



Ordinary Council Meeting

Attachments

21 June 2018

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SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 2018

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF VICTORIA PLAINS Information Summary For the Period Ended 31 May 2018

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2018 of \$304,435.

Items of Significance

The material variance adopted by the Shire of Somewhere for the 2017/18 year is \$5,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditure

Following the upload of the revised figures contained in the Annual Budget review there no significant variances relating to capital expenditure to report in this Summary report.

Capital Revenue

Non-operating Grants, Subsidies and Contributions ▼ (\$861,613) Royalties for Regions Aged Care funds will now be recognised as non-cash as funding is being acquitted by the Shire of Toodyay. Recognition is delayed till after project is completed. Some RTR funding will now happen next year.

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
2 x Aged Care Units - Bolgart	1%	\$ 453,719	\$ -	\$ 4,142
2 x Aged Care Units - Calingiri	13%	\$ 525,935	\$ 66,000	\$ 67,324
Toodyay-Bindi Bindi Road 2017-18	91%	\$ 385,034	\$ 385,034	\$ 350,868
Moore River Bridge Repairs (2017-18)	100%	\$ 1,058	\$ 1,057	\$ 1,058
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	100%	\$ 611,769	\$ 611,768	\$ 613,806
Non-operating Grants, Subsidies and Contributions	49%	\$ 1,687,189	\$ 1,687,189	\$ 825,577
	63%	\$ 2,298,958	\$ 2,298,957	\$ 1,439,382
Rates Levied	100%	\$ 2,387,517	\$ 2,387,517	\$ 2,387,517

% Compares current ytd actuals to annual budget

SHIRE OF VICTORIA PLAINS
Information Summary
For the Period Ended 31 May 2018

Key Information

Financial Position		Prior Year 31 May 2017	Current Year 31 May 2018
Adjusted Net Current Assets	93%	\$ 327,134	\$ 304,435
Cash and Equivalent - Unrestricted	51%	\$ 322,392	\$ 163,971
Cash and Equivalent - Restricted	87%	\$ 720,675	\$ 623,769
Receivables - Rates	97%	\$ 68,275	\$ 66,491
Receivables - Other	163%	\$ 173,959	\$ 283,616
Payables	97%	\$ 108,338	\$ 104,899

% Compares current ytd actuals to prior year actuals at the same time

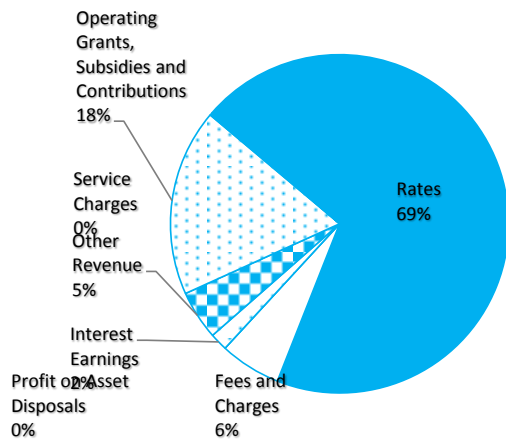
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

Preparation

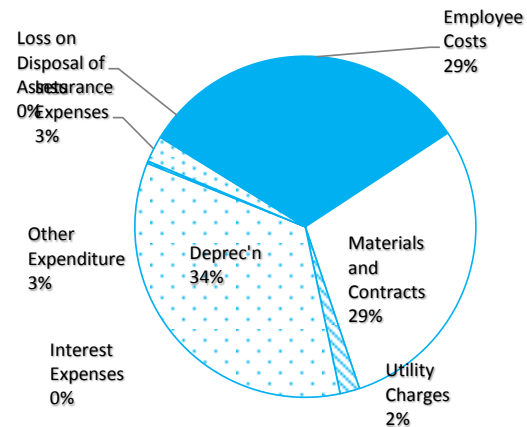
Prepared by:	Bob Waddell (Local Government Consultant)
Reviewed by:	Bob Waddell (Local Government Consultant)
Date prepared:	13-Jun-18

SHIRE OF VICTORIA PLAINS
Information Summary
For the Period Ended 31 May 2018

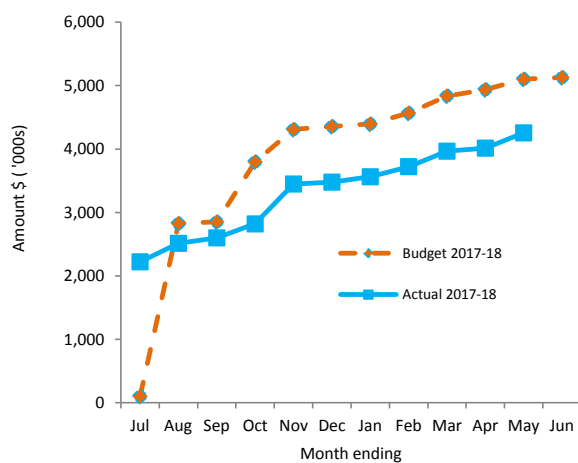
Operating Revenue



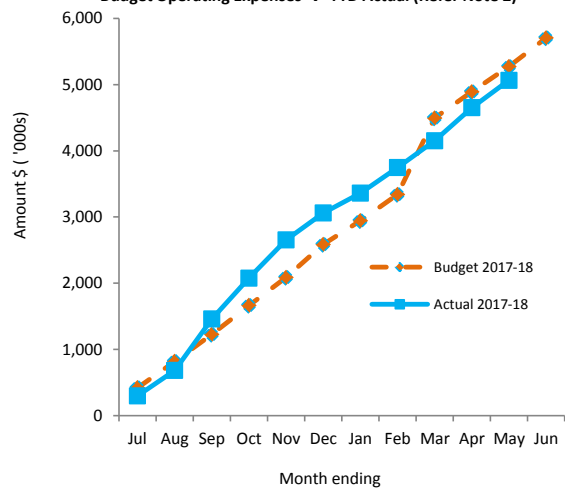
Operating Expenditure



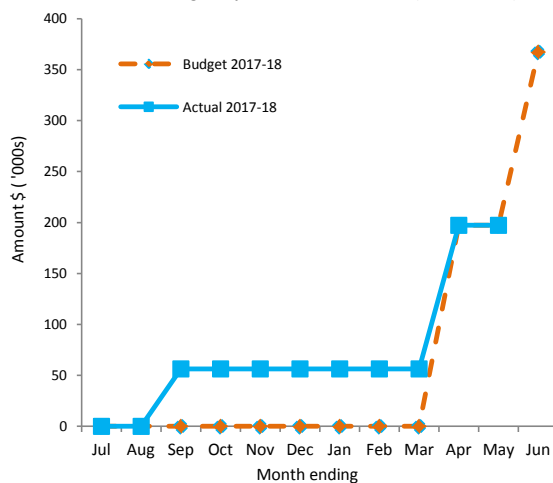
Budget Operating Revenues -v- Actual (Refer Note 2)



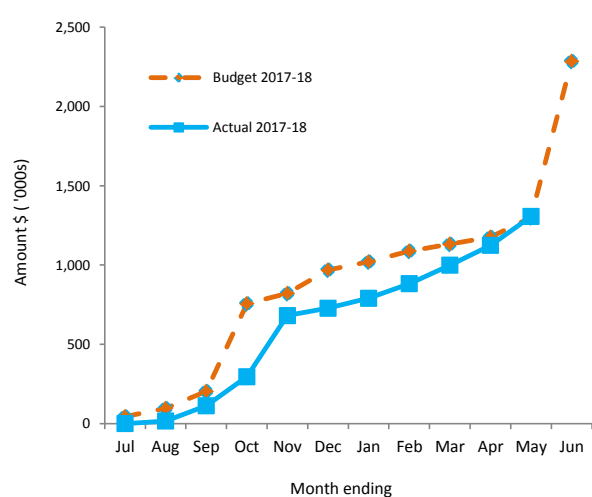
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2018

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	3	639,000	474,404	474,404	474,404	0	0%		
Revenue from operating activities									
Governance		7,808	10,676	10,268	14,603	4,335	42%	▲	
General Purpose Funding - Rates	9	2,393,653	2,387,517	2,387,517	2,387,517	0	0%	▲	
General Purpose Funding - Other		497,091	540,009	536,953	532,974	(3,979)	(1%)	▼	
Law, Order and Public Safety		43,236	43,700	43,207	50,020	6,813	16%	▲	\$
Health		2,263	5,218	4,774	5,851	1,077	23%	▲	
Education and Welfare		0	26,091	25,984	26,091	107	0%	▲	
Housing		124,154	72,474	66,385	73,904	7,519	11%	▲	\$
Community Amenities		73,232	88,698	87,077	88,312	1,235	1%	▲	
Recreation and Culture		21,035	28,383	27,062	29,118	2,056	8%	▲	
Transport		165,382	89,258	88,933	78,487	(10,446)	(12%)	▼	\$
Economic Services		28,718	40,094	36,731	39,403	2,672	7%	▲	
Other Property and Services		34,380	109,192	100,904	103,671	2,767	3%	▲	
		3,390,952	3,441,308	3,415,795	3,429,953				
Expenditure from operating activities									
Governance		(478,770)	(472,087)	(440,035)	(441,350)	(1,315)	(0%)	▼	
General Purpose Funding		(308,057)	(340,096)	(311,740)	(306,631)	5,109	2%	▲	
Law, Order and Public Safety		(295,665)	(271,553)	(248,853)	(243,137)	5,716	2%	▲	
Health		(150,664)	(144,288)	(135,704)	(128,088)	7,616	6%	▲	
Education and Welfare		(48,038)	(57,544)	(43,472)	(46,543)	(3,071)	(7%)	▼	
Housing		(194,686)	(276,923)	(254,330)	(260,177)	(5,847)	(2%)	▼	
Community Amenities		(436,503)	(426,574)	(387,163)	(341,593)	45,570	12%	▲	\$
Recreation and Culture		(621,999)	(611,368)	(542,475)	(565,971)	(23,496)	(4%)	▼	
Transport		(2,821,066)	(2,924,181)	(2,739,430)	(2,604,534)	134,896	5%	▲	
Economic Services		(215,616)	(209,504)	(193,107)	(181,880)	11,227	6%	▲	
Other Property and Services		150,778	28,632	24,359	55,680	31,321	(129%)	▲	
		(5,420,287)	(5,705,487)	(5,271,950)	(5,064,224)				
Operating activities excluded from budget									
Add back Depreciation		1,944,577	1,958,577	1,795,233	1,740,191	(55,042)	(3%)	▼	
Adjust (Profit)/Loss on Asset Disposal	8	19,000	11,613	9,113	(8,789)	(17,902)	(196%)	▼	\$
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		(65,757)	(293,988)	(51,809)	97,132				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	2,134,189	1,687,189	1,687,189	825,577	(861,613)	(51%)	▼	\$
Proceeds from Disposal of Assets	8	291,500	257,273	87,272	87,273	1	0%	▲	
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(1,032,635)	(995,933)	(82,277)	(87,745)	(5,468)	(7%)	▼	
Construction other than Buildings	13	(26,000)	(18,500)	(17,451)	(9,384)	8,067	46%	▲	\$
Plant and Equipment	13	(205,000)	(28,483)	(28,482)	(28,483)	(1)	(0%)	▼	
Motor Vehicles	13	(110,000)	(63,359)	(63,358)	(63,359)	(1)	(0%)	▼	
Furniture and Equipment	13	(25,000)	(11,000)	(10,076)	(7,668)	2,408	24%	▲	
Infrastructure Assets - Roads	13	(1,467,534)	(1,068,396)	(1,009,727)	(1,022,618)	(12,891)	(1%)	▼	
Infrastructure Assets - Footpaths	13	(45,000)	(25,000)	(22,891)	(23,299)	(408)	(2%)	▼	
Infrastructure Assets - Other	13	0	0	0	0	0			
Amount attributable to investing activities		(485,480)	(266,208)	540,199	(329,707)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		15,993	15,993	15,993	16,538	545	(3%)	▲	
Transfer from Reserves	7	0	110,000	110,000	110,000	0	0%		
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(58,691)	(58,691)	(50,694)	(50,839)	(145)	(0%)	▼	
Transfer to Reserves	7	(91,000)	(16,000)	(14,663)	(13,091)	1,572	11%	▲	
Amount attributable to financing activities		(133,698)	51,302	60,636	62,607				
Closing Funding Surplus(Deficit)	3	(45,935)	(34,491)	1,023,430	304,435				

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2018

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
Opening Funding Surplus (Deficit)	3	\$ 639,000	\$ 474,404	\$ 474,404	\$ 474,404	\$ 0	0%		
Revenue from operating activities									
Rates	9	2,393,653	2,387,517	2,387,517	2,387,517	0	0%	▲	
Operating Grants, Subsidies and Contributions	11	609,877	611,769	611,768	613,806	2,038	0%	▲	
Fees and Charges		156,665	211,150	200,014	200,481	467	0%	▲	
Service Charges		0	0	0	0	0			
Interest Earnings		135,807	68,107	64,495	57,890	(6,605)	(10%)	▼	\$
Other Revenue		56,950	143,787	133,023	161,471	28,448	21%	▲	\$
Profit on Disposal of Assets	8	38,000	18,978	18,978	8,789	(10,189)	(54%)	▼	\$
		3,390,952	3,441,308	3,415,795	3,429,953				
Expenditure from operating activities									
Employee Costs		(1,506,268)	(1,738,258)	(1,631,516)	(1,486,333)	145,183	9%	▲	
Materials and Contracts		(1,476,347)	(1,567,109)	(1,450,082)	(1,474,921)	(24,839)	(2%)	▼	
Utility Charges		(84,850)	(102,934)	(94,504)	(94,321)	183	0%	▲	
Depreciation on Non-Current Assets		(1,944,577)	(1,958,577)	(1,795,233)	(1,740,191)	55,042	3%	▲	
Interest Expenses		(22,066)	(22,066)	(15,662)	(11,117)	4,545	29%	▲	
Insurance Expenses		(156,604)	(126,326)	(119,405)	(126,716)	(7,311)	(6%)	▼	
Other Expenditure		(172,575)	(159,625)	(137,457)	(130,626)	6,831	5%	▲	
Loss on Disposal of Assets	8	(57,000)	(30,591)	(28,091)	0	28,091	100%	▲	\$
Loss FV Valuation of Assets		0	0	0	0	0			
		(5,420,287)	(5,705,487)	(5,271,950)	(5,064,224)				
Operating activities excluded from budget									
Add back Depreciation		1,944,577	1,958,577	1,795,233	1,740,191	(55,042)	(3%)	▼	
Adjust (Profit)/Loss on Asset Disposal	8	19,000	11,613	9,113	(8,789)	(17,902)	(196%)	▼	\$
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0		▲	
Amount attributable to operating activities		(65,757)	(293,989)	(51,809)	97,132				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	11	2,134,189	1,687,189	1,687,189	825,577	(861,613)	(51%)	▼	\$
Proceeds from Disposal of Assets	8	291,500	257,273	87,272	87,273	1	0%	▲	
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(1,032,635)	(995,933)	(82,277)	(87,745)	(5,468)	(7%)	▼	
Construction other than Buildings	13	(26,000)	(18,500)	(17,451)	(9,384)	8,067	46%	▲	\$
Plant and Equipment	13	(205,000)	(28,483)	(28,482)	(28,483)	(1)	(0%)	▼	
Motor Vehicles	13	(110,000)	(63,359)	(63,358)	(63,359)	(1)	(0%)	▼	
Furniture and Equipment	13	(25,000)	(11,000)	(10,076)	(7,668)	2,408	24%	▲	
Infrastructure Assets - Roads	13	(1,467,534)	(1,068,396)	(1,009,727)	(1,022,618)	(12,891)	(1%)	▼	
Infrastructure Assets - Footpaths	13	(45,000)	(25,000)	(22,891)	(23,299)	(408)	(2%)	▼	
Infrastructure Assets - Other	13	0	0	0	0	0			
Amount attributable to investing activities		(485,480)	(266,208)	540,199	(329,707)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		15,993	15,993	15,993	16,538	545	3%	▲	
Transfer from Reserves	7	0	110,000	110,000	110,000	0	0%		
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(58,691)	(58,691)	(50,694)	(50,839)	(145)	(0%)	▼	
Transfer to Reserves	7	(91,000)	(16,000)	(14,663)	(13,091)	1,572	11%	▲	
Amount attributable to financing activities		(133,698)	51,302	60,636	62,607				
Closing Funding Surplus (Deficit)	3	(45,935)	(34,491)	1,023,430	304,435				

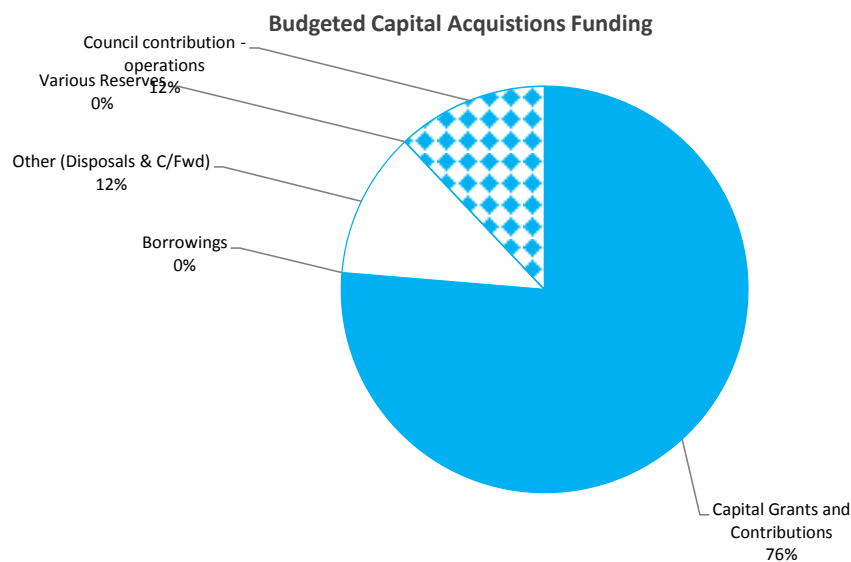
▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF VICTORIA PLAINS
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 May 2018**

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	Adopted Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$	\$
Land Held for Resale	13	0	0	0	0	0	0	0
Land and Buildings	13	0	87,745	82,277	995,933	1,032,635	87,745	5,468
Construction other than Buildings	13	0	9,384	17,451	18,500	26,000	9,384	(8,067)
Plant and Equipment	13	0	28,483	28,482	28,483	205,000	28,483	1
Motor Vehicles	13	0	63,359	63,358	63,359	110,000	63,359	1
Furniture and Equipment	13	0	7,668	10,076	11,000	25,000	7,668	(2,408)
Infrastructure Assets - Roads	13	0	1,022,618	1,009,727	1,068,396	1,467,534	1,022,618	12,891
Infrastructure Assets - Footpaths	13	0	23,299	22,891	25,000	45,000	23,299	408
Infrastructure Assets - Other	13	0	0	0	0	0	0	0
Capital Expenditure Totals		0	1,242,557	1,234,262	2,210,670	2,911,169	1,242,557	8,295
Capital acquisitions funded by:								
Capital Grants and Contributions				1,687,189	1,687,189	2,134,189	825,577	
Borrowings				0	0	0	0	
Other (Disposals & C/Fwd)				87,272	257,273	291,500	87,273	
Council contribution - Cash Backed Reserves								
Various Reserves				110,000	0		85,000	
Council contribution - operations				(650,199)	266,208		244,707	
Capital Funding Total				1,234,262	2,210,670		1,242,557	



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018**

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018**

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

City/Town/Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Shire's overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2017/18 year is \$5,000 or 10% whichever is the greater.

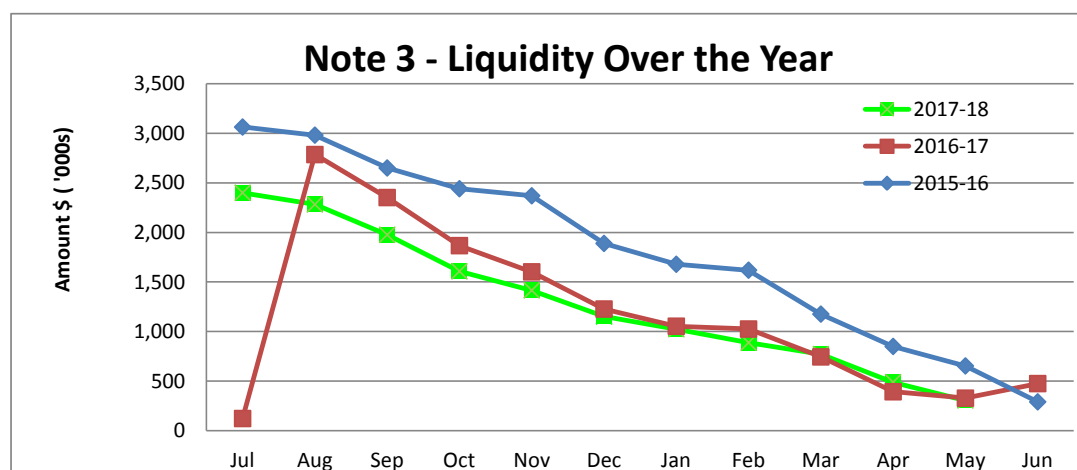
Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Law, Order and Public Safety	6,813	16%	▲	\$	Permanent	DFES ESL Admin fee received not budgeted for.
Housing	7,519	11%	▲	\$	Timing	Timing of income
Transport	(10,446)	(12%)	▼	\$	Timing	Timing of profit on disposal of asset
Expenditure from operating activities						
Community Amenities	45,570	12%	▲	\$	Timing	Timing of expenditure
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(861,613)	(51%)	▼	\$	Timing	Royalties for Regions Aged Care funds will now be recognised as non-cash as funding is being acquitted by the Shire of Toodyay. Recognition is delayed till after project is completed. Some RTR funding will now happen next year.
Construction other than Buildings	8,067	46%	▲	\$	Timing	Calingiri cemetery works delayed.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30/06/2017	31/05/2017	31/05/2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	558,396	322,392	92,846
Cash Restricted - Conditions over Grants	11	0	0	71,125
Cash Restricted - Reserves	4	720,678	720,675	623,769
Receivables - Rates	6	49,293	68,275	66,491
Receivables - Other	6	503,050	173,959	283,616
Inventories		41,242	39,686	38,117
		<u>1,872,658</u>	<u>1,324,987</u>	<u>1,175,964</u>
Less: Current Liabilities				
Payables		(533,545)	(108,338)	(104,899)
Loan Liability		(58,691)	8,288	(7,852)
Provisions		<u>(144,031)</u>	<u>(168,840)</u>	<u>(144,031)</u>
		<u>(736,266)</u>	<u>(268,890)</u>	<u>(256,781)</u>
Less: Cash Reserves	7	(720,678)	(720,675)	(623,769)
Add Back: Component of Leave Liability not Required to be funded		0	0	0
Add Back: Current Loan Liability		58,691	(8,288)	7,852
Adjustment for Trust Transactions Within Muni		(1)	0	1,170
Net Current Funding Position		474,404	327,134	304,435



Comments - Net Current Funding Position

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$			
(a) Cash Deposits								
Municipal Funds Bank A/c	160,705				160,705	Bendigo	0.00%	At Call
Petty Cash Float	590				590	N/A	Nil	On Hand
Reserve Funds Bank Account		515,762			515,762	Bendigo	2.00%	19/06/2018
Trust Bank Account			10,134		10,134	Bendigo	0.00%	At Call
(b) Term Deposits								
Municipal Savings Bank Account	2,676				2,676	Bendigo	1.50%	At Call
Municipal Account - 60 Day Term Deposit	0				0			
Municipal Account - 90 Day Term Deposit	0				0			
Municipal Account - Treasury OCDF	0				0			
Municipal Term Deposit 3mths (Bendigo 1)	0				0			
Municipal Term Deposit 3mths (Bendigo 2)	0				0			
Reserves - Term Deposit		0			0			
Treasury - Reserve Account		0			0			
Reserves - Term Deposit		108,007			108,007	Bendigo	2.00%	5/09/2018
Trust Account - Term Deposit			0		0			
(c) Investments								
				0	0	N/A	N/A	N/A
Total	163,971	623,769	10,134	0	797,874			

Comments/Notes - Investments

Council's overdraft facility has not been utilised in this month.

Amendments to original budget since budget adoption. Surplus/(Deficit)

15

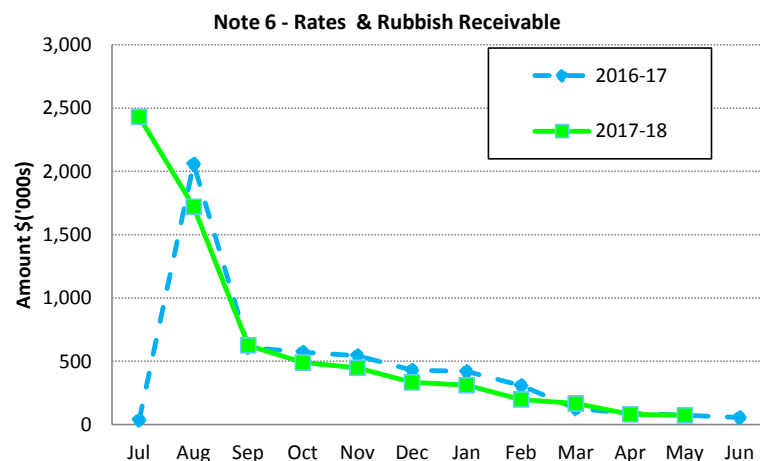
SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 6: Receivables

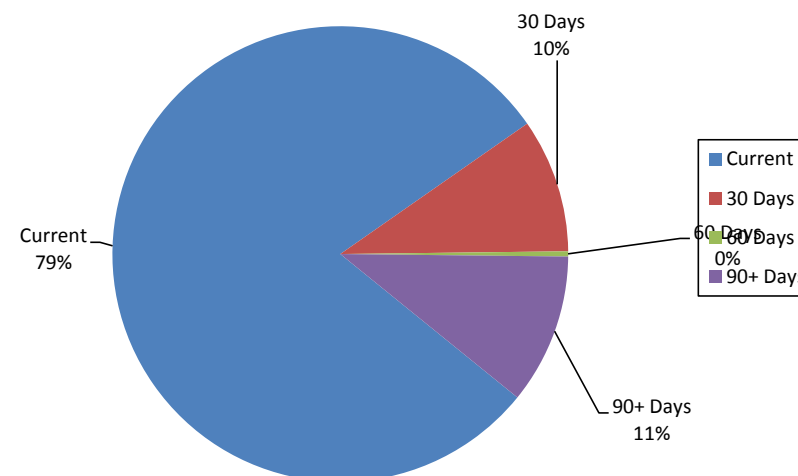
Receivables - Rates & Rubbish	31 May 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	55,992	52,621
Levied this year	2,367,642	2,318,738
<u>Less Collections to date</u>	<u>(2,350,444)</u>	<u>(2,315,368)</u>
Equals Current Outstanding	73,190	55,992
Net Rates Collectable	73,190	55,992
% Collected	96.98%	97.64%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	30,268	3,618	140	4,060	38,086
Balance per Trial Balance					
Sundry Debtors					38,086
Receivables - Other					246,168
Total Receivables General Outstanding					284,254

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



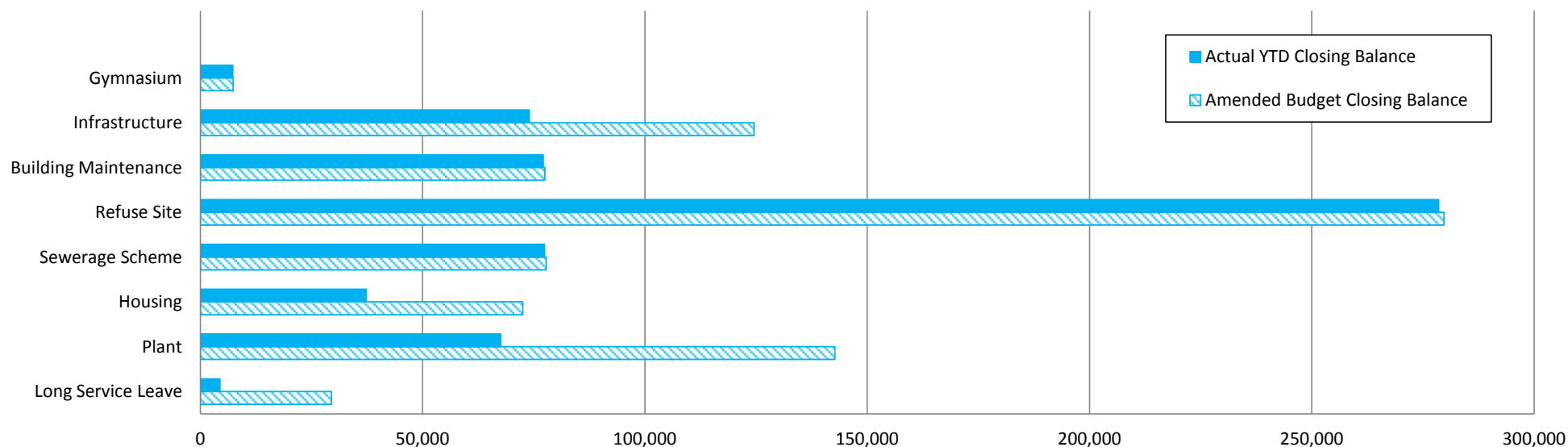
Comments/Notes - Receivables Rates & Rubbish

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	28,843	641	582	0	0	0	(25,000)	29,484	4,425
Plant	66,264	1,471	1,299	75,000	0	0	0	142,735	67,564
Housing	70,966	1,576	1,365	0	0	0	(35,000)	72,542	37,330
Sewerage Scheme	76,096	1,689	1,351	0	0	0	0	77,785	77,447
Refuse Site	273,652	6,075	4,857	0	0	0	0	279,727	278,509
Building Maintenance	75,815	1,683	1,346	0	0	0	0	77,498	77,161
Infrastructure	121,837	2,705	2,163	0	0	0	(50,000)	124,542	74,000
Gymnasium	7,205	160	128	0	0	0	0	7,365	7,333
	720,678	16,000	13,091	75,000	0	0	(110,000)	811,678	623,769

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land and Buildings								
	Plant and Equipment								
MV101	2016 Toyota Prado VX	50,386	56,364	5,978		50,386	56,364	5,978	
MV099	2016 Subaru Outback 3.6R	28,099	30,909	2,810		31,500	30,909		(591)
MV043	PTK17 - Hino 9 Tonne Tip Truck with Drop Sides					0	0		
PE080	PGR9 Cat Grader 120 M Series					170,000	140,000		(30,000)
PE097	Toro Z580D 25hp Ride On Mower					0	0		
MV082	Nissan D40 RX King Cab Ute					0	0		
MV095	Holden Colorado LS 4x2 - Building Officer					17,000	30,000	13,000	
		78,484	87,273	8,789	0	268,886	257,273	18,978	(30,591)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV	9.3242	289	1,833,532	170,962	125	0	171,088	170,962	125	0	171,087
UV	0.6969	220	300,951,500	2,097,331	(6,921)	(3,675)	2,086,735	2,097,331	(6,921)	(3,675)	2,086,735
Non-rateable				0	0	(709)	(709)	0	0	(709)	-709
Sub-Totals		509	302,785,032	2,268,293	(6,796)	(4,384)	2,257,113	2,268,293	(6,796)	(4,384)	2,257,113
Minimum Payment	Minimum										
	\$										
GRV	420.00	73		30,660	0	0	30,660	30,660	0	0	30,660
UV	550.00	54		29,700	0	0	29,700	29,700	0	0	29,700
Sub-Totals		127	0	60,360	0	0	60,360	60,360	0	0	60,360
		636	302,785,032	2,328,653	(6,796)	(4,384)	2,317,473	2,328,653	(6,796)	(4,384)	2,317,473
Discounts							0				0
Concession							0				0
Amount from General Rates							2,317,473				2,317,473
Ex-Gratia Rates							70,044				70,044
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Totals							2,387,517				2,387,517

Comments - Rating Information

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars/Purpose	01 Jul 2017	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
		YTD Actual	Amended Budget	Adopted Budget	Actual YTD	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities													
Loan 72 Drought Proofing Calingiri	19,938	0	0	0	9,646	9,646	9,646	10,292	10,292	10,292	434	1,156	1,156
Recreation and Culture													
Loan 82 Calingiri Sports Pavilion	94,376	0	0	0	17,241	17,241	17,241	77,135	77,135	77,135	3,974	4,037	4,037
Loan 83 Calingiri Football Club *	255,714	0	0	0	8,142	15,993	15,993	247,572	239,721	239,721	4,046	12,807	12,807
Economic Services													
Loan 84 Piawaning Water Supply	167,240	0	0	0	15,811	15,811	15,811	151,429	151,429	151,429	2,663	4,066	4,066
	537,268	0	0	0	50,839	58,691	58,691	486,429	478,577	478,577	11,117	22,066	22,066

* These loans are self supporting loans. All other debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (Tied) (a)	Adopted Budget		YTD Amended Budget	Adopted Annual Budget (c)	Post		YTD Actual		Unspent Grant (Tied) (a)+(b)
				Operating	Capital			Variations (d)	Expected (c)+(d)	Revenue	(Expended) (b)	
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	0	216,705	0	238,764	216,705	22,059	238,764	238,765	0	0
Grants Commission - Local Roads	WALGGC	Operating	0	228,903	0	242,760	228,903	13,857	242,760	242,760	0	0
Law, Order and Public Safety												
Grant - ESL BFB Operating Grant	Dept of Fire & Emergency Service	Operating - Tied	0	37,765	0	37,765	37,765	0	37,765	39,068	(36,343)	2,725
Education & Welfare												
Grant - Suicide Prevention	Mental Health Commission	Operating - Tied	0	0	0	20,000	0	20,000	20,000	20,000	0	20,000
Housing												
Grant - R4R CLGF	Dept of Regional Development	Non-operating	0	0	900,000	900,000	900,000	0	900,000	0	(71,467)	0
Transport												
Contribution - Street Lighting	Main Roads WA	Operating	0	1,000	0	200	1,000	(800)	200	934	(27,344)	0
Grant - Regional Road Group - Road Projects	Main Roads WA	Non-operating	0	0	256,689	256,689	256,689	0	256,689	205,350	(400,957)	0
Grant - Direct Road	Main Roads WA	Operating	0	125,504	0	72,279	125,504	(53,225)	72,279	72,279	(671,317)	0
Grant - Black Spot	Main Roads WA	Non-operating	0	0	40,500	40,500	40,500	0	40,500	48,400	0	48,400
Grant - Roads to Recovery	Dept of Infrastructure	Non-operating	0	0	937,000	490,000	937,000	(447,000)	490,000	561,362	(569,544)	0
Grant - Ag-Lime Project	Main Roads WA	Non-operating	0	0	0	0	0	0	0	10,465	(10,465)	0
TOTALS			0	609,877	2,134,189	2,298,957	2,744,066	(445,109)	2,298,957	1,428,918	(1,776,973)	71,125
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	572,112	0	554,003	572,112	(18,109)	554,003	554,738	(698,662)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	37,765	0	57,765	37,765	20,000	57,765	59,068	(36,343)	22,725
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	2,134,189	1,687,189	2,134,189	(447,000)	1,687,189	825,577	(1,052,432)	48,400
TOTALS			0	609,877	2,134,189	2,298,957	2,744,066	(445,109)	2,298,957	1,439,382	(1,787,437)	71,125

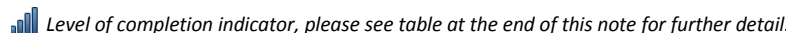








SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 12: Trust Fund













Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 May 2018
	\$	\$	\$	\$
BCITF	952.17	7,418.99	(6,171.16)	2,200.00
BSL	2,419.89	12,582.07	(11,745.31)	3,256.65
Community Bus	0.00	0.00	0.00	0.00
Central Midlands Vroc	0.00	0.00	0.00	0.00
Gym Key Bond	642.00	260.00	(40.00)	862.00
Housing Bonds	0.00	8,290.00	(8,290.00)	0.00
Hall & Hall Key Bond	540.00	400.00	(200.00)	740.00
Vehicle Licensing	1.18	285,045.15	(286,216.10)	(1,169.77)
Councillor Nomination Bonds	0.00	560.00	(560.00)	0.00
Other Trust Items	1,387.76	639.90	(489.90)	1,537.76
Tip Key Bond	1,438.00	100.00	0.00	1,538.00
	7,381.00	315,296.11	(313,712.47)	8,964.64















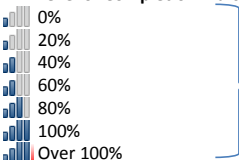
Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget			Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	YTD Variance	
				\$	\$	\$	\$	\$	\$	\$	
											
Buildings											
Governance											
 OH&S Upgrade to Shire buildings	40074	9231		0	0	0	(7,000)	0	0	0	
Total - Governance				0	0	0	(7,000)	0	0	0	
Housing											
 2 x Aged Care Units - Bolgart	40197	9231		0	(4,142)	(4,142)	(480,000)	(453,719)	0	(4,142)	
 2 x Aged Care Units - Calingiri	40198	9231		0	(67,324)	(67,324)	(525,935)	(525,935)	(66,000)	(1,324)	
 CEO Residence Upgrades	40298	9231		0	(16,279)	(16,279)	(13,500)	(16,279)	(16,277)	(2)	
Total - Housing				0	(87,745)	(87,745)	(1,019,435)	(995,933)	(82,277)	(5,468)	
Recreation And Culture											
 Disability Acces Program	40057	9231		0	0	0	(6,200)	0	0	0	
Total - Recreation And Culture				0	0	0	(6,200)	0	0	0	
Total - Buildings				0	(87,745)	(87,745)	(1,032,635)	(995,933)	(82,277)	(5,468)	
Construction Other Than Buildings											
Community Amenities											
 Calingiri Cemetery Upgrade	40072	9232		0	0	0	0	(4,500)	(4,125)	4,125	
Total - Community Amenities				0	0	0	0	(4,500)	(4,125)	4,125	
Economic Services											
 Dump Point (Calingiri Caravan Park)	40299	9232		0	(3,884)	(3,884)	(6,000)	(6,000)	(6,000)	2,116	
Total - Economic Services				0	(3,884)	(3,884)	(6,000)	(6,000)	(6,000)	2,116	
Other Property & Services											
 Depot Upgrades	40304	9232		0	(5,500)	(5,500)	(20,000)	(8,000)	(7,326)	1,826	
Total - Other Property & Services				0	(5,500)	(5,500)	(20,000)	(8,000)	(7,326)	1,826	
Total - Construction Other Than Buildings				0	(9,384)	(9,384)	(26,000)	(18,500)	(17,451)	8,067	

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget		Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	YTD Variance
				\$	\$	\$	\$	\$	\$	\$
Plant & Equipment										
Transport										
 9t Truck	40300	9235		0	0	0	(150,000)	0	0	0
 Ride on Mower	40301	9235		0	0	0	(30,000)	0	0	0
 Upgrade Water Tank	40302	9235		0	(15,968)	(15,968)	(10,000)	(15,968)	(15,967)	(1)
 Ute Body (for Rangers Ute)	40303	9235		0	(12,515)	(12,515)	(15,000)	(12,515)	(12,515)	(0)
Total - Transport				0	(28,483)	(28,483)	(205,000)	(28,483)	(28,482)	(1)
 Total - Plant & Equipment				0	(28,483)	(28,483)	(205,000)	(28,483)	(28,482)	(1)
Motor Vehicles										
Governance										
 CEO Vehicle Replacement	40004	9234		0	(63,359)	(63,359)	(65,000)	(63,359)	(63,358)	(1)
 DCEO Vehicle Replacement	40005	9234		0	0	0	(45,000)	0	0	0
Total - Governance				0	(63,359)	(63,359)	(110,000)	(63,359)	(63,358)	(1)
 Total - Motor Vehicles				0	(63,359)	(63,359)	(110,000)	(63,359)	(63,358)	(1)
Furniture & Equipment										
Governance										
 Office Furniture	40032	9233		0	(1,409)	(1,409)	0	0	0	(1,409)
 Computing Upgrade software & hardware	40069	9233		0	(6,259)	(6,259)	(20,000)	(11,000)	(10,076)	3,817
 Air Conditioner (Admin. Office)	40297	9233		0	0	0	(5,000)	0	0	0
Total - Governance				0	(7,668)	(7,668)	(25,000)	(11,000)	(10,076)	2,408
 Total - Furniture & Equipment				0	(7,668)	(7,668)	(25,000)	(11,000)	(10,076)	2,408

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget		Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	
				\$	\$	\$	\$	\$	\$	\$
Roads										
Transport										
 Wirrilda road Intersection (line-marking & reinstatement)	40021	9240	C9134	0	(7,386)	(7,386)	(20,000)	(7,386)	(7,383)	(3)
 Dust Suppression (various)	40021	9240	C9135	0	0	0	(30,000)	0	0	0
 Kerbing (2017-18)	40021	9240	C9136	0	0	0	(30,000)	(20,000)	0	0
 Gravel Pits (2017-18)	40021	9240	C9137	0	(21,872)	(21,872)	(25,000)	(25,000)	(25,000)	3,128
 Toodyay-Bindi Bindi Road 2017-18	40022	9240	RR0033	0	(350,868)	(350,868)	(385,034)	(385,034)	(385,034)	34,166
 Mogumber-Yarawindah Road	40022	9240	RR0034	0	(50,089)	(50,089)	(40,500)	(50,089)	(45,903)	(4,186)
 Yerecoin SE Road (2017-18)	40024	9240	R2R019	0	(214,769)	(214,769)	(170,000)	(210,000)	(192,467)	(22,302)
 Konnongoring Road (2017-18)	40024	9240	R2R020	0	(107,938)	(107,938)	(80,000)	(107,936)	(98,923)	(9,015)
 Boxhall Road (2017-18)	40024	9240	R2R021	0	(86,950)	(86,950)	(80,000)	(86,950)	(86,950)	0
 Erickson Road (2017-18)	40024	9240	R2R022	0	(63,886)	(63,886)	(80,000)	(80,000)	(80,000)	16,114
 Golf Course Road (2017-18)	40024	9240	R2R023	0	(94,942)	(94,942)	(80,000)	(94,942)	(87,010)	(7,932)
 Moore River Bridge Repairs (2017-18)	40024	9240	R2R024	0	(1,058)	(1,058)	(447,000)	(1,058)	(1,057)	(1)
 Mogumber West Rd Intersection	40319	9240	RC0001	0	(12,395)	(12,395)	0	0	0	(12,395)
Total - Transport				0	(1,012,154)	(1,012,154)	(1,467,534)	(1,068,396)	(1,009,727)	(2,427)
Total - Roads				0	(1,012,154)	(1,012,154)	(1,467,534)	(1,068,396)	(1,009,727)	(2,427)
Footpaths										
Transport										
 Footpaths (2017-18)	40266	9241	FP2018	(23,065)	(234)	(23,299)	(45,000)	(25,000)	(22,891)	(408)
Total - Transport				(23,065)	(234)	(23,299)	(45,000)	(25,000)	(22,891)	(408)
Total - Footpaths				(23,065)	(234)	(23,299)	(45,000)	(25,000)	(22,891)	(408)
Capital Expenditure Total				(23,065)	(1,209,027)	(1,232,092)	(2,911,169)	(2,210,670)	(1,234,262)	2,170
Level of Completion Indicators										
										
Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.										

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
EFT6366	10/05/2018			326.21
		Parts and fittings for Drum Roller and Bobcat	239.65	
		Supply with fittings hyd steer hose for roller	25.92	
		Parts for Caterpillar Excavator	60.63	
EFT6367	10/05/2018	Supply 54 mower blades (PART#BR-03693), Frieght Price Included		856.90
EFT6368	10/05/2018	Sliding Doors for Depot		6,050.00
EFT6369	10/05/2018	Assistance with Set-up of the Financials Statements (ongoing) and Budget Review 2017/18 and Travel (\$0.800 per kilometre		198.00
EFT6370	10/05/2018	Payroll deductions		101.08
EFT6371	10/05/2018	Professional Fees - Mar- Apr 2018		1,399.20
EFT6372	10/05/2018			4,119.84
		Service Contract Admin Photocopiuer -Usage 31/01 to 26/03 & Toners	3,370.64	
		Service contract for Depot Photocopier - Usage 27/03/-27/04	749.20	
EFT6373	10/05/2018	Danger Tape		17.32
		Red/white barricade tape	8.66	
		Danger Barricade tape,	8.66	
EFT6374	10/05/2018	Batteries for PTK20		532.40
EFT6375	10/05/2018	Governance Officer- Local Laws, Governance, Travel, Administration		8,795.38
EFT6376	10/05/2018			2,234.10
		Service of Fire Extinguishers - Half Yearly	1,221.00	
		Service of Fire Extinguishers - Half Yearly	1,013.10	
EFT6377	10/05/2018	Reset Alarm codes		464.20
EFT6378	10/05/2018	Legal Advice 24 April 18		1,882.10

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
EFT6379	10/05/2018	Lo-Go Appointments - Acting Finance Manager WE 28/04/18		3,011.58
EFT6380	10/05/2018			377.41
		Replacement printer and toner cartridge for Rates Officer - toner cartridges not available for outdated printer.	267.93	
		Shredder Oil, Emailed, Copy and Entered Stamps, blue and red gel pens	93.00	
		Stationery Office Admin	16.48	
EFT6381	10/05/2018	Service and Safety Check for 6 vehicles		2,010.25
EFT6382	10/05/2018			4,023.47
		Tip Management for 23/04 - 06/05	2,868.47	
		Cleaning 23/04 -06/05	1,155.00	
EFT6383	10/05/2018			1,492.59
		Adjustable desk/workstation for CEO	1,334.20	
		Stationery - Sign Here Flags, Rubber Bands, Labels, Velcro tape, Clear heavy duty sleeves	126.49	
		Pens and notebooks.	31.90	
EFT6384	10/05/2018	ANZAC Day Wreath 2018		130.00
EFT6418	17/05/2018	10 x 0.5 Bulker Bags/GP Cement, Rapid Set - Pallet		2,036.32
EFT6419	17/05/2018	Purchases for Admin Apr 18		581.23
EFT6420	17/05/2018	Bin Liners for Cleaners		495.86
EFT6421	17/05/2018	Payroll deductions		101.08
EFT6422	17/05/2018	Business Cards		150.00
EFT6423	17/05/2018	Various Maintenance duties - Shire Admin Office, Library Back wall		3,408.00
EFT6424	17/05/2018	Furniture & White Goods & Appliances for Staff Housing Unit at 27 Mofflin Street. Quote provide by Joondafurn Pty Ltd - contact Pete Watson		5,775.00

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
EFT6425	17/05/2018	Advertising Local Govt Notices		525.10
EFT6426	17/05/2018	Insurance Excess fo Toyota Hilux 4x2 Turbo Diesel		300.00
EFT6427	17/05/2018	Paint & Patch Library		500.00
EFT6428	17/05/2018	Parts for Volvo L70D Multi Loader with pallet forks		288.04
EFT6429	17/05/2018	Cleaning Gillingarra Public Toilets		140.00
EFT6430	17/05/2018	Councillor Catering for April Meeting Bolgart		750.00
EFT6431	17/05/2018	Loan 72 Capital Repayment and Interest payment		5,393.32
EFT6432	17/05/2018	Parts for Cat. Grader		375.96
EFT6433	21/05/2018	Payroll deductions		16,500.00
EFT6434	25/05/2018	Repairs to Bobcat T650 Track Loader		1,414.05
EFT6435	25/05/2018	Supply side tipper hire for gravel carting @\$162.25 GST INC hour for 36hrs,fuel supplied by shire PO -6838		6,774.63
EFT6436	25/05/2018	Hire Side Tipper (semi trailer with live floor)		3,935.25
EFT6437	25/05/2018	Supply crane hire for removal of stand pipie/ sleeve and refit standpipe PO -6926		440.00
EFT6438	25/05/2018	Debt Recovery - APRIL 2018		607.30
EFT6439	25/05/2018	Supply various plants for football oval entrance		507.34
EFT6440	25/05/2018	GPS Monitoring May 2018		374.00
EFT6441	25/05/2018			5,181.00
		Consultancy - Finance	1,683.00	
		Additional Work required on Payroll to ensure system is compliance (16.5 hours)	1,518.00	
		Consultancy - Finance	1,980.00	
EFT6442	25/05/2018	Depot Purhcases for April 2018		553.86
EFT6443	25/05/2018	Rear Mirror RHS for Dynapac CA362D 14t Drum Roller		201.64
EFT6444	25/05/2018	Payroll deductions		101.08
EFT6445	25/05/2018	2 Rolls of Exhaust Bandage - Depo		13.16
EFT6446	25/05/2018	Library Wall Maintenance - Supply & Labor		308.00
EFT6447	25/05/2018	2 Hour Labor and 1 Circuit Breaker		247.50

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
EFT6448	25/05/2018	Asbestos Removal from School House Roof 50% advance		6,538.00
EFT6449	25/05/2018	Demostration and Return Travel for the Stay on Your Feet" Day out on 27/04/2018"		100.00
EFT6450	25/05/2018			740.00
		Furniture & Fittings Staff Housing Unit at 27 Mofflin Street.	240.00	
		Transportation Costs Furniture Staff Housing Unit at 27 Mofflin	500.00	
EFT6451	25/05/2018	Signs for Anzac Day		2,401.00
EFT6452	25/05/2018	Gas Bottle Hire		75.90
EFT6453	25/05/2018			315.01
		Supply 6 x Bearings for Supreme mower (part # UC207-104D1) PO- 6875, Supply 6 x housing to suit (part # FL207),	218.53	
		To supply and make up hydraulic hose with fittings,	96.48	
EFT6454	25/05/2018	Water Mains Extension upgrade Harrington Street Calingiri		56,976.70
EFT6456	25/05/2018	To replace fan & a/c belts and adjust valves		649.00
EFT6457	25/05/2018	PO 6914 Parts for PTL09		148.32
EFT6458	25/05/2018			4,254.47
		Tip Management for 07/05 - 21/05	2,868.47	
		Cleaning at units 5 & 6 Harrington Street @35ph	231.00	
		Cleaning 07/05 - 21/05	1,155.00	
EFT6459	25/05/2018	Traffice Plan Anzac Day		330.00
EFT6460	25/05/2018	Health & Building Services for March 2018		15,598.00
		Health & Building Services for March 2018	7,799.00	
		Health & Building Services for April 2018	7,799.00	

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
EFT6461	25/05/2018	Provn of engineering inspection, meetings for the Aglime Project - Route 2 SOVP		16,040.75
		Inspect, cost, set out survey of AG lime route too 2018/2019 programe, PO 6933 Provn of engineering inspection, meetings for the Aglime Project - Route 2 SOVP	11,510.95	
		Engineering, inspection, meetings, cost estimation for Toodyay-Bindi Bindi Road - Bolgart townsite provn engineering services	4,529.80	
EFT6462	25/05/2018	Loan Repayment 82 Document ID 357598W Due 14/05/2018		10,638.99
EFT6463	25/05/2018	Stationery - Batteries, PO - 6947		23.22
EFT6464	25/05/2018	Threaded Rod - Depo		22.60
EFT6465	25/05/2018	Repair Bobcat T650 Track Loader		395.63
		Supply lenght 1200m of round pipe for sleeve at Goodge rd stand pipe, PO-6916	38.13	
		Reweld and guset drive motor suport frame on post hole drill	357.50	
EFT6466	25/05/2018	Replacement - front office printer as per quotation ticket #13135 The replacement printer is \$319ex.GST + Freight + Travel.		1,178.64
		Replacement - front office printer as per quotation ticket #13135 The replacement printer is \$319ex.GST + Freight + Travel.	716.64	
		NBN Admin Office, NBN Works Manager, NBN for CEO, NBN for HRA	462.00	
EFT6467	25/05/2018	Supply 25.15 ton road base AND 13.65 ton of metal dust - PO 6935		620.46
EFT6468	25/05/2018	Stay on Your Feet Program 2018 - Catering		1,200.00

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
EFT6469	25/05/2018	Catering for Avon Midland Zone Meeting and Council Meeting Morning tea PO 6862		581.45
EFT6471	31/05/2018	Refuse Removal Services 848 Dom, 320 Comm to Cover FY 17/18		4,493.36
EFT6472	31/05/2018	2 HOUR LINE DANCING CLASS STAY ON YOUR FEET " 24 MAY 18"		475.20
EFT6473	31/05/2018	Supply various plants for admin office grounds		195.64
EFT6474	31/05/2018	Rentals for Gas Bottles		42.22
EFT6475	31/05/2018	Quarterly inspection Bolgart Aged Units		500.00
EFT6476	31/05/2018			2,772.00
		Revision of SOVP IE Codes & 2018/19 Annual Budget	2,409.00	
		Additional Work required on Payroll to ensure system is compliance (16.5 hours)	363.00	
EFT6477	31/05/2018	Payroll deductions		101.08
EFT6478	31/05/2018	Supply various plants for shire admin building		274.45
EFT6479	31/05/2018	Binding - Council Minutes July - December 2007		92.40
EFT6480	31/05/2018	Supply one fuel filter part # P502426		16.61
EFT6481	31/05/2018	Rates Workshop -08/05/18 Late cancellation Fee 50% of course cost - Rates and Property Modelling and Billing Workshop		280.50
EFT6482	31/05/2018	PROFESSIONAL SERVICES CEO ANNUAL APPRAISAL 2018 REPORT		660.00
EFT6483	31/05/2018	Supply for 7 days hire plate compactor,remote control 600kg with trailer PO - 6830		2,058.00
EFT6484	31/05/2018	Rural UV Gen Vals First 500 Shared		6,440.09
		Rural UV Gen Vals First 500 Shared	6,187.14	
		Valuation Rolls Min Charge	252.95	
EFT6485	31/05/2018	Lo-Go Appointments - Acting Finance Manager and Temporary Finance Officer - WE 19 May 2018		5,789.34

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
		Finance Officer Temp and Travel reimb. WE 19 May 2018	2,082.78	
		Acting Finance Manager - WE 19 May 2018	3,706.56	
EFT6486	31/05/2018	Supply vehicals for traffic controll from 7th March-20th April 2018, total kms 1439km		809.44
EFT6487	31/05/2018	Supply 2 x 30m premium road tube on Quot # MB0475 - PO 6943		352.00
EFT6488	31/05/2018	Stay on your Feet Program -Interactive Ptresentation on Falls Prevention by Occupational Therapist_Marilyn Pearce		550.00
EFT6489	31/05/2018	Amlib Annual Maintenance - SOVP Library Software		1,286.23
EFT6490	31/05/2018	Stationery for Depot		333.98
		Stationery for Depot, Coffee for Depot	184.11	
		Stationery - Push pins and USB3 Hard drive (Ranger)	149.87	
EFT6491	31/05/2018	To transport truck to WA HINO Kewdale rd Kewdale		770.00
EFT6492	31/05/2018	Supply and fit new Hydraulic pump		1,829.14
EFT6493	31/05/2018	Supply 4 x multi message frames and 4 x MMS-ADV-32 signs PO - 6873		264.00
EFT6494	31/05/2018	50% Balance Fee Lot 501 Harrington Street ,Contract Administration - extention to Water Main New Units Calingiri		4,950.00
EFT6495	31/05/2018	CHEESE CLOTH 500G		11.62
EFT6496	31/05/2018	Plan Consultancy to SOVP 01/02/2018 - 16/04/2018		1,676.55
EFT6497	31/05/2018	PO 6903 Cut Hockey Oval		1,540.00
EFT6498	31/05/2018	Ranger Services contracted from 14/5/2018 to 18/5/2018 Contact: Matthew Sharpe		4,160.75
EFT6499	31/05/2018	To inspect Bore and fix broken pipe		508.11
EFT6500	31/05/2018	Anti Fatigue Mat X 2		215.60
		Total EFT Payment for May 2018		258,277.20

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
12178	11/05/2018	Renewal PWV63		394.70
12179	22/05/2018	Petty Cash May 18 Fortnight Ending 16 May 2018		366.25
12180	23/05/2018	Petty Cash Stay on your Feet - Advances to CDO		496.20
12181	24/05/2018	Petty Cash Stay on your Feet - Advances to CDO		452.60
		Total Cheque Payment for May 2018		1,709.75
DD10371.1	14/05/2018	Fuel Charges April 2018		485.61
DD10371.2	16/05/2018	Telephone Charges		1,125.25
DD10371.3	09/05/2018	Electricity Charges - Street Lights		1,359.60
DD10371.4	18/05/2018	Electricity Charges - Football Club		6,523.45
DD10371.5	17/05/2018	Electricity Charges - Mogumber Library		551.50
DD10371.6	11/05/2018	Telephone Charges - Fire SMS		12.20
DD10371.7	16/05/2018	Electricity Charges - Mogumber Fire Station		141.10
DD10371.8	08/05/2018	Electricity Charges - Lot 2764 Parker Rd Old Plains		175.65
DD10371.9	06/05/2018	Telephone Charges		225.78
DD10375.1	02/05/2018	Superannuation contributions		218.75
DD10375.2	02/05/2018	Superannuation contributions		267.63
DD10375.3	02/05/2018	Superannuation contributions		3,120.65
DD10375.4	02/05/2018	Superannuation contributions		733.03
DD10375.5	02/05/2018	Superannuation contributions		640.03
DD10375.6	02/05/2018	Superannuation contributions		430.22
DD10375.7	02/05/2018	Superannuation contributions		209.04
DD10375.8	02/05/2018	Superannuation contributions		141.10
DD10397.1	15/05/2018	READDLE SINC BOXES FOR IPAD X 7		162.39
DD10397.2	14/05/2018	Alloy Plates and Frieght & Gardening 13 Lambert St		120.38
DD10397.3	15/05/2018	CREDIT CARD BANK FEE APRIL 18		12.00
DD10399.1	16/05/2018	Superannuation contributions		218.75
DD10399.2	16/05/2018	Superannuation contributions		2,592.31

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
DD10399.3	16/05/2018	Payroll deductions		267.63
DD10399.4	16/05/2018	Superannuation contributions		733.03
DD10399.5	16/05/2018	Superannuation contributions		648.21
DD10399.6	16/05/2018	Superannuation contributions		424.36
DD10399.7	16/05/2018	Superannuation contributions		209.04
DD10403.1	02/05/2018	Superannuation contributions		82.30
DD10403.2	14/05/2018	Payroll deductions		28.38
DD10411.1	01/05/2018	Internet Services for Mogumber Library, Internet Services for Bolgart Library, GST		79.98
DD10411.3	30/05/2018	Remote Admin, Admin 4 x I Pads, Remote Gym, Councillors 7 x I Pads, GST		465.03
DD10413.1	09/05/2018	Electricity Charges - Lot 11, 7 Harrington St,		265.75
DD10423.1	30/05/2018	Superannuation contributions		218.75
DD10423.2	30/05/2018	Superannuation contributions		2,564.09
DD10423.3	30/05/2018	Payroll deductions		179.52
DD10423.4	30/05/2018	Superannuation contributions		842.99
DD10423.5	30/05/2018	Superannuation contributions		671.15
DD10423.6	30/05/2018	Superannuation contributions		421.65
DD10423.7	30/05/2018	Superannuation contributions		209.04
DD10432.1	24/05/2018	Water Usage & Charges - Caravan Park Bolgart		3,291.50
DD10432.2	04/05/2018	Water Usage & Charges - Bolgart Aged Units		2,880.03
DD10433.1	21/05/2018	Water Usage & Charges - 44 Edmonds St		2,741.76
DD10438.1	21/05/2018	Water usage from 1/3/18 to 2/5/18 - Unit 3/11 Harrington St, Calingiri Lot 501		58.66
DD10438.2	17/05/2018	Electricity Charges period 16 Feb18 to 06 Apr18		54.05
		Total Direct Debit Payments for May 2018		36,803.32
		EFT Payment for Wages WE 03/05/2018		40,560.17
		EFT Payment for Wages WE 17/05/2018		36,022.49

Shire of Victoria Plains				
Creditor & Payroll Payments for the month of May 2018				
Chq/EFT	Date	Description	Inv Amt	Amount
		EFT Payment for Wages WE 31/05/2018		36,333.81
		Total Wages EFT Payments for May 2018		112,916.47
		Total Payments for May 2018		409,706.74

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
	Credit Cards				
10432.3450	Surcharge	1.47% of amount charged to credit card (Not for Transport Licensing)		Yes/No	1.47%
	Rates				
10315.3450	Administration Fee	\$4.50 per Installment under S 6.49 LGA	5.00	No	\$ 5.00
10320.3620	Instalment Plan Interest Rate	5.5% per annum calculated daily from the due date of each instalment		No	5.50%
10320.3620	Late Payment Penalty	11% calculated daily by simple interest as from 35 days of issue of Rate Notice		No	11.00%
10315.3450	Rates Enquiry Fee		62.40	Yes	\$ 68.64
	Rubbish Removal Charge				
11001.3450	- Domestic / Commercial	Per GRV assessment in Calingiri, Bolgart & Yerecoin (WARR Act 2007)	178.52	No	\$ 178.52
11001.3450	- Domestic / Commercial	Per UV assessment in Calingiri, Bolgart & Yerecoin (WARR Act 2007)	178.52	No	\$ 178.52
11000.3450	- Domestic / Commercial	Optional Service GRV Assessment	178.52	No	\$ 178.52
11000.3450	- Domestic / Commercial	Optional Service UV Assessment	178.52	No	\$ 178.52
11001.3450	- Recycling Bin (Calingiri Only)		94.94	No	\$ 94.94
	Tip Fees				
	- Domestic / Commercial	Refer separate Tip Fees list			
	Sewerage Scheme Charge				
11020.3450	- Calingiri	Per Connection or ability to connect	174.72	No	\$ 174.72
11020.3450	- Yerecoin	Per Connection or ability to connect	174.72	No	\$ 174.72
	Septic tank & leach drain	Per litre for dumping at Calingiri septage pit	0.05	No	\$ 0.05
10305.3000	Emergency Services Levy	Levied on each assessment as per Legislation	82.00	No	\$ 82.00
	Administration				
11302.3830	District Maps	Laminated	7.28	Yes	\$ 8.01
11302.3830	District Maps	Unlaminated	5.20	Yes	\$ 5.72
10432.3450	Telephone/Fax Directory	Collected	2.08	Yes	\$ 2.29
10432.3450	Telephone/Fax Directory	Posted	3.12	Yes	\$ 3.43
10432.3450	Photocopying	A4 & foolscap - per copy	0.10	Yes	\$ 0.11
10432.3450	Photocopying	A4 & foolscap - per copy - Colour	0.23	Yes	\$ 0.25
10432.3450	Photocopying	B4 & A3	0.21	Yes	\$ 0.23
10432.3450	Photocopying	B4 & A3 - Colour	0.47	Yes	\$ 0.52
10432.3450	Photocopying	Card (A4)	0.31	Yes	\$ 0.34
10432.3450	Photocopying	Card (A4) - Colour	0.56	Yes	\$ 0.62
10432.3450	Laminating	A4 per page	2.08	Yes	\$ 2.29
10432.3450	Laminating	A3 per page	3.12	Yes	\$ 3.43
10432.3450	Photocopying	Copies of Building Plans	34.32	No	\$ 34.32
10432.3450	Binding	Spiral only	2.08	Yes	\$ 2.29
10432.3450	Binding	Front & Back cover and Spiral	3.12	Yes	\$ 3.43
10432.3450	Facsimiles or Scan & Email	Per page (other than overseas)	0.52	Yes	\$ 0.57
10432.3450	Council Meeting Minutes	Annual - posted	52.00	Yes	\$ 57.20

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
10432.3450	Council Meeting Minutes	Annual - collected	41.60	Yes	\$ 45.76
10432.3450	Council Meeting Minutes	Single copy - posted	5.20	Yes	\$ 5.72
10432.3450	Council Meeting Minutes	Single copy - collected	4.16	Yes	\$ 4.58
		Free subscription to retiring Councillors for 12 months, Calingiri			
		Townscape, Bushfire Brigades, Staff, Media, Politicians			
10432.3450	Shire Newsletter advertising	B&W Full page	31.20	Yes	\$ 34.32
10432.3450	Shire Newsletter advertising	B&W Half page	15.60	Yes	\$ 17.16
10432.3450	Shire Newsletter advertising	Colour Full page	62.40	Yes	\$ 68.64
10432.3450	Shire Newsletter advertising	Colour Half page	31.20	Yes	\$ 34.32
10432.3450	Shire Newsletter advertising	VP Business Builders Members Special Rate Full Page	20.80	Yes	\$ 22.88
10432.3450	Shire Newsletter advertising	Free advertising for all Shire community groups and sporting clubs			
10432.3450	Administration support	Typing, photocopying, binding etc (per hour)	46.80	Yes	\$ 51.48
10433.3830	Electoral Rolls		20.00	Yes	\$ 22.00
	Licencing - Victoria Plains series plates	Plate cost plus \$31.20 Admin Fee Plus GST		No	
		Note Admin fee to account 11302.151	31.20	Yes	\$ 34.32
	Freedom of Information				
10432.3450	Application Fee	Application made under section 12(1) (e) of the Act	30.00	No	\$ 30.00
10432.3450	Administration Charge	Hourly charge for time taken by staff dealing with the application	30.00	No	\$ 30.00
10432.3450		Hourly charge for access time supervised by staff	30.00	No	\$ 30.00
	Animal Control				
10520.3410	Animal Control Attendance	8.00am to 4.30pm Monday to Friday - per hour rate plus travel per km	-	Yes	Cost
		After hours - per hour penalty (and/or call out rate) plus per km travel	-	Yes	Cost
		Vehicle travel per km	0.73	Yes	\$ 0.80
10522.3450	Cat Registration	Renewal of registration for 1 year (made afetr 31st May to 31st October)	10.00	No	\$ 10.00
		Otherwise renewal of registration for 1 year	20.00	No	\$ 20.00
		Renewal of registration for 3 years	42.50	No	\$ 42.50
		Renewal of registration for life	100.00	No	\$ 100.00
		Application fee for approval to breed cats (per breeding cat, male or female)	100.00	No	\$ 100.00
10522.3450	Dog Registration	Unsterilised - 1 year	50.00	No	\$ 50.00
10522.3450		Unsterilised - 1 year Pensioner	25.00	No	\$ 25.00
10522.3450		Unsterilised - 3 years	120.00	No	\$ 120.00
10522.3450		Unsterilised - Lifetime	250.00	No	\$ 250.00
10522.3450		Sterilised - 1 year	20.00	No	\$ 20.00
10522.3450		Sterilised - 3 years	42.50	No	\$ 42.50
10522.3450		Sterilised - Lifetime	100.00	No	\$ 100.00

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
10522.3450		Dangerous Dog - 1 year	50.00	No	\$ 50.00
		Pensioner concession 50%			
10530.3410	Impounding Fees	As per Dog Act & Regulations	104.00	No	\$ 104.00
10530.3410		Sustenance (per dog per day)	31.20	Yes	\$ 34.32
10530.3410	Micro Chipping	Per microchip	52.00	Yes	\$ 57.20
	Health/Building				
10710.3450	Notification of Food Business	Statutory Fee under Food Act 2008 and Food Regulations 2009	50.00	No	\$ 50.00
10710.3450	Registration of Food Business	Statutory Fee under Food Act 2008 and Food Regulations 2009	140.00	No	\$ 140.00
	Health Regulations - Statutory Fees				
10710.3400	Health (Treatment of Sewage & Disposal of Effluent and Liquid Waste) Regs 1974				
		Septic System Application fee	118.00	No	\$ 118.00
		Septic System Inspection fee	118.00	No	\$ 118.00
10710.3450	Sewerage Connection Fee		20.80	No	\$ 20.80
11310.3450	Building Permit Fee	Certified 0.9% of building value(set by regulation) Class 2 - 9		No	Varies
11310.3450	Building Permit Fee	Certified 0.19% of building value(set by regulation) Class 1 & 10		No	Varies
11310.3450	Building Permit Fee	Uncertified .32% of value		No	Varies
11310.3450	Minimum Building Permit Application Fee (Certified or Uncertified, Class 1 or 10, or 2 to 9.)		97.70	No	\$ 97.70
11310.3450	Demolition Permit Application	Building Act Sch.2 Div. 1 (Class 1 or 10, or 2 to 9.)	97.70	No	\$ 97.70
11310.3450	Demolition Permit Extension	Building Act Sch.2 Div. 1 (Class 1 or 10, or 2 to 9.)	97.70	No	\$ 97.70
11310.3450	Occupancy Permit	Building Act Sch.2 Div. 2-6	97.70	No	\$ 97.70
11310.3450	Building Approval Certificate	Building Act Sch.2 Div. 7	97.70	No	\$ 97.70
11310.3450	Building Approval Certificate	Building Act Sch.2 Div. 8	97.70	No	\$ 97.70
11310.3450	Building Approval Certificate	Building Act Sch.2 Div. 9	97.70	No	\$ 97.70
11310.3450	Building Approval Certificate - Ext'n	Building Act Sch.2 Div. 10	97.70	No	\$ 97.70
11310.3450	Application - Occupancy	Temporary, replacement, unauthorised work or modification of occupancy	97.70	No	\$ 97.70
11310.3450	Application - Building standard	Building Act Reg. 31	2,160.15	No	\$ 2,160.15
11310.3450	Application - Smoke Alarms	Building Act s.32(3)(f)	179.40	No	\$ 179.40
99104	BCITF	0.20% of building value over \$20,000 (set by regulation)		No	Varies
11312.3450	BCITF	\$8.25 administration fee for Shire (no GST)	8.25	No	\$ 8.25
11312.3450	Building Services Levy (BSL)	\$5.00 administration fee for Shire inc GST Included in below rates	4.55	No	\$ 4.55
	BSL - Building Permit				
99105	Over \$45,000	.137% of work value	Varies	No	Varies
99105	Under \$45,000	\$61.65	61.65	No	\$ 61.65
	BSL - Demolition Permit				
99105	Over \$45,000	.137% of work value	Varies	No	Varies
99105	Under \$45,000	\$61.65	61.65	No	\$ 61.65
	BSL - Occ. Permit Approved Work				

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
99105	Over \$45,000	\$61.65	61.65	No	\$ 61.65
99105	Under \$45,000	\$61.65	61.65	No	\$ 61.65
	BSL - Building Approval Certificate Approved Work				
99105	Over \$45,000	\$61.65	61.65	No	\$ 61.65
99105	Under \$45,000	\$61.65	61.65	No	\$ 61.65
	BSL - Occupancy Permit Unauthorised Work				
99105	Over \$45,000	0.274%	Varies	No	Varies
99105	Under \$45,000	\$123.30	123.30	No	\$ 123.30
	BSL - Building Approval Certificate Unauthorised Work				
99105	Over \$45,000	0.274%	Varies	No	Varies
99105	Under \$45,000	\$123.30	123.30	No	\$ 123.30
11311.3450	Swimming pool annual inspection	per inspection	52.00	No	\$ 52.00
	Rentals				
	<u>Employees</u>				
10910.3430	44 Edmonds Street	Employment Agreement		No	
10912.3430	12 Harrington Street	Employment Agreement		No	
10915.3430	7 Harrington Street	Contract agreement		No	
10913.3430	16 Yulgering Road	Contract agreement		No	
10914.3430	13 Lamber Crescent	Contract agreement		No	
10916.3430	15 Lambert Crescent	Contract agreement		No	
10930.3430	Bolgart APU Unit # 1	Rental charges as per Homeswest agreement		No	
10931.3430	Bolgart APU Unit # 2	Rental charges as per Homeswest agreement		No	
10920.3430	Calingiri APU Unit # 1	Rental charges as per Homeswest agreement		No	
10921.3430	Calingiri APU Unit # 2	Rental charges as per Homeswest agreement		No	
10922.3430	Calingiri APU Unit # 3	Rental charges as per Homeswest agreement		No	
10923.3430	Calingiri APU Unit # 4	Rental charges as per Homeswest agreement		No	
99101	All residential properties	Bond to be paid on value of property			
99101	All residential properties	Pet Bond	200.00	No	\$ 200.00
11104.3430	Roads Board Building Lease	As per lease agreement		Yes	
	Calingiri Recreation Hall				
	<u>FUNCTIONS - Liquor Consumed:</u>				
99108	Hall Bond		208.00	No	\$ 208.00
11100.3420	Full Complex	Squash courts closed	104.00	Yes	\$ 114.40

G/L Account	ITEM	DESCRIPTION	18/19 FEE	GST	2018-19 FEE
					TOTAL
11100.3420	Main Hall & Meeting Room	including kitchen	62.40	Yes	\$ 68.64
11100.3420	Main Hall Only	including kitchen	52.00	Yes	\$ 57.20
11100.3420	Meeting Room	including kitchen	20.80	Yes	\$ 22.88
11100.3420	Short Term	2 hours or less - half the charge otherwise payable		Yes	Varies
11100.3420	Tables & Chairs Hire Bond	For external hire (i.e. Removed from Hall for use elsewhere)	208.00	No	\$ 208.00
	Tables & Chairs Hire Bond	Not for Profit Organisations - no Bond	0.00		Error
11100.3420	180cm Trestle Tables	For external hire per table	10.40	Yes	\$ 11.44
		Not for Profit Organisations - no Hire Fee	0.00		\$ -
11100.3420	Cafe Chairs	For external hire per chair	7.28	Yes	\$ 8.01
		Not for Profit Organisations - no Hire Fee	0.00		\$ -
11100.3420	Additional Cleaning	For tables & chairs per item	10.40	Yes	\$ 11.44
11100.3420	Repair/Replacement Tables/Chairs	For tables & chairs per item		Yes	
11100.3420	Additional Hall Cleaning	Cabarets and other functions requiring additional cleaning - per hour	36.40	Yes	\$ 40.04
99106		Key Bond	41.60	No	\$ 41.60
	<u>FUNCTIONS - No Liquor:</u>				
11100.3420	Full Complex	Squash courts closed	52.00	Yes	\$ 57.20
11100.3420	Main Hall & Meeting Room	including kitchen	31.20	Yes	\$ 34.32
11100.3420	Main Hall Only	including kitchen	26.00	Yes	\$ 28.60
11100.3420	Meeting Room	including kitchen	10.40	Yes	\$ 11.44
11100.3420	Short Term	2 hours or less - half the charge otherwise payable		Yes	\$ -
99106		Key Bond	41.60	No	\$ 41.60
	<u>Sports</u>				
11100.3420	Main Hall Only	including kitchen	10.40	Yes	\$ 11.44
11100.3420	Short Term	2 hours or less - half the charge otherwise payable	5.20	Yes	\$ 5.72
11100.3420	Casual Badminton	Per court per hour	1.04	Yes	\$ 1.14
11100.3420	Casual Squash	Per court per hour per person - Gym members free	5.20	Yes	\$ 5.72
11100.3420	Squash Club	Club nights only 25% concession		Yes	\$ -
99106		Key Bond	41.60	No	\$ 41.60
	<u>Other</u>				
11100.3420	Arts Society	Craft activities - daylight use only - half the charge otherwise payable	10.40	Yes	\$ 11.44
11100.3420	Square Dancing	Square Dancing Activities	10.40	Yes	\$ 11.44
11100.3420	Non-profit functions	Schools, religious bodies, Calingiri Progress Assn - no charge	0.00	Yes	\$ -
99106		Key Bond	41.60	No	\$ 41.60
	Calingiri Sports Pavilion	As per Lease Agreement (Football & Hockey Clubs)			
	Calingiri Gymnasium	Membership fees			
11103.3450		Single Membership			
11103.3450		- Per month	31.20	Yes	\$ 34.32

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
11103.3450		- per 6 months	176.80	Yes	\$ 194.48
11103.3450		- per 12 months	332.80	Yes	\$ 366.08
11103.3450		- Pensioner discount 20% on production of Pensioner/Senior card		Yes	
		Family Membership			
11103.3450		- Per month - \$30.00 person		Yes	\$ -
11103.3450		- per 6 months - \$170 first person plus 10% discount each additional person		Yes	\$ -
11103.3450		- per 12 months - \$320 first person plus 15% discount per additional person	0.00	Yes	\$ -
99Trust		- Card Deposit - Bond	20.80	No	\$ 20.80
		Classes			
11103.3450		- Members (per person per class)	5.20	Yes	\$ 5.72
11103.3450		- Bulk Buy (10 classes)	46.80	Yes	\$ 51.48
11103.3450		- Non members (per person per class)	15.60	Yes	\$ 17.16
11103.3450		- Bulk non members (10 classes)	150.80	Yes	\$ 165.88
11103.3450		- Club group membership 6 mth per person (minimun 10 people)	159.12	Yes	\$ 175.03
11103.3450		- Club group membership 12 mth per person (minimun 10 people)	299.52	Yes	\$ 329.47
11103.3450		- Casual visit	10.40	Yes	\$ 11.44
11103.3450		- Club Hire fee (conditions apply)	124.80	Yes	\$ 137.28
11103.3450		- Fitness instructors	41.60	Yes	\$ 45.76
	Bolgart Hall				
	<u>FUNCTIONS - Liquor Consumed:</u>				
99108	Bond		208.00	No	\$ 208.00
11101.3420	Main Hall Only	including kitchen	52.00	Yes	\$ 57.20
11101.3420	Additional Cleaning	Per Hour	36.40	Yes	\$ 40.04
99106		Key Bond	41.60	No	\$ 41.60
	<u>FUNCTIONS - No Liquor:</u>				
99106	Bond		104.00	No	\$ 104.00
11101.3420	Main Hall Only	including kitchen	52.00	Yes	\$ 57.20
11101.3420	Additional Cleaning	Per Hour	36.40	Yes	\$ 40.04
11102.3420	Hall Hire	Day hire only	31.20	Yes	\$ 34.32
11102.3420	Supper Room	Day hire ony	15.60	Yes	\$ 17.16
11102.3420	Supper Room	2 hours	5.20	Yes	\$ 5.72
11102.3420	Supper Room & Kitchen	Night	31.20	Yes	\$ 34.32
99106		Key Bond	41.60	No	\$ 41.60
	<u>Sports</u>				
11101.3420	Main Hall Only	including kitchen	10.40	Yes	\$ 11.44
11101.3420	Short Term	2 hours or less - half the charge otherwise payable	5.20	Yes	\$ 5.72
99106		Key Bond	41.60	No	\$ 41.60
	<u>Other</u>				

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
11101.3420	Non-profit functions	Local Non Profit Groups ie CWA	5.20	Yes	\$ 5.72
11101.3420	Hire of equipment	Local s hiring chairs, trestles etc - price per item regardless on number	5.20	Yes	\$ 5.72
11101.3420		180cm Trestle Tables (Shire)	10.40	Yes	\$ 11.44
		180cm Trestle Tables - Not for Profit Organisations - no hire fees	0.00		\$ -
11101.3420		Cafe Chairs (Shire)	7.28	Yes	\$ 8.01
		Cafe Chairs (Shire) - Not for Profit Organisations - no hire fees	0.00	Yes	\$ -
11100.3420	Repair/Replacement Tables/Chairs	For tables & chairs per item	Cost	Yes	Cost
	Mogumber Hall				
	<u>FUNCTIONS - Liquor Consumed:</u>				
99108	Bond		208.00	No	\$ 208.00
11101.3420	Main Hall	including kitchen, new toilets and showers	52.00	Yes	\$ 57.20
11101.3420	Additional Cleaning	Per Hour	36.40	Yes	\$ 40.04
99106		Key Bond	41.60	No	\$ 41.60
	<u>FUNCTIONS - No Liquor:</u>				
99108	Bond		104.00	No	\$ 104.00
11101.3420	Main Hall	including kitchen, new toilets and showers	52.00	Yes	\$ 57.20
11101.3420	Additional Cleaning	Per Hour	36.40	Yes	\$ 40.04
99106		Key Bond	41.60	No	\$ 41.60
	<u>Sports</u>				
11101.3420	Main Hall	including kitchen, new toilets and showers	20.80	Yes	\$ 22.88
11101.3420	Short Term	2 hours or less - half the charge otherwise payable	5.20	Yes	\$ 5.72
99106		Key Bond	41.60	No	\$ 41.60
	<u>Other</u>				
11101.3420	Non-profit functions	Local Non Profit Groups ie CWA	5.20	Yes	\$ 5.72
11101.3420	Hire of equipment	Local s hiring chairs, trestles etc - price per item regardless on number	5.20	Yes	\$ 5.72
11101.3420		180cm Trestle Tables (Shire)	10.40	Yes	\$ 11.44
		180cm Trestle Tables - Not for Profit Organisations - no hire fees	0.00		\$ -
11101.3420		Cafe Chairs (Shire)	7.28	Yes	\$ 8.01
		Cafe Chairs (Shire) - Not for Profit Organisations - no hire fees	0.00	Yes	\$ -
11101.3420	Campers, Caravans	Cost per van per night	5.20	Yes	\$ 5.72
11101.3420	Bain Marie	Hire fee for external hire per day	20.80	Yes	\$ 22.88
11101.3420		Repair/Replacement if damaged/broken	Cost	Yes	Cost
11100.3420	Repair/Replacement Tables/Chairs	For tables & chairs per item	Cost	Yes	Cost
99106		Key Bond	41.60	No	\$ 41.60
	Hire of Ovals				
11112.3420	Calingiri, Mogumber, Bolgart	Per day	52.00	No	Per day

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
11111.3420	Bolgart Football Clubrooms	Per day or part-day	10.40	Yes	\$ 11.44
99106		Key Bond	20.80	No	\$ 20.80
	Caravan Parks				
11300.3450	Powered site - daily	Bolgart Caravan Parks (2 People)	20.80	Yes	\$ 22.88
11300.3450	Powered site - daily	Each additional person	5.20	Yes	\$ 5.72
11300.3450	Powered site - weekly	Bolgart Caravan Parks (2 People)	104.00	Yes	\$ 114.40
11300.3450	Powered site - weekly	Each additional person	20.80	Yes	\$ 22.88
11300.3450	Unpowered site - daily	Bolgart Caravan Parks (2 People)	10.40	Yes	\$ 11.44
11300.3450	Unpowered site - daily	Each additional person	3.12	Yes	\$ 3.43
11300.3450	Unpowered site - weekly	Bolgart Caravan Parks (2 People)	39.00	Yes	\$ 42.90
11300.3450	Unpowered site - weekly	Each additional person	15.60	Yes	\$ 17.16
11301.3450	Powered site - daily	Calingiri Caravan Parks (2 People)	20.80	Yes	\$ 22.88
11301.3450	Powered site - daily	Each additional person	5.20	Yes	\$ 5.72
11301.3450	Powered site - weekly	Calingiri Caravan Parks (2 People)	104.00	Yes	\$ 114.40
11301.3450	Powered site - weekly	Each additional person	20.80	Yes	\$ 22.88
11301.3450	Unpowered site - daily	Calingiri Caravan Parks (2 People)	10.40	Yes	\$ 11.44
11301.3450	Unpowered site - daily	Each additional person	3.12	Yes	\$ 3.43
11301.3450	Unpowered site - weekly	Calingiri Caravan Parks (2 People)	39.00	Yes	\$ 42.90
11301.3450	Unpowered site - weekly	Each additional person	15.60	Yes	\$ 17.16
	Equipment Pool				
11110.3430	Marquees	No charge to sporting organisations & public bodies	78.00	Yes	\$ 85.80
	Economic Services				
11322.3450	Water ex standpipes	Calingiri, Bolgart, Yerecoin - per kilolitre (minimum charge \$5.50) if approval given from Water Authority	2.08	Yes	\$ 2.29
	Sale of Surplus Items				
11200.3830	Second Hand Footpath Slabs	600 x 600mm	5.20	Yes	\$ 5.72
		600 x 300mm	3.12	Yes	\$ 3.43
11410.3830	Used Grader Blades	per blade	2.08	Yes	\$ 2.29
	Planning and Development (Local Government Planning Fees) Regulations 2000				
11040.3450	1) Determination of Development Application				
	(other than for an extractive industry)where the estimated cost of the development is -				
		(a) not more than \$50,000	147.00	No	\$ 147.00
		(b) more than \$50,000 but not more than \$500,000 - 0.32% of exstimated			

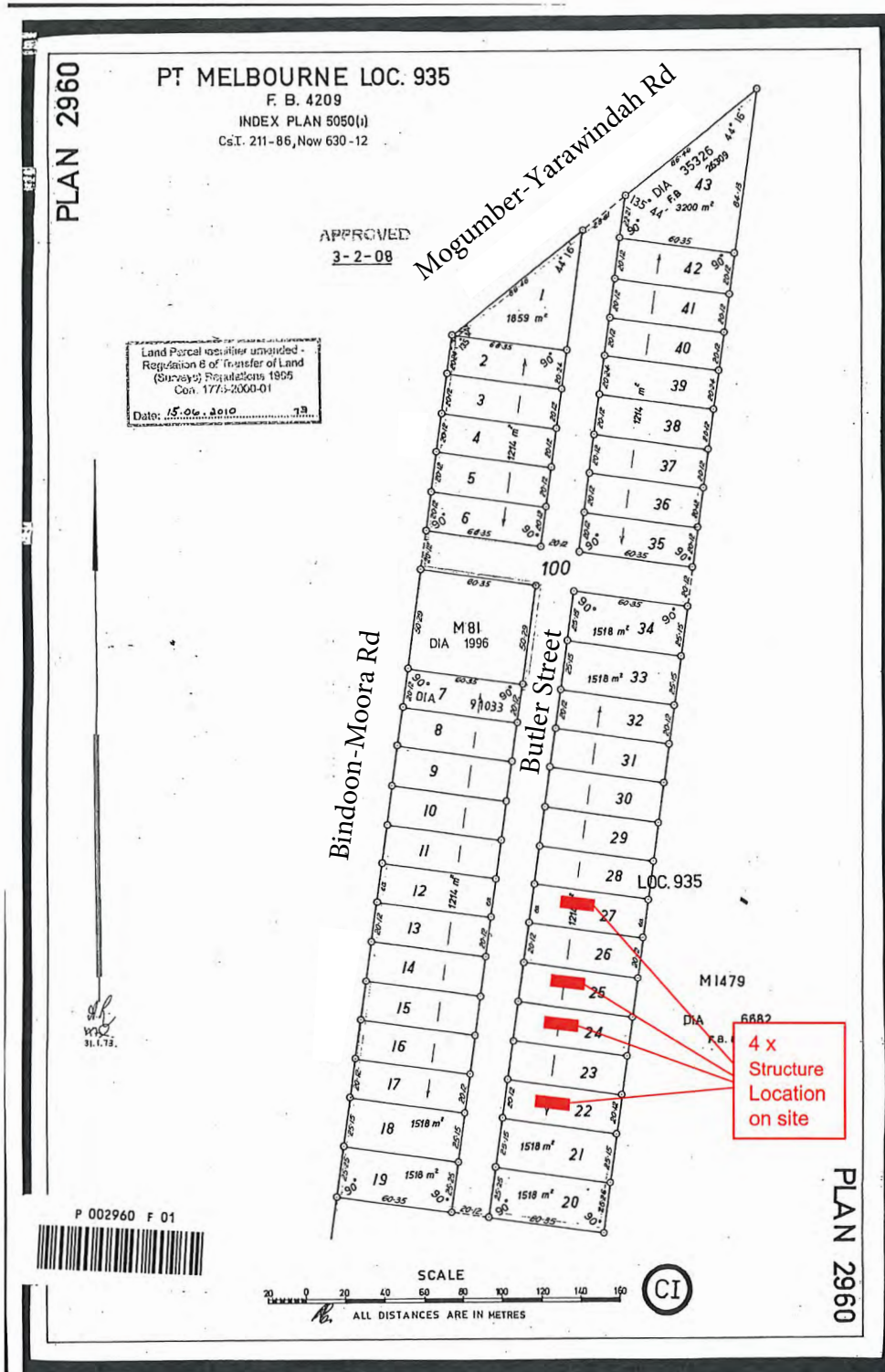
G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
		cost of development			
		c) more than \$500,000 but not more than \$2.5million - \$1,700 + 0.257% for every \$1 in excess of \$500,000			
		(d) more than \$2.5million but not more than \$5million - \$7,161 + 0.206% for every \$1 in excess of \$2.5million			
		(e) more than \$5 million but not more than \$21.5 million - \$12,663 + 0.123% or every \$1 in excess of \$5 million			
		(f) more than \$21.5million - \$34,196 and if the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under paragraph a), b), c), d), e) or f)	34,196.00	No	
		2) Determining of development application (other than for an extractive industry)			
		where the development has commenced or been carried out:			
		The fee in item 1 plus, by way of penalty, twice that amount			
		3) Determining of development application for an extractive industry			
		where the development has not commenced or been carried out:	739.00	No	\$ 739.00
		4) Determining of development application for an extractive industry			
		where the development has commenced or been carried out:			
		The fee in item 3 plus, by way of penalty, twice that amount			
		5) Provision of Subdivision Clearance			
		(a) not more than 5 lots - \$73.00 per lot	73.00	No	\$ 73.00
		(b) more than 5 lots but not more than 195 lots - \$73.00 per lot for the first 5 lots and \$35.00 per lot			
		c) more than 195 lots - \$7,393	7,393.00	No	\$ 7,393.00
		6) Determining an initial application for approval of home occupation where the home			
		occupation has not commenced	222.00	No	\$ 222.00
		7) Determining an initial application for approval of home occupation where the home			
		occupation has commenced:			
		The fee in item 6 plus by way of penalty, twice that fee			
		8) Determining an application for the renewal of an approval of a home occupation where the			
		application is made before the approval expires	73.00	No	\$ 73.00

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
	9) Determining an application for the renewal of an approval of a home occupation where the				
		application is made after the approval has expired			
		The fee in item 8 plus by way of penalty, twice that fee			
	10) Determining an application for change of use or for an alteration or extension or change				
		of a non conforming use to which item 1 does not apply, where the change or	295.00	No	\$ 295.00
		alteration, extension or change has not commenced or been carried out			
	11) Determining an application for change of use or for an alteration or extension or change				
		of a non conforming use to which item 1 does not apply, where the change or			
		alteration, extension or change has commenced or been carried out			
		The fee in item 10 plus by way of penalty, twice that fee			
	12) Issue of Zoning Certificate		73.00	No	\$ 73.00
	13) Reply to a property settlement questionnaire		73.00	No	\$ 73.00
	14) Issue written planning advice		73.00	Yes	\$ 80.30
	Scheme Amendments and Structure Plans				
		As per the table of WAPC's draft model text provisions for scheme amendments			
		and structure plans notably:			
		Director / City / Shire Planner - per hour	86.32	Yes	\$ 94.95
		Manager / Senior Planner - per hour	65.52	Yes	\$ 72.07
		Planning Officer - per hour	36.09	Yes	\$ 39.70
		Other staff eg Environmental Health officer @ per hour	36.09	Yes	\$ 39.70
		Secretary / Administrative Clerk - per hour	29.54	Yes	\$ 32.49
	Cemeteries				
11050.3450	Grave Digging to a depth of 1.8m	Persons 10 years and over	832.00	Yes	\$ 915.20
11050.3450		Child under 10 years	468.00	Yes	\$ 514.80
11050.3450		Stillborn Child	468.00	Yes	\$ 514.80
11050.3450		Each additional 300 mm depth	137.28	Yes	\$ 151.01
11050.3450		Re-opening of any grave	1,040.00	Yes	\$ 1,144.00
11050.3450	Land for Burial	2.4 x 1.2	41.60	No	\$ 41.60
11050.3450		2.4 x 2.4	83.20	No	\$ 83.20
11050.3450		2.4 x 3.5	124.80	No	\$ 124.80
11050.3450	Other Charges Payable	Additional for internment without due notice	104.00	Yes	\$ 114.40

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
11050.3450		Additional for internment on a weekend or public holiday	104.00	Yes	\$ 114.40
11050.3450		Internment of ashes in Memorial Garden	31.20	Yes	\$ 34.32
11050.3450		Internment of ashes in grave	41.60	Yes	\$ 45.76
11050.3450		Permission to erect any monument: Council to be notified and Works Manager to authorise beforehand	52.00	No	\$ 52.00
11050.3450		Erection of grave number plate	62.40	No	\$ 62.40
11050.3450		Reinstatement of monument, headstone etc where grave re-opened	124.80	Yes	\$ 137.28
11050.3450		Grant of Exclusive Right of Burial	31.20	No	\$ 31.20
11050.3450		Transfer of Grant of Exclusive Right of Burial	20.80	No	\$ 20.80
	Rural Road Number Plates				
10432.3450	Rural Road Number Plate	Sign only	Cost	Yes	Cost
10432.3450	Rural Road Number Plate	Labour hourly rate to install inc. Travel time	70.55	Yes	\$ 77.61
11400.3450	Private Works & Plant Hire				
	(all rates inclusive of operator)				
	Grader Hire	Ordinary hourly rate	144.87	Yes	\$ 159.36
	Loader	Ordinary hourly rate	127.92	Yes	\$ 140.71
	Bobcat	Ordinary hourly rate	94.37	Yes	\$ 103.81
	Ride on Mower	Ordinary hourly rate	101.63	Yes	\$ 111.79
	New Excavator	Ordinary hourly rate	162.61	Yes	\$ 178.87
	Backhoe	Ordinary hourly rate	177.49	Yes	\$ 195.24
	Multi-tyred Roller	Ordinary hourly rate	115.94	Yes	\$ 127.53
	Drum Roller	Ordinary hourly rate	149.31	Yes	\$ 164.24
	Prime Mover	Ordinary hourly rate	120.19	Yes	\$ 132.21
	3 tonne truck	Ordinary hourly rate	101.26	Yes	\$ 111.39
	9 tonne truck	Ordinary hourly rate	118.05	Yes	\$ 129.86
	13 tonne truck	Ordinary hourly rate	103.56	Yes	\$ 113.92
	Tree Pruner	Ordinary hourly rate (Pruning only)	134.54	Yes	\$ 147.99
		Removal of Cuttings additional - Loader hire per hour	127.92	Yes	\$ 140.71
		- 9t Truck hire per hour	118.05	Yes	\$ 129.86
	Truck and Side Tipper Trailer		129.14	Yes	\$ 142.05
	Labour Charge Out Rate / Hour		70.55	Yes	\$ 77.61
11410.3430	Toilet Trailers (ex VP Tourism Assn.)	Daily rate (no pro rata)	52.00	Yes	\$ 57.20
99103		Bond	104.00	No	\$ 104.00
	Sand	Per Tonne Material Only	Cost	Yes	Cost
	Mulch	Material only - Shire residents only	0.00	Yes	\$ -

G/L Account	ITEM	DESCRIPTION	18/19 FEE	2018-19 FEE	
				GST	TOTAL
	Gravel	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost
	Blue Metal/Aggregate 7mm	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost
	Blue Metal/Aggregate 10mm	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost
	Blue Metal/Aggregate 14mm	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost
	Cracker Dust	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost
	Bitumin (Easy Mix)	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost
	Road Base	Per Tonne Material Only (Ex Depot)	Cost	Yes	Cost

G/L Account	ITEM	DESCRIPTION	2018-19		
			GST	FEE PASS HOLDER	FEE NON-PASS HOLDER
				TOTAL	TOTAL
	Tip Fees				
11002.3450	- Domestic / Commercial	Annual Landfill Pass = 2 x 240L Bins or Ute or 6x4 Trailer per visit	-	No Charge	N/A
11002.3450	- Domestic / Commercial	Demolition Waste - minimum charge	Yes	\$ 34.32	\$ 80.08
11002.3450	- Domestic / Commercial	Demolition Waste per m3	Yes	\$ 57.20	\$ 114.40
11002.3450	- Domestic / Commercial	Green Waste - clean per m3	-	No Charge	\$ 22.88
11002.3450	- Domestic / Commercial	Green Waste - unsorted per m3	Yes	\$ 22.88	\$ 45.76
11002.3450	- Domestic / Commercial	Clean Fill	-	No Charge	No Charge
11002.3450	- Domestic / Commercial	Clean Fill with debris per m3	Yes	\$ 5.72	\$ 11.44
11002.3450	- Domestic / Commercial	8x6 trailer sorted (Commercial only)	-	No Charge	\$ 22.88
11002.3450	- Domestic / Commercial	8x6 trailer unsorted	Yes	\$ 22.88	\$ 45.76
11002.3450	- Domestic / Commercial	Small Truck (< 4t) / Horse Float (sorted)	Yes	\$ 11.44	\$ 2.08
11002.3450	- Domestic / Commercial	Small Truck (< 4t) / Horse Float (unsorted)	Yes	\$ 34.32	\$ 68.64
11002.3450	- Domestic / Commercial	Fridge/Freezer/Air Con - degassed with sticker	-	No Charge	No Charge
11002.3450	- Domestic / Commercial	Fridge/Freezer/Air Con - not degassed with sticker - NOT ACCEPTED	-	N/A	N/A
11002.3450	- Domestic / Commercial	Steel - free of debris	-	No Charge	No Charge
11002.3450	- Domestic / Commercial	Tyres - NOT ACCEPTED	-	N/A	N/A
11002.3450	- Domestic / Commercial	Asbestos - less than cubic metre	Yes	\$ 83.20	N/A
11002.3450	- Domestic / Commercial	Asbestos - per cubic metre	Yes	\$ 208.00	N/A
99106	- Key Bond	Tips	No	\$ 20.80	N/A





Submitter	Comment	Shire Officer Response
SUPPORT 1	I support the Development one hundred per cent. I believe it will be good for the area and all progress is good.	Noted.
SUPPORT 2	I have no objections to this application and support the issue of a "Retrospective Storage Permit". I find the diligence shown to this project by the Victoria Plains Shire rather puzzling when compared with other recent activities within the Shire.	Noted.
SUPPORT 3	There are Currently Donga type Buildings in the Town of Mogumber and have Been for over thirty years. this type of Building would be more tidy + presentable than any of the building's Currently on Bindoon-Moora rd + Butler Street Mogumber	Noted.
SUPPORT 4	I live near the vicinity of the 4 residential units and have no problems with them remaining where they are. They certainly not an eyesore as certain people within the area make out.	Noted.
SUPPORT 5	We support the proposal of Retrospect Storage of (4) Residential Units (Dongas) – Lots 22, 24, 25 + 27 Butler St, Mogumber, Victoria Plains. <ul style="list-style-type: none"> • These 4 Dongas are not inconvenicing anyone! • Most people who drive past these Dongas haven't noticed them on site. • The Dongas could be Beneficial to the town of Mogumber for future accommodation. May encourage more people to the Town. • In our view once these Dongas are completed we think these will be a great Asset to the Town of Mogumber. 	The subject application is for the 'storage' of the dongas on the land, not their residential use. If the dongas were intended to be used, a further Application for Development Approval would need to be submitted to the Shire for assessment.
SUPPORT 6	We support the proposal of Retrospect Storage of (4) Residential Units (Dongas) – Lots 22, 24, 25 + 27 Butler St, Mogumber, Victoria Plains. <ul style="list-style-type: none"> • These 4 Dongas are not inconvenicing anyone! • Most people who drive past these Dongas haven't noticed them on site. • The Dongas could be Beneficial to the town of Mogumber for future accommodation. May encourage more people to the Town. <p>In our view once these Dongas are completed we think these will be a great Asset to the Town of Mogumber.</p>	The subject application is for the 'storage' of the dongas on the land, not their residential use. If the dongas were intended to be used, a further Application for Development Approval would need to be submitted to the Shire for assessment. The dongas potential future use for accommodation cannot be considered as part of this application. As the proposed use of the dongas is 'storage' not residential, the current appearance of the dongas is their 'completed' appearance.

SUPPORT 7	I support retrospective Storage of Residential units in Mogumber + hopefully We will have a development which was developed in 1908 go ahead + we can have people live + work as well as have tradesman come + live in Mogumber 20 Km's from The New DARWIN HIGHWAY.	Noted.
SUPPORT 8	I cannot see a problem with the four residential units remaining where they are in Mogumber. I support for them to stay + hopefully if the Shire of Victoria Plains allows this development happen we might see changes in Mogumber.	Noted.
SUPPORT 9	I support the retrospective storage of a 4 Residential units.	Noted.
SUPPORT 10	I support this application.	Noted.
SUPPORT 11	I can't see any reason why residential units can not be stored on these Lots.	The Shire's LPS5 does not permit the land use of 'storage/warehouse' within the Townsite zone unless a period of advertising has been undertaken and the Shire has exercise its discretion in granting Development Approval. As such, the storage of residential units can be considered for approval on the subject land.
SUPPORT 12	DO NOT have a reason to NOT STORE Resadintial Units	Noted.
SUPPORT 13	HAVE NO REASON NOT TO SUPPORT RETROSPECTIVE STORAGE OF RESIDENTIAL UNITS.	Noted.
SUPPORT 14	I support the retrospective storage application of the residential units in Mogumber for as long as necessary. It would have been appropriate for similar consultation about the unplanned unapproved developments at the Mogumber Tavern	Noted.
SUPPORT 15	I strongly support the storage application of 4 residential units in the Mogumber townsite. I don't believe that these 4 neat looking units could possibly detract from the Mogumber townsite. If anything, it creates the perception that someone is as least investing in an otherwise dying town. Furthermore I would love to see development on this block of land. It just makes (common) sense, and housing development is a certain way of attracting interest in Mogumber. Imagine what a new family to two would mean to the local fire brigdage, library, playgroups, pub, etc. Housing is obviously a massive issue across the Wheatbelt, and I see the development of the Mogumber townsite as a pro active step in the right direction.	Noted.

<p>SUPPORT 16</p>	<ul style="list-style-type: none"> • The application for storage is supported because it is on <u>one</u> single multi-lot title ("the paddock") which hosts residential, commercial, townsite & non-townsite blocks. It is a paddock currently. • Rate are paid on this property and at the time of purchase multi-use was marketed. <u>Use</u> of property should not be denied. • A 'retrospective' application is appropriate, and a completely normal planning process especially given the 'real life' circumstances that have taken place & confront people in their daily lives. Owners have complied with requests. • Several stakeholders in 'Botvarkel' do not own any other local land and see it as appropriate to store 'their' property on 'their' land. This land is their only option for storage. • The current storage arrangement presents well, is suitable to surroundings and is neat and tidy. The buildings are compact, neat and well placed. • Whilst this opportunity for feedback presents itself, like many other locals, residents, ratepayers & community participants, we are keen to see development in Mogumber and particularly in a time of economic downturn. It is well-known that, 'Market Failure' (a term addressing total value of the development, being substantially less than the expensive & inflated regional input costs – such as headworks) is widespread in the Wheatbelt and contributes to population decline in regional areas. We understand the Shire of Victoria Plains has a vision to be "A place to grow" and supports "new industry & business ventures and welcomes new residents...to establish their business and lives." We would like to see growth statistics reflecting that vision, and Mogumber to grow and welcome new people. These new people can turn this dying town around, & contribute to; the Progress Assoc; Mogumber Outback Club; New Norcia Playgroup (the local group attended by Mogumber residents); the Mogumber-Gillingara Bush Fire Brigade; creating a workforce; bringing or establishing new businesses; paying rates on their new blocks!!; and inviting visitors. <u>BUT they need houses to live in.</u> The Planning intent of this 100 year old subdivision with consideration to zoning & location was 'town extension' & this was represented in signage & documentation at the sale of the land. The simple storage of property/buildings is supported, and for future reference housing development in Mogumber townsite, at this site is supported also. 	<p>Noted.</p> <p>The unavailability of land for a landowner to conduct a particular land use is not a relevant planning consideration.</p>
<p>SUPPORT 17</p>	<p>I support this application</p>	<p>Noted.</p>
<p>SUPPORT 18</p>	<p>WE HAVE NO OBJECTION TO THE BUILDINGS BEING IN THE LOCATION THEY ARE</p>	<p>Noted.</p>
<p>SUPPORT 19</p>	<p>I don't have a problem with these units being stored on Lots 22, 24, 25 + 27 Butler St, Mogumber</p>	<p>Noted.</p>
<p>SUPPORT 20</p>	<p>I DO NOT OPPOSE GO FOR GOLD !</p>	<p>Noted.</p>
<p>SUPPORT 21</p>	<ul style="list-style-type: none"> - NO OBJECTIONS TO STORAGE - UNDERSTAND THAT SHIRE RECIEVES RATES FOR MENTIONED LOTS 	<p>Noted.</p>
<p>SUPPORT 22</p>	<p>I support this application</p>	<p>Noted.</p>
<p>SUPPORT 23</p>	<p>SUPPORT</p>	<p>Noted.</p>

<p>OPPOSE 1</p>	<p>THESE STRUCTURES WERE PREVIOUSLY REJECTED FOR RESIDENTIAL HOUSING ON THE CURRENT LOTS AND WERE <u>SUPPOSED</u> TO BE REMOVED WITHIN THE DESIGNATED TIMEFRAME. ALLOWING THEM TO BE STORED THERE STILL POSES THE EYE SORE THAT THEY ARE, FOR AN INDEFINITE TIME FRAME. NO ONE IN TOWN HAS BEEN PERMITTED DONGAS OR STORAGE CONTAINERS FOR EVEN SHORT PERIODS OF TIME AND TO ALLOW THESE TO REMAIN IN PLACE INDEFINITELY IS UNFAIR TO PRESENT RESIDENTS AND AN INVITATION TO POSSIBLE PERMANANT PLACEMENT OF THE DONGAS, A COARSE WHICH HAS ALREADY BEEN REJECTED !! THESE DONGAS NEED TO BE REMOVED <u>A.S.A.P.</u></p> <p>SUMMARY: THEY WERE REJECTED FOR LIVING PURPOSES, THEY SHOULD NOT BE LEFT THERE IN INDEFINITE STORAGE. THEY POS AN INVITATION TO SQUATTERS & VANDALS.</p>	<p>The application at hand is for the permanent storage of dongas on the land which can be considered for approval under LPS5, subject to a period of advertising and the Shire exercising its discretion.</p>
<p>OPPOSE 2</p>	<p>We do not support the Retrospective Storage of (4) Residential Units (Dongas) on Lots 22, 24, 25 & 27 Butler St Mogumber.</p> <ol style="list-style-type: none"> 1. As the blocks in this development are zoned residential in the Town Planning Scheme or Local Planning Scheme No 5, approval for the storage of these structures should not be granted as this appears to be an application for a use not listed for a residential area. Note that the applicant has stated that the dongas will not be used for residential purposes. 2. Landscape Design. The dongas are highly visible from the main entry road to Mogumber. A check of the State Planning Guidelines states that buildings must be compatible with the general design of the surrounding dwellings. This information is contained in the section detailing Landscape Design Requirements. Dongas are the design of choice for temporary housing for mining sites, not permanent dwellings for rural communities. 3. No effort has been undertaken to control stormwater created by the positioning of the dongas on the blocks. During a sever rainfall event, erosion and flooding could occur downhill from the dongas. 4. Approval for the storage of these units may set a precedent for future applications for storage of other structures, building materials and equipment. This may create an impression that this development is a defacto light industrial area not a residential subdivision, which is the current zoning. 	<p>The application at hand is for the permanent storage of dongas on the land which can be considered for approval under LPS5, subject to a period of advertising and the Shire exercising its discretion.</p> <p>Officers are unsure of which 'State Planning Guidelines' the submitter is referring to.</p> <p>Given the nature of the surrounding land and the lack of infrastructure adjoining the subject properties, on-site stormwater retention is not considered to be an issue that requires addressing for this application.</p> <p>Any decision made by Council has the potential to create a precedent. Council will need to have regard to this fact when determining the subject application.</p>
<p>OPPOSE 3</p>	<p>Mogumber is NOT A MINE SITE</p>	<p>Noted.</p>
<p>OPPOSE 4</p>	<p>Blocks in Mogumber are Form Houses NO Dongas.</p>	<p>The application at hand is for the permanent storage of dongas on the land which can be considered for approval under LPS5, subject to a period of advertising and the Shire exercising its discretion.</p>

<p>OPPOSE 5</p>	<p>All the personas dwelling at our household in Mogumber totally object to the ex mining dongas in the townsite. Besides being an eyesore, everyone knows they were put there without the appropriate permits and the Shire of Victoria Plains has shown very little grit in letting them stay there as long as they have. To say they are being stored is only a delaying ploy as the owners have thousands of acres in Gillingarra, where they could be kept and use. Come on Shire of Victoria Plains – Show us what you are made of !</p>	<p>Noted.</p> <p>The availability of alternative locations for a development is not a relevant planning consideration. The subject application is to be determined on its merits.</p>
<p>OPPOSE 6</p>	<p>Mogumber is not a refugee camp</p>	<p>Noted.</p>
<p>OPPOSE 7</p>	<p><u>I am opposed to this development</u></p> <p>My reasons for this include</p> <ul style="list-style-type: none"> • It is against the Shire's Policy of movable buildings in town sites. • Multiple donga style dwellings lined up together is not appropriate in a town site, especially when visible from the main road and when it is the first impression visitors view when arriving to the town of Mogumber. • Why do they need to be stored? Does the proponent need time to remove them from Mogumber? Or is to draw out the process of eventually turning them into housing? If the proponent needs time to remove them from Mogumber, then I would be sympathetic and allow 3 months. If its simply to store them and eventually put forward another planning application for development or use as residential buildings, I do not agree and strongly oppose the storage. • These dwellings have already been an eye saw on the community for a period of 15months. • Planning approval should have been sought prior to delivery of these buildings, the lack of respect in the process give me no confidence in future adherence of planning conditions. • I believe the proponent would have access to other land where the dongas could be stored, rather than in the middle of a townsite. 	<p>The application at hand is for the permanent storage of dongas on the land. Any future use of the dongas will require the approval of the Shire.</p> <p>If Council determine to refuse the subject application, it will be recommended that a further resolution be made to remove the dongas from the land within a three (3) month timeframe.</p> <p>The application at hand is retrospective as the development has occurred prior to gaining the consent of Council.</p> <p>The availability of alternative locations for a development is not a relevant planning consideration. The subject application is to be determined on its merits.</p>
<p>OPPOSE 8</p>	<p>1 THE V.P. COUNCIL IS IN A UNIQUE POSITION TO GUIDE THE DEVELOPMENT OF A TOWN SITE WHICH I BELIEVE IS SET TO GROW DRAMATICALLY. 2 BUSINESS + TOURISM IS EXPANDING THROUGH THE MID WEST AREA CREATING EMPLOYMENT AND ACCOMMODATION OPORTUNITIES. 3 THERE ARE 2 BUILDINGS OF HERITAGE INTEREST. THE OTHER 5 DWELLINGS ARE IN A POOR STATE OF REPAIR AND MOST WON'T LAST LONG TEARM. 4 I BELIEVE 'DONGA' + MINE SITE BUILDINGS SHOULD BE STORED OUTSIDE THE TOWN AREA ON A SITE NOT CLEARY VISABLE FROM THE ROAD. 5 FOR THE ABOVE REASONS, ONLY PERMANENT STRUCTURES SHOULD BE BUILT ON RESIDENTIAL LAND.</p> <p>THIS WOULD ALLOW MOGUMBER TO BECOME A PICTURESQUE + DESIRABLE PLACE TO VISIT AND/OR LIVE IN.</p>	<p>Noted.</p>

<p>OPPOSE 9</p>	<p>1. FOR THE FUTURE OF MOGUMBER TOWN PLANNING I BELIEVE THE SHOULD BE REMOVED SO THEN A HIGHER STANDARD CAN BE ACHIEVED AND ADD TO BEATIFICATION TO THE TOWN SITE USING CORRECT STYLE HOUSE FOR FUTURE DEVELOPMENT.</p> <p>2. REMOVED – BECAUSE THEY HAVE BEEN AN EYESORE SINCE THEY WHERE DROPPED THERE (I HAVE HAD GUESTS COME AND COMMENT ON HOW UGLY AND TEMPORARY THEY LOOK).</p> <p>3. AS JUST MOVED INTO MOGUMBER 2 YEARS AGO I WOULD HAPPILY CONSIDER BUYING LOTS IN THE TOWN IF THERE WAS A BUILDING STANDARD WITH HOUSES NOT DONGAS. (I DON'T BELIEVE THEY ARE FOR STORAGE REASONS).</p> <p>*THESE NEED TO BE REMOVED AS THEY ARE AN EYESORE AND UGLY.</p>	<p>Noted.</p>
<p>OPPOSE 10</p>	<p>This development application is said to be for retrospective storage of four (4) residential units (dongas). It should be understood that section 164 of the <i>Planning and Development Act 2005</i> ("the Act") does not provide power to transform an unlawful development commenced without approval into a lawful development for the period between the commencement of the development and the granting of approval as might be thought to be implied from the use of the term "retrospective". See <i>Bright Image Dental Pty Ltd v City of Gosnells [2017] WASC 229</i>. Indeed the word "retrospective" is not used in the Act.</p> <p>Commencing development without prior approval from the local government is a criminal offence which, if prosecuted successfully, carries a severe penalty which continues to accrue so long as the breach of the Act continues. See Part 13 of the Act.</p> <p>The application for which approval is sought is for the storage of 4 dongas on Lots 22, 24, 25 and 27 Butler Street, Mogumber (for an indefinite period i.e. presumably in perpetuity or for as long as the land owner wishes). This is an application made pursuant so s164 of the Act because the dongas have been installed on the subject land for approximately 1 year, in breach of the Act. It is proposed that the dongas not be used for residential purposes as was proposed in a previous application, also made after their installation on the lots and later withdrawn.</p> <p>This application raises several issues very significant in relation to policy relating to development processes and community amenity to which the local government must have regard when considering a development application involving a proposed use that is not currently permitted by zoning of the land. See clause 67 of <i>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Deemed provisions for local planning schemes</i>.</p> <p>1. At clause 67(a) "the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;" must be given due regard</p> <p>1.1 Local planning scheme: Local Planning Scheme No. 5</p>	<p>Section 164(1) of the <i>Planning and Development Act 2004</i> states:</p> <p><i>'A responsible authority may grant its approval under a planning scheme or interim development order for development already commenced or carried out.'</i></p> <p>The above provides local government the opportunity to approve development that has already commenced. The term 'Retrospective' is commonly used to describe the type of application that has been submitted, mostly for administrative and advertising purposes.</p> <p>A retrospective application fee was paid by the applicant which is three times the standard fee by way of penalty.</p> <p>The lots to which the application relates are zoned 'Townsite' under the LPS5. The 'Warehouse/storage' land use is identified as an 'A' permissibility within the 'Townsite' zone.</p> <p>Assessment of the application against the objectives of the 'Townsite' zone is included within the officer's report.</p>

	<p>The objectives of local planning policy for the Shire of Victoria Plains are set out in Local Planning Scheme No. 5 published in the <i>Government Gazette, WA</i> published on 15 March 2012 at page 1143 ("the Scheme"). According to the Scheme the lots to which the application applies are zoned as "Townsite" and "Commercial".</p> <p>The objectives for the Townsite zoning are (see paragraph 4.2 of the Scheme):</p> <ul style="list-style-type: none"> • To maintain a small town atmosphere. • To allow a variety of uses necessary to service the normal functions of a small townsite. • To provide for residential development and a range of commercial, industrial and other uses considered appropriate in small towns. <p>The objectives for the Commercial zoning are inter alia (see paragraph 4.2 of the Scheme):</p> <p>...</p> <ul style="list-style-type: none"> • To preclude the storage of bulky and unsightly goods where they may be in public view. <p>...</p> <ul style="list-style-type: none"> • To maintain the compatibility with the general streetscape for all new buildings in terms of scale, height, style, materials, street alignment and design of facades. <p>...</p> <ul style="list-style-type: none"> • To provide for residential uses only where the uses are combined with a commercial use, e.g. hotel, or where the residential uses occupy a floor level where it is impracticable or inappropriate to establish a shop or office. <p>Table 1 (Zoning Table) of the Scheme provides that the sole permitted use of lots in a Townsite is for a single house. Approval must be sought for all other uses. All proposed commercial uses in a commercial zone require approval. "Storage" is not among the classes of use considered to be appropriate for commercial zones. "Warehouse/storage" is among the classes of use for land zoned industrial (again not as a permitted use but a use for which approval might be sought).</p> <p>While the objectives for Townsite zoning appear to contemplate some industrial uses the objective for Commercial land for preclusion of storage of bulky and unsightly goods is in direct contradiction of the use proposed by the owners of the subject lots.</p> <p>Accordingly, I submit that the current zoning of the land to which this application relates does not allow a use amounting to storage of second hand goods. Approval of the proposal would require a rezoning of the land to Industrial.</p> <p>2. At clause 67(b)</p> <p>"the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;"</p>	<p>The application at hand is to be determined by Council. If the application is refused by Council and the goods are not removed from site within a specified time period, the Shire may undertake compliance action.</p> <p>Assessment of the application against LPP No. 1 is included in the officer's report.</p>
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	<p>must be given due regard.</p> <p>Orderly and proper planning requires that approvals be sought <u>prior to</u> a development. The Planning and Development Act 2005 (the “Act”) sets out the obligations of developers and users of land and the powers of local government and the Planning Commission in the approval process and when development occurs without the required approval. Part 13 of the Act declares that the development (which includes use of land) without planning approval is an offence. Penalties for such offences can be severe should the local government authority elect to prosecute persons who develop land or put it to unapproved use. Approval of a development after its unauthorised commencement, as provided by s164 of the Act, does not constitute approval of the development from its commencement, only from the date of the approval. The offence committed remains and may be prosecuted by the local government authority. This reflects the importance accorded by our society to orderly and proper planning of land development and use.</p> <p>The dongas were erected on the sites some months prior to August 2017 when the application for approval of the dongas as residences was advertised and submissions were sought. It seems that rather than allowing the application to fail the developer withdrew it. Now, with the unauthorised development persisting for another 6 months or more, the developer seeks approval to store the dongas on the site. The actions of the developer cannot be regarded as satisfying the requirements of orderly and proper planning.</p> <p>3. At clause 67(g) “any local planning policy for the Scheme area;” must be given due regard.</p> <p>3.1 Local Planning Scheme Policy No 1, at clause 3.1(b) states unequivocally that “The Council <i>shall not permit the establishment,</i> occupation or <i>erection of donga type</i> structures for residential purposes within a Townsite Boundary in a Scheme Zoned Area.” (italic emphasis mine).</p> <p>It was stated in the prior development application, since withdrawn, that the establishment or erection of the dongas on the subject land was for residential purposes. It should not be accepted by the local government that there was an alternative purpose at the time of establishment or erection of the dongas on the land.</p> <p>3.2 Local Planning Scheme Policy No 1, at clause 3.1(c) states unequivocally that</p> <p>“The Council will only permit donga type structures for uses other than residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.”</p> <p>I submit that the storage of second hand dongas on 4 otherwise unoccupied blocks of townsite land is contrary to maintenance of a small town atmosphere, is not a use necessary to service the normal functions of a small townsite and is not a use that can be considered appropriate for a small townsite. Accordingly storage of the dongas on the Butler Street blocks in the Mogumber townsite conflicts with the objectives of the local planning scheme. Moreover</p>	
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	<p>the proposed use of the land for storage of dongas is in clear contravention of Local Planning Scheme Policy No 1, clauses 3.1(b) and (c).</p> <p>4. At clause 67(m) “the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;” must be given due regard.</p> <p>Mogumber townsite currently comprises a small number of residences some with ancillary outbuildings and infrastructure, together with a tavern. The majority of the buildings are of a cottage style which differs substantially from the dongas presently installed on the subject lots. The dongas are simply installed on what appear to be limestone blocks and are very much at odds with the streetscape of the developed lots on Butler Street.</p> <p>5. At clause 67(n) “the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;” must be given due regard.</p> <p>As a result of the (unlawful) installation of the dongas their negative impact on the character of the locality is obvious for all to see. The presence of the dongas detracts from the settled tone of the neighbourhood which, together with the unlawfulness, offends a significant proportion of the community. While many in the community are enthusiastic about its further development, use of the townsite land for indefinite storage of bulky items such as second hand dongas would appear to make development of the adjoining land for residential or commercial use much less likely.</p> <p>Approval of the proposal would set a precedent for the locality so that owners of other Butler Street lots would be justifiably aggrieved if denied approval to store bulky and unsightly goods on those lots. Such storage on all the Butler Street land currently vacant would have a devastating effect on the Mogumber streetscape and character.</p> <p>6. At clause 67(s) “the adequacy of – (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;” must be given due regard.</p> <p>It should be noted that currently there is no made road servicing the subject lots. However, this appears not to have</p>	
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	<p>impeded the installation of the unapproved structures and accordingly cannot be expected to impede their removal.</p> <p>In summary, I submit that the application should be rejected and the land owner be ordered to remove the dongas from the lots within a specified time being the minimum if the legislation so provides. I do not support prosecution of the landowner on account of its breach of the Act provided the dongas are removed within the time specified by the Shire.</p>	
OPPOSE 11	<p>We OPPOSE this Development Application.</p> <p>In the short term these units are unsightly, they negatively impact on the visual aesthetics of Mogumber and are a poor advertisement of the Shire's policy for development to be in harmony with the surroundings.</p> <p>Storage for an undetermined amount of time will not improve these units - they will begin to look shabby, neglected and depressing.</p> <p>The Application states that 'the units are not intended to be used for residential purposes', however, being positioned on site and very visible to passing traffic showcases what can be done (legally or otherwise) at Mogumber in 2018.</p> <p>In the long term these units (dongas) are hopefully not of a building type suitable for our town - unless of course your vision is to recreate Gap Ridge Village (whence they came?) at Mogumber.</p> <p>This application will likely set a precedent - it's therefore imperative that the standard of the development at the outset is a standard we can all be proud of. Let's not base that standard on the worst building in town but aspire to create something a lot better.</p> <p>Please do not approve this application for storage of residential units (dongas) at Mogumber - stand up for good development that bodes well for the future of Mogumber. Affordable development doesn't have to look like this!</p>	Noted.
NO RESPONSE	<p>OUR POSITION IS THAT IN THE SHORT TERM THE DONGAS COULD STAY BUT THERE SHOULD BE A TIME LIMIT AND SIX MONTHS FROM NOW WOULD BE THAT LIMIT</p> <p>QUITE SEPERATELY WE SUPPORT THE SHIRE POSITION ON LOT 100 AT MOGUMBER.</p>	Noted.

*Note: Comments are as per original submission received by the Shire. Submission comments have not been edited unless for the purposes of confidentiality where necessary.

1.3 Elected Members – Records capture and management

OBJECTIVE

To ensure compliance with the *State Records Act 2000* by elected members.

STATUTORY CONTEXT

Local Government Act 1995 –

- s.7.11 – Auditor has the power to demand production of books, records etc.
- s.9.59 – Regulations about keeping of documents and records

State Records Act 2000

- Sch.1 – Government organisations required to comply with Act – includes local government

Freedom of Information Act 1992

CORPORATE CONTEXT

Shire of Victoria Plains Records Keeping Plan

POLICY STATEMENT

Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.

APPLICATION

1. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –
 - provide a collection point readily accessible to each elected member to deposit the required materials,
 - materials collected will be separated according to elected member and financial year of deposit
 - for electronic records (such as emails other than those through the Shire of Victoria Plains corporate address, digital photos etc), a suitable medium for backup of all electronic records will be provided at least once per year,
 - the digital copy then to be deposited with other required materials,
 - backup of emails through the corporate address (*name@victoriaplains.wa.gov.au*) a backed up as part of the daily server back up by the Shire's IT contractor,
 - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.
2. Access to the records created may be required, and is to be facilitated by the CEO –
 - as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc,
 - by order of an authorised body such as the Standards Panel or a Court of law etc,
 - by a representative an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

HISTORY

Former policy 9.3.8

Adopted _____

NOTES

State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009 –

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.

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made NOTES on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member

The records only need to be relating to those “*affecting the accountability of the Council and the discharge of its business ... up to and including the decision making processes of Council*”. It is the elected members decision and judgement as to what extent this applies.

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the resulting conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant.

On 24 May 2018 Wallis Computing Services confirmed that emails using the *victoriaplains.wa.gov.au* domain are backed up daily, although the retention at this time is only 12 months. Proposals to move the Shire data and IT to Office 365 will have 7 year retention, and that this period then meets the full legal retention period.

1.7 Related Party Disclosures

OBJECTIVE

The purpose of the AAS is to capture dealings between the organisation and Key Management Personnel with related parties (corporate and individual).

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

- r.4 – AAS to be complied with and are in addition to Regulations (Regulations have priority)
- r.5 – annual budget, annual financial report and other financial reporting to be in accordance with AAS
- Sch.2 Form 1 – CEO required to certify annual financial reports complied in accordance with AAS

Local Government (Audit) Regulations 1996 –

- r.9 – audit is to be performed in accordance with AAS

Australian Accounting Standard 124 – Related Party Disclosures

CORPORATE CONTEXT

Required Declaration and Disclosure forms

POLICY STATEMENT

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 1.7(a) – Related Party Disclosures – Definitions
 - 1.7(b) – Related Party Disclosures – Procedure
2. This Related Party Disclosures Policy applies to –
 - a) Related Parties of Council,
 - b) Key Management Personnel.

APPLICATION

1. Disclosure requirement
 - a) The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.
 - b) Each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.
2. Key Management Personnel (KMP)

In accordance with AASB 124, KMP are –

 - a) All elected members
 - b) CEO
 - c) Staff performing the functions of (including where services are provided under contract) –
 - i) Manager Finance and Administration
 - ii) Manager Works and Services
 - iii) Environmental Health Officer
 - iv) Building Surveyor
 - v) Governance Officer
3. Related Party – Council
 - a) Related entities to Council are those where the Shire of Victoria Plains has significant control or influence, which is deemed to be a **greater than 20%** –
 - i) financial interest in the organisation,
 - ii) voting rights in the organisation.

- b) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

4. Related Party – KMP

- a) Related parties of the KMP are close family members of the KMP.
- b) For the AASB 124, close family members could include extended family members (such as, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with the Shire.
- c) Related entities to the KMP or close family members are those where the person has control, joint control or influence, which is deemed to be **greater than 20%** –
 - i) financial interest in the organisation
 - ii) voting rights in the organisation.
- d) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

5. Related Party Transactions (RPT)

- a) A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- b) For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion –
 - i) payments to elected members;
 - ii) employee compensation whether it is for KMP or close family member of KMP.
 - iii) lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a real estate agent)
 - iv) lease agreements as lessee or lessor, for commercial properties or other properties;
 - v) monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
 - vi) loan arrangements between related entities or KMP;
 - vii) contracts and agreements for construction, consultancy or services
 - viii) purchases or sales of goods; property and other assets;
 - ix) rendering or receiving of services; or goods;
 - x) transfers under licence agreements; or finance arrangements (example, loans);
 - xi) provision of guarantees (given or received);
 - xii) commitments to do something if an event occurs, or does not occur, in the future;
 - xiii) settlement of liabilities on behalf of Council or by the Shire on behalf of that related party.

6. Ordinary Citizen Transactions (OCT)

- a) OCT are where there is no special treatment of consideration of either party and are deemed to be any transaction that a member of the public would receive in the usual course of business, and includes but is not limited to –
 - i) payment of rates and charges imposed by Budget resolution, fines and penalties etc.
 - ii) payment of application or development fees imposed by Council and applying to any applicant
 - iii) use of Council facilities, whether use of the facility incurs a fee or not, and includes Recreation Centre, Civic Centre, library, parks, ovals, reserves, waste facility and public open spaces
- b) OCT incorporates transactions resulting from delivery of Public Service Obligations and includes but is not limited to –
 - i) attending Shire of Victoria Plains functions that are open to the public
 - ii) attending events that are open to the public
- c) All Ordinary Citizen Transactions identified within this policy are unlikely to influence the conclusions that those reading the Shire's financial statements would make.

7. Materiality

For guidance, materiality is generally deemed to apply where –

- a) Where an RPT can be expressed in financial terms
 - i) Single transaction – **greater than \$300**
 - ii) Cumulative transactions – **greater than \$1,500**
- b) Where an RPT cannot be expressed in financial terms –
 - i) reasonable person test – would an ordinary person consider that pressure has been applied or influence exerted

8. Related Party Notification

- a) KMP must submit to the CEO a Related Party Declaration, notifying of any existing or potential related party relationship between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- b) Related Party Declarations are to be submitted –
 - i) within 30 days of commencement;
 - ii) annually, prior to 31 August;
- c) Related Party Transaction Disclosure are to be updated where –
 - i) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or
 - ii) any change to a previously notified related party transaction.

9. Related Party Transaction Notification

- a) A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- b) KMP must submit to the CEO a Related Party Transaction Disclosure, notifying of any transaction between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- c) Related Party Transaction Disclosure are to be submitted –
 - i) at minimum – within 30 days of the end of each financial year;
 - ii) recommended – at Council meeting each month.

10. Confidentiality

- a) All information contained in a disclosure return, will be treated in confidence.
- b) Generally, related party disclosures in the annual financial reports are reported in aggregate and individuals not specifically identified.
- c) Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

11. Discretionary capacity of the CEO

Where a matter is not covered by this policy, the CEO is authorised to make a determination, and may seek such advice as is necessary in order to do so.

HISTORY

Former Policy N/A

Adopted _____

REFERENCES

Minimum requirement under AASB 124 –

- **Declaration and Transaction Disclosures for the previous 12 month are required to be made as at 30 June annually.**
- **Annual resolution of Council in July annually for inclusion in Annual report**

Abbreviations –

- AASB** – Australian Accounting Standards Board
- KMP** – Key Management Personnel
- OCT** – Ordinary Citizen Transaction
- RPT** – Related Party Transaction

The objective of the AASB is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

Effective beginning 1 July 2016 the Shire must disclose in the Annual Report certain related party relationships and transactions together with information associated with those transactions in its Financial Statements, to comply with Australian Accounting Standard 124 Related Party Disclosures.

If there is a related party transaction with the Shire applicable to a reporting financial year, the AASB 124 requires the Shire to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about the Shire's disclosure requirements under the AASB 124, refer to <http://www.aasb.gov.au>

Dept of Local Government Sporting & Cultural Industries –

- Fact Sheet (Circular 12 of 2017) –
<https://www.dlgsc.wa.gov.au/resources/publications/Pages/ViewPublication.aspx?DocID=744>
- Implementation (Circular 07 of 2017) –
<https://www.dlgsc.wa.gov.au/resources/publications/Pages/ViewPublication.aspx?DocID=732>

Policy Schedule 1.7(a) – Related Party Disclosures – Definitions

ALBT or arm's length business transaction means a transaction where the terms between parties are reasonable in the circumstances of the transaction that would result from –

- a) neither party bearing the other any special duty or obligation; and
- b) the parties being unrelated and uninfluenced by the other, and
- c) each party having acted in its own interest

associate means relation to an entity (the first entity), an entity over which the first entity has significant influence.

close members of the family of a person means relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with the Shire and include –

- a) that person's children and spouse or domestic partner;
- b) children of that person's spouse or domestic partner; and
- c) dependants of that person or that person's spouse or domestic partner.

control means the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.

entity can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body or non-profit association.

financial benefit includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit that does not involve paying money.

Examples of "giving a financial benefit" to a Related Party include but are not limited to the following –

- a) Giving or providing the Related Party finance or property.
- b) Buying an asset from or selling an asset to the Related Party.
- c) Leasing an asset from or to the Related Party.
- d) Supplying services to or receiving services from the Related Party.
- e) Issuing securities or granting an option to the Related Party.
- f) Taking up or releasing an obligation of the Related Party.

joint control is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of 2 or more parties sharing control.

joint venture is an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

KMP or key management personnel or Key management person are those person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

KMP compensation all forms of consideration paid, payable, or provided in exchange for services provided.

material is the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

OCT or ordinary citizen transaction are transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities.

related party is a person or entity that is related to the Shire or KMP pursuant to the definition contained in the AASB 124 –

- a) an entity that is controlled, jointly controlled or significantly influenced by the Shire or KMP;
- b) close family members of the KMP; or
- c) an entity controlled, jointly controlled or significantly influenced by a close family member of the KMP.

RPT or related party transaction means a transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.

significant means likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

remuneration or remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from an RPT.

– End of Schedule

Policy Schedule 1.7(b) – Related Party Disclosures – Annual Reporting Requirements

1. Background

The objective of the standard is to ensure that the Shire's financial statements contain disclosures necessary to advise of the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy procedure is to stipulate the information requested from related parties to enable an informed judgement to be made.

2. Identification of Related Parties

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties include a person who has significant influence over the reporting entity, a member of the KMP of the entity, or a close family member of that person who may be expected to influence that person.

KMPs are defined in the Policy Statement as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

The Shire will therefore be required to assess all transactions made with these persons or entities.

3. Identification of Related Party Transactions

A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, Council has defined in the Policy Statement the transactions or provisions of services have been identified as meeting this criterion:

4. Related Party Transactions

Some of the transactions listed in the Policy Statement, occur on terms and conditions no different to those applying to the public and have been provided during delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

5. Ordinary Citizen Transactions

Ordinary Citizen Transactions that occur with the identified KMP as defined in AASB124, are identified in the Policy Statement as any transaction with the Shire of Victoria Plains or use of Shire facilities that any member of the public would receive.

Where any of the services OCTs were not provided at arm's length and under the same terms and conditions applying to the public, elected Council members and KMP will be required to make a declaration about the nature of any special terms received.

All transactions which does not meet the criteria of arm's length business transactions, elected members and KMP as identified, will be required to provide the necessary details to the CEO

6. Ordinary Citizen Transactions (OCTs) – Annual Report

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, a list of OCTs that are provided on terms and conditions no different to those applying to the public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures is required.

7. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

– End of Schedule

3.1 Purchasing – Framework

OBJECTIVE

The objects are to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates with all the Shire operational areas.

STATUTORY CONTEXT

Local Government (Functions and General) Regulations 1996 –

- r.11A – purchasing policy required, and matters to be addressed

CORPORATE CONTEXT

Delegation Register –

- 3.1 – Municipal Fund – Incurring Expenditure
- 3.7 – Tenders – authority to set specifications, criteria, call, accept, vary

Policy Manual 2018 –

- 1.1 – Code of Conduct
- 3.2 – Purchasing – Regional Price Preference
- 3.3 – Credit Cards – including store, fuel and debit cards

POLICY STATEMENT

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 3.1(a) – Purchasing Principles
 - 3.1(b) – Purchasing Thresholds
 - 3.1(c) – Regulatory Compliance for all Purchasing
 - 3.1(d) – Specific Requirements for Tenders
2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.
3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
 - Policy 9.1 OSH – Employees, Volunteers, Contractor and Visitors,
 - OSH Contractors Manual
 - any instructions issued by the CEO
4. Exceptional Circumstances
 - a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may make the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than \$150,000.00 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
 - it is opportunistic such as eliminating otherwise applicable costs,
 - it enhances operational efficiency, or
 - mitigates against risk etc.
 - it is appropriate for continuity of previous works, services, or design, but is not to exceed 50% of an original competitively sourced provider to a maximum of \$20,000

- b) Procurement under exceptional circumstances must be approved in advance by the CEO.
- c) Exercise of this authority is to be in consultation with the Shire President.

APPLICATION

This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

HISTORY

Former Policy 6.5.5, 6.5.6

Replaced _____

REFERENCES

None

Schedule 3.1(a) – Purchasing Principles

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

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

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

2. Value for Money

Value for money is an overarching principle recognised by the Regulations that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes “value for money” or “most advantageous” considerations are to be itemised and detailed as part of evaluation – use of these terms are not adequate.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc,
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Schedule 3.1(b) – Purchasing Thresholds and Requirements

1. Purchasing Thresholds

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, the following are to be attached to the purchase order –

- a) Note of verbal specification and submission
- b) Specification required, assessment criteria set, summary of submissions, evaluation made

General purchasing thresholds –

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is anticipated.

Anticipated Value of Purchase Excl. GST	Requirement	Documentation
Less than \$1,500	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive	None
\$1,500 to less than \$5,000	At least two verbal quotations Written quotations recommended but not required	Required – - Note of verbal quotations received Recommended – - Written quotations received
\$5,000 to less than \$10,000	At least two written quotations	Required – - Written quotations
\$10,000 to less than \$50,000	At least three written quotations	Required – - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel
\$50,000 to less than \$150,000	Obtain at least three written quotations containing price and specification of goods and services	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel
\$150,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than \$150,000	As per General threshold	As per General Thresholds
\$150,000 and above	Obtain at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	As per General Thresholds

NOTES –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract or agreement to purchase.
2. Any work done outside of warranty / guarantee, even if it may affect warranty / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a "value for money" consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - o written specification
 - o assessment criteria to be applied
 - o price schedule
 - o conditions of responding
 - o validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

- a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
 - Details, format and request to be appropriate to the procurement
 - How many / how much,
 - what size / power etc,
 - how fitted out,
 - standard / quality required,
 - type of construction,
 - where the work / product is to be delivered etc
- b) If a written specification has been issued the assessment criteria is to be included in the written specification.
- c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
 - Details and record to be appropriate to the procurement
 - Local provider or external
 - Standard of work, quality of item
 - Reliability, service, warranty
 - References
 - Price etc
- d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
 - To what extent was each specification met,
 - How does submission measure against each criteria
 - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing officer, and approved by the relevant Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing officer, approved by the relevant Manager, and authorised by the CEO under delegated authority.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

Schedule 3.1(c) – Regulatory Compliance for all Purchasing

1. Sole Source of Supply (Monopoly Suppliers)

- a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
 - there must genuinely be only one source of supply
 - every endeavour to find alternative sources has been made,
 - written confirmation of this must be kept on file for later audit.
- b) The application of provision "sole source of supply" should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
- c) Approval of purchasing from a monopoly supplier other than those exempted in the Regulations is restricted to the CEO.

2. Anti-Avoidance

- a) The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below a particular threshold to avoid the requirements of higher level of compliance.

3. Specifications

- a) Before submission or quotes or tenders are sought, the CEO is to determine in writing the specifications under Schedule 3.1(b) for deciding the standards and requirements of the purchase.

4. Assessment

- a) Before submission or quotes or tenders are sought, the CEO is to determine in writing the assessment criteria under Schedule 3.1(b) for deciding which offer should be accepted.

5. Receiving Submissions

- a) All submissions are to remain confidential until the purchase decision is made.

6. Evaluation of Submissions

- a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
- b) Where an evaluation panel is established under Schedule 3.1(b) it should include a mix of skills and experience relevant to the nature of the purchase.

7. Records Management

- a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
 - Tender documentation, including specifications and assessment criteria,
 - Internal documentation,
 - Evaluation documentation,
 - Enquiry and response documentation,
 - Notification and award documentation.
- b) For a direct purchasing process this includes –
 - Quotation documentation, including any specification and assessment criteria
 - Internal documentation, such as evaluation etc
 - Purchase orders issued and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

Schedule 3.1(d) – Specific requirements for tenders

1. Requirement to call tenders

The requirements to call tenders is –

- a) as per Regulations;
- b) where required or directed by Council,
- c) at the discretion of the CEO, and
- d) applies to both purchases and disposition of property.

2. Tender Exemption

In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

3. Tender documentation

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

This is essential since if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.

4. Purchase Criteria

- a) Before submission or quotes or tenders are sought, the CEO is to determine in writing under delegated authority the specifications and assessment criteria for deciding which offer should be accepted.

5. Tender Deadline

A tender that is not received in full in the required format by the advertised tender deadline is to be rejected.

6. Receiving and Opening Tenders

- a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
- b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
- c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

7. Tender Acceptance

All tenders and procurement over \$150,000 are to be presented to Council for decision.

– End of Schedule

3.2 Purchasing – Regional Price Preference

OBJECTIVE

To detail the conditions under which a local preference may apply to purchasing

STATUTORY CONTEXT

Local Government (Functions and General) Regulations 1996 –

- r.24B – terms used
- r.24C – authority to adopt a policy
- r.24D – maximum % discount and maximum \$ value of discount permitted
- r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice
- r.24F – Policy can't be adopted until after Statewide notice of adoption, specified matters must be in the policy, and the policy must be included in tender specifications

CORPORATE CONTEXT

Delegation Register –

- 3.1 – Municipal Fund – Incurring Expenditure
- 3.7 – Tenders – authority to set specifications, criteria, call, accept, vary

Policy Manual 2018 –

- 1.1 – Code of Conduct
- 3.1 – Purchasing Framework

POLICY STATEMENT

The following Council Policy Schedules are adopted, and form part of this Statement –

- Schedule 3.2 – Regional Price Preference.

APPLICATION

1. The Regional Price Preference applies to providers and suppliers –
 - a) established within the preference region,
 - b) based outside the preference region.
2. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

HISTORY

Former Policy 1.7

Replaced _____

NOTES

Statutory requirement are to be observed. The Functions & General Regulations require –

- Statewide notice of proposed policy, amendment or revocation,
- public comment period of 4 weeks,
- submissions to be considered prior to adoption, and
- Statewide notice of adoption.

Policy Schedule 3.2 – Regional Price Preference

1. Definitions

price preference is the application of a discount to the price when comparing submitted prices only, so as to give a marginal advantage to a regional offer, and does not refer to the price that is to be accepted.

preference region is specified as the geographical area which comprises the whole of the Shires of Victoria Plains and

regional tenderer as defined under the *Local Government (Functions and General) Regulations 1996* s 24B(2) as a supplier that has been operating a business continuously out of premises within the region for at least 6 months and submits a tender for the supply of goods and/or services;

start up businesses means a business of less than 10 employees, which has commenced within the preceding 6 months prior to closing date of tender or quote, or would be established specifically for the purposes of the tender

regional content preference is the incentive for businesses/contractors outside the region to purchase goods, services and construction from within the region, but excludes travel and accommodation costs.

tenderer includes a new or start up business where the owner or provider has been resident of the region for at least 6 months

2. Preference principles

The Shire will encourage local industry to do business with the Shire by providing incentive through the adoption of a regional price preference advantage in conjunction with standard evaluation considerations, and as part of usual procurement consideration.

The price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

3. Start-up Businesses

Where a new or start up business having less than 10 employees makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region, are to constitute a component of "value for money" or "most advantageous" considerations as per Function and General Regulations r.24D(3). Reasons are to be itemised, and detailed as part of the "value for money" evaluation in accordance with Policy Sch.3.1(a) – Purchasing Principles.

4. Regional business preference

This preference enables businesses/contractors within the preference area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The following levels of preference are to be applied to whole of contract for all purchasing under this provision –

Reduction % to be applied to whole of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

To qualify as a local business/contractor, a supplier must meet the following conditions –

- A permanent business location in the preference region for at least six (6) months. *Local Government (Functions and General) Regulations 1996* states that the 6 month calculation is based on the period prior to when the tender closes.
- Have permanent staff based in the preference region
- Management and delivery of the majority of the quotation / contract will be carried out from their business location in the preference region.

The price of the bids from the local businesses/contractors will be reduced / discounted for evaluation purposes only, by the percentage to the maximum value set out in this clause.

5. Regional Content Preference

Some businesses / contractors may be based outside the preference region, but utilise significant resources based in the preference region. This preference provides an incentive for businesses / contractors outside the preference region to purchase goods, services and construction from within the preference region.

The preference applies to the value of the goods, materials or services that are purchased from within the preference region, and are referred to as *Regional Content*.

The following levels of preference are to be applied to the portion of the proposal claimed / identified as the Regional Content portion of the contract for all purchasing under this policy –

Reduction % to be applied to Regional Content only of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

Regional content limitations for suppliers based outside the preference region are –

- a) some or all of the goods, materials or services are to be supplied from regional sources. The preference only applies to that part of the tender or quote that has been supplied from regional sources, which needs to be specified in the submission.
- b) businesses outside of the preference region who claim that they will use regional business in the delivery of the contract outcomes –
 - must stipulate who the regional provider will be and the value of the regional content, and
 - will be required as part of the contract conditions, to demonstrate that they have actually used the regional provider.

The price of the bids from the businesses/contractors using preference region content will be reduced for evaluation purposes and for that component of the bid only, by the amounts set out in above.

6. Scope

It should be noted that price is only one factor to be considered when the Shire assesses submissions. Accordingly, a regional submission where price is within the preference is not guaranteed of procurement, as the submission must also meet other relevant criteria, as per Policy 3.1 – Purchasing Framework.

– End

3.3 Credit Cards – including store, fuel and debit cards

OBJECTIVE

To ensure the proper management of corporate credit, store, fuel and debit cards

STATUTORY CONTEXT

N/A

CORPORATE CONTEXT

Delegation Manual –

- 3.1 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing Framework

POLICY STATEMENT

1. Schedules adopted

The following Policy Schedules are adopted, and form part of this Statement –

- Sch.3.3(a) – Corporate, Store, Fuel and Debit Cards – Cardholder Agreement
- Sch.3.3(b) – Reconciliation of Credit Cards, Store Cards and Debit Cards
- Sch.3.3(c) – Purchasing using Credit Cards

2. Authority

All cardholders must have either the authority or delegated authority to commit Shire to expenditure

3. Personal Use

- a) The card is not to be used to obtain personal items under any circumstances.
- b) Breaches may constitute disciplinary action in accordance with Council's policies, the immediate withdrawal of the facility and possible action under the Criminal Code.

4. Use by Persons other than the Cardholder

- a) Cardholders must not allow their card to be used by other persons per card conditions of use, even in absences.
- b) This will ensure that the cardholder has full responsibility for the use of the card and breaches of this condition will result in the Shire being liable for any unauthorised transactions.

5. Cardholder Responsibilities

- a) Ensure each card is maintained in a secure manner and guarded against improper use.
- b) Cards are to be used only for Shire official activities, there is no approval for any private use.
- c) All documentation regarding a card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- d) Card limits are not to be exceeded.
- e) Purchases on any card are to be made in accordance with Shire of Victoria Plains – Purchasing Policy.
- f) Reconciliation is to be completed within 7 days of the date of the card statement being issued.
- g) All cards are to be returned to the CEO on or before the employee's termination date with a full acquittal of expenses.
- h) All cardholder responsibilities as outlined by the card provider.
- i) Cash advances or withdrawals are not permitted.

6. Cardholder Agreement

- a) The Cardholder Agreement is contained in Policy Schedule 3.3(a).
- b) Failure to comply with any of these requirements could result in the card being withdrawn from the employee.
- c) In the event of loss or theft through negligence or failure to comply with the Shire's Policy any liability arising may be passed on to the cardholder.

7. Consequences of Non-Compliance

Failure to comply with the Delegations, Policy or Procedures may result in disciplinary action up to and including termination of employment.

APPLICATION

8. Card Reconciliation Procedures

- a) Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements.
- b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
- c) Transactions shall be accompanied by a job number for costing purposes.
- d) If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration all expenditure is of a business nature'. Approval of this expense is referred to the CEO for a decision.
- e) Should approval of expenses be denied by the CEO recovery of the expense shall be met by the cardholder.
- f) The cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.
- g) A monthly report and reconciliation of all card transactions will be included in the accounts for payment report presented to Council.

9. Use of Cards

Corporate Credit Cards or Debit Cards must not be used to purchase fuel products for Shire vehicles unless in exceptional circumstances – a fuel card should be used for this purpose where possible.

10. Disputed Transactions

- a) The Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from Council's operating bank account for such.
- b) When a Cardholder believes that charges are incorrect they should first contact the supplier to determine the causes of the discrepancy and if necessary the Creditors Officer will notify the bank in writing.
- c) Any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

11. Cancelled Cards

Cancellation of a Card may be necessary where the:

- a) Cardholder changes job function within Council
- b) Cardholder terminates employment with Council
- c) Council terminates employment with the Cardholder
- d) Card is no longer required
- e) Cardholder has not adhered to set procedures
- f) Misuse of the Card.

12. Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the CEO for a decision.

13. Procedures for Lost, Stolen and Damaged Cards

- a) The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Manager Finance & Administration of the loss or theft without delay.
- b) Advice of a damaged card is to be provided to the Manager Finance & Administration who will arrange a replacement.

14. Additional Cardholders

The CEO is the primary cardholder for the Shire and may delegate additional cardholders within the Shire's approved total credit limit, and in accordance with the Delegation adopted by Council.

HISTORY

Former Policy	6.5.7
Adopted	_____

REFERENCES

Fuel card statements have all relevant details provided. Other than certification by the cardholder, not further procedures are required.

Schedule 3.3(a) – Corporate, Store, Fuel and Debit Cards – Cardholder Agreement

Conditions of use of Corporate Credit, Store, Fuel and Debit Cards –

1. Ensure all cards are maintained in a secure manner and guarded against improper use.
2. All cards are to be used only for Shire of Victoria Plains official activities as prescribed by the CEO, there is no approval given for any private use.
3. Ensure no one else other than the authorised cardholder uses any card issued.
4. All documentation regarding a card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
5. Card limits are not to be exceeded.
6. Observe all cardholder responsibilities as outlined by the card provider.
7. Purchases on all cards are to be made in accordance with Shire of Victoria Plains Purchasing Policy.
8. Reconciliation is to be completed within 7 days of the date of card statement being issued on the supplied template.
9. Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
10. Transactions shall be accompanied by a job number, cost centre and element type for costing purposes.
11. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration all expenditure is of a business nature. Approval of this expense is referred to the CEO for a decision.
12. Should approval of expenses be denied by the CEO recovery of the expense shall be met by the cardholder.
13. The cardholder shall sign and date each card statement with supporting documentation attached stating all expenditure is of a business nature.
14. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the CEO on the next working day.
15. All cards are to be returned to the CEO on or before the employee's termination date with a full acquittal of expenses.

ACKNOWLEDGEMENT OF RECEIPT OF CREDIT, STORE, FUEL AND DEBIT CARD/S

- a) I have read this policy and understand my responsibilities which include the requirement that the card/s can only be used for official business only and acknowledge receipt of the following cards noted below.
- b) I acknowledge that failure to comply with the Delegations or Policies may result in disciplinary action up to and including termination of employment.

Card type Credit, Debit, Store, Fuel	Organisation	Number

Name and Signature _____

Date _____

– End of Schedule

Schedule 3.3(b) – Reconciliation of Credit Cards, Store Cards and Debit Cards

Standard reconciliation format –

Card Reconciliation

CARD -	Type		Number		Cardholder		
Item No.	Chq/EFT	Date	Supplier	Purchases	Amount	Type	Funding

Card Total \$

– End of Schedule

Schedule 3.3(c) – Purchasing using Credit Cards

HOW I MAKE A PURCHASE

- Use this form to seek prior approval from the card holder before purchasing goods and services using a Corporate Credit Card.
- Obtain prices for purchases, complete this form and submit to the credit card holder for authorisation.
- Once authorised, complete the purchase and attach the receipt/tax invoice and any other supporting documentation to this form and submit to the Finance department.

Request is compliant with Delegation 3.1 and Policy 3.1			
Requested by		Tax invoice or supporting documentation attached	
Signature		Date	

Supplier		
GL Account / Job No	Description of Goods	AMOUNT (incl GST)
GST Code		
TOTAL		

REASON FOR USING CREDIT CARD FOR THE PURCHASE

--

AUTHORISED

Cardholder position	Cardholder Name	Cardholder Signature	Date

GST CODES

	Income and purchases subject to GST		Free income and purchase
	No report		Input tax

– End of Schedule

Review of Policy Manual – June 2018 v.2

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
DIVISION 1 – ADMINISTRATION				
1.1	Council Meetings	Delete	Annual determination under the Act	
1.2	Committees	Delete	Should be a decision of Council after each local government election. Establishment of committees also needs to be in compliance with the Act, and this policy is very inadequate	
1.3	Committee Functions	Delete	Should be a decision of Council after each local government election. Establishment of committees also needs to be in compliance with the Act, and this policy is very inadequate Separate Terms of Reference Document for Committees etc, as Committees must be established by Absolute Majority, and can exercise delegated authority	
1.4	Agendas	Delete	Administrative / operational matter. Also required to comply with Act requirements	
1.5	Minutes	Delete	If desired, those receiving can access and download from the Website	
1.8	Media Releases	Delete	Contrary to the Act which stipulates only President to speak on behalf of Council, or CEO with president's approval 3 rd dot point an operational issue, and while a Policy isn't wrong, is it actually needed?	
DIVISION 2 – WORKS AND PLANT				
2.1.3	Pipelines beneath Roads	Delete	Local law referred to in policy is to be revoked. Deal with as delegation under Places and Property Local Law	
2.1.4	Deep Drainage of Salt Effected Land	Delete	Deal with as delegation under Places and Property Local Law	
2.1.7	Clearance of Roadsides for fencelines and services	Delete	Potential for inconsistency with the Regulations and for liability if this policy is incorrect. Land owners should be responsible for their own compliance, and not involve the Shire as a third party	
2.1.9	Traffic Signs	Delete	Implies Council responsibility if the work is being done by a contractor on the Highway	
2.2.1	Plant Repairs	Delete	Conflicts with Regulations	
2.2.3	Garaging of Shire Plant	Delete	Operational	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
2.4.1	Gravel Supply Agreements	Delete	Delegation – Entry onto land for road making materials	
2.4.3	Sale of Surplus Materials	Delete	Delegation	
2.4.4	Notice of Intention to Perform Work - Telstra	Delete	Unnecessary	
2.4.5	Resumption of Land for road deviations	Delete	Delegation at most, but better if limits etc are set in the decision to resume Possibly differentiate between compulsory and agreed resumption	
DIVISION 3 – BUILDING CONTROLS				
3.1.1	Delegations to the Shires Building Surveyor	Delete	Delegation	
3.1.2	Temporary Living Accommodation for Home Builders	Delete	Delegation May also require a Planning Policy (separate process and authority under Local Planning Scheme)	
3.1.3	Moveable Buildings	Delete	Planning Policy	
3.1.4	Outbuildings	Delete	Planning Policy	
DIVISION 4 – HEALTH				
4.1.1	Delegations to Councils Health Surveyor	Delete	Delegation	
DIVISION 5 – PLANNING				
5.1.3	Home Occupations	Delete	Planning Policy and expand	
DIVISION 6 – FINANCE				
6.1.1	Budget Preparation	Delete	(a) Preparation has to be by staff/contractors through CEO (b) Preparation by end of 1 st week in July is impractical and does not allow for unforeseen circumstances	
6.1.2	Budget Submissions	Delete	Should be standard administrative process	
6.1.3	Budget Adherence	Delete	Unbudgetted expenditure require Council prior approval by Absolute Majority unless an emergency	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
			Restriction on going over Budget is completely impractical and inappropriate. Control through variance reporting each month	
6.1.4	Unpaid Rates – Procedure for Collection	Delete	Delegation for debt recovery	
6.2.1	Investment of Surplus Funds	Delete	Delegation	
6.2.2	Borrowings	Delete	Decision to raise a loan or not is by Absolute Majority. Report to Council should include quote from WA Treasury (the only source stipulated in Policy). Decision to borrow cannot be delegated, even if appearing in Budget documents	
6.3.1	Long Service Leave Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.2	Plant Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.3	Housing Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.4	Sewerage Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.5	Refuse Site Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.6	Building Maintenance Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.7	Infrastructure Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.8	Gymnasium Equipment Reserve	Delete	Purpose is in Budget and Annual Report	
6.3.9	Interest on Reserve Accounts	Delete	Under the Regs, interest on Reserves is Municipal Funds. Council in their Budget may choose to allocate an amount equivalent to earnings to the relevant Reserve	
6.4.1	Responsible Employee	Delete	Responsible person should be CEO. Current Policy means that a person other than CEO signs off on Annual Reports etc	
6.5.1	Operation of Bank Account	Delete	Delegation	
6.5.4 (first)	Project Management – Shire Funded Community Project	Delete	Combine this and others into single Community Support Policy	
6.5.4 (second)	Donations and Grants	Delete	Combine this and others into single Community Support Policy	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
6.5.5	Purchase of Property, Plant and Equipment	Delete	Part in conflict with Act, part is a delegation	
6.5.6	Purchasing and Tendering Policy	Delete	Need complete reworking Part is CEO delegation/authorisation Part in breach of Regulations – refer 1.7	
6.5.7	Use of Shire Credit Card	Delete	Should be part of delegation to expend as disclosed in Budget	
6.5.8	Rates Concession – Community and Sporting Groups	Delete	MUST be annual Budget decision, since dealing with rates. Alternatively, a delegation to pay a subsidy equal to the difference	
6.5.9	Rates Concession – Gillingarra Sport and Recreation Club Inc	Delete	See above If only 1, why a policy at all? Appears contradictory	
DIVISION 7 – LEGAL				
7.1	Legal Advice	Delete	Operational	
7.3	Valuation of Property	Delete	Act requiremnt to have a valuation. Does not have to be Valuer general/Landgate	
DIVISION 8 – STAFF				
8.1.2	Appointment of Staff	Delete	Already stipulated by Act in part, and also contrary to Act in part	
8.1.3	New Positions	Delete	Likely contrary to Act s.5.41. Also refer Act s.6.2	
8.1.9	Conditions of Employment	Delete	Operational. Annual review required by the Act	
8.1.12	Staff – Other Employment	Delete	Covered by Regs	
8.1.16	Medical Examinations	Delete	Operational	
8.1.17	Probationary Period	Delete	Operational	
8.1.19	Smoking in the Workplace	Delete	Covered by OHS	
8.2.1	Standards	Delete	Some may be impractical. Housing needs to be of a standard that is competitive – people will be reluctant to come if the residence is substandard. Refer 8.2.3	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
8.2.2	Conditions of Tenancy - Staff Housing – Availability	Delete	Not required. Allocation of housing should be CEO responsibility	
8.2.3	Staff Housing – Tenancy	Delete	Refer 8.2.1.. Combine with 8.2.6	
8.2.5	Maintenance of Staff Housing	Delete	Refer 8.2.1. Amount for maintenance should depend on standard and requirements of the building as determined by annual inspection by EHO, and Budget allocation	
DIVISION 9 – MEMBERS				
9.1.1	Members Meeting Expenses	Delete	What fees etc can be paid are set by Salaries and Allowances Tribunal The amount of each is set by resolution of Council Council cannot require claims to be submitted, and there is legal opinion that a claim for expenses does not expire, so time limitation is not consistent with Regs	
9.1.2	Members Travel Costs	Delete	Eligibility covered by Regs. Time limit is consistent with Regs and right to claim does not expire	
9.1.2.1	Travel Costs	Delete	Rate per kilometre is now determined by SAT, and cannot be set by Council	
9.1.2.2	Private Motor Vehicle	Delete	Rate per kilometre is now determined by SAT, and cannot be set by Council	
9.1.3	Councillor Training	Delete	Council may encourage, but has no power to compel elected member training	
9.2.1	Questions - Notice	Delete	Part of proposed Meeting Procedures Local Law	
9.2.2	Motions to be written	Delete	Administrative and not always practical	
9.2.3	Council Meetings	Delete	Council legally required to comply with Regulations and any local law	
9.3.1	Title of Councillor or President	Delete	Potentially breach of freedom of speech Note that only President or CEO can speak on behalf of Council	
9.3.2	Councillors Induction Material	Delete	Administrative. Councillors need information to be provided in order to do their job, and the organisation does not want out of date materials to be returned at the end of their term.	
9.3.3	Council Representatives	Delete	Should be a considered every two years after local government ordinary elections, and the term of representation specified on appointment Refer proposed terms of reference document	
9.3.5	Executive Function Tests	Delete	No value. Proposed functions are tested by gaining approval of Council etc.	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
9.3.6	Instrument of Delegation	Delete	While a delegation must be in writing, there is no requirement for it to be signed etc. The legal authority of a delegation is not the written paper, but the decision of Council. Signature on the document is only a confirmation, and does not confer any legal status	
9.3.7	Local Laws	Delete	The policy appears framed around the old style of a local law for each building or action, whereas new local laws are intended for broad application. Local laws are required to be available at any time during business hours, and the easiest way to do this is to put them on the website	
DIVISION 10 – FIRE CONTROL				
10.1.2	Bushfire Advisory Committee	Delete	BFB Act has statutory requirements if an Advisory Committee is established. Hold an annual fire officer meeting instead, to avoid the statutory requirements	
10.1.3	Bushfire Control Officers	Delete	Delegation to BFCOs under BF Act Refer also BFB Local Law	
10.1.4	Clearing Fires	Delete	Burning permit conditions, and Fire Hazard Notice	
10.1.5	Protected Burning Fires – Suspension of Requirements	Delete	If no permit can't make a condition	
10.1.6	Hazard Reduction Operations	Delete	Normal brigade activities under the BF Act and Local Law	
10.1.8	Emergency Equipment Hire	Delete	Delegation to CEO In part this is covered by provisions in the BF Act about what FCOs can do.	
10.1.11	Fire Reports	Delete	Delegation - combine into duties of FCOs	
10.1.12	Prohibited and Restricted Burning Times	Delete	Set by Fire Notice under the BF Act s.33	
10.1.13	Harvesting on Sundays and Public Holidays	Delete	Set by Fire Notice under the BF Act s.33	
10.1.14	Burning on Sundays and Public Holidays	Delete	Set by Fire Notice under the BF Act s.33	
10.1.17	Burning of Railway Reserves	Delete	CEO can't suspend prohibited burning period. Ability to suspend can be delegated to President and Chief CBFCO jointly, and set process must be observed.	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
			Dangerous precedent. No burning in prohibited period should be permitted. Any burning in restricted period subject to same conditions as anyone else	
10.1.18	Fire Control Point	Delete	Fire operations	
10.1.19	Insurance	Delete	Statutory requirement	
10.1.20	Subdivisions	Delete	Unlikely there is the legal capacity to do so. Actually used?	
10.1.22	Fire Channel	Delete	Fire operations	
10.1.23	Chaining Stubble	Delete	Comply with the Fire Notice issued	
10.2.1	Provision of Vehicles and Equipment	Delete	No purpose	
10.2.2	Housing of Fire Fighting Vehicles	Delete	Garaging is usually part of the consideration of ESL grant for a vehicle. The way the policy reads is that if there is a fire, specific permission of Brigade Captain is required before response. Parst could be combined into single policy with 10.2.3 etc	
10.2.4	Drivers of Shire Fire fighting Vehicles	Delete	Proper class of licence and observing road rules are statutory requirements If kept, combine with 10.2.3 and 10.2.5	
10.2.6	Tools and Equipment	Delete	No purpose. A DFES vehicle will not be supplied unless properly equipped	
10.2.7	Communications	Delete	No purpose	
10.3.1	Recognition of Training	Delete	Refer requirement in BF Local Law for volunteers to undertake training.	
10.3.2	Training Programmes	Delete	Refer requirement in BF Local Law for volunteers to undertake training.	
10.3.3	Insurance	Delete	Statutory requirement	
DIVISION 11 – GENERAL				
11.1.1	Signs for Election Advertising	Delete	Refer Places & Property Local Law	
11.2	Australian Citizenship Receptions	Delete	President's discretion. Also guidelines from Dept of Immigration	
11.3.1	Explosive Licenses	Delete	Controlled by Dept Mining, Industry Regulation and Safety	

POLICY No.	POLICY TITLE	PROPOSED ACTION	COMMENT	Action agreed Y/N
11.3.2	Renewal of Permits and Licenses	Delete	Delegation	
11.5.7	Smoking in Shire Buildings	Delete	Legislative prohibition	
11.5.8	Consumption of Liquor	Delete	In part, delegation to CEO under Places & Property Local Law In part, should be included in lease agreement of premises managed by a community organisation	
11.6.3	Leasing of Reserves	Delete	Some of the provisions are statutory requirements, and some should be determined on a case by case basis	
11.6.5	Charges for Utilities and Services	Delete	Utilities etc are either included in hire charge, or in the lease agreement (or exchange of letters)	
11.6.6	Inspection of Land Vested in Council	Delete	Operational. Some areas should be inspected by EHO as well	
11.7	Regional Natural Resources Identification Kit	Delete	Administrative	
11.8	Property	Delete	Irrelevant, consideration on a case by case basis	
11.10	Calingiri and Bolgart Cemeteries	Delete	Under the Cemeteries Act and the Local Law, plans must be maintained. As people can select their preferred position, to some extent, segregation will occur by family anyway	
11.11	Town Beautification	Delete	Annual Budget consideration	
11.12	Calingiri Ambulance	Delete	In breach of legislation – the Shire cannot sell fuel, even at a discounted price from a bowser that does not have a certified pump. Make it an annual donation in the Budget.	
11.15	Street Appeals	Delete	Delegation under Places & Property Local Law	

- End

Shire of Victoria Plains – Proposed **Extractive Industries Local Law 2018**

Summary of submissions received

Dept of Local Government, Sporting and Cultural Industries –

Item	Clause	Comment	Review Comment	Recommendation
1	1.4	<p>Repeal</p> <p>It is suggested that the repeal clause be redrafted in accordance with best drafting practices.</p> <p>The standard format is as follows:</p> <p>---</p> <p>This local law repeals the <i>Municipality of Shire of Victoria Plains By-laws Relating to Extractive Industries</i> as published in the <i>Government Gazette</i> on 25 November 1988.</p>	Amended in part	Amend
2	5.2	<p>Groundwater level</p> <p>Clause 5.2(f) provides that a person shall not excavate within 2 metres of the estimated groundwater level as determined by DWER or the local government.</p> <p>This paragraph does not appear in the WALGA template and it is uncertain what formal role DWER would play in determining groundwater levels. It is also uncertain what would occur in cases where DWER and the local government make different determinations.</p> <p>If the Shire is referring to the groundwater level specified in a document maintained by DWER, it may be advisable to mention the title of this document in paragraph (f) rather than referring to DWER generally.</p>	<p>This provision previously accepted by DLGSC and JSCDL.</p> <p>Openness of the clause allows for DWER guidelines to be implemented from time to time.</p> <p>Any change implemented by the Shire is subject to cl.4.4 Variation of conditions and 9.1 Objection and review rights</p>	Not amend
3	6.1	<p>Cessation of operations</p> <p>Schedule 1 Item 23 provides a modified penalty for failing to provide a notice of cessation.</p> <p>Clause 6.1(1) sets out the form that a notice must take. However, the subclause does not clearly specify when a notice must be issued or</p>	<p>Insert definition –</p> <p>cessation of operations means termination of activities associated</p>	Insert

		<p>when failing to do so will qualify as an offence.</p> <p>It is suggested that this clause be reviewed to ensure that it reflects the Shire's intentions. The Shire may wish to clarify the meaning of the term "operations", since not all business operations fall under the definition of "carrying out an extractive industry". Alternatively, the Shire may wish to use the phrase "excavation operations" to match the terminology used in clause 3.5 and 7.1.</p>	<p>with the extraction and transport of the materials, whether permanent or temporary, but does not include activities under clauses 6.3 for the care and maintenance of the site, or clause 6.4.</p>	
4	8.3	<p>Entry into private property</p> <p>Clause 8.3 provides that if a person fails to comply with a notice, the local government may do whatever is specified in the notice to rectify the compliance issue. The clause is silent on the issue of whether the local government may enter private property.</p> <p>The <i>Local Government Act 1995</i> only allows local governments to enter private property in limited and specific circumstances. It is suggested that this be reflected in the clause to ensure that it is consistent with the Act.</p> <p>The standard provision for doing this is as follows:</p> <p>(2) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the <i>Local Government Act 1995</i> and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3 of the <i>Local Government Act 1995</i>.</p>	<p>Inserted</p>	<p>Amend</p>
5	10.1	<p>Payment of annual fee under clause 7.3</p> <p>Clause 10.1 provides that a person who fails to do anything required or directed to be done under this local law commits an offence and is liable for a penalty under clause 10.2.</p> <p>Clause 7.3 provides that the licensee must pay an annual licence fee. It is suggested that the local law specifies whether the failure to pay this fee is an offence under clause 10.1.</p>	<p>Even if clause 7.3 was to be excluded from being liable for a penalty, clause 10.1 applies to clause 2.1. In effect, continuation of activities without a valid current licence is a breach of the local law</p>	<p>Not amend</p>

6		<p>Minor Edits</p> <p>The following minor changes are suggested:</p> <p>Contents:</p> <ul style="list-style-type: none"> • Change part headings to “Part 1 – Preliminary”. • Change “CONTENTS” to “Contents”. <p>Clause 1.3(c): delete the additional space between the semicolon and “and”.</p> <p>Clause 1.6: remove the definition for “<i>notice of withdrawal</i>” as it is not used throughout the local law.</p> <p>Clause 3.1: replace “making application” with “making an application”.</p> <p>Clause 3.3(1)(j): replace the semi-colon with a full stop.</p> <p>Clause 4.4(2)(q): It appears the reference to “4.4(2) and (3)” should be a reference to “4.5(2) and (3)”. The Shire should review the reference and change it if needed.</p> <p>Clause 6.4(2)(a) – Change “4.3(q) or (r)” to “4.3(2)(q) or (r)”.</p> <p>Clause 7.2</p> <ul style="list-style-type: none"> o Clause 7.2(1): paragraph (a) can be removed as any non-compliance of that legislation is to be dealt with under the legislation itself. o Remove the italics from “7.2” both in the local law and contents. <p>Schedule:</p> <ul style="list-style-type: none"> o In item 1: replace “Excavate without a license” with “Carry on an extractive industry without a valid and current license”. o In item 3: delete the full stop in the nature of offence column. o In item 20: replace “approval be the local authority” with “approved by the local government”. o Schedule heading should be formatted as follows: <p>---</p> <p style="text-align: center;">Schedule 1 – Prescribed Offences [Clause 10.3]</p>	<p>Not usual</p> <p>Not amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Refers to clause 4.3 – Amended</p> <p>Refers to clause 6.3 – Amended</p> <p>(a) deleted</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Amended</p> <p>Not amended</p>	<p>Amend as noted</p>
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LOCAL GOVERNMENT ACT 1995
SHIRE OF VICTORIA PLAINS
EXTRACTIVE INDUSTRIES LOCAL LAW 2018

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DRAFT

LOCAL GOVERNMENT ACT 1995

SHIRE OF VICTORIA PLAINS

EXTRACTIVE INDUSTRIES LOCAL LAW 2018

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Victoria Plains resolved on _____ to make the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Shire of Victoria Plains Extractive Industries Local Law 2018*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

The provisions of this local law –

- (a) subject to paragraphs (b), (c) and (d);
 - (i) apply and have force and effect throughout the whole of the district;
 - (ii) apply to every excavation whether commenced prior to or following the coming into operation of this local law; and
 - (iii) apply to a previous licence as if it was issued under this local law;
- (b) do not apply to the extraction of minerals under the *Mining Act 1978*;
- (c) do not apply to the carrying on of an extractive industry on Crown land; and
- (d) do not apply to the carrying on of an extractive industry on land by the owner or occupier of that land for use on that land.

1.4 Repeal

The *Municipality of the Shire of Victoria Plains By-laws Relating to Extractive Industries* as published in the *Government Gazette* on 25 November 1988, are repealed.

1.5 Transitional provisions

- (1) Within 90 days of commencement of this local law or within 90 days of the date of the annual licence fee of a previous licence becoming due and payable (under clause 7.3), the local government may in respect of the licence –
 - (a) vary or delete a condition; or
 - (b) impose one or more other conditions, as specified in clause 4.3(2).
- (2) A condition that is varied, deleted or imposed under subclause (1) does not become effective until 90 days (or longer period that is specified by the local government) after written notice of the condition is given by the local government to the licensee.

1.6 Definitions

In this local law unless the context otherwise requires –

Act means the *Local Government Act 1995*;

application for licence includes application to renew, transfer, vary or cancel a licence as the context requires;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

carry on an extractive industry means quarrying and excavating for stone, gravel, sand and other material, and the transporting of the material off the site, but excludes extractive activities undertaken by statutory authorities;

CEO means the Chief Executive Officer of the local government;

cessation of operations means termination of activities associated with the extraction and transport of the materials, whether permanent or temporary, but does not include activities under clauses 6.3 for the care and maintenance of the site, or clause 6.4;

district means the district of the Shire of Victoria Plains;

excavation includes quarry;

infringement notice means the notice referred to in clause 10.4(a);

land, unless the context requires otherwise, means the land on which the applicant proposes carrying on the extractive industry to which the licence application relates, and includes adjoining lots or locations in the same occupation or ownership;

licence means a licence issued under this local law and a previous licence;

licensee means the person named in the licence as the licensee;

local government means the Shire of Victoria Plains;

local planning scheme means a planning scheme of the local government made under the *Planning and Development Act 2005*;

owner has the meaning given to it in section 1.4 of the Act;

occupier has the meaning given to it in section 1.4 of the Act;

person does not include the local government;

planning approval means an approval for a development or a land use that is issued under a local planning scheme administered by the local government;

previous licence means a licence that is in force at the date of commencement of this local law;

Schedule means a schedule to this local law;

secured sum means the sum required to be paid or the amount of a bond, bank guarantee or other security under clause 3.7;

set fee means a fee determined by the local government in accordance with sections 6.16 to 6.19 of the Act;

site means the land specified by the local government in a licence;

thoroughfare has the meaning given to it in section 1.4 of the Act; and

transferee means a person who applies for the transfer of a licence to her or him under clause 4.8.

Part 2 - Requirement for licence

2.1 Extractive industries prohibited without licence

A person must not carry on an extractive industry –

- (a) unless the person is the holder of a valid and current licence; and
- (b) otherwise than in accordance with any terms and conditions set out in, or applying in respect of, the licence.

Part 3 - Application requirements

3.1 Applicant to advertise proposal

(1) Unless the local government first approves otherwise, a person seeking the issue of a licence shall, before making an application for a licence –

- (a) forward a notice to –
 - (i) the owners and occupiers of all land adjoining the land upon which it is proposed to excavate, or within an area determined by the local government as likely to be affected by the granting of a licence; and
 - (ii) every authority or person having control or jurisdiction over any of the things referred to in clause 3.3(1)(g) and (h) within 500 metres from the boundaries of the land, or within an area determined by the local government as likely to be affected by the granting of a licence; and
- (b) as soon as practicable after complying with the requirements of paragraph (a) –
 - (i) forward a copy of the notice to the CEO; and
 - (ii) publish the notice in a newspaper circulating in the area in which the proposed excavation is located.

(2) The information contained in the notice referred to in subclause (1) shall include but is not limited to –

- (a) particulars of the proposed excavation; and

- (b) inviting objections or comments to be made to the CEO within 21 days of date of receipt of the notice.
- (3) The local government may undertake a public consultation process including but not limited to –
 - (a) provision of information by mail or similar;
 - (b) electronically through a website or similar; and
 - (c) public meetings.
- (4) The local government may, within 14 days after receiving a copy of a notice referred to in subclause (1), cause to be displayed, or require the proposed applicant to display, in a prominent position on the land one or more notices –
 - (a) in a form approved by the local government;
 - (b) the content, size, construction and position of which have been approved by the local government;
 - (c) specifying particulars of the proposed excavation; and
 - (d) inviting objections or comments within 21 days from the placement of the notice.

3.2 Application for licence

- (1) An application for a licence shall –
 - (a) be made in writing;
 - (b) state –
 - (i) name of person or company for whom the application is being lodged;
 - (ii) name of primary contact person for the company and in relation to the application;
 - (iii) telephone, mobile phone and email contact details; and
 - (iv) postal and street address.
 - (c) be accompanied by –
 - (i) the set fee;
 - (ii) a current certificate of currency for public liability policy in accordance with clause 7.1;
 - (iii) the consent in writing to the application from the owner of the excavation site; and
 - (iv) a copy of the planning approval for an extractive industry to be conducted on the land;
 - (d) include any information that the local government may reasonably require; and
 - (e) be signed by the applicant.
- (2) An application for a licence must be lodged with the local government together with details of the proposed excavation, including but not limited to –
 - (a) a plan of the excavation site in accordance with clause 3.3;
 - (b) a works and excavation program in accordance with clause 3.4;
 - (c) a rehabilitation and decommissioning program in accordance with clause 3.5;
 - (d) evidence that a datum peg has been established on the land related to a point approved by the local government on the surface of a constructed public thoroughfare or such other land in the vicinity;
 - (e) a certificate from a licensed surveyor;
 - (f) evidence that the requirements of clause 3.1(1), (3) and (4) have been carried out;
 - (g) copies of all land use planning approvals required under any planning legislation;
 - (h) copies of any environmental approval required under any environmental legislation;
 - (i) copies of any geotechnical information relating to the excavation site;
 - (j) evidence that an application for a clearing permit has been lodged with the Department of Water and Environmental Regulation if that is required under regulation 5 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*; and
 - (k) any other information that the local government may reasonably require.
- (3) The application under subclause (1) and detailed information under subclause (2) shall consist of one signed paper copy; and an electronic copy.
- (4) The local government may exempt a person making an application for a licence from supplying any of the data specified in subclause (2)(c), (d), (e) or (i), where –
 - (a) the surface area does not exceed 2000 square metres; and
 - (b) the material to be extracted from the proposed excavation does not exceed 2000 cubic metres.

3.3 Plan of excavation site

- (1) The plan referred to in clause 3.2(2)(a) shall be in a scale of between 1:500 and 1:2000 showing –
 - (a) the existing and proposed land contours based on the Australian Height Datum and plotted at one metre contour intervals;

- (b) the land on which the excavation site is to be located;
 - (c) the external surface dimensions of the land;
 - (d) the location and depth of the existing and proposed excavation of the land;
 - (e) the location of existing and proposed thoroughfares or other means of vehicle access to and egress from the land and to public thoroughfares in the vicinity of the land;
 - (f) the location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land;
 - (g) the location of existing infrastructure services including but not limited to powerlines and communication cables, and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered grants of easement or other encumbrances over, on, under or adjacent to or in the vicinity of the land;
 - (h) the location of all existing bores, dams, watercourses, drains or sumps on or adjacent to the land;
 - (i) the location and description of existing and proposed fences, gates and warning signs around the land; and
 - (j) the location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere.
- (2) All survey data supplied by an applicant for the purpose of subclause (1) shall comply with Australian Height Datum and Australian Map Grid standards.

3.4 Works and excavation program

The works and excavation program referred to in clause 3.2(2)(b) shall contain –

- (a) the nature and estimated duration of the proposed excavation for which the licence is applied;
- (b) the stages and the timing of the stages in which it is proposed to carry out the excavation;
- (c) details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
- (d) details of the depth and extent of the existing and proposed excavation of the site;
- (e) an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
- (f) a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
- (g) a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
- (h) details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles;
- (i) a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
- (j) details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
- (k) a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
- (l) a noise management plan, including a description of the measures to be taken to comply with the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*;
- (m) a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
- (n) details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the destruction of existing vegetation;
- (o) a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas; and
- (p) details of measures to reduce impact on the adjoining owners and occupiers, and the wider community.

3.5 Rehabilitation and decommissioning program

The rehabilitation and decommissioning program referred to in clause 3.2(2)(c) shall indicate –

- (a) the objectives of the program, having regard to the nature of the surrounding area and the proposed end-use of the excavation site;

- (b) whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
- (c) how any face is to be made safe and batters sloped;
- (d) the method by which topsoil is to be replaced and revegetated;
- (e) the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
- (f) how rehabilitated areas are to be maintained; and
- (g) the program for the removal of buildings, plant, waste and final site clean up.

3.6 Certificate of a licensed surveyor

The certificate in subclause 3.2(2)(e) shall certify the correctness of –

- (a) the datum peg and related point referred to in subclause 3.2(2)(d); and
- (b) the plan referred to in subclause 3.2(2)(a).

3.7 Security for restoration and reinstatement

- (1) The local government may require that the licensee shall give to the local government a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government, in or for a sum determined by the local government, for the purposes of –
 - (a) ensuring that an excavation site is properly restored or reinstated, and
 - (b) ensuring that road infrastructure is repaired and maintained to the standard agreed in accordance with subclauses 4.5(2) and (3).
- (2) The security required under subclause (1) may be required to be provided by the applicant to the local government –
 - (a) as a condition of a licence; or
 - (b) before the issue of a licence.
- (3) A bond required under subclause (1) is to be paid into a fund established by the local government for the purposes of this clause.
- (4) If a bank guarantee or other security required under subclause (1) ceases to be current, excavation is to cease until a further security in a form acceptable to the local government has been provided.
- (5) Subject to clause 7.4, any interest accrued in respect of the bond paid into the fund under subclause (3) is to be returned to the licensee at the completion of the restoration and reinstatement works required by the licence conditions or otherwise under this local law.

Part 4 - Licencing

4.1 When an application may be determined

An application for a licence is not to be determined by the local government until –

- (a) the applicant submits proof that the requirements for notices, public information and consultation have been undertaken in accordance with subclauses 3.1(1) and (2);
- (b) the applicant has made an application for licence in accordance with subclause 3.2(1) and (2);
- (c) the local government has considered any written submissions received within the time specified in subclauses 3.1(2)(b) and 3.1(4), and
- (d) planning approval for an extractive industry use of the land has been obtained.

4.2 Determination of application

- (1) Upon receipt of an application, the local government may –
 - (a) refuse the application; or
 - (b) approve the application –
 - (i) over the whole or part of the land in respect of which the application is made; and
 - (ii) on such terms and conditions, if any, as it sees fit.
- (2) The local government may refuse to consider an application for a licence that does not comply with the requirements of clause 3.2.
- (3) Where the local government approves an application for a licence, it shall –
 - (a) determine the licence period, not exceeding 21 years from the date of issue; and
 - (b) approve the issue of a licence in the form determined by the local government from time to time.

- (4) Where the local government approves the issue of a licence, the CEO shall issue the licence to the applicant upon receipt by the local government of –
- (a) payment of the annual set fee;
 - (b) payment of the secured sum if any, imposed under clause 3.7;
 - (c) the documents, if any, executed to the satisfaction of the CEO, under clause 3.7; and
 - (d) a copy of the public liability insurance policy required under clause 7.1(1).

4.3 Conditions which may be imposed

- (1) Clause 4.5 applies as a condition to all licences.
- (2) Without limiting subclause 4.2(1), the local government may impose conditions in respect of the following matters, including but not limited to –
- (a) the orientation of the excavation to reduce visibility from other land;
 - (b) the appropriate siting of access thoroughfares, buildings and plant;
 - (c) the stockpiling of material;
 - (d) the hours during which any excavation work may be carried out;
 - (e) the hours during which any processing plant associated with, or located on, the site may be operated;
 - (f) requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government;
 - (g) the depths below which a person shall not excavate;
 - (h) distances from adjoining land or roads within which a person must not excavate;
 - (i) the safety of persons employed at or visiting the excavation site;
 - (j) the control of dust and wind-blown material;
 - (k) the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
 - (l) the prevention of the spread of dieback or other disease;
 - (m) the drainage of the excavation site and the disposal of water;
 - (n) the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
 - (o) the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
 - (p) requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation program;
 - (q) requiring the licensee to enter into an agreement with the local government to pay a contribution in respect of thoroughfares in the district used by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence, in accordance with subclauses 4.5(2) and (3) –
 - (i) any extraordinary expenses incurred by the local government;
 - (ii) requirement for increased maintenance; and
 - (iii) repair of damage caused;
 - (r) requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law; and
 - (s) any other matter for properly regulating the carrying on of an extractive industry.

4.4 Variation of conditions

- (1) Within 30 days of the date of the annual licence fee becoming due and payable (under clause 7.3), the local government may, in respect of the licence –
- (a) Vary or delete a condition; and
 - (b) May impose one or more other conditions, as specified in clause 4.3(2).
- (2) A condition that is varied, deleted or imposed under subclause (1) does not become effective until 90 days (or such longer period as is specified by the local government) after written notice of the condition is given by the local government to the licensee.

4.5 Transport of materials

- (1) The local government may, from time to time, prescribe by giving written notice to the licensee –
 - (a) determine routes to be taken by the licensee for the transport of materials from the site through the roads within the district, if the proposed routes are not suitable for the proposed haulage;
 - (b) the tonnage limits to be transported along a particular route; and
 - (c) the times during which materials from the site may be transported through the roads within the district.
- (2) If a road on a route prescribed under subclause (1) is inadequate for the transport of materials from the site, the local government may require the licensee to pay all or part of the costs or estimated costs, as determined by the local government, of upgrading the road to the standard required by the local government for these purposes.
- (3) The licensee must pay to the local government, as and when required by the local government, the costs or estimated costs, as determined by the local government, of repairs and maintenance to any road that are required as a result of the transport of materials from the site.
- (4) Each licence is to be taken to be subject to a condition requiring the licensee to comply with this clause.

4.6 Renewal of licence

- (1) An application to renew a licence is not to be determined by the local government until the applicant has complied with subclause (2).
- (2) An application to renew a licence shall –
 - (a) be made in writing;
 - (b) state –
 - (i) name of person or company for whom the application is being lodged;
 - (ii) name of primary contact person for the company and in relation to the application;
 - (iii) telephone, mobile phone and email contact details; and
 - (iv) postal and street address.
 - (c) be accompanied by –
 - (i) the set fee;
 - (ii) by a copy of the current licence;
 - (iii) a current certificate of currency for public liability policy in accordance with clause 7.1;
 - (d) be lodged by the licensee at least 90 days before the date of expiry of the licence;
 - (e) include a plan showing the contours of the excavation carried out to the date of that application;
 - (f) detail the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in subclauses 3.2(2)(b) and (c); and
 - (g) submit any other things referred to in clauses 3.2 and 4.2.
- (3) The local government may waive any of the requirements specified in subclause (2)(f) or (g).
- (4) The applicant shall not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 3.2 and 4.2 if –
 - (a) an application to renew a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
 - (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application.
- (5) Upon receipt of an application for renewal of a licence, the local government may –
 - (a) refuse the application; or
 - (b) approve the application on such terms and conditions as it sees fit.
- (6) Where the local government renews a licence under subclause (5), it shall notify the licensee in writing.

4.7 Variation of licence

- (1) An application to vary a licence by a licensee –
 - (a) may be made at any time; and
 - (b) is not to be determined by the local government until the applicant has complied with subclause (2).
- (2) An application to vary a licence shall –
 - (a) be made in writing;
 - (b) state –
 - (i) name of person or company for whom the application is being lodged;
 - (ii) name of primary contact person for the company and in relation to the application;

- (iii) telephone, mobile phone and email contact details; and
 - (iv) postal and street address;
- (c) be accompanied by –
 - (i) the set fee;
 - (ii) by a copy of the current licence; and
 - (iii) a current certificate of currency for public liability policy in accordance with clause 7.1;
- (d) be lodged by the licensee at least 90 days before the date of expiry of the licence;
- (e) include a plan showing the contours of the excavation carried out to the date of that application;
- (f) detail the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 3.2(2)(b) and (c);
- (g) any other things referred to in clauses 3.2 and 4.2.
- (h) include any information that the local government may reasonably require; and
- (i) be signed by the licensee and the owner of the excavation site (if different to the licensee);
- (3) The local government may waive any of the requirements specified in subclause (2)(f) or (g).
- (4) The applicant shall not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 3.2 and 4.2 if –
 - (a) an application to vary a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
 - (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application.
- (5) Upon receipt of an application to vary a licence, the local government may –
 - (a) refuse the application; or
 - (b) approve the application on such terms and conditions as it sees fit.
- (6) Where the local government approves a licence variation under subclause (5), it shall notify the licensee and owner of the excavation site in writing.

4.8 Transfer of licence

- (1) An application to transfer a licence is not to be determined by the local government until the applicant has complied with subclause (2).
- (2) An application to transfer a licence shall –
 - (a) be made in writing;
 - (b) state –
 - (i) name of person or company for whom the application is being lodged;
 - (ii) name of primary contact person for the company and in relation to the application;
 - (iii) telephone, mobile phone and email contact details; and
 - (iv) postal and street address.
 - (c) be accompanied by –
 - (i) the set fee;
 - (ii) a copy of the current licence;
 - (iii) a certificate of currency in the name of the proposed transferee for public liability policy in accordance with clause 7.1; and
 - (iv) the consent in writing to the transfer from the owner of the excavation site;
 - (d) be lodged by the licensee at least 90 days before the date of proposed transfer of the licence;
 - (e) comply with and satisfy all conditions and requirements of the current licence;
 - (f) provide equivalent security under clause 3.7 as is required by the current licence;
 - (g) include any information that the local government may reasonably require; and
 - (h) be signed by the licensee and the proposed transferee.
- (3) Upon receipt of an application to transfer a licence, the local government may –
 - (c) refuse the application; or
 - (d) approve the application on such terms and conditions as it sees fit.
- (4) Where the local government approves the transfer of a licence under subclause (3), it shall notify the licensee and owner of the excavation site in writing.
- (5) Where the local government approves the transfer of a licence it shall not be required to refund any part of the fees and charges paid by the former licensee in respect of the transferred licence.
- (6) Where the local government does not approve the transfer of a licence –

- (a) the local government may cancel the licence in accordance with clause 4.9, or
- (b) the licensee may –
 - (i) continue operations in accordance with the licence issued;
 - (ii) give notice of cessation of operations in accordance with clauses 6.1; or
 - (iii) give notice of temporary cessation of operations in accordance with clause 6.3.

4.9 Cancellation of licence by the local government

- (1) The local government may cancel a licence where the licensee has –
 - (a) ceased to substantially carry on the extractive industry for a period in excess of 12 months or has not advised the local government of cessation of operations under clause 6.1;
 - (b) been convicted of an offence against –
 - (i) this local law; or
 - (ii) any other law relating to carrying on an extractive industry;
 - (c) failed to comply with –
 - (i) any of the conditions of the licence;
 - (ii) any provisions of this local law; or
 - (iii) any term of an agreement made with the local government in accordance with this local law and default continues for a period of 14 days from service on the licensee of written notice of default;
 - (d) transferred or assigned or attempted to transfer or assign the licence without the consent of the local government;
 - (e) permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law;
 - (f) failed to pay the annual licence fee under clause 7.3;
 - (g) failed to have a current public liability insurance policy under clause 7.1(1); or
 - (h) failed to provide a copy of the policy or evidence of its renewal as the case may be, under clause 7.1(2).
- (2) Where the local government cancels a licence under this clause –
 - (a) the cancellation takes effect on and from the day on which the licensee is served with the notice; and
 - (b) the local government shall advise the licensee and owner of the excavation site in writing.
- (3) Where a local government cancels a licence under subclause (1), the local government shall not be required to refund any part of the fees and charges paid by the licensee in respect of the cancelled licence.
- (4) Where the local government cancels a licence under subclause (1), the licensee shall comply with clause 6.4, unless otherwise approved by the local government.

Part 5 - Limitations, obligations and prohibitions on licensee

5.1 Obligations of the licensee

A licensee shall –

- (a) where the local government so requires, securely fence the excavation to a standard determined by the local government and keep the gateways locked when not actually in use in order to prevent unauthorised entry;
- (b) erect and maintain warning signs along each of the boundaries of the area excavated under the licence so that each sign –
 - (i) is not more than 200 metres apart;
 - (ii) is not less than 300 mm high and not less than 450 mm wide;
 - (iii) the top of the sign is between 1 metre and 1.8 metres above ground level; and
 - (iv) bears the words "DANGER EXCAVATIONS – KEEP OUT";
- (c) except where the local government approves otherwise, drain and keep drained to the local government's satisfaction any excavation to which the licence applies so as to prevent the accumulation of water;
- (d) restore and reinstate the excavation site in accordance with the terms and conditions of the licence, the site plans and the works and excavation program approved by the local government;
- (e) take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site; and

- (f) comply with the conditions imposed by the local government in accordance with clause 4.3.

5.2 Limits on excavation near boundary

Subject to any licence conditions imposed by the local government, a person shall not, without the written approval of the local government, excavate within –

- (a) 500 metres of any residence unless with the consent of the adjoining neighbours;
- (b) 50 metres of any bore, watercourse, wetland, swamp or other water reserve;
- (c) 50 metres of any thoroughfare;
- (d) 20 metres of the boundary of any land on which the excavation site is located;
- (e) 20 metres of any land affected by a registered grant of easement; or
- (f) 2 metres of the estimated maximum groundwater level as determined from time to time by the Department of Water and Environmental Regulation or otherwise as adopted by the local government.

5.3 Prohibitions

A licensee shall not –

- (a) remove any trees or shrubs within 40 metres of the boundary of any thoroughfare on land in respect of which a licence has been granted without written permission from the local government and if required, the Department of Water and Environmental Regulation, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation and then only with the express approval of the local government and subject to any conditions which the local government may impose in accordance with clause 4.3;
- (b) store, or permit to be stored, except in the case of approved rock quarry sites, any explosives or explosive devices on the site to which the licence applies other than with the approval of the local government and the Department of Mines, Industry Regulation and Safety; or
- (c) fill or excavate, other than in accordance with the terms and conditions of the licence, the site plans and the works and excavation program approved by the local government.

5.4 Blasting

- (1) A person shall not carry out or permit to be carried out any blasting in the course of excavating unless –
 - (a) the local government has otherwise given approval in respect of blasting generally or in the case of each blast;
 - (b) subject to subclause (2), the blasting takes place only between the hours of 8.00am and 5.00pm, or as determined by the local government, on Mondays to Fridays inclusive;
 - (c) the blasting is carried out in strict accordance with the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant local laws of the local government; and
 - (d) in compliance with any other conditions imposed by the local government concerning –
 - (i) the time and duration of blasting;
 - (ii) the purposes for which the blasting may be used; and
 - (iii) such other matters as the local government may reasonably require in the interests of the safety and protection of members of the public and of property within the district.
- (2) A person shall not carry out or permit to be carried out any blasting on a Saturday, Sunday or public holiday except with the prior approval of the local government.

Part 6 - Cessation of operations

6.1 Notice of cessation of operations by licensee

- (1) A notice of cessation shall –
 - (a) be made in writing;
 - (b) state –
 - (i) name of person or company for whom the application is being lodged;
 - (ii) name of primary contact person for the company and in relation to the application;
 - (iii) telephone, mobile phone and email contact details; and
 - (iv) postal and street address;
 - (c) be accompanied by –

- (i) a copy of the current licence; and
- (ii) a current certificate of currency for public liability policy in accordance with clause 7.1;
- (d) advise if the cessation is to be –
 - (i) temporary and the expected duration or circumstances for re-commencement; or
 - (ii) permanent.
- (e) detail arrangements for meeting any ongoing liabilities or environmental obligations –
 - (i) name of person or company to whom matters are to be referred;
 - (ii) name of primary contact person for the company;
 - (iii) telephone, mobile phone and email contact details; and
 - (iv) postal and street address;
- (f) be lodged by the licensee as soon as cessation of operations has been determined by the licensee and not more than seven days after the operations have ceased in any event;
- (g) include a plan showing the contours of the excavation carried out to the date of that application;
- (h) detail the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 3.2(2)(b) and (c);
- (i) any other things referred to in clauses 3.2 and 4.2;
- (j) include any information that the local government may reasonably require; and
- (k) be signed by the licensee.
- (2) Upon notice of cessation of operations, the local government shall –
 - (a) acknowledge the notice of cessation of operations; and
 - (b) confirm the acceptability or otherwise of the arrangements for the cessation of operation.

6.2 Cessation of operations – permanent

- (1) Where a licensee has given written notice to the local government of the intention to permanently cease carrying on an extractive industry on the site to which the licence applies the licence is deemed to have expired on the date such cessation is so notified.
- (2) The permanent cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

6.3 Cessation of operation – temporary

- (1) Where a licensee has given written notice of temporary cessation of operations, then on or before the annual licence date each year, the licensee shall –
 - (a) confirm to the local government the matters in subclauses 6.1(1)(d) and (e); and
 - (b) provide a copy of the current public liability certificate required under clause 7.1.
- (2) For the duration of the cessation –
 - (a) contributions or payments agreed under subclauses 4.3(2)(q) or (r) are suspended until such time as operations are resumed, but all other conditions and obligations remain in place; and
 - (b) the annual licence fee under clause 7.3 is suspended.
- (3) The licence granted under clause 4.2 shall remain valid for the term of the licence and shall not be extended by the duration of cessation of operations.
- (4) The temporary cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

6.4 Works to be carried out on cessation of operations

Where the carrying on of an extractive industry on the site permanently ceases or on the expiration or cancellation of the licence applicable to the site, whichever first occurs, the licensee shall, as well as complying with the provisions of clause 6.1 –

- (a) restore and reinstate the excavated site in accordance with the proposals approved by the local government or in such other manner as the local government may subsequently agree in writing with the licensee;
- (b) ensure that any face permitted to remain upon the excavation site is left safe with all loose materials removed and where the excavation site is –
 - (i) sand, the sides are sloped to a batter of not more than 1:3 (vertical : horizontal); and
 - (ii) limestone or material other than sand, the sides are sloped to a batter which, in the opinion of the local government, would enable the site to be left in a stable condition;

- (c) ensure that the agreed floor level of the excavation is graded to an even surface or is otherwise in accordance with the rehabilitation and decommissioning program approved by the local government;
- (d) ensure that all stockpiles or dumps of stone, sand or other materials are left so that no portion of that material can escape onto land not owned or occupied by the licensee nor into any stream, watercourse or drain that is not wholly situated within the land owned or occupied by the licensee;
- (e) erect retaining walls where necessary to prevent subsidence of land in the vicinity of any excavation;
- (f) remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and fill all holes remaining after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling; and
- (g) break up, scarify, cover with topsoil and plant with grass, trees and shrubs all parts of the site where buildings, plant and equipment were erected or installed and all areas which were used for stockpiling unless otherwise specified under this local law.

Part 7 - Miscellaneous

7.1 Public liability

- (1) A licensee shall have at all times a current public liability insurance policy naming the local government and indemnifying the licensee and the local government for a sum of not less than \$20,000,000 in respect of any one claim relating to any of the excavation operations.
- (2) The licensee shall provide to the local government a copy of the policy taken out under subclause (1), within 14 days after the issue of that policy and shall provide to the local government evidence of policy renewal within 14 days of each policy renewal date.

7.2 Mines Safety and Inspection Act 1994 and Environmental Protection Act 1986

- (1) In any case where the *Mines Safety and Inspection Act 1994* or the *Environmental Protection Act 1986* applies to any excavation carried on or proposed to be carried on at a site, the licensee in respect of that site shall provide to the local government within 14 days full particulars of any inspection or report made under that Act or those Acts.
- (2) In this clause, the *Mines Safety and Inspection Act 1994* and the *Environmental Protection Act 1986* include all subsidiary legislation made under those Acts.

7.3 Annual licence fee

On or before 30 June in each year, a licensee must pay to the local government the set fee for the annual licence.

7.4 Use of secured sum by the local government

- (1) If a licensee fails to pay any fees and charges or carry out or complete the restoration and reinstatement works required by the licence conditions either –
 - (a) within the time specified in those conditions; or
 - (b) where no such time has been specified, within 60 days of the completion of the excavation or portion of the excavation specified in the licence conditions, then; subject to the local government giving the licensee 14 days' notice of its intention to do so—
 - (i) the local government may carry out or cause to be carried out the required work or so much of that work as remains undone; and
 - (ii) the licensee shall pay to the local government on demand all costs incurred by the local government or which the local government may be required to pay under this clause.
- (2) The local government may apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 3.7 towards its costs under this clause.
- (3) The liability of a licensee to pay the local government's costs or any outstanding fees and charges under this clause is not limited to the amount, if any, secured under clause 3.7.
- (4) For avoidance of doubt, the local government's powers under this clause are in addition to its other enforcement powers under this local law.

Part 8 - Notices

8.1 Notice to remedy non-compliance

Where any thing is required to be done or not permitted to be done by this local law, an authorised person may give the licensee a notice in writing requiring the licensee to comply with the requirements of this local law.

8.2 Notice requirements

A notice given must –

- (a) be in writing;
- (b) specify the reason for giving the notice, the work or action that is required to be undertaken; and
- (c) the time within which the work or action is to be undertaken.

8.3 Local government may undertake requirements of notice

- (1) If a person fails to comply with a notice referred to in clause 8.1, the local government may –
 - (a) do the thing specified in the notice;
 - (a) take whatever remedial action it considers appropriate and which would have been if the breach or failure had not occurred; and
 - (b) recover all costs from the licensee, as a debt.
- (2) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3 of the *Local Government Act 1995*.

8.4 Offence to fail to comply with notice

A person who fails to comply with a notice given under this local law commits an offence.

Part 9 - Objections and review

9.1 Objection and review rights

The provisions of Division 1 of Part 9 of the Act and regulation 33 of the *Local Government (Functions and General) Regulations 1996* shall apply when the local government makes a decision as to whether it will –

- (a) grant a person a licence under this local law; or
- (b) renew, vary, or cancel a licence that a person has under this local law.

Part 10 - Offences and penalties

10.1 Offences

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

10.2 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of the day during which the offence has continued.

10.3 Modified penalties

- (1) An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in the Schedule.

10.4 Forms

For the purposes of this local law –

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the notice sent under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule – Prescribed offences
[clause.10.3]

Item	Clause	Nature of offence	Modified penalty \$
1	2.1(a)	Carry on an extractive industry without a valid and current licence	500
2	2.1(b)	Carry on an extractive industry not in accordance with conditions of licence	500
3	4.5(1)	Failure to comply with notice regarding transport of materials	500
4	5.1(a)	Failure to securely fence or keep gateways locked	500
5	5.1(b)	Failure to comply with boundary signage requirements	500
6	5.1(c)	Failure to provide adequate drainage	500
7	5.1(d)	Failure to restore and reinstate site in accordance with approved plan	500
8	5.1(e)	Failure to control dust, noise, vibration and other nuisances	500
9	5.1(f)	Failure to comply with conditions of licence	500
10	5.2(a)	Excavate within 500 metres of a residence without approval	500
11	5.2(b)	Excavate within 50 metres of a bore, watercourse, wetland swamp or other water reserve without approval	500
12	5.2(c)	Excavate within 50 metres of a thoroughfare without approval	500
13	5.2(d)	Excavate within 20 metres of the boundary of any land on which the excavation is situated without approval	500
14	5.2(e)	Excavate within 20 metres of land affected by a registered grant of easement without approval	500
15	5.2(f)	Excavate within 2 metres of estimated maximum groundwater level without approval	500
16	5.3(a)	Removal of trees or shrubs within 40 metres of any boundary with a thoroughfare reserve without approval	500
17	5.3(b)	Store or permit to be stored explosives or explosive devices without approval	500
18	5.3(c)	Fill or excavate other than in accordance with the conditions of licence	500
19	5.4(1)(a)	Carry out or permit to be carried out blasting without approval	500
20	5.4(1)(b)	Carry out or permit to be carried out blasting outside the hours approved by the local government	500
21	5.4(1)(d)	Failure to comply with conditions relating to blasting imposed by the local government	500
22	5.4(2)	Carry out or permit to be carried out blasting on a Saturday, Sunday or public holiday without approval	500
23	6.1(1)	Failure to provide notice of cessation of operations	500
24	6.3(1)	Failure to provide annual confirmation of details during period of temporary cessation of operations	500
25	6.4	Failure to undertake restoration and reinstatement as required on cessation of operations	500

26	8.4	Failure to comply with requirements of notice	500
27	10.1	Other offences not specified	500

Dated _____

The Common Seal of the Shire of Victoria Plains was affixed by authority of a resolution of Council in the presence of –

D.S. LOVELOCK, President

G.M. TEEDE, Chief Executive Officer

DRAFT