



# PUBLIC AGENDA

## Ordinary Council Meeting

**I HEREBY give NOTICE that an Ordinary Council Meeting will be held on:**

**26 November 2025**

**Shire of Victoria Plains  
Council Chambers, Calingiri**

**AND**

**via E-Meeting Protocol**

**Commencing – 2:00 PM**



**DISCLAIMER:**

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

**Recording of Meeting**

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

**E – Disclaimer**

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.



| Commonly used abbreviations |                                                                        |
|-----------------------------|------------------------------------------------------------------------|
| AAS / AASB                  | Australian Accounting Standard / Australian Accounting Standards Board |
| BF Act                      | Bush Fire Act 1954                                                     |
| BFB                         | Bush fire brigade                                                      |
| CEO                         | Chief Executive Officer                                                |
| CDO                         | Community Development Officer                                          |
| DBCA                        | Dept of Biodiversity, Conservation and Attractions                     |
| DFES                        | Dept of Fire and Emergency Services                                    |
| DPLH                        | Dept of Planning, Lands and Heritage                                   |
| DWER                        | Dept of Water and Environmental Regulation                             |
| EHO                         | Environmental Health Officer                                           |
| EFT                         | Electronic Funds Transfer                                              |
| FAM                         | Finance and Administration Manager                                     |
| JSCDL                       | Parliamentary Joint Standing Committee on Delegated Legislation        |
| LEMA                        | Local Emergency Management Arrangements                                |
| LEMC                        | Local Emergency Management Committee                                   |
| LG Act                      | Local Government Act 1995                                              |
| LGGC                        | WA Local Government Grant Commission                                   |
| LPP                         | Local Planning Policy                                                  |
| LPS                         | Local Planning Scheme                                                  |
| MOU                         | Memorandum of Understanding                                            |
| MRWA                        | Main Roads WA                                                          |
| NNTT                        | National Native Title Tribunal                                         |
| OAG                         | Office of Auditor General                                              |
| OCM                         | Ordinary Council Meeting                                               |
| PTA                         | Public Transport Authority                                             |
| RRG                         | Regional Roads Group                                                   |
| RTR                         | Roads to Recovery                                                      |
| SAT                         | State Administrative Tribunal                                          |
| SEMC                        | State Emergency Management Committee                                   |
| SGC                         | Superannuation Guarantee Contribution                                  |
| SJAA                        | St John Ambulance Association                                          |
| SWALSC                      | South West Aboriginal Land and Sea Council                             |
| WAEC                        | WA Electoral Commission                                                |
| WALGA                       | WA Local Government Association                                        |
| WSM                         | Works and Services Manager                                             |
| WSFN                        | Wheatbelt Secondary Freight Network                                    |
| EPA                         | Environmental Protection Authority                                     |
| DPIRD                       | Department of Primary Industries and Regional Development              |
| HCWA                        | Heritage Council of Western Australia                                  |
| WAPC                        | Western Australian Planning Commission                                 |
| WDC                         | Wheatbelt Development Commission                                       |

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# AGENDA

## Ordinary Council Meeting of the Victoria Plains Shire Council

To be Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND, via E-Meeting Protocol

on 26 November 2025 commencing at 2:00 PM

### 1 DECLARATION OF OPENING

#### 1.1 Opening

#### 1.2 Announcements by Shire President

### 2 REMOTE ATTENDANCE BY ELECTED MEMBERS

#### THAT:

Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;

In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;

Electronic means includes, as per r.14CA(2) by telephone or video conference;

Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;

In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;

Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones.

|                                                              |
|--------------------------------------------------------------|
| <b>Approval to Attend and Declaration of Confidentiality</b> |
|--------------------------------------------------------------|

**THAT:**

Cr \_\_\_\_\_ has been approved to attend the 26 November 2025 Ordinary Council Meeting by electronic means as approved by the Shire President and that a declaration has been received regarding confidentiality and other requirements as noted in Section 2 herewith.

**3 RECORD OF ATTENDANCE**

Members present

Staff attending

Apologies

Approved leave of absence      Cr S Woods – Deputy Shire President

Visitors

Members of the public

**4 DISCLOSURES OF INTEREST**

*Refer – Local Government Act, Regulations, Code of Conduct, and Declaration Forms in Councillor folders.*

*Type      Item      Person / Details*

**5 PUBLIC QUESTION TIME**

*Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.*

**5.1 Public Questions with Notice**

Nil

**5.2 Public Question Without Notice****6 PRESENTATIONS AND DEPUTATIONS****6.1 Presentations****6.2 Deputations**

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

**8 MINUTES OF MEETING**

That the minutes of the Ordinary Council Meeting held 29 October 2025 as circulated, be **CONFIRMED** as a true and correct record.

PUBLIC AGENDA

## 9 REPORTS REQUIRING DECISION

### 9.1 Accounts for Endorsement - October 2025

|                                       |                                                      |
|---------------------------------------|------------------------------------------------------|
| <b>File Reference</b>                 |                                                      |
| <b>Report Date</b>                    | 17 November 2025                                     |
| <b>Applicant/Proponent</b>            | Nil                                                  |
| <b>Officer Disclosure of Interest</b> | Nil                                                  |
| <b>Previous Meeting Reference</b>     | Nil                                                  |
| <b>Prepared by</b>                    | Katrina Humphries – Creditors Officer                |
| <b>Senior Officer</b>                 | Colin Ashe – Deputy Chief Executive Officer          |
| <b>Authorised by</b>                  | Colin Ashe – Deputy Chief Executive Officer          |
| <b>Attachments</b>                    | 1. Agenda 9.1A - OCM - List of Payments October 2025 |

#### PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for October 2025.

#### BACKGROUND

As per Local Government Act and Financial Management Regulations.

#### COMMENT

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

Please note that a new format of payment report is created by the new system.

#### CONSULTATION

DCEO

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.6.8(2)(b) – expenditure is to be reported to the next ordinary meeting of Council

*Local Government (Finance) Regulations 1996 –*

- r.13 Payments for municipal fund or trust fund
  - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
    - a) The payee's name
    - b) The amount of the payment
    - c) The date of the payment
    - d) Sufficient information to identify the transaction
  - (2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

**CORPORATE CONTEXT**

## Delegations Register –

- 3.2 – Municipal Fund and Trust Fund – Payments from Bank Accounts
  - o CEO authorised, subject to conditions
  - o compliance with legislation and procedures
  - o Minimum of 2 signatories with varying level of authorisation

**Strategic Business Plan/Corporate Business Plan**

| STRATEGIC PRIORITIES                  |                                                                                                    | WE KNOW WE ARE SUCCEEDING WHEN |  |
|---------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------|--|
| 4. CIVIC LEADERSHIP                   |                                                                                                    |                                |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance                                                     |                                |  |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |                                |  |
|                                       | Councilors attend training and feel supported in their role                                        |                                |  |
|                                       | Council is supported by a skilled team                                                             |                                |  |

Strategic Priority 4.3 is relevant as part of sound financial management policies

**Delegation**

Nil

**Policy Implications**

3.1 Purchasing Framework

**Other Corporate Document**

Nil

**Risk Analysis**

| Consequence       | Consequence Rating:                                                                                                             | Likelihood Rating:                                     | Risk Rating | Risk Acceptance/ Controls                                                                                                                               | Mitigation Outcome and                                                                                                                         |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Compliance</b> | Extreme (5)<br><br>Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Unlikely (2)<br><br>The event could occur at some time | High (10)   | Senior Management Team / CEO<br><br>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Policies and processes including preparation by Finance staff and two-step process for payment will ensure that the residual risk is moderate. |

**FINANCIAL IMPLICATIONS**

All payments are in accordance with Council's adopted budget.

**VOTING REQUIREMENTS**

Simple Majority

**Officer Recommendation**

That the **PAYMENTS** made for October 2025 from the Municipal Bank Account as per attached listing and summarised below, be **ENDORSED**:

| Payment Type               | References from - to                      | \$ Amount           |
|----------------------------|-------------------------------------------|---------------------|
| Creditor EFT Payment**     | EFT00056 - EFT00059                       | 992,147.65          |
| Direct Debit Payment**     | PPIN002379 – PPIN02466<br>DD00037-DD00040 | 80,788.02           |
| Credit card – Bendigo Bank | PPIN02445                                 | 2,641.36            |
|                            | PPIN02448                                 | 4.00                |
|                            | PPIN02449                                 | 9,395.67            |
| Fuel Card – Wright Express | PPIN02451                                 | 14.50               |
| Salaries and Wages EFT     | PE08/10/25;PE22/10/25                     | 118,138.76          |
| Trust Payments             |                                           | -                   |
|                            | <b>TOTAL</b>                              | <b>1,203,129.96</b> |
|                            |                                           |                     |
|                            |                                           |                     |
| Local Spending             | \$                                        | %                   |
| Local Supplier             | 72,239.16                                 | 6.00%               |
| Payroll                    | 118,138.76                                | 9.82%               |
| <b>Total</b>               | <b>190,377.92</b>                         | <b>15.82%</b>       |



## Payment Details

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| Payment / Invoice                                                                      | Date     | Description                                                                 | Amount            |
|----------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------|-------------------|
| <b>EFT Payment</b>                                                                     |          |                                                                             |                   |
| <b>EFT Payment - EFT00057</b>                                                          |          |                                                                             |                   |
| <b>1 100 - AFGRI Equipment Australia Pty Ltd</b>                                       |          |                                                                             |                   |
| 3015051                                                                                | 06/10/25 | Plant Purchase - New John Deere E140 Excavator                              | 151,140.00        |
|                                                                                        |          | <b>Total 100</b>                                                            | <b>151,140.00</b> |
| <b>2 1001 - Cr Pauline Bantock</b>                                                     |          |                                                                             |                   |
| COUNCILLOR TRAVEL EXPENSES                                                             | 16/10/25 | Councillor Travel Expenses - CR Bantock - AEIC Meeting                      | 252.08            |
|                                                                                        |          | <b>Total 1001</b>                                                           | <b>252.08</b>     |
| <b>3 1022 - Australian Local Government Association (ALGA)</b>                         |          |                                                                             |                   |
| 2516                                                                                   | 26/06/25 | ALGA Roads Congress Registration - WM                                       | 979.00            |
| 2515                                                                                   | 16/10/25 | Alga Roads Congress Registration - CEO                                      | 979.00            |
|                                                                                        |          | <b>Total 1022</b>                                                           | <b>1,958.00</b>   |
| <b>4 1087 - Totally Workwear - Midland</b>                                             |          |                                                                             |                   |
| MD50281.D1                                                                             | 19/09/25 | Staff Uniform - Safety Boots, Outdoor shirts with logo                      | 249.31            |
|                                                                                        |          | <b>Total 1087</b>                                                           | <b>249.31</b>     |
| <b>5 120 - Western Australia Local Government Association (WALGA)</b>                  |          |                                                                             |                   |
| 015883                                                                                 | 25/09/25 | Staff Training - "Delegation and Authorisation Essentials"                  | 682.00            |
|                                                                                        |          | <b>Total 120</b>                                                            | <b>682.00</b>     |
| <b>6 125 - ARM Security</b>                                                            |          |                                                                             |                   |
| CINS3189666                                                                            | 18/09/25 | Alarm Monitoring Oct to Dec 2025                                            | 225.45            |
|                                                                                        |          | <b>Total 125</b>                                                            | <b>225.45</b>     |
| <b>7 14 - Australian Service Union WA</b>                                              |          |                                                                             |                   |
| PJ000607                                                                               | 08/10/25 | Payroll Deduction - Union Dues                                              | 26.50             |
|                                                                                        |          | <b>Total 14</b>                                                             | <b>26.50</b>      |
| <b>8 1424 - SEEK</b>                                                                   |          |                                                                             |                   |
| 701480999                                                                              | 10/10/25 | Job Advertisement Plant Operator                                            | 511.50            |
|                                                                                        |          | <b>Total 1424</b>                                                           | <b>511.50</b>     |
| <b>9 1527 - Country Womens Association - Bolgart Branch Country Womens Association</b> |          |                                                                             |                   |
| 226                                                                                    | 16/10/25 | SoVP 25/26 Annual Community Grant Funding - Bolgart CWA                     | 1,578.00          |
|                                                                                        |          | <b>Total 1527</b>                                                           | <b>1,578.00 L</b> |
| <b>10 1572 - Exurban Pty Ltd (ATF Vista Trust)</b>                                     |          |                                                                             |                   |
| URP-4700-1                                                                             | 01/10/25 | Town Planning Consultancy Services - Sept 2025                              | 3,141.19          |
|                                                                                        |          | <b>Total 1572</b>                                                           | <b>3,141.19</b>   |
| <b>11 1626 - Rajaford Pty Ltd (Calingiri Traders)</b>                                  |          |                                                                             |                   |
| CALINGIRI TRADERS - DEPOT - SEPT- 1                                                    | 01/10/25 | Depot Consumables - September 2025                                          | 1,349.01          |
| SEPTEMBER DEPOT 2025                                                                   | 01/10/25 | Depot - Staff Incidentals - September 2025                                  | 43.80             |
| SEPTEMBER ADMIN 2025                                                                   | 01/10/25 | Admin - Staff Incidentals - September 2025                                  | 108.20            |
|                                                                                        |          | <b>Total 1626</b>                                                           | <b>1,501.01 L</b> |
| <b>12 1658 - RSM Australia Pty Ltd (atf Birdanco Practice Trust Trading as RSM)</b>    |          |                                                                             |                   |
| GEROI014917                                                                            | 30/09/25 | Professional Costs, Charges & Disbursements - Annual Financial Report 24-25 | 22,726.00         |
|                                                                                        |          | <b>Total 1658</b>                                                           | <b>22,726.00</b>  |
| <b>13 1762 - Rural Infrastructure Services</b>                                         |          |                                                                             |                   |

## Payment Details

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| Payment / Invoice                                                                    | Date     | Description                                                                                                                                                                                                                                                                                                             | Amount           |
|--------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1323                                                                                 | 02/10/25 | Provision of Consultancy Services for RRSP Projects - September 2025 - Toodyay Bindi Bindi Rd                                                                                                                                                                                                                           | 8,899.42         |
| <b>Total 1762</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>8,899.42</b>  |
| <b>14 1793 - Industrial Automation Group Pty Ltd</b>                                 |          |                                                                                                                                                                                                                                                                                                                         |                  |
| 16042                                                                                | 30/09/25 | Goudge Rd and Piawaning Standpipe Fault Finding                                                                                                                                                                                                                                                                         | 1,221.00         |
| <b>Total 1793</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>1,221.00</b>  |
| <b>15 1801 - Fraser Onsite</b>                                                       |          |                                                                                                                                                                                                                                                                                                                         |                  |
| 999                                                                                  | 01/10/25 | Various plant & Equipment-repairs and maintenance:UD Truck-fittings, hose, brakes, tyre; Tipper-hyd controls, brakes grease, trailer hyd; Loader-wiper motor, elec fault, battery, sensor, head & piston deals; Roller-aircon, hyd leak, seals; Hino Truck-service, filters, new tyres, battery; Depot Vehicles service | 37,244.71        |
| <b>Total 1801</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>37,244.71</b> |
| <b>16 1867 - Mortlock Electrical Pty Ltd</b>                                         |          |                                                                                                                                                                                                                                                                                                                         |                  |
| 1252                                                                                 | 25/09/25 | Remove existing Floor Mounted Electrical Boxed Admin Building and Chambers                                                                                                                                                                                                                                              | 1,092.30         |
| 1253                                                                                 | 25/09/25 | Depot Wash Down Bay - Install custom made control box with timer to control pressure washer                                                                                                                                                                                                                             | 1,340.24         |
| <b>Total 1867</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>2,432.54</b>  |
| <b>17 1880 - Canine Control</b>                                                      |          |                                                                                                                                                                                                                                                                                                                         |                  |
| 0170                                                                                 | 28/09/25 | Ranger Services - September 2025                                                                                                                                                                                                                                                                                        | 2,668.05         |
| <b>Total 1880</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>2,668.05</b>  |
| <b>18 1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as</b> |          |                                                                                                                                                                                                                                                                                                                         |                  |
| 51741                                                                                | 06/10/25 | Depot - 7 Pin Lge Socket - Truck Trailer                                                                                                                                                                                                                                                                                | 31.35            |
| 51716                                                                                | 06/10/25 | Depot - VP793 2020 Toyota Hilux - 140,000km Service                                                                                                                                                                                                                                                                     | 960.74           |
| <b>Total 1885</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>992.09 L</b>  |
| <b>19 1922 - Naomi Auhl</b>                                                          |          |                                                                                                                                                                                                                                                                                                                         |                  |
| STAFF TRAVEL EXPENSES                                                                | 16/10/25 | Staff Travel Expenses - Finance For Non Financial People Course                                                                                                                                                                                                                                                         | 210.18           |
| <b>Total 1922</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>210.18</b>    |
| <b>20 1937 - Bridget Anne Ralph</b>                                                  |          |                                                                                                                                                                                                                                                                                                                         |                  |
| STAFF TRAVEL EXPENSES 1                                                              | 16/10/25 | Staff Travel Expenses - Mogumber Hall - CCWA Community Meeting                                                                                                                                                                                                                                                          | 323.77           |
| <b>Total 1937</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>323.77</b>    |
| <b>21 1941 - Salary Packaging Australia Pty Ltd</b>                                  |          |                                                                                                                                                                                                                                                                                                                         |                  |
|                                                                                      | 09/10/25 | Salary Packaging - Payroll Deduction                                                                                                                                                                                                                                                                                    | 1,361.19         |
| 01102025                                                                             | 01/10/25 | Salary Packaging (GST) - Payroll deduction                                                                                                                                                                                                                                                                              | 81.16            |
| <b>Total 1941</b>                                                                    |          |                                                                                                                                                                                                                                                                                                                         | <b>1,442.35</b>  |
| <b>22 1994 - Toodyay Building &amp; Maintenance Services</b>                         |          |                                                                                                                                                                                                                                                                                                                         |                  |
| A1753                                                                                | 18/08/25 | Bolgart Cemetery Noticeboard - First Payment                                                                                                                                                                                                                                                                            | 1,507.00         |
| 1766                                                                                 | 10/10/25 | Bolgart Cemetery Noticeboard - Second Payment                                                                                                                                                                                                                                                                           | 1,507.00         |
| 1763                                                                                 | 05/10/25 | Calingiri Cemetery Seating Installation                                                                                                                                                                                                                                                                                 | 1,243.00         |
| 1762                                                                                 | 29/09/25 | Calingiri Cemetery Gazebo Installation                                                                                                                                                                                                                                                                                  | 3,399.00         |
| 1765                                                                                 | 13/10/25 | Calingiri Sports Centre - Install new sign to brick wall                                                                                                                                                                                                                                                                | 891.00           |
| 1764                                                                                 | 29/09/25 | Steel carport installation - Depot Carpark                                                                                                                                                                                                                                                                              | 6,000.00         |

**Payment Details**

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|           | Payment / Invoice                                                                   | Date Description                                                                   | Amount           |
|-----------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------|
|           |                                                                                     | <b>Total 1994</b>                                                                  | <b>14,547.00</b> |
| <b>23</b> | <b>1995 - Well Done International Pty Ltd</b>                                       |                                                                                    |                  |
|           | 117435                                                                              | 30/09/25 After Hours Phone Messaging Service - Sept 2025                           | 262.24           |
|           |                                                                                     | <b>Total 1995</b>                                                                  | <b>262.24</b>    |
| <b>24</b> | <b>2036 - Knewjen Hire Pty Ltd</b>                                                  |                                                                                    |                  |
|           | 0038                                                                                | 16/10/25 Depot - Digger Hire - September 2025 - 2x Full Days                       | 1,450.00         |
|           |                                                                                     | <b>Total 2036</b>                                                                  | <b>1,450.00</b>  |
| <b>25</b> | <b>2092 - Totally Workwear - Geraldton (Court 3 Pty Ltd ITF PL Unit Trust t/as)</b> |                                                                                    |                  |
|           | 100449240                                                                           | 03/10/25 Staff Uniform Protective PPE Clothing - Blund Rotoflex - Safety Boots 9.5 | 598.62           |
|           |                                                                                     | <b>Total 2092</b>                                                                  | <b>598.62</b>    |
| <b>26</b> | <b>2109 - Finrent Pty Ltd</b>                                                       |                                                                                    |                  |
|           | FA00142363                                                                          | 30/09/25 (LGGS) Calingiri BFB Printer - 25/26 Rental Payments - Sept 2025          | 162.05           |
|           |                                                                                     | <b>Total 2109</b>                                                                  | <b>162.05</b>    |
| <b>27</b> | <b>2145 - Maaman Marra Boodjar</b>                                                  |                                                                                    |                  |
|           | 125                                                                                 | 30/09/25 Plumbing Work Harrington St Units                                         | 488.94           |
|           | 127                                                                                 | 06/10/25 Calingiri Administration Office - Water Leak                              | 500.00           |
|           |                                                                                     | <b>Total 2145</b>                                                                  | <b>988.94</b>    |
| <b>28</b> | <b>2167 - Gordon Houston</b>                                                        |                                                                                    |                  |
|           | 25260010                                                                            | 14/10/25 Contract Health and Building Services - October                           | 6,451.52         |
|           |                                                                                     | <b>Total 2167</b>                                                                  | <b>6,451.52</b>  |
| <b>29</b> | <b>219 - Shire of Chittering</b>                                                    |                                                                                    |                  |
|           | 18807                                                                               | 10/10/25 Building Services - Building Certificate Design Compliance                | 476.85           |
|           | 18765                                                                               | 19/09/25 Reimbursement - Economic Development Officer cost                         | 19,747.78        |
|           |                                                                                     | <b>Total 219</b>                                                                   | <b>20,224.63</b> |
| <b>30</b> | <b>2204 - Clarity Corporate Communications</b>                                      |                                                                                    |                  |
|           | 8914                                                                                | 30/09/25 ESA Sponsorship - ESA Opening Event                                       | 15,000.00        |
|           |                                                                                     | <b>Total 2204</b>                                                                  | <b>15,000.00</b> |
| <b>31</b> | <b>2205 - Monarch Institute</b>                                                     |                                                                                    |                  |
|           | 50859                                                                               | 03/10/25 Staff Training - Cert 4 Accounting & Bookkeeping                          | 3,450.00         |
|           |                                                                                     | <b>Total 2205</b>                                                                  | <b>3,450.00</b>  |
| <b>32</b> | <b>2206 - Mathilda Swan</b>                                                         |                                                                                    |                  |
|           | GYM KEY BOND REFUND                                                                 | 16/10/25 Gym Key Bond Refund                                                       | 52.00            |
|           |                                                                                     | <b>Total 2206</b>                                                                  | <b>52.00</b>     |
| <b>33</b> | <b>233 - BOC Limited</b>                                                            |                                                                                    |                  |
|           | 4040153561                                                                          | 28/09/25 Gas Bottle Supplies October 2025                                          | 46.43            |
|           |                                                                                     | <b>Total 233</b>                                                                   | <b>46.43</b>     |
| <b>34</b> | <b>269 - Flick Anticimex Pty Ltd</b>                                                |                                                                                    |                  |
|           | 001054427                                                                           | 01/08/25 Annual Sanitary Bin Service                                               | 4,925.31         |
|           | 48963                                                                               | 02/06/25 Annual Sanitary Bin Service - Mogumber Hall                               | 445.18           |
|           |                                                                                     | <b>Total 269</b>                                                                   | <b>5,370.49</b>  |
| <b>35</b> | <b>29 - Local Government Professionals Australia WA</b>                             |                                                                                    |                  |
|           | 46939                                                                               | 30/09/25 Staff Training - Microsoft Excel Workshop                                 | 690.00           |

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|           | Payment / Invoice                                       | Date Description                                                                    | Amount            |
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|           | 46859                                                   | 16/10/25 Annual State Conference 2025 - CEO                                         | 1,640.00          |
|           |                                                         | <b>Total 29</b>                                                                     | <b>2,330.00</b>   |
| <b>36</b> | <b>30404 - Yerecoin Tennis Club</b>                     |                                                                                     |                   |
|           | SOVP COMMUNITY GRANT 25/26                              | 09/09/25 SoVP Annual Community Grant 25/26 Air Conditioner and Fence Banner         | 5,000.00          |
|           |                                                         | <b>Total 30404</b>                                                                  | <b>5,000.00 L</b> |
| <b>37</b> | <b>337 - Lockies Fencing (LR &amp; NJ McInnes T/as)</b> |                                                                                     |                   |
|           | 0243                                                    | 15/10/25 Gate relocation and fencing reinstatement works – Goudge & Parker Rd Sites | 4,400.00          |
|           |                                                         | <b>Total 337</b>                                                                    | <b>4,400.00</b>   |
| <b>38</b> | <b>52 - Avon Waste</b>                                  |                                                                                     |                   |
|           | 72072                                                   | 19/09/25 Waste Removal                                                              | 2,785.65          |
|           |                                                         | <b>Total 52</b>                                                                     | <b>2,785.65 L</b> |
| <b>39</b> | <b>529 - Wallis Computer Solutions</b>                  |                                                                                     |                   |
|           | 29898                                                   | 30/09/25 ICT Contract - Adobe Pro Installation - 1 Staff Computer                   | 128.13            |
|           | 29896                                                   | 30/09/25 ICT Contract - Adobe Pro Installation - 1 Staff Computer                   | 113.27            |
|           | 29928                                                   | 01/10/25 ICT Contract - Xenex NBN Internet - 16 Yulgering Rd                        | 231.00            |
|           |                                                         | <b>Total 529</b>                                                                    | <b>472.40</b>     |
| <b>40</b> | <b>553 - LGISWA</b>                                     |                                                                                     |                   |
|           | 100-161619-02                                           | 01/10/25 Public Liability Premiums 25/26                                            | 74,123.67         |
|           | 100-161619-02.1                                         | 01/10/25 Property Insurance                                                         | 42,670.53         |
|           | 100-161619-02.2                                         | 01/10/25 Public Liability Premium 25/26 - Motor Vehicle                             | 21,617.04         |
|           |                                                         | <b>Total 553</b>                                                                    | <b>138,411.24</b> |
| <b>41</b> | <b>59 - Malts Contracting</b>                           |                                                                                     |                   |
|           | 665-1                                                   | 17/09/25 Cleaning- Shire Buildings (GST) - Sept 2025                                | 934.27            |
|           |                                                         | <b>Total 59</b>                                                                     | <b>934.27 L</b>   |
| <b>42</b> | <b>594 - Dun Direct Pty Ltd</b>                         |                                                                                     |                   |
|           | 01296813                                                | 24/09/25 Depot - Fuel Supplies - 5800 Litres Diesel                                 | 10,434.17         |
|           |                                                         | <b>Total 594</b>                                                                    | <b>10,434.17</b>  |
| <b>43</b> | <b>63 - Australia Post</b>                              |                                                                                     |                   |
|           | 1014295843                                              | 03/10/25 2025/26 Postage Fees - September                                           | 40.88             |
|           |                                                         | <b>Total 63</b>                                                                     | <b>40.88</b>      |
| <b>44</b> | <b>648 - Officeworks</b>                                |                                                                                     |                   |
|           | 624261779                                               | 07/10/25 Admin & Depot - Stationary, A4 Paper, and office supplies                  | 442.48            |
|           |                                                         | <b>Total 648</b>                                                                    | <b>442.48</b>     |
| <b>45</b> | <b>78 - Team Global Express Pty Ltd</b>                 |                                                                                     |                   |
|           | 0402-S432105                                            | 21/09/25 Freight Charges                                                            | 229.13            |
|           | 0401-S432105                                            | 14/09/25 Freight Charges                                                            | 130.09            |
|           | 0403-S432105                                            | 05/10/25 Freight Charges                                                            | 33.11             |
|           | 0404-S432105                                            | 12/10/25 Freight Charges                                                            | 33.11             |
|           |                                                         | <b>Total 78</b>                                                                     | <b>425.44</b>     |
| <b>46</b> | <b>833 - Walkers Diesel Services</b>                    |                                                                                     |                   |
|           | 3932                                                    | 24/09/25 Mower roof installation + Extending of trailer sides                       | 1,197.08          |
|           |                                                         | <b>Total 833</b>                                                                    | <b>1,197.08 L</b> |
| <b>47</b> | <b>893 - Thomas Culverwell</b>                          |                                                                                     |                   |
|           | 30                                                      | 16/10/25 Cleaning - Gillinarra Hall - Sept 2025                                     | 300.00            |

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|                               |                                                                                   | <b>Total 893</b>                                                  | <b>300.00 L</b>   |
| <b>48</b>                     | <b>91 - Bolgart Rural Merchandise</b>                                             |                                                                   |                   |
|                               | BOLGART RURAL<br>SEPTEMBER 2025                                                   | 01/10/25 Depot Consumables - September 2025                       | 284.89            |
|                               | BOLGART RURAL<br>AUGUST                                                           | 01/09/25 Depot Consumables - August 2025                          | 563.99            |
|                               |                                                                                   | <b>Total 91</b>                                                   | <b>848.88 L</b>   |
| <b>49</b>                     | <b>99 - Country Copiers</b>                                                       |                                                                   |                   |
|                               | 225780                                                                            | 06/08/25 Printer/Scanner costs - Admin/Depot                      | 1,563.83          |
|                               | 226504                                                                            | 02/10/25 Printer/Scanner costs - Admin/Depot                      | 725.88            |
|                               | 226505                                                                            | 02/10/25 Printer/Scanner costs - Emergency Management             | 59.32             |
|                               | 226506                                                                            | 02/10/25 Printer/Scanner costs - Emergency Management             | 42.92             |
|                               |                                                                                   | <b>Total 99</b>                                                   | <b>2,391.95</b>   |
|                               |                                                                                   | <b>Total EFT00057</b>                                             | <b>478,443.51</b> |
| <b>EFT Payment - EFT00056</b> |                                                                                   |                                                                   |                   |
| <b>50</b>                     | <b>1001 - Cr Pauline Bantock</b>                                                  |                                                                   |                   |
|                               | COUNCILLOR JULY -<br>SEPTEMBER<br>PAYMENT                                         | 30/09/25 Councillor Communication Allowance                       | 104.00            |
|                               |                                                                                   | President Meeting Allowance                                       | 2,041.25          |
|                               |                                                                                   | President Allowance                                               | 2,730.00          |
|                               |                                                                                   | <b>Total 1001</b>                                                 | <b>4,875.25</b>   |
| <b>51</b>                     | <b>1013 - Cr Suzanne Woods</b>                                                    |                                                                   |                   |
|                               | COUNCILLOR JULY -<br>SEPTEMBER<br>PAYMENT                                         | 30/09/25 Councillor Communication Allowance                       | 104.00            |
|                               |                                                                                   | Deputy President Meeting Allowance                                | 2,041.25          |
|                               |                                                                                   | Deputy President Allowance                                        | 690.00            |
|                               |                                                                                   | <b>Total 1013</b>                                                 | <b>2,835.25</b>   |
| <b>52</b>                     | <b>1092 - Cr Stephanie Penn</b>                                                   |                                                                   |                   |
|                               | COUNCILLOR JULY -<br>SEPTEMBER<br>PAYMENT                                         | 30/09/25 Councillor Communication Allowance                       | 104.00            |
|                               |                                                                                   | Meeting Allowance                                                 | 2,041.25          |
|                               |                                                                                   | <b>Total 1092</b>                                                 | <b>2,145.25</b>   |
| <b>53</b>                     | <b>111 - Cr David Lovelock</b>                                                    |                                                                   |                   |
|                               | COUNCILLOR JULY -<br>SEPTEMBER                                                    | 30/09/25 Councillor Communication Allowance                       | 104.00            |
|                               |                                                                                   | Meeting Allowance                                                 | 2,041.25          |
|                               |                                                                                   | <b>Total 111</b>                                                  | <b>2,145.25</b>   |
| <b>54</b>                     | <b>1375 - Steptoe &amp; Wife Scrap Metal Recycling (Newins Family Trust T/as)</b> |                                                                   |                   |
|                               | 098                                                                               | 18/09/25 Refuse Site September                                    | 7,312.43          |
|                               | 002                                                                               | 31/07/25 Refuse Site Drum Muster July 25                          | 910.00            |
|                               |                                                                                   | <b>Total 1375</b>                                                 | <b>8,222.43</b>   |
| <b>55</b>                     | <b>14 - Australian Service Union WA</b>                                           |                                                                   |                   |
|                               | PJ000599                                                                          | 24/09/25 Payroll Deduction - Union Dues                           | 26.50             |
|                               |                                                                                   | <b>Total 14</b>                                                   | <b>26.50</b>      |
| <b>56</b>                     | <b>151 - Shire of Toodyay</b>                                                     |                                                                   |                   |
|                               | 2850                                                                              | 11/09/25 Staff Training - WALGA Recovery Co-ordinator<br>Training | 1,636.24          |

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|           |                                                                                   | <b>Total 151</b>                                                                                              | <b>1,636.24</b>   |
| <b>57</b> | <b>1521 - Bluesteel Enterprises (Frontline Fire)</b>                              |                                                                                                               |                   |
|           | 87351                                                                             | 12/08/25 (LGGS) Bolgart 2.4B - C-Class Service + Layflat Hose Testing + Misc. Repairs                         | 11,188.43         |
|           | 87436                                                                             | 22/08/25 (LGGS) New Norcia 3.4U - 6x New Burn Over Blankets + Storage Bag                                     | 501.60            |
|           |                                                                                   | <b>Total 1521</b>                                                                                             | <b>11,690.03</b>  |
| <b>58</b> | <b>1626 - Rajaford Pty Ltd (Calingiri Traders)</b>                                |                                                                                                               |                   |
|           | AUGUST OFFICE 2025                                                                | 31/08/25 Admin - Staff Incidentals - August 2025                                                              | 87.00             |
|           | AUGUST DEPOT 2025                                                                 | 31/08/25 Depot - Staff Incidentals - August 2025                                                              | 143.00            |
|           | DEPOT CONSUMABLES                                                                 | 31/08/25 Depot Consumables - August 2025                                                                      | 224.82            |
|           | DEPOT MINOR TOOLS AUGUST                                                          | 31/08/25 Depot Consumables - August 2025                                                                      | 42.90             |
|           |                                                                                   | <b>Total 1626</b>                                                                                             | <b>497.72 L</b>   |
| <b>59</b> | <b>1652 - Corsign WA Pty Ltd</b>                                                  |                                                                                                               |                   |
|           | 98242                                                                             | 11/09/25 Street name signs, traffic signs                                                                     | 3,558.50          |
|           |                                                                                   | <b>Total 1652</b>                                                                                             | <b>3,558.50</b>   |
| <b>60</b> | <b>17 - Australian Taxation Office</b>                                            |                                                                                                               |                   |
|           | PJ000553                                                                          | 30/07/25 Payroll tax                                                                                          | 210.76            |
|           | PJ000578                                                                          | 27/08/25 Payroll tax                                                                                          | 16,608.00         |
|           |                                                                                   | 01/09/25 BAS GST Settlement - August                                                                          | 3,224.00          |
|           |                                                                                   | <b>Total 17</b>                                                                                               | <b>20,042.76</b>  |
| <b>61</b> | <b>1763 - Hersey's Safety Pty Ltd</b>                                             |                                                                                                               |                   |
|           | 4408                                                                              | 26/08/25 Safety Equipment - Gloves, Glasses, Rags                                                             | 768.90            |
|           |                                                                                   | <b>Total 1763</b>                                                                                             | <b>768.90</b>     |
| <b>62</b> | <b>1867 - Mortlock Electrical Pty Ltd</b>                                         |                                                                                                               |                   |
|           | 1254                                                                              | 25/09/25 Electrical Repairs/Maintenance - Shire Buildings                                                     | 382.80            |
|           | 1256                                                                              | 25/09/25 Replace Cabling & Conduit For New Hot Water System Piawaning Hall                                    | 391.60            |
|           |                                                                                   | <b>Total 1867</b>                                                                                             | <b>774.40</b>     |
| <b>63</b> | <b>1880 - Canine Control</b>                                                      |                                                                                                               |                   |
|           | 158                                                                               | 08/09/25 Ranger Services - September 2025                                                                     | 2,668.05          |
|           |                                                                                   | <b>Total 1880</b>                                                                                             | <b>2,668.05</b>   |
| <b>64</b> | <b>1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as</b> |                                                                                                               |                   |
|           | 51723                                                                             | 23/09/25 Admin - VP0 2023 Nissan Patrol - 50,000km Vehicle Service & Supply and fit of 4x A/T 265/70R18 Tyres | 3,017.03          |
|           |                                                                                   | <b>Total 1885</b>                                                                                             | <b>3,017.03 L</b> |
| <b>65</b> | <b>1921 - Chittering Septic Service (Get Pumped CWS Pty Ltd)</b>                  |                                                                                                               |                   |
|           | 4039                                                                              | 15/09/25 Septic Pump Bolgart Caravan Park Dump Point                                                          | 2,020.00          |
|           |                                                                                   | <b>Total 1921</b>                                                                                             | <b>2,020.00</b>   |
| <b>66</b> | <b>1937 - Bridget Anne Ralph</b>                                                  |                                                                                                               |                   |
|           | STAFF REIMBURSEMENT - CDO CONFERENCE                                              | 16/09/25 CDO Conference - Accommodation                                                                       | 300.56            |
|           | STAFF REIMBURSEMENT - EVENT                                                       | 17/09/25 Employee Travel Costs Reimbursement                                                                  | 54.93             |

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|           |                                                                            | <b>Total 1937</b>                                                                     | <b>355.49</b>    |
| <b>67</b> | <b>1941 - Salary Packaging Australia Pty Ltd</b>                           |                                                                                       |                  |
|           |                                                                            | 25/09/25 Salary Packaging - Payroll Deduction                                         | 1,361.19         |
|           | 20082025                                                                   | 06/08/25 Salary Packaging (GST) Payroll Deduction                                     | 76.22            |
|           | 17092025                                                                   | 17/09/25 Salary Packaging (GST) Payroll Deduction                                     | 76.22            |
|           |                                                                            | <b>Total 1941</b>                                                                     | <b>1,513.63</b>  |
| <b>68</b> | <b>1965 - CouncilFirst (Open Systems Technology Pty Ltd t/as)</b>          |                                                                                       |                  |
|           | SI009252                                                                   | 11/09/25 ICT CF Licences - October to December 2025                                   | 23,565.30        |
|           | SI009235                                                                   | 26/08/25 ICT CF Licences - Support                                                    | 517.00           |
|           |                                                                            | <b>Total 1965</b>                                                                     | <b>24,082.30</b> |
| <b>69</b> | <b>1974 - CR Rebecca Johnson</b>                                           |                                                                                       |                  |
|           | COUNCILLOR JULY -<br>SEPTEMBER<br>PAYMENT                                  | 30/09/25 Councillor Communication Allowance                                           | 104.00           |
|           |                                                                            | Meeting Allowance                                                                     | 2,041.25         |
|           |                                                                            | <b>Total 1974</b>                                                                     | <b>2,145.25</b>  |
| <b>70</b> | <b>2067 - Pinion Advisory Pty Ltd as trustee for the Pinion Unit Trust</b> |                                                                                       |                  |
|           | 30971                                                                      | 11/07/25 DWER Community Water Supplies Program-<br>Strategic Water Plan               | 8,289.60         |
|           | CN001019                                                                   | 15/09/25 DWER CWSP - Strategic Water Plan Credit Note for<br>INV 30971                | -8,289.60        |
|           | 31919                                                                      | 12/09/25 Strategic Water Plan - CWSP Grant Funded Final<br>Payment                    | 6,600.00         |
|           |                                                                            | <b>Total 2067</b>                                                                     | <b>6,600.00</b>  |
| <b>71</b> | <b>2074 - The Goods Australia</b>                                          |                                                                                       |                  |
|           | P2-33181                                                                   | 11/09/25 Shire Properties - Cleaning and Bathroom Products                            | 120.48           |
|           |                                                                            | <b>Total 2074</b>                                                                     | <b>120.48</b>    |
| <b>72</b> | <b>2095 - Socially Creative (Stephanie Leca t/as)</b>                      |                                                                                       |                  |
|           | 1075                                                                       | 15/08/25 Tourism Branding & Marketing                                                 | 2,400.00         |
|           |                                                                            | <b>Total 2095</b>                                                                     | <b>2,400.00</b>  |
| <b>73</b> | <b>2167 - Gordon Houston</b>                                               |                                                                                       |                  |
|           | 25260009                                                                   | 26/09/25 Contract Health abd Building Services-Sept 2025                              | 6,451.52         |
|           |                                                                            | <b>Total 2167</b>                                                                     | <b>6,451.52</b>  |
| <b>74</b> | <b>2171 - Enviro Pipes Pty Ltd</b>                                         |                                                                                       |                  |
|           | 69848                                                                      | 12/09/25 Drainage Maintenance - Supply 225, 375 and 450<br>pipes                      | 3,748.80         |
|           |                                                                            | <b>Total 2171</b>                                                                     | <b>3,748.80</b>  |
| <b>75</b> | <b>2176 - Compac Marketing Australia Pty Ltd</b>                           |                                                                                       |                  |
|           | 66276                                                                      | 25/08/25 Welcome Signs - SoVP Re-Branding                                             | 19,987.27        |
|           | 66275                                                                      | 25/08/25 Welcome Signs - SoVP Re-Branding                                             | 2,681.80         |
|           |                                                                            | <b>Total 2176</b>                                                                     | <b>22,669.07</b> |
| <b>76</b> | <b>2180 - Dooka Contracting Pty Ltd</b>                                    |                                                                                       |                  |
|           | 0094                                                                       | 16/09/25 Plant Hire & Fuel - Prime Mover Replacement - from<br>14 July (27 days hire) | 11,165.17        |
|           |                                                                            | <b>Total 2180</b>                                                                     | <b>11,165.17</b> |
| <b>77</b> | <b>2201 - Elizabeth Neczypir</b>                                           |                                                                                       |                  |
|           | STAFF<br>REIMBURSEMENT -<br>MEDICAL                                        | 15/09/25 Staff Reimbursement - Medical                                                | 265.00           |

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|    |                                                                   | <b>Total 2201</b>                                                                                                 | <b>265.00</b>      |
| 78 | <b>233 - BOC Limited</b>                                          |                                                                                                                   |                    |
|    | 4039944375                                                        | 29/08/25 Depot - Gas Bottle Supplies 2025/26                                                                      | 46.38              |
|    |                                                                   | <b>Total 233</b>                                                                                                  | <b>46.38</b>       |
| 79 | <b>24 - Chefmaster Australia</b>                                  |                                                                                                                   |                    |
|    | 75350                                                             | 02/09/25 Cleaning Supplies - Admin Office                                                                         | 225.99             |
|    |                                                                   | <b>Total 24</b>                                                                                                   | <b>225.99</b>      |
| 80 | <b>316 - Department Of Mines Industry Regulation &amp; Safety</b> |                                                                                                                   |                    |
|    | BSL REMITTANCE - SEPTEMBER                                        | 22/09/25 BSL Remittance - September                                                                               | 56.65              |
|    |                                                                   | <b>Total 316</b>                                                                                                  | <b>56.65</b>       |
| 81 | <b>337 - Lockies Fencing (LR &amp; NJ McInnes T/as)</b>           |                                                                                                                   |                    |
|    | 0239                                                              | 18/09/25 Calingiri Youth Park - Supply and install chainmesh fencing with opening at old tennis courts            | 6,050.00           |
|    |                                                                   | <b>Total 337</b>                                                                                                  | <b>6,050.00 L</b>  |
| 82 | <b>52 - Avon Waste</b>                                            |                                                                                                                   |                    |
|    | 72050                                                             | 05/09/25 Waste Removal- Refuse Collection                                                                         | 2,791.03           |
|    |                                                                   | <b>Total 52</b>                                                                                                   | <b>2,791.03</b>    |
| 83 | <b>529 - Wallis Computer Solutions</b>                            |                                                                                                                   |                    |
|    | 29472                                                             | 22/08/25 Wallis Computer Solutions - Technology support                                                           | 214.50             |
|    |                                                                   | <b>Total 529</b>                                                                                                  | <b>214.50</b>      |
| 84 | <b>530 - King Farming Pty Ltd</b>                                 |                                                                                                                   |                    |
|    | 760                                                               | 23/09/25 Depot -Gravel Collection - September 2024 to August 2025                                                 | 7,565.02           |
|    |                                                                   | <b>Total 530</b>                                                                                                  | <b>7,565.02 L</b>  |
| 85 | <b>59 - Malts Contracting</b>                                     |                                                                                                                   |                    |
|    | 665                                                               | 17/09/25 Cleaning- Various Shire Buildings                                                                        | 9,342.67           |
|    |                                                                   | <b>Total 59</b>                                                                                                   | <b>9,342.67 L</b>  |
| 86 | <b>594 - Dun Direct Pty Ltd</b>                                   |                                                                                                                   |                    |
|    | 01289831                                                          | 05/09/25 Fuel Supplies - 6600Litres Diesel                                                                        | 12,413.07          |
|    |                                                                   | <b>Total 594</b>                                                                                                  | <b>12,413.07</b>   |
| 87 | <b>627 - Western Irrigation Pty Ltd</b>                           |                                                                                                                   |                    |
|    | P58046                                                            | 20/06/25 Parker Rd Bore - 3.7 kW solar pump installation, with daytime performance to match that of existing bore | 92,708.00          |
|    |                                                                   | <b>Total 627</b>                                                                                                  | <b>92,708.00</b>   |
| 88 | <b>833 - Walkers Diesel Services</b>                              |                                                                                                                   |                    |
|    | 3910                                                              | 10/09/25 Depot -New Mower - KI-ZXD72 Kioti Zero turn diesel mower 2024                                            | 17,500.00          |
|    |                                                                   | <b>Total 833</b>                                                                                                  | <b>17,500.00 L</b> |
| 89 | <b>99 - Country Copiers</b>                                       |                                                                                                                   |                    |
|    | 226105                                                            | 08/09/25 Printer/Scanner costs - Emergency Services - August                                                      | 22.74              |
|    | 226106                                                            | 08/09/25 Printer/Scanner costs - Depot - August                                                                   | 39.38              |
|    | 226104                                                            | 08/09/25 Printer/Scanner costs - Admin - August                                                                   | 1,021.88           |
|    |                                                                   | <b>Total 99</b>                                                                                                   | <b>1,084.00</b>    |
|    |                                                                   | <b>Total EFT00056</b>                                                                                             | <b>298,437.58</b>  |
|    | <b>EFT Payment - EFT00059</b>                                     |                                                                                                                   |                    |
| 90 | <b>106 - Stewart &amp; Heaton Clothing Co</b>                     |                                                                                                                   |                    |



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|            | Payment / Invoice                                                     | Date Description                                                                                              | Amount           |
|------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------|
|            | 4147181                                                               | 13/10/25 Staff Uniform - (LGGS) BFB Uniform                                                                   | 4,775.63         |
|            |                                                                       | <b>Total 106</b>                                                                                              | <b>4,775.63</b>  |
| <b>91</b>  | <b>1379 - Conway Highbury Pty Ltd</b>                                 |                                                                                                               |                  |
|            | 950                                                                   | 08/10/25 Local Law Amendment                                                                                  | 1,320.00         |
|            |                                                                       | <b>Total 1379</b>                                                                                             | <b>1,320.00</b>  |
| <b>92</b>  | <b>14 - Australian Service Union WA</b>                               |                                                                                                               |                  |
|            | PJ000616                                                              | 22/10/25 Payroll Deduction - Union Dues                                                                       | 26.50            |
|            |                                                                       | <b>Total 14</b>                                                                                               | <b>26.50</b>     |
| <b>93</b>  | <b>1620 - EMERG Solutions Pty Ltd</b>                                 |                                                                                                               |                  |
|            | 2641                                                                  | 09/10/25 BFB - (LGGS) BART District Annual Subscription                                                       | 3,529.00         |
|            |                                                                       | <b>Total 1620</b>                                                                                             | <b>3,529.00</b>  |
| <b>94</b>  | <b>1629 - Moora Truck &amp; Auto Parts</b>                            |                                                                                                               |                  |
|            | 01069255                                                              | 03/09/25 Emergency Services - Noco 12V Jump Starter                                                           | 616.00           |
|            |                                                                       | <b>Total 1629</b>                                                                                             | <b>616.00</b>    |
| <b>95</b>  | <b>1683 - Interfire Agencies Pty Ltd</b>                              |                                                                                                               |                  |
|            | 24336                                                                 | 21/10/25 BFB - (LGGS) Mogumber 4.4 - 5L Drip Torch Jerry Can + Tag & 2x Drip Torch                            | 1,051.96         |
|            |                                                                       | <b>Total 1683</b>                                                                                             | <b>1,051.96</b>  |
| <b>96</b>  | <b>1864 - Midwest Turf Supplies</b>                                   |                                                                                                               |                  |
|            | 9654                                                                  | 16/10/25 Turf Renovations - Calingiri Oval & Hockey                                                           | 25,232.00        |
|            | 9655                                                                  | 16/10/25 Bushfire Risk Assess - Veg Removal Preventative Mitigation Works, Edmond St Calingiri sub-division   | 9,589.80         |
|            |                                                                       | <b>Total 1864</b>                                                                                             | <b>34,821.80</b> |
| <b>97</b>  | <b>1867 - Mortlock Electrical Pty Ltd</b>                             |                                                                                                               |                  |
|            | 1278                                                                  | 23/10/25 Air Conditioner Service - Shire Buildings                                                            | 10,579.80        |
|            | 1279                                                                  | 30/10/25 Replacement of Air Conditioner Unit 2/11 Harrington St                                               | 3,038.00         |
|            |                                                                       | <b>Total 1867</b>                                                                                             | <b>13,617.80</b> |
| <b>98</b>  | <b>1880 - Canine Control</b>                                          |                                                                                                               |                  |
|            | 0175                                                                  | 10/10/25 Ranger Services - October 2025                                                                       | 2,668.05         |
|            |                                                                       | <b>Total 1880</b>                                                                                             | <b>2,668.05</b>  |
| <b>99</b>  | <b>1900 - 5 Rivers Plumbing &amp; Gas (Tornado (WA) Pty Ltd t/as)</b> |                                                                                                               |                  |
|            | 6845                                                                  | 13/10/25 Plumbing Works - Mogumber & Gillingarra - Replace and Repair Tap - Gillingarra Hall                  | 364.80           |
|            | 6844                                                                  | 13/10/25 Plumbing Works - Mogumber & Gillingarra - Unblock Drains and Install Rider on Septic - Mogumber Hall | 711.04           |
|            | 6835                                                                  | 27/09/25 Plumbing Repairs & Maintenance - Shire Properties - Hot Water System 15 Lambert                      | 3,526.82         |
|            | 6838                                                                  | 27/09/25 Plumbing Repairs & Maintenance - Shire Properties - Replace Hot Water System Piawaning Hall          | 850.00           |
|            | 6837                                                                  | 27/09/25 Plumbing Repairs & Maintenance - Shire Properties - Repair Broken Water Pipe - Bolgart Caravan Park  | 354.20           |
|            | 6836                                                                  | 27/09/25 Plumbing Repairs & Maintenance - Shire Properties - Replace Section of Pipe - Bolgart Hall           | 305.80           |
|            |                                                                       | <b>Total 1900</b>                                                                                             | <b>6,112.66</b>  |
| <b>100</b> | <b>1937 - Bridget Anne Ralph</b>                                      |                                                                                                               |                  |
|            | STAFF TRAINING                                                        | 30/10/25 Staff Training - Developmental Disability WA                                                         | 175.00           |
|            |                                                                       | <b>Total 1937</b>                                                                                             | <b>175.00</b>    |
| <b>101</b> | <b>1941 - Salary Packaging Australia Pty Ltd</b>                      |                                                                                                               |                  |

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|            | Payment / Invoice                                                 | Date Description                                                                                                        | Amount          |
|------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------|
|            | GST CORRECTION<br>OCTOBER 2025                                    | 20/10/25 Salary packaging GST Correction October 2025<br>Payroll deduction                                              | 81.16           |
|            |                                                                   | 23/10/25 Salary Packaging - Payroll Deduction                                                                           | 1,361.19        |
|            |                                                                   | <b>Total 1941</b>                                                                                                       | <b>1,280.03</b> |
| <b>102</b> | <b>1965 - CouncilFirst (Open Systems Technology Pty Ltd t/as)</b> |                                                                                                                         |                 |
|            | SI009282                                                          | 16/09/25 Professional Services Support August 2025                                                                      | 775.50          |
|            | SI009267                                                          | 15/09/25 Single Touch Payment - Payroll - July 25                                                                       | 46.20           |
|            | SI009301                                                          | 24/09/25 Single Touch Payment - Payroll - Aug 25                                                                        | 46.20           |
|            |                                                                   | <b>Total 1965</b>                                                                                                       | <b>867.90</b>   |
| <b>103</b> | <b>2094 - Gary O'Brien</b>                                        |                                                                                                                         |                 |
|            | 27/10/2025                                                        | Maintenance & Repairs Shire Properties- Mogumber<br>Toilets, Harrington unit, Admin, Calingiri Caravan,<br>Bolgart unit | 832.00          |
|            | REFUND ELECTION<br>NOMINATION                                     | 27/10/25 Local Government Election Nomination Refund                                                                    | 100.00          |
|            |                                                                   | <b>Total 2094</b>                                                                                                       | <b>932.00</b>   |
| <b>104</b> | <b>2103 - Northam Tyres &amp; Auto Repairs Pty Ltd</b>            |                                                                                                                         |                 |
|            | 162442                                                            | 01/10/25 Depot - VP40 Ford Ranger TTop - Supply & fit 2x<br>255/70R17 H/T Rear Tyres                                    | 860.00          |
|            | 162639                                                            | 22/10/25 Depot - VP78 Mazda BT50 2022 - 4x 265/65R17LT<br>tyres + wheel alignment                                       | 1,419.00        |
|            |                                                                   | <b>Total 2103</b>                                                                                                       | <b>2,279.00</b> |
| <b>105</b> | <b>2145 - Maaman Marra Boodjar</b>                                |                                                                                                                         |                 |
|            | 133                                                               | 15/10/25 Remove and dispose large pile of rubbish on side of<br>the road - Waddington - Wongan Hills Rd                 | 240.00          |
|            | 134                                                               | 16/10/25 Plumber Maintenance on Taps - Shire Properties                                                                 | 296.87          |
|            | 138                                                               | 30/10/25 Hot Water System Maintenance and Leaking Tap                                                                   | 95.00           |
|            |                                                                   | <b>Total 2145</b>                                                                                                       | <b>631.87</b>   |
| <b>106</b> | <b>2166 - Shire of Merredin</b>                                   |                                                                                                                         |                 |
|            | 14859                                                             | 15/10/25 Damstra Licence August 25 to August 26                                                                         | 409.20          |
|            |                                                                   | <b>Total 2166</b>                                                                                                       | <b>409.20</b>   |
| <b>107</b> | <b>2167 - Gordon Houston</b>                                      |                                                                                                                         |                 |
|            | 25260011                                                          | 28/10/25 Contract Health & Building Services - October 2025                                                             | 6,451.52        |
|            |                                                                   | <b>Total 2167</b>                                                                                                       | <b>6,451.52</b> |
| <b>108</b> | <b>2199 - Boss Aluminium Pty Ltd</b>                              |                                                                                                                         |                 |
|            | 21600                                                             | 01/10/25 BFB Appliances Starlink Project - Starlink Mini Roof<br>Mounts                                                 | 3,635.00        |
|            |                                                                   | <b>Total 2199</b>                                                                                                       | <b>3,635.00</b> |
| <b>109</b> | <b>2207 - All Water Resources</b>                                 |                                                                                                                         |                 |
|            | 0303                                                              | 06/10/25 Monthly sim card and support fee - Piawaning Water<br>Supply                                                   | 209.00          |
|            |                                                                   | <b>Total 2207</b>                                                                                                       | <b>209.00</b>   |
| <b>110</b> | <b>2212 - Josie Barry</b>                                         |                                                                                                                         |                 |
|            | STAFF TRAINING<br>REIMBURSEMENT                                   | 13/10/25 Staff Training Reimbursement - Department of<br>Transport Funded                                               | 374.43          |
|            |                                                                   | <b>Total 2212</b>                                                                                                       | <b>374.43</b>   |
| <b>111</b> | <b>2213 - Facey Group Inc</b>                                     |                                                                                                                         |                 |
|            | TOILET HIRE BOND<br>REFUND                                        | 30/10/25 Toilet Hire Bond Refund                                                                                        | 130.00          |
|            |                                                                   | <b>Total 2213</b>                                                                                                       | <b>130.00</b>   |

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|                               | Payment / Invoice                          | Date Description                                                                                                   | Amount             |
|-------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>112</b>                    | <b>501 - Rural Water Council of WA Inc</b> |                                                                                                                    |                    |
|                               | 291                                        | 15/10/25 Membership Subscription 2025                                                                              | 300.00             |
|                               |                                            | <b>Total 501</b>                                                                                                   | <b>300.00</b>      |
| <b>113</b>                    | <b>52 - Avon Waste</b>                     |                                                                                                                    |                    |
|                               | 72632                                      | 03/10/25 Waste Removal - Refuse Collection                                                                         | 1,114.43           |
|                               |                                            | Waste Removal - Recycling                                                                                          | 462.59             |
|                               |                                            | Waste Removal - Verge Maintenance & Park Bins                                                                      | 525.68             |
|                               |                                            | <b>Total 52</b>                                                                                                    | <b>2,102.70</b>    |
| <b>114</b>                    | <b>529 - Wallis Computer Solutions</b>     |                                                                                                                    |                    |
|                               | 29946                                      | 02/10/25 ICT Contract - Technical Support - Setup of Microsoft Planner for tracking of Corporate Business PlansCEO | 273.22             |
|                               | 29941                                      | 02/10/25 ICT Contract - Technical Support - New PACEO Laptop Changeover                                            | 649.00             |
|                               |                                            | <b>Total 529</b>                                                                                                   | <b>922.22</b>      |
| <b>115</b>                    | <b>59 - Malts Contracting</b>              |                                                                                                                    |                    |
|                               | 668                                        | 20/10/25 Cleaning- Shire Buildings - October 2025                                                                  | 10,276.93          |
|                               |                                            | <b>Total 59</b>                                                                                                    | <b>10,276.93 L</b> |
| <b>116</b>                    | <b>594 - Dun Direct Pty Ltd</b>            |                                                                                                                    |                    |
|                               | 01309103                                   | 15/10/25 Fuel Supplies 2025/26 - 1000 Litres Adblue                                                                | 1,350.00           |
|                               | 01307169                                   | 15/10/25 Fuel Supplies 2025/26 - 6200 Litres Diesel                                                                | 11,153.77          |
|                               |                                            | <b>Total 594</b>                                                                                                   | <b>12,503.77</b>   |
| <b>117</b>                    | <b>83 - New Norcia Services</b>            |                                                                                                                    |                    |
|                               | 50915                                      | 06/10/25 Elected Members - Refreshments and Entertainment Sept Council                                             | 400.00             |
|                               |                                            | <b>Total 83</b>                                                                                                    | <b>400.00 L</b>    |
| <b>118</b>                    | <b>893 - Thomas Culverwell</b>             |                                                                                                                    |                    |
|                               | 31                                         | 27/10/25 Cleaning October - Gillingarra Hall                                                                       | 300.00             |
|                               |                                            | <b>Total 893</b>                                                                                                   | <b>300.00</b>      |
| <b>119</b>                    | <b>950 - Topp Dogg</b>                     |                                                                                                                    |                    |
|                               | 131623-2                                   | 13/10/25 Staff Uniforms                                                                                            | 189.80             |
|                               | 131625-2                                   | 13/10/25 Staff Uniforms                                                                                            | 199.89             |
|                               | 131624-2                                   | 13/10/25 Staff Uniforms                                                                                            | 219.80             |
|                               | 131626-2                                   | 13/10/25 Staff Uniforms                                                                                            | 284.70             |
|                               | 131627-2                                   | 13/10/25 Staff Uniforms                                                                                            | 144.85             |
|                               | 131628-2                                   | 13/10/25 Staff Uniforms                                                                                            | 284.75             |
|                               | 131629-2                                   | 13/10/25 Staff Uniforms                                                                                            | 199.80             |
|                               |                                            | <b>Total 950</b>                                                                                                   | <b>1,523.59</b>    |
|                               |                                            | <b>Total EFT00059</b>                                                                                              | <b>114,243.56</b>  |
| <b>EFT Payment - EFT00058</b> |                                            |                                                                                                                    |                    |
| <b>120</b>                    | <b>17 - Australian Taxation Office</b>     |                                                                                                                    |                    |
|                               | PJ000589                                   | 10/09/25 FORTNIGHT 2026- 6 - From Payroll                                                                          | 15,950.00          |
|                               | PJ000599                                   | 24/09/25 FORTNIGHT 2026- 7 - From Payroll                                                                          | 17,008.00          |
|                               | FTC2509                                    | 01/10/25 Fuel Tax Credit - Sep                                                                                     | 2,819.00           |
|                               | 1FBT2025                                   | 01/10/25 FBT - July to Sep 2025 ATO                                                                                | 14,949.00          |
|                               |                                            | 01/10/25 BAS GST Settlement - September                                                                            | 103,131.00         |
|                               |                                            | 01/10/25 BAS GST Settlement - September                                                                            | 47,196.00          |
|                               |                                            | <b>Total 17</b>                                                                                                    | <b>101,023.00</b>  |
|                               |                                            | <b>Total EFT00058</b>                                                                                              | <b>101,023.00</b>  |

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|                   | Grand Total - EFT Payment | 992,147.65 |

PUBLIC AGENDA

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|                          | Payment / Invoice                                    | Date     | Description                                                          | Amount          |
|--------------------------|------------------------------------------------------|----------|----------------------------------------------------------------------|-----------------|
| <b>Other</b>             |                                                      |          |                                                                      |                 |
|                          | <b>Other - PPIN02445</b>                             |          |                                                                      |                 |
| <b>121</b>               | <b>1065 - Shire of Victoria Plains - credit card</b> |          |                                                                      |                 |
|                          | CCDCEO2509                                           | 14/10/25 | Coles - Staff Breakfast                                              | 45.00           |
|                          |                                                      |          | Bunnings - Bait Rodent Control - Staff Housing                       | 13.38           |
|                          |                                                      |          | Amazon - Vacuum Bags - Admin Office                                  | 47.00           |
|                          |                                                      |          | Bunnings - Drain Cleaner - Staff Housing                             | 8.98            |
|                          |                                                      |          | Starlink Satellite Internet - LGGS                                   | 139.00          |
|                          |                                                      |          | Starlink Satellite Internet - 3 Units                                | 355.00          |
|                          |                                                      |          | CCP - Parking - LG Week                                              | 42.40           |
|                          |                                                      |          | Swan Taxi Fare - Caravel Mining Meeting                              | 15.02           |
|                          |                                                      |          | Metro Bar - Lunch - CEO, DCEO, Shire President LG Week               | 87.00           |
|                          |                                                      |          | Hilton Hotel Accommodation - LG Week                                 | 1,792.24        |
|                          |                                                      |          | CCP - Parking - LG Week                                              | 67.64           |
|                          |                                                      |          | Domes - Meals - LG Week                                              | 24.70           |
|                          |                                                      |          | Credit Card Fee                                                      | 4.00            |
|                          |                                                      |          | <b>Total 1065</b>                                                    | <b>2,641.36</b> |
|                          |                                                      |          | <b>Total PPIN02445</b>                                               | <b>2,641.36</b> |
| <b>Other - PPIN02448</b> |                                                      |          |                                                                      |                 |
| <b>122</b>               | <b>1065 - Shire of Victoria Plains - credit card</b> |          |                                                                      |                 |
|                          | CCCESM2509                                           | 14/10/25 | Credit card fee - September 2025                                     | 4.00            |
|                          |                                                      |          | <b>Total 1065</b>                                                    | <b>4.00</b>     |
|                          |                                                      |          | <b>Total PPIN02448</b>                                               | <b>4.00</b>     |
| <b>Other - PPIN02449</b> |                                                      |          |                                                                      |                 |
| <b>123</b>               | <b>1065 - Shire of Victoria Plains - credit card</b> |          |                                                                      |                 |
|                          | CCCEO2509                                            | 14/10/25 | WA New Subscription                                                  | 32.00           |
|                          |                                                      |          | Calingiri Traders - Diesel - CEO Vehicle                             | 83.68           |
|                          |                                                      |          | Merredin Tourist Park - Bruce Rock DEMC                              | 350.00          |
|                          |                                                      |          | Caltex Merriden - Fuel CEO vehicle - DEMC                            | 155.65          |
|                          |                                                      |          | Gift Basket - Gift for Staff Maternity                               | 108.95          |
|                          |                                                      |          | Yerecoin Traders - Coffee Centenary Event                            | 10.59           |
|                          |                                                      |          | BP Greenwood - Fuel CEO vehicle                                      | 118.65          |
|                          |                                                      |          | Calingiri Traders - Fuel CEO vehicle                                 | 111.24          |
|                          |                                                      |          | The Farm Weekly subscription                                         | 22.50           |
|                          |                                                      |          | Calingiri Traders - Fuel CEO vehicle                                 | 129.23          |
|                          |                                                      |          | Local Government - Project Management Essentials Course              | 1,115.00        |
|                          |                                                      |          | Calingiri Traders - Fuel CEO vehicle                                 | 121.54          |
|                          |                                                      |          | CEDA - WA Energy Outlook conference                                  | 820.00          |
|                          |                                                      |          | Drop Box subscription                                                | 136.00          |
|                          |                                                      |          | Drop Box subscription intl fee                                       | 4.08            |
|                          |                                                      |          | SEGRA -Success in the Bush Forum                                     | 300.00          |
|                          |                                                      |          | Hilton Perth - Cr Woods - Local Government Convention - Accomodation | 778.57          |
|                          |                                                      |          | Liberty Cafe - Breakfast - LG Convention                             | 29.00           |
|                          |                                                      |          | 6 Head - LG week - Dinner                                            | 697.32          |
|                          |                                                      |          | Metro Bar & Bistro - LG Week - Drinks                                | 21.00           |
|                          |                                                      |          | Hilton Hotel - CEO accommodation - LG Week                           | 1,225.99        |
|                          |                                                      |          | Metro Bar & Bistro - LG Week - Drinks                                | 14.00           |

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|            | Payment / Invoice                                    | Date Description                                                      | Amount          |
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|            |                                                      | TaxiPay Australia - LG Week                                           | 23.21           |
|            |                                                      | Hilton Perth -Cr Bantock - Local Government Convention - Accomodation | 2,660.36        |
|            |                                                      | CPP Parking - WALGA Convention                                        | 85.31           |
|            |                                                      | WA News subscription                                                  | 32.00           |
|            |                                                      | Bendigo Bank - Card fee                                               | 4.00            |
|            |                                                      | BP Greenwood - Fuel - CEO vehicle                                     | 205.80          |
|            |                                                      | <b>Total 1065</b>                                                     | <b>9,395.67</b> |
|            |                                                      | <b>Total PPIN02449</b>                                                | <b>9,395.67</b> |
|            | <b>Other - PPIN02451</b>                             |                                                                       |                 |
| <b>124</b> | <b>1208 - Wright Express Australia Pty Ltd (WEX)</b> |                                                                       |                 |
|            | FC2509                                               | 14/10/25 Fuel card fee                                                | 14.50           |
|            |                                                      | <b>Total 1208</b>                                                     | <b>14.50</b>    |
|            |                                                      | <b>Total PPIN02451</b>                                                | <b>14.50</b>    |
|            | <b>Other - PPIN02392</b>                             |                                                                       |                 |
| <b>125</b> | <b>140 - Water Corporation</b>                       |                                                                       |                 |
|            | WATER CORP 2                                         |                                                                       |                 |
|            | JULY TO 9 SEPT                                       | 10/09/25 9007249010 - Bolgart Standpipe                               | 453.05          |
|            | 25                                                   |                                                                       |                 |
|            |                                                      | <b>Total 140</b>                                                      | <b>453.05</b>   |
|            |                                                      | <b>Total PPIN02392</b>                                                | <b>453.05</b>   |
|            | <b>Other - PPIN02379</b>                             |                                                                       |                 |
| <b>126</b> | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>        |                                                                       |                 |
|            | BFC251001                                            | 01/10/25 Bank charges- Line fee                                       | 400.00          |
|            |                                                      | <b>Total 141</b>                                                      | <b>400.00</b>   |
|            |                                                      | <b>Total PPIN02379</b>                                                | <b>400.00</b>   |
|            | <b>Other - PPIN02380</b>                             |                                                                       |                 |
| <b>127</b> | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>        |                                                                       |                 |
|            | BFC251001A                                           | 01/10/25 Bank charges - De Fees                                       | 1.73            |
|            |                                                      | <b>Total 141</b>                                                      | <b>1.73</b>     |
|            |                                                      | <b>Total PPIN02380</b>                                                | <b>1.73</b>     |
|            | <b>Other - PPIN02381</b>                             |                                                                       |                 |
| <b>128</b> | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>        |                                                                       |                 |
|            | BFC251001B                                           | 01/10/25 Bank charges - De Fees                                       | 6.00            |
|            |                                                      | <b>Total 141</b>                                                      | <b>6.00</b>     |
|            |                                                      | <b>Total PPIN02381</b>                                                | <b>6.00</b>     |
|            | <b>Other - PPIN02382</b>                             |                                                                       |                 |
| <b>129</b> | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>        |                                                                       |                 |
|            | BPAY251001                                           | 01/10/25 BPAY monthly fee                                             | 335.28          |
|            |                                                      | <b>Total 141</b>                                                      | <b>335.28</b>   |
|            |                                                      | <b>Total PPIN02382</b>                                                | <b>335.28</b>   |
|            | <b>Other - PPIN02387</b>                             |                                                                       |                 |
| <b>130</b> | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>        |                                                                       |                 |
|            | BFC251009                                            | 09/10/25 Bank charges - De Fees                                       | 4.35            |
|            |                                                      | <b>Total 141</b>                                                      | <b>4.35</b>     |
|            |                                                      | <b>Total PPIN02387</b>                                                | <b>4.35</b>     |
|            | <b>Other - PPIN02389</b>                             |                                                                       |                 |
| <b>131</b> | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>        |                                                                       |                 |
|            | TYRO2509                                             | 13/10/25 Tyro Fees - Sept 25                                          | 1,550.98        |

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|     | Payment / Invoice                                         | Date Description                                    | Amount          |
|-----|-----------------------------------------------------------|-----------------------------------------------------|-----------------|
|     |                                                           | <b>Total 141</b>                                    | <b>1,550.98</b> |
|     |                                                           | <b>Total PPIN02389</b>                              | <b>1,550.98</b> |
|     | <b>Other - PPIN02454</b>                                  |                                                     |                 |
| 132 | 141 - BENDIGO BANK - GOOMALLING BRANCH                    |                                                     |                 |
|     | BCF251017                                                 | 17/10/25 Bank charges - De Fees                     | 7.35            |
|     |                                                           | <b>Total 141</b>                                    | <b>7.35</b>     |
|     |                                                           | <b>Total PPIN02454</b>                              | <b>7.35</b>     |
|     | <b>Other - PPIN02457</b>                                  |                                                     |                 |
| 133 | 141 - BENDIGO BANK - GOOMALLING BRANCH                    |                                                     |                 |
|     | BCF251022                                                 | 22/10/25 De Fees - 251022                           | 4.35            |
|     |                                                           | <b>Total 141</b>                                    | <b>4.35</b>     |
|     |                                                           | <b>Total PPIN02457</b>                              | <b>4.35</b>     |
|     | <b>Other - PPIN02458</b>                                  |                                                     |                 |
| 134 | 141 - BENDIGO BANK - GOOMALLING BRANCH                    |                                                     |                 |
|     | BCF251023                                                 | 23/10/25 Bank charges - De Fees                     | 0.15            |
|     |                                                           | <b>Total 141</b>                                    | <b>0.15</b>     |
|     |                                                           | <b>Total PPIN02458</b>                              | <b>0.15</b>     |
|     | <b>Other - PPIN02461</b>                                  |                                                     |                 |
| 135 | 141 - BENDIGO BANK - GOOMALLING BRANCH                    |                                                     |                 |
|     | BCF251030                                                 | 30/10/25 Bank charges - Bank confirmation audit fee | 45.00           |
|     |                                                           | <b>Total 141</b>                                    | <b>45.00</b>    |
|     |                                                           | <b>Total PPIN02461</b>                              | <b>45.00</b>    |
|     | <b>Other - PPIN02464</b>                                  |                                                     |                 |
| 136 | 141 - BENDIGO BANK - GOOMALLING BRANCH                    |                                                     |                 |
|     | BCF251031                                                 | 31/10/25 Bank charges - De Fees                     | 4.50            |
|     |                                                           | <b>Total 141</b>                                    | <b>4.50</b>     |
|     |                                                           | <b>Total PPIN02464</b>                              | <b>4.50</b>     |
|     | <b>Other - PPIN02465</b>                                  |                                                     |                 |
| 137 | 141 - BENDIGO BANK - GOOMALLING BRANCH                    |                                                     |                 |
|     | BCF251031DEP<br>FEE                                       | 31/10/25 Bank charges - Deposit Fee                 | 20.00           |
|     |                                                           | <b>Total 141</b>                                    | <b>20.00</b>    |
|     |                                                           | <b>Total PPIN02465</b>                              | <b>20.00</b>    |
|     | <b>Other - PPIN02383</b>                                  |                                                     |                 |
| 138 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                     |                 |
|     | DOT251001                                                 | 03/10/25 Transport licensing transactions 01/10/25  | 1,280.15        |
|     |                                                           | <b>Total 1421</b>                                   | <b>1,280.15</b> |
|     |                                                           | <b>Total PPIN02383</b>                              | <b>1,280.15</b> |
|     | <b>Other - PPIN02384</b>                                  |                                                     |                 |
| 139 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                     |                 |
|     | DOT251002                                                 | 06/10/25 Transport licensing transactions 2/10/25   | 236.65          |
|     |                                                           | <b>Total 1421</b>                                   | <b>236.65</b>   |
|     |                                                           | <b>Total PPIN02384</b>                              | <b>236.65</b>   |
|     | <b>Other - PPIN02386</b>                                  |                                                     |                 |
| 140 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                     |                 |
|     | DOT251003                                                 | 07/10/25 Transport licensing transactions 3/10/25   | 329.20          |
|     |                                                           | <b>Total 1421</b>                                   | <b>329.20</b>   |
|     |                                                           | <b>Total PPIN02386</b>                              | <b>329.20</b>   |
|     | <b>Other - PPIN02389</b>                                  |                                                     |                 |

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|     | Payment / Invoice                                         | Date Description                                     | Amount        |
|-----|-----------------------------------------------------------|------------------------------------------------------|---------------|
| 141 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251007                                                 | 09/10/25 Transport licensing transactions 7/10/25    | 191.40        |
|     |                                                           | <b>Total 1421</b>                                    | <b>191.40</b> |
|     |                                                           | <b>Total PPIN02388</b>                               | <b>191.40</b> |
|     | <b>Other - PPIN02390</b>                                  |                                                      |               |
| 142 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251009                                                 | 13/10/25 Transport licensing transactions 9/10/25    | 176.45        |
|     |                                                           | <b>Total 1421</b>                                    | <b>176.45</b> |
|     |                                                           | <b>Total PPIN02390</b>                               | <b>176.45</b> |
|     | <b>Other - PPIN02450</b>                                  |                                                      |               |
| 143 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251010                                                 | 14/10/25 Transport licensing transactions 10/10/25   | 13.55         |
|     |                                                           | <b>Total 1421</b>                                    | <b>13.55</b>  |
|     |                                                           | <b>Total PPIN02450</b>                               | <b>13.55</b>  |
|     | <b>Other - PPIN02452</b>                                  |                                                      |               |
| 144 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251013                                                 | 15/10/25 Transport licensing transactions 13/10/2025 | 704.30        |
|     |                                                           | <b>Total 1421</b>                                    | <b>704.30</b> |
|     |                                                           | <b>Total PPIN02452</b>                               | <b>704.30</b> |
|     | <b>Other - PPIN02453</b>                                  |                                                      |               |
| 145 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251015                                                 | 17/10/25 Transport licensing transactions 15/10/2025 | 111.35        |
|     |                                                           | <b>Total 1421</b>                                    | <b>111.35</b> |
|     |                                                           | <b>Total PPIN02453</b>                               | <b>111.35</b> |
|     | <b>Other - PPIN02455</b>                                  |                                                      |               |
| 146 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251016                                                 | 20/10/25 Transport licensing transactions 16/10/25   | 240.00        |
|     |                                                           | <b>Total 1421</b>                                    | <b>240.00</b> |
|     |                                                           | <b>Total PPIN02455</b>                               | <b>240.00</b> |
|     | <b>Other - PPIN02456</b>                                  |                                                      |               |
| 147 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251020                                                 | 22/10/25 Transport licensing transactions 20/10/25   | 130.45        |
|     |                                                           | <b>Total 1421</b>                                    | <b>130.45</b> |
|     |                                                           | <b>Total PPIN02456</b>                               | <b>130.45</b> |
|     | <b>Other - PPIN02459</b>                                  |                                                      |               |
| 148 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251022                                                 | 24/10/25 Transport licensing transactions 22/10/2025 | 104.20        |
|     |                                                           | <b>Total 1421</b>                                    | <b>104.20</b> |
|     |                                                           | <b>Total PPIN02459</b>                               | <b>104.20</b> |
|     | <b>Other - PPIN02460</b>                                  |                                                      |               |
| 149 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251024                                                 | 28/10/25 Transport licensing transactions 24/10/2025 | 169.25        |
|     |                                                           | <b>Total 1421</b>                                    | <b>169.25</b> |
|     |                                                           | <b>Total PPIN02460</b>                               | <b>169.25</b> |
|     | <b>Other - PPIN02462</b>                                  |                                                      |               |
| 150 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                      |               |
|     | DOT251028                                                 | 30/10/25 Transport licensing transactions 28/10/25   | 606.75        |
|     |                                                           | <b>Total 1421</b>                                    | <b>606.75</b> |



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|     | Payment / Invoice                                         | Date Description                                   | Amount           |
|-----|-----------------------------------------------------------|----------------------------------------------------|------------------|
|     |                                                           | <b>Total PPIN02462</b>                             | <b>606.75</b>    |
|     | <b>Other - PPIN02463</b>                                  |                                                    |                  |
| 151 | 1421 - Shire of Victoria Plains (Department Of Transport) |                                                    |                  |
|     | DOT251029                                                 | 31/10/25 Transport licensing transactions 29/10/25 | 7,854.40         |
|     |                                                           | <b>Total 1421</b>                                  | <b>7,854.40</b>  |
|     |                                                           | <b>Total PPIN02463</b>                             | <b>7,854.40</b>  |
|     | <b>Other - PPIN02391</b>                                  |                                                    |                  |
| 152 | 18 - Synergy                                              |                                                    |                  |
|     | SYNERGY 9 JULY TO 4 SEPT 25                               | 10/09/25 Synergy - Staff Housing                   | 484.58           |
|     |                                                           | Synergy - Staff Housing                            | 557.74           |
|     |                                                           | Synergy - Calingiri Football Pavilion              | 1,248.93         |
|     |                                                           | Synergy - Staff Housing                            | 153.42           |
|     |                                                           | Synergy - Administration Office                    | 1,396.27         |
|     |                                                           | Synergy - Entrance Lighting For ACU                | 95.80            |
|     |                                                           | Synergy - Calingiri War Memorial                   | 120.16           |
|     |                                                           | Synergy - Staff Housing                            | 518.89           |
|     |                                                           | <b>Total 18</b>                                    | <b>4,575.79</b>  |
|     |                                                           | <b>Total PPIN02391</b>                             | <b>4,575.79</b>  |
|     | <b>Other - PPIN02394</b>                                  |                                                    |                  |
| 153 | 18 - Synergy                                              |                                                    |                  |
|     | SYNERGY 31 JULY TO 26 SEPT                                | 30/09/25 Synergy - Bolgart Playgoup                | 144.32           |
|     |                                                           | Synergy - Bolgart Hall                             | 372.94           |
|     |                                                           | <b>Total 18</b>                                    | <b>517.26</b>    |
|     |                                                           | <b>Total PPIN02394</b>                             | <b>517.26</b>    |
|     | <b>Other - PPIN02395</b>                                  |                                                    |                  |
| 154 | 18 - Synergy                                              |                                                    |                  |
|     | SYNERGY ACCOUNT 174 813 470                               | 01/10/25 Synergy - Bolgart Caravan Park            | 692.12           |
|     |                                                           | <b>Total 18</b>                                    | <b>692.12</b>    |
|     |                                                           | <b>Total PPIN02395</b>                             | <b>692.12</b>    |
|     | <b>Other - PPIN02396</b>                                  |                                                    |                  |
| 155 | 18 - Synergy                                              |                                                    |                  |
|     | SYNERGY ACCOUNT 240 020 510                               | 03/10/25 Synergy - Streetlights                    | 1,619.70         |
|     |                                                           | <b>Total 18</b>                                    | <b>1,619.70</b>  |
|     |                                                           | <b>Total PPIN02396</b>                             | <b>1,619.70</b>  |
|     | <b>Other - PPIN02385</b>                                  |                                                    |                  |
| 156 | 2 - WESTERN AUSTRALIAN TREASURY CORPORATION               |                                                    |                  |
|     | LOAN85 OCT25                                              | 06/10/25 Loan 85 repayment                         | 20,468.86        |
|     |                                                           | <b>Total 2</b>                                     | <b>20,468.86</b> |
|     |                                                           | <b>Total PPIN02385</b>                             | <b>20,468.86</b> |
|     | <b>Other - PPIN02393</b>                                  |                                                    |                  |
| 157 | 20 - Telstra Corporation Ltd                              |                                                    |                  |
|     | TELSTRA ACCOUNT                                           | 17/09/25 Mobile charges                            |                  |
|     |                                                           | CCTV - Calingiri Tip                               | 20.00            |
|     |                                                           | Shire Deputy President                             | 20.00            |

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| Payment / Invoice        | Date Description                              | Amount          |
|--------------------------|-----------------------------------------------|-----------------|
|                          | CESM iPad                                     | 20.00           |
|                          | Administration - Housing iPad                 | 20.00           |
|                          | Councillor                                    | 20.00           |
|                          | Administration iPad                           | 20.00           |
|                          | Shire President                               | 20.00           |
|                          | Depot Emergency Works                         | 35.99           |
|                          | Emergency Management Officer                  | 35.99           |
|                          | Councillor                                    | 20.00           |
|                          | CEO iPad                                      | 20.00           |
|                          | CFS Mobile                                    | 35.99           |
|                          | CEO Mobile                                    | 35.99           |
|                          | WSM Mobile                                    | 35.99           |
|                          | Covert Camera 00029                           | 120.00          |
|                          | Community Safety Officer iPad                 | 20.00           |
|                          | CCTV - Yerecoin Wayside                       | 20.00           |
|                          | CCTV - Mogumber Hall                          | 20.00           |
|                          | CCTV - Piawaning Hall                         | 20.00           |
|                          | CCTV - Bolgart Tip                            | 20.00           |
|                          | CCTV - Calingiri Football Pavilion            | 20.00           |
|                          | Fire iPad - Data                              | 140.00          |
|                          | DCEO Mobile                                   | 35.99           |
|                          | Community Safety Officer - Laptop             | 20.00           |
|                          | CESM Mobile                                   | 35.99           |
|                          | <b>Total 20</b>                               | <b>831.93</b>   |
|                          | <b>Total PPIN02393</b>                        | <b>831.93</b>   |
| <hr/>                    |                                               |                 |
| <b>Other - PPIN02466</b> |                                               |                 |
| <b>158</b>               | <b>20 - Telstra Corporation Ltd</b>           |                 |
| TELSTRA 630 8146<br>000  | 01/10/25 Administration - Line 3              | 41.44           |
|                          | Administration - Line 1                       | 374.25          |
|                          | Administration - Fax                          | 34.95           |
|                          | Administration - Line 2                       | 41.44           |
|                          | Staff housing                                 | 34.95           |
|                          | Depot                                         | 110.85          |
|                          | Administration                                | 83.94           |
|                          | Administration - Line 4                       | 41.44           |
|                          | Whisper SMS                                   | 697.89          |
|                          | Administration - Internet & Data              | 204.60          |
|                          | Staff housing - Internet & Data               | 120.00          |
|                          | Calingiri Football Pavilion - Internet & Data | 120.00          |
|                          | Depot - Internet & Data                       | 120.00          |
|                          | Staff housing - Internet & Data               | 120.00          |
|                          | Staff housing - Internet & Data               | 120.00          |
|                          | Administration - Internet & Data              | 382.58          |
|                          | Additional Charges - Equipment                | -0.10           |
|                          | <b>Total 20</b>                               | <b>2,648.23</b> |
|                          | <b>Total PPIN02466</b>                        | <b>2,648.23</b> |
| <hr/>                    |                                               |                 |
| <b>Other - DD00037</b>   |                                               |                 |

**Payment Details**

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|            | Payment / Invoice                             | Date       | Description                                | Amount            |
|------------|-----------------------------------------------|------------|--------------------------------------------|-------------------|
| <b>159</b> | <b>V0001 - SuperStream Cllrg House Vendor</b> |            |                                            |                   |
|            | PJ000599                                      | 24/09/25   | Superannuation Contribution - From Payroll | 1,219.95          |
|            | PPE24092025                                   | 24/09/25   | Superannuation Contribution                | 9,931.07          |
|            |                                               | 01/10/25   | Correction of Emp 131 Superannuation       | 305.61            |
|            |                                               |            | <b>Total V0001</b>                         | <b>305.61</b>     |
|            |                                               |            | <b>Total DD00037</b>                       | <b>11,456.63</b>  |
|            | <b>Other - DD00038</b>                        |            |                                            |                   |
| <b>160</b> | <b>V0001 - SuperStream Cllrg House Vendor</b> |            |                                            |                   |
|            |                                               | 16/10/25   | Mercer Superannuation Refunds              | 1,391.33          |
|            |                                               |            | <b>Total V0001</b>                         | <b>1,391.33</b>   |
|            |                                               |            | <b>Total DD00038</b>                       | <b>1,391.33</b>   |
|            | <b>Other - DD00039</b>                        |            |                                            |                   |
| <b>161</b> | <b>V0001 - SuperStream Cllrg House Vendor</b> |            |                                            |                   |
|            | PJ000607                                      | 08/10/25   | Superannuation Contribution - From Payroll | 1,063.40          |
|            | PPE08102025                                   | 08/10/25   | Superannuation Contribution                | 9,740.53          |
|            |                                               |            | <b>Total V0001</b>                         | <b>9,740.53</b>   |
|            |                                               |            | <b>Total DD00039</b>                       | <b>10,803.93</b>  |
|            | <b>Other - DD00040</b>                        |            |                                            |                   |
| <b>162</b> | <b>V0001 - SuperStream Cllrg House Vendor</b> |            |                                            |                   |
|            | PJ000616                                      | 22/10/25   | Superannuation Contribution - From Payroll | 1,062.34          |
|            | PPE22102025                                   | 22/10/25   | Superannuation Contribution                | 9,739.06          |
|            |                                               |            | <b>Total V0001</b>                         | <b>9,739.06</b>   |
|            |                                               |            | <b>Total DD00040</b>                       | <b>10,801.40</b>  |
|            |                                               |            | <b>Grand Total - Other</b>                 | <b>92,843.55</b>  |
|            | <b>Payroll</b>                                |            |                                            |                   |
| <b>163</b> | <b>PJ000607</b>                               |            |                                            |                   |
|            | PPE10092025                                   | 8/10/2025  | Wages payment PE10/09/2025                 | 57,695.23         |
|            |                                               |            | <b>Total PJ000589</b>                      | <b>57,695.23</b>  |
|            | <b>Payroll</b>                                |            |                                            |                   |
| <b>164</b> | <b>PJ000616</b>                               |            |                                            |                   |
|            | PPE24092025                                   | 22/10/2025 | Wages payment PE22/10/2025                 | 60,443.53         |
|            |                                               |            | <b>Total PJ000599</b>                      | <b>60,443.53</b>  |
|            |                                               |            | <b>Grand Total - Payroll</b>               | <b>118,138.76</b> |
|            |                                               |            | <b>GRAND TOTAL - OTHER AND PAYROLL</b>     | <b>210,982.31</b> |

| Payment Type               | References from - to                      | \$ Amount           |
|----------------------------|-------------------------------------------|---------------------|
| Creditor EFT Payment**     | EFT00056 - EFT00059                       | 992,147.65          |
| Direct Debit Payment**     | PPIN002379 – PPIN02466<br>DD00037-DD00040 | 80,788.02           |
| Credit card – Bendigo Bank | PPIN02445                                 | 2,641.36            |
|                            | PPIN02448                                 | 4.00                |
|                            | PPIN02449                                 | 9,395.67            |
| Fuel Card – Wright Express | PPIN02451                                 | 14.50               |
| Salaries and Wages EFT     | PE08/10/25;PE22/10/25                     | 118,138.76          |
| Trust Payments             |                                           | -                   |
|                            | <b>TOTAL</b>                              | <b>1,203,129.96</b> |

| Local Spending | \$                | %             |
|----------------|-------------------|---------------|
| Local Supplier | 72,239.16         | 6.00%         |
| Payroll        | 118,138.76        | 9.82%         |
| <b>Total</b>   | <b>190,377.92</b> | <b>15.82%</b> |

**9.2 Monthly Financial Statements - October 2025**

|                                       |                                             |
|---------------------------------------|---------------------------------------------|
| <b>File Reference</b>                 |                                             |
| <b>Report Date</b>                    | 18 November 2025                            |
| <b>Applicant/Proponent</b>            | Shire of Victoria Plains                    |
| <b>Officer Disclosure of Interest</b> | Nil                                         |
| <b>Previous Meeting Reference</b>     | Nil                                         |
| <b>Prepared by</b>                    | Colin Ashe – Deputy Chief Executive Officer |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer     |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer     |
| <b>Attachments</b>                    | 1. Monthly Financial Report - Oct 25        |

**PURPOSE**

To receive the monthly financial statements for the period ending 31 Oct 2025.

**BACKGROUND**

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

**COMMENT**

With the finalisation of the Annual Financial Statements 24-25, monthly financial statements can progress with some assurance. Funding has been invoiced for the Regional Road Safety Program (RRSP) which has contributed to the current surplus noting minimal capital expenditure has occurred for this project.

The major adverse variance is employee costs and there will need to be a targeted allocation to the Edmond St subdivision in order to have this realigned and reduce this variance.

The current surplus is \$3,303,959 against a YTD budget of \$3,615,617.

**NOTES TO ACCOUNT**

The following presents a summary and analysis of the key points in the Oct 25 Financial Statements.

**Note 1 Net Current Funding Position:**

This reflects the liquidity of the shire, calculated as current assets less current liabilities, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to \$3,303,959. Whilst this is a positive result, it needs to be tempered with the RRSP which in effect has inflated this result as there is no offset capital expenditure.

**Note 2 Cash and Financial Assets:**

The current total cash position balance is \$2,235,949 with an Unrestricted Municipal Bank Balance of \$494,265 and \$1,741,684 in Restricted Funding, the latter comprising:

- \$720,350 in Reserves.
- \$1,021,334 major grant funding received and quarantined fully cash backed (see note 11).

The Municipal Bank Balance includes \$200,000 that has been placed in a term deposit until Jan 26. Whilst this is less than in previous years and a shorter period, there will be some interest generated to assist in bringing the budget back into surplus.

**Note 4 – Debtors:**

An overall (net) balance of \$2,428,491 which is slightly more than last month but reflective of invoicing for RRSP. The balance comprises of:

- \$981,397 in rate debtors analysed below.
- \$1,461,442 in sundry debtors primarily Regional Road Safety Program (RRSP) funding through MRWA (\$1,431,053).
- \$1,679 continues to be outstanding via the Fine Enforcement Registry (FER) for two separate firebreak infringements with some payments occurring.

In terms of Rate Debtors, this can be further analysed as:

- \$872,983 on instalment plans (89%).
- \$63,667 on ad hoc payment plans of which letters have just been issued for rearrangement in an attempt to have the balance cleared by 30 Jun 26 (6%).
- \$34,649 with debt collection services (4%).
- \$9,300 in mining tenements that have been surrendered and awaiting advice from Landgate in order to write this back.

**Note 5 Reserves:**

Funds transfer of \$10,000 will likely occur in Dec 25 once installation of air conditioners at 12 Harrington St is fully complete.

**Note 6 – Plant Disposals**

No disposals for Sep 25 though some vehicles have been sent to auction and funds should be realised in Dec 25.

**Note 7 – Capital Program**

Some progress has been made in the Capital Program but council should not expect to see any major expenditure reflected in the financial Statements until Nov 25 particularly on road construction though \$88,810 has been expended on this activity.

Of note, progress is being made on the Plant Replacement Program with Footpath construction and Truck Parking Bay in Yerecoin being completed under budget providing some additional savings to positively impact the budget deficit.

**Note 9 – Payables**

Contingent Liabilities will reduce once the HSP1 funding, R2R and LRCI program is completed. R2R and LRCI will likely be completed no later than Dec 25 and reflected in this set of monthly statements.

**Note 10 – Grants and Subsidies**

Invoicing for RRSP has been raised and funds have been paid in Nov 25. For carried forward water grants, essentially final milestone reports have been submitted to DWER and are waiting acceptance in order to send the final grant invoice. These include:

- Bore Development - Goudge / Parker Rd.
- Strategic Water Plan.
- Mobile Water Tank.

The 25-26 submitted water grant applications have only recently been signed off and milestone invoicing will occur shortly. These include:

- Gillingarra Emergency Water.
- Gillingarra Community Water.
- Gillingarra Truckfill.

**Note 11 – Restricted Funds**

Funding for R2R and LRCI and HSP1 has been quarantined and now fully cash backed to meet expenditure when it occurs. This will therefore have no impact on the general revenue cashflow through the Municipal Fund.

Of note – two shires from the housing cohort are yet to send invoices for their allocation of HSP1.

**Note 12 – LRCI Program**

Advice has been received through LRCI that the phase 4 program must be completed by 31 Dec 25. Much of the program is already in hand and will meet this deadline however two (2) at risk projects have been identified but with risk mitigation to ensure completion.

Mogumber Hall Toilets – have been descoped and will now address the septic system and stand-alone toilet doors raised by the MDPA. Revised budget amount for 25-26 will be \$12,000 for these activities and ensure completion by the due date.

Calingiri Playground Equipment – in terms of LRCI funding will be descoped to be supply only of playground equipment. LRCI Funding will be reallocated from the Mogumber Hall Toilets in order to expend funds required and ensure completion by the due date.

**Note 13 – LGGS Program**

Expenditure on Bushfire Plant has occurred in readiness for the fire season, some of which has exceeded the line allocation. Liaison will occur with the relevant officers for a reallocation of the budget lines.

**Note 14 – Material Variances**

Details have been provided with greater granularity on variances noting the ex-gratia rates refund will impact on the budget. The ESL charge has been incorrectly classified in the budget and will be remediated during budget review.

Employee Costs have the largest variance and is due to delays in sub-division funding (as the offset). Once this is received, employee costs will be allocated as the focus shifts to this capital activity.

## CONSULTATION

Chief Executive Officer, Sean Fletcher.

Manager Works and Services, Silvio Brenzi.

Chief Financial Officer, Zoe Clayton.

Co-ordinator Financial Services, Glenn Deocampo.

## STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

r.34 – financial activity statement required each month and details of what is to be included.

## CORPORATE CONTEXT

Local Government (Financial Management) Regulations 1996 –

- r.34 – financial activity statement required each month and details of what is to be included.

## Strategic Business Plan/Corporate Business Plan

| STRATEGIC PRIORITIES                  |                                                                                                    | WE KNOW WE ARE SUCCEEDING WHEN |  |
|---------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------|--|
| 4. CIVIC LEADERSHIP                   |                                                                                                    |                                |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance                                                     |                                |  |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |                                |  |
|                                       | Councilors attend training and feel supported in their role                                        |                                |  |
|                                       | Council is supported by a skilled team                                                             |                                |  |

## Delegation

Nil

## Policy Implications

Policy Manual –

- 3 Financial Management

## Other Corporate Document

Nil



**Risk Analysis**

| Consequence | Consequence Rating:                                                                                                             | Likelihood Rating:                                     | Risk Rating | Risk Acceptance/ Controls                                                                                                                               | Mitigation and Outcome                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Compliance  | Extreme (5)<br><br>Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Unlikely (2)<br><br>The event could occur at some time | High (10)   | Senior Management Team / CEO<br><br>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Policies and processes including preparation by Finance staff ensure that the residual risk is moderate. |

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**Officer Recommendation**That Council **RECEIVE** the 31 Oct 2025 Monthly Financial Statements as presented.



**SHIRE OF VICTORIA PLAINS**

**MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED 31 OCTOBER 2025**

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

**SHIRE OF VICTORIA PLAINS  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 OCTOBER 2025**

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**SHIRE OF VICTORIA PLAINS  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE MONTH ENDED 31 OCTOBER 2025**

|                                                                           | Note | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ |
|---------------------------------------------------------------------------|------|------------------------|---------------------|---------------------|
| <b>Revenue</b>                                                            |      |                        |                     |                     |
| Rates                                                                     |      | 4,135,598              | 4,135,598           | 4,080,477           |
| Grants, subsidies and contributions                                       | 10b  | 2,272,986              | 549,848             | 555,659             |
| Fees and charges                                                          |      | 309,923                | 229,536             | 188,261             |
| Interest revenue                                                          |      | 72,744                 | 21,240              | 24,281              |
| Other revenue                                                             |      | 38,960                 | 75,387              | 130,154             |
|                                                                           |      | <u>6,830,211</u>       | <u>5,011,610</u>    | <u>4,978,833</u>    |
| <b>Expenses</b>                                                           |      |                        |                     |                     |
| Employee costs                                                            |      | (2,058,532)            | (660,431)           | (805,915)           |
| Materials and contracts                                                   |      | (2,615,003)            | (955,364)           | (916,559)           |
| Utility charges                                                           |      | (118,350)              | (37,700)            | (28,827)            |
| Depreciation                                                              |      | (3,673,554)            | (1,224,518)         | (1,227,926)         |
| Finance costs                                                             |      | (50,377)               | (22,724)            | (6,243)             |
| Insurance                                                                 |      | (195,445)              | (195,445)           | (161,389)           |
| Other expenditure                                                         |      | (218,676)              | (41,432)            | (46,417)            |
|                                                                           |      | <u>(8,929,937)</u>     | <u>(3,137,614)</u>  | <u>(3,193,277)</u>  |
|                                                                           |      | <u>(2,099,726)</u>     | <u>1,873,996</u>    | <u>1,785,556</u>    |
| Capital grants, subsidies and contributions                               | 10a  | 11,944,564             | 1,951,344           | 1,800,958           |
| Profit on asset disposals                                                 | 6    | 76,764                 | -                   | -                   |
| Loss on asset disposals                                                   | 6    | (7,102)                | -                   | -                   |
|                                                                           |      | <u>12,014,226</u>      | <u>1,951,344</u>    | <u>1,800,958</u>    |
| <b>Net result for the period</b>                                          |      | <b>9,914,500</b>       | <b>3,825,340</b>    | <b>3,586,514</b>    |
| <b>Other comprehensive income for the period</b>                          |      |                        |                     |                     |
| <i>Items that will not be reclassified subsequently to profit or loss</i> |      |                        |                     |                     |
| Changes in asset revaluation surplus                                      |      | -                      | -                   | -                   |
| <b>Total other comprehensive income for the period</b>                    |      | <b>-</b>               | <b>-</b>            | <b>-</b>            |
| <b>Total comprehensive income for the period</b>                          |      | <b>9,914,500</b>       | <b>3,825,340</b>    | <b>3,586,514</b>    |

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

SHIRE OF VICTORIA PLAINS  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE MONTH ENDED 31 OCTOBER 2025

| Note                                                                     | Annual<br>Budget<br>\$ | YTD<br>Budget<br>\$ | YTD<br>Actual<br>\$ |
|--------------------------------------------------------------------------|------------------------|---------------------|---------------------|
| <b>OPERATING ACTIVITIES</b>                                              |                        |                     |                     |
| Revenue from operating activities                                        |                        |                     |                     |
| General rates                                                            | 4,135,598              | 4,135,598           | 4,080,477           |
| Grants, subsidies and contributions                                      | 10b 2,272,986          | 549,848             | 555,659             |
| Fees and charges                                                         | 309,923                | 229,536             | 188,261             |
| Interest revenue                                                         | 72,744                 | 21,240              | 24,281              |
| Other revenue                                                            | 38,960                 | 75,387              | 130,154             |
| Profit on asset disposals                                                | 6 76,764               | -                   | -                   |
|                                                                          | 6,906,975              | 5,011,610           | 4,978,833           |
| Expenditure from operating activities                                    |                        |                     |                     |
| Employee costs                                                           | (2,058,532)            | (660,431)           | (805,915)           |
| Materials and contracts                                                  | (2,615,003)            | (955,364)           | (916,559)           |
| Utility charges                                                          | (118,350)              | (37,700)            | (28,827)            |
| Depreciation                                                             | (3,673,554)            | (1,224,518)         | (1,227,926)         |
| Finance costs                                                            | (50,377)               | (22,724)            | (6,243)             |
| Insurance                                                                | (195,445)              | (195,445)           | (161,389)           |
| Other expenditure                                                        | (218,676)              | (41,432)            | (46,417)            |
| Loss on asset disposals                                                  | 6 (7,102)              | -                   | -                   |
|                                                                          | (8,937,039)            | (3,137,614)         | (3,193,277)         |
| Non-cash amounts excluded from operating activities                      | 1 3,603,893            | 1,224,518           | 1,227,926           |
| Amount attributable to operating activities                              | 1,573,829              | 3,098,514           | 3,013,482           |
| <b>INVESTING ACTIVITIES</b>                                              |                        |                     |                     |
| Inflows from investing activities                                        |                        |                     |                     |
| Capital grants, subsidies and contributions                              | 10a 11,944,564         | 1,951,344           | 1,800,958           |
| Proceeds from disposal of assets                                         | 6 280,500              | -                   | -                   |
| Proceeds from financial assets at amortised cost - self-supporting loans | 23,872                 | -                   | -                   |
|                                                                          | 12,248,936             | 1,951,344           | 1,800,958           |
| Outflows from investing activities                                       |                        |                     |                     |
| Payments for financial assets at amortised cost - self-supporting loans  | -                      | -                   | -                   |
| Acquisition of property, plant and equipment                             | 7 (7,532,772)          | (232,106)           | (234,031)           |
| Acquisition of infrastructure                                            | 7 (5,403,522)          | (135,221)           | (153,165)           |
|                                                                          | (12,936,294)           | (367,327)           | (387,196)           |
| Non-cash amounts excluded from investing activities                      | -                      | -                   | -                   |
| Amount attributable to investing activities                              | (687,358)              | 1,584,017           | 1,413,762           |
| <b>FINANCING ACTIVITIES</b>                                              |                        |                     |                     |
| Inflows from financing activities                                        |                        |                     |                     |
| Proceeds from borrowings                                                 | 8 -                    | -                   | -                   |
| Transfers from reserve accounts                                          | 5 77,309               | -                   | -                   |
|                                                                          | 77,309                 | -                   | -                   |
| Outflows from financing activities                                       |                        |                     |                     |
| Repayment of borrowings                                                  | 8 (288,565)            | (131,186)           | (153,160)           |
| Transfers to reserve accounts                                            | 5 (40,000)             | (10,000)            | (7,217)             |
|                                                                          | (328,565)              | (141,186)           | (160,376)           |
| Non-cash amounts excluded from financing activities                      | -                      | -                   | -                   |
| Amount attributable to financing activities                              | (251,256)              | (141,186)           | (160,376)           |
| <b>MOVEMENT IN SURPLUS OR DEFICIT</b>                                    |                        |                     |                     |
| Surplus or deficit at the start of the financial year                    | (925,728)              | (925,728)           | (962,909)           |
| Amount attributable to operating activities                              | 1,573,829              | 3,098,514           | 3,013,482           |
| Amount attributable to investing activities                              | (687,358)              | 1,584,017           | 1,413,763           |
| Amount attributable to financing activities                              | (251,256)              | (141,186)           | (160,376)           |
| Surplus or deficit after imposition of general rates                     | (290,513)              | 3,615,617           | 3,303,959           |

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

**SHIRE OF VICTORIA PLAINS**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 OCTOBER 2025**

|                                      | Note | 25/26              | 24/25              |
|--------------------------------------|------|--------------------|--------------------|
|                                      |      | \$                 | \$                 |
| <b>CURRENT ASSETS</b>                |      |                    |                    |
| Cash and cash equivalents            | 2    | 2,235,949          | 1,241,602          |
| Trade and other receivables          | 4a   | 2,428,491          | 239,754            |
| Other financial assets               |      | 26,544             | 624,571            |
| Inventories                          |      | 36,061             | 48,342             |
| Other assets                         |      | 90,095             | 204,406            |
| <b>TOTAL CURRENT ASSETS</b>          |      | <b>4,817,140</b>   | <b>2,358,674</b>   |
| <b>NON-CURRENT ASSETS</b>            |      |                    |                    |
| Trade and other receivables          | 4b   | 17,050             | 17,050             |
| Other financial assets               |      | 134,725            | 134,725            |
| Property, plant and equipment        |      | 12,779,337         | 12,764,735         |
| Infrastructure                       |      | 127,789,358        | 128,644,690        |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <b>140,720,471</b> | <b>141,561,201</b> |
| <b>TOTAL ASSETS</b>                  |      | <b>145,537,610</b> | <b>143,919,875</b> |
| <b>CURRENT LIABILITIES</b>           |      |                    |                    |
| Trade and other payables             | 9a   | 59,414             | 2,022,628          |
| Other liabilities                    | 9b   | 535,056            | 324,453            |
| Borrowings                           | 8    | 160,051            | 313,210            |
| Employee related provisions          |      | 171,814            | 234,825            |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <b>926,337</b>     | <b>2,895,116</b>   |
| <b>NON-CURRENT LIABILITIES</b>       |      |                    |                    |
| Borrowings                           | 8    | 1,015,011          | 1,015,011          |
| Employee related provisions          |      | 49,610             | 49,610             |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <b>1,064,621</b>   | <b>1,064,621</b>   |
| <b>TOTAL LIABILITIES</b>             |      | <b>1,990,958</b>   | <b>3,959,737</b>   |
| <b>NET ASSETS</b>                    |      | <b>143,546,653</b> | <b>139,960,138</b> |
| <b>EQUITY</b>                        |      |                    |                    |
| Retained surplus                     |      | 16,547,834         | 16,547,834         |
| Net Result - Comprehensive Income    |      | 3,586,514          |                    |
| Transfers to (from) Reserves         |      | (7,217)            |                    |
| Reserve accounts                     | 5    | 720,350            | 713,133            |
| Revaluation surplus                  |      | 122,699,172        | 122,699,170        |
| <b>TOTAL EQUITY</b>                  |      | <b>143,546,653</b> | <b>139,960,137</b> |

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

SHIRE OF VICTORIA PLAINS  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE MONTH ENDED 31 OCTOBER 2025

Note 1

Determination of Surplus or Deficit

| Note                                                                                                                                                                                                                                                               | 25/26            | 25/26            | 24/25            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|
|                                                                                                                                                                                                                                                                    | Actual           | Budget           | Actual           |
|                                                                                                                                                                                                                                                                    | \$               | \$               | \$               |
| <b>(a) Non-cash amounts excluded from operating activities</b>                                                                                                                                                                                                     |                  |                  |                  |
| The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.                                                |                  |                  |                  |
| Adjustments to operating activities                                                                                                                                                                                                                                |                  |                  |                  |
| Less: Profit on asset disposals                                                                                                                                                                                                                                    | -                | (76,764)         | (31,253)         |
| Less: Fair value adjustments to financial assets at fair value through profit or loss                                                                                                                                                                              | -                | -                | (62,378)         |
| Add: Loss on disposal of assets                                                                                                                                                                                                                                    | -                | 7,102            | 51,652           |
| Add: Depreciation                                                                                                                                                                                                                                                  | 1,227,926        | 3,673,554        | 786,568          |
| Non-cash movements in non-current assets and liabilities:                                                                                                                                                                                                          |                  |                  |                  |
| Pensioner deferred rates                                                                                                                                                                                                                                           | -                | -                | (3,641)          |
| Employee benefit provisions                                                                                                                                                                                                                                        | -                | -                | (7,166)          |
| <b>Non-cash amounts excluded from operating activities</b>                                                                                                                                                                                                         | <b>1,227,926</b> | <b>3,603,893</b> | <b>733,782</b>   |
| <b>(b) Surplus or deficit after imposition of general rates</b>                                                                                                                                                                                                    |                  |                  |                  |
| The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates. |                  |                  |                  |
| <b>Adjustments to net current assets</b>                                                                                                                                                                                                                           |                  |                  |                  |
| Less: Reserve accounts                                                                                                                                                                                                                                             | (720,350)        | (675,824)        | (713,133)        |
| Less: Financial assets at amortised cost – self supporting loans                                                                                                                                                                                                   | (26,544)         | 23,872           | (26,544)         |
| Add: Current liabilities not expected to be cleared at end of year                                                                                                                                                                                                 |                  |                  | -                |
| Current portion of borrowings                                                                                                                                                                                                                                      | 160,051          | 288,566          | 313,211          |
| <b>Total adjustments to net current assets</b>                                                                                                                                                                                                                     | <b>(586,843)</b> | <b>(363,386)</b> | <b>(426,467)</b> |
| <b>Net Current Assets used in the Statement of Financial Activity</b>                                                                                                                                                                                              |                  |                  |                  |
| Total Current Assets                                                                                                                                                                                                                                               | 4,817,140        | 1,393,107        | 2,182,328        |
| Less: Total current liabilities                                                                                                                                                                                                                                    | (926,337)        | (1,320,234)      | (2,718,771)      |
| Less: Total adjustments to net current assets                                                                                                                                                                                                                      | (586,843)        | (363,386)        | (426,467)        |
| <b>Surplus or deficit after imposition of general rates</b>                                                                                                                                                                                                        | <b>3,303,959</b> | <b>(290,513)</b> | <b>(962,909)</b> |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 2

Cash and Cash Equivalents

| Description                            | Unrestricted   | Restricted       | Total            | Institutions | Interest Rate | Maturity Date |
|----------------------------------------|----------------|------------------|------------------|--------------|---------------|---------------|
|                                        | \$             | \$               | \$               |              |               |               |
| Petty Cash                             | 700            |                  | 700              | N/A          | Nil           | On Hand       |
| Municipal Funds Bank                   | 292,752        |                  | 292,752          | Bendigo Bank | 0.00%         | At Call       |
| Restricted Funding                     | 813            | 1,021,334        | 1,022,147        | Bendigo Bank | 0.00%         | At Call       |
| Bendigo Bank Term Deposit Savings      | 200,000        |                  | 200,000          | Bendigo Bank | 2.75%         | 20/01/2026    |
|                                        |                |                  |                  |              |               |               |
| <b>RESERVES</b>                        |                |                  |                  |              |               |               |
| Reserve Savings Bank Account           |                | 115,526          | 115,526          | Bendigo Bank | 0.00%         | At Call       |
| Reserves - Term Deposits               |                | 604,824          | 604,824          | Bendigo Bank | 3.80%         | 5/05/2026     |
|                                        |                | <b>720,350</b>   |                  |              |               |               |
| <b>Total Cash and Cash Rquivalents</b> | <b>494,265</b> | <b>1,741,684</b> | <b>2,235,949</b> |              |               |               |

Note 3

Bonds and Deposits Held

Funds held as a bond or holding account with the Shire

| Description                        | Closing<br>Balance<br>31-Oct-25<br>\$ | Opening<br>Balance<br>30-Jun-25<br>\$ |
|------------------------------------|---------------------------------------|---------------------------------------|
| Tip Key Bond                       | 1,964                                 | 1,964                                 |
| Gym Memberships                    | 2,958                                 | 2,721                                 |
| Toilet Bond                        | 1,940                                 | 1,940                                 |
| Hall Bond                          | 1,125                                 | 1,125                                 |
| GSRC Gillingarra Church Legal Fees | 5,000                                 | 5,000                                 |
| Other                              | 2,580                                 | 2,280                                 |
| BCITF                              | -                                     | 160                                   |
| <b>Total Funds Held</b>            | <b>15,566</b>                         | <b>15,190</b>                         |



SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

**Note 4**

**Trade and Other Receivables**

| (a) Current Assets                          | 31-Oct-25        | 30-Jun-25      |
|---------------------------------------------|------------------|----------------|
|                                             | \$               | \$             |
| Debtor - Rates                              | 981,397          | 52,012         |
| Expected Credit Loss (Allowance)            | (15,262)         | (15,261)       |
| Other Statutory Receivables                 | 914              | -              |
| Debtors - Sundry (Trade Receivables)        | 1,461,442        | 200,866        |
| GST Receivable                              | -                | -              |
| Receivables for Employee Related Provisions |                  | 2,137          |
| <b>Total Trade and other Receivables</b>    | <b>2,428,491</b> | <b>239,754</b> |

**Debtors - Sundry (Trade Receivables)**

|                                | 31-Oct-25        | 30-Jun-25      |
|--------------------------------|------------------|----------------|
|                                | \$               | \$             |
| 01-31 Days                     | 1,458,722        | 199,094        |
| 31-62 Days                     | -                | 172            |
| 63-92 Days                     | 1,041            | -              |
| 93+ Days                       | 1,680            | 1,600          |
| <b>Total Trade Receivables</b> | <b>1,461,442</b> | <b>200,866</b> |

**Debtors - Rates Analysis**

|                                        |                  |                  |
|----------------------------------------|------------------|------------------|
| Closing balances - prior year          | 52,012           | 36,344           |
| Prepaid / Unallocated Rates            |                  | -                |
| All Rates levied this year             | 4,080,477        | 3,922,567        |
| Less: Closing balances - current month | 981,397          | 52,012           |
| <b>Total Rates Collected to date</b>   | <b>3,151,092</b> | <b>3,906,899</b> |
| <b>% collected</b>                     | <b>76%</b>       | <b>99%</b>       |

|                                            |                |               |
|--------------------------------------------|----------------|---------------|
| Instalment Plans                           | 872,983        |               |
| Adhoc Payment Arrangement                  | 63,667         | 26,684        |
| Debt Collection with AMPAC                 | 34,649         | 6,145         |
| Rates paid in Advance                      | (4,625)        | -             |
| Final notices sent out                     | -              | 18,979        |
| Mining Tenements waiting to be written off | 9,300          |               |
| Small amounts                              | 5,423          | 204           |
| <b>Total</b>                               | <b>981,397</b> | <b>52,012</b> |

(b) **Non Current Assets**

|                |        |        |
|----------------|--------|--------|
| Deferred Rates | 17,050 | 17,050 |
|----------------|--------|--------|

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 5

Cash Reserves

| Reserve                     | Opening Balance | Transfer From     |                   | Interest Received |                   | Transfer To       |                   | Closing Balance      |                      |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|
|                             | 1/07/2025       | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>31/10/2025 | Budget<br>30/06/2026 |
|                             | \$              | \$                | \$                | \$                | \$                | \$                | \$                | \$                   | \$                   |
| Long Service Leave          | 4,856           |                   | -                 | 49                | 204               | -                 | -                 | 4,905                | 5,060                |
| Plant                       | 27,740          |                   | -                 | 281               | 1,165             | -                 | -                 | 28,021               | 28,905               |
| Housing                     | 154,489         |                   | (10,000)          | 1,563             | 6,499             | -                 | -                 | 156,052              | 150,988              |
| Sewerage Scheme - Calingiri | 53,648          |                   | -                 | 543               | 2,257             | -                 | -                 | 54,191               | 55,905               |
| Refuse Site                 | 275,379         |                   | -                 | 586               | 11,685            | -                 | -                 | 275,965              | 286,964              |
| Building Maintenance        | 57,930          |                   | (67,309)          | 1,017             | 2,437             | -                 | 10,000            | 58,947               | 3,058                |
| Infrastructure              | 100,516         |                   | -                 | 51                | 4,229             | -                 | -                 | 100,597              | 104,745              |
| Gymnasium                   | 8,038           |                   | -                 | 232               | 338               | -                 | -                 | 8,270                | 8,376                |
| Sewerage Scheme - Yerecoin  | 22,909          |                   | -                 | 2,787             | 964               | -                 | -                 | 25,696               | 23,873               |
| Unallocated Monies          | 7,628           |                   | -                 | 77                | 321               | -                 | -                 | 7,705                | 7,949                |
| <b>Total Cash Reserves</b>  | <b>713,133</b>  | <b>-</b>          | <b>(77,309)</b>   | <b>7,217</b>      | <b>30,000</b>     | <b>-</b>          | <b>10,000</b>     | <b>720,350</b>       | <b>675,823</b>       |

Objective of Reserves

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

| Reserve Name                | Term    | Purpose                                                                                                            |
|-----------------------------|---------|--------------------------------------------------------------------------------------------------------------------|
| Long Service Leave          | Ongoing | to be used to fund annual and long service leave requirements                                                      |
| Plant                       | Ongoing | to be used for the purchase of major plant                                                                         |
| Housing                     | Ongoing | to be used for the procurement of staff housing                                                                    |
| Sewerage Scheme - Calingiri | Ongoing | to be used to maintain and improve the Calingiri sewerage scheme                                                   |
| Refuse Site                 | Ongoing | to be used to fund future refuse site development                                                                  |
| Building Maintenance        | Ongoing | to be used for the long term maintenance of Shire buildings                                                        |
| Infrastructure              | Ongoing | to be used for future infrastructure development to ensure long term Shire sustainability                          |
| Gymnasium                   | Ongoing | to be used for future purchases and replacement of gymnasium equipment                                             |
| Sewerage Scheme - Yerecoin  | Ongoing | to be used to maintain and improve the Yerecoin sewerage scheme                                                    |
| Unallocated Monies          | Ongoing | future refund or allocation once identified or transferred to shire general revenue after statutory period expiry. |

The reserves are not expected to be used within a set period and further transfers to the reserve accounts are expected as funds are utilised.  
There are no reserves restricted by legislation.

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 6

Disposal of Assets

| Class of Asset & Program                 | Proceeds from Sale |           | Cost of Replacement Asset |           | Net Cost for Change Over |           | Written Down Value |           | Profit/(Loss) on Disposal |               |           |
|------------------------------------------|--------------------|-----------|---------------------------|-----------|--------------------------|-----------|--------------------|-----------|---------------------------|---------------|-----------|
|                                          | Actual \$          | Budget \$ | Actual \$                 | Budget \$ | Actual                   | Budget \$ | Actual             | Budget \$ | Actual (Profit)           | Actual (Loss) | Budget \$ |
|                                          | 2025/26            | 2025/26   | 2025/26                   | 2025/26   | 2025/26                  | 2025/26   | 2025/26            | 2025/26   | 2025/26                   | 2025/26       | 2025/26   |
|                                          | \$                 | \$        | \$                        | \$        | \$                       | \$        | \$                 | \$        | \$                        | \$            | \$        |
| <b>Plant &amp; Equipment</b>             |                    |           |                           |           |                          |           |                    |           |                           |               |           |
| <b>Governance</b>                        |                    |           |                           |           |                          |           |                    |           |                           |               |           |
| CEO Vehicle                              |                    | 80,000    |                           |           | -                        | (80,000)  |                    | 62,119    | -                         | -             | 17,881    |
| DCEO Vehicle                             |                    | 65,000    |                           |           | -                        | (65,000)  |                    | 54,963    | -                         | -             | 10,037    |
| <b>Transport</b>                         |                    |           |                           |           |                          |           |                    |           |                           |               | -         |
| PEX01 - Caterpillar Excavator 311D-LRR   |                    | 30,000    |                           |           | -                        | (30,000)  |                    | 18,115    | -                         | -             | 11,885    |
| Snap on Hydraulic Claw                   |                    | 500       |                           |           | -                        | (500)     |                    | 2,551     | -                         | -             | (2,051)   |
| PM09 - Kubota ZD1211-60 Mower VP71       |                    | 5,000     |                           |           | -                        | (5,000)   |                    | 10,050    | -                         | -             | (5,050)   |
| PTK23 - Mitsubishi Canter Table Top VP49 |                    | 35,000    |                           |           | -                        | (35,000)  |                    | 5,656     | -                         | -             | 29,344    |
| Ford Ranger Wildtrak WM VP000            |                    | 65,000    |                           |           | -                        | -         |                    | 57,384    | -                         | -             | 7,616     |
| <b>Totals Disposal of Assets</b>         | -                  | 280,500   | -                         | -         | -                        | (215,500) | -                  | 210,838   | -                         | -             | 69,662    |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 7

Capital Acquisitions

| Program/Sub-program                             | Non-Infrastructure |                   |                   |                   |                       |                   | Infrastructure    |                   |                   |                   | TOTAL             |                   |
|-------------------------------------------------|--------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                                 | Land & Buildings   |                   | Plant & Equipment |                   | Furniture & Equipment |                   | Roads             |                   | Other             |                   | Actual<br>2025/26 | Budget<br>2025/26 |
|                                                 | Actual<br>2025/26  | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26     | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 |                   |                   |
| <b>Governance</b>                               |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Admin Storage and Roller Doors                  | -                  | 22,000            |                   |                   |                       |                   |                   |                   |                   |                   | -                 | 22,000            |
| CEO Vehicle (VP0)                               |                    |                   | 924               | 100,000           |                       |                   |                   |                   |                   |                   | 924               | 100,000           |
| DCEO Vehicle (VP00)                             |                    |                   | -                 | 75,000            |                       |                   |                   |                   |                   |                   | -                 | 75,000            |
| <b>Law, Order and Public Safety</b>             |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Disaster Ready Generators                       |                    |                   | -                 | 101,560           |                       |                   |                   |                   |                   |                   | -                 | 101,560           |
| Disaster Ready Bores                            |                    |                   |                   |                   |                       |                   |                   |                   | -                 | 78,440            | -                 | 78,440            |
| <b>Housing</b>                                  |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Staff Housing Development - HSP2                | 7,012              | 4,567,000         |                   |                   |                       |                   |                   |                   |                   |                   | 7,012             | 4,567,000         |
| Staff Housing Development - HSP1                | 15,632             | 27,000            |                   |                   |                       |                   |                   |                   |                   |                   | 15,632            | 27,000            |
| Air Conditioner - 12 Harrington St              |                    |                   |                   |                   | -                     | 15,000            |                   |                   |                   |                   | -                 | 15,000            |
| <b>Recreation and Culture</b>                   |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Calingiri Pavilion Boiler                       | 27,309             | 27,309            |                   |                   |                       |                   |                   |                   |                   |                   | 27,309            | 27,309            |
| Calingiri Sportsclub                            | -                  | 25,000            |                   |                   |                       |                   |                   |                   |                   |                   | -                 | 25,000            |
| Mogumber Toilets                                | -                  | 54,903            |                   |                   |                       |                   |                   |                   |                   |                   | -                 | 54,903            |
| Calingiri Oval Scoreboard                       |                    |                   |                   |                   |                       | 80,000            |                   |                   |                   |                   | -                 | 80,000            |
| Calingiri War Memorial                          |                    |                   |                   |                   |                       |                   |                   |                   | -                 | 22,000            | -                 | 22,000            |
| Calingiri Playground Equipment                  |                    |                   |                   |                   |                       |                   |                   |                   | -                 | 52,000            | -                 | 52,000            |
| Calingiri Sportsground Lighting                 |                    |                   |                   |                   |                       |                   |                   |                   | 22,835            | 22,471            | 22,835            | 22,471            |
| Calingiri Youth Park                            |                    |                   |                   |                   |                       |                   |                   |                   | 5,500             | 5,150             | 5,500             | 5,150             |
| Bolgart Skatepark                               |                    |                   |                   |                   |                       |                   |                   |                   | 5,000             | 5,000             | 5,000             | 5,000             |
| <b>Transport</b>                                |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Depot Renovations                               | -                  | 60,000            |                   |                   |                       |                   |                   |                   |                   |                   | -                 | 60,000            |
| Depot Carpark LRC                               | 7,034              | 15,000            |                   |                   |                       |                   |                   |                   |                   |                   | 7,034             | 15,000            |
| PEX01 - Caterpillar Excavator 311D-LRR          |                    |                   | 137,400           | 175,000           |                       |                   |                   |                   |                   |                   | 137,400           | 175,000           |
| Snap on Hydraulic Claw                          |                    |                   | 20,800            | 30,000            |                       |                   |                   |                   |                   |                   | 20,800            | 30,000            |
| PM09 - Kubota ZD1211-60 Mower VP71              |                    |                   | 16,997            | 18,000            |                       |                   |                   |                   |                   |                   | 16,997            | 18,000            |
| PTK23 - Mitsubishi Canter Table Top VP49        |                    |                   |                   | 120,000           |                       |                   |                   |                   |                   |                   | -                 | 120,000           |
| PWV75 - Ford Ranger Wildtrak WM VP000           |                    |                   | 924               | 75,000            |                       |                   |                   |                   |                   |                   | 924               | 75,000            |
| Digital Speed Signs                             |                    |                   | -                 | 25,000            |                       |                   |                   |                   |                   |                   | -                 | 25,000            |
| Depot Utility (2WD)                             |                    |                   | -                 | 30,000            |                       |                   |                   |                   |                   |                   | -                 | 30,000            |
| <b>Footpaths</b>                                |                    |                   |                   |                   |                       |                   |                   |                   | 16,900            | 20,000            | 16,900            | 20,000            |
| Truck Parking Bay - Mogumber                    |                    |                   |                   |                   |                       |                   |                   |                   | -                 | 10,000            | -                 | 10,000            |
| Truck Parking Bay - Yerecoin                    |                    |                   |                   |                   |                       |                   |                   |                   | 10,120            | 21,500            | 10,120            | 21,500            |
| <b>Roadworks - Regional Road Safety Program</b> |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Toodyay - Bindi Bindi Rd Nth (RRSP)             |                    |                   |                   |                   |                       |                   | 8,843             | 2,428,855         |                   |                   | 8,843             | 2,428,855         |
| Wongan Hills Waddington Road (RRSP)             |                    |                   |                   |                   |                       |                   | 4,045             | 823,540           |                   |                   | 4,045             | 823,540           |
| <b>Roadworks - Roads to Recovery Funded</b>     |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |
| Yerecoin Sth East Rd                            |                    |                   |                   |                   |                       |                   | 72,099            | 700,000           |                   |                   | 72,099            | 700,000           |
| Bolgart East Rd Seal - renewal                  |                    |                   |                   |                   |                       |                   | -                 | 57,250            |                   |                   | -                 | 57,250            |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 7

Capital Acquisitions

| Program/Sub-program                      | Non-Infrastructure              |                   |                   |                   |                       |                   | Infrastructure              |                   |                   |                   | TOTAL             |                   |
|------------------------------------------|---------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                          | Land & Buildings                |                   | Plant & Equipment |                   | Furniture & Equipment |                   | Roads                       |                   | Other             |                   | Actual<br>2025/26 | Budget<br>2025/26 |
|                                          | Actual<br>2025/26               | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26     | Budget<br>2025/26 | Actual<br>2025/26           | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 |                   |                   |
| Poincare St - Seal renewal               |                                 |                   |                   |                   |                       |                   | -                           | 60,000            |                   |                   | -                 | 60,000            |
| Cavell St and Haig Intersection          |                                 |                   |                   |                   |                       |                   |                             | 10,000            |                   |                   | -                 | 10,000            |
| Calingiri New Norcia Rd - reconstruction |                                 |                   |                   |                   |                       |                   | 3,823                       | 79,198            |                   |                   | 3,823             | 79,198            |
| <b>Economic Development</b>              |                                 |                   |                   |                   |                       |                   |                             |                   |                   |                   |                   |                   |
| Victoria Plains Central Precinct         | -                               | 1,890,000         |                   |                   |                       |                   |                             |                   |                   |                   | -                 | 1,890,000         |
| Gillingarra Emergency Water CWSP         |                                 |                   |                   |                   |                       |                   |                             |                   | -                 | 86,180            | -                 | 86,180            |
| Gillingarra Community Water CWSP         |                                 |                   |                   |                   |                       |                   |                             |                   | -                 | 93,912            | -                 | 93,912            |
| Gillingarra Truckfill CWSP               |                                 |                   |                   |                   |                       |                   |                             |                   | -                 | 128,741           | -                 | 128,741           |
| ESA Tourism Development                  |                                 |                   |                   |                   |                       |                   |                             |                   | -                 | 689,485           | -                 | 689,485           |
| Bore Development - Goudge / Parker Rd    |                                 |                   |                   |                   |                       |                   |                             |                   | 4,000             | 9,800             | 4,000             | 9,800             |
| <b>Totals</b>                            | 56,987                          | 6,688,212         | 177,044           | 749,560           | -                     | 95,000            | 88,810                      | 4,158,843         | 64,355            | 1,244,679         | 387,196           | 12,936,294        |
|                                          | <b>TOTAL NON-INFRASTRUCTURE</b> |                   |                   |                   | 234,031               | 7,532,772         | <b>TOTAL INFRASTRUCTURE</b> |                   | 153,165           | 5,403,522         |                   |                   |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 8

Borrowings

| No. | Loan Details                 | Amount<br>Outstanding | Interest Repayments |                   | Principal Repayments |                   | Principal<br>Outstanding |
|-----|------------------------------|-----------------------|---------------------|-------------------|----------------------|-------------------|--------------------------|
|     |                              | 1/07/2025             | Actual<br>2025/26   | Budget<br>2025/26 | Actual<br>2025/26    | Budget<br>2025/26 | 31/10/2025               |
|     |                              | \$                    | \$                  | \$                | \$                   | \$                | \$                       |
|     | <b>Self Supporting Loans</b> |                       |                     |                   |                      |                   |                          |
| 83  | Calingiri Football Club      | 101,555               |                     | (4,928)           |                      | (23,872)          | 101,555                  |
|     | <b>Other Loans</b>           |                       |                     |                   |                      |                   |                          |
| 84  | Piawaning Water Supply       | 29,088                | (362)               | (605)             | (9,576)              | (19,272)          | 19,512                   |
| 85  | Grader and Roller            | 60,890                | (258)               | (430)             | (20,211)             | (40,508)          | 40,679                   |
| 87  | Plant Replacement            | 1,114,716             | (23,265)            | (44,413)          | (101,399)            | (204,914)         | 1,013,317                |
|     | <b>Total Borrowings</b>      | <b>1,306,249</b>      | <b>(23,885)</b>     | <b>(50,376)</b>   | <b>(131,186)</b>     | <b>(288,566)</b>  | <b>1,175,063</b>         |
|     | Current Loan Liability       | 291,238               |                     |                   |                      |                   | 160,051                  |
|     | Non-Current Loan Liability   | 1,015,011             |                     |                   |                      |                   | 1,015,011                |
|     | <b>Total Loan Liability</b>  | <b>1,306,249</b>      |                     |                   |                      |                   | <b>1,175,063</b>         |

**SHIRE OF VICTORIA PLAINS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2025**

**Note 9**

**Payables**

**(a) Trade and other payables**

|                            | <b>2026</b>   | <b>2025</b>      |
|----------------------------|---------------|------------------|
| <b>Current</b>             | <b>\$</b>     | <b>\$</b>        |
| Sundry creditors           | 44,208        | 1,796,712        |
| Prepaid Rates              | -             | 56,547           |
| Accrued Salaries and Wages | -             | 61,708           |
| Bonds and Deposits Held    | 15,566        | 15,190           |
| Accrued Expenses           | -             | 78,538           |
| BSL clearing/rounding      | (360)         | -                |
| ATO GST payable            | -             | 12,947           |
| DoTransport Licensing      | -             | 986              |
|                            | <b>59,414</b> | <b>2,022,627</b> |

**(b) Other Liabilities**

|                        | <b>2026</b>    | <b>2025</b>    |
|------------------------|----------------|----------------|
| <b>Current</b>         | <b>\$</b>      | <b>\$</b>      |
| Contingent Liabilities | 533,894        | 324,453        |
| DoTransport Licensing  | 1,163          | -              |
|                        | <b>535,056</b> | <b>324,453</b> |

**Contingent Liabilities Represented by:**

|                                                                       |                |                |
|-----------------------------------------------------------------------|----------------|----------------|
| Housing Support Program 1                                             | 209,441        | -              |
| Roads to Recovery                                                     | 215,690        | 215,690        |
| WSFN Funding                                                          | 8,694          | 8,694          |
| Grant - Local Roads and Community Infrastructure Program(LRCIP) Ph 4A | 100,069        | 100,069        |
|                                                                       | <b>533,894</b> | <b>324,453</b> |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 10

Grants, Subsidies and Contributions

(a) Capital Grants, Subsidies and Contributions

Law, Order and Public Safety

Disaster Ready Generator

Disaster Ready Bores

Housing

Housing Support Program (HSP1)

Housing Support Program (HSP2)

Recreation

Scoreboard Grant

Lottery West - Calingiri Playground

Economic Services

DWER - Goudge Parker Rd Bore Redevelopment

Gillingarra Emergency Water CWSP

Gillingarra Community Water CWSP

ESA Tourism Development

Gillingarra Truckfill CWSP

Victoria Plains Central Precinct

Transport

Govt Grant - Regional Roads

Govt Grant - R2R

HVRA Truck parking Bay - Mogumber

LRCIP Funding

Total Non Operating Capital Grants, Subsidies and Contributions

| Annual Budget<br>2025/26<br>\$ | Amended Budget<br>2025/26<br>\$ | YTD Budget<br>2025/26<br>\$ | YTD Revenue<br>Actual<br>2025/26<br>\$ | Variance<br>YTD vs Actual<br>2025/26<br>\$ |
|--------------------------------|---------------------------------|-----------------------------|----------------------------------------|--------------------------------------------|
| 55,000                         | -                               | -                           | -                                      | -                                          |
| 55,000                         | -                               | 7,344                       | -                                      | 7,344                                      |
| 27,000                         | -                               | 27,000                      | -                                      | 27,000                                     |
| 4,567,000                      | -                               | -                           | -                                      | -                                          |
| 75,000                         | -                               | 75,000                      | -                                      | 75,000                                     |
| 42,000                         | -                               | 42,000                      | -                                      | 42,000                                     |
| 7,344                          | -                               | -                           | -                                      | -                                          |
| 60,326                         | -                               | -                           | -                                      | -                                          |
| 65,738                         | -                               | -                           | -                                      | -                                          |
| 689,485                        | -                               | -                           | -                                      | -                                          |
| 89,892                         | -                               | -                           | -                                      | -                                          |
| 1,890,000                      | -                               | -                           | -                                      | -                                          |
| 3,252,395                      | -                               | 1,300,000                   | 1,300,958                              | (958)                                      |
| 906,448                        | -                               | 500,000                     | 500,000                                | -                                          |
| 8,000                          | -                               | -                           | -                                      | -                                          |
| 153,936                        | -                               | -                           | -                                      | -                                          |
| 11,944,564                     | -                               | 1,951,344                   | 1,800,958                              | 150,386                                    |

(b) Operating Grants, Subsidies and Contributions

General Purpose Funding

Financial Assistance Grants - General

Financial Assistance Grants - Local Roads

Law and Public Order

DFES Operating Grant (ESL)

Emergency Services Administration Grant

CESM Contribution

Grant - Mitigation Activity Fund

Education and Welfare

Australia Day

Grant - Other Events\*

Economic Services

Strategic Water Plan

DWER - Mobile Water Tank

Transport

Govt Grant - Direct

Total Operating Grants, Subsidies and Contributions

| Annual Budget<br>2025/26<br>\$ | Amended Budget<br>2025/26<br>\$ | YTD Budget<br>2025/26<br>\$ | YTD Revenue<br>Actual<br>2025/26<br>\$ | Variance<br>YTD vs Actual<br>2025/26<br>\$ |
|--------------------------------|---------------------------------|-----------------------------|----------------------------------------|--------------------------------------------|
| 787,005                        | -                               | 96,751                      | 96,367                                 | 384                                        |
| 846,202                        | -                               | 94,500                      | 94,586                                 | (86)                                       |
| 99,190                         | -                               | 49,595                      | 46,674                                 | 2,921                                      |
| -                              | -                               | -                           | 4,400                                  | (4,400)                                    |
| 161,963                        | -                               | 40,490                      | 41,709                                 | (1,219)                                    |
| 94,230                         | -                               | 47,000                      | 47,115                                 | (115)                                      |
| 10,000                         | -                               | -                           | -                                      | -                                          |
| 20,000                         | -                               | 10,000                      | 8,636                                  | 1,364                                      |
| 33,645                         | -                               | -                           | -                                      | -                                          |
| 9,240                          | -                               | -                           | 4,620                                  | (4,620)                                    |
| 211,511                        | -                               | 211,511                     | 211,552                                | (41)                                       |
| 2,272,986                      | -                               | 549,847                     | 555,659                                | (5,812)                                    |

Supplementary information on Grant - Other Events

Grants/contributions to Community Development Programs

LBW Australia - Library grant - Bolgart

Street Alive

Total

| Annual Budget<br>\$ | YTD Revenue<br>Actual<br>\$ |
|---------------------|-----------------------------|
| 3,636               | 3,636                       |
| 5,000               | 5,000                       |
| 8,636               | 8,636                       |



SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 11

Restricted Funding

| Description                                                           | External<br>Funding<br>Allocation | Project Opening<br>Balance<br>Funding | Receipts         | Costs          | Balance        | Cash Backed       |
|-----------------------------------------------------------------------|-----------------------------------|---------------------------------------|------------------|----------------|----------------|-------------------|
|                                                                       |                                   | 1/07/2025                             |                  |                | 31/10/2025     |                   |
|                                                                       | \$                                | \$                                    | \$               | \$             | \$             | \$                |
| Grant - Local Roads and Community Infrastructure Program(LRCIP) Ph 4A | \$ 601,419                        | 100,069                               | -                | 81,781         | 18,288         | 18,288            |
| WDC Housing Prospectus                                                | \$ 10,000                         | 10,000                                | -                | -              | 10,000         | -                 |
| Housing Support Program Stage 1                                       | \$ 877,065                        | -                                     | 533,600          | 324,160        | 209,440        | 209,440           |
| DWER - Gouge Parker Rd - Bore Development                             | \$ 92,144                         | (57,158)                              | 46,072           | 4,000          | (15,086)       | -                 |
| Roads to Recovery                                                     | \$ 614,480                        | 215,690                               | 500,000          | 75,922         | 639,768        | 639,768           |
| <b>Totals</b>                                                         | <b>2,195,108</b>                  | <b>268,601</b>                        | <b>1,079,672</b> | <b>485,863</b> | <b>862,410</b> | <b>867,496</b>    |
| Restricted Savings                                                    |                                   |                                       |                  |                |                | \$ 1,021,334      |
| To be transferred to (from) Muni account                              |                                   |                                       |                  |                |                | <u>\$ 153,838</u> |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

Note 12  
Local Roads and Community Infrastructure Funding

| Local Roads and Community Infrastructure - MONTHLY REPORT                         |                                |                                                |                                                   |                               |                                      |                 | Nominal Funding Allocation             |                                             |                |
|-----------------------------------------------------------------------------------|--------------------------------|------------------------------------------------|---------------------------------------------------|-------------------------------|--------------------------------------|-----------------|----------------------------------------|---------------------------------------------|----------------|
|                                                                                   |                                |                                                |                                                   |                               |                                      |                 | Owns Source Expenditure                |                                             |                |
| Council: Shire of Victoria Plains                                                 |                                | Phase: 4                                       |                                                   |                               |                                      |                 |                                        |                                             |                |
|                                                                                   |                                |                                                |                                                   |                               |                                      |                 |                                        |                                             |                |
| Approved Projects<br><br>(Project Name in order listed on Approved Work Schedule) | Total Project Cost<br><br>(\$) | Approved LRCI Funding Contribution<br><br>(\$) | LRCI Funding Actual Expenditure 24-25<br><br>(\$) | 25-26 Expenditure<br><br>(\$) | Total Actual Expenditure<br><br>(\$) | SOVP own source | Construction Start Date<br><br>(MM/YY) | Construction Completion Date<br><br>(MM/YY) | Project status |
| Calingiri Sportsground Lighting                                                   | 77,000                         | 77,000                                         | 62,969                                            | 22,835                        | 85,805                               | -               | Nov-24                                 | Sep-25                                      | Completed      |
| Calingiri Youth Open Space                                                        | 15,000                         | 15,000                                         | 9,850                                             | 5,900                         | 15,350                               | -               | Dec-24                                 | Nov-25                                      | Underway       |
| Bolgart Skatepark and Basketball refresh                                          | 5,000                          | 5,000                                          | -                                                 | 5,000                         | 5,000                                | -               | Oct-24                                 | Sep-25                                      | Completed      |
| Calingiri Playground Equipment                                                    | 52,000                         | 10,000                                         | -                                                 | -                             | -                                    | -               | Jan-25                                 | May-26                                      | Not Started    |
| Mogumber Hall Toilets and Building Locks                                          | 67,718                         | 67,718                                         | 12,815                                            | -                             | 12,815                               | -               | Oct-24                                 | Feb-26                                      | Underway       |
| Calingiri Shire Depot Carpark                                                     | 15,000                         | 15,000                                         | -                                                 | 7,034                         | 7,034                                | -               | Oct-24                                 | Dec-25                                      | Underway       |
| Shire of Victoria Plains Boundary Entry Signage                                   | 41,412                         | 41,412                                         |                                                   | 55,845                        | 55,845                               | 14,433          | Sep-24                                 | Oct-25                                      | Completed      |
| TOTAL                                                                             | 273,130                        | 231,130                                        | 85,834                                            | 96,213                        | 181,848                              | 14,433          |                                        |                                             |                |

## SHIRE OF VICTORIA PLAINS

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDING 31 OCTOBER 2025

## Note 13

## Bush Fire Brigade

| OPERATING GRANT                                                |                   |                |
|----------------------------------------------------------------|-------------------|----------------|
| EXPENDITURE ITEM                                               | BUSH FIRE BRIGADE |                |
|                                                                | 2025/26 Budget    | 2025/26 Actual |
| <b>RECURRENT:</b>                                              |                   |                |
| 1. Purchase of Plant & Equipment <\$1,500 per item             | 5,500             | 1,077          |
| 2. Maintenance of Plant and Equipment                          | 2,000             | 414            |
| 3. Maintenance of Vehicles/Trailers/Boats                      | 20,000            | 34,418         |
| 4. Maintenance of Land and Buildings                           | 7,000             | 250            |
| 5. Clothing and Accessories                                    | 30,000            | 4,341          |
| 6. Utilities, Rates and Taxes                                  | 3,500             | 5,274          |
| 7. Other Goods and Services                                    | 16,190            | 1,046          |
| 8. Insurances                                                  | 10,000            | 12,443         |
| <b>Sub Total Recurrent</b>                                     | <b>94,190</b>     | <b>59,263</b>  |
| <b>NON-RECURRENT:</b>                                          |                   |                |
| 9. Purchase of Plant and Equipment \$1,500 to \$5,000 per item | 5,000             | -              |
| <b>Sub Total Non-Recurrent</b>                                 | <b>5,000</b>      | <b>-</b>       |
| <b>Total Operating Budget/Actual</b>                           | <b>99,190</b>     | <b>59,263</b>  |
| <b>Variance Between Budget &amp; Actual <sup>(a)</sup></b>     |                   | <b>39,927</b>  |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

**Note 14**

**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 2025/26 year is \$10,000 and 10%.

| Reporting Program          | Var<br>\$ | Var<br>% | Var<br>Timing /<br>Permanent | Explanation of Variance                                                                                                                                                                                      |
|----------------------------|-----------|----------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Operating Revenues:</b> |           |          |                              |                                                                                                                                                                                                              |
| General rates              | (55,121)  | (1%) ▼   | Permanent                    | Refund of Exgratia payments relating to previous years.                                                                                                                                                      |
| Fees and charges           | (41,276)  | (18%) ▼  | Permanent                    | ESL incorrectly classified in budget, should be classified as Other Revenue. Budget Review will correct.                                                                                                     |
| Interest revenue           | 3,041     | 14% ▲    | Timing                       | Term Deposit pending                                                                                                                                                                                         |
| Other revenue              | 54,767    | 73% ▲    | Permanent                    | Unaccounted for income in the budget for Workers Compensation, DoT and Insurance claims. Offset by expenses. Reallocation of ESL income. Usually offset by an expense. Budget review will account for these. |
| <b>Operating Expense</b>   |           |          |                              |                                                                                                                                                                                                              |
| Employee costs             | - 145,484 | 22% ▼    | Timing                       | Allocations between Capital and operating - Subdivision                                                                                                                                                      |
| Materials and contracts    | 38,805    | (4%) ▲   | Timing                       | Accrued expenses of Audit fees                                                                                                                                                                               |
| Utility charges            | 8,873     | (24%) ▲  | Timing                       | Timing on paying water accts                                                                                                                                                                                 |
| Finance costs              | 16,481    | (73%) ▲  | Timing                       | Timing caused by the Accrued interest journal                                                                                                                                                                |
| Insurance                  | 34,056    | (17%) ▲  | Timing                       | Error in allocation - to be corrected in Nov 25                                                                                                                                                              |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2025

**Note 15**

[Budget Amendments](#)

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

| Description                        | Council Resolution | Adoption Date | Increase in<br>Available Cash<br>\$ | Decrease in<br>Available Cash<br>\$ | Amended Budget<br>Running Balance<br>\$ |
|------------------------------------|--------------------|---------------|-------------------------------------|-------------------------------------|-----------------------------------------|
| Forecast Opening Surplus/(Deficit) |                    |               |                                     |                                     |                                         |
|                                    |                    |               |                                     |                                     |                                         |
| Net Changes                        |                    |               |                                     |                                     |                                         |

PUBLIC AGENDA

**9.3 Internal Audits – Regulation 17 Internal Controls Review**

|                                       |                                             |
|---------------------------------------|---------------------------------------------|
| <b>File Reference</b>                 |                                             |
| <b>Report Date</b>                    | 18 November 2025                            |
| <b>Applicant/Proponent</b>            | Audit, Risk and Improvement Committee       |
| <b>Officer Disclosure of Interest</b> | Nil                                         |
| <b>Previous Meeting Reference</b>     | Nil                                         |
| <b>Prepared by</b>                    | Colin Ashe – Deputy Chief Executive Officer |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer     |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer     |
| <b>Attachments</b>                    | 1. Internal Controls Review Report - Oct 25 |

**PURPOSE**

That Council, as recommended by the Audit, Risk and Improvement Committee consider the Internal Controls Review Report 2025 and endorse the actions and timeframes to address the findings.

**BACKGROUND**

Regulation 17 of the Local Government (Audit) Regulations 1996, requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to

- (a) Risk management
- (b) Internal Control
- (c) Legislative Compliance

Not less than once in every 3 financial years.

Point (a) is regularly undertaken quarterly and point (c) yearly through the Compliance Audit Return (CAR) along with procedures through the Attain software.

The last internal control review was undertaken by an external contractor, Dry/Kirkness in Dec 22 and presented to the Audit Committee for endorsement in Mar 23.

The Internal Controls Review was conducted during Oct 25 and in compliance of Regulation 17, not less than once in every 3 financial years.

**COMMENT**

The methodology included:

1. Defining scope and objectives to identify gaps in internal controls, compliance, detect and prevent errors and fraud and recommend improvements.
2. Plan the review.
3. Gather documentation which included policies and procedures, transaction records, payroll and employee authorisations, reconciliations and journals.
4. Review and Test Controls which included segregation of duties, procurement and payments, cash handling, financial reporting.
5. Identify Gaps and Risks
6. Recommend improvements.
7. Prepare a Report.

The internal controls review targeted nine (9) key areas appropriateness and effectiveness of the shires systems and procedures being:

1. Petty Cash
2. Financial System Access Rights
3. General Journal Controls
4. Purchase Order Approvals
5. Employee Drivers Licence
6. Grants Register Controls
7. Portable Assets Register
8. Overheads Allocation
9. Cash Receipting

And this involved undertaking 48 tests within the targeted areas.

#### Findings:

Overall the finding outcomes were better than satisfactory with the following summary provided for high-risk findings only:

| Area                          | Items | Rating                              | Comments on Improvement                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|-------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Management Controls | 48    | Low – 32<br>Medium – 13<br>High - 3 | <p><b>Drivers Licence</b> - Currently no process or system in place to track the currency of valid drivers licence for staff.</p> <p>Risk that personnel are operating vehicles and machinery unlicensed.</p> <p>Review of current licence and process in place by Jan 26.</p> <p><b>Expired or missing licence triggers</b> – The new process will be undertaken annually and address this follow up.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> |

This compares with the previous report conducted in 2022 which conducted 22 tests and had findings of:

Low – 4

Medium – 8

High – 10

The full Internal Controls Review 2025 report can be found in attachment 1 which includes the recommendations for improvement as applicable and timeframes for implementation.

## CONSULTATION

Applicable Finance Personnel  
Mr Sean Fletcher, Chief Executive Officer.

## STATUTORY CONTEXT

Regulation 17 of the Local Government (Audit) Regulations 1996:

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

## CORPORATE CONTEXT

**Strategic Business Plan/Corporate Business Plan**

| STRATEGIC PRIORITIES                  |                                                                                                    | WE KNOW WE ARE SUCCEEDING WHEN |  |
|---------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------|--|
| 4. CIVIC LEADERSHIP                   |                                                                                                    |                                |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance                                                     |                                |  |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |                                |  |
|                                       | Councillors attend training and feel supported in their role                                       |                                |  |
|                                       | Council is supported by a skilled team                                                             |                                |  |

Strategic Priority 4.3 of internal audits and findings is essential to ensure compliance, reduce risk and highlight areas for improvement.



**Delegation**

Nil

**Policy Implications**

Section 3 – Financial Management which during this internal controls review may result in changes and updates as required.

**Other Corporate Document**

Nil

**Risk Analysis**

| Consequence       | Consequence Rating:                                                                                       | Likelihood Rating:                                      | Risk Rating | Risk Acceptance/ Controls                                                                                                                               | Mitigation and Outcome                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Compliance</b> | Major (4)<br><br>Non-compliance results in termination of services or imposed penalties to Shire/Officers | Possible (3)<br><br>The event should occur at some time | High (12)   | Senior Management Team / CEO<br><br>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Ensuring any recommendations from the audit are implemented will ensure that the residual risk is low. |

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**Officer Recommendation**

That Council **ENDORSES** the Audit, Risk and Improvement Committee recommendation to consider Internal Controls Review Report Oct 2025 and implement the actions and timeframes to address the findings.



### Internal Financial Controls Review 2025-26 Checklist

V – Visual, Pr – Procedure, Po – Policy, T – Transactions, FS - Financial System, CFR – CF Records, BP – Budget Process, MFS – Monthly Financial Statements, AFS – Annual Financial Statements, CF - CouncilFirst

#### 1. Petty Cash Controls (Payroll / HR Officer)

| Control Test                                                                  | Evidence / Test Method | Findings / Comments                                                                                                                                                 | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                     |
|-------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Petty cash is maintained under an approved float limit.                       | V / Pr                 | Procedure indicates the amount approved float and maximum recoup. Hard copy provided by Officer appears to be an old version with no sign off and approved date.    | L                   | Responsible Officer to update hard copy procedure that is on hand.                                                                                                                                  |
| Petty cash is kept in a secure, locked location with restricted access.       | V                      | Petty Cash is kept in the safe and key to the tin is kept separately.<br><br>Key to the cash tin is under lock and key in location that is moved from time to time. | L                   | Controls are satisfactory.<br><br>Responsible Officer advise D/CEO on location of the key should petty cash be required in an emergency (as the officer most likely to be regularly in the office). |
| All transactions are supported by receipts and approval signatures.           | V / T                  | Receipts are provided and recipient employee signs voucher as evidenced cash has been received.                                                                     | L                   | Recommend Issuing Officer also initial the voucher to indicate monies have been issued.                                                                                                             |
| Petty cash is reconciled and replenished regularly by an independent officer. | V/Pr                   | Demonstrated process for recoup and advised reconciliation generally undertaken monthly regardless of submission of recoup vouchers.                                |                     | CFS - review is clearly dated and that Petty Cash log is modified with a statement to say amount has been independently reviewed, counted and reconciled.                                           |



| Control Test                                                          | Evidence / Test Method | Findings / Comments                                                                                                                   | Risk Rating (L/M/H) | Action Required                                                                                                           |
|-----------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------|
|                                                                       |                        | Review of Petty Cash indicated anomalies of dates and instance of potentially Sep 25 not reviewed and counted by independent officer. | M                   | CFS - Ensure it is clear on the Petty Cash Log what month is being reconciled. There is no date except the sign off date. |
| No personal or ineligible expenses are reimbursed through petty cash. | V / T                  | Receipts and vouchers reviewed are eligible transactions and employees of the shire.                                                  | L                   | Controls are satisfactory.                                                                                                |

## 2. Financial System Access Rights (CFS / CFO/DCEO)

| Control Test                                                                        | Evidence / Test Method | Findings / Comments                                                                                                                                                                             | Risk Rating (L/M/H) | Action Required                                                                                                        |
|-------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------|
| System access levels are based on role responsibilities and approved by management. | V / FS                 | Some staff have access to roles high than their need; this is a legacy of implementing a new financial system where requirements were immature.<br>Approvals have occurred but needs reviewing. | M                   | CFO and CFS to review roles based on role guidelines provided by CouncilFirst and recommend for approval by 31 Dec 25. |
| Incompatible functions (e.g. PO approval and payment release) are segregated.       | V / FS                 | Currently in place through the financial system which allows only specific roles to approve PO's and within the delegation limits.                                                              | L                   | Controls are satisfactory.                                                                                             |



| Control Test                                                           | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                                                                                                                                                                                               | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                                             |
|------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        |                        | Physical payments through the bank are only by signatories (CEO, DCEO and CFS).                                                                                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                             |
| Access for terminated or transferred employees is removed promptly.    | V/ Pr                  | <p>Process is managed through email address so once turned off, no access can be gained.</p> <p>Managed through the off-boarding process and checklist.</p> <p>D/CEO authorises the process through tickets.</p> <p>Removal is undertaken externally through ICT provider and CouncilFirst system provider.</p> <p>Bank account access terminated through off boarding process and checklist.</p> | M                   | <p>Controls and satisfactory.</p> <p>Improvement that a sign off and date is actioned on the off-boarding checklist by Payroll / Records and IT (CSO IT Management) and finally by D/CEO.</p> <p>Implement immediately.</p> |
| Administrator and super-user access is limited and reviewed quarterly. | FS                     | <p>No Administrator access - this is held by external ICT providers.</p> <p>Super user needs to be reviewed as part of roles review.</p>                                                                                                                                                                                                                                                          | M                   | CFO and CFS to review roles based on role guidelines provided by CouncilFirst and recommend for approval by 31 Dec 25.                                                                                                      |
| Periodic access reviews are documented and signed off.                 | FS / Pr                | Listing of roles is requested and reviewed annually and through the audit but no formal process exists.                                                                                                                                                                                                                                                                                           | M                   | CFO and CFS to review roles and develop procedure including frequency for sign off.                                                                                                                                         |



### 3. General Journal Controls (CFS)

| Control Test                                                               | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                                                                                                                                                                                                                            | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All manual journal entries are supported by documentation and explanation. | CFR                    | <p>Not all General Journals (GJ) had support and at best are in separate documents which can make it difficult to link together.</p> <p>CF Finance system appears to have capacity to load GJ support to the actual journal but the process is not clear or mature.</p> <p>There is no documented process as to which staff can undertake journals and control measures to ensure supporting documents have been captured.</p> | M                   | <p>Until such time as there is clarity on the capabilities of the CF Finance system can hold supporting documents, CF Records will be the single source of truth for GJ.</p> <p>All journals are required to be one document with the journal itself and supporting documentation. The journal page itself is to include additional information as an explanation for the journal where required.</p> <p>Implemented immediately and journals from 01/7/25 to be addressed by 30 Jun 26.</p> <p>Document process by 31 Mar 26.</p> |
| Journal entries are independently reviewed and approved before posting.    | CFR                    | <p>The review and approval are inconsistent with some GJ's being approved and others not.</p> <p>There is not necessarily a process where authorised personnel are obtaining approval before processing.</p> <p>CF Finance System may have this electronic approval capability like PO's but needs further investigation.</p>                                                                                                  | M                   | <p>All GJ require approval by D/CEO or by exception. Implemented immediately and journals from 01/7/25 to be addressed by 30 Jun 26</p> <p>Document process by 31 Mar 26.</p> <p>Investigate CF Finance System capability to implement electronic approval and cost.</p>                                                                                                                                                                                                                                                           |



| Control Test                                                    | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                                                                                                      | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| System-generated journals are clearly identified and justified. | CFR                    | Assessed as recurring GJ's which are system generated but do need to be set up. These GJ's whilst identified, do not have any documented justification apart from implied.<br><br>Others are an obvious requirement such as salary packaging deductions but have no GJ approval process.                 | L                   | CFS / CFO to document a process that identifies the recurring journal and value threshold that can be approved by D/CEO. Once in place further approvals are not required but supporting document is.<br><br>The process is to include where this is held In CF Records. In place by 30 Jun 26. |
| Journal access is restricted to authorised finance staff.       | FS                     | Currently only CFO and CFS are authorised to undertake GJ's but this is not documented anywhere.<br><br>CF Financial System will be able to restrict access and this will be applied as part of access controls review.<br><br>Other staff may have access but unlikely to have the skillset to execute. | L                   | D/CEO to provide written authorisation for CFS and CFO to undertake GJ's and this is to be included as part of the procedure.                                                                                                                                                                   |
| Periodic exception reports are reviewed by the CFO/Deputy CEO.  | NIL                    | Currently there is no exception reporting for GJ's                                                                                                                                                                                                                                                       | L                   | Review the need for these once recommendations have been put in place.                                                                                                                                                                                                                          |





#### 4. Purchase Order Approvals (Creditors Officer)

| Control Test                                                      | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                    | Risk Rating (L/M/H) | Action Required                                                                                 |
|-------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------|
| Purchase orders are raised prior to commitment of expenditure.    | FS                     | CF Finance is set up in accordance with SoVP Purchasing Policy which dictates when Purchase Orders (PO) are required to be raised.                                                                                     | L                   | Controls and satisfactory                                                                       |
| Approvals align with delegated authority limits.                  | Po, FS                 | CF Finance is set up in accordance with purchasing delegation limits.                                                                                                                                                  | L                   | Controls are satisfactory                                                                       |
| Quotes are attached to POs in accordance with Procurement Policy. | FS                     | CF Finance is set up in accordance with the purchasing policy and therefore does not allow processing of PO's without quotations attached as required.                                                                 | L                   | Controls are satisfactory                                                                       |
| Variations or retrospective POs are justified and approved.       | FS                     | If a PO is required to be increased a conversation is undertaken as to why and if justified, PO can be increased. This follows the normal procedure of having to be reopened and approved by the appropriate delegate. | L                   | Controls are satisfactory                                                                       |
| Monthly review of open/unreceipted POs is performed.              | Pr                     | End of month procedure requires a review of all open PO's and stale commitments written back by the raising officer.                                                                                                   | L                   | Controls are satisfactory though a minor amount of PO's appear to be stale and require closing. |
| Purchasing Cards                                                  | Po                     | Current policy could be improved with greater detail on allowable expenses and thresholds.                                                                                                                             | L                   | D/CEO to update policy and present to ARIC in first quarter of 2026.                            |



#### 5. Employee Drivers Licences (HR / Payroll Officer)

| Control Test                                                                            | Evidence / Test Method | Findings / Comments                                                                                                                                                                                          | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee driver's licences are recorded for roles requiring vehicle use.                | V, CFR                 | Vehicle Drivers licences are captured as part of the employment process and checklist.<br><br>Included in the personnel file of the employee and recorded in CF Records (secure)                             | L                   | Process and Control is satisfactory.                                                                                                                                                                                                                                                                                                                                                                           |
| Licence expiry dates are tracked and verified annually.                                 | V, FS Payroll          | Currently no process or system in place but a facility has been found in CF Payroll and that is currently being undertaken.<br><br>Some risk that personnel are operating vehicles and machinery unlicensed. | H                   | Undertake a review of all staff and obtain current drivers' licence which will be the baseline.<br><br>Input this into CF Payroll module.<br><br>Complete a process where reviews are taken in January and those expiring in that year are targeted to ensure currency is obtained. This could be through a visual inspection with sign off by Payroll Officer or actual copies.<br><br>Implement by Jan 2026. |
| Copies of current licences are securely stored and accessible to authorised staff only. | FS Payroll             | Personnel files which hold this information can only be accessed by authorised officers set up in CF Records. Limited to CEO, DCEO, CFO and Payroll / HR Officer.                                            | L                   | Control is satisfactory.                                                                                                                                                                                                                                                                                                                                                                                       |





| Control Test                                             | Evidence / Test Method | Findings / Comments                                       | Risk Rating (L/M/H) | Action Required                                          |
|----------------------------------------------------------|------------------------|-----------------------------------------------------------|---------------------|----------------------------------------------------------|
| Expired or missing licence records trigger HR follow-up. | FS Payroll             | Currently there is no process in place for this to occur. | H                   | This will be addressed by the recommended process above. |

#### 6. Grants Register Controls (CFS / CDO)

| Control Test                                                                                | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                       | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A centralised grants register is maintained and regularly updated.                          | CFR                    | Grants register is in CF Records but appears not to have been updated.                                                                                                                                                    | M                   | Ensure grants register is updated to track new grant funding which serves for statistical purposes and management.<br><br>There appears to be no record of grants in 25-26 and by default, no reconciliation being carried out.<br><br>28 Feb 26. |
| Each grant has a funding agreement, acquittal requirements, and responsible officer listed. | CFR                    | Major grants that have agreements are filed in contracts and agreements and extracts included in the Grants Program folder – particularly for financial management.<br><br>CDO has responsibility to maintain and manage. | L                   | Controls are satisfactory.                                                                                                                                                                                                                        |



| Control Test                                                       | Evidence / Test Method | Findings / Comments                                                                                                                             | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                                                  |
|--------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grant income and expenditure are reconciled monthly to the ledger. | MFS                    | Major project grants are reconciled through the Restricted Funding process.<br><br>Minor grants require reconciliation between the CDO and CFS. | M                   | Reconciliation of minor grants required to ensure correct acquittal and ensure any liabilities are captured, potentially cash backed and carried forward.<br><br>CDO / CFS to work together to implement a process by 28 Feb 26. |
| Acquittal reports are submitted on time and supported by evidence. | CFR                    | Major grants require audit and specific timing such as R2R, LRCI and RRG. DWER grants similarly have milestones and evidence requirements       | L                   | Broadly controls are satisfactory with some process improvements on minor grants to be implemented.                                                                                                                              |
| Unspent funds or liabilities are accurately reported.              | AFS / MFS              | Reflected in the financial statements which are audited.                                                                                        | L                   | Controls are adequate.                                                                                                                                                                                                           |



### 7. Portable Assets Register (Creditors / Admin Officer)

| Control Test                                                                           | Evidence / Test Method | Findings / Comments                                                                                                                                                                  | Risk Rating (L/M/H) | Action Required            |
|----------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|
| All portable and attractive assets (e.g. laptops, cameras) are recorded in a register. | CFR                    | Attractive Items Register is held in CF Records updated and reviewed regularly.                                                                                                      | L                   | Controls are satisfactory. |
| Each item is assigned an ID tag or barcode.                                            | CFR                    | Serial numbers are recorded particularly for IT or electronic items. Items of furniture are not recorded with an ID as the list is small and the location is clear where it is held. | L                   | Controls are satisfactory. |
| Physical verification of assets occurs at least annually.                              | CFR                    | Last review and signed off May 25. Procedures in place to verify regularly.                                                                                                          | L                   | Controls are satisfactory. |
| Missing or damaged assets are reported and investigated.                               | CFR                    | Undertaken as part of the review.                                                                                                                                                    | L                   | Controls are satisfactory. |
| Disposal of portable assets is approved and documented.                                | CFR                    | Disposal process in accordance with procedures and documented in Acquisitions and Disposals folder                                                                                   | L                   | Controls are satisfactory. |



### 8. Overheads Allocation (CFS / CFO)

| Control Test                                                                                   | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                                                                                                            | Risk Rating (L/M/H) | Action Required                                                                                                                                         |
|------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overhead allocation methodology is documented and approved.                                    | BP                     | Activity Based Costing (ABC) allocation is undertaken through the budget process and then loaded into the CF Finance system. Salaries also directly costed to programs through a percentage process. Public Works Overheads (PWOH) and Plant Operating Costs (POC) also undertaken through the budget process. | M                   | A review is required to be undertaken in 25-26 on allocations as this has not been undertaken for 2 years.<br><br>CFS and CFO to complete by 31 Mar 26. |
| Allocations are consistent with budget and applied monthly.                                    | MFS                    | Undertaken monthly through the monthly financial statements process. Variances are highlighted as part of this process.                                                                                                                                                                                        | L                   | Controls and satisfactory.                                                                                                                              |
| Allocation drivers (e.g. labour hours, direct costs) are reasonable and periodically reviewed. | MFS                    | Requires a review in 25-26                                                                                                                                                                                                                                                                                     | M                   | CFS and CFO to complete by 31 Mar 26                                                                                                                    |
| Overhead recovery variances are monitored and explained.                                       | MFS                    | The 24-25 Annual Financial Statements did not highlight material variances however new reports are planned to monitor this.                                                                                                                                                                                    | L                   | CFO to develop the schedule 14 report for CFS to review 31 Dec 25.                                                                                      |
| Adjustments to allocations are reviewed and approved by mgmt.                                  | MFS                    | Once the new monthly report on PWOH and POC is developed, this will be monitored by CFS and recommendations made to management for adjustment.                                                                                                                                                                 | L                   | CFO to guide CFS on process to have this implemented in concert with report by 31 Dec 25.                                                               |



### 9. Cash Receipting (CFS)

| Control Test                                                                                | Evidence / Test Method | Findings / Comments                                                                                                                                                                                                                                                                                                      | Risk Rating (L/M/H) | Action Required                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Are cash handling and receipting procedures documented and followed                         | Pr                     | There is a procedure for BPAY, EFT, End of Day etc. but no procedure for over-the-counter payments such as rent, photocopies, DoT payment etc.<br>Whilst staff are practically doing this, there is some risk without a procedure, such as safety for cash handling, record keeping, ensuring receipts are provided etc. | M                   | Full documented procedure for all receipting by 31 Jan 26 ensuring this includes the process, why it done as well as the standard screen shots of the Financial System process.                   |
| Are all cash receipts promptly recorded and reconciled to deposits                          | CFR, V                 | Cash receipts are recorded including EFT / BPAY but may not be co-signed daily due to Officers WFH.<br>Errors are picked up through the Bank Reconciliation but may be delayed.                                                                                                                                          | M                   | Implement process improvement by 31 Jan 26 which includes staff sign off on EFT direct deposits.<br>Daily receipting is scanned, saved in CF Records and provided to CFS for review and sign off. |
| Is segregation of duties maintained between receipting, recording, and bank Reconciliations | Pr, V                  | Receipting and recording is undertaken by front counter staff as a one step process.<br>Bank Reconciliation is undertaken by CFS.                                                                                                                                                                                        | L                   | Controls are satisfactory.                                                                                                                                                                        |
| Are daily reconciliations reviewed and approved by an authorised officer                    | Pr, V                  | CFS undertakes this process and returns to Front Counter staff where reconciliations are incomplete, have variances, not signed off etc.                                                                                                                                                                                 | L                   | Process will be improved as indicated from above actions.                                                                                                                                         |
| Is cash securely stored prior to banking                                                    | V                      | Cash is stored daily in main safe and then smaller safe.                                                                                                                                                                                                                                                                 | L                   | Controls are satisfactory.                                                                                                                                                                        |



| Control Test                                                          | Evidence / Test Method | Findings / Comments                                                                                              | Risk Rating (L/M/H) | Action Required                                                                       |
|-----------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------|
| Are discrepancies between receipts and deposits investigated promptly | V                      | Undertaken through bank reconciliation. Discrepancies even for \$1 are raised and requested for remedial action. | L                   | Controls are satisfactory but improvements can be made through recommendations above. |
| [REDACTED]                                                            | ●                      | [REDACTED]                                                                                                       | H                   | [REDACTED]                                                                            |

#### Review Summary

There are a number of processes and controls in place and documented indicating the current internal controls are performing as they should and staff know, understand and follow the governance measures. Two control tests were considered high and need to be addressed quickly in order to reduce risk. Once in place and with ongoing monitoring, the measures recommended will mitigate this risk.

#### Sign-Off

Internal Controls Reviewed by: Colin Ashe

*Colin Ashe*

Position: D/CEO

Date: 31/10/25

Endorsed by (CEO): Sean Fletcher

*Sean Fletcher*

Date: 13/11/25

**9.4 Budget Review as at 31 October 2025**

|                                       |                                             |
|---------------------------------------|---------------------------------------------|
| <b>File Reference</b>                 |                                             |
| <b>Report Date</b>                    | 19 November 2025                            |
| <b>Applicant/Proponent</b>            | Audit, Risk and Improvement Committee       |
| <b>Officer Disclosure of Interest</b> | Nil                                         |
| <b>Previous Meeting Reference</b>     | Nil                                         |
| <b>Prepared by</b>                    | Colin Ashe – Deputy Chief Executive Officer |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer     |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer     |
| <b>Attachments</b>                    | 1. 25-26 Budget Review No.1                 |

**PURPOSE**

That Council, as recommended by the Audit, Risk and Improvement Committee consider the budget review No. 1 for 2025-26 and approve the budget amendments.

**BACKGROUND**

Council approved the 2025-26 budget that forecast a deficit of (\$290,513) at 30 Jun 26 and this was based on an estimated actual closing balance deficit of (\$925,728) from 24-25.

During monthly financial reporting in 25-26 it has been noted there would likely be a variance to the actual closing surplus from 24/25 post the Audited Financial Statements (AFS) 24-25 and this proved to be the case actual closing deficit 24-25 being (\$962,909), an additional negative impact of (\$37,181) to the bottom line.

The first budget review has now been completed utilising Oct 25 data and been reviewed by the ARIC.

**COMMENT****BUDGETED OPENING SURPLUS VS ACTUAL SURPLUS:**

Because the estimated actual closing balance deficit 24-25 of (\$925,728) is less than the audited actual closing balance deficit of (\$962,909), it means (\$37,181) needs to be added the 25-26 budget deficit forecast of (\$290,513) as per the following table:

| Account Description                                     | Annual Budget | Quarterly Budget | YTD Actual | Revised Forecast | Variance         |
|---------------------------------------------------------|---------------|------------------|------------|------------------|------------------|
| Budget Surplus / (Deficit) 25-26                        |               |                  |            |                  | (290,513)        |
| AFS 24-25 Actual Closing Surplus / (Deficit) Adjustment |               |                  |            |                  | (37,181)         |
| <b>Increase in the Deficit</b>                          |               |                  |            |                  | <b>(327,694)</b> |

This represents a 3.8% variance to the forecast and actual deficit 24-25, caused primarily by employee entitlements which is not entirely factored in when compiling the in year budget due to timing.



**No. 1 Budget Review 25-26:**

Whilst it is relatively early in the financial cycle, it is prudent to undertake a budget review in order to ensure accurate reporting and realign some budget line items staff have been aware of since budget adoption.

Attachment 1 provides the full budget review adjustment and can be summarised:

- (\$37,181) final adjustment to the actual deficit opening balance for 25-26.
- (\$55,121) legacy ex-gratia rates from prior years due to incorrect information being provided by Landgate on the actual parcels of land subject to ex gratia rates (Benedictine Community – Monochorum).
- (\$47,348) of additional operating expenditure for additional employee hours, intersection project land stamp duty and replacement of Gillingarra water pump not budgeted for.
- \$58,680 in capital savings.
- (\$28,868) likely reduction in capital revenue due to new funding rules from Lotterywest.
- Realignment of the ESL and ESA project which has no impact on the budget bottom line.

Overall, a conservative approach has been undertaken to this first review given its timing with the initial results indicating a (\$363,773) revised forecast budget deficit as at 30 June 2026. Management will continue to closely monitor the financial outcomes to endeavour to find savings and offsets to bring this forecast back to a surplus.

**CONSULTATION**

Mr Sean Fletcher, Chief Executive Officer

Ms Glenn Deocampo, Coordinator Financial Services

Mrs Zoe Clayton, Chief Financial Officer

**STATUTORY CONTEXT**

Local Government Act 1995 and associated regulations in particular;

Local Government (Financial Management) Regulations 1996; regulation 33A requires a budget review to be undertaken between 01 Jan and 31 Mar of its financial performance from 01 Jul to 31 Dec.

Whilst this review is not the formal requirement as above because of the timeframes, there is no restriction on early and more frequent reviews.

**CORPORATE CONTEXT**

Audit, Risk and Improvement Committee Terms of Reference.



**Strategic Business Plan/Corporate Business Plan**

| STRATEGIC PRIORITIES                  |  | WE KNOW WE ARE SUCCEEDING WHEN                                                                     |  |
|---------------------------------------|--|----------------------------------------------------------------------------------------------------|--|
| 4. CIVIC LEADERSHIP                   |  |                                                                                                    |  |
| 4.3 Proactive and well governed Shire |  | External audits and reviews confirm compliance                                                     |  |
|                                       |  | We have sound financial management policies and attract external funding to help achieve our goals |  |
|                                       |  | Council is supported by a skilled team                                                             |  |

Strategic Priority 4.3 - Management considers budget reviews in addition to statutory requirements as good governance allowing early intervention to identify any significant issues.

**Delegation**

Nil

**Policy Implications**

Section 3 – Financial Management

**Other Corporate Document**

Nil

**Risk Analysis**

| Consequence       | Consequence Rating:                                                                                | Likelihood Rating:                                     | Risk Rating  | Risk Acceptance/ Controls                                                                                                               | Mitigation and Outcome                                                                                          |
|-------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Compliance</b> | Moderate (3)<br><br>Short term non-compliance but with significant regulatory requirements imposed | Unlikely (2)<br><br>The event could occur at some time | Moderate (6) | Operational Manager<br><br>Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring | Ensuring frequent budget reviews in excess of statutory requirements will ensure that the residual risk is low. |

**FINANCIAL IMPLICATIONS**

Nil

Amendments to the budget will provide better forecasting and therefore management of councils finances.

## VOTING REQUIREMENTS

Simple Majority

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### Officer Recommendation

That Council **ENDORSES** the Audit, Risk and Improvement Committee recommendation and **APPROVES** the 25-26 Budget Review No.1 amendments to the budget 25-26.

PUBLIC AGENDA

**Shire of Victoria Plains**  
**Significant Variances to Budget**  
For the Period Ending 31 October 2025

| Schedule           | Account Description                                      | Annual Budget | Quarterly Budget | YTD Actual | Revised Forecast | Variance         |
|--------------------|----------------------------------------------------------|---------------|------------------|------------|------------------|------------------|
|                    | Budget Surplus / (Deficit) 25-26                         |               |                  |            |                  | (290,513)        |
|                    | AFS 24-25 Actual Closing Surplus / (Deficit) Adjustment  |               |                  |            |                  | (37,181)         |
|                    | <b>Increase in the Deficit</b>                           |               |                  |            |                  | <b>(327,694)</b> |
| <b>INCOME</b>      |                                                          |               |                  |            |                  |                  |
| 3                  | <b>Emergency Services Levy</b>                           | 62,964        | 62,964           | -          | -                | (62,964)         |
|                    | <b>Emergency Services Levy</b>                           | -             | 62,964           | 62,964     | 62,964           | 62,964           |
|                    | Amend rates to other income classification               |               |                  |            |                  |                  |
| 3                  | <b>Ex Gratia Rates</b>                                   | 21,597        | 21,597           | (33,524)   | (33,524)         | (55,121)         |
|                    | Monochorum legacy rates (incorrect Landgate information) |               |                  |            |                  |                  |
|                    | <b>Net Income Variations</b>                             |               |                  |            |                  | <b>(55,121)</b>  |
| <b>EXPENDITURE</b> |                                                          |               |                  |            |                  |                  |
| 4                  | <b>Salary Increase</b>                                   |               |                  |            |                  |                  |
|                    | Admin Officer Unbudgeted                                 | -             | -                | -          | 21,920           | (21,920)         |
| 4                  | <b>Annual Leave Payout</b>                               |               |                  |            |                  |                  |
|                    | Support Officer                                          |               |                  |            | 2,650            | (2,650)          |
|                    |                                                          |               |                  |            |                  | -                |
| 4                  | <b>Consultants</b>                                       |               |                  |            |                  |                  |
|                    | Wheatbelt Natural Resource Management                    |               |                  |            | 7,500            | (7,500)          |
| 4                  | <b>Vehicle Starlink</b>                                  |               |                  |            |                  |                  |
|                    | CEO and WSM Ongoing cost                                 |               |                  |            | 1,960            | (1,960)          |
| 4                  | <b>IT Software</b>                                       | -             | -                | 1,709      | 1,709            | (1,709)          |
|                    | MS Co-Pilot, Planner and Project Plan - CEO              |               |                  |            |                  |                  |
| 12                 | <b>Road Maintenance</b>                                  | -             | -                | 5,080      | 5,080            | (5,080)          |
|                    | Intersection Land Transfer                               |               |                  |            |                  |                  |
| 13                 | <b>Water Supply</b>                                      | -             | -                | 6,579      | 6,579            | (6,579)          |
|                    | Gillingarra Replacement Pump                             |               |                  |            |                  |                  |
|                    | <b>Net Expenditure Variations</b>                        |               |                  |            |                  | <b>(47,398)</b>  |
| <b>CAPITAL</b>     |                                                          |               |                  |            |                  |                  |
|                    | Excavator                                                | 175,000       | 175,000          | 140,000    | 140,000          | 35,000           |
|                    | Snap on Hydraulic Claw                                   | 30,000        | 30,000           | 20,800     | 20,800           | 9,200            |
|                    | Footpaths                                                | 20,000        | 20,000           | 16,900     | 16,900           | 3,100            |
|                    | Truck Parking Bay - Yerecoin                             | 21,500        | 21,500           | 10,120     | 10,120           | 11,380           |
|                    | ESA Tourism Development (Exp)                            | 689,485       | 689,485          | -          | 350,000          | 339,485          |
|                    | ESA Tourism Development (Income)                         | 689,485       | 689,485          | -          | 350,000          | (339,485)        |
|                    | <b>Calingiri Youth Space</b>                             | 5,150         | 5,150            | 5,500      | 11,425           | (6,275)          |
|                    | Error in LRCI C/F                                        |               |                  |            |                  |                  |
|                    | <b>Mogumber Hall Toilet</b>                              | 54,903        | -                | -          | 12,000           | 42,903           |
|                    | <b>Lotterywest Funding</b>                               | 42,000        | -                | -          | 13,132           | (28,868)         |
|                    | Reallocation of LRCI funding                             |               |                  |            |                  |                  |
|                    | <b>Net Capital Variations</b>                            |               |                  |            |                  | <b>66,440</b>    |
|                    | <b>Revised Surplus / (Deficit)</b>                       |               |                  |            |                  | <b>(363,773)</b> |

## 9.5 Major Land and Trading Undertaking Business Plan - Edmonds Street Concept Plan

|                                       |                                                                                  |
|---------------------------------------|----------------------------------------------------------------------------------|
| <b>File Reference</b>                 |                                                                                  |
| <b>Report Date</b>                    | 20 November 2025                                                                 |
| <b>Applicant/Proponent</b>            | Mr Sean Fletcher, CEO                                                            |
| <b>Officer Disclosure of Interest</b> | Nil                                                                              |
| <b>Previous Meeting Reference</b>     | Nil                                                                              |
| <b>Prepared by</b>                    | Sean Fletcher – Chief Executive Officer                                          |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer                                          |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer                                          |
| <b>Attachments</b>                    | 1. Major Land and Trading Undertaking Business Plan - Edmonds Street Development |

### PURPOSE

For Council to approve the Major Land and Trading Undertaking Business Plan for the Edmonds Street Concept Plan development in Calingiri.

### BACKGROUND

The Shire of Victoria Plains has proposed a staged development at Lot 42 Edmond Street, Calingiri, to address affordable housing shortages for key workers within the District and deliver new community facilities.

This will include the development of Lot 42 Edmond Street so that ten key worker houses can be built within a residential subdivision within one half of this lot and a new short stay accommodation and caravan park facility can be constructed in the other half of the lot.

Such an undertaking is classified as a **Major Land Transaction** under *Section 3.59 of the Local Government Act 1995*. The plan has been prepared in accordance with the Act and the *Local Government (Functions and General) Regulations 1996* for Council consideration and subsequent public consultation.

At its meeting on 24 July 2024, Council the following:

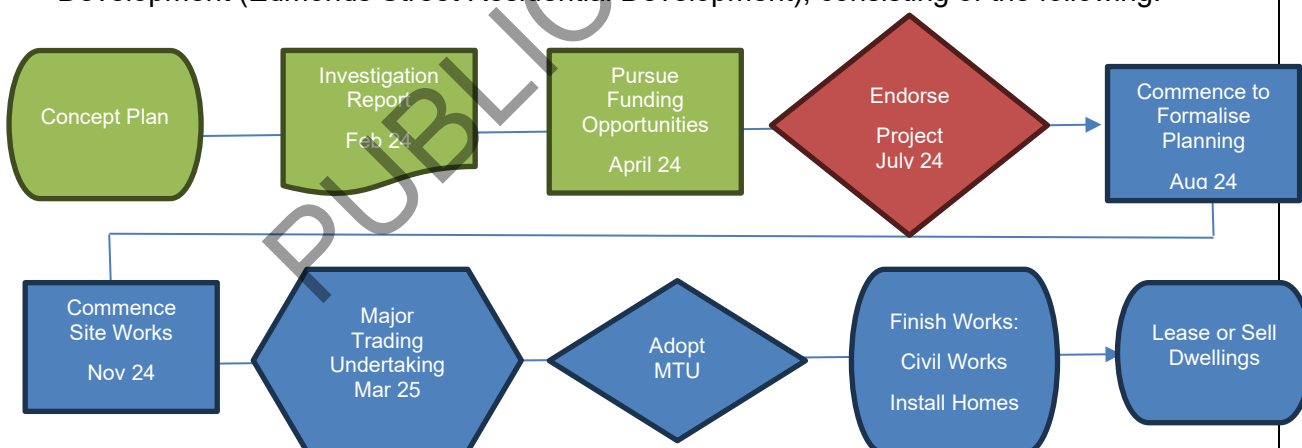
That Council:

1. **ENDORSE** the Edmonds Street Concept Plan in Diagram 1, noting that formal plans will vary from the concept form:



**Diagram 1 – Edmonds Street Concept Plan – Residential Sub-division and Calingiri Short Stay Accommodation and Caravan Park**

2. **ENDORSE** the project plan for Lot 42 Edmonds Street Residential Key Worker Housing Development (Edmonds Street Residential Development), consisting of the following:



3. **ENDORSE** the actions of the CEO regarding the Calingiri Short Stay Accommodation and Caravan Park including:
- Seeking of funding opportunities for the planning and development of this project.
  - Undertaking planning activities and preliminary works that align with the Edmonds Street Residential Key Worker Housing Development.
  - Seeking support from key stakeholders regarding this project.
  - Researching the development of the Major Trading Undertaking business case.

Unfortunately, it has taken quite some time to develop the proposal regarding the Major Trading Undertaking (Attachment 1). However, the author has complied with Point 3 of the Council resolution which has included:

- a. Seeking of funding opportunities for the planning and development of this project. The author successfully secured Housing Support Program funding from Stream 1 (\$67,000 for planning) and the Community Enabling Infrastructure Stream (\$4.5M for site development works and headworks). This funding is part of the allocations to Wheatbelt Regional Housing Initiative led by the Shire which has secured funding from HSP 1: \$877,000 and HSP CEI: \$32.8M. The author is currently applying for funding under the Regional Housing Support Fund for the construction of five houses.
- b. Undertaking planning activities and preliminary works that align with the Edmonds Street Residential Key Worker Housing Development. This has included overseeing the development of site plans, surveys and location of utilities, site development budgets as well as the submission of the planning subdivision approval to DPLH.
- c. Seeking support from key stakeholders regarding this project. This included AROC, major developers and letters of support from at least 23 businesses across the district.
- d. Researching the development of the Major Trading Undertaking business case. This is presented to Council today for adoption.

## COMMENT

The Major Land and Trading Undertaking Business Plan is a comprehensive business case that sets out the reasons for why it must be undertaken, including public consultation and the proposed scope of the developed land and trading enterprise, the impact on the Shire and the governance mechanism that will be used.

### Residential Sub-division

The preferred model for the residential component is as follows (Attachment 1 - page 8):

#### **B. Lease Only (Shire Owned and Operated) Over 10 Years with Loan @ 50%**

In this projection it is assumed that further to Option A, the loan required will be \$1,750,000 as five dwellings will be grant funded.

- **Number of dwellings:** 10
- **Weekly rent per dwelling:** \$551
- **Annual rent per dwelling:** \$28,652
- **Total annual rent (10 dwellings):** \$286,520
- **Operating costs:** 30% of gross rent = \$85,956
- **Net lease income:** \$286,520 – \$85,956 = \$200,564
- **Loan:** \$1,750,000 @ 5.5% over 20 years
- **Annual loan repayment:** ≈ \$145,500 (calculated as an annuity)
- **Workforce retention savings:** \$50,000/year × (4/10) = \$20,000/year
- **Discount rate:** 3.5%
- **Rates revenue and sales:** Excluded

**Annual Net Cash Flow Calculation**

Net Cash Flow = Net Lease Income + Workforce Savings (4 dwellings) – Loan Repayment

i.e.  $\$200,564 + \$20,000 - \$145,500 = \$75,064$  per year

**Insights**

Annual net cash flow: \$75,064 (positive)

10-year NPV:  $\approx \$636,000$  (positive)

With the reduced loan, the project generates a healthy surplus each year and a strong positive NPV over 10 years. If rent increases are factored in by CPI, the surplus after 10 years is \$980,000.

**Short Stay Accommodation and Caravan Park**

In terms of developing the Short Stay and Caravan Park component, the financial modelling has been conducted based on an occupancy rate of 65%.

NPV Modelling (Attachment 1- Page 13)

| Parameter                                  | Value            |
|--------------------------------------------|------------------|
| Cabin Revenue (5 Cabins @ \$150 per night) | \$177,938        |
| Caravan Revenue (20 Powered \$35/Night)    | \$166,075        |
| Camping Revenue (5 @ \$25/Night)           | \$29,655         |
| <b>Total Revenue</b>                       | <b>\$373,669</b> |
| Operating Costs                            | \$112,101        |
| <b>Net Operating Income</b>                | <b>\$261,568</b> |
| Annual Loan Repayment                      | \$167,359        |
| <b>Net Cash Flow (After Loan)</b>          | <b>\$94,209</b>  |
| ROI (Before Loan)                          | 13.08%           |
| ROI (After Loan)                           | 4.71%            |
| 10 Year NPV (3.5%)                         | \$787,503        |
| Break Even Occupancy Rate:                 | 41.6%            |

**Table Five – NPV Modelling Over 10 Years**

**Annual Net Cash Flow Calculation Based on 65% Occupancy**

Net Cash Flow = Net Sales – Loan Repayment i.e.  $\$261,568 - \$167,359 = \$94,209$  per year

**Insights**

- The facility generates a healthy annual surplus of \$94,209 after loan repayments at 65% occupancy.
- ROI (before loan) is 13.08%. Post loan is 4.71%. 3% is considered a very good result.
- The 10-year NPV is positive @ \$787,503 indicating strong financial viability under these assumption

**Conclusion**

Although there are a number of options regarding how the project can be delivered, those options that deliver the best financial outcome have the potential to provide the Shire with two new income streams that are cash positive.

At the end of the day, the Shire will be in a position to pick which option to adopt subject to the financing options available to it at the time.

## **CONSULTATION**

### **Wheatbelt Development Commission**

- Mr Rob Cossart, CEO
- Mr Chris Sharples
- Mr Grant Arthur

### **WALGA – 16 July 2024**

- Cr Karen Chappel, WALGA President
- Mr Nick Sloan, WALGA CEO

### **AROC/Dandaragan Investigation into Keyworker Housing Working Group**

- Project is led by Sean Fletcher, CEO Shire of Victoria Plains
- Meets regularly to discuss roll out of the project including research and funding applications
- Ms Janine Erickson, JE Planning
- Mr Mark Wallace, Econosis
- CEOs of the Wheatbelt Regional Housing Initiative.

The Avon Region Organisation of Councils (AROC – Shires of Victoria Plains, Goomalling and Toodyay) partnered with the Shire of Dandaragan and the Wheatbelt Development Commission (WDC) to investigate workforce housing needs and challenges in the AROC-Dandaragan Subregion. The AROC-Dandaragan Housing Report (2024), confirmed the housing shortage revealed the following challenges and opportunities:

- The demand for workforce housing is estimated to range between an additional 514 and 599 dwellings by 2031, which correlates to a demand of 73 - 80 worker accommodation units across the Study Area per annum;
- Engagement with the Business Community reports that 62% of businesses with employees registered the need for additional workers, with an average of 1.5 workers per workplace needed to meet current business needs within the Study Area. Business owners report a lack of suitable and affordable rental housing as one of the main issues in attracting staff;
- A high-level review of existing vacant land supply points to opportunities for infill development and required servicing of existing zoned land to meet longer-term housing needs in the AROC —Dandaragan Subregion.

### **Regional Development Australia - Wheatbelt**

- Mr Chris Evans

### **Commercial/Industrial Sector**

No less than 23 letters of support have been received from businesses across the district.

- Caravel Minerals
- Green Wind Renewables



- Hay Australia

**Other**

Hon. Melissa Price, Federal Member for Durack

Council Briefing Sessions and Weekly Updates to Councillors

Mr Colin Ashe, Deputy CEO

Mr Joe Douglas, Consulting Planner

Mr Gordon Houston, Consulting Principal EHO/Building Surveyor

Mr Silvio Brenzi, Manager of Works & Services

**Consultation Process for Major Trading Undertaking Plan**

- Six-week public notice period per s. 3.59 of the *Local Government Act 1995*;
- Advertising in print (newsletter), digital (website, Facebook) and noticeboards (Libraries). Drafts of the notices are attached in the appendices;
- Compilation and reporting of submissions to Council.

**STATUTORY CONTEXT*****Local Government Act 1995***

s.3.59 – Commercial Enterprises by Local Government.

This section refers to the development of land and infrastructure that will see the Shire:

- acquire or dispose (sell, lease) of an interest in land or thing (e.g. buildings); or
- develop land.

**Local Government (Function and General) Regulations 1996**

r.9 – Amount Prescribed for Major Trading Undertakings (MTU)

This regulation specifies the amount for all local governments outside of the metropolitan area or major regional centre is \$2M or 10% of the lowest operating expenditure in the last completed financial year, and latest financial year and the following financial year.

**Residential Design Codes – R60 and Below**

The R Codes provide planning and design provisions for residential development across Western Australia.

All R Codes are administered by local government.

**Shire's Local Planning Scheme**

Under the Shire's LPS, Lot 42 Edmonds Street is R12.5:

- For single and grouped dwellings (such as units), the minimum site area is 700m<sup>2</sup>, and the average site area is 800m<sup>2</sup>, per dwelling';
- Minimum frontage is 17m;
- As an example, this equates to 2 dwellings on a 1600m<sup>2</sup> lot;
- At least 55% of the lot size must be open space (i.e. not built on);
- Minimum 'primary street' setback = 7.5m, 'secondary street' = 2m.

The Shire can proceed with the residential development as a grouped dwelling at this stage i.e. two or more dwellings per lot. When the land is ready for sub-division, the R Codes applicable to Lot 42 Edmonds Street will need to be changed to R 30). The Shire has applied for this to happen.

## CORPORATE CONTEXT

### Strategic Business Plan/Corporate Business Plan

The project directly supports:

| STRATEGIC PRIORITIES                                                   | WE KNOW WE ARE SUCCEEDING WHEN                                                     |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>2. ECONOMY</b>                                                      |                                                                                    |
| 2.1 We understand traditional and emerging industries across the Shire | Our population increases                                                           |
|                                                                        | We can attract and retain staff because we maintain and increase our housing stock |
|                                                                        | We forward plan for emerging industries                                            |
| 2.3 Visitors have a positive experience across our communities         | Caravan Parks are attractive, expanded and well utilised                           |

Strategic Priority 2.1 is relevant as the associated actions and success factors seeks to:

- Increase our population on the back of business expansion;
- Increase housing stocks to attract and retain Shire staff;
- Support emerging industries that require housing for their employees

Strategic Priority 2.3 is relevant as the Calingiri Caravan Park in its current form is neither attractive nor well utilised. The Caravan Park is required to be in a new location that is attractive to visitors and will serve as alternative accommodation during the construction phase and beyond regarding the significant projects that are unfolding within the district.

### Economic Development Strategy

Initiatives for workforce attraction, retention, and regional development. This development is consistent with the previous decisions of Council, including:

- ✓ Resolutions (*Confirmed Minutes – 24 July 2024*); and
- ✓ Budget allocations (*2025/26 Annual Budget Adoption – 9 September 2025*).

### Delegation

N/A

## Policy Implications

Nil. However, Council will need to adopt a key worker housing allocation policy. A proposed outline is found on Page 4 of Attachment 1.

## Other Corporate Document

N/A

## Risk Analysis

The main risk with the two developments is securing the relevant funding opportunities so that they can proceed.

| Consequence                                                                                                                                                                                              | Consequence Rating:                                                                              | Likelihood Rating:         | Risk Rating  | Risk Acceptance/ Controls                                                                                                                 | Mitigation and Outcome                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial Impact</b><br><br><b>Failing to secure relevant levels of funding</b><br><br><b>Failing to minimise the cost to the Shire</b><br><br><b>Failing to manage both developments effectively</b> | Catastrophic (5)<br><br>> \$1,000,000<br><br>Both developments are multi-million dollar projects | Rare (1)<br><br>10% chance | Moderate (5) | Service Manager (CEO)<br><br>Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring | The CEO in conjunction with the SMT endeavour to reduce the risk to low by: <ul style="list-style-type: none"> <li>Maximising opportunities to secure funding/financing to construct the houses in two stages;</li> <li>Maximising opportunities to seek amortised funding/financing to construct the short term accommodation and caravan park</li> </ul> |

Other risks include:

| Risk                 | Likelihood | Impact | Mitigation                                              | Risk Owner |
|----------------------|------------|--------|---------------------------------------------------------|------------|
| Construction delays  | Medium     | High   | Fixed-date contracts, penalties, contingency scheduling | MWS        |
| Cost overruns        | Medium     | Medium | Contingency funds, cost monitoring                      | DCEO       |
| Slow housing uptake  | Low        | Medium | Marketing, flexible sales/lease options                 | CEO        |
| Legislative changes  | Low        | Low    | Ongoing monitoring                                      | CEO        |
| WHS incidents        | Low        | High   | Contractor safety plans, audits                         | MWS        |
| Community opposition | Low        | Medium | Transparent engagement                                  | CEO        |

**FINANCIAL IMPLICATIONS****Estimated Project Costs – Residential Sub-division**

| Stage / Item                               | Description                      | Amount \$          |
|--------------------------------------------|----------------------------------|--------------------|
| <b>Stage 1 – Lot 42 (A)</b>                |                                  |                    |
| <b>Headworks &amp; Connections</b>         | Water, power, sewer              | \$692,505          |
| <b>Site Works &amp; Internal Services</b>  | Roads, internal works, servicing | \$957,910          |
| <b>Contingency</b>                         | Allowances & fees                | \$610,653          |
| <b>Stage 1 Subtotal</b>                    |                                  | <b>\$2,261,068</b> |
| <b>Stage 2 – Lot 42 (B)</b>                |                                  |                    |
| <b>Headworks &amp; Connections</b>         | Water, power, sewer              | \$465,715          |
| <b>Site Works &amp; Internal Services</b>  | Roads, internal works, servicing | \$1,214,180        |
| <b>Contingency</b>                         | Allowances & fees                | \$621,561          |
| <b>Stage 2 Subtotal</b>                    |                                  | <b>\$2,301,456</b> |
| <b>Total – Subdivision &amp; Servicing</b> |                                  | <b>\$4,562,524</b> |
| <b>Modular Housing (10 @ \$350k)</b>       | Separate financing required      | \$3,500,000        |
| <b>Total Project (Incl. Modular)</b>       |                                  | <b>\$8,062,524</b> |

**Budget Capacity**

To develop the site, the following funding has been secured:

| Program                           | Allocation         |
|-----------------------------------|--------------------|
| HSP 1 – Staff Housing Development | \$27,000           |
| HSP 2 – Staff Housing Development | \$4,567,000        |
| <b>Total Available</b>            | <b>\$4,594,000</b> |

**Financing Options for Modular Construction****A. State/Federal housing grants.**

Requires extensive advocacy and grant funding expertise. Grants are not always available for this type of housing. However, the Regional Housing Support Fund has just become available and provides an option for funding the construction of houses. This has occurred as a result of the Shire's advocacy in this matter.

Alternatively, there may be an opportunity through the Housing Australia Program for interest free loans. This would require advocacy with the Minister for Housing and Housing Australia.

**B. Loan facility – WA Treasury Corporation.**

Will be subject to the Shire's Debt Service Ratio i.e. its capacity to repay the loan.

**C. Staged delivery linked to revenue**

The longest option in terms of delivery but keeps Shire within its means. Revenue is raised either through lease returns or the selling of a percentage of the housing stock.

**D. Public-Private Partnership (PPP)**

Potential opportunities exist to co-fund with major employers or builders.

## VOTING REQUIREMENTS

Simple Majority

---

### Officer Recommendation

That Council in accordance with s.3.59 of the *Local Government Act 1995*:

1. Endorse the Major Land and Trading Undertaking Business Plan for public consultation as set out in Attachment 1.
2. Invite submissions regarding the Business Plan in Point 1 for no less than six weeks.
3. Consider final adoption of the Business Plan in Point 1 following the consultation period.

PUBLIC AGENDA



# Major Land and Trading Undertaking Business Plan

Edmond Street Concept Plan – Shire of Victoria Plains



Date 18 November 2025  
 Author Sean Fletcher, CEO  
 Version 1.0

Space to Grow

Bolgart Calingiri Gillingarra Mogumber  
 New Norcia Piawoning Yerecoin

# Business Plan – Major Land & Trading Undertaking

## Edmond Street Concept Plan – Shire of Victoria Plains

### 1. Executive Summary

The Shire of Victoria Plains has proposed a staged development at Lot 42 Edmond Street, Calingiri, to address affordable housing shortages for key workers within the District and deliver new community facilities.

This undertaking is classified as a **Major Land Transaction** under *Section 3.59 of the Local Government Act 1995*. The plan has been prepared in accordance with the Act and the *Local Government (Functions and General) Regulations 1996* for Council consideration and subsequent public consultation.

### 2. Legislative Framework

This plan is prepared in accordance with:

- *Local Government Act 1995* – s. 3.59
- *Local Government (Functions and General) Regulations 1996* – r. 8A

#### Specific Requirements:

- Minimum six-week public notice period;
- Disclosure of financial, community, and operational impacts;
- Council resolution post-consultation.

### 3. Strategic Alignment

The project directly supports:

#### Shire of Victoria Plains Strategic Community Plan

Goals for housing, liveability, and economic growth. This includes being able to attract and retain staff through maintaining and increasing the Shire's housing stock and increasing the Shire's population through providing an environment that supports existing and emerging businesses.

#### Economic Development Strategy

Initiatives for workforce attraction, retention, and regional development. This development is consistent with the previous decisions of Council, including:

- ✓ Resolutions (*Confirmed Minutes – 24 July 2024*); and
- ✓ Budget allocations (*2025/26 Annual Budget Adoption – 9 September 2025*).

The Avon Region Organisation of Councils (AROC – Shires of Victoria Plains, Goomalling and Toodyay)



partnered with the Shire of Dandaragan and the Wheatbelt Development Commission (WDC) to

investigate workforce housing needs and challenges in the AROC-Dandaragan Subregion. The AROC-Dandaragan Housing Report (2024), confirmed the housing shortage revealed the following challenges and opportunities:

- The demand for workforce housing is estimated to range between an additional 514 and 599 dwellings by 2031, which correlates to a demand of 73 - 80 worker accommodation units across the Study Area per annum;
- Engagement with the Business Community reports that 62% of businesses with employees registered the need for additional workers, with an average of 1.5 workers per workplace needed to meet current business needs within the Study Area. Business owners report a lack of suitable and affordable rental housing as one of the main issues in attracting staff;
- A high-level review of existing vacant land supply points to opportunities for infill development and required servicing of existing zoned land to meet longer-term housing needs in the AROC — Dandaragan Subregion.

## 4. Project Scope – Residential Subdivision

### Stage 1 – Lot 42 (A)

- 10-lot subdivision;
- Headworks, roadworks, utilities;
- 10 modular affordable key worker dwellings (financed separately).

### Stage 2 – Lot 42 (B)

- Community facilities;
- 5 affordable key worker dwellings.

## 5. Governance & Procurement

The project will be run in accordance with the following processes, structure and decision making mechanisms:





The Shire will need to adopt a policy regarding how the housing will be allocated. This would include the following criteria:

**Purpose**

To provide clear guidelines for the prioritisation and allocation of available Council-owned housing stock to key workers.

**1. Prioritisation of Housing Allocation**

Housing will be allocated to key workers in the following order of priority:

1. Shire Staff
2. Regional Priority Industries such as:
  - Agricultural Workers and Associated Industries/Business Sectors;
  - Workers in the Local Renewable Energy Sector;
  - Space Capability.
3. Independent living e.g. elderly, youth (18-25).

**2. Key Worker - Prioritisation**

Within each key worker category, applicants will be prioritised on merit and will consider:

- Ability to contribute to the vibrancy and longevity of the community.
- Applicants' unique skills, abilities, and qualifications that are relevant to the needs of the local community.

**3. Application and Approval Process**

- All requests for Shire-owned housing must be submitted in writing to the Chief Executive Officer (or delegated officer).
- Applications will be assessed according to the prioritisation criteria above.
- The Chief Executive Officer will make the final decision on housing allocation, ensuring transparency and consistency with this policy.
- Where housing is surplus to the needs of the highest-priority group, it may be offered to the next group in priority order.

**5. Tenancy Agreements**

- All tenants will be required to sign tenancy agreements (REIWA standard) and pay applicable bonds.
- Housing inspections will be conducted annually.

**4. Reporting and Review**

- Housing tenancy agreements will be reviewed annually and be reported to Council.
- This policy will be reviewed annually or as required to ensure it remains relevant and effective.

**5. Exclusions**

This policy does not cover the provision of social housing, which remains the responsibility of the State Government.

## 6. Financial Plan

### 6.1 Estimated Project Costs

| Stage / Item                               | Description                      | Amount \$          |
|--------------------------------------------|----------------------------------|--------------------|
| <b>Stage 1 – Lot 42 (A)</b>                |                                  |                    |
| Headworks & Connections                    | Water, power, sewer              | \$692,505          |
| Site Works & Internal Services             | Roads, internal works, servicing | \$957,910          |
| Contingency                                | Allowances & fees                | \$610,653          |
| <b>Stage 1 Subtotal</b>                    |                                  | <b>\$2,261,068</b> |
| <b>Stage 2 – Lot 42 (B)</b>                |                                  |                    |
| Headworks & Connections                    | Water, power, sewer              | \$465,715          |
| Site Works & Internal Services             | Roads, internal works, servicing | \$1,214,180        |
| Contingency                                | Allowances & fees                | \$621,561          |
| <b>Stage 2 Subtotal</b>                    |                                  | <b>\$2,301,456</b> |
| <b>Total – Subdivision &amp; Servicing</b> |                                  | <b>\$4,562,524</b> |
| Modular Housing (10 @ \$350k)              | Separate financing required      | \$3,500,000        |
| <b>Total Project (Incl. Modular)</b>       |                                  | <b>\$8,062,524</b> |

### 6.2 Budget Capacity

| Program                           | Allocation         |
|-----------------------------------|--------------------|
| HSP 1 – Staff Housing Development | \$27,000           |
| HSP 2 – Staff Housing Development | \$4,567,000        |
| <b>Total Available</b>            | <b>\$4,594,000</b> |

#### Assessment:

1. Subdivision & servicing works (\$4.562 M) fit within confirmed funding allocations under the Housing Support Program – Stream 1 and the Community Enabling Infrastructure Stream. In other words, there will be no cost to the Shire of Victoria Plains to undertake this work.
2. Additional financing is required to provide the build regarding the dwellings: i.e. modular type housing or kit/prefabricated homes.

### 6.3 Financing Options for Modular Construction

#### A. State/Federal housing grants.

Requires extensive advocacy and grant funding expertise. Grants are not always available for this type of housing. However, the Regional Housing Support Fund has just become available and provides an option for funding the construction of houses. This has occurred as a result of the Shire's advocacy in this matter.

Alternatively, there may be an opportunity through the Housing Australia Program for interest free loans. This would require advocacy with the Minister for Housing and Housing Australia.

B. Loan facility – WA Treasury Corporation.

Will be subject to the Shire's Debt Service Ratio i.e. its capacity to repay the loan.

C. Staged delivery linked to revenue

The longest option in terms of delivery but keeps Shire within its means. Revenue is raised either through lease returns or the selling of a percentage of the housing stock.

D. Public-Private Partnership (PPP)

Potential opportunities exist to co-fund with major employers or builders.

## 6.4 ROI Calculations

The Return on Investment (ROI) model for the Edmond Street Housing Development assumes:

| Component                                                          | Assumptions        |
|--------------------------------------------------------------------|--------------------|
| Number of dwellings                                                | 10                 |
| Land development costs (fully grant funded, no repayment)          | \$4,567,000        |
| Construction finance required (loan, other financing, grant)       | \$3,500,000        |
| Market data: Regional WA median house price/rent                   | \$679,000; \$551PW |
| Operating costs (maintenance) etc                                  | 30%                |
| Discount rate (low-risk local government infrastructure benchmark) | 3.5%               |
| Loan terms: 20 years (Illustrative)                                | 5.5%               |

Table One: Assumptions

### The Importance of Net Present Value (NPV)

**NPV** calculates the present value of all expected future cash inflows and outflows, discounted back to today using a chosen discount rate (often reflecting the cost of capital or required rate of return). It shows how much an investment is worth in today's money.

In this case the discounted rate is 3.5%

In other words, NPV is a financial metric used to assess the value of an investment, project, or cash flow stream by considering the time value of money.

**NPV > 0:** The investment is expected to generate more value than it costs, so it's financially worthwhile.

**NPV < 0:** The investment is expected to lose money.

**NPV = 0:** The investment is expected to break even.

## Projected Revenue Streams (Based on Table One: Assumptions)

### A. Lease Only (Shire Owned and Operated) Over 10 Years

In this projection it is assumed that four dwellings will be leased to Shire staff:

- **Number of dwellings:** 10
- **Weekly rent per dwelling:** \$551
- **Annual rent per dwelling:**  $\$551 \times 52 = \$28,652$
- **Total annual rent (10 dwellings):** \$286,520
- **Operating costs:** 30% of gross rent = \$85,956
- **Net lease income:**  $\$286,520 - \$85,956 = \$200,564$
- **Loan repayment:** \$3,500,000 @ 5.5% over 20 years  $\approx \$291,000/\text{year}$
- **Workforce retention savings:**  $\$50,000/\text{year} \times (4/10) = \$20,000/\text{year}$
- **Discount rate:** 3.5%
- **Rates revenue and sales:** Excluded

#### Annual Net Cash Flow Calculation

Net Cash Flow = Net Lease Income + Workforce Savings (4 dwellings) – Loan Repayment

i.e.  $\$200,564 + \$20,000 - \$291,000 = (\$70,436)$  per year

#### Insights

Annual net cash flow:  $(\$70,436)$  (negative)

10-year NPV:  $\approx (\$597,000)$  (negative)

1. The project runs at a deficit under these assumptions, even with workforce savings for 4 dwellings.
2. To improve viability, Shire will need to consider increasing rent, reducing operating costs, or restructuring loan terms.

Choosing one solution, if the rent (\$551) is indexed to Perth CPI of 4.5%, the increase in rents factored back to present dollars over 10 years will see:

**Cashflow path:** Negative in **Years 1–7**, turning **slightly positive** from **Year 8** as CPI-indexed rent accumulates i.e \$62, Year 9 \$12,345 and Year 10 \$25,180.

**10-year NPV @ 3.5%:**  $(\$245,139)$ . The loss is substantially reduced. In Years 12/13, the project will generate a surplus.

If the Shire was to dispose one of its existing dwellings for \$250,000 in addition to the annual rent increases, the NPV will see a surplus of \$12,023 in Year 10.

**B. Lease Only (Shire Owned and Operated) Over 10 Years with Loan @ 50%**

In this projection it is assumed that further to Option A, the loan required will be \$1,750,000 as five dwellings will be grant funded.

- **Number of dwellings:** 10
- **Weekly rent per dwelling:** \$551
- **Annual rent per dwelling:** \$28,652
- **Total annual rent (10 dwellings):** \$286,520
- **Operating costs:** 30% of gross rent = \$85,956
- **Net lease income:** \$286,520 – \$85,956 = \$200,564
- **Loan:** \$1,750,000 @ 5.5% over 20 years
- **Annual loan repayment:** ≈ \$145,500 (calculated as an annuity)
- **Workforce retention savings:** \$50,000/year × (4/10) = \$20,000/year
- **Discount rate:** 3.5%
- **Rates revenue and sales:** Excluded

**Annual Net Cash Flow Calculation**

Net Cash Flow = Net Lease Income + Workforce Savings (4 dwellings) – Loan Repayment

i.e. \$200,564 + \$20,000 – \$145,500 = \$75,064 per year

**Insights**

Annual net cash flow: \$75,064 (positive)

10-year NPV: ≈ \$636,000 (positive)

With the reduced loan, the project generates a healthy surplus each year and a strong positive NPV over 10 years. If rent increases are factored in by CPI, the surplus after 10 years is \$980,000.

**C. Hybrid Model ie Sell Four Houses and Lease Six Houses**

In this model, the sale of four dwellings, the leasing of six dwellings and the inclusion of rate income regarding the four dwellings will see a NPV over 10 years of \$1,634,821.

**D. Build to Lease Model**

If a housing provider builds then leases the homes, then the Shire will only receive the rate income which is an NPV over 10 years of \$124,749.



### E. Other Variations

Option B could see the next five houses paid for by the community. The local investors would receive the rental income but the Shire receives the rate income and also the rental income from the five properties it retains. The Shire will have a negative cash flow for the first four years but after this will end up with a positive NPV of \$30,799.

Major developers may wish to purchase or underwrite a proportion of the 10 dwellings. This would see a similar result to that outlined in the above paragraph.

## 7. Impact on Community & Shire Services and Facilities

### Social

- Directly addresses the shortage of affordable housing for key workers, supporting the retention and attraction of essential staff such as teachers, health professionals, and emergency services personnel.
- Enhances community wellbeing by providing stable accommodation, which underpins the delivery of quality local services.

### Economic

- Stimulates the local economy through construction activity, job creation, and increased demand for local goods and services.
- Supports local businesses by enabling workforce growth and stability, which is critical for ongoing economic development in the Shire.

### Strategic

- Advances the Shire's goals for housing, liveability, and sustainable population growth as outlined in the Strategic Community Plan and Economic Development Strategy.

### Impact on Shire Services and Facilities

- **Waste Services:** The development will increase the volume of residential and community waste generated in Calingiri. This will require the Shire to review and potentially expand waste collection routes and frequency, as well as ensure adequate capacity at local transfer stations and landfill sites. The Shire is already progressing improvements to waste management infrastructure, including the Calingiri, Bolgart and Mogumber Transfer Stations and regional waste facility planning, which will support the increased demand from new dwellings and community facilities. Community education on waste sorting and recycling will also become more important as the population grows
- **Recreation Services:** The addition of new residents and community facilities will increase usage of existing parks, ovals, and recreation centres. The Shire will need to monitor the condition and capacity of these assets to ensure they remain fit for purpose and accessible. This may involve upgrading or expanding recreation infrastructure, increasing maintenance schedules, and ensuring compliance with accessibility standards. The Shire's Asset Management Plan highlights the importance of ongoing investment in recreation places to meet community needs and maintain high levels of satisfaction.
- **Service Planning and Integration:** The Shire will need to plan for potential increases in service delivery, including reviewing staffing levels, equipment, and budget allocations to ensure high-quality service provision as the population grows. The project also provides an opportunity to integrate new facilities with existing Shire assets, improving overall service efficiency and community access.

- **Long-Term Benefits:** Improved housing and facilities will help the Shire attract and retain skilled staff, reducing turnover and associated recruitment costs, and strengthening the delivery of core services to the community.

## 8. Risk Management

Risk management will follow the **Shire of Victoria Plains Risk Management Framework** and **AS/NZS ISO 31000:2018**.

| Risk                                                       | Likelihood | Impact | Mitigation                                                                            | Risk Owner |
|------------------------------------------------------------|------------|--------|---------------------------------------------------------------------------------------|------------|
| Construction delays                                        | Medium     | High   | Fixed-date contracts, penalties, contingency scheduling                               | MWS        |
| Cost overruns                                              | Medium     | Medium | Contingency funds, cost monitoring                                                    | DCEO       |
| Slow housing uptake                                        | Low        | Medium | Marketing, flexible sales/lease options                                               | CEO        |
| Legislative changes                                        | Low        | Low    | Ongoing monitoring                                                                    | CEO        |
| WHS incidents                                              | Low        | High   | Contractor safety plans, audits                                                       | MWS        |
| Community opposition                                       | Low        | Medium | Transparent engagement                                                                | CEO        |
| Financial risks (interest rate changes, funding shortfall) | Low        | Medium | Fixed-rate loans (WA Treasury), regular financial review, alternative funding options | CEO        |

**Table Two – Project Risks**

### Strengths:

- The table covers a broad spectrum of risks relevant to major land and housing projects, including financial, operational, regulatory, and community risks.
- Each risk is assigned a likelihood and impact, which helps prioritise mitigation efforts.
- Mitigation strategies are practical and align with industry standards (e.g., fixed-date contracts, contingency funds, safety plans).
- Reference to AS/NZS ISO 31000:2018 demonstrates commitment to best practice risk management.

## 9. Key Project Milestones

The project is expected to take approximately 18 months to deliver. However, the delivery of the dwellings is very much subject to financing becoming available.

The Housing Support Program has advised that on signing of the funding agreement with WA State Treasury, 70% of funding (\$3,193,767) will be paid up front. This was achieved on 14 November 2025.

Although the milestones indicate an RFQ process, this will only be for particular services (e.g. internal road, utilities, support engineering and planning) as Shire staff will do most of the ground (civil) works.

## Milestone Table – Residential Subdivision

| Milestone                                                                                           | Target Timing    | Notes                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preparatory Works including Statutory Planning, Concept Plan and Identification of Resources</b> | Prior to Month 0 | ✓ Resolutions ( <i>Confirmed Minutes – 24 July 2024</i> ); and<br>✓ Budget allocations ( <i>2025/26 Annual Budget Adoption – 9 September 2025</i> ). |
| <b>Council Endorsement to Advertise</b>                                                             | Month 0          | Resolution under s. 3.59 LGA 1995                                                                                                                    |
| <b>Public Notice Period (6 weeks)</b>                                                               | Month 0–2        | Website, local media                                                                                                                                 |
| <b>Review &amp; Assess Submissions</b>                                                              | Month 2          | Report to Council                                                                                                                                    |
| <b>Council Adoption</b>                                                                             | Month 2          | Post-consultation adoption                                                                                                                           |
| <b>Site Construction</b>                                                                            | Month 2 - 12     | HSP Stream 1 and HSP CEI                                                                                                                             |
| <b>Finalise Modular Financing</b>                                                                   | Month 2–3        | Loan/grant/PPP                                                                                                                                       |
| <b>RFQ Procurement</b>                                                                              | Month 3–4        | In line with policy                                                                                                                                  |
| <b>Contract Award &amp; Pre-Start</b>                                                               | Month 4–5        | Contract execution, WHS plans                                                                                                                        |
| <b>Stage 1 Modular Build (5 Homes)</b>                                                              | Month 8–12       | Off-site fabrication & installation                                                                                                                  |
| <b>Stage 1 Occupancy</b>                                                                            | Month 12         | Handover or sale                                                                                                                                     |
| <b>Stage 2 Works Start (5 Homes)</b>                                                                | Month 13         | Civil & facility works                                                                                                                               |
| <b>Stage 2 Completion</b>                                                                           | Month 16         | Final sign-off                                                                                                                                       |

**Table Three - Milestones**

A Gantt Chart showing the complete timeline is in the Appendices on Page 22.

## 10. Short Stay and Caravan Park Accommodation

### Background

The Shire of Victoria Plains, is proactively responding to the growing demand for flexible, high-quality short-term accommodation in Calingiri and the surrounding district. This demand is being driven by several converging factors:

- **Resource Sector Growth:** The region is experiencing increased mining activity and exploration, particularly with the emergence of new projects such as the Caravel Copper Mine and renewable energy developments. These projects bring a transient workforce requiring reliable, short-term accommodation options.
- **Tourism Expansion:** Victoria Plains and the broader Wheatbelt are attracting more visitors, both for leisure and business, as regional tourism initiatives and local attractions gain prominence. The need



for visitor accommodation is expected to rise in line with these trends.

- **Energy Transition:** The shift towards renewable energy is resulting in new infrastructure projects and associated workforce movements, further increasing the requirement for short-term stays in the area.
- **Agricultural Sector Demand:** Large agricultural corporations and seasonal agribusinesses have expressed interest in local accommodation solutions to support their workforce during peak periods, such as harvest and seeding.

## Facility Overview

To address these needs, the Shire proposes the development of the Calingiri Short Term Stay and Accommodation Facility. The facility will include:

- Five self-contained cabins for visitor use
- One cabin for an on-site caretaker
- Caravan and camper van bays (20)
- Camping sites (5)
- Modern ablution facilities
- A communal camp kitchen

This facility is designed to provide flexible, affordable, and comfortable accommodation for a diverse range of users, including visiting workers, tourists, and agricultural staff. The inclusion of a caretaker's cabin will ensure the site is well-managed and secure, supporting both operational efficiency and guest experience.

## Strategic Context

The proposed development aligns with the Shire's broader strategy to support economic growth, workforce attraction, and community liveability. It complements other initiatives such as the Edmond Street residential subdivision and the Wheatbelt Regional Housing Initiative, which together aim to address both permanent and temporary accommodation shortages in the district.

## Ongoing Need

Current research and industry feedback confirm that the demand for short-term accommodation in Calingiri is not a temporary phenomenon. With ongoing mining, energy, tourism, and agricultural activity, the need for such facilities is expected to remain strong into the foreseeable future.

## ROI – Calculations

| Component                                                          | Assumptions            |
|--------------------------------------------------------------------|------------------------|
| Number of cabins: 5 (and 1 caretaker facility) @ 80% occupancy     | \$150/night \$900/week |
| Caravan Park Bays – 20 @ 65% occupancy                             | \$35 per night         |
| Camping Bays – 5 @ 65% occupancy                                   | \$25 per night         |
| Construction finance required (loan, other financing, grant)       | \$2,000,000            |
| Market data: Regional WA median house price/rent                   | \$679,000; \$551PW     |
| Discount rate (low-risk local government infrastructure benchmark) | 3.5%                   |
| Loan terms: 20 years (Illustrative)                                | 5.5%                   |

Rates based on similar facilities in Wheatbelt Towns

**Table Four - Assumptions**

## NPV Modelling

| Parameter                                  | Value            |
|--------------------------------------------|------------------|
| Cabin Revenue (5 Cabins @ \$150 per night) | \$177,938        |
| Caravan Revenue (20 Powered \$35/Night)    | \$166,075        |
| Camping Revenue (5 @ \$25/Night)           | \$29,655         |
| <b>Total Revenue</b>                       | <b>\$373,669</b> |
| Operating Costs                            | \$112,101        |
| <b>Net Operating Income</b>                | <b>\$261,568</b> |
| Annual Loan Repayment                      | \$167,359        |
| <b>Net Cash Flow (After Loan)</b>          | <b>\$94,209</b>  |
| ROI (Before Loan)                          | 13.08%           |
| ROI (After Loan)                           | 4.71%            |
| 10 Year NPV (3.5%)                         | \$787,503        |
| Break Even Occupancy Rate:                 | 41.6%            |

**Table Five – NPV Modelling Over 10 Years**

### Annual Net Cash Flow Calculation Based on 65% Occupancy

Net Cash Flow = Net Sales – Loan Repayment i.e. \$261,568 – \$167,359 = \$94,209 per year

#### Insights

- The facility generates a healthy annual surplus of \$94,209 after loan repayments at 65% occupancy.
- ROI (before loan) is 13.08%. Post loan is 4.71%. 3% is considered a very good result.
- The 10-year NPV is positive @ \$787,503 indicating strong financial viability under these assumption

## 11. Consultation Process

- Six-week public notice period per s. 3.59 of the *Local Government Act 1995*;
- Advertising in print (newsletter), digital (website, Facebook) and noticeboards (Libraries). Drafts of the notices are attached in the appendices;
- Compilation and reporting of submissions to Council.

## 12. Recommendation

That Council in accordance with s.3.59 of the *Local Government Act 1995*:

1. Endorse the Business Plan for public consultation.
2. Invite submissions for no less than six weeks.
3. Consider final adoption following the consultation period.

# Appendices

## Official Public notice

### PUBLIC NOTICE

**Business Plan – Major Land Transaction**  
**Edmond Street Concept Plan – Lot 42, Calingiri**  
**Shire of Victoria Plains**

The Shire of Victoria Plains gives notice, in accordance with **Section 3.59 of the Local Government Act 1995** and **Regulation 8A of the Local Government (Functions and General) Regulations 1996**, of its intention to undertake a **Major Land Transaction**.

#### Proposal

The Shire proposes a staged development at **Lot 42 Edmond Street, Calingiri** to address affordable housing shortages for key workers and to deliver new community facilities.

#### Stage 1 – Lot 42 (A)

- Subdivision into 10 lots
- Headworks, roadworks, and utility connections
- Construction of 10 modular affordable key worker dwellings (*financed separately*)

#### Stage 2 – Lot 42 (B)

- Development of community facilities
- Construction of 5 additional affordable key worker dwellings

The total estimated cost of subdivision and servicing works is **\$4.562 million**, funded through the Housing Support Program. Modular housing construction will require separate financing.

#### Inspection of Business Plan

A copy of the full Business Plan is available for inspection:

- **In person:** Shire Administration Office, [insert address], during office hours
- **Online:** [insert Shire website link to document]
- **By request:** Contact the Shire on [insert phone] or [insert email]

#### Submissions

Written submissions on the proposed Major Land Transaction may be lodged by any person.

**Closing date for submissions:** [insert date – not less than six weeks from first publication]

**Address for submissions:**

Chief Executive Officer  
Shire of Victoria Plains  
[insert postal address]  
or email: [insert email address]

All submissions will be considered by Council before making a final decision.

**Date of notice:** [insert date]

**Sean Fletcher**

Chief Executive Officer  
Shire of Victoria Plains

---

For **digital**, "*Have your say on the future of Edmond Street*" which will link directly to the PDF of the Business Plan.

---

PUBLIC AGENDA

## Plain-English, community-friendly version of the public notice:

### Have Your Say – Edmond Street Development, Calingiri

The Shire of Victoria Plains is planning an exciting new project at **Lot 42 Edmond Street, Calingiri** to help meet our community's housing needs and create new local facilities.

#### What's planned

We're looking to develop the site in two stages:

##### Stage 1

- Create 10 new residential lots
- Install essential services like water, power, and roads
- Build 10 affordable homes for key workers (such as teachers, health staff, and emergency services)

##### Stage 2

- Build new community facilities
- Add 5 more affordable homes for key workers

#### Why this matters

- More housing for essential workers means better services for everyone
- New facilities will make Calingiri an even better place to live
- The project will create local jobs and boost the local economy

#### How you can be involved

We want to hear your thoughts before we move ahead.  
You can read the full plan:

- **Online:** [insert link]
- **At the Shire Office:** [insert address], during office hours
- **By request:** Call [insert phone] or email [insert email]

#### Send us your feedback

Please send your comments in writing by [insert closing date – at least six weeks from now] to:

**Chief Executive Officer**

Shire of Victoria Plains

[insert postal address]

or email: [insert email]

All feedback will be considered by Council before a final decision is made.

**Published:** [insert date]

**Sean Fletcher**

Chief Executive Officer

Shire of Victoria Plains

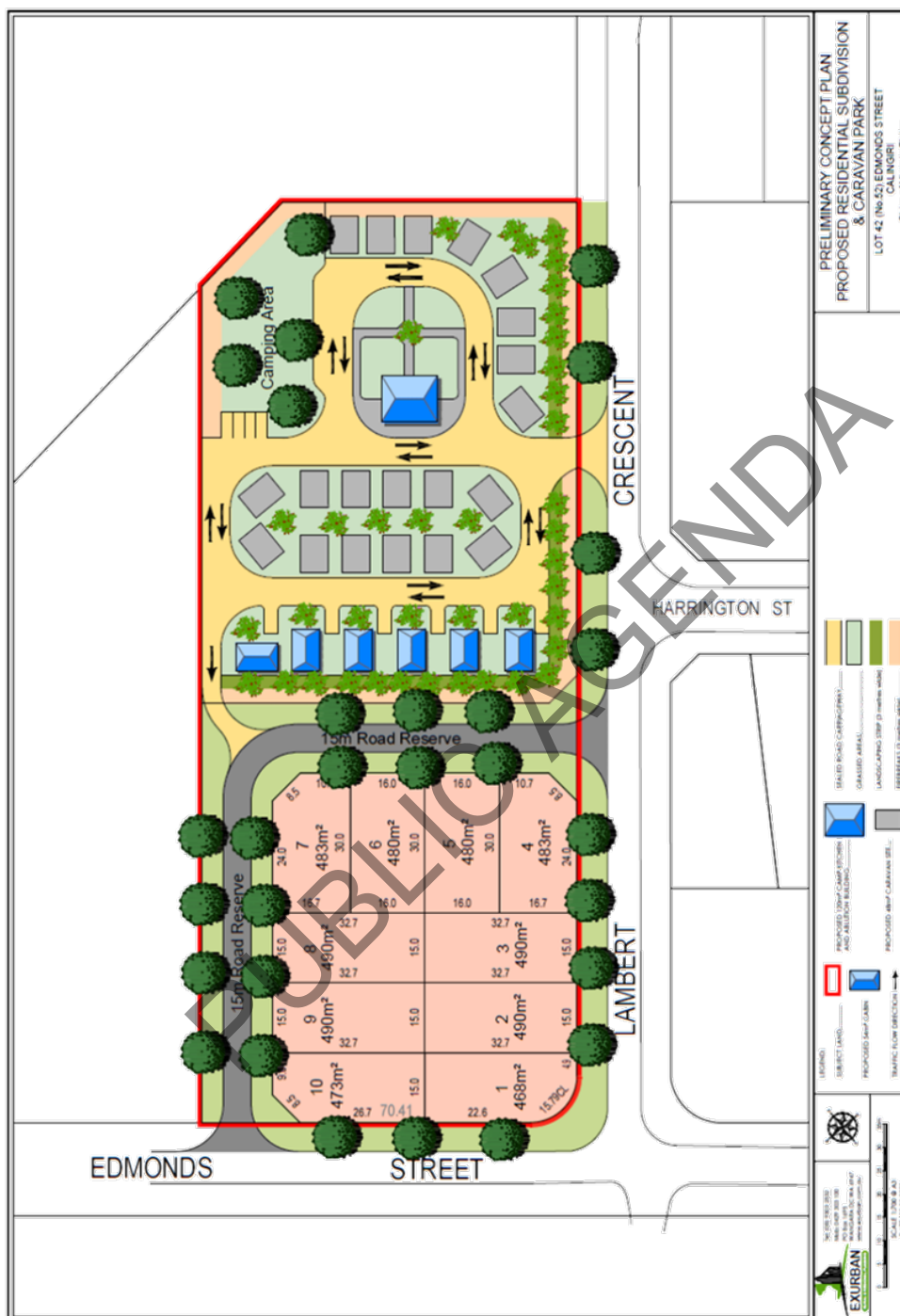
---

For social media post a short version with a photo of the site and a headline like *"Affordable housing and new community spaces – have your say on the future of Edmond Street!"* and link to the full plan.

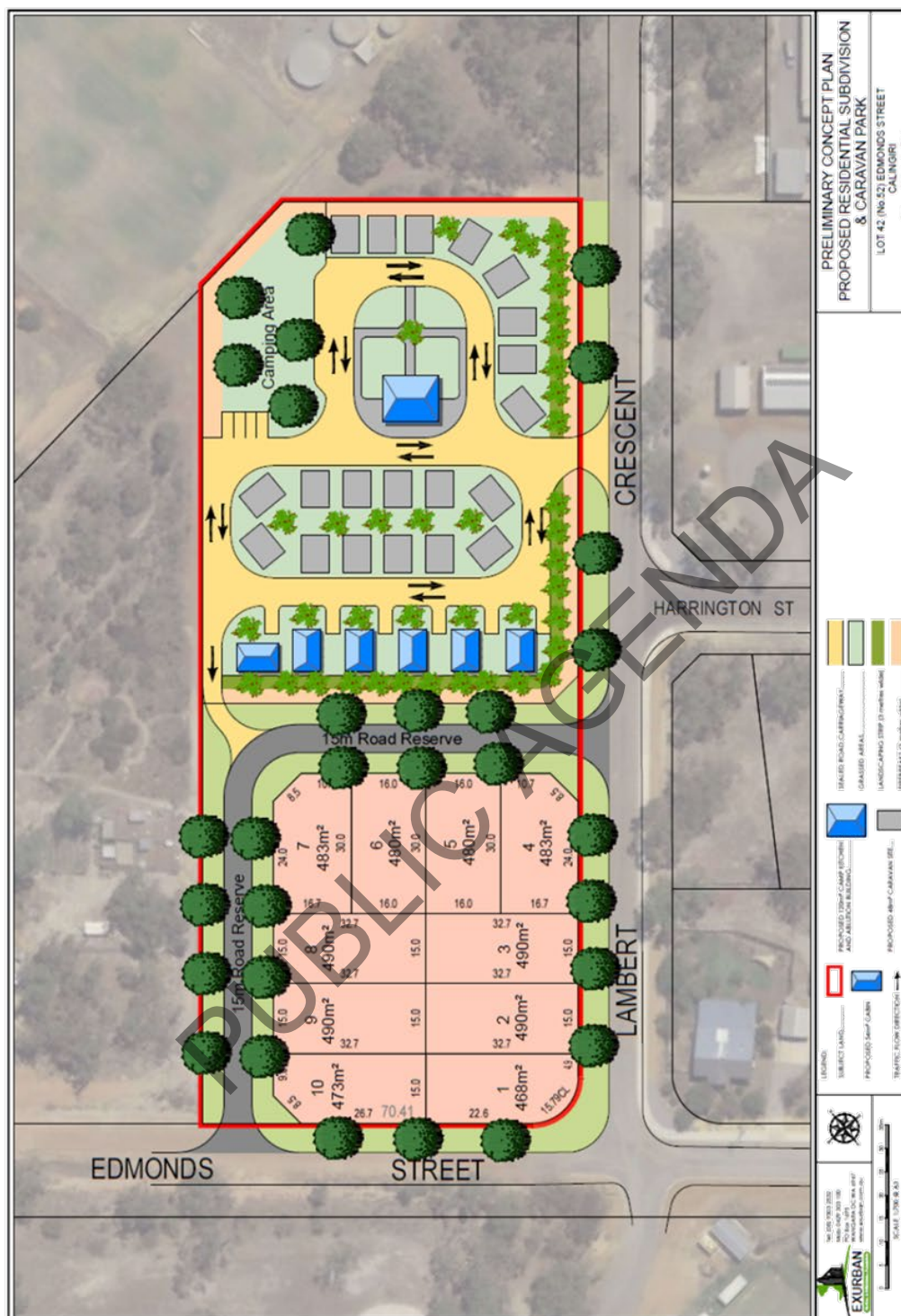
PUBLIC AGENDA



## Site Maps



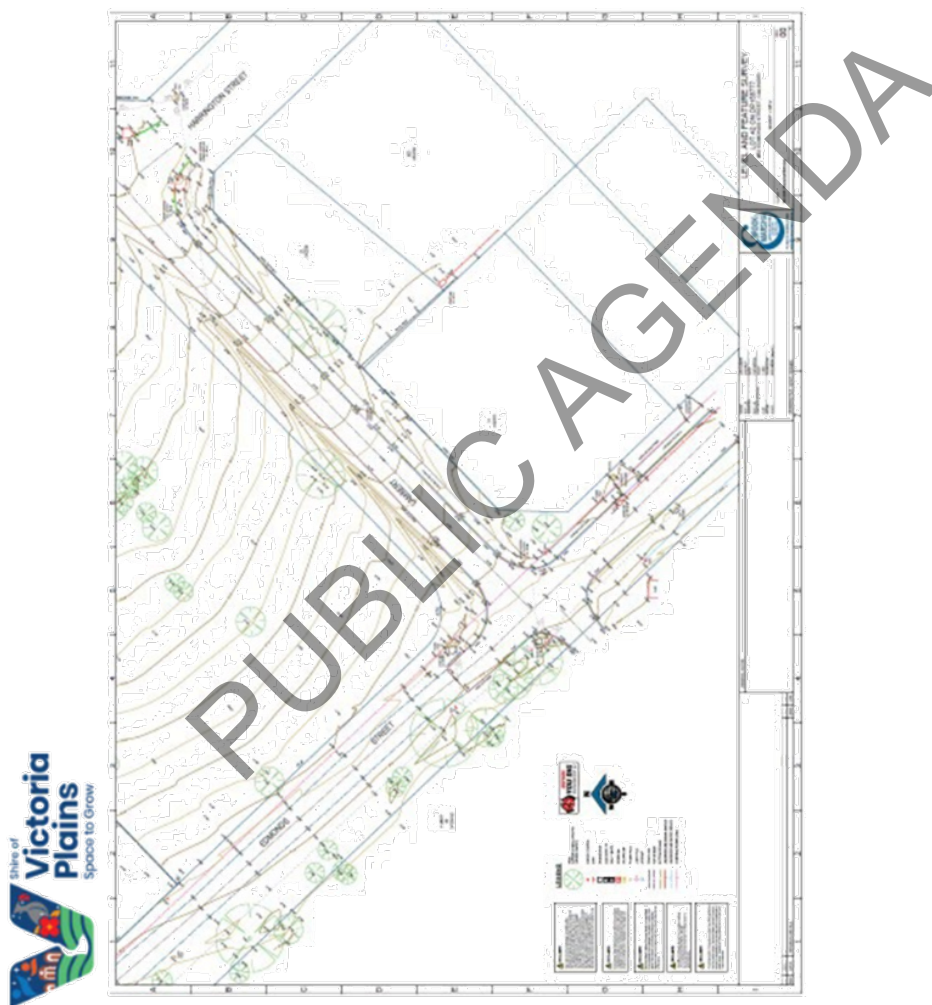
Concept Plan – Edmond Street Development



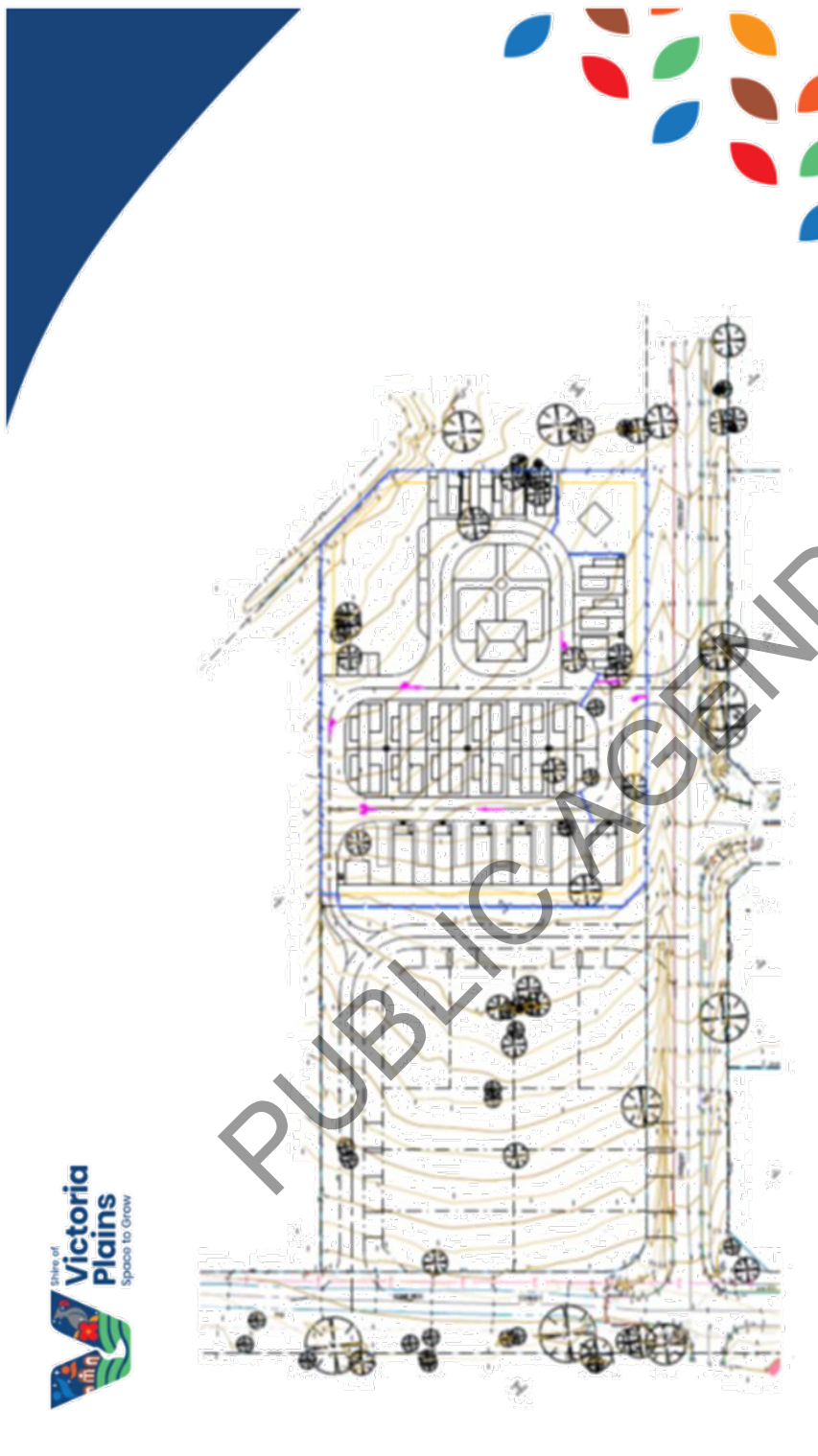
Concept Plan – Drawing and Aerial Edmond Street Development







**Site Contour and Feature Survey Part 1**

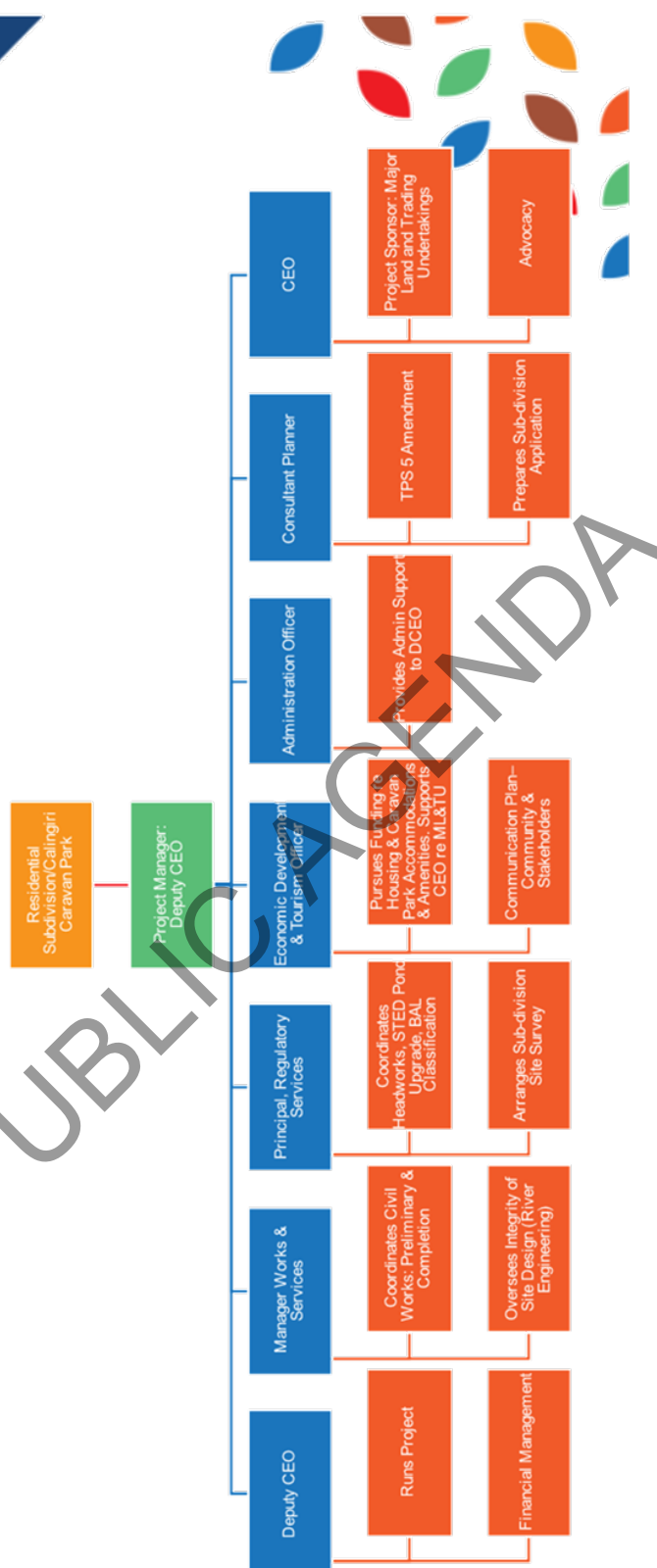


**Site Contour and Feature Survey Part 2**

|    | Task                               | Assigned To | Start    | End      | Dur | % | 2025 |    | 2026 |    |    |    | 2027 |    |    |  |  |  |  |
|----|------------------------------------|-------------|----------|----------|-----|---|------|----|------|----|----|----|------|----|----|--|--|--|--|
|    |                                    |             |          |          |     |   | Q4   | Q1 | Q2   | Q3 | Q4 | Q1 | Q2   | Q3 | Q4 |  |  |  |  |
|    | Edmond Street Development          |             | 19/11/25 | 26/11/27 | 526 |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 1  | Preparatory Works                  | CEO CTP MWS | 19/11/25 | 12/3/26  | 80  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 2  | Council Endorsement to Advertisers | CEO         | 27/11/25 | 28/11/25 | 1   |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 3  | Public Notice                      | CEO PA      | 28/11/25 | 6/2/26   | 50  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 4  | Review & Assess Submissions        | CEO         | 6/2/26   | 16/2/26  | 7   |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 5  | Council Adoption                   | CEO         | 25/2/26  | 25/2/26  | 1   |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 6  | Site Construction                  | MWS DCEO    | 26/2/26  | 16/12/26 | 210 |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 7  | Modular Financing                  | CEO         | 26/2/26  | 8/4/26   | 30  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 8  | RFQ Procurement                    | PEHO        | 8/4/26   | 22/6/26  | 54  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 9  | Contract Award & PreStart          | CEO         | 22/6/26  | 31/7/26  | 30  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 10 | Stage 1 Modular Build              | MWS         | 18/26    | 5/1/27   | 112 |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 11 | Stage 1 Occupancy                  | PEHO        | 6/1/27   | 31/3/27  | 61  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 12 | Stage 2 Modular Build              | MWS         | 1/4/27   | 3/9/27   | 112 |   |      |    |      |    |    |    |      |    |    |  |  |  |  |
| 13 | Stage 2 Completion                 | PEHO        | 4/9/27   | 26/11/27 | 60  |   |      |    |      |    |    |    |      |    |    |  |  |  |  |



# Edmond Street Project Group



## 9.6 Regional Housing Prioritisation Policy

|                                       |                                                 |
|---------------------------------------|-------------------------------------------------|
| <b>File Reference</b>                 |                                                 |
| <b>Report Date</b>                    | 20 November 2025                                |
| <b>Applicant/Proponent</b>            | Mr Sean Fletcher, Chief Executive Officer       |
| <b>Officer Disclosure of Interest</b> | Nil                                             |
| <b>Previous Meeting Reference</b>     | Nil                                             |
| <b>Prepared by</b>                    | Sean Fletcher – Chief Executive Officer         |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer         |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer         |
| <b>Attachments</b>                    | 1. Draft Regional Housing Prioritisation Policy |

### PURPOSE

For Council to adopt a policy that prioritises Shire key worker housing as set out in Attachment 1.

### BACKGROUND

The Shire is in the process of developing opportunities for key worker housing within the district. As a result, funding providers and others now expect local governments to have a policy in place that prioritises available housing stock for this purpose.

The policy was proposed as an outcome under the Shire's draft Major Land and Trading Undertaking Business Plan for the Edmonds Street development.

### COMMENT

Under the proposed policy (Attachment 1), it is proposed that the prioritisation of key workers regarding suitable housing should be as follows:

1. Shire of Victoria Plains staff.
2. Regional Priority Industries such as:
  - Agricultural Workers and Associate Industries/Business Sectors;
  - Workers in the Local Renewable Energy Sector;
  - Space Capability.
3. Independent living e.g. elderly, youth (18-25).

The third category is proposed in case there is vacant key worker housing that may alleviate shortfalls in the independent living space.

### CONSULTATION

Mr Sam Bryce, CEO Shire of Goomalling. The Shire of Goomalling is in the process of implementing a similar policy.

### STATUTORY CONTEXT

Nil

**CORPORATE CONTEXT****Strategic Business Plan/Corporate Business Plan**

| STRATEGIC PRIORITIES                                                   |  | WE KNOW WE ARE SUCCEEDING WHEN                                                     |  |
|------------------------------------------------------------------------|--|------------------------------------------------------------------------------------|--|
| 2. ECONOMY                                                             |  |                                                                                    |  |
| 2.1 We understand traditional and emerging industries across the Shire |  | We can attract and retain staff because we maintain and increase our housing stock |  |
|                                                                        |  | We forward plan for emerging industries                                            |  |

The proposed key worker prioritisation housing policy will help both the Shire and local business realise the necessary work force planning they need to ensure future viability.

**Delegation**

Nil

**Policy Implications**

New Policy

**Other Corporate Document**

Nil

**Risk Analysis**

| Consequence | Consequence Rating:                                                                                                             | Likelihood Rating: | Risk Rating | Risk Acceptance/ Controls | Mitigation and Outcome                 |
|-------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------------------|----------------------------------------|
|             | Substantiated, public embarrassment, moderate impact, moderate news profile.<br><br>Example<br>State-wide paper, TV News story. |                    |             |                           | Regional Housing Prioritisation Policy |

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**Officer Recommendation**

That Council **ADOPT** the Regional Housing Prioritisation Policy (Attachment 1). The CEO is to put the policy into the Shire's preferred policy format using the appropriate template in due course.

PUBLIC AGENDA



# Regional Housing Prioritisation Policy

Policy Number: [To be assigned]

Policy Subject: Regional Housing Prioritisation

Responsible Officer: Chief Executive Officer (or equivalent)

## Purpose

To provide clear guidelines for the prioritisation and allocation of available Shire-owned housing stock to key workers.

## 1. Prioritisation of Housing Allocation

Housing will be allocated to key workers in the following order of priority:

1. Shire of Victoria Plains staff.
2. Regional Priority Industries such as:
  - Agricultural Workers and Associate Industries/Business Sectors;
  - Workers in the Local Renewable Energy Sector;
  - Space Capability.
3. Independent living e.g. elderly, youth (18-25).

## 2. Key Worker - Prioritisation

Within each key worker category, applicants will be prioritised on merit and will consider:

- Ability to contribute to the vibrancy and longevity of the community.
- Applicants' unique skills, abilities, and qualifications that are relevant to the needs of the local community.

## 3. Application and Approval Process

- All requests for Council-owned housing must be submitted in writing to the Chief Executive Officer (or delegated officer) of the relevant Shire.
- Applications will be assessed according to the prioritisation criteria above.
- The Chief Executive Officer will make the final decision on housing allocation, ensuring transparency and consistency with this policy.
- Where housing is surplus to the needs of the highest-priority group, it may be offered to the next group in priority order.

#### 5. Tenancy Agreements

- All tenants will be required to sign tenancy agreements (REIWA standard) and pay applicable bonds.
- Housing inspections will be conducted every six months.

#### 4. Reporting and Review

- Housing tenancy agreements will be reviewed annually and be reported to Council.
- This policy will be reviewed annually or as required to ensure it remains relevant and effective.

#### 5. Exclusions

This policy does not cover the provision of social housing, which remains the responsibility of the State Government.

Adopted: [Date]

Amended: [Date, if applicable]

PUBLIC AGENDA

**10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION**

PUBLIC AGENDA

**12 MEETING CLOSED TO PUBLIC****12.1 Meeting Closed to Public**

|                                       |                    |
|---------------------------------------|--------------------|
| <b>File reference</b>                 |                    |
| <b>Report date</b>                    | 15 November 2023   |
| <b>Applicant/proponent</b>            | CEO                |
| <b>Officer disclosure of interest</b> | Nil                |
| <b>Previous meeting references</b>    |                    |
| <b>Prepared by</b>                    | Sean Fletcher, CEO |
| <b>Authorised by</b>                  | CEO                |
| <b>Attachments</b>                    |                    |
| Attachment 1                          | Page Nil           |

**PURPOSE**

For Council to move “in camera” (behind closed doors) and consider a matter regarding the Shire of Victoria Plains CEO KPI and Performance Review, Appointment of Facilitator under item 12.2 and item 12.3 regarding Shire of Victoria Plains Community Citizen of the Year Australia Day Awards 2026.

**BACKGROUND**

Under section 5.23 (2)(b) of the Local Government Act, Council may close a meeting, or part of a meeting if it deals with a matter affecting the personal affairs of any person.

**COMMENT**

As there is Policy 2.6 “*Standards for CEO Recruitment, Performance and Termination*” in place for the Shire of Victoria Plains, Council is required under the Local Government Act to undertake an annual review of the CEO’s performance.

**CONSULTATION**

CEO

Council Support Officer

**STATUTORY CONTEXT**

As per the background to this item.

**CORPORATE CONTEXT**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple majority

**Officer's Recommendation**

That Council **CLOSE** the meeting under section 5.23 (2)(b) of the Local Government Act to consider a matter under item 12.2 regarding the CEO's Quarterly Review of CEO's KPIs 2025 - 2026 and to consider item 12.3 regarding Shire of Victoria Plains Community Citizen of the Year Australia Day Awards 2026.

PUBLIC AGENDA

**12.2 Quarterly Review of CEO's KPIs 2025 - 2026**

|                                       |                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>                 |                                                                                                                                                                                           |
| <b>Report Date</b>                    | 9 October 2025                                                                                                                                                                            |
| <b>Applicant/Proponent</b>            | Mr Sean Fletcher, CEO                                                                                                                                                                     |
| <b>Officer Disclosure of Interest</b> | Financial LG Act s5.70                                                                                                                                                                    |
| <b>Previous Meeting Reference</b>     | Nil                                                                                                                                                                                       |
| <b>Prepared by</b>                    | Sean Fletcher – Chief Executive Officer                                                                                                                                                   |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer                                                                                                                                                   |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive officer                                                                                                                                                   |
| <b>Attachments</b>                    | <ol style="list-style-type: none"> <li>1. CEO KPI's October 2025</li> <li>2. Updated October Briefing Session 2025</li> <li>3. Asset Management Improvement Plan November 2025</li> </ol> |

|                               |                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section under the Act</b>  | The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the <i>Local Government Act 1995</i> . |
| <b>Sub-clause and Reason:</b> | (a) - a matter affecting an employee or employees.                                                                                                        |

**VOTING REQUIREMENTS**

Simple Majority

**12.3 Australia Day Award Nominations - 2026**

|                                       |                                                                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>                 |                                                                                                                                                                |
| <b>Report Date</b>                    | 19 November 2025                                                                                                                                               |
| <b>Applicant/Proponent</b>            | SoVP                                                                                                                                                           |
| <b>Officer Disclosure of Interest</b> | Nil                                                                                                                                                            |
| <b>Previous Meeting Reference</b>     | Nil                                                                                                                                                            |
| <b>Prepared by</b>                    | Bridget Ralph – Community Development Officer                                                                                                                  |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer                                                                                                                        |
| <b>Authorised by</b>                  |                                                                                                                                                                |
| <b>Attachments</b>                    | <ol style="list-style-type: none"> <li>1. Ausrtalia Day Community Awards 2026 Score Sheet</li> <li>2. Australia Day CCOTY - Award Categories - 2026</li> </ol> |

|                               |                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section under the Act</b>  | The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the <i>Local Government Act 1995</i> . |
| <b>Sub-clause and Reason:</b> | (b) - the personal affairs of any person.                                                                                                                 |

**VOTING REQUIREMENTS**

Simple Majority

**13 CLOSURE OF MEETING**

PUBLIC AGENDA