ATTACHMENTS

Ordinary Council Meeting

22 January 2020

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
EFT8439	06/12/2019	AK Evans Earthmoving	Shoulder grading at Toodyay Bindi Bindi Roads - Roads to Recovery	-12633.50		12,633.50
EFT8440	06/12/2019	Ampac Debt Recovery (wa) Pty Ltd	Commissions and debt recovery cost for the month of October and November 2019	-346.50		346.50
EFT8441	06/12/2019	Athena Water Services Pty Ltd	Maintenance parts for Reverse Osmosis plant - Piawaning Water supply	-3410.00		3,410.00
EFT8442	06/12/2019	Australia Post	Postage charges - November 2019	-72.34		72.34
EFT8443	06/12/2019	Bob Waddell & Associates Pty Ltd	Assistance with:	-2079.00		2,079.00
			Costing of repairs of fuel pump at depot, annual financial report and genenral accounting, and October monthly statement	*1254.00*	*1,254.00*	
			Assistance with the 2018/19 Annual financial report and general accounting assistance	*825.00*	*825.00*	
EFT8444	06/12/2019	Bolgart Progress Association	Monthly library services contributions for November and December 2019	-418.27		418.27
EFT8445	06/12/2019	Brendonwilkes Electrical Contractor	Replaced faulty RCD MCB's at Yerecoin Caravan Park	-467.50		467.50
EFT8446	06/12/2019	Clark Equipment Sales Pty Ltd	Rocket cover gasket and fuel cap for Bobcat T650 Track Loader	-154.64		154.64
EFT8447	06/12/2019	Country Widescreens	Fitted window tinting on front window of CEO's office at Shire Admin Office	-1100.00		1,100.00
EFT8448	06/12/2019	Country Copiers Northam	Monthly photocopier maintenace and meter readings - October 2019	-1615.08		1,615.08
EFT8449	06/12/2019	Daimler Trucks Perth	Fuel tank for 13 tonne 6 Wheel tip truck	-2301.70		2,301.70
EFT8450	06/12/2019	Decor Blinds & Curtains	Fitted roller blind with chain - Shire Administration Office and Aged Person Unit - Bolgart	-481.00		481.00
EFT8451	06/12/2019	GH Purser and Son	Gravel supplied for roadworks - Woods Road	-21997.80		21,997.80
EFT8452	06/12/2019	HWL Ebsworth Lawyers	Legal advice re Termination of Enterprise Agreement	-1274.35		1,274.35
EFT8453	06/12/2019	Hi-Tec Alarms	Assessed new position of ATM machine, cable fitted off and programmed camera at Administration Office	-1130.80		1,130.80
EFT8454	06/12/2019	Hoist Sales & Hydraulic Repairs P/L	Hydraulic fittings and dust covers for Depot	-1137.51		1,137.51
EFT8455	06/12/2019	IT Vision Australia Pty Ltd	Monthly rates processing service - October 2019 and November 2019	-5871.26		5,871.26
EFT8456	06/12/2019	JRC Bricklaying	Lay bricks to secure new ATM position, rendered and set white coat to new and existing wall	-2585.00		2,585.00
EFT8457	06/12/2019	Jason Signmakers	Fire prevention - Stickers and name magnet	-287.87		287.87
EFT8458	06/12/2019	Kleen West Distributors	Purchased toilet rolls for Depot	-22.00		22.00
EFT8459	06/12/2019	Lena Photography	Production of newsletter including training of new Customer Service Officer	-540.00		540.00

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
EFT8460	06/12/2019	Metrocount Vehicle Classifier Systems	Batteries for Traffic counters	-330.00		330.00
EFT8461	06/12/2019	Muchea Grading Contractors	Carried out maintenance grading on Gillingarra West Road	-2145.00		2,145.00
EFT8462	06/12/2019	Paul And Wendy Cleaning Services	Cleaning and Tip management from 24/11 to 1/12/2019:	-4100.47		4,100.47
			Tips management - Bolgart and Calingiri	2868.47	*2,868.47*	
			Cleaning services of various Shire's facilities	1232.00	*1,232.00*	
EFT8463	06/12/2019	Quality Press	DFESA Vehicle Identifier Stickers 2018/2020 - 1 roll of 50	-55.99		55.99
EFT8464	06/12/2019	Ramsay Construction Pty Ltd	Health and building services for the month of November 2019	-7799.00		7,799.00
EFT8465	06/12/2019	Shire of Koorda	Wheatbelt Secondary Freight Network Co-contribution to Stage 1 Priority works	-6600.00		6,600.00
EFT8466	06/12/2019	Star Track Express	Freight cost - Bolgart Public Library	*-96.90*		96.90
EFT8467	06/12/2019	Thomas Culverwell	Cleaning services at Gillingarra Hall - November 2019	*-140.00*		140.00
EFT8468	06/12/2019	The Honda Shop	Butterfly head for Honda Whipper Snipper	-40.75		40.75
EFT8469	06/12/2019	WA Local Government Association	Fees for Council Connect updates, social media customised feed and public notices	-2100.00		2,100.00
EFT8470	06/12/2019	WA Reticulation Supplies	Reticulation parts for Calingiri, Bolgart towns maintenance and cemetery maintenance	-597.65		597.65
EFT8471	06/12/2019	West Coast Turf	Kikuya roll for lawn at 15 Lamber Crescent - Staff housing	-555.50		555.50
EFT8472	06/12/2019	Walkers Diesel Services	Various plant maintenance and repairs:	-2099.91		2,099.91
			Bobcat T650 Track Loader - inspected and repaired cracked welds	825.83	*825.83*	
			solinoid valve	759.55	*759.55*	
			Multi-tyred Roller - changed out beacon and rectified water leak	201.03	*201.03*	
			straightened teeth on grab bucket	313.50	*313.50*	
EFT8473	09/12/2019	Menzies Quarries Pty Ltd	Basecourse & Filter Rock Extraction	-3800.29		3,800.29
EFT8474	13/12/2019	360 Environmental Pty Ltd	Professional Services for Yarawindah Rd Mogumber Sig F&V Survey	-486.20		486.20
EFT8475	13/12/2019	Australian Services Union	Payroll deductions	-51.80		51.80
EFT8476	13/12/2019	Australia Taxation Office	Payroll deductions	-53076.00		53,076.00
EFT8477	13/12/2019	Autosweep	Sweep streets in Bolgart, Calingiri and Yerecoin	-1452.00		1,452.00
EFT8478	13/12/2019	Amazon Soils	Jungle mulch for towns parks and gardens - Bolgart, Calingiri and Yerecoin	-1885.00		1,885.00
EFT8479	13/12/2019	Arc Infrastructure Pty Ltd	Project engineer and project administrator for the Calingiri Level Crossing project	-283.25		283.25
EFT8480	13/12/2019	Avon Waste	Refuse collections - November 2019	-4672.71		4,672.71
EFT8481	13/12/2019	BOC Limited	For the monthly gas cylinder service and charges for period 29 October 19 to 27 November 2019	-42.72		42.72
EFT8482	13/12/2019	Bob Waddell & Associates Pty Ltd	Assistance with the 2018/19 Annual Financial Report	-957.00		957.00

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
EFT8483	13/12/2019	Bolgart Rural Merchandise	Monthly purchases - maintenance items	-62.40		62.40
EFT8484	13/12/2019	Brendonwilkes Electrical Contractor	Electrical installations and repairs:	-2574.55		2,574.55
			Administration Office - ran new circuit for ATM, licensing computers, fitted power point and switchboard,double power point in library	*2044.90*	*2,044.90*	
			CWA Building - replaced HWS element and installed RCD/MCB, and final sub-circuit meet standards	*529.65*	*529.65*	
EFT8485	13/12/2019	Bunnings Group Ltd	Seasol and lawn fertiliser for towns park and gardens - Calingiri and Bolgart	-228.54		228.54
EFT8486	13/12/2019	Castledine Gregory Law and Medication	Legal advice re Donga development	-4664.00		4,664.00
EFT8487	13/12/2019	Clark Equipment Sales Pty Ltd	Maintenance parts and glass front slide for Bobcat track loader	*-1071.34*		1,071.34
EFT8488	13/12/2019	Child Support Agency	Payroll deductions	-245.92		245.92
EFT8489	13/12/2019	Civic Legal Pty Ltd	Legal advice on:	-25555.20		25,555.20
			maintenance charge	6925.05	*6,925.05*	
			Review of Ex-Gratia rating arrangements with Benedictine Community of New Norcia Inc	1064.25	*1,064.25*	
			Review of Ex Gratia Rating Agreement with Co-Operative Bulk Handling	*5445.00*	*5,445.00*	
			Yenart Roads - Roadworks	*7731.90*	*7,731.90*	
			CEO responsibility to report serious misconduct	*4389.00*	*4,389.00*	
EFT8490	13/12/2019	Covs Parts Pty Ltd	Lens cleaner towel pack for Administration and Depot Office	-77.28		77.28
EFT8491	13/12/2019	Daimler Trucks Perth	Wheel tip truck - air dryer assy	-1709.35		1,709.35
EFT8492	13/12/2019	Direct Office Furniture	Purchased workstation, CEO's meeting table and desk at Shire's Administration Office	-4446.13		4,446.13
EFT8493	13/12/2019	EMERG Solutions Pty Ltd	Volunteer Bush Fire Brigade - Direct SMS Numbers annual fee from 1 December 2019 - 30 November 2020	-650.00		650.00
EFT8494	13/12/2019	Exurban Rural & Regional Planning	Town Planning consultancy Services 2019- 2020 - November 2019	-11544.72		11,544.72
EFT8495	13/12/2019	Fulton Hogan Industries Pty Ltd	Purchased 8 tonnes of Cold mix for bitumen road maintenance	-1689.05		1,689.05
EFT8496	13/12/2019	Gavin Eastwood	Preparation for moving ATM, and putting up wood surrounds with ATM in new position	-616.00		616.00
EFT8497	13/12/2019	GHD Pty Ltd	to assess the groundwater conditions beneath the site - Bolgart Refuse Site	-4125.00		4,125.00
EFT8498	13/12/2019	Hendo's Plumbing & Gas Services	Repaired water pressure pump, cleaned toilet cisten inlet value and removed blocked water filter at Mogumber Library	-173.80		173.80
EFT8499	13/12/2019	King Farming	Gravel taken from Catabody Road pit	-2426.60		2,426.60
EFT8500	13/12/2019	Landgate	Rural UV interim valuation - November 2019	-83.76		83.76

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
EFT8501	13/12/2019	Muchea Grading Contractors	Carried out maintenance grading on Red Gully Road	-1650.00		1,650.00
EFT8502	13/12/2019	Newground Water Services Pty Ltd	Full Circle Rotor Stainless Steel Sprinklers for Calingiri Sports Ground	-2145.00		2,145.00
EFT8503	13/12/2019	Officeworks	Purchased Office supplies:	-852.67		852.67
			Water bottles, date stamp, protector sheet, dry & clean roller, carbonless petty cash book	221.32	*221.32*	
			Copy paper, refill ink stamp,page calendar, tissues; Bolgart Library - ink cartridges	631.35	*631.35*	
EFT8504	13/12/2019	Rajaford Pty Ltd	Monthly purchases - milk, coffee, newpaper, postage, fuel, drinks and nibble for council meeting	-328.95		328.95
EFT8505	13/12/2019	SF Fitzgerald Plumbing & Gas	Repairs of burst water pipe - Staff housing - 16 Yulgering Rd	-303.50		303.50
EFT8506	13/12/2019	Star Track Express	Freight cost	-54.62		54.62
EFT8507	13/12/2019	Stephanie Penn	Travel reimbursement - Council briefing session 18.11.19	-21.54		21.54
EFT8508	13/12/2019	Supreme Shades	Assessed, repaired and installed sail at Bolgart Playgroup.	-1642.30		1,642.30
EFT8509	13/12/2019	TR Water Pumps	Piawaning Water Supply - checked and repaired pump	-995.26		995.26
EFT8510	13/12/2019	Tutt Bryant Equipment	Multi-tyred Roller - seal kit steer	-705.10		705.10
EFT8511	13/12/2019	Urban & Rural Valuations	Valuation fees - for properties at Mogumber and Calingiri	-3352.40		3,352.40
EFT8512	13/12/2019	WA Hino Sales & Services	Hino 700 Series truck - 160,000KM service, and fix a fault that gives a vibrating plus bang noise through truck; Protection valve for Hino 9 Truck	-2608.72		2,608.72
EFT8513	13/12/2019	WA Reticulation Supplies	Reticulation parts and pipe for Hockey field upgrade	*-978.05*		978.05
EFT8514	13/12/2019	Walkers Diesel Services	Various plant service and repairs:	*-3436.77*		3,436.77
			Bobcat Track loader - made up hydraulic hose, 500hr service, lights and aircon	*108.35*	*108.35*	
			Bobcat Track loader - diagnosed and repaired electrical fault	*2171.75*	*2,171.75*	
			Volvo Multi loader - diagnosed and repaired tilt kickout	*361.90*	*361.90*	
			Duty trailer - replaced RHS tail light and led light	*273.63*	*273.63*	
			Wheel tip truck - changed out fuel filter and transmission filter	*273.63*	*273.63*	
			Bobcat track loader attachment Street sweeper - repaired bent arm, removed hydraulic moter and checked.	*247.51*	*247.51*	
EFT8515	13/12/2019	Wallis Computer Solutions	Managed ITand computing support - November 2019, NBN wireless services and Office365 monthly subscriptions -December 2019	-1763.46		1,763.46
EFT8516	13/12/2019	Western Australian Electoral Commission	Local government election costs	*-10941.01*		10,941.01
EFT8517	13/12/2019	Westrac Pty Ltd - Parts	Caterpillar 120M Series Grade- carried out 500 service hour maintenance plus travel	*-2721.71*		2,721.71

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
EFT8518	13/12/2019	Wheatbelt Tyres	Caterpillar 120M Series Grader - repairs of tyre with patch and O ring	*-103.30*		103.30
EFT8519	13/12/2019	Yerecoin Traders	Monthly purchases - poly plug and seal tape for tip truck	*-2.30*		2.30
EFT8520	19/12/2019	360 Environmental Pty Ltd	Professional services - SFN Yarawindah Road Mogumber - September and October 2019 Fauna & Vegetation Survey	*-2357.30*		2,357.30
EFT8521	19/12/2019	ANSPACH AG Contracting	Hire of Side tipper and Dolly (Dry Hire) for Woods Rd Council roadworks	-880.00		880.00
EFT8522	19/12/2019	Australian Community Media	Moora Directory 2019/2020	-294.00		294.00
EFT8523	19/12/2019	Biomax Wastewater Recycling Systems	Quarterly inpection and maintenance report fee - Dec 2019	-500.00		500.00
EFT8524	19/12/2019	Bob Waddell & Associates Pty Ltd	Assistance with 2018/19 Annual Financial Report audit queries	-429.00		429.00
EFT8525	19/12/2019	Calingiri Sports Club Inc	Council's Christmas dinner with Councillors, staff and partners (40 X $50 per person + drinks)	-2641.20		2,641.20
EFT8526	19/12/2019	Dun Direct Pty Ltd	Purchases:	-5315.20		5,315.20
			Metal spill containment pallet, high flow air oil pulp, oil control valve, and duty hose rell - Depot	*4303.20*	*4,303.20*	
			Air operated diaphragm pump for Hino 300 Series 617 Long Crew - Service Truck	*1012.00*	*1,012.00*	
EFT8527	19/12/2019	Fuelfix Pty Ltd	Installed Smartfill2 door mainboard, antenae and wiring - Depot fuel	-4070.00		4,070.00
EFT8528	19/12/2019	Ina Edwardson	Travel reimbursement - handover/training with Financial Consultant	-250.70		250.70
EFT8529	19/12/2019	Paul And Wendy Cleaning Services	Fortnightly Cleaning services and tips management 2/12 to 15/12/19 :	-4100.47		4,100.47
			Cleaning services -various Shire's facilities	1232.00	*1,232.00*	
			Tip management - Bolgart and Calingiri	2868.47	*2,868.47*	
EFT8530	19/12/2019	Perth Safety Products Pty Ltd	Purchased signs - Left Hand corner, and Sharp Right corner	-1108.80		1,108.80
EFT8531	19/12/2019	R Munns Engineering Consulting Services	Consulting work on WSFN Mogumber/Yarawindah Road pilot project, 2019 Peak Harvest Road counters, and 2019/20 Bitumen surfacing RFQ document	-4192.10		4,192.10
EFT8532	19/12/2019	Roadswest Engineering Group Pty Ltd	Aglime route 2 project - Provision of environmental impact assessment and reporting - 1Sep 2019 to 31 Oct 2019	-1893.64		1,893.64
EFT8533	19/12/2019	Star Track Express	Freight charges - Depot and Bolgart Library	-306.53		306.53
EFT8534	19/12/2019	Thomas Culverwell	Cleaning services - December 2019 - Gillingarra hall	-140.00		140.00
EFT8535	19/12/2019	Truckline	Purchased nylon tube and airbrake - Depot stocks	-33.44		33.44

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
EFT8536	19/12/2019	Vern Mitchell	Web document management	-182.50		182.50
EFT8537	19/12/2019	Walkers Diesel Services	Bobcat T650 Track Loader - service and repairs of faulty lights and aircon	-848.38		848.38
EFT8538	19/12/2019	Wallis Computer Solutions	Service provided with:	-1628.55		1,628.55
			Relocation of cabling for computers in the libary and cable upgrade for the ATM	*1409.65*	*1,409.65*	
			Set up and configured VPN access for RSM - Accounting Services consultant	*218.90*	*218.90*	
			Total EFT payments			281,016.37
DD11548.1	14/12/2019	Shire of Victoria Plains	Credit card charges - parking fees, accommodation, maintenance items, subscription renewal,	-2516.34		2,516.34
DD11548.2	16/12/2019	Wright Express Australia Pty Ltd	Fuel card charges - November 2019	-609.72		609.72
			Total Credit and Fuel Card payments			3,126.06
12255	06/12/2019	Synergy	Electricity charges from 24/09/19 to 30/10/19 - U4 Aged Person Unit - Calingiri	-117.67		117.67
12256	13/12/2019	Synergy	Electricity Charges Overdue Electrcity Account for the Bolgart Playgroup - 9/8/2019 $122.05, 11/10/19 $151.85 & 20/11/2019 $129.47	-403.37		403.37
			Total Cheque payments			521.04
DD11533.1	11/12/2019	WA Super	Superannuation contributions	-4439.54		4,439.54
DD11533.2	11/12/2019	North Superannuation	Superannuation contributions	-586.95		586.95
DD11533.3	11/12/2019	LGIA Super	Superannuation contributions	-842.99		842.99
DD11533.4	11/12/2019	Sunsuper Pty Ltd	Superannuation contributions	-209.38		209.38
DD11533.5	11/12/2019	Rest Industry Super	Superannuation contributions	-113.08		113.08
DD11533.6	11/12/2019	Australian Super Pty Ltd	Superannuation contributions	-211.11		211.11
DD11533.7	11/12/2019	Prime Super	Superannuation contributions	-209.69		209.69
DD11533.8	11/12/2019	BT Super For Life	Superannuation contributions	-227.91		227.91
DD11535.1	25/12/2019	WA Super	Superannuation contributions	-4278.79		4,278.79
DD11535.2	25/12/2019	North Superannuation	Superannuation contributions	-586.95		586.95
DD11535.3	25/12/2019	LGIA Super	Superannuation contributions	-842.99		842.99
DD11535.4	25/12/2019	Sunsuper Pty Ltd	Superannuation contributions	-209.38		209.38
DD11535.5	25/12/2019	Rest Industry Super	Superannuation contributions	-176.00		176.00
DD11535.6	25/12/2019	IOOF Portfolio Service	Superannuation contributions	-91.20		91.20
DD11535.7	25/12/2019	Australian Super Pty Ltd	Superannuation contributions	-205.77		205.77

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
DD11535.8	25/12/2019	Prime Super	Superannuation contributions	-201.83		201.83
DD11535.9	25/12/2019	BT Super For Life	Superannuation contributions	-227.91		227.91
DD11545.1	02/12/2019	Department Of Transport	Transport Licensing Transactions 28/11/19	-1056.95		1,056.95
DD11545.2	03/12/2019	Department Of Transport	Transport Licensing Transactions 29/11/19	-906.80		906.80
DD11545.3	04/12/2019	Department Of Transport	Transport Licensing Transactions 2/12/19	-149.50		149.50
DD11545.4	05/12/2019	Department Of Transport	Transport Licensing Transactions 5/12/19	-286.85		286.85
DD11545.5	06/12/2019	Department Of Transport	Transport Licensing Transactions 4/12/19	-1647.85		1,647.85
DD11545.6	09/12/2019	Department Of Transport	Transport Licensing Transactions 5/12/19	-1137.70		1,137.70
DD11545.7	11/12/2019	Department Of Transport	Transport Licensing Transactions 9/12/19	-595.45		595.45
DD11545.8	12/12/2019	Department Of Transport	Transport Licensing Transactions 10/12/19	-548.60		548.60
DD11545.9	13/12/2019	Department Of Transport	Transport Licensing Transactions 11/12/19	-699.85		699.85
DD11547.1	16/12/2019	Department Of Transport	Transport Licensing Transactions12/12/19	-44.05		44.05
DD11547.2	17/12/2019	Department Of Transport	Transport Licensing Transactions 13/12/19	-1234.40		1,234.40
DD11555.1	18/12/2019	Department Of Transport	Transport Licensing Transactions 16/12/19	-1513.35		1,513.35
DD11555.2	19/12/2019	Department Of Transport	Transport Licensing Transactions 17/12/19	-635.15		635.15
DD11564.1	20/12/2019	Department Of Transport	Transport Licensing Transactions 18/12/2019	-216.90		216.90
DD11564.2	23/12/2019	Department Of Transport	Transport Licensing Transactions 19/12/19	-689.70		689.70
DD11564.3	24/12/2019	Department Of Transport	Transport Licensing Transactions 20/12/2019	-126.90		126.90
DD11564.4	27/12/2019	Department Of Transport	Transport Licensing Transactions 23/12/2019	-511.80		511.80
DD11566.1	02/12/2019	Telstra Corporation Ltd	Laptop (Council Chambers) - Councillors and Officers, and Admin and Gym remotes access	-465.03		465.03
DD11566.2	11/12/2019	Telstra Corporation Ltd	Phone charges - Fire prevention from 22 November 2019 to 21 December 2019	-12.20		12.20
DD11566.3	16/12/2019	Telstra Corporation Ltd	Telephone charges from 23 November 2019 to 22 December 2019 Admin and Depot	-1096.98		1,096.98
DD11566.4	01/12/2019	Iinet Limited	Internet services for Mogumber and Bolgart libraries - December 2019	-79.98		79.98
DD11566.5	06/12/2019	Telstra Corporation Ltd	Mobile phone charges from 17 October 2019 to 17 November 2019 - CEO, Works Manager, Depot, Ranger, Finance Manager	-572.64		572.64
DD11566.6	30/12/2019	Telstra Corporation Ltd	chambers - Council members and Officers, Gym and admin remote access	-464.97		464.97
DD11566.7	10/12/2019	Synergy	Electricity charges from 20 Sept 2019 to 20 November 2019 - Bolgart Hall	-377.18		377.18
DD11570.1	23/12/2019	Synergy	Streetlights - electricity charges from 01 November 2019 to 02 December 2019	-1386.58		1,386.58
DD11577.1	01/12/2019	Bendigo Bank	Loan repayment - Calingiri Football Club - November 2019	-14032.49		14,032.49
Direct Debit	31/08/2019	Bendigo Bank	Bank fees and charges	-461.85		461.85

Shire of Victoria Plains
Creditor & Payroll Payments for the Month of December 2019

Chq/EFT	Date	Name	Description	Amount	Invoice amount	Total Amount
			Total Direct debits			44,613.17
EFT	11/12/2019	Employees	Payroll Ending 11 December 2019	-42874.40		42,874.40
EFT	25/12/2019	Employees	Payroll Ending 25 December 2019	-41913.14		41,913.14
			Total Payroll			84,787.54
			Total Municipal Account			414,064.18
238	06/12/2019	Building & Construction Industry Training Fund	BCITF Levy for November 2019	-162.91		162.91
239	06/12/2019	Department Of Mines, Industry Regulation &	BSL Levies for November 2019	-168.89		168.89
240	06/12/2019	Shire of Victoria Plains	BSL Levy Agency Fee for November 2019	-18.25		18.25
241	13/12/2019	Bond Administrator	Housing Bond - Staff	-900.00		900.00
242	13/12/2019	Clayton Rodan	Portable toilet bond refund	-110.00		110.00
			Total Trust payments			1,360.05
			TOTAL ACCOUNTS PAID FOR THE MONTH OF DECEMBER 2019			**415,424.23**

7.2 Community Car

STATUTORY CONTEXT
None

CORPORATE CONTEXT
Local Government Insurance Services –
- Vehicle insurance policies
- Public Liability insurances policies
- Volunteers insurances policies

POLICY STATEMENT

1. The following Policy Schedules are adopted, and form part of this Statement –
   - Sch. 7.2(a) – Victoria Plains Community Car – Conditions of use
   - Sch. 7.2(b) – Victoria Plains Community Car – Shire responsibilities
   - Sch. 7.2(c) – Victoria Plains Community Car – Volunteer Driver Code of Conduct
   - Sch. 7.2(d) – Victoria Plains Community Car – Volunteer Driver Registration Form
   - Sch. 7.2(e) – Victoria Plains Community Car – Client and Passenger responsibilities
   - Sch. 7.2(f) – Victoria Plains Community Car – Client Profile

2. The purpose of the Community Car is to provide a service for patients to attend medical etc appointments, and is not available for social use.

3. Use of the vehicle for Shire purposes is permitted, subject to community use taking precedence.

4. The principal destinations permitted for use of the vehicle for community purposes are –
   a) Perth
   b) Northam
   c) Toodyay
   d) Wongan Hills
   e) Moora
   f) other destinations as approved by the CEO on a case by case basis.

5. Client profile is mandatory prior to confirmation of booking being given.

6. Volunteer drivers are arranged by the Shire, and –
   a) are required to hold and maintain a valid motor vehicle drivers licence
   b) must complete the Volunteer Driver Registration Form
   c) are required to obtain a recent National Police Clearance check, the cost to be reimbursed by the Shire
   d) may be required to undergo First Aid training

7. Fees –
   a) as determined by Council in the annual Budget,
   b) may be assessed pro-rata if multiple clients or destinations are involved,
   c) an invoice is to be sent, or refund is to be made as soon as possible following the hire.

APPLICATION

8. Booking form, payment as required etc must be completed before the keys are provided to the hirer.

9. Bookings –
   a) booking form to be completed,
   b) where multiple bookings are made, the priority will be given to the first booking lodged,

c) bookings will not be accepted until all previous bookings are fully paid
d) a deposit (75% of estimated trip cost) is to be paid by the client prior to the hire taking place,
e) are subject to an appropriate volunteer driver being available.

10. Cancellations –
    a) No charge – where a booking is cancelled more than 48 hours prior to booking
    b) 25% of estimated trip cost – where less than 48 hours notice given
    c) CEO may waive the cancellation fee in exceptional circumstances.

11. Any claim on Dept of Health WA Country Health Services Patient Assistance Travel Scheme is the responsibility of the Client.

12. Fuel –
    a) a fuel card will be provided – use for any purpose other than fuel for the Community Car is prohibited.
    b) if fuel is required and the card has not been able to be used, reimbursement or reduction on presentation of receipts, following reconciliation of distance travelled, total fuel used etc.

13. Non-compliance
    Non-compliance with this policy may result in –
    - removal of the Volunteer Driver from the approved list
    - the Client being refuse future booking of the car.

HISTORY

Former Policy	2.4.6
Adopted	26 June 2019

REFERENCES

As the Shire is arranging volunteer drivers for clients, there exists a substantial duty of care to –
- Clients
- Volunteer Drivers
- Shire of Victoria Plains community generally

In order to meet our duty of care, due diligence must be able to be shown to have been undertaken.

National Police Clearance Check – this is a standardised process in which all Australian Police jurisdictions participate.

Target for policy review – February 2020. Refer resolution in June 2019

Schedule 7.2(a) –Community Car – Conditions of Hire

These conditions form part of the agreement for the hire of the Community Car.

1. Shire responsibilities –
   a) Roadworthy including licence and relevant insurance (vehicle only)
   b) Clean and tidy
   c) Fuelled
   d) Relevant safety equipment and first aid kit

2. Prior to collection of the Community Car –
   a) a Booking Form is to be completed,
   b) payment by the Client is required prior to keys being provided, unless –
      i) It is agreed that hire will be paid on return of the keys to the Shire Office; or
      ii) agreement for an invoice to be issued is given
   c) Keys and Community Car are to be collected from the Shire Office by the Volunteer Driver during work hours or after hours by negotiation.

3. During use of the Community Car –
   a) For the general comfort of all passengers, smoking is strictly PROHIBITED in the car.
   b) The Hirer shall be responsible for the following in regard to the car –
      i) Check the oil, water and the tyres.
      ii) In the case of a breakdown, the responsibility of the Shire is solely for that of the Community Car.
   c) Any fines or penalties are the responsibility of the Volunteer Driver.

4. Return of the Community Car –
   a) the vehicle is returned to the Shire Office prior to the designated time unless prior arrangements are made with an authorised person. (Note: An authorised person being; Shire Office staff or Manager Works and Services
   b) keys and forms must be returned to the Shire Office on the return date of booking unless prior arrangements are made.
   c) the car must be cleaned to the condition in which it was collected or a cost to the Client may be incurred.
   a) report made to the Shire Office on return of the car, of any –
      i) usage of the First Aid Kit;
      ii) damage to the vehicle;
      iii) use of fire extinguisher; or
      iv) mechanical issues etc noted.

5. The Driver/s –
   a) Are to be supplied by Shire, and are subject to appropriate due diligence checks as required by our insurers and community expectations for client safety and security.
   b) Drivers of the Community Car must be registered with the Shire as an Approved Volunteer Driver.
   c) The Driver WILL NOT consume alcohol or be under the influence of drugs for the duration of their time as driver.
   d) The Driver shall complete the Driver Report and return to the Shire Offices along with the keys, unless prior arrangements have been made with regards to the drop off of the car.

– End of Schedule

Schedule 7.2(b) –Community Car – Shire responsibilities

Shire responsibilities –

a) Maintain all necessary insurances for the vehicle and volunteers under that service.

b) Be responsible for the recruitment of appropriate volunteer drivers

c) Ensure that volunteers hold the appropriate licences and authorities to operate the vehicle and service

d) Provide competent and well trained volunteers

e) Perform OHS and procedural inductions for volunteers who will be operating the vehicle and service

f) Have knowledge of, and provide the service within, Local, State and Federal rules and guidelines.

g) Own, maintain and administer a fully complaint vehicle that meets Australian standards.

h) Provide a safe, clean, reliable and attractive passenger vehicle tailored to the aged demographic

i) Administer the purchase, transfer, plate changes and any other applicable processes relating to the acquiring

j) Manage all bookings relating to the Victoria Plains Community Car service including, but not limited to, keys, log books and completion of pre-start checklists.

k) Provide volunteer drivers with applicable details needed for a roadside assistance call in a readily accessible location within the car

– End of Schedule

Schedule 7.2(c) –Community Car – Volunteer Driver Code of Conduct

Volunteer drivers are to –

a) Represent the Shire of Victoria Plains in a positive way

b) Keep strictly confidential all matters relating to Clients and passengers, unless –
- required in a medical emergency, or requested by an appropriate medical person;
- to the CEO in determining the suitability of use of the Community Car by the Client.

c) Refrain from taking illegal drugs or consume alcohol when on duty;

d) Not accept gifts or money or purchase any items from service clients, with the exception of –
- home garden produce
- meals during the hire to a maximum as determined by Council at Budget each year

e) Keep all relationships with Clients professional and proper

f) Not give advice to Clients;

g) Treat Clients with courtesy, respect and consideration, act on complaints and provide services to the best of their ability, refraining from any form of harassment or abuse.

h) Not use any mobile phone satellite navigation application while driving.

i) Adhere to schedules and appointment times

j) To collect and return the vehicle to the Shire Office, unless otherwise authorised.

k) Pay any fines, infringements etc that may result during the time I am responsible for the vehicle

l) Complete the Trip Record Form

Where a complaint is received and is substantiated, taking into account any exonerating circumstances, the CEO is required to cancel the Volunteer Driver's approval.

If deemed appropriate or necessary, a complaint will be referred to external agencies.

Volunteer Driver's Statement –

1. I confirm that I have read, understand and agree to abide by the requirements of Policy and the Volunteer Drivers Code of Conduct. 2. I consent to the Shire making such enquiries as is necessary to confirm my suitability to be a Community Car Volunteer Driver. 3. I undertake to obtain and provide copies of necessary documentation	
Signature of Volunteer Driver	
Date	

– End of Schedule

Schedule 7.2(d) –Community Car – Volunteer Driver Registration Form

Shire of Victoria Plains

Community Car – Driver Volunteer Registration Form

The Victoria Plains Community Car is a service for residents living in the Shire who have trouble getting to any medical appointments.

We would like to thank you for your support and willingness to volunteer as a driver for the community car. To register as a driver, please fill out your details in the form below.

Details –

Full Name	
Address	
Home Phone Number	
Mobile Phone Number	
Email Address	
Motor Vehicle driver's licence No.	
Classes and valid to	
Are there any conditions on your licence?	
Do you have any medical or physical condition we should be aware of that may affect driving?	

Availability –

Days generally available	
Or contact as necessary	
Special requirements?	

Volunteer Driver's Statement –

1. I confirm that I have read, understand and agree to abide by the requirements of Policy and the Volunteer Drivers Code of Conduct. 2. I consent to the Shire making such enquiries as is necessary to confirm my suitability to be a Community Car Volunteer Driver. 3. I undertake to obtain and provide copies of necessary documentation	
Signature of Volunteer Driver	
Date	

– End of Schedule

Schedule 7.2(e) –Community Car – Client and Passenger responsibilities

Client responsibilities –

1. Client Profile –
   a) A Client Profile is required before any booking will be accepted.
   b) The Profile is intended to advise appropriate persons of any medical or physical condition that you have or any medication you may be taking, where it becomes necessary.
   c) Access to this information is restricted to –
      - the Shire – in order to assess your request for a booking
      - the Volunteer Driver – in order to be aware of appropriate responses, and
      - emergency or medical personnel – if necessary.

2. Bookings –
   a) To make the booking at least 2 working days prior day needed
      - proof of appointment may be required
   b) To pay a minimum 75% of the estimated charges at least two (2) working days prior to their booking.
      - if not paid in this time, the booking is not confirmed
   c) If the booking is cancelled to do so at least 24 hours prior to the commencement of the booking
      - "no show" or cancellation within 24 hours may incur a 10% administration charge of the total estimated hire charge

3. Payments –
   a) To pay the balance within 14 days of invoicing after their booking
   b) To meet the out of pocket expenses of the Volunteer Driver, such as –
      - any parking fees,
      - meal expenses to a maximum as determined by Council at Budget each year
   c) To obtain any reimbursement by the Patient Assistance Travel Scheme of the Dept. of Health
   d) To maintain an acceptable level of personal hygiene at all times during their use of the service

4. Care of vehicle –
   a) If an unusual amount of cleaning is required on return of the vehicle, a charge for cleaning may be made, in accordance with the private works rates adopted by Council in the Budget.
   b) Smoking in the vehicle is strictly PROHIBITED.

5. Personal behaviour –
   a) To be prompt at time of pick up and for the return journey
   b) You are to maintain an acceptable level of personal hygiene
   c) treat volunteer drivers with courtesy and respect
   d) In the event you feel unwell, you must advise the volunteer driver immediately

In the event of a medical emergency or motor vehicle accident call 000

– End of Schedule

Schedule 7.2(f) –Community Car – Client Profile

Shire of Victoria Plains

Community Car – Client Profile

Client –

Name	
Address	
Phone numbers – landline & mobile	
Email address	

In case of emergency, notify –

Name	
Phone numbers – landline & mobile	
Doctor	
Phone numbers – landline & mobile	

Conditions or medications the Volunteer Driver needs to be aware of –
Eg: heart, diabetic, fainting/black out events, allergies

Client's Statement –

I confirm that this Client Profile discloses all requested information	
Signature of Client	
Date	

– End of Schedule