff Housing - 13 Lambert Cres					0	0	0	0
10915 Staff Housing - 7 Harrington Street					(2,800)	(4,760)	(5,720)	(5,720)
10916 Staff Housing - 15 Lambert Cres					0	0	0	0
10917 Misc Income Staff Housing					(74,292)	(71,646)	(71,646)	0
Staff Housing - Operating Income					(99,112)	(96,766)	(101,806)	(30,160)
20900 Staff Housing Operating Expenditure					33,270	30,699	35,308	35,308
20901 Staff Housing Building & Surrounds Maintenance			H002	12 Harrington Street	2,594	5,974	7,368	7,368
20901 Staff Housing Building & Surrounds Maintenance			H003	13 Lambert Cres	4,988	7,931	9,705	9,705
20901 Staff Housing Building & Surrounds Maintenance			H004	15 Lambert Cres	1,349	9,596	10,726	10,726
20901 Staff Housing Building & Surrounds Maintenance			H005	44 Edmonds Street	2,643	6,201	7,105	7,105
20901 Staff Housing Building & Surrounds Maintenance			H006	16 Yulgering Road	3,052	6,778	7,892	7,892
20901 Staff Housing Building & Surrounds Maintenance			H007	7 Harrington Street	70,995	70,959	71,459	6,813
Staff Housing - Operating Expenditure					118,892	138,138	149,362	84,716
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					19,780	41,372	47,556	54,556
Housing - Aged Persons								
10920 Calingiri Aged Person Units - Unit 1					(3,960)	(4,330)	(5,200)	(5,200)
10921 Calingiri Aged Person Units - Unit 2					(5,280)	(4,330)	(5,200)	(5,200)
10922 Calingiri Aged Person Units - Unit 3					(4,336)	(4,330)	(5,200)	(5,200)
10923 Calingiri Aged Person Units - Unit 4					(5,104)	(4,330)	(5,200)	(5,200)
10930 Bolgart Aged Person Units - Unit 1					(5,136)	(3,870)	(4,655)	(4,655)
10931 Bolgart Aged Person Units - Unit 2					(5,280)	(4,330)	(5,200)	(5,200)
10932 R4R CLGF Grant					0	(900,000)	(900,000)	(900,000)
10934 Aged Friendly Communities Grant					0	0	0	0
Aged Person Housing - Operating Income					(29,096)	(925,520)	(930,655)	(930,655)
20902 Calingiri Aged Person Units Operating Expenditure					16,366	16,314	18,460	18,460
20903 Calingiri Aged Person Units Maintenance			APC	Aged Persons Units Calingiri	3,943	0	0	0

Shire of Victoria Plains
Monthly Report as at 30/04/2016

Sub-Programme	Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
						\$	\$	\$	\$
Law, Order & Public Safety									
Fire Prevention									
	10510	Operating Grant				(36,315)	(36,315)	(36,315)	(36,315)
	10511	Contributions And Donations				0	(330)	(400)	(400)
	10512	Fire Prevention Infringements				0	(160)	(200)	(200)
	10513	Insurance claims Received				0	0	0	0
		Fire Prevention - Operating Income				(36,315)	(36,805)	(36,915)	(36,915)
	20500	Fire Prevention				44,334	45,770	47,991	47,991
	20509	Sandlewood Farm Fire Expenses				369	410	500	500
	20512	Depreciation Expense				3,748	1,890	2,275	2,275
		Fire Prevention - Operating Expenditure				48,451	48,070	50,736	50,736
Bush Fire Brigades						0	0	0	0
	18003	DFES Capital Grant - Fire Tender Replacement				0	0	0	0
		Bushfire Brigades - Capital Income				0	0	0	0
	20510	FESA Fire Truck Expenses				126,828	120,820	145,000	145,000
	20511	Fire Stations		8002	Callignin Freemason's Building Maint	2,801	2,437	2,630	2,630
	20511	Fire Stations		8003	Bolgart Fire Station	129	213	215	215
	20511	Fire Stations		8004	Mogumber / Gillingarra Fire Station	272	318	355	355
	20511	Fire Stations		8005	Yerocoin Fire Station	147	174	175	175
	20511	Fire Stations		8006	New Norcia Emergency Services Building	1,123	1,549	1,120	1,120
		Bush Fire Brigades - Operating Expenditure				131,301	125,011	149,495	149,495
		Total Fire Prevention				143,437	136,276	163,316	163,316
Animal Control									
	10520	Animal Infringements				(1,290)	(410)	(500)	(500)
	10522	Licensing				(2,796)	(2,000)	(2,000)	(2,000)
	20520	Animal Compound				3,532	5,090	6,135	6,135
	20521	Dog Licensing				228	200	200	200
		Total Animal Control				(327)	2,880	3,935	3,935
Other Law, Order And Public Safety									
	10530	Other Income				(370)	0	0	0
	10590	(Profit) Loss on Sale of Assets				0	0	0	0
	10596	Administration Income - Allocated				(2,135)	(1,120)	(1,355)	(1,355)
		Other Law Order & Public Safety - Operating Income				(3,105)	(1,120)	(1,355)	(1,355)
	20530	Emergency Services				0	500	500	500
	20533	Community Emergency Services Manager				12,270	16,660	20,000	20,000
	20590	Administration Cost Allocated				52,759	46,300	55,965	55,965
		Other Law Order & Public Safety - Operating Expenditure				65,029	63,460	76,065	76,065
	40228	Callignin Fire Tender (DFES replacement)				0	0	0	0
	40228	Yerocoin/Pawaring Fire Tender (DFES replacement)				0	0	0	0
		Total Other Law Order & Public Safety				61,924	62,340	74,711	74,711
		Total Law, Order & Public Safety				205,034	201,496	241,862	241,862

Shire of Victoria Plains
Monthly Report as at: 30/4/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Other Property & Services								
Private Works								
	11400	Private Works - Income			(9,745)	(15,260)	(18,321)	(18,321)
		Private Works - Operating Income			(9,745)	(15,260)	(18,321)	(18,321)
	21400	Private Works Expenditure			0	13,270	15,931	15,931
	21406	Private Works Expenditure 2015-16			22,249	0	0	0
		Private Works - Operating Expenditure			22,249	13,270	15,931	15,931
		Total Private Works			12,503	(1,990)	(2,390)	(2,390)
Public Works Overheads								
	11410	Sundry Income			(678)	(690)	(650)	(650)
	11411	Diesel Fuel Rebate			(17,407)	(12,500)	(15,000)	(15,000)
	11495	Administration Income Allocated			(1,059)	(580)	(697)	(697)
		Public Works Overheads - Operating Income			(19,153)	(13,770)	(16,347)	(16,347)
	11490	WDV on Assets Sold			46,481	50,126	50,126	50,126
	16017	Sale of Works Manager Ute			(34,545)	(34,545)	(30,000)	(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	8,126
	21410	Salaries & Wages			120,376	73,240	87,905	87,905
	21411	Works Manager Package			92,890	113,670	136,476	136,476
	21412	Superannuation			63,089	54,390	65,282	65,282
	21413	Insurance			18,149	21,250	25,500	25,500
	21414	Other Staff Costs			8,687	6,230	7,515	7,515
	21415	Conferences & Seminars			3,950	4,160	5,000	5,000
	21416	Engineering Services			8,722	22,500	27,000	27,000
	21417	Occupational Health & Safety			79	1,250	1,500	1,500
	21418	Other Public Works Overheads			0	410	500	500
	21419	Depot Operating Costs			181,155	143,040	171,810	171,810
	21420	Depot Maintenance			2,706	2,520	3,038	3,038
	21421	Unallocated Wages			0	0	0	0
	21422	Staff Training			13,917	15,330	18,438	18,438
	21423	Administration Costs Allocated			27,149	25,334	28,577	28,577
	21424	Staff Meetings			849	6,020	7,229	7,229
	21425	Building Maintenance			45,833	52,860	63,519	63,519
	21440	Gardens Maintenance			44	32,710	39,338	39,338
	21450	ROMAN II / Road data			971	0	0	0
	21490	Workshop Overheads Recovered			(570,634)	(574,914)	(688,626)	(688,626)
		Public Works Overheads - Operating Expenditure			17,931	0	0	0
	40030	Works Manager Vehicle Replacement			46,587	46,587	46,587	47,500

Shire of Victoria Plains
Monthly Report as at: 30/4/2016

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	15,250	15,250	7,000
	40273	GPS/EPIRB			0	5,000	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	132,600	132,600	142,225
		Total Public Works Overheads			110,735	118,956	116,179	133,804
Plant Operation								
	21430	Fuel & Oil			97,990	99,870	119,848	149,848
	21431	Tyres & Tubes			3,917	25,270	30,325	30,325
	21432	Parts & Repairs			180,143	143,460	172,156	122,156
	21433	Insurance & Licences			29,473	28,320	34,000	34,000
	21434	Depreciation Ex Asset Ledger			347,389	317,530	381,043	381,043
	21436	Interest On Loans			0	0	0	0
	21495	Plant Recovery			(662,303)	(621,809)	(717,372)	(717,372)
		Total Plant Operation			(3,391)	0	20,000	0
Salaries & Wages								
	21496	Salaries & Wages			1,233,517	1,110,760	1,332,917	1,332,917
	21497	Salaries & Wages Allocated			(1,233,517)	(1,110,760)	(1,332,917)	(1,332,917)
		Total Salaries & Wages			0	0	0	0
Unclassified								
	11461	Insurance Claims Recovered			(21,623)	0	0	0
	11460	Workers Compensation Recovered			(8,877)	0	0	0
	21461	Insurance Claims - Costs			9,155	0	0	0
		Unclassified Capital Income			(21,345)	0	0	0
		Unclassified - Operating Expenditure			0	0	0	0
		Total Other Property & Services			98,503	116,966	133,790	131,415

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

Sub-Programme	Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
						\$	\$	\$	\$
Recreation & Culture									
Public Halls & Civic Centres									
11100	Calingiri Recreation Centre					(345)	(410)	(500)	(500)
11102	Mogumber Hall					0	(80)	(100)	(100)
11103	Calingiri Gymnasium					(300)	(410)	(500)	(500)
11104	Roads Board Building Lease					(1,895)	(2,500)	(3,000)	(3,000)
11105	Misc Income Public Halls					(3,131)	(4,160)	(5,000)	(5,000)
	Public Halls & Civic Centres - Operating Income					0	0	0	0
16078	Lotterywest Grant - Hall equipment					(5,670)	(7,560)	(9,100)	(9,100)
	Public Halls & Civic Centres - Capital Income					0	0	0	0
Public Halls & Civic Centres - Operating Expenditure									
21100	Bolgart Hall			B007	Bolgart Hall & Grounds Maintenance	7,143	6,264	7,473	7,473
21100	Bolgart Hall			B008	Bolgart Hall Other Costs	5,978	6,627	6,985	6,985
21101	Calingiri Recreation Centre			B009	Calingiri Rec Centre Maintenance	8,868	3,500	4,157	4,157
21102	Calingiri Recreation Centre			B010	Calingiri Rec Centre Other Costs	12,838	15,739	17,660	17,660
21102	Plawanning Hall			B011	Plawanning Hall & Grounds Maintenance	0	0	0	0
21102	Plawanning Hall			B012	Plawanning Hall Other Costs	9,112	6,305	6,350	6,350
21103	Mogumber Hall			B013	Mogumber Hall & Grounds Maintenance	1,034	150	180	180
21103	Mogumber Hall			B014	Mogumber Hall Other Costs	1,469	1,529	1,550	1,550
21104	Gillingarra Hall			B015	Gillingarra Hall & Grounds Maintenance	281	0	0	0
21104	Gillingarra Hall			B016	Gillingarra Hall Other Costs	3,635	3,750	4,000	4,000
21105	Yeracooin Hall			B017	Yeracooin Hall & Grounds Maintenance	0	0	0	0
21105	Yeracooin Hall			B018	Yeracooin Hall Other Costs	2,562	2,599	2,600	2,600
21106	Public Halls - Depreciation Expense					36,594	32,520	39,031	39,031
21107	Cwa Building					2,106	1,250	1,500	1,500
21107	Cwa Building					5,005	1,089	1,141	1,141
21109	Calingiri Gymnasium					5,571	6,570	7,900	7,900
	Public Halls & Civic Centres - Operating Expenditure					101,177	87,992	100,527	100,527
40265	Polish Floors - Bolgart Hall					9,727	11,760	11,760	11,760
40276	Stumps & Levelling - Bolgart Hall					6,355	8,000	8,000	8,000
40057	Disability Access					0	1,500	1,500	1,500
	Public Halls & Civic Centres - Capital Expenditure					16,082	21,260	24,760	24,760
	Total Public Halls & Civic Centres					111,589	107,592	112,687	116,187
Other Recreation & Sport									
11110	Calingiri Sports Ground					(902)	(1,250)	(1,500)	(1,500)
11123	Other Sports & Recreation Grants					(2,200)	(17,454)	(42,633)	0
11125	Reimbursements					(6,711)	(7,256)	(14,331)	(14,331)
	Other Recreation & Sport - Operating Income					(9,812)	(25,960)	(58,464)	(58,464)
21110	Town & Gardens Maintenance			TWNBOL	Bolgart Town & Gardens Maintenance	55,602	51,270	60,329	60,329
21110	Town & Gardens Maintenance			TWNBAL	Calingiri Town & Gardens Maintenance	45,367	38,240	45,906	45,906
21110	Town & Gardens Maintenance			TWNGIL	Gillingarra Town & Gardens Maintenance	3,137	7,770	9,350	9,350

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

Sub-Programme Description	CCA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Recreation & Culture								
21110		Town & Gardens Maintenance	TWNMOG	Mogumber Town & Gardens Maintenance	3,767	8,360	10,046	10,046
21110		Town & Gardens Maintenance	TWNPIA	Plawaming Town & Gardens Maintenance	9,396	7,820	9,404	9,404
21110		Town & Gardens Maintenance	TWNYER	Yeracooin Town & Gardens Maintenance	17,382	19,440	23,355	23,355
21111		Reserves Maintenance	CMEMPK	Calligiri Memorial Park	12,655	10,420	12,530	12,530
21111		Reserves Maintenance	RESVS	Reserves Maintenance	8,135	8,194	9,787	9,787
21111		Reserves Maintenance	WARMEM	War Memorial	266	3,840	4,616	4,616
21112		Calligiri Sporting Club Operating			13,006	14,723	16,099	16,099
21113		Calligiri Sporting Club Maintenance	CSPC	Calligiri Sports Club Maintenance	58,029	73,410	88,119	88,119
21114		Bolgart Sportsground Operating			748	488	500	500
21115		Bolgart Sportsground Maintenance	BSPG	Bolgart Sportsground Maintenance	34,026	32,983	37,997	14,497
21116		Town Beautification			0	0	0	0
21117		Sport And Recreation Officer - Be Active Co-ordinator			4,936	0	13,600	3,600
21118		Recreation Equipment Maintenance			0	0	0	0
21119		Sports Clubs - Depreciation Expense			46,278	31,860	38,250	38,250
21120		Interest Expense			10,759	11,078	22,158	22,158
21122		Calligiri Sports Pavilion			574	1,720	2,071	2,071
Other Recreation & Sport - Operating Expenditure					324,264	321,596	404,117	349,617
40263		150kl Water Tank (Calligiri Oval)			0	0	0	18,000
40264		Pump Shed (Calligiri Oval)			0	5,000	5,000	5,000
40256		Hockey Oval Fence			0	0	0	0
40276		Netsball Court			41,082	72,633	72,633	0
Other Recreation & Sport - Capital Expenditure					41,082	77,633	77,633	23,000
Total Other Recreation & Sport					314,451	295,638	345,652	333,785
Libraries					0	0	0	0
11120		Bolgart Library			0	0	0	0
11121		Calligiri Library			0	0	0	0
Libraries - Operating Income					0	0	0	0
21130		Library - Salaries & Wages			3,549	3,490	4,196	4,196
21131		Library Services			8,434	10,915	12,796	12,796
21132		Library Building Maintenance			194	1,940	2,338	2,338
21133		Depreciation Expense			0	0	0	0
Libraries - Operating Expenditure					12,157	16,345	19,330	19,330
Total Libraries					12,157	16,345	19,330	19,330
Other Culture					(44)	0	0	0
11130		Cultural Mapping			(44)	0	0	0
11131		History Book			(18)	0	0	0
11195		Administration Income Allocated			(3,783)	(1,990)	(2,400)	(2,400)
Other Culture - Operating Income					(3,845)	(1,990)	(2,400)	(2,400)
21143		Bolgart Music Festival	E001		13,965	12,020	14,423	923
21144		Mogumber Rodeo	E002		956	923	923	923

Shire of Victoria Plains
 Monthly Report as at 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
21190		Administration Expenditure Allocated			93,482	87,264	98,430	98,430
		Other Culture - Operating Expenditure			108,402	100,207	113,776	100,276
		Total Other Culture			104,557	98,217	111,376	97,876
		Total Recreation & Culture			583,875	589,423	666,679	590,179

Shire of Victoria Plains
 Monthly Report as at: 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
	50001	Transfer To Lsl Reserve			1,565	0	1,560	1,560
	50002	Transfer To Plant Reserve			3,058	0	3,107	3,107
	50003	Transfer To Housing Reserve			3,974	0	2,888	2,888
	50004	Transfer To Sewerage Reserve			1,511	0	1,506	1,506
	50005	Transfer To Light Vehicle Reserve			0	0	0	0
	50006	Transfer To Refuse Site Reserve			6,343	0	6,328	6,328
	50007	Transfer To Building Maintenance Reserve			1,849	0	1,879	1,879
	50008	Transfer To Computing Reserve			0	0	0	0
	50009	Transfer To Infrastructure Reserve			266	344,533	344,872	344,872
	50010	Transfer to Gymnasium Equipment Reserve			143	0	143	143
		Total Transfer to Reserves			18,709	344,533	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	(44,000)	(44,000)	(44,000)
	50057	Transfer From Building Maintenance Reserve			0	0	(16,624)	0
	50058	Transfer From Computing Reserve			0	0	0	0
	50059	Transfer From Infrastructure Reserve			0	(30,000)	(240,454)	0
	50060	Transfer From Gymnasium Equipment Reserve			0	0	0	0
		Total Reserves Transfer			0	(74,000)	(353,078)	(144,000)
					18,709	270,533	9,206	218,283

Shire of Victoria Plains
Monthly Report as at: 30/04/2015

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				(393,423)	(617,277)	(617,278)	(617,278)
16010	Govt Grant - Direct				(112,700)	(112,700)	(112,700)	(112,700)
16012	Govt Grant - RZR				(245,000)	(701,197)	(701,197)	(701,197)
16081	Industry Contribution (Commodity Route)				(20,000)	0	(20,000)	(20,000)
Streets Roads Bridges Construction - Capital Income					(771,123)	(1,431,174)	(1,451,175)	(1,451,175)
40021	Roadworks - Council & Direct Road Funding			Calligini-New Norcia Road	28,187	15,000	15,000	15,000
40021	Roadworks - RRG Funded			Toodyay-Bindi Bindi Road	147,394	154,000	154,000	150,000
40022	Roadworks - RRG Funded			Regional Roads - Calliginiarra Glenlomie Rd	14,888	0	243,223	243,223
40022	Roadworks - RRG Funded			Calliginiarra Glenlomie Road	260	43,676	43,676	43,676
40022	Roadworks - RRG Funded			Megumber West Road	28,437	50,498	50,498	50,498
40022	Roadworks - RRG Funded			Goomalling-Calligini Road	70,662	96,110	96,110	96,110
40022	Roadworks - RRG Funded			Toodyay-Bindi Road Shd/Drainage	180,303	192,000	192,000	158,300
40022	Roadworks - RRG Funded			Toodyay-Bindi Bindi Road Cement Slab	115,334	154,149	154,149	154,149
40022	Roadworks - RRG Funded			Wirridla Road	520	93,551	93,551	93,551
40022	Roadworks - RRG Funded			Carani Road West	191,691	220,900	220,900	220,900
40024	Roadworks - Roads To Recovery			Toodyay-Bindi Bindi Rd heavy patching	70,921	701,196	701,196	701,196
40265	Footpaths				19,260	40,000	40,000	40,000
40221	Drainage Belgart (Belgart East-Smith St)				28,843	55,270	55,270	105,270
40267	Street Lighting				4,287	7,000	7,000	7,000
40268	Kerb & Bollards				0	5,500	5,500	5,500
Streets Roads Bridges Construction - Capital Expenditure					900,389	1,828,850	2,072,073	2,094,373
Total Streets, Roads, Bridges Construction					129,266	397,876	620,896	643,196
Streets, Roads, Bridges & Depot Maintenance								
11200	Road & Footpath Maintenance				0	0	(1,000)	(1,000)
11295	Administration Income Allocated				(5,043)	(3,190)	(3,632)	(3,632)
Streets Roads Bridges Maintenance - Operating Income					(5,043)	(3,190)	(4,632)	(4,632)
21200	Maintenance Grading			Calligini - Goomalling Road	334,266	423,090	507,728	507,728
21201	Aglime Maintenance Grading				0	0	0	0
21201	Aglime Maintenance Grading				0	0	0	0
21202	Bitumen Maintenance				65,524	60,680	72,824	72,824
21204	Signage & Guideposts				54,107	40,260	48,340	48,340
21204	Tree Lopping				99,840	91,550	109,864	102,864
21205	Drainage Maintenance				15,016	40,769	41,950	81,950
21206	Culvert Maintenance				0	0	0	0
21206	Town Streets Maintenance				0	0	0	0
21207	Flood Damage				25,108	4,190	5,056	5,056
21208	Misc Road Maintenance				83,662	59,830	70,610	70,610
21209	Bridge & Culvert Maintenance				20,753	25,800	29,956	11,456
21210	Crossovers				7,852	10,730	12,890	12,890
21211	Street Lighting Maintenance				12,104	12,080	14,500	14,500
21212	Traffic Signs & Control Equipment				7,920	10,150	12,202	12,202
21213	Reinstatements				0	0	0	0
21214	Footpath Maintenance				24,243	12,290	14,769	34,769
21215	Infrastructure Depreciation Expense				1,645,063	1,708,650	2,050,366	866,111
21216	Interest on loan				0	0	0	0

Shire of Victoria Plains
Monthly Report as at: 30/04/2016

Sub-Programme Description	COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
					\$	\$	\$	\$
Transport								
	21280	Administration Expenditure Allocated			149,318	139,351	157,171	157,171
		Streets Roads Bridges Maintenance - Operating Expenditure			2,545,765	2,639,440	3,148,245	1,568,471
		Total Streets Roads Bridges Maintenance			2,539,752	2,639,250	3,143,414	1,593,639
					(13,182)	(12,000)	(12,000)	(12,000)
	16071	Sale of Ute (PWW48)			0	0	(20,000)	(20,000)
	16074	Sale of Ute (PWW51)			0	0	0	(40,000)
	16072	Sale of Mitsubishi Fuso 13T Truck (PTK16)			10,471	10,000	69,500	69,500
	11250	WDV on Assets sold			(2,711)	(2,000)	37,500	(2,500)
		Road Plant Profit / Loss on Sale of Assets			0	0	0	0
		Road Plant Purchases - Capital Expenditure			(2,711)	(2,000)	37,500	(2,500)
		Total Road Plant Purchases			2,666,308	3,031,925	3,601,812	2,634,337
		Total Transport			0	0	0	0

Capital Expenditure Report

Shire of Victoria Plains

Capital Expenditure Report as at : 30-April-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			21,529	43,000	43,000	43,000
40259	Admin. Building Gardens Upgrade			1,767	15,000	15,000	15,000
40074	OHS Upgrades			0	485	485	10,485
40277	CCTV Ssystem			0	0	16,624	0
	Total Governance/Administration Capital Expenditure			122,375	157,563	174,187	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			34,385	500,000	500,000	512,500
40198	2 x Aged Persons Units - Calingiri			24,096	500,000	500,000	512,500
	Housing Capital Expenditure			67,356	1,006,000	1,006,000	1,031,000
	Sched 10 Community Amenities						
40261	Public Toilets Mogumber			60,781	68,500	68,500	55,000
40262	Dongers for Tip Sites (x2)			24,901	44,000	44,000	44,000
40255	Plawaning Water Supply			5,592	90,000	90,000	90,000
	Community Amenities Capital Expenditure			91,274	202,500	202,500	189,000
	Sched 11 - Recreation & Culture						
40057	Disability Access			0	1,500	1,500	5,000
40263	150kl Water Tank (Calingiri Oval)			0	0	0	18,000
40264	Pump Shed (Calingiri Oval)			0	5,000	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			41,082	72,633	72,633	0
	Recreation & Culture Capital Expenditure			57,164	98,893	98,893	47,760
	Sched 12 - Transport						
40021	Roadworks - Council & Direct Road Funding	C9125	Edmonds Street, final seal	28,187	15,000	15,000	15,000
40021	Roadworks - Council & Direct Road Funding	C9127	New Norcia- Gillingarra Road - finalise	147,394	154,000	154,000	160,000
40022	Roadworks - RRG Funded	RR0021	Regional Roads - Gillingarra Glenromie	14,888	0	243,223	243,223
40022	Roadworks - RRG Funded	RR0022	Gillingarra-Glenromie Road	260	43,676	43,676	43,676
40022	Roadworks - RRG Funded	RR0023	Mogumber West Road	28,437	50,498	50,498	50,498
40022	Roadworks - RRG Funded	RR0024	Goormalling-Calingiri Road	70,062	96,110	96,110	96,110
40022	Roadworks - RRG Funded	RR0025	Toodyay-Bindi Road Shd/Drainage	180,303	192,000	192,000	158,300

Shire of Victoria Plains

Capital Expenditure Report as at: 30-April-2016

COA	Description	Job	Description	YTD Actual	YTD Budget	Current Budget	Original Budget
				\$	\$	\$	\$
40022	Roadworks - RRG Funded	RR0026	Toodyay-Bindi Bindi Road Cement Slab	115,334	154,149	154,149	154,149
40022	Roadworks - RRG Funded	RR0027	Wirrida Road	520	93,551	93,551	93,551
40022	Roadworks - RRG Funded	RR0028	Carani Road West	191,691	220,900	220,900	220,900
40024	Roadworks - R2R Funded	R2R012	Bolgart East Road	70,921	701,196	701,196	490,742
40266	Footpaths	FP2016	Aged Friendly Communities Funded	19,260	40,000	40,000	40,000
40221	Drainage Bolgart (Bolgart East-Smith St)	C9114	Drainage Bolgart (Bolgart East-Smith St)	28,843	55,270	55,270	105,270
40267	Street Lighting	SL2016	Milner Street, Yarecoin	4,287	7,000	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	935,594	1,864,055	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	15,250	15,250	7,000
40272	Change over Fuel Bowser			0	5,000	5,000	5,000
40273	GPS/EPIRB			9,975	8,625	8,625	8,625
40274	Metro Body - Building Maintenance Ute			80,302	97,395	97,395	102,225
			Other Property & Services Capital Expenditure	80,302	97,395	97,395	102,225
			Total Capital Expenditure	1,354,066	3,426,406	3,686,253	3,479,889

Investments Report

INVESTMENTS
30th April 2016

Institution	Term	Amount	Interest %	Review Date
Municipal Treasury Corp	OCDF	\$9,189	1.70	-
Municipal Bendigo Bank	3 months	\$0		
Municipal Bendigo Bank	1 month	\$0		
Municipal Bendigo Bank	1 month	\$800,000	2.30	8/05/2016
TOTAL MUNICIPAL INVESTMENTS:		\$809,189		
Reserves Bendigo Bank	3 months	\$811,697	2.65	11/05/2016
Reserves Bendigo Bank	3 months	\$102,827	2.60	5/06/2016
Reserves Treasury Corp	OCDF	\$2,048	1.70	-
TOTAL RESERVES INVESTMENTS:		\$916,572		

Interest earned:

	ACTUAL YTD	BUDGET
Municipal	\$19,753	\$15,000
Reserves	\$18,709	\$17,750
TOTAL:	\$38,462	\$32,750

Bank Reconciliation Report

Shire of Victoria Plains
Bank Reconciliation as at 30th April 2016

General Ledger Movement Details	Total	Reserve	Reserve Term Dep	Treasury Reserve	Reserve Term Dep	Trust
Balance Brought Forward from Previous	926,338.84	1,398.97	811,696.80	2,044.79	102,826.85	8,371.43
Add Receipts as per Ledger	363.01	0.06		3.30		359.65
Add Transfers from Other Bank Account	-					
926,701.85	1,399.03	811,696.80	2,048.09	102,826.85	8,731.08	
Less Payments as per Ledger	-					581.65
Less Transfers to Other Bank Account	-					
Closing Balance Ledger	926,701.85	1,399.03	811,696.80	2,048.09	102,826.85	8,149.43
	-	0.00	0.00	0.00	0.00	0.00
Total		Reserve	Reserve Term Deposit	Treasury Reserve	Reserve Term Deposit	Trust
Balance on Bank Statement		1,399.03	811,696.80	2,048.09	102,826.85	8,609.43
+ Outstanding Deposits	200.00					200.00
- Outstanding Cheques	(660.00)					(660.00)
Balance	926,120.20	1,399.03	811,696.80	2,048.09	102,826.85	8,149.43
Deposits on Statement not received						
Rates	-					
Commission	-					
Debitors Payments	-					
Interest	-					
Sub-total- Deposits not received	-	0.00	0.00	0.00	0.00	0.00
+ PAYMENTS not journalled						
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	926,120.20	1,399.03	811,696.80	2,048.09	102,826.85	8,149.43
Check Figure (Must = 0.00)		0.00	0.00	0.00	0.00	0.00
Ledger Balance	926,120.20	1,399.03	811,696.80	2,048.09	102,826.85	8,149.43
Account #		91010	91011	91012	91013	99000

Shire of Victoria Plains
Bank Reconciliation as at 30th April 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	1,308,965.18	299,791.04	0.00	1,000,000.00	9,174.14	0.00	0.00
Add Receipts as per Ledger	78,976.53	77,267.84	0.00	1,693.99	14.70		
Add Transfers from Other Bank Account	201,693.99	201,693.99					
	1,589,635.70	578,752.87	0.00	1,001,693.99	9,188.84	0.00	0.00
Less Payments as per Ledger	505,293.70	505,293.70		201,693.99			
Less Transfers to Other Bank Account	201,693.99			800,000.00	9,188.84		
Closing Balance Ledger	882,648.01	73,459.17	0.00	0.00	0.00	0.00	0.00
	435.00	435.00					
Total		Municipal	Muni Term Dep	Muni Term Dep	Muni Treasury	Muni Term Dep	Muni Term Dep
Balance on Bank Statement		84,176.34	0.00	800,000.00	9,188.84		
+ Outstanding Deposits	-						
- Outstanding Cheques	(11,152.17)	(11,152.17)					
Balance	882,213.01	73,024.17	0.00	800,000.00	9,188.84		
Deposits on Statement not receipted							
Unknown	-						
Commission	-						
Debitors Payments	-						
Interest	-						
Sub-total- Deposits not receipted	-						
+ PAYMENTS not journalled	-						
D/Debit not processed in Synergy	-						
D/Debits for April processed in May	-						
Credit Card not processed	(235.00)	(235.00)					
Unknown deposits	(200.00)	(200.00)					
EFT part Muni & Trust Account							
Sub-total PAYMENTS not journalled	(435.00)	(435.00)	0.00	0.00	0.00	0.00	0.00
	(435.00)	(435.00)	0.00	0.00	0.00	0.00	0.00
Balance as per Reconciliation	881,778.01	72,589.17	0.00	800,000.00	9,188.84	0.00	0.00
Check Figure (Must = 0.00)		0.00	0.00	0.00	0.00	0.00	0.00
Ledger Balance	881,778.01	72,589.17	0.00	800,000.00	9,188.84	0.00	0.00
Account #		91000	91005	91006	91007	91008	91009

Outstanding Rates Report

OUTSTANDING RATES REPORT
30th April 2016

Total Rates Outstanding	\$108,361
Comprising:	
Rates (Current & Arrears)	\$94,794
Rates (Deferred)	\$4,500
Rubbish	\$4,164
Sewerage	\$1,253
Interest/Admin Charges	\$166
ESL	\$3,484
TOTAL:	\$108,361
Percentage of total rates bill (excluding ex-Gratia Rates):	4.69%
Balance as at 30th April 2015:	\$50,731

Outstanding Debtors Report

**Shire of Victoria Plains Debtors Listing
as at 30th April 2016**

Debt No	1/01/2016 90 Days	31/01/2016 60 Days	1/03/2016 30 Days	31/03/2016 Current	Total	Comments
139	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	Sent to Debt Collection
142	\$0.00	\$0.00	\$0.00	\$145.00	\$145.00	
29	\$0.00	\$0.00	\$0.00	\$43,004.72	\$43,004.72	
293	\$0.00	\$0.00	\$0.00	\$632.65	\$632.65	
31	\$0.00	\$0.00	\$0.00	\$190.80	\$190.80	
325	\$0.00	\$0.00	\$16.50	\$0.00	\$16.50	
364	\$390.25	\$0.00	\$0.00	\$0.00	\$390.25	Demand Letter sent 12/1/16 - No Reply
367	\$250.00	\$369.89	\$0.00	\$0.00	\$619.89	Sent to Debt Collection
372	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	Demand Letter Sent
399	\$0.00	\$0.00	\$0.00	\$340.52	\$340.52	
433	\$262.66	\$0.00	\$0.00	\$0.00	\$262.66	Demand letter returned No Forwarding add
477	\$0.00	\$0.00	\$330.00	\$0.00	\$330.00	
52	\$0.00	\$0.00	\$0.00	\$788.04	\$788.04	
54	\$0.00	\$0.00	\$0.00	\$184.80	\$184.80	
	\$23,042.91	\$369.89	\$346.50	\$45,286.53	\$69,045.83	

F20/2016 MEMBERS FEES & ALLOWANCES 2016-2017 FINANCIAL YEAR

FILE REFERENCE	A1.4.1
REPORT DATE	27 April 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Shire President & all Councillors
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Nil

PURPOSE OF REPORT

To allow for determination of the annual Members Allowances for the 2016-17 financial year.

BACKGROUND

Section 5.99 of the Local Government Act permits Councillors to be paid an Annual Fee to attend Council meetings within a prescribed range and Section 5.99A permits an annual fee for reimbursement of expenses of a particular type again within a prescribed range. Section 5.98(5) permits an annual allowance for Presidents and Mayors within a prescribed range also.

COMMENT

Currently all Councillors (including the Shire President and Deputy President) are paid an annual allowance of \$6,000.00 each to attend Council meetings, plus \$500.00 each for reimbursement of telephone and facsimile expenses.

In addition the Shire President receives an Annual Presidents allowance of \$5,500.00 and the Deputy Shire President receives an Annual Deputy Presidents allowance of \$1,375.00.

The current total budget for all Councillors and the Shire President and Deputy Shire President for meeting attendance fees and telecommunication amounts to \$65,375.00, plus budget allowance of \$4,000 per annum for travel reimbursement.

The following fees and allowances are allowable as per Part 6 Meeting Attendance Fees, Part 7 Annual Allowance for a Mayor, President, Chairman, Deputy Mayor, Deputy President and Deputy Chairman and Part 8 Expenses to be Reimbursed of the Determination of the Salaries and Allowances Tribunal for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act 1975 dated 12 April 2016:-

Table 8 Band 4	Annual Meeting & Committee Attendance Fees	Minimum	Maximum	Current
	All Councillors	\$3,553	\$9,410	\$6,000
	Mayor or President	\$3,553	\$19,341	\$6,000
Table 10 Band 4	Annual Allowance			
	Mayor, President, Chairman or	\$508	\$19,864	\$5,500

	Deputy			
	Deputy President	25%	25%	\$1,375
LG Act S5.99A	Reimbursement of Telecommunication Expenses	\$0	\$0	\$500

Councillors are requested to review the above table and recommend the allowances to be paid in the 2016-17 financial year.

NOTE: With the introduction of Tablets for Councillors in May/June 2015, Councillors have previously agreed that the Information Technology Expense reimbursement be foregone as the cost is included in the budget for the Tablets.

POLICY REQUIREMENTS

9.1.1 Members Meeting Expenses

Councillors shall be paid for travel, meeting expenses and communications (telephone, fax and internet) at a rate set by Council annually. Payments will be made on a quarterly basis for all allowances. Motor vehicle allowance claims are to be submitted at least quarterly and any claim not submitted within twelve months of the expense being incurred will be forfeited.

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

LEGISLATIVE REQUIREMENTS

Local Government Act 5.98 and 5.99

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

The Members Allowances will be included in the 2016-17 Annual Budget.

VOTING REQUIREMENTS

Absolute Majority Required: Yes

RESOLUTION 96/2016

Moved: Cr J Kelly

Seconded: Cr S Penn

That for the 2016-17 financial year, the Annual Meeting & Committee Attendance Fees apply for Councillors - \$7,500.00.

Motion carried: 5/1

RESOLUTION 97/2016

Moved: Cr P Carr

Seconded: Cr J Kelly

That for the 2016-17 financial year, the Annual Meeting & Committee Attendance Fees shall apply for the President - \$7,500.00.

Motion carried: 6/0

RESOLUTION 98/2016

Moved: Cr J Kelly

Seconded: Cr A Broadhurst

That for the 2016-17 financial year, the following allowance shall apply for the President - \$6,500.00.

Motion carried: 6/0

RESOLUTION 99/2016

Moved: Cr J Kelly

Seconded: Cr A Broadhurst

That for the 2016-17 financial year, the following allowance shall apply for the Deputy President - \$1625.00.

Motion carried: 6/0

RESOLUTION 100/2016

Moved: Cr J Kelly

Seconded: Cr A Broadhurst

That for the 2016-17 financial year, the Annual ICT Expenses Annual Allowance be \$1,000.00.

Motion carried: 6/0

F21/2016 VARIANCE REPORTING 2016-2017

FILE REFERENCE	F1.3.1
REPORT DATE	27 April 2016
APPLICANT/PROPONANT	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Nil

PURPOSE OF REPORT

Each year in accordance with the Local Government Finance Regulations 34 (5) a Local Government is to adopt a percentage or value to be used in financial statements for the reporting of material variance.

BACKGROUND

At the May Council Meeting held in 2012, Council resolved these be 10% or \$5,000 whichever is the lesser.

COMMENT

Council agree to continue these reference amounts for a variance analysis for the financial year 2016-17.

POLICY REQUIREMENTS

Nil

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

LEGISLATIVE REQUIREMENTS

Local Government Finance Regulations 34 (5).

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: Yes

RESOLUTION 101/2016

Moved: Cr D Smith

Seconded: Cr P Carr

That Council accept the variance analysis point for the 2016-17 financial year at 10% or \$5,000 whichever is the lesser of the year to date budget.

Motion carried: 6/0

**F22/2016 CAPITAL EXPENDITURE PROJECTS (EXC. ROADS) 2016-17
BUDGET**

FILE REFERENCE	F1.2.1
REPORT DATE	9 May 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	2016-17 Plant Replacement Schedule

PURPOSE OF REPORT

For Council to discuss and consider capital expenditure projects for inclusion in the 2016-17 Annual Budget.

BACKGROUND

A list of capital expenditure projects has been prepared for consideration by Council for inclusion in the 2016-17 Annual Budget. Budget estimates for the projects will be included in the draft budget.

COMMENT

Council is required to adopt an annual budget each year prior to the 31st August.

The 2016-17 capital expenditure projects are for consideration for inclusion in the draft 2016-17 Annual Budget.

Council may also wish to propose additional projects for inclusion.

A draft 2016-17 Annual Budget will be prepared for presentation to Council in June 2016 and will include the capital expenditure projects as approved by Council. Depending on the draft budget surplus/deficit, Council may have to prioritise projects at the June meeting.

POLICY REQUIREMENTS

Nil

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

Yes

LEGISLATIVE REQUIREMENTS

Council is required to adopt an annual budget each year prior to the 31st August (Local Government Act s6.2 1).

STRATEGIC IMPLICATIONS

The Annual Budget determines the budgeted operating and capital expenditure and revenue reserve transfers and surplus or deficit for the financial year.

Corporate Business Plan references and impacts:

Strategy 4.3.1 "Maintain/retain full compliance with statutory obligations".

SUSTAINABILITY IMPLICATIONS

➤ Environment

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

➤ Economic

The Annual Budget determines the budgeted operating and capital expenditure and revenue, reserve transfers and surplus or deficit for the financial year.

➤ Social

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

FINANCIAL IMPLICATIONS

The capital expenditure projects approved by Council will be included in the draft 2016-17 Annual Budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 102/2016

Moved: Cr J Kelly

Seconded: Cr A Broadhurst

That the following capital expenditure projects are included in the draft 2016-17 Annual Budget:-

- **Community/Admin. Pool Car**
- **Upgrade Council Chambers A/C**
- **IT Upgrades**
- **OHS and Disability Upgrades**
- **Aged Persons Units (2 x Calingiri, 2 x Bolgart)**
- **Industrial Blocks (Bolgart)**
- **Shed – Calingiri Arts Society**
- **Pump Shed and Tank (Calingiri Oval)**
- **Street Furniture (Durack Stronger Communities 50% funded)**
- **Yerecoin Golf Club (clubhouse repairs/replacement)**
- **Piawaning Water Supply**
- **Diesel Tank (Depot, above ground)**
- **Turf Renovator**
- **Skid mounted Water Tank (for 6 Wheeler)**
- **Dolly (for Side Tipper)**
- **Air Compressor (Depot workshop)**
- **Transfer to Building Maintenance Reserve (CCTV cost)**
- **Replace Fencing Bolgart APU's**
- **Plant Replacement as per Schedule**

Motion carried: 6/0

SHIRE C

Plant Number	Asset Number
PAV38	MV088
PAV39	MV088
PwV55	MV087
TBA	TBA

PwV53	MV081
PwV57	MV090
PwV48	MV088
PwV51	MV078
PwV56	MV089
PwV54	MV082
PTK16	MV037
PTK17	MV043
PTK18	MV050
PTK19	MV063
PTK20	PE094
PTK21	MV077
PGR9	PE080
PGR10	PE086
PLR9	PE113
TBA	TBA
PLR2	PE035
PLR7	PE073
PLR6	PE087
	PE045
PMO7	PE097
PTR03	PE088
PRB2	PE058
PRO9	PE099
PRO8	PE091
PTL01	PE063
PTL02	PE063
PTL03	PE063
PTL04	PE063
PTL05	PE071
PTL06	PE086
PTL07	PE092
PTL09	PE107
NEW	PE025

11.3 TOWN PLANNING

There are no items for discussion under the Town Planning section of the Agenda.

11.4 ADMINISTRATION

RESOLUTION 103/2016

Moved: Cr A Broadhurst

Seconded: Cr D Smith

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

Motion carried: 6/0

Item No.	Report Details	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 20/04 – Discussed previously
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 & 20/04 – Waiting on staffing and works to be completed. 18/05 – Waiting on community response
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	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

Item No.	Report Details	Action Required	Status
<p>be closed once again (after harvest). 09/12 & 20/01 – Ongoing 17/02 – Discussed in Works & Services 16/03 – Corro to CBH – Waiting on response from CBH 20/04 – Still waiting on response 18/05 – Response received from CBH – see item A18/2016. CBH representatives to be invited to the June meeting</p>			
<p>April 2015</p>			
13.4	<p>LOTS 138 AND 139 BOLGART – CR KELLY</p>	<p>Resolved that the Chief Executive Officer write to the Minister for Lands requesting lots 138 & 139 George St Bolgart be kept for Shire purposes.</p>	<p>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 & 20/04 – Ongoing – lots not included in Native Title 18/05 – Correspondence sent</p>
13.7	<p>STREET LIGHT – GILLINGARRA - CR KELLY</p>	<p>A response card has been received from Western Power. Still waiting on action.</p>	<p>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 & 20/04 – Awaiting advice from CDO regarding grants 18/05 – CDO trying to locate appropriate grant</p>
<p>May 2015</p>			
A19	<p>Clearing Permit – Mogumber Reserve 8588</p>	<p>Council authorised an application for a clearing permit to be lodged for 2ha within the existing fenced area subject to conditions.</p>	<p>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 Shire of Gin Gin. 20/01 – Awaiting advice 17/02 – Ongoing</p>

Item No.	Report Details	Action Required	Status
July 2015			
A25	Sale of Shire Land Yerecoin	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>16/03 - Waiting on negotiations with Yued People. Cultural Heritage Plan to be completed</p> <p>20/04 – Plan commenced. Shire representatives to attend Yued People Meeting Group meeting to be held in May.</p> <p>18/05 – Ongoing – CEO has commenced work on the clearing permit</p> <p>Documentation to be done</p> <p>16/09 – As discussed in item A35</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>20/01 – Ongoing – Cr Broadhurst raised query on whether land is designated park land/reserve. EOI to be placed in the February newsletter.</p> <p>17/02 – Ongoing</p> <p>16/03 – Ongoing – information required by CEO</p> <p>20/04 – to be surveyed</p> <p>18/05 - Ongoing</p>
August 2015			
A28	Drainage Edmonds Street	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>21/10 – Ongoing – CEO to liaise with Works Manager and provide an update at the November meeting.</p> <p>11/11 – Works Manager is to review and advise at January Meeting.</p> <p>09/12 – Ongoing</p> <p>20/01 – Discussed in Works Committee meeting</p> <p>17/02 – Ongoing</p> <p>16/03 - Works & Services Manager will be completing works by Winter.</p> <p>20/04 – WSM looking at</p>

Item No.	Report Details	Action Required	Status
A31	Claycrete Trial 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 18/05/2016 – CEO to investigate where tank load of Claycrete went		18/05 – Completed. REMOVE FROM ACTION LIST 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. 20/04 – Claycrete representative to present at May meeting. 18/05 – Discussed previously – to be added to Agenda for June meeting
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 18/05 – Tank arrived. Works being performed.
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. 20/04 – Ground cover has been laid 18/05 – Going well
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

Item No.	Report Details	Action Required	Status
			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. 20/04 - Approval received from Yued people 18/05 – Works commenced
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) 20/04 – Ongoing – CEO to investigate further 18/05 – CEO investigating with Works Manager
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 20/04 – Still waiting on reply from Greg Hunt 18/05 – No response as yet – corro to be sent again with copy to Opposition
DECEMBER 2015			
A47	Volunteer Transport	Council members discussed whether community members would use and/or benefit from having access to a Shire vehicle to attend medical appointments etc.	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. 20/04 – Discussed previously 18/05 – CEO rcd list from Bolgart people of potential users and volunteers

Item No.	Report Details	Action Required	Status
12	Potholes - Yerecoin	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.	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 20/04 – Discussions have been held between Cr Broadhurst and the Works and Services Manager. CEO to follow up. 18/05 – Budgeting to be reviewed.
12	Fogging of Mosquitos	Cr Corless-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.	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. 20/04 – Discussed COMPLETE - TO BE REMOVED FROM ACTION LIST
12	Car bodies located on blocks in Calingiri	Cr Smith spoke of excessive car bodies being stored on townsite blocks within the Calingiri townsite.	20/01 – Carry forward – update required from CEO 17/02 – Crs 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 20/04 – No issues reported by EHO. Some cars have been removed. COMPLETE - TO BE REMOVED FROM ACTION LIST
JANUARY 2016			
Audit Meeting 3.1.1	Calingiri Football Club	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.	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. 20/04 – Completed Lease – still waiting for audited financials. President of the Football Club will go back to the Committee to discuss the loan proposal. 18/05 – Discussions have been held – to go to Committee meeting. Financial records to be completed by the end of the week

FEBRUARY 2016	
4 – PQT	<p>Plawaning Kerbside Pickup</p> <p>Works & Services Manager to determine date for roadside pickup and advise.</p> <p>16/03 – Items have been removed (which were in photographs). General pick up to be organised. 20/04 – Ongoing 18/05 – Ongoing</p>
	<p>Calingiri Signage</p> <p>Works & Services Manager to obtain information on whether signage is adequate for needs within the townsite of Calingiri.</p> <p>16/03 – Have discussed with Main Roads – Audit will be conducted 20/04 – Completed by Main Roads – Road marking completed, signage review yet to be received COMPLETE - TO BE REMOVED FROM ACTION LIST</p>
MARCH 2016	
WSM 6	<p>Standing Orders</p> <p>CEO to review standing orders regarding 'Business Arising from Minutes' not noted as an item in the Agenda</p> <p>Local Law review to be carried out 20/04 – Comparisons 18/05 – Will be undertaken</p>
WSM 8.2	<p>Heavy Haulage Use</p> <p>CEO to liaise with heavy haulage users and ask if it is possible to be notified of any increased use of gravel roads.</p> <p>20/04 – Discussed in Works and Services Committee meeting 18/05 – CEO to contact operators</p>
	<p>AgLime Route 2</p> <p>CEO to write to State Ministers about the lack of State funding the AgLime route 2 and also the need for the AgLime route to be classed as a commodity route.</p> <p>Letter written to Premier and appropriate Minister 20/04 – Awaiting response 18/05 – Awaiting Response – send 2nd letter – copy in Opposition</p>
	<p>Road Funding</p> <p>CEO to also write to the State Minister with a copy being sent to the Premier asking why the State cannot match Commonwealth funding (for roads).</p> <p>Correspondence sent 20/04 – Awaiting Response 18/05 – Awaiting Response – send 2nd letter – copy in Opposition</p>
	<p>Speed Limits</p> <p>CEO to write to the Deputy Prime Minister (Adam Fitzgibbon) with regards to the \$50m road funding that was indicated to the Shire representatives.</p> <p>Correspondence sent 20/04 – Awaiting Response 18/05 – Awaiting Response</p>
	<p>Speed Limits</p> <p>CEO to write to Main Roads to request that the speed limit be reduced from 80kph to 60kph past Bowling/Golf Club in Bolgart.</p> <p>20/04 – Awaiting Response 18/05 – Response received Main Roads will not change – REMOVE FROM ACTION LIST</p>

APRIL 2016		
PQT	Bond Refund	DCEO to investigate timeliness of refunds and advise.
	Bolgart Hall hire charges	DCEO to discuss hall hire charges with the Bolgart Progress Association
	Replacement Rubbish Bin	CEO to request staff contact Avon Waste and obtain a replacement for the tourist information carparking in Bolgart
	Be Active	CEO to request CDO explore possibilities of applying for funding for community exercise programmes
9	Calingiri town-site heavy haulage vehicle access	CEO to contact Main Roads WA regarding low volume access for heavy haulage vehicles.
17/2016	Community Budget Submission – Bolgart Progress Assoc	Works & Services Manager to register portable toilet trailer and arrange transfer documentation
17/2016	Community Budget Submission – Yerecoin Golf Club	CDO to liaise with Yerecoin Golf Club regarding CSRFF grant application
	Speed Limits	CEO to write to Main Roads to request that the speed limit be reduced from 70kph to 60kph through the townsite of Yerecoin
WSM 7	Road Safety Funding	CEO to investigate criteria for applications and submit an application for funding as appropriate.
		Reviewed with Finance and Administration team – new process has been implemented – COMPLETE - TO BE REMOVED FROM ACTION LIST
		Correspondence sent 28 April 2016 – Awaiting response
		18/05 – Staff instructed to order a replacement bin from Avon Waste COMPLETE - TO BE REMOVED FROM ACTION LIST
		18/05 – Trainer has been contacted – may be interested in doing something after the Calingiri class on Friday. Bolgart residents to be contacted and asked if this suits.
		18/05 – Main Roads contacted and will respond as soon as they are able
		18/05 – Transfer to be arranged
		18/05 – CDO has completed preliminary works
		Letter sent 28/04/2016 18/05 – No response as yet
		18/05 – Road Safety Coordinator will be completing application

	NBN	CEO to approach Telstra and ask if NBN (antenna) can be attached to Yerecoin/Bolgart towers.	18/05 – Telstra have advised that no other providers are not allowed to utilise tower. Remove from Action List.
MAY 2016			
F22/2016	Card operated diesel bowser	DCEO and DSM to discuss feasibility of acquiring a card operated diesel bowser for use by Shire and community.	
	Establishment of Australia Day Celebrations Committee	CEO to write to Sarah Mason and advise that Council will raise subject at Junes meeting of Council	

A18/2016 CBH PROPOSAL BIN ROAD CALINGIRI

FILE REFERENCE	Bin Road
REPORT DATE	10 th May 2016
APPLICANT/PROPONANT	CBH
OFFICER DISCLOSURE OF INTEREST	None
PREVIOUS MEETING REFERENCES	16/2015, 52/2015, 229/2015 and 15/2016
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	Letter from CBH

PURPOSE OF REPORT

To enable Council to rule on a written proposal from CBH on the item previously discussed in the briefing session.

BACKGROUND

For over 15 years the shire has been receiving requests from CBH to close Bin Road in Calingiri for the harvest period as the road goes through the receival facility and traffic that may use the road is a danger to farmers delivering grain and CBH employees. At the completion of the 2014 harvest CBH was told that no further road closures would be allowed unless progress was made to realign the road.

A preliminary design was done and brought to Council in March 2015 resulting in the following resolution being passed;

Resolution 52/2015

Moved Cr Kelly seconded Cr Holmes that:-

- 1. Council agree with the alignment of the new Bin Road as per the attached map;**
- 2. 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.**

Motion Put & Carried 7/0

In January 2016 a final design was handed to the shire and was to be presented to the CBH board for funding and approval to construct however the cost of the project was considerably higher than anticipated and CBH has come back with an alternative proposal to close Bin Road permanently.

COMMENT

The Shire has received the following documents preliminary design drawings, road design report, preliminary environmental impact assessment and a geotechnical investigation and pavement design report which were tabled at the Works Committee meeting in February 2016.

Council's decision from the February meeting and the comments from the April briefing session were communicated to CBH who have come back with a proposal in writing for Council consideration.

POLICY REQUIREMENTS

There are no policy requirements related to this item.

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

The realignment of Bin Road would make the Calingiri Grain Receival point much safer while providing constant access to and from the town for emergency vehicles and residents however CBH believe that their current proposal will provide the same benefits.

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 104/2016

Moved: Cr P Carr

Seconded: Cr D Smith

That Council advise CBH that they do not accept the compromise position as;

- 1. they want the rail line upgraded which will allow CBH to run full trains and make the proposal unworkable, and**
- 2. the cost blowout is of CBH's making as they had not proceeded with the realignment and continually asked to close Bin Road for more than 15 years.**

Motion carried: 6/0

RESOLUTION 105/2016

Moved: Cr P Carr

Seconded: Cr D Smith

That the CEO write to CBH and advise that Council do not accept the compromised position and invite CBH representatives to attend the next Council meeting.

Motion carried: 6/0



Shire of Victoria Plains

29 APR 2016

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ENQ: Ian Gordon
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20 April 2016

Mr Harry Hawkins
Chief Executive Officer
Shire of Victoria Plains
PO Box 21
CALINGIRI WA 6569

Dear Harry

BIN ROAD REALIGNMENT - CALINGIRI

We write in regard to the Bin Road realignment proposal at Calingiri on which the Shire of Victoria Plains and CBH have held numerous discussions to date. The most recent being at meeting held in Shire office, Calingiri on 11/04/16 with Shire CEO H Hawkins and CBH representatives I Gordon, G Bignell and L Nilan.

Background

In the letter to the CEO Shire of Victoria Plains dated 17/02/15 (our ref 1941306), CBH confirmed its commitment to "*continue working on preliminaries to achieve an agreed design for Bin Road realignment for implementation should the rail line be upgraded in future*". The letter requested Shire feedback on the realignment option that CBH considered the most practical and cost effective. In an email dated 24/03/15 the CEO Shire of Victoria Plains advised that Council resolved to support the proposal and the land swap to make it happen.

The Shire further advised by email of 20/04/15 that Bin Road would need to be at a RAV 4 level to take vehicles coming off other roads already approved at RAV 4. The email also stated the Shire had decided most routes in the Shire would be no higher than RAV 4 and discussions regarding RAV 7 had been dropped and no longer supported by Council. I understand RAV 7 discussions were in relation to New Norcia Road.

Current Status

CBH's consultants Roadswest Engineering Group have recently completed detailed design for the realignment of Bin Road. This design has been accepted by the Shire of Victoria Plains. MRWA have provided commented and approved to proceed to final design stage.

Based on Roadswest estimate, combined with a whole of project cost report by Ralph Beattie Bosworth Construction Cost Consultants, for CBH to manage construction to this design, the cost would be approximately \$3,996,000. This an extremely high cost to solve a problem that has already been negated by shorter trains.

The Milling rail line, north of Bolgart, remains in a de-rated condition. CBH trains servicing Calingiri and Milling continue to be limited to approximately 397 metres in length. This length of train does not block the New Norcia Road crossing while loading – apart from brief blockages during shunting. Therefore the requirement for Bin Rd to provide vehicles access to alternate crossing no longer applies.

Further to this the future of the rail line is in doubt. Brookfield Rail has indicated it will cease being operational from 1st January 2017 unless there is significant injection of capital to upgrade.

Proposal for Shire consideration

Given the high likelihood of the rail line remaining in a de-rated condition or being taken out of service, CBH considers there is no longer a need for a realignment of Bin Road.

It is recognised that ongoing issues around access to and closure of Bin Road are undesirable for all parties.

CBH requests Council consideration of the following proposal;

- Permanent closure of Bin Road from Calingiri New Norcia Rd to the point of intersection with the proposed new section of Bin Rd as per agreed design.
- This section of road reserve land to be acquired by CBH
- CBH commits to not blocking the rail crossing with trains apart from brief periods when shunting or passing through to Milling.
- Should the rail line be reinstated to long train capability CBH commits to either keep trains short or constructing realigned Bin Rd as per agreed design.

Alternatively CBH proposes continuation of the current practice of temporary closure of Bin Rd each harvest period until long term rail status is clarified.

CBH Officers would be happy to meet with Shire representatives to work through this if desired.

If you have any enquiries regarding this correspondence, please contact Ian Gordon, Network Manager on 08 9237 9660, 0428 939 103 or email ian.gordon@cbh.com.au.

Yours sincerely

For: Co-operative Bulk Handling Limited



**David Capper
General Manager**

A19/2016 WIRRILDA ROAD COSTING

FILE REFERENCE	Wirrilda Road
REPORT DATE	13 th May 2016
APPLICANT/PROPONENT	Cr Stephanie Penn
OFFICER DISCLOSURE OF INTEREST	None
PREVIOUS MEETING REFERENCES	08/2016
AUTHOR	Harry Hawkins CEO
ATTACHMENTS	Nil

PURPOSE OF REPORT

To provide details of revised costing for Wirrilda Road project to facilitate discussion.

BACKGROUND

For some years the intersection of Wirrilda Road and Gillingarra Glentromie Roads has been of concern. A Road safety Audit was conducted in 2011 and subsequent Black Spot funding application was lodged with the cost of \$1m to rectify the intersection considered excessive and funding application was unsuccessful due to cost benefit analysis. A more recent Road Safety Audit was carried out in April 2015 on the current project.

In 2014 funding was received from the Moora sub group of the Wheatbelt North Regional Road Group for the upgrade of the Wirrilda Gillingarra Glentromie Roads intersection as a part of the bigger project to seal the route from Moora through to Mackie Hay's New Norcia processing plant. In addition to the use of the roads by hay trucks it is a school bus route that was subject of many and regular complaints from the bus driver.

COMMENT

The works proposed on the intersection of Wirrilda and Gillingarra Glentromie Roads has been proposed for many years and became a reality as a part of the sealing of Gillingarra Glentromie Road to the intersection and Wirrilda Road to the Moora Shire boundary after many complaints particularly from school bus operators. In 2014 an amended proposal to realign the road making Gillingarra Glentromie from the east and Wirrilda Road the through road for safety and traffic flow purposes.

There has been a campaign by some members of the community to reverse this decision and it has been approved by Council on 3 occasions albeit by the smallest of margins. The attention has now moved to the cost of each proposal.

The anticipated cost of the current project is Option 1 \$293,305 and Option 2 \$553,735.

POLICY REQUIREMENTS

Council Policies 9.2.3, 9.3.1 and 9.3.3 apply to member conduct during debate on this project.

DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

➤ **Comment**

N/A

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

Any additional cost will need to be provided for in the 2016-2017 budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

RESOLUTION 106/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

That Council discuss the Wirrilda Road Costings.

Motion carried: 6/0

RESOLUTION 107/2016

Moved: Cr S Penn

Seconded: Cr D Smith

That Council:

Invite Peter Mackie to attend a Special Council Meeting to discuss his proposal with regards to the Wirrilda Glentromie Road intersection.

Motion Lost: 4/3

For: Cr Penn, Cr Smith, Cr Kelly

Against: Cr Carr, Cr Broadhurst, Cr Lovelock (Casting Vote)

RESOLUTION 108/2016

Moved: Cr P Carr

Seconded: Cr A Broadhurst

That Council:

Invite Peter Mackie to attend a Meeting with the President, CEO, DCEO and Works & Services Manager to discuss his proposal with regards to the Wirrilda Glentromie Road intersection.

Motion carried: 4/3

For: Cr Carr, Cr Broadhurst, Cr Lovelock (Casting Vote)

Against: Cr Penn, Cr Smith, Cr Kelly

A20/2016 AMENDMENT TO CODE OF CONDUCT

FILE REFERENCE	A1.1.6
REPORT DATE	5 May 2016
APPLICANT/PROPONANT	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	A3/2016
AUTHOR	Ian Graham – DCEO/Finance and Administration Manager
ATTACHMENTS	Nil

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

RESOLUTION 109/2016

Moved: Cr S Penn

Seconded: Cr P Carr

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.

Motion carried: 6/0

**A21/2016 NEW POLICY – LOCAL GOVERNMENT ELECTED MEMBERS
RECORDKEEPING POLICY**

FILE REFERENCE	A1.1.7
REPORT DATE	5 May 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	A8/2016
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

RESOLUTION 110/2016

Moved: Cr S Penn

Seconded: Cr P Carr

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

Motion carried: 6/0

12 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

RESOLUTION 111/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

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

Motion carried: 6/0

Cr J Kelly

Cr Kelly advised that a past CEO of the Shire of Victoria Plains had passed away recently. CEO to arrange for condolences to be sent to Mr Childs wife and family.

Cr S Penn

Cr Penn raised a notice of motion for Council to discuss the establishment of a Council Committee for the Australia Day Celebrations event following the scaling back of the Calingiri Progress Association. CEO to write to Sarah Mason and advise.

Cr P Carr

Cr Carr spoke of the amended community request submission made by the Mogumber Progress Association at which time it was agreed that funds requested can now be allocated to works on the verandah of Mogumber hall.

RESOLUTION 112/2016

Moved: Cr S Penn

Seconded: Cr D Smith

That Council approve the amendment of the community request submission made by the Mogumber Progress Association to be for works on the verandah of the Mogumber Hall totalling \$4875.

Motion carried: 6/0

**14 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING
MEETING**

14.1 Claycrete Trial Discussion

14.2 Establishment of a Committee of Council for Australia Day Celebrations

15 CONFIDENTIAL ITEMS

RESOLUTION 113/2016

Moved: Cr S Penn

Seconded: Cr D Lovelock

That confidential matters be introduced to Council.

Motion carried: 6/0

RESOLUTION 114/2016

Moved: Cr J Kelly

Seconded: Cr D Smith

Moved out of Camera. 8.15pm

Motion carried: 6/0

16 DECLARATION OF CLOSURE

There being no further business the Presiding Member declared the meeting closed at 8.15pm

Signed this fifteenth day of June 2016.

Presiding Member

