



PUBLIC ATTACHMENTS

Ordinary Council Meeting

25 May 2022

SCHEDULE OF ACCOUNTS PAID - APRIL 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
EFT10861	08/04/2022	AC Healthcare Pty Ltd	Medical fee - Worker's compensation - stung by bees		\$ 149.00		
82331	28/03/2022		Medical fee - Worker's compensation - stung by bees	\$ 149.00			
EFT10862	08/04/2022	AFGR1 Equipment Australia Pty Ltd	Hydraulic hoses for Bobcat Track loader		\$ 214.69		
2561251	04/03/2022		Hydraulic hoses for Bobcat Track loader	\$ 214.69			
EFT10863	08/04/2022	Avon Waste	Refuse collection 11/03/2022		\$ 2,310.90	L	
49123	11/03/2022	Avon Waste	Refuse collection 11/03/2022	\$ 2,310.90			
EFT10864	08/04/2022	Bindoon Bakehaus & Cafe	Catering Council briefing 14/03/2022		\$ 223.00		
1866	14/03/2022		Catering Council briefing 14/03/2022	\$ 223.00			
EFT10865	08/04/2022	Biomax Wastewater Recycling Systems	Quarterly servicing of Biomax C20 system at Bolgart units		\$ 1,000.00		
6473	11/01/2022		Quarterly maintenance - January 2022	\$ 500.00			
6672	07/04/2022		Quarterly maintenance - April 2022	\$ 500.00			
EFT10866	08/04/2022	Core Business Australia Pty Ltd	Roads - DFRAWA supervision on:		\$ 26,048.00		
1233	31/01/2022		Claim 5 - January 2022	\$ 19,360.00			
1244	28/02/2022		Claim 6 - February 2022	\$ 6,688.00			
EFT10867	08/04/2022	Dormakaba Australia Pty Ltd	Administratiion office - automatic front door repairs/maintenance-		\$ 1,791.29		
959712	25/02/2022		parts replacement and wireless remote	\$ 1,791.29			
EFT10868	08/04/2022	Eastern Hills Chainsaws & Mowers	Sundy plant maintenance- chain sprocket, and complete headend		\$ 589.00		
48521	30/03/2022		piece for pole saw.	\$ 589.00			
EFT10869	08/04/2022	Fitzgerald Strategies	Human Resource consultancy fees - March 2022		\$ 6,510.86		
2212	01/04/2022		Human Resource consultancy fees - March 2022	\$ 6,510.86			
EFT10870	08/04/2022	Fletcher Family Trust T/A Strategic Teams	Governance support - week ending 01/04/2022		\$ 4,158.00		
513	12/04/2022		Governance support - week ending 01/04/2022	\$ 4,158.00			
EFT10871	08/04/2022	Frontline Fire & Rescue Equipment (Bluesteel	Maintenance on New Norcia fire truck - fixing foam system.		\$ 1,602.43		
73760	09/03/2022		Maintenance on New Norcia fire truck - fixing foam system.	\$ 1,602.43			
EFT10872	08/04/2022	Goldfields Record Storage	Archive boxes for Record Management March 2022		\$ 12.76		
617	04/04/2022		Archive boxes for Record Management March 2022	\$ 12.76			
EFT10873	08/04/2022	Greg Alan Electrical Airconditioning & Refrigeration	Calingiri Unit - repairs of kitchen light		\$ 214.50		
269	02/04/2022		Calingiri Unit - repairs of kitchen light	\$ 214.50			
EFT10874	08/04/2022	KA Tyres & Battery's	Plant/vehicle repairs:		\$ 580.14	L	
391	03/04/2022		Inspected chainsaw for replacement	\$ 60.50			
392	03/04/2022		Repair to small blower	\$ 167.64			
394	03/04/2022		Parks and Garden Ute - replaced tyres	\$ 352.00			
EFT10875	08/04/2022	LG Best Practices	Rates consultant fee - March 2022		\$ 5,857.50		
143	31/03/2022		Rates consultant fee - March 2022	\$ 5,857.50			
EFT10876	08/04/2022	Linsey Cotter	Cleaning services:		\$ 1,070.00	L	
23	01/04/2022		Yerecoin Wayside area-21,25,28 March & 1 April	\$ 280.00			
15	01/04/2022		Bolgart Caravan Park, Public toilets and Hall-21,23,25,28,30 March & 1 April	\$ 420.00			
5	01/04/2022		Consultants accommodation-24 and 25 March 2022, and Calingiri Hall and toilets 20/03/22	\$ 370.00			2

Chq/EFT	Date	Name	Ordinary Council Meeting 25 May 2022	Invoice Amount	Payment Total	Type	Funding
EFT10877 86 85	08/04/2022 04/03/2022 04/03/2022	Office of the Auditor General	Auditors Fees: Annual Report - Roads to Recovery for the year ended 30 June 2021 Acquittal - Local Roads and Community Infrastructure for the year	\$ 1,650.00 \$ 1,650.00	\$ 3,300.00		
EFT10878 1443	08/04/2022 30/03/2022	RSM Australia Pty Ltd atf Birdanco Practice Trust	Accounting services March 2022 Accounting services March 2022	\$ 9,360.12	\$ 9,360.12		
EFT10879 57	08/04/2022 31/03/2022	Strategic Leadership Consulting	Fees for CEO review including 2 days on site - in person interviews Fees for CEO review including 2 days on site - in person interviews	\$ 5,280.00 \$ 5,280.00	\$ 5,280.00		
EFT10880 79543	08/04/2022 30/03/2022	The Farmco / Yerecoin Traders	Catering - meeting 24/03/2022 Catering - meeting 24/03/2022	\$ 83.00	\$ 83.00	L	
EFT10881 206106	08/04/2022 08/03/2022	The Honda Shop	Honda Brushcutter repairs - fitted headbutterfly parts Honda Brushcutter repairs - fitted headbutterfly parts	\$ 128.05	\$ 128.05		
EFT10882 311 312	08/04/2022 27/03/2022 03/04/2022	Toll Group (Courier Australia)	Freight Charges - 2021/2022 Freight Charges - 18/03/2022 Freight Charges - 24/03/2022 to 28/03/2022	\$ 12.25 \$ 58.47	\$ 70.72		
EFT10883 6429	08/04/2022 15/03/2022	Toodyay Tyres & Exhaust	Service truck and trailer repairs - fitted new tyres Service truck and trailer repairs - fitted new tyres	\$ 1,780.00	\$ 1,780.00		
EFT10884 37536	08/04/2022 09/03/2022	Totally Workwear - Midland	Trousers and shirts for Depot Crew work wear Trousers and shirts for Depot Crew work wear	\$ 1,966.87	\$ 1,966.87		
EFT10885 124222	08/04/2022 04/04/2022	Urban & Rural Valuations	Valuation for Lot 9001 Calingiri New Norcia Road Valuation for Lot 9001 Calingiri New Norcia Road	\$ 2,750.00	\$ 2,750.00		
EFT10886 3870	08/04/2022 26/03/2022	WA Contract Ranger Services Pty Ltd	Ranger Services - 14/03/2022 & 22/03/2022 Ranger Services - 14/03/2022 & 22/03/2022	\$ 1,870.00	\$ 1,870.00		
EFT10887 22652 23294	08/04/2022 01/11/2021 01/04/2022	Wallis Computer Solutions	Monthly NBN Wireless Service 21/22 NBN wireless service - November 2021 NBN wireless service - April 2021	\$ 693.00 \$ 693.00	\$ 1,386.00		
EFT10888 CLAIM01042022	08/04/2022 01/04/2022	Yerecoin Progress Association Inc	Yerecoin Hall insurance reimbursement 21/22 Yerecoin hall insurance reimbursement 21/22	\$ 2,066.00	\$ 2,066.00	L	
EFT10889 384	08/04/2022 29/03/2022	Yeti's Records Management Consultancy	Records Management - 29/03/2022 to 31/03/2022 Records Management - 29/03/2022 to 31/03/2022	\$ 1,848.00	\$ 1,848.00		
EFT10890 496	13/04/2022 08/03/2022	Amalgamated Civil & Plant Hire	Dry hire - 2 wheel water carts for Toodyay-Bindi Bindi Road Dry hire - 2 wheel water carts for Toodyay-Bindi Bindi Road	\$ 15,840.00	\$ 15,840.00		F
EFT10891 1011426371	13/04/2022 03/04/2022	Australia Post	Postal Charges - March 2022 Postal Charges - March 2022	\$ 125.35	\$ 125.35		
EFT10892 1876	13/04/2022 12/04/2022	Bindoon Bakehaus & Cafe	Catering - 11 April 2022 meeting Catering - 11 April 2022 meeting	\$ 239.20	\$ 239.20		
EFT10893 9764	13/04/2022 06/04/2022	Country Copiers Northam	Colour copier monthly services - March 2022 Colour copier monthly services - March 2022	\$ 1,002.00	\$ 1,002.00		
EFT10894 403 402	13/04/2022 31/03/2022 31/03/2022	D.E.C Contracting Pty Ltd	Plant hire: Excavator and Grapple hire- removed dead and dying pines on Old Plains Rd between Bolgart West Rd and Pither Rd - 18hours Excavator and Grapple hire- removed dead and dying pines on Old Plains Rd between Bolgart West Rd and Pither Rd- 20hours	\$ 5,148.00 \$ 5,720.00	\$ 10,868.00		
EFT10895 2122019	13/04/2022 12/04/2022	Dallywater Consulting	Contract EHO Services-December 2021 to March 2022 Contract EHO Services-December 2021 to March 2022	\$ 12,214.71	\$ 12,214.71		

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EFT10896 615	13/04/2022 14/03/2022	Fire Mitigation Services	Bolgart Fire Access treatment works Bolgart Fire Access treatment works	\$ 53,209.20	\$ 53,209.20		F
EFT10897 514	13/04/2022 12/04/2022	Fletcher Family Trust T/A Strategic Teams	Governance support for week ending 8th April 2022 Governance support for week ending 8th April 2022	\$ 3,465.00	\$ 3,465.00		
EFT10898 688	13/04/2022 30/12/2021	Fraser Onsite	Various plant and equipment service Various plant and equipment service	\$ 4,251.17	\$ 4,251.17		
EFT10899 16105960	13/04/2022 23/02/2022	Fulton Hogan Industries Pty Ltd	Roadworks- supply, spray, and cover two coats seal at Bolgart West Road on 10-12 February 2022 Roadworks- supply, spray, and cover two coats seal at Bolgart West Road on 10-12 February 2022	\$ 247,374.82	\$ 247,374.82		F
EFT10900 22	13/04/2022 10/04/2022	Gavin Eastwood	Installed guide posts and signs Installed guide posts and signs	\$ 3,588.75	\$ 3,588.75	L	
EFT10901 4017	13/04/2022 14/03/2022	Muchea Grading Contractors	Grader and water cart hire for road maintenance at Yenart Road Grader and water cart hire for road maintenance at Yenart Road	\$ 907.50	\$ 907.50		
EFT10902 1055	13/04/2022 02/04/2022	Rural Infrastructure Services	Provision of consultancy services for roads projects - March 2022 Provision of consultancy services for roads projects - March 2022	\$ 18,251.92	\$ 18,251.92		
EFT10903 3498229 3508389	13/04/2022 04/02/2022 23/02/2022	Stewart & Heaton Clothing Co Pty Ltd	Volunteer Firefighters clothing Volunteer Firefighters clothing Volunteer Firefighters clothing	\$ 1,270.89 \$ 74.36	\$ 1,345.25		
EFT10904 1	13/04/2022 03/03/2022	T & L Tyres	Repair rear tyre of Kubota Mower Repair rear tyre of Kubota Mower	\$ 25.00	\$ 25.00		
EFT10905 32	13/04/2022 10/04/2022	Thomas Culverwell	Cleaning services - Gillingarra toilets 21 March 2022 to 15 April 2022 Cleaning services - Gillingarra toilets 21 March 2022 to 15 April 2022	\$ 280.00	\$ 280.00	L	
EFT10906 313	13/04/2022 10/04/2022	Toll Group (Courier Australia)	Freight Charges week ending 31/03/2022 Freight charges week ending 31/03/2022	\$ 405.09	\$ 405.09		
EFT10907 387	13/04/2022 12/04/2022	Yeti's Records Management Consultancy	Records Management 05/04/2022 to 07/04/2022 Records Management 05/4/2022 to 07/04/2022	\$ 1,848.00	\$ 1,848.00		
EFT10908 1489	21/04/2022 31/03/2022	Asphalt In A Bag (Lenip Pty Ltd t/as)	Asphalt Patch ("Green" Patchmix) for bitumen maintenance Asphalt Patch ("Green" Patchmix) for bitumen maintenance	\$ 2,475.00	\$ 2,475.00		
EFT10909 4030872992	21/04/2022 29/03/2022	BOC Limited	Depot - Oxygen indust G size and Dissolved Acetylene G size Depot - Oxygen indust G size and Dissolved Acetylene G size	\$ 26.27	\$ 26.27		
EFT10910 63962 63587	21/04/2022 23/02/2022 10/03/2022	Corsign WA Pty Ltd	Signage: Children crossing signage and Street name plates ANZAC event signage	\$ 1,336.50 \$ 116.60	\$ 1,453.10		
EFT10911 10004384	21/04/2022 12/04/2022	Coterra Environment	Environmental Consulting Services for Aglime Calingiri New Norcia /Toodyay Bindi Bindi project Environmental Consulting Services for Aglime Calingiri New Norcia /Toodyay Bindi Bindi project	\$ 635.25	\$ 635.25		F
EFT10912 4162	21/04/2022 04/04/2022	Exurban Rural and Regional Planning	Town planning consultancy services March 2022 Town planning consultancy services March 2022	\$ 7,006.15	\$ 7,006.15		
EFT10913 515	21/04/2022 20/04/2022	Fletcher Family Trust T/A Strategic Teams	Governance support - week ending 15/04/2022 Governance support - week ending 15/04/2022	\$ 3,234.00	\$ 3,234.00		

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Shire of Victoria Plains							
EFT10914	21/04/2022	Fraser Onsite	Ongoing service and repair of heavy plant and equipment		\$ 22,028.75		
697	29/03/2022		Ongoing service and repair of heavy plant and equipment- labour and parts	\$ 11,745.58			
696	29/03/2022		Ongoing service and repair of heavy plant and equipment- labour and parts	\$ 10,283.17			
EFT10915	21/04/2022	Jill Brazil Consulting	Accounting/Finance assistance - 8th to 15 March 2022		\$ 5,028.67		
50	19/04/2022		Accounting/Finance assistance - 8th to 15 March 2022	\$ 5,028.67			
EFT10916	21/04/2022	Linsey Cotter	Cleaning services:		\$ 770.00	L	
24	14/04/2022		Yerecoin Wayside area- 4,8,11,17 April 2022	\$ 280.00			
16	14/04/2022		Bolgart Caravan Park, Public toilets and Hall- 4,6,8,11,12, 14 April	\$ 420.00			
6	14/04/2022		Consultant accommodation	\$ 70.00			
EFT10917	21/04/2022	Muceha Grading Contractors	Toodyay Bindi Bindi Road 3.5 km mix and reseal - 11/11/2021 to 18/03/2022		\$ 17,462.50		F
4018	18/03/2022		Toodyay Bindi Bind Road 3.5km mix and reseal - 11/11/2021 to 18/03/2022	\$ 17,462.50			
EFT10918	21/04/2022	Paul And Wendy Cleaning Services	Managing of the refuse sites Bolgart and Calingiri 04/4/22 to 17/4/22		\$ 2,079.00	L	
24	11/04/2022		Managing of the refuse sites Bolgart and Calingiri 04/4/22 to 17/4/22	\$ 2,079.00			
EFT10919	21/04/2022	Paul Duffin	Cleaning of Administration Office - 9/4/2022		\$ 70.00	L	
90422	09/04/2022		Cleaning of Administration Office - 9/4/2022	\$ 70.00			
EFT10920	21/04/2022	Quality Press	Business cards - front counter, CESM, Community Safety officer		\$ 220.00		
56050	22/03/2022		Business cards - front counter, CESM, Community Safety officer	\$ 220.00			
EFT10921	21/04/2022	Ringa Civil	Grader wet hire and demobilise grader - 08/03/2022 to 17/03/2022 - Golf course Rd, Motoning Rd, Martin Rd and Duggan Rd		\$ 13,530.00		
1156	22/03/2022		Grader wet hire and demobilise grader - 08/03/2022 to 17/03/2022 - Golf course Rd, Motoning Rd, Martin Rd and Duggan Rd	\$ 13,530.00			
EFT10922	21/04/2022	Seaport Holdings P/L	Cartage gravel for Toodyay Bindi Bindi Road works		\$ 10,697.50		
006/2022	01/04/2022		Cartage gravel for Toodyay Bindi Bindi Road works	\$ 10,697.50			
EFT10923	21/04/2022	Toll Group (Courier Australia)	Freight Charges - 25/03/2022 to 09/04/2022		\$ 218.48		
314	17/04/2022		Freight Charges - 25/03/2022 to 09/04/2022	\$ 218.48			
EFT10924	21/04/2022	Yeti's Records Management Consultancy	Records Management -12/04/2022 to 14/04/22		\$ 1,892.00		
389	13/04/2022		Records Management -12/04/2022 to 14/04/22	\$ 1,892.00			
EFT10925	28/04/2022	Abbott Auto Electrics	Drum Roller - repair airconditioner		\$ 1,087.90		
6073	01/03/2022		Drum Roller - repair airconditioner	\$ 1,087.90			
EFT10926	28/04/2022	Able Sales	Calingiri Tip generator - parts		\$ 215.00		
812118	07/04/2022		Calingiri Tip generator - parts	\$ 215.00			
EFT10927	28/04/2022	Advanced Traffic Management WA Pty Ltd	Traffic management:		\$ 26,995.39		F
154608.1	03/03/2022		Traffic controllers with signs and cones - 1/03/22 Bolgart West Road	\$ 1,874.13			
154938	17/03/2022		Traffic controllers with signs and cones - 9/03/22 to 15/03/22 Toodyay Bindi Bindi Road and Bolgart West Road	\$ 9,131.38			
155139	24/03/2022		Traffic controllers with signs and cones - 16/03/22 to 22/03/22 Toodyay Bindi Bindi Road and Bolgart West Road	\$ 7,656.00			
155299	31/03/2022		Traffic controllers with signs and cones - 23/03/22 to 29/03/22 Toodyay Bindi Bindi Road and Bolgart West Road	\$ 6,579.38			

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155376	31/03/2022		Traffic controllers with signs and cones - 31/03/22 Toodyay Bindi Bindi Road	\$ 1,754.50			
EFT10928	28/04/2022	Amalgamated Civil & Plant Hire	Dry hire wheel water cart 9/3/22 - 5/4/22 Toodyay Bindi Bindi Road		\$ 21,120.00		F
528	05/04/2022		Dry hire wheel water cart 9/3/22 - 5/4/22 Toodyay Bindi Bindi Road	\$ 21,120.00			
EFT10929	28/04/2022	Asphalt In A Bag (Lenip Pty Ltd t/as)	Asphalt Patch (Green" Patchmix)" for bitument maintenance		\$ 1,856.25		
1497	13/04/2022		Asphalt Patch (Green" Patchmix)" for bitument maintenance	\$ 1,856.25			
EFT10930	28/04/2022	Avon Waste	Refuse collection:		\$ 3,978.36	L	
49161	25/03/2022		Refuse collection - 25/03/2022	1678.49			
49623	08/04/2022		Refuse collection - 08/04/2022	2299.87			
EFT10931	28/04/2022	Bigmate Monitoring Services Pty Ltd	GPS Monitoring - April 2022		\$ 538.67		
545218	01/04/2022		GPS Monitoring - April 2022	538.67			
EFT10932	28/04/2022	Bindoon Bakehaus & Cafe	Catering for meeting on 27/04/2022		\$ 249.50		
1881	27/04/2022		Catering for meeting on 27/04/2022	249.50			
EFT10933	28/04/2022	Bunnings Group Ltd	PPE kits and Fire Station Maintenance		\$ 1,382.51		
99850264	23/03/2022		PPE kits and Fire Station Maintenance	237.51			
99850265	23/03/2022		PPE kits and Fire Station Maintenance	1145.00			
EFT10934	28/04/2022	Civic Legal Pty Ltd	Legal advice:		\$ 7,414.00		
509613	31/03/2022		Lease of part of Reserve to Gillingarra Sport and Recreation Club	264.00			
509641	20/04/2022		Contravention of section 5.89 of Act - Annual Returns	7150.00			
EFT10935	28/04/2022	Claw Environmental	Drum Muster Collection - Mogumber site		\$ 682.99		
18198	14/04/2022		Drum Muster Collection - Mogumber site	682.99			
EFT10936	28/04/2022	Conplant Pty Ltd	Plant hire:		\$ 16,500.55		F
365562	31/03/2022		Padfoot Roller - 1/03/2022 to 31/03/2022 - Toodyay Bindi Bindi	2156.00			
365508	31/03/2022		Multi Roller - 01/03/2022 to 31/03/2022 - Toodyay Bindi Bindi Road	5112.25			
36523	31/03/2022		Drum Roller - 3/03/2022 to 31/03/22 - Toodyay Bindi Bindi Road	4840.00			
366056	07/04/2022		Plant fuel	30.80			
366055	07/04/2022		Demobilise Padfoot Roller, Multi Roller, Drum Roller	2854.50			
366102	08/04/2022		Drum Roller - 01/04/2022 to 06/04/2022 Toodyay Bindi Bindi Road	1507.00			
EFT10937	28/04/2022	Corsign WA Pty Ltd	Signage and guideposts:		\$ 1,100.00		
64791	24/03/2022		Street name plate - GT NTHN HWY	42.90			
64769	28/03/2022		Street name plates - Yerecoin SE Rd and Poincaire St, Symbolic No	207.90			
65396	11/04/2022		Fires	686.40			
65277	19/04/2022		Bridge width marker left and right	162.80			
EFT10938	28/04/2022	Department of Fire and Emergency	Emergency Services Levy - ESL Fees/Adjustment - 2020/2021		\$ 168.00		
152626A	22/11/2021		Adjustment	168.00			
EFT10939	28/04/2022	Digga West & Earthparts WA	Bobcat Track loader parts:		\$ 825.44		
58636	08/04/2022		Brush for gutter broom, blue brister, and resin top	259.60			
58713	20/04/2022		Front skirt, hood rubber, and front side rubber	565.84			
EFT10940	28/04/2022	Department of the Premier and Cabinet	Notices for the gazettal		\$ 124.80		
1001822	12/04/2022		Notices for the gazettal	124.80			

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Shire of Victoria Plains							
EFT10941 404004	28/04/2022 29/03/2022	Dexion Balcatta	Fit racks for compactus - Administration Office Fit racks for compactus - Administration Office		\$ 1,140.70		
EFT10942 683503	28/04/2022 29/03/2022	Dun Direct Pty Ltd	Purchased diesel fuel - Depot Purchased diesel fuel - Depot	1140.70 18708.24	\$ 18,708.24		
EFT10943 562311	28/04/2022 12/04/2022	E Fire & Safety	Carried out 6 monthly servicing of Fire Equipment - April to September 2022 Carried out 6 monthly servicing of Fire Equipment - April to September 2022		\$ 1,955.80		
EFT10944 39249	28/04/2022 07/04/2022	Fire and Safety WA	Incident management bag and work bag - Community Safety Officer Incident management bag and work bag - Community Safety Officer		\$ 165.47		
EFT10945 516	28/04/2022 26/04/2022	Fletcher Family Trust T/A Strategic Teams	Governance support for week ending 22 April 2022 Governance support for week ending 22 April 2022		\$ 2,772.00		
EFT10946 REIMBURSEMENT	28/04/2022 26/04/2022	Gary McGill	Anzac Day refreshments - reimbursement Anzac Day refreshments - reimbursement		\$ 320.08	L	
EFT10947 23 25 24	28/04/2022 27/04/2022 27/04/2022 27/04/2022	Gavin Eastwood	Repairs: Calingiri Sports Pavilion - repair door male toilets Installing guide posts and signs Housing - retile bathroom		\$ 3,381.00	L	
EFT10948 568 567	28/04/2022 03/04/2022 03/04/2022	King Farming Pty Ltd	Gravel for Toodyay Bindi Bindi Road: Cartage gravel for Toodyay Bindi Bindi Road works Gravel compensation payment as per item 8.3 OCM 15/12/2021		\$ 31,267.50	L	F
EFT10949 370417 370558 371339 371613 371879 1160433 372721 373056	28/04/2022 24/11/2021 29/11/2021 23/12/2021 18/01/2022 25/01/2022 01/02/2022 22/02/2022 30/03/2022	Landgate	Landgate valuation charges and subscription: Rural UV interim valuation - Schedule R2021/9 Minimum charge - Schedule No. M2021/9 Mining Tenements - Schedule M2021/10, M2021/11 Rural UV interim valuation charge - Schedule R2021/10, R2021/11 Rural UV interim valuation - Schedule R2021/12, Schedule R2021/01 SLIP subscription services - annual Rural UV valuation interim charge - Schedule R2022/11 Minimum charge - Schedule No. M2022/3		\$ 3,210.50		
EFT10950 4019	28/04/2022 04/04/2022	Muceha Grading Contractors	Roadworks - Toodyay Bindi Bindi Road - mixed and reseal 3.5 kms Roadworks - Toodyay Bindi Bindi Road - mixed and reseal 3.5 kms		\$ 22,907.50		F
EFT10951 PAYMENT REQUEST	28/04/2022 21/04/2022	Marelda Kelly	Reimbursement for replacement of Gillingarra water pump Reimbursement for replacement of Gillingarra water pump		\$ 2,409.00	L	
EFT10952 43128 39154	28/04/2022 24/03/2022 01/04/2022	Marketforce Pty Ltd	Advertisement - Tender of Wet Hire of Plant Advertisement - Tender of Wet Hire of Plant Early payment discount		\$ 528.31		
EFT10953 123899	28/04/2022 11/04/2022	McLeods Barristers and Solicitors	Shared Cost for South West Native Tittle Settlement Shared Cost for South West Native Tittle Settlement		\$ 119.94		

Chq/EFT	Date	Name	Ordinary Council Meeting 25 May 2022	Invoice Amount	Payment Total	Type	Funding
EFT10954 24650153 25256550 252491464 25738041 25738709 600087064	28/04/2022 31/01/2022 24/02/2022 24/02/2022 24/03/2022 24/03/2022 01/04/2022	Officeworks	Paper, printer ink, pens, phone, key tags. Cupboards Copy paper Copy paper Printer inks, surgical mask, keytags, pens, case, USB, glass protectorm stamp pad refill Printer ink Water and batteries	 439.00 374.00 411.74 551.31 53.49 96.04	\$ 1,925.58		
EFT10955 232732	28/04/2022 02/04/2022	OneMusic Australia	Music for Council Rural licence Music for Council Rural licence	 87.25	\$ 87.25		
EFT10956 25	28/04/2022 25/04/2022	Paul And Wendy Cleaning Services	Managing of the refuse sites Bolgart and Calingiri 18/4/22 to 1/05/22 Managing of the refuse sites Bolgart and Calingiri 18/4/22 to 1/05/22	 2079.00	\$ 2,079.00	L	
EFT10957 26042022	28/04/2022 26/04/2022	Paul Duffin	Cleaning of Calingiri Hall and toilets - 22 & 24 April 2022 Cleaning of Calingiri Hall and toilets - 22 & 24 April 2022	 157.50	\$ 157.50	L	
EFT10958 113302	28/04/2022 01/03/2022	Rajaford Pty Ltd (Calingiri Traders)	Administration and Depot monthly purchases for March 2022 Administration and depot monthly purchases for March 2022	 2773.92	\$ 2,773.92	L	
EFT10959 256	28/04/2022 19/04/2022	Roadtech Civil & Construction	Mogumber Water Polyline replacement variation upgrade to 110mm and 150mm filling point. Mogumber Water Polyline replacement variation upgrade to 110mm and 150mm filling point.	 10301.50	\$ 10,301.50		
EFT10960 7177 7176	28/04/2022 04/03/2022 04/03/2022	State Wide Turf Services	Oval and hockey field maintenance: Supplied and fertilised oval and hockey field Verti mowing and sweep and draining solid lines - Calingiri Sports (Oval) ground	 1650.00 7535.00	\$ 9,185.00		
EFT10961 3519375 3523192	28/04/2022 16/03/2022 23/03/2022	Stewart & Heaton Clothing Co Pty Ltd	Volunteer Firefighters clothing Volunteer Firefighters clothing Volunteer Firefighters clothing	 304.96 1877.27	\$ 2,182.23		
EFT10962 315	28/04/2022 24/04/2022	Toll Group (Courier Australia)	Freight charges 14/04/2022 to 20/04/2022 Freight charges 14/04/2022 to 20/04/2022	 736.02	\$ 736.02		
EFT10963 38227	28/04/2022 13/04/2022	Totally Workwear - Midland	Safety clothing - Community Safety Officers Safety clothing - Community Safety Officers	 141.15	\$ 141.15		
EFT10964 3903	28/04/2022 19/04/2022	WA Contract Ranger Services Pyt Ltd	Ranger Services - 29/03/2022 to 12/04/2022 Ranger Services - 29/03/2022 to 12/04/2022	 2571.25	\$ 2,571.25		
EFT10965 3957 4347	28/04/2022 15/03/2022 24/03/2022	WA Reticulation Supplies	Reticulation maintenance: Calingiri Sports Oval and Admin Building grounds - reticulation parts Calingiri town and Piawaning Water - reticulation parts	 1018.32 473.05	\$ 1,491.37		
EFT10966 48957	28/04/2022 21/03/2022	Western Irrigation Pty Ltd	Repairs on Calingiri Water supply Repairs on Calingiri Water supply	 968.00	\$ 968.00		
EFT10967 29978	28/04/2022 16/04/2022	Wheatbelt Furniture and Homewares	Wreath for ANZAC Day celebration Wreath for ANZAC Day celebration	 145.00	\$ 145.00	L	
EFT10968 6417	28/04/2022 24/03/2022	Wongan Concrete Services	Footpath maintenance - concrete delivered - Calingiri Footpath maintenance - concrete delivered - Calingiri	 561.00	\$ 561.00	L	

Chq/EFT	Date	Name	Ordinary Council Meeting 25 May 2022	Invoice Amount	Payment Total	Type	Funding
EFT10969	28/04/2022	Wongan Hills Hardware	Repairs:		\$ 361.13	L	
352661	18/03/2022		New Norcia Fire Truck - Nitto fittings	87.96			
352889	21/03/2022		Mogumber hall - acrylic sealer	157.47			
353961	04/04/2022		Staff housing - noin return isolator vale and sockets	32.95			
354030	04/04/2022		Staff housing - tempering valve	82.75			
EFT10970	28/04/2022	Bolgart Progress Association	Library Services Payment for the Month of March & April 2022		\$ 705.60	L	
CONTRIBUTIONS	28/04/2022		Library Services Payment for the Month of March & April 2022	705.60			
EFT10971	28/04/2022	David Lovelock	Sitting Fees and Allowances - January to March 2022		\$ 2,125.00	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	2125.00			
EFT10972	28/04/2022	Gary O'brien	Sitting Fees and Allowances - January to March 2022		\$ 2,125.00	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	2125.00			
EFT10973	28/04/2022	Jim Kelly	Sitting Fees and Allowances - January to March 2022		\$ 2,125.00	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	2125.00			
EFT10974	28/04/2022	Neville James Clarke	Sitting Fees and Allowances - January to March 2022		\$ 2,531.25	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	2531.25			
EFT10975	28/04/2022	Pauline Bantock	Sitting Fees and Allowances - January to March 2022		\$ 3,750.00	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	3750.00			
EFT10976	28/04/2022	Suzanne Woods	Sitting Fees and Allowances - January to March 2022		\$ 2,125.00	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	2125.00			
EFT10977	28/04/2022	Stephanie Penn	Sitting Fees and Allowances - January to March 2022		\$ 2,125.00	L	
3RD QTR 21/22	28/04/2022		Sitting Fees and Allowances - January to March 2022	2125.00			
			EFT Total	\$ 774,692.61	\$ 774,692.61		

DD13344.2	14/04/2022	Wright Express Australia Pty Ltd	Fuel card charges - March 2022		\$ 3,049.41		
82 MARCH 2022	01/04/2022		Fuel card charges - March 2022	\$ 3,049.41			
DD13344.1	14/04/2022	Shire of Victoria Plains - Credit Card	Credit card charges - March 2022 - CEO		\$ 1,733.50		
MARCH 2022 CEO	01/04/2022		Credit card charges - March 2022 - CEO	\$ 1,733.50			
DD13356.1	14/04/2022	Shire of Victoria Plains - Credit Card	Credit card charges - CESM - March 2022		\$ 713.48		
MARCH 2022 CESM	14/04/2022		Credit card charges - CESM - March 2022	\$ 713.48			
			Charge Cards Total	\$ 5,496.39	\$ 5,496.39		

DD13291.3	19/04/2022	Synergy	Electricity Charges -		\$ 164.69		
562695810	28/03/2022		Electricity Charges -	\$ 164.69			
DD13293.2	19/04/2022	Synergy	Electricity Charges -		\$ 555.72		
174813470	28/03/2022		Electricity Charges -	\$ 555.72			
DD13325.1	01/04/2022	linet Limited	internet		\$ 79.98		
131193626	18/03/2022		internet	\$ 79.98			
DD13327.1	10/04/2022	Telstra Corporation Ltd	Fire Prevention -		\$ 120.00		
1466814702	22/03/2022		Fire Prevention -	\$ 120.00			
DD13327.2	14/04/2022	Telstra Corporation Ltd	Telephone Accounts -		\$ 946.67		
6308416000	30/03/2022		Telephone Accounts -	\$ 946.67			
DD13327.3	05/04/2022	Telstra Corporation Ltd	Telephone Accounts Mobiles -		\$ 927.85		
1583901424	17/03/2022		Telephone Accounts Mobiles -	\$ 927.85			
DD13330.1	22/04/2022	Synergy	Street Lighting -		\$ 1,293.58		
240020510	01/04/2022		Street Lighting -	\$ 1,293.58			

Chq/EFT Shire of Victoria Plains	Date	Name	Ordinary Council Meeting 25 May 2022	Invoice Amount	Payment Total	Type	Funding
DD13342.1 158368 APRIL 2022	06/04/2022 06/04/2022	Western Australia Treasury Corporation	Repayment for Loan 85 - Purchase of Plant - Grader and Roller Repayment for Loan 85 - Purchase of Plant - Grader and Roller	\$ 20,468.86	\$ 20,468.86		
DD13351.1 2147790360	30/04/2022 11/04/2022	Telstra Corporation Ltd	Admin Internet - Admin Internet -	\$ 15.00	\$ 15.00		
DD13354.1 SUPER DEDUCTION DEDUCTION DEDUCTION	13/04/2022 13/04/2022 13/04/2022 13/04/2022 13/04/2022	Aware Super Pty Ltd	Superannuation contributions and payroll deductions Superannuation contributions Payroll deductions Payroll deductions Payroll deductions	\$ 3,703.44 \$ 174.44 \$ 50.00 \$ 110.00	\$ 4,037.88		
DD13354.2 DEDUCTION DEDUCTION SUPER SUPER	13/04/2022 13/04/2022 13/04/2022 13/04/2022 13/04/2022	North Superannuation	Superannuation contributions and payroll deductions Payroll deductions Payroll deductions Superannuation contributions Superannuation contributions	\$ 102.42 \$ 172.00 \$ 1,388.05 \$ 102.42	\$ 1,764.89		
DD13354.3 DEDUCTION SUPER	13/04/2022 13/04/2022 13/04/2022	CYKC Superannuation Fund	Superannuation contributions and payroll deductions Payroll deductions Superannuation contributions	\$ 230.77 \$ 692.31	\$ 923.08		
DD13354.4 DEDUCTION SUPER	13/04/2022 13/04/2022 13/04/2022	Hesta Super Fund	Superannuation contributions and payroll deductions Payroll deductions Superannuation contributions	\$ 114.98 \$ 344.95	\$ 459.93		
DD13354.5 SUPER	13/04/2022 13/04/2022	BT Super For Life	Superannuation contributions Superannuation contributions	\$ 258.79	\$ 258.79		
DD13354.6 SUPER	13/04/2022 13/04/2022	Australian Super Pty Ltd	Superannuation contributions Superannuation contributions	\$ 587.68	\$ 587.68		
DD13354.7 SUPER	13/04/2022 13/04/2022	TWU Super	Superannuation contributions Superannuation contributions	\$ 212.00	\$ 212.00		
DD13355.1 SUPER DEDUCTION DEDUCTION	27/04/2022 27/04/2022 27/04/2022 27/04/2022	Aware Super Pty Ltd	Superannuation contributions and payroll deductions Superannuation contributions Payroll deductions Payroll deductions	\$ 2,946.08 \$ 286.27 \$ 50.00	\$ 3,282.35		
DD13355.2 DEDUCTION DEDUCTION SUPER SUPER	27/04/2022 27/04/2022 27/04/2022 27/04/2022 27/04/2022	North Superannuation	Superannuation contributions and payroll deductions Payroll deductions Payroll deductions Superannuation contributions Superannuation contributions	\$ 102.42 \$ 172.00 \$ 1,388.06 \$ 102.42	\$ 1,764.90		
DD13355.3 DEDUCTION SUPER	27/04/2022 27/04/2022 27/04/2022	CYKC Superannuation Fund	Superannuation contributions and payroll deductions Payroll deductions Superannuation contributions	\$ 230.77 \$ 692.31	\$ 923.08		
DD13355.4 DEDUCTION SUPER	27/04/2022 27/04/2022 27/04/2022	Hesta Super Fund	Superannuation contributions and payroll deductions Payroll deductions Superannuation contributions	\$ 120.24 \$ 360.73	\$ 480.97		
DD13355.5 SUPER	27/04/2022 27/04/2022	BT Super For Life	Superannuation contributions Superannuation contributions	\$ 235.37	\$ 235.37		
DD13355.6 SUPER	27/04/2022 27/04/2022	Australian Super Pty Ltd	Superannuation contributions Superannuation contributions	\$ 555.14	\$ 555.14		10

Chq/EFT	Date	Name	Ordinary Council Meeting 25 May 2022	Invoice Amount	Payment Total	Type	Funding
DD13355.7 SUPER	27/04/2022 27/04/2022	TWU Super	Superannuation contributions	\$ 169.60	\$ 169.60		
DD13363.1 T1000	27/04/2022 27/04/2022	Department Of Transport	Transport licensing transactions 22/04/22	\$ 352.05	\$ 352.05		
Bank	30/04/2022	Bendigo Bank	Bank fees and charges - April 2022	\$ 250.03	\$ 250.03		
				Direct Debits Total	\$ 40,830.09	\$ 40,830.09	
Payroll	14/04/2022	Employees	Payroll PE 13.04.2022	\$ 47,933.16	\$ 47,933.16		
Payroll	28/04/2022	Employees	Payroll PE 27.04.2022	\$ 49,275.47	\$ 49,275.47		
				Direct Debits Total	\$ 97,208.63	\$ 97,208.63	

Abbreviations			
F	Funded	EFT Total	\$ 774,692.61 84.37%
L	Local Supplier	Cheques Total	\$ - 0.00%
		Charge Cards Total	\$ 5,496.39 0.60%
		Direct Debit Total	\$ 40,830.09 4.45%
		Trust Total	\$ - 0.00%
		Payroll Total	\$ 97,208.63 10.59%
		Total	<u>\$ 918,227.72</u> 100.00%
		Local Suppliers	\$ 77,663.13 8.46%
		Employees	\$ 97,208.63 10.59%
		Combined Total	\$ 174,871.76 19.04%



Shire of Victoria Plains
28 Cavell Street
Calingiri WA 6569
T +61 (0) 8 9628 7004
www.victoriaplains.wa.gov.au

SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT

For the Period Ending 30 April 2022

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

SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 30 April 2022

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RSM Australia Pty Ltd

Level 1, 12 Bayly Street Geraldton WA 6530
PO Box 61 Geraldton WA 6531

T +61(0) 8 9920 7400

F +61(0) 8 9920 7450

www.rsm.com.au

Compilation Report

To the Council

Shire of Victoria Plains

Scope

We have compiled the accompanying special purpose financial statements.

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

The responsibility of the Shire

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

Our responsibility

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

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

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

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

Signed at GERALDTON

Date 17th May 2022

RSM Australia Pty Ltd
Chartered Accountants

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

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

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

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Shire of Victoria Plains
SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 30 April 2022
EXECUTIVE SUMMARY

Statement of Financial Activity

Statements are presented on pages 5 and 6 showing a surplus/(deficit) as at 30 April 2022 of \$860,906

Significant Revenue and Expenditure

	Collected / Completed %	Annual Budget \$	YTD Budget \$	YTD Actual \$
Significant Projects				
Ag Lime Calingiri - New Norcia Road	5%	1,179,822	983,170	54,173
Mogumber - Yarawindah Road WSN #5	0%	1,578,438	1,315,340	329
Toodyay - Bindi Bindi Rd Nth 21/22	80%	634,611	528,820	509,280
Bolgart West Road	100%	446,104	371,730	447,988
Mogumber - Yarawindah Road 19/20	105%	248,381	206,980	259,616
Mogumber - Yarawindah Road WSN #2	103%	239,019	199,180	246,404
	35%	4,326,376	3,605,220	1,517,791
Grants, Subsidies and Contributions				
Operating grants, subsidies and contributions	186%	946,618	733,213	1,761,882
Non-operating grants, subsidies and contributions	30%	4,529,126	3,851,962	1,380,564
	57%	5,475,744	4,585,175	3,142,446
Rates Levied				
	100%	2,972,848	2,477,370	2,973,759

% - Compares current YTD actuals to the Annual Budget

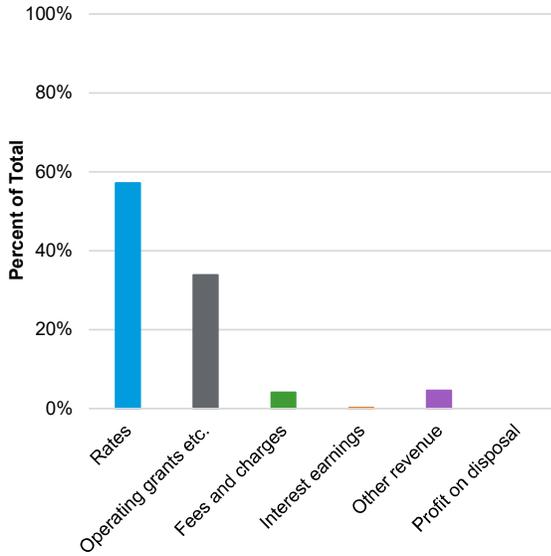
Financial Position

Account	Difference to Prior Year %	Current Year 30 Apr 22 \$	Prior Year 30 Apr 21 \$
Adjusted net current assets	201%	860,906	429,206
Cash and equivalent - unrestricted	136%	1,214,186	895,926
Cash and equivalent - restricted	95%	539,274	566,433
Receivables - rates	323%	105,306	32,572
Receivables - other	1,088%	560,924	51,545
Payables	258%	1,168,852	453,550

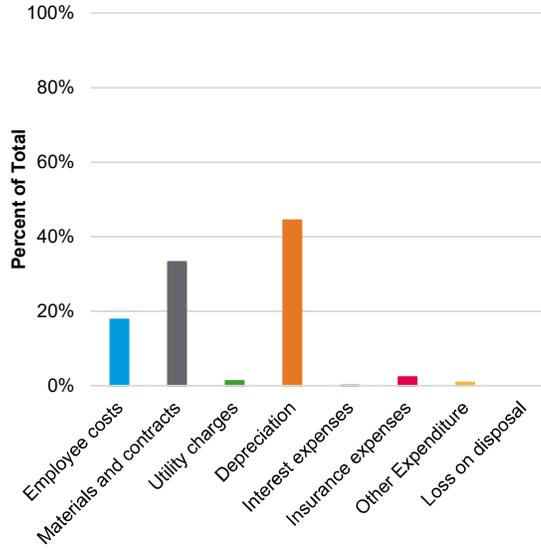
% - Compares current YTD actuals to prior year actuals

Shire of Victoria Plains
SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 30 April 2022
SUMMARY GRAPHS

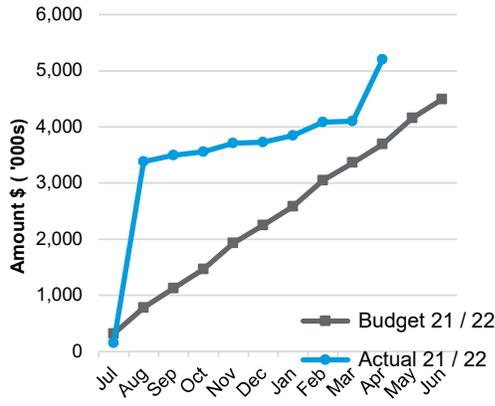
Operating Income



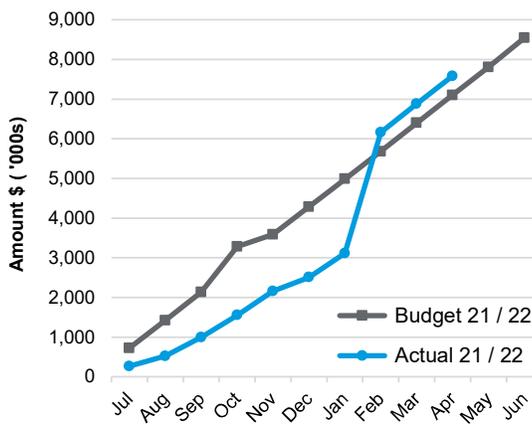
Operating Expenditure



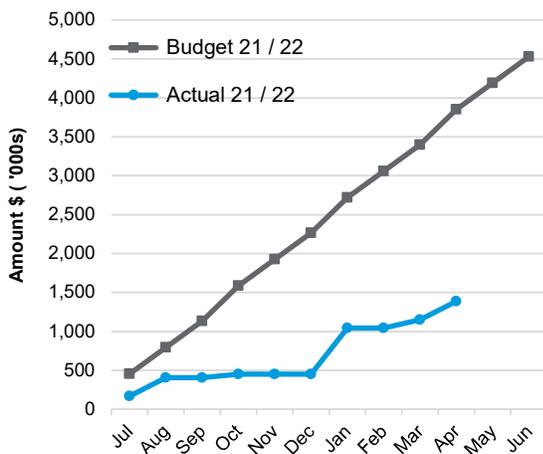
Operating Revenues



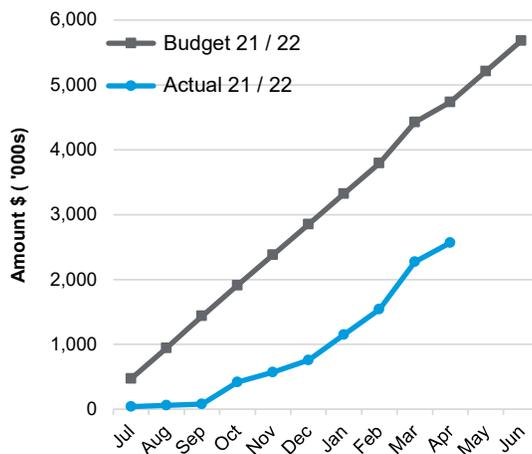
Operating Expenses



Capital Revenues - Investing



Capital Expenses



Shire of Victoria Plains
SHIRE OF VICTORIA PLAINS

STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

REPORTING PROGRAM

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	893,669	893,669	893,668		
Revenue from Operating Activities						
Governance		6,348	5,280	4,511	(769)	(15%)
General purpose funding - rates	10	2,995,696	2,496,390	2,997,552	501,162	20%
General purpose funding - other		605,207	455,388	1,422,398	967,010	212%
Law, order and public safety		327,352	266,085	259,880	(6,205)	(2%)
Health		4,017	3,340	1,912	(1,428)	(43%)
Education and welfare		630	520	-	(520)	(100%)
Housing		92,622	76,806	54,915	(21,891)	(29%)
Community amenities		119,354	104,160	123,479	19,319	19%
Recreation and culture		94,030	76,546	74,969	(1,577)	(2%)
Transport		186,993	155,810	186,481	30,671	20%
Economic services		26,803	22,300	31,477	9,177	41%
Other property and services		34,314	28,570	41,697	13,127	46%
		4,493,365	3,691,195	5,199,272		
Expenditure from Operating Activities						
Governance		(579,273)	(485,091)	(464,938)	20,153	4%
General purpose funding		(457,346)	(381,120)	(350,120)	31,000	8%
Law, order and public safety		(551,807)	(459,760)	(568,976)	(109,216)	(24%)
Health		(144,231)	(120,180)	(111,622)	8,558	7%
Education and welfare		(4,779)	(3,921)	(2,552)	1,369	35%
Housing		(237,156)	(200,217)	(217,837)	(17,620)	(9%)
Community amenities		(640,842)	(518,685)	(389,848)	128,837	25%
Recreation and culture		(667,297)	(552,964)	(695,785)	(142,821)	(26%)
Transport		(5,027,513)	(4,184,997)	(4,511,619)	(326,622)	(8%)
Economic services		(269,768)	(224,898)	(177,268)	47,630	21%
Other property and services		38,858	27,126	(94,632)	(121,758)	449%
		(8,541,154)	(7,104,707)	(7,585,196)		
Excluded Non-cash Operating Activities						
Depreciation and amortisation (Profit) / loss on asset disposal	8	3,920,654	3,267,130	3,370,753		
		-	-	-		
Net Amount from Operating Activities		(127,135)	(146,382)	984,829		
Investing Activities						
Grants, subsidies and contributions	12(b)	4,529,126	3,851,962	1,380,564	(2,471,398)	(64%)
Proceeds from disposal of assets	8	-	-	6,909	6,909	
Land and buildings	9(a)	(179,159)	(136,405)	(51,784)	84,621	62%
Plant and equipment	9(b)	(295,861)	(259,377)	(288,394)	(29,018)	(11%)
Infrastructure - roads	9(c)	(5,078,325)	(4,231,790)	(2,146,718)	2,085,072	49%
Infrastructure - other	9(d)	(127,360)	(109,240)	(79,662)	29,578	27%
Net Amount from Investing Activities		(1,151,579)	(884,850)	(1,179,084)		
Financing Activities						
Proceeds from self supporting loans	11(b)	20,579	10,612	10,612	-	0%
Proceeds from long term borrowings		200,000	200,000	200,000	-	0%
Repayment of debentures	11(a)	(92,619)	(48,711)	(48,711)	-	0%
Transfer from reserves	7	50,000	-	-	-	
Transfer to reserves	7	(2,408)	-	(407)	(407)	
Net Amount from Financing Activities		175,552	161,901	161,494		
Closing Funding Surplus / (Deficit)	3	(209,493)	24,338	860,906		

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

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

Shire of Victoria Plains
SHIRE OF VICTORIA PLAINS

STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Opening Funding Surplus / (Deficit)	3	893,668	893,668	893,668		
Revenue from Operating Activities						
Rates	10	2,972,848	2,477,370	2,973,759	496,389	20%
Grants, subsidies and contributions	12(a)	946,618	733,213	1,761,882	1,028,669	140%
Fees and charges		233,532	198,876	214,953	16,077	8%
Interest earnings		31,818	24,696	12,353	(12,343)	(50%)
Other revenue		308,550	257,040	236,325	(20,715)	(8%)
Profit on disposal of assets	8	-	-	-	-	
		4,493,365	3,691,195	5,199,272		
Expenditure from Operating Activities						
Employee costs		(1,715,876)	(1,428,161)	(1,347,041)	81,120	6%
Materials and contracts		(2,555,862)	(2,121,355)	(2,518,619)	(397,264)	(19%)
Utility charges		(107,468)	(94,804)	(99,804)	(5,000)	(5%)
Depreciation on non-current assets		(3,920,654)	(3,267,130)	(3,370,753)	(103,623)	(3%)
Interest expenses		(15,887)	(11,621)	(6,056)	5,565	48%
Insurance expenses		(143,752)	(119,660)	(175,110)	(55,450)	(46%)
Other expenditure		(81,656)	(62,018)	(67,813)	(5,795)	(9%)
Loss on disposal of assets	8	-	-	-	-	
		(8,541,155)	(7,104,749)	(7,585,196)		
Excluded Non-cash Operating Activities						
Depreciation and amortisation		3,920,654	3,267,130	3,370,753		
(Profit) / loss on asset disposal		-	-	-		
Net Amount from Operating Activities		(127,136)	(146,424)	984,829		
Investing Activities						
Grants, subsidies and contributions	12(b)	4,529,126	3,851,962	1,380,564	(2,471,398)	(64%)
Proceeds from disposal of assets	8	-	-	6,909	6,909	
Land and buildings	9(a)	(179,159)	(136,405)	(51,784)	84,621	62%
Plant and equipment	9(b)	(295,861)	(259,377)	(288,394)	(29,018)	(11%)
Infrastructure - roads	9(c)	(5,078,325)	(4,231,790)	(2,146,718)	2,085,072	49%
Infrastructure - other	9(d)	(127,360)	(109,240)	(79,662)	29,578	27%
Net Amount from Investing Activities		(1,151,579)	(884,850)	(1,179,084)		
Financing Activities						
Proceeds from self supporting loans	11(b)	20,579	10,612	10,612	-	0%
Proceeds from Long Term Borrowings		200,000	200,000	200,000		
Repayment of debentures	11(a)	(92,619)	(48,711)	(48,711)	-	0%
Transfer from reserves	7	50,000	-	-	-	
Transfer to reserves	7	(2,408)	-	(407)	(407)	
Net Amount from Financing Activities		175,552	161,901	161,494		
Closing Funding Surplus / (Deficit)	3	(209,495)	24,295	860,907		

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

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

SHIRE OF VICTORIA PLAINS

STATEMENT OF CAPITAL ACQUISITIONS AND FUNDING

For the Period Ending 30 April 2022

CAPITAL ACQUISITIONS AND FUNDING

Asset Group	Note	Annual Budget \$	YTD Actual Total \$
Land and buildings	9(a)	179,159	51,784
Plant and equipment	9(b)	295,861	288,394
Infrastructure - roads	9(c)	5,078,325	2,146,718
Infrastructure - other	9(d)	127,360	79,662
Total Capital Expenditure		5,680,705	2,566,558
Capital Acquisitions Funded by:			
Capital grants and contributions		4,529,126	1,380,564
Borrowings		-	-
Other (disposals and c/fwd)		-	6,909
Council contribution - from reserves		50,000	-
Council contribution - operations		1,101,579	1,179,084
Total Capital Acquisitions Funding		5,680,705	2,566,558

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES

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

The material variance adopted by the Shire of Victoria Plains for the 2021/22 year is \$10,000 or 10%, whichever is greater. Items considered to be of material variance are disclosed in Note 2.

The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation. The preparation also requires management to make judgements, estimates and assumptions which effect the application of policies and the reported amounts in the statements and notes. These estimated figures are based on historical experience or other factors believed to be reasonable under the circumstances. Therefore, the actual results may differ from these reported amounts.

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

Preparation

Prepared by: Kate Peacock
Reviewed by: Travis Bate
Date prepared: 17 May 22

(a) Basis of Preparation

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

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

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

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

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

(b) The Local Government Reporting Entity

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

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

(c) Rounding of Amounts

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST where applicable.

(e) Cash and Cash Equivalents

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

(f) Financial Instruments

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Loans and Receivables

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

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)
(f) Financial Instruments (Continued)

Impairment of Financial Assets

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

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

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

(g) Inventories

General

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

Land Held for Resale

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

(h) Fixed Assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluations at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Fixed Assets (Continued)

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

(i) Depreciation of Non-current Assets

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

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

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

Land Under Local Government Control

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Trade and Other Payables

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

(k) Employee Benefits

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

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

(l) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. Subsequent measurement is at amortised cost using the effective interest method. The annual government guarantee fee is expensed in the year incurred.

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

Borrowing Costs

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

(m) Provisions

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

(n) Contract Liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

(o) Current and Non-current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Non-operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on Asset Disposal

Loss on the disposal of fixed assets.

Depreciation on Non-current Assets

Depreciation expense raised on all classes of assets.

Interest Expenses

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

Other Expenditure

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

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Program Classifications (Function / Activity)

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER AND PUBLIC SAFETY

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

HEALTH

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

EDUCATION AND WELFARE

Maintenance of playgroup centre and support of school programs.

HOUSING

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY AND SERVICES

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

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Revenue Recognition Policy

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)
(r) Revenue Recognition Policy (Continued)

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

2. EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var	Var	Var	Timing / Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(769)	(15%)		Timing	Variance due to budget phasing
General Purpose Funding - Rates	501,162	20%	▲	Timing	Increase in Ex gratia rates, penalties and interest
General Purpose Funding - Other	967,010	212%	▲	Timing	Advance payment of Financial Assistance Grant 22/23
Law, order and public safety	(6,205)	(2%)		Timing	Variance due to budget phasing
Health	(1,428)	(43%)		Timing	Fees and charges over estimates
Education and Welfare	(520)	(100%)		Timing	Fees and charges over estimates
Housing	(21,891)	(29%)	▼	Permanent	Vacant units for months, and staff housing used as consultant accommodation
Community Amenities	19,319	19%	▲	Timing	Increase in planning and building applications and reimbursement - Drummuster
Recreation and Culture	(1,577)	(2%)		Timing	Variance due to budget phasing
Transport	30,671	20%	▲	Permanent	Funds received from Disaster Recovery
Economic Services	9,177	41%		Timing	Increase income from caravan parks
Other Property and Services	13,127	46%	▲	Timing	Increase in private works, and fuel rebates

Operating Expense

Governance	20,153	4%		Timing	Variance due to budget phasing
General Purpose Funding	31,000	8%		Timing	Variance due to budget phasing
Law, order and public safety	(109,216)	(24%)	▼	Timing	Bolgart Fire access track funded project- DFES
Health	8,558	7%		Timing	Variance due to budget phasing
Education and welfare	1,369	35%		Timing	Variance due to budget phasing
Housing	(17,620)	(9%)		Timing	Variance due to budget phasing
Community amenities	128,837	25%	▲	Timing	Variance due to budget phasing
Recreation and Culture	(142,821)	(26%)	▼	Timing	Variance due to budget phasing
Transport	(326,622)	(8%)		Timing	Variance due to budget phasing
Economic services	47,630	21%	▲	Timing	Variance due to budget phasing
Other property and services	(121,758)	449%		Timing	Vacant position-WM, and variance due to budget phasing

Capital Revenues

Grants, subsidies and contributions	(2,471,398)	(64%)	▼	Timing	Road grants not received yet as budgeted - budget phasing
Proceeds from disposal of assets	6,909			Timing	

Capital Expenses

Land and buildings	84,621	62%	▲	Timing	Projects have not commenced yet, variance due to budget phasing
Plant and equipment	(29,018)	(11%)	▼	Timing	Variance due to budget phasing
Infrastructure - roads	2,085,072	49%	▲	Timing	Variance due to budget phasing
Infrastructure - Other	29,578	27%	▲	Timing	Variance due to budget phasing

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

2. EXPLANATION OF MATERIAL VARIANCES

Nature or Type	Var	Var	Var	Timing / Permanent	Explanation of Variance
Operating Revenues	\$	%			
Grants, Subsidies and Contributions	1,028,669	140%	▲	Timing	Receipt of Mitigation Activity Fund - DFES; Advance payment - Financial Assistance Grant 22/23
Rates	496,389	20%			Increase in Ex gratia rates, penalties and interest
Fees and Charges	16,077	8%		Timing	Variance due to budget phasing - allocated to 12 months
Interest Earnings	(12,343)	(50%)	▼	Timing	Variance due to budget phasing - allocated to 12 months
Other Revenue	(20,715)	(8%)		Timing	Variance due to budget phasing - allocated to 12 months
Profit on Disposal of Assets	-			Timing	

Operating Expense

Employee Costs	81,120	6%		Timing	Variance due to budget phasing - allocated to 12 months
Materials and contracts	(397,264)	(19%)	▼	Timing	Variance due to budget phasing - allocated to 12 months
Depreciation on Non-current Assets	(103,623)	(3%)		Timing	Variance due to budget phasing - allocated to 12 months
Interest Expenses	5,565	48%		Timing	Variance due to budget phasing - allocated to 12 months
Insurance Expenses	(55,450)	(46%)	▼	Timing	Variance due to budget phasing - allocated to 12 months
Loss on Disposal of Assets	-			Timing	

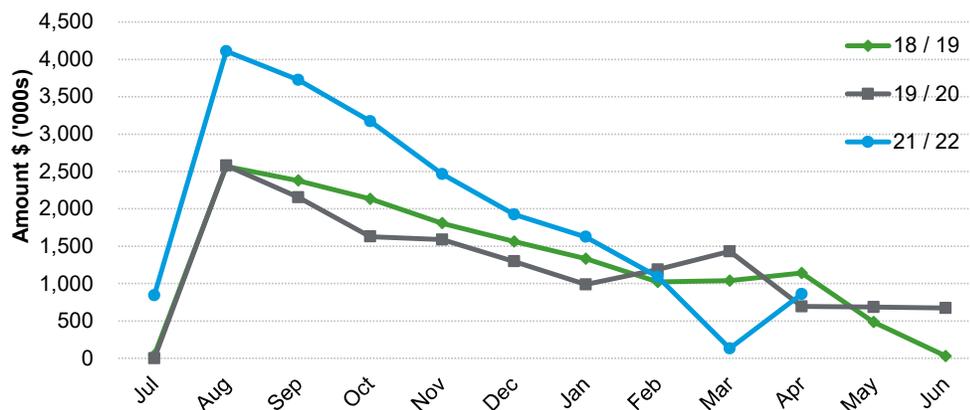
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

3. NET CURRENT FUNDING POSITION

	Note	Current Month 30 Apr 22 \$	Prior Year Closing 30 Jun 21 \$	This Time Last Year 30 Apr 21 \$
Current Assets				
Cash unrestricted	4	1,214,186	1,742,975	895,926
Cash restricted	4	539,274	538,867	566,433
Deposits and bonds	4	-	-	-
Trust Funds				-
Contact assets			129,267	
Receivables - rates	6(a)	105,306	45,618	32,572
Receivables - sundry	6(b)	560,924	23,244	51,545
Receivables - other		47,891	20,850	26,472
Receivables - loans	11(b)	20,724	20,762	30,382
Provision for doubtful debts		(2,070)	(2,071)	(1,638)
Accrued income		129,267	206	-
Inventories		33,871	31,155	16,259
Total Current Assets		2,649,374	2,550,873	1,617,951
Current Liabilities				
Payables - sundry		(788,295)	(588,045)	(170,905)
Payables - other		(35,472)	(15,811)	(2,778)
Rates received in advance		-	(25,654)	-
Accrued expenses		-	(27,500)	-
Accrued salaries and wages		-	(23,384)	-
Pensioner Rebates		-	-	-
Deposits and bonds		(22,080)	(27,126)	(21,141)
Contract liabilities		(234,327)	(234,327)	(209,544)
Loan liabilities	11(a)	(88,677)	(59,932)	(49,182)
Total Payables		(1,168,852)	(1,001,779)	(453,550)
Provisions		(148,295)	(155,729)	(197,570)
Total Current Liabilities		(1,317,147)	(1,157,508)	(651,119)
Less: cash reserves	7	(539,274)	(538,867)	(566,433)
Less: movement in provisions (non current)		-	-	-
Less: Self-supporting loan		(20,724)	(20,762)	-
Add: loan principal (current)		88,677	59,932	28,807
Add: trust transactions to municipal		-	-	-
Net Funding Position - Surplus / (Deficit)		860,906	893,668	429,206

Liquidity over the Year



SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

4. CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted	Total	Institution	Interest	Maturity
	\$	\$	\$		Rate	Date
					%	
Cash						
Cash on hand	590		590	N/A	0.00	N/A
Municipal fund	708,383		708,383	Bendigo	0.00	N/A
Municipal savings	3,836	-	3,836	Bendigo	0.25	N/A
Municipal Term Deposit 2	501,377		501,377	Bendigo	0.55	09 May 22
Reserve funds		427,964	427,964	Bendigo	0.00	N/A
Financial Assets at Amortised Cost						
Reserve funds		111,311	111,311	Bendigo	0.55	05 Jun 22
Total Cash and Financial Assets	1,214,186	539,274	1,753,460			

5. TRUST FUND

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

**SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022**

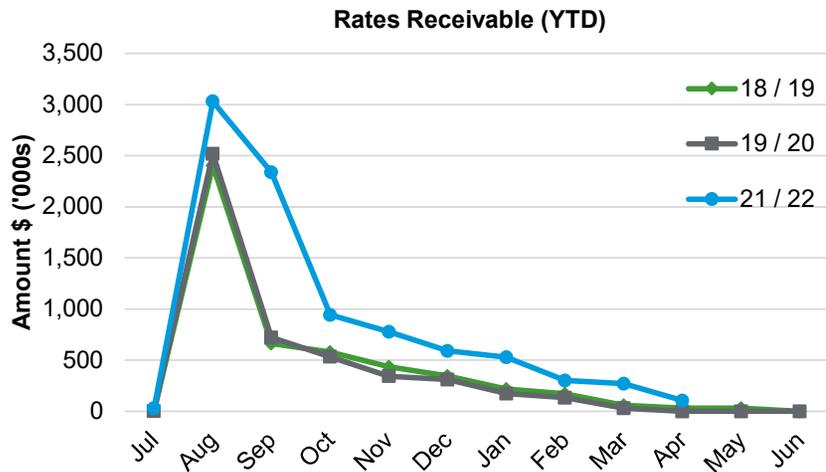
6. RECEIVABLES

(a) Rates Receivable

	30 Apr 22
	\$
Rates receivables	105,306
Total Rates Receivable Outstanding	105,306
Closing balances - prior year	19,963
Rates levied this year	2,973,759
Effluent and refuse removal	97,268
Closing balances - current month	(105,306)
Total Rates Collected to Date	2,985,684

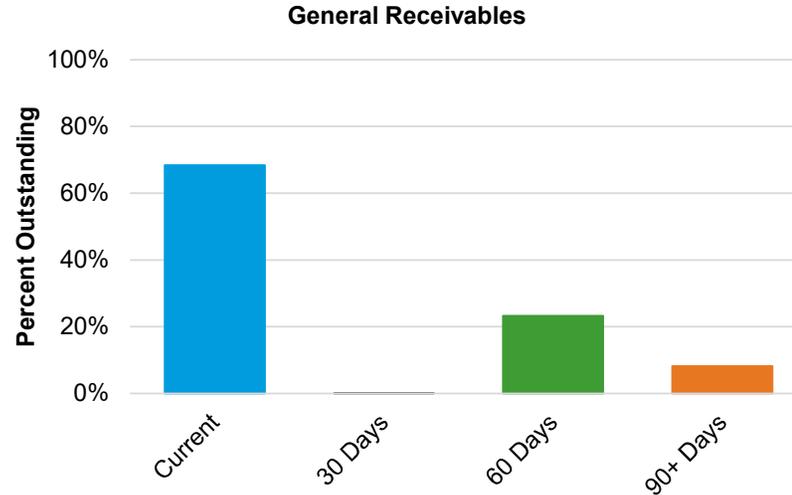
(b) General Receivables

	30 Apr 22
	\$
Current	383,767
30 Days	68
60 Days	130,668
90+ Days	46,421
Total General Receivables Outstanding	560,924



Comments / Notes

Rubbish fees included in YTD graph



Comments / Notes

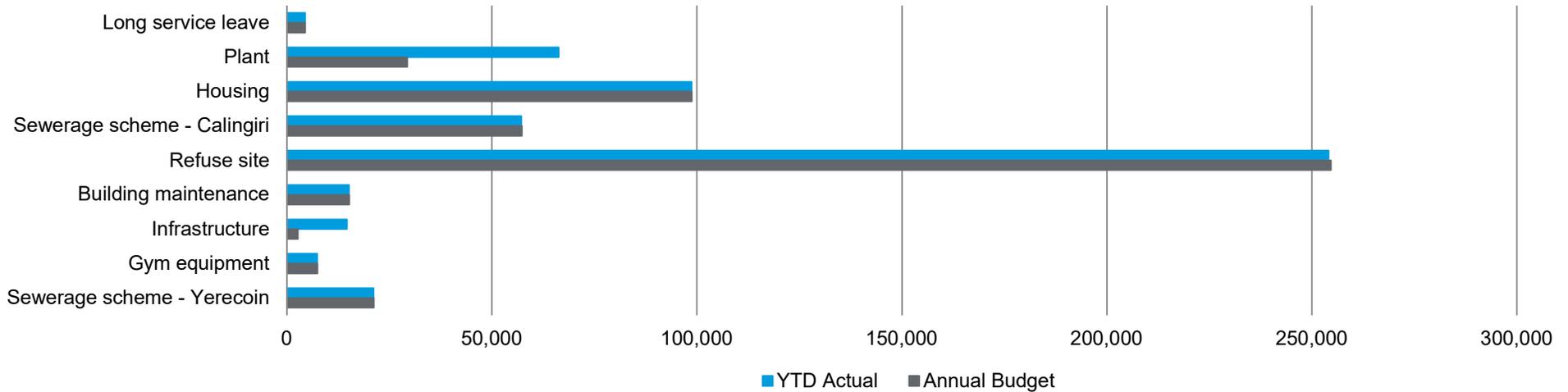
Amounts shown above include GST (where applicable)

**SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022**

7. CASH BACKED RESERVES

Reserve Name	Annual Budget				YTD Actual					
	Balance 01 Jul 21	Transfers from	Interest Received	Transfer to	Balance 30 Jun 22	Balance 01 Jul 21	Transfers from	Interest Received	Transfer to	Balance 30 Apr 22
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave	4,477	-	13	-	4,490	4,477	-	3	-	4,481
Plant	66,272	(38,000)	160	960	29,392	66,276	-	50	-	66,326
Housing	98,669	-	133	-	98,802	98,676	-	74	-	98,750
Sewerage scheme - Calingiri	57,142	-	165	-	57,307	57,146	-	43	-	57,190
Refuse site	253,886	-	809	-	254,695	253,909	-	192	-	254,101
Building maintenance	15,168	-	44	-	15,212	15,169	-	11	-	15,180
Infrastructure	14,665	(12,000)	42	-	2,707	14,667	-	11	-	14,678
Gym equipment	7,411	-	21	-	7,432	7,412	-	6	-	7,417
Sewerage scheme - Yerecoin	21,135	-	61	-	21,196	21,136	-	16	-	21,152
Total Cash Backed Reserves	538,825	(50,000)	1,448	960	491,233	538,867	-	407	-	539,274

Annual Budget v YTD Actual



SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

8. DISPOSAL OF ASSETS

Annual Budget

	WDV \$	Proceeds \$	Profit \$	(Loss) \$
Transport				
Plant and Equipment				
Total Disposal of Assets	-	-	-	-
Total Profit or (Loss)				-

YTD Actual

	WDV \$	Proceeds \$	Profit \$	(Loss) \$
Other Property & Services				
Motor Vehicle				
Toyota Landcruiser (MV007)	16,538	6,909	-	(9,629)
				-
				-
				-
Total Disposal of Assets	16,538	6,909	-	(9,629)
Total Profit or (Loss)				(9,629)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

10. RATING INFORMATION

	Rateable Value \$	Valuation \$	Number of Properties #	Annual Budget Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	YTD Actual Revenue \$
General Rates								
GRV	1,790,738	0.117898	162	211,124	211,124	-	-	211,124
UV	362,361,014	0.007169	309	2,597,766	2,597,766	-	-	2,597,766
Total General Rates				2,808,890	2,808,890	-	-	2,808,890
Minimum Rates								
GRV	93,142	485.00	66	32,010	32,010	-	-	32,010
UV	2,031,748	586.00	76	44,536	48,990	-	-	48,990
Total Minimum Rates				76,546	81,000	-	-	81,000
Total General and Minimum Rates				2,885,436	2,889,890	-	-	2,889,890
Other Rate Revenue								
Facilities fees (Ex Gratia)				87,412				83,868
Total Rate Revenue				2,972,848				2,973,758

Shire of Victoria Plains
SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

9. CAPITAL ACQUISITIONS

(a) Land and Buildings

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance	% Complete
		\$	\$	\$	\$	
Governance						
	Solar Lights - Rear Admin Building	7,892	5,919	7,312	(1,393)	93%
	Shire Admin Car Park	25,000	7,786	30,484	(22,698)	122%
		32,892	13,705	37,796	(24,091)	
Housing						
	Roller door	5,000	5,000	4,510	490	90%
		5,000	5,000	4,510	490	
Recreation and Culture						
	Mogumber Hall Ceiling	81,767	68,130	-	68,130	0%
		81,767	68,130	-	68,130	
Transport						
	Depot Upgrades	10,000	8,330	6,978	1,352	70%
	Purchase of land for Aglime Route	35,000	29,160	2,500	26,660	7%
	Automatic Closing Gates - Depot	14,500	12,080	-	12,080	0%
		59,500	49,570	9,478	40,092	
Total Land and Buildings		179,159	136,405	51,784	84,621	

(b) Plant and Equipment

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance	% Complete
		\$	\$	\$	\$	
Transport						
	Grader	165,000	137,500	160,000	(22,500)	97%
	Roller	35,000	29,167	37,560	(8,393)	107%
		200,000	166,667	197,560	(30,893)	
Community Amenities						
	Bolgart tip generator	8,000	6,660	6,545	115	82%
		8,000	6,660	6,545	115	
Law, Order & Public Safety						
	CCTV camera's	6,531	5,440	2,822	2,618	43%
	CESM Vehicle	77,000	77,000	77,000	77,000	100%
		83,531	82,440	79,822	79,618	
Governance						
	Wallis computers - video conferencing	4,329	3,610	4,467	(857)	103%
		4,329	3,610	4,467	(857)	
Total Plant and Equipment		295,861	259,377	288,394	47,982	

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

9. CAPITAL ACQUISITIONS (Continued)

(c) Infrastructure - Roads

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance	% Complete
		\$	\$	\$	\$	
Transport						
Toodyay - Bindi Bindi Rd Nth 21/22	MRWA / CBH	634,611	528,820	509,280	19,540	80%
Toodyay - Bindi Bindi Rd		-	-	83,127	(83,127)	0%
Bolgart West Road	LRCIP	446,104	371,730	447,988	(76,258)	100%
Bindi Bindi-Toodyay Road	RRG	82,665	68,880	157,135	(88,255)	190%
Footpaths - Bolgart	LRCIP / CP	41,760	34,800	-	34,800	0%
Footpaths - Calingiri	LRCIP / CP	23,429	19,520	22,682	(3,162)	97%
Ag Lime Calingiri - New Norcia Road	RTR	1,179,822	983,170	54,173	928,997	5%
Mogumber - Yarawindah Road 19/20	WSFN	248,381	206,980	259,616	(52,636)	105%
Mogumber - Yarawindah Road WSFN #2	WSFN	239,019	199,180	246,404	(47,224)	103%
Mogumber - Yarawindah Road WSFN #3	WSFN	102,888	85,730	5,417	80,313	5%
Mogumber - Yarawindah Road WSFN #4	WSFN	55,000	45,830	-	45,830	0%
Mogumber - Yarawindah Road WSFN #5	WSFN	1,578,438	1,315,340	329	1,315,011	0%
Yerecoin South East Road - Shoulder reconc	LRCIP	110,383	91,980	134,940	(42,960)	122%
Catabody Street		161,020	134,160	136,129	(1,969)	85%
Yerecoin South - East Road		94,332	78,610	89,497	(10,887)	95%
Behanging Road		80,472	67,060	-	67,060	0%
		5,078,325	4,231,790	2,146,718	2,085,072	
Total Infrastructure - Roads		5,078,325	4,231,790	2,146,718	2,085,072	

(d) Infrastructure - Other

	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance	% Complete
		\$	\$	\$	\$	
Recreation and Culture						
Hockey fields safety fencing		8,000	6,660	6,949	(289)	87%
Mogumber toilets		3,000	2,500	-	2,500	0%
Calingiri Playground Upgrades		37,600	31,330	34,810	(3,480)	93%
		48,600	40,490	41,759	(1,269)	
Other Economic Services						
Piawaning Standpipe Controller		18,760	18,760	27,966	(9,206)	149%
		18,760	18,760	27,966	(9,206)	
Community Amenities						
Calingiri Landfill Rear Fence		10,000	8,330	9,938	(1,608)	99%
Yerecoin Sewerage Inspection Hatch x 2		50,000	41,660	-	41,660	0%
		60,000	49,990	9,938	40,053	
Total Infrastructure - Other		127,360	109,240	79,662	29,578	
Total Capital Expenditure		5,680,705	4,736,812	2,566,558	2,247,254	

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

11. INFORMATION ON BORROWINGS

(a) Debenture Repayments

(i) Loan 82 Calingiri Sports Pavilion

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
Recreation and Culture			
Opening balance	20,584	20,584	20,584
Principal payment	(20,584)	(10,178)	(10,178)
Principal Outstanding	-	10,406	10,406
Interest payment	(1,737)	(1,158)	(1,158)
Guarantee fee	-	-	-
Total Principal, Interest and Fees Paid	(22,321)	(11,336)	(11,336)

(ii) Loan 84 Piawaning Water Supply

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
Economic Services			
Opening balance	101,580	101,580	101,580
Principal payment	(17,456)	(8,674)	(8,674)
Principal Outstanding	84,124	92,906	92,906
Interest payment	(3,357)	(1,265)	(1,265)
Guarantee fee	-	-	-
Total Principal, Interest and Fees Paid	(20,813)	(9,939)	(9,939)

(iii) Loan 83 Calingiri Football Club

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
Recreation and Culture			
Opening balance	183,253	183,253	183,253
Principal payment	(20,579)	(10,612)	(10,612)
Principal Outstanding	162,674	172,641	172,641
Interest payment	5,372	2,189	2,189
Service fee	-	-	-
Total Principal, Interest and Fees Paid	(15,207)	(8,423)	(8,423)

(iv) New Loan - Grader & Loader

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
Transport			
Opening balance	200,000	200,000	200,000
Principal payment	(34,000)	(19,247)	(19,247)
Principal Outstanding	166,000	180,753	180,753
Interest payment	(6,000)	-	-
Service fee	-	-	-
Total Principal, Interest and Fees Paid	(40,000)	(19,247)	(19,247)

Total Principal Outstanding	412,798	275,953	275,953
Total Principal Repayments	(92,619)	(48,711)	(48,711)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 April 2022

11. INFORMATION ON BORROWINGS

(b) Self Supporting Loans

(i) Loan 83 Calingiri Football Club

	Annual Budget	YTD Budget	YTD Actual
	\$	\$	\$
Recreation and Culture			
Opening balance	183,252	183,252	183,253
Principal payment received	(20,579)	(10,612)	(10,612)
Principal Outstanding	162,673	172,640	172,641
Interest received	5,372	2189.3	2,189
Service fee received	-	-	-
Total Principal, Interest and Fees Received	(15,207)	(8,423)	(8,423)
Total Principal Outstanding	162,673	172,640	172,641
Total Principal Received	(20,579)	(10,612)	(10,612)

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 April 2022

12. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Operating Grants, Subsidies and Contributions

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
General Purpose Funding				
General commission grants	WALGGC	309,418	232,062	712,199
Law, Order and Public Safety				
DFES Operating Grant	DFES	71,590	52,975	53,693
Mitigation Activity Fund		106,071	88,390	106,071
Animal Welfare Grant Program		-	-	5,700
Education and Welfare				
Seniors week/TAVD community	DLGC	530	440	-
Transport				
Roads commission grants	WALGGC	277,730	208,296	703,878
Street lighting	MRWA	940	780	-
Disaster Recovery Funding - AGRN962		39,500	32,910	39,504
Direct road	MRWA	140,839	117,360	140,839
Total Operating Grants, Subsidies and Contributions		946,618	733,213	1,761,882

(b) Non-operating Grants, Subsidies and Contributions

Transport				
WSFN Funding	MRWA	1,893,035	1,577,520	589,284
Roads to recovery	Dept of Infrastructure	215,328	179,440	344,595
Regional Roads	MRWA	466,332	466,332	398,399
Footpaths - Bolgart		20,880	17,400	-
Local Roads & Comm Infra Program	LCRI	1,015,837	846,520	48,286
Ag-Lime project	CBH	560,740	467,280	-
Ag-Lime Project	MRWA	356,974	297,470	-
Total Non-Operating Grants, Subsidies and Contributions		4,529,126	3,851,962	1,380,564
Total Grants, Subsidies and Contributions		5,475,744	4,585,175	3,142,446

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 March 2022

13. BUDGET AMENDMENTS

GL Code	Job Code	Description	Council Resolution	Classification	Increase in Cash \$	Decrease in Cash \$	Running Balance \$	Comment
Adopted Budget Surplus / (Deficit)							(3,500)	
Adjustment to 1 July Opening Surplus								
					Opening Surplus / (Deficit)			
						(46,805)	(50,305)	Adjustments post budget adoption
20403		Election Expenses	Budget Review	Operating Expenses		(1,072)	(51,377)	As per Salary Budget Adjustment
20404		Conferences & Seminars - Local Government Week	Budget Review	Operating Expenses	13,428		(37,950)	
20405		Conferences & Seminars - Councillor Training	Budget Review	Operating Expenses	30,000		(7,950)	Will flow into 2022/23 financial year
20406		Meeting Costs	Budget Review	Operating Expenses		(303)	(8,253)	As per Salary Budget Adjustment
20409		Public Relations	Budget Review	Operating Expenses	10,000		1,747	Budget savings
20411		Insurance	Budget Review	Operating Expenses	3,538		5,285	Reduced to Actual
20414		Subscriptions - Members	Budget Review	Operating Expenses	5,000		10,285	Budget savings
20430		Salaries & Wages	Budget Review	Operating Expenses		(81,585)	(71,299)	As per Salary Budget Adjustment
20433		Other Staff Costs	Budget Review	Operating Expenses		(24,067)	(95,366)	Increased to Actual
20435		Computing/IT Support	Budget Review	Operating Expenses	10,000		(85,366)	Budget savings
20436		Insurance	Budget Review	Operating Expenses	19,318		(66,049)	Reduced to actual
20438		Staff Training	Budget Review	Operating Expenses	9,000		(57,049)	Budget savings
20440		Office Building & Surrounds Maintenance	Budget Review	Operating Expenses	7,119		(49,930)	Budget savings
20441		Minor Office Equipment	Budget Review	Operating Expenses	1,900		(48,030)	Budget savings
20445		Other Office Expenses	Budget Review	Operating Expenses	116		(47,914)	As per Salary Budget Adjustment
20451		Consultancy/Contractors	Budget Review	Operating Expenses	38,500		(9,414)	Reduced based on expected expenditure for remainder of year
20452		Legal Fees - Administration	Budget Review	Operating Expenses		(75,000)	(84,414)	ected expenditure for remainder of year
20452		Legal Fees - Administration	Council Meeting 3	Operating Expenses		(10,000)	(94,414)	As per Council Meeting 30/3/22
20454		Records Management	Budget Review	Operating Expenses	50641			
10300		Rates Income	Budget Review	Operating Revenue	3,544		(40,229)	Increased to YTD Actual
10310		Ex Gratia Rates	Budget Review	Operating Revenue	3,297		(36,932)	Increased to YTD Actual
10315		Rates Enquiry Fees (EAS)	Budget Review	Operating Revenue	236		(36,696)	Increased to YTD Actual
10317		Administrative Fees on Rates Instalments	Budget Review	Operating Revenue	156		(36,540)	Increased to YTD Actual
10319		Instalment Interest on Rates	Budget Review	Operating Revenue	1,336		(35,204)	Increased to YTD Actual
10512		Fire Prevention Infringements	Budget Review	Operating Revenue	3,625		(31,579)	Increased to YTD Actual
20520		Animal Control	Budget Review	Operating Expenses		(1,290)	(32,868)	As per Salary Budget Adjustment
20533		Community Emergency Services Manager	Budget Review	Operating Expenses	27,365		(5,503)	As per Salary Budget Adjustment
20534		Ranger Services	Budget Review	Operating Expenses		(1,290)	(6,793)	As per Salary Budget Adjustment
20535		Community Safety	Budget Review	Operating Expenses	38,955		32,161	As per Salary Budget Adjustment
10530		Other Income	Budget Review	Operating Revenue	4,000		36,161	Increased to YTD Actual
16093		Grant - Mitigation Activity Fund	Budget Review	Operating Revenue	106,071		142,232	Increased to YTD Actual
20511		Mtce of Land & Buildings (Fire Stations)	Budget Review	Operating Expenses		(126,000)	16,232	Increased to YTD Actual (Mitigation Fund expenditure)
20523		Insurances	Budget Review	Operating Expenses		(1,440)	14,792	Increased to actual
41000		Emergency Services Manager Vehicle	Council Resolution	Capital Expenses		(77,000)	(62,208)	CESM Vehicle purchase
20803		Bolgart Playgroup - Maintenance	Budget Review	Operating Expenses	85		(62,123)	Reduced to actual (insurance expense)
20809		Grants Officer - External	Budget Review	Operating Expenses	10,000		(52,123)	Now part of wages
20900		Staff Housing Operating Expenditure	Budget Review	Operating Expenses		(1,346)	(53,469)	Increased to Actual
20901		Staff Housing Building & Surrounds Maintenance	Budget Review	Operating Expenses	35,000		(18,469)	Budget Savings
20902		Calingiri Aged Person Units Operating Expenditure	Budget Review	Operating Expenses	2,200		(16,269)	Budget savings
20903		Calingiri Aged Person Units Maintenance	Budget Review	Operating Expenses	4,000		(12,269)	Budget savings
20904		Bolgart Aged Persons Units Operating Expenditure	Budget Review	Operating Expenses	1,818		(10,451)	Decreased to Actual
20905		Bolgart Aged Person Units - Maintenance	Budget Review	Operating Expenses	2,680		(7,771)	Budget savings
TIPB		Landfill Site Maintenance	Budget Review	Operating Expenses	2,000		(5,771)	Budget savings
11001		Refuse Removal - Rubbish Bins	Budget Review	Operating Revenue	2,500		(3,271)	Increased to YTD Actual
11010		Drum Muster	Budget Review	Operating Revenue	6,000		2,729	Increased to YTD Actual
21030		Effluent Disposal Schemes (STED) - Calingiri	Budget Review	Operating Expenses	507		3,236	Reduced to actual (insurance expense)
21034		Effluent Disposal Schemes (STED) - Yerecoin	Budget Review	Operating Expenses	216		3,452	Reduced to actual (insurance expense)
21052		Shared Town/Consultant Planner	Budget Review	Operating Expenses	65,000		68,452	Reduced based on expected expenditure for remainder of year
11040		Planning Applications	Budget Review	Operating Revenue	20,000		88,452	Increased to YTD Actual
21060		Cemetery Works	Budget Review	Operating Expenses		(46)	68,406	Increased to Actual

21062	Mogumber Water Supply	Council Resolutio	Operating Expenses	(35,000)	33,406	Council Resolution
21068	Calingiri Water Supply	Budget Review	Operating Expenses	(8,684)	24,723	Increased to Actual
21069	Bolgart Water Supply	Budget Review	Operating Expenses	6	24,728	Reduced to actual (insurance expense)
B008	Bolgart Hall	Budget Review	Operating Expenses	1,917	26,645	As per Salary Budget Adjustment
B009	Calingiri Recreation Centre	Budget Review	Operating Expenses	7,500	34,145	Decreased based on expected full year expenditure
B010	Calingiri Recreation Centre	Budget Review	Operating Expenses	8,661	42,806	Decreased based on expected full year expenditure
B011	Piawaning Hall	Budget Review	Operating Expenses	(12,973)	29,833	Increased to actual
B012	Piawaning Hall	Budget Review	Operating Expenses	2,900	32,733	Decreased to actual
B014	Mogumber Hall	Budget Review	Operating Expenses	155	32,887	Reduced to actual (insurance expense)
B016	Gillingarra Hall	Budget Review	Operating Expenses	(1,533)	31,354	Increased to actual
B018	Yerecoin Hall	Budget Review	Operating Expenses	(2,996)	28,358	Increased to actual
B022	Roads Board Building	Budget Review	Operating Expenses	80	28,437	Reduced to actual (insurance expense)
40104	Reroof Mogumber Hall	Budget Review	Capital Expenses	(76,767)	(48,330)	Expenditure related to insurance claim
41101	Calingiri Rec Centre - Flooring Upgrade	Budget Review	Capital Expenses	5,000	(43,330)	Actual coded to B010
TWNBOL	Town & Gardens Maintenance	Budget Review	Operating Expenses	2,000	(41,330)	Reduced based on estimated expenditure for remainder of year
TWNCAL	Town & Gardens Maintenance	Budget Review	Operating Expenses	1,000	(40,330)	Reduced based on estimated expenditure for remainder of year
TWNPJA	Town & Gardens Maintenance	Budget Review	Operating Expenses	6,000	(34,330)	Reduced based on estimated expenditure for remainder of year
TWNYER	Town & Gardens Maintenance	Budget Review	Operating Expenses	1,500	(32,830)	Reduced based on estimated expenditure for remainder of year
21112	Calingiri Football Club Operating	Budget Review	Operating Expenses	(4,623)	(37,453)	Increased to actual
21113	Calingiri Football Ground Maintenance	Budget Review	Operating Expenses	10,000	(27,453)	Reduced based on estimated expenditure for remainder of year
11127	Insurance Claims received	Budget Review	Operating Revenue	77,241	49,787	Increased to Actual.
40328	Mogumber Toilets	Budget Review	Capital Expenses	5,000	54,787	
21130	Library - Salaries & Wages	Budget Review	Operating Expenses	1,239	56,026	As per Salary Budget Adjustment
21131	Library Services	Budget Review	Operating Expenses	234	56,260	As per Salary Budget Adjustment
21132	Library Building Maintenance	Budget Review	Operating Expenses	(474)	55,786	Increased to actual
16091	MRWA Mogumber - Yarawindah Rd	Budget Review	Capital Revenue	58,986	114,772	Increased for 2021 Contract Liability Audit Adjustment 2021
16012	Govt Grant - R2R	Budget Review	Capital Revenue	(129,267)	(14,495)	Decreased for 2021 Contract Asset Audit Adjustment 2021
16091	Local Roads and Comm Infra Program	Budget Review	Capital Revenue	38,271	23,776	Increased for 2021 Contract Liability Audit Adjustment 2021
16010	Govt Grant - Direct	Budget Review	Operating Revenue	3,773	27,549	Increased to Actual
MG9999	Maintenance Grading	Budget Review	Operating Expenses	(452,401)	(424,852)	Increased based on expected expenditure for remainder of year
21203	Signage & Guideposts	Budget Review	Operating Expenses	4,940	(419,913)	Budget savings
21204	Tree Lopping/Verge Maintenance	Budget Review	Operating Expenses	5,928	(413,985)	Budget savings
21205	Drainage Maintenance	Budget Review	Operating Expenses	(8,485)	(422,470)	Increased to actual
21206	Town Streets Maintenance	Budget Review	Operating Expenses	10,000	(412,470)	Budget savings
21207	Roads Stormwater Damage (includes call-outs)	Budget Review	Operating Expenses	(18,640)	(431,110)	Increased to actual
21209	Bridge & Culvert Maintenance	Budget Review	Operating Expenses	1,736	(429,374)	Decreased to actual
21214	Footpath Maintenance	Budget Review	Operating Expenses	(4,113)	(433,487)	Increased to actual
21419	Depot Operating Costs	Budget Review	Operating Expenses	(8,617)	(442,104)	Increased to actual
21420	Depot Maintenance	Budget Review	Operating Expenses	(12,371)	(454,475)	Increased to actual
11206	Disaster Recovery Funding - AGRN962	Budget Review	Operating Revenue	39,500	(414,975)	Increased to actual
40026	Purchase of Plant and Equipment	Budget Review	Capital Expenses	25,000	(389,975)	Deferment of Grab Bucket & Trailer
21321	Caravan Parks and Camping Grounds Operating	Budget Review	Operating Expenses	245	(389,730)	Decreased to actual
BCVPK	Caravan Parks and Camping Grounds Maintenance	Budget Review	Operating Expenses	(11,424)	(401,154)	Increased to actual
CCVPK	Caravan Parks and Camping Grounds Maintenance	Budget Review	Operating Expenses	16	(401,138)	As per Salary Budget Adjustment
21325	Bolgart Tractor Shed	Budget Review	Operating Expenses	12	(401,126)	Reduced to actual (insurance expense)
21330	Building Control Operating	Budget Review	Operating Expenses	4,821	(396,305)	Reduced in line with expected expenditure
21360	Water Supply - Standpipes	Budget Review	Operating Expenses	(2)	(396,307)	Increased to actual (insurance expense)
11400	Private Works Income	Budget Review	Operating Revenue	9,615	(386,693)	Increased to actual
21411	Works Manager Package	Budget Review	Operating Expenses	38,975	(347,718)	As per Salary Budget Adjustment
21430	Fuel & Oil	Budget Review	Operating Expenses	(55,000)	(402,718)	Increased in line with expected expenditure
21433	Insurance & Licences	Budget Review	Operating Expenses	6,225	(396,493)	Decreased to actual
21435	Internal Repair Wages	Budget Review	Operating Expenses	55,000	(341,493)	Reallocated to Fuel
	Transfer to Plant Reserve	Council Resolutio	Reserve Transfer	35,000	(306,493)	
	Transfer to Plant Reserve	Council Resolutio	Reserve Transfer	39,000	(267,493)	
	Withdrawal from Plant Reserve	Council Resolutio	Reserve Transfer	38,000	(229,493)	
MG9999	Maintenance Grading	Council Resolutio	Operating Expenses	(21,271)	(250,764)	
21202	Bitumen Maintenance	Council Resolutio	Operating Expenses	21,271	(229,493)	
Amended Budget Totals				1,105,893	(1,311,886)	(205,993)

Overview

The policies in Section 2 are designed to assist with the administration of the organisation:

- Council Policy Manual 2018 – No further action is required for Policies 2.1 – 2.3. Policies 2.4 and 2.5 requires amendment. Policy 2.6 requires inclusion in the Policy Manual;
- Council Policy Manual 2017 – Policy 11.4 – Use of Logos is administrative in nature and is required to be withdrawn from Division 11 and included in the new Council Policy Manual – Section 2 as Policy 2.8.

SoVP Council Policy Manual 2018

The following are comments regarding the policies in Section 2 of the SoVP Council Policy Manual 2018:

Policy No.	Title	Statutory Reference	Comment	Recommendation
2.1	Senior Employees- Designation	LG Act 5.37	<ol style="list-style-type: none"> 1. Under the Act, either a specific employee or one of a class (type) can be designated as a senior employee. This is a person employed by the CEO on a contract for 3 – 5 years. It is not a compulsory requirement as senior staff can be employed the same as any other employee. 2. The CEO is required to advise Council when a Senior Employee is engaged. Council is to accept the CEO's recommendation of appointment except in the narrowest of applications i.e. if the matter is one of nepotism. 3. It would appear historically that the Shire has designated the Manager of Works and Services (which includes equivalent designations/titles). As it stands at this point in time, the current structure lacks a corresponding manager at the administrative level. Under Policy 2.2 - Temporary Employment of Appointment of CEO, the Acting CEO when the CEO goes on leave can only be the Manager of Works and Services. A Temporary CEO in the event that the CEO position is vacant, must be engaged through an external process. 4. Options are: <ol style="list-style-type: none"> a. Revoke this policy, as it is not really required. The CEO can ask Council to revoke this policy and employ senior staff without contracts; 	No change required at this point in time in line with Option 4.b. Next review is due July 2022.

			b. CEO to advise Council once the equivalent to a manager is appointed to administer the financial and administrative areas of the Shire. This function can then be added to Policy 2.1 and 2.2.	
2.2	Acting/Relieving Staff Authority	LG Act 5.36(1), 5.39, 5.39C, 5.40	<ol style="list-style-type: none"> 1. This policy was updated at the 28 July 2021 OCM and revised as required under sections 5.39, 5.39C and 5.40 of the LG Act. 2. The policy is now called: Policy 2.1 - Temporary Employment of Appointment of CEO. 3. Policy 2.2 also has links to Policy 2.6 – Standards for CEO Recruitment, Performance and Termination. 	No change required
2.3	Information & Communications Technology Usage	Employee Code of Conduct	<ol style="list-style-type: none"> 1. This policy was adopted on 18 July 2018. No change is required, although it could be revoked and implemented as an Executive Policy as this is a matter for the CEO to administer directly with their staff. 	No change required
2.4	Communications and Social Media	<p>LG Act 2.8(d) 5.41(f)</p> <p>LG (Model CoC) Regulations re Personal Integrity & Social Media</p> <p>EM Code of Conduct Cl 8(1) & Cl 8(2)</p> <p>Employee Code of Conduct</p>	<ol style="list-style-type: none"> 1. Under Policy 1.1 Code of Conduct, clause 8(1) and clause 8(2), a councillor must ensure that their use of social media complies with the code of conduct and they must adhere to council policies. 2. Councillors have qualified privilege only i.e. can only debate matter before council for consideration. Cannot defame or libel another person. 3. STATUTORY CONTEXT requires updating as follows re including the correct LG Act references: <ol style="list-style-type: none"> a. President speaks on behalf of the Shire (s.2.8(d)); b. CEO speaks on behalf of the Shire if the President agrees (s.5.41(f)); c. Remove the <i>Local Government (Rules of Conduct) Regulations 1996</i> as they have been abolished and replace with Local Government (Model Code of Conduct) Regulations. 4. CORPORATE CONTEXT Amend as follows: <ol style="list-style-type: none"> a. Policy 1.1 - correct title i.e. Policy 1.1 Code of Conduct for Council Members, Committee Members and Candidates; b. Include a reference to Employee Code of Conduct. 5. Clause 17 requires amendment to reflect the correct legislation i.e. Local Government (Model Code of Conduct) Regulations. 	As per comments

2.5	Managing Unreasonable Conduct by Members of the Public	<p>LG Act 2.7(2)(b) 5.41(d)</p> <p>OSH Act 19 (WHS Act)</p> <p>Meeting Procedures LL – Part 6 Cl 6.2(3)(a) & 6.2 (4)</p> <p>Criminal Code 70A</p> <p><i>Police Act 1892</i> 49, 50(1)</p> <p><i>Criminal Procedure Act 2004</i> 24</p>	<p>1. STATUTORY CONTEXT requires a minor amendment as follows:</p> <ul style="list-style-type: none"> a. Remove Occupational Safety and Health Act 1984 – s.19 and replace with Work Health and Safety Act 2020 – Part 2, Division 2 – Primary duty of care; b. Include reference to Meeting Procedures Local Law – Clauses 6.7(12), 6.9 (5), 6.12(5) – person failing to comply with direction by the presiding member during public question time/deputations/committees, and clause 6.71 Prevention of disturbance – persons addressing/observing a meeting can be removed if they continue to cause a disturbance. <u>Note:</u> The process used would be in keeping with the note in Point 2c below. <p>2. POLICY STATEMENT. The following is recommended for amendment:</p> <ul style="list-style-type: none"> a. Clause 4 needs adjustment to reflect the Code of Conduct for Council Members, Committee Members and Candidates. <p>3. APPLICATION</p> <ul style="list-style-type: none"> a. Clause 7 - Scope to be restructured so that it sets out requirements re interactions generally and interactions at meetings: council meetings, electors meetings and other similar such meetings in accordance with Departmental Operational Guidelines: <ul style="list-style-type: none"> i. No 6 Disruptive Behaviour by the Public at Council Meetings and ii. No 3 Conducting Public Question Time b. Note: Guideline No 6 outlines the following and should be included in Policy 2.5 as a summary of the process: <ul style="list-style-type: none"> i. President to ignore interjectors or ask them to desist; ii. President to adjourn the meeting. CEO then to speak to the interjection party. iii. If the behaviour continues, the President is to adjourn the meeting and instruct the 	As per comments
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				<p>CEO to remove the offending person(s). The CEO must take this action, as while the presiding person is in charge of the meeting, it is the CEO who, through section 5.41(d) of the Act, has control or management of the local government's buildings, including the council chamber and meeting rooms and is the person in authority in relation to Section 70A of the Criminal Code. If the person or persons refuse to leave, under Section 49 of the <i>Police Act 1892</i> the CEO, or a person authorised by him or her, may apprehend and detain any person found committing an offence punishable in a summary manner until the person can be delivered into the custody of the Police. <u>Note:</u> It is advisable that on all occasions the assistance of the Police be the preferred action.</p> <p>c. Course of Action – Meetings: to be included in Clause 9 – Unreasonable Conduct and to include the content set out in APPLICATION - Point 3b above.</p>	
2.6	Standards for CEO Recruitment, Performance and Termination	LG Act 5.39B LG (Admin) Regulations – Part 4	<ol style="list-style-type: none"> 1. This policy was adopted by Council in accordance with the legislation effective from 4 February 2021 and put on Shire’s website. 2. Policy to be numbered Policy 2.6 - Standards for CEO Recruitment, Performance and Termination and removed from the website and inserted into the Policy Manual 	As per comments	
2.7	Community Engagement Policy and Communication Plan/ Strategy		<ol style="list-style-type: none"> 1. This policy was adopted by Council at its meeting on 15 December 2021. This new policy has links to Policy 2.4, 2.5, 2.6 and 7.4. 2. Policy 2.7 requires inclusion in the Council Policy Manual in the required format, where possible. 	As per comments	

Council Policy Manual 2017

Division 11 - General

The following are comments regarding the policies in Division 11 – General:

Policy No.	Title	Statutory Reference	Comment	Recommendation
11.4	Use of Logo	See Policy 1.12	1. Policy appears sound. No update required.	Withdraw Policy 11.4 from the Council Policy Manual 2017 and renumber this as Policy 2.8 for inclusion in the Council Policy Manual

Sean Fletcher
Governance Officer
11 May 2022

Overview

The policies in Section 7 are designed to assist with the provision of community services:

- Council Policy Manual 2018 – Policy 7.1 is required to be revoked. Policy 7.2 has yet to be removed from the Policy Manual. Policy 7.3, which is on the Shire’s website requires inclusion in the Policy Manual;
- Council Policy Manual 2017 – Nil

SoVP Council Policy Manual 2018

The following are comments regarding the policies in Section 7 of the SoVP Council Policy Manual 2018:

Policy No.	Title	Statutory Reference	Comment	Recommendation
7.1	Community Housing	<i>Residential Tenancies Act 1987</i> LG Act 3.58 LG (Functions and General) Regulations 1996 – 30(1) and 30(2)	<ol style="list-style-type: none"> 1. Managing the Shire controlled community/public housing is not a function of Council, but in fact is a function of the CEO. 2. Public housing must be managed in accordance with the Department of Housing’s criteria and Joint Venture Housing criteria. In essence this is mirrored in Policy 7.1. 3. Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed. 4. The CEO, under Delegation 3.10 can enter into a lease for periods up to 12 months and less than \$20,000. All leases over 12 months are to be referred to Council for decision. 5. In order for more effective administration to occur, Policy 7.1 should be revoked and Delegation 3.10 amended so that the CEO can enter into appropriate community housing lease agreements without delay. The CEO would also apply the Department of Communities housing criteria. 	As per comments, Points 4 and 5
7.2	Community Car	Defunct	<ol style="list-style-type: none"> 1. This policy was revoked on 28 February 2020 (2002-08). 	Policy 7.2 to be removed from Council Policy Manual 2018.
7.3	Volunteer Policy	Employee Code of Conduct	<ol style="list-style-type: none"> 1. This policy was adopted at the February 2021 OCM. 2. The policy is required to be removed from the website, numbered as Policy 7.3 and inserted into the Council Policy Manual 	As per comments



GOVERNANCE ATTACHMENT 1C

COUNCIL POLICY 2018

ADOPTED – 16 MAY 2018

AMENDMENTS TO – 26 JUNE 2019

**PART 2 – TO BE REVIEWED:
Sections 2 & 7**

NOTE – While the Policies in this Policy Manual are in force, the document is in development. As matters from the old Policy Manual are reviewed by Council, they will be brought into this document in the new format.

Section 2 - Administration / Organisation (No Change Required)

2.1 Senior employees - Designation

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.37 – senior employee or class of employee may be designated

CORPORATE CONTEXT

None

POLICY STATEMENT

- (1) Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –
- (a) Manager of Works and Services

APPLICATION

- (2) Designation of the position is made due to the functions of the role, and applies regardless of the title of the position at the time.

HISTORY

Former Policy	8.1.1
Adopted	18 July 2018

NOTES

2.2 Acting/Relieving staff authority (Policy Updated and Replaced 28/07/21)

This version was updated and replaced by current version on the next page

STATUTORY CONTEXT

Local Government Act 1995

- s.5.36(1) – Council must employ a CEO

CORPORATE CONTEXT

Delegations Register –

- 1.2 – Acting CEO – Appointment

POLICY STATEMENT

1. The Manager of Works and Services is approved as Acting CEO in the following circumstances –
 - in the unforeseen, urgent absence of the CEO, and
 - for a period of up to 1 month, or as otherwise determined by Council.
2. Other than as specified in this Policy, acting and relieving staff have clear authority to fulfil the requirements of the position, however temporarily and of whatever duration, and are authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.

APPLICATION

3. Where the role is required to be taken up in the unforeseen, urgent absence of the CEO –
 - the President, or Deputy President if the President is unable to be contacted, is to be advised immediately,
 - depending on the circumstances, the President may decide to call a Special Meeting of Council to consider the matter, and the Council may determine to continue with the designated senior officer in the role or engage an external person for the duration,
 - the designated senior officer continues as Acting CEO until determined otherwise by Council at a Special Council Meeting or the next Ordinary Council Meeting.
4. Where the CEO intends a known, planned period of leave, it is to be approved by the President, and advised to the next Ordinary Meeting of Council, together with the proposed arrangements for Acting CEO.
5. The Acting CEO, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to –
 - any limitations that may be imposed by the Council,
 - there is no substantial redirection of activities or processes etc without the approval of the President or Council.
6. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

HISTORY

Adopted 18 July 2018

NOTES

Appointment as Acting CEO other than as specified in this Policy is by specific decision of Council as per the Local Government Act.

2.2 Temporary Employment or Appointment of CEO

Responsible Areas	Governance
Responsible Officer	Chief Executive Officer
Affected Staff	CEO, Senior Employees

Objective

To establish a policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Victoria Plains processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Victoria Plains.

Policy

1. Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that an employee appointed to the substantive position(s) of Manager Works and Services is considered suitably qualified to perform the role of Acting or Temporary CEO.

Refer to Policy 2.1 Senior Employees - Designation

- (3) A person appointed to act in the position of Manager Works and Services is not included in the determination set out in Clause 3 (2).

2. Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- (1) The CEO is **authorised** to appoint the Manager Works and Services in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Manager Works and Services' performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- (3) **An application for annual leave, long service leave, personal leave, other unplanned leave or an extended absence made by the CEO is to be approved by the President. The CEO is to immediately advise all Elected Members of the leave** and when and for what period of time the Works and Services Manager is appointed as Acting CEO.
- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
 - a. The Manager Works and Services will be appointed as Acting CEO; or
 - b. If the Manager Works and Services is unable to act, the Council will conduct an external recruitment process in accordance with clause 4(1)(c) to be appointed as Acting CEO; or

- (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- (1) This clause applies to the following periods of extended leave:
- Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
- a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 4(1)(c).
- (3) The President will liaise with the CEO, or in their unplanned absence the Governance Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Executive Assistant/OCM Officer.

4. Appoint Temporary CEO – Substantive Vacancy

- (1) In the event that the substantive CEO's employment with the Shire of Victoria Plains is ending, the Council when determining to appoint a Temporary CEO may either:
- a. by resolution, appoint an appropriate officer(s) as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b. by resolution, appoint an appropriate officer(s) as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act and the Shire of Victoria Plains CEO Standards for Recruitment, Performance and Termination, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The President will liaise with the Governance Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Executive Assistant/OCM Officer.

5. Remuneration and conditions of Acting or Temporary CEO

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at ___ % of the cash component only of the substantive CEO's total reward package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Definitions

Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Document Control Box							
Document Responsibilities:							
Owner:	CEO	Owner Business Unit:	CEO				
Reviewer:	Governance Officer	Decision Maker:	Council				
Compliance Requirements:							
Legislation:	Local Government Act 1995 s.5.39 Contracts for CEO and senior employees Local Government Act 1995 s.5.39C Policy for temporary employment or appointment of CEO s.5.40 Principles affecting employment by Local Governments						
Other:							
Organisational:	Policy 2.1 Senior Employees - Designation; Policy 2.6 - Shire of Victoria Plains CEO Standards for Recruitment, Performance and Termination						
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1.	18 July 2018	Policy 2.2 Acting Relieving Staff Authority - Adopted					
2.	28 July 2021	Policy 2.2 amended based on WALGA Template – Acting CEO and Temporary CEO					

2.3 Information & Communications Technology Usage (No Change Required)

STATUTORY CONTEXT

Local Government Act 1995

CORPORATE CONTEXT

Policy Manual –

- 1.1 – Code of Conduct
- 2.4 – Social Media

POLICY STATEMENT

- Introduction

The following principles, must be adhered to by all those responsible for the implementation of this Policy and to whom it applies –

- The ICT resources of the Shire are provided to support business and administrative activities of the Shire;
- Authorised users may be granted access to Shire resources, sensitive data and to networks on the basis that their use of ICT resources shall be responsible, ethical and lawful at all times;
- Authorised users are required to observe Council Policy and all laws which apply;
- Data and information relating to persons and other confidential matters acquired for business purposes shall be protected;
- Shire business information shall be protected from unauthorised and/or accidental disclosure; and
- Shire ITC resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute prescribed under anti-discrimination legislation.

APPLICATION

- Application

This Instruction applies to all employees, contractors (whether paid or unpaid), volunteers and any person performing work for or with the Shire in any capacity.

- Access to ICT Resources

Access to ICT resources is to be authorised by the CEO. Access to ICT resources are based on a need to access that ICT Resource, which may depend on the employee's current status or position with the Shire.

Access to ICT resources will cease on expiration of contract or end-date of employment.

Access and use of ICT resources must be lawful at all times. Unlawful use will breach this Instruction and will be dealt with as a discipline offence. Unlawful use of ICT resources may also lead to criminal or civil legal action being taken against individual authorised users. This could result in serious consequences such as a fine, damages and/or costs being awarded against the individual or even imprisonment.

The Shire will not defend or support any ICT user who uses ICT resources for an unlawful purpose.

- General Use of ICT Resources

A user who is authorised to use ICT resources may use the ICTresources for limited, incidental personal purposes. Personal use of the IT resources is permitted provided such use is lawful, does not negatively impact upon the user's work performance, hinder the work of other users, or damage the reputation, image or operations of the Shire. Such use must not cause noticeable additional cost to the Shire.

Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles –

- Personal use should be conducted either before or after contracted hours of work or authorised breaks;
- Personal use should be limited and brief, avoiding excessive download or transmission (an example of acceptable personal use would be conducting brief transactions through internet banking);
- Personal use should not breach anything in this Instruction, particularly relating to the downloading of offensive or copyrighted materials;
- Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
- If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire resources must not be used for private commercial purposes.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this Instruction.

- Unacceptable Use

This Policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users may be exempted from these restrictions by the CEO during the course of carrying out responsibilities related to their role.

Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire ICT systems or resources.

- Security and Proprietary Information

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.

The following measures must be taken to ensure secure corporate systems –

- Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with Shire's advice from the ICT Team;
- All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
- People must use caution when opening files received from unknown senders.

- System and Network Activities

The following activities are not permitted –

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire or the end user;
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;

- Revealing your account password to others or allowing use of your account by others;
- The Shire's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager and also the ICT Team;
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account; and
- Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position –

1. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
2. Executing any form of network monitoring which will intercept data not intended for the user's host;
3. Attempting to avoid or bypass Shire's network security measures;
4. Interfering with any other user's account, by whatever means; and
5. Using the system in a way that could damage or affect the performance of the network in any way.

- Email Activities

All emails sent by Shire employees should include the prescribed 'signature' and disclaimer at the foot of the body of the email, in the format specified by the Shire's style guide or as otherwise advised.

The following activities are not permitted –

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Use of any of the Shire's network or systems for the purpose of generating unsolicited communications;
- Providing information about, or lists of the Shire's employees to other parties or to personal email addresses;
- Communicating in a manner that could adversely affect the reputation or public image of Shire;
- Communicating in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so; and
- Users should also endeavor to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

- Remote Access

When users with remote access they are connected to the Shire's network, their computers are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

The following conditions relating to remote access to the Shire's system –

- Family members must not violate any of the Shire's policies, perform illegal activities or use the access for outside business interests;
- The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;

- The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire business without the express permission of the EMCCS, to ensure official business is not confused with personal business; and
- All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

- Provision and Use of Mobile Phones and Information / Communication Devices

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire should be through the Shire's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held personally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held personally liable for their actions.

- Department of Transport Licensing

Only employees with express authorisation of Department of Transport and CEO may access the Department of Transport Licensing system. Access and use of the system must be in accordance with the contract of agreement between the Shire and the Department. Failure to adhere to the agreement may result in disciplinary action including termination.

HISTORY

Adopted 18 July 2018

NOTES

2.4 Communications and Social Media (No Change Required)

STATUTORY CONTEXT

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 1996

CORPORATE CONTEXT

Policy Manual –

- 1 1.1 – Code of Conduct
- 2 1.3 – Elected members – Records capture and management
- 3 2.3 – Information & Communications Technology Usage

POLICY STATEMENT

- This Policy applies to all employees and volunteers of the Shire who access social media for professional or social purposes whether via personal devices or those supplied by the Shire.
- To the extent permitted by law, this Policy also applies to elected members and members of committees.

APPLICATION

- Definitions

social media means forms of electronic communication (e.g. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter, YouTube, and Foursquare.

- Scope

The scope of this policy is to –

- Communications initiated or responded to by the Shire of Victoria Plains with our community; and
- Elected members when making comment in either their role as an elected member role or a personal capacity.

- Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the community.
- Promoting Shire and community events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- a) Website;
- b) Advertising and promotional materials;
- c) Media releases prepared for the Shire President, to promote specific Shire positions;
- d) Social media; and
- e) Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

- Speaking on behalf of the Shire of Victoria Plains

The President is the official spokesperson for the Shire of Victoria Plains and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the *Local Government Act 1995*].

Where the President is unavailable, the Deputy President may act as the spokesperson. [s.2.9 and s.5.34 of the *Local Government Act 1995*].

The CEO may speak on behalf of the Shire, where authorised to do so by the President. [s.5.41(f) of the *Local Government Act 1995*].

The provisions of the *Local Government Act 1995* essentially direct that only the President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the President has had opportunity to speak on behalf of the Shire.

Communications by elected members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not –

- bring the Shire into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the elected member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

- Responding to Media Enquiries

All enquiries from the media for an official Shire comment, whether made to an individual elected member or employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the President or CEO (where authorised) to make an official response on behalf of the Shire.

Elected members may make comments to the media in a personal capacity – refer to clause 13 below.

- Website

The Shire will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

- Social Media

The Shire of Victoria Plains uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire may also post and contribute to social media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire will moderate its social media accounts to address and where necessary delete content deemed to be –

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;

- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

- Use of Social Media in Emergency Management and Response

The Shire may use social media to communicate and advise our community regarding emergency management.

- Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's social media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Elected member communications that relate to their role as an elected member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Elected members are responsible for transferring these records to the Shire's administration. Elected member records are also subject to the *Freedom of Information Act 1992*.

- Personal Communications

Personal communications and statements made privately; in conversation, written, recorded, emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, elected members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

- Elected member statements on Shire of Victoria Plains matters

An elected member may choose to make a personal statement publicly on a matter related to the business of the Shire of Victoria Plains.

Any public statement made by an elected member, whether made in a personal capacity or in their Local Government representative capacity, must –

- Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire.
- Be made with reasonable care and diligence;
- Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- Be factually correct;
- Avoid damage to the reputation of the local government;
- Not reflect adversely on a decision of the Council;
- Not reflect adversely on the character or actions of another elected member or employee;
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any elected member, employee or community member.

A elected member who is approached by the media for a personal statement may request the assistance of the CEO.

- Social Media Use for Shire Purposes

The CEO may authorise specified employees to use social media for Shire purposes.

If an employee is provided with express permission by the CEO to use social media they must –

- a) provide information that is truthful, accurate and in the interests of the Shire,
- b) must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who use social media in the course of their work must –

- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts with online;
- Be polite and respectful of other opinions;
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform their supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person authorised to use social media should always be aware that the Shire may be liable for any posts made. Guidance should be sought from the Chief Executive Officer if about stating or responding to something on a social media site.

- Personal / Private Use of the Shire's Corporate sites

A person cannot comment on behalf of the Shire unless expressly authorised by the President (elected members) or the CEO (all other persons). If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or authorised delegate) must be made.

An person is able to share links that the Shire has posted on the social media sites, or submitting a “like” action, or comment on an event, initiative or program, provided that it is in the best interests of the Shire.

- Personal / Private Use of Non-Shire Sites

Employees are permitted reasonable use of social media for personal / private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal / private purposes must not infer or state they are speaking on behalf of the Shire and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

Use of sites to comment of issues relating to the Shire of Victoria Plains or to bully, harass, discriminate against another employee, may be subject to disciplinary action

- Consequences of breach of policy

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation to –

- as an elected member, to the Standards Panel of the Department of Local Government, Sporting and Cultural Industries,

- as an employee, face disciplinary action up to and including termination.

Where a person breaches this Policy –

- the Shire may also be obligated to refer the breach to an external agency where a person may be held personally liable for their actions, and
- may also be personally liable for their actions, through private action.

HISTORY

Former Policy 1.8, 1.9.1 to 1.9.4

Adopted 18 July 2018

NOTES

WA Local Government Association –

- Communications and Social Media Policy, 9 May 2018 (for elected members and employees)
- Draft Guidelines – Elected Members Use of Social Media, 1 March 2018

2.5 Managing Unreasonable Conduct by Members of the Public

OBJECTIVE

The purpose of this policy is to provide guidelines for the management and handling of unreasonable conduct by members of the public.

STATUTORY CONTEXT

Local Government Act 1995 –

- s.2.7(2)(b) – Council to determine the local government policies

Occupational Safety and Health Act 1984 –

- s.19 – duty of employer to provide and maintain a working environment where employees are not exposed to hazards, so far as is practicable.

CORPORATE CONTEXT

None

POLICY STATEMENT

- The Shire recognises that most members of the public act reasonably and responsibly in their interactions with the Shire, even when experiencing high levels of distress, frustration or anger about their particular enquiry, request, concern or complaint.
- However, a minority of the members of the public behave in ways that are unreasonable and/or inappropriate and otherwise unacceptable.
- Unreasonable conduct by members of the public can consume a disproportionate amount of the Shire's time and resources, and cause serious stress to employees, elected members, volunteers and witnesses. In these situations, the Shire will take steps to manage the effects of such conduct so as to reduce or eliminate the excessive diversion of resources and disruption to the work of the Shire that such conduct entails.
- However, even when a person's behaviour may be unreasonable, their complaint or concern will be impartially assessed on its merits. If their complaint or concern is found to be valid, it will be handled appropriately, in accordance with the Shire's adopted values and in line with the standards set out in the Shire's Code of Conduct and Customer Service Charter.
- This policy has drawn extensively on guidance relating to unreasonable conduct that has been published by the Ombudsman's Office of Western Australia and the Ombudsman offices of other states in Australia.

APPLICATION

- Definitions
Members of the public means any external person or organisation that the Shire has dealings with.
Person or any word or expression descriptive of a person includes a public body, company, or association or body of persons, corporate or unincorporated.
- Scope
This policy applies to all situations involving interactions between those individual members of the public who engage in unreasonable conduct and the Shire, whether through its elected members, employees, consultants or contractors who are engaged to provide services to the Shire.
- Policy Outcomes
 - Equity and Fairness: Ensuring all customer complaints, requests and concerns are dealt with equitably and fairly and resources are allocated on the basis of genuine need and merit.
 - Efficiency: Improving overall efficiency by having an appropriate process and allocating sufficient time and resources to deal with unreasonable conduct.
 - Health and Safety: Complying with work health and safety requirements and duty of care obligations associated with managing impacts of unreasonable conduct on employees' health, safety and security, and implementing measures to mitigate or control those risks.

- Transparency : Publishing clear expectations for interactions between members of the public and employees, volunteers and elected members including definitions of unreasonable conduct and the actions that will be taken when such conduct is encountered.

Unreasonable Conduct

Unreasonable conduct is any behaviour which, because of its nature or frequency raises substantial health, safety, resource or equity issues for elected members, employees, volunteers, contractors or other service users. For the purposes of this policy, unreasonable conduct is divided into five categories:

Type of Conduct	Examples
Unreasonable persistence	<ul style="list-style-type: none"> 8 persisting with a request, concern or complaint even though it has been comprehensively considered by the Shire, and all avenues of review have been exhausted 9 reframing a request, concern or complaint in an attempt to get it taken up again 10 showing an inability to accept a final decision, explanation or recommendation 11 harassing the Shire with phone calls, visits, letters and emails when not warranted or after repeatedly being asked not to do so
Unreasonable demands	<ul style="list-style-type: none"> 1. insisting on outcomes that are unattainable 2. wanting what is not possible or appropriate (such as copies of sensitive or confidential documents and names and contact details of employees etc) 3. issuing instructions and making demands about how a complaint, request or concern should be handled 4. harassing employees with unnecessary and excessive phone calls, letters and emails 5. making inappropriate or unreasonable demands on employee time and Shire resources, which are out of proportion to the seriousness of the issue 6. seeking regular and lengthy phone contact when this is not warranted 7. shopping for a sympathetic ear in the Shire – eg demanding to talk to a supervisor or the manager personally 8. requesting out of date information that has been superseded or expired, or action to address these issues, where the information or action is no longer relevant
Unreasonable lack of cooperation	<ul style="list-style-type: none"> 1. presenting a large quantity of information which is not organised, sorted, classified or summarised, where the person is clearly capable of doing this 2. focusing on principles rather than substantive issues 3. changing the complaint, request or concern and raising new issues while that complaint, request or concern is in the process of being considered 4. displaying unhelpful behaviour, such as withholding information, being dishonest, misquoting others
Unreasonable arguments	<ul style="list-style-type: none"> 13 applying irrational beliefs 14 interpreting facts in a clearly irrational or unreasonable way and insisting this interpretation is the correct one 15 insisting on the importance of an issue that is clearly trivial
Unreasonable behaviour	<ul style="list-style-type: none"> 1. displaying confrontational behaviour such as rudeness, anger, aggression, verbal abuse, threats or harassment 2. sending rude, confrontational or threatening letters 3. displaying manipulative behaviour such as behaving in an overly ingratiating manner and making veiled threats

- The Shire values its employees and customers, and safety is paramount to this commitment. Shire employees therefore have the discretion to terminate any interaction, where the employee reasonably perceives that they are at risk as a result of the person's behaviour, whatever the nature of that and particularly where the employee is being threatened or harassed or the behaviour of the person is aggressive.
- In order to ensure that members of the public are dealt with fairly, efficiently and effectively, and that work health and safety responsibilities and common law duty of care obligations are met, the Shire may restrict, withhold or withdraw the provision of services to persons engaging in unreasonable conduct in the manner set out in this policy.
- The decision to restrict, withhold or withdraw contact with the Shire will only be made by the CEO.
- The CEO will take such action with the aim of managing the impacts of a person's conduct, rather than punishing the person.
- The rationale and decision is to be documented and the person is to be advised in writing of the reasons for the decision, what restrictions apply and how long they will apply for.
- The CEO may decide to take one or more of the following courses of action –
 - Restricting the person to communicating with a sole contact person within the Shire
 - Where a person changes the nature of their complaint, request or concern repeatedly, reframes it or raises an excessive number of complaints, requests or concerns it may be appropriate to restrict their access to a single employee who will exclusively manage their complaints, requests or concerns and their interactions with the Shire.
 - Where a person is restricted to a sole contact person, the CEO will assign an alternative contact, and notify other staff of the alternative contact for times when the primary contact is unavailable (such as on leave or unavailable for an extended period of time).
 - Restricting the subject matter of communications that will be considered
Where a person repeatedly sends written communications, letters, emails or online forms that raise trivial or insignificant issues, contain inappropriate or abusive content that has already been comprehensively considered and/or reviewed by the Shire, it may be appropriate to restrict the issues or subject matter that the person may raise with the Shire in the future or to restrict the kinds of correspondence that the Shire will respond to in the future. Such restrictions may include:
 - refusing to respond to correspondence that has already been dealt with comprehensively, that raises a trivial issue, or that is not supported by evidence or any clear evidence;
 - restricting the person to one complaint, request or concern per month. Any attempts to circumvent this restriction may result in modifications or further restrictions being placed on their access;
 - returning correspondence to the person and requiring them to remove any inappropriate content before the Shire will agree to consider its contents. The Shire will keep a copy of the inappropriate correspondence to identify repeat/further unreasonable conduct incidents.
 - Limiting when and how a person can contact the Shire
If a person's telephone, written or face-to-face contact with the Shire places an unreasonable demand on Shire time and/or Shire resources because it is overly lengthy or affects the health, safety and security of employees because it involves behaviour that is persistently rude, threatening, abusive or aggressive, the Shire may limit when and/or how that person can interact with the Shire. This may include:
 - limiting their telephone calls or face-to-face interviews to a particular time of the day or week;
 - limiting the length or duration of telephone calls, written correspondence or face-to-face interviews; and
 - limiting the frequency of their telephone calls, written correspondence or face-to-face interviews.

- Limiting face-to-face interviews to secure areas
If a person is or has been violent or overtly aggressive, unreasonably disruptive, threatening or demanding in interactions with the Shire or makes frequent unannounced visits to the Shire's offices, the Shire may consider restricting face-to-face contact with that person. These restrictions may include:
 - restricting access to particular secured premises or areas of the office;
 - restricting their ability to attend the premises to specified times of the day or week;
 - allowing them to attend offices on an 'appointment only' basis and only with specified employees; and
 - refusing the person entry to the premises altogether, to be replaced by some other medium of communication, such as writing-only or telephone-only contact.
- Contact through a representative only
 - In cases where the Shire cannot completely restrict contact with a person and their conduct is particularly difficult to manage, the Shire may restrict their contact with the Shire by permitting it only through a support person or representative, nominated by the person and approved by the CEO.
 - When assessing a representative's suitability, the CEO should consider that person's competency and literacy skills, demeanour or behaviour and relationship with the person. If the CEO determines that the representative may worsen the situation with the person then the CEO will ask the person to nominate someone else.
- Completely terminating a person's access to services
In rare cases, and as a last resort when all other strategies have been considered or attempted, the CEO may decide that it is necessary to terminate all contact with the person and deny the person access to the Shire's services.

A decision to terminate contact with a person will only be made if it appears that the person is unlikely to modify their conduct and/or their conduct poses a significant risk for employees or other parties because it involves one or more of the following types of conduct:

- acts of aggression, verbal and/or physical abuse, threats of harm, harassment, intimidation, stalking or assault;
- damage to property while on Shire premises;
- threats with a weapon or common office items that can be used to harm another person or themselves;
- physically preventing an employee from moving around freely either within their office or during an off-site visit;
- behaving in a way that is otherwise unlawful.

- The procedures to be followed when deciding to restrict, withhold or terminate a person's contact with the Shire and/or access to the Shire's services are as follows:

- Consulting with relevant employees, volunteers or elected members
When the CEO becomes aware of unreasonable conduct he or she will discuss the incident with the relevant employee, volunteer or elected member, including:
 - the circumstances that gave rise to the incident;
 - the impact of the person's conduct on the Shire, the Shire's resources and the relevant employee(s), volunteer(s) or elected member(s);
 - the person's responsiveness to any warnings or requests to stop the behaviour;
 - the actions that have been taken to manage the person's conduct;
 - the suggestions made by the relevant employees, volunteer(s) or elected member(s) on ways that the situation could be managed.
- Following consultation with the relevant employees, volunteer(s) or elected member(s) the CEO will decide on the appropriate course of action. The CEO may suggest formal or informal options for dealing with the person's conduct which may include one or more of the strategies provided in this policy.
- Issuing a warning letter
Unless a person's conduct poses a substantial risk to the health and safety of employees, volunteer(s) or elected member(s) the CEO will issue the person with a written warning about their conduct in the first instance. The warning letter will:
 - specify the date, time and location of the incident(s);
 - explain why the person's conduct is problematic;

- list the types of access changes and/or restrictions that may be imposed if the behaviour continues;
 - provide clear and full reasons for the warning being given;
 - provide the name and contact details of the employee who they can contact about the letter.
- Issuing a notification letter
If the unreasonable conduct continues after a person has been given a warning letter or in extreme cases of overt aggression, violence, assault or other unlawful or unacceptable conduct, the CEO has the discretion to send a notification letter immediately restricting that person's access to the Shire's services. The notification letter will:
 - specify the date, time and location of the incident(s);
 - explain why the person's conduct is unacceptable;
 - identify the change and/or restriction that will be imposed and what it means for the person;
 - provide clear and full reasons for this restriction;
 - specify the duration of the change or restriction imposed, which will not exceed 12 months;
 - indicate a time period for review;
 - provide the name and contact details of the employee whom they can contact about the letter.
- Notifying relevant employees about access changes or restrictions
 - The CEO will notify relevant employees about any decisions to change or restrict a person's access to the Shire's services, in particular reception and security staff in cases where a person is prohibited from entering the Shire's premises.
 - The CEO will also update the system with a record outlining the nature of the restrictions imposed and their duration.
 - Continued monitoring/oversight responsibilities
Once a person has been issued with a warning or notification letter, the CEO will review the person's record of restriction every three months, or on request by an employee, or following any further incidents of unreasonable conduct that involve the restricted person to ensure that they are complying with the restrictions and that the arrangement is working.
 - If the CEO determines that the restrictions have been ineffective in managing the person's conduct or are otherwise inappropriate the CEO may decide to either modify the restrictions, impose further restrictions or terminate the person's access to the Shire's services altogether.
 - Appealing a decision to change or restrict access
A person is entitled to appeal a decision to change or restrict their access to the Shire's services. This review will be undertaken by a senior employee who was not involved in the original decision to change or restrict the person's access.
 - Recording and reporting incidents of non-compliance
All employees are responsible for recording and reporting incidents of non-compliance with restrictions by a restricted person. This should be recorded in a file note and a copy forwarded to the CEO who will decide whether any action needs to be taken to modify or further restrict the person's access to the Shire's services.
 - Period for review
Decisions made under this policy will be reviewed every 3 months or 6 months (depending on the nature of the service provided) and not more than 12 months after the service change or restriction was initially imposed or continued.
 - Notifying the person of an upcoming review
 - The CEO will invite all restricted persons to participate in the review process unless they determine that this invitation will provoke further unreasonable conduct from the person.
 - The invitation will be given and the review will be conducted in accordance with the restrictions that apply to the particular person (eg if contact has been restricted to writing only then the invitation to participate will be done in writing).
 - Criteria to be considered during a review
When conducting a review the CEO will consider:
 - whether the person has had any contact with the Shire during the restriction period;

- the person's conduct during the restriction period;
 - any information or arguments put forward by the person for the purposes of the review; and
 - any other information that may be relevant in the circumstances.
- Notifying a person of the outcome of a review
The CEO will notify the person in writing of the outcome of their review. The review letter will:
- briefly explain the review process;
 - identify the factors that have been taken into account during the review; and
 - explain the decision or outcome of the review and the reasons for it.
- If the outcome of the review is to maintain or modify the restriction the review letter will also:
- indicate the nature of the new or continued restriction;
 - state the duration of the new restriction period; and
 - provide the name and contact details of the employee who the person can contact to discuss the letter.
- Recording the outcome of a review and notifying relevant employees
The CEO is responsible for keeping a record of the outcome of the review, and notifying all relevant employees of the outcome of the review including where the restriction has been withdrawn.
- Consequences of breach by employee
An employee in breach of instructions of the CEO given in relation to this policy, may be liable to disciplinary action.

HISTORY

Adopted 19 December 2018

NOTES

Ombudsman Western Australia Guidelines 'Dealing with unreasonable complainant conduct' are not mandatory. However, close adherence is recommended.

2.6 Standards for CEO Recruitment, Performance and Termination

1. This policy was adopted by Council in accordance with the legislation effective from 4 February 2021 and put on Shire's website.
2. Policy to be numbered Policy 2.6 - Standards for CEO Recruitment, Performance and Termination and removed from the website and inserted into the Policy Manual

Due to the size and complexity of this policy, it will be continue in a stand alone format

2.7 Community Engagement Policy and Communication Plan/Strategy

1. This policy was adopted by Council at its meeting on 15 December 2021. This new policy has links to Policy 2.4, 2.5, 2.6 and 7.4.
2. Policy 2.7 requires inclusion in the Council Policy Manual as follows:

COMMUNITY ENGAGEMENT POLICY

1. PURPOSE

This policy outlines the Shire of Victoria Plain's (Council's) approach to Community Engagement and commitment to use appropriate, effective and inclusive engagement practices to support meaningful conversations with our communities and stakeholders.

Community engagement is not only good business practice, but it is also important to good government. For this reason, the Council is committed to engaging with the communities within the Shire.

Community engagement is about involving the community in decisions which affect them and it is critical to the successful development and implementation of acceptable policies and decisions and for improving services by being responsive to the needs of the community.

Community engagement does not mean achieving consensus. However, it does involve seeking broad, informed agreement and the best possible solution for Council and the community.

2. STATEMENT OF INTENT

To provide a clear statement of Council's commitment to best-practice community and stakeholder engagement as it applies to decision making;

To define the guiding principles that will ensure appropriate, effective and inclusive community and stakeholder engagement is achieved consistently across the Shire; and

To outline the required mechanisms to be established and continually reviewed to ensure best practice engagement practices are integrated into strategic and operational planning.

3. DEFINITIONS

Community Engagement: A deliberate process with the specific purpose of working with individuals and groups across a community to encourage active involvement, open dialogue, feedback and participation and to align decision making processes appropriately to actions undertaken to a problem, opportunity or outcome.

Community: Referring to residents, ratepayers, business and land owners and people who have an interest in decisions made by Council.

Consultation: Seeking feedback or advice on a select topic or project.

IAP2 Spectrum of Engagement: Refers to the International Association of Public Participation engagement framework with its scale ranging from providing information (low level of engagement) to active participation (very high level of engagement).

Stakeholders: Individuals or organisations which affect or can be affected by project decisions. Stakeholders can include interest groups, clubs, associations, service providers, government departments/agencies, media, business and industry.

4. SCOPE

This policy applies to all Shire of Victoria Plains Councillors, staff, consultants and contractors that manage projects, plans and initiatives that impact stakeholders in our community, as well as consultants appointed to manage these on the Shire's behalf.

This policy applies to the engagement strategies managed through the Shire's traditional methods, and increasingly online engagement as the Shire continues to develop this platform.

This policy is not intended to replace legal and statutory obligations. It should, however, guide business unit specific practices and procedures.

5. PRINCIPLES

This Community Engagement Policy is informed by the Shire of Victoria Plains Community Engagement Principles as outlined in the Community Engagement Framework for which Council will have regard to the following when undertaking community engagement:

- Engagement will be targeted, open and easily understood
- We will allow sufficient time and opportunity for participation
- We recognise that there is diversity in the activities and projects Council undertakes and that the type of engagement should vary accordingly
- We will approach engagement from an impartial perspective
- Engagement activities will be inclusive, accessible and actively seek a diverse range of perspectives
- We will be upfront about how much opportunity there is to influence a decision
- We will actively identify those affected by or interested in a decision and make every effort to support and encourage participation in the decision-making process
- We will define the community's role in any community engagement process using the IAP2 Public Participation Spectrum
- We will provide information to support meaningful community participation and we will encourage each other to listen to perspectives to recommend appropriate solutions
- We will listen and provide feedback about how the information gathered will be used to inform the outcome
- We will learn from each experience to review and improve our practice

6. WHY WE CONSULT AND ENGAGE

We utilise deliberative engagement to:

- a) Strengthen decision making by Council that reflects the interests and needs of all sections of community.
- b) Increase the involvement and participation of all community groups in engagement activities and mitigate any barriers to engagement.
- c) Be deliberate inclusive and intentional with targeted engagement practices to ensure that hard to reach individuals and communities are heard to provide access and equity.
- d) Centre the importance of the need of all populations in the community within the context that they live.
- e) Elevate and encourage new voices and ideas to welcome differing lived experience and perspective.
- f) Reinforce community understanding and confidence in Council.

- g) Create and maintain opportunities for Council to collaborate with its stakeholders

When we will engage and consult:

- On developments or changes with potential to impact residents and ratepayers
- When required by legislative requirements
- To obtain input into long-term and strategic plans of the Shire
- On major projects and strategic issues
- When requested by the community or Council

The Shire of Victoria Plains will take a planned and purposeful approach when engaging with stakeholders and the community and will use tools such as the IAP2 Spectrum (Appendix 1).

We recognise the skills required to undertake community engagement and will provide staff with opportunities for further skill development and training. We also recognise that from time to time we may need to retain professional consultants to assist with certain engagement strategies.

When we may not engage and consult

There are some situations when it may not be effective or appropriate to seek feedback from the community and stakeholders, for example when:

- Legal constraints exist
- The Shire is required to act in a timeframe which prevents consultation
- The matter is delivering a policy-driven decision where previous engagement with the community and stakeholders has occurred
- A decision has already been made or the Shire is not the decision-maker and has no ability to influence the decision
- The matter concerns public safety or is an emergency.

7. REFERENCES

Strategic Community Plan
Disability Access and Inclusion Plan
Customer Service Charter
Freedom of Information Act 1982
Local Government Act 1995
Regulations Health Act 1911 and associated regulations
Local Town Planning Scheme
Planning and Development (Local Planning Schemes) Regulations 2015
Heritage of WA Act 1990
Environmental Protection Act 1986
Bush Fires Act 1954
Occupational Health, Safety and Welfare Act 1984
Privacy Act 1998
Disability Services Act 1993

Equal Opportunity Act 1984

Author	
Version	
Adopted	
Reviewed	

APPENDIX 1 IAP2 Spectrum of Public Participation

COMMUNITY ENGAGEMENT

	Inform	Consult	Involve	Collaborate	Empower
<i>Goal</i>	To provide the membership with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain member feedback on analysis, alternatives and/or decisions	To work directly with the members throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with the members in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the members
<i>What does this look like?</i>	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

COMMUNICATIONS PLAN

<p style="text-align: center;">Our Vision <i>A Place to Grow</i></p>	<p style="text-align: center;">Our Mission</p>	
<p>PURPOSE The purpose of this Communications Strategy is to guide Councillors and staff in the sharing of information, the gathering of views and opinions, being customer centric and promoting the Shire.</p>		
<p>OUR COMMUNICATION OBJECTIVES</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> • Build a positive image of the Shire Council through our communication platforms and wider media • Improve quality, consistency and management of our publications and platforms • Allocate resources to deliver our strategy • Utilise social media to communicate clearly and consistently to Council’s audience <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> • Increase positive perception of Council • Promote social inclusion and community cohesion • Improve Council decision-making and service delivery • Increase resident, visitor and stakeholder satisfaction • Attract business and residents to the area 		
<p>WHO WE ARE</p>	<p>TARGET AUDIENCE</p>	
<p>Comprising over 2,500km², the population of the Shire of Victoria Plains was 921 (2016 Census). There are 510 dwellings in the Shire. Townsites within the district include Bolgart, Calingiri, Yerecoin, Piawaning, Gillingarra and Mogumber, as well as the New Norcia community (monastic town). In 2016 47% of the population of the Shire was under 45yrs. The median age of the Shire is 46.2yrs compared to 37.2yrs for the rest of Australia. Majority of the population was born in Australia, only 3.3% speaks a language other than English at home. Main industry is agriculture. Approximately 75% of dwellings have internet access</p>	<ul style="list-style-type: none"> - Residents - Local businesses and employees - Developers relevant to us - Surrounding communities - Wider Perth metro area - Staff - WALGA - DLGSC - Wheatbelt Development Commission - RDA Wheatbelt - Progress Associations - Clubs and associations - Suppliers - State Government, it’s agencies and politicians - Federal Government, it’s agencies and politicians - Media – both local and mainstream - Prospective visitors and event attendees - Prospective new residents and investors - Volunteers - Funding bodies - Potential employees 	

COMMUNICATION GUIDELINES			
<p>Young People</p> <ul style="list-style-type: none"> - Use clear, simple and informal language, free from jargon and acronyms - Consider incentives - Use channels they are already familiar with - Use existing relationships e.g. schools 	<p>Older People</p> <ul style="list-style-type: none"> - Use large print for written materials - Choose accessible venues - Use existing relationships e.g. seniors group 	<p>Working Families</p> <ul style="list-style-type: none"> - Consider timing and childcare needs - Consider venue options that are appropriate for children 	<p>Farmers</p> <ul style="list-style-type: none"> - Consider seasonal impacts - Use existing relationships e.g. grower groups
<p>People with a Disability</p> <ul style="list-style-type: none"> - Use clear and simple language, free from jargon and acronyms - Avoid long periods of concentration - Encourage participants to bring a support person - Ensure adequate lighting - Avoid or reduce background noise whenever possible - Repeat and rephrase as required 	<p>Indigenous</p> <ul style="list-style-type: none"> - Invite and encourage involvement of respected elders - Use clear and simple language, free from jargon and acronyms - Use existing relationships 		<p>CALD</p> <ul style="list-style-type: none"> - Use clear and simple language - Consider use of interpreters - Translate printed material - Respect cultural difference - Invite respected community leaders - Consider dietary requirements
OUR ENGAGEMENT PRACTICES		OUR COMMUNICATION PLATFORMS	
<p>Attending and/or holding stalls at local events Attending local community group and committee meetings Workshops Information sessions Public participation at council meetings Annual electors meetings Forums Media releases Advertisements Shire website Electronic and printed newsletters Signage and banners Distribution of flyers and brochures Information boards Surveys Social media</p>		<p>Facebook Page Email distribution list Telephone Street banners Signage Notice boards Face-to-face Emails Printed material SMS Shire and Community Newsletter Community workshops Website Radio Twitter Annual Budget SCP and CBP Annual report</p> <p>Our community preferences: Facebook, website, SMS, email and XX</p>	
ROLES AND RESPONSIBILITIES			
<p>The Shire of Victoria Plains official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional. Official communications undertaken on behalf of the Shire of Victoria Plains, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the State Records Act 2000. These records are also subject to the Freedom of Information Act 1992.</p>			
<p>Councillors</p> <ul style="list-style-type: none"> - Have the responsibility to encourage active community 	<p>CEO</p> <ul style="list-style-type: none"> - Encourage Councillors and staff to undertake best 	<p>Office Manager and Customer Service</p>	<p>CDO or Governance Officer</p>

<p>member participation in community engagement activities</p> <ul style="list-style-type: none"> - Listen to, understand and consider feedback - Be advocates of the Shire and its communities - The Council has a statutory obligation to disseminate information to the public and ensuring there is an effective means with which to provide the message received by the relevant necessary parties 	<p>practice community engagement</p> <ul style="list-style-type: none"> - Ensure Council adequately resources community engagement and the communications strategy - Receive feedback and translate it to Council or take action - Encourage the community to engage with the Shire 	<ul style="list-style-type: none"> - Adhere to the IAP2 Public Spectrum - Provide feedback to participants when they contribute feedback and engagement - Commit to continually improve the Shire’s community engagement efforts 	
<p>VALUES THAT UNDERPIN OUR COMMUNICATION</p>		<p>KEY MESSAGES</p>	

OUR COMMUNICATIONS STRATEGY

1. INFORM	RESPONSIBILITY	HOW WE WILL MEASURE SUCCESS
1. Develop key messages for Council priorities and service areas to demonstrate our purpose and value		
2. Annually identify and define campaigns on major projects, key deliverables and initiatives and prepare messaging		
3. Produce regular media releases that share Shire news, updates and decisions		
4. Promote the Shire's website and social media pages as primary sources of information		
5. Use social media, email and SMS as cost effective communication platforms for various target groups		
6. Regularly update the Shire's website and review its functionality for users		
7. Distribute monthly Shire and Community newsletter		
8. Distribute quarterly progress report on our SCP		
9. Develop a Signage Strategy to inform consistent fit-for-purpose and user-focussed signage		
10. Develop a Social Media content schedule		

2. CONSULT	RESPONSIBILITY	HOW WE WILL MEASURE SUCCESS
1. Engage with the community during Strategic Community Plan minor and major reviews		
2. Feedback forms and mechanisms are available on the website and in the Shire Administration Office		
3. Train staff and Councillors in the Community Engagement Policy		
4. Continually update the Customer Service Charter, promote it and train staff to deliver upon it		
5. Consult and respond through digital media platforms		

3. INVOLVE	RESPONSIBILITY	HOW WE WILL MEASURE SUCCESS
1. Gather feedback from the community on matters that impact them		
2. Council meetings in various towns		
3. Respond to feedback when it has been requested and advise the respondents as to how the information will be used		
4. Promote voting in the local government election process		
5. Promote nominations for Council		

4. COLLABORATE	RESPONSIBILITY	HOW WE WILL MEASURE SUCCESS
1. Maintain a media contact list		
2. Councillors and senior staff represent and attend various community groups		
3. Councillors nominated as delegates to Committees		
4. Annual grants scheme		

5. EMPOWER	RESPONSIBILITY	HOW WE WILL MEASURE SUCCESS
1. Advertise the Annual Meeting of Electors		

Section 7 - Community Services

7.1 Community Housing (To Be Revoked)

OBJECTIVE

To determine the criteria for admission to Shire controlled community / public housing.

STATUTORY CONTEXT

Residential Tenancies Act 1987

Local Government (Functions and General) Regulations 1996 –

30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(g) it is the leasing of residential property to a person.

CORPORATE CONTEXT

Any contracts with funding providers for community housing, where provisions may restrict eligibility to accommodation.

POLICY STATEMENT

1. Applications for accommodation are to be assessed with the following criteria, and in the listed priority order –

- i) contractual obligations of any funding arrangement;
- ii) single parent with dependants;
- iii) couple with dependants;
- iv) independent living disability /aged pension –

Note – own arrangements for support is essential, as the Shire is unable to provide support;

- v) couple no dependants;
- vi) financial hardship;
- vii) financial capacity/resources;
- viii) ownership of other property;
- ix) age – In order - 65 or over, under 25, then 25-65;
- x) order of application/EOI.

2. Over-riding consideration is to be given to the welfare and quiet enjoyment of other residents, and for this reason, Council reserves the right to –

- a) make credit and Police checks;
- b) require suitable references to be provided;
- c) seek comment from other tenants of the group of units;
- d) determine applications on the basis of assessed compatibility with other tenants of the group.

3. Under no circumstances is the tenant permitted –

- a) to assign or sub-let the property;
- b) accommodate more than the approved number of persons;
- c) permanently accommodate persons without prior approval of the CEO.

APPLICATION

N/A

HISTORY

Adopted 16 May 2018

NOTES

From time to time, guidelines may be available from various organisations and should be consulted for update of this policy –

- Dept of Communities, Housing section
- Community Housing Industry Association

7.2 Community Car (Revoked on 28 February 2020 and is Defunct)

STATUTORY CONTEXT

None

CORPORATE CONTEXT

Local Government Insurance Services –

- Vehicle insurance policies
- Public Liability insurances policies
- Volunteers insurances policies

POLICY STATEMENT

1. The following Policy Schedules are adopted, and form part of this Statement –
 - Sch. 7.2(a) – Victoria Plains Community Car – Conditions of use
 - Sch. 7.2(b) – Victoria Plains Community Car – Shire responsibilities
 - Sch. 7.2(c) – Victoria Plains Community Car – Volunteer Driver Code of Conduct
 - Sch. 7.2(d) – Victoria Plains Community Car – Volunteer Driver Registration Form
 - Sch. 7.2(e) – Victoria Plains Community Car – Client and Passenger responsibilities
 - Sch. 7.2(f) – Victoria Plains Community Car – Client Profile
2. The purpose of the Community Car is to provide a service for patients to attend medical etc appointments, and is not available for social use.
3. Use of the vehicle for Shire purposes is permitted, subject to community use taking precedence.
4. The principal destinations permitted for use of the vehicle for community purposes are –
 - a) Perth
 - b) Northam
 - c) Toodyay
 - d) Wongan Hills
 - e) Moora
 - f) other destinations as approved by the CEO on a case by case basis.
5. Client profile is mandatory prior to confirmation of booking being given.
6. Volunteer drivers are arranged by the Shire, and –
 - a) are required to hold and maintain a valid motor vehicle drivers licence
 - b) must complete the Volunteer Driver Registration Form
 - c) are required to obtain a recent National Police Clearance check, the cost to be reimbursed by the Shire
 - d) may be required to undergo First Aid training
7. Fees –
 - a) as determined by Council in the annual Budget,
 - b) may be assessed pro-rata if multiple clients or destinations are involved,
 - c) an invoice is to be sent, or refund is to be made as soon as possible following the hire.

APPLICATION

8. Booking form, payment as required etc must be completed before the keys are provided to the hirer.
9. Bookings –
 - a) booking form to be completed,
 - b) where multiple bookings are made, the priority will be given to the first booking lodged,

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

10. Cancellations –

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

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

12. Fuel –

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

13. Non-compliance

Non-compliance with this policy may result in –

- removal of the Volunteer Driver from the approved list
- the Client being refuse future booking of the car.

HISTORY

Former Policy	2.4.6
Adopted	26 June 2019

REFERENCES

As the Shire is arranging volunteer drivers for clients, there exists a substantial duty of care to –

- Clients
- Volunteer Drivers
- Shire of Victoria Plains community generally

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

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

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

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

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

1. Shire responsibilities –

- a) Roadworthy including licence and relevant insurance (vehicle only)
- b) Clean and tidy
- c) Fuelled
- d) Relevant safety equipment and first aid kit

2. Prior to collection of the Community Car –

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

3. During use of the Community Car –

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

4. Return of the Community Car –

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

5. The Driver/s –

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

– End of Schedule

Schedule 7.2(b) –Community Car – Shire responsibilities

Shire responsibilities –

- a) Maintain all necessary insurances for the vehicle and volunteers under that service.
- b) Be responsible for the recruitment of appropriate volunteer drivers
- c) Ensure that volunteers hold the appropriate licences and authorities to operate the vehicle and service
- d) Provide competent and well trained volunteers
- e) Perform OHS and procedural inductions for volunteers who will be operating the vehicle and service
- f) Have knowledge of, and provide the service within, Local, State and Federal rules and guidelines.
- g) Own, maintain and administer a fully complaint vehicle that meets Australian standards.
- h) Provide a safe, clean, reliable and attractive passenger vehicle tailored to the aged demographic
- i) Administer the purchase, transfer, plate changes and any other applicable processes relating to the acquiring
- j) Manage all bookings relating to the Victoria Plains Community Car service including, but not limited to, keys, log books and completion of pre-start checklists.
- k) Provide volunteer drivers with applicable details needed for a roadside assistance call in a readily accessible location within the car

– End of Schedule

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

Volunteer drivers are to –

- a) Represent the Shire of Victoria Plains in a positive way
- b) **Keep strictly confidential all matters relating to Clients and passengers, unless –**
 - required in a medical emergency, or requested by an appropriate medical person;
 - to the CEO in determining the suitability of use of the Community Car by the Client.
- c) Refrain from taking illegal drugs or consume alcohol when on duty;
- d) Not accept gifts or money or purchase any items from service clients, with the exception of –
 - home garden produce
 - meals during the hire to a maximum as determined by Council at Budget each year
- e) Keep all relationships with Clients professional and proper
- f) Not give advice to Clients;
- g) Treat Clients with courtesy, respect and consideration, act on complaints and provide services to the best of their ability, refraining from any form of harassment or abuse.
- h) Not use any mobile phone satellite navigation application while driving.
- i) Adhere to schedules and appointment times
- j) To collect and return the vehicle to the Shire Office, unless otherwise authorised.
- k) Pay any fines, infringements etc that may result during the time I am responsible for the vehicle
- l) Complete the Trip Record Form

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

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

Volunteer Driver’s Statement –

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

– End of Schedule

Schedule 7.2(d) –Community Car – Volunteer Driver Registration Form**Shire of Victoria Plains****Community Car – Driver Volunteer Registration Form**

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

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

Details –

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

Availability –

Days generally available	
Or contact as necessary	
Special requirements?	

Volunteer Driver's Statement –

<ol style="list-style-type: none"> 1. I confirm that I have read, understand and agree to abide by the requirements of Policy and the Volunteer Drivers Code of Conduct. 2. I consent to the Shire making such enquiries as is necessary to confirm my suitability to be a Community Car Volunteer Driver. 3. I undertake to obtain and provide copies of necessary documentation 	
Signature of Volunteer Driver	
Date	

– End of Schedule

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

2. Client Profile –
 - a) A Client Profile is required before any booking will be accepted.
 - b) The Profile is intended to advise appropriate persons of any medical or physical condition that you have or any medication you may be taking, where it becomes necessary.
 - c) Access to this information is restricted to –
 - the Shire – in order to assess your request for a booking
 - the Volunteer Driver – in order to be aware of appropriate responses, and
 - emergency or medical personnel – if necessary.
3. Bookings –
 - a) To make the booking at least 2 working days prior day needed
 - proof of appointment may be required
 - b) To pay a minimum 75% of the estimated charges at least two (2) working days prior to their booking.
 - if not paid in this time, the booking is **not** confirmed
 - c) If the booking is cancelled to do so at least 24 hours prior to the commencement of the booking
 - “no show” or cancellation within 24 hours may incur a 10% administration charge of the total estimated hire charge
4. Payments –
 - a) To pay the balance within 14 days of invoicing after their booking
 - b) To meet the out of pocket expenses of the Volunteer Driver, such as –
 - any parking fees,
 - meal expenses to a maximum as determined by Council at Budget each year
 - c) To obtain any reimbursement by the Patient Assistance Travel Scheme of the Dept. of Health
 - d) To maintain an acceptable level of personal hygiene at all times during their use of the service
5. Care of vehicle –
 - a) If an unusual amount of cleaning is required on return of the vehicle, a charge for cleaning may be made, in accordance with the private works rates adopted by Council in the Budget.
 - b) Smoking in the vehicle is strictly PROHIBITED.
6. Personal behaviour –
 - a) To be prompt at time of pick up and for the return journey
 - b) You are to maintain an acceptable level of personal hygiene
 - c) treat volunteer drivers with courtesy and respect
 - d) **In the event you feel unwell, you must advise the volunteer driver immediately**

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

– End of Schedule

Schedule 7.2(f) –Community Car – Client Profile

Shire of Victoria Plains
Community Car – Client Profile

Client –

Name	
Address	
Phone numbers – landline & mobile	
Email address	

In case of emergency, notify –

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

Conditions or medications the Volunteer Driver needs to be aware of –

Eg: heart, diabetic, fainting/black out events, allergies

Client's Statement –

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

– End of Schedule

7.3 Volunteer Policy – General (Include in Policy Manual)

Responsible Areas	Across the Organisation
Responsible Officer	Office Manager
Affected Staff	Office Manager, Works and Services Manager, CISM, Community Safety Officer

Objective

To recognise the importance of volunteers when undertaking activities (services, events and management of facilities) on behalf of the Shire of Victoria Plains and to ensure such volunteers are managed effectively and safely.

The separate policies and bush fire operations procedures that exist regarding the management of bush fire brigade volunteers are complemented by the Volunteer Policy - General.

Scope

The Shire recognises volunteering is an important role within the community and values those volunteers it works with who seek to initiate, deliver and enhance Shire activities offered. Volunteers have the potential to forge a strong bond between the Shire and the community it serves by encouraging:

- Community participation / development;
- Access to resources and information;
- Services responsive to community needs;
- Social interaction.

The Shire recognises that the vital contribution made by volunteers may result in the:

- Development of new services, infrastructure and assets,
- Delivery and augmentation of existing programs, services and activities, and
- Provision of direct links between the Shire and the community.

This policy also recognises the further obligations regarding volunteers:

- Protection of Volunteers From Liability. The Shire recognises that it is necessary for individual voluntary workers to be covered for their public liability exposures should they be negligent and cause loss, and damage and/or injury to a third party. Insurance coverage is maintained for this purpose;
- Committees of Council. The Council may from, from time to time, appoint Committees of Council made up entirely of volunteers. In this situation, the Shire will seek the appropriate insurance coverage for such committees;
- Personal Accident. The Shire applies the requirements regarding personal accident coverage as set out in the LGIS Guide - A Guide to Managing Volunteers in Western Australian Local Government;
- The CEO has developed procedures that compliment this policy based on the LGIS Guide - A Guide to Managing Volunteers in Western Australian Local Government. This includes:
 - Maintaining a register of volunteers recording the date, start and end times and nature of any work performed for the Shire;
 - Completing a documented risk assessment on the site where the work will be performed and on the work to be undertaken. All hazards are identified, assessed and controlled in accordance with the hierarchy of controls;
 - Ensuring that volunteers are provided with and wear appropriate protective equipment and clothing;
 - Ensuring volunteers are under the direction and supervision, where practicable of a Shire staff member;

- Ensuring volunteers do not attempt to undertake work that is beyond their capabilities;
- Ensuring volunteers hold suitable licenses and qualifications for any work requiring such;
- Ensuring volunteers undergo an induction process that covers the policies and practices of the organisation appropriate to their tasks and duties. The process includes emergency and safety procedures and principles of safe work practice for the tasks required of the volunteers.

Both volunteers and the Shire have rights and responsibilities regarding volunteering. These are outlined in Attachment A to this policy.

Policy

The Shire of Victoria Plains in recognising the use of volunteers to undertake activities will provide quality volunteer management practices and the allocation of appropriate resources – human, physical and financial.

Definitions

Liability - A liability is a blame assigned to an individual, group of individuals or an organisation for a wrong done to another party e.g. negligence.

Volunteer - means a person undertaking activities for the Shire of Victoria Plains of their own will, without payment, that will be of benefit to the community and that compliment but do not replace the activities of paid employees.

Volunteering - Is an activity undertaken to be of benefit to the community and the volunteer. The principles of volunteering include:

- Benefits the community and the volunteer;
- Work is unpaid;
- Is always a matter of choice;
- Is not compulsorily undertaken to receive pensions or government allowances;
- Is a legitimate way in which citizens can participate in community activities;
- Is a vehicle to address human, environmental and social needs;
- Is not a substitute for paid work;
- Does not replace nor constitute a threat to the job security of paid workers;
- Respects the rights, dignity and culture of others; and
- Promotes human rights and equality.

Short Term Volunteer - means a volunteer who provides their time and service for one day or less.

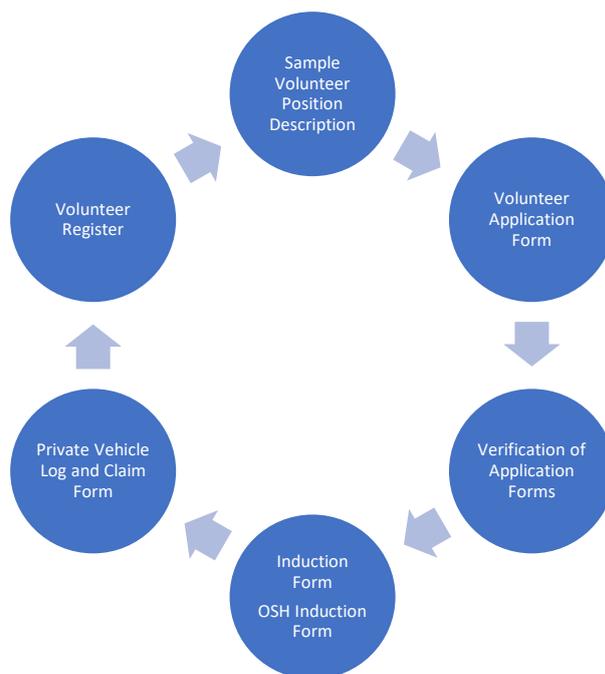
Long Term Volunteer - means a volunteer who provides their time and service for activities over an extended period of time.

Responsible Officer – means the person that the volunteer or group of volunteers reports to when undertaking volunteer work with the Shire.

Supervisor - means a person at Workplace who is appointed to a position that has management/supervisory responsibilities for others.

Relevant management practices/documents

The documents set out in the SoVP Volunteer Package and maintained by the CEO include:



Council Policies

Administration/Organisation

2.5 Managing Unreasonable Conduct By Members of the Public

Fire Control

- 10.1.7 Use of Shire Plant and Equipment
- 10.1.16 Roadside Burning
- 10.1.21 Harvest Bans
- 10.2.5 Use of Fire Fighting Vehicles and Appliances
- 10.3.4 Minimum Training Requirments
- 10.4.1 Safety and Health
- 10.4.2 Safety Clothing and Footwear

Stakeholder Documents

LGIS – A Guide to Managing Volunteers in Western Australian Local Government.

Shire of Victoria Plains Volunteer Procedures 2021

Legislation/local law requirements

The legislative framework regarding volunteers consists of the following:

Workers Compensation

Volunteers are not classified as ‘workers’ under the *Workers Compensation and Injury Management Act 1994 (WA)* and Local Governments do not need to cover volunteers in their Workers Compensation Insurance.

However, the Shire may choose to obtain individual policy arrangements through their insurance provider to cover volunteers for personal accident, illness, legal liability for third party injury and/or damage to third party property.

Occupational Safety and Health

In accordance with the *Occupational Safety and Health Act 1984 (WA)*, organisations must, as far as reasonably practicable ensure nonemployees, including volunteers, are not harmed as a result of work carried out by them or their employees.

The Shire’s insurer (LGIS) considers reasonable and practicable for a Local Government to undertake the following:

- Ensure volunteer work areas under the control of the Local Government are free of hazards;
- Take action to ensure that volunteers understand their duties and responsibilities;
- Ensure the work of Local Government employees does not impact the health and safety of volunteers;
- Develop policies and procedures governing recruitment, screening, training guides and supervision of volunteers;
- Allocate sufficient staff to the effective management and development of volunteer programs; and
- Communicate and consult with volunteers on occupational safety and health issues.

Also see Common Law “Duty of Care.”

Equal Opportunity

The Shire has regard for equal opportunity objectives when developing policies and procedures governing recruitment, screening, training and supervision of volunteers.

Civil Liability

The *Civil Liability Act 2002 (WA)* is the foremost piece of legislation covering the various aspects of civil liability in Western Australia. In addition to the *Civil Liability Act 2002 (WA)* the Western Australian legislature deals specifically with liability of volunteers in accordance with the *Volunteers (Protection from Liability) Act 2002* whereby a volunteer does not incur civil liability for anything they do in good faith whilst carrying out volunteer work. Liability in this circumstance transfers to the organisation for which they volunteer.

Common Law ‘Duty of Care’

The Common Law ‘duty of care’ doctrine imposes an obligation, recognised by law, upon individuals and organisations to avoid conduct fraught with unreasonable risk to others.

The Shire has a common law duty of care to take all reasonable steps to mitigate or avoid causing injury to their volunteers. Risk of injury must be ‘reasonably foreseeable’ and an organisation who fails to recognise a substantial risk of injury to a volunteer, which a reasonable person in the same situation would have realised, breaches that duty.

In considering the actions of a ‘reasonable person’ it is recognised the court takes into account the probability that the harm would occur if care were not taken, its likely seriousness, the burden of taking precautions to avoid the risk and the social utility of the activity that creates the risk of harm.

Office Use Only			
Relevant delegations			
Initial Council adoption	Date	24 February 2021	Resolution #
Last reviewed	Date	N/A	Resolution #

Next review due	Date	February 2026
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Attachment A – Rights and Responsibilities (Source: A Guide to Managing Volunteers in Western Australian Local Governments)

Volunteering is a two-way relationship.

A volunteer can expect to have a number of rights but there are certain responsibilities as well.

<p>Volunteers have the RIGHT to:</p> <ul style="list-style-type: none"> • Worthwhile and stimulating activities, using any special skills they may have. • Choice regarding the activities they take part in – to be able to say NO if they are uncomfortable with the task assigned. • Be provided with orientation which will help them understand the agency and type of work they will do. • Receive adequate training, support and supervision to enable them to do their job effectively. • Be given feedback. • Be recognised for their contribution. • Be protected by adequate insurance. • Work in a safe and healthy environment. • Have authorised out-of-pocket expenses reimbursed 	<p>Volunteers have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> • Be dependable – notify the agency if unable to attend. • Be willing to undertake relevant orientation, training, support and supervision. • Maintain confidentiality and be non-judgemental. • Work in accordance with safety and health regulations. • Work in accordance with instructions and rules. • Say no when they cannot commit to a task. <p style="text-align: center;">The above list can be considered the Code of Conduct for Volunteers</p>
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The Shire also has a number of rights and responsibilities as well

<p>The Shire has the RIGHT to:</p> <ul style="list-style-type: none"> • Assess the volunteer’s capacities, place them appropriately and expect assignments to be adequately completed. • Plan and facilitate training for volunteers. • Redirect volunteers determined unsuitable for placement or to say NO to volunteers. 	<p>The Shire has the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> • Empower volunteers to meet their own and Shire needs. • Offer volunteers work opportunities appropriate to their skills, experience and aspirations. • Provide volunteers with clear duty statements and orientation to their work and the agency. • Offer training and support for volunteers to achieve goals. • Implement safety systems of work to ensure volunteer safety and well being. • Provide information, instruction and supervision to voluntary workers. • Offer reimbursement or other compensation to cover <ul style="list-style-type: none"> • out-of-pocket expenses. • Recognise volunteers as valued team members with opportunities to participate in relevant agency decisions. • Provide mechanisms to acknowledge the value of contributions made by volunteers.
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11.1 USE OF SHIRE LOGO

OBJECTIVE

The purpose of this policy is to establish guidelines for the use of the Shire of Victoria Plains suite of logos. The Shire of Victoria Plains recognises that it is important to establish a framework for the use of its logo to ensure that a consistent and professional image of the Shire is promoted publicly.

POLICY STATEMENT

The Shire of Victoria Plains has one suite of logos. No other logos are approved to be used. The logo is as illustrated:



General Usage

The Shire of Victoria Plains wishes to highlight a distinction between the role of the Council and the Organisation through the use of the official logo of the Shire of Victoria Plains for Council, Councillor functions and for operational activities.

Below is a table that clarifies the different uses.

COUNCIL	OPERATIONAL
President/Councillor correspondence	Staff business cards, letterheads, esignatures
Council policies	Shire vehicles/plant
Rates Notices	Entry doors to offices, administration centre/depot
Councillor name badges and business cards	Community consultation
Council plaques	Website
Websites	Promotional material
Council related banners	Banners marketing/organisational
Shire street signage	Approval by third party for use of Logo

Usage of Logo by External Groups

Where an external group requests permission to use the logos on printer and other materials, the following conditions will apply:

- i) All applications to use the Shire of Victoria Plains logo must be made in writing to the CEO and include details of the purpose, form and extent of the proposed use and the reason for such use. Although permission to use the logo in the first instance is to be referred to the CEO, he/she may delegate this assessment to another employee. The artwork for the promotional material must be supplied for assessment against this policy.
- ii) Approval may be granted providing the group:
 - a. is based in the area and provides a service to the Shire of Victoria Plains residents; and
 - b. has a direct relationship with the Shire, either through funding or operational arrangements.
- iii) Eligible groups will be advised in writing that approval has been granted to use the logo, which must be in accordance with the Shire of Victoria Plains corporate standards.
- iv) Ineligible groups will be advised in writing that approval has not been granted to use the logo and provided with an explanation under the guidelines of this policy.
- v) No fees will be charged for the use of the Shire of Victoria Plains logo but eligible groups will be responsible for any costs associated with artwork, design and production.
- vi) The Shire of Victoria Plains may exercise its right to withdraw any authorisation at any time if the approved user is deemed to be not complying with the conditions as set out in this policy.

Prohibited Usage of Logo

The logo shall not:

- be computer enhanced (e.g. represented in 3D perspective)
- be used in a visually congested or confined manner (e.g. surrounded by a border or tightly positioned with other material).
- be used by a third party unless written approval has been given by the CEO.
- be used for any purpose during a Local Government Election that seeks to promote an individual candidate over another candidate. This inappropriate use includes candidate based promotional ballot papers, fliers, advertising, posters, letters or any other form of electoral material. A breach of this section will be considered a breach of copyright as outlined in Section 3.

CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire. Any unauthorised use of any Shire of Victoria Plains logo is a breach of copyright as well as this Shire policy and could lead to prosecution.

POLICY APPLICATION

The application of this policy is to be in conjunction with all Councillors and employees.

Policy adopted: June 2017

Review Date: June 2019

SoVP Corporate Business Plan March (Q3) Quarterly Update 2021/2022

Priority Area	Strategy	Action	Who	Cost	Q1	Q2	Q3	Q4	Completed %	Outcome of 2020/2021 Annual Review	Update
Community	1.1 Better publicise upcoming events and activities in the Shire	1.1.1 Continue to actively engage with the community using multiple platforms	CEO	As per Budget	•				75	Face to face meetings twice per year with with Progress Associations Group (PAG). Make posts to Facebook twice a week. Adopt Communications Policy	Meetings with Progress Associations - vaious held. Refer Council Briefing Session updates. Shire Newsletters issued for February and March. COVID Transition Plan updaes provided. Invitation to SCP communit workshops included. Ongoing updates regarding key Works Programs provided. Bushfire updates provided Shire Facebook Page updated regularly through March Quarter - See 1.3.2
	1.2 Improve aged care and support	1.2.1 Advocate for improved aged care and support services and facilities	CEO	Nil	•				0	Watch and Act status only. Monitor avenues should they become available - AROC, Zone, Neighbours. Original funding agreement fell apart and lack resources	No aged cared facilities within the District. Services however available in Goomalling, Wongan and Toodyay and Bindoon. Population determines resources supplied
	1.3 Promote community health and wellbeing	1.3.1 Continue to apply for and facilitate community health and wellbeing grants	CEO	As per Budget	•				0	Watch and Act status only. Monitor as per 1.2.1. Occassional Grant Officer may source relevant grants from time to time	Shire ineligible for additional grants as the Shire was successful re this program for each of the three years prior to 2021/2022 (\$2,000 on each occasion)
		1.3.2 Encourage community participation in community groups and events	CSO	As per Budget	•				75	Promote activites and events. Provide community reference tools on website	Facebook * Mogumber-Gillingarra BFB AGM * Peter Mete awarded SoVP Senior Citizen of the Year * Calingiri COVID-19 Vaccination Clinic * SCP Community Workshops - Have Your Say * School Bus Driver opportunities * Yerecoin Progress Association AGM * Modern Square Dancing - Calingiri * Australia Day * COVID Transition Plan matters * Council meeting details Newsletter As per 1.4.2 Newsletter & Facebook N/A Newsletter, Facebook & Noticeboard N/A
	1.4 Support sporting, volunteer and community groups	1.4.1 Support community groups with grant applications	?	Nil						Defer to new CBP	

		1.4.2	Support community groups in facilitating community events	CSO	As per Budget	•			75	Promote activities and events. Provide community reference tools on website	The Shire Supports community groups in facilitating community events including free advertising and promotion on our Facebook page, office noticeboard and Advertising in the monthly newsletter. Some of the community events which have been supported by the Shire for the March quarter include: * St Patrick's Day Calingiri Anglican Church service * Promoting Anzac Day * Easter at New Norcia * Farm Safety Workshop - Yerecoin * Calingiri Hockey Club AGM Free hall hire - No activity to report Leaflets designed and printed free of charge for the Bolgart Progress Association's Australia Day event.
		1.4.3	Advocate for funding for multi-use collocated facilities	CEO	Nil					Defer to new SCP. Not in a position to provide Shire funds	
1.5	Increase community activities	1.5.1	Celebrate community achievements and host community events and functions	CEO/CSO	As per Budget	•			75	Shire 150th Anniversary Piawanning Expo 100 (101) Australia Day 2022 Anzac Day 2022	January Australia Day successfully held in Bolgart. Awarded Ann Marie Byrne O Neil with a Citizen of the Year award Australia Day 2022. Awarded the Active Citizenship for Community Group or Event to the Calingiri Football, Netball & Hockey Clubs with for their contribution to centenary celebrations.
		1.5.2	Promote community based activities Support community groups in facilitating community events	OCM	As per Budget	•			75	Promote activities and events through 1.1.1. Provide community reference tools on website	Social media coordinator Ellie E onboarded Website training booked in for 3 staff members to develop in house skills. Example of suggested social media calendar template drafted and provided, which will be used as a launching pad for providing content.
1.6	Develop new/ reuse existing community facilities	1.6.1	Advocate for funding for multi-use collocated facilities	CEO	Nil					Defer to new SCP	
		1.6.2	Construct multi-use collocated facilities	CEO	Nil					Defer to new SCP. Dependent on 1.6.1 and 1.4.3	
		1.6.3	Improve community facilities in line with asset management planning	MWS	As per Budget	•			50	Previously maintain and improve these assets. Maintain removed as this is an operational activity. Improve implies action is strategic in nature.	No activity to report

Economic	2.1	Examine opportunities to diversify the local economy through initiatives such as tourism	2.1.1	Promote local facilities and attractions	CEO	Nil						Defer to new SCP	
	2.2	Improve tourist/ caravan park accommodation	2.2.1	Investigate upgrade options for tourist accommodation sites within the district	?	Nil						Defer to new SCP	
			2.2.2	Improve accommodation facilities in line with asset management planning and annual budget	EHO BSurv		•				0	Action changed to Staff Housing - Investigate options. EHO and Building Surveyor to provide assessment	No activity to report. Impacted by lack of staff resources in this area.
	2.3	Improve community connectivity	2.3.1	Advocate for improved telecommunication services	Council CEO		•				0	There are ongoing opportunities. Zone is involved in this issue	No activity to report
	2.4	Initiatives to reverse ageing population	2.4.1	Promote local facilities, attractions and events	?							Defer to new CBP	Shire did apply in July 2021 to be a part of the RAC's Reconnect WA Website
	2.5	Art installations to support marketing of localities	2.5.1	Support opportunities to increase public art, promoting local attractions	CEO		•				50	Council considers this an issue of empowerment within the communities. A key component is supporting community public art through lessening the administrative burden	No activity to report
	2.6	Review land supply in town sites	2.6.1	Review Town Planning Scheme	TP							Achieved. Next review is in five years	
	2.7	Create a regional brand that encompasses all towns	2.7.1	Investigate regional branding development, marketing events and initiatives	CEO		•				25	Watch and Act. Collaborate on regional development opportunities through AROC, Zone, Neighbours	March District and individual town branding is being promoted through updated signage funded through the LRCI Phase 3 Grant Funding Project. MWS has submitted application for funding. LRCI advised 5/04/22 it will take some time to assess submission
			2.7.2	Participate in regional marketing events and initiatives	CEO							Folded into 2.7.1	
2.8	Develop a business and industry attraction strategy	2.8.1	Develop a business and industry attraction strategy	CEO							Defer to new SCP		

Environment	3.1	Undertake initiatives to improve recycling	3.1.1	Expand recycling program	EHO	As per Budget					45	Drum Muster is in place Add Collection Point in Calingiri under the Container Deposit Scheme. Budget/investigate recycling bins for central points in communities. Put reminder information on Facebook and Shire website	DrumMuster - No update Collection Points - No update Review of Recycling Opportunities - Part of overall waste management strategy work. Minimal progress has occurred and impacted by disruption to Internal Waste Management Group. Once the Draft SoVP Waste Management Plan has been prepared, it will be presented to Council for discussion and then to the public for comment. This will include opportunities for expanding existing services and materials recovery. Education program for CDS to be prepared for website once clarity achieved around collection and refund arrangements – promotional material being sourced. Research has continued on this action.
	3.2	Support environmental sustainability initiatives and community forums	3.2.1	Work with stakeholders and community to promote initiatives to reduce environmental impact	EHO							Action is removed	

Infrastructure	4.1	Undertake town beautification programs	4.1.1	Support Communities to develop townscape plans	MWS					25	Formerly "Develop a townscape and signage plan." Community should be able to discuss issues with MWS direct	No activity to report This is an ongoing task re the MWS responding to relevant townscape issues in each community	
	4.2	Improve utilities (power, water, etc)	4.2.1	Continue to lobby for appropriate power and water supplies	Council CEO	As per Budget and LRCIP Funding				25	Water supply is the key issue regarding this action	No activity to report. Awaiting details of new ownership of land identified in Mogumber as a possible water bore site. Shire seeking advice from lawyers regarding Gillingarra suitability with Tracy Calvert from DWER reviewing alternative sites for the Shire to consider as a water source in Gillingarra through Community Water Supply Project (CWSP) where funding may be available	
			4.2.2	Develop sewerage asset management plan	EHO	As per Budget and LRCIP Funding				30	Is an ongoing action (multiple years)	Minimal activity to report Available baseline data and information on scheme compiled and assessment initiated during December Quarter. Some assessment of sewerage infrastructure has been completed and planned maintenance and upgrade works are to be completed Q2 (June) 2022, subject to changeover of MWS. Once those works are finalised, the condition of the infrastructure can be properly assessed and the asset management plan prepared/finalised.	
	4.3	Maintain/ improve community facilities to an agreed standard	4.3.1	Enhance and maintain Shire controlled facilities in line with asset management plans	MWS							Removed.	
	4.4	Develop a process to deal with miscellaneous works requests	4.4.1	Respond to requests in line with asset management plans	MWS							Achieved re work requests	
	4.5	Improve facilities for trucks and drivers	4.5.1	Advocate where possible for improved facilities for trucks and drivers	MWS					0	Changed from maintain as this implies an operational imperative. Was not included in Town Planning Scheme Review	No activity to report	
	4.6	Instigate a road verge maintenance program	4.6.1	Continue to provide transport infrastructure in line with asset management plans	MWS							Removed.	

Civic Leadership	5.1	Implement measures to improve relationship and communication between Council and community	5.1.1	Develop a communications strategy/policy	CEO	As per Budget	•				100	This is a KPI for the CEO. The parameters of the policy are to be developed post 16 October 2021 Shire elections. Policy will then be developed internally from there	The Community Engagement, Communication Policy and Communication Strategy developed and implemented 15/12/21
			5.1.2	Continue to actively engage with the community	CEO							This is rolled up into 5.1.1. The communication policy forms one of the key pillars in engaging with the community	
	5.2	Improve elected member performance	5.2.1	Support and facilitate ongoing relevant training and development (encouraging relevant training and capacity building for staff)	Council CEO/GO	As per Budget	•				50	Training and Development policy to reflect mandatory training as per the LG Act, the Regulations and the Code of Conduct	Policy reflects basic requirements. Councillors provided with updated training matrix March briefing session. Online training to proceed for three councillors. In person training for one councillor
	5.3	Develop an advocacy and lobbying capacity	5.3.1	Participation in Regional, State and Council boards / bodies	CEO/SP/ Council		•				75	Ongoing. Shire actively participates in Zone, AROC, RRG, SRRG	Representatives from the Shire or Council attended Regional Roads Group, AROC and Zone
	5.4	Measures to improve organisational efficiency	5.4.1	Review, update and maintain strategic and operational plans	CEO	As per Budget	•				50	Ongoing as per IPR requirements and Departmental guidelines. Major review of SCP is occurring in 2021/2022	March SCP community engagement held Feb/Mar and staff session held. RFQs to develop AMP and LTFP awarded
			5.4.2	Maintain accountability and financial responsibility in accordance with Long Term Financial Plan	FM							This is achieved through the Budget, Budget Review and Monthly Financial Reports. It is a key ongoing activity of Council and the Audit Committee	
			5.4.3	Maintain controls to promote a high level of legislative compliance throughout the organisation	GO		•				75	Ongoing. Improvements to the Compliance Calendar to continue	March Improved reporting has seen more effective tracking of compliance actions for 2022: 28 actions undertaken for the quarter. 52% were closed out within required timeframes. Remaining actions have continued. A number of these will take until 30 June 2022 to complete including Reg 17 Review and Financial Management System Review. CAR 2021 was overdue. Budget Review was completed on time. Internal audits for March and April were completed
			5.4.4	Support and facilitate ongoing relevant training and capacity building for staff	CEO/ MF/ MWS							Remove - key ongoing operational activity controlled by the CEO	
			5.4.5	Maximise operational efficiencies whilst maintaining appropriate controls	CEO/ OFFM/ MWS							Remove - key ongoing operational activity controlled by the CEO. Matters of risk are addressed with the Audit Committee	
			5.4.6	Continue to provide regulatory services (including health/building inspections, ranger services)	CEO							Remove - key ongoing operational activity controlled by the CEO	

Legend

- Off-track
- Monitor
- On-track
- Deferred
- Other
- No Longer Required

- ?
- 0 - 49% completed
- 50 - 69% completed
- 70 - 100% completed
- Matter scheduled to start at a later date
- Other factors impacting

Indicates lack of staff resource in this area.

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

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

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

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

Disruption has occurred due to changes in key staff, difficulties in sorting key funding and so on. Also is used for Watch and Act activities

Action was either operational in nature, no longer relevant or achieved