



PUBLIC

ATTACHMENTS

Ordinary Council Meeting

23 September 2020

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of August 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT9176	06/08/2020	Airwell Group Pty Ltd	Hydraulic hose Piawaning Water Supply and Bolgart Water Supply		104.50
EFT9177	06/08/2020	Avon Waste	Rubbish collections - July 2020		2,304.38
EFT9178	06/08/2020	Bindoon Bakehaus & Cafe	Catering for meeting:		392.50
			<i>Council briefing meeting 15/06/20</i>	193.00	
			<i>Catering for Budget meeting 29/06/2020</i>	199.50	
EFT9179	06/08/2020	Department of Water and Environmental Regulation	Annual licence 2020-2021- Bolgart refuse site		974.40
EFT9180	06/08/2020	Fletcher Family Trust T/A Strategic Teams	Governance support on week end 24 July 2020- agenda items, LRCG meeting, July Agenda followup, Piwaning management orders, Council meeting, OCM briefing, staff matters		2,640.00
EFT9181	06/08/2020	Glenn Deocampo	Medical assesment fee - Staff		70.00
EFT9182	06/08/2020	Howson Management	Infrastructure management/ Supervision services 16 July - 31 July 2020		9,614.00
EFT9183	06/08/2020	RSM Australia Pty Ltd	Accounting services for July 2020		7,405.48
EFT9184	06/08/2020	Rajaford Pty Ltd	Catering services for council meeting in July 2020		156.00
EFT9185	06/08/2020	Saoirse Kelly	Reimbursement for face masks from Officeworks (limited to 2 packs online ordering) COVID-19		109.90
EFT9186	06/08/2020	Walkers Diesel Services	Various plant and equipment maintenance:		1,762.75
			<i>Bobcat bucket repairs - replaced cutting edge</i>	888.25	
			<i>CAT Grader - carried out service and safety checks</i>	540.65	
			<i>Drum Roller - replaced belt and pulleys</i>	333.85	
EFT9187	06/08/2020	Water Bore Redevelopers	Inspection, testing and assessment of bore - SFN Mogumber Yarrawindah road project		8,250.00
EFT9188	12/08/2020	AFGRI Equipment Australia Pty Ltd	Nissan Service Ute - carried out service and safety checks, replaced fuel tank sender units, brake pedal switch, air filter and wiper blades		1,279.93
EFT9189	12/08/2020	BigMate Monitoring Services Pty Ltd	GPS Monitoring Services - July and August 2020		593.30
EFT9190	12/08/2020	Bluesteel Enterprises Pty Ltd	Repairs of Calingiri and Bolgart Fire Trucks - repaired crew decklines blown fittings and deck door stopper, and replaced/installed tank fill valve		3,308.65

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of August 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT9191	12/08/2020	Bolgart Rural Merchandise	Depot monthly charges - trowel gauging for Depot, windmaster mill vent alum for Bolgart Fire Shed		116.00
EFT9192	12/08/2020	Castledine Gregory Law and Mediation	Legal advice re Mogumber Reserve - Aboriginal Heritage for July 2020		794.20
EFT9193	12/08/2020	Civic Legal Pty Ltd	Legal advice re lease of part of reserve 40297 to Gillingarra Sport and Recreation Club Inc FY 20-21		808.50
EFT9194	12/08/2020	D.E.C Contracting Pty Ltd	Removed unsafe trees in main street - Yerecoin		6,050.00
EFT9195	12/08/2020	Dun Direct Pty Ltd	Purchased 15,000LTS of Diesel - Shire Depot main tank		16,252.50
EFT9196	12/08/2020	Department of Land Information / Landgate	Rural UV Interim Valuation charges and minimum charges		211.52
EFT9197	12/08/2020	Fletcher Family Trust T/A Strategic Teams	Governance support:		5,280.00
			<i>For week end 10 July 2020-special electors meeting, safety plans, agenda item CBP update, meeting tender contracts, review budget, CEO performance review, newsletter, LRCG meeting</i>	2,640.00	
			<i>For week end 31st July 2020-transport licensing, rates, newsletter, COVID19, confidential plannings, status reports, Piawaning desalination plant, lease, LRCG, emails</i>	2,640.00	
EFT9198	12/08/2020	Gillingarra Electrical	Mogumber town - repairs of BBQ circuit had been disconnected, and power back on in for Mogumber Hall		220.00
EFT9199	12/08/2020	Jennifer Anne Glass	6 Lambert Crescent - rent for week 17 August 2020, 24 August 2020, and 31 August 2020		1,500.00
EFT9200	12/08/2020	KA Tyres & Battery's	Ranger ute - tyre repairs		38.89
EFT9201	12/08/2020	Linsey Cotter	Contract cleaning of various Shire's facilities 31 July - 15 August 2020		1,203.95
EFT9202	12/08/2020	Marketforce Pty Ltd	Rates Officer advertisement at Seek Website		568.47
EFT9203	12/08/2020	Navsdron Pty LTD	Accounting/finance assistance for July 2020		11,406.56
EFT9204	12/08/2020	Officeworks	Office stationary - glue, hooks, velcro, laminating pouches, postit, files, stamps,water		409.56
EFT9205	12/08/2020	Pattons Panel & Paint	Excess on Insurance claim VP49 - Canter Ttop		300.00
EFT9206	12/08/2020	Rajaford Pty Ltd	June and July 2020 charges - newspapers, milk, tea, council catering, kitchenware		526.60
EFT9207	12/08/2020	Regional Concrete and Plumbing	Bolgart Caravan Park - unblock drains around caravan ablution block		462.00
EFT9208	12/08/2020	Star Track Express	Freight Charges - Bolgart Library		66.13

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of August 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT9209	12/08/2020	Shire of Moora	Community Emergency Service Manager expenses for quarters ending 31 December 2019, 31 March 2020, and 30 June 2020		16,756.48
EFT9210	12/08/2020	Totally Workwear	Uniform for Depot staff		259.48
EFT9211	12/08/2020	Tutt Bryant Equipment	Repairs done on Multi-tyred roller - top door hinge, wheel bolts, tapered washers		272.36
EFT9212	12/08/2020	The Honda Shop	Purchased one complete pull starter for GX-160 Honda Motor and 3 Mounting Bolts.		62.06
EFT9213	12/08/2020	Toodyay Tyres & Exhaust	Repairs on Wheel tip Truck and Drum Roller - stripped and fitted truck rim, and fitted tyres		593.00
EFT9214	12/08/2020	Tutt Bryant Hire	Hired Multi-tyred Roller for road maintenance - 2 weeks		1,893.38
EFT9215	12/08/2020	WA Hino Sales & Services	Purchased on canvas seat cover for 9 Tonne Tip Truck		243.10
EFT9216	12/08/2020	WA Local Government Association	WALGA Membership and Subscriptions for 2020/2021		16,092.82
EFT9217	12/08/2020	Wallis Computer Solutions	NBN wireles services - August 2020		693.00
EFT9218	12/08/2020	Work Health Professionals Pty Ltd	Staff Onsite Drug & Alcohol Screening		1,430.00
EFT9219	27/08/2020	Australian Service Union	Payroll deductions		51.80
EFT9220	27/08/2020	Australia Post	Postage for rates notices, copier paper, newsletter charges - July 2020		2,916.07
EFT9221	27/08/2020	Avon Waste	Rubbish collection for July 2020		1,648.43
EFT9222	27/08/2020	Bolgart Progress Association	Monthly contributions for Bolgart Library for the months of June 2020 & July 2020		483.03
EFT9223	27/08/2020	Boab Community Consulting	CEO Perfomance review		4,125.00
EFT9224	27/08/2020	Calingiri Autos	Parks & Garden vehicle and General works vehicle - carried out service and safety checks		1,113.50
EFT9225	27/08/2020	Child Support Agency	Payroll deductions		245.92
EFT9227	27/08/2020	Council Direct	Staff recruitment advertisement for Works manager		440.00
EFT9228	27/08/2020	Country Copiers Northam	Service contract for Admin Photocopier Colour copier monthly reading for July 2020, and purchased of front desk printer		2,459.30
EFT9229	27/08/2020	Exurban Rural & Regional Planning	Town planning consultancy services for the month of July 2020		10,559.34
EFT9230	27/08/2020	Flick Anticimex Pty Ltd	Annual service sanitary bins supplied/serviced 4 weekly Financial year 20-21		2,632.34
EFT9231	27/08/2020	Fletcher Family Trust T/A Strategic Teams	Governance support:		8,580.00

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of August 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
			<i>Initial records management review 30 June 2020, completion of project.</i>	3,300.00	
			<i>For week end 07/08/2020 - Community survey, advice adoption of HR policies, president's emails-rate in a dollar, noble software &</i>	2,640.00	
			<i>For week end 14/08/2020 - LRCG toolbox framework, CBP, lease agreements, audit committee, briefing session, COVID 19, emails</i>	2,640.00	
EFT9232	27/08/2020	Howson Management	Infrastructure management / supervision services 1st August 2020 - 15th August 2020 - Works		8,778.00
EFT9233	27/08/2020	IT Vision Australia Pty Ltd	On Demand recordings training and monthly service fee for July 2020		4,585.63
EFT9234	27/08/2020	Interfire Agencies Pty Ltd	Isuzu FTS800 Fire Truck - Calingiri - Lighting red/white flash patterns - surface mounts		702.24
EFT9235	27/08/2020	Jennifer Anne Glass	6 Lambert Crescent rent for week 7 September and 14 September 2020		500.00
EFT9236	27/08/2020	Office National Canning Vale	Headphones with microphone for office staff - training purposes		73.87
EFT9237	27/08/2020	Kay Reid	Refund for incorrect amount paid for rates.		2,055.00
EFT9238	27/08/2020	LG Assist	Staff recruitment advertisement for Works manager		660.00
EFT9239	27/08/2020	Linsey Cotter	Contract Cleaning 14 August - 27 August 2020 of various Shire's facilities		1,363.82
EFT9240	27/08/2020	Muchea Grading Contractors	Winter Road maintenance grading		8,415.00
EFT9241	27/08/2020	New Norcia Services	Diesel for New Norcia Fire truck		177.70
EFT9242	27/08/2020	Officeworks	Admin office supplies- tab dividers, lables, arch files, USB sticks, tape cassette		408.45
EFT9243	27/08/2020	R Munns Engineering Consulting Services	Consulting work on WSFN Mogumber-Yarrawindah Rd project and 20/21 year Road Capital Expenditure and Operating Expenditure resources and balances budget		8,253.96
EFT9244	27/08/2020	Rajaford Pty Ltd	Monthly charges for Depot July 2020 - maintence items, petrol, milk, coffee, toilet supplies.		1,109.04
EFT9245	27/08/2020	Southern Cross Carpet Dry Cleaners	Staff housing carpet cleaning - Recoverable cost (Bond)		200.00
EFT9246	27/08/2020	Thomas Culverwell	Cleaning services - toilets and emptied bins at Gillingarra Hall from 13 July 2020 - 07 August 2020		700.00

Shire of Victoria Plains

Creditor & Payroll Payments for the Month of August 2020

Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
EFT9247	27/08/2020	Totally Workwear	Uniform for depot staff		59.42
EFT9248	27/08/2020	TR Water Pumps	Raw water bore and pump at Piawaning Water Supply		618.17
EFT9249	27/08/2020	Tutt Bryant Equipment	Parts and labour for repairs on Roller		9,365.36
EFT9250	27/08/2020	Western Lockservice	Security locks in Administration office - security door cards		115.50
EFT9251	27/08/2020	Wallis Computer Solutions	Computers purchases, renewals and IT daily requests:		4,983.42
			<i>Monthly Software Renewals Office 365 - August 2020</i>	66.22	
			<i>Computer replacement - Administration</i>	2,144.98	
			<i>Monthly charges for daily requests</i>	496.51	
			<i>Replacement Desktop for Bolgart Library - Computer</i>	2,275.71	
			Total EFT payments		211,855.66
12269	12/08/2020	Department Of Mines, Industry Regulation & Safety	BSL Levies July 2020		56.65
12270	12/08/2020	Shire of Victoria Plains - please pay cash	BSL Levy Agency Fee - August 20		5.00
			Total Cheque payments		61.65
DD11922.1	14/08/2020	Shire of Victoria Plains	Credit card charges July 2020 - Software renewal, CEO car wash		402.42
DD11922.2	14/08/2020	Wright Express Australia Pty Ltd	Fuel card charges - July 2020 - CEO, WM		620.41
			Total Credit and Fuel Card payments		1,022.83
DD11886.1	05/08/2020	WA Super	Superannuation contributions		2,626.41
DD11886.2	05/08/2020	NORTH SUPERANNUATION	Superannuation contributions		670.80
DD11886.3	05/08/2020	Ramsay Superannuation Fund	Superannuation contributions		871.85
DD11886.4	05/08/2020	Lgia Super	Superannuation contributions		842.99
DD11886.5	05/08/2020	BT Super For Life	Superannuation contributions		213.33
DD11886.6	05/08/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions		174.83
DD11886.7	05/08/2020	PRIME SUPER	Superannuation contributions		193.00
DD11886.8	05/08/2020	Cbus Super Australia	Superannuation contributions		173.01

Shire of Victoria Plains					
Creditor & Payroll Payments for the Month of August 2020					
Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
DD11896.1	03/08/2020	Department Of Transport	Transport Licensing Transactions 30/7/20		3,215.00
DD11896.2	04/08/2020	Department Of Transport	Transport Licensing Transactions 31/7/2020		171.85
DD11896.3	05/08/2020	Department Of Transport	Transport Licensing Transactions 3/8/2020		57.20
DD11896.4	06/08/2020	Department Of Transport	Transport Licensing Transactions 4/8/2020		47.00
DD11896.5	07/08/2020	Department Of Transport	Transport Licensing Transactions 5/8/2020		149.50
DD11913.1	19/08/2020	WA Super	Payroll deductions		2,763.87
DD11913.2	19/08/2020	NORTH SUPERANNUATION	Superannuation contributions		670.80
DD11913.3	19/08/2020	Ramsay Superannuation Fund	Superannuation contributions		703.09
DD11913.4	19/08/2020	Lgia Super	Superannuation contributions		842.99
DD11913.5	19/08/2020	BT Super For Life	Superannuation contributions		213.33
DD11913.6	19/08/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions		240.39
DD11913.7	19/08/2020	PRIME SUPER	Superannuation contributions		190.32
DD11913.8	19/08/2020	Cbus Super Australia	Superannuation contributions		157.65
DD11915.1	12/08/2020	Department Of Transport	Transport Licensing Transactions 10/08/20		154.65
DD11915.2	13/08/2020	Department Of Transport	Transport Licensing Transactions 11/8/20		932.70
DD11915.3	14/08/2020	Department Of Transport	Transport Licensing Transactions 14/8/20		17.30
DD11915.4	17/08/2020	Department Of Transport	Transport Licensing Transactions 13/8/20		536.10
DD11915.5	18/08/2020	Department Of Transport	Transport Licensing Transactions 14/8/20		573.95
DD11919.1	10/08/2020	Telstra Corporation Ltd	Fire preventions - Phone charges for July 2020		397.54
DD11919.2	05/08/2020	Telstra Corporation Ltd	Phone charges from 17 June 2020 to 16 July 2020 - Ranger, Depot, Officers,		894.13
DD11919.3	17/08/2020	Telstra Corporation Ltd	Telephone charges for the month of July 2020 - Admin Office, Depot, Gym, Libraries		1,068.14
DD11919.4	01/08/2020	IINET LIMITED	Internet services - August 2020 - Bolgart and Mogumber Libraries		79.98
DD11920.1	20/08/2020	Department Of Transport	Transport Licensing Transactions 18/08/20		34.60
DD11920.2	25/08/2020	Department Of Transport	Transport Licensing Transactions 21/8/20		1,630.05
DD11928.1	27/08/2020	Department Of Transport	Transport Licensing Transactions 25/8/2020		386.20

Shire of Victoria Plains					
Creditor & Payroll Payments for the Month of August 2020					
Chq/EFT	Date	Name	Description	Invoice amount	Total Amount
DD11928.2	28/08/2020	Department Of Transport	Transport Licensing Transactions 26/8/20		244.50
DD11929.1	31/08/2020	Western Australia Treasury Corporation	Loan 84 (Piawaning Water Supply) semi annual repayment - principal and interest		9,938.62
DD11929.2	13/08/2020	Synergy	Electricity charges from 26 May 2020 to 24 July 2020 - Bolgart Caravan Park		352.02
DD11929.3	24/08/2020	Synergy	Electricity charges from 2 July 2020 to 03 August 2020 - Streetlights		1,362.79
DD11929.4	30/08/2020	Telstra Corporation Ltd	Internet charges from 11 August 2020 to 10 Sept 2020 - Officers, Councillors, Gym		514.48
DD	31/07/2020	Bendigo Bank	Bank charges and fees - August 2020		177.04
			Total Direct debits		34,484.00
EFT	05/08/2020	Employees	Payroll Ending 5 August 2020		36,107.20
EFT	19/08/2020	Employees	Payroll Ending 19 August 2020		37,275.74
			Total Payroll		73,382.94
			Total Municipal Account		320,807.08
			Total Trust payments		-
			TOTAL ACCOUNTS PAID FOR THE MONTH OF AUGUST 2020		320,807.08



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SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT

For the Period Ending 31 August 2020

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

SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 31 August 2020
[CONTENTS PAGE](#)

General**Note**

Compilation Report
 Executive Summary

Financial Statements

Statement of Comprehensive Income by Nature or Type
 Statement of Comprehensive Income by Program
 Statement of Capital Acquisitions and Funding

Notes to the Statement of Financial Activity

Significant Accounting Policies	Note 1
Explanation of Material Variances	Note 2
Net Current Funding Position	Note 3
Cash and Investments	Note 4
Trust Fund	Note 5
Receivables	Note 6
Cash Backed Reserves	Note 7
Capital Disposals	Note 8
Capital Acquisitions	Note 9
Rating Information	Note 10
Information on Borrowings	Note 11
Grants and Contributions	Note 12
Budget Amendments	Note 13



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Compilation Report

To the Council

Shire of Victoria Plains

Scope

We have compiled the accompanying special purpose financial statements.

The specific purpose for which the special purpose financial report has been prepared is to provide information relating to the financial performance and financial position of the Shire that satisfies the information needs of the Council and the *Local Government Act 1995* and associated regulations.

The responsibility of the Shire

The Shire is solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent and are appropriate to satisfy the requirements of the Council and the *Local Government Act 1995* and associated regulations.

Our responsibility

On the basis of information provided by the Shire, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Management provided, into a financial report. Our procedures do not include any verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Shire of Victoria Plains, may suffer arising from negligence on our part.

This report was prepared for the benefit of the Council of the Shire of Victoria Plains and the purpose identified above. We do not accept responsibility to any other person for the content of the report.

Signed at GERALDTON

Date 15th September 2020

RSM Australia Pty Ltd
Chartered Accountants

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Australia Pty Ltd ACN 009 321 377 atf Birdanco Practice Trust ABN 65 319 382 479 trading as RSM

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SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 31 August 2020
EXECUTIVE SUMMARY

Statement of Financial Activity

Statements are presented on pages 5 and 6 showing a surplus/(deficit) as at 31 August 2020 of \$3,099,360

Significant Revenue and Expenditure

Significant Projects

	Collected / Completed %	Annual Budget \$	YTD Budget \$	YTD Actual \$
Mogumber - Yarawindah Road WSN	1%	1,427,500	237,914	15,004
AG Lime - Calingiri / Toodyay Intersection	0%	1,177,500	196,244	1,841
Mogumber - Yarawindah Road 19/20	0%	364,500	60,748	-
Glentromie-Yerecoin Road Bridge	0%	100,000	16,666	-
	1%	3,069,500	511,572	16,844

Grants, Subsidies and Contributions

Operating Grants, Subsidies and Contributions	38%	766,375	166,532	294,171
Non-operating Grants, Subsidies and Contributions	3%	3,526,055	770,968	103,760
	9%	4,292,430	937,500	397,931

Rates Levied

	99%	2,771,017	2,771,017	2,754,121
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% - Compares current YTD actuals to the Annual Budget

Financial Position

Account

	Difference to Prior Year %	Current Year 31 Aug 20 \$	Prior Year 31 Aug 19 \$
Adjusted Net Current Assets	120%	3,099,360	2,581,054
Cash and Equivalent - Unrestricted	1,841%	1,573,732	85,505
Cash and Equivalent - Restricted	104%	489,207	470,117
Receivables - Rates	65%	1,638,670	2,506,769
Receivables - Other	76%	222,027	290,973
Payables	156%	311,903	200,270

% - Compares current YTD actuals to prior year actuals

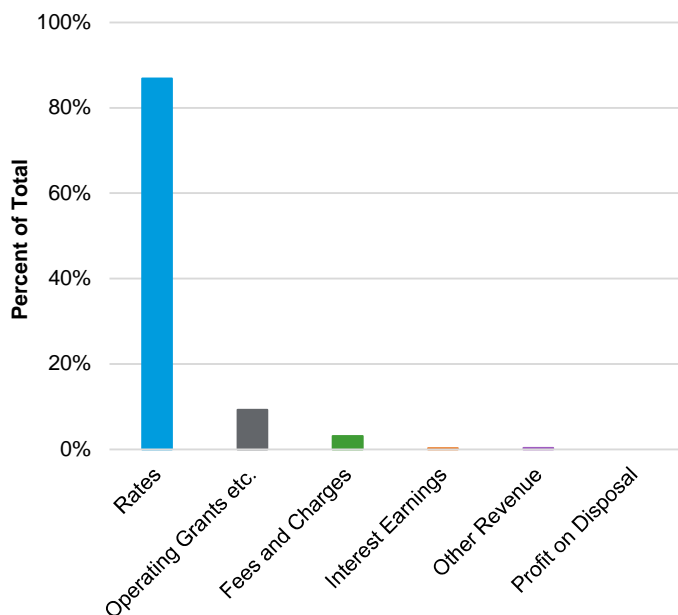
SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT

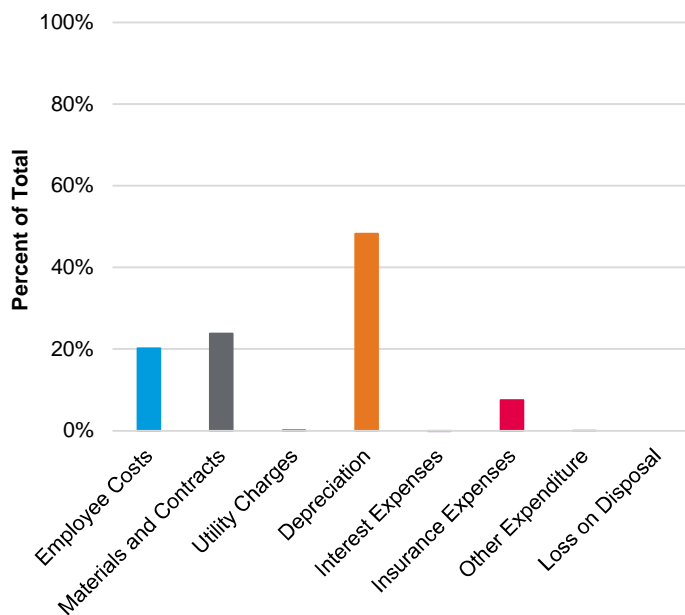
For the Period Ending 31 August 2020

SUMMARY GRAPHS

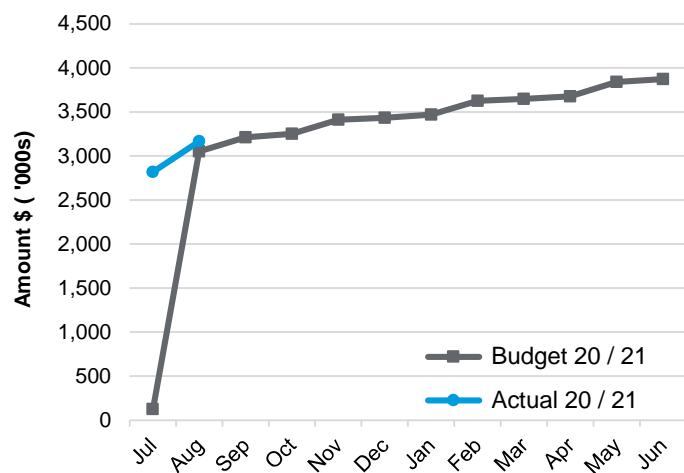
Operating Income



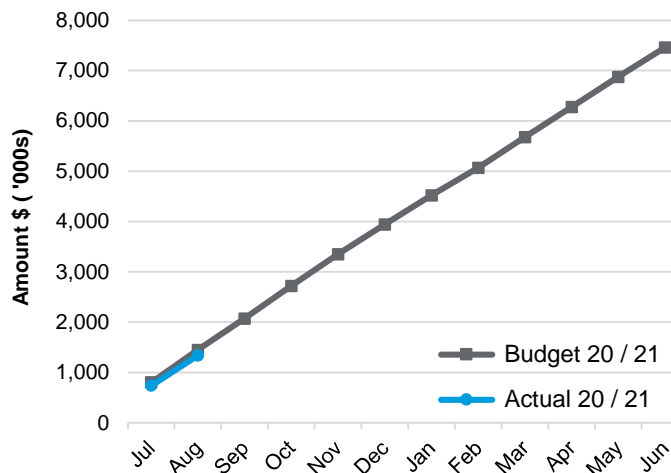
Operating Expenditure



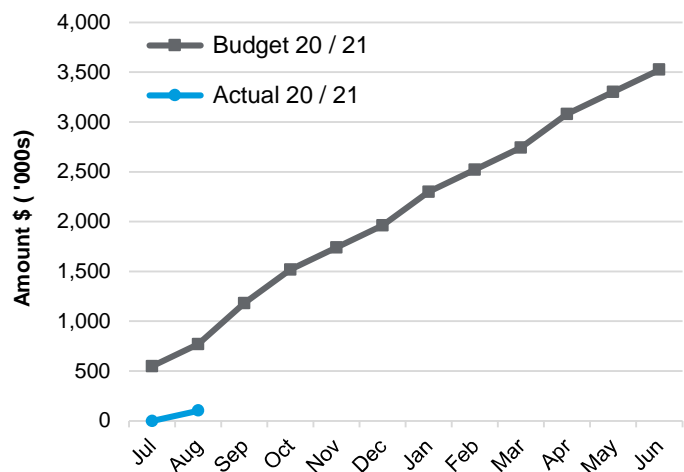
Operating Revenues



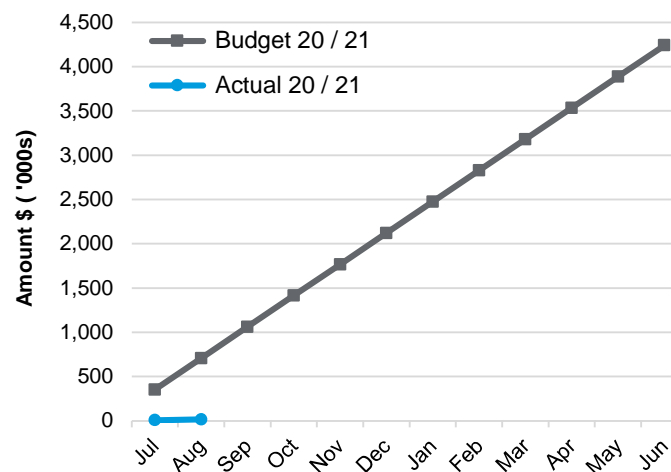
Operating Expenses



Capital Revenues - Investing



Capital Expenses



SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 31 August 2020
NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	359,029	359,029	537,028		
Revenue from Operating Activities						
Rates	10	2,771,017	2,771,017	2,754,121	(16,896)	(1%)
Grants, Subsidies and Contributions	12(a)	766,375	166,532	294,171	127,639	77%
Fees and Charges		192,160	92,836	98,708	5,872	6%
Interest Earnings		31,217	3,960	10,010	6,050	153%
Other Revenue		80,910	13,468	12,201	(1,267)	(9%)
Profit on Disposal of Assets	8	32,400	5,400	-	(5,400)	(100%)
		3,874,079	3,053,213	3,169,211		
Expenditure from Operating Activities						
Employee Costs		(1,361,068)	(247,651)	(271,916)	(24,265)	(10%)
Materials and Contracts		(1,827,466)	(421,457)	(319,592)	101,865	24%
Utility Charges		(111,690)	(23,331)	(1,885)	21,446	92%
Depreciation on Non-current Assets		(3,895,420)	(649,226)	(649,237)	(11)	(0%)
Interest Expenses		(13,014)	(610)	93	703	115%
Insurance Expenses		(129,020)	(89,009)	(101,066)	(12,057)	(14%)
Other Expenditure		(124,815)	(16,668)	(401)	16,267	98%
Loss on Disposal of Assets	8	-	-	-	-	
		(7,462,493)	(1,447,952)	(1,344,002)		
Excluded Non-cash Operating Activities						
Depreciation and Amortisation		3,895,420	649,226	649,237		
(Profit) / Loss on Asset Disposal		(32,400)	(5,400)	-		
Net Amount from Operating Activities		274,606	2,249,087	2,474,446		
Investing Activities						
Grants, Subsidies and Contributions	12(b)	3,526,055	770,968	103,760	(667,208)	(87%)
Proceeds from Disposal of Assets	8	82,300	13,716	-	(13,716)	(100%)
Land and Buildings	9(a)	(30,600)	(5,096)	-	5,096	100%
Plant and Equipment	9(b)	(216,900)	(36,150)	-	36,150	100%
Furniture and Equipment	9(c)	(21,100)	(3,516)	-	3,516	100%
Infrastructure - Roads	9(d)	(3,853,900)	(642,278)	(16,844)	625,434	97%
Infrastructure - Bridges	9(e)	(100,000)	(16,666)	-	16,666	100%
Infrastructure - Other	9(f)	(20,000)	(3,332)	-	3,332	100%
Net Amount from Investing Activities		(634,145)	77,646	86,916		
Financing Activities						
Proceeds from Self Supporting Loans	11(b)	19,544	-	9,524	9,524	
Repayment of Debentures	11(a)	(56,264)	(8,514)	(8,462)	52	1%
Transfer from Reserves	7	40,000	-	-	-	
Transfer to Reserves	7	(2,770)	(460)	(91)	369	80%
Net Amount from Financing Activities		510	(8,974)	971		
Closing Funding Surplus / (Deficit)	3	-	2,676,788	3,099,360		

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 31 August 2020
REPORTING PROGRAM

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	359,029	359,029	537,028		
Revenue from Operating Activities						
Governance		11,850	26,972	1,681	(25,291)	(94%)
General Purpose Funding - Rates	10	2,771,017	2,771,017	2,754,121	(16,896)	(1%)
General Purpose Funding - Other		587,169	143,060	146,711	3,651	3%
Law, Order and Public Safety		62,200	1,324	753	(571)	(43%)
Health		6,270	1,044	688	(356)	(34%)
Education and Welfare		630	104	-	(104)	(100%)
Housing		80,400	13,220	13,389	169	1%
Community Amenities		93,070	76,992	81,191	4,199	5%
Recreation and Culture		21,937	2,416	6,096	3,680	152%
Transport		181,066	7,332	158,008	150,676	2,055%
Economic Services		28,100	4,676	6,242	1,566	33%
Other Property and Services		30,370	5,056	332	(4,724)	(93%)
		3,874,079	3,053,213	3,169,211		
Expenditure from Operating Activities						
Governance		(515,803)	(206,571)	(89,529)	117,042	57%
General Purpose Funding		(441,770)	(73,626)	(76,403)	(2,777)	(4%)
Law, Order and Public Safety		(362,705)	(73,270)	(62,916)	10,354	14%
Health		(135,475)	(22,578)	(24,393)	(1,815)	(8%)
Education and Welfare		(45,495)	(13,121)	(1,247)	11,874	90%
Housing		(234,229)	(46,450)	(34,551)	11,899	26%
Community Amenities		(585,189)	(100,546)	(82,836)	17,710	18%
Recreation and Culture		(711,799)	(129,608)	(120,376)	9,232	7%
Transport		(4,291,739)	(722,175)	(741,418)	(19,243)	(3%)
Economic Services		(133,779)	(22,810)	(31,608)	(8,798)	(39%)
Other Property and Services		(4,510)	(37,197)	(78,725)	(41,528)	(112%)
		(7,462,493)	(1,447,952)	(1,344,002)		
Excluded Non-cash Operating Activities						
Depreciation and Amortisation		3,895,420	649,226	649,237		
(Profit) / Loss on Asset Disposal	8	(32,400)	(5,400)	-		
Net Amount from Operating Activities		274,606	2,249,087	2,474,446		
Investing Activities						
Grants, Subsidies and Contributions	12(b)	3,526,055	770,968	103,760	(667,208)	(87%)
Proceeds from Disposal of Assets	8	82,300	13,716	-	(13,716)	(100%)
Land and Buildings	9(a)	(30,600)	(5,096)	-	5,096	100%
Plant and Equipment	9(b)	(216,900)	(36,150)	-	36,150	100%
Furniture and Equipment	9(c)	(21,100)	(3,516)	-	3,516	100%
Infrastructure - Roads	9(d)	(3,853,900)	(642,278)	(16,844)	625,434	97%
Infrastructure - Bridges	9(e)	(100,000)	(16,666)	-	16,666	100%
Infrastructure - Other	9(f)	(20,000)	(3,332)	-	3,332	100%
Net Amount from Investing Activities		(634,145)	77,646	86,916		
Financing Activities						
Proceeds from New Debentures	11(b)	19,544	-	9,524	9,524	
Repayment of Debentures	11(a)	(56,264)	(8,514)	(8,462)	52	1%
Transfer from Reserves	7	40,000	-	-	-	
Transfer to Reserves	7	(2,770)	(460)	(91)	369	80%
Net Amount from Financing Activities		510	(8,974)	971		
Closing Funding Surplus / (Deficit)	3	-	2,676,788	3,099,360		

* - Note 2 provides an explanation for the relevant variances shown above.

This statement needs to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF VICTORIA PLAINS**STATEMENT OF CAPITAL ACQUISITIONS AND FUNDING****For the Period Ending 31 August 2020****CAPITAL ACQUISITIONS AND FUNDING**

Asset Group	Note	Annual Budget \$	YTD Actual Total \$
Land and Buildings	9(a)	30,600	-
Plant and Equipment	9(b)	216,900	-
Furniture and Equipment	9(c)	21,100	-
Infrastructure - Roads	9(d)	3,853,900	16,844
Infrastructure - Bridges	9(e)	100,000	-
Infrastructure - Other	9(f)	20,000	-
Total Capital Expenditure		4,222,500	16,844
Capital Acquisitions Funded by:			
Capital Grants and Contributions		3,526,055	16,844
Borrowings		-	-
Other (Disposals and C/Fwd)		82,300	-
Council Contribution - From Reserves		40,000	-
Council Contribution - Operations		574,145	-
Total Capital Acquisitions Funding		4,222,500	16,844

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES**

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

The material variance adopted by the Shire of Victoria Plains for the 2020/21 year is \$10,000 or 10%, whichever is greater. Items considered to be of material variance are disclosed in Note 2.

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. The preparation also requires management to make judgements, estimates and assumptions which effect the application of policies and the reported amounts in the statements and notes. These estimated figures are based on historical experience or other factors believed to be reasonable under the circumstances. Therefore, the actual results may differ from these reported amounts.

Actual and Budget comparatives are presented in year to date format unless otherwise stated. The Adopted Budget is used in the report until superseded by the Budget Review.

Preparation

Prepared by: Glenn Boyes
Reviewed by: Travis Bate
Date prepared: 15 Sep 20

(a) Basis of Preparation

The following financial statements are special purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Authoritative Interpretations, the *Local Government Act 1995*, and regulations, within the context in which they relate to local governments and not-for-profit entities.

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

With the exception of the cash flow statement and rate setting information, the following report has been prepared on an accrual basis with balances measured at historical cost unless subject to fair value adjustments. Items subject to fair value adjustments include certain non-current assets, financial assets, and financial liabilities. Items such as assets, liabilities, equity, income and expenses have been recognized in accordance with the definitions and recognition criteria set out in the Framework for the Preparation and Presentation of Financial Statements.

These financial statements comply with, and supersede, the Australian Accounting Standards with the *Local Government (Financial Management) Regulations 1996* where applicable. Further information is provided in Note 1(j).

The functional and presentation currency of the report is Australian dollars.

(b) The Local Government Reporting Entity

The Australian Accounting Standards define local government as a reporting entity which can be a single entity or a group comprising a parent and all its subsidiaries. All funds controlled by the Shire in order to provide its services have formed part of the following report. Transactions and balances related to these controlled funds, such as transfers to and from reserves, were eliminated during the preparation of the report.

Funds held in Trust, which are controlled but not owned by the Shire, do not form part of the financial statements. Further information on the Shire funds in Trust are provided in Note 5.

(c) Rounding of Amounts

The Shire is an entity to which the *Local Government (Financial Management) Regulations 1996* applies and, accordingly amounts in the financial report have been rounded to the dollar except for amounts shown as a rate in the dollar. Where total assets exceed \$10,000,000 in the prior audited annual financial report, the amounts may be rounded to the nearest \$1,000.

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(d) Rates, Grants, Donations and Other Contributions**

Revenue from rates, grants, donations and other contributions are recognised when; the Shire gains control over the related assets, the assets can be measured reliably, it is probable that economic benefits associated with the transaction will flow to Shire, and specific criteria relating to the type of revenue, as noted below, have been satisfied.

Conditional Grants, Subsidies and Contributions

Revenue subject to conditions or obligations are recognised as above unless the conditions or obligations were not fully performed as at the reporting date. Revenue held at reporting date by the Shire, and are subject to discharging the required conditions or obligations, are recognised as liabilities.

Rate Revenue

The Shire gains control over rate revenue at the earlier of the rating period or the receipt of rates.

(e) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (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 where applicable.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents normally include cash on hand, bonds and deposits, overdrafts, excess rates, unspent grant funds, on call deposits, and term deposits with maturities equal to or less than three months. Cash and cash equivalents are typically characterised as highly liquid investments with little risk of experiencing material changes in value. Further information is provided in Note 1(g)(ii).

(g) Financial Instruments**Initial Recognition and Measurement**

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial Assets

Financial assets are divided into the following categories which are described in further detail below:

- (i) Loans and Receivables;
- (ii) Financial Assets at Fair Value Through Profit or Loss;
- (iii) Available-for-sale Financial Assets; and
- (iv) Held-to-maturity Investments.

Financial assets are assigned to the different categories on initial recognition, depending on the characteristics of the instrument and its purpose. A financial instrument's category is relevant to the way it is measured and whether any resulting income and expenses are recognised in profit or loss or in other comprehensive income.

All income and expenses relating to financial assets are recognised in the statement of comprehensive income under the heading 'Comprehensive Income / Expense'.

(i) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets.

After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in the statement of comprehensive income.

In some circumstances, the Shire renegotiates repayment terms with customers which may lead to changes in the timing of the payments, the Shire does not necessarily consider the balance to be impaired, however assessment is made on a case-by-case basis.

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(g) Financial Instruments (Continued)****(ii) Financial Assets at Fair Value Through Profit or Loss (FVTPL)**

Financial assets at fair value through profit or loss include financial assets:

- acquired principally for the purpose of selling in the near future;
- designated by the entity to be carried at fair value through profit or loss upon initial recognition; or
- which are derivatives not qualifying for hedge accounting.

Term deposits with maturities greater than three months from initial recognition are classified as FVTPL instruments.

(iii) Available-for-sale Financial Assets

Available-for-sale financial assets are non-derivative financial assets that do not qualify for inclusion in any of the other categories of financial assets or which have been designated in this category.

(iv) Held-to-maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity. Investments are classified as held-to-maturity if it is the intention of the Shire's management to hold them until maturity.

Held-to-maturity investments are subsequently measured at amortised cost using the effective interest method, with revenue recognised on an effective yield basis. In addition, if there is objective evidence that the investment has been impaired, the financial asset is measured at the present value of estimated cash flows. Any changes to the carrying amount of the investment are recognised in the statement of comprehensive income.

Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities depending on the purpose for which the liability was acquired.

The Shire's financial liabilities include borrowings, trade and other payables (including finance lease liabilities), which are measured at amortised cost using the effective interest rate method. Further information is provided in Note 1(k).

Impairment of Financial Assets

At the end of the annual reporting period the Shire assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired.

If there is objective evidence that an impairment loss on financial assets carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial assets original effective interest rate.

Impairment of loans and receivables are reduced through the use of an allowance account, all other impairment losses on financial assets at amortised cost are taken directly to the asset. Subsequent recoveries of amounts previously written off are credited against other expenses in the statement of comprehensive income. Further information is provided in Note 1(n).

De-recognition of Financial Instruments

Financial assets are de-recognised when the Shire no longer holds the rights to receive cash flows from the asset, or no longer has any significant involvement in the risks and benefits associated with it.

Financial liabilities are de-recognised when the related obligations are discharged, expired, or cancelled. Any difference between the carrying value of the liability and the consideration paid, including non-cash amounts, is recognised in the

(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 related to completion and its 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.

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(i) Fixed Assets**

Initial recognition of an asset is recognised at cost where the fair value of the asset, at the date of acquisition, is equal to or greater than \$5,000.

Subsequent Measurement

All asset classes are measured using the revaluation model. All asset classes are revalued at least every three years and no more than five years.

Impairment of Non-financial Assets

At the end of each annual reporting period the Shire determines whether there is an evidence of an impairment indicator for non-financial assets.

Where an indicator exists the recoverable amount of the asset is estimated. Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in the statement of comprehensive income.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

(j) Depreciation of Non-current Assets

Fixed assets, excluding freehold land, are depreciated on a straight-line basis over the asset's useful life to Shire, commencing when the asset is ready for use. The estimated useful lives used for each class of depreciable asset are shown below in years:

Asset	Years
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Other infrastructure	15 to 80 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	15 to 20 years
asphalt surfaces	20 years
Gravel Roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 to 60 years
Sewerage piping	80 years
Water supply piping and drainage systems	17 to 80 years
Sewerage piping	80 years
Bridges	60 years

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

Land Under Local Government Control

Regulation 16 in the *Local Government (Financial Management) Regulations 1996* prohibit certain assets to be included in the financial report of a local government and require other assets to be included. The regulation therefore supersedes the reporting requirements of AASB 1051 *Land Under Roads* (p.15) and AASB 116 *Property, Plant and Equipment* (p.7)

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(i) Fixed Assets (Continued)****Land Under Local Government Control (Continued)**

Asset not to be included in the financial report include Crown Land managed by the Shire which is a public thoroughfare, and Crown land or land owned by another person which is managed or controlled by the Shire, except if it is a golf course, showground, racecourse, or any other sporting or recreational facility of State or regional significance. Therefore assets, such as land under roads, purchased after 01 July 2008 do not form part of the financial statements.

Assets required to be included under Regulation 16 include a structure or any other improvement on the land referred to above, and an easement granted to the Shire over any land.

(k) Trade and Other Payables

Trade and other payables are unpaid current liabilities owed for goods and services provided to the Council prior to the end of the financial year. The amounts are unsecured and are normally paid within 30 days of recognition.

(l) Employee Benefits

Provision is made for the Shire's liability for employee benefits arising from services rendered by employees to the end of the annual reporting period. Employee benefits that are expected to be wholly settled within one year are measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on 10 year Australia Government Bonds. Changes in the measurement of the liability are recognised in the statement of comprehensive income.

(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. Subsequent measurement is at amortised cost using the effective interest method. The annual government guarantee fee is expensed in the year incurred.

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 that are directly attributable to the acquisition, construction or production of a qualifying asset are capitalised as part of the cost of that asset. All other borrowing costs are recognised as an expense in the period in which they are incurred.

(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.

(o) Current and Non-current Classification

The report classifies current and non-current balances as defined by the *Local Government (Financial Management) Regulations 1996*, AASB 101 *Presentation of Financial Statements*, or by another applicable regulation or interpretation.

(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 service charges.

Operating Grants, Subsidies and Contributions

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

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(p) Nature or Type Classifications (Continued)****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 classifications.

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.

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, water and communication expenses. 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 Ending 31 August 2020****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(q) Program Classifications (Function / Activity)**

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

GOVERNANCE

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

Rates, general purpose government grants and interest revenue.

LAW, ORDER AND PUBLIC SAFETY

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

HEALTH

Inspection of food outlets and their control, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Maintenance of playgroup centre and support of school programs.

HOUSING

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

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

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

TRANSPORT

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

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

OTHER PROPERTY AND SERVICES

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 Ending 31 August 2020

2. EXPLANATION OF MATERIAL VARIANCES

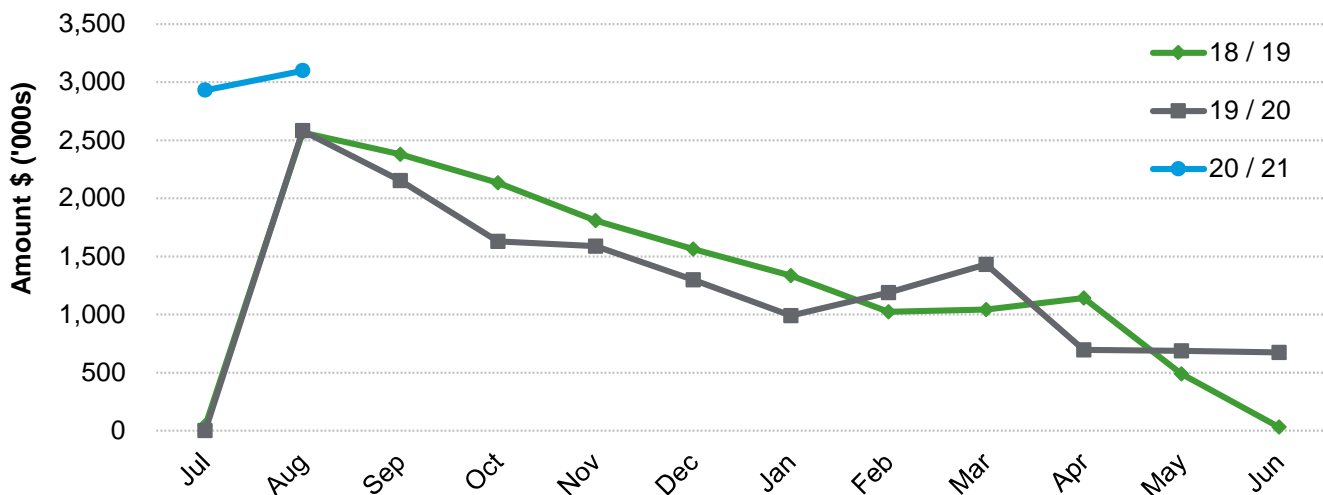
Variances which have exceeded the thresholds are listed below by Program. Significant variances within the Program are listed underneath it by Nature or Type.

The material variance adopted by Council for the 2020/21 year is \$10,000 and 10%.

Reporting Program	Var	Var	Var	Timing /	Explanation of Variance
	\$	%		Permanent	
Operating Revenues					
Governance	(25,291)	(94%)	▼	Timing	Traineeship grant journal yet to be raised
Transport	150,676	2,055%	▲	Timing	Budget profile for RRG, Footpath, and MRWA Direct grant which are over budget. R2R, AG Lime, and Mogumber funding not received
Operating Expense					
Governance	117,042	57%	▲	Timing	Consultants, Public Relations, Records Management, IT Support and Wages under budget. Insurance and allocations over budget
Law, Order and Public Safety	10,354	14%	▲	Timing	Fire maintenance over budget. Fire Prevention and Insurances under budget.
Education and Welfare	11,874	90%	▲	Timing	Community Development Grant under budget
Housing	11,899	26%	▲	Timing	Water and Depreciation under budget
Community Amenities	17,710	18%	▲	Timing	Town Planner under budget
Other Property and Services	(41,528)	(112%)	▼	Timing	Wages over budget. Allocations and Fuel under budget
Capital Revenues					
Grants, Subsidies and Contributions	(667,208)	(87%)	▼	Timing	Grants not received yet (refer Note 12)
Proceeds from Disposal of Assets	(13,716)	(100%)	▼	Timing	Budget profile for sale of assets
Capital Expenses					
Plant and Equipment	36,150	100%	▲	Timing	No vehicles purchased
Infrastructure - Roads	625,434	97%	▲	Timing	Projects not started
Infrastructure - Bridges	16,666	100%	▲	Timing	Projects not started
Nature or Type	Var	Var	Var	Timing /	Explanation of Variance
	\$	%		Permanent	
Operating Revenues					
Grants, Subsidies and Contributions	127,639	77%	▲	Timing	Traineeship grant journal yet to be raised. MRWA Direct grant received early.
Operating Expense					
Materials and Contracts	101,865	24%	▲	Timing	Town Planner, Computing, Records Management, Landfill Maintenance, Community Development Grant, Consultants, Footpath Maintenance, Fuel and Repairs under budget
Utility Charges	21,446	92%	▲	Timing	Water and Electricity charges under budget
Insurance Expenses	(12,057)	(14%)	▼	Timing	Plant and Admin insurance over budget. Fire insurance under budget
Other Expenditure	16,267	98%	▲	Timing	Public Relations under budget

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****3. NET CURRENT FUNDING POSITION**

	Note	Current Month 31 Aug 20 \$	Prior Year Closing 30 Jun 20 \$	This Time Last Year 31 Aug 19 \$
Current Assets				
Cash Unrestricted	4	1,573,732	985,536	85,505
Cash Restricted	4	473,070	472,979	470,117
Cash Bonds and Deposits	4	16,137	15,716	-
Trust Funds	5	110	-	-
Receivables - Rates	6(a)	1,638,670	21,444	2,506,769
Receivables - Sundry	6(b)	222,027	83,195	290,973
Receivables - Other		49,050	(3,318)	-
Receivables - Loans	11(b)	-	9,524	-
Provision for Doubtful Debts		(1,763)	(1,763)	-
Inventories		28,978	26,389	37,624
Total Current Assets		4,000,010	1,609,701	3,390,988
Current Liabilities				
Payables - Sundry		(207,858)	(338,705)	(208,791)
Payables - Other		(34,150)	(39,213)	-
Rates Received in Advance		(6,068)	(33,214)	-
Deposits and Bonds		(16,137)	(15,716)	-
Loan Liabilities	11(a)	(47,691)	(56,153)	8,521
Total Payables		(311,903)	(483,001)	(200,270)
Provisions		(163,322)	(163,322)	(131,864)
Total Current Liabilities		(475,226)	(646,323)	(332,134)
Less: Cash Reserves	7	(473,070)	(472,979)	(470,117)
Add: Loan Principal (Current)		47,691	46,629	(8,521)
Add: Trust Transactions to Municipal		(45)	-	839
Net Funding Position - Surplus / (Deficit)		3,099,360	537,028	2,581,054

Liquidity over the Year

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ending 31 August 2020

4. CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted	Total	Institution	Interest	Maturity
	\$	\$	\$		Rate	Date
					%	
Cash						
Cash on Hand	590		590	N/A	0.00	N/A
Municipal Fund	749,342		749,342	Bendigo	0.00	N/A
Municipal Savings	523,627		523,627	Bendigo	0.25	N/A
Municipal 3 Months	300,172		300,172	Bendigo	0.20	N/A
Reserve Funds		363,132	363,132	Bendigo	0.25	N/A
Bonds and Deposits		16,137	16,137	Bendigo	0.00	N/A
Financial Assets at Amortised Cost						
Reserve Funds		109,938	109,938	Bendigo	1.20	05 Sep 20
Total Cash and Financial Assets	1,573,732	489,207	2,062,939			

5. 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 20	Amount Received	Amount Paid	Closing Balance 31 Aug 20
	\$	\$	\$	\$
Other	-	110	-	110
Total Funds in Trust	-	110	-	110

Comments / Notes

Transfer from Trust to be completed in September 2020.

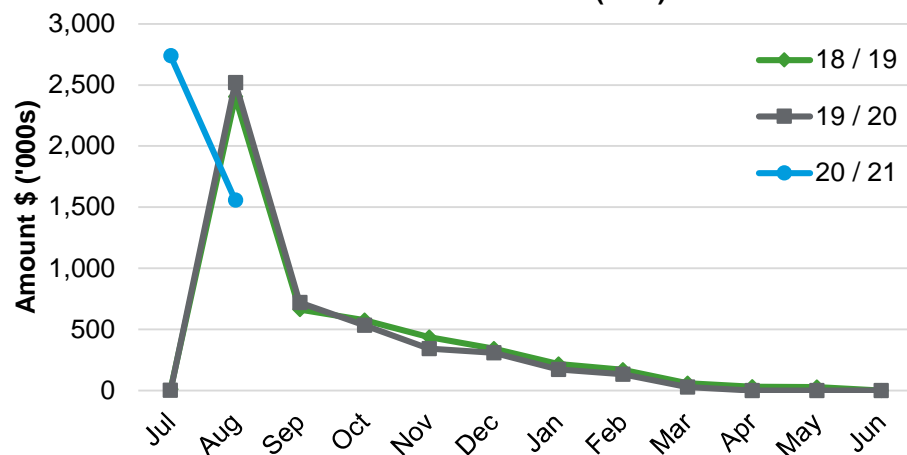
SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 August 2020

6. RECEIVABLES

(a) Rates Receivable

	31 Aug 20
	\$
Rates Receivables	1,638,670
Deferred Pensioners	12,856
Rates Received in Advance	(6,068)
Total Rates Receivable Outstanding	1,645,458
Closing Balances - Prior Year	1,086
Rates Levied this Year	2,754,121
ESL Levied this Year	168
Effluent and Refuse Removal	80,204
Closing Balances - Current Month	(1,638,670)
Total Rates Collected to Date	1,196,909
Percentage Collected	43%

Rates Receivable (YTD)



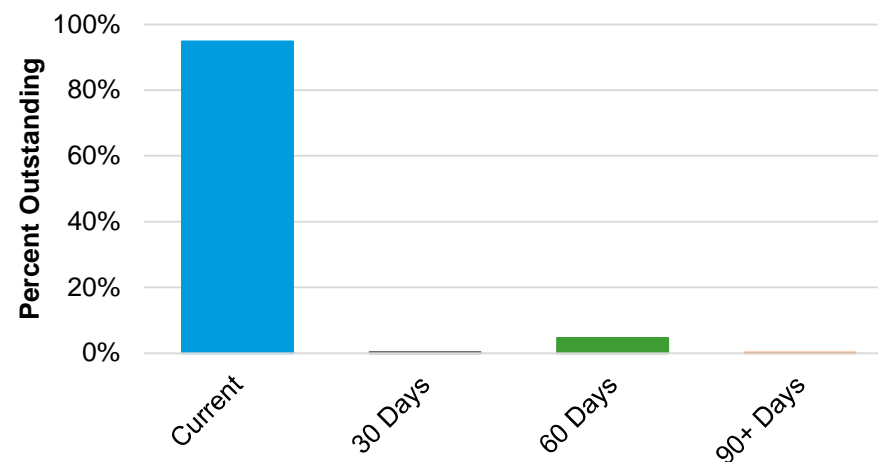
Comments / Notes

Rubbish fees included in YTD graph

(b) General Receivables

	31 Aug 20
	\$
Current	210,530
30 Days	766
60 Days	10,265
90+ Days	467
Total General Receivables Outstanding	222,027

General Receivables



Comments / Notes

Amounts shown above include GST (where applicable)

SHIRE OF VICTORIA PLAINS

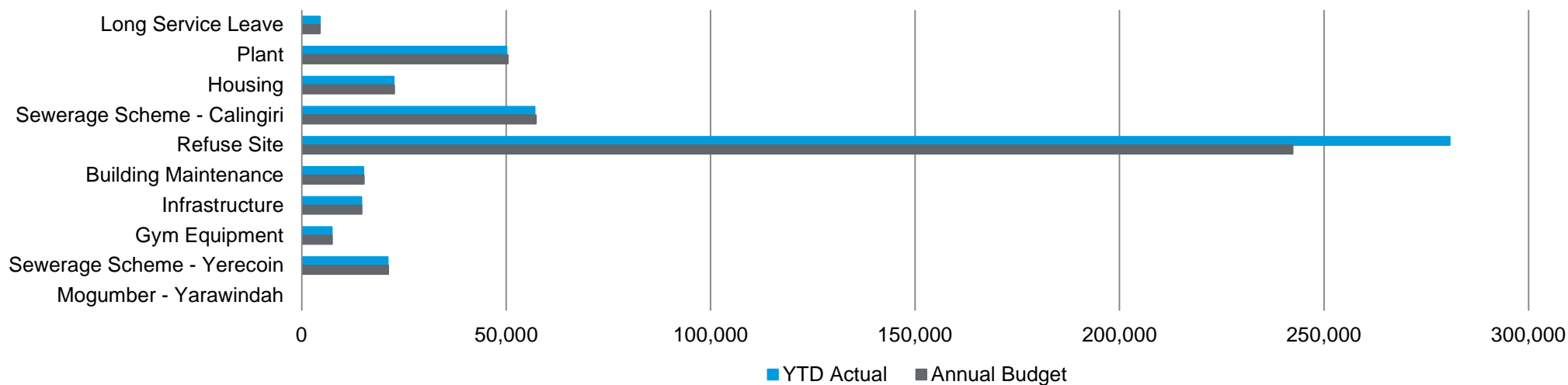
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 31 August 2020

7. CASH BACKED RESERVES

Reserve Name	Actual	Annual Budget				YTD Actual			
	Balance 01 Jul 20	Transfers from	Interest Received	Transfer to	Balance 30 Jun 21	Transfers from	Interest Received	Transfer to	Balance 31 Aug 20
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	4,464	-	28	-	4,492	-	1	-	4,465
Plant	50,112	-	305	-	50,417	-	10	-	50,121
Housing	22,536	-	139	-	22,675	-	4	-	22,541
Sewerage Scheme - Calingiri	56,977	-	332	-	57,309	-	11	-	56,988
Refuse Site	280,681	(40,000)	1,634	-	242,315	-	54	-	280,734
Building Maintenance	15,124	-	83	-	15,207	-	3	-	15,127
Infrastructure	14,623	-	83	-	14,706	-	3	-	14,626
Gym Equipment	7,390	-	55	-	7,445	-	1	-	7,391
Sewerage Scheme - Yerecoin	21,074	-	111	-	21,185	-	4	-	21,078
Mogumber - Yarawindah	-	-	-	-	-	-	-	-	-
Total Cash Backed Reserves	472,979	(40,000)	2,770	-	435,749	-	91	-	473,070

Annual Budget v YTD Actual



SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****8. DISPOSAL OF ASSETS****Annual Budget**

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
Toyota Prado 2017	20,000	35,900	15,900	-
Toyota Prado 3.0L Turbo	20,500	30,000	9,500	-
Mitsubishi ASX LS 2WD	6,200	12,300	6,100	-
Toro Z580D 25hp Ride On Mower	3,200	4,100	900	-
Total Disposal of Assets	49,900	82,300	32,400	-
Total Profit or (Loss)				32,400

YTD Actual

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
Toyota Prado 2017	-	-	-	-
Toyota Prado 3.0L Turbo	-	-	-	-
Mitsubishi ASX LS 2WD	-	-	-	-
Toro Z580D 25hp Ride On Mower	-	-	-	-
Total Disposal of Assets	-	-	-	-
Total Profit or (Loss)				-

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****9. CAPITAL ACQUISITIONS****(a) Land and Buildings**

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Governance		\$	\$	\$	\$
Carpet - Admin Building		11,400	1,899	-	1,899
Painting		10,000	1,666	-	1,666
ATM Ramp and Balustrade		6,000	999	-	999
		27,400	4,564	-	4,564
Recreation and Culture					
Library Upgrade		3,200	532	-	532
		3,200	532	-	532
Total Land and Buildings		30,600	5,096	-	5,096

(b) Plant and Equipment

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Transport		\$	\$	\$	\$
2020 Toyota Prado		71,600	11,933	-	11,933
2020 Toyota Hilux Double Crew Cab #2		52,700	8,783	-	8,783
2020 Toyota Hilux Double Crew Cab #1		41,400	6,900	-	6,900
Calingiri Oval Water Tank		25,000	4,167	-	4,167
CCTV Camera's		21,200	3,533	-	3,533
8x5 Heavy Duty Tandem Trailer		5,000	833	-	833
		216,900	36,150	-	36,150
Total Plant and Equipment		216,900	36,150	-	36,150

(c) Furniture and Equipment

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Governance		\$	\$	\$	\$
Canon IRA-C7565I Printer		15,100	2,516	-	2,516
Compactus		6,000	1,000	-	1,000
		21,100	3,516	-	3,516
Total Furniture and Equipment		21,100	3,516	-	3,516

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****9. CAPITAL ACQUISITIONS (Continued)****(d) Infrastructure - Roads**

	Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Transport					
Mogumber - Yarawindah Road WSN	WSFN	1,427,500	237,914	15,004	222,910
AG Lime - Calingiri / Toodyay Intersection	MRWA / CBH	1,177,500	196,244	1,841	194,403
Mogumber - Yarawindah Road 19/20	WSFN	364,500	60,748	-	60,748
Toodyay - Bindi Bindi Road	RRG	324,500	54,076	-	54,076
Glentromie - Gillingarra Road	RTR	230,000	38,330	-	38,330
Yerecoin South - East Road	LRCIP	178,000	29,662	-	29,662
Bolgart West Road	LRCIP	64,000	10,660	-	10,660
Footpaths - Bolgart	LRCIP / CP	37,200	6,200	-	6,200
Footpaths - Yerecoin	LRCIP / CP	35,700	5,950	-	5,950
Yenart Road Culvert	Council	15,000	2,494	-	2,494
Yerecoin Se Road (2018-19)		-	-	-	-
		3,853,900	642,278	16,844	625,434
Total Infrastructure - Roads		3,853,900	642,278	16,844	625,434

(e) Infrastructure - Bridges

	Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Transport					
Glentromie-Yerecoin Road Bridge	RTR	100,000	16,666	-	16,666
		100,000	16,666	-	16,666
Total Infrastructure - Bridges		100,000	16,666	-	16,666

(f) Infrastructure - Other

	Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$
Recreation and Culture					
Playground Softfall		20,000	3,332	-	3,332
		20,000	3,332	-	3,332
Total Infrastructure - Other		20,000	3,332	-	3,332
Total Capital Expenditure		4,242,500	707,038	16,844	690,194

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 31 August 2020

10. RATING INFORMATION

	Rateable Value \$	Valuation \$	Number of Properties #	Annual Budget Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	YTD Actual Revenue \$
General Rates								
GRV	1,790,738	0.110042	162	197,056	197,056	-	-	197,056
UV	332,016,523	0.007333	300	2,434,677	2,435,014	-	903	2,435,918
Total General Rates				2,631,733	2,632,071	-	903	2,632,974
Minimum Rates								
GRV	92,774	454.00	66	29,964	29,964	-	-	29,964
UV	1,848,955	595.00	56	33,320	34,510	-	-	34,510
Total Minimum Rates				63,284	64,474	-	-	64,474
Total General and Minimum Rates				2,695,017	2,696,545	-	903	2,697,448
Other Rate Revenue								
Facilities Fees (Ex Gratia)				76,000				56,673
Total Rate Revenue				2,771,017				2,754,121

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****11. INFORMATION ON BORROWINGS****(a) Debenture Repayments****(i) Loan 82 Calingiri Sports Pavilion**

	Annual Budget	YTD Budget	YTD Actual
Housing	\$	\$	\$
Opening Balance	40,275	40,275	40,275
Principal Payment	(19,691)	-	-
Principal Outstanding	20,584	40,275	40,275
Interest Payment	(1,473)	-	232
Guarantee Fee	(464)	-	(189)
Total Principal, Interest and Fees Paid	(21,628)	-	43

(ii) Loan 84 Piawaning Water Supply

	Annual Budget	YTD Budget	YTD Actual
Economic Services	\$	\$	\$
Opening Balance	118,609	118,609	118,609
Principal Payment	(17,029)	(8,514)	(8,462)
Principal Outstanding	101,580	110,095	110,147
Interest Payment	(2,724)	(454)	(514)
Guarantee Fee	(936)	(156)	(424)
Total Principal, Interest and Fees Paid	(20,689)	(9,124)	(9,400)

(iii) Loan 83 Calingiri Football Club

	Annual Budget	YTD Budget	YTD Actual
Recreation and Culture	\$	\$	\$
Opening Balance	203,553	203,553	203,553
Principal Payment	(19,544)	-	-
Principal Outstanding	184,009	203,553	203,553
Interest Payment	(6,817)	-	988
Service Fee	(600)	-	-
Total Principal, Interest and Fees Paid	(26,961)	-	988

Total Principal Outstanding	306,173	353,923	353,975
Total Principal Repayments	(56,264)	(8,514)	(8,462)

Comments / Notes

YTD Actual interest and fees includes end of year accruals

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 August 2020

11. INFORMATION ON BORROWINGS

(b) Self Supporting Loans

(i) Loan 83 Calingiri Football Club

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
Recreation and Culture			
Opening Balance	213,077	213,077	213,077
Principal Payment Received	(19,544)	-	(9,524)
Principal Outstanding	193,533	213,077	203,553
Interest Received	(6,817)	-	(3,817)
Service Fee Received	(600)	-	(300)
Total Principal, Interest and Fees Received	(26,961)	-	(13,641)
Total Principal Outstanding	193,533	213,077	203,553
Total Principal Received	(19,544)	-	(9,524)

(c) New Loans

No new borrowings are anticipated during the financial year to 30 June 2021.

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****12. GRANTS, SUBSIDIES AND CONTRIBUTIONS****(a) Operating Grants, Subsidies and Contributions**

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
Governance				
Traineeship Grant	DPIRD	30,000	30,000	-
General Purpose Funding				
General Commission Grants	WALGGC	302,789	75,697	76,647
Law, Order and Public Safety				
ESL BFB Operating Grant	DFES	51,350	-	-
DFES Commission on ESL Levy	DFES	4,000	666	-
Education and Welfare				
Seniors Week/TAVD Community	DLGC	530	88	-
Transport				
Roads Commission Grants	WALGGC	239,700	59,925	61,029
Street Lighting	MRWA	940	156	23,500
Direct Road	MRWA	137,066	-	132,995
Total Operating Grants, Subsidies and Contributions		766,375	166,532	294,171

(b) Non-operating Grants, Subsidies and Contributions

Transport				
Regional Road Group - Road Projects	MRWA	216,290	54,072	103,760
Roads to Recovery	Dept of Infrastructure	344,595	161,148	-
Mogumber - Yarawindah Road	MRWA	2,011,006	396,724	-
Footpath Funding		36,450	6,074	-
Ag-Lime Project	CBH	356,974	59,494	-
Ag-Lime Project	MRWA	560,740	93,456	-
Total Non-Operating Grants, Subsidies and Contributions		3,526,055	770,968	103,760
Total Grants, Subsidies and Contributions		4,292,430	937,500	397,931

SHIRE OF VICTORIA PLAINS**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****For the Period Ending 31 August 2020****13. BUDGET AMENDMENTS**

GL	Description	Classification	Increase in Cash \$	Decrease in Cash \$	Running Balance \$
	Opening Surplus Adjustment (Non-cash)				
Amended Budget Totals			-	-	-



SHIRE OF VICTORIA PLAINS

CORPORATE BUSINESS PLAN – ACTION PLAN 2019 – 2023

Our Vision

***“A Place
to Grow”***

Shire of Victoria Plains

28 Cavell Street

Calingiri WA 6569

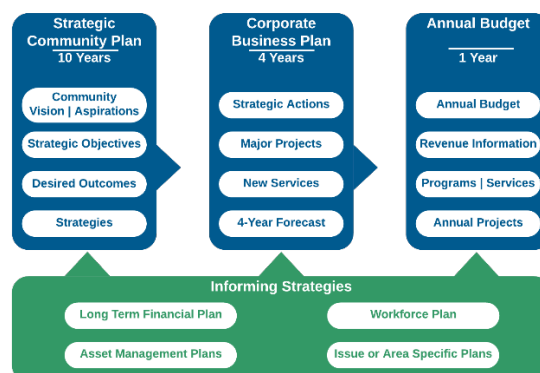
08 9628 7004

reception@victoriaplains.wa.gov.au

www.victoriaplains.wa.gov.au

THE INTENT OF THE ACTION PLAN

The Shire has in place an Integrated Planning and Reporting Framework as follows:



The Strategic Community Plan is Council's principal 10-year strategy and planning tool, guiding the Shire's strategic planning.

Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes in the Strategic Community Plan due to the limited resources available. This planning process is formalised by the development of the Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. To assist with achieving the actions, the CEO has developed a four year action plan that:

- Allocates the actions for each year of the Corporate Business Plan;
- Assigns a relevant officer to achieve that action;
- Identifies the cost and resources required for each;
- Provides comments on roadblocks and other impacting issues.

Priority Area	Strategy	Action	Who	Current Year Cost	Y1	Y2	Y3	Y4	Completed %	Comment
Community	1.1 Better publicise upcoming events and activities in the Shire	1.1.1 Continue to actively engage with the community using multiple platforms	CEO		●				100	Includes community newsletter, Shire Facebook Page
	1.2 Improve aged care and support	1.2.1 Advocate for improved aged care and support services and facilities	CEO				●	●	0	Plan for 2021/2022 regarding an advocacy strategy
	1.3 Promote community health and wellbeing	1.3.1 Continue to apply for and facilitate community health and wellbeing grants	?	\$39,000			●	●	0	Yrs1 & 2 impacted by COVID-19 and lack of resources in this area
		1.3.2 Encourage community participation in community groups and events	?		●	●	●	●	0	Yrs1 & 2 impacted by COVID-19 and lack of resources in this area
	1.4 Support sporting, volunteer and community groups	1.4.1 Support community groups with grant applications	?		●		●	●	0	Yrs1 & 2 impacted by COVID-19 and lack of resources in this area
		1.4.2 Support community groups in facilitating community events	?		●		●	●	0	Yrs1 & 2 impacted by COVID-19 and lack of resources in this area
		1.4.3 Advocate for funding for multi-use collocated facilities	CEO					●	0	Not commenced. See 1.6.1
	1.5 Increase community activities	1.5.1 Celebrate community achievements and host community events and functions	OfRM		●	●	●	●	12.5	Australia Day celebrations held. Anzac Day and Thank a Volunteer impacted by COVID-19
		1.5.2 Promote community based activities Support community groups in facilitating community events	?		●	●	●	●	16.25	See 1.5.1. Difficult to support with the lack of resources and skills in this area at the present time
	1.6 Develop new/ reuse existing community facilities	1.6.1 Advocate for funding for multi-use collocated facilities	CEO				●	●	0	See 1.4.3. Not commenced. Recreation Plan required first - 2021/2022?
		1.6.2 Construct multi-use collocated facilities	CEO					●	0	Not commenced. See 1.6.1.
		1.6.3 Maintain and improve community facilities in line with asset management planning	MWS	Halls \$115,000 Recreation \$436,000	●	●	●	●	25	Strategic Resourcing Plan implemented August 2019. Calingiri Hockey Oval improved. Calingiri Oval grass and surface reviewed. Calingiri Basketball Court dismantled as it was dangerous
Economic	2.1 Examine opportunities to diversify the local economy through initiatives such as	2.1.1 Promote local facilities and attractions	CEO		●		●	●	0	Discussed at AROC. Plan for 2021/2022. There is a lack of resources in this area to undertake promotion regarding this action
	2.2 Improve tourist/ caravan park accommodation	2.2.1 Investigate upgrade options for tourist accommodation sites within the	?				●	●	0	Plan for 2021/2022 including economic development plan. There is a lack of resources in this area to carry out such an investigation and level of planning
		2.2.2 Improve accommodation facilities in line with asset management planning and annual budget	MWS	\$62,000	●	●	●	●	25	Strategic Resourcing Plan implemented August 2019. See 2.2.1. Staff housing secured 19/20
	2.3 Improve community connectivity	2.3.1 Advocate for improved telecommunications services	CEO				●	●	0	Matter for commencement in 2020/2021
	2.4 Initiatives to reverse ageing population	2.4.1 Promote local facilities, attractions and events	?				●	●	0	Not commenced. Impacted by lack of resources in this area
	2.5 Art installations to support marketing of localities	2.5.1 Investigate opportunities to increase public art, promoting local attractions	?				●	●	0	Not commenced. Impacted by lack of resources in this area
	2.6 Review land supply in town sites	2.6.1 Review Town Planning Scheme	TP	Part of TP Fee	●	●			75	Omnibus amendments. Consultation process conducted. Assessment of responses considered at August 2020 OCM
	2.7 Create a regional brand that encompasses all towns	2.7.1 Investigate regional branding development	CEO				●	●	0	Conduct in conjunction with AROC?
		2.7.2 Participate in regional marketing events and initiatives	CEO				●	●	0	Conduct in conjunction with AROC?
	2.8 Develop a business and industry attraction strategy	2.8.1 Develop a business and industry attraction strategy	CEO					●	0	Not commenced. Plan for 2022/2023

Environment	3.1	Undertake initiatives to improve recycling	3.1.1	Expand recycling program	EHO			•	•	•	0	Container Deposit Scheme commences 1 October 2020. Community Groups can access Donation Points - provide community with information. Plan other initiatives for 2021/2022 onwards
	3.2	Support environmental sustainability initiatives and community forums	3.2.1	Work with stakeholders and community to promote initiatives to reduce environmental impact	EHO			•	•	•	0	Not commenced. Plan for 2021/2022
Infrastructure	4.1	Undertake town beautification programs	4.1.1	Develop a townscape and signage plan	MWS			•			0	Plan for 2021/2022
	4.2	Improve utilities (power, water, etc)	4.2.1	Continue to lobby for appropriate power and water supplies	CEO			•	•	•	0	Apply for Water Grant <\$100,000. Evaluate power from 2021/2022
			4.2.2	Develop sewerage asset management plan	EHO	\$40,000	•	•			0	AMP implemented 2018/2019. Works scheduled for 2019/2020 deferred to 2020/2021
	4.3	Maintain/ improve community facilities to an agreed standard	4.3.1	Enhance and maintain Shire controlled facilities in line with asset management plans	MWS		•	•	•	•	25	Internal restructure of Administration Office completed. Office and Chamber to be recarpeted (safety), repainted 2020/2021.
	4.4	Develop a process to deal with miscellaneous works requests	4.4.1	Respond to requests in line with asset management plans	MWS	\$0	•	•	•	•	12.5	Commence in 2020/2021. School Bus Routes policy drafted 2019/2020. Has not been managed well in previous years.
	4.5	Improve facilities for trucks and drivers	4.5.1	Maintain and where possible improve facilities for trucks and drivers (include in town planning scheme review)	MWS		•	•	•	•	12.5	Currently managed according to the SoVP Public Property Local Law. Refer 2.6.1. Further work required in 2021/2022
	4.6	Instigate a road verge maintenance program	4.6.1	Continue to provide transport infrastructure in line with asset management plans	CEO	C \$4.66M O \$4.09M	•	•	•	•	12.5	Key issue is the Wheatbelt Secondary Freight Network Pilot Project re the Mogumber-Yarrawindah Road. Waiting on permits to clear vegetation.

CAPITAL PROGRAM

It should be noted that since the compilation of the Corporate Business Plan, the Shire has now received key funding regarding the Wheatbelt Secondary Freight Network (WSFN).

As per resolution number 1909 – 17 from the September 2019 OCM, the Shire received \$1 Million of WSFN funding to complete a Pilot Project in upgrading a 2.75km section of the Mogumber – Yarawindah Rd.

Further to this, Council resolved (2004-13) with AgLime Route #2, to receive \$ 8,344,800 of WSFN funding over five years and matching this funding with \$ 702,025 of “Own Source” revenue, over this period.

Footpath Program

The Shire has also received matching funding for its footpath program in Bolgart (\$31,500) and Yerrecoin (\$17,845) for 2020/21 and 2021/2022.

Civic Leadership	5.1	Implement measures to improve relationship and communication	5.1.1	Develop a communications strategy/policy	CEO	\$10,000	●	●			25	Specification drafted to develop engagement strategy/policy. Due 30 November 2020
			5.1.2	Continue to actively engage with the community	CEO		●	●	●	●	25	See 1.1.1. Shire President and CEO have engaged with community extensively regarding COVID-19. Community Perception Survey be maintained
	5.2	Improve elected member performance	5.2.1		Council	\$15,000	●	●		●	25	20/21 Budget workshops used to improve knowledge of elected members re financial management. OCM is arranging Essential Members Module training for October 2020.
	5.3	Develop an advocacy and lobbying capacity	5.3.1	Participation in Regional, State and Council boards / bodies	CEO/SP/Council		●	●	●	●	25	Shire actively participates in Zone, AROC, RRG. Key initiatives included conducting the AROC Joint Waste Tender and WSFN Pilot Project - Mogumber - Yarrawindah Road (subsequently converted to full project).
	5.4	Measures to improve organisational efficiency	5.4.1	Review, update and maintain strategic and operational plans	CEO	\$5,000	●	●	●	●	25	Revised SCP, CBP, Strategic Resource Plan (includes LTFP & AMP implemented in August 2019. Annual review of CBP conducted Aug 2020
			5.4.2	Maintain accountability and financial responsibility in accordance with Long Term Financial Plan	OFFM/RSM		●	●	●	●	25	RSM performs high end financial management functions
			5.4.3	Maintain controls to promote a high level of legislative compliance throughout the organisation	GO		●	●	●	●	16.5	Compliance Calendar introduced Aug 2020 - Items to be reported monthly. Executive procurement policies to be improved and implemented. Records management to be a key initiative for CEO 2020/21 - 2021/22
			5.4.4	Support and facilitate ongoing relevant training and capacity building for staff	CEO/OFM/MWS	Admin \$9,000 Outside \$8,000	●	●	●	●	5	Vehicle licensing training conducted 19/20. Local Government Act training to occur 20/21
			5.4.5	Maximise operational efficiencies whilst maintaining appropriate controls	CEO/OFM/MWS	\$75,000	●	●	●		5	Diffic+ A26: M44 ult to quantify in current form. However, a key efficiency and control is the Record Keeping Improvement Project. Record Review Report completed 19/20. Key project 20/21 & 21/22
			5.4.6	Continue to provide regulatory services (including health/building inspections, ranger services)	EHO/TP/RaS	Program Budget	●	●	●	●	25	Appropriate resources in place re EHO, TP and Ranger Services

Legend

Year Action Occurs



?

Off-track

0 - 49% completed

Monitor

50 - 69% completed

On-track

70 - 100% completed

Deferred

date

Actions will occur over 12 months or more

Staff resources required or inadequate

Road block could be due to funding revoked or deferred, inadequate resources available, other priorities take over, natural event, or is not due to start at the moment

Project is progressing adequately, staff need to ensure it does not fall into "off track"

The desired range when adequate resourcing is available for an action (key project, facility or service)

Sometimes, project funding is not available until a later date, or has been withdrawn or the matter is outside the Shire's resourcing and so on



REFERENCES AND ACKNOWLEDGEMENTS

Reference to the following documents or sources were made during the preparation of the Corporate Business Plan – Action Plan 2019 – 2023:

- Shire of Victoria Plains Strategic Community Plan 2017/18 – 2027/28;
- Shire of Victoria Plains Corporate Business Plan 2019/20-2022/23;
- Shire of Victoria Plains Strategic Resource Plan 2019-2034; and
- Shire of Victoria Plains Annual Financial Report 2019/20;
- Shire of Victoria Plains Annual Budget 2020/21.

Disclaimer

This Plan has been prepared for the exclusive use by the Shire of Victoria Plains.

This Plan contains quantitative and qualitative statements, including projections, estimates, opinions and forecasts concerning the anticipated future performance of the Shire of Victoria Plains, based on a large number of assumptions, and will be, subject to significant uncertainties and contingencies many, if not all, of which are outside the control of the Shire of Victoria Plains.

This Plan is supplied in good faith for guidance and reporting purposes.

Review of the Corporate Business Plan – Action Plan

The Corporate Business Plan – Action Plan will be updated annually, in line with the annual review of the Corporate Business Plan.

Document Management

Version	2019 – 2023 V1
Status	Adopted by CEO
Date of Implementation	23 September 2020

From: Seerea <seerea@westnet.com.au>
Sent: Tuesday, 25 August 2020 11:34 AM
To: Pauline Bantock <pauline.bantock@bigpond.com>; Cr David Lovelock <crdlovelock@victoriaplains.wa.gov.au>; Cr Jacqueline Corless-Crowthers <crjcorless-crowthers@victoriaplains.wa.gov.au>; Crspenn <crspenn@victoriaplains.wa.gov.au>; Crjking <crjking@victoriaplains.wa.gov.au>; Crnclarke <crnclarke@victoriaplains.wa.gov.au>; Crjkelly <crjkelly@victoriaplains.wa.gov.au>
Cc: Glenda Teede <ceo@victoriaplains.wa.gov.au>
Subject: Fwd: David Templeman MLA

Morning Councillors,

I recently wrote to David Templeman (this and his response included) as i had wished to present a local petition for a meeting so our community members could question and have answers regarding spending and the finances of VP Shire .

As explained below in the letters this forum is not possible but David has suggested some avenues that you as Councillors can work with the community (eg Workshops) to keep our community involved with fiscal checks and balances and also the community interaction of local issues in our society . The divide between Governance/ Council and our Community has appeared to me to have drifted further apart over the recent years, as in reality we are all one entity , the ongoing effects this divide is creating is a tragedy and will be increasingly hard to recover from . Please consider at your meeting tomorrow some community workshops to cover the above issues , I will be posting this correspondence on social media to to update the participants of that 100 plus signed petition . Cheers Anne Marie Byrne-O'Neill

Hon David Templeman MLA
Minister for Local Government; Heritage; Culture & the Arts
Our Ref: 66-13123
Ms Anne Marie Byrne-O Neil seerea@westnet.com.au
Dear Ms Byrne-O Neil

Thank you for your correspondence dated 14 July 2020 regarding the Shire of Victoria Plains and the current State-wide restriction that prevents a special meeting of electors being held. Whilst Phase 4 has lifted certain COVID-19 restrictions, the Local Government (COVID-19 Response) Order dated 8 May 2020 remains in effect. The Order details in part, that a special meeting of electors cannot be held while the current State of Emergency declaration is in force.

The intent of the Order was to ensure that local governments focus on supporting their community to respond to COVID-19 and to assist in localised recovery and hardship support initiatives, without putting the health of community members at risk.

Under the Local Government Act 1995, I would need to revoke or vary the Order for the Shire to be able to hold a special electors meeting and, in the interest of public health and safety, particularly given the volatile situation in the eastern states, I believe this would be premature.

The Order is not intended to allow local governments to consider proposals or to make decisions (during the State of Emergency), without robust and comprehensive community engagement processes and to maintain avenues for the community to effectively provide feedback and voice concerns.

While decisions made at special meetings of electors are non-binding on a council, under normal circumstances they can form part of a suite of options available for a local government to engage effectively with their local community.

Local governments are appointed to provide good government for those that they represent - the community. Councils are made accountable to the community through many mechanisms, including through community consultation processes, contact with individual councillors, meetings, petitions, elections and direct correspondence. The accountability of the Shire to its community does not cease due to the State of Emergency declaration.

Level 7, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005 Telephone: +61 8 6552 5400 Facsimile: +61 8 6552 5401 Email: Minister.Templeman@dpc.wa.gov.au

-2 -

With this accountability in mind, I believe it is critical that the Shire engages with the community. The Shire may consult with their electors through community workshops, meetings (in-person and electronic) or other appropriate engagement strategies, if they are compliant with the physical distancing restrictions.

The Shire should make every effort to provide opportunities to hear the views and concerns of their local community, including during this COVID-19 period.

I encourage community members to engage with the Shire to ensure that their voices and any concerns are heard. Methods of engagement with the Shire are outlined on the Shire website: <https://www.victoriaplains.wa.gov.au/>.

I trust this assists in clarifying the situation and I thank you for raising this matter with me.

Yours sincerely

17 AUG 2020

Begin forwarded message:

From: Seerea <seerea@westnet.com.au>

Date: Jul 14, 2020 at 11:30 am

To: David Templeman <david.templeman@mp.wa.gov.au>

Subject: Fwd: David Templeman MLA

Hi David , i am wanting to present a petition to our council (Victoria Plains) ,spoke with our president and though willing to look at it stated that regardless of if it met criteria's we would not be able to hold a meeting as you in your roll of minister for LG had declared that as we in a state of emergency no elector or similar could be conducted. I did find ur media release to confirm this and am enquiring if this is still the case and if so when will you consider retracting that directive , as i sure you are aware checks and balances are vital part of good governance and in our shire there are many whom wish for our council too provide these in an open meeting forum . Cheers Anne Marie

Begin forwarded message:

From: David Templeman
Date: Jul 14, 2020 at 8:34 am
To: Seerea <seerea@westnet.com.au>
Subject: David Templeman MLA

Good morning,

Thank you for your email. As this matter refers to David's Ministerial Portfolio, could you please send directly to David's Ministerial email minister.templeman@dpc.wa.gov.au

This allows your correspondence to be logged and tracked for a prompt response by that office.

Kind Regards

Krystal Phillips
Electorate officer to
David Templeman MLA
Member for Mandurah

9581 3944

DISCLAIMER

"This message and any attached files may contain information that is confidential intended for the named recipient/s named only. If you are not an intended recipient/s or the person responsible for delivering the message to the intended recipient/s, be advised that you have received this message in error and that any use, disclosure, copying, circulation, forwarding, printing or publication of this message or the attached files is strictly forbidden, as is the disclosure of the information contained therein. If you received this message in error, please notify the sender immediately and delete all copies from your computer system, including attachments and your reply email."

Hi David , i am wanting to present a petition to our council (Victoria Plains) ,spoke with our president and though willing to look at it stated that regardless of if it met criteria's we would not be able to hold a meeting as you in your roll of minister for LG had declared that as we in a state of emergency no elector or similar could be conducted. I did find ur media release to confirm this and am enquiring if this is still the case and if so when will you consider retracting that directive , as i sure you are aware checks and balances are vital part of good governance and in our shire there are many whom wish for our council too provide these in an open meeting forum . Cheers Anne Marie

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

See Also:
WALGA Guideline for Implementing a
Compliance CalendarDepartment of Local Government,
Sporting and Cultural Industries
(DLGSCI)LGs to Assign
Responsibility for each
Compliance Action

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	January - Take Action								
Jan	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA			
Jan	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			Check if this is monthly
Jan	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	OCM			No new employees
Jan	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	OCM			Was there a change in the last three months?
Jan	Compliance Audit Return - Commence Audit Commence the Compliance Audit Return as an internal audit. Due: 31 March	Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15		Annual	GO			Conducted in March 2020
Jan	Council / Committee Meeting Schedule - At least once per year, give Local Public Notice of the meeting schedule for next 12 months	Local Government Act 1995	s.5.25(1)(g) Admin.Reg.12		Annual	OCM			Meeting dates for 2020 were adopted at the OCM on 30 October 2019
Jan	Primary Returns - New Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office Due by: dd/mm/yyyy	Local Government Act 1995	s.5.75(1)	WALGA Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Biennial Next due 2020	OCM			Date Declarations of Office made: dd/mm/yyyy Need to confirm when this was conducted?
Jan	Revaluation of Assets - Plant and Equipment - Commence Work LG must revalue all assets within the Plant and Equipment Class by the expiry of each 3-yearly interval after 30 June 2016	Local Government Act 1995	FM.Reg.17A(4)		4-yearly Next Due: 30 June 2019	MFA/WSM			
Jan	Revaluation of Assets - Land, Buildings and Infrastructure - Commence Work LG must revalue all assets within the Land Building and Infrastructure Class by the expiry of each 3-yearly interval after 30 June 2017	Local Government Act 1995	FM.Reg.17A(4)		4-yearly Next Due: 30 June 2020	MFA/WSM			
Jan	Revaluation of Assets - All Other Classes of Assets - Commence Work LG must revalue all other classes of assets (other than, Plant and Equipment and Land Building and Infrastructure classes) by the expiry of each 3-yearly interval after 30 June 2018	Local Government Act 1995	FM.Reg.17A(4)		4-yearly Next Due: 30 June 2021	MFA			

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

See Also:
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Department of Local Government,
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LGs to Assign
Responsibility for each
Compliance Action

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Jan	Annual Budget Review - Commence Review Between 1 January and 31 March in each financial year, a review of the annual budget is to be carried out. • Review must be submitted to Council within 30 days after it has been carried out. • Council is to consider the review and determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendations made in the review DUE: 31 March	Local Government Act 1995	FM Reg.33A(1) (2A) (2) (3)	DLGSC website - WA Local Government Accounting Manual	Annual	RSM	16/03/2020		
Jan	Record Keeping Systems - Review Undertake a review of the efficiency and effectiveness of the LGs record keeping systems - evaluated not less than once every 5 years. CEO function - to ensure that records and document are properly kept. Last completed: dd/mm/2014 Due by: dd/mm/2019	State Records Act 2000 Local Government Act 1995	Principles and Standards 2002 - Principle 6 s.5.41(h)	State Records Office website - Guidelines State Records Office website - General Disposal Authority for Local Government Records State Records Office website - Record Keeping Plan Templates and Guidelines	5-yearly Next Due: 2019	Records Support			Review conducted May/June 2020. 20/21 Budget adopted so that improvements can commence
Jan	Record Keeping Plan - Review The LG's Record Keeping Plan must be reviewed within 5 years of its approval by the Commission. Last completed: dd/mm/yyyy Due by: dd/mm/yyyy	State Records Act 2000 Local Government Act 1995	s.28(5) s.5.41(h)	State Records Office website - Record Keeping Plan Templates and Guidelines	5-yearly Next Due: 2019	Records Support			Extension to 31/12/20 approved by SRO. 20/21 Budget adopted so that new RKP can be developed
Jan	Local Planning Scheme - Review	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015	s.87 r.65		In the Fifth Year: Next Due: 2020	Town Planner			Omnibus Amendment. Process must commence 6 months before the end of the fifth year
Jan	Ward Boundary Review last completed on (date of OCM decision): 15/02/2017 Next due by: 15/02/2025	Local Government Act 1995	s.2.2 Sch.2.2(6)		8-yearly Next Due: 2025	GO			Last review reduced EMs from 9 to 7
Jan	Rates Installment 3 Due	Local Government Act 1995				RO			
Jan	Audit Committee Meeting 1	At the ACM on February 2019 it was agreed to meet approximately every three months				MFA			
	February - Take Action								
Feb	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA			
Feb	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			Check if this is monthly

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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Department of Local Government,
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Feb	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	s.2.25		Quarterly	OCM			Required to be implemented
Feb	Compliance Audit Return - Finalise Audit Complete the Compliance Audit Return as an internal audit and prepare Council report for consideration via Audit Committee.	Local Government Act 1995	s.7.13(1)(i) Audit.Regs. 13, 14 and 15		Annual	GO			Conducted in March 2020
Feb	Rate Exempted Properties - Review In preparation for next financial year, review previously approved rate exempt properties to determine if the basis of exemption remains unchanged. Advise owners where status is changed or approval has expired	Local Government Act 1995	s.6.26(20)		Annual	RO			Unknown
Feb	Authorised Persons - Review Review the LG's authorised persons to ensure authorisations are accurate, valid and the correct certificates of authorisation and / or identity cards have been issued	Various		WALGA Decision Making in Practice Toolkit - Part 3 Authorisations	Annual	GO			Yet to be conducted
Feb	Local Law Review - Statewide Public Notice , calling for submissions closing not less than 6 weeks after the Public Notice. Made / Last Reviewed: 17/02/2018 Commence Next Review: 17/02/2025 Review Due by: 17/02/2026 List of Local Laws Includes: Bush Fire Brigades Local Law 2017 Cemeteries Local Law 2018 Dogs Local Law 2018 Extractive Industries Local Law 2018 Fencing Local Law 2018 Health Local Laws 2003 Health Amendment Local Laws 2005 Meeting Procedures Local Law 2018 Public Places and Local Government Property	Local Government Act 1995	s.3.16(2), (2a)	WALGA website - Local Laws Manual Subscription Service DLGSCI website - Local Laws Statutory Procedures Checklist DLGSCI website - Local Laws Register	8 yearly Due by: 17/02/2026	GO			Last Review of Local Laws completed: 17/2/2018 Local Laws to be Adopted in due course include: *Waste Local Law Amenities *Local Law Cats Local Law? *Omnibus Amendment Local Law
Feb	Local Law Review - Completion of Review - Following close of public submissions - Report to Council to complete the review. Council to determine, by Absolute Majority, if the Local Laws should be adopted, repealed or amended. If resolved for amendment, commence s.3.12 Procedure for making local laws. Made / Last Reviewed: 17/02/2018 Commence Next Review: 17/02/2025 Review Due by: 17/02/2026	Local Government Act 1995	s.3.16(3)(4)	WALGA website - Local Laws Manual Subscription Service DLGSCI website - Local Laws Statutory Procedures Checklist DLGSCI website - Local Laws Register	8 yearly Due by: 17/02/2026	GO			The 2018 Review commenced in 2016

SoVP Compliance Calendar 2020

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Feb	Annual Budget Review - Progress Review Between 1 January and 31 March in each financial year, a review of the annual budget is to be carried out. • Review must be submitted to Council within 30 days after it has been carried out. • Council is to consider the review and determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendations made in the review DUE: 31 March	Local Government Act 1995	FM Reg.33A(1) (2A) (2) (3)	DLGSCI website - WA Local Government Accounting Manual	Annual	RSM	16/03/2020		
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	March - Take Action								
Mar	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSCI WA Local Government Accounting Manual	Monthly	RSM/MFA			
Mar	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			Check if this is monthly
Mar	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSCI Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	OCM			Nil
Mar	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	OCM			To be confirmed
Mar	Emergency Services Levy - Option B Payment Due Due by: 21 March and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	Quarterly	CESM			Check
Mar	Rates Installment 4 Due	Local Government Act 1995				RO			
Mar	Elected Member Training / Professional Development Policy - Review Review Council Policy to ensure Elected Member protocols for applying for and accessing professional development are in place and that budgets are sufficient	n/a	n/a		Annual	GO			Training matrix developed and published on website 31 July 2020

SoVP Compliance Calendar 2020

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Mar	Compliance Audit Return - Report to Audit Committee Compliance Audit Return, report considered by Audit Committee, with recommendations to Council. Note - Schedule Committee / Council consideration with sufficient time to enable submission to DLGSCI by 31 March	Local Government Act 1995	s.7.13(1)(i) Audit.Regs. 13, 14 and 15		Annual	GO			
Mar	Compliance Audit Return - Report to DLGSCI Compliance Audit Return certified by CEO and President / Mayor. Copy of Compliance Audit Return and Council report / minutes provided to Executive Director of DLGSCI DLGSCI - 31 March	Local Government Act 1995	s.7.13(1)(i) Audit.Regs. 13, 14 and 15		Annual	MFA			
Mar	Annual Budget Review - Copy of Review to DLGSCI Executive Director within 30 days after Budget Review adoption, plus a copy of the Council Report / Minutes relevant to Budget Review adoption.	Local Government Act 1995	FM.Reg.33A(4)	DLGSCI website - WA Local Government Accounting Manual	Annual	MFA			
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	April - Take Action								
Apr	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSCI WA Local Government Accounting Manual	Monthly	RSM/MFA			
Apr	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			Check if this conducted monthly
Apr	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Prepare for Elections - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)	Local Government Act 1995	s.4.35 Elections Regs.14 and 15 Form 6 and 7	WALGA Template Enrolment Eligibility Claims Register	Biannual (Apr & Nov)	MFA	N/A Next Election is 2021		
Apr	Audit - Compliance Audit Return Action Plan Prepare a Compliance Audit Return Action Plan that assigns responsibility and timeframes for implementing outcomes / actions arising from the Compliance Audit Return. Provide Compliance Audit Return Action Plan to Council via Audit Committee for endorsement.	n/a	n/a	Operational Practice	Annual or as required	GO			Plan to actioned

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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Apr	Audit - Compliance Audit Return Action Plan Prepare an Compliance Audit Return Action Plan progress report that details progress to completing outcomes / actions arising from the Audit Report. Provide Compliance Audit Return Action Plan Progress Report to Council via Audit Committee for endorsement.	n/a	n/a	Operational Practice	Annual or as required	GO			Plan to be actioned
Apr	Public Access to Information - Audit Check LG website, Library and LG office to ensure all information listed in s.5.94 and Admin. Reg.29 is publicly accessible (see s.5.96 too) and that customer service staff are trained to provide access accordingly. Audit to note limitations: s.5.95 and Admin. Regs. 29A and 29B	Local Government Act 1995	s.5.94 Admin. Reg.29 s.5.95 s.5.96 Admin. Regs 29A and 29B	WALGA Guideline - Schedule of Public Information Access	Annual	GO			Verify with OCM and Office Manager
Apr	Heritage Inventory - Annual Update LG must compile and maintain a Heritage Inventory, which must be updated annually and a copy provided to the Heritage Council. Last completed: dd/mm/yyyy Due by: dd/mm/yyyy	Heritage of Western Australia Act 1990	s.45(2)(a), (3)	State Heritage Office Website - Basic Principles for Local Government Inventories State Heritage Office Website - Criteria for the Assessment of Local Heritage Places and Areas	Annual	Town Planner			
Apr	Heritage Inventory - Review LG must compile and maintain a Heritage Inventory, which must be reviewed every 4 years and a copy provided to the Heritage Council. Last completed: dd/mm/yyyy Due by: dd/mm/yyyy	Heritage of Western Australia Act 1990	s.45(2)(b), (3)	State Heritage Office Website - Basic Principles for Local Government Inventories State Heritage Office Website - Criteria for the Assessment of Local Heritage Places and Areas	4-yearly Next Due: yyyy	Town Planner			
Apr	Audit Committee Meeting 2	At the ACM on February 2019 it was agreed to meet approximately every three months				RSM/MFA	21/04/2020		
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	May - Take Action								
May	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA	26/06/2020		
May	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			Check if conducted monthly
May	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	OCM			Nil

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

See Also:
WALGA Guideline for Implementing a
Compliance Calendar

Department of Local Government,
Sporting and Cultural Industries
(DLGSC)

LGs to Assign
Responsibility for each
Compliance Action

	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
May	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	OCM			Check re Ina Edwardson
May	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	s.2.25		Quarterly	OCM			Required to be implemented
May	Delegation Register Review - Delegations are to be reviewed by the delegator at least once every financial year Last Reviewed: dd/mm/yyyy Next Due: 30/06/2020	Local Government Act 1995	s.5.16, 5.17, 5.18 s.5.42, 5.43, 5.44, 5.45, 5.46 s.7.1B	WALGA website - Decision Making in Practice Toolkit Part 2 Delegations WALGA website - Webinar - Decision Making in Practice - Delegations DLGSC website - Operational Guideline No 17 Delegations	Annual	GO	26/06/2020		Delegations implemented 2 July 2020 and issued to CEO and staff
May	Authorisations to Incur Liabilities - Review Review list of persons authorised under the CEO's procedures for FM.Reg.5 to incur a liability. Check \$value limitations and authorised persons to ensure efficient operations and appropriate internal controls	Local Government Act 1995	FM.Reg.5		Annual	MFA			Completed by GO
May	Fines Enforcement - Designated Prosecuting Officers Review Designated Prosecuting Officers and provide written advice to Fines Enforcement Registry of changes.	Fines, Penalties and Infringement Notices Enforcement Act 1994	s.13(2)		Annual	MFA			
May	Policy Review - Payments to Employees Additional to Contract or Award Includes benefits and payments additional to EBA or Contract conditions i.e. gym memberships, gifts in recognition of length of service or gifts on retirement or resignation. Does not include payments for redundancy or termination which are legislated or subject to contractual arrangements. Due: 30/06/2021	Local Government Act 1995	s.5.50		Biennial Next Due: 2021	HR			

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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WALGA Guideline for Implementing a
Compliance Calendar

Department of Local Government,
Sporting and Cultural Industries
(DLGSCI)

LGs to Assign
Responsibility for each
Compliance Action

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May	Policy Review - Purchasing Policy Review Purchasing Policy to ensure policy controls for the purchasing function remain efficient and effective, supporting best value and compliance with the Act. Last completed: dd/mm/yyyy Due by: dd/mm/yyyy	Local Government Act 1995	F&G.Reg.11A.	DLGSC website - WA Local Government Accounting Manual - Section 7 WALGA website - Employee Relation Services Template HR Policies WALGA website - Template Purchasing Policy • See also - WALGA Integrity in Procurement Self Audit Tool WALGA website - Template Transaction Card Policy and Guidelines Recommended Practice • Schedule regular policy reviews, no more than 4 years interval. • Frequency of each policy's review based upon a risk analysis. • Check for legislative compliance.	Triennial Next Due: 2023	MFA			GO undertook review and produced updates adopted by Council
May	CEO Performance Review - Schedule Council Meeting/s to undertake the CEO's performance review in accordance with the CEO's contract and model policy Due: 31/07/20	Local Government Act 1995	s.5.38		Annual	CEO			Inserted into month of May in the Compliance Calendar tab. Completion of CEO review deferred to 31 August 2020
May	Business Continuity Plan - Commence Review the Business Continuity Plan to ensure it remains functional and is tested against current operational requirements. Last completed: 26/06/2019 Next Due: 26/06/2021	n/a	n/a		Biennial Next Due: 2021	GO			Audit Committee considered the initial BCP in 26 June 2019. Criteria regarding COVID-19 (pandemic matters) to be included
May	CBP Annual Review - Workshop		s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines		GO	May		See Annual Budget under Other Key Items Tab
May	Budget 2020 - Preliminary Actions Month 1					RSM/MFA	22/07/2020		See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	June - Take Action								
Jun	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA	22/07/2020		
Jun	Emergency Services Levy - Option A Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			Check

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

See Also:
WALGA Guideline for Implementing a
Compliance CalendarDepartment of Local Government,
Sporting and Cultural Industries
(DLGSCI)LGs to Assign
Responsibility for each
Compliance Action

	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jun	Emergency Services Levy - Option B Payment Due Due by: 21 June and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	Quarterly	CESM/FO			Check
Jun	FOI Annual Statistical Data - Response to Information Commissioner Due by: 30 June Information Statement LG must publish an up-to-date <i>Information Statement</i> , reviewed within every 12-months Last completed: dd/mm/yyyy Due by: dd/mm/yyyy	Freedom of Information Act 1992	s.111(3)		Annual	GO			Request to undertake FOI Return not received
Jun	Information Statement & Internal Manuals - Publicly Available LG must cause copies of the most up-to-date Information Statement and internal manuals to be made available for public inspection (deleting any exempt matter from those copies).	Freedom of Information Act 1992	s.96		Annual	GO			
Jun	Appoint Bush Fire Control Officers - Review appointments and update if necessary	Freedom of Information Act 1992	s.97		Annual	GO			Register in place
Jun	Financial Reporting - Material Variances Each Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances. (<i>adopt and apply in the following Financial Year</i>)	Bush Fires Act 1954	s.38		Annual	CESM			Check
Jun	Elections - Council Report required determine if Electoral Commission will conduct the Election. Electoral Commission agreement to conduct the election required by: (80th day) 31/07/2019	Local Government Act 1995	s.34(5)		Annual	RSM	22/07/2020		Completed as part of the Budget adoption process
Jun	Revaluation of Assets - Plant and Equipment LG must revalue all assets within the Plant and Equipment Class by the expiry of each 3-yearly interval after 30 June 2016	Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)	DLGSCI Elections Timetable DLGSCI Returning Officer Manual	Biennial Next due 2019	MFA	N/A Next Election is 2021		
Jun	Revaluation of Assets - Land, Buildings and Infrastructure LG must revalue all assets within the Land Building and Infrastructure Class by the expiry of each 3-yearly interval after 30 June 2017	Local Government Act 1995	FM.Reg.17A(4)		4-yearly Next Due: 30 June 2019	MFA/WSM			Check
Jun	Revaluation of Assets - All Other Classes of Assets LG must revalue all other classes of assets (other than, Plant and Equipment and Land Building and Infrastructure classes) by the expiry of each 3-yearly interval after 30 June 2018	Local Government Act 1995	FM.Reg.17A(4)		4-yearly Next Due: 30 June 2021	MFA/WSM			Check
Jun	Primary and Annual Returns Register - Update Register with new Delegates following completion of the Delegation Register Review and initiate requests for Primary Returns from new Delegates	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management	Annual	MFA			Check
Jun						OCM	30/06/2020		No new delegates

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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WALGA Guideline for Implementing a
Compliance Calendar

Department of Local Government,
Sporting and Cultural Industries
(DLGSCI)

LGs to Assign
Responsibility for each
Compliance Action

	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jun	Financial Interests Register - Following completion of the Delegation Register Review, review the Register and remove Primary and Annual Returns (not other interest disclosures) from the Financial Interests Register that relate to persons who are no longer Designated Employees (i.e. no longer have delegated authority). Returns that are removed are to be kept by the CEO as LG Records for a period of at least 5 years after the person ceased to be a Designated Employee.	Local Government Act 1995	s.5.88(3)	DLGSC website - Operational Guideline No.1 Disclosure of Interest Affecting Impartiality DLGSC website - Operational Guideline No.20 Disclosure of Financial Interests at Meetings DLGSC website - Operational Guideline No.21 Disclosure of Financial Interests In Returns	Annual		30/06/2020		No new delegates
Jun	CEO Performance Review - Schedule Council Meeting/s to undertake the CEO's performance review in accordance with the CEO's contract and model policy Due: 31/07/20	Local Government Act 1995	s.5.38		Annual	CEO			Completion of CEO review deferred to 31 August 2020
Jun	Business Continuity Plan - Finalise Implementation Review the Business Continuity Plan to ensure it remains functional and is tested against current operational requirements. Last completed: 26/06/2019 Next Due: 26/06/2021	n/a	n/a		Biennial Next Due: 2021	GO			Audit Committee considered the initial BCP in 26 June 2019. Criteria regarding COVID-19 (pandemic matters) to be included
Jun	CBP Three Monthly Update 4 (May).		s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines		GO			Minimum Requirement. Report to Council. Includes Better Practice Review
Jun	CBP Annual Review - Finalise		s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines		GO	22/07/2020		
Jun	Budget 2020 - Preliminary Actions Month 2					RSM/MFA	22/07/2020		See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	July - Take Action								
Jul	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA			
Jul	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES - ESL Manual of Operating Procedures	Monthly	CESM/FO			Check
Jul	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests In Returns	Bi-monthly	OCM			Nil

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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WALGA Guideline for Implementing a
Compliance Calendar

Department of Local Government,
Sporting and Cultural Industries
(DLGSCI)

LGs to Assign
Responsibility for each
Compliance Action

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Jul	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	OCM			Bob Edwards re 24 July 2020
Jul	Emergency Services Levy - Year End ESL Reconciliation Lodgement and Aged Debtor Report Due by: 31 July	DFES - ESL Manual of Operating Procedures	Clause. 5.13.5	DFES - ESL Manual of Operating Procedures	Annual Due: 31 July	CESM/FO			Check
Jul	Annual Returns - Request Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor	Local Government Act 1995	s.5.76(1)	DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Annual Next due 2020	OCM			OCM to undertake ASAP
Jul	CEO Performance Review - Schedule Council Meeting/s to undertake the CEO's performance review in accordance with the CEO's contract and model policy Due: 31/07/20	Local Government Act 1995	s.5.38		Annual	CEO	22/07/2020		Completion of CEO review deferred by Council to 31 August 2020
Jul	Elections - Electoral Commission agreement to conduct the election required by: (80th day) XX/XX/2021	Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	MFA	N/A Next Election is 2021		
Jul	Integrity and Conduct Annual Collection (Public Information Disclosure Act)	Public Interest Disclosure Act 2003	s. 23 (1) (f) s.19 and s.22		Annual	GO	31/07/2020		
Jul	Update PID Procedures	Public Interest Disclosure Act 2003	s. 23(1) s. 23(2)	PSC - PID Guidelines	Annual	GO			*CEO is PEO *PID Officer required *Investigation Officer required *Internal procedures required
Jul	Audit Committee Meeting 3	At the ACM on February 2019 it was agreed to meet approximately every three months				RSM/MFA			ACM held 27 May 2020 to review CAR Meeting with Auditors held same day, but not with ACM
Jul	Budget 2020 - Adoption					RSM/MFA	22/07/2020		See Other Key Actions Tab
Jul	Annual Report 2019-2020 - Commencement					GO			See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	August - Take Action								
Aug	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA			

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

See Also:
WALGA Guideline for Implementing a
Compliance CalendarDepartment of Local Government,
Sporting and Cultural Industries
(DLGSCI)LGs to Assign
Responsibility for each
Compliance Action

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Aug	Emergency Services Levy - Option A Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			
Aug	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted - refer concerns to the CEO	Local Government Act 1995	s.2.25		Quarterly	OCM			
Aug	Elections - Statewide Public Notice Enrolment Eligibility Claims - CEO to give notice of the closing date and time for elector enrolments. (to be given 70th to 56th days) XX/XX/2021 to XX/XX/2021	Local Government Act 1995	s.4.39(2)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	MFA	N/A Next Election is 2021		
Aug	Elections - DUE NOW for CEO to advise Electoral Commissioner of the need to prepare an updated residents roll XX/XX/2021	Local Government Act 1995	s.4.40(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	MFA	N/A Next Election is 2021		
Aug	Elections - Statewide Public Notice Call for Nominations - from 56 days and no later than 45th day before Election Day. XX/XX/2021 to XX/XX/2021	Local Government Act 1995	s.4.47(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	MFA	N/A Next Election is 2021		
Aug	Elections - Close of Rolls at 5pm on XX/XX/2021 Enrolment eligibility claims received by 5pm can continue to be processed with a decision on eligibility required by	Local Government Act 1995	s.4.39(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	MFA	N/A Next Election is 2021		
Aug	Annual Returns - Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor.	Local Government Act 1995	s.5.76(1)	DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Biennial Next due 2019	OCM			
Aug	Annual Budget - During period 1 June to 31 August , Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year.	Local Government Act 1995	s.6.2(1)	DLGSC WA Local Government Accounting Manual	Annual Due by: 31 August	RSM	22/07/2020		Budgets issued to EMs and Staff. Submitted to DLGSC?
Aug	Commence Process to Review SCP over next 12 months	Local Government Act 1995	s.5.56 Admin.Reg.19C	DLGSC website - Integrated Planning and Reporting Framework and Guidelines	4-yearly Next Due: 2023	GO	N/A Next Review Commences August 2022		See Other Key Actions Tab
Aug	Annual Review of Employee Performance - Undertake an audit to ensure each employee (including CEO and senior employees) who has been employed for more than 1 year, has been reviewed at least once in relation to every year of employment Due: 31/08/20	Local Government Act 1995	s.5.38		Annual	HR			
Aug	Designated Employees - Review status of employees who have been nominated as Designated Employees but who are not delegated authority and are not members of a Council Committee. Due: 31/08/20	Local Government Act 1995	s.5.74		Annual	HR			Inserted into the month of August in the Compliance Calendar tab
Aug	Senior Employees - Review status of employees who have been designated as Senior Employees under s.5.37. Provide report to Council to amend Senior Employee status. Due: 31/08/20	Local Government Act 1995	5.36		Annual	CEO			Inserted into the month of August in the Compliance Calendar tab

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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WALGA Guideline for Implementing a
Compliance Calendar

Department of Local Government,
Sporting and Cultural Industries
(DLGSCI)

LGs to Assign
Responsibility for each
Compliance Action

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Aug	CEO Performance Review - Schedule Council Meeting/s to undertake the CEO's performance review in accordance with the CEO's contract and model policy Due: 31/07/20	Local Government Act 1995	s.5.38		Annual	CEO			Completion of CEO review deferred to 31 August 2020.
Aug	Annual Report 2019-2020 - Key Content and Statements					GO			See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	September - Take Action								
Sep	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/MFA			
Sep	Emergency Services Levy - Option A Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES - ESL Manual of Operating Procedures	Monthly	CESM/FO			
Sep	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	OCM			
Sep	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	OCM			
Sep	Policy Manual - Review Undertake a review of all Council Policies and provide report / reports to Council to, as necessary; amend policies or delete redundant policies	Local Government Act 1995	s.2.7(2)(b)		Annual	GO			A range of new policies adopted in 2020. Supplementary Manual in New Format required
Sep	Customer Complaints Handling - Review • Review the complaint handling policy, procedures and Elected Member and Employee training • Analyse complaints data to identify opportunities to improve service provision • Provide periodic reports to Council on complaints data analysis Last completed: dd/mm/yyyy Next Due: dd/mm/yyyy	n/a	n/a		Annual	Office Manager			

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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Compliance Calendar

Department of Local Government,
Sporting and Cultural Industries
(DLGSCI)

LGs to Assign
Responsibility for each
Compliance Action

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Sep	Emergency Services Levy - Option B Payment Due Due by: 21 September and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES - ESL Manual of Operating Procedures	Quarterly	CESM/FO			
	Elections - Candidate Information Session Coordinate and promote a candidate information session - consider participation in WALGA Webinars.	n/a	n/a	WALGA Webinar Prospective Elected Members	Biennial Next due 2019	Returning Officer (CEO)	N/A Next Election is 2021		
Sep	Elections - Statewide Public Notice Call for Nominations - no later than 45th day before Election Day - Due By: XX/XX/2021	Local Government Act 1995	s.4.47(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Office Manager	N/A Next Election is 2021		
Sep	Elections - Nominations Open XX/XX/2021 - First day for candidates to lodge completed nomination papers with the returning officer. Nominations are open for eight days	Local Government Act 1995	s.4.49(a)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Returning Officer (CEO)	N/A Next Election is 2021		
Sep	Elections - Nominations Close at 4pm on Due By: XX/XX/2021	Local Government Act 1995	s.4.49(a)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Returning Officer (CEO)	N/A Next Election is 2021		
Sep	Elections - Declarations of Office for new Elected Members electd unopposed (due 2 months from declaration of result - close of nominations) Due By: XX/XX/2021	Local Government Act 1995	s.2.29	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Returning Officer (CEO)	N/A Next Election is 2021		
Sep	Elections - Candidate / Donor Gift Disclosures - CEO written advice to Candidates of Elections Gift Disclosure obligations.	Local Government Act 1995	s.4.59 Elections Regs Part 5A Form 9A		Biennial Next due 2019	Returning Officer (CEO)	N/A Next Election is 2021		
Sep	Elections - Residents Roll to be prepared by Electoral Commissioner Due By: 1XX/XX/2021	Local Government Act 1995	s.4.40(2)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Deputy Returning Officer (Office Manager)	N/A Next Election is 2021		
Sep	Elections - Owners and Occupiers Roll to be prepared and certified by CEO Due By: XX/XX/2021	Local Government Act 1995	s.4.41(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Deputy Returning Officer (Office Manager)	N/A Next Election is 2021		
Sep	Elections - Statewide Public Notice of Election Day by Returning Officer - between 36th and 19th day before Election Day - XX/XX/2021 to XX/XX/2021	Local Government Act 1995	s.4.64(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Deputy Returning Officer (Office Manager)	N/A Next Election is 2021		
Sep	Elections - Consolidated Roll (Resident / Owners and Occupiers) at Returning Officer's discretion, to be completed by (22nd day before Election Day) Due By: XX/XX/2021	Local Government Act 1995	s.4.38(1) Elections Reg.18	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Deputy Returning Officer (Office Manager)	N/A Next Election is 2021		
Sep	Elections - Supply of Rolls - CEO to provide Returning Officer with sufficient rolls and copies to be provided free of charge to candidates and Elected Members who ask	Local Government Act 1995	s.4.42		Biennial Next due 2019	Deputy Returning Officer (Office Manager)	N/A Next Election is 2021		
Sep	Financial Management Systems and Procedures Review At least once every 4 years, review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): dd/mm/yyyy Due by: dd/mm/yyyy	Local Government Act 1995	FM.Reg.5	DLGSC website - WA Local Government Accounting Manual	4-yearly Next Due: yyyy	RSM			It is not known when this review was last done. Auditor General requires this to be done by a person other than the Auditor (unless the quote is not material e.g. \$2,000)
Sep	Rates Due & Installment 1	Local Government Act 1995				RO			
Sep	CBP Three Monthly Update 1 (August)	Local Government Act 1995	s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines		GO			Minimum Requirement. Report to Council. Includes Better Practice Review

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

See Also:
WALGA Guideline for Implementing a
Compliance CalendarDepartment of Local Government,
Sporting and Cultural Industries
(DLGSCI)LGs to Assign
Responsibility for each
Compliance Action

	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Sep	Annual Report 2019-2020 - Annual Financial Statements					RSM/Office Manager			See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	October - Take Action								
Oct	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	RSM/Office Manager			
Oct	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	CESM/FO			
Oct	Elections - Declarations of Office for new Elected Members, Shire President / Mayor and Deputy Shire President / Mayor sworn in following Election Day (2 months from declaration of result) Due By: XX/XX/2021	Local Government Act 1995	s.2.29	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Elections - Close of Absent Voting / Postal Voting Applications for 'in-person' elections (4th day before Election Day) Due By: XX/XX/2021	Local Government Act 1995	s.4.68(1)(c) Elections Reg.37(3)(4)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	Returning Officer (CEO)	N/A Next Election is 2021		
Oct	Elections - Close of Early Voting 4.00pm Due By: XX/XX/2021 for 'in-person' elections.	Local Government Act 1995	s.4.71(1)(3) Elections Reg.59(2)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	Returning Officer (CEO)	N/A Next Election is 2021		
Oct	Election Day - Close of Poll 6.00pm Due By: XX/XX/2021	Local Government Act 1995	s.4.7 s.4.68(1)(e)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	Returning Officer (CEO)	N/A Next Election is 2021		
Oct	Elections - Result declared and published as Local Public Notice by Returning Officer as soon as practicable	Local Government Act 1995	s.4.77 Elections Reg.80	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	Returning Officer (CEO)	N/A Next Election is 2021		
Oct	Elections - Report to Minister (by 14th day after election) Due by: XX/XX/2021	Local Government Act 1995	s.4.79 Elections Reg.81	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2021	Returning Officer (CEO)	N/A Next Election is 2021		
Oct	Primary Returns - Request new Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office dd/mm/yyyy	Local Government Act 1995	s.5.75(1)	WALGA Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Biennial Next due 2021	OCM	N/A Next Election is 2021		
Oct	Elections - Election Papers collected and secured in one or more parcels by Returning Officer	Local Government Act 1995	s.4.84(a) Elections Reg.82	DLGSC Returning Officer Manual	Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Elections - Destruction of Election Papers - parcels which are more than 4 years old may be destroyed, supervised by CEO and witnessed by at least 2 employees OR to secure paper destruction company	Local Government Act 1995	s.4.84(a) Elections Reg.82	DLGSC website - Returning Officer Manual	Biennial Next due 2021	CEO	N/A Next Election is 2021		

SoVP Compliance Calendar 2020

See Also:
WALGA Guideline for Implementing a
Compliance Calendar

Last Reviewed - July 2020

Department of Local Government,
Sporting and Cultural Industries
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Compliance Action

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Oct	Election of Shire President / Mayor, Deputy President / Mayor - elected from amongst the Councillors - conducted in accordance with Schedule 2.3, Div.1	Local Government Act 1995	s.2.11(1)(b) Schedule 2.3, Div.1		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	CEO Authority to Speak on behalf of the LG - if new Shire President / Mayor is elected, seek / obtain written authority from Shire President for CEO to speak on behalf of the Local Government.	Local Government Act 1995	s.5.41(f)		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Establishment of Audit Committee - following Elections, Council must establish an Audit Committee - with membership of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee.	Local Government Act 1995	s.7.1A s.5.8 s.5.9 s.5.10 s.5.11A s.5.11		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Establishment of Committees - following Elections, Council may establish committees (other than Audit) of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee.	Local Government Act 1995	s.5.8 s.5.9 s.5.10 s.5.11A s.5.11		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Establishment of Committees - Each committee has been established with a Terms of Reference, that details the purpose of the Committee and the scope of matters that the Committee will deal with.	Local Government Act 1995	s.5.8		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Election of Committee Presiding Members and deputies - conducted in accordance with Schedule 2.3, Div.1	Local Government Act 1995	s.5.12 Schedule 2.3, Div.1		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Election Papers - election of Shire President / Mayor, Deputy President / Mayor and Committee Presiding Members and deputies - Election Papers collected and secured in parcels	Local Government Act 1995	s.4.84(a) Elections Reg.82		Biennial Next due 2021	CEO	N/A Next Election is 2021		
Oct	Appointment of Elected Members to External Bodies -				Biennial Next due 2021	OCM	N/A Next Election is 2021		
Oct	Financial Interests Register - Review • Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles). • Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee	Local Government Act 1995	s.5.88(3)(4)		Biennial Next due 2021	OCM	N/A Next Election is 2021		

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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WALGA Guideline for Implementing a
Compliance Calendar

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Sporting and Cultural Industries
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Responsibility for each
Compliance Action

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Oct	Elected Member Induction - Provide an induction for newly elected Councillors.	n/a	n/a	<p>WALGA website - Webinar Introduction to the Local Government Act for Elected Members</p> <p>WALGA website - Webinar Communications for Elected Members</p> <p>WALGA website - Webinar Chairing of Meetings</p> <p>WALGA website - Webinar Decision Making in Practice - Delegations</p> <p>WALGA website - Webinar Local Government Gift Declaration</p> <p>DLGSCI website - Operational Guideline No.4 Elected Member Induction</p> <p>State Records Office website - Elected Member Record Keeping</p>	Biennial Next due 2021	CEO/OCM/GO	N/A Next Election is 2021		
Oct	Risk Management - Commence Review Undertake a review of the appropriateness and effectiveness of the Risk Management system and procedures at least once every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): 31/07/2019 Due by: 31/12/2019	Local Government Act 1995	Audit.Reg. 17(1)(a)	AS/NZS ISO 31000:2009 Risk Management	Triennial Next Due: 2019	CEO/RSM			Reg 17 Review was accepted by Audit Committee only. Risk Governance Framework and Dashboard went to the Audit Committee in 26 June 2019. Adopted by Council 31 July 2019. Recommend align risk review with Internal Control and Compliance Review Must be undertaken in 20/21
Oct	Internal Control - Commence Review Undertake a review of the appropriateness and effectiveness of the Internal Control system and procedures at least once every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): dd/mm/yyyy Due by: 31/12/2016	Local Government Act 1995	Audit.Reg. 17(1)(b)	DLGSCI website - WA Local Government Accounting Manual	Triennial Next Due: 2019	CEO/RSM			Last conducted in December 2016 by Moore Stephens. Reg 17 Review was accepted by Audit Committee only. Council resolved 31.07/19 for external review. Should have been conducted by externally by 31 December 2019. Must be undertaken in 20/21
Oct	Legislative Compliance - Commence Review Undertake a review of the appropriateness and effectiveness of the Legislative Compliance system and procedures at least once every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): dd/mm/yyyy Due by: 31/12/2016	Local Government Act 1995	Audit.Reg. 17(1)(c)	AS 3806-2006 Compliance Programs	Triennial Next Due: 2019	CEO/RSM			Last conducted in December 2016 by Moore Stephens. Reg 17 Review was accepted by Audit Committee only. Council resolved 31.07/19 for external review. Should have been conducted by externally by 31 December 2019. Must be undertaken in 20/21
Oct	Audit Committee Meeting 4	At the ACM on February 2019 it was agreed to meet approximately every three months				Office Manager			

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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Oct	Annual Report 2019-2020 - Annual Financial Statements					RSM/Office Manager			See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	November - Take Action								
Nov	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC website - WA Local Government Accounting Manual	Monthly	RSM/Office Manager			
Nov	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL website - Manual of Operating Procedures	Monthly	CESM/FO			
Nov	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSC website - Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	OCM			
Nov	Financial Interests Register - Review • Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles).or for Elected Members who have resigned. • Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	OCM			
Nov	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	s.2.25		Quarterly	OCM			
Nov	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)	Local Government Act 1995	s.4.35 Elections Regs.14 and 15 Form 6 and 7	WALGA website - Template Enrolment Eligibility Claims Register	Biannual (Apr & Nov)	Office Manager			
Nov	Policy Review - Code of Conduct Following each Election - provide Council report to enable the 'new' Council to review and adopt the Code of Conduct.	Local Government Act 1995	s.5.103 s.5.104 Admin.Regs. Part 9 Rules of Conduct Regs.	WALGA website - Model Code of Conduct Recommended Practice • Review the Code following each Election cycle to ensure new (and old) Elected Members understand requirements	Biennial Next Due 2021	GO			

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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Nov	Elected Member Protocols for Access to the Administration - Review Reminder advice to Elected Members and employees regarding the CEO approved protocols for Elected Members requests for information and contact with employees	Local Government Act 1995	Rules of Conduct Reg.9		Annual	GO			
Nov	Prepare/Review Public Health Plan	Public Health Act 2016	s.45	Public Health Planning Guide for Local Government Guidance to support meeting the requirements of Part 5 of the Public Health Act 2016	Review of Public Health Plan Next Due 2025	EHO/Building Surveyor			Plan is required to be prepared. Has a direct link to SCP
Nov	Elections - Declarations of Office for new Elected Members <u>elected unopposed</u> (due 2 months from declaration of result at close of nominations) Due by: XX/XX/2021	Local Government Act 1995	s.2.29	DLGSC website - Elections Timetable DLGSC website - Returning Officer Manual	Biennial Next Due 2021	CEO RO	N/A Next Election is 2021		
Nov	Rates Installment 2 Due	Local Government Act 1995							
Nov	Annual Report 2019-2020 - Annual Audit	Local Government Act 1995				GO			See Other Key Actions Tab
	Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	December - Take Action								
Dec	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC website - WA Local Government Accounting Manual	Monthly	RSM/Office Manager			
Dec	Emergency Services Levy - Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL website - Manual of Operating Procedures	Monthly	CESM/FO			
Dec	Emergency Services Levy - Option B Payment Due Due by: 21 December and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES -ESL website - Manual of Operating Procedures	Quarterly	CESM/FO			
Dec	Council / Committee Meeting Schedule - At least once per year, determine meeting schedule for next 12 months (see January - and give Local Public Notice)	Local Government Act 1995	s.5.25(1)(g) Admin.Reg.12		Annual	OCM			Item to Council for 2021
Dec	Annual Report 2019-2020 - Accepted , by Absolute Majority, by no later than 31st December	Local Government Act 1995	s.5.53 s.5.54	DLGSCI website - WA Local Government Accounting Manual	Annual	GO			See Other Key Actions Tab
Dec	Elections - Declarations of Office for new Elected Members, Shire President / Mayor and Deputy Shire President / Mayor sworn in following Election Day (2 months from declaration of result) XX/XX/2021	Local Government Act 1995	s.2.29	DLGSC website - Elections Timetable DLGSC website - Returning Officer Manual	Biennial Next due 2019		N/A Next Election is 2021		

SoVP Compliance Calendar 2020

Last Reviewed - July 2020

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Dec	Risk Management - Complete Review Undertake a review of the appropriateness and effectiveness of the Risk Management system and procedures at least once every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): 31/07/2019 Due by: 31/12/2019	Local Government Act 1995	Audit.Reg. 17(1)(a)	AS/NZS ISO 31000:2009 Risk Management	Triennial Next Due: 2019	CEO/RSM			Reg 17 Review was accepted by Audit Committee only. Risk Governance Framework and Dashboard went to the Audit Committee in 26 June 2019. Adopted by Council 31 July 2019. Recommend align risk review with Internal Control and Compliance Review Must be undertaken in 20/21
Dec	Internal Control - Complete Review Undertake a review of the appropriateness and effectiveness of the Internal Control system and procedures at least once every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): dd/mm/yyyy Due by: 31/12/2016	Local Government Act 1995	Audit.Reg. 17(1)(b)	DLGSCI website - WA Local Government Accounting Manual	Triennial Next Due: 2019	CEO/RSM			Last conducted in December 2016 by Moore Stephens. Reg 17 Review was accepted by Audit Committee only. Council resolved 31.07/19 for external review. Should have been conducted by externally by 31 December 2019. Must be undertaken in 20/21
Dec	Legislative Compliance - Complete Review Undertake a review of the appropriateness and effectiveness of the Legislative Compliance system and procedures at least once every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): dd/mm/yyyy Due by: 31/12/2016	Local Government Act 1995	Audit.Reg. 17(1)(c)	AS 3806-2006 Compliance Programs	Triennial Next Due: 2019	CEO/RSM			Last conducted in December 2016 by Moore Stephens. Reg 17 Review was accepted by Audit Committee only. Council resolved 31.07/19 for external review. Should have been conducted by externally by 31 December 2019. Must be undertaken in 20/21
Dec	CBP Three Monthly Update 2 (November)	Local Government Act 1995	s.5.56 Admin.Reg.19DA	DLGSCI website - Integrated Planning and Reporting Framework and Guidelines		GO			Minimum Requirement. Report to Council. Includes Better Practice Review
Dec	Master Compliance Calendar - Review Review the Master Compliance Calendar content and consult with the LGs CEO, Executive and key employees to identify any additional Compliance Actions for inclusion in the next year's Master Compliance Calendar.	n/a	n/a		Annual	GO			
Dec	Annual Report - Set Annual Electors Meeting					GO			See Other Key Actions Tab



LAND ADMINISTRATION ACT 1997

PROPOSED ROAD CLOSURE AVAILABLE FOR INSPECTION & COMMENT**PORTION OF GREAT NORTHERN HIGHWAY ABUTTING CROWN RESERVE NO.7615 BEING
THE SEVEN MILE WELL NATURE RESERVE, YARAWINDAH**

Notice is hereby given that the Victoria Plains Shire Council has resolved, pursuant to Section 58 of the *Land Administration Act 1997*, to close a 3,881m² portion of Great Northern Highway in the locality of Yarawindah to allow the land to be amalgamated with the Seven Mile Well Nature Reserve (i.e. Crown Reserve 7615) located immediately west.

Documents and plans setting out and explaining the proposal are attached.

Comments on the proposal are now invited and can be emailed to reception@victoriaplains.wa.gov.au or posted to the Shire's Chief Executive Officer at PO Box 21 CALINGIRI WA 6569. All submissions must include the following information:

- Your name, address and contact telephone number;
- How your interests are affected whether as a private citizen, on behalf of a company or other organisation, or as an owner or occupier of property;
- Address of property affected (if applicable); and
- Whether your submission is in support of or objecting to the proposal, either in part or in whole, and any reasons supporting your comments.

Comments on the proposal may be submitted to the local government on or before
Wednesday 17 June 2020.

All submissions received may be made public at a Council meeting and included in a Council Agenda, which will be available on the Shire's website in due course, unless a submission specifically requests otherwise.

**GLENDA TEEDE
CHIEF EXECUTIVE OFFICER
SHIRE OF VICTORIA PLAINS**

A12 GREAT NORTHERN HIGHWAY ROAD CLOSURE SEVEN MILE WELL

FILE REFERENCE: GNH
REPORT DATE: 3rd June 2014
APPLICANT/PROPONENT: None
OFFICER DISCLOSURE OF INTEREST: None
PREVIOUS MEETING REFERENCES: 242/08 September 2008
AUTHOR: Harry Hawkins Chief Executive Officer
ATTACHMENTS: Main Roads Letter and Plans

PURPOSE OF REPORT: To advise Council of the requirements of the Land Administration Act and to get a resolution to enable the road reserve to be changed to reflect the realignment of Great Northern Highway at Seven Mile Well.

BACKGROUND: The Land Administration Act requires a Local Government resolution to close a portion of Great Northern Highway at Seven Mile Well Nature Reserve so that it may be incorporated into the reserve.

The Great Northern Highway upgrade from Bindoon to New Norcia was completed several years ago however while under section 56 of the Land Administration Act the road reserve was increased by dedication in resolution 242/08 in September 2008 the portion of the road referred to now as lot 500 was not closed under section 58 of the Land Administration Act.

COMMENT: The Great Northern Highway upgrade from Bindoon to New Norcia was completed several years ago however a small portion of the road reserve 3881m² was required to be closed and incorporated into the Seven Mile Well Nature Reserve and this was not done in resolution 242/08.

Although Great Northern Highway is a Federal and State Government responsibility the section to be closed is within the Shire boundaries and a resolution of Council is required to close the road and the department of Lands is keen to have this done as it has been dragging on for a number of years.

POLICY REQUIREMENTS: None

LEGISLATIVE REQUIREMENTS: Section 58 of the Land Administration Act 1997 deals with the closure of roads.

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this proposal.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

FINANCIAL IMPLICATIONS: There are no known significant financial implications associated with this proposal.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

Resolution 82/2014

Moved Cr Kelly seconded Cr Smith that Council agree to the closure of the portion of Great Northern Highway now designated as Lot 500 to enable it to be added to the Seven Mile Well nature reserve 7615 pursuant to section 58 of the Land Administration Act 1997.

Motion Put & Carried 9/0

A13

~~OCCUPATIONAL SAFETY AND HEALTH POLICY REVIEW~~

~~FILE REFERENCE: ST4.2~~

~~REPORT DATE: 4th June 2014~~

~~APPLICANT/PROPONENT: None~~

~~OFFICER DISCLOSURE OF INTEREST: None~~

~~PREVIOUS MEETING REFERENCES: None~~

~~AUTHOR: Harry Hawkins Chief Executive Officer~~

~~ATTACHMENTS: OS&H Policy~~

~~**PURPOSE OF REPORT:** To enable Council to endorse the updated OS&H policy as reviewed.~~

~~**BACKGROUND:** In the recent review of the policy manual the Occupational Safety and Health (OS&H) Policy was not thought to require updating however a review by the LGIS Risk Coordinator revealed some minor changes that were required.~~

~~**COMMENT:** Minor (OS&H) policy changes have been identified as necessary due to legislative changes and a change to the Shire President review of the policy to bring it up to date. The Shire is due for an OS&H audit which will take place in the near future.~~

~~The review was undertaken by the shires LGIS risk coordinator and changes made are technical and do not change the intent or operation of the policy.~~

~~**POLICY REQUIREMENTS:** The shire is required to have an up to date OS&H Policy~~



LANDGATE USE ONLY, COPY OF ORIGINAL, NOT TO SCALE

Retrieved: 20/12/2019 1:33 PM Page: 1

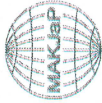


Held by LANDGATE IN DIGITAL FORM ONLY.		SSA IND	
TYPE	CROWN		
PURPOSE	SUBDIVISION		
PLAN OF	LOT 501 AND ROAD WIDENING (LOT 502)		
DISTRICT	MELBOURNE	FILE	03202-1895 V2
TOWNSITE			
LOCAL AUTHORITY	SHIRE OF VICTORIA PLAINS		
LOCALITY	YARAWINDAH		
FORMER TENURE	ON	FIELD BOOK	1089334 & 1089335
SEE TABLE	WAINAMAL(25) NE		
SCALE @ A3: 1:5000	ALL DISTANCES ARE IN METRES		
SURVEYORS CERTIFICATE (Reg 54) I, D.T. Grogan hereby certify that: This plan is accurate and is a correct representation of the: (a) "survey; and/or (b) "calculations from measurements; (c) "plans (if applicable) undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged. Signed: <i>D.T. Grogan</i> Date: 6 May 09 Licensed Surveyor			
LOGGED	DATE	TYPE OF VALIDATION	
19-May-09	19-May-09	FULL AUDIT	G.G.M.
FEE PAID	N/A	DOCKET	1770-2005/78
ASSESS NO.	N/A	CERTIFIED	George Westcott
		CORRECT	James Stang
IN ORDER FOR DEALINGS SUBJECT TO - Parliamentary Approval - Road Closure - Reserve Action - Road Widening Dedication (Under Sec 56 of the LAA) FOR INSPECTION AUTHORIZED LAND OFFICER APPROVED INSPECTOR OF PLANS & SURVEYS AUTHORIZED LAND OFFICER			
DEPOSITED PLAN 64533 SHEET 1 OF 2 VERSION 1			

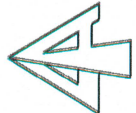
SEE SHEET 2 FOR INSET
LOT 500 (ROAD CLOSURE)General location of proposed road
closure (see Sheet 2 attached for
further details).Enlargement at A
Scale @ A3 1:1250

TABLE OF FORMER TENURES

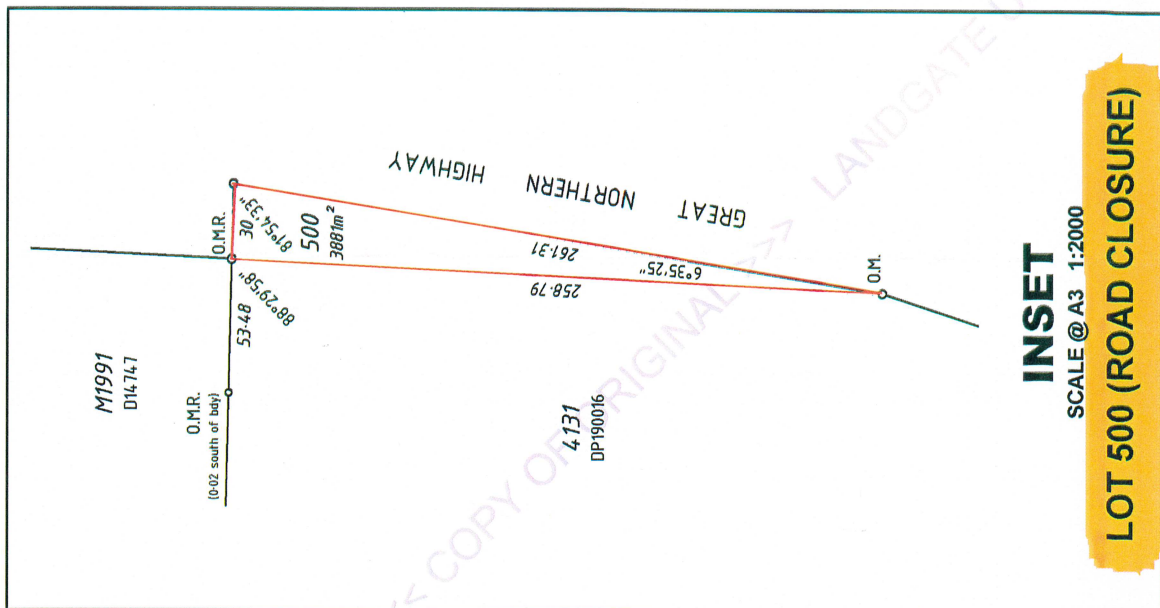
LOT	FORMER PITENURE	ON PLANDIAGRAM	Cs OF TITLE VOL. FOLIO
501	PT LOT 4131	DP190016	LR3093/052
502 (RD WDG)	PT LOT 4131	DP190016	LR3093/052

HELD BY LANDGATE
IN DIGITAL FORM ONLY.

 <p>MAKJAP CONSULTING ENGINEERS & SURVEYORS</p> <p>1061 Wilkes Drive Osborne Park P.O. Box 144 Mt Hawthorn W.A. 6105 Telephone: (08) 9444 3535 Facsimile: (08) 9445 2947 Email: info@makjap.com.au</p>	<p>MAKJAP PTY LTD</p> <p>SCALE @ A3 1:2000</p>  <p>ALL DISTANCES ARE METRES</p>	<p><i>Alf Jorgensen</i> Licensed Surveyor</p> <p>6 May 2009 Date</p>	<p>APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION</p> <p>FILE</p> <p>EXEMPT FROM WAPC APPROVAL</p>	<p>DELEGATED UNDER SEC 16 OF THE ROAD ACT 2005</p> <p>DATE</p>	<p></p> <p>Landgate</p> <p>Western Australian Land Information Authority</p>	<p>DEPOSITED PLAN</p> <p>64533</p>	<p>SHEET 2 OF 2 SHEETS</p> <p>VERSION 1</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------	---------------------------------------------



SEE SHEET 1 FOR HEADING



mainroads
WESTERN AUSTRALIA

Enquiries: Warren Bellouard on 9323 4463
Our Ref: 17/947-03
Your Ref:

26 May 2020

Shire Clerk/Chief Executive Officer
Shire of Victoria Plains
PO Box 21
CALINGIRI WA 6569

Dear Sir/Madam

GREAT NORTHERN HIGHWAY – BINDOON BYPASS

The Great Northern Highway Bindoon Bypass will connect from new North Link (Tonkin Hwy) and upgraded to New Norcia bypass (comprising a 66km highway).

Attached for consideration by Council are plans depicting land required for Great Northern Highway – Bindoon Bypass. In order for the project to proceed, the land shown shaded on the enclosed copies of overall Land Dealing Plans **1560-089-2, 1760-211-1, 1760-212-1 and 1760-213 to 1760-215 (inclusive)** are required for inclusion in the road reserve.

Main Roads has approached all landowners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local government resolve to dedicate the road. The land is outlined in Appendix A **attached**.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of Regional and Metro Services (RMS) at the Department of Lands who will be arranging dedication when the land has been acquired.

*"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans **1560-089-2, 1760-211-1, 1760-212-1 and 1760-213 to 1760-215 (inclusive)** as a road pursuant to Section 56 of the Land Administration Act 1997".*

In addition, please provide a copy of the minutes of the Council meeting relating to the resolution, which is required for the Department of Lands and Main Roads' records.

Main Roads will be responsible for any costs and claims that may arise as a result of the dedication.

If you require any further information please contact me on 9323 4463 or e-mail warren.bellouard@mainroads.wa.gov.au.

Yours faithfully

Warren Bellouard
LAND ACQUISITION MANAGER

Enc: Appendix A, Bindoon Bypass Alignment Plan and MRWA LDP's

BINDOON BYPASS PROJECT

Shire

Chittering

Victoria Plains



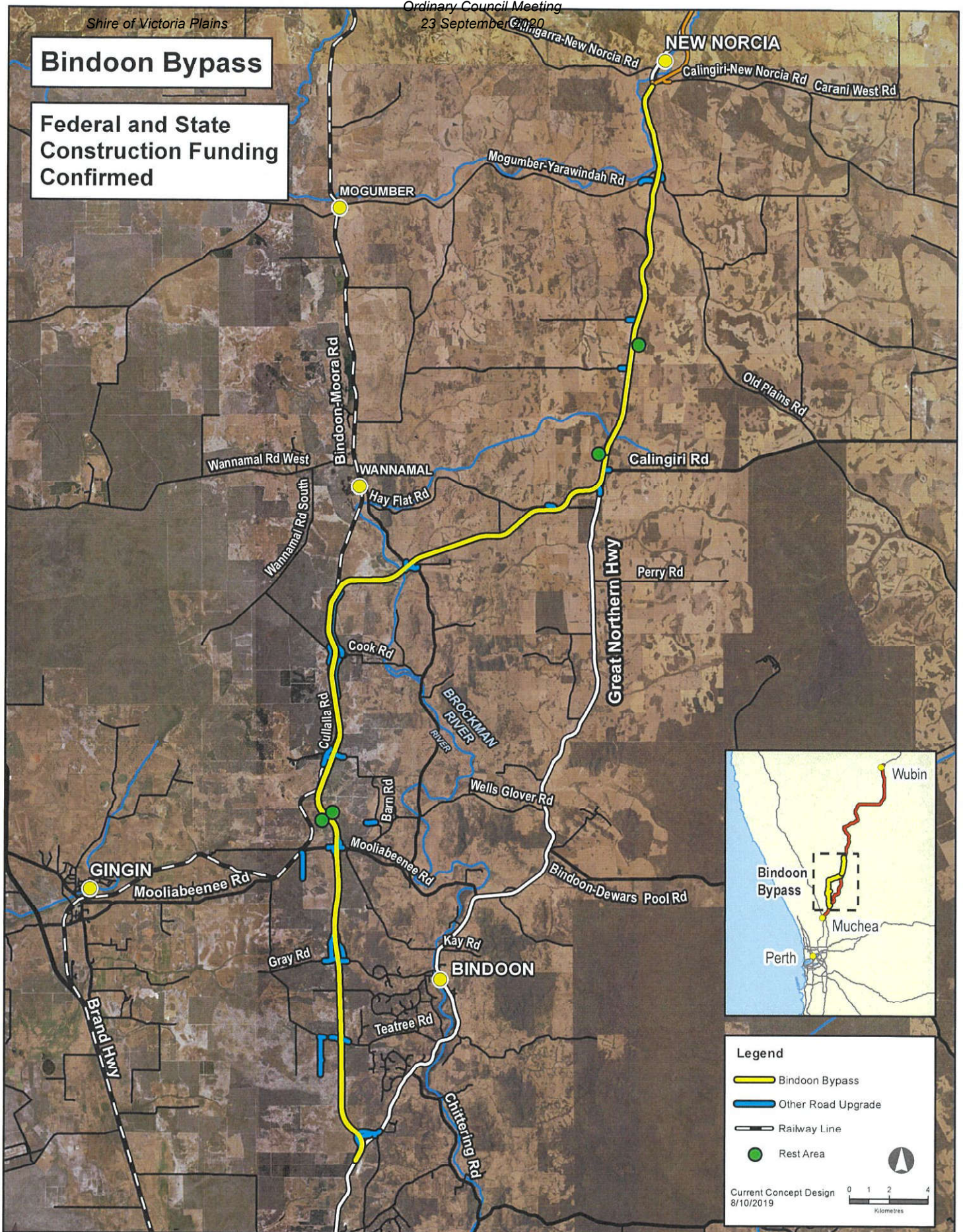
Owner	Lot on Plan/Diagram	C/T	Property Address	Drawing Number
Bond, Jennifer Donna Bond, Milton Armstrong	621, DP 63642	2733/760	10060 Great Northern Highway, Wannamal	1760-211-1
Callingswood Pty Ltd	1, P 13508	1589/117	Great Northern Highway, New Norcia	1760-214 1760-215
Lovelock, David Stanley	401, DP 41111	2565/883	10986 Great Northern Highway, New Norcia	1760-214 1760-215
Maher, David John	400, DP 41111	2565/882	Lot 400 Great Northern Highway, New Norcia	1760-214
	539, DP 246476	1206/31	Lot 539 Great Northern Highway, Yarawindah	1760-212-1
Martindale Pty Ltd	M1903, P 5926	1944/903	Lot M1903 '5137 Old Plains Road, Yarawindah	1760-212-1 1760-213
	622, DP 63642	2733/757	486 Yenart Road, Yarawindah	1760-211-1 1760-212-1
Monochorum Pty Ltd	354, DP 245110	1/232	Great Northern Highway, New Norcia	1560-089-2
	464, DP 246379	245/192	Great Northern Highway, New Norcia	1560-089-2
Nixon, Graham Thomas Nixon, Natalie Michelle Nixon, Timothy William	M1991, D 14747	2199/296	Lot M1991 (10353) Great Northern Highway, Yarawindah	1760-213
Nixon, Graham Thomas Nixon, Timothy William	102, DP 156300	286/122A	Lot 102 Great Northern Highway, Yarawindah	1760-212-1
	77, DP 162731	286/122A	Lot 77 Great Northern Highway, Yarawindah	1760-212-1

Ordinary Council Meeting
23 September 2020

Shire of Victoria Plains

Bindoon Bypass

Federal and State
Construction Funding
Confirmed



Australian Government

BUILDING OUR FUTURE



mainroads
WESTERN AUSTRALIA

GREAT NORTHERN HIGHWAY
MUCHEA TO WUBIN

Tel: 1800 820 366

Email: info@m2w.com.au

www.m2w.com.au

PROJECT DELIVERED IN PARTNERSHIP WITH

JACOBS ARUP

CERTIFICATE

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.

PROJECT MANAGER: A. WHITE DATE: 1/9/15

C/T: 245/192
OWNER: MONOCHORUM LTD
EXCLUSIONS: REFER O.P. 10036
NEW AREA REQUIRED = 16085 ha
(PREVIOUS AREA REQUIRED: 5126 m²)

REFER TO DRG: 1560-092

354

C/T: 1/232
OWNER: MONOCHORUM LTD
EXCLUSIONS: REFER O.P. 6733 & 10036
EXCLUSIONS: REFER O.O.T. DIAGRAM 94914
NEW AREA REQUIRED = 241 m²
(PREVIOUS AREA REQUIRED = 4988 m²)

REFER TO DRG: 1560-093

365

C/T: 16/2A
OWNER: MONOCHORUM LTD
TOTAL AREA REQUIRED: 5.7366ha

REFER TO DRG: 1560-094

3590

C/T: 1558/760
OWNER: MONOCHORUM LTD
EASEMENT: F141562
MEMORIAL: G947958
AREA REQUIRED: 1.7460ha

REFER TO DRG: 1560-095

342

C/T: 1240/928
OWNER: MONOCHORUM LTD

355

C/T: 1/235
OWNER: MONOCHORUM LTD
AREA REQUIRED: 3.3528ha

REFER TO DRG: 1560-096

ATTACHMENT 1**AMENDMENTS**

No.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1.	ROAD TO BE CLOSED ADDED	W. ROLLINGS	1/10/15	1/10/15
2.	ADDITIONAL LAND REQUIRED FROM LOTS 354 & 464. ENLARGEMENT "A" REMOVED FOR CLARITY			

LEGEND

- BOUNDARY TO BE SURVEYED.
- LAND REQUIRED FOR ROAD PURPOSES
- LAND PREVIOUSLY ACQUIRED FOR ROAD PURPOSES
- ROAD TO BE CLOSED & AMALGAMATED WITH ADJACENT OWNER
- CLOSED ROAD TO BE AMALGAMATED WITH ADJACENT OWNER

NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- S.L.K. IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
- CADASTRAL MODEL: CAD1185A
- HORIZONTAL DATUM IS MGA50.

INFRASTRUCTURE DELIVERY DIRECTORATE

Telephone 9323 4636 Fax 9323 4630

APPROVED FOR IMPLEMENTATION

FILE NUMBER	DATE	APPROVAL NUMBER
15/5430		
AUTHORISED	A. PAROLO	7/9/15
APPROVED	N. FOX	7/9/15



mainroads
WESTERN AUSTRALIA

FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

ARUP
JACOBS

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

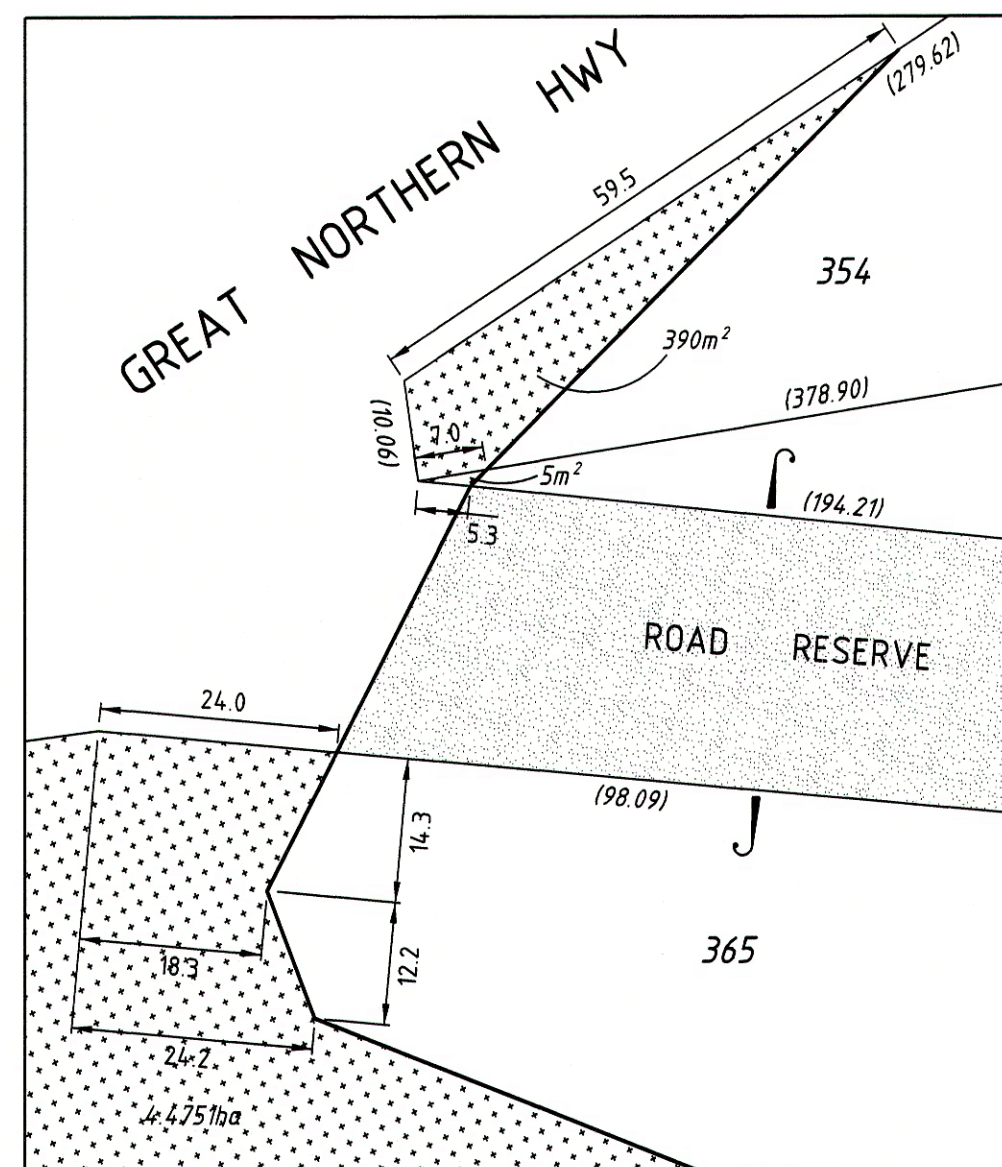
GT. NORTHERN HWY H6
LAND DEALINGS
NEW NORCIA BYPASS
112.20 - 113.75 S.L.K.

LOCAL AUTHORITY (517) SHIRE OF VICTORIA PLAINS

DRAWING TYPE DRAWING NUMBER AMEND.

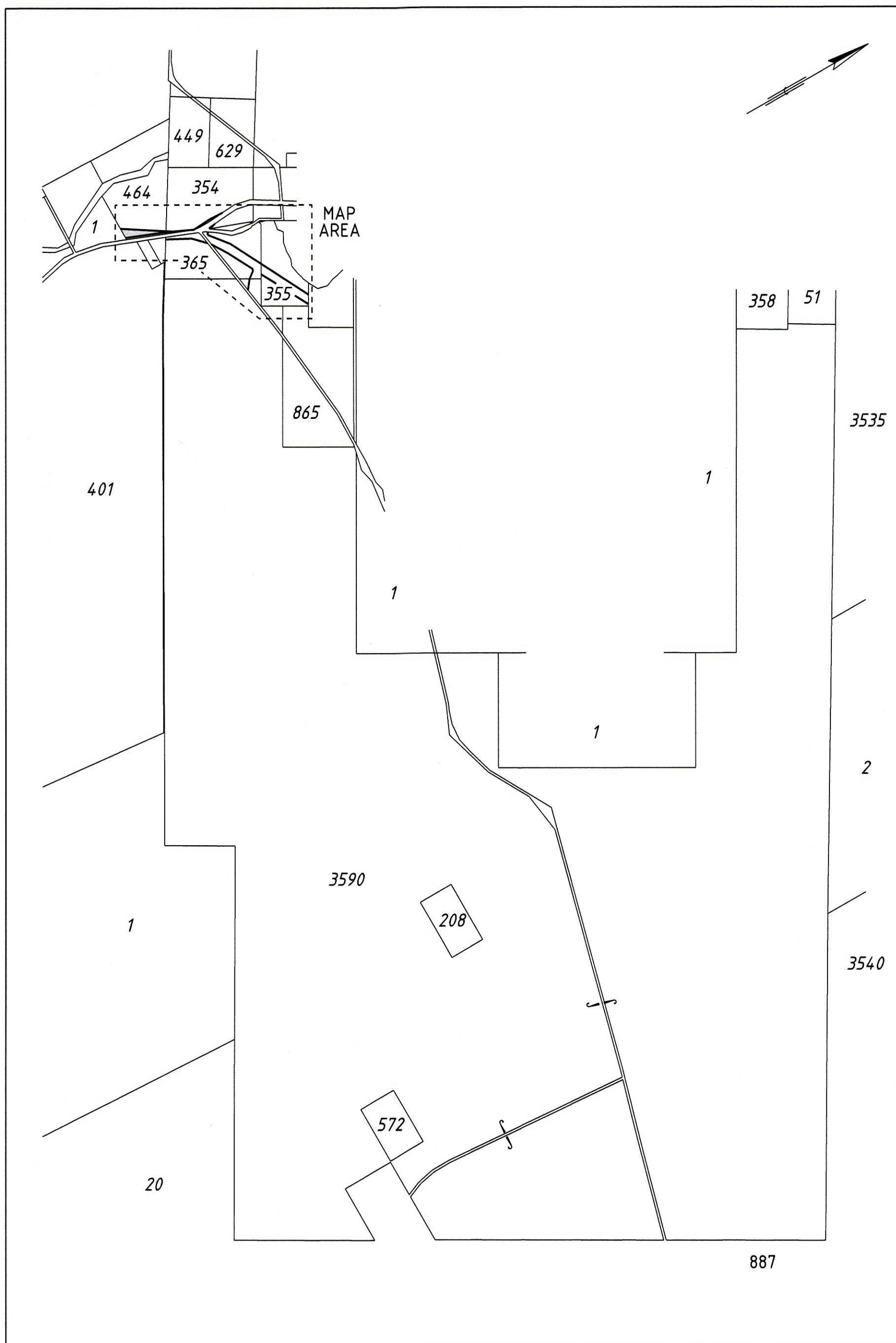
7200 1560-089-2

FILE NUMBER 15/5430

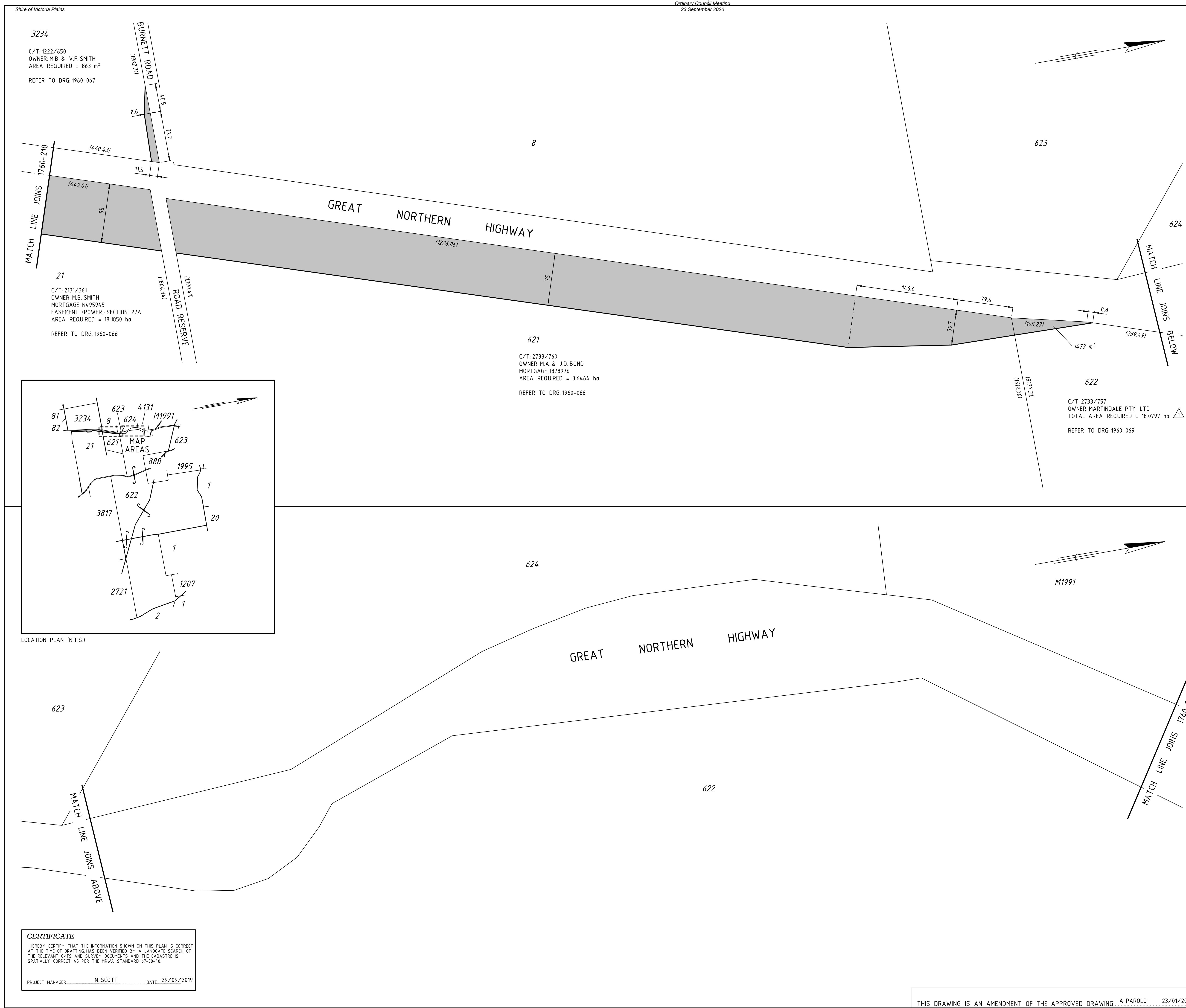


ENLARGEMENT B (N.T.S.)

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING..... A. PAROLO 28/8/19



LOCATION PLAN: (N.T.S.)

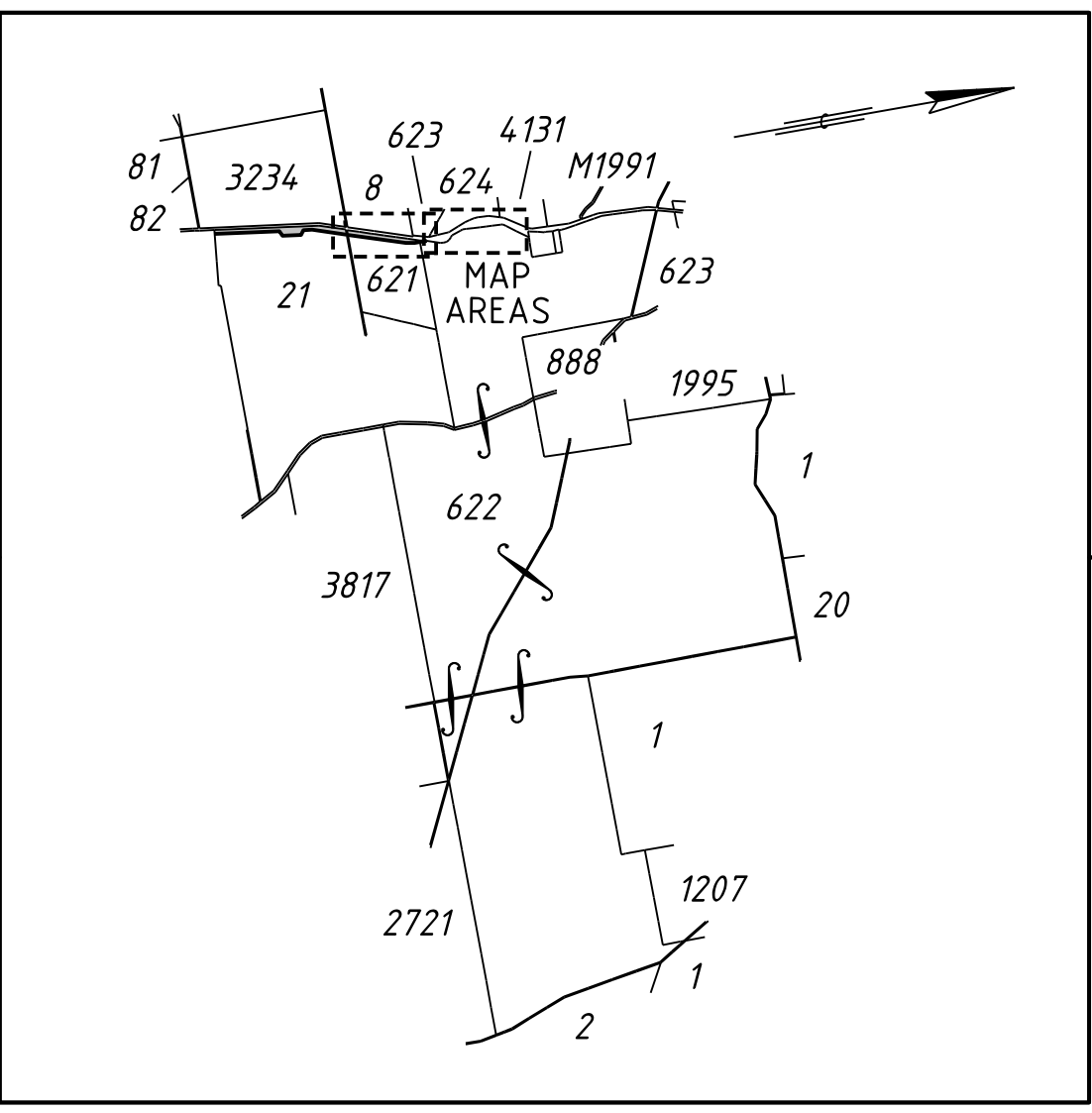


3234
C/T: 1222/650
OWNER: M.B. & V.F. SMITH
AREA REQUIRED = 863 m²
REFER TO DRG: 1960-067

21
C/T: 2131/361
OWNER: M.B. SMITH
MORTGAGE: N495945
EASEMENT (POWER): SECTION 27A
AREA REQUIRED = 18 1850 ha
REFER TO DRG: 1960-066

621
C/T: 2733/760
OWNER: M.A. & J.D. BOND
MORTGAGE: I878976
AREA REQUIRED = 8 6464 ha
REFER TO DRG: 1960-068

622
C/T: 2733/757
OWNER: MARTINDALE PTY LTD
TOTAL AREA REQUIRED = 18 0797 ha
REFER TO DRG: 1960-069



LOCATION PLAN (N.T.S.)

CERTIFICATE
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/Ts AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.
PROJECT MANAGER: N. SCOTT DATE: 29/09/2019

AMENDMENTS

NO.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1	LOT 622 - AREA REQUIRED VALUE AMENDED	W. ROLLINGS	23/07/2020	23/07/2020

LEGEND

BOUNDARY TO BE SURVEYED.

LAND REQUIRED FOR ROAD PURPOSES

NOTES

1. DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.

2. S.L.K. IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.

3. CADASTRAL MODEL : CAD1185A

4. HORIZONTAL DATUM IS MGA50.

INFRASTRUCTURE DELIVERY DIRECTORATE

Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		

AUTHORISED	A. PAROLO	23/10/2019
APPROVED	N. FOX	23/10/2019

GOVERNMENT OF WESTERN AUSTRALIA

mainroads WESTERN AUSTRALIA

FINANCE AND SERVICES PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

ARUP JACOBS

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

GREAT NORTHERN HWY H6

LAND DEALINGS

BINDOON BYPASS

104.18 - 107.41 S.L.K.

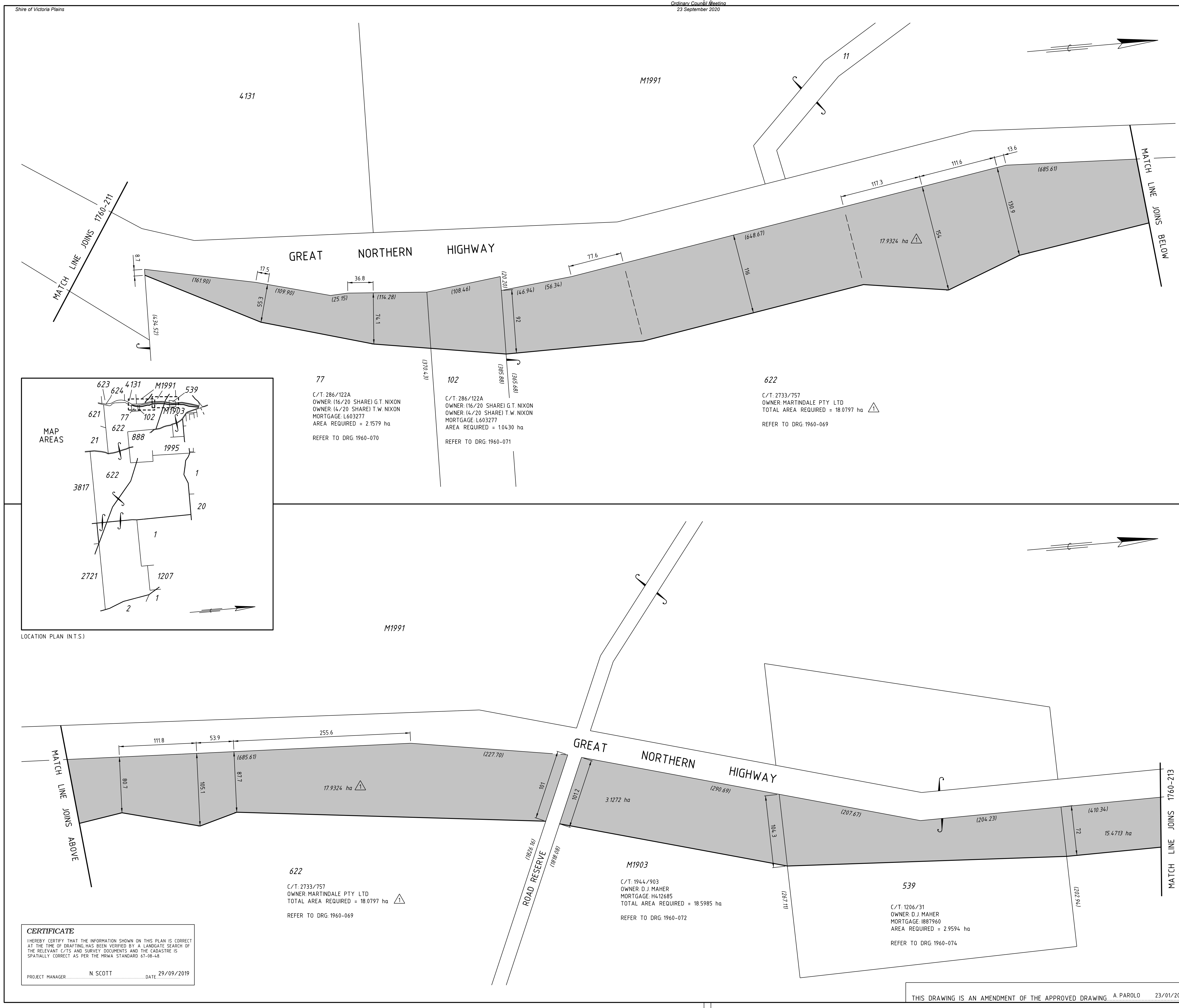
LOCAL AUTHORITY (517) SHIRE OF VICTORIA PLAINS

DRAWING TYPE 7200 DRAWING NUMBER AMEND.

FILE NUMBER 17/0947

1760-211-1

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING... A. PAROLO 23/01/2020



CERTIFICATE
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.
PROJECT MANAGER N. SCOTT DATE 29/09/2019

ATTACHMENT 1

AMENDMENTS	DESCRIPTION	DATE	MICRO DATE
No.	T.	LOT 622 - AREA REQUIRED VALUE AMENDED	23/07/2020

LEGEND

BOUNDARY TO BE SURVEYED.

LAND REQUIRED FOR ROAD PURPOSES

NOTES

1. DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.

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3. CADASTRAL MODEL : CAD1185A

4. HORIZONTAL DATUM IS MGA50.

INFRASTRUCTURE DELIVERY DIRECTORATE

Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		

AUTHORISED	A. PAROLO	23/10/2019
APPROVED	N. FOX	23/10/2019

FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

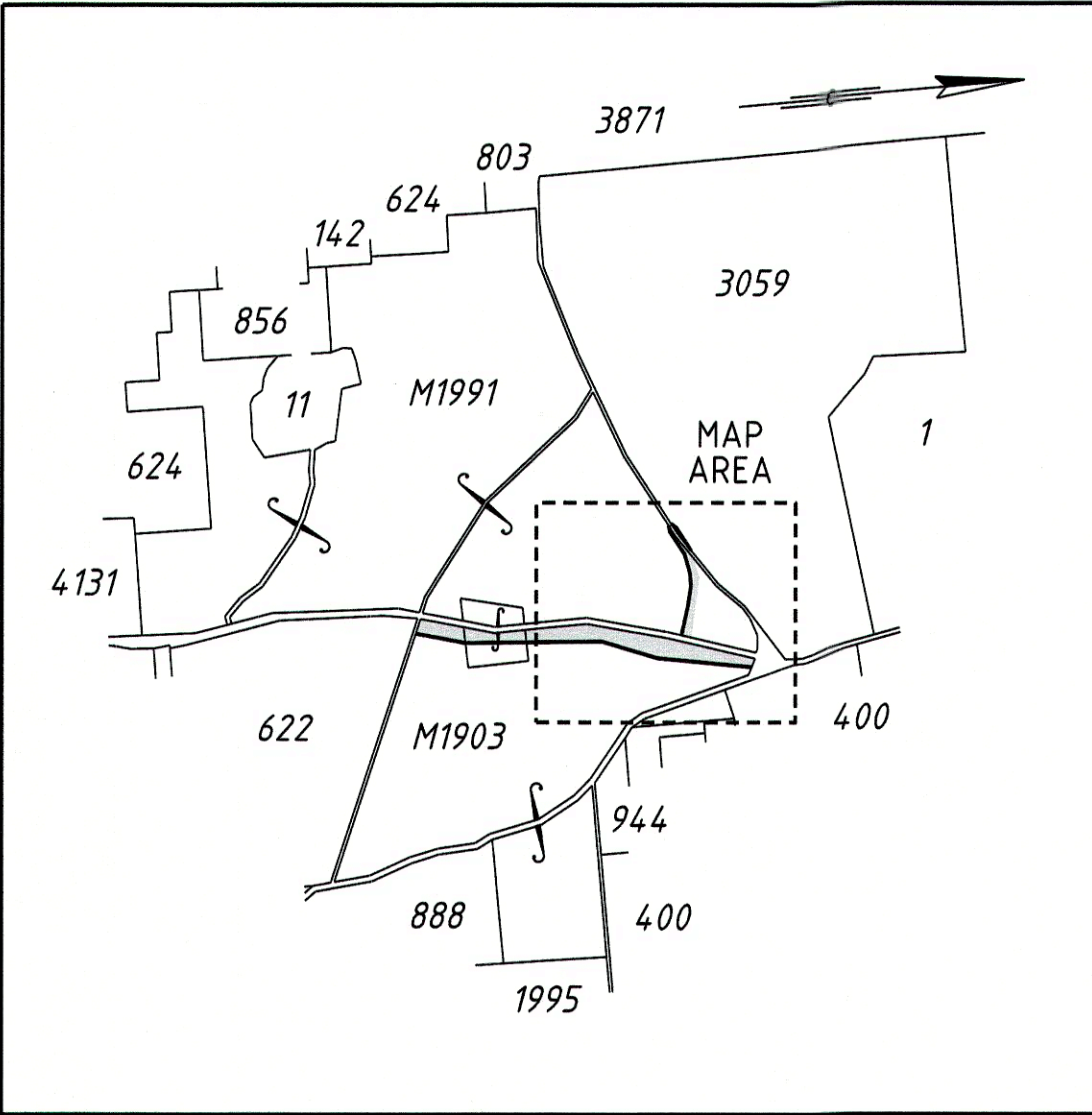
GREAT NORTHERN HWY H6
LAND DEALINGS
BINDOON BYPASS
107.41 - 110.51 S.L.K.

LOCAL AUTHORITY (517) SHIRE OF VICTORIA PLAINS

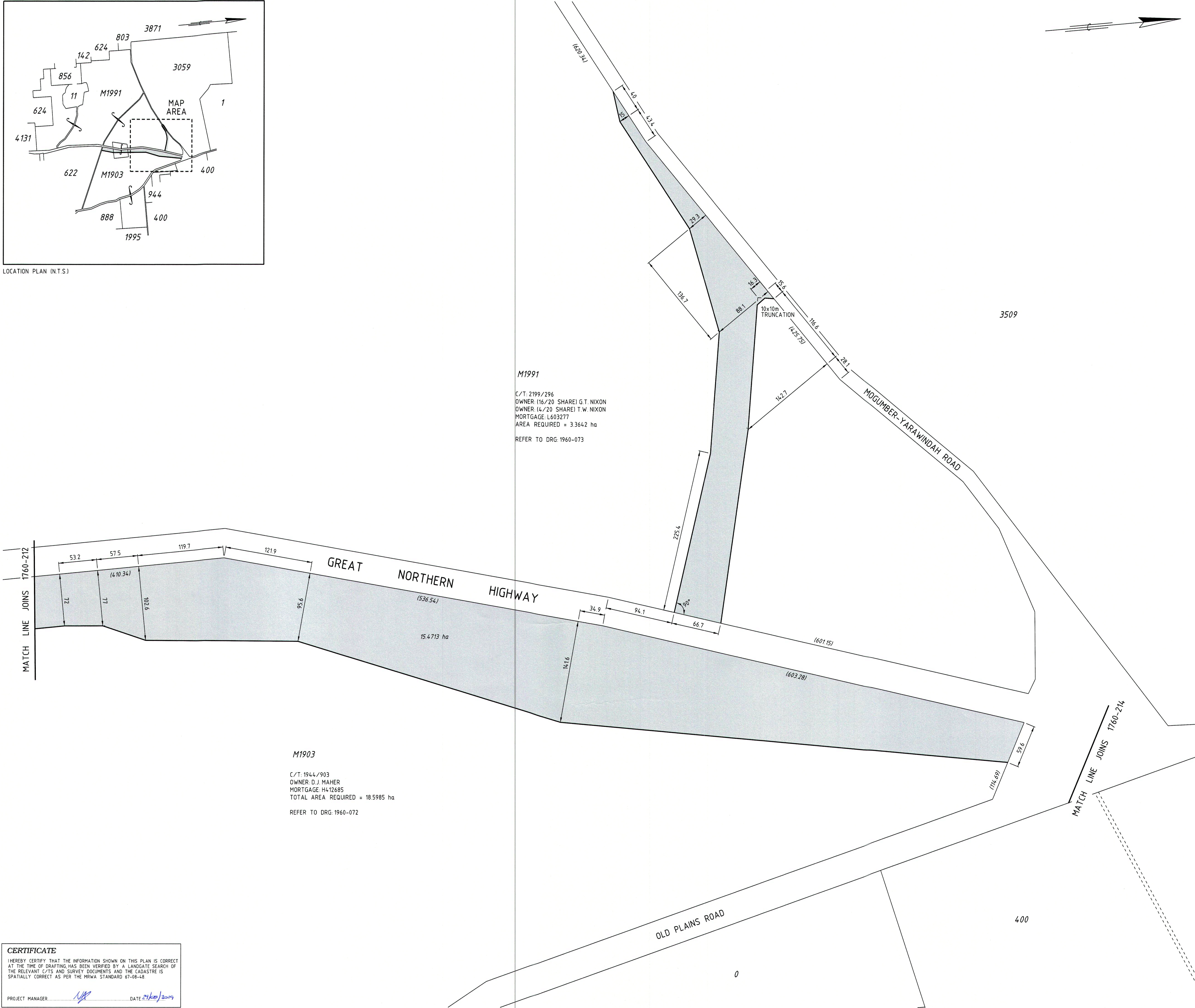
DRAWING TYPE 7200
DRAWING NUMBER 17/0947
AMEND.

1760-212-1

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING... A. PAROLO 23/01/2020



LOCATION PLAN (N.T.S.)



M1991

C/T: 2199/296
OWNER: (16/20 SHARE) G.T. NIXON
OWNER: (4/20 SHARE) T.W. NIXON
MORTGAGE: L603277
AREA REQUIRED = 3.3642 ha
REFER TO DRG: 1960-073

M1903

C/T: 1944/903
OWNER: D.J. MAHER
MORTGAGE: H412685
TOTAL AREA REQUIRED = 18.5985 ha
REFER TO DRG: 1960-072

CERTIFICATE
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/Ts AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.
PROJECT MANAGER: *[Signature]* DATE: 21/09/2019

AMENDMENTS

NO.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1.				

LEGEND

- BOUNDARY TO BE SURVEYED.
- LAND REQUIRED FOR ROAD PURPOSES

NOTES

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- CADASTRAL MODEL : CAD1185A
- HORIZONTAL DATUM IS MGA50.

INFRASTRUCTURE DELIVERY DIRECTORATE

Telephone 9323 4636 Fax 9323 4630		
APPROVED FOR IMPLEMENTATION		
FILE NUMBER 17/0947	DATE 23/10/19	APPROVAL NUMBER 23/10/19
AUTHORISED		
APPROVED		

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PROPERTY MANAGEMENT
Telephone 9323 4580 Fax 9323 4600

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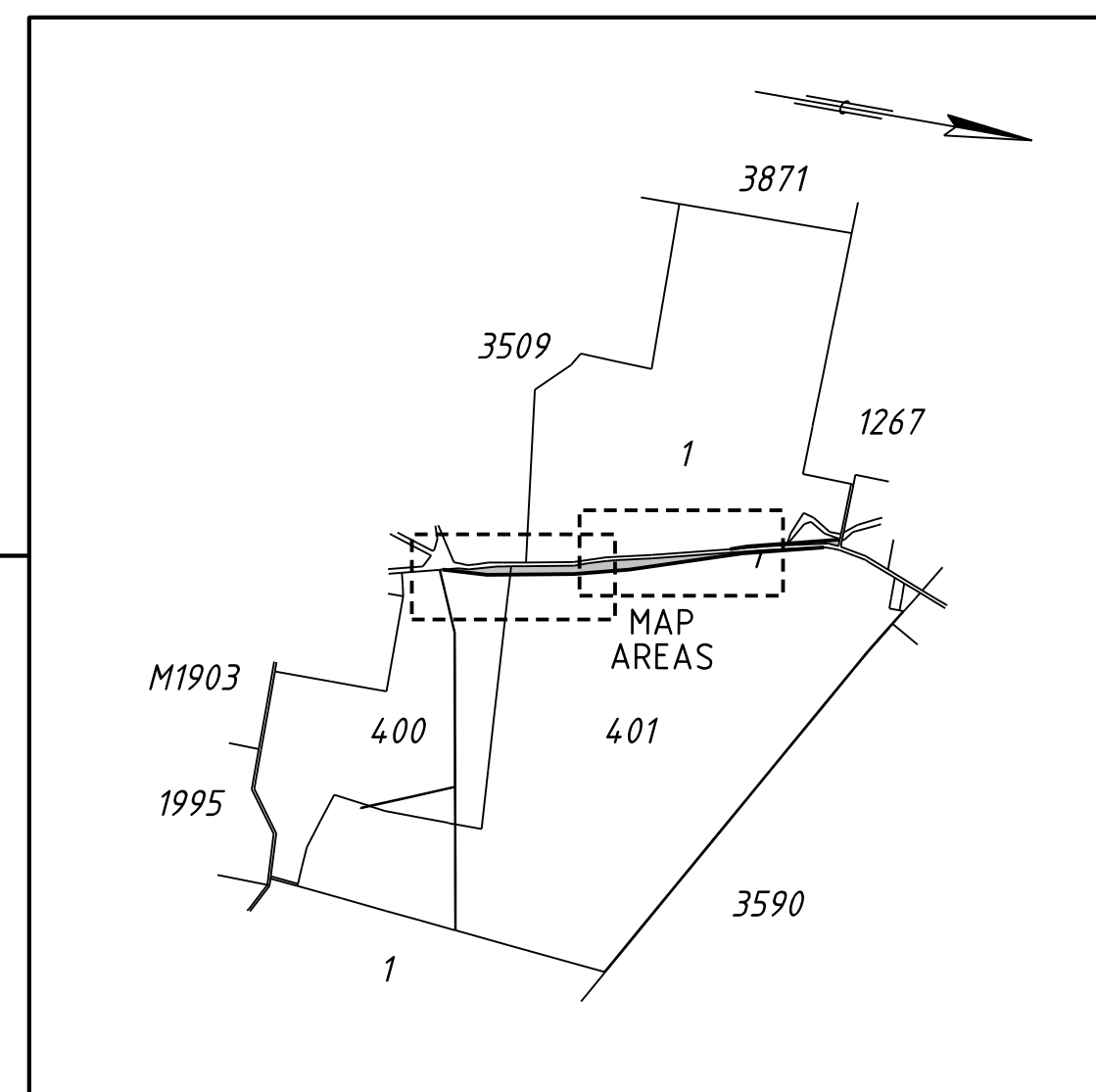
GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

GREAT NORTHERN HWY H6
LAND DEALINGS
BINDOON BYPASS
110.51 - 112.0 S.L.K.

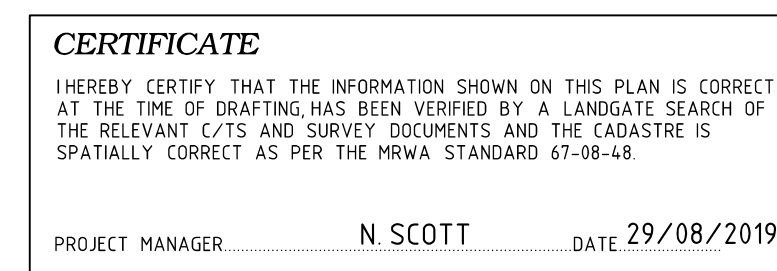
LOCAL AUTHORITY (517)	SHIRE OF VICTORIA PLAINS
DRAWING TYPE 7200	DRAWING NUMBER 1760-213
FILE NUMBER 17/0947	AMEND.

SCALE: 1:2500

SCAN DATE
A 1



LOCATION PLAN (N.T.S.)



401

C/T: 2565/883
OWNER: D.S. LOVELOCK
MORTGAGE: G564696
EASEMENT: F520152
EASEMENT: SECTION 27A OF T.P. & D. ACT (WESTERN POWER)
AREA REQUIRED = 12.9531 ha

REFER TO DRG: 1960-076



401

C/T. 2565/883
OWNER: D.S. LOVELOCK
MORTGAGE: G564696
EASEMENT: F520152
EASEMENT: SECTION 27A OF T.P. & D. ACT (WESTERN POWER)
AREA REQUIRED = 12.9531 ha

REFER TO DRG: 1960-076

1
C/T: 1589/117
OWNER: CALLINGWOOD PTY LTD
MORTGAGE: L328684
TOTAL AREA REQUIRED = 4.9456 ha
REFER TO DRG: 1960-077

LEGEND

	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES

NOTES

1. DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
2. S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
3. CADASTRAL MODEL : CAD1185A
4. HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY
DIRECTORATE**

Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION

FILE NUMBER 17/0947		DATE	APPROVAL NUMBER
AUTHORISED	A. PAROLO	23/10/2019	
APPROVED	N. FOX	23/10/2019	



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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

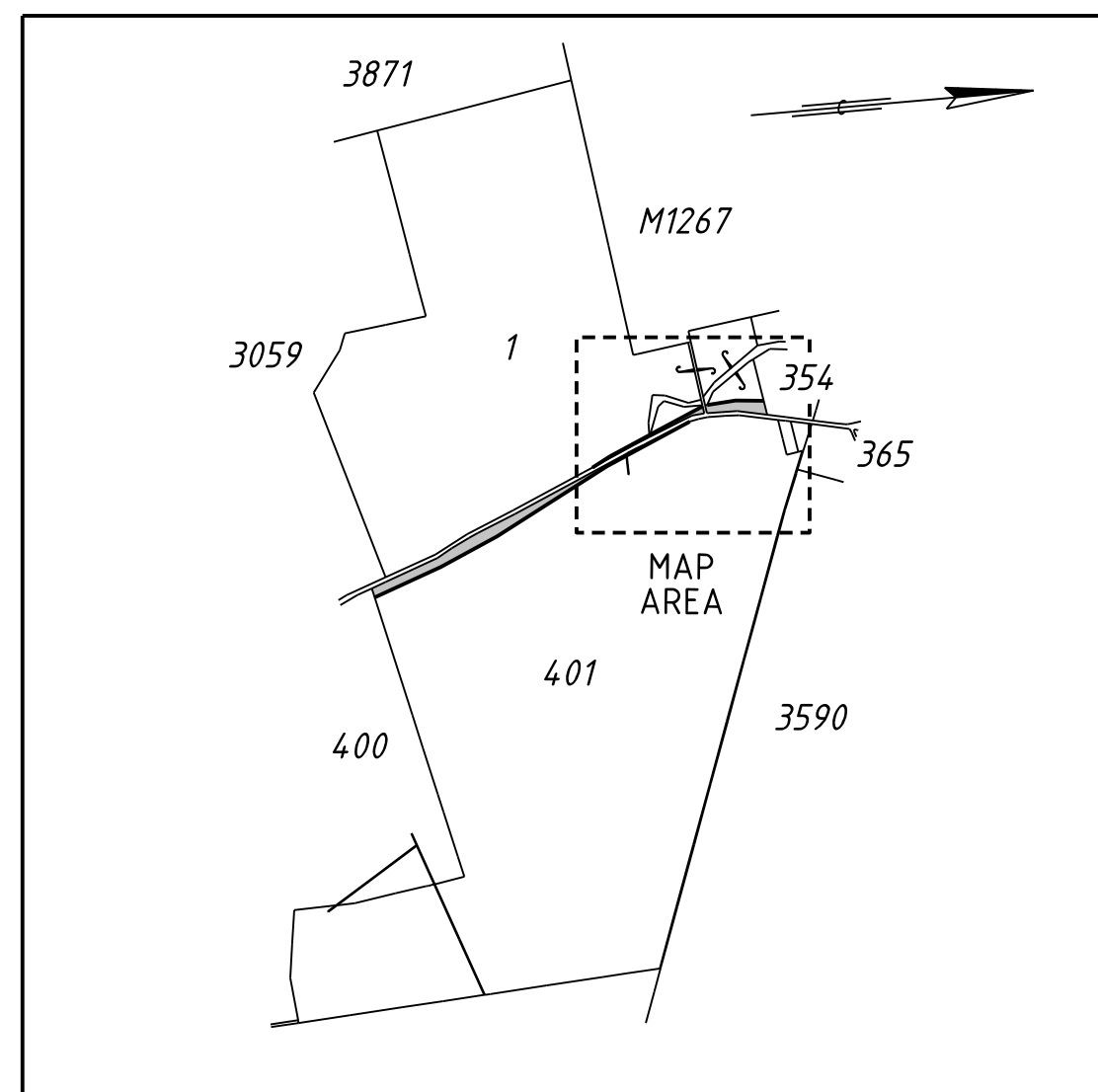
GREAT NORTHERN HWY H6
LAND DEALINGS
BINDOON BYPASS
112.00 - 114.75 S.L.K.

LOCAL AUTHORITY (517) SHIRE OF VICTORIA PLAINS

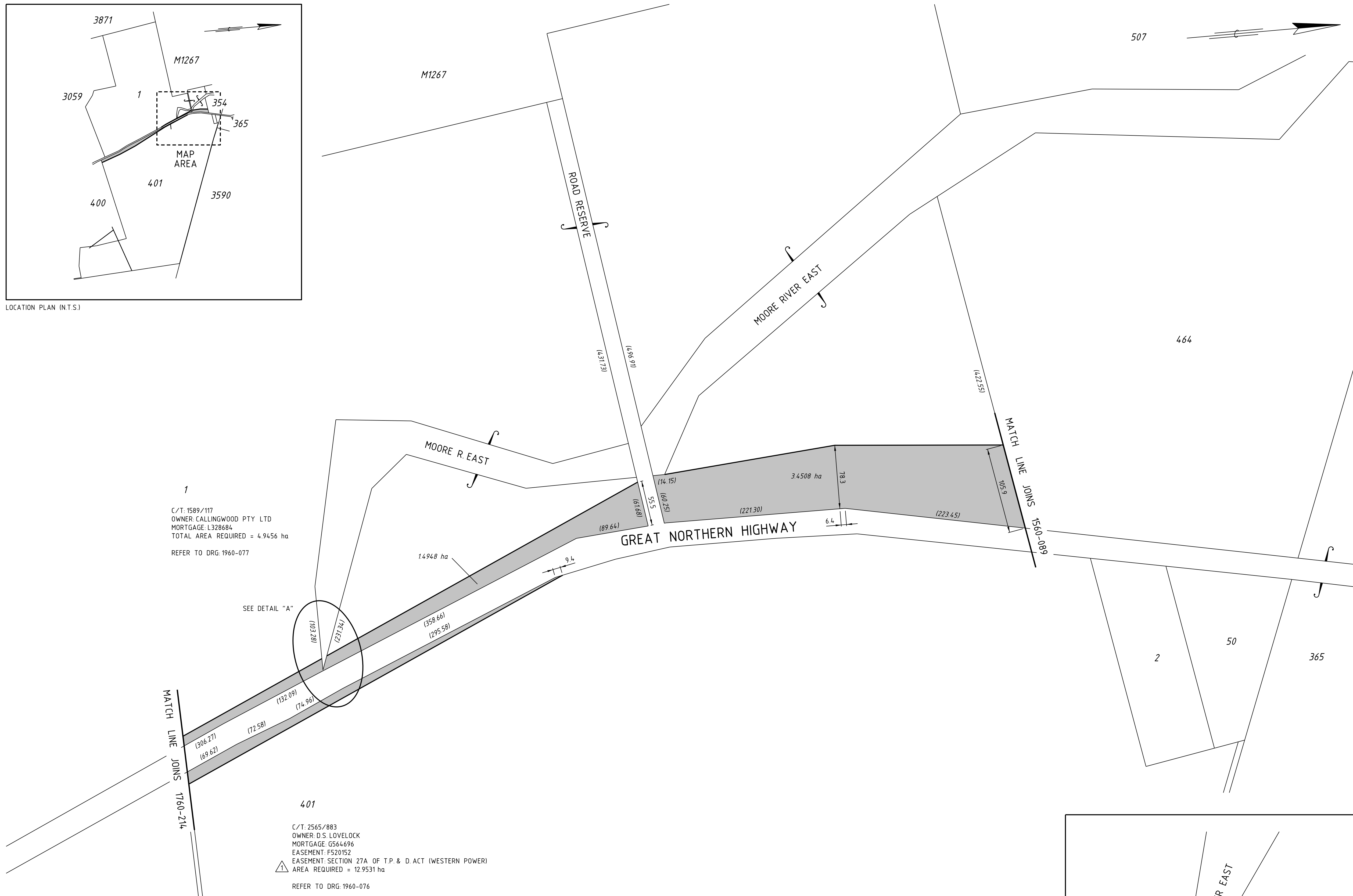
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FILE NUMBER 17/0947	

80

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING. A. PAROLO 17/03/2020



LOCATION PLAN (N.T.S.)



1
C/T: 1589/117
OWNER: CALLINGWOOD PTY LTD
MORTGAGE: L328684
TOTAL AREA REQUIRED = 4.9456 ha
REFER TO DRG: 1960-077

SEE DETAIL "A"

401

C/T: 2565/883
OWNER: D.S. LOVELOCK
MORTGAGE: G564696
EASEMENT: F520152
EASEMENT: SECTION 27A OF T.P. & D. ACT (WESTERN POWER)
AREA REQUIRED = 12.9531 ha

REFER TO DRG: 1960-076

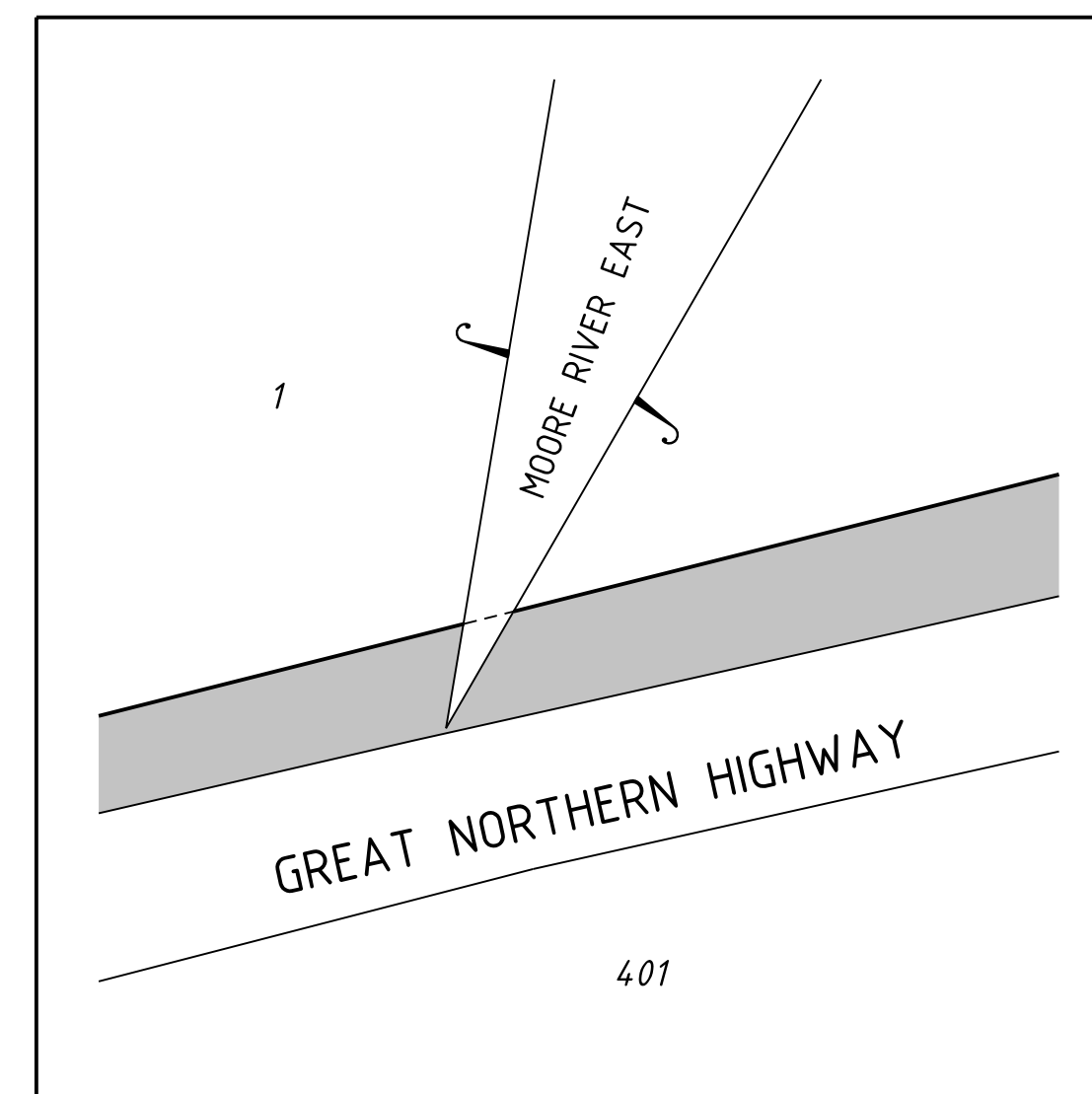
CERTIFICATE

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/Ts AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48.

PROJECT MANAGER.....N. SCOTT.....DATE 29/08/2019

DETAIL "A" (N.T.S.)

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING, A. PAROLO 17/03/2020



DETAIL "A" (N.T.S.)

AMENDMENTS

[illegible]

LEGEND

- BOUNDARY TO BE SURVEYED.
- ▣ LAND REQUIRED FOR ROAD PURPOSES.

NOTES

1. DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
2. S.L.K IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
3. CADASTRAL MODEL : CAD1185A
4. HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY
DIRECTORATE**

Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION

FILE NUMBER		DATE	APPROVAL NUMBER
AUTHORISED	A. PAROLO	23/10/2019	
APPROVED	N. FOX	23/10/2019	



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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

GREAT NORTHERN HWY H6
LAND DEALINGS
BINDOON BYPASS
114.75 - 115.87 S.L.K.

LOCAL AUTHORITY (517) SHIRE OF VICTORIA PLAINS

DRAWING TYPE	DRAWING NUMBER	AMEND.
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7200

FILE NUMBER	17/0947
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1760-215-1

81

0	100	200	300	400	500
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20 / 10 / 10	COMPARTE	
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