



MINUTES

Ordinary Council Meeting

28 November 2024

Shire of Victoria Plains
Council Chambers, Calingiri
AND
via E-Meeting Protocol

Commencing – 2:14 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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MINUTES

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 28 November 2024 commencing at 2:14 PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.14 PM

1.2 Announcements by Shire President

The Shire President reminded Elected Members that the meeting was being recorded for the purposes of Minute Taking and uploading of the recording to the Shire Website for public viewing and the meeting will be run in accordance with the Shire's Meeting Procedures Law 2018

2 REMOTE ATTENDANCE BY ELECTED MEMBERS

Approval to Attend and Declaration of Confidentiality
--

N/A

3 RECORD OF ATTENDANCE

Members present

Cr P Bantock – Shire President
Cr S Woods – Deputy Shire President
Cr D Lovelock
Cr S Penn
Cr R Johnson

Staff attending

Chief Executive Officer – Mr S Fletcher
Deputy CEO – Mr C Ashe
Council Support Officer – Ms J Klobas

Apologies	N/A
Approved leave of absence	N/A
Members of the public	Mr J Kelly Mr J Roberts

4 DISCLOSURE OF INTEREST

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

Type Item Person / Details

<i>Financial</i>	Cr P Bantock declared a financial interest in item 9.6 “Application for Development Approval – Proposed Meteorological Monitoring Mast” due to “husband is an agricultural contractor for the Landowner (Junex Nominees Pty Ltd)”.
<i>Financial</i>	The CEO declared a financial interest in item 9.3 “CEO – Quarterly KPI Report – November 2024” due to “item involving his performance”

PUBLIC QUESTION TIME

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

4.1 Public Questions with Notice

Nil

Public Question Time was opened to the floor at 2.16pm

Mr J Roberts, Calingiri,

Q1. Has the Shire received a letter from the Shire of Port Headland regarding the cancer risks of COVID 19 vaccine? Mr Roberts further noted a special meeting is being held at the Perth Convention Centre on Friday 29 November to discuss the contents of the letter and would Council like further information regarding the matter?

A1. The CEO advised he is aware of the letter received from the Shire of Port Headland and suggested that Mr Roberts may wish to put forward a Deputation to Council if he would like to share further information.

Mr J Kelly, Gillingarra

Q1. Has the Shire been in contact in the Dept of Water in respect to section 5 C licence (under 26D Reference Licence of the Irrigation Act), Exploration Act.

Does the Shire know hydrological report assesment on 3 levels are?

That is Caravels highest level as noted on page 1, page 2 and page 3 of that category and the amount of water they are going to withdraw is approximately 20m off private property in Gillingarra.

A1. The CEO noted that is quite a complex question.

The only involvement the Shire has had with the organisation mentioned was when the Shire received the initial Environmental Scoping Document by Caravel and for which Council did respond around that. There have been no licencing discussions as this is a State matter. A complaint was received around the water issue which was investigated and that is the level of interaction that Council has had with them.

Regarding hydrological assessments of the three levels, Caravel have met with Council and the Shire and profile of the Gillingarra aquifer. Caravel presented to Council today (28 November 2024), and confirmed those 3 levels, with, in essence, no significant change in what they have explained previously. They have undertaken research around the nature of the water in that area including issues around Moore River. They did talk about the potential drop in water in the highest level and explained the different profiles in the area, including water sources.

Caravel Minerals further had advised that information regarding monitoring and surveys which would be undertaken twice a year for the life of the mine would be available to the Shire and land holders to enable important decisions to be addressed.

The Shire President advised that Council is aware of Caravel's proposed timeline in regard to seeking environmental approvals which DWER and Government will be involved and understand that it will be open for public review and comment in 2025.

Q2. Has the Shire been fully informed regarding the 1.5 gigalitres of the surficial acquifer to 66/66m, which bore they are going to draw down from that 20 metre mark? Is it on proclaimed or an unproclaimed area? And further noting that the Gillingarra water supply is in the unproclaimed area and regarding the artisan water, and the underground river, has the Shire Planner been informed as there are small regional titles in that area?

A2. The CEO confirmed that anything on a river has to be licenced.

A2. The Shire CEO noted this is a State issue which the Council has input into through Environmental Process. We understand the pipeline and borefield area, part of which is both the proclaimed and unproclaimed area. The environmental component is the lengthiest part of the process.

DWER are involved with environmental approvals.

4.2 Public Question Without Notice

Public question time closed at 2.32pm.

5 PRESENTATIONS AND DEPUTATIONS

5.1 Presentations

Nil

5.2 Deputations

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Recommendation / Council Resolution OCM2411-001

Moved: Cr D Lovelock

Seconded: Cr R Johnson

That Council **APPROVE** leave of absence for Cr S Penn for the December Council meeting to be held on Wednesday 18 December 2024.

CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)

For: Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods

Against: Nil

7 MINUTES OF MEETINGS

Officer Recommendation / Council Resolution OCM2411-002

Moved: Cr D Lovelock

Seconded: Cr S Woods

That the minutes of the Ordinary Council Meeting held 23 October 2024 as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)

For: Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods

Against: Nil

8 REPORTS REQUIRING DECISION

9.1 REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE

File Reference	
Report Date	17 October 2024
Applicant/Proponent	Audit Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. SoVP Audit Committee Terms of Reference - Oct 2024

PURPOSE

For Council to approve the Audit Committee Terms of Reference.

BACKGROUND

The Shire of Victoria Plains has a terms of reference (ToR) for the Audit Committee and applicable items have rarely been referred to it but rather, presented through the ordinary council meeting.

Compliance where applicable is being met through approvals in the ordinary council meeting but staff are wishing to correct this process error and where possible, engage the Audit Committee in accordance with the ToR.

The ToR was last reviewed and amended in Aug 2021.

COMMENT

The first step of re-invigorating the ToR is to undertake a review of the current parameters and ensure there is an understanding of the requirements, legislative implications and in particular, Appendix 1 which lists reports requiring decisions.

In addition – an indicative meeting schedule has now been established that broadly sets out key dates and financial activities that should be presented to the Audit Committee prior to being approved through a council meeting.

Reports Requiring Decision

An extract of Appendix 1 of the ToR notes:

Reports Requiring Decision

The following will require reporting on from time to time:

1. Updates on the Functions of the Audit Committee.
2. External Audits e.g. Interim Audit, Annual Audit and the corresponding actions plans.
3. Internal Audits e.g. three yearly financial management systems review, three yearly Reg 17 Review, the CAR, other internal audits (as per the compliance calendar), and so on.
4. Financial Reporting e.g. best practice, status of ratios from time to time.
5. Risk Management Issues e.g. quarterly updating and reporting on key risks from time to time.
6. Controls, Systems and Procedures e.g. policy considerations, procedural considerations,
7. Matters of Compliance: as per the compliance calendar.
8. Integrated Planning and Reporting.
9. Training and Development (Elected Member Training, Committee Member Training and Staff training).
10. Status Report.

1. Updates on the Functions of the Audit Committee – D/CEO is of the view this is still fit for purpose and no change is recommended. Much of the functions centre around Regulation 17 of the Local Government (Audit) Regulations 1996 - *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.

Much of this is undertaken through the Audit Committee either yearly or on the applicable cycle.

2. External Audits are currently reported through the Audit Committee.
3. Internal Audits – apply through Regulation 17, is scheduled in 2024-25 and will be presented through the Audit Committee.
4. Financial Reporting is presented through ordinary council meetings but changes to legislative reporting (e.g. Band 1 vs Band 4) have previously been presented to the Audit Committee. One change recommended is the removal of ratios from the ToR which are no longer required.
5. Risk Management is presented by the CEO generally quarterly through the Audit Committee.
6. Control systems such as changes to policy is one area which has been presented at council meetings where according to the ToR, should have passed through the Audit Committee first. Some recent examples include the HR, and some aspects of the Purchasing Policy.
7. Integrated Planning and Reporting or Community Strategic Community Plan is presented to the Audit Committee by the CEO quarterly.
8. Training and Development – as required by the CEO.
9. Status Reports – as required.

Indicative Meeting Dates and Financial Activities

A schedule of meeting dates has been established for significant activities recommended for inclusion in the ToR which include:

February – review of Audit Committee ToR.

March – Budget Review, Compliance Return, Audit Entry Meeting

July – Budget Adoption

November – Audit Exit Meeting / Annual Financial Statements.

Other Audit Committee meetings will be requested on an ad hoc basis as required from time to time.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

Division 1A – Audit Committee of the Local Government Act 1995 requires that:

7.1A Audit Committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

With the guiding principles prescribed in the Act, the Regulations and the Local Government (Financial Management) Regulations 1996.

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	
		Councilors attend training and feel supported in their role	
		Council is supported by a skilled team	

Strategic Priority 4.3 will be facilitated through the Audit Committee and its ToR.

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
Compliance	Major (4) Non-compliance results in termination of services or imposed penalties to Shire/Officers	Possible (3) The event should occur at some time	High (12)	Senior Management Team / CEO 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 / Council Resolution OCM2411-003

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **APPROVES** the Audit Committees recommendation of review and amendments to the Terms of Reference.

For: Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods

Against: Nil

CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)



SHIRE OF VICTORIA PLAINS

CONFIRMED PUBLIC MINUTES

AUDIT COMMITTEE – TERMS OF REFERENCE October 2024

Preliminaries

The Audit Committee Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Victoria Plains Audit Committee, established by Council pursuant to division 1A, section 7.1A of the *Local Government Act 1995* (the Act) and the *Local Government (Audit) Regulations 1996* (the Regulations).

Structure

Name

The name of this Committee is 'Shire of Victoria Plains Audit Committee'. All references to 'Committee' in this Terms of Reference mean 'Shire of Victoria Plains Audit Committee'.

Establishment

This Committee is established under the provisions of the Act, particular division 1A, section 7.1A.

Guiding Principles

This Committee is established with the guiding principles prescribed in the Act, the Regulations and the *Local Government (Financial Management) Regulations 1996*.

Purpose

The purpose of the Audit Committee is to:

- Guide and assist the Shire of Victoria Plains in carrying out its financial management and audit functions;
- Monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures. This also includes the Shire's risk management, internal controls and level of compliance and integrated planning and reporting (IPR) and training;
- Oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government.

Committee Functions

Regulation 16

Under regulation 16 of the *Local Government (Audit) Regulations 1996*, an audit committee has the following functions:

- to guide and assist the local government in carrying out:
 - its functions under Part 6 of the Act; and
 - its functions relating to other audits and other matters related to financial management;
- to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to:

- *report to the council the results of that review; and*
- *give a copy of the CEO's report to the council;*
- *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under:*
 - *regulation 17(1); and*
 - *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- *to oversee the implementation of any action that the local government:*
 - *is required to take by section 7.12A(3); and*
 - *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- *to perform any other function conferred on the audit committee by these regulations or another written law.*

Regulation 14(3A)

Under section 14(3A) of the Regulations, the Audit Committee:

(3A) *The local government's audit committee is to review the compliance audit return (CAR) and is to report to the council the results of that review.*

Notes - Regulation 17 Review

17. CEO to review certain systems and procedures:

(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.

Notes – Regulation 5 (2)(c) – Review of Financial Management Systems

(2) The CEO is to:

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems

and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Notes – Section 7.12A(3) and 7.12A(4)(a) – Examine and Action Audit Report and Significant Matters

7.12A. Duties of local government with respect to audits:

(3) A local government must:

- (aa) examine an audit report received by the local government; and
- (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
- (b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must:

- (a) prepare a report addressing any matters identified as **significant** by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters

Notes – Local Government Amendment Auditing Act 2017

The Auditor General became responsible for conducting local government audits from 27 October 2017. Local governments were required to take up the Auditor General as their auditor by 2020/21 once their current audit contract ceased. For the Shire of Victoria Plains this legislative requirement was effective from 2018/2019.

Membership

Pursuant to division 1A, section 7.1A of the Act:

- *The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*
- **Absolute majority required.*
- *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- *An employee is not to be a member of an audit committee.*

The Committee consists of three (3) members and two (2) deputy members:

1. The members and deputy members are made up from the Elected Members of Council;
2. There is required to be a Presiding Member;
3. The deputy member:
 - a. Fills in for the office of audit committee member when a member is unavailable, or the office is vacant.
 - b. Has the same responsibilities as a member when attending an audit committee meeting in the capacity of a member as established in 3.a.

Meetings

a. Committee Meetings

The Committee shall meet four times a year, unless a special meeting of the Committee is called for a specified purpose. Meetings are conducted according to the Shire of Victoria Plains Meeting Procedures Local Law. The content of the agenda is set out in Appendix 1.

b. Quorum

The quorum for any meeting of this Committee shall be 50 percent of members as endorsed by Council at the time of the meeting.

c. Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

d. Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

The content of minutes of a meeting of a council or a committee is to include:

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

The above is an extract of the Regulations. The criteria regarding questions raised by the public (e) is not applicable as the Audit Committee meetings are not open to the public. If the Committee resolves, the minutes may include a table of 'action items', summarising the agreed actions.

e. Who acts if the presiding member is unavailable?

Shall be in accordance with section 5.14 of the Act i.e. a committee member elected by the

Committee.

f. Meeting Not Open to the Public

Meetings are not open to the public as per the provisions of section 5.23 of the Act.

g. Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

h. Members' Conduct

Council Members of the Committee shall be bound by the following

- i. The provisions of section 5.65 of the Act;
- ii. *Shire of Victoria Plains Meeting Procedures Local Law 2018*;
- iii. *Shire of Victoria Plains Code of Conduct*;
- iv. *Local Government (Rules of Conduct) Regulations 2007*; and
- v. Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Council Members and Officers of the Shire of Victoria Plains will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

i. Executive Support

The Chief Executive Officer (or their nominated representative) shall undertake the following executive support:

- i. Prepare and distribute meeting papers as required.
- ii. Attend and record the Minutes of the meeting.
- iii. Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

j. Presiding Member

The members (voting) will elect a presiding member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member shall be in accordance with the provisions of section 5.12 of the Act.

k. Meeting attendance fees

Nil

l. Indicative meeting schedule and financial activities

February – review of Audit Committee ToR.

March – Budget Review, Compliance Return, Audit Entry Meeting.

July – Budget Adoption.

November – Audit Exit Meeting / Annual Financial Statements.

Other Audit Committee meetings will be requested on an ad hoc basis as required from time to time.

Delegated Authority

This committee has no delegated authority.

Adoption

The Terms of Reference were adopted by the Council at its meeting on 28 October 2020.

The Terms of Reference were amended on 2 August 2021 re Membership.

The Terms of Reference were reviewed and amended on 23 Oct 2024 inserting paragraph L and amending Appendix 1.

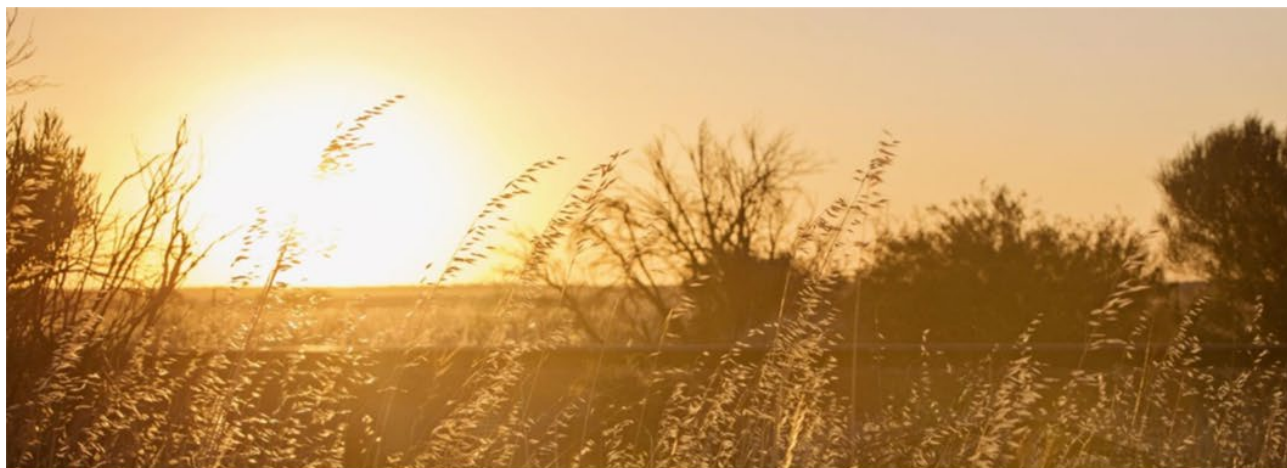
CONFIRMED PUBLIC MINUTES

Appendix 1

Agenda

The reports to the Audit Committee shall consist of the following:

Agenda	Explanation/Detail/Example of Report Type
Declaration of Opening	
Record of Attendance	• Members • Staff • Apologies • Approved Leave of Absence • Visitors
Interest	• Financial • Proximity • Impartiality
Confirmation of Minutes	Confirmation of the previous committee meeting minutes.
Reports Requiring Decision	The following will require reporting on from time to time: 1. Updates on the Functions of the Audit Committee. 2. External Audits e.g. Interim Audit, Annual Audit and the corresponding actions plans. 3. Internal Audits e.g. three yearly financial management systems review, three yearly Reg 17 Review, the CAR, other internal audits (as per the compliance calendar), and so on. 4. Financial Reporting e.g. best practice and information review from time to time. 5. Risk Management Issues e.g. quarterly updating and reporting on key risks from time to time. 6. Controls, Systems and Procedures e.g. policy considerations, procedural considerations, 7. Matters of Compliance: as per the compliance calendar. 8. Integrated Planning and Reporting. 9. Training and Development (Elected Member Training, Committee Member Training and Staff training). 10. Status Report.
Member Motions of Which Previous Notice Has Been Given	
New Business of an Urgent Nature	
Closure of Meeting	



REFERENCES AND ACKNOWLEDGEMENTS

Reference to the following documents or sources were made during the preparation of the Audit Committee Terms of Reference:

- *Local Government (Audit) Regulations 1996;*
- *Local Government (Financial Management) Regulations 1996;*
- Departmental Guideline No 9 - Audit in Local Government;
- Departmental Circular No 2 2018;
- Guide to Local Government Auditing Reforms – June 2018

Disclaimer

The Terms of Reference has been prepared in accordance with the relevant legislation and guidelines. The Terms of Reference replace those adopted by Council on 16 May 2018.

Review of the Audit Committee Terms of – Reference

The Committee Terms of Reference will be updated annually.

Document Management

Version:	October 2024 V2
Status:	Adopted by Council
OCM Date:	27 November 2024
Next Review by Committee	October 2025
Responsible Officer	D/CEO

9.2 ACCOUNTS FOR ENDORSEMENT - OCTOBER 2024

File Reference	
Report Date	11 November 2024
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Glenn Deocampo – Coordinator Financial Services
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Sean Fletcher
Attachments	1. List of Payments - October 2024

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority, for October 2024.

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.

As part of the transition to the new ERP compute system there were some issues with payment of vendors hence council will notice some invoices dating back to Jul 24 and this is expected as part of this significant change. Shire staff are now somewhat experienced with both the system and practices, processing payments within the policy timeframes.

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 and Outcome
Compliance	Extreme (5) Non-compliance results in litigation, criminal charges or significant damages or	Unlikely (2) The event could occur at some time	High (10)	Senior Management Team / CEO Risk acceptable with excellent controls, managed by senior management /	Policies and processes including preparation by Finance staff and two-step process for payment will ensure that the residual risk is moderate.

	penalties to Shire/Officers			executive and subject to monthly monitoring	
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FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2411-004

Moved: Cr D Lovelock

Seconded: Cr S Woods

That the **PAYMENTS** made for October 2024 from the Municipal Bank Account as per attached listing and summarised below, be **ENDORSED**:

CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)

For: Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods

Against: Nil

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	00017 - 00023	1,117,949.65
Creditor Cheque Payments		0.00
Direct Debit Payment**	PPIN00582 – PPIN00684	70,444.54
Credit card – Bendigo Bank	PPIN00596	2,489.42
	PPIN00597	876.90
	PPIN00598	283.91
	PPIN00633	4,251.85
Fuel Card	PPIN00676	115.15
Salaries and Wages EFT	PE09/10/24; PE23/10/24	121,632.66
Trust Payments		0.00
	TOTAL	1,318,044.08

Local Spending	\$	%
Local Supplier	83,979.97	6%
Payroll	121,632.66	9%
Total	205,612.63	16%

Payment Details

	Payment / Invoice	Date	Description	Amount
EFT Payment				
1	EFT Payment - EFT00020			
	1001 - Cr Pauline Bantock			
	REIMBURSEMENT071	01/10/24	Reimbursement - Accomodation - Local Government Week	1,166.28
	02024			
	COUNCILLORPAYMEN	01/10/24	Councillor Sitting and Communication Allowance	4,687.50
	T1			
	Total 1001			5,853.78 ₺
2	1013 - Cr Suzanne Woods			
	COUNCILLORPAYMEN	01/10/24	Councillor Sitting and Communication Allowance	2,725.00
	T1			
	Total 1013			2,725.00 ₺
3	1092 - Cr Stephanie Penn			
	COUNCILLORPAYMEN	01/10/24	Councillor Sitting and Communication Allowance	2,062.50
	T1			
	Total 1092			2,062.50 ₺
4	111 - Cr David Lovelock			
	COUNCILLORPAYMEN	01/10/24	Councillor Sitting and Communication Allowance	2,062.50
	T1			
	Total 111			2,062.50 ₺
5	129 - Department of Fire & Emergency Services			
	157915A	02/10/24	Rates - 2023/2024 ESL Annexure A Adjustment	294.00
	Total 129			294.00
6	14 - Australian Service Union WA			
	PJ000197	09/10/24	Union Dues - for period ending 9/10/24	53.00
	Total 14			53.00
7	149 - Calingiri Football Club			
	301	01/10/24	Pavilion Hire For Community Grant Writing Workshop	330.00
	Total 149			330.00 ₺
8	1572 - Exurban Pty Ltd (ATF Vista Trust)			
	4565	01/10/24	Town Planning Consultancy Services - September 2024	3,974.82
	Total 1572			3,974.82
9	17 - Australian Taxation Office			
	PJ000197	09/10/24	Payroll tax for period ending 09/10/2024	17,644.00
	Total 17			17,644.00
10	1762 - Rural Infrastructure Services			
	1229	01/09/24	Calingiri-New Norcia Road - consultancy services - August 2024	484.00
	1227	16/09/24	Toodyay Bindi Bindi Road - consultancy services - August 2024	1,717.00
	1227B	10/10/24	Toodyay Bindi Bindi Road - consultancy services - August 2024 invoice adjustment	0.10
	Total 1762			2,201.10
11	1878 - Katrina Humphries			
	REIMBURSEMENT	01/10/24	Reimbursement - Travel (Ranger Day)	83.10
	Total 1878			83.10 ₺
12	1880 - Canine Control			
	28	26/09/24	Ranger Services - 26 Sep 2024	2,420.00
	Total 1880			2,420.00

Payment Details

	Payment / Invoice	Date	Description	Amount
13	1941 - Salary Packaging Australia Pty Ltd			
	PJ000197	09/10/24	Salary packaging deduction 2/10/24	1,230.55
	02102024	02/10/24	GST Salary Packaging deduction 02/10/2024	76.22
			Total 1941	1,306.77
14	1974 - CR Rebecca Johnson COUNCILLORPAYMEN T1			
		01/10/24	Councillor Sitting and Communication Allowance	2,062.50
			Total 1974	2,062.50 L
15	2037 - Whitney Consulting			
	770	01/09/24	Consultancy - Grant writing - IDF Stream 3 Grant Application	1,644.50
	782	01/09/24	Consultancy - Grant writing - Housing Support Stream	1,315.60
			Total 2037	2,960.10
16	2061 - Yued Aboriginal Corporation			
	29	20/09/24	Review of Local Heritage Plan & Biodiversity Strategy	853.88
			Total 2061	853.88
17	893 - Thomas Culverwell			
	17	01/10/24	Cleaning Gillingarra Hall toilets 16/9/24 to 11/10/24	328.00
			Total 893	328.00 L
			Total EFT00020	47,215.05
EFT Payment - EFT00022				
18	1001 - Cr Pauline Bantock			
	REIMBURSEMENT	08/10/24	Reimbursement - accomodation / meal adjustment - Local Government Week	111.45
			Total 1001	111.45 L
19	1022 - ALGA Conference (National General Assembly)			
	2418	14/08/24	ALGA - Registration - Cr P Bantock	925.00
	2427	14/08/24	ALGA - Registration - CR S Woods	925.00
			Total 1022	1,850.00
20	1087 - Totally Workwear - Midland			
	46974	04/10/24	Bush Fire Brigade - Safety Vests - Orange	53.72
	45443.2	01/08/24	Busht Fire Brigade - Safety Uniforms	294.32
			Total 1087	348.04
21	1272 - Bigmate Monitoring Services Pty Ltd			
	549112	01/10/24	Depot - Monthly GPS Monitoring - October 2024	352.00
	548985	01/09/24	Depot - Monthly GPS Monitoring - September 2024	176.00
			Total 1272	528.00
22	1294 - Athena Water Services Pty Ltd			
	6695	14/10/24	Piawaning Water supply - Water analysis	962.50
			Total 1294	962.50
23	1317 - Quality Press			
	80194	31/07/24	Bush Fire Safety Booklets to be sent out with Rates	918.50
			Total 1317	918.50
24	1375 - Steptoe & Wife Scrap Metal Recycling (Newins Family Trust T/as)			
	87	19/10/24	Tip management - Calingiri & Bolgart refuse sites - October 2024	7,312.43
			Total 1375	7,312.43 L

Payment Details

	Payment / Invoice	Date	Description	Amount
25	14 - Australian Service Union WA			
	PJ000231	23/10/24	Union Dues for period ending 23/10/24	53.00
			Total 14	53.00
26	1489 - Pattons Panel & Paint			
	4780	07/10/24	Depot - Vehicle repairs - Toyota Hilux VP793	300.00
			Total 1489	300.00
27	1620 - EMERG Solutions Pty Ltd			
	75611	24/10/24	Emergency Services - Regional Group BART Subscription	4,000.00
			Total 1620	4,000.00
28	1658 - RSM Australia Pty Ltd (atf Birdanco Practice Trust Trading as RSM)			
	11074	30/09/24	Professional Services Annual financial Statements - 30 June 2024	18,463.50
			Total 1658	18,463.50
29	1683 - Interfire Agencies Pty Ltd			
	20517	15/10/24	Bush Fire Bridgade Volunteer PPE items & equipment- FX Full facepiece kit large	2,651.06
	20514	15/10/24	Bush Fire Bridgade Volunteer PPE items & equipment - Rugget extreme stowage kit bag	757.68
	20281	18/09/24	Bush Fire Bridgade Volunteer PPE items & equipment- Manual rewind hose reel, attack nozzle, and fire hose rubber	6,083.57
	20384	01/10/24	Bush Fire Bridgade Volunteer PPE items & equipment - FX Full facepiece Kit, rugged xtremes essentials wheeled gear bag, and fire lighter	5,869.16
			Total 1683	15,361.47
30	17 - Australian Taxation Office			
	PJ000231	23/10/24	Payroll Tax for period ending 23/10/24	15,380.00
			Total 17	15,380.00
31	1762 - Rural Infrastructure Services			
	1234	02/10/24	Provision of consultancy services for September 2024 - Mogumber-Yarawindah Road and Calingiri New Norcia Road	17,157.97
			Total 1762	17,157.97
32	1789 - Dallywater Consulting			
	2324022	22/10/24	Environment Health Officer/ Building Officer Services - 18 Sep to 18 Oct 2024	14,732.96
			Total 1789	14,732.96
33	1801 - Fraser Onsite			
	961	16/10/24	Depot - plant and equipment service and repairs - Skid Steer repairs, fitting and clean down; Fire trucks service, Grader full service, Hino truck service and injectors replacement, Side tipper grease adjust	20,547.45
			Total 1801	20,547.45
34	1864 - Midwest Turf Supplies			
	9281	12/10/24	Calingiri Oval turf renovations	27,500.00
			Total 1864	27,500.00
35	1868 - E-Mulch Pty Ltd			
	1328	07/10/24	Verge mulching including meals and accommodation, and mobe and demobe - Calingiri New Norcia Road 27kms with shadow TM including lateral pruning; Mogumber Rd West 9.5 kms with shadow traffic management;	90,112.00
			Total 1868	90,112.00

Payment Details

	Payment / Invoice	Date	Description	Amount
36	1878 - Katrina Humphries			
	REIMBURSEMENT 24102024	23/10/24	Reimbursement of travel - Community Engagement business after hours.	65.54
			Total 1878	65.54 £
37	1879 - Tool Kit Depot (Bunnings Group Ltd)			
	1304720	01/08/24	Fire Prevention - Tool Kit for Air compressor & Equipment (New System)	4,278.57
			Total 1879	4,278.57
38	1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as			
	51031	14/10/24	Depot - Fridge slide for Holden Colorado	148.50
			Total 1885	148.50 £
39	1894 - Hyatt Concrete Pty Ltd			
	0087	22/10/24	Waste Sorting: Earthworks and build retaining wall for Calingiri	8,800.00
			Total 1894	8,800.00
40	1940 - Chronicle RIP Pty Ltd			
	657	07/10/24	Admin - Chronicle Software Licence Annual Renewal	1,158.93
			Total 1940	1,158.93
41	1941 - Salary Packaging Australia Pty Ltd			
	16102024	16/10/24	Salary Packaging GST deduction for PE 16/10/2024	76.22
	PJ000231	23/10/24	Salary Packaging deduction for PE 23/10/24	1,230.55
			Total 1941	1,306.77
42	1995 - Well Done International Pty Ltd			
	111243	30/09/24	Admin - After hours Phone Messaging Service	471.74
			Total 1995	471.74
43	2036 - Knewjen Hire Pty Ltd			
	20	14/10/24	Depot - Plant hire - Excavator for Drainage 4 Sept - Calingiri and 1 Oct - Lanigan St, and Forklift monthly for multipurpose	1,450.00
			Total 2036	1,450.00
44	2067 - Pinion Advisory Pty Ltd as trustee for the Pinion Unit Trust			
	26884	30/09/24	Professional services - DWER Community Water Supplies Program - Strategic Water Plan	12,896.40
			Total 2067	12,896.40
45	2069 - Print Media Group			
	1996620	30/09/24	Emergency Services - Spontaneous Volunteer Vehicle Identification Stickers	171.82
	2000331	07/10/24	Emergency Services - Spontaneous Volunteer Vehicle Identification Stickers	5.50
			Total 2069	177.32
46	2073 - Fire Front Solutions Pty Ltd			
	2025029	26/09/24	Emergency Services - FireMapper Enterprise 10 volunteers	390.01
			Total 2073	390.01
47	2079 - Science Alive Travelling Show			
	6	04/10/24	Library programs "Science Alive Holiday shows - 4/10/2024 Bolgart Library and Mogumber Library	1,056.00
			Total 2079	1,056.00
48	2081 - Foresight Online Group PTY LTD tas Personalised Favours			
	127198	22/10/24	Admin - Christmas Gifts	1,479.20
			Total 2081	1,479.20

Payment Details

	Payment / Invoice	Date	Description	Amount
49	2082 - Scintex Pty Ltd			
	200452	22/10/24	Depot - Vehicle mounted fogger	6,347.00
			Total 2082	6,347.00
50	2083 - Eduard Ellis			
	REIMBURSEMENT	22/10/24	Depot - Reimbursements Pre medical Employment	150.00
			Total 2083	150.00
51	2084 - Haley Riddick			
	BOND REFUND	08/10/24	Bond Refund - Calingiri - Chairs	250.00
			Total 2084	250.00
52	233 - BOC Limited			
	4037634505	28/09/24	Depot - Gas Bottle Supplies - September 2024	43.51
			Total 233	43.51
53	55 - Landgate			
	397469	27/09/24	Rates - Rural UV interim valuation	94.36
	395653	01/08/24	Rates - Mining Tenements valuation	18.10
	396375	15/08/24	Rates - Mining Tenements valuation	9.05
			Total 55	121.51
54	78 - Team Global Express Pty Ltd			
	384	29/09/24	Freight Charges 29/09/24	328.76
	383	22/09/24	Freight Charges 22/9/24	42.82
	385	13/10/24	Freight Charges 13/10/24	124.98
			Total 78	496.56
55	792 - Avon Concrete (Glenview Nominees Pty Ltd)			
	2063	14/10/24	Calingiri Railway intersection - AG0001 - Culvert installation	5,444.56
			Total 792	5,444.56
			Total EFT00022	282,171.39
EFT Payment - EFT00018				
56	1036 - Alloy & Stainless Products Pty Ltd (ASP)			
	48506	07/08/24	Depot - Blade Tip Superior LH BR-03693 for Kubota M854OD Supreme Mower	567.66
			Total 1036	567.66
57	1087 - Totally Workwear - Midland			
	46556	29/08/24	Depot - Staff uniform	424.69
			Total 1087	424.69
58	125 - ARM Security			
	3172302	13/09/24	Alarm monitoring charges-October to December 2024	225.45
			Total 125	225.45
59	1622 - Signs Plus			
	984	05/09/24	Badge for Councilor Rebecca Johnson	29.00
			Total 1622	29.00
60	1626 - Rajaforde Pty Ltd (Calingiri Traders)			
	5332	22/08/24	Depot - Toilet roll jumbo, toilet roll 48pk, paper hand towel	395.70
	5383	13/09/24	Admin Office - Toilet roll 48pk	70.95
	JULY	01/09/24	Admin Office Staffroom consumables- August 2024 - Nuts and lollies for Chambers, kitchen bags, Raid fly killer, toilet paper, handtowel, stamp domestic, milk	261.65

Payment Details

	Payment / Invoice	Date	Description	Amount
	AUG	01/09/24	Admin Office Staffroom consumables-milk, sugar, tissues, soda drinks and lollies,nuts for chambers	291.10
	JULDEPOT	01/09/24	Depot - Petrol, milk, maintenance supplies, fence dropper	306.99
		Total 1626		1,326.39
61	1658 - RSM Australia Pty Ltd (atf Birdanco Practice Trust Trading as RSM)			
	10736	30/08/24	Admin - Accounting Services - BAS preparation and lodging	320.65
		Total 1658		320.65
62	1772 - Avon Valley Windscreens			
	6465	10/09/24	Excess Recovery for windscreen replacement - Nissan Patrol CEO's vehicle	300.00
		Total 1772		300.00
63	1857 - Northam Mazda			
	145860	12/09/24	Depot - 50.000km Service for Mazda BT50	872.72
		Total 1857		872.72
64	1874 - Sparkeze Auto Electrical			
	3414	01/10/24	Depot - Fitted, connected and wired up battery system in Toolbox - Ford Ranger	2,440.90
		Total 1874		2,440.90
65	1900 - 5 Rivers Plumbing & Gas (Tornado (WA) Pty Ltd t/as)			
	691	18/09/24	Supplied & installed repairs to water fountain at Bolgart playground	449.35
	6973	17/09/24	Various repairs - Bolgart hall ladies- installed new cistern, Piawaring Hall men's toilet repairs, Mogumber caravan park repairs blocked drains, Bolgart caravan park repairs basin tap faulty	1,172.92
		Total 1900		1,622.27
66	191 - SHIRE OF MOORA			
	37644	05/09/24	Mogumber Hall - Septic tank pumped out; Controlled Waste Tracking Form Fees; Disposing waste liquid in ponds, and travel to and from Moora Sewerage Farm	1,244.50
		Total 191		1,244.50
67	1941 - Salary Packaging Australia Pty Ltd			
	PJ000174	25/09/24	Salary Packaging deduction - 25/09/24	1,230.55
	18092024	18/09/24	Salary Packaging GST deduction - 18/09/24	76.44
		Total 1941		1,306.99
68	1945 - Timber Insight Pty Ltd			
	4744	01/09/24	Depot- Propping Hire for Bridge 707	471.37
		Total 1945		471.37
69	1995 - Well Done International Pty Ltd			
	110716	31/08/24	After hours Phone Messaging Service - August 2024	225.94
		Total 1995		225.94
70	2067 - Pinion Advisory Pty Ltd as trustee for the Pinion Unit Trust			
	26299	01/09/24	Admin -DWER Community Water Supplies Program- Strategic Water Plan - August 2024	41,583.30
		Total 2067		41,583.30
71	269 - Flick Anticimex Pty Ltd			
	601175358C	01/08/24	Various Shire's facilities- sanitary services - August 2024	3,359.93
	601177593C	31/08/24	Calingiri Football pavilion - sanitary services - August 2024	268.13
		Total 269		3,628.06

Payment Details

	Payment / Invoice	Date	Description	Amount
72	304 - Westrac Pty Ltd - Parts			
	PI9904862	26/07/24	Depot - parts for CAT grader - Sensor KT-Oi	378.96
		Total 304		378.96
73	353 - Boya Equipment Pty Ltd			
	39525	24/09/24	Depot - Kubota Mower blade (60-H26-E)	410.00
		Total 353		410.00
74	529 - Wallis Computer Solutions			
	27409	12/09/24	Monthly bill September - NBN Internet	484.00
	27659	10/09/24	Managed service agreement for Mobile Device Management Council IPADS	1,316.70
	27657	10/09/24	Managed SynergySoft LGA accounting 1 Sep 24-1 Aug 25	3,699.30
	27655	10/09/24	Annual 24/25- Managed - DATTO Backup solution	13,319.46
	27654	10/09/24	Managed services for IT Support 24/25	52,166.40
		Total 529		70,985.86
75	53 - The Farmco / Yerecoin Traders			
	120634	18/07/24	Catering - 3 people lunch & savories - 10 July	79.20
	121459	29/07/24	Catering for Training 3+4 August - Bush Fire	484.00
	121242	31/07/24	Refreshments For World Elder Abuse Awareness Day/Christmas In July	17.20
	122088	20/08/24	Catering For Grant Writing Workshop 20/8/24 for 15 people	198.00
	121330	01/08/24	Piawaning Water Supply - Fittngs	125.19
	122091	20/08/24	Catering - Policy Briefing Session - 19/08/24	176.00
	122856	04/09/24	Catering for September 3rd Training Course - Emergency Services	550.00
	122865	04/09/24	Catering for 4th September Training Course - Emergency Services	550.00
	122850	04/09/24	Catering for 21 August training - Emergency Services	550.00
	122852	04/09/24	Catering Council meeting 28/8/24	385.00
	122851	04/09/24	Catering lunch for 3 meeting - 26/08/24	66.00
		Total 53		3,180.59 £
76	531 - Fulton Hogan Industries Pty Ltd			
	19377533	14/08/24	Depot - 1000 Litre IBC of CRS 60/170 Emulsion	1,705.00
		Total 531		1,705.00
77	552 - Bunnings Group Ltd			
	1159812	06/09/24	Calingiri Caravan Park - shower heads	43.18
		Total 552		43.18
78	83 - New Norcia Services			
	50640	31/07/24	Catering for Council Policy Briefing Session - 15 July	350.00
	543519	27/07/24	New Norcia Fire Truck - diesel	150.00
	50651	19/09/24	Catering for Mogumber Library Renaming Ceremony	601.25
		Total 83		1,101.25 £
79	867 - Avon Valley Nissan			
	357755	20/08/24	Admin - CEO vehicle - 20.000km vehicle service	463.25
		Total 867		463.25
		Total EFT00018		134,857.98

Payment Details

	Payment / Invoice	Date	Description	Amount
	EFT Payment - EFT00023			
80	105 - Cutting Edges Equipment Parts			
	3375407	01/10/24	Depot - Ripper and Tooth Scarifier for CAT Grader	2,160.95
	3375894	30/09/24	Depot - Ripper and Tooth Scarifier for Komatsu Grader, and cutting blades for CAT Grader	747.78
	Total 105			2,908.73
81	129 - Department of Fire & Emergency Services			
	158256	11/10/24	Rates - Emergency Services Levy 2024/2025	2,781.00
	Total 129			2,781.00
82	1521 - Bluesteel Enterprises (Frontline Fire)			
	83089.	01/08/24	Bush Fire Brigade - Calingiri Fire Truck repairs	10,716.05
	Total 1521			10,716.05
83	1570 - KA Tyres & Battery's			
	1017	27/10/24	Depot - Hino 9T Tip Truck - Driver spare tyres	3,600.00
	1016	27/10/24	Depot - Hino Side Tipper 3 Axle Trailer- spare tyres	318.00
	Total 1570			3,918.00 L
84	1653 - D.E.C Contracting Pty Ltd			
	87	24/10/24	Depot - Plant hire - Excavator with Grapple Saw and Tractor with front mounted rake - Goudge Road clearing vegetation; Tractor with front mounted rake for road clean up and verge mulching	33,759.00
	Total 1653			33,759.00
85	1665 - Calingiri Golf Club			
	REIMBURSEMENT	31/10/24	Reimbursement - Repairs to Mower	1,261.81
	Total 1665			1,261.81 L
86	1683 - Interfire Agencies Pty Ltd			
	20573	21/10/24	Emergency Services - Full facepiece - Kit small - rugged extreme essentials wheeled gear bag	5,302.11
	Total 1683			5,302.11
87	1752 - The Print Shop Bunbury			
	1670601	18/10/24	Depot - Timesheet Books - new design A5 size	599.50
	Total 1752			599.50
88	181 - Shire of Northam			
	31144	24/10/24	Admin - Reimbursement of Long Service Leave - Keith Boase	1,384.61
	Total 181			1,384.61
89	1880 - Canine Control			
	33	08/10/24	Ranger Services - 7-8 October 2024	2,420.00
	Total 1880			2,420.00
90	1930 - William Buck Advisors WA Pty Ltd			
	3290	22/10/24	Audit fees 23/24 - LRCI Grant and Roads to Recovery acquittals	11,825.00
	Total 1930			11,825.00
94	2050 - Concrevey Pty Ltd (Tyrone Group)			
	3607	31/10/24	Calingiri Waste Sorting - supply of interlocking blocks plus transport	31,860.95
	Total 2050			31,860.95

Payment Details

	Payment / Invoice	Date	Description	Amount
95	2063 - Enviro Infrastructure			
	13054	21/10/24	Calingiri Railway Intersection AG0001 - Clearing Work - Rail Safety Management Plan - October	2,141.90
			Total 2063	2,141.90
96	2074 - The Goods Australia			
	26553	25/09/24	Cleaning and Bathroom products for Admin, Halls and toilets	292.99
	224395	25/10/24	Cleaning and Bathroom products for Admin, Halls and toilets	39.27
	224394	25/10/24	Cleaning and Bathroom products for Admin, Halls and toilets	313.51
			Total 2074	645.77
97	2089 - Kade Scrivener			
	REFUND - GYM CARD BOND	31/10/24	Refund - Gym Card Bond	25.00
			Total 2089	25.00
98	2090 - Tyler Turner			
	REFUND - GYM CARD BOND	31/10/24	Refund Gym Card Bond	25.00
			Total 2090	25.00
99	2091 - Mikayla Rehana			
	REFUND - GYM KEY	31/10/24	Refund - Gym Key	50.00
			Total 2091	50.00
100	353 - Boya Equipment Pty Ltd			
	40329	22/10/24	Depot - Parts and labour - Kubota mower	604.67
			Total 353	604.67
101	407 - MOORA GLASS & DECOR			
	5467	26/10/24	Chambers - supplied and installed Blinds	4,912.60
			Total 407	4,912.60
102	53 - The Farmco / Yerecoin Traders			
	121346	17/10/24	Depot - poly socket	6.60
	124921	22/10/24	Catering - Council Briefing 21 Oct	176.00
	125079	24/10/24	Catering - Council Meeting 23 Oct	385.00
			Total 53	567.60
103	552 - Bunnings Group Ltd			
	348385	30/09/24	Town Calingiri - gardening plants, fertiliser, Hi Vis orange vests	295.90
			Total 552	295.90
104	594 - Dun Direct Pty Ltd			
	1131859	14/10/24	Fuel Supplies - October 2024	15,549.57
			Total 594	15,549.57
105	62 - Bolgart Progress Association			
	1	28/10/24	Bolgart Library Service for 24/25 Financial Year	4,982.40
			Total 62	4,982.40
106	648 - Officeworks			
	616961112	10/10/24	Admin - 20x water, coffee, stationery and office supplies	687.68
			Total 648	687.68

Payment Details

	Payment / Invoice	Date	Description	Amount
107	90 - Wheatbelt Tyres			
	2012244	21/10/24	Depot - Mazda BT50 Freestyle Cab - BF Goodrich tyres and wheel alignment	2,077.00
			Total 90	2,077.00
108	99 - Country Copiers			
	222354	08/10/24	Admin -Photocopier and Scanner Print Costs -10Sep 2024 to 8 Oct 2024	2,318.51
	222355	17/10/24	Depot - Photocopier and Scanner Print Costs - 10 Sep 2024 to 8 Oct	40.04
			Total 99	2,358.55
			Total EFT00023	143,660.40
EFT Payment - EFT00017				
109	1268 - Bull Motor Bodies			
	21717	09/09/24	Ford Ranger 2024 CESM vehicle - flared wheel guard and mount kit to suit including mud guards, mudflaps and chassis packers	1,170.07
			Total 1268	1,170.07
110	14 - Australian Service Union WA			
	PJ000162	11/09/24	Union Dues - 11/09/24	53.00
	PJ000174	25/09/24	Union Dues - 25/09/24	53.00
			Total 14	106.00
111	151 - Shire of Toodyay			
	2098	09/08/24	Environmental Sustainability Officer - 50 % Contribution - August 2024	5,100.07
	2124	06/09/24	Environmental Sustainability Officer - 50 % Contribution - September 2024	3,255.66
			Total 151	8,355.73
112	1521 - Bluesteel Enterprises (Frontline Fire)			
	83144	12/08/24	Emergency Services - New Norcia 3.4U appliance services, inspection and repairs	9,422.31
			Total 1521	9,422.31
113	1570 - KA Tyres & Battery's			
	997	01/10/24	Depot - Batteries for pumps	300.00
	0994	01/10/24	Depot - RAC battery for trailer	255.00
	1002	16/09/24	Depot - Tyres for water cart trailer	3,691.50
	1000	14/09/24	Depot - Mazda BT-50 Dual Cab vehicle service	532.83
	1001	14/09/24	Depot - Ford Ranger Double Cab 2024 - Vehicle Service and new 3664 RAC battery	850.83
			Total 1570	5,630.16
114	17 - Australian Taxation Office			
	PJ000162	11/09/24	Payroll tax for period ending 11/09/24	15,478.00
	PJ000174	25/09/24	Payroll tax for period ending 25/09/24	14,022.00
			Total 17	29,500.00
115	1789 - Dallywater Consulting			
	2324021	22/08/24	Environmental /Building Officer Services 22/08/24 to 17 Sep 2024	15,854.77
			Total 1789	15,854.77
116	1850 - Marsh Pty Ltd			
	1522483	23/08/24	Gillingarra Hall Evacuation Diagram	247.50
			Total 1850	247.50

Payment Details

	Payment / Invoice	Date	Description	Amount
117	1989 - Econisis Pty Ltd			
	24030-2	01/09/24	Victoria Plains - CBA and Business Case (Final Report	4,972.00
			Total 1989	4,972.00
118	2050 - Concreevevy Pty Ltd (Tyrone Group)			
	3529A	01/09/24	Calingiri Waste Sorting - supply of interlocking blocks including transport	24,032.36
			Total 2050	24,032.36
119	2054 - Mobile Sentinel Pty Ltd t/as Little Rippers Technology			
	937142	06/09/24	Community Development - Little Rippers Dispenser System & Subscription	550.00
			Total 2054	550.00
120	2063 - Enviro Infrastructure			
	12882	02/09/24	Calingiri Railway intersection AG0001 - Clearing Work - Rail Safety Management Plan	2,200.00
			Total 2063	2,200.00
121	353 - Boya Equipment Pty Ltd			
	38191	06/08/24	Depot - Supply lock washer for blades for a Kubota mower	171.81
	38421	12/08/24	Depot - Supply lock washer for blades for a Kubota mower	131.24
			Total 353	303.05
122	52 - Avon Waste			
	64483	23/08/24	Waste Removal - 23/8/24	2,651.44
	65013	06/09/24	Waste Removal - 6/9/24	1,980.44
	4462	01/09/24	Waste Removal - 9/8/24	1,993.31
			Total 52	6,625.19
123	553 - LGISWA			
	157356-000644	31/08/24	Property insurance 1st instalment	42,502.90
	157356-002235	31/08/24	Motorvehicle insurance 1st instalment	19,784.60
			Total 553	62,287.50
124	594 - Dun Direct Pty Ltd			
	1090992	18/07/24	Fuel Supplies - August 2024	14,554.77
			Total 594	14,554.77
125	78 - Team Global Express Pty Ltd			
	382	18/08/24	Depot - Freight Charges 18.08.24	35.10
			Total 78	35.10
126	90 - Wheatbelt Tyres			
	2011752	14/08/24	Depot - Toyota Hi Lux - Wheel Alignment	105.00
	2011919	11/09/24	Admin - Ford Everest - tyres and wheel alignment	1,357.00
			Total 90	1,462.00
			Total EFT00017	187,308.51
EFT Payment - EFT00021				
127	1294 - Athena Water Services Pty Ltd			
	6669	07/10/24	Piawaning Water Supply -Remote Monitoring,- Annual cloud server access fee and monthly sim card and support fee	1,804.00
			Total 1294	1,804.00

Payment Details

	Payment / Invoice	Date	Description	Amount
128	138 - Yerecoin Progress Assoc Inc			
	87	04/10/24	Centenary Town Beautification Contribution	10,000.00
			Total 138	10,000.00
129	1894 - Hyatt Concrete Pty Ltd			
	0075	03/10/24	Butler St, Mogumber - Removal and installation of new drain lid	3,300.00
			Total 1894	3,300.00
130	1944 - Nordic Fitness Equipment (Gym Supplies Australia as t/f P & M Moore Family Trust)			
	1642	28/09/24	Gym Maintenance and service of equipment	693.00
			Total 1944	693.00
131	1956 - Infocouncil Pty Ltd			
	203970	27/08/24	Admin - Hosting Azure, managed services, covering maintain database, version applied upgrades, configure update packages 01/08/2024 to 30/06/2025	7,247.34
			Total 1956	7,247.34
132	1965 - CouncilFirst (Open Systems Technology Pty Ltd t/as)			
	8617	03/09/24	Admin - Professional Services for CouncilFirst - purchase order amendment, New user group, Staff on boarding, Access to CF Finance	1,292.50
	8618	03/09/24	Admin - Professional Services for CouncilFirst - project management, Financial management, Payroll ESS, Rating, Cashiering & Receipting, Environment & Provisioning	27,788.75
			Total 1965	29,081.25
133	2032 - Nusteel Patios & Sheds (Ovane Pty Ltd t/as)			
	5842	10/10/24	Calingiri Hall - Insurance claim - Scissor lift	1,573.00
			Total 2032	1,573.00
134	316 - Department Of Mines Industry Regulation & Safety			
	AUGUST	01/09/24	Building Services Levy - August 2024	56.65
			Total 316	56.65
135	52 - Avon Waste			
	65045	20/09/24	Waste Removal- 20/09/2024	2,655.30
	63970	26/07/24	Waste Removal- 26/07/2024	2,657.44
			Total 52	5,312.74
136	529 - Wallis Computer Solutions			
	27100.	01/08/24	Housing - BN/Internet - October 2024	107.80
	27252.	01/08/24	Admin - NBN/Internet - August 2024	484.00
	27791	01/10/24	Admin - BN/Internet - October 2024	484.00
	27854	03/10/24	Admin -Software - IT support for MSA customers- InfoCouncil add in	4,622.50
	27656	10/09/24	Admin -Software - Sophos Managed solution - Bolgart and Mogumber Library	4,488.00
	27658	10/09/24	Admin- Software - Nework monitoring, Managed router, RMS management, WCS Management PC	1,815.00
			Total 529	12,001.30
137	553 - LGISWA			
	200644	01/10/24	Property Insurance	42,522.90
	2002235	01/10/24	Motor Vehicle Insurance	19,784.60
	020085	01/10/24	LGIS Liability	14,776.30
	2000479	01/10/24	LGIS Work Care	39,877.75

Payment Details

	Payment / Invoice	Date	Description	Amount
	2000821	01/10/24	LGIS Bushfire Injury	8,809.62
	2001089	01/10/24	LGIS Crime & Cyber	1,969.55
	2001682	01/10/24	LGIS Volunteer Workers	304.59
	2001859	01/10/24	LGIS Management Liability	7,756.10
	2001929	01/10/24	LGIS Corporate Travel	512.05
			Total 553	136,313.46
138	555 - JLT Risk Solutions			
	216189	17/10/24	LGIS Personal Accident & Sickness Renewal insurance	24,379.30
			Total 555	24,379.30
139	62 - Bolgart Progress Association			
	0710	07/10/24	Kitchen Bolgart Hall Upgrade Reimbursement	3,408.00
			Total 62	3,408.00 _L
140	63 - Australia Post			
	1013547908	03/10/24	Postage Sept 2024	289.42
			Total 63	289.42
			Total EFT00021	235,459.46
EFT Payment - EFT00019				
141	1375 - Steptoe & Wife Scrap Metal Recycling (Newins Family Trust T/as)			
	0707	07/09/24	Calingiri / Bolgart Refuse Site management	2,961.54
	86	19/09/24	Calingiri / Bolgart Refuse Site management	4,350.89
			Total 1375	7,312.43 _L
142	1424 - SEEK			
	700755847	02/09/24	Advertise for Plant Operator (Fulltime position)	423.50
			Total 1424	423.50
143	1793 - Industrial Automation Group Pty Ltd			
	15633	01/09/24	Remote Access Operational Costs from 1 July 2024 to 31 December 2024	1,055.45
			Total 1793	1,055.45
144	1801 - Fraser Onsite			
	988	30/09/24	Depot - Multiple plant labour, services and repairs - Grader, Tipper, Skid Steer, Trucks	24,665.52
			Total 1801	24,665.52
145	1856 - Colin Ashe			
	REFUND	30/09/24	Internet Reimbursement - August 2024 to October 2024	267.00
			Total 1856	267.00 _L
146	1867 - Mortlock Electrical Pty Ltd			
	841	11/09/24	Calingiri Emergency Service Building - supplied and installed new sensor light, replaced thermostat	557.00
			Total 1867	557.00
147	1880 - Canine Control			
	23	27/09/24	Ranger Services - 8-9 Sep 2024	2,420.00
			Total 1880	2,420.00

Payment Details

	Payment / Invoice	Date	Description	Amount
148	1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as			
	50973	09/09/24	Depot - Hino Side tipper trailer - large 7 pin plug round	18.70
	50990	10/09/24	Depot Gate - removed and replaced battery along with new terminal	380.05
	51011	26/09/24	Depot - Ford Ranger - 30000km Service and inspection	2,326.83
	Total 1885			2,725.58 £
149	1994 - Toodyay Building & Maintenance Services			
	1677	05/09/24	Bolgart Fire Station - supplied and installed Schlage security lock to fire station access door, and fit fixing point to internal access door, and installed Smart entry lock	847.00
	1684	21/09/24	Mogumber/Gillingarra Fire Station - supplied and installed Schlage security lock to fire station access door, and fit fixing point to internal access door, and installed Smart entry lock	935.00
	1685	21/09/24	New Norcia Fire Station - supplied and installed Schlage security lock to fire station access door, and fit fixing point to internal access door, and installed Smart entry lock	913.00
	1683	21/09/24	Miling Road Yerecoin Fire Station - supplied and installed Schlage security lock to fire station access door, and fit fixing point to internal access door, and installed Smart entry lock	913.00
	Total 1994			3,608.00
150	1997 - Zone 50 Engineering Surveys Pty Ltd			
	1054	04/09/24	Calingir Railway intersection AG0001 - Survey and re-design Rail Crossing	4,810.30
	Total 1997			4,810.30
151	2003 - Tree Tech Australia			
	218	09/09/24	Western Power Vegetation Inspection - Street trees pruning	4,070.00
	Total 2003			4,070.00
152	2023 - Clinipath Pathology Pty Ltd			
	114439	16/09/24	Depot Staff - Pre-employment medical testing	40.00
	Total 2023			40.00
153	2065 - Kwik Kopy Osborne Park			
	57930	15/08/24	Outdoor Library sign for Mogumber library	613.00
	Total 2065			613.00
154	2070 - Galt Geotechnics Pty Ltd			
	8636	13/09/24	Geotechnical advice regarding fill - subdivision and Caravan Park, Calingiri	2,277.00
	Total 2070			2,277.00
155	2074 - The Goods Australia			
	223052	02/10/24	Public Toilets - Toilet paper & Hand Soap	620.46
	Total 2074			620.46
156	24 - Chefmaster Australia			
	70399	10/09/24	Bolgart Caravan Park - 240L Bin liners	595.63
	Total 24			595.63
157	530 - King Farming Pty Ltd			
	688	01/10/24	Gravel Collection - Council Roads	6,217.50
	Total 530			6,217.50 £

Payment Details

	Payment / Invoice	Date	Description	Amount
158	59 - Malts Contracting			
	642	01/10/24	Cleaning service to various Shire's facilities- Administration Office, Halls, Depot, Toilets	8,039.35
	626	01/10/24	Cleaning Insurance claim on Callingiri Hall Bathrooms mould removal	308.00
	634	01/10/24	Cleaning Insurance claim on Callingiri Hall Bathrooms mould removal	777.70
		Total 59		9,125.05 £
159	594 - Dun Direct Pty Ltd			
	1119192	19/09/24	Fuel Supplies - September 2024	11,238.51
		Total 594		11,238.51
160	648 - Officeworks			
	616227292	19/09/24	Admin - Stationery, water, headsets, office supplies	357.17
	616254105	29/08/00	Admin - Colour card board	20.45
		Total 648		377.62
161	893 - Thomas Culverwell			
	14.	07/09/24	Cleaning Gillingarra hall toilets	300.00
		Total 893		300.00 £
162	91 - Bolgart Rural Merchandise			
	413210	01/08/24	Depot purchases - July 2025 - Gas, Nufarm Crucial 20l, Cistern chrome, battery terminals, float round and valve	687.30
		Total 91		687.30 £
163	99 - Country Copiers			
	221516	12/08/24 to 12/08/24	Admin - Photocopier and Scanner Print Costs - 7/07/24 to 12/08/24	2,043.61
	221517	12/08/24 to 12/08/24	Depot - Photocopier and Scanner Print Costs - 7/07/24 to 12/08/24	82.30
	221946	10/09/24	Depot - Photocopier and Scanner Print Costs - 12/08/24 to 10/09/24	74.11
	221945	10/09/24	Admin- Photocopier and Scanner Print Costs - 12/08/24 to 10/9/24	1,069.99
		Total 99		3,270.01
		Total EFT00019		87,276.86
Grand Total - EFT Payment				1,117,949.65

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	Payment / Invoice	Date	Description	Amount
Other				
Other - PPIN00596				
164	1065 - Shire of Victoria Plains - credit card			
	CREDIT CARD			
	CHARGES			
	SEPTEMBER			
		4/09/2024	The Western Australian Subscription 4/9/202	28.00
		6/09/2024	Calingri Traders - CEO's vehicle fuel	194.10
		7/09/2024	Calingri Traders - lunch Economic Development Officer Interview	12.30
		8/09/2024	Bindoon Estate - wine for council chambers	90.00
		12/09/2024	The FarmWeekly subscription	19.00
		21/09/2024	Local Government WA-Annual State Conference Registration	1,550.00
		21/09/2024	Drop Box subscription	102.00
		21/09/2024	Drop Box subscription international bank fee	3.06
		21/09/2024	Calingiri Traders - CEO's vehicle fuel	80.92
		25/09/2024	Readdle - Fluix subscription - IPADs	265.45
		25/09/2024	Readdle - Fluix subscription - international bank fee	7.96
		29/09/2024	Card fee	4.00
		30/09/2024	The Bookshop subscription	100.63
		30/09/2024	The Western Australian Subscription 30/9/2024	32.00
		14/10/2024	Total 1065	2,489.42
			Total PPIN00596	2,489.42
Other - PPIN00597				
165	1065 - Shire of Victoria Plains - credit card			
	CREDIT CARD			
	CHARGES -			
	SEPTEMBER			
		3/09/2024	Starlink Mini Activation	38.40
		3/09/2024	Starlink Mini Activation	38.40
		3/09/2024	SOVP - EMO vehicle plate change	31.10
		4/09/2024	Starlink - Calingiri BFB internet	139.00
		18/09/2024	Starlink - Satellite internet 3 units	334.00
		26/09/2024	Drone Registration	40.00
		29/09/2024	Card fee	4.00
		30/09/2024	Harvey Norman - Lenovo Monitor	252.00
		14/10/2024	Total 1065	876.90
			Total PPIN00597	876.90
Other - PPIN00598				
166	1065 - Shire of Victoria Plains - credit card			
	CREDIT CARD			
	CHARGES SEPT			
	2024 DCEO			
		1/09/2024	Big W - Vacuum cleaner	129.00
		1/09/2024	Big W - Staff performance recognition	39.00
		1/09/2024	Woolies - Admin - Coffee	24.00
		3/09/2024	Bunnings - Baits	23.06
		8/09/2024	Mr Minit - Keys cut - Piawaning Hall	34.41
		9/09/2024	Bunnings - Staff housing Bathroom heat globe	10.28
		27/09/2024	7 Eleven - DCEO vehicle fuel	20.16
		27/09/2024	Card fee	4.00
		14/10/2024	Total 1065	283.91
			Total PPIN00598	283.91

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	Payment / Invoice	Date	Description	Amount
Other - PPIN00633				
167	1065 - Shire of Victoria Plains - credit card			
	CREDIT CARD	14/09/2024	The Good Guys -Memory card, vacuum bag roll and lock & seal	288.00
	CHARGES -	17/09/2024	Caltex - WM vehicle fuel	100.74
		17/09/2024	SOVP - change of plates	19.40
		17/09/2024	Highway Auto Barn - equipment	330.00
		20/09/2024	Caltex - WM vehicle fuel	50.00
		20/09/2024	Intants Racking - Tool box	1,000.00
		25/09/2024	BP - WM vehicle fuel	39.55
		27/09/2024	Total Tools - Grinder	519.36
		28/09/2024	IAuditor Annual Plan - WHS IPAD	1,900.80
		29/09/2024	Card fee	4.00
		14/10/2024	Total 1065	4,251.85
			Total PPIN00633	4,251.85
Other - PPIN00676				
168	1208 - Wright Express Australia Pty Ltd			
	112	14/10/24	Fuel card charges - Sep 2024	115.15
			Total 1208	115.15
			Total PPIN00676	115.15
Other - PPIN00587				
169	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES	01/10/24	Bank charges - BPAY fee and fine fee 1/10/24	619.75
	1/10/24		Total 141	619.75
			Total PPIN00587	619.75
Other - PPIN00588				
170	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES	03/10/24	Bank charges - De Fees 3/10/24	2.70
	3/10/24		Total 141	2.70
			Total PPIN00588	2.70
Other - PPIN00589				
171	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES -	04/10/24	Bank charges - De Fees 4/10/24	7.05
	4/10/24		Total 141	7.05
			Total PPIN00589	7.05
Other - PPIN00590				
172	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES	09/10/24	Bank charges De Fees 9/10/24	4.35
	9/10/24		Total 141	4.35
			Total PPIN00590	4.35
Other - PPIN00591				
173	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES	10/10/24	Bank charges De Fees 10/10/24	2.55
	10/10/24		Total 141	2.55
			Total PPIN00591	2.55
Other - PPIN00592				
174	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES	11/10/24	Bank charges - Tyro Fees September 2024	1,651.39
	TYRO FEES		Total 141	1,651.39
			Total PPIN00592	1,651.39

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	Payment / Invoice	Date	Description	Amount
Other - PPIN00593				
175	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES	18/10/24	Bank charges De Fees 18/10/24	2.10
	18/10/24			
			Total 141	2.10
			Total PPIN00593	2.10
Other - PPIN00675				
176	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK			
	CHARGESDFEE	23/10/24	Bank charges DeFees 23.10.24	4.65
	S 23.10.24			
			Total 141	4.65
			Total PPIN00675	4.65
Other - PPIN00674				
177	141 - BENDIGO BANK - GOOMALLING BRANCH			
	BANK CHARGES -			
	DE FEES	25/10/24	Bank charges - De Fees 25/10/24	5.70
	25/10/24			
			Total 141	5.70
			Total PPIN00674	5.70
Other - PPIN00582				
178	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 30/9/24	02/10/24	Transport licensing transactions 30/09/24	4,541.25
			Total 1421	4,541.25
			Total PPIN00582	4,541.25
Other - PPIN00583				
179	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 1/10/24	03/10/24	Transport licensing transactions 1/10/24	1,342.20
			Total 1421	1,342.20
			Total PPIN00583	1,342.20
Other - PPIN00584				
180	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 3/10/24	07/10/24	Transport licensing transactions 3/10/24	1,558.95
			Total 1421	1,558.95
			Total PPIN00584	1,558.95
Other - PPIN00585				
181	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 8/10/24	10/10/24	Transport licensing transactions 8/10/24	739.90
			Total 1421	739.90
			Total PPIN00585	739.90
Other - PPIN00586				
182	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 14/10/24	16/10/24	Transport licensing transactions 14/10/24	31.10
			Total 1421	31.10
			Total PPIN00586	31.10
Other - PPIN00594				
183	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 15/10/24	17/10/24	Transport Licensing Transactions 15/10/24	62.20
			Total 1421	62.20
			Total PPIN00594	62.20
Other - PPIN00677				
184	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT	21/10/24	Transport licensing transactions	31.10
			Total 1421	31.10
			Total PPIN00677	31.10

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	Payment / Invoice	Date	Description	Amount
Other - PPIN00621				
185	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 21/10/24	23/10/24	Transport Licensing Transactions 21/10/24	954.30
			Total 1421	954.30
			Total PPIN00621	954.30
Other - PPIN00655				
186	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 24/10/24	28/10/24	Transport Licensing Transactions 24/10/24	165.10
			Total 1421	165.10
			Total PPIN00655	165.10
Other - PPIN00656				
187	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 25/10/24	29/10/24	Transporting Licensing Transactions 25/10/24	1,397.70
			Total 1421	1,397.70
			Total PPIN00656	1,397.70
Other - PPIN00673				
188	1421 - Shire of Victoria Plains (Department Of Transport)			
	DOT 29/10/24	31/10/24	Transport licensing transactions 29/10/24	62.20
			Total 1421	62.20
			Total PPIN00673	62.20
Other - PPIN00680				
189	18 - Synergy			
	407028000	17/10/24	Synergy Account - Bolgart Playgrounds - 30/07/2024 to 26/09/2024	141.47
			Total 18	141.47
			Total PPIN00680	141.47
Other - PPIN00681				
190	18 - Synergy			
	595604450	17/10/24	Synergy Account - to September 2024	145.70
			Total 18	145.70
			Total PPIN00681	145.70
Other - PPIN00682				
191	18 - Synergy			
	562695810	18/10/24	Synergy Account - Bolgart Hall - 30/07/2024 to 26/09/2024	348.30
			Total 18	348.30
			Total PPIN00682	348.30
Other - PPIN00683				
192	18 - Synergy			
	174813470SEPT	21/10/24	Synergy Account - Bolgart Caravan Park - 30/07/2024 to 26/09/2024	758.51
			Total 18	758.51
			Total PPIN00683	758.51
Other - PPIN00684				
193	18 - Synergy			
	2400205129	23/10/24	Synergy Account - 25/08/24 to 24/09/2024 - Streetlights	1,544.64
			Total 18	1,544.64
			Total PPIN00684	1,544.64
Other - PPIN00595				
194	2 - WESTERN AUSTRALIAN TREASURY CORPORATION			
	LOAN #85 RFPAYMENT	07/10/24	Loan 85 repayment _ October 2024 - Plant Purchase	20,468.86
			Total 2	20,468.86
			Total PPIN00595	20,468.86
Other - PPIN00678				
195	20 - Telstra Corporation Ltd			
	6308146000OCT OBER	16/10/24	Telstra Land Lines to 22 Sep 2024- Shire Office, Depot, Staff housing	1,604.09
			Total 20	1,604.09

DD

	Payment / Invoice	Date	Description	Amount
Other - PPIN00679				
196	20 - Telstra Corporation Ltd 158901424OCTO BER	07/10/24	Telstra Mobiles - to 16 Sep 2024 - BFB CCTV/lpads, Councillor, Admin staff,	871.93
			Total 20	871.93
			Total PPIN00679	871.93
Other - PPIN00532				
197	978 - linet Limited 141988921	01/10/24	Library Services - Internet -Bolgart /Mogumber - October 2024	29.98
			Total 978	29.98
			Total PPIN00532	29.98
Other - DD00013				
198	V0001 - SuperStream Cllg House Vendor			
	PJ000174	25/09/24	Superannuation salary sacrifice deductions - period ending 25/09/2024	1,088.19
	PPE25092024	25/09/24	Superannuation Contribution - period ending 25/09/2024	9,495.36
			Total V0001	10,583.55
			Total DD00013	10,583.55
Other - DD00011				
199	V0001 - SuperStream Cllg House Vendor			
	PJ000197	09/10/24	Superannuation salary sacrifice deductions - period ending 09/10/2024	1,080.35
	PPE09102024	09/10/24	Superannuation Contribution - period ending 09/10/2024	9,115.04
			Total V0001	10,195.39
			Total DD00011	10,195.39
Other - DD00012				
200	V0001 - SuperStream Cllg House Vendor			
	PJ000231	23/10/24	Superannuation salary sacrifice deductions - period ending 23/10/2024	1,104.79
	PPE23102024	23/10/24	Superannuation Contribution for period ending 23/10/2024	9,461.09
			Total V0001	10,565.88
			Total DD00012	10,565.88
			Total - Other	78,461.77
201 PAYROLL				
		9/10/2024	Payroll for period ending 09/10/2024	61,964.08
		23/10/2024	Payroll for period ending 23/10/2024	59,668.58
			Total Payroll	121,632.66
			GRAND TOTAL -Other and Payroll	200,094.43

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	00017- 00023	1,117,949.65
Creditor Cheque Payments		-
Direct Debit Payment**	PPIN00582 – PPIN00684	70,444.54
Credit card – Bendigo Bank	PPIN00596	2,489.42
	PPIN00597	876.90
	PPIN00598	283.91
	PPIN00633	4,251.85
Fuel Card – Wrigh Express	PPIN00676	115.15
Salaries and Wages EFT	09/10/24; 23/10/24	121,632.66
Trust Payments		-
	TOTAL	1,318,044.08

Local Spending	\$	%
Local Supplier	83,979.97	6%
Payroll	121,632.66	9%
Total	205,612.63	16%

CONFIRMED PUBLIC MINUTES

CONFIRMED PUBLIC MINUTES

The CEO declared a financial interest in item 9.3 due to this Item involving his performance at 2.36pm.

9.3 CEO'S QUARTERLY KPI REPORT NOVEMBER 2024

File Reference	
Report Date	13 November 2024
Applicant/Proponent	Shire of Victoria Plans
Officer Disclosure of Interest	Financial – Matters to do with Mr Fletcher's performance
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. CEOs Key Result Areas – KPIs 2024-2025 November Quarter

PURPOSE

For Council to accept the quarterly update regarding the status on the progress of the CEO's KPIs for the November Performance Quarter.

BACKGROUND

Presented for Council is the November quarterly update regarding the KPIs for the Shire CEO, Mr Sean Fletcher (Refer to Attachment 1).

The history regarding this matter is: OCM 18 February 2024 – 12.1 2302-05; OCM 22 May 2024 – 9.5 2405-07, OCM 28 August 2024 – 9.3 2408-04.

Current Provisions

- It is a requirement of the Act that CEO performance reviews are conducted annually.
- The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.
- Additional performance criteria can be used for performance review by agreement between both parties.

Future Amendments to the Act

The requirement regarding the publication of the CEO KPIs and performance report is yet to come into effect, but the author (as CEO) is happy for the agreed KPIs and quarterly reporting against these KPIs to be published in the ordinary council meeting agendas for information.

To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs:

- be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period);
- the KPIs and the results be published in the minutes of the performance review meeting (at the end of the period);
- the CEO has a right to provide written comments to be published alongside the KPIs and results

to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs);

- Councils will be able to seek the Chief Inspector's (The Office of the Inspector) approval not to publish a specific CEO KPI, if there is a clear public interest reason for doing so.

KPI Process

The current CEO's contract was agreed by Council and then signed by both parties, taking effect from 16 February 2023. Mr Fletcher successfully completed his probationary period during August 2023. He then had a successful performance review on 18 February 2024, where both parties agreed to 14 KPIs spread across six Key Result Areas (KRAs) as follows:

1. Provide High Quality Governance and Service level from the Shire to Residents and the Community.
2. Ensure the Sustainability of the Shire's Finances
3. Manage Infrastructure Assets Managed and Maintained at Set Service Levels
4. Ensure the operational effectiveness, efficiency, and safety of the organisation through a positive work culture
5. Ensure the Shire's Strategic Priorities are implemented as per adopted outcomes of the Integrated Planning and Reporting (IPR) process.
6. Ensure effective Communication with Council, Staff, Residents, and the Public

Mr Fletcher provided the second quarterly CEO KPI update at the August 24 OCM.

COMMENT

Mr Fletcher is acting in good faith with the report that he has prepared. The status of the 14 KPIs is summarised as follows:

Completed/ On track: 70 – 100%	10	Monitor: 50 – 69%	2	Underway: 1 – 49%	1	Not Started: 0%	1
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It should be noted that KPIs 7 (65% or Monitor), 8 (75% or Ontrack) and 10 (75% or On-track) have two sub- KPIs each:

- 7A = 80% achieved
- 7B = 50% achieved
- 8A = 100% achieved
- 8B = 50% achieved
- 10A = 75% achieved
- 10B = 75% achieved

The following KPIs have been completed (and by the due date):

1. Results of the annual Department of Local Government Compliance Return (CAR) submitted to Council.
2. Implement new Compliance Calendar based on proprietary software (Due Feb 2025, implanted ahead of schedule in July 2024).
3. Ensure Budget is presented to Council for adoption.

The following KPIs are on-track:

11. Ensure appropriate Social Media presence
13. Ensure Community is kept informed of important Shire matters and Council outcomes
14. CEO and key staff having regular engagement with community groups who utilise Shire assets to develop current and future maintenance and development plan

The following sub-KPIs are on-track (nearing completion) or completed:

- 7A. Asset Management Strategy and Policy reviewed/ developed - by September 2024.
- 8A. Staff Survey Results reported by June 2024 (Completed).
- 10A Report progress of priority areas quarterly to Council
- 10B Lobby Higher levels of Government to achieve the adopted outcomes of the CBP – Assessed by quarterly reporting to Council.

All KPIs at the Monitor Level are at a good level of achievement, 50% - 65%.

6. Implement Capital Program as per budget and adopted Corporate Business Plan.
7. Improve the Shire's asset management systems and processes, to ensure relevance of the Asset Management Plan.
9. Provide and maintain Safe working environment in which employees of the Shire are not exposed to hazards.

KPI 12 regarding the CEO Communication Policy has still not commenced as this is waiting for the model to be legislated (hopefully by year's end). In terms of communication generally, the following has continued is in place:

- CEO converses with the President at least once a week. Often, it is twice or more;
- All Councillors regular discuss matters with the CEO and other staff as authorised;
- Weekly updates from the CEO to councillors;
- Monthly briefing sessions with information presented to Council by the Senior Management Team;
- Implementation of the Attain Portal which allows Councillors to complete their statutory returns on-line;
- Implementation of the Council First Portal which allows Councillors to access briefing notes and meeting agendas with ease.

CONSULTATION

Appropriate staff that assist the CEO deliver key outcomes.

STATUTORY CONTEXT

Local Government Act

5.38. Annual review of employees' performance

- (b) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.

(3) A review under subsection (1) must be conducted at least once in relation to each year of the person's employment.

5.39 Contracts for CEO and Senior Employees

- (b) Subject to subsection(1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section (1a) refers to acting CEOs, who are staff may perform this role for up to 12 months without a contract.

(2)(b) A CEO's contract cannot exceed 5 years and (4) is renewable.

- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

The KRAs (key performance indicators) form part of the CEO's contract and are the basis of the annual assessment of the CEO.

CORPORATE CONTEXT**Strategic Community Plan and Corporate Business Plan**

- Strategy 5.4: Measures to improve organisational efficiency
- 5.4.3 Maintain controls to promote a high level of legislative compliance throughout the organisation

Policy 2.6: - Standards for CEO Recruitment, Performance and Termination**Division 3 – The Adopted Standards – Broad Framework****16 Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO **must agree** on —
- (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17 Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18 Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19 CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

Nil

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

The Risk is Council and the CEO failing to undertake an annual performance review.

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Compliance CEO performance review must be conducted annually The standards regarding the CEO performance review are based on the principles of fairness, integrity and impartiality	Extreme (5) Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Unlikely (2) The event could occur at some time (once in 10 years)	High (10)	CEO & Council Risk acceptable with excellent controls, managed by routine procedures subject to annual monitoring Effective: Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.	By Council and the CEO adhering to the CEO Standards, there is little chance of breaching the level of compliance required and so the mitigated risk is low.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2411-005**Moved:** Cr S Woods**Seconded:** Cr R Johnson

That Council **ACCEPTS** the November 2024 Quarterly Report regarding the status of the KPIs for the Shire CEO, Mr Sean Fletcher.

CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)**For:** Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods**Against:** Nil

CONFIRMED PUBLIC MINUTES



CEO's Key Result Areas

CEO's KPIs 2024 – 2025 (November Quarter)

CONFIRMED PUBLIC MINUTES

Date: 28 November 2024

Version 2.0





Introduction

Presented to Council is the second quarterly update regarding the KPIs for the Shire's CEO. This update is provided in support of the new requirements to be implemented under the Local Government Act (the Act) regarding the publishing of the CEO's KPIs. The level of achievement 18 February 2024 to 28 November 2024 regarding the 14 KPIs over six Key Result Areas (KRAs) is:

Completed/ On track:	10	Monitor:	2	Underway:	1	Not Started:	1
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Current Provisions

The current provisions relating to CEO performance are as follows:

- It is a requirement of the Act that CEO performance reviews are conducted annually.
- The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.
- Additional performance criteria can be used for performance review by agreement between both parties.

Amendments to the Act - Original Proposal

To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs:

- be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period);
- the KPIs and the results be published in the minutes of the performance review meeting (at the end of the period);
- the CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).

Amended Proposal

It is proposed that a provision is included to allow councils to seek the inspector's approval not to publish a specific CEO KPI, if there is a clear public interest reason for doing so.

KPI Process

Mr Fletcher underwent the annual review of his performance during February 2024, with Council noting that the CEO was assessed at Exceeds Expectations.

Council and the CEO then agreed on a set of KPIs for the next performance review period. These were published in the minutes of the February 2024 ordinary council meeting.

Although the KPIs in the main run through to July 2025, the next annual review of the CEO's performance and total remuneration package is for consideration by Council no later than February 2025.

Sean Fletcher

Chief Executive Officer

KRA	Goal	KPI	By When	Progress
1	Provide High Quality Governance and Service level from the Shire to Residents and the Community	1. Results of the annual Department of Local Government Compliance Return (CAR) submitted to Council	By March 2024	The Shire achieved 100% for its CAR which was submitted to both the Audit Committee and Council at their respective March meeting. This KPI is completed and was achieved March 2024 Evidence: CAR was submitted to Council 27 March 2024 Council Meeting Details » Shire of Victoria Plains
		2. Implement new Compliance Calendar based on proprietary software	Full Implementation by February 2025	The Attain System was installed in July 2024. The rollout to date has included: - Compliance Calendar. Officers currently receive a reminder each Monday morning to either undertake a compliance action or to report on the status of that action. First report will be submitted to the November Audit Committee Meeting; - Primary and Annuals Returns and Related Party Disclosures. This is up and running. Although there has been one hiccup with one user, this is in the process of being resolved; - The Delegations Register is in place and all delegations are now undergoing a full review for 30 June 2025. This KPI is completed Evidence: - Automated access by Councillors and Staff to complete 23/24 Annual Returns by due date; - Automated reminders are issued to Staff each Monday to undertake relevant compliance action.
2	Ensure the Sustainability of the Shire's Finances	3. Ensure Budget is presented to Council for adoption	By – end July 2024. (Actual vs Planned) with Monthly Reporting to Council	The Deputy CEO presented the 24/25 Budget for adoption at the council meeting on 24 July 2024. Budget was adopted in accordance with the Shire's Strategic Community Plan, Implementation Plan and Long Term Financial Plan This KPI is completed and was achieved on 24 July 2024

		4. Unqualified Audit	For the 2023-2024 period	Evidence: Budget was submitted to Council 24 July 2024: Council Meeting Details » Shire of Victoria Plains - Entry meeting between Auditors and the Audit Committee was held on 24 April 2024 - CEO signed off on 23/24 audit scope 9 May 2024 - The 23/24 Interim Audit was conducted 20 – 21 May 2024. The findings were received on 30 June 2024. Two Moderate Risks were identified. The findings are not for public issue but I am happy to advise Council on what they are. Both are in hand; - The Annual Audit was conducted week of 30 September 2024, waiting on findings but feedback is the Audit was successful; - The Exit Meeting is scheduled for 28 November 2024. Adopting of the Financials and setting of Annual Meeting of Electors will go to December 24 OCM. This KPI is 80% achieved Evidence: - Entry Meeting - Audit Committee Meeting 24 April 2024 Council Meeting Details » Shire of Victoria Plains - Deputy CEO's advice to Council at November Briefing Session
3	Manage Infrastructure Assets Managed and Maintained at Set Service Levels	5. Implementation of asset maintenance as budgeted and as scheduled	Report Monthly to Council - Assessed at the end of the performance period	The service levels are set within the Shire's asset management plan. Asset improvements are reflected in the monthly financial statements each month. Comments provided reflect progress towards these targets in accordance with the 23/24 and 24/25 Budgets and schedule set for the following: Transport Service (Accessibility and Safety re Roads, Bridges, Drainage, Paths, Street Furniture, Car Parks) - WSFN re Mogumber Yarawindah Rd completion set for Jan/Feb 2025. RFQ re-issued October 2024 - RRG – Toodyay Bindi Bindi Rd set for Jan/Feb 2025 - R2R – Toodyay Bindi Bindi Rd set for Jan/Feb 2025 - Annual Footpath Program 23/24 Completed, 24/25 budgeted

				• Vegetation Program 75% completed • Bridges – Completed 23/24, Budgeted 24/25 as per 5 Year Bridge Plan • Culverts/drains –confirmed for 24/25 Property Service (Recreation, Amenities, Land, Residential, Commercial, Emergency Services, Operational, Community) • Annual Inspections conducted February 2024 • Halls – Mogumber Hall roof completed in August Quarter • Public Toilets – As per program except Mogumber • Aged Units • Staff Housing: ◦ MWS Bathroom replaced 23/24 ◦ CEO corroded patio posts, rear patio ceiling and fences replaced 23/24 • Other – Floor coverings etc Recreation Service (Condition Fit for Purpose, Accessibility Aesthetics, Information) • Active spaces – Ovals maintained as per program • Cemeteries – Calingiri gazebo 24/25 Budget • Tourism spaces – Exploring possible use of: ◦ St John the Baptist Anglican Church. Waiting on confirmation from DPLH to handover to Shire, ◦ Wyening Dam. Council resolved to accept the Dam and its reserve on 22 May 2024. DBCA advised October that it now wants the Reseve (Glenforest). I am meeting with DBCA late November to resolve • Passive spaces (Climate Smart) • Streetscapes: ◦ Parks and gardens maintained as per monthly program; ◦ Commenced formalising vehicle parking bays in Calingiri and Yerecoin. Allocations included in 24/25 Budget including LRCI 4 funding for Yerecoin. River Engineering surveyed bays during October 2024 and now preparing plans for consideration. Once plan received, CEO and MWS will meet with ARC Infrastructure to develop an implementation plan;
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				o Anzac Memorial – lights replaced and mulching to gardens undertaken in April 2024 This KPI is 75% achieved for 24/25 Evidence: Monthly Financial Statements to Council, Monthly Briefing Session Reports by MWS and Weekly Updates to Councillors by CEO: Council Meeting Details » Shire of Victoria Plains
		6. Implement Capital Program as per budget and adopted Corporate Business Plan	Report Monthly to Council - Assessed at the end of the performance period	• Presented in the Monthly Financial Statements each month and further highlighted in the DCEO's Financial Dashboard 23/24 for Mar, Apr, May, Jun, 24/25 for Jul, Oct 2024 (Aug/Sep Presented Oct) • Presented at Council briefing sessions by MWS 23/24 for Mar, May, Jun, 24/25 for Jul, Aug, Sep, Oct 2024 • Forms part of the quarterly review of the Corporate Business Plan: April, July and Oct • All plant for 24/25 has been ordered • Specifications developed and RFQ's issued during August/October for: - o RRG - Toodyay Bindi Bindi Rd - o R2R – Toodyay Bindi Bindi Rd - o WSN – Mogumber Yarawindah Rd – Final Section. Contract Awarded - o Calingiri Intersection Rail Crossing. Works commencing 18 November 2024 This KPI: • 100% achieved for 23/24 • 31% achieved for 24/25 Evidence: Monthly Financial Statements for September presented 23 October 2024 pp 65-66 (Refer Other Supporting Information/Documentation). Also online: Agenda of Ordinary Council Meeting - Wednesday, 23 October 2024

		7. Improve the Shire's asset management systems and processes, to ensure relevance of the Asset Management Plan	A. Asset Management Strategy and Policy reviewed/ developed - by September 2024	- First workshop with the Senior Management was held on 15 May 2024 - Draft Asset Management Strategy (AMS) was received 18 July 2024 - AMS Action Plan was implemented September 2024 and first two actions addressed with the Senior Management Team on 30 October 2024. This KPI is 80% achieved. Evidence: Asset Management Strategy and its Improvement Plan. Refer to Other Supporting Evidence/Documentation
			B. Major asset classes included in Forward Report Works Program – by February 2025	Draft capital works program ((Forward Report Works Program) for the next five years was developed in conjunction with SMT on 30 October 2024 Consists of: - Plant Replacement Program - Five Year Road Program (RRG, WSN, R2R) - Sport and Recreation Management Plan (SRMP) - Bridges Program - Building Replacement Program (Not SRMP) - Other Assets KPI is 50% achieved. Evidence: Program was developed with SMT on 30 October 2024
4	Ensure the operational effectiveness, efficiency, and safety of the organisation through a positive work culture	8. Monitor the culture of the organisation annually and report results	A. Staff Survey Results reported by June 2024	150 Square conducted the culture survey in May/June and issued the reports on 1 July 2024. I presented the outcomes to the July Briefing Session noting that: - The general scores in Climate, Belonging, Performance have all been maintained in the 80's which is very good; - Secondly, there is no specific category that was extremely higher or lower than another category which means the overall role culture of the Shire (Executive and Administration) is very well balanced and sits at 85% This KPI is completed Evidence: Council Briefing Session 19 July 2024

			B. Staff Turnover Rates –assessed February 2025	In the previous financial year (23/24), the turnover ratio was 12%. Financial year to date, the turnover ratio has reduced to 6%, indicating further improvement in our employee retention efforts. The decrease in turnover ratio reflects our ongoing commitment to creating a better organisational environment and addressing the factors that contribute to employee departures. This KPI is 50% achieved Evidence: Staff Turnover Report 23/24 and 24/25
		9. Provide and maintain Safe working environment in which employees of the Shire are not exposed to hazards	Assessed by LTIR (Lost Time Injury Rate) and LGIS Risk Coordinator Report February 2025	• New Depot Admin/WHS Officer commenced employment with the Shire 10/06/24 • LGIS WHS Tier 1 assessment was conducted 15/16 October 2024 and 21 actions identified to be addressed: - Electrical issue to address at Depot - completed - Paperwork is of a good standard - Emergency Services WHS is of a good standard • One employee has been on a return to work program for 12 months. This KPI is 50% achieved Evidence: Pending re LTIR. WHS Action Plan received Timeframes to be developed with LGIS Regional Services Manager in February 2025
5	Ensure the Shire's Strategic Priorities are implemented as per adopted outcomes of the Integrated Planning and Reporting (IPR) process.	10. Implement CBP (Implementation Plan) Strategic Priority Area of: - Community - Economy - Environment - Civic Leadership - Strategic Risks	A. Report Progress of priority areas Quarterly to Council	Key Work Plan presented: - April, July, Oct OCM 2024 - Annual Review conducted 24 July 24 (which includes June Quarterly Assessment): - Review adopted 24/25 Key Work Plan adopted This KPI is 75% achieved Evidence: - Annual Review of CBP by Council 24 July 2024: Council Meeting Details » Shire of Victoria Plains

				- Quarterly Report – October 24 OCM : Council Meeting Details » Shire of Victoria Plains - Copy provided in Other Supporting Information/Documentation
			B. Lobby Higher levels of Government to achieve the adopted outcomes of the CBP – Assessed by quarterly reporting to Council	Refer to Key Work Plan (Presented Quarterly) 23/24 & 24/25 AROC-Dandaragan Key Worker Housing Project - Wheatbelt Development Commission – ongoing - Report and business case to be used to seek other funding - Parliamentary Secretary Darren West Edmond Street Subdivision (10 Affordable Key Worker Houses) - Wheatbelt Development Commission - Minister Punch re Pilot Program to develop Edmond Street Sub-division (DPIRD – Approved by Cabinet Finance Oversight Committee in September); - President and CEO attended ALGC on 5 July 24. Prime Minister announced Victoria Plains received HSP1 (\$67,000) – Vic Plains the led re 6 LGs - HSP 2 will be \$4.56M. Vic Plains the lead re 10 LGs Project is worth \$32.8M Precinct Plan Funding - RDA Wheatbelt - Business Case being drafted to apply for \$500,000 precinct funding to develop precincts \$10.5M Play Your Way Grant (Upgrades to Calingiri Sports Complex and Yerecoin Tennis Coaching Program) - RDA Wheatbelt. EOI submitted for \$1.5M - Unsuccessful Community Water Supplies Program (Water Strategy,) - Department of Water and Department of Water and Environmental Regulations. Has resulted in grants awarded on 2 August 2024 of \$178,000 LRCI Program

				- Local Member – Hon. Melissa Price MP DFES re AGRN962 Flood Event - DFES Director Recovery Funding - Minister for the Emergency Management and the Environment - Leader of the Opposition and local member - Agreement reached for issue of RFQ and specification to settle on costs to be funded Waste Management - WDC - AROC AROC Deputations President and CEO Canberra Deputation 9-11 September cancelled. Revisit after next Election Energy Transition - The President and CEO participated in the Local Government Renewable Energy Meeting on 10 October 2024 - President and CEO are part of the WALGA Large Scale Renewable Energy Project Group (consists of all relevant local governments). Band 4 Local Government Minister's Roundtable Both the President and the CEO spoke at the Minister's Roundtable on 3 September and also participated in and spoke at the WALGA Band 4 Problem Statement meeting on 11 October 2024 CEOs Election Briefings – GRA Partners - Attended information session LG Pro Conference - Attended WALGA information session November This KPI is 75% achieved Evidence: - Review of Key Work Plan at Council Workshop and Council Meeting 24 July 2024: Council Meeting Details » Shire of Victoria Plains
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				- Quarterly Report – October 24 OCM : Council Meeting Details » Shire of Victoria Plains - Council Briefings, Reports and Weekly Updates
6	Ensure effective Communication with Council, Staff, Residents, and the Public	11. Ensure appropriate Social Media presence	Assessed in February 2025 number of Social Media 'hits' and Feedback	August Quarter - Post Reach: 3,700 (Up from 2,900) - Visits 2,900 - Post Engagement: 293 (Up from 260) - New Followers: 5 - Interactions: 327 Most Reached 13/02/2024 – 09/05/2024: - Silent Auction: 1,900 - VP Inaugural Golf Cup Day: 744 - Suitcase Circus: 741 - Edmond Street Concept Plan: 627 - RV-Dump Ezy Point: 573 This KPI is 75% achieved Evidence: - Annual Review of Communication Strategy at Council meeting on 24 July 2024: - Facebook Impacts July – November 2024 Attached. Shows increased reach
		12. Develop a Communication Policy (MOU) between Council and Administration for Council Adoption	By August 2024	CEO has attended monthly departmental briefings, CEOs forums and LG Pro sessions on the final changes to the LG Act, including the development of the Communication Policy. Policy is to be enshrined in regulations and model template is being developed by DLGSC. DLGSC DG advised the CEO's Forum on 19 July 2024 that the draft legislation for the CEO Communication Agreement should be in place by the end of 2024. Council First – Council Portal implemented Attain – Compliance Portal implemented re annual/primary returns and delegated parties returns

				CEO provides weekly updates to Councillors. The Senior Management Team provides monthly corporate briefings This KPI is not achieved. Although it is a Tranche 1 reform the regulations and Minister's orders are still pending Evidence: Roles and responsibilities DLGSC
		13. Ensure Community is kept informed of important Shire matters and Council outcomes	Monthly Newsletter content including reports to Council on the distribution (community reach): • Content accessed February 2025. • Community reach assessed by quarterly updates	Content Content has continued to remain relevant, reflecting Shire activities, improvements to services and facilities and updates regarding key initiatives and community events and grant funding successes e.g. Key road works completed (Mogumber Yarawindah), key road works progressed e.g. Toodyay Bindi Bindi Rd, Calingiri Intersection, the Energy Transition, the Edmond Street Concept Plan and changes to the LG Act, upgrade of the Shire's ERP, community development and emergency services as well as animal management. Community Reach The Newsletter reach has remained constant (i.e. 235 hardcopy and 30 electronic (soft) copy) for May, August and November Quarters This KPI is 75% achieved Evidence: Shire Newsletter March to November 2024: Newsletters » Shire of Victoria Plains
		14. CEO and key staff having regular engagement with community groups who utilise Shire assets to develop current and future maintenance and development plan	Assessed by Six (6) monthly updates presented to Council	May Quarter • CEO, CDO attended meetings with MDPA (included DCEO), Piawaning PA & Calingiri PA that included discussions regarding the Shire's assets e.g. halls, recreation facilities • DCEO & CDO attended meetings with Bolgart PA • Thank you letter received from Yerecoin Tennis Club in April re assisted works (tennis hit wall playing surface) • Thank you card received from Yerecoin Progress Association re assistance with main street scape improvements

				- Met with both Calingiri PA (CEO) and Yerecoin PA (MWS) re formalising vehicle (truck) parking bays in Calingiri and Yerecoin (both are within the rail reserve) August Quarter Engagement reported as part of Annual Update on the Shire's Communication Strategy at the July 24 OCM: The Shire has continued to provide a good level of interaction with all progress associations, acknowledging that at time, it is difficult to get around to the six groups regularly but does meet when requested to. The Community Development Officer has continued to engage, however sometimes experiences slow reactions regarding initiatives and other feedback. The CEO and DCEO have also been able to attend meetings or call meetings throughout the year. The Shire also has maintained a steady level of interaction with New Norcia. A successful joint initiative was the reintroduction of the Blessing of the Roads at Easter. Staff have also had constant interaction with the Yued Aboriginal Corporation and with elders and key persons including Australia Day and the Blessing of the Roads. November Quarter - Regular email contact with all groups re grant availability, when meetings are held - Continued support for Yerecoin Centenary - Finalisation of the SRMP with all groups - Grants workshop with the community in August - Renaming of Mogumber Library - Follow-up meeting with Bolgart PA re questions raised at Council - EOIs re holding Australia Day - Community Survey re installation of Animal Pound - EOI Aesthetic improvements at Calingiri Cemetery - Visited Calingiri PS re Halloween - CEO met with GSRC in November to address a range of issues re Calingiri Hall/Reserve and so on
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				Letter from CEO to Bolgart PA re appointment of new committee This KPI is 75% achieved Evidence: Annual Communication Strategy Report to Council 24 July 2024 (i.e, six monthly): Council Meeting Details » Shire of Victoria Plains
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CONFIRMED PUBLIC MINUTES

Other Supporting Evidence/Documentation

The following is the list of excerpts that do not have a link for security reasons.

Advice to Council re 23/24 Audit Outcomes – November Briefing Session



Asset Management Strategy Improvement Plan

Strategy Enablers and Controls	Actions
Understanding Community Needs	Implement a process that periodically updates Shire staff and Council on its asset management practices and performance.
Financial Sustainability & Public and Staff Safety	Develop and implement a programme of cyclical asset inspections that identify maintenance and renewal works needs.
Financial Sustainability	Develop and document asset operation and maintenance service level targets and current performance, linked to annual costs.
Financial Sustainability & Recognising Environmental Impact	Develop a centralised, robust, five-year capital works programme for all assets, that considers assets' strategic fit, condition, risk profile, environmental impact and cost/benefit.
Recognising Environmental Impact	Implement a process to monitor the Shire's consumption of non-renewable energy, water and other resources.
Continuous Improvement	Begin monitoring the performance of all service levels documented within the Shire's AMP.

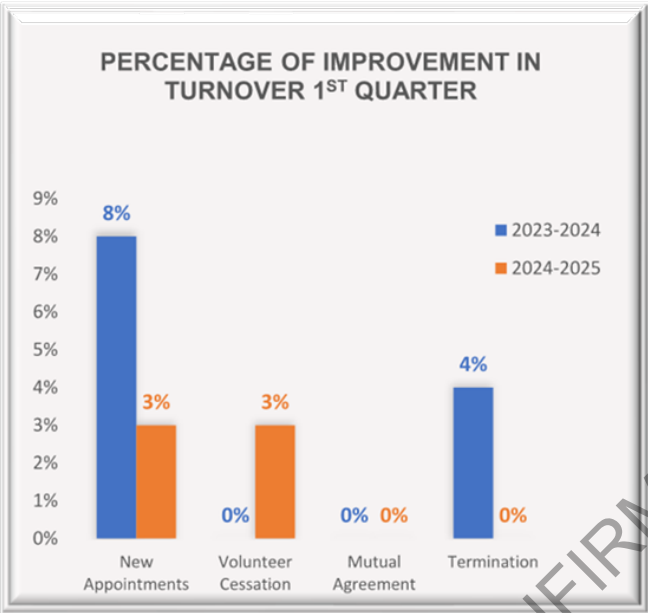
2. Schedule of asset inspections developed during October 2024 on a cyclical basis with asset types nominated for each year.

1. Spreadsheet developed during October 2024 of the five-year capital plan that also informs the Long Term Financial Plan

Graphic – Excerpt from Asset Management Strategy – AMS Improvement Plan

Turnover Report – 23/24 – 24/25 Excerpt

- As of July 1, 2024, the Shire had a total of 29 employees. This included a total Full-Time Equivalent (FTE) of 22.19, with 8.89 FTE from the Depot and 13.30 FTE from the Administration.
- As per 30 September 2024 the total FTE changed to a total of 21.19, comprising 8.89 from Depot and 12.30 from Admin.
- The reduction in FTE in the first quarter is the impact of the successful completion of the traineeship program.



Capital Program

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Acquisition/Construction of Assets

Program/Sub-program	Non-Infrastructure						Infrastructure				TOTAL	
	Land & Buildings		Plant & Equipment		Furniture & Equipment		Roads		Other		Actual (24/25)	Budget (24/25)
	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (23/24)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)		
Governance												
Admin Office Carpark		35,000			-						-	35,000
Law, Order & Public Safety												
Animal Pound / Shelter						35,000					-	35,000
Housing												
Staff Housing Development	30,490	67,000									30,490	67,000
13 Lambert - Flooring		7,000									-	7,000
Staff Housing Fencing		30,000									-	30,000
Community Amenities												
Cemetery Shelter - Calingiri										20,000	-	20,000
Waste Sorting Facility										135,000	-	135,000
E-Waste Transfer Station									38,633	75,707	38,633	75,707
Yerecoin Obelisk, 100th										10,000	-	10,000
Bolgart Refuse Site Monitoring Bore										30,000	-	30,000
Recreation and Culture												
Hockey Goals					8,000						-	8,000
Netball Scoreboard					5,000						-	5,000
Calingiri Sportsground Lighting										77,000	-	77,000
Calingiri Youth Park										15,000	-	15,000
Bolgart Skatepark										5,000	-	5,000
Mogumber Cricket Pitch										15,000	-	15,000
Calingiri Playground Equipment										30,000	-	30,000
Mogumber Hall Toilets		60,000									-	60,000
Mogumber Hall Locks		10,000									-	10,000
Transport												
Single Axle Trailer Set with Pump - ITIY210					20,000						-	20,000
Single Axle Trailer set up Pump - ITCB938					20,000						-	20,000
Kubota Track Loader			184,450	178,000							184,450	178,000
Hino 9T Tip Truck - VP42				290,000							-	290,000
Hino 300 Series 617 Service Truck - VP48				165,000							-	165,000
Howard Porter DFD45R Drop Deck Trailer				40,000							-	40,000
Bobcat Trailer Single Axle Semi				46,000							46,000	46,000
Depot Utility				62,372	68,000						62,372	68,000
Tandem Dolly				40,000							-	40,000
EV Charging Stations										10,790	-	10,790
Depot Wash Down Bay				8,500							-	8,500
Fogger				6,000							-	6,000
Depot Carpark		15,000									-	15,000
Temporary Fencing										12,000	-	12,000
Back Up Generators				10,000							-	10,000
Footpaths										45,000	-	45,000
Truck Parking Bay - Yerecoin										30,000	-	30,000
Infrastructure - R2R												
Toodyay - Bindi Bindi Rd Shoulder Binding											-	-
MRWA / AGLIME (CBH)											-	-
	4,364	606,474									4,364	606,474

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Acquisition/Construction of Assets

Program/Sub-program	Non-Infrastructure						Infrastructure				TOTAL	
	Land & Buildings		Plant & Equipment		Furniture & Equipment		Roads		Other		Actual (24/25)	Budget (24/25)
	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (23/24)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)		
Calingiri - New Norcia Road Intersection							12,457	470,000			12,457	470,000
Toodyay - Bindi Bindi Rd Nth (RRG)							6,595	1,080,000			6,595	1,080,000
WSFN											-	-
Mogumber-Yarawindah - shire								177,187			-	177,187
Mogumber-Yarawindah Rd - Geo Tech								103,000			-	103,000
Calingiri-New Norcia Road - Geo Tech								159,093			-	159,093
Mogumber-Yarawindah Rd							534	1,300,750			534	1,300,750
Economic Services												
Bolgart Caravan Park									10,000		-	10,000
Water Supply - Gillingarra									130,000		-	130,000
Piawaning Desalination Bore / Plant									26,136	24,444	26,136	24,444
Edmond Street Concept Plan		2,900,000									-	2,900,000
Calingiri Caravan Park									10,000		-	10,000
Totals	30,490	3,124,000	292,822	891,500		48,000	23,950	3,896,504	64,769	684,941	412,031	8,644,945
	TOTAL NON-INFRASTRUCTURE				323,312	4,063,500	TOTAL INFRASTRUCTURE		88,719	4,581,445		
	completed											

Shire of Victoria Plains Key Work Plan September 2024

Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024												2025											
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. Community				1/7/24	30/6/25	257	25																								
1.1 Healthy, Connected and Safe Communities				1/8/24	30/6/25	234	11																								
a. Implement DAIP Action Plan	EHO/CDO	0	CDO actions underway	1/8/24	26/6/25	234	18																								
c. Review Aged Friendly Community Plan	CDO	0	Review underway	1/9/24	26/6/25	212	10																								
e. Implement Public Health Plan	EHO/CDO	0		1/1/25	30/6/25	129	0																								
1.2 Inclusive Community Activities, Events & Initiatives				1/7/24	26/6/25	257	25																								
c. Community Grants Scheme for Volunteer Groups	CDO	40,000	● 24/25 awarded 24/07/24 ● 25/26 open April 2025	1/7/24	26/6/25	257	25																								
1.3 Recreational, Social & Heritage Spaces are Safe/Activated				1/7/24	26/6/25	257	25																								
a. SRMP Quick Wins (Funded by LRCI 4)	DCEO	140,000	Approved 24/07/24	1/7/24	26/6/25	257	25																								
a. Close out the Implementation of the SRMP	DCEO	20,000	● Final comments received ● Council to adopt Oct OCM	1/10/24	27/3/25	126	80																								
c. Implement Local Heritage Survey	CDO	0	● EHO has reviewed report ● YAC has reviewed report	1/7/24	26/6/25	257	25																								
1.4 Support EM Services Planning, Risk Mitigation, Res & Rec				1/7/24	26/6/25	257	25																								
a. Active Leadership & Participation in LEMC	EMO	0	● Joint LEMC from Feb 25 ● LEMA adopted Sep OCM	1/7/24	26/6/25	257	25																								
b. Plan & Deliver Emergency Service Facility Upgrades	CESM	0	● YAC - Police Block In Cal ● Survey underway	1/7/24	26/6/25	257	25																								

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
1. COMMUNITY			
1.1 Healthy, connected and safe communities	Achieve and update the Disability Access Inclusion Plan		
	Achieve and update the Aged Friendly Community Plan		
	Maintain and extend the footpath network		
	Achievement towards our Public Health Plan		
1.2 Inclusive community activities, events and initiatives	Well attended local events and activities		
	Volunteers and community groups feel supported		
	Community Development Officer jointly plans and works with local groups		
	We increase the number and diversity of sport, recreation, learning and cultural events		
1.3 Recreational, social and heritage spaces are safe and are activated	Sport and recreation facilities are planned, maintained and developed in a coordinated manner, aligned with community need		
	Shire owned community buildings and places of interest are well maintained and used		
1.4 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan service delivery and respond to emergency situations (JEMC)		
	Emergency service volunteers are supported and the community understands how to respond to emergencies / natural disasters		

Prepared by	Sean Fletcher
Position	CEO
Date	14 October 2024
Version	0024



Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024					2025																
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul									
2. Economy				7/1/24	6/30/25	257	23																						
2.1 Support the Diverse Industry Across the Shire				7/1/24	6/30/25	257	25																						
a. Develop & Implement Precinct Plans - Refer 2.1.b	CEO	260,000	Business Case & CBA received	7/1/24	6/30/25	257	25																						
b. Implement Economic Development Strategy - includes, tourism plan, precinct planning, industrial lot development and marketing plan	CEO EDO		● Draft completed ● Adopt October OCM	7/1/24	6/30/25	257	25																						
c. Forward Plan for Industrial Lots - Refer 2.1.b	EDO			1/1/25	6/30/25	129	0																						
d. Facilitate Expansion of Telecommunications Network	CEO EDO		NBN Upgrades - Calingiri	7/1/24	6/30/25	257	25																						
e. Review Town Planning Scheme	TP		Not required	11/1/24	6/30/25	169	100																						
f. Develop and Implement a Marketing Plan - Refer 2.1.b	CEO EDO			10/1/24	6/30/25	191	0																						
g. Securing Consistent Supply of Water Across Shire	MWS EHO	230,000	1/8/24 CWSP three projects approved: \$179,885	7/1/24	6/30/25	257	25																						
h. Maintain and Upgrade Shire Housing Stock	CEO	1,567,000	● 3,500,000 in 25/26 ● HSP CEI applied for 6 Sep	7/1/24	6/30/25	257	25																						
i. Advocate for Power Reliability Across the Shire	CEO EDO			10/1/24	6/30/25	191	0																						
2.2 Safe & Eff Transport Network Enables Economic Growth				7/1/24	3/31/25	192	29																						
f. RAV Network Assessment is Undertaken	ENG	10,000	MWS and Eng met 19/08/24	8/1/24	3/31/25	169	25																						
g. Safe and Clean Truck Bays & Roadside Parking	MWS	80,000	● Y - LRCI 4, MY - SLRIP ● Design commence Oct 24	7/1/24	3/31/25	192	33																						
2.3 Visitors Have a Positive Experience				7/1/24	6/30/25	257	16																						
e. Review and Enhance Caravan Parks	CEO MWS	1,400,000	● 1,450,000 in 25/26 ● HSP CEI applied for 6 Sep	7/1/24	6/30/25	257	25																						
g. Implement Townscape, Visitor & Signage Plan	MWS CDO	41,000	LRCI 4	10/1/24	4/30/25	148	0																						

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
2. ECONOMY			
2.1 We understand traditional and emerging industries across the Shire	Townsite amenities are welcoming and attractive	2.3 Visitors have a positive experience across the community	Our parks and community spaces are green, tidy and accessible
	Our population increases		Visitors receive timely and accurate information about attractions and amenities
	Reduction in the number of mobile black spots across the Shire		Clean, accessible and modern public toilets
	Demonstrated progress with stakeholders for the permanent supply of water to the town of Mugarabur		Caravan Parks are attractive, expanded and well utilised
	We are business friendly and industrial land is utilised		
	We can attract and retain staff because we maintain and increase our housing stock		
	Communities and opportunities are promoted by the Shire		
	We forward plan for emerging industries		
2.2 Safe and efficient transport network enables economic growth	Local benefits are delivered through our active participation in the Wheatbelt Secondary Freight Network		
	Safe and well maintained connection to Great Northern Hwy		
	Road plant and equipment enables achievement of the 10yr Road Plan		
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater)		

Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024						2025						
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
3. Environment				7/1/24	6/30/25	257	26													
3.1 Maintain a High Standard of EH & Waste Services				7/1/24	6/30/25	257	33													
c. Complete Transfer Stations	MWS EHO	135,000	• Sheds in place: C, B, M • Retaining walls = Oct/Nov	7/1/24	12/31/24	128	50													
d. Forward Plan the Aesthetics of our Cemeteries	MWS RO	20,000	• Calingiri Shelter - LRC4 • Planning undertaken	7/1/24	6/30/25	257	25													
3.2 Conservation of Our Natural Environment				7/1/24	6/30/25	257	19													
a. Promotion & Management of Invasive Species Programs				7/1/24	6/30/25	257	14													
Rollout Bio-diversity Plan	ESO	0	Draft presented to Council 19/09/24	7/1/24	6/30/25	257	25													
Implement Invasive Species Actions	ESO EHO	0	Part of Bio-diversity Plan	10/1/24	6/30/25	191	0													
b. Prepare and Manage Nature Reserves to Reduce BFRisk				10/1/24	6/30/25	191	5													
Close Out MAF 23/24	MWS CESM BRMO	169,000	DFES Funded. Shire staff my undertake	10/1/24	6/30/25	191	0													
Implement MAF Pilot Program Year 1 (of 3)	MWS CESM BRMO	250,000	DFES Funded. Grant reduced to \$89,000	10/1/24	6/30/25	191	10													
c. Animal Control Program is Reviewed Annually				7/1/24	6/30/25	257	25													
Implement Animal Pound	MWS	39,350	Grant unsuccessful	7/1/24	6/30/25	257	25													
Continue Corella Management Program	ESO	10,000	Steering Group managing project	7/1/24	6/30/25	257	25													
d. Develop & Implement Water Strategy	MWS CDO CEO	105,765	• GWSP = \$7,000 • Draft due end of October	7/1/24	6/30/25	257	25													

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
3. ENVIRONMENT			
3.1 Maintain a high standard of environmental health and waste services	Community satisfaction with waste management services and sites		
	Compliance with environmental health legislation		
3.2 Conservation of our natural environment and resources	Responsive and a high standard of Ranger services		
	Nature reserves in our control are managed and protected		
	Shire water resources are efficient, equitable and we advocate for improvements in the network		

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
4. COMMUNITY ENGAGEMENT			
4.1 Forward planning and implementation of plans to achieve community priorities	Performance against targets are regularly reported to the community	We attend meetings of key local and regional organisations to jointly plan for our community	
	Demonstrated progress towards achievement of the Corporate Business Plan		
4.2 Shire communication is regular, clear and transparent	Residents and community groups believe they are being listened to and fairly treated	Positive feedback through our customer survey	
	Council and Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities		
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		

Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024					2025							
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
4. Civic Leadership				7/1/24	6/30/25	257	35													
4.1 Forward Planning & Implementation of Plans				7/1/24	6/30/25	257	25													
a. Desktop Review of SCP (Includes all Plans)	CEO	0	Underway. Council advised	9/1/24	12/31/24	83	25													
b. Active Participation in AROC & Zone Meetings	CEO Pres Crs	10,000	AROC: July, Sep RWC: July Zone: August RRG: Sep	7/1/24	6/30/25	257	25													
4.2 Shire Communication is Clear & Transparent				7/1/24	4/28/25	212	30													
a. Implement the New Community Engagement Model	CEO	0	Parliament = Oct	7/1/24	4/28/25	212	30													
b. Implement the CEO/Council Communication Strategy	CEO	0	Parliament = Oct	7/1/24	4/28/25	212	30													
4.3 Proactive & Well Governed Shire				7/1/24	3/31/25	192	53													
a. Implement Automated Compliance Calendar	CEO PA	0	Attain includes Primary/ Annual Returns, RPD, Compliance Calendar & Delegations. Fin 20/08/24	7/1/24	8/31/24	45	100													
b. Finish Implementation of Asset Management Strategy	CEO	0	● AM Strategy received ● Roll out from October	7/1/24	3/31/25	192	33													
f. Invest in New IT Operating System				7/1/24	12/31/24	128	67													
Implement Agenda Minute Software	CSO	0	Implemented September	7/1/24	9/30/24	66	100													
Close out the Implementation of Council First	DCEO	0	Financials 1/08/23; Rates 5/08/24	7/1/24	12/31/24	128	50													

Risk Management:	
Purpose:	To ensure that relevant risks and opportunities have been identified, assessed, and mitigated as part of any decision or action.
Guiding Principles:	Based on the best available information Clarifies uncertainty Facilitates continual improvement and enhancement of the organisation Integral part of organisational processes Informs decision making Systematic, structured, and timely Tailored to suit all environment types Takes human and cultural factors into account Transparent and adaptive to all areas of risk
Key Inputs:	Governance Compliance Calendar Official Reports Risk Reporting Framework Audit Report
Reviewed:	Risk Management and Governance falls on all levels of the organisation including Council, Committees of Council, the Management Team, Staff and Persons who perform functions or deliver services on behalf of the Shire Council is responsible for ensuring that Council strategy and Shire operations through the CEO are managed within an effective risk management framework. Key processes and tools include: - Regulation 17 review every 3 years; - Risk Management profiling tool, reviewed quarterly; - The Audit Committee, working with the CEO is responsible for reviewing the Risk exposure of the Shire and recommending to Council the acceptable level of risk tolerance.
How Reported:	Audit Committee meeting minutes Risk section of ordinary Council meeting items

Resource Management (Infrastructure, Asset, Finance, and Workforce Planning)	
Purpose:	To ensure people and resources to protect and enhance our infrastructure and natural environment and to deliver Shire services in a financially sustainable manner
Guiding Principles:	Demonstrated compliance Enhanced community consultation Improved management of risk Improved social responsibility Skilled and motivated workforce Sustainable financial performance Well informed investment decisions
Key Inputs:	Asset condition data Community service level expectations Long Term Financial Plan Technical and quality requirements
Reviewed:	Annually to update financial modelling using current data Major review of the LTP every 4 years
Reported:	Annual Report Asset Ratios Plant Replacement and Utilisation reporting Financial and strategic implications of Ordinary Meeting of Council items

Community Engagement:	
Purpose:	To share information, gather views and opinions, develop options, build consensus, and make effective decisions that consider stakeholder input.
Guiding Principles:	Taken from IAP2 drivers of contemporary engagement practice: 21. Based on the belief that those who are affected by a decision have the right to be involved in the decision-making process. 22. Communicates to participants how their input impacts the decision 23. Includes the promise that the public's contribution will influence the decision 24. Provides participants with the information they need to participate in a meaningful way 25. Promotes sustainable decisions by recognising and communicating the needs and interests of all participants including decision makers 26. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision 27. Seeks input from participants in designing how they participate
Key Inputs:	Community Engagement Policy; Various engagement techniques that are identified for each engagement activity such as community and stakeholder workshops, surveys, social media, face to face interviews, submissions, pop up engagement hubs
Reviewed:	By utilising feedback received to inform the decision-making process
Reported:	Strategic Plan Reference section of ordinary meeting of Council items Integrated Strategic Plan reports Summary of key engagement activities in the Annual Report Community Engagement Policy Reviews Communications Strategy Report

	Task	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024												2025											
									Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul											
	Major Projects and Key Costs Part 1				7/1/24	6/30/25	257	31																								
1	LRCI 4				7/1/24	6/30/25	257	25																								
1.1	SRMP Quick Wins	DCEO	140,000	Adopted 24/07/24	7/1/24	6/30/25	257	25																								
1.2	Other Activities	Various	241,412	Adopted 24/07/24	7/1/24	6/30/25	257	25																								
2	Calingiri New Norcia Rd intersection Realignment	CEO MWG	470,000	• Rail crossing from October • Subdivision approved Sep	7/1/24	6/30/25	257	25																								
3	Wheatbelt Secondary Freight Network				7/1/24	1/31/25	151	46																								
3.1	Mogumber Yarawindah Rd - Final	MWG	1,580,937	RFP issued September	7/1/24	1/31/25	151	43																								
3.2	Calingiri New Norcia Rd - Geo Tech	MWG	159,093	• Report completed • Vegetation works underway Sep/Oct	7/1/24	12/31/24	128	50																								
4	Roads to Recovery Program - Toodyay Bind Bind SB	MWG	606,474	Program uploaded by DCEO	7/1/24	3/31/25	192	33																								
5	Regional Road Group				7/1/24	1/31/25	151	43																								
5.1	Toodyay Bind Bind Rd 0.3 - 2.36	MWG	1,080,000	Contracts offered - Works Jan 25	7/1/24	1/31/25	161	43																								
6	Plant Replacement & Equipment Program	MWG	1,162,000	Plant ordered	7/1/24	6/30/25	257	25																								
7	Water Security Program - See 2.1.g				7/1/24	6/30/25	257	37																								
7.1	Plawanning ROP	MWG	24,444	Commissioned 01/08/24	7/1/24	6/31/24	45	100																								
7.2	Gillingarra New Tanks	MWG		Funding pending	7/1/24	6/30/25	257	33																								
7.3	Calingiri - Gouge Rd/Parker Rd Bore	MWG	130,000	CWSP approved 1/8/24 \$164,485	7/1/24	6/30/25	257	33																								
7.4	Mobile Water Tanks (Trucks) - Design	MWG		CWSP approved 1/8/24 \$15,400	7/1/24	6/30/25	257	33																								
8	E-Waste Transfer Stations - See 3.1.c				7/1/24	10/31/24	88	50																								
8.1	Calingiri	MWG	25,236	Shed completed	7/1/24	10/31/24	88	50																								
8.2	Bolgart	MWG	25,236	Shed completed	7/1/24	10/31/24	88	50																								
8.3	Mogumber	MWG	25,236	Shed completed	7/1/24	10/31/24	88	50																								
9	Major Projects and Key Costs Part 2				7/1/24	6/30/25	257	22																								

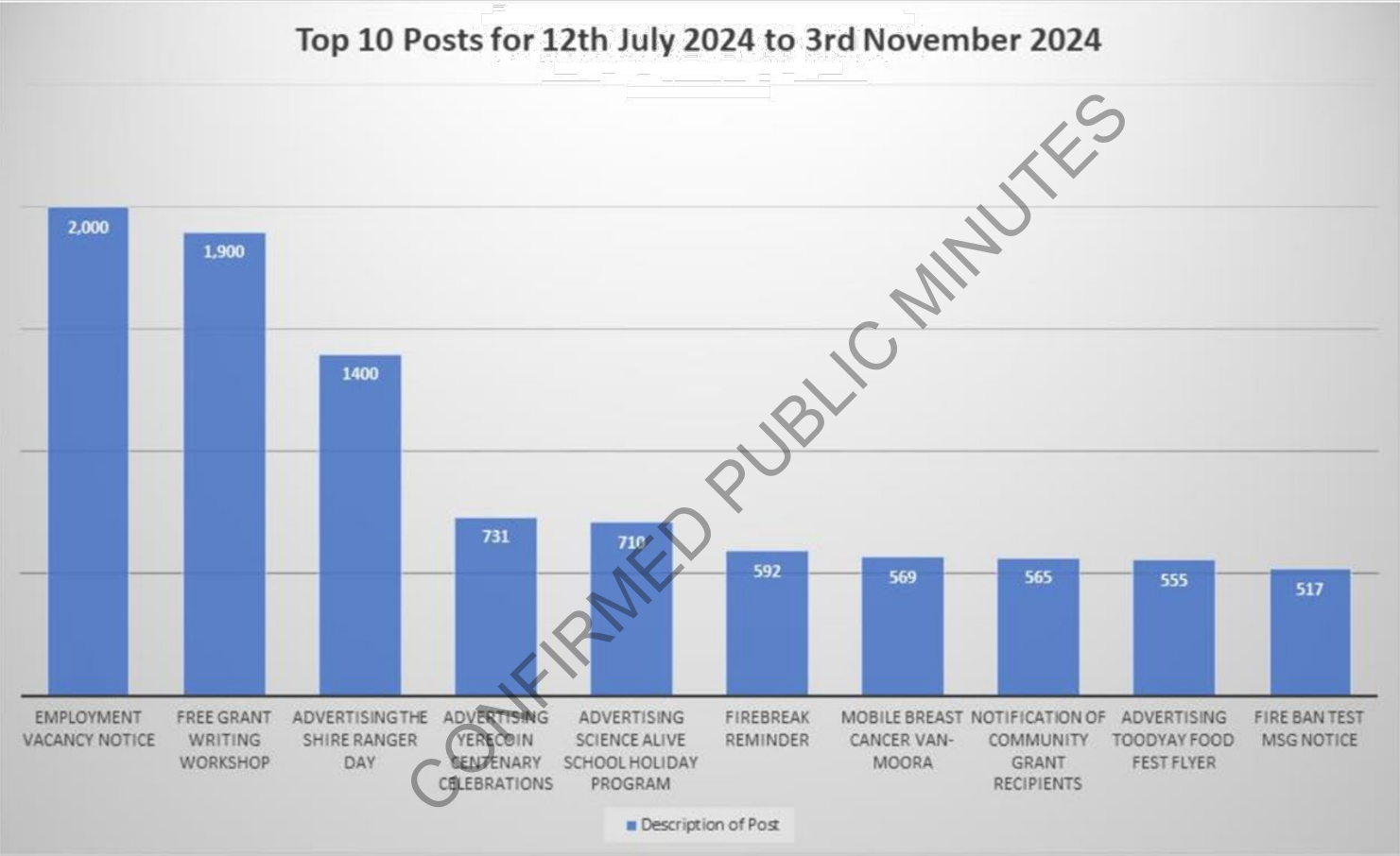
SRMP				
INITIATIVE / ACTIVITY	LINK TO SRMP	TIMEFRAME	LRCI \$	CAP \$
New cricket pitch at Mogumber	4.2	24-25	13,000	13,000
Replaya / Mainman lighting at Calingiri Sportsground	3.1	24-25	77,000	77,000
Installation of wets / stands at Calingiri Sportsground	3.1	24-25	5,000	5,000
Hockey Goals	3.1	24-25	8,000	8,000
Netball Scoreboard	3.1	24-25	5,000	5,000
Redeveloping tennis court next to Calingiri club to basketball, volleyball, cricket, netball, tennis, hockey training	6.1	24-25	13,000	13,000
Refurbish Basketball and Statepark at Bolgart without excessive spend	6.2 / 7.0	24-25	5,000	5,000
Playground Equipment - Calingiri			10,000	10,000
TOTAL SRMP			145,000	145,000
OTHER ACTIVITIES				
			LRCI \$	CAP \$
Admin Office Carpark			10,000	10,000
Cometary Shelter - Calingiri			20,000	20,000
Mogumber Hall Tables			40,000	40,000
Mogumber Hall Locks			10,000	10,000
Bolgart Refuse Site Monitoring Bore			30,000	30,000
Dropt Carpark			15,000	15,000
Bolgart Caravan Park			10,000	10,000
Calingiri Caravan Park			10,000	10,000
Signage			41,452	41,452
Yarawindah Obstacle 100m			10,000	10,000

Plant Replacement & Equipment		
Tag Trailer	Oct	Delivered
New Fogger	Oct	Pending
Ford Ranger	Oct	Delivered
Service Truck	Nov	Chassis under construction
Tandem Truck	Jan	Chassis under construction
Water Trailers x 2	Nov	Pending

	Task	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024					2025												
									Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul					
	Major Projects and Key Costs Part 2				7/1/24	6/30/25	257	22																		
1	WMP - Landfill Transfer Stations - See 3.1.c				7/1/24	12/31/24	128	50																		
1.1	Refer to E-Waste Transfer Stations	MWS	15,000	Retaining walls underway	7/1/24	12/31/24	128	50																		
2	Animal Control Program				7/1/24	6/30/25	257	25																		
2.1	Animal Pound - See 3.2.c		39,350	Grant unsuccessful	7/1/24	6/30/25	257	25																		
2.2	Corella Management - See 3.2.c		10,000		7/1/24	6/30/25	257	25																		
3	Key Worker Housing Project - See 2.1.h	CEO	1,567,000	HSP - CEI submitted 15/08	7/1/24	6/30/25	257	25																		
4	Calingiri Short Stay & Caravan Park - See 2.3.e	CEO	1,400,000	HSP - CEI submitted 15/08	7/1/24	6/30/25	257	25																		
5	Waste Management Plans				7/1/24	6/30/25	257	33																		
5.1	Regional Waste Facility Position Paper	EHO		Drafted	7/1/24	12/31/24	128	50																		
5.2	Review of AROC Strategic Waste Plan	CEO EHO		As per AROC Officer's group	7/1/24	6/30/25	257	25																		
6	Local Heritage Survey - See 1.3.b	CDO			7/1/24	6/30/25	257	25																		
7	AGRN 962	MWS DCEO	500,000	• RFQ being drawn up in Aug • DCEO preparing previous expenditure	7/1/24	6/30/25	257	25																		
8	Walk Trails Strategy	CDO		Seeking WBN Funding	7/1/24	6/30/25	234	18																		
9	Tourism Plan - See 2.3.c. Forms part of 2.1.b	EDO	10,000		10/1/24	6/30/25	191	0																		
10	Review Shire Branding. Refer 2.1.f re Marketing Plan	CEO PA CDO	15,000	• Meeting held with Comms • Meeting Council Oct OCM	9/1/24	6/30/25	212	10																		
11	Improvements to Shire Depot	MWS	10,000	Planning	1/1/25	6/30/25	129	0																		
12	IT Refresh	DCEO	71,000		7/1/24	6/30/25	257	25																		
13	Loan Repayments				7/1/24	6/30/25	257	25																		
13.1	Loan 83 Calingiri Football Club - SS	DCEO	26,799		7/1/24	6/30/25	257	25																		
13.2	Loan 84 Prawnian Water Supply	DCEO	19,877		7/1/24	6/30/25	257	25																		
13.3	Loan 85 Grader & Roller	DCEO	40,938		7/1/24	6/30/25	257	25																		
13.4	Loan 87 Plant Replacement	DCEO	249,327		7/1/24	6/30/25	257	25																		
13.5	Reserves	DCEO	880,659		7/1/24	6/30/25	257	25																		

5. CASH BACKED RESERVES						
	Opening Balance 01 Jul 24	Transfers from	Interest Received	Transfer to	Adopted Budget 30 Jun 25	
	\$	\$	\$	\$	\$	
Reserves restricted by Council						
Employee Entitlements	4,682	(1)	186	8,000	12,868	
Plant	296,712	(280,000)	11,775	95,285	123,772	
Housing	148,953		5,911	(1)	154,864	
Sewerage Scheme - Calingiri	51,712	(1)	2,052	(1)	53,764	
Refuse Site	265,511		10,537	(1)	276,048	
Building Maintenance	66,948	(1)	2,657		69,605	
Infrastructure	96,924	(1)	3,846		100,770	
Gym Equipment	7,750	(1)	308	(1)	8,058	
Sewerage Scheme - Yarecon	22,102	(1)	877	(1)	22,979	
Shire Grants Reserve	(1)	(100,000)	(1)	150,000	50,000	
Unallocated Monies	7,628		303	(1)	7,931	

Facebook Impacts



Facebook follows are up by 26.1%. Facebook reach is up by 47.3%. Facebook Visits are down by 18.3%

9.4 MONTHLY FINANCIAL STATEMENTS - OCTOBER 2024

File Reference	
Report Date	19 November 2024
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Monthly Financial Statements - Oct 24

PURPOSE

To receive the monthly financial statements for the period ending 31 October 2024.

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

The Oct 24 Monthly Financial Statements have been prepared fully utilising the new CouncilFirst financial system. As the Annual Financial Report 23-24 is essentially finalised, the carried forward surplus / (deficit) has a high probability of being \$100,993.

The budgeted opening surplus for 2024-25 was forecast to be \$379,198 as opposed to the actual surplus of \$100,993, a net difference of **(\$278,205)**. Full details of this variance will be provided through the first budget review 24-25 via the Audit Committee.

As indicated in the Sep 24 monthly financial report, several activities are now completed including but not limited to:

- Depreciation.
- Activity Based Costing (ABC) allocation.
- Disposal of assets.
- 1st Budget Review.

STATEMENT OF FINANCIAL ACTIVITY:

The month of Oct 24 references an actual surplus of \$2,571,170 as shown on the Statement of Financial Activity which includes the raising of rates. This incorporates an opening surplus of \$100,993. The difference in the year to date (YTD) budget to actuals is **(\$216,496)** and is primarily because of:

- Opening surplus balance.
- Accelerated expenditure in payments for the Mitigation Activity Fund (MAF) which was paid early in the FY.

- Costs in CouncilFirst project and support, the former not budgeted for due to slippage in the project and additional training requirements of staff.

NOTES TO ACCOUNT

The following provides a summary and explanation of the major notes in the Oct 24 Financial Statement.

Note 1 Net Current Funding Position:

This represents the liquidity of the shire (current assets minus current liabilities and then adjusting items) balancing back to the Statement of Financial Activity (Rate Setting Statement) of \$2,571,170.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$2,626,282 with an Unrestricted Municipal Bank Balance of \$944,310 and \$1,681,972 in Restricted Cash, the latter comprising:

- \$969,444 in Reserves.
- \$712,528 major grant funding received and quarantined (see note 10).

Note 4 – Debtors:

An overall (net) balance of \$1,747,070 of which comprises:

- \$ 1,031,099 in rate debtors representing a collection rate of 74%.
- \$ 653,720 in sundry debtors primarily MRWA WSNF invoicing and DFES reimbursement.

Note 5 Reserves:

- No major activity to report on.

Note 6 Disposal of Assets:

- Full accounting treatment for the disposal of assets has now occurred. Of note is the Track Loader with a net cost of \$98,479, offset by NDRR Grant funding of \$91,137.
- CESM vehicle from 23-24 that was at auction has now been disposed of and revenue received.

Note 7 – Capital Program

- Financially, progress is being made on the Waste Sorting Facility.
- \$170,389 has been expended on Road Construction noting the majority of work has been scheduled early in the new year.

Note 8 – Loans

- Loan repayments have been made for Plant Replacement (loan 87), Piawaning Water Supply (loan 84) and Grader / Roller (loan 85).

Note 10 – Grants and Subsidies

- The first claim for RRG of \$288,000 R2R \$50,000 and WSNF \$485,613 have been made with WSNF still to be received.

Note 11 – Restricted Funds

- Transfers occurred in Oct 24 from Municipal to Restricted Funding and additional monies of \$380,772 need to occur in Nov 24 to cash back WSFN when received.

Note 12 – LRCI Program

- No major activity to report but the Phase 4 financially but preliminary planning and quotation work is underway.

Note 13 – Local Government Grant Scheme (LGGS) – Bushfire ESL Grant

- Major expenditure has occurred in this activity already, primarily on repairs to Fire Trucks.
- There appears to be some misallocation to budget lines which will be reviewed and remediated in due course.

Note 14 – Material Variances

- Accelerated expenditure in Bushfire Mitigation Activity Fund where the work was completed early in the FY and consequently paid out.
- Slippage in the ERP project into 24-25 not budgeted for.

CONSULTATION

CEO

Coordinator Financial Services

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

Delegations Register –

Section 3 – Financial Management

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) Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Unlikely (2) The event could occur at some time	High (10)	Senior Management Team / CEO 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 / Council Resolution OCM2411-006**Moved: Cr D Lovelock****Seconded: Cr S Woods**That Council **APPROVES** the 31 October 2024 Monthly Financial Reports as presented.**CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)****For: Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods****Against: Nil**



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SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT

For the Period Ending 31 October 2024

CONFIRMED PUBLIC MINUTES

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

SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 31 October 2024
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SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 31 October 2024
BY PROGRAM

	Annual Budget	YTD Budget	YTD Actual
Note	\$	\$	\$
Revenue			
General Purpose Funding	5,294,176	3,972,920	3,972,920
Governance	92,000	2,250	5,646
Law, Order & Public Safety	530,862	176,954	75,179
Health	350	117	-
Educations & Welfare	30,000	10,000	12,750
Housing	138,160	17,790	22,540
Community Amenities	389,544	129,848	110,698
Recreation & Culture	240,933	3,983	5,678
Transport	4,363,357	1,186,577	1,186,577
Economic Services	3,119,398	40,932	40,932
Other Property & Services	26,000	31,706	31,706
	14,224,780	5,573,077	5,464,626
Expenses			
General Purpose Funding	(185,336)	(61,779)	(66,971)
Governance	(548,277)	(182,759)	(302,742)
Law, Order & Public Safety	(984,493)	(328,164)	(539,530)
Health	(152,808)	(50,936)	(63,781)
Educations & Welfare	(139,842)	(46,614)	(88,372)
Housing	(330,414)	(110,138)	(93,000)
Community Amenities	(715,150)	(238,383)	(185,915)
Recreation & Culture	(733,720)	(244,573)	(234,287)
Transport	(5,131,358)	(1,710,453)	(1,364,438)
Economic Services	(416,698)	(138,899)	(112,298)
Other Property & Services	(70,140)	(23,380)	(95,352)
	(9,408,236)	(3,136,079)	(3,146,686)
Net Result for the period	4,816,544	2,436,998	2,317,938

SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

	Note	Annual Budget \$	YTD Budget	YTD Actual \$
Opening Funding Surplus / (Deficit)		379,199	379,199	100,993
Revenue from Operating Activities				
Rates		3,851,656	3,898,285	3,898,285
Grants, subsidies and contributions	10b	2,860,949	357,120	390,060
Fees and charges		230,452	158,720	158,720
Interest Revenue		100,220	25,055	20,260
Other revenue		199,012	66,337	24,181
Profit on disposal of assets	6b	33,998	33,998	31,253
		7,276,287	4,539,515	4,522,759
Expenditure from Operating Activities				
Employee costs		(2,574,296)	(858,099)	(765,386)
Materials and contracts		(2,882,442)	(960,814)	(1,162,494)
Utility charges		(132,890)	(44,297)	(31,078)
Depreciation on non-current assets		(3,426,037)	(786,568)	(786,568)
Finance Costs (Interest)		(61,146)	(28,393)	(28,393)
Insurance expenses		(217,133)	(217,133)	(261,997)
Other expenditure		(72,800)	(24,267)	(59,119)
Loss on disposal of assets	6b	(41,492)	(51,652)	(51,652)
		(9,408,236)	(2,971,222)	(3,146,686)
Excluded Non-cash Operating Activities				
Depreciation and amortisation		3,426,037	786,568	786,568
(Profit) / loss on asset disposal	6b	7,494	20,399	20,399
Provision for Doubtful Debts		-	-	(24,275)
Employee related provisions		-	-	-
Accruals		-	-	-
Net Amount from Operating Activities		1,301,582	2,375,261	2,158,765
Investing Activities				
Capital Grants, subsidies and contributions	10a	6,948,492	941,865	941,865
Proceeds from disposal of assets	6b	198,000	136,443	136,443
Land and buildings	7	(3,124,000)	(39,615)	(39,615)
Plant and equipment	7	(891,500)	(299,956)	(299,956)
Furniture and equipment	7	(48,000)	-	-
Infrastructure - roads	7	(3,896,504)	(170,389)	(170,389)
Infrastructure - other	7	(684,941)	(130,585)	(130,585)
Net Amount from Investing Activities		(1,498,453)	437,763	437,763
Financing Activities				
Proceeds from self supporting loans	8	(278,295)	-	-
Repayment of borrowings	8	(291,737)	(125,829)	(125,829)
Transfer from reserves	5	380,000	-	-
Transfer to reserves	5	-	(522)	(522)
Net Amount from Financing Activities		(167,326)	(126,351)	(126,351)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year		379,199	100,993	100,993
Amount attributable to operating activities		1,301,582	2,375,261	2,158,765
Amount attributable to investing activities		(1,498,453)	437,763	437,763
Amount attributable to financing activities		(167,326)	(126,351)	(126,351)
Surplus or deficit at the end of the financial year		15,002	2,787,666	2,571,170

SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL POSITION
For the Period Ending 31 October 2024

	Note	2025 \$	2024 \$
CURRENT ASSETS			
Cash and cash equivalents	2	1,656,838	937,235
Trade and other receivables	4a	1,747,070	231,233
Other financial assets	2	969,444	868,683
Inventories		37,575	21,273
Other assets		284,480	259,781
TOTAL CURRENT ASSETS		4,695,406	2,318,205
NON-CURRENT ASSETS			
Trade and other receivables	4b	13,410	13,409
Other financial assets		160,448	160,448
Work in Progress		1,193,969	-
Property, plant and equipment		12,572,599	12,596,965
Infrastructure		126,055,056	127,527,523
TOTAL NON-CURRENT ASSETS		139,995,483	140,298,345
TOTAL ASSETS		144,690,889	142,616,550
CURRENT LIABILITIES			
Trade and other payables	9a	283,410	335,868
Other liabilities	9b	693,156	693,156
Borrowings	8	154,458	305,533
Employee related provisions		154,501	194,568
TOTAL CURRENT LIABILITIES		1,285,525	1,529,125
NON-CURRENT LIABILITIES			
Borrowings	8	1,302,764	1,302,764
Employee related provisions		56,776	56,776
TOTAL NON-CURRENT LIABILITIES		1,359,540	1,359,540
TOTAL LIABILITIES		2,645,065	2,888,665
NET ASSETS		142,045,824	139,727,885
EQUITY			
Retained surplus		16,059,793	16,059,793
Net Result - Comprehensive Income		2,317,938	
Transfer to /from Reserves	5	(522)	
Reserve accounts	5	969,444	968,922
Revaluation surplus		122,699,170	122,699,170
TOTAL EQUITY		142,045,824	139,727,885

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

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 31 October 2024

I. Net Current Funding Position

	Note	Current Month 31 Oct 24 \$	Prior Year Closing 30 Jun 24 \$
Current Assets			
Cash and cash equivalents	2	1,656,838	812,298
Trade and other receivables	4a	1,747,070	231,233
Reserves		969,444	968,922
Self Supporting Loan Debtor		24,698	24,698
Inventories		37,575	21,273
Other assets		259,782	259,781
Total Current Assets		4,695,406	2,318,205
Current Liabilities			
Trade and other payables		(283,410)	(335,868)
Other liabilities		(693,156)	(693,156)
Borrowings		(154,458)	(305,533)
Employee related provisions		(154,501)	(194,568)
Total Current Liabilities		(1,285,525)	(1,529,125)
Less: cash reserves	5	(969,444)	(968,922)
Less: Self-supporting loan		(24,698)	(24,698)
AFS Adjustments		973	
Add: loan principal (current)		154,458	305,533
Net Funding Position - Surplus / (Deficit)		\$ 2,571,170	\$ 100,993

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the Period Ending 31 October 2024

Note 2

Cash and Financial Assets

Description	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash on hand						
Petty Cash Float	700		700	Bendigo Bank	na	na
Municipal Funds Bank A/c	943,610		943,610	Bendigo Bank	0.00%	na
Muni Savings - Restricted Funding	-	712,528	712,528	Bendigo Bank	1.25%	na
Subtotal	944,310	712,528	1,656,838			
Financial Assets at Amortised Cost						
Reserve Savings Bank Account		125,460	125,460	Bendigo Bank	1.25%	na
Reserves - Term Deposits		843,985	843,985	Bendigo Bank	4.00%	5/12/2024
Self supporting loans receivable						
Subtotal	0	969,444	969,444			
Total Cash and Financial Assets	944,310	1,681,972	2,626,282			

Note 3

Trust Fund

There are no funds held at balance date over which the Shire has no control

Description	Opening Balance 01 Jul 23 \$	Amount Received \$	Amount Paid \$	Closing Balance 31 Oct 24 \$
Other	-	-	-	-
Total Funds in Trust	-	-	-	-

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 4

Debtors

Current Assets

(a) Trade and other Receivables

	31 Oct 24	30 Jun 24
	\$	\$
Rates and statutory receivables	1,031,099	36,344
Sundry Debtors (Trade Receivable)	653,720	209,130
Receipting Suspense	(31,280)	-
GST Receivable	117,806	5,885
Allowance for Bad Debts	(24,275)	(24,275)
Receivables - Employee Provisions	-	4,239
Total	1,747,070	231,323

General Receivables - Trade Receivables

	31 Oct 24	30 Jun 24
	\$	\$
Current	547,375	134,361
30 Days*	2,732	58,448
60 Days	-	0
90+ Days	103,613	4,099
Total General Receivables Outstanding	653,720	196,908

*ATO / BAS

Rates Analysis

Closing balances - prior year	36,344	72,987
Prepaid / Unallocated Rates	(31,280)	(31,280)
All Rates levied this year	3,898,285	3,440,303
Closing balances - current month	(1,031,099)	(36,344)
Total Rates Collected to Date	2,872,250	3,445,666

(b) Non-Current Assets

Deferred Rates	13,410	10,996
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SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 5
Cash Reserves

Reserve	Opening Balance 01.07.24	Transfer From		Interest Received		Transfer To		Closing Balance	
		Actual 24/25	Budget 24/25	Actual 24/25	Budget 24/25	Actual 24/25	Budget 24/25	Actual 30/09/2024	Budget 30/06/2025
Long Service Leave	4,682		-	3	186		8,000	4,685	12,868
Plant	296,712		(280,000)	166	11,775		95,285	296,878	123,772
Housing	148,953		-	83	5,911		-	149,036	154,864
Sewerage Scheme - Calingiri	51,712		-	40	2,052		-	51,752	53,764
Refuse Site	265,511		-	149	10,537		-	265,660	276,048
Building Maintenance	66,948		-	31	2,657		-	66,979	69,605
Infrastructure	96,924		-	44	3,846		-	96,968	100,770
Gymnasium	7,750		-	4	308		-	7,754	8,058
Sewerage Scheme - Yerecoin	22,102		-	2	877		-	22,104	22,979
Unallocated Monies	7,628		-	-	303		-	7,628	7,931
Shires Grant Reserve			(100,000)		-		150,000	-	50,000
Total	968,922	-	(380,000)	522	38,452	-	253,285	969,444	880,659

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 5

Cash Reserves Cont'd

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 2024

Note 6

Disposals

Note 6a

Class of Asset & Program	Proceeds from Sale		Cost of Replacement Asset		Net Cost for Change Over	
	Actual	Budget \$	Actual	Budget \$	Actual	Budget \$
	24/25	24/25	24/25	24/25	24/25	24/25
Plant & Equipment						
Transport						
PE098 - Single Axle Trailer Set with Pump		1,500	-	20,000	-	18,500
PDFES2 - Single Axle Trailer Set up Pump		1,500		20,000	-	18,500
PLR12 - Kubota Track Loader	85,971	100,000	184,450	178,000	98,479	78,000
PTK17 - 2007 Hino 9T Tip Truck - VP42		30,000	-	290,000	-	260,000
PTK21 - Hino 300 Service Truck - VP48		25,000	-	165,000	-	140,000
PTL12 - Bobcat Trailer Single Axle Semi - VP3513		10,000	46,000	46,000	46,000	36,000
PWV67 - CESM Vehicle	17,037					-
PWV64 - 2020 Toyota Hilux	33,435	30,000	63,736	68,000	30,301	38,000
Totals	\$ 136,443	\$ 198,000	\$ 294,186	\$ 787,000	\$ 174,780	\$ 589,000

Note 6b

Profit and Loss on Disposals for the Year 2024/25

Plant & Equipment	Proceeds from Sale		Written Down Value		Profit/(Loss) on Disposal	
	Actual	Budget \$	Actual	Budget \$	Actual	Budget \$
	24/25	24/25	24/25	24/25	24/25	24/25
Transport						
PE098 - Single Axle Trailer Set with Pump		1,500		-	-	1,500
PDFES2 - Single Axle Trailer Set up Pump		1,500		-	-	1,500
PLR12 - Kubota Track Loader	85,971	100,000	124,229	127,525	(38,258)	(27,525)
PTK17 - 2007 Hino 9T Tip Truck - VP42		30,000		37,372	-	(7,372)
PTK21 - Hino 300 Service Truck - VP48		25,000	-	18,469	-	6,531
PTL12 - Bobcat Trailer Single Axle Semi - VP3513		10,000	-	16,595	-	(6,595)
PWV67 - CESM Vehicle	17,037	-	30,431	-	(13,394)	-
PWV64 - 2020 Toyota Hilux	33,435	30,000	2,182	5,533	31,253	24,467
TOTALS	136,443	198,000	156,842	205,494	(20,399)	(10,494)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Acquisition/Construction of Assets

Program/Sub-program	Non-Infrastructure						Infrastructure				TOTAL	
	Land & Buildings		Plant & Equipment		Furniture & Equipment		Roads		Other		Actual (24/25)	Budget (24/25)
	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (23/24)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)		
Governance												
Admin Office Carpark		35,000			-						-	35,000
Law, Order & Public Safety												
Animal Pound / Shelter						35,000					-	35,000
Housing												
Staff Housing Development	39,615	67,000									39,615	67,000
13 Lambert - Flooring		7,000									-	7,000
Staff Housing Fencing		30,000									-	30,000
Community Amenities												
Cemetery Shelter - Calingiri									20,000		-	20,000
Waste Sorting Facility									58,812	135,000	58,812	135,000
E-Waste Transfer Station									38,633	75,707	38,633	75,707
Yerecoin Obelisk 100th									10,000		-	10,000
Bolgart Refuse Site Monitoring Bore									30,000		-	30,000
Recreation and Culture												
Hockey Goals						8,000					-	8,000
Netball Scoreboard						5,000					-	5,000
Calingiri Sportsground Lighting									77,000		-	77,000
Calingiri Youth Park									15,000		-	15,000
Bolgart Skatepark									5,000		-	5,000
Mogumber Cricket Pitch									15,000		-	15,000
Calingiri Playground Equipment									30,000		-	30,000
Mogumber Hall Toilets		60,000									-	60,000
Mogumber Hall Locks		10,000									-	10,000
Transport												
Single Axle Trailer Set with Pump - ITIY210					20,000						-	20,000
Single Axle Trailer set up Pump - ITCB938					20,000						-	20,000
Kubota Track Loader			184,450	178,000							184,450	178,000
Hino 9T Tip Truck - VP42				290,000							-	290,000
Hino 300 Series 617 Service Truck - VP48				165,000							-	165,000
Howard Porter DFD45R Drop Deck Trailer				40,000							-	40,000
Bobcat Trailer Single Axle Semi			46,000	46,000							46,000	46,000
Depot Utility			63,736	68,000							63,736	68,000
Tandem Dolly				40,000							-	40,000
EV Charging Stations									6,998	10,790	6,998	10,790
Depot Wash Down Bay				8,500							-	8,500
Fogger			5,770	6,000							5,770	6,000
Depot Carpark		15,000									-	15,000
Temporary Fencing									12,000		-	12,000
Back Up Generators				10,000							-	10,000
Footpaths									45,000		-	45,000
Truck Parking Bay - Yerecoin									30,000		-	30,000
Infrastructure - R2R											-	-
Toodyay - Bindi Bindi Rd Shoulder Binding											-	-
MRWA / AGLIME (CBH)											-	-
	31,350	606,474									31,350	606,474

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Acquisition/Construction of Assets

Program/Sub-program	Non-Infrastructure						Infrastructure				TOTAL	
	Land & Buildings		Plant & Equipment		Furniture & Equipment		Roads		Other		Actual (24/25)	Budget (24/25)
	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (23/24)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)		
Calingiri - New Norcia Road Intersection							27,332	470,000			27,332	470,000
Toodyay - Bindi Bindi Rd Nth (RRG)							8,595	1,080,000			8,595	1,080,000
WSFN											-	-
Mogumber-Yarawindah - shire								177,187			-	177,187
Mogumber-Yarawindah Rd - Geo Tech								103,000			-	103,000
Calingiri-New Norcia Road - Geo Tech							88,908	159,093			88,908	159,093
Mogumber-Yarawindah Rd							14,204	1,300,750			14,204	1,300,750
Economic Services												
Bolgart Caravan Park										10,000	-	10,000
Water Supply - Gillingarra										130,000	-	130,000
Plawaning Desalination Bore / Plant									26,142	24,444	26,142	24,444
Edmond Street Concept Plan		2,900,000									-	2,900,000
Calingiri Caravan Park										10,000	-	10,000
Totals	39,615	3,124,000	299,956	891,500	-	48,000	170,389	3,896,504	130,585	684,941	640,545	8,644,945
	TOTAL NON-INFRASTRUCTURE						TOTAL INFRASTRUCTURE					
	339,571						4,063,500					
	completed											

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 8

[Loan Funding](#)

Loan Details		Amount Outstanding		Interest Repayments		Principal Repayments		Principal Outstanding
No.		1/07/2024		Actual 24/25	Budget 24/25	Actual 24/25	Budget 24/25	30/09/2024
Self Supporting Loans								
83	Calingiri Football Club	125,804			6,093		22,706	125,804
Other Loans								
84	Piawaning Water Supply	47,889	596	1,076		8,493	18,801	39,396
85	Grader and Roller	101,056	428	771		20,041	40,167	81,015
87	Plant Replacement	1,311,366	27,368	52,706		97,295	196,621	1,214,071
	Market Value Adjustment							1,991
Total		1,586,115	28,392	60,646		125,829	278,295	1,462,277

Current Loan Liability	278,295	154,457
Non-Current Loan Liability	1,307,820	1,307,820
Total Loan Liability	1,586,115	1,462,277

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 9

9a Payables

	2025	2024
Current	\$	\$
Sundry creditors	1,335	126,044
Accrued Salaries & Wages	50,178	-
Accrued Interest on Loans	20,002	-
ATO liabilities	92,427	-
Bonds and deposits held	30,258	39,158
Accrued Expenses	89,208	2,910
	<u>283,410</u>	<u>168,111</u>

9b Other Liabilities

	2025	2024
Current	\$	\$
Contract Liabilities	693,156	693,156
	<u>693,156</u>	<u>693,156</u>

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 10

a) Capital Grants, Subsidies and Contributions

	Annual Budget	YTD Budget	YTD Revenue Actual	Variance YTD vs Actual
	\$	\$	\$	\$
Governance				
LRCIP Ph4 -Admin Office Carpark and Walkway	35,000			
Law, Order and Public Safety				
Animal Shelter	35,000			-
Community Amentities				
E-Waste Infrastructure Grant	75,242			-
Waste Sorted Infrastructure Grant(WSGI)	135,000	-		-
LRCIP Ph4 - Bolgart Tip Monitoring Bore	30,000			
LRCIP Ph4 - Calingiri Cemetery Shelter, Yerecoin Obelisk	30,000			
Housing				
Grant - Staff Housing	67,000			
Recreation				
LRCIP Ph4 - Mogumber Toilets and Hall Ceiling	70,000			
LRCIP Ph4 - SRMP	135,000			
Calingiri Progress Association / Other Grants - Playground Equip	20,000			
Economic Services				
Precinct Fund- Edmond Street Concept Plan	2,900,000			-
Piawaning Desalination Bore/Plant	9,858	9,858	10,667	(809)
LRCIP Ph4 - Caravan Parks	20,000			
DWER - Goudge Parker Rd Bore Redevelopment	-	-	9,214	(9,214)
DWER - Goudge Parker Road Water Tanks	-	-	7,234	(7,234)
DWER - Gillingarra Water Supply	100,000			-
Transport				
Govt Grant - Regional Roads	720,000	288,000	288,000	-
Govt Grant - R2R	606,474	50,000	50,000	-
Govt Grant - EV Infrastructure	5,395			
AG Lime Route 2 - Other Contributions, E.G. CBH	300,000			-
AG Lime Route R4R CLGF Grants MRWA	169,008			
LRCIP Ph4 -Depot Carpark	15,000			-
LRCIP Ph4 - Footpaths				
LRCIP Ph4 - Back Up Generators				
WSFN Funding	1,379,378	485,613	485,613	-
NDRR Grant- Skidsteer	91,137	91,137	91,137	-
TOTAL	6,948,492	924,608	941,865	(17,257)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

b) Operating Grants, Subsidies and Contributions

	Annual Budget	YTD Budget	YTD Revenue Actual	Variance YTD vs Actual
	\$	\$	\$	\$
General Purpose Funding				
Financial Assistance Grants - General	657,783	23,654	23,654	-
Financial Assistance Grants - Local Roads	680,909	24,486	24,486	-
Governance				
Traineeship Grant- Dept of Training	48,000			-
Law and Public Order				
DFES Operating Grant	165,000	62,348	62,348	-
CESM Contribution		-	30,957	-
Grant - Mitigation Activity Fund	164,000			-
Education and Welfare				
Grants/contributions to Community Development Programs*	30,000	32,309	32,309	-
Recreation and Culture				
Grant - State Library ICT Grant	5,000	-		-
Economic Services				
Community Water Supply Program	67,290			
Transport				
Govt Grant - Flood Damage	818,800			-
Govt Grant - Direct	182,755		216,307	
Road & Footpath Maintenance	41,412			
TOTAL	2,860,949	142,796	390,060	-

Supplementary Information on Grants and Contributions*	Annual Budget	YTD Revenue Actual	
	\$	\$	
<i>Successful Funding Grant Applications</i>			
Grants/contributions to Community Development Programs	30,000		
Traineeship		1,275	
Mogumber Library Laptop		3,286	
Strategic Water Plan		13,458	check budget
Mobile Water Tank		1,540	check budget
Australia Day		12,000	
COTA Seniors Week		750	
TOTAL	30,000	-	32,309

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 11

Restricted Funding

		PROJECT		PROJECT		BALANCE							
ACCOUNT NAME	DESCRIPTION			1/07/2024	RECEIPTS	COSTS	31/10/2024	CASH BACKED					
WSFN	Geotechnical Investigation	\$	200,000	\$	33,760		\$	33,760	\$	33,760			
LRCI	LRCI Ph4	\$	381,412	\$	228,847		\$	228,847	\$	140,845			
LRCI	LRCI Ph4B	\$	220,007	\$	(88,002)		\$	(88,002)					
	E-Waste Infrastructure	\$	246,260	\$	21,320	\$	21,320	\$	(0)	\$	-		
	Traineeship Grant	\$	-	\$	38,000			\$	38,000	\$	38,000		
	Waste Sorting Grant	\$	-	\$	135,000	\$	58,812	\$	76,188	\$	76,188		
	WDC Housing Prospectus			\$	10,000			\$	10,000	\$	10,000		
	DWER - Goudge Parker Rd Bore Redevelopment					\$	9,214	\$	9,214	\$	9,214		
	DWER - Goudge Parker Road Water Tanks					\$	7,234	\$	7,234	\$	7,235		
	RRG - Toodyay - Bindi Bindi Rd Nth					\$	288,000	\$	14,204	\$	273,796		
	Roads to Recovery			\$	606,474	\$	50,000	\$	31,350	\$	18,650		
	WSFN - Mogumber-Yarawindah Rd					\$	485,613	\$	485,613	\$	104,840		
TOTAL		\$	1,047,679	\$	985,399	\$	840,061	\$	125,686	\$	1,093,300	\$	712,528

Bank Account Balance \$ 712,528

To be
transferred from
Muni \$ (380,772)

Cannot claim Ph4B until Ph4 is complete, cash backed is net of both phases

Project not fully expended so final claim cannot be made - negative amount reflects final amount due

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Note 12
Local Roads and Community Infrastructure

Local Roads and Community Infrastructure - MONTHLY REPORT								Nominal Funding Allocation		
								Owns Source Expenditure		
Council: Shire of Victoria Plains		Phase: 4								
Approved Projects (Project Name in order listed on Approved Work Schedule)		Total Project Cost (\$)	Approved LRCI Funding Contribution (\$)	LRCI Funding Actual Expenditure (\$)	Total Actual Expenditure	24-25 Expenditure	SOVP own source	Construction Start Date (MM/YY)	Construction Completion Date (MM/YY)	Project status (all projects must be completed prior to lodging a final report)
2	Mogumber Cricket Pitch	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	Nov-24	Dec-24	
3	Calingiri Sportsground Lighting	\$ 77,000	\$ 77,000	\$ -	\$ -	\$ -	\$ -	Nov-24	Feb-25	
4	Calingiri Youth Open Space	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	Dec-24	Feb-25	
5	Bolgart Skatepark and Basketball refresh	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Nov-24	
6	Calingiri Playground Equipment	\$ 30,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Jan-25	Mar-25	
7	Calingiri Shire Administration office Carpark	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Nov-24	
8	Calingiri Cemetery Shelter	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	Nov-24	Feb-25	
9	Mogumber Hall Toilets and Building Locks	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Jan-25	
10	Bolgart Refuse Site Monitoring Bore	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Dec-24	
11	Calingiri Shire Depot Carpark	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Dec-24	
12	Bolgart Footpath Network	\$ 20,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	Feb-25	Apr-25	
13	Calingiri Back up Generators	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Nov-24	Feb-25	
14	Shire of Victoria Plains Boundary Entry Signage	\$ 41,412	\$ 41,412	\$ -	\$ -	\$ -	\$ -	Sep-24	Apr-25	
15	Yerecoin Centenary Obelisk / Plaque	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Jan-25	
16	Calingiri Sportsground Hockey Goals	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	Jan-25	Feb-25	
17	Calingiri Sportsground Netball scoreboard	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	Jan-25	Feb-25	
18	Calingiri In Vehicle and Fixed Satellite Internet Capability	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Dec-24	
TOTAL		\$ 411,412	\$ 381,412	\$ -	\$ -	\$ -	\$ 10,000			

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Note 12 Cont'd
Local Roads and Community Infrastructure

Local Roads and Community Infrastructure - MONTHLY REPORT								Nominal Funding Allocation	
Council: Shire of Victoria Plains								Owns Source Expenditure	
Phase: 4B									
Approved Projects (Project Name in order listed on Approved Work Schedule)	Total Project Cost (\$)	Approved LRCI Funding Contribution (\$)	LRCI Funding Actual Expenditure (\$)	Total Actual Expenditure	24-25 Expenditure	SOVP own source	Construction Start Date (MM/YY)	Construction Completion Date (MM/YY)	Project status (all projects must be completed prior to lodging a final report)
1 Piawanning - Waddington Rd	\$ 86,662	\$ 86,662	\$ 86,662	\$ 86,662	\$ 86,662	\$ -	Nov-23	Feb-24	Completed
2 Gillingarra-Glentromie Rd	\$ 41,365	\$ 41,365	\$ 47,640	\$ 47,640	\$ 47,640	\$ -	Nov-23	Feb-24	Completed
3 Gillingarra-New Norcia Rd	\$ 67,255	\$ 67,255	\$ 67,255	\$ 67,255	\$ 67,255	\$ -	Nov-23	Feb-24	Completed
4 Goomalling - New Norcia Rd	\$ 24,725	\$ 24,725	\$ 24,725	\$ 24,725	\$ 24,725	\$ -	Nov-23	Feb-24	Completed
TOTAL	\$ 220,007	\$ 220,007	\$ 226,282	\$ 226,282	\$ 226,282	\$ -			

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 September 2024

Note 13

Bush Fire Brigade

OPERATING GRANT		
EXPENDITURE ITEM	BUSH FIRE BRIGADE	
	2024/25 Budget	2024/25 Actual
RECURRENT:		
1. Purchase of Plant & Equipment <\$1,500 per item	5,000	2,925
2. Maintenance of Plant and Equipment	5,000	33,258
3. Maintenance of Vehicles/Trailers/Boats	50,000	10,325
4. Maintenance of Land and Buildings	10,000	7,303
5. Clothing and Accessories	45,000	26,182
6. Utilities, Rates and Taxes	10,000	1,658
7. Other Goods and Services	35,000	4,977
8. Insurances	30,000	24,729
Sub Total Recurrent	190,000	\$111,357
NON-RECURRENT:		
9. Purchase of Plant and Equipment \$1,500 to \$5,000 per item	-	4,841
Sub Total Non-Recurrent	-	\$4,841
Total Operating Budget/Actual	190,000	116,198
Variance Between Budget & Actual ^(a)		73,802

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024
Note 13

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 2024/25 year is \$10,000 and 10%.

Nature or Type Operating Revenues	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
Grants, Subsidies and Contributions	32,940	9%		Permanent	Discretionary CDO Grant Funding
Rates	(4,548)	(0%)			
Fees and Charges	4,258	4%		Permanent	Timing issue of YTD budget allocation
Interest Earnings	(4,795)	(19%)		Timing	Inability to create a term deposit through Bendigo Bank processes. Excess funds have now been reduced and the opportunity may have now past.
Other Revenue	(42,156)	(64%)		Timing	Invoicing to DFES and now Shire of Wongan Ballidu for CESM delayed due to errors in previous invoice. SoVP has also had a carried up to months of reduced funding due to change in MOU

Operating Expense

Employee Costs	92,713	11%		Timing	Will adjust when accrued salaries and wages are actioned.
Materials and contracts	(201,680)	(21%)		Permanent	Some accelerated expenditure such as MAF (\$164K) which finished early in the FY and payments to CF ERP system which was not entirely budgeted for due to slippage into 24-25. This should smooth out as Christmas / New Year slow down approaches.
Utility charges	13,219	30%		Timing	Invoicing is not linear and includes some charges relating to 24-25
Insurance Expenses	(44,864)	(21%)		Timing	Insurance repairs which will be offset by insurance claims reimbursement in due course
Other expenditure	(34,852)	(144%)		Permanent	Discretionary CDO Grants offset by Grant Funding

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 October 2024

Note 14
Budget Amendments

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

Description	Council Resolution	Classification	Non Cash adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Forecast Opening Surplus/(Deficit)						

CONFIRMED PUBLIC MINUTES

9.5 BUDGET REVIEW AS AT 31 OCTOBER 2024

File Reference	
Report Date	19 November 2024
Applicant/Proponent	Audit Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. SOVP Budget Review No.1 - Oct 24

PURPOSE

That Council, as recommended by the Audit Committee approve the first budget review for 2024-25 and endorses the budget amendments as set out in attachment 1.

BACKGROUND

Council approved the 2024-25 budget that forecast a surplus of \$15,002 at year end and this was based on an estimated actual closing balance surplus of \$379,199 from 23/24.

During monthly financial reporting in 24/25 it has been noted there would likely be a significant variance to the actual closing surplus from 23/24 post the Audited Financial Report 23-24 but this would be offset by reduced budget requirements in the current financial year.

Now that the Annual Financial Report 23/24 has been completed, the audited financial position and surplus /deficit can now be factored into the 24/25 financial reporting and budget 24/25.

The first budget review has now been completed utilising Oct 24 data for the audit committee to review. Noting this is a new financial system, there are still some adjustments required to be made as the system, set up and reporting matures.

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

The budgeted opening surplus for 2024-25 was forecast to be \$379,198 as opposed to the actual surplus of \$100,993, a net difference of **(\$278,205)** as provided below:

Shire of Victoria Plains
Year Ended 30 June 2024
Comparison of Closing Surplus v 2025 Budget
19/11/2024

	Budget	AFS	Var
Current Assets			
Cash - Unrestricted	812,297	836,996	24,699
Cash - Restricted Reserves	968,923	968,922	- 1
Prepayments		9,313	9,313
Accrued Income		31,284	31,284
Contract Assets	173,597	219,184	45,587
Receivables	231,281	231,233	- 48
Inventories	21,237	21,273	36
Total Current Assets	2,207,335	2,318,205	110,870
Current Liabilities			
Trade and Other Payables -	168,111	- 335,868	- 167,757
Contract Liabilities -	514,131	- 693,156	- 179,025
Short Term Borrowings -	268,226	- 305,533	- 37,307
Provisions -	155,412	- 194,568	- 39,156
Total Current Liabilities	- 1,105,880	- 1,529,125	- 423,245
Net Current Assets	1,101,455	789,080	- 312,375
Less Cash - Restricted Reserves -	968,923	- 968,922	1
Less Self Supporting Loan Receiv -	21,560	- 24,698	- 3,138
Add Loan Principal (Current)	268,226	305,533	37,307
Total Adjustments	- 722,257	- 688,087	34,170
Closing Surplus	379,198	100,993	- 278,205

With a focus on the larger figures this can be explained by:

- Current Assets was under estimated which has assisted in reducing the difference. Of note the contract assets difference is primarily the line marking cost which has been invoiced in 24-25.
- Trade and other payables is for accrued salaries and wages and accrued expenses which the budget 24-25 can be reduced as the offset.
- Contract Liabilities is the WSFN the net credit note presented at the Nov 24 briefing session which has been budgeted for in 24-25 as the offset.

1ST Quarter Budget Review 24/25:

Whilst the majority of the variance in the opening surplus position has offset in a reduction in budget requirements for 2024-25, the analysis did reveal a **(\$45,962)** underestimate in the forecast.

In addition, the first the budget review can be summarised as:

- **(\$12,894)** in reduced rate income due to reduction in ex-gratia rates forecast.

- Water Supply upgrades on Goudge and Parker Roads will require a cost contribution from the shire of **(\$72,378)** not budgeted for.
- **(\$60,000)** will be required for CouncilFirst slippage of the project into 24-25 not budgeted for.
- RRG reduction in scope will reduce cost to the shire of \$102,630.

Overall, a conservative approach has been undertaken to this first review given its timing with the initial results indicating a **(\$88,203)** forecast deficit as at 30 June 2025. 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

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 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
Compliance	Moderate (3) Short term non-compliance but with significant regulatory requirements imposed	Unlikely (2) The event could occur at some time	Moderate (6)	Operational Manager 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 council's finances.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Audit Committee Recommendation / Council Resolution OCM2411-007

Moved: Cr R Johnson
Seconded: Cr S Woods

That Council **APPROVES**:

- the budget review and **ENDORSES** the budget amendments and set out in attachment 1.

CARRIED BY UNANIMOUS DECISION OF COUNCIL (5/0)

For: Cr P Bantock, Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods
Against: Nil

Shire of Victoria Plains
Significant Variances to Budget
For the Period Ending 31 October 2024

Schedule	Account Description	Annual Budget	Quarterly Budget	YTD Actual	Revised Forecast	Variance
	Revised Budget Surplus / (Deficit)					100,993
	E-Waste Transfer Station Reduction					37,074
	Salaries and Wages Reduction					50,962
	Accrued Expenses					89,208
	Line Marking Income					55,000
	Reconciliation to Forecast Surplus					333,237
	Forecast Budget Surplus / (Deficit)					15,002
	Net Effect of adjustments above					(45,962)
<u>INCOME</u>						
3	Rates					
	Ex Gratia Rates	72,581	72,581	20,813	20,813	(51,768)
	GRV	276,400	276,400	271,390	271,390	(5,010)
	UV	3,327,326	3,327,326	3,375,772	3,375,772	48,446
	Minimums	175,349	175,349	170,787	170,787	(4,562)
	Net reduction in rates of (\$12,894)					
5	LGGS Operating Grant					
	Plant and Equipment	165,000	41,250	4,841	169,841	4,841
12	RRG Funding	720,000	288,000	288,000	514,739	(205,261)
	Reduced cost of works offset by capital expense					
13	Water Supply					
	Water Tank Upgrades - Goudge / Parker Rd	-	-	7,234	78,347	78,347
	Bore Development - Goudge / Parker Rd	-	-	9,214	92,144	92,144
	Net Income Variations					(42,823)
<u>EXPENDITURE</u>						
4	ICT - Software					
	InfoCouncil Software Support	-	-	4,500	4,500	(4,500)
	CouncilFirst - Project	-	-	25,687	60,000	(60,000)
5	Fire Prevention	-	-	1,600	1,600	(1,600)
	Emergency Kits					
5	LGGS	-	-	4,841	4,841	4,841
	Plant and Equipment offset by income					
8	Community Development	-	-	6,000	6,000	(6,000)
	Chalis Grant handback					
10	Town Planning	9,000	9,000	-	-	9,000
	Review of Local Planning Policy Review deferred					
13	Building Service Levy	-	-	8,000	12,000	(12,000)
	Legacy Fees not passed to commission					
	Net Expenditure Variations					(70,259)

Shire of Victoria Plains
Significant Variances to Budget
For the Period Ending 31 October 2024

Schedule	Account Description	Annual Budget	Quarterly Budget	YTD Actual	Revised Forecast	Variance
CAPITAL						
	EV Charging Equipment	10,790	10,790	6,998	15,000	(4,210)
	Water Tank Upgrades - Goudge / Parker Rd		-	-	111,925	(111,925)
	Bore Development - Goudge / Parker Rd				130,944	(130,944)
	RRG Toodyay - Bindi Bindi Rd Nth	1,080,000	10,000	8,595	772,109	307,891
	Mogumber-Yarawindah - shire	177,187	-	-	182,160	(4,973)
	Net Capital Variations					55,839
	Revised Surplus / (Deficit)					(88,203)

CONFIRMED PUBLIC MINUTES

Cr P Bantock, having declared a financial interest in item 9.6, "Application for Development Approval – Proposed Meteorological Monitoring Mast" due to "husband is an agricultural contractor for the Landowner (Junex Nominees Pty Ltd), withdrew from the meeting at 2.44 pm with Deputy Shire President, Cr S Woods, assuming the Presiding chair at this time.

9.6 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED METEOROLOGICAL MONITORING MAST

File Reference	
Report Date	20 November 2024
Applicant/Proponent	Grevillia Wind Farm Pty Ltd under the authority of Junex Nominees Pty Ltd (Landowner)
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Joe Douglas – Shire Planner
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher, CEO
Attachments	1. Development Application Documentation & Plans 2. Confidential Submissions (confidential) (under separate cover)

PURPOSE

Consideration and determination of a development application for the construction and use of a proposed meteorological monitoring mast on Lot M1407 on Diagram 6129 with all access via Lot M1421 on Diagram 6179 Scholz Road, Gillingarra.

BACKGROUND

The applicant has submitted a development application requesting Council's approval for the construction and use of a proposed meteorological monitoring mast on Lot M1407 on Diagram 6129 with all access via Lot M1421 on Diagram 6179 Scholz Road, Gillingarra.

The proposed mast will be constructed on Lot M1407 to monitor wind speeds for approximately five (5) to seven (7) years to help inform the design layout for the future proposed Grevillea Wind Farm.

The mast will be approximately 151.2 metres tall, constructed using steel lattice on concrete footings, and occupy an area of approximately three (3) hectares to accommodate all the associated guy wires and anchor blocks.

It is significant to note the mast will be temporary only and decommissioned and removed from Lot M1407 in its entirety, including all necessary site remediation works, once it is no longer required.

Specific details of the proposed development, including documentation and plans, are provided in Attachment 1.

Both lots are located in the north-western part of the Shire's municipal district on the common boundary with the Shire of Moora and approximately 6.5 kilometres north-east of the Gillingarra settlement.

Lot M1407 comprises a total area of approximately 359 hectares and Lot M1421 comprises a total area of approximately 312 hectares.

Both lots are gently to moderately sloping, contain superficial natural drainage lines in various locations, and have been extensively cleared throughout aside from a number of small stands of native remnant vegetation that have been retained for land management purposes. Soils on that

portion of Lot M1407 where the mast is proposed to be constructed appear to be suitable and capable of accommodating the proposed development with little to no risk of subsidence, landslip or soil erosion however this will be confirmed during the building permit application stage of the approval process where more detailed information must be provided by the applicant. The mast will also be sited on a previously cleared portion of Lot M1407 with a setback of approximately 250 metres to the nearest natural drainage line to the south.

Both lots have historically been developed and continue to be used for broadacre agriculture purposes (i.e. cropping and grazing) and contain cleared paddocks, dams, internal access tracks and boundary firebreaks. It is significant to note there are no built form improvements on either lot including any dwellings.

Given Lot M1407 does not have direct frontage and access to a dedicated and constructed public road, all access to the proposed development will be via Lot M1421 immediately west which has direct frontage access to Scholz Road along its western front boundary. Scholz Road is a local road under the care, control and management of the Shire and has been constructed to a basic rural standard (i.e. gravel road carriageway).

The internal access track through Lot M1421 to Lot M1407 as well as the existing track within Lot M1407 have previously been constructed to accommodate vehicles and machinery used as part of the existing farming operations on both lots and are capable of accommodating all heavy vehicle movements associated with the proposed development.

Both lots have not been identified as being priority agricultural land, are not located in a designated public drinking water supply area, are not subject to inundation or flooding during extreme storm events, and do not contain any buildings or places of cultural heritage significance within their designated boundaries. Significant portions of both lots have however been designated by the Fire and Emergency Services Commissioner as being bushfire prone. Notwithstanding this fact, as the proposed development is not habitable in nature and will not increase the potential bushfire threat there is no need to consider and address the requirements of State Planning Policy 3.7 entitled 'Planning in Bushfire Prone Areas' and the associated guidelines.

Immediately adjoining and other nearby land uses are predominantly rural in nature (i.e. broadacre cropping and grazing) on lots ranging in size from 16 to 1,409 hectares. Council should note the nearest dwellings are located approximately 2.4 kilometres to the north-east of the proposed development with other dwellings located approximately 3 kilometres east and 2.75 kilometres to the south-west.

COMMENT

Both Lots are classified 'Rural' zone in the Shire of Victoria Plains Local Planning Scheme No.5 (LPS5).

Council's stated objectives for the development and use of any land classified 'Rural' zone are as follows:

- *To provide for the maintenance or enhancement of specific local rural character.*
- *To protect broadacre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*
- *To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural Zone.*
- *To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.*

A meteorological mast is a use not specifically referred to in the Zoning Table of LPS5 and must

therefore be considered and determined in accordance with clause 18(4) of the Scheme. As such, Council must determine whether the proposed use of Lot M1407 for this purpose, including access via Lot M1421:

- a) is consistent with the objectives of the 'Rural' zone and is therefore a use that may be permitted in the zone subject to any conditions considered relevant; or
- b) may be consistent with the objectives of the 'Rural' zone and advertise the application for public comment in accordance with the procedural requirements of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*; or
- c) is not consistent with the objectives of the 'Rural' zone and is therefore not permitted in the zone.

Having regard for:

- i) the small area to be occupied by the proposed mast (i.e. approximately 3 hectares) and the fact the majority portion of both lots will continue to be used for broadacre agricultural purposes;
- ii) the intention to develop the proposed mast on previously cleared portion of Lot M1407 that appears to be geotechnically capable and suitable, is not environmentally sensitive and is well removed from any existing creek lines and wetlands (i.e. it will not be detrimental to any natural resources or the environment);
- iii) the relatively minor scale of the proposed development with minimal earthworks required and no need for any surface and/or sub-surface drainage works;
- iv) the limited impact the proposed development will have on local rural character which is only temporary in nature; and
- v) the significant benefits the proposed development will have in facilitating the current transition to renewable energy sources and the long term development and growth of the local and State economy,

it is concluded the proposal is consistent with the objectives of the subject lands' current 'Rural' zoning classification and is therefore a use that may be permitted within the zone subject to any conditions Council considers appropriate.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, all relevant State Planning Policies and Position Statements, and the outcomes from public advertising including advice received from the Civil Aviation Safety Authority. This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant requirements:

- The general aims and objectives of LPS5 including those specific to all land classified 'Rural' zone;
- Land capability and land use compatibility including the continuation of broadacre agricultural activity;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Vehicle access and parking;
- Aviation safety;
- Bushfire, flood risk and stormwater drainage management.

Council should also note the following key points when considering and determining the application:

1. The proposed mast will not give rise to any noise and air emissions (gases, dust and odours)

once construction has been completed. As such there is no need to consider the requirements of State Planning Policy 4.1 entitled 'Industrial Interface' or the Environmental Protection Authority's Guidance Statement No.3 entitled 'Separation Distances between Industrial and Sensitive Land Uses'.

2. All works associated with the proposed development will be undertaken by up to seven (7) people over a three (3) to four (4) week period, all of whom will be accommodated off-site. Given the proposed works are temporary in nature the proponent must comply with the requirements of the *Public Health Act 2016* and associated guidelines for the management of public health risks associated with temporary toilets in Western Australia.
3. The Civil Aviation Safety Authority (CASA) raised no objections to the proposed development and has recommended as follows:
 - a) *The mast structure is constructed with alternating markings for at least the top third of the mast (i.e. alternating contrasting bands of colour);*
 - b) *Marker balls or high visibility flags/sleeves being installed on the upper third of the outside guy wires to improve the mast's visibility for the benefit of aircraft operators; and*
 - c) *Details of the mast's coordinates and elevation be provided to Airservices Australia by the proponent for possible inclusion in an obstacle database maintained by that agency and publication on aeronautical charts.*

It is significant to note CASA and the applicant's aviation consultant have confirmed the installation of low-intensity obstacle lighting at the top of the mast is not required as a further precautionary measure in this particular instance.

4. One (1) confidential submission objecting to the proposed development was received from a local landowner and his family during the mandatory 28 day public consultation process (see Attachment 2). Following a detailed review of this submission by the reporting officer and the Shire's CEO it is concluded all the points raised are either irrelevant, factually or technically incorrect, impractical and/or unnecessary and not therefore relevant to consideration and final determination of the development application.
5. Given all access to the proposed development on Lot M1407 will be via Scholz Road through the adjoining Lot M1421 located immediately west, it is important to ensure unfettered rights of access are maintained at all times in the event either of the two lots are sold to a third party during the life of the proposed development to avoid any potential disputes or claims of trespass. As such it is recommended Council impose a condition on any development approval granted requiring the applicant to ensure a legal right of access to/from Lot M1407 via Lot M1421 is formalised and maintained in accordance with the *Transfer of Land Act 1893* (as amended) in the event either of the two lots are sold to a third party during the life of the proposed development (i.e. the creation of a right-of-carriageway easement by transfer).
6. Whilst the proposed development is likely to have a minor negative visual impact on the immediate locality due to the height of the proposed mast in its rural landscape setting and the various markings and visibility devices recommended by CASA, this impact must be balanced with the benefits the mast will provide when planning for the Grevillea Wind Farm. In this case it is contended the benefits outweigh the minor negative visual impact expected to arise which, it should be noted, is not permanent given the proposed development has a limited lifespan and was not identified as being an issue during the 28 day community consultation process, including the confidential submission referred to previously above.
7. The proposed development is consistent with the objectives of the State Planning Strategy and State Energy Transformation Strategy in terms of ensuring the delivery of secure, reliable, sustainable and affordable electricity that meets the State's growing demand. It is also consistent with the objectives of the Shire's Local Planning Strategy (2012) which is aligned with the State Planning Framework. As such it is expected to make a beneficial contribution to the current

transition to renewable energy sources and the long term development and growth of the local and State economy.

In light of the above findings it is concluded the proposal for Lots M1407 and M1421 is acceptable and unlikely to have any significant negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the specific requirements of the Shire's local planning framework.

An alternative to the recommendation for conditional development approval provided below is not considered necessary or recommended for the following reasons:

- i) The proposal is well founded, permissible and has scope to be approved immediately;
- ii) The proposal is capable of being implemented in accordance with the standards and requirements of the Shire's local planning framework subject to compliance with a number of conditions;
- iii) The proposal is unlikely to have any negative environmental, social, economic or governance impacts; and

The applicant is obliged to address/satisfy all other statutory and regulatory requirements to ensure the development is undertaken in an orderly and proper manner.

CONSULTATION

The application was advertised for public comment in accordance with the procedural requirements of clause 64 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 28 days. This process included:

- Publication of a public notice and copy of the application on the Shire's website;
- Publication of a public notice in the Shire's newsletter and Facebook page;
- Correspondence to all immediately adjoining landowners inviting their feedback/comment; and
- Referral of the application to the Civil Aviation Safety Authority, Airservices Australia and the Shire of Moora for review and comment.

A total of two (2) submissions were received, the details of which have been documented previously above.

STATUTORY CONTEXT

- *Planning and Development (Local Planning Schemes) Regulations 2015*
 - Schedule 2 (Deemed Provisions), Part 9, Clause 67 – 'Matters to be considered by local government'
- *Shire of Victoria Plains Local Planning Scheme No.5*
 - Clause 16 – 'Zones' and 'Zoning Table'
 - Clause 18 – 'Interpreting Zoning Table'
 - Clause 31 – 'Amenity of Non-Residential Development'
 - Clause 35 – 'Environmental Protection'
 - Clause 36 – 'Vehicle Access and Road Construction'
 - Clause 41 – 'Drainage'
 - Clause 44 – 'Rural Zone'
- *State Planning Policy 2.0 – Environment and Natural Resources Policy*
 - Clause 5.1 – 'General Measures'
 - Clause 5.2 – 'Water Resources'
 - Clause 5.3 – 'Air Quality'
 - Clause 5.4 – 'Soil and Land Quality'

- Clause 5.5 – ‘Biodiversity’
- Clause 5.6 – ‘Agricultural Land and Rangelands’
- Clause 5.7 – ‘Minerals, Petroleum and Basic Raw Material Resources’
- Clause 5.9 – ‘Landscape’
- Clause 5.10 – ‘Greenhouse Gas Emissions and Energy Efficiency’.
- *State Planning Policy 2.5 - ‘Rural Planning’*
 - Clause 5.1 – ‘Protection of rural land and land uses’
 - Clause 5.12 – ‘Preventing and managing impacts in land use planning’
- *WAPC Position Statement – Renewable Energy Facilities (March 2020).*
 - Clause 4 – ‘Policy Objectives’
 - Clause 5.3 – ‘Renewable energy facility proposals’.

CORPORATE CONTEXT

Shire of Victoria Plains Local Planning Strategy

The proposed development is consistent with the following sections of the Shire of Victoria Plains Local Planning Strategy:

- **Part 1 - Agricultural Areas**
Objective: To provide for the sustainable use of agricultural land within the Shire for existing and future generations.
- **Part 3 – Natural Resource Management**
Objective: To protect and enhance the Shire's natural resources through responsible management.
- **Part 4 – Catchment and Water Management**
Objective: To protect the catchment areas from undesirable activities that may impact groundwater reserves and consequential impacts on flora and fauna.

Strategic Business Plan/Corporate Business Plan

Integrated Strategic Plan 2022-2032

The proposed development is consistent with the following elements of the *Shire of Victoria Plains Integrated Strategic Plan 2022 – 2032*:

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
Economy	<i>Strategic Priority 2.1 - We understand traditional and emerging industries across the Shire;</i>
	<i>Strategic Priority 2.2 - Safe and efficient transport network enables economic growth.</i>
Environment	<i>Strategic Priority 3.2 - Conservation of our natural environment and resources.</i>
Civic Leadership	<i>Strategic Priority 4.1 - Forward planning and implementation of plans to achieve community priorities.</i>
	<i>Strategic Priority 4.2 - Shire communication is regular, clear and transparent.</i>

Delegation

Nil

Policy Implications

There are no policy implications.

Other Corporate Document

Nil

Risk Analysis

The key risks associated with the proposed development include:

- a) vehicle access arrangements in the event one of the lots comprising the proposed development is ever sold to a third party during the life of the proposed development; and
- b) development occurring in a manner that is not consistent with all relevant legislative and regulatory requirements.

Both of these risks are considered to be low and therefore acceptable given the legislative and regulatory controls available to minimise any potential issues or negative impacts.

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are accounted for in the Shire's annual budget and have been offset in part by the development application fee paid by the applicant. All costs associated with the proposed development will be met by the applicant.

It is significant to note should the applicant/landowner be aggrieved by Council's final decision in this matter they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular case given the recommendation for conditional approval, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST and possibly more depending upon how far the matter proceeds through the review process.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2411-008

Moved: Cr R Johnson

Seconded: Cr D Lovelock

That Council

1. **Determine** the proposed development of a meteorological monitoring mast on Lot M1407 on Diagram 6129 with all access via Lot M1421 on Diagram 6179 Scholz Road, Gillingarra is consistent with the objectives of the land's current 'Rural' zoning classification in the Shire of Victoria Plains Local Planning Scheme No.5 and may therefore be permitted in the zone; and
2. **Approve** the development application submitted by Grevillia Wind Farm Pty Ltd under the authority of Junex Nominees Pty Ltd (Landowner) for the construction and use of a proposed new meteorological monitoring mast on Lot M1407 on Diagram 6129 with all access via Lot M1421 on Diagram 6179 Scholz Road, Gillingarra subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the documentation and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.

2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period it shall not be carried out without the further approval of the local government having first being sought and obtained.
4. This approval is valid for a period of seven (7) years only unless otherwise approved by the local government.
5. The proposed mast, including the associated guy wires and concrete footings, shall be sited on Lot M1407 in accordance with the minimum boundary setback requirements of the Shire of Victoria Plains Local Planning Scheme No.5 unless otherwise approved by the local government.
6. The proposed mast shall be constructed with alternating markings for at least the top one third portion of the structure (i.e. alternating contrasting bands of colour) in accordance with Part 139 (Aerodromes) Manual of Standards 2019. Marker balls or high visibility flags/sleeves must also be installed on the upper one third portion of the outside guy wires to improve the mast's visibility for the benefit of aircraft operators.
7. Details of the proposed mast's coordinates and elevation shall be provided to Airservices Australia by the applicant for inclusion in an obstacle database maintained by that agency and publication on aeronautical charts. Evidence of the notification required by this condition shall be provided to the local government within seven (7) days of the notification being provided to Airservices Australia.
8. The removal and/or trimming of any native vegetation within any local road reserves used to access the proposed development is not permitted.
9. The applicant shall, at its own cost, arrange for the immediate repair of any damage and/or extraordinary wear and tear on the local road network arising from the proposed development in accordance with any written directive and specifications issued by the local government's Chief Executive Officer.
10. All waste generated during the construction process shall be disposed or recycled at an approved/licensed waste disposal and/or recycling facility. No waste is permitted to be stored and disposed on the land.
11. The applicant shall ensure a legal right of access to/from Lot M1407 via Lot M1421 is formalised and maintained in accordance with the *Transfer of Land Act 1893* (as amended) in the event either of the two lots are sold to a third party during the life of the proposed development (i.e. the creation of a right-of-carriageway easement by transfer). Written evidence of the applicant's compliance with this condition must be provided to the local government within 28 days of registration of the right-of-carriageway easement on the certificate of title of each lot.
12. The proposed mast and all associated improvements shall be removed from the land in their entirety with the area they occupied reinstated to its original condition insofar as practicable within 90 days of expiry of this approval unless otherwise approved by the local government.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Victoria Plains under its Local Planning Scheme No.5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with section 70 of the *Building Act 2011* and Schedule 4 of the *Building Regulations 2012*, a certified building permit application for the proposed structure is required. Please contact the local government's Principal Building Surveyor Mr Gordon Houston on 9628 7004 or ehobs@victoriaplains.wa.gov.au to discuss the relevant requirements in this regard.
4. The applicant is reminded of its obligation to ensure compliance with the requirements of the *Public Health Act 2016* and associated guidelines for the management of public health risks associated with temporary toilets in Western Australia. To confirm the relevant requirements in this regard please contact the local government's Consultant Environmental Health Officer Mr Gordon Houston on 9628 7004 or ehobs@victoriaplains.wa.gov.au.
5. The requirements of Condition 11 of this approval do not apply in the event both lots are sold to the same third party during the life of the proposed development.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Victoria Plains Local Planning Scheme No.5 and may result in legal action being initiated by the local government.
7. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.



CARRIED BY UNANIMOUS DECISION OF COUNCIL (4/0)

For: **Cr D Lovelock, Cr S Penn, Cr R Johnson and Cr S Woods**

Against: **Nil**

Cr P Bantock resumed the Presiding chair at 2.50pm.

ATTACHMENT 1

METEOROLOGICAL MAST DEVELOPMENT APPLICATION

Grevillea Wind Farm

Prepared for
GREVILLEA WIND FARM PTY LTD
16 September 2024



URBIS STAFF RESPONSIBLE FOR THIS REPORT WERE:

Director	Megan Gammon
Consultant	Luke Mifsud
Project Code	P0050504
Report Number	Amendment 1 – 16 September 2024

Urbis acknowledges the important contribution that Aboriginal and Torres Strait Islander people make in creating a strong and vibrant Australian society.

We acknowledge, in each of our offices, the Traditional Owners on whose land we stand.

CONFIRMED PUBLIC MINUTES

All information supplied to Urbis in order to conduct this research has been treated in the strictest confidence. It shall only be used in this context and shall not be made available to third parties without client authorisation. Confidential information has been stored securely and data provided by respondents, as well as their identity, has been treated in the strictest confidence and all assurance given to respondents have been and shall be fulfilled.

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You must read the important disclaimer appearing within the body of this report.

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CONFIRMED PUBLIC MINUTES

1. INTRODUCTION

This report has been prepared by Urbis on behalf of Grevillea Wind Farm Pty Ltd to support a development application for the installation of a meteorological mast (**'met mast'**) for the future Grevillea Wind Farm located within the Shire of Victoria Plains, approximately 20km south of the Moora townsite.

The Grevillea Wind Farm is being developed in partnership between Green Wind Renewables (**GWR**) and Aula Energy, a portfolio company of Macquarie Asset Management. This partnership is seeking to develop, finance and construct a portfolio of large-scale onshore wind farms in Western Australia that includes Grevillea Wind Farm, which encompasses rural land located within both the Shire of Moora, and the Shire of Victoria Plains.

This application seeks approval for the construction and installation of one met mast which will be a temporary structure in place for a period of 5-7 years, at which point the met mast will be deconstructed and removed. The proposed met mast will measure approximately 151.2 metres tall and is designed to measure wind speeds at various heights. This is crucial to understand the wind conditions on the site and will assist in determining the final layout of the turbines.

It is noted that the future development of the Grevillea Wind Farm will be subject to a separate development application supported by extensive technical assessments.

CONFIRMED PUBLIC MINUTES

2. SITE CONTEXT

2.1. LOCATION AND CONTEXT

The proposed met mast is located within the Shire of Victoria Plains (**Shire**), approximately 128km north of the Perth CBD, 91km northeast of Yanchep, 114km southeast of Jurien Bay, and 20km south of Moora. It is highlighted that the future wind farm will encompass areas both within the Shire of Moora and the Shire of Victoria Plains.

Locally, the proposed met mast is located on rural land. The area is characterised by its rural setting, surrounded by farmland and natural bushland. The site forms part of land within the 'Central Midlands' area of the Wheatbelt region with agriculture and construction/manufacturing being significant industries in the region.

The regional context of the site is shown at **Figure 1** below and the subject site is shown at **Figure 2**.

Figure 1 - Regional Context Plan

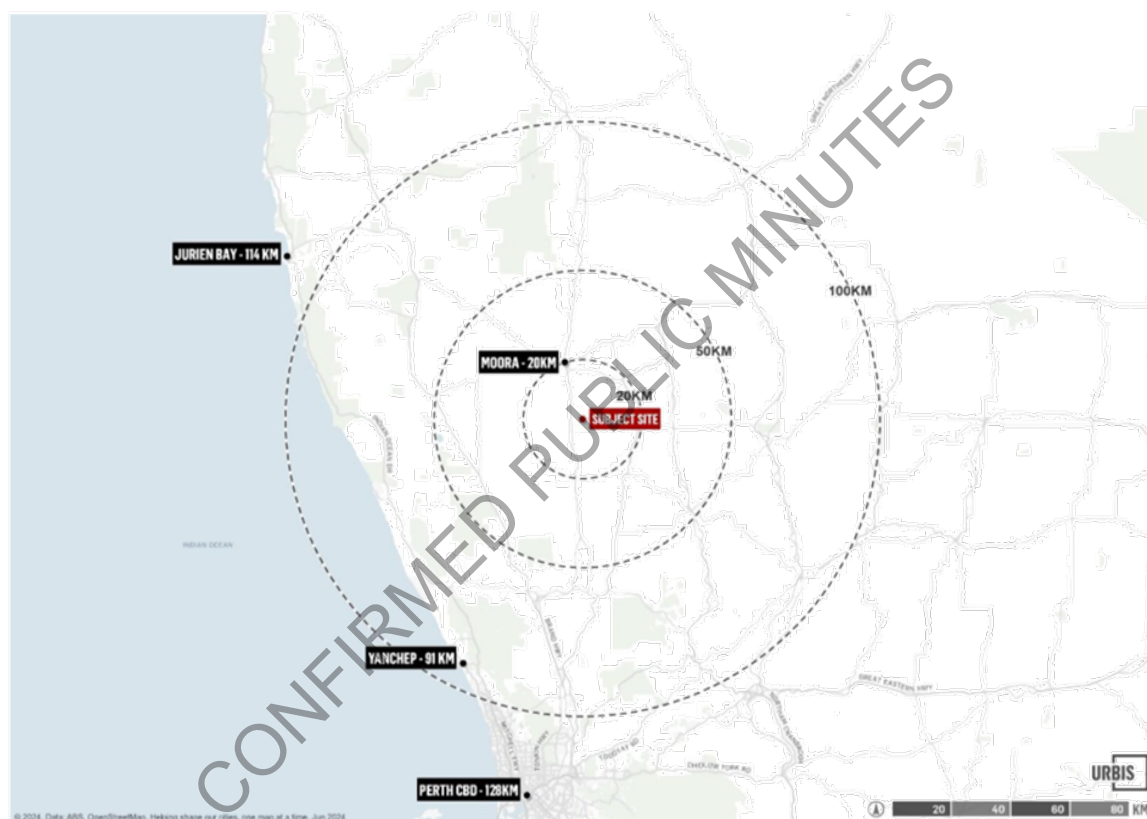


Figure 2 - Aerial Plan



2.2. LOT PARTICULARS

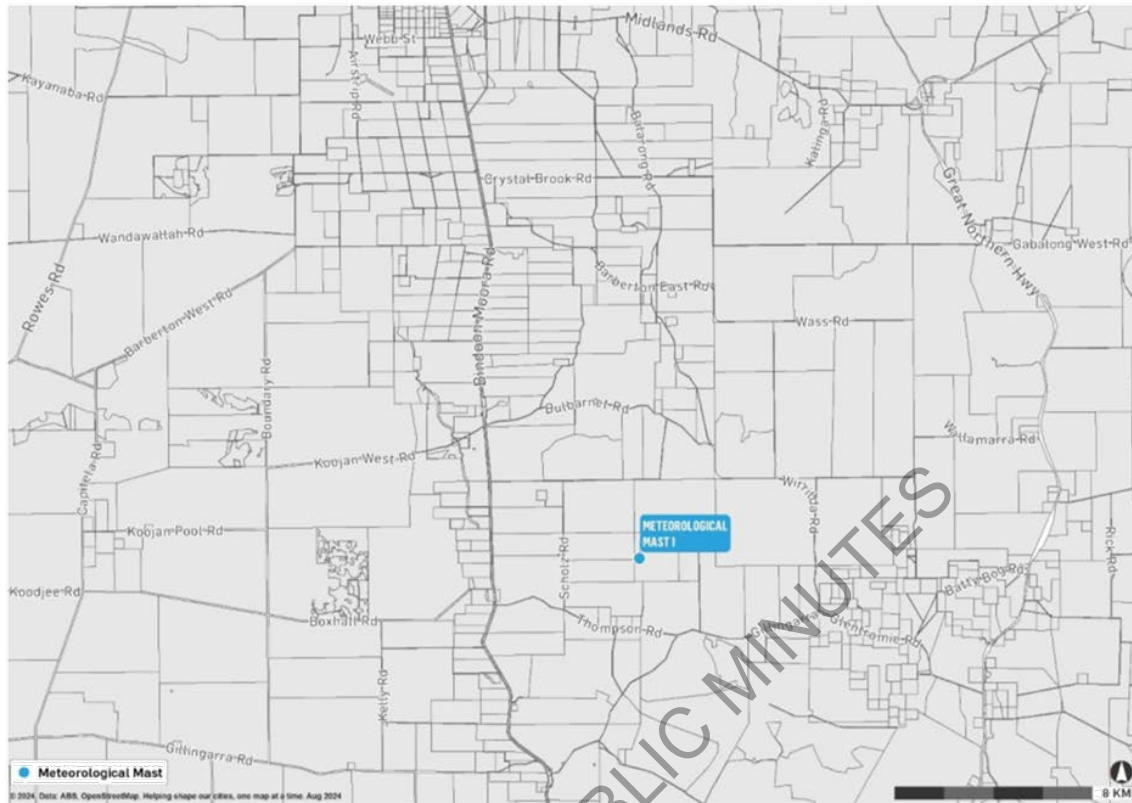
The met mast is proposed to be developed on a private landholding. **Table 1** presents the relevant lot subject to this development application, with **Figure 3** providing a cadastral plan of the subject site. While lot M1407 is where the proposed met mast is to be sited (**subject site**), access through lot M1421 from Scholz Road is necessary to facilitate development. Access through lot M1421 will be required for the life of the development (Refer to **Appendix B**).

Certificates of Title for the affected lots are provided in **Appendix A**.

Table 1 – Lot Particulars

Lot No.	Plan / Diagram	Volume	Folio	Street Address	Area (ha)	Proprietor(s)	Encumbrances / Other
M1407	D006129	1214	38	N/A	359.1079	Junex Nominees Pty Ltd	See Certificate of Title
M1421	D006179	1214	38	N/A	312.3161	Junex Nominees Pty Ltd	See Certificate of Title

Figure 3 - Cadastral Plan



3. PRE-LODGE MENT CONSULTATION

GWR on behalf of Grevillea Wind Farm Pty Ltd has undertaken consultation with nearby landholders and relevant government stakeholders over the past six months, informing this application and the broader wind farm development.

Importantly, GWR has maintained close engagement with the private landowner hosting the met mast to ensure a detailed understanding of the proposal and programme, and level of support (evidenced by being a signatory to this application).

Refer to **Table 2** below for a summary of the consultation undertaken to date.

Table 2 - Consultation Summary

Stakeholder	Consultation Outcomes
Shire of Victoria Plains	The Shire has been consulted on the details of this met mast proposal as well as the broader wind farm project.
Subject Landowner:	The landowner is a signatory to and support this Development Application with the understanding that the meteorological mast is temporary, with the subject site to be remediated post-decommissioning.
Adjacent landowners	Consultation with key landowners surrounding the met mast (within 3km) has been undertaken) in addition to a broader engagement process for the wind farm. No issues have been raised in relation to the met mast.
Yued - Aboriginal Corporation (YAC)	Consultation has commenced with YAC regarding the execution of a Yued Heritage Protection Agreement (YHPA) with the Activity Notice for the met mast to be submitted once the YHPA is signed.
Civil Aviation Safety Authority (CASA)	Consultation was undertaken in relation to aviation safety. Notification of the proposal to CASA will be provided before construction commences.
Wider Community within Shire of Moora and Shire of Victoria Plains	Community Engagement has been ongoing for both the Met Mast and the Wind Farm with the current focus being on neighbours. A more detailed community engagement strategy is currently under preparation and will be implemented with the Shire of Moora and Victoria Plains communities regarding the broader wind farm proposal.

4. PROPOSED DEVELOPMENT

4.1. OVERVIEW

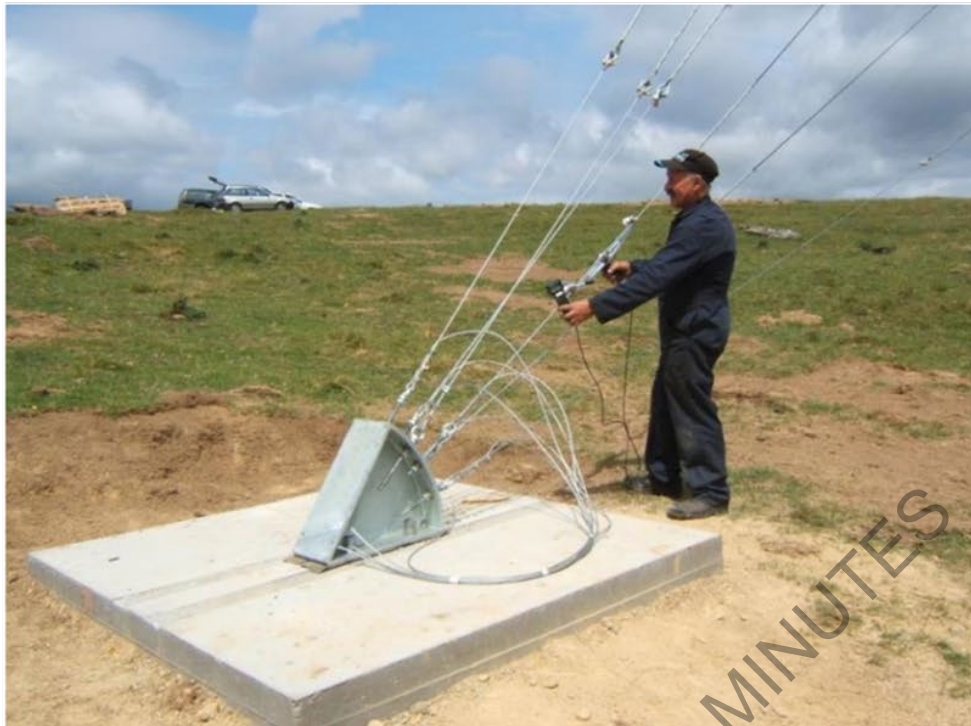
This application seeks development approval for the development of a met mast, the key elements of which can be summarised as follows:

- The met mast will be approximately 151.2 metres tall. It will be designed to measure wind speeds at various heights, which will be crucial to understand the wind conditions of the site and assist in determining the final layout of the turbines.
- The met mast will be delivered to site in sections on a flatbed truck. Installation of the met mast will take approximately 7 weeks which includes a period of 3 to 4 weeks for concrete to cure. A construction workforce of 5 to 7 people will be present for the installation, as well as an excavator and small crane.
- Parking for construction workers will occur on private property most likely adjacent to the met mast construction in the cropped area. Given the short-term nature of the construction period, formalised carparking is not required. Access to the proposed location is to be from Scholz Road via lot M1421 (under the same landownership).
- The erection of the mast only takes a few days depending on weather conditions. The crane is used only to erect the first few sections of the mast. Following a gin pole is used to continue building up to the desired height.
- The met mast is locked in place through a square tower foundation which comprises a concrete structure and measures approximately 60.0cm wide and 1.0 metre deep with provision of key anchor points which stabilise the met mast at the height proposed.
- At various height intervals on the mast, there are devices that measure wind speed and direction, as well as temperature and other climate variables.
- There is potential for micro siting of the met mast and guy wire anchor points following geotechnical and heritage investigations.
- The met mast will be a temporary structure in place for a period of 5-7 years, after which it will be decommissioned and completely removed from site. This will involve removing all foundations related to the proposed met mast, including guy wires, and remediating the subject site.

The proposed location of the met mast has been selected to maximise wind speeds, while avoiding any sensitive areas from an environmental or heritage perspective. The met mast location is readily accessible to nearby unsealed internal roads, minimising the need for significant infrastructure and/or road upgrades.

Plans and specifications of the proposed met mast are provided at **Appendix B**, with example imagery of the met mast provided at **Figure 4**.

Figures 4 - Met Mast Example Imagery



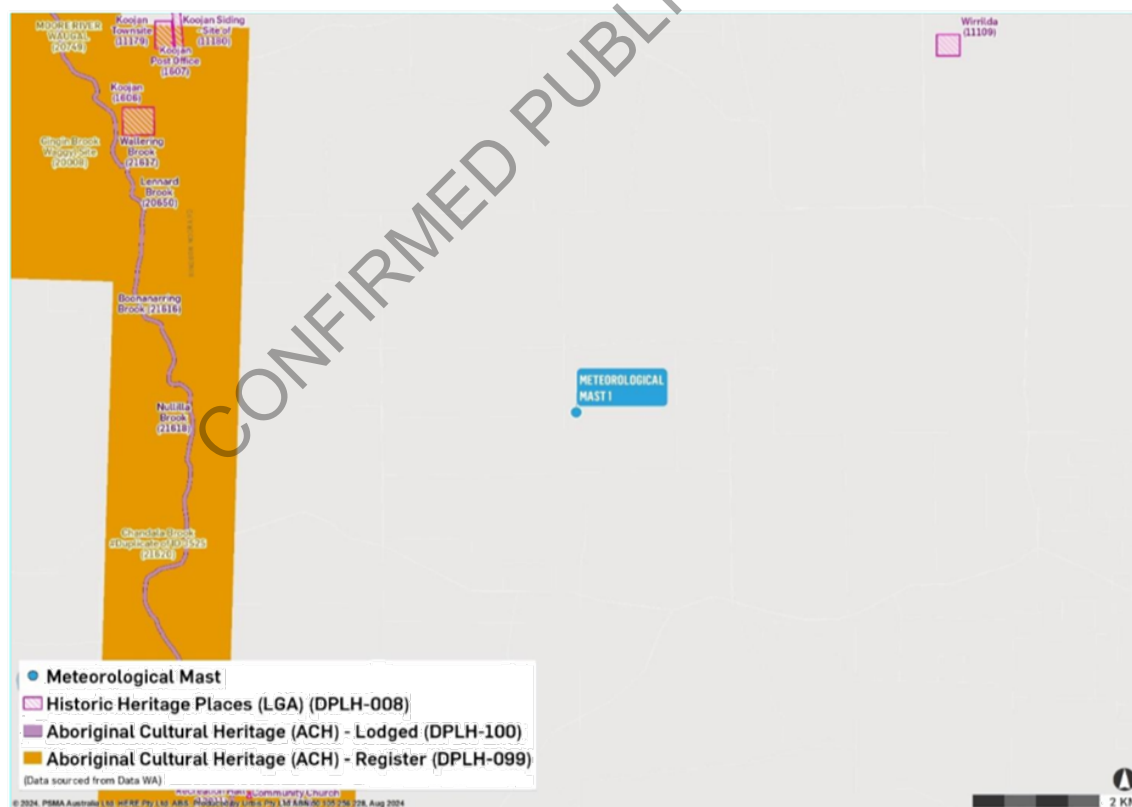
A number of technical considerations will inform the proposed layout of Grevillea Wind Farm – including ecology, heritage, bushfire, shadow flicker, aviation, landscape and visual assessment and other technical elements. These investigations have commenced and where relevant, have been utilised to inform this met mast development application.

4.2.1. Environmental

In addition, the subject site is located on land utilised for agrarian cropping and pasturing purposes and exist in a state that is cleared from remnant vegetation. Therefore, the clearing of native vegetation, and subsequent approvals under the *Environmental Protection Act 1986* is not required.

An Aboriginal and Historical Due Diligence Assessment is being prepared by Urbis to inform the broader wind farm proposal including the proposed met mast. This assessment considers the potential impact of the subject area, including Aboriginal Cultural Heritage (**ACH**), registered sites and lodged places, historic (non-Aboriginal heritage) places located within the site, and potential archaeological constraints in view of relevant heritage controls.

Figure 5 - Heritage Context Plan



4.2.2.1. Aboriginal Cultural Heritage

The met mast location is located on the traditional lands of the Yued People.

The Aboriginal Cultural Heritage Inquiry System (ACHIS) identifies three Registered, and five Lodged ACH sites intersected by the subject site. However, none of them are impacted by the proposed met mast location.

The sites are presented in the **Tables 3** and **4** below:

Table 3 - Registered ACH within the Project Area

ID	Place Name	Site Type	Location	Status
20008	Gingin Brook Waggyi Site	Camp Creation / Dreaming Narrative Historical Hunting Place Plant Resource Water Source	Within Project Area	Registered Site
20749	Moore River Waugal	Creation / Dreaming Narrative	Within Project Area	Registered Site
21620	Chandala Brook #Duplicate of ID 3525	Creation / Dreaming Narrative	Within Project Area	Registered Site

Table 4 – Lodged ACH within the Project Area.

ID	Place Name	Site Type	Location	Status
21616	Boonanarring Brook	Creation / Dreaming Narrative	Within Project Area	Lodged
21617	Wallering Brook	Creation / Dreaming Narrative	Within Project Area	Lodged
21618	Nullilla Brook	Creation / Dreaming Narrative	Within Project Area	Lodged
21619	Breera Brook	Creation / Dreaming Narrative	Within Project Area	Lodged
20650	Lennard Brook	Creation / Dreaming Narrative; Landscape / Seascape Feature; Other; Water Source	Within Project Area	Lodged

The registered and lodged ACH sites are mostly located on the western boundary of the proposed wind farm boundary, approximately 5km away from the met mast location, therefore the probabilities of impacting the values of those site by the proposed met mast is minimal. Most of these sites have a heavy ethnographic component (Creation / Dreaming Narrative) that is related to the Moore River and its associated brooks and creeklets. This means that there are intangible values associated with waterways and the general landscape. It should be noted that the ACH boundaries available through ACHIS are not exhaustive of all possible ACH in Western Australia do not include sites that have not previously been identified, recorded, and registered. A detailed survey will be undertaken to inform the broader wind farm application.

There are no previous heritage surveys over the Subject area or five kilometres of its boundary according to ACHIS database. As such, an archaeological and ethnographic site inspection will be undertaken prior to construction to confirm the potential impact on the intangible values of the Registered and Lodged sites by the proposed met mast. On August 28th, Yued Aboriginal Corporation provided a copy of the Yued Heritage Protection Agreement (YHPA) to Green Wind Renewables for their review on behalf of Grevillea Wind Farm Pty Ltd. This document effectively replaces the Noongar Standard Heritage Agreement (NSHA). Once an agreement is executed by both parties, an Activity Notice for the proposed works associated to the installation of the met mast will be submitted and the site inspections completed in compliance with the YHPA.

At this point, it is anticipated that no impacts on the cultural values of any of the mentioned sites, therefore, a Section 18 consent under the *Aboriginal Heritage Act 1972* will not be required.

4.2.2.2. Historic Heritage

There is only one historic heritage place listed under the Shire of Moora Local Heritage Survey also exist within and in proximity to the subject site. As these are not Heritage Listed (registered) places on the Shire's Municipal Heritage Inventory, there are no statutory requirements that apply. This place has been assigned a level 3 or 4 of significance and a category 5 (a site with built features), and it is recommended that the site is recognised by a plaque, place name, or similar. The places which are included within the subject site include:

- Site of Koojan Siding (11180)

A summary of the key heritage place and a broad assessment of impact of the proposed met mast is provided in **Table 5** below.

Table 5 - Historic Heritage

Heritage Place	Statement of Significance	Potential for Impact
11180 Site of Koojan Siding	<i>The site represents an association with the railway.</i>	This place is located a minimum of 8 km from the proposed met mast location. This is sufficient distance from the proposed location of works that the met mast will not impact the construction typology or ability to interpret the age of this heritage place.

4.2.3. Aviation Impact

An Aviation Impact Assessment has been prepared by Aviation Projects for the proposed met mast. The assessment concludes that the proposed location will have little notable impact to aviation operations in the area, specifically noting that:

- It will provide adequate clearance into the lowest safe altitude;
- Is not within controlled airspace;
- There are no verified uncertified aerodromes (aircraft landing areas) located within 3 nautical miles of the proposed met mast site and there will be no impact to any verified aeroplane landing areas caused by the met mast.

- While located laterally within restricted airspace (controlled by RAAF Base Pearce), it is within vertical limits and will not affect the function of the restricted area; and
- It will not affect communication, navigation, or surveillance facilities.

However, the Assessment notes that there may be some low-level aircraft operations in the area related to the associated activities in the area (e.g. relating to surrounding rural uses) and Danger Area D193 (Low-flying military aircraft). On this note, the assessment recommended several actions to be undertaken:

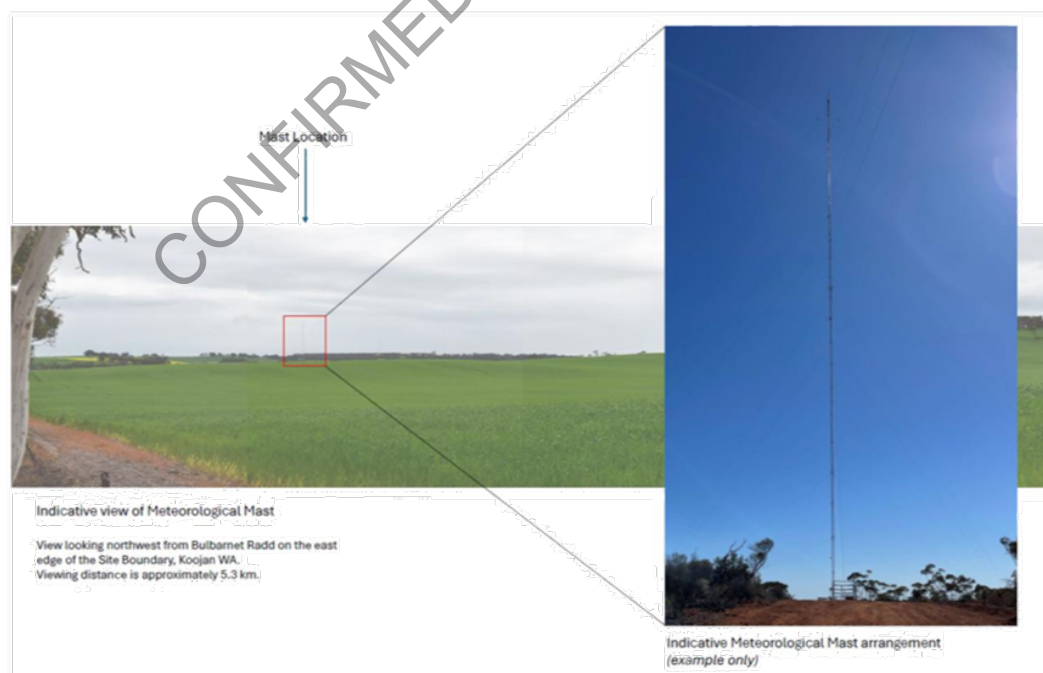
- While not mandatory, the assessment recommends marking the meteorological towers with:
 - Contrasting flags or balls on the guy wires;
 - Alternating contrasting bands painted to the upper third of the mast frame; and
 - Relative to the surrounding vegetation, contrasting guy wire attachment points.
- Obstacle lighting is not a regulatory requirement on the met mast however may be considered as additional mitigation. CASA will review the WMT and provided a recommendation for obstacle lighting if they determine the met mast will be hazardous to aircraft operations. At 151.2 m AGL, it is possible that CASA may recommend the met mast be lit, however this would not be mandatory.
- Report the construction details of the metrological mast as soon as reasonably possible to the CASA after development approval is achieved and the location of the mast is confirmed. This is required under the Civil Aviation Safety Regulations 1998; and
- Details and location of the mast should be provided to Air Services Australia. This will be done concurrently with the reporting to CASA.

Refer to **Appendix C** for a copy of the Aviation Impact Assessment.

4.2.4. Landscape and Visual Impact

To illustrate the potential impact of the met mast location, an indicative viewshed has been prepared and is shown below at **Figure 6** (full copies and location plan included at **Appendix D**). The view is taken looking north-west from Bulbarnet Road, with an approximate viewing distance of 5.3km. **Figure 6** demonstrates that the proposed met mast will not be a dominant feature in the rural landscape. A more detailed landscape and visual impact assessment will be undertaken in the future to support the broader wind farm application.

Figure 6 - Viewshed Image

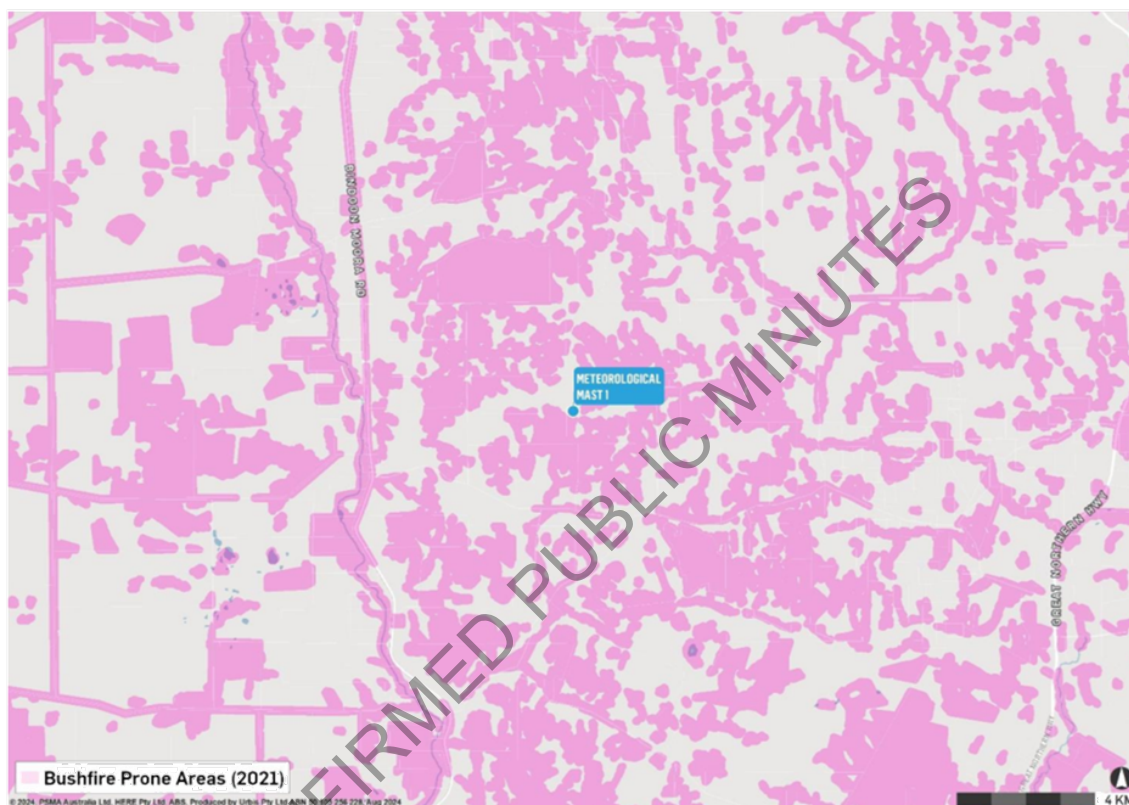


4.2.5. Bushfire

A large portion of the broader area is designated bushfire prone under the Department of Fire Emergency Service mapping, as shown at **Figure 7**. State Planning Policy 3.7 – Planning in Bushfire Prone Areas (**SPP 3.7**) directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (**FES**) Commissioner. However, the subject site where the met mast is being erected is not identified as being bushfire prone.

Given the proposed met mast is non-habitable and not within a bushfire prone area, an assessment was not considered warranted to support this application.

Figure 7 - Bushfire Prone Mapping



5. STATE PLANNING FRAMEWORK

Table 4 below highlights the relevant state planning documents that may apply to the proposed met mast.

Table 4 – State Planning Assessment

State Planning Policy	Comment
State Planning Policy 2.5 – Rural Planning <i>The key objectives set out by SPP 2.5 is to protect and preserve Western Australia's rural land assets for their economic, ecological, and landscape values. Thus, requiring broad compatibility between land uses in the delivery of this policy.</i>	The subject site is located on lands zoned 'Rural' under the Shire of Victoria Plains Planning Scheme and therefore SPP 2.5 is applicable for consideration. The construction of the proposed met mast will not result in a land use conflict with the rural uses of the site, impact on environmental or water assets, or result in a notable reduction of usable rural land, and therefore the proposal meets the requirements of this policy.
State Planning Policy 3.5 – Historic Heritage Conservation <i>The key objectives set out SPP 3.5 is to ensure the preservation and conservation of historic places and areas of significance in Western Australia, as well as provide greater levels of certainty for landowners and communities.</i>	An Aboriginal and Historical Due Diligence Assessment has been prepared by Urbis to inform the broader wind farm proposal including the proposed met mast. The assessment concludes that the proposed location and design of the met mast will have limited to no impact on sites of heritage significance, as detailed in Section 4.2.2 of this report.
State Planning Policy 3.7 – Planning in Bushfire Prone Areas <i>The key objective of SPP 3.7 is to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.</i>	Given the proposal for the met mast is minor in scale and is located in an area not identified as being bushfire prone, this level of assessment under SPP 3.7 was not considered warranted. A detailed Bushfire Attack Level Assessment/Bushfire Management Plan will be prepared to accompany the broader wind farm application.
Position Statement – Renewable Energy Facilities This position statement outlines the WA Planning Commissions requirements to support the consistent consideration and provision of renewable energy facilities within WA.	Consistent with this Position Statement, the proposed met mast have been informed by considerable technical inputs, from an ecological, heritage, bushfire, landscape and aviation perspective.

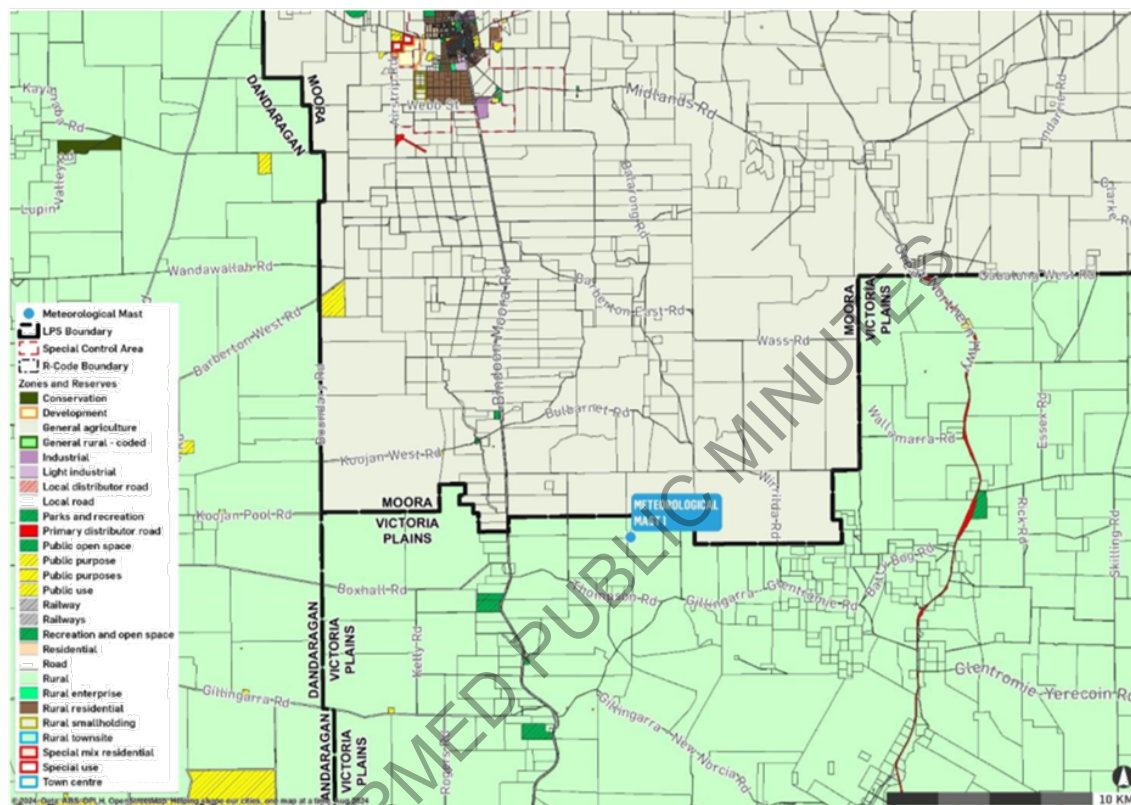
6. LOCAL PLANNING FRAMEWORKS

This section assesses the development application against the relevant local planning framework.

6.1. SHIRE OF VICTORIA PLAINS LOCAL PLANNING SCHEME NO. 5

The met mast location is located within a Rural zone under the Shire of Victoria Plains Local Planning Scheme No.5 (LPS 5) as shown in Figure 8 below.

Figure 8 - Scheme Map Extract



As set out in Clause 16 of LPS 5, the objectives of the Rural Zone are as follows:

- To provide for the maintenance or enhancement of specific local rural character;
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage;
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone; and
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

Consistent with the above objectives, and mentioned prior, the proposed met mast is being installed for the primary purpose of measuring wind speed to assist in determining the wind conditions and future layout of the turbines. It will not impede on surrounding rural pursuits, or the associated rural amenity and character.

As demonstrated in **Section 4.2.4**, the met mast will have minimal visual impact to the surrounding residential developments or the overall rural character. Further, the met mast will avoid impacts on areas of sensitivity such as ecological areas (including areas of remnant vegetation) and water courses/bodies and would not have any impacts to soils of the area.

As stated, the proposed met mast (in facilitating a future large scale renewable proposal) is considered to have 'demonstrated benefit' to the Shire of Victoria Plains, Shire of Moora, Wheatbelt region and the broader State while being compatible with surrounding rural uses.

6.1.1. Land Use Permissibility

Under the 'Zoning Table' of the LPS 5, a 'meteorological mast' is not specified. While the closest use would be 'telecommunications infrastructure', by virtue of the proposed design, given the purpose of the met mast is for wind monitoring purposes (and not telecommunication), this use class is not considered suitable.

On this basis, the proposed met mast is considered a use not listed. In accordance with Clause 18(4) of LPS 5, where a use is carried out that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other land use the local government may:

determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

For the reasons articulated in **Section 6.1** above, given the alignment with the Rural zone objectives and its purpose in informing a future wind farm application (which will be subject to a separate planning process), it is considered that the proposed use shall be permitted, consistent with objective (a) above.

6.1.2. General Development Requirements

This section provides an assessment against relevant general development requirements dictated by LPS 5.

6.1.2.1. Amenity Of Non-Residential Development

Table 6 provides comment against the relevant provisions of Clause 31 of LPS 5:

The amenity of non-residential development shall be determined in the context of each proposed development and site conditions, but shall generally be in accordance with these principles:

Table 6 – LPS 5 Clause 31 Principles

Principle	Comment	Compliance
1. <i>the form and scale of the development is to be compatible with surrounding land uses</i>	The view shed and amenity impacts have been considered. It has been determined that due to the slender form, the scale of the development will not adversely affect the visual amenity of the surrounding land uses.	✓
2. <i>the impacts of the development are to be contained on site and/or suitably managed off-site</i>	There are no relevant external impacts (other than visual) and minor impacts associated with construction.	✓

Principle	Comment	Compliance
3. <i>the impact of the development on the road network and traffic management is to be consistent with the road function and hierarchy</i>	Only minor impacts associated with the delivery of the met mast structure to the subject site is expected. The met mast is a non-habitable structure with visitation to the development only to be for maintenance purposes. In future, the met mast will be deconstructed to enable construction of the wind farm. It is anticipated that a construction traffic management plan will be prepared as a condition of development approval.	✓
4. <i>adequate provision is to be made for parking for staff and visitors, with separation between staff / visitor parking and service / haulage vehicles</i>	N/A – As the development is to be unattended, the provision of permanent parking is not deemed warranted.	✓
5. <i>buildings are to have screening of services and areas for waste management and essential services</i>	As the development is to be unattended and unvisited (other than for construction and maintenance purposes), the provision of waste facilities is unnecessary. The screening of services is not deemed necessary as the nearest habitable structure/sensitive land-use is located over 2.5km from the met mast, with services not visible at a distance.	✓
6. <i>visual impacts to be minimised by the use of vegetation screening, tree retention and building orientation</i>	Due to the nature of the development being a met mast, it is crucial that screening does not occur so the sensitive instruments can conduct measurements. The slender form of the met mast minimises external visual impacts as demonstrated by the viewshed analysis.	✓
7. <i>minimise the use of front fencing, and where required, fencing to be set back to the building line and behind the landscaped area where feasible</i>	Fencing immediately surrounding the met-mast tower will be utilised. The fencing will not be visually obtrusive or notable due to it being setback from sensitive land uses and roads. While subject to detailed design, the construction of fences will be in accordance with the <i>Shires Fencing Local Law 2018</i>. It is requested that this is placed as a condition of development approval.	✓

Principle	Comment	Compliance
8. <i>external lighting designed to minimise light spill and glare on adjoining properties</i>	N/A – No lighting is proposed. However, subject to discussions with CASA post-approval, aviation lighting may be recommended (not mandatory). If aviation lighting is included in the final design, such lighting is not expected to cause light spill or glare.	✓
9. <i>storage of plant and equipment to be screened or remote from public areas, particularly from the street, and provision made on site for a loading bay where the land use requires it</i>	N/A – Plant equipment not proposed.	✓
10. <i>use of 'on building' signage where the building addresses the street, and where 'freestanding' signage is necessary it should either be affixed to a front fence, or located adjacent to it at a height that is compatible with the setting</i>	N/A – No signage proposed.	✓

6.1.2.2. Environmental Protection

The following **Table 7** provides comment against the relevant provisions of Clause 35 of LPS 5:

Table 7 – LPS 5 Clause 35

Principle	Comment	Compliance
1. <i>Development shall ensure that potential impacts on environmental values will be addressed including potential impact on land degradation (e.g. salinity) and waterway protection (and their buffers) to the satisfaction of the responsible authority and relevant public agency.</i>	The proposed met mast will not result or notably contribute to, the degradation of soils or waterways.	✓
2. <i>The responsible authority may impose conditions on any development approval requiring the retention and protection of existing vegetation (e.g. through fencing) and/or the planting of additional vegetation.</i>	The siting of the proposed met mast will not result in any significant (local or regional) vegetation being removed. Fencing or planting is not necessary.	✓
3. <i>If, in the opinion of the local government, over-grazing by livestock on any land classified 'Rural' zone is causing degradation to the landscape or land degradation that may lead to soil erosion, the local government may issue an order to the property owner requiring a reduction in the number, or total removal, of the</i>	N/A – no livestock proposed.	✓

Principle	Comment	Compliance
<i>livestock. Prior to forming an opinion and issuing an order pursuant to this clause the local government shall seek and obtain advice from the Department of Primary Industries and Regional Development and any other government agency with a potential interest in the matter</i>		

6.1.2.3. Vehicle Access and Road Construction

The following **Table 8** provides comment against the relevant provisions of Clause 36 of LPS 5:

Table 8 – LPS 5 Clause 36

Principle	Comment	Compliance
1. <i>The responsible authority shall be satisfied arrangements for vehicle access are acceptable including the location of access points and construction, with regard to the impact of the proposed land use and expected traffic volume and composition on traffic flow and safety, the character and function of the road, the volume and the width of the carriageway and visibility; and the ultimate volume and type of traffic generated by the development.</i>	The primary road access point during the construction phase of the development will be from Scholz Road, through an existing gate access point between lots M1421 and M1417. Access for the duration of the met mast's lifespan will be required through lot M1421. Refer to the location plan located in Appendix B .	✓
2. <i>The responsible authority may not allow more than one vehicular entrance or exit to or from any lot or may require separate entrances and exits, and/or require that entrances and exits be placed in positions nominated by it, to avoid or to reduce traffic hazards.</i>	Access to the proposed met mast will be facilitated via the existing road and access network and will only be utilised for construction and maintenance purposes.	✓
3. <i>Development shall have direct access to a constructed road or arrangements shall be put in place to the satisfaction of the responsibility authority to provide permanent access to a constructed road which may include conditions to require an application to construct and maintain or contribute towards road construction, pay a sum of money to the local government towards road construction, and/or place a notification on title that alternative access arrangements must be maintained legally and physically.</i>	As the proposed met mast is a primarily unattended structure, there is a lack of nexus between any condition emplaced to construct road(s), maintain road(s), or contribute toward road(s).	✓

Principle	Comment	Compliance
4. <i>The responsible authority may require the forming, sealing and draining of any unconstructed public road, public right-of-way, private right-of-way, laneway or private road servicing a development for which development approval is given at the cost of the developer in proportion to the extent of the use of the public road, public right-of-way, private right-of-way, laneway or private road by the development in respect to other users as assessed by the responsible authority.</i>		✓

6.1.2.4. Parking

As stated in LPS 5 Clause 38(1):

Land and buildings shall not be used or developed for any use mentioned in Table 7 unless off street parking is provided in accordance with the requirements set out therein; or for any use not mentioned in Table 7 unless off street parking is provided, as determined by the responsible authority.

As the met mast will be typically unattended or visited, the need to provide formalised parking is not deemed warranted. It is requested that the Shire not place any condition on requiring carparking.

6.1.2.5. Servicing Requirements

As stated in LPS 5 Clause 39(1):

Development is to be serviced with power, water supply, wastewater and effluent disposal to a level commensurate with the intended land use, with arrangements in place to the satisfaction of the responsible authority and relevant agencies and in accordance with subclauses 40-42 and any other clauses for servicing requirements in this Scheme.

The proposed met mast is serviced with power through a singular photovoltaic solar panel and will not require a water supply or disposal point. Therefore, servicing arrangements for water, wastewater and effluent disposal are not warranted.

6.1.2.6. Rural Zone

The following **Table 9** provides comment against the relevant rural zone provisions of Clause 44 of LPS 5:

Table 9 – LPS 5 Clause 44

Principle	Comment	Compliance
<i>Within the Rural zone all dwellings and associated outbuildings, external fixtures, patios, pergolas, verandas, garages, carports or swimming pools as well as all non-residential developments such as farm outbuildings and dams shall have a minimum setback of 20 metres from the</i>	The proposed met mast is setback approximately 190 metres from the nearest property boundary.	✓

Principle	Comment	Compliance
<i>land's primary street frontage and 10 metres from all side and rear boundaries.</i>		
<i>Tourist and workforce accommodation proposals in the Rural zone shall comply with clauses (a) and (b):</i> ...	N/A – tourist or workforce accommodation is not proposed.	✓
<i>Development in the Rural zone shall address both on-site and off-site impacts and, where deemed necessary by the responsible authority, such proposals shall be accompanied by information to address and identify:</i> A) <i>environmental values and any environmental risks;</i> B) <i>the potential for land use conflict including impacts and restrictions on approved uses on adjacent or nearby locations; and</i> C) <i>the separation distances and/or buffers relating to a potentially incompatible land use which need to be provided on-site.</i>	There are no proposed environmental risks associated with the met mast. The met mast is setback approximately 2.5km from the nearest residence and will not result in land use conflict. A viewshed analysis has also be undertaken to demonstrate that the met mast will have minimal impact on the visual amenity of surrounding properties and rural character. The proposed met mast is appropriately separated from nearby sensitive uses.	✓
<i>Where an industrial type or other use is permissible in the 'Rural' zone and requires a buffer as prescribed in the Environmental Protection Authority's Buffer Distance Guidelines, the buffer area is not to impact upon existing or proposed residential development.</i>	N/A – a buffer prescribed by the Environmental Protection Authority is not required.	✓
<i>An ancillary dwelling in the Rural zone must be no greater than 100m², be co-located with the single house, must allow for the continued use of the lot for rural purposes and shall be constructed to a standard that ensures the visual amenity of the area is not adversely impacted.</i>	N/A – no dwelling proposed.	✓

6.2. SHIRE OF VICTORIA PLAINS LOCAL PLANNING STRATEGY 2012

The Local Planning Strategy 2012 (**the Strategy**) sets out the Shires general aims and intentions for future long-term growth and change. The Strategy recognises the need to diversify rural activities to ensure non-reliance on a single output and acknowledges the social and economic importance of its local agrarian industries. The proposal for the met mast, to facilitate delivery of a broader renewable energy proposal, aligns with this intent.

6.3. SHIRE OF VICTORIA PLAINS LOCAL PLANNING POLICES

There are no relevant local planning policies which are applicable to the proposed met mast.

CONFIRMED PUBLIC MINUTES

7. CONCLUSION

The proposed met mast will be installed to monitor wind speeds to inform the turbine layout of the future Grevillea Wind Farm. This application seeks approval for the construction and installation of one met mast which will be a temporary structure in place for a period of 5-7 years, at which point the met mast will be deconstructed and removed.

This report demonstrates the proposal is consistent with the Rural zone objectives and is generally aligned with the broader planning framework as well as relevant technical requirements. On the basis, it is respectfully requested this application be approved, subject to any suitable conditions. In this regard, it is anticipated that conditions should be limited to the preparation of a management plan (addressing construction and traffic) to ensure suitable management practices are implemented during the construction phase.

CONFIRMED PUBLIC MINUTES

8. DISCLAIMER

This report is dated 16 September 2024 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of Urbis Ltd (**Urbis**) opinion in this report. Urbis prepared this report on the instructions, and for the benefit only, of Green Wind Renewables (**Instructing Party**) for the purpose of Development Application (**Purpose**) and not for any other purpose or use. To the extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to the Instructing Party which relies or purports to rely on this report for any purpose other than the Purpose, and to any other person which relies or purports to rely on this report for any purpose whatsoever (including the Purpose).

In preparing this report, Urbis was required to make judgements which may be affected by unforeseen future events, the likelihood and effects of which are not capable of precise assessment.

All surveys, forecasts, projections and recommendations contained in or associated with this report are made in good faith and on the basis of information supplied to Urbis at the date of this report, and upon which Urbis relied. Achievement of the projections and budgets set out in this report will depend, among other things, on the actions of others over which Urbis has no control.

In preparing this report, Urbis may rely on or refer to documents in a language other than English, which Urbis may arrange to be translated. Urbis is not responsible for the accuracy or completeness of such translations and disclaims any liability for any statement or opinion made in this report being inaccurate or incomplete arising from such translations.

Whilst Urbis has made all reasonable inquiries it believes necessary in preparing this report, it is not responsible for determining the completeness or accuracy of information provided to it. Urbis (including its officers and personnel) is not liable for any errors or omissions, including in information provided by the Instructing Party or another person or upon which Urbis relies, provided that such errors or omissions are not made by Urbis recklessly or in bad faith.

This report has been prepared with due care and diligence by Urbis and the statements and opinions given by Urbis in this report are given in good faith and in the reasonable belief that they are correct and not misleading, subject to the limitations above.

APPENDIX A

CERTIFICATES OF TITLE

CONFIRMED PUBLIC MINUTES

28119/58
19002/63

Transfer 7655/1958 (51454)
From Vol. 1018 Fol. 845

REGISTER BOOK.
Vol. 1214 Fol. No. 038

WESTERN AUSTRALIA.

Certificate of Title

CT 1214 0038 F

under "The Transfer of Land Act, 1893" (34 Vic. 14, 5th. 5).

Dallas Vernon Waters of Yericoin, Farmer, is now the proprietor of an estate in fee simple subject to the easements and encumbrances notified hereunder in all those pieces of land delineated and coloured green on the map hereon containing in the aggregate three thousand three hundred and forty-eight acres and two roods or thereabouts, being portion of Melbourne Location 974 and being Lot M1406 the subject of Diagram 6128, Lot M1407 the subject of Diagram 6129 and Lot M1421 the subject of Diagram 6179, except and reserving metals, minerals, gems and mineral oil specified in Transfer 7655/1958.

Scale: 50 chains to an inch

Dated the twenty-third day of May One thousand nine hundred and fifty-eight.

Don J. Abbott
Registrar of Titles.

Transfer 12212/1958 to York Pastoral Co. Pty. Ltd. of 42, Hector Street, Osborne Park. Registered 12th August 1958 at 9.50 a.m.

Transfer 6334/66 to Christopher Frank Chopping, Farmer and Valerie Margaret Chopping, Married Woman, both of 22 Lawler Road, Attadale, as joint tenants. Registered 2nd February 1966 at 9.56 a.m.

Transfer 854761 to James Thomas Pty. Ltd., of care of Clowring & Clowring, 31 Howard Street, Perth. Registered 4th April 1978 at 9.44 a.m.

For encumbrances and other matters affecting the land see back.

EASEMENTS AND ENCUMBRANCES REFERRED TO

Instrument Stamped 18.12.00 **CHARGED**
 Mortgage 20693/63 York Pastoral Co Pty Ltd. to Bank of New South Wales. Registered 18th April 1963
 at 9.020 o'clock. *H. Blackmore*
 ASSISTANT REGISTRAR OF TITLES

Discharge 6332/66 of Mortgage 20693/63 Registered 2nd February 1966 at 9.36 o'clock. *H. Blackmore*
 Asst Registrar of Titles

Mortgage 47840/66 to THE COMMONWEALTH DEVELOPMENT BANK OF AUSTRALIA Registered 15th July 1966 at 9.31 o'clock. **DISCHARGED** *H. Blackmore*
 ASSISTANT REGISTRAR OF TITLES

Mortgage A101560 to THE COMMONWEALTH DEVELOPMENT BANK OF AUSTRALIA Registered 11th November 1968 at 9.19 o'clock. **DISCHARGED** *H. Blackmore*
 ASSISTANT REGISTRAR OF TITLES

Mortgage A101561 to Commonwealth Development Bank of Australia Registered 11th November 1968 at 9.19 o'clock. **DISCHARGED** *H. Blackmore*
 ASSISTANT REGISTRAR OF TITLES

Caveat A528503 Lodged 1972 at 11.49 o'clock. **DISCHARGED** *H. Blackmore*
 ASSISTANT REGISTRAR OF TITLES

Discharge B516757 of Mortgages 47840/66 & A101560 Registered 4th May 1978 at 9.44 o'clock.

Discharge B516758 of Mortgage A101561 Registered 4th May 1978 at 9.44 o'clock.

Withdrawal B516759 of Caveat A528503 Lodged 4-5-1978 at 9.44 o'clock.

Mortgage B516762 to Bank of New South Wales Registered 4th May 1978 at 9.44 o'clock.

Mortgage B516763 to Commonwealth Development Bank of Australia Registered 4th May 1978 at 9.45 o'clock. **DISCHARGED**

Discharge D981767 of Mortgage B516763 Registered 4th January, 1989 at 9.56 o'clock.

Dup. C/T not prod.

Mortgage E872041 to Westpac Banking Corporation. Registered 4th May, 1992 at 9.24 hrs.

CT 1214 0038 B



CERTIFICATE OF TITLE

Vol. 1214

Fol.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 16/09/2024 02:24 PM Request number: 67150947



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28119/58
19002/63

Transfer 7655/1958 (51454)
From Vol. 1018 Fol. 845

REGISTER BOOK.
Vol. 1214 Fol. No. 038

WESTERN AUSTRALIA.

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CT 1214 0038 F

under "The Transfer of Land Act, 1893" (34 Vic. 14, 5th. 5).

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For encumbrances and other matters affecting the land see back.

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EASEMENTS AND ENCUMBRANCES REFERRED TO

Instrument stamped 18.12.00 **CHARGED**
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Dup. C/T not prod.

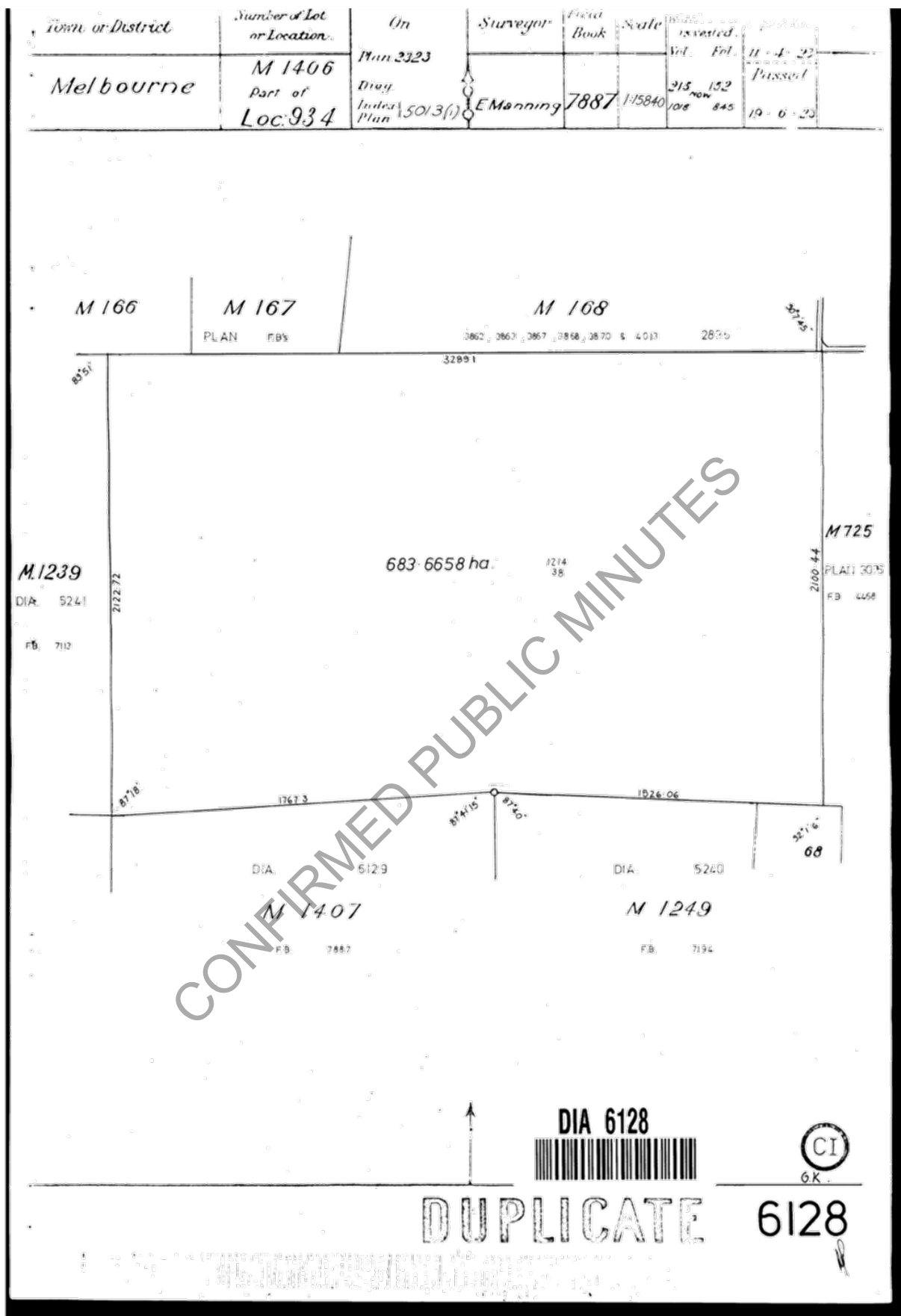
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CERTIFICATE OF TITLE

Vol. 1214 Fol.



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Diagram 6128

Lot	Certificate of Title	Lot Status	Part Lot
1406	1214/38	Registered	

CONFIRMED PUBLIC MINUTES

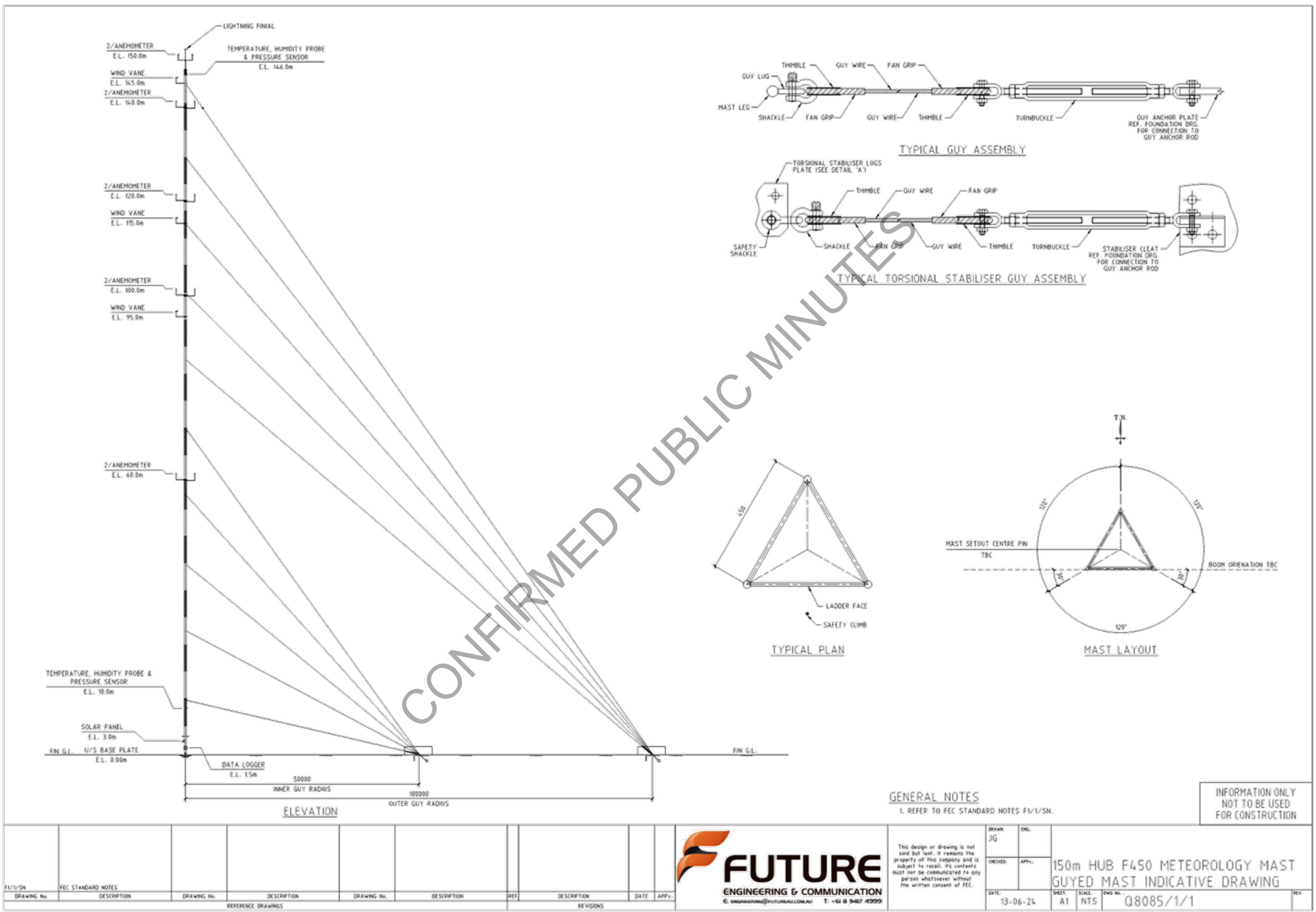
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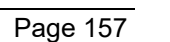


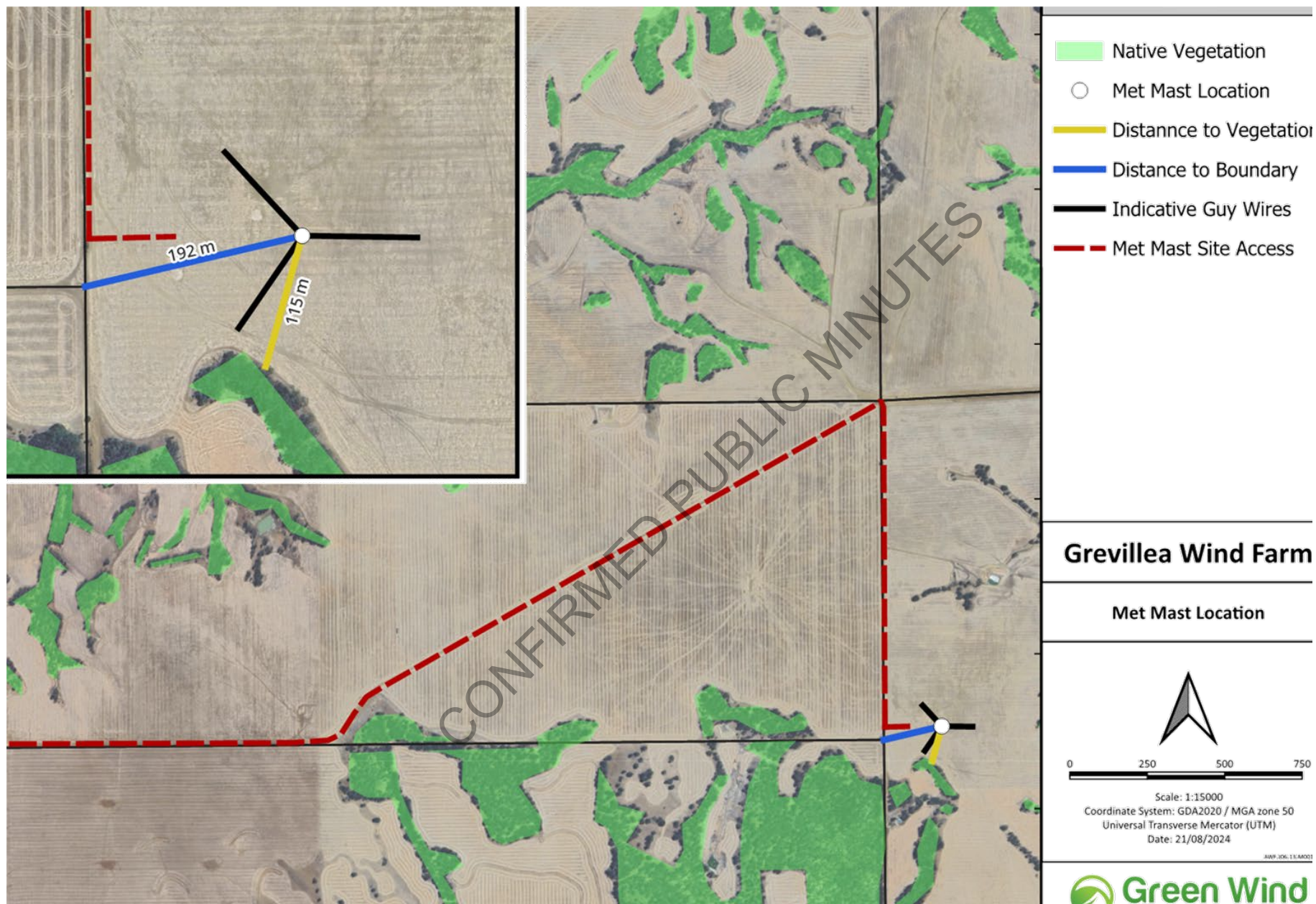
APPENDIX B

METEOROLOGICAL MAST PLANS/SPECIFICATIONS

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APPENDIX C

AVIATION IMPACT ASSESSMENT

CONFIRMED PUBLIC MINUTES



Alix Chinnery
Associate Director - Project Management, Environment WA
AECOM

August 2024

By email: alix.chinnery@aecom.com

Our reference: 101605-01

Dear Alix

Re: Grevillea Wind Farm Wind Monitoring Tower – Aviation Impact Assessment

Please find in this correspondence a summary overview of the Aviation Impact Assessment (AIA) of possible constraints to developing a wind monitoring tower (WMT) for the purposes of obtaining meteorological data to support the proposed Grevillea wind farm.

1.1. Project Background

Macquarie Asset Management Green Investments (MAM Green Investments) and Green Wind Renewables (GWR) have agreed to partner to deliver a portfolio of large-scale wind farm projects in Western Australia. AECOM has been engaged by the proponent to prepare project development plans for each project, including a separate development plan for the installation of a WMT to be installed in each wind farm project area.

The proposed Grevillea wind farm WMT is located approximately 26 km (14 nm) south-southeast of the town of Moora, 17 km (9 nm) northwest of the town of New Norcia, and 57 km (31 nm) northeast of the town of Gingin, in the Shire of Victoria Plains local government area (LGA). The maximum height of the WMT will be up to 151.2 m AGL.

AECOM wishes to understand the potential aviation impacts and the need for aviation hazard marking and lighting of the WMT and has engaged Aviation Projects to undertake an aviation impact assessment to support the development application for the installation of a WMT.

1.2. References

References used or consulted in the preparation of this report included:

- Airservices Australia, Aeronautical Information Package; including AIP Book, Departure and Approach Procedures and En Route Supplement Australia, dated 13 June 2024
- Airservices Australia, *Designated Airspace Handbook*, effective 13 June 2024
- Civil Aviation Safety Authority, *Civil Aviation Safety Regulations 1998* (CASR)
- Civil Aviation Safety Authority, Part 139 (Aerodromes) Manual of Standards 2019, F2024C00161 registered 16/02/2024
- Civil Aviation Safety Authority, Advisory Circular (AC) 139.E-05 v1.1 Obstacles (including wind farms) outside the vicinity of a CASA certified aerodrome (October 2022)
- Civil Aviation Safety Authority, Advisory Circular (AC) 139.E-01v1.0 Reporting of tall structures, December 2021

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AVIATION PROJECTS

- Department of Infrastructure, Transport, Regional Development, Communications and the Arts, Australian Government, National Airport Safeguarding Framework, Guideline D Managing the Risk of Wind Turbine Farms as Physical Obstacles to Air Navigation, dated June 2013
- International Civil Aviation Organization (ICAO), Doc 8168 Procedures for Air Navigation Services—Aircraft Operations (PANS-OPS)
- ICAO Standards and Recommended Practices, Annex 14—Aerodromes
- Shire of Victoria Plains planning scheme No. 5

1.3. Client material

AECOM provided the following material for the purposes of this analysis in the SharePoint project material library:

- WMT specification, *Indicative 150m Mast.pdf*, received 24 July 2024
- Project layout, *AECOM - GWF.2.kml*, received 06 June 2024

Figure 1 shows the proposed location of the WMT site relative to the nearby towns and roads (source: AECOM, Google Earth).

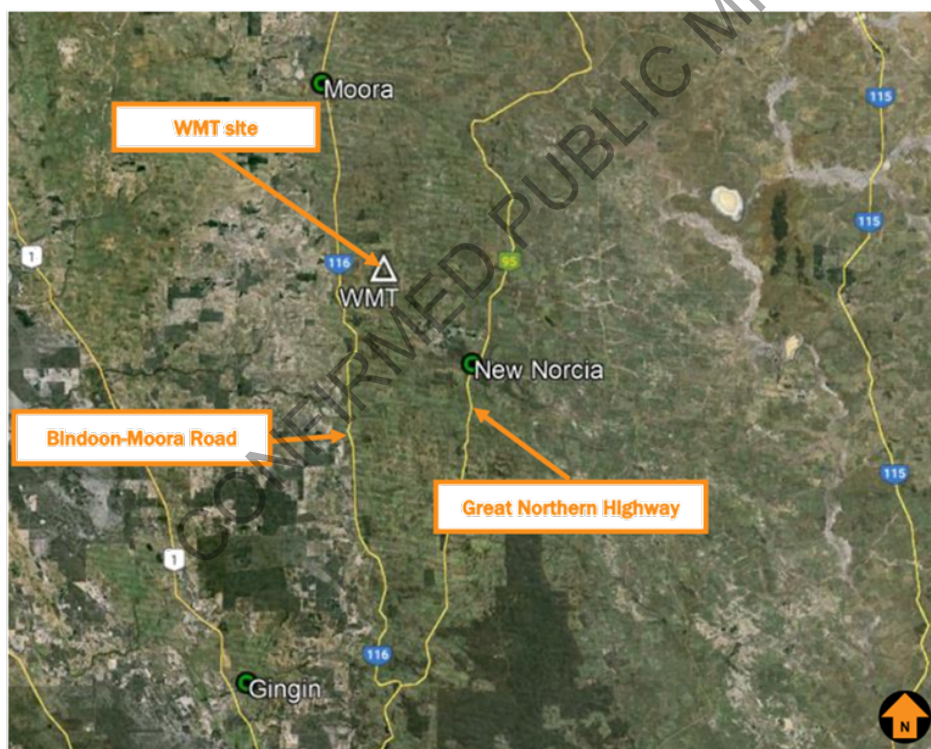


Figure 1 WMT site overview

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AVIATION PROJECTS

1.4. Wind monitoring tower description

The proposed wind monitoring tower will be of steel lattice construction and a maximum of 151.2 m in height above ground level (AGL) and will be guyed in 3 directions.

For the purpose of this assessment, the maximum WMT height applied for the aviation analysis is based on the maximum elevation observed in Google Earth within 100 m of the WMT site, plus a 5 m error margin.

Table 1 provides the details of the WMT height applied for this assessment.

Table 1 WMT details

Parameter	WMT
Error budget (m)	5 m
Location	30°51'29.03"S 116° 5'28.47"E
Ground elevation (within 100 m of WMT site)	309 m AHD
Height of tower AGL	151.2 m (496.1 ft)
WMT tip height (with 5 m buffer)	460.2 m AHD (1509.9 ft AMSL)

1.5. Aviation Impact Assessment

This analysis considers the aeronautical impact of the WMT on the following:

- The operation of nearby certified aerodromes
- The operation of nearby aircraft landing areas (uncertified aerodromes)
- Grid and air route Lowest Safe Altitudes (LSALTs)
- Airspace protection
- Aviation facilities
- Radar installations
- Local aircraft operations.

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 AVIATION PROJECTS**1.6. Shire of Victoria Plains**

Development of the WMT will be subject to Shire of Victoria Plains' planning scheme No. 5, amended 01/04/2022. Section 1.8 of the scheme provides the purpose of the scheme, including to:

- (a) set out the local government's planning aims and intentions for the Scheme area; and*
- (b) set aside land as local reserves for public purposes; and*
- (c) zone land within the Scheme area for the purposes defined in this Scheme; and*
- (d) control and guide development including processes for the preparation of structure plans, and*
- (e) set out procedures for the assessment and determination of planning applications; and*
- (f) set out procedures for contributions to be made for the costs of providing infrastructure in connection with development through development contribution plans; and*
- (g) make provision for the administration and enforcement of this Scheme; and (h) address other matters referred to in Schedule 7 of the Act.*

There is no specific aerodrome safeguarding policy or framework established in the planning scheme or strategy. There is no certified aerodrome located within the LGA. This assessment considers that the development of the WMT is not specifically affected by the Shire of Victoria Plains planning framework in relation to aviation impacts.

1.7. Nearby certified aerodromes

There are no certified aerodromes located within 30 nm of the proposed WMT location.

A certified aerodrome means an aerodrome regulated by the Civil Aviation Safety Authority (CASA) under Part 139 of the Civil Aviation Safety Regulations (CASR), with defined standards established in Part 139 (Aerodromes) Manual of Standards (MOS) 2019.

Figure 2 shows a 30 nm radius from the WMT location in relation to the nearest certified aerodromes (source: AECOM, Airservices Australia, Google Earth).

The 30 nm radius represents the 25 nm minimum sector altitude (MSA) for aerodromes with terminal instrument flight procedures. The 25 nm MSA minimum altitude is determined by assessing obstacles within 30 nm (25 nm plus 5 nm buffer) of the aerodrome reference point (ARP) or navigational aid on which the MSA is based.

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AVIATION PROJECTS

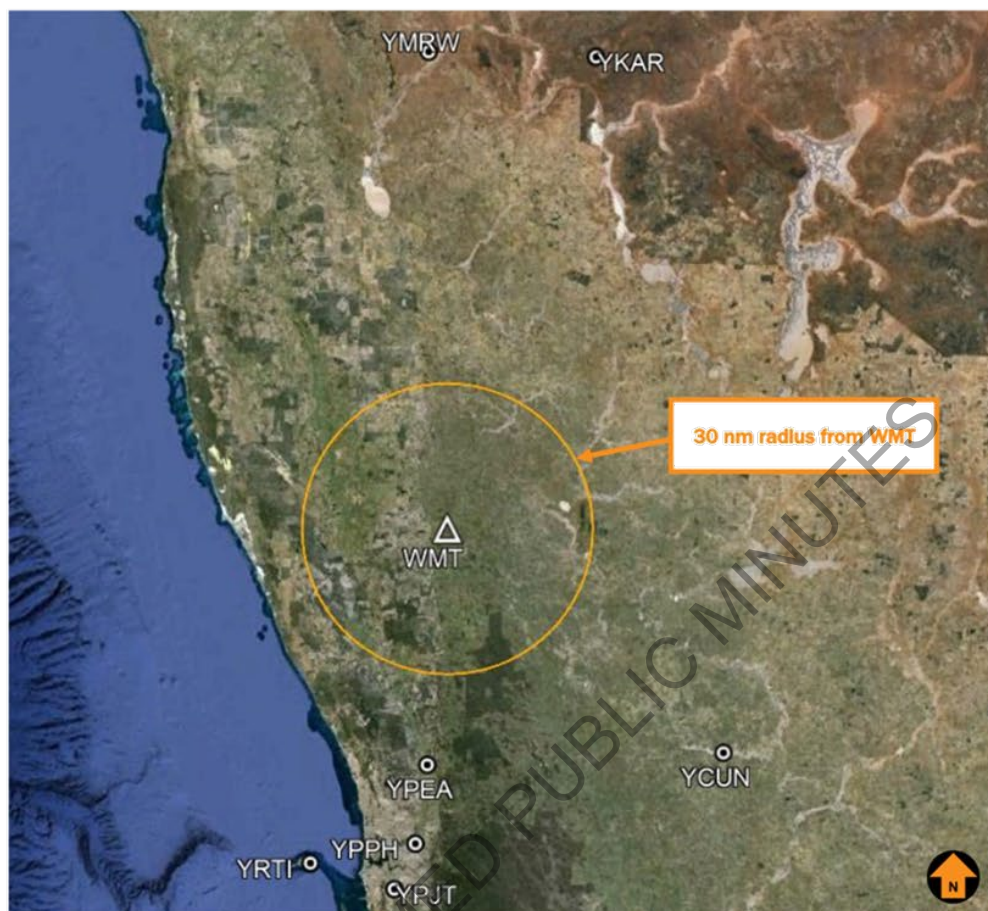


Figure 2 WMT relative to the closest certified aerodromes

The WMT will not affect any certified aerodrome.

1.8. Nearby aeroplane landing areas (uncertified aerodrome)

As a guide, an area of interest within a 3 nm radius of an aeroplane landing area (ALA) is used to assess the potential impacts of proposed developments on aircraft operations at or near the ALA. There are no formal airspace safeguarding specifications established for ALAs.

A search on OzRunways, which sources its data from Airservices Australia (AIP), did not identify any uncertified aerodromes within 3 nm of the WMT site. The aeronautical data provided by OzRunways is approved under CASA CASR Part 175.

A review of NationalMap (an online map-based tool allowing access to spatial data from Australian government agencies) was also undertaken. No ALAs were identified within 3 nm of the proposed WMT site.

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1.9. Air routes and grid LSALT

MOS 173 requires that the published lowest safe altitude (LSALT) for a particular airspace grid or air route provides a minimum of 1000 ft clearance above the controlling (highest) obstacle within the relevant airspace grid or air route tolerances.

The proposed WMT will be in a grid identified in the EnRoute Chart – Low. (ERCL 8) The grid LSALT applicable to the proposed WMT location is 2900 ft AMSL, with a minimum obstacle clearance surface of 1900 ft AMSL.

The WMT is not located laterally within 7 nm of any low-level air route.

Figure 3 shows the air routes and grid LSALT in proximity to the proposed WMT location (source: AECOM, ERC Low 8).

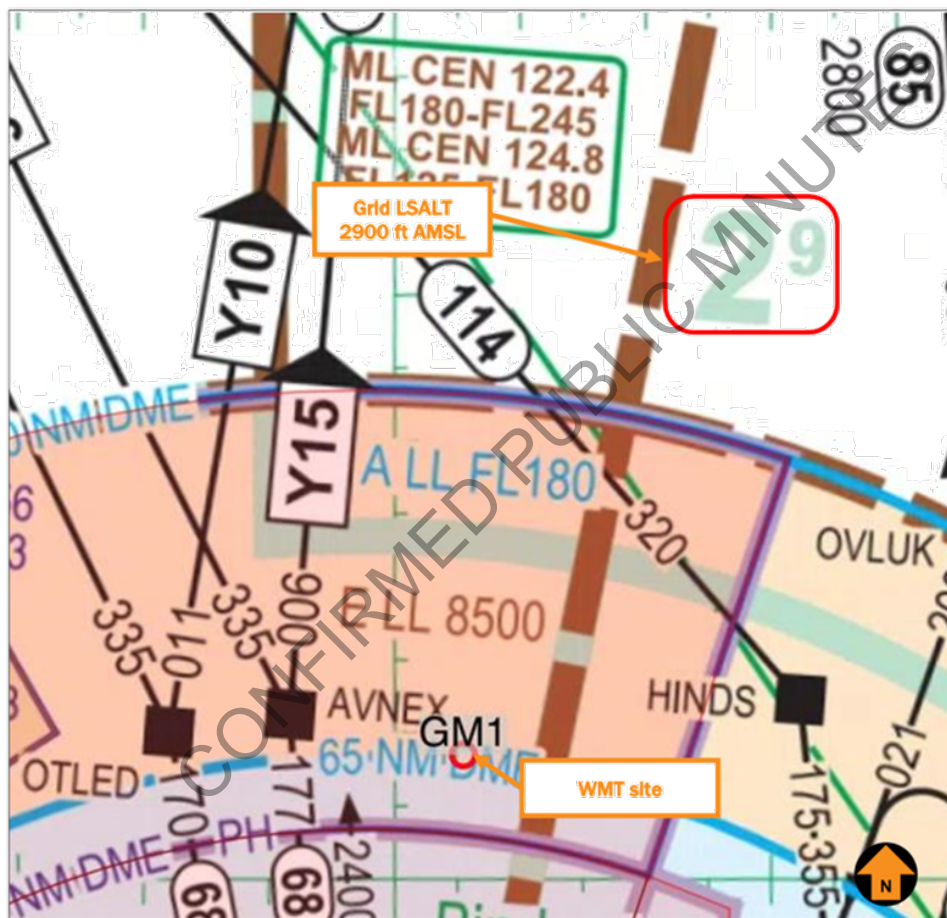


Figure 3 WMT in relation to LSALT

An impact analysis of the LSALT for the grid and surrounding air routes is provided in Table 2 based on the maximum WMT height of 460.2 m AHD (1509.9 ft AMSL).

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Table 2 Air route and grid LSALT impact analysis

<i>Air route</i>	<i>Waypoint pair</i>	<i>LSALT ft AMSL</i>	<i>Minimum Obstacle Clearance height ft AMSL</i>	<i>Impact on airspace design WMT</i>	<i>Potential solution</i>	<i>Impact on aircraft ops</i>
Grid	N/A	2900	1900	No impact – below protection surface by 390 ft	N/A	N/A

The WMT will not impact the grid LSALT or LSALT of the nearest air routes.

1.10. Airspace

The WMT will be located outside of controlled airspace (wholly within Class G airspace).

The WMT will be located laterally within Restricted Area R156, which is associated with military flying, and controlled by the Flight Commander of 453 Squadron Pearce. R156 has a minimum vertical limit of 4,000 ft AMSL.

Development of the WMT anywhere within the Project Area will not affect the function of the restricted area.

The Project Area is also located laterally within Danger Area D193, which is associated with military flying. The vertical limits of D193 are from the surface to 4,000 ft AMSL, meaning the WMT would be located within the limits of the Danger Area. The Danger Area does not specifically limit the development of the WMT, however consideration should be given to the likelihood of low-level military flying that may be conducted in the vicinity of the WMT.

Refer to the reporting and notifications section later in the report for further information relating to the tall object database maintained by Airservices Australia for the RAAF.

1.11. Aviation facilities

Part 139 MOS 2019 specifies the protection of Communication, Navigation and Surveillance Systems (CNS) from development which may affect the function of these systems.

The WMT sites are not within the prescribed clearance zones or areas of interest for any CNS facilities as specified in Part 139 MOS 2019 Chapter 19.

1.12. ATC Surveillance Radar Systems

Airservices Australia currently requires assessment of the potential for wind farms to affect radar lines of sight.

The open lattice construction of slim wind monitoring towers does not have any impact upon ATC Surveillance Radar Systems.

1.13. Aircraft Operations in the vicinity of the WMT

There is likely to be aerial application operations conducted in the vicinity of the WMT associated with broad acre cropping operations. These operations would be conducted in Day visual flight rules (VFR) conditions. Operations conducted under the VFR must remain in visual meteorological conditions (VMC) and clear of the highest point of the terrain by 500 ft vertical distance and 300 m horizontal distance, except as otherwise approved for operators with low-level approvals.

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There may also be private and recreational aircraft operations in the vicinity of the WMT, which would normally be conducted under the VFR.

Military flying training is likely to occur in the vicinity of the Project Area, associated with the use of Danger Area D193 and Restricted Area R156 for military training aircraft operations.

1.14. Civil Aviation Safety Authority - regulatory context

The Civil Aviation Safety Authority (CASA) regulates aviation activities in Australia. Applicable requirements include the Civil Aviation Regulations 1988 (CAR), Civil Aviation Safety Regulations 1998 (CASR) and associated Manual of Standards (MOS) and other guidance material. Standards for Certified Aerodromes are established in Part 139 MOS 2019.

A certified aerodrome means an aerodrome certified under Part 139 (Aerodromes) Civil Aviation Safety Regulations 1998. An aerodrome must be certified if there is a terminal instrument flight procedure implemented at the aerodrome, except for specialised helicopter operations. The standards for the operation and maintenance of a certified aerodrome are provided in Part 139 Manual of Standards 2019 (Part 139 MOS 2019).

Standards relevant to developing WMT's in proximity to a certified aerodrome include the control of tall and hazardous objects (as defined) located in the vicinity of an aerodrome and terminal instrument flight procedures and specifications for lighting and marking obstacles.

Civil Aviation Safety Regulations 1998, Part 139—Aerodromes

CASR 139.165 requires the owner of a structure (or proponents of a structure) that will be 100 m or more above ground level to inform CASA, even if the object is not in the vicinity of a certified aerodrome. This must be given in written notice and contain information on the proposal, the height and location(s) of the object(s) and the proposed timeframe for construction. This is to allow CASA to assess the effect of the structure on aircraft operations and determine whether or not the structure will be hazardous to aircraft operations.

The proponent of the WMT is required to report the WMT to CASA in accordance with CASR 139.165, as soon as practicable after forming the intention to construct or erect the proposed object or structure. This would generally be regarded as when the final location of the WMT sites have been confirmed, prior to construction, noting that CASA may recommend lighting or marking of the WMTs which should be considered during the fabrication of the WMTs.

The notification should be provided to CASA via email to Aerodromes@casa.gov.au and Airspace.Protection@casa.gov.au.

This notification to CASA is a requirement irrespective of whether the object is infringing an aerodrome's obstacle limitation surface or not.

Manual of Standards Part 139—Aerodromes

Part 139 MOS 2019 Chapter 8.109 specifies when obstacles must be marked:

(1) The following objects or structures at an aerodrome are obstacles and must be marked in accordance with this Division unless CASA determines otherwise under subsections (3) and (5):

- a) *any fixed object or structure, whether temporary or permanent in nature, extending above the obstacle limitation surfaces;*
 - o *Note An ILS building is an example of a fixed object.*

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- a) (b) any object or structure on or above the movement area that is removable and is not immediately removed.

Chapter 8.110 sets the requirement for marking hazardous obstacles:

As illustrated in Figure 8.110 (5), long, narrow structures like masts, poles and towers which are hazardous obstacles must be marked in contrasting colour bands so that:

- a) the darker colour is at the top; and (b) the bands:
- i. are, as far as physically possible, marked at right angles along the length of the long, narrow structure; and
 - ii. have a length ("z" in Figure 8.110 (5)) that is, approximately, the lesser of:
 - (A) $1/7$ of the height of the structure; or
 - (B) 30 m.

Figure 4 provides a diagram of the marking specification for masts, poles and towers as specified by CASA in Part 139 MOS 2019 figure 8.110 (5).

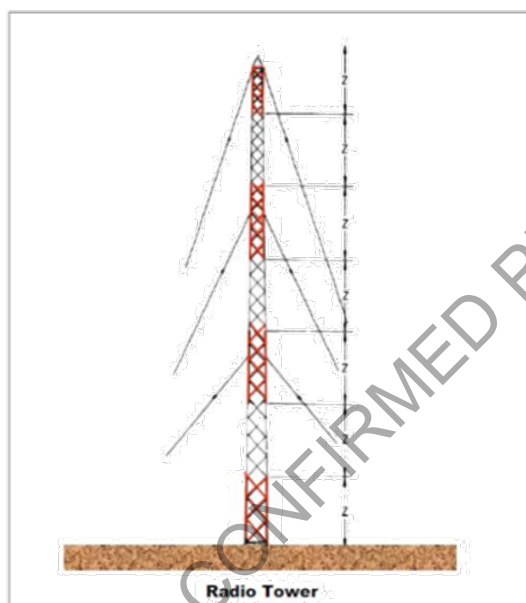


Figure 4 Part 139 MOS 2019 8.110 marking specification

The Part 139 MOS 2019 requirements relating to obstacle marking do not strictly apply to the proposed WMTs because they are not located within the OLS of any certified aerodrome or above an aircraft movement area.

Part 139 MOS 2019 Chapter 8.110 (7) specifies markers for hazardous obstacles in the form of wires or cables:

- (7) Hazardous obstacles in the form of wires or cables must be marked using 3-dimensional coloured objects attached to the wire or cables.

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Note Spheres and pyramids are examples of 3-dimensional objects.

- (8) The objects mentioned in subsection (7) must:
- (a) be approximately equivalent in size to a cube with 600 mm sides; and
 - (b) be spaced 30 m apart along the length of the wire or cable.

The proponent should consider marking the WMT in accordance with the specifications provided, noting there is no regulatory requirement to do so. Marking the WMT in accordance with these specifications will increase the visibility of the WMT during the day and may reduce the risk of a collision by an aircraft, particularly any low-level aerial application or military aircraft operations which may occur in the vicinity. (**Note** – refer to guidance contained within the National Airports Safeguarding Framework (NASF) Guideline D, provided later in this report.)

Obstacle Lighting

Part 139 MOS 2019 specifies when obstacle lights are required in Chapter 9.27(1):

(1) Subject to subsection (2), for a runway intended to be used at night, the following artificial objects or structures are hazardous obstacles and must be provided with obstacle lighting:

- a) an object or structure that extends above the take-off climb surface within 3 000 m of the inner edge of the take-off climb surface;
- b) an object or structure that extends above the approach or transitional surface within 3 000 m of the inner edge of the approach surface;
- c) an object or structure that extends above the applicable inner, conical or outer horizontal surfaces;
- d) an object or structure that extends above the obstacle assessment surface of a T-VASIS or PAPI;
- e) an object or structure in the vicinity of a taxiway, an apron taxiway or a taxilane, that is a hazard to aircraft using the taxiway, apron taxiway or taxilane, except that obstacle lights must not be installed on elevated ground lights or MAGS.

Part 139 MOS 2019 Chapter 9.27(4) specifies that:

(4) Despite subsection (1), CASA may determine in writing, following an assessment:

- a) that an object or structure on, or within the immediate vicinity of, the aerodrome is a hazardous obstacle; and
- b) what, if any, lighting is required for that hazardous obstacle.

The requirements for obstacle lighting do not strictly apply to the proposed WMT locations as they will not infringe on any certified aerodrome's OLS or other surfaces as specified. CASA will review the WMT for potential hazards to aircraft operations and may recommend lighting the WMT.

At 151.2 m (496.1 ft) AGL the WMT is just below what is considered as normally navigable airspace (500 ft AGL), and it would normally be considered that obstacle lighting should not be required. CASA may provide a recommendation for the WMT to be lit, noting they can't mandate lighting in this case.

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1.15. National Airports Safeguarding Framework

The National Airports Safeguarding Advisory Group (NASAG) was established by Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts to develop a national land use planning framework called the National Airports Safeguarding Framework (NASF).

NASF Guideline D: *Managing the Risk to Aviation Safety of Wind Turbine Installations (Wind Farms)/Wind Monitoring Towers*, provides guidance to State/Territory and local government decision makers, airport operators and developers of wind farms to jointly address the risk to civil aviation arising from the development, presence and use of wind farms and WMTs.

Section 39 of NASF Guideline D provides guidance for the marking and lighting of WMTs, with consideration of the risks associated with WMTs for aircraft in the vicinity due to their slender construction and guy wires, primarily for aerial agriculture and aerial firefighting operations.

NASF Guideline D recommends the following markings for WMTs:

- a) the top 1/3 of wind monitoring towers to painted in alternating contrasting bands of colour. Examples of effective measures can be found in the Manual of Standards for Part 139 of the Civil Aviation Safety Regulations 1998. In areas where aerial agriculture operations take place, marker balls or high visibility flags can be used to increase the visibility of the towers;
- b) marker balls or high visibility flags or high visibility sleeves placed on the outside guy wires;
- c) ensuring the guy wire ground attachment points have contrasting colours to the surrounding ground/vegetation; or
- d) a flashing strobe light during daylight hours.

The NASF guidelines differ slightly from the specifications of Part 139 MOS 2019 (which are only strictly applicable to objects infringing the OLS of a certified aerodrome, or otherwise directed by CASA).

1.16. Summary

The following list of findings summarises the outcomes of this assessment, based on the installation of a WMT at 151.2 m AGL in the proposed Grevillea wind farm project area with a maximum height of 460.2 m AHD (1509.9 ft AMSL):

- There are no certified aerodromes located within 30 nm of the proposed WMT site, and the WMT(s) will not affect any certified aerodrome's obstacle limitation surface or terminal instrument flight procedures.
- There are no verified uncertified aerodromes (aircraft landing areas) located within 3 nm of the WMT site and there will be no impact to any verified ALA caused by the WMT.
- The WMT will not impact the grid LSALT of 2900 ft AMSL.
- The WMT will not impact the LSALT of low-level air routes.
- The WMT will be located outside of controlled airspace (wholly within Class G airspace). The WMT is located within the lateral limits but below the vertical limit of Restricted Area R156, and within the lateral and vertical limits of Danger Area D193. The location of the Project Area within D193 does not specifically affect the development of the WMT, however consideration for reporting, lighting and marking of the WMT is required in relation to the possibility of low-flying military aircraft in the vicinity of the WMT.

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- The WMT will not impact any communication, navigation or surveillance facilities.
- Some low-level aircraft operations related to aerial application activities and military flying training are likely within the vicinity of the WMT site.
- It is not mandatory to mark the WMT, however, the following markings are recommended to be implemented in consideration of potential low-level day VFR aerial work operations in the vicinity:
 - Marker balls or high visibility flags or sleeves should be placed on the outside guy wires (noting NASF guidelines don't specify the size or number of markers)
 - Guy wire ground attachment points should be in contrasting colours to the surrounding ground/vegetation and
 - Paint markings should be applied in alternating contrasting bands of colour to at least the top 1/3 of the mast, with the darker colour at the top and the widths of the bands of approximately 1/7 of the longest dimension.
- Obstacle lighting is not a regulatory requirement on the WMT however may be considered as additional mitigation. CASA will review the WMT and provided a recommendation for obstacle lighting if they determine the WMT will be hazardous to aircraft operations. At 151.2 m AGL, it is possible that CASA may recommend the WMT be lit, however this would not be mandatory.
- Due to exceeding 100 m AGL, details of the WMT must be reported to CASA as soon as practicable after forming the intention to construct or erect the proposed object or structure, in accordance with CASR Part 139.165(1)(2).
- 'As constructed' details of the WMT coordinates and elevation should be provided to Airservices Australia, by submitting the form at this webpage: https://www.airservicesaustralia.com/wp-content/uploads/ATS-FORM-0085_Vertical_Obstruction_Data_Form.pdf to the following email address: airport.developments@airservicesaustralia.com

The development of the WMT in the proposed location is feasible in respect to aviation impacts.

If you wish to clarify or discuss the contents of this correspondence, please contact me on 0419 666 733

Kind regards



Brad O'Connor

Specialist Consultant – Aviation Safeguarding

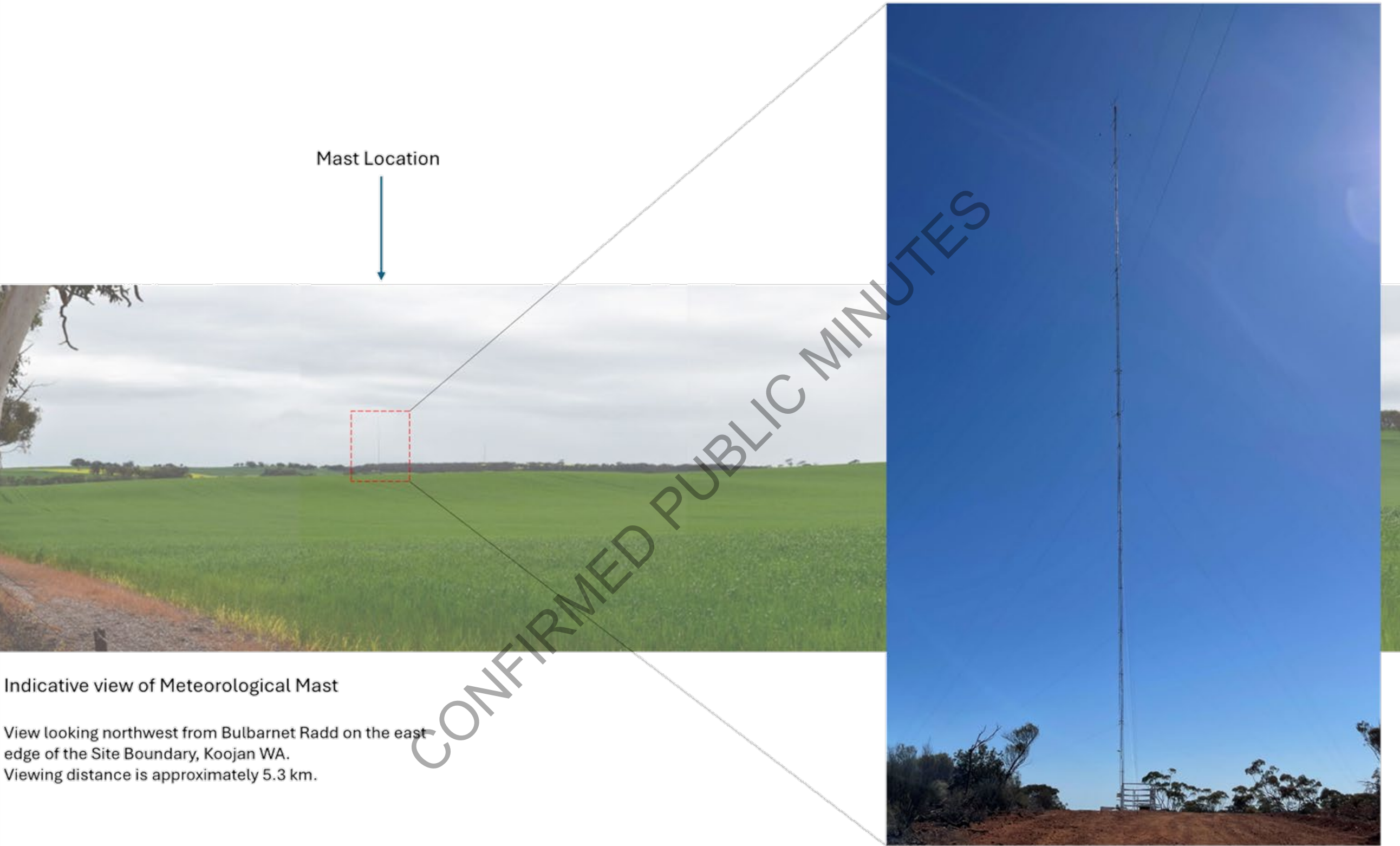
22 August 2024

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APPENDIX D

VIEW SHED IMAGES

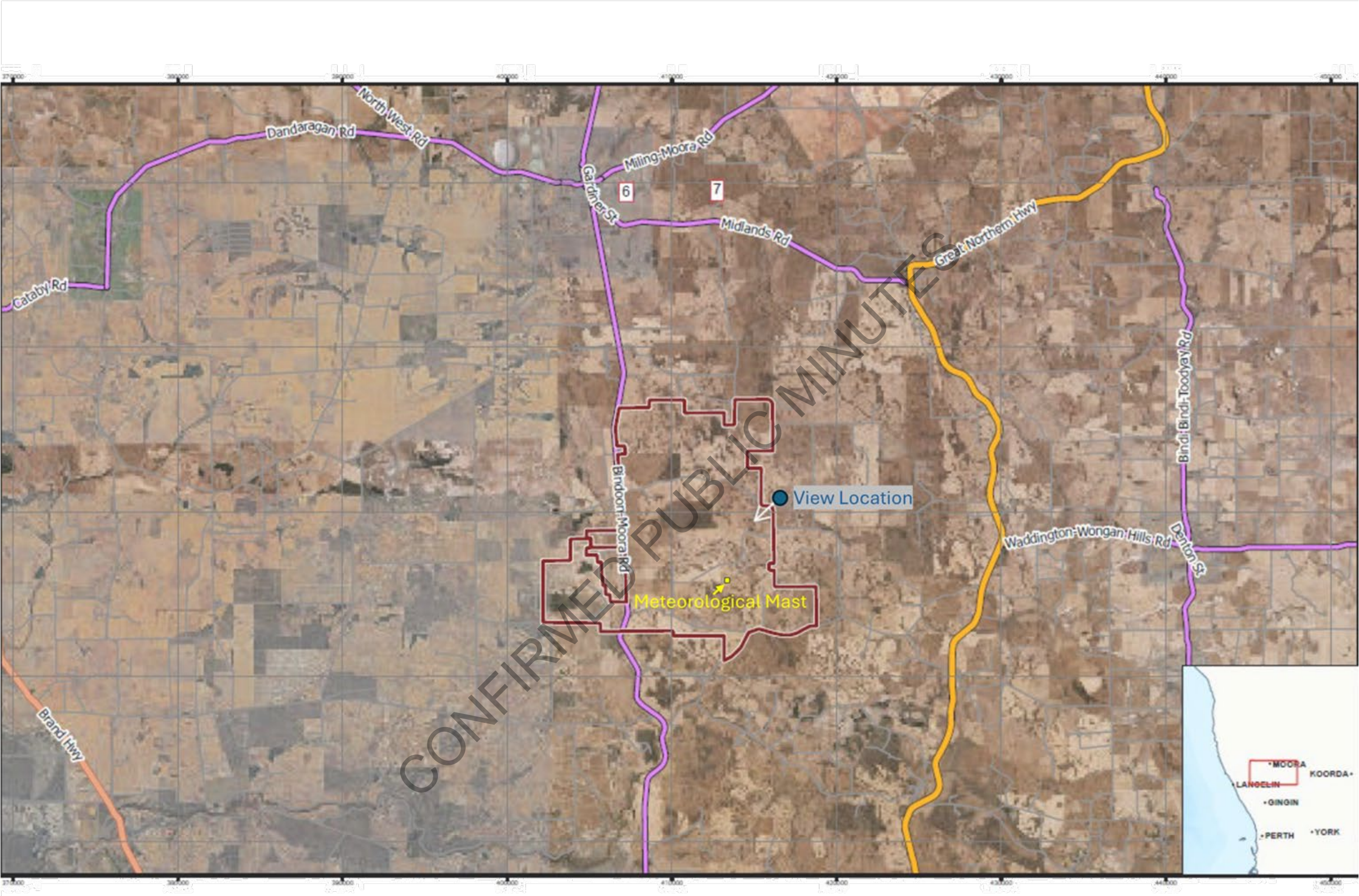
CONFIRMED PUBLIC MINUTES



Indicative view of Meteorological Mast

View looking northwest from Bulbarnet Radd on the east edge of the Site Boundary, Koojan WA.
Viewing distance is approximately 5.3 km.

Indicative Meteorological Mast arrangement
(example only)



CONFIRMED PUBLIC MINUTES

9 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Nil

11 MEETING CLOSED TO PUBLIC

Nil

12 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.51PM.

These minutes were confirmed at the Ordinary Council Meeting held on 18 December 2024

Signed


(Presiding member at the meeting which confirmed the minutes)

Date

18 December 2024

Council Minutes are unconfirmed until they have been adopted at the following meeting of Council.