



# **Minutes**

## **Ordinary Meeting of Council**

On  
At  
Commenced

Wednesday 16 March 2016  
Council Chambers, Calingiri  
2.00pm

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr Lovelock (President) declared the meeting open at 2.08pm.

**Visitors:** Mr Merv Hemsley  
Mr Paul Semple

## 2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

**President:** Cr D Lovelock West Ward  
**Deputy President:** Cr S Penn South Ward

**Councillors:** Cr J Kelly West Ward  
Cr A Broadhurst East Ward  
Cr N Clarke South Ward  
Cr J Corless-Crowther Central Ward  
Cr P Carr West Ward  
Cr D Smith East Ward  
Cr J Brennan Central Ward (arrived 3.52pm)

**Apologies:** Mr Ian Graham

**Leave of Absence:**

**Chief Executive Officer:** Mr H Hawkins  
**Works and Services Manager:** Mr D Holland  
**Executive Assistant:** Ms S Mearns

## 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 4 PUBLIC QUESTION TIME

**Mr Semple**

Mr Semple advised that he has conducted a survey of Calingiri residents (in response to Councils request), to ascertain the desired positioning of community seating for the townsite of Calingiri. Mr Semple confirmed that community members would like seats to be installed under the trees on the corner of Yulgering and Edmonds Street (the Emergency Services bock corner).

Mr Semple also asked Council members whether they would be interested in donating \$100 of their own money to go towards the purchase of the seats, and he would do the same.

Following Mr Semples previous question to Council, the Works and Services Manager confirmed that Main Roads would be visiting Calingiri to conduct an audit on signage within the Calingiri townsite.

## Mr Hemsley

Mr Hemsley raised the subject of people parking on footpaths within Calingiri and advice from the Shire that it does not have a local law governing this offence. Mr Hemsley confirmed that this information was incorrect and that the Shire gazetted a Local Law in August 1969 covering the Removal and Disposal of obstructing animals and vehicles.

Mr Hemsley also asked the Works and Services Manager when it is anticipated that a clean up would be conducted to remove tree refuse on Edmonds Street. The Works and Services manager confirmed that a clean up would occur when required plumbing works are performed on Edmonds Street.

## 5 APPLICATION FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST

Nil

## 6 PETITIONS/DEPUTATION'S/PRESENTATIONS

Nil

## 7 CONFIRMATION OF MINUTES

### 7.1 *Confirmation of Minutes*

#### **RESOLUTION 42/2016**

**Moved: Cr S Penn**

**Seconded: Cr N Clarke**

**That the Minutes of the Ordinary Meeting held 20 January 2016 be confirmed as a true and correct record of proceedings following notation of correspondence being received from L Young, S Mason and advice relating to livestock on the roads.**

**Motion Put and Carried: 8/0**

### 7.2 *Business Arising from Minutes*

Nil

## 8 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

### Standing Orders

Cr Lovelock highlighted item 10.8 within the Standing Orders in relation to how many times a Councillor can speak on a motion. Cr Lovelock detailed that Council members could be breaching the Standing Orders by speaking more than once in relation to a motion. Cr Lovelock pointed out the options Council had in relation to this matter being:

1. Adjourn the meeting.
2. Move into a 'Committee' meeting as a whole.
3. Suspend standing orders for the time of debate.

**10.8 Speaking Twice**

Except where this clause is suspended a Member shall not speak twice on the same motion or amendment except—

- (a) the mover of a substantive motion in reply; or
- (b) to a point of order; or
- (c) by way of personal explanation in accordance with the Standing Orders.

**9 PRESIDENT AND COUNCILLORS REPORTS**

**Avon Midland Zone Meeting – 19 February 2016**

The CEO commented that the most recent meeting, which both he and Cr Carr attended, was a rather quiet meeting with main items being discussed were:

- State Council Agenda items
- Changes to Local Government Rules of Conduct

The CEO congratulated Cr Carr for her address to the meeting attendees.

The minutes for this meeting are at Attachment 1.

**Cr S Penn**

Cr Penn advised that she had attended the Rural Water Council meeting as Cr Smiths proxy recently. It was advised that the minutes had not been distributed for the Rural Water Council meeting as yet, but once received will be presented to the next (SOVP) Council Meeting. Cr Penn advised that the next meeting will be held in July.

**RESOLUTION 43/2016**

**Moved: Cr S Penn**

**Seconded: Cr P Carr**

**That a second proxy be nominated to the Rural Water Council and that Cr S Penn's name be included as a delegate.**

**Motion Put and Carried: 8/0**

**RESOLUTION 44/2016**

**Moved: Cr S Penn**

**Seconded: Cr P Carr**

**That Cr A Broadhurst be nominated as a proxy on the Rural Water Council.**

**Motion Put and Carried: 8/0**

**10 BUSINESS PAPER**

- 10.1 Plant and Works
- 10.2 Finance
- 10.3 Community Services
- 10.4 Town Planning
- 10.5 Administration

**10.1 PLANT AND WORKS**

All Plant and Works items were dealt with within the Works and Services agenda.

**RESOLUTION 45/2016**

**Moved: Cr J Kelly**

**Seconded: Cr D Smith**

**That resolutions 35/2016 to 41/2016 inclusive be endorsed from the minutes of the Works and Services Committee Meeting held at 11.01am on Wednesday 16 March 2016.**

**Motion Put and Carried: 8/0**

**RESOLUTION 46/2016**

**Moved: Cr P Carr**

**Seconded: Cr J Corless-Crowther**

**That the minutes of the Works and Services Committee Meeting held at 11.01am on Wednesday 16 March 2016 be confirmed as a true and correct record of the proceedings.**

**Motion Put and Carried: 8/0**

## 10.2 FINANCE

### F7/2016 ACCOUNTS FOR PAYMENT

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | F1.8.4   |
| REPORT DATE                    | 8 March 2016   |
| APPLICANT/PROPONANT            | Nil  |
| OFFICER DISCLOSURE OF INTEREST | Nil  |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Ian Graham – DCEO/Finance and Administration Manager |
| ATTACHMENTS                    | Creditor and Payroll Payments                        |

#### PURPOSE OF REPORT

To present to Council the list of payments made during February 2016.

#### BACKGROUND

As per Local Government (Finance) Regulations 13, each month Council is to be advised of all payments made from the municipal and trust bank accounts for the period since the last Council meeting.

#### COMMENT

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

#### POLICY REQUIREMENTS

Policy 6.5.1 (b) and (c) refers:

*The Chief Executive Officer and in their absence the Deputy Chief Executive Officer/Finance and Administration Manager are authorised to allow all creditors to be paid according to their trading terms and for payments to be endorsed by Council after payment rather than approved by Council prior to payment.*

*All payments made prior to the meeting shall be presented to Council for endorsement or approval of payment.*

#### LEGISLATIVE REQUIREMENTS

In accordance with Local Government (Finance) Regulations Item 13 the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid:

- a. The Payee's Name
- b. The amount of the payment
- c. The date of the payment
- d. Sufficient information to identify the transaction

And that this list is to be presented to the Council at the next ordinary meeting of Council after the list is prepared.



## STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

## FINANCIAL IMPLICATIONS

All payments are within the confines of the Councils adopted budget.

## VOTING REQUIREMENTS

Absolute Majority Required: No

### **RESOLUTION 47/2016**

**Moved: Cr J Kelly**

**Seconded: Cr D Smith**

1. That the payments made during February 2016 from the Municipal Bank Account as per the attached listing amounting to \$409,847.60 be endorsed:

|                                 |                     |
|---------------------------------|---------------------|
| <b>Creditor EFT Payments</b>    | <b>\$265,706.00</b> |
| <b>Creditor Cheque Payments</b> | <b>\$ 34,856.72</b> |
| <b>Direct Debit Payments</b>    | <b>\$ 23,427.86</b> |
| <b>Payroll Payments</b>         | <b>\$ 85,857.02</b> |
| <b>Trust Payments</b>           |                     |
| <b>TOTAL</b>                    | <b>\$409,847.60</b> |

**Motion Put and Carried: 8/0**

### **RESOLUTION 48/2016**

**Moved: Cr J Kelly**

**Seconded: Cr S Penn**

**That Council break for afternoon tea 3.06pm.**

**Motion Put and Carried: 8/0**

Meeting recommenced at 3.30pm.

Shire of Victoria Plains  
Creditor & Payroll Payments for the month of February 2016

| Chq/EFT | Date       | Name                                      | Description  | Inv. Amount | Amount    |
|---------|------------|---|--|-------------|-----------|
| EFT3827 | 10/02/2016 | AUSSIE MODULAR SOLUTIONS P/L              | Toilet ablutions for Mogumber Hall                                   |             | 44,954.69 |
| EFT3828 | 10/02/2016 | AUSTRALIA POST                            | Postage  |             | 136.80    |
| EFT3829 | 10/02/2016 | BOLGART PROGRESS ASSOCIATION              | Library Services for February  |             | 303.60    |
| EFT3830 | 10/02/2016 | BROCHURE HOLDERS & DISPLAYS               | Brochure Display stands for Tourism                                  |             | 331.87    |
| EFT3831 | 10/02/2016 | BUILDING & HEALTH SURVEYING SERVICES      | Building & Health Services for Jan 16                                |             | 3,364.23  |
| EFT3832 | 10/02/2016 | CALINGIRI SPORTS CLUB INC                 | Refreshments for Council   |             | 235.00    |
| EFT3833 | 10/02/2016 | CALINGIRI TRADERS                         | Fencing for Calingiri Tip  |             | 2,978.94  |
| EFT3834 | 10/02/2016 | CDA AIR CONDITIONING AND REFRIGERATION    |  |             | 458.93    |
|         |            |   | Fan grill to air con at the Calingiri Hall                           | 48.47       |           |
|         |            |   | Repair air con at 2/11 Harrington St Calingiri                       | 410.46      |           |
| EFT3835 | 10/02/2016 | FULTON HOGAN INDUSTRIES PTY LTD           | Emulsion and Eazy street pre mix                                     |             | 4,584.80  |
| EFT3836 | 10/02/2016 | GALVINS PLUMBING SUPPLIES                 | Cistern for 12 Harrington St & valves etc for Calingiri Water Supply |             | 579.95    |
| EFT3837 | 10/02/2016 | HEALTH INSURANCE FUND                     | Payroll deductions   |             | 130.30    |
| EFT3838 | 10/02/2016 | JR & A HERSEY PTY LTD                     |  |             | 944.90    |
|         |            |   | Rigger Gloves  | 90.09       |           |
|         |            |   | Depot supplies - Earplugs, tape, rags etc                            | 854.81      |           |
| EFT3839 | 10/02/2016 | LINX ELECTRICAL                           |  |             | 1,155.85  |
|         |            |   | Repair Bolgart BBQ   | 217.00      |           |
|         |            |   | New thermostat for BBQ at Bolgart Caravan Park                       | 938.85      |           |
| EFT3840 | 10/02/2016 | MAJOR MOTORS PTY LTD                      | Repair to Fire Truck - PFT13   |             | 742.50    |
| EFT3841 | 10/02/2016 | MORRIS PEST AND WEED CONTROL PTY LTD      |  |             | 8,712.00  |
|         |            |   | Annual White Ant Inspections   | 4,499.00    |           |
|         |            |   | Annual spider spray  | 4,213.00    |           |
| EFT3842 | 10/02/2016 | NEW NORCIA SERVICES                       | Diesel and Water for Fire truck                                      |             | 91.81     |
| EFT3843 | 10/02/2016 | Perth Traffic Plans & Consulting Services |  |             | 1,672.00  |
|         |            |   | Traffic management plans for Toodyay Bindi Bindi Rd                  | 836.00      |           |
|         |            |   | Traffic management plans for Goomalling- Calingiri Rd                | 836.00      |           |
| EFT3844 | 10/02/2016 | ROBBRO WA PTY LTD                         | Hire Watercart for Carani West Rd                                    |             | 2,136.75  |
| EFT3845 | 10/02/2016 | SHERMAC ENGINEERED EQUIPMENT              | Control Box on Water Tanker - PTK20                                  |             | 2,836.68  |
| EFT3846 | 10/02/2016 | SHIRE OF MOORA                            | CESM Services for Dec'15   |             | 5,081.17  |

|         |            |   |   |           |
|---------|------------|---|---|-----------|
| EFT3847 | 10/02/2016 | STAPLES AUSTRALIA PTY LTD                 | Stationery  | 7.19      |
| EFT3848 | 10/02/2016 | STAR TRACK EXPRESS                        |   | 191.70    |
|         |            |   | Stationery freight  | 44.07     |
|         |            |   | Freight charges   | 147.63    |
| EFT3849 | 10/02/2016 | Stabilised Pavements of Australia Pty Ltd | Hire Vib Roller for Cement stabilisation - Carani West Rd | 49,255.80 |
| EFT3850 | 10/02/2016 | WA LOCAL GOVERNMENT ASSOCIATION           |   | 453.99    |
|         |            |   | Advertising rebate June'14 - July'15                      | -641.01   |
|         |            |   | CR Smith - CEO Performance Training                       | 450.00    |
|         |            |   | Staff Training - Local Government Act                     | 544.50    |
|         |            |   | Local Government Directories                              | 100.50    |
| EFT3851 | 10/02/2016 | WA Reticulation Supplies                  | Retic Controllers   | 424.80    |
| EFT3852 | 10/02/2016 | WALLIS COMPUTER SOLUTIONS                 |   | 25,068.89 |
|         |            |   | Replace WAN Link Aggregator                               | 2,681.69  |
|         |            |   | Network Infrastructure Upgrade - Admin Office             | 22,387.20 |
| EFT3853 | 18/02/2016 | AFGRI Equipment Australia Pty Ltd         | Service Nissan Navara - PWV48                             | 394.45    |
| EFT3854 | 18/02/2016 | ANL LIGHTING AUSTRALIA PTY LTD            | LED Tubes for Admin Building                              | 153.95    |
| EFT3855 | 18/02/2016 | AVON WASTE                                | Refuse Removal Services Jan 16                            | 3,635.64  |
| EFT3856 | 18/02/2016 | BOLGART RURAL MERCHANDISE                 | Purchases for Depot                                       | 91.03     |
| EFT3857 | 18/02/2016 | Bladon Wa Pty Ltd                         | Surf hats and Legionnaire caps with Shire Logo            | 792.55    |
| EFT3858 | 18/02/2016 | CALINGIRI AUTOS                           | Service Ute - PWV59                                       | 381.61    |
| EFT3859 | 18/02/2016 | CALINGIRI TRADERS                         |   | 4,037.68  |
|         |            |   | Sundry's for Calingiri Caravan Park                       | 16.10     |
|         |            |   | Mosquito treatment  | 2,728.00  |
|         |            |   | Purchases for Depot February 2016                         | 644.41    |
|         |            |   | Papers, postage, milk etc for Admin Jan 16                | 649.17    |
| EFT3860 | 18/02/2016 | COLAS WA PTY LTD                          | Supply and lay emulsion at Carani West Rd                 | 81,834.76 |
| EFT3861 | 18/02/2016 | COVS PARTS PTY LTD                        |   | 159.36    |
|         |            |   | Depot Consumables   | 60.57     |
|         |            |   | Chemtech Degreaser  | 0.01      |
|         |            |   | Chamois, glass cleaner for Depot                          | 98.78     |
| EFT3862 | 18/02/2016 | DAVE WATSON CONTRACTING PTY LTD           | Remove trees from power lines Lambert Cres                | 330.00    |
| EFT3863 | 18/02/2016 | DAVID BRITNALL SMITH                      | Travel Allowance Oct to Jan 16                            | 419.80    |
| EFT3864 | 18/02/2016 | FIVE ROADS CAFE                           | Refreshments for Dec Council Meeting                      | 874.50    |
| EFT3865 | 18/02/2016 | Fast Finishing Services                   | Binding Council Minutes 2005                              | 121.00    |
| EFT3866 | 18/02/2016 | HEALTH INSURANCE FUND                     | Payroll deductions  | 130.30    |

|         |            |   |  |                          |
|---------|------------|---|--|--------------------------|
| EFT3867 | 18/02/2016 | INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA | Corporate Membership - Works Manager               | 990.00                   |
| EFT3868 | 18/02/2016 | IT VISION AUSTRALIA PTY LTD                     |  | 3,494.70                 |
|         |            |   | Upgrade Synergy Soft                               | 1,294.70                 |
|         |            |   | Rates Consultancy                                  | 2,200.00                 |
| EFT3869 | 18/02/2016 | MALTS CONTRACTING                               | Cleaning of Shire Buildings end of January 2016    | 973.50                   |
| EFT3870 | 18/02/2016 | OFFICEWORKS                                     |  | 129.75                   |
|         |            |   | Stationery   | 16.38                    |
|         |            |   | Stationery   | 113.37                   |
| EFT3871 | 18/02/2016 | REBECCA STONE                                   | Repair ceiling in the kitchen at 15 Lambert St     | 80.00                    |
| EFT3872 | 18/02/2016 | RYLAN PTY LTD                                   | Kerb repairs to Cavell St Calingiri                | 4,571.60                 |
| EFT3873 | 18/02/2016 | STAPLES AUSTRALIA PTY LTD                       |  | 127.22                   |
|         |            |   | Stationery for Admin                               | 106.52                   |
|         |            |   | Outdoor Broom Mogumber Library                     | 20.70                    |
| EFT3874 | 18/02/2016 | STATE LIBRARY OF WA                             | Bolgart Library Books                              | 26.40                    |
| EFT3875 | 18/02/2016 | THE SISTERS                                     | Gravel   | 613.80                   |
| EFT3876 | 18/02/2016 | TOODYAY HOME TRADERS                            | Brush cutting heads PSP2                           | 134.00                   |
| EFT3877 | 18/02/2016 | TOODYAY TYRES & EXHAUST                         | Two new tyres fitted for PWV51                     | 650.00                   |
| EFT3878 | 18/02/2016 | TUTT BRYANT EQUIPMENT                           | Repairs to Multi tyre roller PR09                  | 124.47                   |
| EFT3879 | 18/02/2016 | WA LOCAL GOVERNMENT ASSOCIATION                 | Council Connect - Fire Rating Module               | 600.00                   |
| EFT3880 | 18/02/2016 | WHEATBELT TYRES                                 | New Tyre - PTL05                                   | 95.40                    |
| EFT3881 | 18/02/2016 | WONGAN HILLS HARDWARE                           | Light Globes & fittings for Calingiri Water Supply | 116.50                   |
| EFT3882 | 18/02/2016 | WONGAN STEEL MANUFACTURERS                      | Repair to Lawn Mower Guard PM07                    | 187.13                   |
| EFT3883 | 18/02/2016 | YERECOIN TRADERS                                | Nylon hose tail                                    | 5.00                     |
| EFT3884 | 24/02/2016 | INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA | Conference Regn - Works Manager                    | 1,450.00                 |
| EFT3885 | 24/02/2016 | MALTS CONTRACTING                               | Cleaning of Shire Buildings for Feb 16             | 1,105.50                 |
| EFT3886 | 24/02/2016 | THE PERTH MINT AUSTRALIA                        | Australian Citizenship Coins                       | 39.26                    |
|         |            |   | <b>Total EFT payments for Feb 2016</b>             | <b><u>265,706.00</u></b> |
| 11946   | 10/02/2016 | FIRE AND SAFETY WA                              | PPE  | 5,493.51                 |
| 11947   | 10/02/2016 | TELSTRA CORPORATION LTD                         | Telephone Charges                                  | 69.95                    |
| 11948   | 11/02/2016 | SHIRE OF VICTORIA PLAINS - PLEASE PAY CASH      | CASH WAGES FOR WE 10/02/2016                       | 3,850.00                 |
| 11949   | 18/02/2016 | AUSTRALIAN TAXATION OFFICE                      |  | 22,193.01                |
|         |            |   | Payroll deductions                                 | 11,370.01                |
|         |            |   | Payroll deductions                                 | 10,823.00                |

|          |   |   |                         |
|----------|---|---|-------------------------|
| 11950    | 18/02/2016 SHIRE OF VICTORIA PLAINS - PLEASE PAY CASH | Reimbursement of Petty Cash Jan 16            | 223.40                  |
| 11951    | 18/02/2016 SYNERGY                                    | Electricity Charges                           | 2,842.85                |
| 11952    | 18/02/2016 WESTNET PTY LTD                            | Email Hosting Protection 1/16 to 1/17         | 184.00                  |
| 11953    | 25/02/2016 Cancelled                                  |   | 0.00                    |
| 11954    | 25/02/2016 SHIRE OF VICTORIA PLAINS - PLEASE PAY CASH | CASH WAGES PPE 24/02/2016                     | 3,500.00                |
|          |   | <b>Total Cheque payments for Feb 2016</b>     | <b><u>34,856.72</u></b> |
| DD9425.1 | 11/02/2016 TELSTRA CORPORATION LTD                    | Telephone charges                             | 1,116.89                |
| DD9425.2 | 05/02/2016 TELSTRA CORPORATION LTD                    | Telephone charges                             | 866.91                  |
| DD9425.3 | 01/02/2016 IINET LIMITED                              | Internet charges                              | 204.85                  |
| DD9425.4 | 08/02/2016 TELSTRA CORPORATION LTD                    | Telephone Charges                             | 915.20                  |
| DD9425.5 | 15/02/2016 Wright Express Australia Pty Ltd           | Fuel for Shire Fleet Vehicles Jan 16          | 548.36                  |
| DD9428.1 | 15/02/2016 MALTS CONTRACTING                          | Cleaning of Shire Buildings for Jan 16        | 990.00                  |
| DD9433.1 | 10/02/2016 WA SUPER                                   | Payroll deductions                            | 6,310.90                |
| DD9433.2 | 10/02/2016 CARE SUPER                                 | Superannuation contributions                  | 502.17                  |
| DD9433.3 | 10/02/2016 REST INDUSTRY SUPER                        | Superannuation contributions                  | 133.89                  |
| DD9433.4 | 10/02/2016 PRIME SUPER                                | Superannuation contributions                  | 675.49                  |
| DD9433.5 | 10/02/2016 HOSTPLUS SUPERANNUATION FUND               | Superannuation contributions                  | 122.92                  |
| DD9433.6 | 10/02/2016 MLC NOMINEES PTY LTD                       | Superannuation contributions                  | 209.03                  |
| DD9433.7 | 10/02/2016 AMP LIFE LIMITED                           | Superannuation contributions                  | 196.33                  |
| DD9440.1 | 29/02/2016 Exetel                                     | Telephone Charges                             | 100.00                  |
| DD9445.1 | 02/02/2016 BENDIGO BANK                               | Credit Card Fee Jan 2016                      | 16.00                   |
| DD9445.2 | 02/02/2016 SHIRE OF VICTORIA PLAINS - CREDIT CARD     | Adobe - System upgrade                        | 2,677.64                |
|          |   | West Australian - Advertising Tender          | 1,224.90                |
|          |   | West Australian - Advertising Special Meeting | 613.90                  |
|          |   | BP Wongan Hills - Fuel for DCEO Vehicle       | 66.00                   |
|          |   | Readdle - I Pad Sinx Box Access               | 205.91                  |
|          |   | Wanneroo Jeep - Service Works Manager Vehicle | 418.00                  |
|          |   | Internode - Internet Access                   | 60.94                   |
|          |   | Caltex Chittering - Fuel for CEO Vehicle      | 68.00                   |
|          |   | Adobe - System upgrade                        | 19.99                   |
| DD9449.1 | 24/02/2016 WA SUPER                                   | Payroll deductions                            | 6,174.88                |
| DD9449.2 | 24/02/2016 CARE SUPER                                 | Superannuation contributions                  | 502.17                  |
| DD9449.3 | 24/02/2016 REST INDUSTRY SUPER                        | Superannuation contributions                  | 147.74                  |
| DD9449.4 | 24/02/2016 PRIME SUPER                                | Superannuation contributions                  | 639.52                  |

|          |            |                                   |   |                          |
|----------|------------|-----------------------------------|---|--------------------------|
| DD9449.5 | 24/02/2016 | HOSTPLUS SUPERANNUATION FUND      | Superannuation contributions                    | 69.68                    |
| DD9449.6 | 24/02/2016 | MLC NOMINEES PTY LTD              | Superannuation contributions                    | 199.54                   |
| DD9449.7 | 24/02/2016 | AMP LIFE LIMITED                  | Superannuation contributions                    | 107.75                   |
|          |            |                                   | <b>Total Direct Debit payments for Feb 2016</b> | <b><u>23,427.86</u></b>  |
|          | 11/02/2016 | EFT Payment for Wages W/E 11/2/16 |   | 42,541.12                |
|          | 25/02/2016 | EFT Payment for Wages W/E 25/2/16 |   | 43,315.90                |
|          |            |                                   | <b>Total Wages EFT payments for Feb 2016</b>    | <b><u>85,857.02</u></b>  |
|          |            |                                   | <b>Total Payments for Feb 2016</b>              | <b><u>409,847.60</u></b> |

**F8/2016 MONTHLY FINANCIAL STATEMENTS**

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | F1.3.3   |
| REPORT DATE                    |  |
| APPLICANT/PROPOSANT            | Nil  |
| OFFICER DISCLOSURE OF INTEREST | Nil  |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Ian Graham – DCEO/Finance and Administration Manager |
| ATTACHMENTS                    | Monthly Financial Statements                         |

**PURPOSE OF REPORT**

That the following statements and reports for the month ended 29 February 2016 be received.

**BACKGROUND**

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed in Sections and the relevant regulations below.

**Monthly Financial Statement reports**

Section 6.4 of the Local Government Act and Regulation 34.1 of the (Financial Management) Regulations requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following details:

- Annual budget estimates;
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget);
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals);
- Material variances between the comparatives of Budget v's Actuals;
- The net current assets (NCA) at the end of the month to which the statement relates.

Regulation 34.2 – Each statement of financial activity must be accompanied by documents containing:

- An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
  - An explanation of each of the material variances;
  - Such other supporting information as is considered relevant by the Local Government.

Regulation 34.3 – The information in a statement of financial activity may be shown:

- According to nature and type classification
- By program; or
- By business unit

Each financial year a Local Government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

#### **COMMENT**

The monthly financial report for February 2016 is therefore presented to Council showing monthly income and expenditure to date and comparative year to date budget and annual budget figures.

#### **POLICY REQUIREMENTS**

Nil

#### **LEGISLATIVE REQUIREMENTS**

There are no known legislative requirements related to this item.

#### **STRATEGIC IMPLICATIONS**

There are no known strategic implications related to this item.

#### **Corporate Business Plan references and impacts:-**

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

##### ➤ **Environment**

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

##### ➤ **Economic**

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

##### ➤ **Social**

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

#### **FINANCIAL IMPLICATIONS**

There are no financial implications to Council in relation to this item.

#### **VOTING REQUIREMENTS**

*Absolute Majority Required:*            *No*



**RESOLUTION 49/2016**

**Moved: Cr P Carr**

**Seconded: Cr A Broadhurst**

That the following statements and reports for the month ended 29 February 2016 be received:

|   |           |
|---|-----------|
| <b>Income Statement by Program .....</b>              | <b>18</b> |
| <b>Income Statement by Nature and Type .....</b>      | <b>19</b> |
| <b>Statement of Financial Activity .....</b>          | <b>20</b> |
| <b>Report on Significant Variances .....</b>          | <b>21</b> |
| <b>Income and Expenditure Detail by Program .....</b> | <b>23</b> |
| <b>Capital Expenditure Report .....</b>               | <b>43</b> |
| <b>Investments Report.....</b>                        | <b>45</b> |
| <b>Bank Reconciliation Report .....</b>               | <b>46</b> |
| <b>Outstanding Rates Report.....</b>                  | <b>48</b> |
| <b>Outstanding Debtors Report .....</b>               | <b>49</b> |

**Motion Put and Carried: 8/0**

Income Statement by Program

| <b>Shire of Victoria Plains</b>                 |                    |                    |                       |                        |
|---|--------------------|--------------------|-----------------------|------------------------|
| <b>Income Statement by Program</b>              |                    |                    |                       |                        |
| <b>For the period ending 29th February 2016</b> |                    |                    |                       |                        |
|   | <b>YTD Actual</b>  | <b>YTD Budget</b>  | <b>Current Budget</b> | <b>Original Budget</b> |
|   | \$                 | \$                 | \$                    | \$                     |
| <b>Operating Income</b>                         |                    |                    |                       |                        |
| General Purpose Funding                         | 2,659,052          | 2,635,212          | 2,770,111             | 2,746,331              |
| Governance                                      | 5,112              | 2,612              | 4,258                 | 8,527                  |
| Law, Order and Public Safety                    | 31,541             | 27,826             | 40,770                | 40,770                 |
| Health  | 2,240              | 1,710              | 2,542                 | 2,542                  |
| Education & Welfare                             | 0                  | 0                  | 10,000                | 0                      |
| Housing   | 117,336            | 112,950            | 1,033,661             | 962,015                |
| Community Amenities                             | 72,901             | 69,036             | 160,816               | 160,816                |
| Recreation & Culture                            | 17,460             | 15,896             | 44,785                | 27,331                 |
| Transport                                       | 739,340            | 577,163            | 1,418,507             | 1,458,507              |
| Economic Services                               | 35,174             | 17,512             | 26,306                | 26,306                 |
| Other Property & Services                       | 51,756             | 23,098             | 34,867                | 34,867                 |
|   | <u>3,731,913</u>   | <u>3,483,015</u>   | <u>5,546,624</u>      | <u>5,468,013</u>       |
| <b>Operating Expenditure</b>                    |                    |                    |                       |                        |
| General Purpose Funding                         | (170,877)          | (166,871)          | (233,062)             | (233,062)              |
| Governance                                      | (228,472)          | (227,117)          | (431,098)             | (357,027)              |
| Law, Order and Public Safety                    | (202,512)          | (200,813)          | (282,631)             | (282,631)              |
| Health  | (76,619)           | (74,881)           | (103,143)             | (118,143)              |
| Education & Welfare                             | (22,043)           | (29,446)           | (41,097)              | (41,097)               |
| Housing   | (175,708)          | (213,895)          | (265,105)             | (200,459)              |
| Community Amenities                             | (210,405)          | (224,367)          | (322,861)             | (404,361)              |
| Recreation & Culture                            | (437,565)          | (421,778)          | (615,592)             | (547,592)              |
| Transport                                       | (2,035,776)        | (2,107,928)        | (3,148,246)           | (1,998,471)            |
| Economic Services                               | (125,935)          | (120,120)          | (160,113)             | (175,113)              |
| Other Property & Services                       | (8,053)            | (10,616)           | (36,057)              | (24,057)               |
|   | <u>(3,693,964)</u> | <u>(3,797,832)</u> | <u>(5,639,006)</u>    | <u>(4,382,015)</u>     |
| <b>Interest on Borrowings</b>                   |                    |                    |                       |                        |
| Governance                                      | (100)              | (120)              | (183)                 | (183)                  |
| Housing   | (331)              | (331)              | (663)                 | (663)                  |
| Recreation & Culture                            | (7,019)            | (11,078)           | (22,158)              | (22,158)               |
|   | <u>(7,449)</u>     | <u>(11,529)</u>    | <u>(23,003)</u>       | <u>(23,003)</u>        |
| <b>Net Operating Result</b>                     | <b>\$ 30,500</b>   | <b>(326,346)</b>   | <b>(115,385)</b>      | <b>1,062,996</b>       |

Income Statement by Nature and Type

| <b>Shire of Victoria Plains</b>                 |                    |                       |                        |
|---|--------------------|-----------------------|------------------------|
| <b>Income Statement by Nature or Type</b>       |                    |                       |                        |
| <b>For the period ending 29th February 2016</b> |                    |                       |                        |
|   | <b>YTD Actual</b>  | <b>Current Budget</b> | <b>Original Budget</b> |
|   | \$                 | \$                    | \$                     |
| <b>REVENUES FROM ORDINARY ACTIVITIES</b>        |                    |                       |                        |
| Rates   | 2,247,328          | 2,244,281             | 2,244,281              |
| Grants and Subsidies - Operating                | 399,920            | 555,780               | 504,546                |
| Fees and Charges                                | 145,912            | 174,561               | 174,561                |
| Interest Earnings                               | 45,362             | 44,300                | 44,300                 |
| Other Revenue                                   | 158,653            | 124,027               | 30,110                 |
|   | <u>2,997,175</u>   | <u>3,142,949</u>      | <u>2,997,798</u>       |
| <b>EXPENSES FROM ORDINARY ACTIVITIES</b>        |                    |                       |                        |
| Employee Costs                                  | (839,733)          | (1,181,330)           | (1,261,908)            |
| Materials and Contracts                         | (647,358)          | (1,054,316)           | (967,092)              |
| Utilities                                       | (50,521)           | (74,555)              | (74,555)               |
| Depreciation                                    | (1,809,440)        | (2,773,802)           | (1,589,527)            |
| Interest Expenses                               | (7,449)            | (23,003)              | (23,003)               |
| Insurance                                       | (173,606)          | (195,646)             | (195,646)              |
| Other Expenditure                               | (172,754)          | (355,160)             | (262,889)              |
|   | <u>(3,700,861)</u> | <u>(5,657,812)</u>    | <u>(4,374,620)</u>     |
|   | (703,686)          | (2,514,863)           | (1,376,822)            |
| Grants and Subsidies - Non-operating            | 732,028            | 2,441,175             | 2,441,175              |
| Profit on Asset Disposals                       | 2,158              | 0                     | 6,770                  |
| Loss on Asset Disposals                         | 0                  | (41,697)              | (8,127)                |
|   | <u>0</u>           | <u>(41,697)</u>       | <u>(8,127)</u>         |
| <b>NET RESULT</b>                               | <u>30,500</u>      | <u>(115,385)</u>      | <u>1,062,996</u>       |

Statement of Financial Activity

Shire of Victoria Plains  
Statement of Financial Activity  
For the period ending 29th February 2016

|   | YTD Actual         | YTD Budget         | Current Budget     | Original Budget    | YTD Variance |
|---|--------------------|--------------------|--------------------|--------------------|--------------|
|   | \$                 | \$                 | \$                 | \$                 |              |
| <b>Operating Income</b>                     |                    |                    |                    |                    |              |
| General Purpose Funding                     | 2,659,052          | 2,635,212          | 2,770,111          | 2,746,331          | 1%           |
| Governance                                  | 5,112              | 2,612              | 4,258              | 4,258              | 96%          |
| Law, Order and Public Safety                | 31,541             | 27,826             | 40,770             | 40,770             | 13%          |
| Health                                      | 2,240              | 1,710              | 2,542              | 2,542              | 31%          |
| Education & Welfare                         | 0                  | 0                  | 10,000             | 0                  | #DIV/0!      |
| Housing                                     | 117,336            | 112,950            | 133,661            | 62,015             | 4%           |
| Community Amenities                         | 72,901             | 69,036             | 70,816             | 70,816             | 6%           |
| Recreation & Culture                        | 17,460             | 15,896             | 44,785             | 27,331             | 10%          |
| Transport                                   | 4,602              | 2,552              | 4,832              | 4,832              | 80%          |
| Economic Services                           | 35,174             | 17,512             | 26,306             | 26,306             | 101%         |
| Other Property & Services                   | 51,756             | 23,098             | 34,867             | 34,867             | 124%         |
| <b>Sub Total</b>                            | <b>2,997,174</b>   | <b>2,908,404</b>   | <b>3,142,949</b>   | <b>3,020,069</b>   | <b>3%</b>    |
| <b>Operating Expenditure</b>                |                    |                    |                    |                    |              |
| General Purpose Funding                     | (170,877)          | (166,871)          | (233,062)          | (233,062)          | 2%           |
| Governance                                  | (228,572)          | (227,237)          | (431,281)          | (352,941)          | 1%           |
| Law, Order and Public Safety                | (202,512)          | (200,813)          | (282,631)          | (282,631)          | 1%           |
| Health                                      | (76,619)           | (74,881)           | (103,143)          | (118,143)          | 2%           |
| Education & Welfare                         | (22,043)           | (29,446)           | (41,097)           | (41,097)           | -25%         |
| Housing                                     | (176,039)          | (214,226)          | (265,767)          | (201,122)          | -18%         |
| Community Amenities                         | (210,405)          | (224,367)          | (322,861)          | (404,361)          | -6%          |
| Recreation & Culture                        | (444,583)          | (432,856)          | (637,750)          | (569,750)          | 3%           |
| Transport                                   | (2,033,065)        | (2,107,928)        | (3,185,747)        | (1,995,972)        | -4%          |
| Economic Services                           | (125,935)          | (120,120)          | (160,113)          | (175,113)          | 5%           |
| Other Property & Services                   | (8,053)            | (10,616)           | (36,056)           | (24,056)           | -24%         |
| <b>Sub Total</b>                            | <b>(3,698,703)</b> | <b>(3,809,361)</b> | <b>(5,699,509)</b> | <b>(4,398,248)</b> | <b>-3%</b>   |
| <b>Grants for the Development of Assets</b> |                    |                    |                    |                    |              |
| General Purpose Funding                     | 0                  | 0                  | 0                  | 0                  |              |
| Law, Order and Public Safety                | 0                  | 0                  | 0                  | 0                  |              |
| Housing                                     | 0                  | 0                  | 900,000            | 900,000            |              |
| Community Amenities                         | 0                  | 0                  | 90,000             | 90,000             |              |
| Recreation & Culture                        | 0                  | 0                  | 0                  | 0                  |              |
| Transport                                   | 732,028            | 574,611            | 1,451,175          | 1,451,175          |              |
|   | 732,028            | 574,611            | 2,441,175          | 2,441,175          |              |
| <b>Net Operating Result</b>                 | <b>30,500</b>      | <b>(326,346)</b>   | <b>(115,385)</b>   | <b>1,062,996</b>   |              |
| <b>Capital Income</b>                       |                    |                    |                    |                    |              |
| Proceeds from the Sale of Assets            | 136,364            | 135,182            | 196,500            | 196,500            |              |
| Transfer from Reserves                      | 0                  | 0                  | 336,454            | 144,000            |              |
| Proceeds from New Loans                     | 0                  | 0                  | 0                  | 0                  |              |
| Self-Supporting Loan Principal Income       | 14,414             | 0                  | 14,469             | 14,469             |              |
| <b>Sub Total</b>                            | <b>150,778</b>     | <b>135,182</b>     | <b>547,423</b>     | <b>354,969</b>     |              |
| <b>Capital Expenditure</b>                  |                    |                    |                    |                    |              |
| Governance                                  | (128,345)          | (129,078)          | (157,563)          | (185,985)          |              |
| Law, Order and Public Safety                | 0                  | 0                  | 0                  | 0                  |              |
| Education & Welfare                         | 0                  | 0                  | 0                  | 0                  |              |
| Housing                                     | (65,018)           | (61,000)           | (1,006,000)        | (1,031,000)        |              |
| Community Amenities                         | (76,848)           | (74,000)           | (202,500)          | (189,000)          |              |
| Recreation & Culture                        | (16,082)           | (19,760)           | (73,714)           | (47,760)           |              |
| Transport                                   | (668,170)          | (669,815)          | (2,107,278)        | (1,923,919)        |              |
| Economic Services                           | 0                  | 0                  | 0                  | 0                  |              |
| Other Property & Services                   | (80,302)           | (79,145)           | (97,395)           | (102,225)          |              |
| Transfer to Reserves                        | (13,622)           | (8,437)            | (362,283)          | (362,283)          |              |
| Self Supporting Loan                        | 0                  | 0                  | 0                  | 0                  |              |
| Repayment of Loans                          | (27,526)           | (27,526)           | (55,574)           | (55,574)           |              |
|   | (1,075,912)        | (1,068,761)        | (4,062,307)        | (3,897,746)        |              |
| <b>Total Operating + Non-Operating</b>      | <b>(894,635)</b>   | <b>(1,259,925)</b> | <b>(3,630,269)</b> | <b>(2,479,781)</b> |              |
| <b>Adjust Non-Cash items</b>                |                    |                    |                    |                    |              |
| Depreciation                                | 1,809,440          | 2,109,849          | 2,773,802          | 1,589,527          |              |
| Movement in Self Supporting Loans           | 0                  | 0                  | 0                  | 0                  |              |
| Provisions                                  | 0                  | 0                  | 0                  | 0                  |              |
| P/L on Sale of Assets                       | (2,158)            | 2,197              | 1,357              | 1,357              |              |
| Surplus / Deficit B/fwd                     | 847,955            | 847,955            | 857,324            | 888,897            |              |
| <b>Closing Surplus (Deficit) c/f:</b>       | <b>1,760,602</b>   | <b>1,700,076</b>   | <b>2,214</b>       | <b>(0)</b>         |              |

Report on Significant Variances

| <b>Shire of Victoria Plains</b>                                   |  |                |
|---|--|----------------|
| <b>Report on Significant Variances Greater than 10% or \$5000</b> |  |                |
| <b>For the period ending 29th February 2016</b>                   |  | <b>YTD Var</b> |
|   |  | <b>\$</b>      |
| <b>Operating Income</b>   |  |                |
| <b>General Purpose Funding</b>                                    |  |                |
| Interest Income over budget YTD                                   |  | 14,873 FAV     |
| Other General Purpose Income over budget YTD                      |  | 8,967 FAV      |
| <b>Economic Services</b>  |  |                |
| Caravan Park fees/Bank Commissions over budget YTD                |  | 12,783 FAV     |
| <b>Other Property &amp; Services</b>                              |  |                |
| Insurance Claims/Worker Comp Recovered over budget YTD            |  | 20,033 FAV     |
| Diesel Fuel Rebate over budget YTD                                |  | 7,407 FAV      |
| <b>Operating Expenditure</b>                                      |  |                |
| <b>Education &amp; Welfare - Community Development</b>            |  |                |
| Communtiy Development under budget YTD                            |  | (6,143) FAV    |
| <b>Housing</b>  |  |                |
| Staff Housing under budget YTD                                    |  | (17,506) FAV   |
| Aged Person Housing under budget YTD                              |  | (22,920) FAV   |
| <b>Community Amenities</b>  |  |                |
| Sanitation (Tip Maintenance) under budget YTD                     |  | (28,021) FAV   |
| Sewerage under budget YTD   |  | (18,953) FAV   |
| Other Community Amenities over budget YTD                         |  | 33,906 UNFAV   |
| <b>Transport</b>  |  |                |
| Drainage Maintenance under budget YTD                             |  | (15,632) FAV   |
| Misc Road Maintenance over Budget YTD                             |  | 12,811 UNFAV   |
| Sign Maintenance over budget YTD                                  |  | 8,966 UNFAV    |
| Footpath Maintenance under budget YTD                             |  | 8,989 UNFAV    |
| Bitumen Maintenance under budget YTD                              |  | (15,851) FAV   |
| Maintenance Grading under Budget YTD                              |  | (60,784) FAV   |
| <b>Economic Services</b>  |  |                |
| Noxious Weed & Pest Control expenses under budget YTD             |  | (8,433) FAV    |
| Caravan Park Maintenance over budget YTD                          |  | 9,101 UNFAV    |

Composition of Net Current Asset Position

| <b>Shire of Victoria Plains</b>                  |                                |
|--|--------------------------------|
| <b>Statement of Financial Activity</b>           |                                |
| <b>For the period ending 29th February 2016</b>  |                                |
| <b>Composition of Net Current Asset Position</b> |                                |
| <b>Current Assets</b>                            |                                |
|  | <b>\$</b>                      |
| Cash - Unrestricted                              | 1,342,621                      |
| Cash - Restricted                                | 916,624                        |
| Receivables                                      | 457,612                        |
| Inventories                                      | 4,870                          |
| <b>Total Current Assets</b>                      | <u>2,721,728</u>               |
| <b>Less Current Liabilities</b>                  |                                |
| Payables   | (44,502)                       |
| Accrued Salaries & Wages                         | 0                              |
| Current portion of Leave Provisions              | (113,163)                      |
| Provisions and Borrowings                        | (28,117)                       |
| <b>Total Current Liabilities</b>                 | <u>(185,782)</u>               |
| <b>Net Current Assets Position</b>               | <u><b>2,535,946</b></u>        |
| Less Cash Restricted - Reserves                  | 916,624                        |
| Less Provisions and Borrowings                   | (141,280)                      |
| <b>Closing Available Funds</b>                   | <u><u><b>1,760,602</b></u></u> |

**Financial Ratios in Relation to YTD Figures**

| <b>Current Ratio</b>                      |                  |             |
|---|------------------|-------------|
| <u>Current Assets - Restricted Assets</u> | <u>1,805,103</u> | <u>9.72</u> |
| Current Liabilities                       | 185,782          |             |

**Quick Ratio**

|  |             |  |
|--|-------------|--|
| <u>Current Assets -(Restricted Assets + Inventories)</u> |             |  |
| Current Liabilities                                      |             |  |
| <u>1,800,233</u>   | <u>9.69</u> |  |
| 185,782  |             |  |

A quick ratio of greater than 2 is desirable in order for a local government to meet its short term commitments and to meet any contingencies.

Income and Expenditure Detail by Program

Shire of Victoria Plains  
Monthly Report as at: 29/02/2016

| Sub-Programme Description                           | COA   | Description  | Job | Description | YTD Actual       | YTD Budget     | Current Budget | Original Budget |
|---|-------|--|-----|-------------|------------------|----------------|----------------|-----------------|
|   |       |  |     |             | \$               | \$             | \$             | \$              |
| <b>Health</b>                                       |       |  |     |             |                  |                |                |                 |
| Preventative Services - Administration & Inspection | 10710 | Fees & Charges   |     |             | ( 148)           | (550)          | (800)          | (800)           |
|   |       | <b>Administration &amp; Inspection - Operating Income</b>      |     |             | <u>(148)</u>     | <u>(550)</u>   | <u>(800)</u>   | <u>(800)</u>    |
|   | 20704 | Health Administration  |     |             | 13,402           | 15,008         | 15,019         | 15,019          |
|   |       | <b>Administration &amp; Inspection - Operating Expenditure</b> |     |             | <u>13,402</u>    | <u>15,008</u>  | <u>15,019</u>  | <u>15,019</u>   |
|   |       | <b><u>Total Administration &amp; Inspection</u></b>            |     |             | <u>13,254</u>    | <u>14,458</u>  | <u>14,219</u>  | <u>14,219</u>   |
| Preventative Services - Pest Control                | 20710 | Mosquito Control   |     |             | 3,911            | 8,263          | 10,557         | 25,557          |
|   | 20711 | Fogging Mosquitos  |     |             | 4,842            | 3,358          | 5,421          | 5,421           |
|   |       | <b><u>Total Pest Control</u></b>                               |     |             | <u>8,753</u>     | <u>11,621</u>  | <u>15,978</u>  | <u>30,978</u>   |
| Preventative Services - Other                       | 20720 | Analytical Expenses  |     |             | 350              | 500            | 500            | 500             |
|   |       | <b><u>Total Preventative Services - Other</u></b>              |     |             | <u>350</u>       | <u>500</u>     | <u>500</u>     | <u>500</u>      |
| Other Health  | 10750 | Ambulance Reimbursements                                       |     |             | 0                | 0              | 0              | 0               |
|   | 10795 | Administration Income - Allocated                              |     |             | ( 2,092)         | (1,160)        | (1,742)        | (1,742)         |
|   |       | <b>Other Health - Operating Income</b>                         |     |             | <u>(2,092)</u>   | <u>(1,160)</u> | <u>(1,742)</u> | <u>(1,742)</u>  |
|   | 20730 | Ambulance Facilities   |     |             | 0                | 0              | 5              | 5               |
|   | 20731 | Reimbursable Expenditure                                       |     |             | 111              | 128            | 200            | 200             |
|   | 20790 | Admin Expenditure - Allocated                                  |     |             | 54,003           | 47,624         | 71,441         | 71,441          |
|   |       | <b>Other Health - Operating Expenditure</b>                    |     |             | <u>54,114</u>    | <u>47,752</u>  | <u>71,646</u>  | <u>71,646</u>   |
|   |       | <b><u>Total Other Health</u></b>                               |     |             | <u>52,023</u>    | <u>46,592</u>  | <u>69,904</u>  | <u>69,904</u>   |
|   | 40233 | Mosquito Fogger  |     |             | 0                | 0              | 0              | 0               |
|   |       | <b>Total Health Capital Expenditure</b>                        |     |             | <u>0</u>         | <u>0</u>       | <u>0</u>       | <u>0</u>        |
|   |       | <b><u>Total Health</u></b>                                     |     |             | <u>\$ 74,379</u> | <u>73,171</u>  | <u>100,601</u> | <u>115,601</u>  |

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| 29/02/2016  | Sub-Programme Description            | COA   | Description  | Job | Description | YTD Actual | YTD Budget | Current Budget | Original Budget |
|-------------|--------------------------------------|-------|--|-----|-------------|------------|------------|----------------|-----------------|
|             | <b>Education &amp; Welfare</b>       |       |  |     |             | \$         | \$         | \$             | \$              |
| Net Current | Education                            | 16052 | R4R CLGF Grant (Yerecoin Playground)                 |     |             | 0          | 0          | 0              | 0               |
|             |                                      |       | <b>Education &amp; Welfare Operating Income</b>      |     |             | 0          | 0          | 0              | 0               |
|             | Education                            | 20800 | School Programs and Improvements                     |     |             | 1,372      | 2,979      | 3,026          | 3,026           |
|             |                                      | 20801 | Sponsorships & Prizes                                |     |             | 140        | 2,500      | 2,500          | 2,500           |
|             |                                      | 20802 | Administration Expenditure Allocated                 |     |             | 0          | 0          | 0              | 0               |
|             |                                      | 20803 | Bolgart Playgroup - Maintenance                      |     |             | 3,578      | 871        | 906            | 906             |
|             |                                      |       | <b>Education &amp; Welfare Operating Expenditure</b> |     |             | \$ 5,090   | 6,350      | 6,432          | 6,432           |
|             | Community Development                |       |  |     |             |            |            |                |                 |
|             |                                      | 10810 | Community Grant - Seniors Week                       |     |             | 0          | 0          | 0              | 0               |
|             |                                      | 10811 | Youth Friendly Communities Grant                     |     |             | 0          | 0          | (10,000)       | 0               |
|             |                                      |       | <b>Community Development Operating Income</b>        |     |             | 0          | 0          | (10,000)       | 0               |
|             |                                      | 20804 | Community Development Officer (Shared)               |     |             | 16,953     | 23,096     | 34,665         | 34,665          |
|             |                                      |       | <b>Community Development Operating Expenditure</b>   |     |             | \$ 16,953  | 23,096     | 34,665         | 34,665          |
|             | <b>Total Education &amp; Welfare</b> |       |  |     |             | \$ 22,043  | 29,446     | 31,097         | 41,097          |



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| Sub-Programme<br>Description | COA   | Description                                       | Job  | Description                  | YTD Actual      | YTD Budget      | Current<br>Budget | Original<br>Budget |
|------------------------------|-------|---|------|------------------------------|-----------------|-----------------|-------------------|--------------------|
|                              |       |   |      |                              | \$              | \$              | \$                | \$                 |
| <b>Housing</b>               |       |   |      |                              |                 |                 |                   |                    |
| Housing - Council Staff      | 10910 | Staff Housing - 44 Edmonds Street                 |      |                              | ( 4,320)        | (4,160)         | (6,240)           | (6,240)            |
|                              | 10912 | Staff Housing - 12 Harrington Street              |      |                              | ( 6,553)        | (5,200)         | (7,800)           | (7,800)            |
|                              | 10913 | Staff Housing - 16 Yulgering Street               |      |                              | ( 7,200)        | (6,928)         | (10,400)          | (10,400)           |
|                              | 10914 | Staff Housing - 13 Lambert Cres                   |      |                              | 0               | 0               | 0                 | 0                  |
|                              | 10915 | Staff Housing - 7 Harrington Street               |      |                              | ( 2,000)        | (3,808)         | (5,720)           | (5,720)            |
|                              | 10916 | Staff Housing - 15 Lambert Cres                   |      |                              | 0               | 0               | 0                 | 0                  |
|                              | 10917 | Misc Income Staff Housing                         |      |                              | ( 73,421)       | (71,646)        | (71,646)          | 0                  |
|                              |       | <b>Staff Housing - Operating Income</b>           |      |                              | <b>(93,494)</b> | <b>(91,742)</b> | <b>(101,806)</b>  | <b>(30,160)</b>    |
|                              | 20900 | Staff Housing Operating Expenditure               |      |                              | 26,690          | 24,779          | 35,308            | 35,308             |
|                              | 20901 | Staff Housing Building & Surrounds Maintenance    | H002 | 12 Harrington Street         | 2,206           | 4,588           | 7,368             | 7,368              |
|                              | 20901 | Staff Housing Building & Surrounds Maintenance    | H003 | 13 Lambert Cres              | 4,142           | 6,170           | 9,705             | 9,705              |
|                              | 20901 | Staff Housing Building & Surrounds Maintenance    | H004 | 15 Lambert Cres              | 1,349           | 8,472           | 10,726            | 10,726             |
|                              | 20901 | Staff Housing Building & Surrounds Maintenance    | H005 | 44 Edmonds Street            | 2,643           | 5,311           | 7,105             | 7,105              |
|                              | 20901 | Staff Housing Building & Surrounds Maintenance    | H006 | 16 Yulgering Road            | 1,220           | 5,870           | 7,692             | 7,692              |
|                              | 20901 | Staff Housing Building & Surrounds Maintenance    | H007 | 7 Harrington Street          | 70,342          | 70,459          | 71,459            | 8,813              |
|                              |       | <b>Staff Housing - Operating Expenditure</b>      |      |                              | <b>108,593</b>  | <b>125,649</b>  | <b>149,362</b>    | <b>84,716</b>      |
|                              | 40251 | Replace roof (12 Harrington St)                   |      |                              | 0               | 0               | 0                 | 0                  |
|                              | 40252 | Power to garage (44 Edmonds St)                   |      |                              | 0               | 0               | 0                 | 0                  |
|                              | 40253 | Replace kitchen bench tops (44 Edmonds St)        |      |                              | 0               | 0               | 0                 | 0                  |
|                              | 40254 | Garage (13 Lambert Cres)                          |      |                              | 0               | 0               | 0                 | 0                  |
|                              |       | <b>Staff Housing - Capital Expenditure</b>        |      |                              | <b>0</b>        | <b>0</b>        | <b>0</b>          | <b>0</b>           |
|                              |       | <b>Total Staff Housing</b>                        |      |                              | <b>15,099</b>   | <b>33,907</b>   | <b>47,556</b>     | <b>54,556</b>      |
| Housing - Aged Persons       | 10920 | Calingiri Aged Person Units - Unit 1              |      |                              | ( 3,160)        | (3,464)         | (5,200)           | (5,200)            |
|                              | 10921 | Calingiri Aged Person Units - Unit 2              |      |                              | ( 4,080)        | (3,464)         | (5,200)           | (5,200)            |
|                              | 10922 | Calingiri Aged Person Units - Unit 3              |      |                              | ( 2,684)        | (3,464)         | (5,200)           | (5,200)            |
|                              | 10923 | Calingiri Aged Person Units - Unit 4              |      |                              | ( 4,176)        | (3,464)         | (5,200)           | (5,200)            |
|                              | 10930 | Bolgart Aged Person Units - Unit 1                |      |                              | ( 3,980)        | (3,096)         | (4,655)           | (4,655)            |
|                              | 10931 | Bolgart Aged Person Units - Unit 2                |      |                              | ( 4,320)        | (3,464)         | (5,200)           | (5,200)            |
|                              | 10932 | R4R CLGF Grant                                    |      |                              | 0               | 0               | (900,000)         | (900,000)          |
|                              | 10934 | Aged Friendly Communities Grant                   |      |                              | 0               | 0               | 0                 | 0                  |
|                              |       | <b>Aged Person Housing - Operating Income</b>     |      |                              | <b>(22,400)</b> | <b>(20,416)</b> | <b>(930,655)</b>  | <b>(930,655)</b>   |
|                              | 20902 | Calingiri Aged Person Units Operating Expenditure |      |                              | 13,094          | 12,873          | 18,460            | 18,460             |
|                              | 20903 | Calingiri Aged Person Units Maintenance           | APC  | Aged Persons Units Calingiri | 3,128           | 0               | 0                 | 0                  |

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| Sub-Programme<br>Description | COA   | Description  | Job   | Description                    | YTD Actual        | YTD Budget     | Current<br>Budget | Original<br>Budget |
|------------------------------|-------|--|-------|--------------------------------|-------------------|----------------|-------------------|--------------------|
|                              |       |  |       |                                | \$                | \$             | \$                | \$                 |
| <b>Housing</b>               |       |  |       |                                |                   |                |                   |                    |
|                              | 20903 | Calingiri Aged Person Units Maintenance            | APC1  | Aged Person Unit 1 - Calingiri | 1,477             | 7,239          | 9,011             | 9,011              |
|                              | 20903 | Calingiri Aged Person Units Maintenance            | APC2  | Aged Persons Units Calingiri   | 1,154             | 3,792          | 4,542             | 4,542              |
|                              | 20903 | Calingiri Aged Person Units Maintenance            | APC3  | Aged Persons Units Calingiri   | 298               | 7,845          | 9,345             | 9,345              |
|                              | 20903 | Calingiri Aged Person Units Maintenance            | APC4  | Aged Person Unit 1 - Calingiri | 1,707             | 4,313          | 4,785             | 4,785              |
|                              | 20903 | Calingiri Aged Person Units Maintenance            | APUSC | Apu Surrounds - Calingiri      | 0                 | 0              | 0                 | 0                  |
|                              | 20904 | Bolgart Aged Perons Untis Operating Expenditure    |       |                                | 8,420             | 8,717          | 12,450            | 12,450             |
|                              | 20905 | Bolgart Aged Perons Untis Maintenance              | APB   | Aged Persons Units Bolgart     | 105               | 0              | 0                 | 8,597              |
|                              | 20905 | Bolgart Aged Perons Untis Maintenance              | APB1  | Aged Person Unit 1 - Bolgart   | 380               | 4,511          | 4,511             | 0                  |
|                              | 20905 | Bolgart Aged Perons Untis Maintenance              | APB2  | Aged Person Unit 2 - Bolgart   | 458               | 3,850          | 4,086             | 0                  |
|                              | 20905 | Bolgart Aged Perons Untis Maintenance              | APUSB | APU Surrounds - Bolgart        | 0                 | 0              | 0                 | 0                  |
|                              |       | <b>Aged Person Housing - Operating Expenditure</b> |       |                                | <b>30,220</b>     | <b>53,140</b>  | <b>67,190</b>     | <b>67,190</b>      |
|                              |       |  |       |                                | 0                 | 0              | 0                 | 0                  |
|                              |       | <b>Aged Person Housing - Capital Expenditure</b>   |       |                                | <b>0</b>          | <b>0</b>       | <b>0</b>          | <b>0</b>           |
|                              |       | <b>Total Aged Person Housing</b>                   |       |                                | <b>7,820</b>      | <b>32,724</b>  | <b>(863,465)</b>  | <b>(863,465)</b>   |
| <b>Housing - Other</b>       |       |  |       |                                |                   |                |                   |                    |
|                              | 10950 | Housing Misc Income                                |       |                                | 0                 | 0              | 0                 | 0                  |
|                              | 10995 | Administration Income - Allocated                  |       |                                | (1,442)           | (792)          | (1,200)           | (1,200)            |
|                              |       | <b>Housing Other - Operating Income</b>            |       |                                | <b>(1,442)</b>    | <b>(792)</b>   | <b>(1,200)</b>    | <b>(1,200)</b>     |
|                              | 20960 | Depreciation Expense - Housing                     |       |                                | 0                 | 0              | 0                 | 0                  |
|                              | 20990 | Administration Expenditure - Allocated             |       |                                | 37,226            | 35,437         | 49,215            | 49,215             |
|                              |       | <b>Housing Other - Operating Expenditure</b>       |       |                                | <b>37,226</b>     | <b>35,437</b>  | <b>49,215</b>     | <b>49,215</b>      |
|                              |       | <b>Total Other Housing</b>                         |       |                                | <b>35,784</b>     | <b>34,645</b>  | <b>48,015</b>     | <b>48,015</b>      |
|                              |       | <b>Housing Other - Capital Expenditure</b>         |       |                                |                   |                |                   |                    |
|                              | 40197 | 2 x Aged Care Units - Bolgart                      |       |                                | 32,234            | 30,000         | 500,000           | 512,500            |
|                              | 40198 | 2 x Aged Care Units - Calingiri                    |       |                                | 23,908            | 25,000         | 500,000           | 512,500            |
|                              | 40260 | Paving at APU's                                    |       |                                | 8,875             | 6,000          | 6,000             | 6,000              |
|                              |       | <b>Total Housing Other - Capital Expenditure</b>   |       |                                | <b>65,018</b>     | <b>61,000</b>  | <b>1,006,000</b>  | <b>1,031,000</b>   |
|                              |       | <b>Total Housing</b>                               |       |                                | <b>\$ 123,721</b> | <b>162,276</b> | <b>238,107</b>    | <b>270,107</b>     |

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|---|--|--|-----------------------|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Sub-Programme Description   | COA  | Description  | Job                   | Description                         | YTD Actual     | YTD Budget      | Current Budget  | Original Budget |                 |
|   |  |  |                       |                                     | \$             | \$              | \$              | \$              |                 |
| <b>Community Amenities</b>  |  |  |                       |                                     |                |                 |                 |                 |                 |
| Sanitation - Household Refuse   | 11000  | Refuse Removal Gst Charged                             |                       |                                     | (6,994)        | (6,500)         | (6,500)         | (6,500)         |                 |
|   | 11001  | Refuse Removal   |                       |                                     | (40,871)       | (40,000)        | (40,000)        | (40,000)        |                 |
|   | <b>Sanitation - Household Refuse - Operating Income</b>      |  |                       |                                     |                | <b>(47,864)</b> | <b>(46,500)</b> | <b>(46,500)</b> | <b>(46,500)</b> |
|   | 21000  | Domestic Refuse Collection                             |                       |                                     | 24,476         | 25,328          | 37,996          | 37,996          |                 |
|   | 21005  | Landfill Site Maintenance                              | TIPB                  | Refuse Site Maintenance - Bolgart   | 4,899          | 16,572          | 24,939          | 55,439          |                 |
|   | 21005  | Landfill Site Maintenance                              | TIPC                  | Refuse Site Maintenance - Calingiri | 21,989         | 33,127          | 50,001          | 70,501          |                 |
|   | 21005  | Landfill Site Maintenance                              | TIPM                  | Refuse Site Maintenance - Mogumber  | 15,145         | 16,584          | 25,083          | 31,583          |                 |
|   | 21010  | Waste Oil Removal                                      | WSTO                  | Waste Oil                           | 0              | 664             | 1,000           | 1,000           |                 |
|   | <b>Sanitation - Household Refuse - Operating Expenditure</b> |  |                       |                                     |                | <b>66,509</b>   | <b>92,275</b>   | <b>139,019</b>  | <b>196,519</b>  |
|   | <b>Sanitation - Household Refuse - Capital Expenditure</b>   |  |                       |                                     |                | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        |
|   | <b>Total Sanitation - Household Refuse</b>                   |  |                       |                                     |                | <b>18,645</b>   | <b>45,775</b>   | <b>92,519</b>   | <b>150,019</b>  |
|   | Sanitation - Other   | 11010  | Drum Muster           |                                     |                | (910)           | (2,000)         | (2,000)         | (2,000)         |
|   |  | 11011  | Zero Waste Plan       |                                     |                | 0               | 0               | 0               | 0               |
|   |  | <b>Sanitation - Other - Operating Income</b>           |                       |                                     |                |                 | <b>(910)</b>    | <b>(2,000)</b>  | <b>(2,000)</b>  |
| 21020   |  | Refuse Collection - Streets, Parks, Gardens & Reserves | RUBB                  | Rubbish Removal                     | 0              | 2,792           | 4,206           | 4,206           |                 |
| 21021   |  | Litter Control Roadside Bins                           | LITT                  | Litter Control Roadside Bins        | 1,440          | 1,328           | 2,000           | 2,000           |                 |
| 21022   |  | Drum Muster  | DRUM                  | Drum Muster                         | 1,089          | 664             | 1,500           | 1,000           |                 |
| <b>Sanitation - Other - Operating Expenditure</b>                       |  |  |                       |                                     | <b>2,530</b>   | <b>4,784</b>    | <b>7,706</b>    | <b>7,206</b>    |                 |
| <b>Total Sanitation - Other</b>   |  |  |                       |                                     | <b>1,620</b>   | <b>2,784</b>    | <b>5,706</b>    | <b>5,206</b>    |                 |
| Sewerage  |  | 11020  | Sewerage              |                                     |                | (20,345)        | (17,500)        | (17,500)        | (17,500)        |
|   |  | <b>Sewerage - Operating Income</b>                     |                       |                                     |                |                 | <b>(20,345)</b> | <b>(17,500)</b> | <b>(17,500)</b> |
|   | 21030  | Effluent Disposal Schemes                              | SEWC                  | Sewerage - Calingiri                | 4,193          | 9,125           | 9,962           | 15,962          |                 |
|   | 21030  | Effluent Disposal Schemes                              | SEWY                  | Sewerage - Yerecoin                 | 1,780          | 9,035           | 10,507          | 10,507          |                 |
|   | 21031  | Sewerage Audit   |                       |                                     | 0              | 0               | 0               | 0               |                 |
|   | 21032  | Effluent Pond Maintenance                              | EPNDC                 | Effluent Ponds Calingiri            | 429            | 6,008           | 6,008           | 6,008           |                 |
|   | 21032  | Effluent Pond Maintenance                              | EPNDY                 | Effluent Ponds Yerecoin             | 429            | 1,616           | 2,432           | 2,432           |                 |
|   | <b>Sewerage - Operating Expenditure</b>                      |  |                       |                                     |                | <b>6,831</b>    | <b>25,784</b>   | <b>28,909</b>   | <b>34,909</b>   |
|   | <b>Total Sewerage</b>  |  |                       |                                     |                | <b>(13,514)</b> | <b>8,284</b>    | <b>11,409</b>   | <b>17,409</b>   |
|   | Town Planning & Regional Development                         | 11040  | Planning Applications |                                     |                | (2,105)         | (1,664)         | (2,500)         | (2,500)         |
| <b>Town Planning &amp; Regional Development - Operating Income</b>      |  |  |                       |                                     | <b>(2,105)</b> | <b>(1,664)</b>  | <b>(2,500)</b>  | <b>(2,500)</b>  |                 |
| 21051   |  | Town Planning Scheme / Local Planning Strategy         |                       |                                     | 0              | 3,328           | 5,000           | 5,000           |                 |
| 21053   |  | Interest Expense                                       |                       |                                     | 0              | 0               | 0               | 0               |                 |
| <b>Town Planning &amp; Regional Development - Operating Expenditure</b> |  |  |                       |                                     | <b>0</b>       | <b>3,328</b>    | <b>5,000</b>    | <b>5,000</b>    |                 |
| <b>Total Town Planning &amp; Regional Development</b>                   |  |  |                       |                                     | <b>(2,105)</b> | <b>1,664</b>    | <b>2,500</b>    | <b>2,500</b>    |                 |
| Other Community Amenities   | 11050  | Calingiri Cemetery                                     |                       |                                     | (95)           | (500)           | (1,000)         | (1,000)         |                 |
|   | 11053  | Piawaning Water Supply Grant                           |                       |                                     | 0              | 0               | (90,000)        | (90,000)        |                 |
|   | 11054  | Aged Friendly Communities Grant                        |                       |                                     | 0              | 0               | 0               | 0               |                 |
|   | 11095  | Administration Income Allocated                        |                       |                                     | (1,581)        | (872)           | (1,316)         | (1,316)         |                 |
|   | <b>Other Community Amenities - Operating Income</b>          |  |                       |                                     |                | <b>(1,677)</b>  | <b>(1,372)</b>  | <b>(92,316)</b> | <b>(92,316)</b> |

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| Sub-Programme Description  | COA | Description  | Job    | Description          | YTD Actual        | YTD Budget     | Current Budget | Original Budget |
|----------------------------|-----|--|--------|----------------------|-------------------|----------------|----------------|-----------------|
|                            |     |  |        |                      | \$                | \$             | \$             | \$              |
| <b>Community Amenities</b> |     |  |        |                      |                   |                |                |                 |
| 21060                      |     | Cemetery Works   | CEMM   | Cemetery Maintenance | 17,557            | 20,830         | 32,460         | 32,460          |
| 21060                      |     | Cemetery Works   | GRAVE  | Grave Digging        | 0                 | 0              | 0              | 0               |
| 21061                      |     | Cemeteries Operations                                    |        |                      | 110               | 436            | 608            | 608             |
| 21062                      |     | Mogumber Water Supply                                    | WATRM  |                      | 1,784             | 1,968          | 2,459          | 2,459           |
| 21063                      |     | Yenart Bore  | YENART |                      | 6,156             | 13,280         | 19,919         | 38,419          |
| 21064                      |     | Gillingarra Emergency Water Supply                       | WATRG  |                      | 1,207             | 1,624          | 2,458          | 2,458           |
| 21065                      |     | Public Toilets And Drinking Fountains                    | TOILET | Public Toilets       | 6,157             | 7,160          | 10,242         | 10,242          |
| 21066                      |     | Community Amenities - Depreciation Expense               |        |                      | 44,018            | 10,112         | 15,186         | 15,186          |
| 21067                      |     | Gillingarra Water Pump Electricity                       |        |                      | 0                 | 328            | 500            | 500             |
| 21068                      |     | Calingiri Water Supply                                   | WATRC  |                      | 2,996             | 1,632          | 2,459          | 2,459           |
| 21069                      |     | Bolgart Water Supply                                     | WATRB  | Bolgart Water Supply | 13,725            | 1,959          | 1,959          | 1,959           |
| 21090                      |     | Administration Expenditure Allocated                     |        |                      | 40,826            | 38,867         | 53,978         | 53,978          |
|                            |     | <b>Other Community Amenities - Operating Expenditure</b> |        |                      | <b>134,536</b>    | <b>98,196</b>  | <b>142,228</b> | <b>160,728</b>  |
| 40261                      |     | Public Toilets Mogumber                                  |        |                      | 47,241            | 5,000          | 68,500         | 55,000          |
| 40262                      |     | Dongers for Tip Sites (x2)                               |        |                      | 24,606            | 44,000         | 44,000         | 44,000          |
| 40255                      |     | Piawaning Community Water Supply                         |        |                      | 5,000             | 5,000          | 90,000         | 90,000          |
|                            |     | <b>Other Community Amenities - Capital Expenditure</b>   |        |                      | <b>76,848</b>     | <b>54,000</b>  | <b>202,500</b> | <b>189,000</b>  |
|                            |     | <b>Total Other Community Amenities</b>                   |        |                      | <b>209,707</b>    | <b>150,824</b> | <b>252,412</b> | <b>257,412</b>  |
|                            |     | <b>Total Community Amenities</b>                         |        |                      | <b>\$ 214,352</b> | <b>209,331</b> | <b>364,545</b> | <b>432,545</b>  |

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| Sub-Programme Description       | COA   | Description   | Job    | Description                            | YTD Actual      | YTD Budget      | Current Budget   | Original Budget  |
|---------------------------------|-------|---|--------|--|-----------------|-----------------|------------------|------------------|
|                                 |       |   |        |  | \$              | \$              | \$               | \$               |
| <b>Recreation &amp; Culture</b> |       |   |        |  |                 |                 |                  |                  |
| Public Halls & Civic Centres    | 11100 | Calingiri Recreation Centre                                     |        |  | ( 325)          | (328)           | (500)            | (500)            |
|                                 | 11101 | Mogumber Hall   |        |  | 0               | (64)            | (100)            | (100)            |
|                                 | 11102 | Bolgart Hall  |        |  | ( 200)          | (328)           | (500)            | (500)            |
|                                 | 11103 | Calingiri Gymnasium   |        |  | ( 1,796)        | (2,000)         | (3,000)          | (3,000)          |
|                                 | 11104 | Roads Board Building Lease                                      |        |  | ( 2,384)        | (3,328)         | (5,000)          | (5,000)          |
|                                 | 11105 | Misc Income Public Halls  |        |  | 0               | 0               | 0                | 0                |
|                                 |       | <b>Public Halls &amp; Civic Centres - Operating Income</b>      |        |  | <b>( 4,705)</b> | <b>( 6,048)</b> | <b>( 9,100)</b>  | <b>( 9,100)</b>  |
|                                 | 16078 | Lotterywest Grant - Hall equipment                              |        |  | 0               | 0               | 0                | 0                |
|                                 |       | <b>Public Halls &amp; Civic Centres - Capital Income</b>        |        |  | <b>0</b>        | <b>0</b>        | <b>0</b>         | <b>0</b>         |
|                                 | 21100 | Bolgart Hall  | B007   | Bolgart Hall & Grounds Maintenance     | 5,803           | 4,929           | 7,473            | 7,473            |
|                                 | 21100 | Bolgart Hall  | B008   | Bolgart Hall Other Costs               | 5,595           | 6,117           | 6,985            | 6,985            |
|                                 | 21101 | Calingiri Recreation Centre                                     | B009   | Calingiri Rec Centre Maintenance       | 6,559           | 2,728           | 4,157            | 4,157            |
|                                 | 21101 | Calingiri Recreation Centre                                     | B010   | Calingiri Rec Centre Other Costs       | 11,229          | 13,790          | 17,660           | 17,660           |
|                                 | 21102 | Piawaning Hall  | B011   | Piawaning Hall & Grounds Maintenance   | 0               | 0               | 0                | 0                |
|                                 | 21102 | Piawaning Hall  | B012   | Piawaning Hall Other Costs             | 5,437           | 6,264           | 6,350            | 6,350            |
|                                 | 21103 | Mogumber Hall   | B013   | Mogumber Hall & Grounds Maintenance    | 1,034           | 120             | 180              | 180              |
|                                 | 21103 | Mogumber Hall   | B014   | Mogumber Hall Other Costs              | 1,407           | 1,513           | 1,550            | 1,550            |
|                                 | 21104 | Gillingarra Hall  | B015   | Gillingarra Hall & Grounds Maintenance | 0               | 0               | 0                | 0                |
|                                 | 21104 | Gillingarra Hall  | B016   | Gillingarra Hall Other Costs           | 3,355           | 3,500           | 4,000            | 4,000            |
|                                 | 21105 | Yerecoin Hall   | B017   | Yerecoin Hall & Grounds Maintenance    | 0               | 0               | 0                | 0                |
|                                 | 21105 | Yerecoin Hall   | B018   | Yerecoin Hall Other Costs              | 2,485           | 2,599           | 2,600            | 2,600            |
|                                 | 21106 | Public Halls - Depreciation Expense                             |        |  | 28,452          | 26,016          | 39,031           | 39,031           |
|                                 | 21107 | Cwa Building  | B021   | Cwa Calingiri Building Maintenance     | 1,687           | 1,000           | 1,500            | 1,500            |
|                                 | 21107 | Cwa Building  | B022   | Cwa Building Operating Expenditure     | 4,942           | 1,053           | 1,141            | 1,141            |
|                                 | 21109 | Calingiri Gymnasium   |        |  | 985             | 5,256           | 7,900            | 7,900            |
|                                 |       | <b>Public Halls &amp; Civic Centres - Operating Expenditure</b> |        |  | <b>78,970</b>   | <b>74,885</b>   | <b>100,527</b>   | <b>100,527</b>   |
|                                 | 40265 | Polish Floors - Bolgart Hall                                    |        |  | 9,727           | 11,760          | 11,760           | 11,760           |
|                                 | 40275 | Stumps & Levelling - Bolgart Hall                               |        |  | 6,355           | 8,000           | 8,000            | 8,000            |
|                                 | 40057 | Disability Access   |        |  | 0               | 0               | 1,500            | 5,000            |
|                                 |       | <b>Public Halls &amp; Civic Centres - Capital Expenditure</b>   |        |  | <b>16,082</b>   | <b>19,760</b>   | <b>21,260</b>    | <b>24,760</b>    |
|                                 |       | <b>Total Public Halls &amp; Civic Centres</b>                   |        |  | <b>90,348</b>   | <b>88,597</b>   | <b>112,687</b>   | <b>116,187</b>   |
| Other Recreation & Sport        | 11110 | Calingiri Sports Ground   |        |  | ( 902)          | (1,000)         | (1,500)          | (1,500)          |
|                                 | 11123 | Other Sports & Recreation Grants                                |        |  | ( 2,200)        | 0               | (17,454)         | 0                |
|                                 | 11125 | Reimbursements  |        |  | ( 6,711)        | (7,256)         | (14,331)         | (14,331)         |
|                                 |       | <b>Other Recreation &amp; Sport - Operating Income</b>          |        |  | <b>( 9,812)</b> | <b>( 8,256)</b> | <b>( 33,285)</b> | <b>( 15,831)</b> |
|                                 | 21110 | Town & Gardens Maintenance                                      | TWNBOL | Bolgart Town & Gardens Maintenance     | 52,370          | 42,216          | 60,329           | 39,329           |
|                                 | 21110 | Town & Gardens Maintenance                                      | TWNCAL | Calingiri Town & Gardens Maintenance   | 34,781          | 30,592          | 45,906           | 45,906           |
|                                 | 21110 | Town & Gardens Maintenance                                      | TWNGIL | Gillingarra Town & Gardens Maintenance | 2,913           | 6,216           | 9,350            | 9,350            |

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| Sub-Programme Description       | COA | Description   | Job    | Description                           | YTD Actual     | YTD Budget     | Current Budget | Original Budget |
|---------------------------------|-----|---|--------|---------------------------------------|----------------|----------------|----------------|-----------------|
|                                 |     |   |        |                                       | \$             | \$             | \$             | \$              |
| <b>Recreation &amp; Culture</b> |     |   |        |                                       |                |                |                |                 |
| 21110                           |     | Town & Gardens Maintenance                                  | TWNMOG | Mogumber Town & Gardens Maintenance   | 2,874          | 6,688          | 10,046         | 10,046          |
| 21110                           |     | Town & Gardens Maintenance                                  | TWNPIA | Piawaning Town & Gardens Maintenance  | 5,380          | 6,256          | 9,404          | 9,404           |
| 21110                           |     | Town & Gardens Maintenance                                  | TWNYER | Yereccin Town & Gardens Maintenance   | 14,717         | 15,552         | 23,355         | 23,355          |
| 21111                           |     | Reserves Maintenance  | CMEMPK | Calingiri Memorial Park               | 9,714          | 8,336          | 12,530         | 12,530          |
| 21111                           |     | Reserves Maintenance  | RESVS  | Reserves Maintenance                  | 8,135          | 6,556          | 9,787          | 9,787           |
| 21111                           |     | Reserves Maintenance  | WARMEM | War Memorial                          | 266            | 3,072          | 4,616          | 4,616           |
| 21112                           |     | Calingiri Sporting Club Operating                           |        |                                       | 10,883         | 12,692         | 16,099         | 16,099          |
| 21113                           |     | Calingiri Sporting Club Maintenance                         | CSPC   | Calingiri Sports Club Maintenance     | 42,111         | 58,728         | 88,119         | 88,119          |
| 21114                           |     | Bolgart Sportsground Operating                              |        |                                       | 610            | 332            | 500            | 500             |
| 21115                           |     | Bolgart Sportsground Maintenance                            | BSPG   | Bolgart Sportsground Maintenance      | 32,868         | 27,971         | 37,997         | 14,497          |
| 21116                           |     | Town Beautification   |        |                                       | 0              | 0              | 0              | 0               |
| 21117                           |     | Sport And Recreation Officer - Be Active Co-Ordinator       |        |                                       | 4,000          | 0              | 13,600         | 3,600           |
| 21118                           |     | Recreation Equipment Maintenance                            |        |                                       | 0              | 0              | 0              | 0               |
| 21119                           |     | Sports Clubs - Depreciation Expense                         |        |                                       | 36,992         | 25,468         | 38,250         | 38,250          |
| 21120                           |     | Interest Expense  |        |                                       | 7,019          | 11,078         | 22,158         | 22,158          |
| 21122                           |     | Calingiri Sports Pavilion                                   |        |                                       | 574            | 1,376          | 2,071          | 2,071           |
|                                 |     | <b>Other Recreation &amp; Sport - Operating Expenditure</b> |        |                                       | <b>266,206</b> | <b>263,149</b> | <b>404,117</b> | <b>349,617</b>  |
| 40263                           |     | 150kl Water Tank (Calingiri Oval)                           |        |                                       | 0              | 0              | 0              | 18,000          |
| 40264                           |     | Pump Shed (Calingiri Oval)                                  |        |                                       | 0              | 0              | 5,000          | 5,000           |
| 40266                           |     | Hockey Oval Fence   |        |                                       | 0              | 0              | 0              | 0               |
|                                 |     | <b>Other Recreation &amp; Sport - Capital Expenditure</b>   |        |                                       | <b>0</b>       | <b>0</b>       | <b>5,000</b>   | <b>23,000</b>   |
|                                 |     | <b>Total Other Recreation &amp; Sport</b>                   |        |                                       | <b>256,393</b> | <b>254,893</b> | <b>370,831</b> | <b>333,785</b>  |
| <b>Libraries</b>                |     |   |        |                                       |                |                |                |                 |
| 11120                           |     | Bolgart Library   |        |                                       | 0              | 0              | 0              | 0               |
| 11121                           |     | Calingiri Library   |        |                                       | 0              | 0              | 0              | 0               |
|                                 |     | <b>Libraries - Operating Income</b>                         |        |                                       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
| 21130                           |     | Library - Salaries & Wages                                  |        |                                       | 2,972          | 2,792          | 4,196          | 4,196           |
| 21131                           |     | Library Services  |        |                                       | 7,008          | 9,079          | 12,796         | 12,796          |
| 21132                           |     | Library Building Maintenance                                | B020   | Mogumber Library Building Maintenance | 194            | 1,552          | 2,338          | 2,338           |
| 21133                           |     | Depreciation Expense  |        |                                       | 0              | 0              | 0              | 0               |
|                                 |     | <b>Libraries - Operating Expenditure</b>                    |        |                                       | <b>10,174</b>  | <b>13,423</b>  | <b>19,330</b>  | <b>19,330</b>   |
|                                 |     | <b>Total Libraries</b>                                      |        |                                       | <b>10,174</b>  | <b>13,423</b>  | <b>19,330</b>  | <b>19,330</b>   |
| <b>Other Culture</b>            |     |   |        |                                       |                |                |                |                 |
| 11130                           |     | Cultural Mapping  |        |                                       | (44)           | 0              | 0              | 0               |
| 11131                           |     | History Book  |        |                                       | (18)           | 0              | 0              | 0               |
| 11195                           |     | Administration Income Allocated                             |        |                                       | (2,881)        | (1,592)        | (2,400)        | (2,400)         |
|                                 |     | <b>Other Culture - Operating Income</b>                     |        |                                       | <b>(2,943)</b> | <b>(1,592)</b> | <b>(2,400)</b> | <b>(2,400)</b>  |
| 21143                           |     | Bolgart Music Festival                                      | E001   |                                       | 13,897         | 9,616          | 14,423         | 923             |
| 21144                           |     | Mogumber Rodeo  | E002   |                                       | 956            | 923            | 923            | 923             |
| 21190                           |     | Administration Expenditure Allocated                        |        |                                       | 74,380         | 70,860         | 98,430         | 98,430          |

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| Sub-Programme Description       | COA | Description                                  | Job | Description | YTD Actual        | YTD Budget     | Current Budget | Original Budget |
|---------------------------------|-----|--|-----|-------------|-------------------|----------------|----------------|-----------------|
|                                 |     |  |     |             | \$                | \$             | \$             | \$              |
| <b>Recreation &amp; Culture</b> |     |  |     |             |                   |                |                |                 |
|                                 |     | <b>Other Culture - Operating Expenditure</b> |     |             | 89,233            | 81,399         | 113,776        | 100,276         |
|                                 |     | <b>Total Other Culture</b>                   |     |             | 86,290            | 79,807         | 111,376        | 97,876          |
|                                 |     | <b>Total Recreation &amp; Culture</b>        |     |             | <b>\$ 443,206</b> | <b>436,720</b> | <b>619,225</b> | <b>590,179</b>  |

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| Sub-Programme Description                    | COA   | Description   | Job    | Description                                | YTD Actual       | YTD Budget       | Current Budget     | Original Budget    |
|--|-------|---|--------|--|------------------|------------------|--------------------|--------------------|
|  |       |   |        |  | \$               | \$               | \$                 | \$                 |
| <b>Transport</b>                             |       |   |        |  |                  |                  |                    |                    |
| Streets, Roads, Bridges & Depot Construction | 16009 | Govt Grant Regional Roads                                       |        |  | ( 354,328)       | (461,911)        | (617,278)          | (617,278)          |
|  | 16010 | Govt Grant - Direct   |        |  | ( 112,700)       | (112,700)        | (112,700)          | (112,700)          |
|  | 16012 | Govt Grant - R2R  |        |  | (245,000)        | 0                | (701,197)          | (701,197)          |
|  | 16081 | Industry Contribution (Commodity Route)                         |        |  | ( 20,000)        | 0                | (20,000)           | (20,000)           |
|  |       | <b>Streets Roads Bridges Construction - Capital Income</b>      |        |  | <u>(732,028)</u> | <u>(674,611)</u> | <u>(1,451,175)</u> | <u>(1,451,175)</u> |
|  | 40021 | Roadworks - Council & Direct Road Funding                       | C9125  | Calingiri-New Norcia Road                  | 0                | 15,000           | 15,000             | 15,000             |
|  | 40021 |   | C9127  | Toodyay-Bindi Bindi Road                   | 147,394          | 154,000          | 154,000            | 160,000            |
|  | 40022 | Roadworks - RRG Funded  | RR0021 | Regional Roads - Gillingarra Glentromie Rd | 0                | 0                | 243,223            | 243,223            |
|  | 40022 |   | RR0022 | Gillingarra-Glentromie Road                | 0                | 0                | 43,676             | 43,676             |
|  | 40022 |   | RR0023 | Mogumber West Road                         | 0                | 0                | 50,498             | 50,498             |
|  | 40022 |   | RR0024 | Goomalling-Calingiri Road                  | 51,702           | 96,110           | 96,110             | 96,110             |
|  | 40022 |   | RR0025 | Toodyay-Bindi Bindi Road Shd/Drainage      | 180,303          | 192,000          | 192,000            | 158,300            |
|  | 40022 |   | RR0026 | Toodyay-Bindi Bindi Road Cement Stab       | 58,036           | 75,000           | 154,149            | 154,149            |
|  | 40022 |   | RR0027 | Wirrida Road                               | 0                | 0                | 93,551             | 93,551             |
|  | 40022 |   | RR0028 | Carani Road West                           | 191,691          | 120,000          | 220,900            | 220,900            |
|  | 40024 | Roadworks - Roads To Recovery                                   | R2R012 | Toodyay-Bindi Bindi Rd heavy patching      | 0                | 0                | 701,196            | 701,196            |
|  | 40266 | Footpaths   | FP2016 |  | 0                | 0                | 40,000             | 40,000             |
|  | 40221 | Drainage Bolgart (Bolgart East-Smith St)                        | C9114  |  | 3,638            | 0                | 55,270             | 105,270            |
|  | 40267 | Street Lighting   | SL2016 |  | 0                | 0                | 7,000              | 7,000              |
|  | 40268 | Kerb & Bollards   | KB2016 |  | 0                | 5,500            | 5,500              | 5,500              |
|  |       | <b>Streets Roads Bridges Construction - Capital Expenditure</b> |        |  | <u>632,965</u>   | <u>657,610</u>   | <u>2,072,073</u>   | <u>2,094,373</u>   |
|  |       | <b>Total Streets, Roads, Bridges Construction</b>               |        |  | <u>( 99,063)</u> | <u>82,999</u>    | <u>620,898</u>     | <u>643,198</u>     |
| Streets, Roads, Bridges & Depot Maintenance  | 11200 | Road & Footpath Maintenance                                     |        |  | 0                | 0                | (1,000)            | (1,000)            |
|  | 11295 | Administration Income Allocated                                 |        |  | ( 4,602)         | (2,552)          | (3,832)            | (3,832)            |
|  |       | <b>Streets Roads Bridges Maintenance - Operating Income</b>     |        |  | <u>( 4,602)</u>  | <u>(2,552)</u>   | <u>(4,832)</u>     | <u>(4,832)</u>     |
|  | 21200 | Maintenance Grading   |        |  | 277,688          | 338,472          | 507,728            | 507,728            |
|  | 21201 | Aglime Maintenance Grading                                      | AGM123 | Calingiri - Goomalling Road                | 0                | 0                | 0                  | 0                  |
|  | 21201 | Aglime Maintenance Grading                                      | AGM999 |  | 0                | 0                | 0                  | 0                  |
|  | 21202 | Bitumen Maintenance   | BM9999 |  | 32,693           | 48,544           | 72,824             | 72,824             |
|  | 21203 | Signage & Guideposts  | SIGNM  |  | 41,174           | 32,208           | 48,340             | 48,340             |
|  | 21204 | Tree Lopping  | TRELOP |  | 74,240           | 73,240           | 109,864            | 102,864            |
|  | 21205 | Drainage Maintenance  | DRM    |  | 11,499           | 27,131           | 41,950             | 81,950             |
|  | 21206 | Culvert Maintenance   | TCR    |  | 0                | 0                | 0                  | 0                  |
|  | 21206 | Town Streets Maintenance  | TSM    |  | 0                | 0                | 0                  | 0                  |
|  | 21207 | Flood Damage  | FLOOD  |  | 183              | 3,352            | 5,056              | 5,056              |
|  | 21208 | Misc Road Maintenance   | XXX999 |  | 61,875           | 49,064           | 70,610             | 70,610             |
|  | 21209 | Bridge & Culvert Maintenance                                    | BRIDM  |  | 20,753           | 21,640           | 29,956             | 11,456             |
|  | 21210 | Crossovers  | CROSS  |  | 7,852            | 8,584            | 12,890             | 12,890             |
|  | 21211 | Street Lighting Maintenance                                     | SLM    |  | 9,797            | 9,664            | 14,500             | 14,500             |
|  | 21212 | Traffic Signs & Control Equipment                               | TSCE   |  | 6,473            | 8,120            | 12,202             | 12,202             |
|  | 21213 | Reinstatements  | REIN   |  | 0                | 0                | 0                  | 0                  |
|  | 21214 | Footpath Maintenance  | FPM    |  | 18,821           | 9,832            | 14,769             | 34,769             |
|  | 21215 | Infrastructure Depreciation Expense                             |        |  | 1,353,924        | 1,366,920        | 2,050,386          | 866,111            |
|  | 21216 | Interest on loan  |        |  | 0                | 0                | 0                  | 0                  |



|                           |       |  |     | Shire of Victoria Plains<br>Monthly Report as at: 29/02/2016 |                     |                  |                  |                  |
|---------------------------|-------|--|-----|--|---------------------|------------------|------------------|------------------|
| Sub-Programme Description | COA   | Description  | Job | Description  | YTD Actual          | YTD Budget       | Current Budget   | Original Budget  |
|                           |       |  |     |  | \$                  | \$               | \$               | \$               |
| <b>Transport</b>          |       |  |     |  |                     |                  |                  |                  |
|                           | 21290 | Administration Expenditure Allocated                             |     |  | 118,806             | 113,157          | 157,171          | 157,171          |
|                           |       | <b>Streets Roads Bridges Maintenance - Operating Expenditure</b> |     |  | <b>2,035,776</b>    | <b>2,109,928</b> | <b>3,148,246</b> | <b>1,998,471</b> |
|                           |       | <b>Total Streets Roads Bridges Maintenance</b>                   |     |  | <b>2,031,174</b>    | <b>2,107,376</b> | <b>3,143,414</b> | <b>1,993,639</b> |
|                           | 16071 | Sale of Ute (PWV48)  |     |  | (13,182)            | (12,000)         | (12,000)         | (12,000)         |
|                           | 16074 | Sale of Ute (PWV51)  |     |  | 0                   | 0                | (20,000)         | (20,000)         |
|                           | 16072 | Sale of Mitsubishi Fuso 13T Truck (PTK16)                        |     |  | 0                   | 0                | 0                | (40,000)         |
|                           | 11290 | WDV on Assets sold   |     |  | 10,471              | 10,000           | 69,500           | 69,500           |
|                           |       | <b>Road Plant Profit / Loss on Sale of Assets</b>                |     |  | <b>(2,711)</b>      | <b>(2,000)</b>   | <b>37,500</b>    | <b>(2,500)</b>   |
|                           |       | <b>Road Plant Purchases - Capital Expenditure</b>                |     |  | <b>0</b>            | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|                           |       | <b>Total Road Plant Purchases</b>                                |     |  | <b>(2,711)</b>      | <b>(2,000)</b>   | <b>37,500</b>    | <b>(2,500)</b>   |
|                           |       | <b>Total Transport</b>   |     |  | <b>\$ 1,929,400</b> | <b>2,188,375</b> | <b>3,801,812</b> | <b>2,634,337</b> |

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| Sub-Programme<br>Description | COA   | Description   | Job   | Description                  | YTD Actual     | YTD<br>Budget  | Current<br>Budget | Original<br>Budget |
|------------------------------|-------|---|-------|------------------------------|----------------|----------------|-------------------|--------------------|
|                              |       |   |       |                              | \$             | \$             | \$                | \$                 |
| <b>Economic Services</b>     |       |   |       |                              |                |                |                   |                    |
| Rural Services               | 21300 | Noxious Weeds & Pest Control                                | NWPC  | Noxious Weeds & Pest Control | 23,544         | 26,544         | 39,830            | 54,830             |
|                              | 21300 | Noxious Weeds & Pest Control                                | WANTS | White Ant Control            | 5,758          | 7,459          | 7,459             | 7,459              |
|                              | 21301 | Small Business Centre - Central Coast                       |       |                              | 0              | 3,500          | 3,500             | 3,500              |
|                              | 21302 | Rural Financial Counselling Service                         |       |                              | 0              | 0              | 0                 | 0                  |
|                              | 21303 | Rural Water Council Of Wa                                   |       |                              | 0              | 0              | 0                 | 0                  |
|                              | 21305 | Rural Youth   |       |                              | 0              | 232            | 350               | 350                |
|                              |       | <b>Total Rural Services</b>                                 |       |                              | <b>29,302</b>  | <b>37,735</b>  | <b>51,139</b>     | <b>66,139</b>      |
| Tourism & Area Promotion     | 11300 | Bolgart Caravan Park  |       |                              | (6,517)        | (3,328)        | (5,000)           | (5,000)            |
|                              | 11301 | Calingiri Caravan Park                                      |       |                              | (1,678)        | (1,664)        | (2,500)           | (2,500)            |
|                              | 11302 | Sundry Income   |       |                              | (119)          | (32)           | (50)              | (50)               |
|                              |       | <b>Tourism &amp; Area Promotion - Operating Income</b>      |       |                              | <b>(8,314)</b> | <b>(5,024)</b> | <b>(7,550)</b>    | <b>(7,550)</b>     |
|                              | 21320 | Area Promotion  |       |                              | 5,302          | 8,000          | 8,000             | 8,000              |
|                              | 21321 | Caravan Parks And Camping Grounds Operating                 |       |                              | 7,782          | 10,774         | 15,580            | 15,580             |
|                              | 21322 | Caravan Parks And Camping Grounds Maintenance               | BCVPK | Bolgart Caravan Park Maint   | 25,260         | 13,167         | 13,167            | 13,167             |
|                              | 21322 | Caravan Parks And Camping Grounds Maintenance               | CCVPK | Calingiri Caravan Park Maint | 7,661          | 5,002          | 7,403             | 7,403              |
|                              | 21323 | Information Bays Maintenance                                | INFO  | Information Bays Maintenance | 0              | 0              | 0                 | 0                  |
|                              | 21324 | Depreciation Expense - Caravan Parks                        |       |                              | 2,186          | 1,328          | 2,004             | 2,004              |
|                              | 21325 | Bolgart Tractor Shed  |       |                              | 72             | 53             | 55                | 55                 |
|                              |       | <b>Tourism &amp; Area Promotion - Operating Expenditure</b> |       |                              | <b>48,263</b>  | <b>38,324</b>  | <b>46,209</b>     | <b>46,209</b>      |
|                              |       | <b>Tourism &amp; Area Promotion - Capital Expenditure</b>   |       |                              | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>           |
|                              |       | <b>Total Tourism &amp; Area Promotion</b>                   |       |                              | <b>39,949</b>  | <b>33,300</b>  | <b>38,659</b>     | <b>38,659</b>      |
| Building Control             | 11310 | Building Applications                                       |       |                              | (2,718)        | (1,664)        | (2,500)           | (2,500)            |
|                              | 11311 | Swimming Pools Program                                      |       |                              | 0              | 0              | 0                 | 0                  |
|                              | 11312 | Bcif & Brb  |       |                              | (59)           | (96)           | (150)             | (150)              |
|                              |       | <b>Building Control - Operating Income</b>                  |       |                              | <b>(2,777)</b> | <b>(1,760)</b> | <b>(2,650)</b>    | <b>(2,650)</b>     |
|                              | 21330 | Building Control Operating                                  |       |                              | 13,214         | 10,160         | 15,250            | 15,250             |
|                              |       | <b>Building Control - Operating Expenditure</b>             |       |                              | <b>13,214</b>  | <b>10,160</b>  | <b>15,250</b>     | <b>15,250</b>      |
|                              |       | <b>Total Building Control</b>                               |       |                              | <b>10,437</b>  | <b>8,400</b>   | <b>12,600</b>     | <b>12,600</b>      |
| Other Economic Services      | 11320 | Bendigo Bank Commissions                                    |       |                              | (22,847)       | (10,064)       | (15,100)          | (15,100)           |
|                              | 11321 | Extractive Industry Licences                                |       |                              | 0              | 0              | 0                 | 0                  |
|                              | 11322 | Standpipes - Water  |       |                              | (26)           | 0              | 0                 | 0                  |
|                              | 11323 | Community Safety & Crime Prevention                         |       |                              | 0              | 0              | 0                 | 0                  |

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| Sub-Programme<br>Description | COA   | Description  | Job    | Description                        | YTD Actual<br>\$ | YTD<br>Budget<br>\$ | Current<br>Budget<br>\$ | Original<br>Budget<br>\$ |
|------------------------------|-------|--|--------|------------------------------------|------------------|---------------------|-------------------------|--------------------------|
| <b>Economic Services</b>     |       |  |        |                                    |                  |                     |                         |                          |
|                              | 11395 | Administration Income - Allocated                      |        |                                    | (1,210)          | (664)               | (1,006)                 | (1,006)                  |
|                              |       | <b>Other Economic Services - Operating Income</b>      |        |                                    | <b>(24,084)</b>  | <b>(10,728)</b>     | <b>(16,106)</b>         | <b>(16,106)</b>          |
|                              | 21350 | Bendigo Bank Agency                                    |        |                                    | 283              | 336                 | 450                     | 450                      |
|                              | 21360 | Water Supply - Standpipes                              | WATERB | Water Supply - Standpipe Bolgart   | 1,162            | 332                 | 500                     | 500                      |
|                              | 21360 | Water Supply - Standpipes                              | WATERC | Water Supply - Standpipe Calingiri | 2,197            | 3,156               | 4,750                   | 4,750                    |
|                              | 21360 | Water Supply - Standpipes                              | WATERY | Water Supply - Standpipe Yerecoin  | 265              | 332                 | 500                     | 500                      |
|                              | 21361 | Water Supply - Standpipe Depreciation                  |        |                                    | 0                | 24                  | 38                      | 38                       |
|                              | 21362 | Community Safety & Crime Prevention                    |        |                                    | 0                | 0                   | 0                       | 0                        |
|                              | 21390 | Administration Expenditure - Allocated                 |        |                                    | 31,250           | 29,721              | 41,277                  | 41,277                   |
|                              |       | <b>Other Economic Services - Operating Expenditure</b> |        |                                    | <b>35,156</b>    | <b>33,901</b>       | <b>47,516</b>           | <b>47,516</b>            |
|                              |       | <b>Total Other Economic Services</b>                   |        |                                    | <b>11,073</b>    | <b>23,173</b>       | <b>31,409</b>           | <b>31,409</b>            |
|                              |       | <b>Total Economic Services</b>                         |        |                                    | <b>\$ 90,761</b> | <b>102,608</b>      | <b>133,807</b>          | <b>148,807</b>           |

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| Sub-Programme Description            | COA   | Description   | Job | Description | YTD Actual      | YTD Budget      | Current Budget  | Original Budget |
|--------------------------------------|-------|---|-----|-------------|-----------------|-----------------|-----------------|-----------------|
|                                      |       |   |     |             | \$              | \$              | \$              | \$              |
| <b>Other Property &amp; Services</b> |       |   |     |             |                 |                 |                 |                 |
| Private Works                        | 11400 | Private Works - Income  |     |             | (6,796)         | (12,208)        | (18,321)        | (18,321)        |
|                                      |       | <b>Private Works - Operating Income</b>                           |     |             | <b>(6,796)</b>  | <b>(12,208)</b> | <b>(18,321)</b> | <b>(18,321)</b> |
|                                      | 21400 | Private Works Expenditure   |     |             | 0               | 10,616          | 15,931          | 15,931          |
|                                      | 21406 | Private Works Expenditure 2015-16                                 |     |             | 5,543           | 0               | 0               | 0               |
|                                      |       | <b>Private Works - Operating Expenditure</b>                      |     |             | <b>5,543</b>    | <b>10,616</b>   | <b>15,931</b>   | <b>15,931</b>   |
|                                      |       | <b>Total Private Works</b>  |     |             | <b>(1,253)</b>  | <b>(1,592)</b>  | <b>(2,390)</b>  | <b>(2,390)</b>  |
| Public Works Overheads               | 11410 | Sundry Income   |     |             | (655)           | (552)           | (850)           | (850)           |
|                                      | 11411 | Diesel Fuel Rebate  |     |             | (17,407)        | (10,000)        | (15,000)        | (15,000)        |
|                                      | 11495 | Administration Income Allocated                                   |     |             | (837)           | (464)           | (697)           | (697)           |
|                                      |       | <b>Public Works Overheads - Operating Income</b>                  |     |             | <b>(18,898)</b> | <b>(11,016)</b> | <b>(16,547)</b> | <b>(16,547)</b> |
|                                      | 11490 | WDV on Assets Sold  |     |             | 46,481          | 50,126          | 50,126          | 50,126          |
|                                      | 16017 | Sale of Works Manager Ute   |     |             | (34,545)        | (34,545)        | (34,545)        | (30,000)        |
|                                      | 16040 | Sale of Building Maintenance Ute                                  |     |             | (15,455)        | (15,455)        | (15,455)        | (12,000)        |
|                                      |       | <b>Public Works Overheads - (Profit) / Loss on Sale of Assets</b> |     |             | <b>(3,519)</b>  | <b>126</b>      | <b>126</b>      | <b>8,126</b>    |
|                                      | 21410 | Salaries & Wages  |     |             | 75,491          | 58,592          | 87,905          | 87,905          |
|                                      | 21411 | Works Manager Package   |     |             | 73,896          | 90,936          | 136,476         | 136,476         |
|                                      | 21412 | Superannuation  |     |             | 51,567          | 43,512          | 65,282          | 65,282          |
|                                      | 21413 | Insurance   |     |             | 18,149          | 17,000          | 25,500          | 25,500          |
|                                      | 21414 | Other Staff Costs   |     |             | 6,617           | 4,984           | 7,515           | 7,515           |
|                                      | 21415 | Conferences & Seminars  |     |             | 3,824           | 3,328           | 5,000           | 5,000           |
|                                      | 21416 | Engineering Services  |     |             | 7,898           | 18,000          | 27,000          | 27,000          |
|                                      | 21417 | Occupational Health & Safety                                      |     |             | 79              | 1,000           | 1,500           | 1,500           |
|                                      | 21418 | Other Public Works Overheads                                      |     |             | 0               | 328             | 500             | 500             |
|                                      | 21419 | Depot Operating Costs   |     |             | 149,561         | 114,432         | 171,810         | 171,810         |
|                                      | 21420 | Depot Maintenance   |     |             | 1,580           | 2,016           | 3,038           | 3,038           |
|                                      | 21421 | Unallocated Wages   |     |             | 0               | 0               | 0               | 0               |
|                                      | 21422 | Staff Training  |     |             | 12,775          | 12,264          | 18,438          | 18,438          |
|                                      | 21423 | Administration Costs Allocated                                    |     |             | 21,601          | 20,572          | 28,577          | 28,577          |
|                                      | 21424 | Staff Meetings  |     |             | 673             | 4,816           | 7,229           | 7,229           |
|                                      | 21425 | Building Maintenance  |     |             | 37,437          | 42,288          | 63,519          | 63,519          |
|                                      | 21440 | Gardens Maintenance   |     |             | 44              | 26,168          | 39,338          | 39,338          |
|                                      | 21450 | ROMAN II / Road data  |     |             | 971             | 0               | 0               | 0               |
|                                      | 21490 | Workshop Overheads Recovered                                      |     |             | (462,165)       | (460,236)       | (688,626)       | (688,626)       |
|                                      |       | <b>Public Works Overheads - Operating Expenditure</b>             |     |             | <b>(0)</b>      | <b>0</b>        | <b>0</b>        | <b>0</b>        |
|                                      | 40030 | Works Manager Vehicle Replacement                                 |     |             | 46,587          | 46,587          | 46,587          | 47,500          |

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| Sub-Programme Description            | COA   | Description   | Job | Description | YTD Actual       | YTD Budget     | Current Budget | Original Budget |
|--------------------------------------|-------|---|-----|-------------|------------------|----------------|----------------|-----------------|
|                                      |       |   |     |             | \$               | \$             | \$             | \$              |
| <b>Other Property &amp; Services</b> |       |   |     |             |                  |                |                |                 |
|                                      | 40118 | Building Maintenance Ute                            |     |             | 21,933           | 21,933         | 21,933         | 27,500          |
|                                      | 40270 | Traffic Counters                                    |     |             | 0                | 0              | 0              | 6,600           |
|                                      | 40272 | Fuel Bowser   |     |             | 1,806            | 2,000          | 15,250         | 7,000           |
|                                      | 40273 | GPS/EPIRB   |     |             | 0                | 0              | 5,000          | 5,000           |
|                                      | 40269 | Replace Dual Cab Ute                                |     |             | 35,205           | 35,205         | 35,205         | 40,000          |
|                                      | 40274 | Metro Body - Building Maintenance Ute               |     |             | 9,975            | 8,625          | 8,625          | 8,625           |
|                                      |       | <b>Public Works Overheads - Capital Expenditure</b> |     |             | <b>115,507</b>   | <b>114,350</b> | <b>132,600</b> | <b>142,225</b>  |
|                                      |       | <b>Total Public Works Overheads</b>                 |     |             | <b>93,089</b>    | <b>103,460</b> | <b>116,179</b> | <b>133,804</b>  |
| Plant Operation                      | 21430 | Fuel & Oil  |     |             | 79,494           | 79,896         | 119,848        | 149,848         |
|                                      | 21431 | Tyres & Tubes                                       |     |             | 3,680            | 20,216         | 30,325         | 30,325          |
|                                      | 21432 | Parts & Repairs                                     |     |             | 145,754          | 114,768        | 172,156        | 122,156         |
|                                      | 21433 | Insurance & Licences                                |     |             | 29,429           | 22,656         | 34,000         | 34,000          |
|                                      | 21434 | Depreciation Ex Asset Ledger                        |     |             | 278,858          | 254,024        | 381,043        | 381,043         |
|                                      | 21436 | Interest On Loans                                   |     |             | 0                | 0              | 0              | 0               |
|                                      | 21495 | Plant Recovery                                      |     |             | (537,214)        | (498,919)      | (717,372)      | (717,372)       |
|                                      |       | <b>Total Plant Operation</b>                        |     |             | <b>0</b>         | <b>0</b>       | <b>20,000</b>  | <b>0</b>        |
| Salaries & Wages                     | 21496 | Salaries & Wages                                    |     |             | 980,998          | 888,608        | 1,332,917      | 1,332,917       |
|                                      | 21497 | Salaries & Wages Allocated                          |     |             | (980,998)        | (888,608)      | (1,332,917)    | (1,332,917)     |
|                                      |       | <b>Total Salaries &amp; Wages</b>                   |     |             | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>        |
| Unclassified                         | 11461 | Insurance Claims Recovered                          |     |             | (17,184)         | 0              | 0              | 0               |
|                                      | 11460 | Workers Compensation Recovered                      |     |             | (8,877)          | 0              | 0              | 0               |
|                                      | 21461 | Insurance Claims - Costs                            |     |             | 6,028            | 0              | 0              | 0               |
|                                      |       | <b>Unclassified Capital Income</b>                  |     |             | <b>(20,033)</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>        |
|                                      |       | <b>Unclassified - Operating Expenditure</b>         |     |             | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>        |
|                                      |       | <b>Total Other Property &amp; Services</b>          |     |             | <b>\$ 71,804</b> | <b>101,868</b> | <b>133,790</b> | <b>131,415</b>  |

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| Sub-Programme Description           | COA | Description                                | Job | Description | YTD Actual       | YTD Budget | Current Budget   | Original Budget  |
|-------------------------------------|-----|--|-----|-------------|------------------|------------|------------------|------------------|
|                                     |     |  |     |             | \$               | \$         | \$               | \$               |
| <b>Reserves</b>                     |     |  |     |             |                  |            |                  |                  |
| 50001                               |     | Transfer To Lsl Reserve                    |     |             | 1,140            | 0          | 1,560            | 1,560            |
| 50002                               |     | Transfer To Plant Reserve                  |     |             | 2,226            | 0          | 3,107            | 3,107            |
| 50003                               |     | Transfer To Housing Reserve                |     |             | 2,893            | 0          | 2,888            | 2,888            |
| 50004                               |     | Transfer To Sewerage Reserve               |     |             | 1,100            | 0          | 1,506            | 1,506            |
| 50005                               |     | Transfer To Light Vehicle Reserve          |     |             | 0                | 0          | 0                | 0                |
| 50006                               |     | Transfer To Refuse Site Reserve            |     |             | 4,618            | 0          | 6,328            | 6,328            |
| 50007                               |     | Transfer To Building Maintenance Reserve   |     |             | 1,346            | 0          | 1,879            | 1,879            |
| 50008                               |     | Transfer To Computing Reserve              |     |             | 0                | 0          | 0                | 0                |
| 50009                               |     | Transfer To Infrastructure Reserve         |     |             | 194              | 0          | 344,872          | 344,872          |
| 50010                               |     | Transfer to Gymnasium Equipment Reserve    |     |             | 104              | 0          | 143              | 143              |
| <b>Total Transfer to Reserves</b>   |     |  |     |             | <b>13,622</b>    | <b>0</b>   | <b>362,283</b>   | <b>362,283</b>   |
| 50051                               |     | Transfer From Lsl Reserve                  |     |             | 0                | 0          | 0                | 0                |
| 50052                               |     | Transfer From Plant Reserve                |     |             | 0                | 0          | 0                | 0                |
| 50053                               |     | Transfer From Housing Reserve              |     |             | 0                | 0          | (52,000)         | (100,000)        |
| 50054                               |     | Transfer From Sewerage Reserve             |     |             | 0                | 0          | 0                | 0                |
| 50055                               |     | Transfer From Light Vehicle Reserve        |     |             | 0                | 0          | 0                | 0                |
| 50056                               |     | Transfer From Refuse Site Reserve          |     |             | 0                | 0          | (44,000)         | (44,000)         |
| 50057                               |     | Transfer From Building Maintenance Reserve |     |             | 0                | 0          | 0                | 0                |
| 50058                               |     | Transfer From Computing Reserve            |     |             | 0                | 0          | 0                | 0                |
| 50059                               |     | Transfer From Infrastructure Reserve       |     |             | 0                | 0          | (240,454)        | 0                |
| 50060                               |     | Transfer From Gymnasium Equipment Reserve  |     |             | 0                | 0          | 0                | 0                |
| <b>Total Transfer From Reserves</b> |     |  |     |             | <b>0</b>         | <b>0</b>   | <b>(336,454)</b> | <b>(144,000)</b> |
| <b>Total Reserves Transfer</b>      |     |  |     |             | <b>\$ 13,622</b> | <b>0</b>   | <b>25,829</b>    | <b>218,283</b>   |

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| Sub-Programme Description | COA   | Description   | Job | Description | YTD Actual     | YTD Budget     | Current Budget | Original Budget |
|---------------------------|-------|---|-----|-------------|----------------|----------------|----------------|-----------------|
|                           |       |   |     |             | \$             | \$             | \$             | \$              |
| <b>Governance</b>         |       |   |     |             |                |                |                |                 |
| Members Of Council        | 10420 | Contributions And Donations                             |     |             | 0              | 0              | 0              | 0               |
|                           | 10495 | Admin Income Allocated                                  |     |             | (5,112)        | (2,832)        | (4,258)        | (4,258)         |
|                           |       | <b>Members Of Council Operating Income</b>              |     |             | <u>(5,112)</u> | <u>(2,832)</u> | <u>(4,258)</u> | <u>(4,258)</u>  |
|                           | 20401 | Member'S Expenses                                       |     |             | 6,332          | 4,250          | 8,500          | 8,500           |
|                           | 20402 | Member'S Allowances                                     |     |             | 30,438         | 30,438         | 60,875         | 60,875          |
|                           | 20403 | Election Expenses                                       |     |             | 1,977          | 3,000          | 3,000          | 3,000           |
|                           | 20404 | Conferences & Seminars - Local Government Week          |     |             | 10,534         | 16,000         | 16,000         | 16,000          |
|                           | 20405 | Conferences & Seminars - Councillor Training            |     |             | 4,577          | 2,500          | 5,000          | 5,000           |
|                           | 20406 | Meeting Costs   |     |             | 4,376          | 4,000          | 6,000          | 6,000           |
|                           | 20407 | Delivering Agendas                                      |     |             | 84             | 0              | 0              | 0               |
|                           | 20408 | Sundry  |     |             | 15,238         | 13,338         | 19,850         | 19,850          |
|                           | 20409 | Public Relations  |     |             | 14,624         | 15,124         | 60,250         | 60,250          |
|                           | 20410 | Legal Fees  |     |             | 0              | 0              | 0              | 0               |
|                           | 20411 | Insurance   |     |             | 4,990          | 3,100          | 3,100          | 3,100           |
|                           | 20412 | Strategic Plan  |     |             | 0              | 0              | 0              | 0               |
|                           | 20413 | Asset Management Plan                                   |     |             | 0              | 0              | 0              | 0               |
|                           | 20420 | Admin Expenditure Allocated                             |     |             | 131,983        | 131,416        | 174,634        | 174,634         |
|                           |       | <b>Members of Council Operating Expenditure</b>         |     |             | <u>225,154</u> | <u>223,166</u> | <u>357,209</u> | <u>357,209</u>  |
|                           |       | <b>Total Members of Council</b>                         |     |             | <u>220,041</u> | <u>220,334</u> | <u>352,951</u> | <u>352,951</u>  |
| Administration            | 10430 | Reimbursements  |     |             | (11,132)       | (3,892)        | (5,600)        | (5,600)         |
|                           | 10431 | Commissions   |     |             | (12,985)       | (10,000)       | (15,000)       | (15,000)        |
|                           | 10432 | Administration Charges                                  |     |             | 1,320          | (1,072)        | (1,625)        | (1,625)         |
|                           | 10433 | Sundry Income   |     |             | (5,093)        | (664)          | (1,000)        | (1,000)         |
|                           | 10434 | Rounding  |     |             | (0)            | 0              | 0              | 0               |
|                           | 10496 | Admin Income Reallocated                                |     |             | 27,889         | 15,848         | 23,225         | 23,225          |
|                           |       | <b>Administration Operating Income</b>                  |     |             | <u>0</u>       | <u>220</u>     | <u>0</u>       | <u>0</u>        |
|                           | 10490 | WDV on Assets Sold                                      |     |             | 77,253         | 77,253         | 77,253         | 78,231          |
|                           | 16001 | CEO Vehicle - Sale Proceeds                             |     |             | (42,727)       | (42,727)       | (42,727)       | (50,000)        |
|                           | 16002 | DCEO Vehicle - Sale Proceeds                            |     |             | (30,455)       | (30,455)       | (30,455)       | (32,500)        |
|                           |       | <b>Administration (Profit) / Loss on Sale of Assets</b> |     |             | <u>4,071</u>   | <u>4,071</u>   | <u>4,071</u>   | <u>(4,269)</u>  |
|                           | 20430 | Salaries & Wages  |     |             | 346,878        | 330,701        | 505,791        | 505,791         |
|                           | 20431 | CEO Package   |     |             | 30,610         | 17,070         | 24,800         | 24,800          |
|                           | 20432 | DCEO Package  |     |             | 31,115         | 18,791         | 26,450         | 26,450          |
|                           | 20433 | Other Staff Costs                                       |     |             | 3,549          | 6,664          | 6,700          | 6,700           |
|                           | 20435 | Computing   |     |             | 81,417         | 70,413         | 77,253         | 77,253          |
|                           | 20436 | Insurance   |     |             | 46,142         | 55,300         | 55,300         | 55,300          |

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| Sub-Programme<br>Description | COA | Description  | Job  | Description                       | YTD Actual        | YTD Budget     | Current<br>Budget | Original<br>Budget |
|------------------------------|-----|--|------|-----------------------------------|-------------------|----------------|-------------------|--------------------|
|                              |     |  |      |                                   | \$                | \$             | \$                | \$                 |
| <b>Governance</b>            |     |  |      |                                   |                   |                |                   |                    |
| 20437                        |     | Staff Recruitment  |      |                                   | 62                | 2,850          | 2,850             | 2,850              |
| 20438                        |     | Staff Training   |      |                                   | 20,840            | 10,564         | 21,100            | 21,100             |
| 20439                        |     | Office Building - Operating                                |      |                                   | 8,181             | 8,418          | 12,510            | 12,510             |
| 20440                        |     | Office Building & Surrounds Maintenance                    | B001 | Admin Office Building Maintenance | 6,742             | 18,402         | 26,082            | 26,082             |
| 20440                        |     | Office Building & Surrounds Maintenance                    | G001 | Admin Buldg Ground Maintenance    | 14,619            | 12,908         | 19,653            | 19,653             |
| 20441                        |     | Minor Office Equipment                                     |      |                                   | 362               | 5,000          | 5,000             | 5,000              |
| 20442                        |     | Office Consumables   |      |                                   | 534               | 528            | 800               | 800                |
| 20443                        |     | Telephone  |      |                                   | 8,201             | 6,328          | 9,500             | 9,500              |
| 20444                        |     | Postage  |      |                                   | 2,721             | 2,824          | 4,250             | 4,250              |
| 20445                        |     | Other Office Expenses                                      |      |                                   | 77,992            | 65,195         | 152,333           | 82,333             |
| 20446                        |     | Bank Merchant Fees   |      |                                   | 6,140             | 2,664          | 4,000             | 4,000              |
| 20447                        |     | Bank Charges   |      |                                   | 1,325             | 200            | 300               | 300                |
| 20448                        |     | Audit Fees   |      |                                   | 6,491             | 9,500          | 16,500            | 16,500             |
| 20449                        |     | Occupational Health & Safety                               |      |                                   | 5,597             | 3,410          | 6,750             | 6,750              |
| 20450                        |     | Write-Offs   |      |                                   | 0                 | 0              | 250               | 250                |
| 20481                        |     | Depreciation Expense                                       |      |                                   | 19,869            | 29,584         | 44,380            | 44,380             |
| 20490                        |     | Administration Expenditure - Reallocated                   |      |                                   | ( 720,038)        | (677,314)      | (952,551)         | (952,551)          |
|                              |     | <b>Administration Operating Expenditure</b>                |      |                                   | <u>(653)</u>      | <u>0</u>       | <u>70,000</u>     | <u>0</u>           |
| 40004                        |     | Ceo Vehicle Replacement                                    |      |                                   | 57,494            | 57,494         | 57,494            | 70,000             |
| 40005                        |     | Dceo Vehicle Replacement                                   |      |                                   | 41,584            | 41,584         | 41,584            | 47,500             |
| 40069                        |     | Computing upgrade software & hardware                      |      |                                   | 27,499            | 28,000         | 43,000            | 43,000             |
| 40259                        |     | Admin Garden Upgrade                                       |      |                                   | 1,767             | 2,000          | 15,000            | 15,000             |
| 40074                        |     | OHS Upgrade to Shire Buildings                             |      |                                   | 0                 | 0              | 485               | 10,485             |
|                              |     | <b>Total Governance/Administration Capital Expenditure</b> |      |                                   | <u>128,345</u>    | <u>129,078</u> | <u>157,563</u>    | <u>185,985</u>     |
|                              |     | <b>Total Administration</b>                                |      |                                   | <u>131,763</u>    | <u>133,369</u> | <u>231,634</u>    | <u>181,716</u>     |
|                              |     | <b>Total Governance</b>                                    |      |                                   | <u>\$ 351,805</u> | <u>353,703</u> | <u>584,586</u>    | <u>534,668</u>     |



| Shire of Victoria Plains<br>Monthly Report as at: 29/02/2016 |       |  |      |  | YTD Actual        | YTD Budget      | Current Budget  | Original Budget |
|--|-------|--|------|--|-------------------|-----------------|-----------------|-----------------|
| Sub-Programme Description                                    | COA   | Description  | Job  | Description                            | \$                | \$              | \$              | \$              |
| <b>Law, Order &amp; Public Safety</b>                        |       |  |      |  |                   |                 |                 |                 |
| Fire Prevention  | 10510 | Operating Grant  |      |  | (24,210)          | (24,210)        | (36,315)        | (36,315)        |
|  | 10511 | Contributions And Donations  |      |  | 0                 | (264)           | (400)           | (400)           |
|  | 10512 | Fire Prevention Infringements                                      |      |  | (1,000)           | (128)           | (200)           | (200)           |
|  | 10513 | Insurance claims Received  |      |  | 0                 | 0               | 0               | 0               |
|  |       | <b>Fire Prevention - Operating Income</b>                          |      |  | <b>(25,210)</b>   | <b>(24,602)</b> | <b>(36,915)</b> | <b>(36,915)</b> |
|  | 20500 | Fire Prevention  |      |  | 38,216            | 43,800          | 47,961          | 47,961          |
|  | 20509 | Sandlewood Farm Fire Expenses                                      |      |  | 317               | 328             | 500             | 500             |
|  | 20512 | Depreciation Expense   |      |  | 2,996             | 1,512           | 2,275           | 2,275           |
|  |       | <b>Fire Prevention - Operating Expenditure</b>                     |      |  | <b>41,528</b>     | <b>45,640</b>   | <b>50,736</b>   | <b>50,736</b>   |
| Bush Fire Brigades   | 16003 | DFES Capital Grant - Fire Tender Replacement                       |      |  | 0                 | 0               | 0               | 0               |
|  |       | <b>Bushfire Brigades - Capital Income</b>                          |      |  | <b>0</b>          | <b>0</b>        | <b>0</b>        | <b>0</b>        |
|  | 20510 | FESA Fire Truck Expenses   |      |  | 104,608           | 96,656          | 145,000         | 145,000         |
|  | 20511 | Fire Stations  | B002 | Calingiri Freemason'S Building Maint   | 2,617             | 2,222           | 2,630           | 2,630           |
|  | 20511 | Fire Stations  | B003 | Boigart Fire Station                   | 129               | 213             | 215             | 215             |
|  | 20511 | Fire Stations  | B004 | Mogumber / Gillingarra Fire Station    | 230               | 285             | 355             | 355             |
|  | 20511 | Fire Stations  | B005 | Yerecoin Fire Station                  | 147               | 174             | 175             | 175             |
|  | 20511 | Fire Stations  | B006 | New Norcia Emergency Services Building | 1,061             | 983             | 1,120           | 1,120           |
|  |       | <b>Bush Fire Brigades - Operating Expenditure</b>                  |      |  | <b>108,793</b>    | <b>100,633</b>  | <b>149,495</b>  | <b>149,495</b>  |
|  |       | <b>Total Fire Prevention</b>                                       |      |  | <b>125,111</b>    | <b>121,571</b>  | <b>163,316</b>  | <b>163,316</b>  |
| Animal Control   | 10520 | Animal Infringements   |      |  | (1,290)           | (328)           | (500)           | (500)           |
|  | 10522 | Licensing  |      |  | (2,586)           | (2,000)         | (2,000)         | (2,000)         |
|  | 20520 | Animal Compound  |      |  | 1,893             | 4,072           | 6,135           | 6,135           |
|  | 20521 | Dog Licensing  |      |  | 118               | 200             | 200             | 200             |
|  |       | <b>Total Animal Control</b>  |      |  | <b>(1,865)</b>    | <b>1,944</b>    | <b>3,835</b>    | <b>3,835</b>    |
| Other Law, Order And Public Safety                           | 10530 | Other Income   |      |  | (830)             | 0               | 0               | 0               |
|  | 10590 | (Profit) /Loss on Sale of Assets                                   |      |  | 0                 | 0               | 0               | 0               |
|  | 10595 | Administration Income - Allocated                                  |      |  | (1,626)           | (896)           | (1,355)         | (1,355)         |
|  |       | <b>Other Law Order &amp; Public Safety - Operating Income</b>      |      |  | <b>(2,456)</b>    | <b>(896)</b>    | <b>(1,355)</b>  | <b>(1,355)</b>  |
|  | 20530 | Emergency Services   |      |  | 0                 | 0               | 500             | 500             |
|  | 20533 | Community Emergency Services Manager                               |      |  | 8,202             | 13,328          | 20,000          | 20,000          |
|  | 20590 | Administration Cost Allocated                                      |      |  | 41,978            | 37,040          | 55,565          | 55,565          |
|  |       | <b>Other Law Order &amp; Public Safety - Operating Expenditure</b> |      |  | <b>50,180</b>     | <b>50,368</b>   | <b>76,065</b>   | <b>76,065</b>   |
|  | 40228 | Calingiri Fire Tender (DFES replacement)                           |      |  | 0                 | 0               | 0               | 0               |
|  | 40229 | Yerecoin/Plawaning Fire Tender (DFES replacement)                  |      |  | 0                 | 0               | 0               | 0               |
|  |       |  |      |  | 0                 | 0               | 0               | 0               |
|  |       | <b>Total Other Law Order &amp; Public Safety</b>                   |      |  | <b>47,725</b>     | <b>49,472</b>   | <b>74,711</b>   | <b>74,711</b>   |
|  |       | <b>Total Law, Order &amp; Public Safety</b>                        |      |  | <b>\$ 170,971</b> | <b>172,987</b>  | <b>241,862</b>  | <b>241,862</b>  |

Shire of Victoria Plains  
Monthly Report at as : 29/02/2016

| Sub-Programme Description      | COA   | Description   | Job | Description | YTD Actual            | YTD Budget         | Current Budget     | Original Budget    |
|--------------------------------|-------|---|-----|-------------|-----------------------|--------------------|--------------------|--------------------|
|                                |       |   |     |             | \$                    | \$                 | \$                 | \$                 |
| <b>General Purpose Funding</b> |       |   |     |             |                       |                    |                    |                    |
| Rates                          | 10300 | Rates Income  |     |             | (2,184,252)           | (2,184,281)        | (2,184,281)        | (2,184,281)        |
|                                | 10315 | Administrative Fees & Charges                           |     |             | (6,147)               | (3,125)            | (4,500)            | (4,500)            |
|                                | 20300 | Rates Collection  |     |             | 2,892                 | 3,703              | 10,800             | 10,800             |
|                                |       | <b>Total Rates Income / Expenditure</b>                 |     |             | <b>(2,187,507)</b>    | <b>(2,183,703)</b> | <b>(2,177,981)</b> | <b>(2,177,981)</b> |
| General Purpose Grants         | 10325 | General Purpose Grants                                  |     |             | (353,710)             | (353,709)          | (471,611)          | (447,831)          |
|                                |       | <b>Total General Purpose Grants</b>                     |     |             | <b>(353,710)</b>      | <b>(353,709)</b>   | <b>(471,611)</b>   | <b>(447,831)</b>   |
| Other General Purpose Income   | 10310 | Ex Gratia Rates   |     |             | (63,076)              | (60,000)           | (60,000)           | (60,000)           |
|                                | 10320 | Interest Income   |     |             | (45,362)              | (30,489)           | (44,300)           | (44,300)           |
|                                | 10395 | Administration Income - Allocated                       |     |             | (6,507)               | (3,608)            | (5,419)            | (5,419)            |
|                                | 20310 | Admin Expenditure Reallocated                           |     |             | 167,985               | 163,168            | 222,262            | 222,262            |
|                                |       | <b>Total Other General Purpose income / Expenditure</b> |     |             | <b>53,041</b>         | <b>69,071</b>      | <b>112,543</b>     | <b>112,543</b>     |
|                                |       | <b>Total General Purpose Funding</b>                    |     |             | <b>\$ (2,488,176)</b> | <b>(2,468,341)</b> | <b>(2,537,049)</b> | <b>(2,513,269)</b> |

Capital Expenditure Report

Shire of Victoria Plains

Capital Expenditure Report as at : 29-February-2016

| COA  | Description                               | Job    | Description                             | YTD Actual     | YTD Budget     | Current Budget   | Original Budget  |
|--|---|--------|---|----------------|----------------|------------------|------------------|
|  |   |        |   | \$             | \$             | \$               | \$               |
| <b>Sched 4 - Governance/Administration</b>                 |   |        |   |                |                |                  |                  |
| 40004  | Ceo Vehicle Replacement                   |        |   | 57,494         | 57,494         | 57,494           | 70,000           |
| 40005  | Dceo Vehicle Replacement                  |        |   | 41,584         | 41,584         | 41,584           | 47,500           |
| 40069  | Computing upgrade software & hardware     |        |   | 27,499         | 28,000         | 43,000           | 43,000           |
| 40259  | Admin. Building Gardens Upgrade           |        |   | 1,767          | 2,000          | 15,000           | 15,000           |
| 40074  | OHS Upgrades                              |        |   | 0              | 0              | 485              | 10,485           |
| <b>Total Governance/Administration Capital Expenditure</b> |   |        |   | <b>128,345</b> | <b>129,078</b> | <b>157,563</b>   | <b>185,985</b>   |
| <b>Sched 9 - Housing</b>                                   |   |        |   |                |                |                  |                  |
| 40260  | Paving at Calingiri APU's                 |        |   | 8,875          | 6,000          | 6,000            | 6,000            |
| 40197  | 2 x Aged Persons Units - Bolgart          |        |   | 32,234         | 30,000         | 500,000          | 512,500          |
| 40198  | 2 x Aged Persons Units - Calingiri        |        |   | 23,908         | 25,000         | 500,000          | 512,500          |
| <b>Housing Capital Expenditure</b>                         |   |        |   | <b>65,018</b>  | <b>61,000</b>  | <b>1,006,000</b> | <b>1,031,000</b> |
| <b>Sched 10 Community Amenities</b>                        |   |        |   |                |                |                  |                  |
| 40261  | Public Toilets Mogumber                   |        |   | 47,241         | 45,000         | 68,500           | 55,000           |
| 40262  | Dongers for Tip Sites (x2)                |        |   | 24,606         | 24,000         | 44,000           | 44,000           |
| 40255  | Piawaning Water Supply                    |        |   | 5,000          | 5,000          | 90,000           | 90,000           |
| <b>Community Amenities Capital Expenditure</b>             |   |        |   | <b>76,848</b>  | <b>74,000</b>  | <b>202,500</b>   | <b>189,000</b>   |
| <b>Sched 11 - Recreation &amp; Culture</b>                 |   |        |   |                |                |                  |                  |
| 40057  | Disability Access                         |        |   | 0              | 0              | 1,500            | 5,000            |
| 40263  | 150kl Water Tank (Calingiri Oval)         |        |   | 0              | 0              | 0                | 18,000           |
| 40264  | Pump Shed (Calingiri Oval)                |        |   | 0              | 0              | 5,000            | 5,000            |
| 40265  | Polish Floors - Bolgart Hall              |        |   | 9,727          | 11,760         | 11,760           | 11,760           |
| 40275  | Stumps & Levelling - Bolgart Hall         |        |   | 6,355          | 8,000          | 8,000            | 8,000            |
| 40276  | Netball Court                             |        |   | 0              | 0              | 47,454           | 0                |
| <b>Recreation &amp; Culture Capital Expenditure</b>        |   |        |   | <b>16,082</b>  | <b>19,760</b>  | <b>73,714</b>    | <b>47,760</b>    |
| <b>Sched 12 - Transport</b>                                |   |        |   |                |                |                  |                  |
| 40021  | Roadworks - Council & Direct Road Funding | C9125  | Edmonds Street, final seal              | 0              | 0              | 15,000           | 15,000           |
| 40021  | Roadworks - Council & Direct Road Funding | C9127  | New Norcia- Gillingarra Road - finalise | 147,394        | 154,000        | 154,000          | 160,000          |
| 40022  | Roadworks - RRG Funded                    | RR0021 | Regional Roads - Gillingarra Glentromie | 0              | 0              | 243,223          | 243,223          |
| 40022  | Roadworks - RRG Funded                    | RR0022 | Gillingarra-Glentromie Road             | 0              | 0              | 43,676           | 43,676           |
| 40022  | Roadworks - RRG Funded                    | RR0023 | Mogumber West Road                      | 0              | 0              | 50,498           | 50,498           |
| 40022  | Roadworks - RRG Funded                    | RR0024 | Goomalling-Calingiri Road               | 51,702         | 50,110         | 96,110           | 96,110           |
| 40022  | Roadworks - RRG Funded                    | RR0025 | Toodyay-Bindi Bindi Road Shd/Drainage   | 180,303        | 180,000        | 192,000          | 158,300          |
| 40022  | Roadworks - RRG Funded                    | RR0026 | Toodyay-Bindi Bindi Road Cement Stab    | 58,036         | 55,000         | 154,149          | 154,149          |

Shire of Victoria Plains  
Capital Expenditure Report as at : 29-February-2016

| COA   | Description  | Job    | Description                              | YTD Actual          | YTD Budget       | Current Budget   | Original Budget  |
|-------|--|--------|--|---------------------|------------------|------------------|------------------|
|       |  |        |  | \$                  | \$               | \$               | \$               |
| 40022 | Roadworks - RRG Funded                                   | RR0027 | Wirrilda Road                            | 0                   | 0                | 93,551           | 93,551           |
| 40022 | Roadworks - RRG Funded                                   | RR0028 | Carani Road West                         | 191,691             | 190,000          | 220,900          | 220,900          |
| 40024 | Roadworks - R2R Funded                                   | R2R012 | Bolgart East Road                        | 0                   | 0                | 701,196          | 490,742          |
| 40266 | Footpaths  | FP2016 | Aged Friendly Communities Funded         | 0                   | 0                | 40,000           | 40,000           |
| 40221 | Drainage Bolgart (Bolgart East-Smith St)                 | C9114  | Drainage Bolgart (Bolgart East-Smith St) | 3,838               | 0                | 55,270           | 105,270          |
| 40267 | Street Lighting  | SL2016 | Milner Street, Yerecoin                  | 0                   | 0                | 7,000            | 7,000            |
| 40268 | Kerb & Bollards  | KB2016 | Poincare/Albert St, Bolgart              | 0                   | 5,500            | 5,500            | 5,500            |
| 40269 | Replace Dual Cab Ute                                     |        |  | 35,205              | 35,205           | 35,205           | 40,000           |
|       | <b>Transport Capital Expenditure</b>                     |        |  | <b>668,170</b>      | <b>669,815</b>   | <b>2,107,278</b> | <b>1,923,919</b> |
|       | <b>Sched 13 - Economic Services</b>                      |        |  | <b>0</b>            | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|       | <b>Economic Services Capital Expenditure</b>             |        |  | <b>0</b>            | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|       | <b>Sched 14 - Other Property &amp; Services</b>          |        |  |                     |                  |                  |                  |
| 40030 | Works Manager Vehicle Replacement                        |        |  | 46,587              | 46,587           | 46,587           | 47,500           |
| 40118 | Building Maintenance Ute Replacement                     |        |  | 21,933              | 21,933           | 21,933           | 27,500           |
| 40270 | Traffic Counters   |        |  | 0                   | 0                | 0                | 6,600            |
| 40272 | Change over Fuel Bowser                                  |        |  | 1,806               | 2,000            | 15,250           | 7,000            |
| 40273 | GPS/EPIRB  |        |  | 0                   | 0                | 5,000            | 5,000            |
| 40274 | Metro Body - Building Maintenance Ute                    |        |  | 9,975               | 8,625            | 8,625            | 8,625            |
|       | <b>Other Property &amp; Services Capital Expenditure</b> |        |  | <b>80,302</b>       | <b>79,145</b>    | <b>97,395</b>    | <b>102,225</b>   |
|       | <b>Total Capital Expenditure</b>                         |        |  | <b>\$ 1,034,764</b> | <b>1,032,798</b> | <b>3,644,450</b> | <b>3,479,889</b> |

Investments Report

**INVESTMENTS**  
29th February 2016

|                                     | Institution   | Term     | Amount             | Interest % | Review Date |
|-------------------------------------|---------------|----------|--------------------|------------|-------------|
| Municipal                           | Treasury Corp | OCDF     | \$9,159            | 1.95       | -           |
| Municipal                           | Bendigo Bank  | 3 months | \$0                |            |             |
| Municipal                           | Bendigo Bank  | 1 month  | \$0                |            |             |
| Municipal                           | Bendigo Bank  | 1 month  | \$1,211,878        | 2.00       | 8/03/2016   |
| <b>TOTAL MUNICIPAL INVESTMENTS:</b> |               |          | <b>\$1,221,037</b> |            |             |
| Reserves                            | Bendigo Bank  | 3 months | \$811,697          | 2.65       | 11/05/2016  |
| Reserves                            | Bendigo Bank  | 3 months | \$101,487          | 2.60       | 5/03/2016   |
| Reserves                            | Treasury Corp | OCDF     | \$2,041            | 1.95       | -           |
| <b>TOTAL RESERVES INVESTMENTS:</b>  |               |          | <b>\$915,225</b>   |            |             |

**Interest earned:**

|                  | <b>ACTUAL YTD</b> | <b>BUDGET</b>   |
|------------------|-------------------|-----------------|
| <b>Municipal</b> | \$19,753          | \$15,000        |
| <b>Reserves</b>  | \$13,622          | \$17,750        |
| <b>TOTAL:</b>    | <u>\$33,375</u>   | <u>\$32,750</u> |

Bank Reconciliation Report

Shire of Victoria Plains  
Bank Reconciliation as at 29th February 2016

| General Ledger Movement Details       | Total        | Municipal   | Municipal Term<br>Deposit 60 days | Municipal Term<br>Deposit 120 days | Muni Funds<br>Treasury Corp | Muni Term<br>Deposit 90 Days<br>(1) | Muni Term<br>Deposit 90 Days<br>(2) |
|---------------------------------------|--------------|-------------|-----------------------------------|------------------------------------|-----------------------------|-------------------------------------|-------------------------------------|
| Balance Bought Forward from Previous  | 1,560,784.76 | 341,811.09  | 0.00                              | 1,209,828.93                       | 9,144.74                    | 0.00                                | 0.00                                |
| Add Receipts as per Ledger            | 207,560.88   | 205,497.23  | 0.00                              | 2,049.44                           | 14.21                       |                                     |                                     |
| Add Transfers from Other Bank Account | -            |             |                                   |                                    |                             |                                     |                                     |
|                                       | 1,768,345.64 | 547,308.32  | 0.00                              | 1,211,878.37                       | 9,158.95                    | 0.00                                | 0.00                                |
| Less Payments as per Ledger           | 425,807.32   | 425,807.32  |                                   |                                    |                             |                                     |                                     |
| Less Transfers to Other Bank Account  | -            |             |                                   |                                    |                             |                                     |                                     |
| Closing Balance Ledger                | 1,342,538.32 | 121,501.00  | -                                 | 1,211,878.37                       | 9,158.95                    | -                                   | -                                   |
|                                       | (3,096.52)   | (3,096.52)  | 0.00                              | 0.00                               | 0.00                        | 0.00                                | 0.00                                |
|                                       |              |             |                                   |                                    |                             |                                     |                                     |
|                                       |              |             |                                   |                                    |                             |                                     |                                     |
|                                       | Total        | Municipal   | Muni Term Dep                     | Muni Term Dep                      | Muni Treasury               | Muni Term Dep                       | Muni Term Dep                       |
| Balance on Bank Statement             |              | 135,577.88  | 0.00                              | 1,211,878.37                       | 9,158.95                    | -                                   | -                                   |
| + Outstanding Deposits                | 1,056.35     | 1,056.35    |                                   |                                    |                             |                                     |                                     |
| - Outstanding Cheques                 | (12,036.71)  | (12,036.71) |                                   |                                    |                             |                                     |                                     |
| Balance                               | 1,345,634.84 | 124,597.52  | 0.00                              | 1,211,878.37                       | 9,158.95                    | -                                   | -                                   |
| Deposits on Statement not receipted   |              |             |                                   |                                    |                             |                                     |                                     |
| Unknown                               | -            |             |                                   |                                    |                             |                                     |                                     |
| Commission                            | -            |             |                                   |                                    |                             |                                     |                                     |
| Debtors Payments                      | -            |             |                                   |                                    |                             |                                     |                                     |
| Interest                              | -            |             |                                   |                                    |                             |                                     |                                     |
| Sub-total- Deposits not receipted     | -            |             |                                   |                                    |                             |                                     |                                     |
| + PAYMENTS not journalled             |              |             |                                   |                                    |                             |                                     |                                     |
| D/Debit not processed in Synergy      | (5,493.51)   | (5,493.51)  |                                   |                                    |                             |                                     |                                     |
| D/Debits for Feb processed in Jan     | -            |             |                                   |                                    |                             |                                     |                                     |
| Credit Card not processed             | 2,693.64     | 2,693.64    |                                   |                                    |                             |                                     |                                     |
| Unknown deposits                      | (235.00)     | (235.00)    |                                   |                                    |                             |                                     |                                     |
| EFT part Muni & Trust Account         | (61.65)      | (61.65)     |                                   |                                    |                             |                                     |                                     |
| Sub-total PAYMENTS not journalled     | 2,396.99     | (3,096.52)  | 0.00                              | 0.00                               | 0.00                        | 0.00                                | 0.00                                |
|                                       | (3,096.52)   | (3,096.52)  | 0.00                              | 0.00                               | 0.00                        | 0.00                                | 0.00                                |
| Balance as per Reconciliation         | 1,342,538.32 | 121,501.00  | 0.00                              | 1,211,878.37                       | 9,158.95                    | 0.00                                | 0.00                                |
|                                       |              |             |                                   |                                    |                             |                                     |                                     |
| Check Figure (Must = 0.00)            |              | 0.00        | 0.00                              | 0.00                               | 0.00                        | 0.00                                | 0.00                                |
| Ledger Balance                        | 1,342,538.32 | 121,501.00  | 0.00                              | 1,211,878.37                       | 9,158.95                    | 0.00                                | 0.00                                |
| Account #                             |              | 91000       | 91005                             | 91006                              | 91007                       | 91008                               | 91009                               |

Shire of Victoria Plains  
Bank Reconciliation as at 29th February 2016

| General Ledger Movement Details       | Total      | Reserve  | Reserve Term<br>Dep | Treasury Reserve | Reserve Term<br>Dep | Trust    |
|---------------------------------------|------------|----------|---------------------|------------------|---------------------|----------|
| Balance Bought Forward from Previous  | 917,645.81 | 1,398.86 | 806,519.29          | 2,038.19         | 101,487.12          | 6,202.35 |
| Add Receipts as per Ledger            | 5,180.76   | 0.06     | 5,177.51            | 3.19             |                     |          |
| Add Transfers from Other Bank Account | -          |          |                     |                  |                     |          |
|                                       | 922,826.57 | 1,398.92 | 811,696.80          | 2,041.38         | 101,487.12          | 6,202.35 |
| Less Payments as per Ledger           |            |          |                     |                  |                     |          |
| Less Transfers to Other Bank Account  | -          |          |                     |                  |                     |          |
| Closing Balance Ledger                | 922,826.57 | 1,398.92 | 811,696.80          | 2,041.38         | 101,487.12          | 6,202.35 |
|                                       | 6,202.35   | 0.00     | 0.00                | 0.00             | 0.00                | 6,202.35 |

|                                     | Total      | Reserve  | Reserve Term<br>Deposit | Treasury Reserve | Reserve Term<br>Deposit | Trust |
|-------------------------------------|------------|----------|-------------------------|------------------|-------------------------|-------|
| Balance on Bank Statement           |            | 1,398.92 | 811,696.80              | 2,041.38         | 101,487.12              |       |
| + Outstanding Deposits              | -          |          |                         |                  |                         |       |
| - Outstanding Cheques               | -          |          |                         |                  |                         |       |
| Balance                             | 916,624.22 | 1,398.92 | 811,696.80              | 2,041.38         | 101,487.12              | -     |
| Deposits on Statement not receipted |            |          |                         |                  |                         |       |
| Rates                               | -          |          |                         |                  |                         |       |
| Commission                          | -          |          |                         |                  |                         |       |
| Debtors Payments                    | -          |          |                         |                  |                         |       |
| Interest                            | -          |          |                         |                  |                         |       |
| Sub-total- Deposits not receipted   | -          | 0.00     | 0.00                    | 0.00             | 0.00                    | 0.00  |
| + PAYMENTS not journalled           |            |          |                         |                  |                         |       |
| Wages                               | -          |          |                         |                  |                         |       |
| Police Licensing                    | -          |          |                         |                  |                         |       |
| Fees & other charges                | -          |          |                         |                  |                         |       |
| Bank Fees/Credit Card Payments      | -          |          |                         |                  |                         |       |
| Sub-total PAYMENTS not journalled   | -          | 0.00     | 0.00                    | 0.00             | 0.00                    | 0.00  |
|                                     | -          | 0.00     | 0.00                    | 0.00             | 0.00                    | 0.00  |
| Balance as per Reconciliation       | 916,624.22 | 1,398.92 | 811,696.80              | 2,041.38         | 101,487.12              | 0.00  |
| Check Figure (Must = 0.00)          |            | 0.00     | 0.00                    | 0.00             | 0.00                    | 0.00  |
| Ledger Balance                      | 916,624.22 | 1,398.92 | 811,696.80              | 2,041.38         | 101,487.12              |       |
| Account #                           |            | 91010    | 91011                   | 91012            | 91013                   | 99000 |

Outstanding Rates Report

**OUTSTANDING RATES REPORT**  
29th February 2016

|  |                  |
|--|------------------|
| <b>Total Rates Outstanding</b>                                     | <b>\$220,009</b> |
| <b>Comprising:</b>   |                  |
| Rates (Current & Arrears)  | \$203,948        |
| Rates (Deferred)   | \$4,500          |
| Rubbish  | \$4,591          |
| Sewerage   | \$1,485          |
| Interest/Admin Charges   | \$173            |
| ESL  | \$5,312          |
| <b>TOTAL:</b>  | <b>\$220,009</b> |
| <b>Percentage of total rates bill (excluding ex-Gratia Rates):</b> | <b>9.53%</b>     |
| <b>Balance as at 28th February 2015:</b>                           | <b>\$160,059</b> |



Outstanding Debtors Report

**Shire of Victoria Plains Debtors Listing  
as at 29th February 2016**

| Debt No | 30/11/2015<br>90 Days | 30/12/2015<br>60 Days | 31/01/2016<br>30 Days | 29/02/2016<br>Current | Total               | Comments                   |
|---------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|----------------------------|
| 83      |                       |                       |                       | \$33.00               | <b>\$33.00</b>      |                            |
| 7       |                       |                       |                       | \$123.05              | <b>\$123.05</b>     |                            |
| 372     |                       |                       | \$22,000.00           |                       | <b>\$22,000.00</b>  |                            |
| 131     | \$250.00              |                       |                       |                       | <b>\$250.00</b>     | Demand letter sent 24/2/16 |
| 364     |                       | \$390.25              |                       |                       | <b>\$390.25</b>     | Demand letter sent 24/2/16 |
| 29      |                       |                       |                       | \$153,251.56          | <b>\$153,251.56</b> |                            |
| 139     | \$140.00              |                       |                       |                       | <b>\$140.00</b>     | Sent to Debt Collection    |
| 433     | \$262.66              |                       |                       |                       | <b>\$262.66</b>     | Demand letter sent 24/2/16 |
| 462     | \$250.00              |                       |                       |                       | <b>\$250.00</b>     | Demand letter sent 24/2/16 |
| 187     |                       |                       |                       | \$33.00               | <b>\$33.00</b>      |                            |
| 473     |                       |                       |                       | \$594.26              | <b>\$594.26</b>     |                            |
| 215     | \$250.00              |                       |                       | \$200.00              | <b>\$450.00</b>     | Demand letter sent 24/2/16 |
| 242     |                       |                       |                       | \$95.40               | <b>\$95.40</b>      |                            |
| 367     | \$500.00              |                       |                       | \$369.89              | <b>\$869.89</b>     | Sent to Debt Collection    |
|         | <b>\$1,652.66</b>     | <b>\$390.25</b>       | <b>\$22,000.00</b>    | <b>\$154,700.16</b>   | <b>\$178,743.07</b> |                            |

**F9/2016      BOLGART PROGRESS ASSOCIATION – PUBLIC LIABILITY  
INSURANCE**

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | CS1.10   |
| REPORT DATE                    | 1 March 2016   |
| APPLICANT/PROPONANT            | Nil  |
| OFFICER DISCLOSURE OF INTEREST | Cr N Clarke declared an interest in this item.       |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Ian Graham – DCEO/Finance and Administration Manager |
| ATTACHMENTS                    | Nil  |

**PURPOSE OF REPORT**

To request that Council consider reimbursement of the 2016 annual Public Liability insurance premium for the Bolgart Progress Association.

**BACKGROUND**

Council resolved as follows at the March 2015 meeting:-

***Resolution 50/2015***

***Moved Cr Kelly seconded Cr Lovelock that Council confirm that the subsidy referred to in Policy 6.5.2 in relation to insurance is for Hall buildings and contents only. Additional subsidies for other insurances may be available subject to an application being lodged with the Shire prior to the issuing of the insurance policy.***

**COMMENT**

The Bolgart Progress Association has made a request for Council to consider reimbursement of their 2016 annual Public Liability insurance premium.

**POLICY REQUIREMENTS**

None

**LEGISLATIVE REQUIREMENTS**

None

**STRATEGIC IMPLICATIONS**

**Corporate Business Plan references and impacts:-**

Strategy 2.3.7 “Continue to support and recognise volunteers”.

A budget allocation is made for support to local community groups.

**SUSTAINABILITY IMPLICATIONS**

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

**FINANCIAL IMPLICATIONS:** None (a budget allocation is made (under “Public Relations”) for discretionary and ad hoc items including support to local community groups).

**VOTING REQUIREMENTS:**

*ABSOLUTE MAJORITY REQUIRED: NO*

**RESOLUTION 50/2016**

**Moved: Cr S Penn**

**Seconded: Cr J Kelly**

**That Council approve the payment of \$977.92 for the 2016 annual Public Liability insurance premium for the Bolgart Progress Association.**

**Motion Put and Carried: 8/0**

**F10/2016 CALINGIRI FOOTBALL CLUB – PAVILION LEASE**

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | F1.10  |
| REPORT DATE                    | 16 February 2016                                     |
| APPLICANT/PROPONANT            | Nil  |
| OFFICER DISCLOSURE OF INTEREST | Nil  |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Ian Graham – DCEO/Finance and Administration Manager |
| ATTACHMENTS                    | Calingiri Football Club Pavilion Lease               |

**PURPOSE OF REPORT**

To seek Council endorsement of a lease between the Shire of Victoria Plains and the Calingiri Football Club (inc.) for the lease of the Calingiri Football Pavilion.

**BACKGROUND**

The Calingiri Football Club previously paid an annual rent to the Shire of Victoria Plains for the use of the Calingiri Football Pavilion. The amount was \$3,000.00 (plus GST) per annum and this was paid for the years 2003/4 through to 2007/8. In April 2008 Council considered a request for a review of the sportsground lease at its meeting on the 15<sup>th</sup> April and resolved to reduce the payment of \$3000.00 down to \$10.00 per year to be reviewed annually and on completion of the pavilion upgrade.

**COMMENT**

As the pavilion upgrade was completed in 2012/13, the review of the annual lease is now overdue. A new lease agreement has been drafted in consultation with the Calingiri Football Club (Inc.) (attached).

The lease stipulates terms for the use of the facility, annual rental, rights of renewal, rights and obligations including maintenance, payment for utilities, insurance, service of alcohol, sub-leasing, cancellation and cleanliness.

Nearby Councils with Football Clubs have been approached to provide comparative information in regard to annual rentals. The Shire of Dalwallinu charges \$1,885.00 (plus GST) per annum (the Football Club also pays additional charges for club nights (e.g. end of year wind up), and the Shire of Moora charges \$2,200.00 per annum.

The proposed annual rental for the Calingiri Football Club lease of the Calingiri Football Pavilion is \$2,000.00 (plus GST). The Calingiri Football Club will also pay for utilities (gas, electricity light, power, fuel, water and telephone services) related to the Pavilion (as per the lease).

**POLICY REQUIREMENTS**

None

**LEGISLATIVE REQUIREMENTS**

Land Administration Act 1997 confers the right to lease Shire property to the Shire of Victoria Plains.

## STRATEGIC IMPLICATIONS

### Corporate Business Plan references and impacts:-

Strategy 2.3.3 Support the development and maintenance of community facilities in the Shire.

### SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

### FINANCIAL IMPLICATIONS

The annual rental will contribute toward Pavilion and Oval maintenance costs.

### VOTING REQUIREMENTS

*ABSOLUTE MAJORITY REQUIRED: NO*

### **RESOLUTION 51/2016**

**Moved: Cr D Smith**

**Seconded: Cr P Carr**

**That Council endorses the lease between the Shire of Victoria Plains and the Calingiri Football Club Inc for the lease of the Calingiri Football Pavilion for an initial ten (10) year period, with right of renewal for an additional ten (10) year term, an annual rental of Two Thousand Dollars (\$2,000.00) plus GST effective from 1<sup>st</sup> January 2016, with rent to be reviewed as per the lease.**

**Motion Put and Carried: 8/0**

# LEASE

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**SHIRE OF VICTORIA PLAINS**  
*("Landlord")*

And

**CALINGIRI FOOTBALL CLUB INC.**  
*("Tenant")*

**THIS LEASE** dated 1<sup>st</sup> day of January 2016

**PARTIES:**

**SHIRE OF VICTORIA PLAINS**, Western Australia  
(*"Landlord"*)

And

**CALINGIRI FOOTBALL CLUB INC**, Western Australia  
(*"Tenant"*)

**THE PARTIES AGREE AS FOLLOWS:**

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**DEFINITIONS**

These definitions apply unless they are inconsistent with the context.

**"Building"** means the Calingiri Sports Ground Pavilion situated on the Land.

**"Commencement Date"** means the date specified as such in the Schedule.

**"Land"** means the land specified in the Schedule.

**"Lease"** means, depending on the particular context:

This document; or

Any holding-over period created under the terms of clause 4.3 of this document.

**"Leased Premises"** means the Building as is described in Item 1 of the Schedule and comprising the external area mentioned in Item 1 of the Schedule and includes all carpets, floor coverings, curtains, blinds and other fixtures and fittings belonging to the Landlord and all additions, modifications and replacements thereto from time to time and includes any part thereof.

**"Lease Year"** means each TWELVE (12) month period commencing on 1<sup>st</sup> January and expiring on the following 31<sup>st</sup> December during the Term.

**"Notify"** means to serve a written notice.

**"Plan"** means the plan in Annexure "A".

**"Preliminary Period"** means, if the Date of Commencement is not 1 July, the period commencing on the Date of Commencement and expiring on the following 30 June.

**"Rates and Taxes"** means rates, taxes, charges, duties and fees imposed under any statute on the Leased Premises.

**"Rent"** is the rent payable under the terms of this Lease.

**"Statute"** includes all delegated legislation and statutory instruments issued under it.

“**Term**” means the term specified as such in Item 2 of the Schedule and any extension or renewal of it.

“**Variable Outgoings**” means the following costs and charges properly or reasonably assessed, assessable, charged, chargeable, paid, payable or otherwise incurred in respect of the Leased Premises:

Cleaning;

Removal of rubbish (including any charge imposed by the local authority); and

Controlling and eradicating pests in the Building.

---

## **INTERPRETATION**

These rules apply in the interpretation of this document:

Clause headings have been included, but the Lease is not to be construed or interpreted by reference to them.

No statutory provisions are implied in this Lease except those that cannot be contracted out of.

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## **NOTIFICATION AND SERVICE**

Where the Lease provides that one party is to notify the other, a notice may be served by any of the following methods:

By personal delivery to the person to be served; or

By prepaid post to the person to be served:

Addressed to the premises, if to the Tenant; or

Addressed to the person’s last known place of business; or

Addressed to the registered office or principal place of business or to the care of the managing director, the general manager, the principal administrative officer or at least two directors, if to a corporation; or

Addressed to the person’s last known place of residence, if to a natural person;

By being left with any employee of the person to be served who is apparently over the age of 18; or

By any other authorised method.

Anything sent by post will be taken to have been received in the ordinary course of post, whether or not the person to be served receives it.

Where more than one person has the same interest in the Lease, notification to or by one of them is sufficient notification to or by all of them.



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## **GRANT AND TERM OF LEASE**

The Landlord grants the Tenant the right to possess and use the Leased Premises for the Term and pursuant to the provisions of the Lease.

The Lease is for the Term and will commence on the Commencement Date.

If the Tenant occupies the Leased Premises after the end of the Lease with the Landlord's consent, the Tenant will do so as a Tenant from month to month (holding over). Those Lease terms that are relevant will apply to the holding over and either the Landlord or the Tenant may end it by giving one month's written notice to the other expiring at any time.

The Lease binds the Landlord's and Tenant's personal representatives and assignees, or if either or both of them are corporations, their successors and assignees, as if they were parties to it.

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## **RENT**

For the right to possess and use the Leased Premises, the Tenant must pay the Landlord without any deductions or set-offs:

The annual Rent; and

The other amounts referred to in the definition of Rent in clause 1.

In the first year of the Lease, the annual Rent is the amount referred to in Item 4 of the Schedule and is payable as set out in that Item and if the Lease does not start on the first of the month, the first and last installments will be adjusted proportionally.

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## **VARIABLE OUTGOINGS**

Tenant's Obligation to Pay

The Tenant agrees with the Landlord that the Tenant must promptly pay (and if to the Landlord where applicable) in addition to Rent, the Variable Outgoings when they fall due for payment.

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## **INDEXATION REVIEW**

The annual Rent will be varied by indexation on the Rent Review Dates and in the manner specified in the Schedule.

When the annual Rent is to be indexed, the current annual Rent will be varied proportionally to any change in the Consumer Price Index (CPI) published during the quarter before the day on which the indexed annual Rent takes effect, from the CPI published during the quarter before the day on which the current annual Rent took effect.

Until the review of the annual Rent is complete, the Tenant must pay Rent at the current annual Rent rate. When the review is complete, any necessary adjustment is to be made on the day on which Rent is next due.

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## UTILITIES

8.1 The Tenant must pay punctually for all Building consumption charges for gas, electricity light, power, fuel, water and telephone services.

8.2 The Landlord must pay for all water usage and electricity charges for watering the football oval and surrounds and the hockey field.

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## TRANSFER, SUBLETTING AND PARTING WITH POSSESSION

The Tenant may not sublet; transfer the Lease or part with possession of all or part of the Leased Premises before obtaining the Landlord's written consent, which will not be unreasonably withheld.

The Tenant must pay the Landlord's reasonable legal and other costs incurred in considering and giving consent, including any costs that the Landlord incurs in making inquiries about the character and financial status of any proposed sub-Tenant or the person to whom possession is to be transferred.

The Tenant must not mortgage or charge the Lease or any estate or interest in the Leased Premises.

Sections 80 and 82 of the *Property Law Act 1969 (WA)* do not apply to this Lease.

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## ABATEMENT

If, during the Lease:

a natural disaster or other serious event occurs that the Tenant is unable to reasonably control and was not caused (directly or indirectly) by some act of default of the Tenant; and

As a result, the Leased Premises are destroyed or damaged, or the usual access to them is completely or partly obstructed; and

Because of the destruction, damage or obstruction the Tenant is unable to conduct its business in a reasonable manner,

The Tenant's obligations under clauses 5 to pay Rent, clause 6 to pay Outgoings and clause 8 to pay Rates and Taxes will abate proportionally with the effect on the Tenant's business until the Leased Premises and access to them are reconstructed or restored to a level that allows the Tenant to conduct its business in a reasonable manner.

Any dispute arising out of the provisions of clause 10 will be referred to arbitration under the *Commercial Arbitration Act 1985 (WA)*.

If after nine months the premises have not been reconstructed or restored, either the Landlord or the Tenant may notify the other of its intention to end the Lease and the Lease will end one month after the notification date.

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## **REPAIR — TENANT'S OBLIGATION**

The Tenant must keep the Leased Premises in good repair, bearing in mind the condition of the premises at the beginning of the Lease, but need not carry out:

any structural work, unless it has become necessary because of any actions, whether negligent or deliberate, of the Tenant or those for whom the Tenant is responsible (including its employees, customers, suppliers and agents);

Repairs that are necessary because of fair wear and tear; or

Repairs that is necessary because of a natural disaster.

To comply with its obligation under clause 11.1, the Tenant must:

Immediately repair any damage to the Leased Premises caused by the actions, whether negligent or deliberate of the Tenant or those for whom the Tenant is responsible; and

Immediately replace broken electric lights in the Leased Premises;

The Tenant must keep the Leased Premises, the exterior façade, the exterior and interior of all windows, doors, all other glass and other fixtures neat and clean.

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## **REPAIR — LANDLORD'S RIGHTS**

At all reasonable times the Landlord, its agents or both may enter the Leased Premises to look at its condition and that of the Landlord's fittings, and accessories and services and further, the Landlord may notify the Tenant of any defects and require the Tenant to remedy them within a reasonable time.

At all reasonable times the Landlord, its agents or both may enter the Leased Premises, without causing unnecessary interference with the use of the Leased Premises by the Tenant, to:

Comply with the terms of any statute affecting the Leased Premises;

Carry out any structural work the Landlord thinks should be carried out;

Carry out any repairs to the Leased Premises the Landlord thinks should be carried out;

Take inventories of fittings and accessories;

Redecorate the Leased Premises, and

Remedy any defects about which the Landlord has notified the Tenant under clause 12.2 and which the Tenant has not remedied within a reasonable time.

If the Landlord carries out any works in the Leased Premises or in the Building that the Tenant should have carried out, the Tenant must pay the Landlord on demand the costs of that work.

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## **INDEMNITY AND INSURANCE**

The Tenant indemnifies the Landlord from and against all claims, demands, proceedings, judgments, damages, costs and losses of any nature whatsoever which the Landlord may suffer or incur for whatever reason, in connection with or arising out of the Leased Premises or this Lease whether as to property or person as a result of any neglect, act, default or omission by the Tenant or by the employees, agents, contractors, customers, invitees, licensees or sub-tenants of the Tenant.

The Tenant must, at its own expense, prior to the Commencement Date take out and keep up to date a public risk policy that gives a minimum cover for each accident, claim or event of the amount stated in Item 8 of the Schedule, or if the Landlord notifies the Tenant, any reasonable higher amount. The cover provided under this policy must not be contributory with any policy the Landlord takes out.

The Tenant must give copies of the insurance policies of the types described in clause 13.2 to the Landlord before taking possession under the Lease.

Within seven days of receiving any certificate of renewal or further policy, the Tenant must give a copy of it to the Landlord.

The Tenant must, if requested by the Landlord, show evidence of renewal of an expired policy to the Landlord.

The Tenant must not do anything directly or indirectly that might make any insurance on or relating to the Leased Premises or the Building void or voidable or which might increase the policy premium.

The Tenant must:

Comply with the insurance, sprinkler and fire alarm regulations that apply because of the use of the Leased Premises; and

Comply with the requirements of any insurer of the Leased Premises.

---

## **USE OF THE LEASED PREMISES**

The Tenant:

May use the Leased Premises for the purpose specified in Item 6 of the Schedule only; and

Must conduct its business on the Leased Premises in a professional manner.

The Landlord does not represent:

That the Leased Premises are suitable for the permitted use; or

That the Landlord's fittings and accessories or services are suitable for the permitted use.

The Tenant must not:

Use or allow the use of the Leased Premises for living or sleeping; and

use or allow the use of the common areas, toilets, conveniences and the water, lighting, heating and air conditioning apparatus, and fire sprinkler systems in the Leased Premises or the Building for any purposes other than those for which they were constructed; and

overload, or allow the overloading of the floors of the Leased Premises by placing heavy articles on them, the individual or combined weights of which exceed the design and construction limits of the Leased Premises; and

Cause or allow any loud noise or any other nuisance, disturbance or annoyance to be made in or to emanate from the Leased Premises; and

Mark, paint, or deface any surface of the Leased Premises or the Building unless permitted by the Lease; and

Permit any rubbish to accumulate in the Leased Premises or in the Building unless confined in suitable containers that are not in public view in the building; and

Interfere with or attempt to control any part of the fire alarm, sprinkler systems, any air conditioning equipment or any other machinery or equipment of the Landlord installed in the Leased Premises.

The Tenant must:

Comply with any statute affecting the Leased Premises; and

Take out and keep current all licences and permits required to carry on the business conducted in the Leased Premises; and

Comply with the weight and positioning requirements that the Landlord prescribes for safes and other heavy articles or goods.

---

### **SERVICE OF ALCOHOL**

The Landlord will make and adhere to reasonable rules and regulations for the control and management of the service of alcohol and must at all times, comply with the *Liquor Control Act 1988* (as amended) and with any term and condition of any grant of liquor license under the *Liquor Control Act 1988* and all applicable guidelines and regulations pertaining to the responsible service of alcohol (if any).

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### **LANDLORD'S RESERVED RIGHTS**

The Landlord may:

use the Leased Premises for the passage of air conditioning equipment, fire and sprinkler systems, pipes, services, ducts, cables, electric wiring, water sewerage and drainage connections and any other services; and

Enter the premises at all reasonable times to install, maintain or repair any of those things.

---

## **CANCELLATION FOR BREACH**

The following Tenant's covenants are essential terms of this Lease:

The covenant to pay Rent during the Lease term (clause 5.1); and

The covenant not to deal with the Lease, or part with possession of the Leased Premises without consent (clause 0); and

The covenant about use of the Leased Premises (clause 14); and

The covenant requiring the Tenant to insure the Leased Premises (clause 13).

The Landlord's acceptance of late payment of any Rent does not waive the essentiality of the Tenant's obligation to pay Rent.

The Landlord may cancel the Lease if:

all or part of the Rent or other money due to the Landlord under the Lease remains unpaid for 60 days after it is due, whether formally demanded or not;

The Tenant breaches the Lease, or any rule or regulation made under the Lease; or

The Tenant is a corporation or an incorporated association and an order is made or a resolution is passed for its winding up, unless it is for reconstruction or amalgamation.

For the purposes of clause 17.3 the Landlord may cancel the Lease by:

Notifying the Tenant of the cancellation; or

Re-entering the Leased Premises, with force if necessary, ejecting the Tenant and all other persons from the Leased Premises and repossessing them; or

Doing both.

If the Landlord cancels the Lease under clause 17.3 the Tenant remains liable for any previous breach of the Lease and other remedies available to the Tenant for recovery of unpaid Rent or for breach of the Lease are not affected.

If the Landlord cancels the Lease under clause 17.3, it may, in addition to any other rights and remedies that it might have, recover damages from the Tenant for the loss of the benefit of so much of the Lease as would have continued but for the cancellation.

---

## **REMOVAL OF THE TENANT'S PROPERTY**

If the Landlord cancels the Lease under clause 17 it may:

Remove the Tenant's property; and

Store it at the Tenant's expense; and

After storing the property for 30 days, dispose of it and apply any proceeds towards:

Any unpaid Rent or other money; or

Any loss or damage; or

The payment of storage and other expenses,

Without being liable to the Tenant for trespass, detinue, conversion or negligence.

#### Yield Up

At the expiration or sooner determination of the Term, the Lessee shall yield and deliver possession of the Leased Premises to the Lessor in a condition and state of cleanliness consistent with the Lessee's covenants and shall surrender to the Lessor or the Lessor's agents all keys or other devices for or enabling the Lessee or the Lessee's employees or visitors to gain access to the Leased Premises or any part thereof.

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#### **INTEREST**

The Tenant must pay interest to the Landlord:

On any money due under the Lease; or

On any judgment for the Landlord in an action arising from the Lease,

Until all outstanding money and interest is paid in full.

Interest will accrue and be calculated daily at the annual rate of 12%.

---

#### **QUIET ENJOYMENT**

If the Tenant pays the Rent and does not breach the Lease it may use the Leased Premises during the Lease without any interference from the Landlord, the Landlord's agents or transferees, subject to the Lease terms and the Landlord's rights under it.

---

#### **OPTION FOR RENEWAL**

The Landlord will, if the Tenant:

Has punctually complied with all the Tenant's covenants for the Lease term; and

Gives to the Landlord personally, or to the Landlord's agent, a notice of exercise of the option to renew the Lease not more than three months but not less than one month before the end of this Lease,

Grant a renewal of this Lease to the Tenant for a further term(s) specified in Item 9 in the Schedule.

The renewed Lease must contain all the terms of this Lease (except this clause), subject to the changes in Rent reviewed in accordance with this Lease. If Item 9 in the Schedule at the end of the renewed Lease allows for a further option to renew the Lease, then this clause may be inserted into that renewed Lease.

---

#### **COSTS**

Each party shall bear their own legal and other costs for the negotiation and preparation of the Lease.

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## **TENANT'S OBLIGATION TO REIMBURSE LANDLORD FOR GST**

In this clause '**GST**' refers to goods and services tax under A New Tax System (Goods and Services) Act 1999 (GST Act) and the terms used have the meanings given in that Act.

All Rent and other amounts the Tenant agrees to pay to the Landlord as the consideration for the supply expressed in this Lease are exclusive of GST.

The Tenant agrees to pay to the Landlord the amount of GST together with any payment to which it relates. This obligation covers the Landlord's liability under this Lease and any renewal or extension of this Lease and includes Rent, Rates or consideration for any other taxable supply.

The Tenant must reimburse the Landlord the full amount of GST, despite any entitlement the Landlord may have to input tax credits or other credits or reimbursements for GST.

The Landlord agrees to deliver to the Tenant tax invoices, as required under the GST legislation, to allow the Tenant to claim input tax credits for the taxable supply.

---

## **SPECIAL CONDITIONS**

The provisions (if any) contained in Item 10 of the Schedule under the heading "Special Conditions" are agreements between the Landlord and Tenant who shall be bound by the same and in the event of any inconsistency between such provisions and any other provisions contained in this Lease, the provisions contained under the heading "Special Conditions" shall prevail to the extent of such inconsistency.



## SCHEDULE

**Item 1 LEASED PREMISES**

The building on that part of the property situated at Lambert Crescent and being more particularly described as Portion of Reserve 26577 being the Calingiri Sports Ground Pavilion & eastern lawn area to the oval boundary and being the area shaded yellow in the attached Plan and having an area of approximately square meters ( m<sup>2</sup>).

**Item 2 TERM OF THE LEASE**

Ten years (10 years), with right of renewal for a further ten (10) years.

**Item 3 COMMENCEMENT DATE**

1 January 2016

**Item 4 ANNUAL RENT IN THE FIRST YEAR OF THE TERM**

Two thousand dollars (\$2,000.00 (plus GST)) per annum.

**Item 5 RENT REVIEW**

The rent is to be reviewed annually.

**Item 6 USE OF LEASED PREMISES**

The services and sale by retail of all food, goods and products (including liquor) associated with the Calingiri Football Club and for the hire of the Building to third parties for private functions.

**Item 7 DUE DATES FOR REDECORATION**

Not Applicable.

**Item 8 AMOUNT OF PUBLIC RISK COVER**

\$20,000,000.00.

**Item 9 OPTIONS FOR RENEWAL**

**First option:** - 10 years commencing on 1<sup>st</sup> January 2016

**Second option:** - 10 years commencing on 1<sup>st</sup> January 2026

**Item 10 SPECIAL CONDITIONS**

The Tenant may install such internal signage and external signage as it sees fit provided when doing so the Tenant accepts all liability for any damage associated with the fixing of such signage.

The Tenant is permitted to relinquish the Lease without penalty and the Lease will end 30 days after the Tenant notifies the Landlord.

## TENANTS FIXTURES & FITTINGS

The landlord acknowledges that the following items are the property of the tenant:

**Kitchen** – stainless steel servery bench, pie warmers, 2 x cool drink fridges, deep Fryer, electric sandwich maker, 2 x electric soup warmers, cutlery, plastic plates, containers, cutting boards, teapots & stock pots, bowls & jugs, sandwich trays, 14.5 lt pot, 10.2lt pot, roast pan, assorted tea towels, tongs, whisk, 20 salt & pepper shakers, bowls & knives, 4 wheelie bins, trays, table cloths, plates, water container, power cords, assorted knives & forks.

**Bar area** – stainless steel servery bench, wine & beer glasses, glass containers, electronic till & stainless steel bench, Skope TMEF1000 2 door upright freezer, Stainless steel trolley, cool room shelving, 2 x cupboards, 2 x vacuum cleaners, storeroom shelving, trolley, 3 x wine glass baskets, 12 wine glasses, 12 Champaign flutes, shelving unit, portable BBQ, Pacvac Superpro 700 vac cleaner,

**Office** – 3 x steel cupboards, office bench top & wall cupboard, steel safe & Football clothing, banner, Australian flag, 14 footballs, assorted used footballs, cord, extension cord, drill bits & wall anchors, 10 footballs, air tool set, goal umpire flags, 5 junior footballs, junior football jumpers, senior football jumpers, old football jumpers, new set 60 football jumpers.

**Home Change room** – player's fridge, freezer, 2 x benches, first aid cupboard, Cougar wall sign, 8 x goal post covers, sign for change room, portable massage table,

**Ladies & Visitors Change room** – massage bench,

**Function Room & Outside Area** - 4 x honour boards, premiership boards, football & hockey photos, pool table, All chairs & tables, premiership flags, 4 x high tables, flag pole, limestone blocks for play ground, time keepers stand, trophy display cabinet, play ground equipment & 2 x concrete dugouts.

## EXECUTED AS A DEED

**EXECUTED** by  
**CALINGIRI FOOTBALL CLUB INC –**  
ABN: 80 833 436 659

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Secretary/Treasurer

\_\_\_\_\_  
Full name of President

\_\_\_\_\_  
Full name of Secretary/Treasurer

**EXECUTED** by **THE SHIRE OF**  
**VICTORIA PLAINS**

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of CEO

\_\_\_\_\_  
Full name of President

\_\_\_\_\_  
Full name of CEO

## F11/2016 COMPLIANCE AUDIT REPORT

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | F1.4.5   |
| REPORT DATE                    | 16 February 2016                                     |
| APPLICANT/PROPONANT            | Nil  |
| OFFICER DISCLOSURE OF INTEREST | Nil  |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Ian Graham – DCEO/Finance and Administration Manager |
| ATTACHMENTS                    | DLGC Compliance Audit Return 2015                    |

### PURPOSE OF REPORT

To allow council to review and adopt the Compliance Audit Return 2015.

### BACKGROUND

Each year council is requested to complete a Compliance Audit Return to ensure the operations of the organisation are complying with the Local Government Act 1995 and associated Regulations.

### COMMENT

The report aims to highlight the areas of non-compliance with the Act and to detail remedial action proposed to be taken to correct such non-compliance.

Council is required to adopt the return and ensure the return is submitted to the Department of Local Government and Communities by 31<sup>st</sup> March 2016.

### POLICY REQUIREMENTS

Nil

### LEGISLATIVE REQUIREMENTS

As per the requirements of the Local Government Act 1995, Section 7.13(i) and Local Government (Audit) Regulations 1996 (Regulations 13–15).

### STRATEGIC IMPLICATIONS

#### Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”.

#### ➤ Environment

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

#### ➤ Economic

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

#### ➤ Social

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

### FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

**VOTING REQUIREMENTS**

*Absolute Majority Required:*            *No*

**RESOLUTION 52/2016**

**Moved: Cr J Kelly**

**Seconded: Cr P Carr**

**That Council adopts the Compliance Audit Return for the year 1<sup>st</sup> January 2015 to 31<sup>st</sup> December 2015.**

**Motion Put and Carried: 8/0**

**10.3 COMMUNITY SERVICES**

(Incorporating Health, Building and Community Services)

There are no items for discussion under the Community Services section of the Agenda.

## 10.4 TOWN PLANNING

### P1/2016 PROPOSED SHED – 27 SMITH STREET, BOLGART

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | A1.1.6   |
| REPORT DATE                    | 29 February 2016   |
| APPLICANT/PROPONENT            | K & T Fawcett  |
| OFFICER DISCLOSURE OF INTEREST | Nil  |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Stephanie Gladman – Shire of Chittering  |
| ATTACHMENTS                    | Site Plan<br>Floor Plan<br>Elevations<br>Statement of support from neighbours<br>Applicants statement to support variation |

#### PURPOSE OF REPORT

Council's consideration is required for a proposed Shed at 27 Smith Street, Bolgart.

#### BACKGROUND

Council has received an application for a proposed Shed to be constructed at the subject property. The proposed Shed has the following dimensions:

|               |                   |
|---------------|-------------------|
| Length:       | 17m               |
| Width:        | 8m                |
| Area:         | 144m <sup>2</sup> |
| Wall Height:  | 3.7m              |
| Ridge Height: | 4.4m              |

The applicant proposes to utilise the shed for storing their bus, caravan and trailers) in a safe and secure environment on their own property. The vehicle sizes have determined the size of the proposed shed. The ability to store the vehicles may result in a tidier property.

The subject property is zoned Residential with an applicable R-Code of R10. Under the R-Codes, such a proposed Outbuilding should not exceed 60m<sup>2</sup>; have a wall height not greater than 2.4m and a ridge height of not more than 4.2m. Council has the power under the Town Planning Scheme to vary the requirements of the R-Codes and have done so with the use of a Local Planning Policy. Such policy allows for a variation to the following dimensions:

|               |                  |
|---------------|------------------|
| Area:         | 80m <sup>2</sup> |
| Wall Height:  | 3.0m             |
| Ridge Height: | 4.5m             |

Given the significant variation to the size of proposed outbuilding, the application is presented to Council for their consideration in accordance with Policy Statement 6 which states *"Any proposed outbuilding that does not meet the requirements specified in Part 5 shall be referred to Council for determination, following consultation with all landowners adjoining the subject property"*.

## CONSULTATION

The *Outbuildings* Local Planning Policy in Policy Statement No. 7 states that “*the adjoining owners will be provided 21 days to lodge a written submission to the Council and if no submission is received, it shall be assumed that they have no objection to the oversized outbuilding*”.

Whilst formalised letters from the Shire were not sent to the neighbours, the applicant has provided signed statements from nearby landowners supporting the applicant’s proposal (refer to attachment).

## COMMENT

Town Planning Scheme No. 5 stipulates the Site Requirements pertaining to development within Residential, Commercial and Industrial zones. In the Residential zone, the setbacks are in accordance with the provisions of the Residential R Codes for properties zoned ‘R10’ which are as follows:

|                   |      |
|-------------------|------|
| Primary Street:   | 7.5m |
| Secondary Street: | 3m   |
| Other/Rear:       | 6/*m |

The proposed Shed meets the requirements of the Residential Design Codes.

## POLICY REQUIREMENTS

Local Planning Policy No. 2 as discussed in the ‘Background’ section of the report is applicable to this application. The application if approved is in accordance with the provisions of Local Planning Policy No.2 which state:

- (11) the use of zincalume wall cladding will not be permitted in the Residential zones for outbuildings exceeding 40m<sup>2</sup> in area and with a wall height greater than 2.4m.
- (12) The wall and roofing materials used in the outbuilding should match or complement the existing dwelling on the property.

## LEGISLATIVE REQUIREMENTS

Town Planning Scheme No. 5. The application complies with the named Scheme.

## STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### ➤ Environment

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

### ➤ Economic

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

### ➤ Social

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



## FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

## COMMENT

Whilst the applicant is proposing a significant variation to the standards required in the Shire's Local Planning Policy, the applicants have provided details regarding their need for a 'larger' shed on the property than would normally be considered. The storage of the vehicles in the shed ensures a more 'tidy' residential block for those living in close proximity to the site.

In addition to the above, the proposed shed is located towards to rear of the block, with surrounding residential houses not directly looking from the front of their house at the proposed shed.

## VOTING REQUIREMENTS

*Absolute Majority Required:* No

## RESOLUTION 53/2016

**Moved: Cr S Penn**

**Seconded: Cr N Clarke**

**That Council approve the proposed Shed at 27 Smith Street, Bolgart subject to the following conditions:**

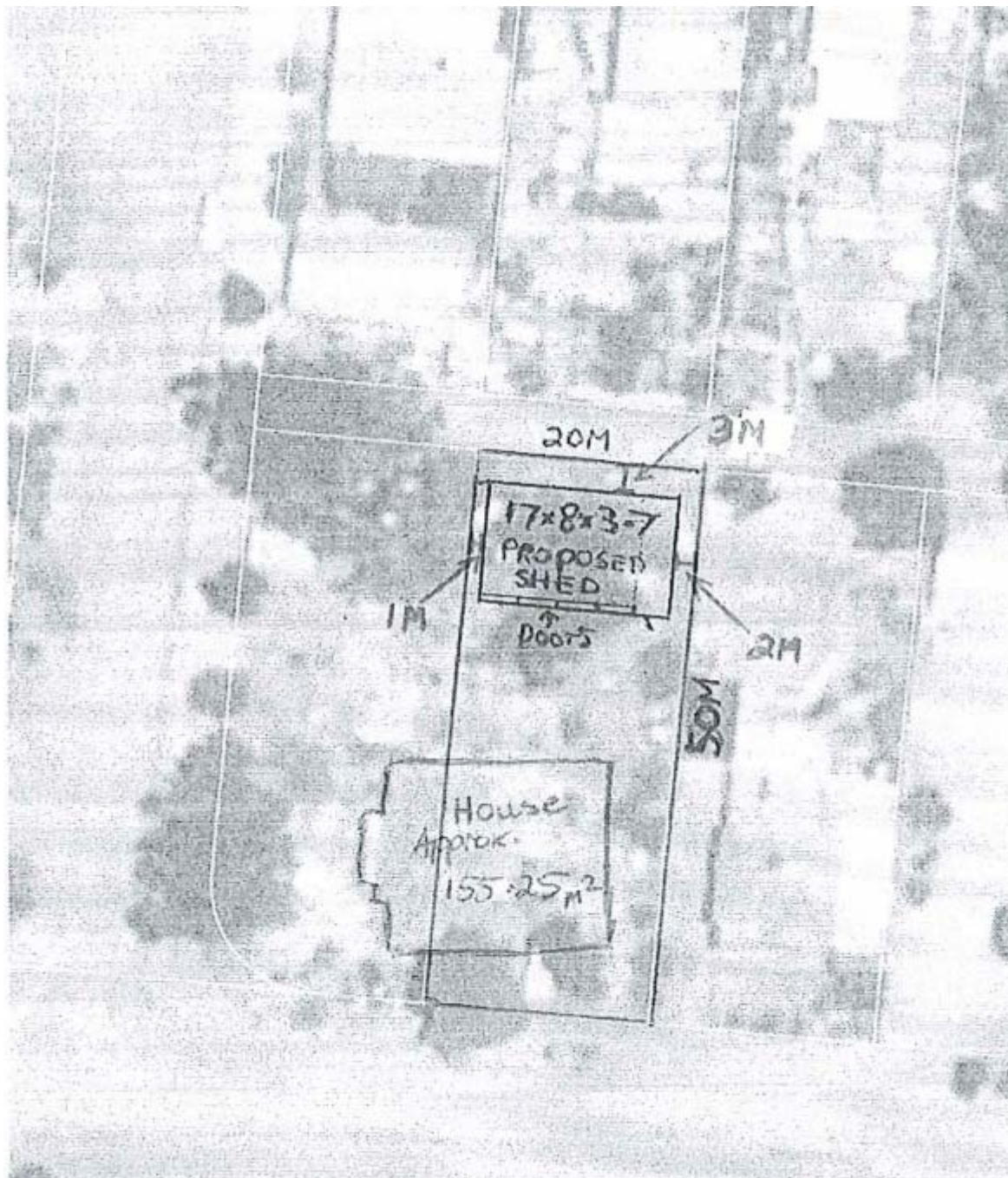
- 1. Development shall be in accordance with the submitted plans and are to comply with Town Planning Scheme No. 5, clause 5.1 – General Development Standards;**
- 2. The proposed Outbuilding is for storage purposes only and not for residential habitation;**
- 3. Outbuilding is to be constructed out of Colourbond material;**
- 4. Wall and roof material to match or complement existing;**
- 5. The proposed shed is to be built with gutters and downpipes;**
- 6. All stormwater runoff is to be managed and retained onsite;**

### **Advice Notes:**

- 1. The applicant undertakes the amalgamation of the two lots to create 1 lot to ensure all development is contained to the one lot.**
- 2. This approval does not constitute a building licence.**
- 3. If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.**
- 4. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
- 5. You have a right to seek a review of the determination. You may apply to the State Administrative Tribunal for a review in accordance with Part 14 of the *Planning and Development Act 2005*.**

**Motion Put and Carried: 9/0**

Cr J Brennan arrived at 3.52pm



**OPTION ITEMS LIST:**

- 5 x Windows
- 5 x H790xW1274 AMI S-Win (N5)
- 2 x PA Doors
- 2 x Light 180° (660/37 + 1100 lock)
- 10 x Skylights
- 10 x F/6t 8oz 2400gsm Opal
- 4 x Sliding Doors
- 4 x H3460 x W3500 - SLD - Top Hung
- 1 x Dividing Wall in Shed
- 4 x Open Bays
- (E1) 1 x Eng - Certificate (WA) - Enduro

8000

3500    3500    3500    3500    3500    3500    3500    3500

3000    3500    3500    3500    3500    3500    3500    3500

17000

Height 3700

|   |  |
|---|--|
| <p>Company: Action Sheds<br/>Phone: 1300796928<br/>Email: kaat@actionsheds.com.au<br/>Address: 55 Erong Road, Yangebup, WA, P.C. 6164</p> | <p style="text-align: center;"><b>Enduro</b><br/>SHEDS &amp; STRUCTURES</p> <p style="text-align: center;">Client Name: <b>Tania &amp; Ken Fawcett</b><br/>Site Address: 27 Smith Street, Badgart, WA, P.C. 6568</p> |
|---|--|

|  |  |
|--|--|
| <p>DATE: 21/07/2016</p> <p>PROJECT: ASHKR30665</p> <p>DATE: 21/07/2016</p> | <p>PLAN VIEW</p> <p>DATE: NTS</p> <p>PROJECT: 01 of 01</p> <p>REV: A</p> |
|--|--|

**Front**  
 Company: Action Sheds  
 Phone: 1300778528  
 Email: kenji@actionsheds.com.au  
 Address: 55 Ereg Road, Yangabur, WA, PC, 6164  
 Produced by Endurance TruQuote v3.0.0.5

**Back**  
 17000

**Left**  
 8000  
 4405  
 3790

**Right**  
 8000  
 4405  
 3790

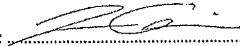
|   |                                |                          |                  |
|---|--------------------------------|--------------------------|------------------|
| <b>PROJECT NAME</b><br>Tania & Ken Fawcett                      |                                | <b>ELEVATIONS</b>        |                  |
| <b>CLIENT NAME</b><br>Tania & Ken Fawcett                       | <b>QUOTE NO.</b><br>ASHKR00689 | <b>SCALE</b><br>NTS      | <b>REV.</b><br>A |
| <b>SITE ADDRESS</b><br>27 Smith Street<br>Bulgart, WA, PC, 5568 | <b>DATE</b><br>21/01/2016      | <b>PAGES</b><br>01 of 01 |                  |

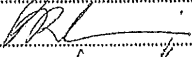
**Endurance**  
 SHEDS & STRUCTURES

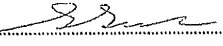
To Whom It May Concern,


We, the neighbours of Tania & Ken Fawcett of 27 Smith Street Bolgart W.A. 6568, support their application to build proposed shed 17,000 x 8,000 x 3,700 on their property.

We agree to the positioning of the shed as per the site plan submitted with their application, site plan has been signed to show this.

Name: LEN CAIN  
Address: 31 SMITH ST BOLGART  
Phone: 0408019117  
Signature:   
Date: 2-2-16

Name: PAUL ROBERT KING  
Address: 30 GEORGE ST BOLGART  
Phone: 0458069415  
Signature:   
Date: 2/2/2016

Name: SIMON TURNHAM  
Address: 32 GEORGE ST BOLGART  
Phone: 0427560003  
Signature:   
Date: 2 FEB 2016

Name: ALAN TROP  
Address: 25 GEORGE ST, BOLGART  
Phone: 96275187  
Signature:   
Date: 7-2-2016

05/02/2016

To Whom It May Concern,

The purpose of this letter is to give an overview as to why we wish to gain support and approval for building proposed shed 17,000 x 8000 x 3700 at 27 Smith Street Bolgart W.A. 6164.

The owners of the property, Tania and Ken Fawcett, own a number of large vehicles (bus, caravan, trailers) and wish to have a place to store these safely and securely on their own property. The vehicles sizes and the amount owned are what have determined the sizes of the proposed shed and a smaller shed would not suffice.

Currently these vehicles are being stored out in the open on the property. If this shed is built it will mean they no longer have to withstand the elements and will also be stored in the one place leaving the property much tidier, something the neighbours are really supportive off.

We hope you consider the above and look forward to a positive response to the application.

Kind Regards,



Karli Richardson

Action Sheds Australia

**10.5 ADMINISTRATION**

**RESOLUTION 54/2016**

**Moved: Cr J Brennan**  
**Seconded: Cr A Broadhurst**

**That the items in the Administration Status Report detailed below be noted.**

| Item No.          | Report Details                                      | Administration Action Required   | Status   |
|-------------------|---|--|--|
| 13.2 – Dec 14     | GILLINGARRA GLENTROMIE / WIRRILDA ROAD PROJECT      | A full costing of any extra funds to be spent on the Gillingarra Glentromie / Wirrilda Road project in relation to the planting and establishment of trees and fencing is to be provided to Council. Waiting on clearing permit from DER   | 16/09/2015 - Appeals convenor has visited site with CEO. Additional information provided. Areas to be further investigated and discussed.<br>21/10 – Ongoing – Additional information requested<br>11/11 - Still going through Appeals process for the Clearing Permit.<br>09/12 - Waiting on decision<br>17/02 – Waiting on transfer of land documents to be completed<br>16/03 – Surveyors on site today – waiting on final permit to arrive   |
| <b>March 2015</b> |   |  |  |
| A11               | BOLGART AND CALINGIRI LANDFILL SITE OPERATING HOURS | Council resolved to support the changed opening hours of the Calingiri and Bolgart landfill sites following community consultation with them being manned from the 1st July 2015; and endorse the use of reserve funds for the capital cost of the purchase of facilities required for the staff member(s) working at the sites. | Further consultation to take place.<br>21/10 – Ongoing – Operating hours adopted. Discussions to be held with Work Manager with an update being provided at the November meeting<br>11/11 – Waiting to go through the Strategic Waste Management Plan prior to implementation. There is nothing in the plan that will impact, therefore determination will be made and advertising will commence.<br>09/12 - Quotes being renewed – to be advertised early 2016<br>17/02 – Ongoing<br>16/03 – Waiting on staffing and works to be completed. |
| 13.1              | BIN ROAD CALINGIRI – CBH PROPOSAL                   | Council agreed with the alignment of the new Bin Road as per maps provided and Council are prepared to enter into a land swap to allow for the new road alignment and the transfer of that part of the existing road reserve containing CBH infrastructure to CBH.   | 16/09/2015 - Waiting on response from CBH. Advice given that works will not be happening prior to this harvest.<br>21/10 – Ongoing – No updates have been received from CBH although talks continue with landowners with regards to gravel.<br>11/11 – Nothing more will happen during this years harvest. Bin Road will need to be closed once again (after harvest).   |

| Item No.          | Report Details                                | Administration Action Required  | Status  |
|-------------------|---|---|---|
|                   |   |   | 09/12 & 20/01 – Ongoing<br>17/02 – Discussed in Works & Services<br>16/03 – Corro to CBH – Waiting on response from CBH   |
| <b>April 2015</b> |   |   |   |
| 13.4              | LOTS 138 AND 139<br>BOLGART – CR<br>KELLY     | Resolved that the Chief Executive Officer write to the Minister for Lands requesting lots 138 & 139 George St Bolgart be kept for Shire purposes. | Correspondence sent<br>Response Received<br>21/10 – Ongoing – Lots 138 and 139 included in Native Title Settlement (ItemA43)<br>11/11 – Ongoing – Department of Lands have put on hold.<br>09/12 – Ongoing<br>16/01 – Awaiting advice<br>17/02 – Waiting on transfer<br>16/03 – Ongoing – lots not included in Native Title   |
| 13.7              | STREET LIGHT –<br>GILLINGARRA - CR<br>KELLY   | A response card has been received from Western Power. Still waiting on action.  | Ongoing - Main Roads happy for street light but won't pay for it<br>21/10 – Ongoing – Discussed with Main Roads, however determination is to be made over who is to pay. CEO to discuss with Works Manager.<br>11/11 – Jaime Hawkins chasing up Grants information.<br>09/12 – CEO to follow up with Community Development Officer and advise.<br>17/02 – funding required. CDO investigating funding opportunities<br>16/03 – Awaiting advice from DCO regarding grants                                    |
| <b>May 2015</b>   |   |   |   |
| A19               | Clearing Permit –<br>Mogumber Reserve<br>8588 | Council authorised an application for a clearing permit to be lodged for 2ha within the existing fenced area subject to conditions.               | 16/09 - Meeting to be held between groups on 23 September<br>21/10 – Ongoing – Meeting was held on 23/09. Discussions continuing.<br>11/11 – Further consultation to take place between all parties – establishment of a Heritage Management Agreement is to be made.<br>09/12 – No further action since last meeting. CEO to discuss with the Shire of Gin Gin.<br>20/01 – Awaiting advice<br>17/02 – Ongoing<br>16/03 - Waiting on negotiations with Yued People. Cultural Heritage Plan to be completed. |



| July 2015   |                             |   |   |
|-------------|-----------------------------|---|---|
| A25         | Sale of Shire Land Yerecoin | Subject to the availability of the unused reserve in Milner street for future aged units. Council approved the sale of Lots 31 & 100 Milling Road to Mackie Hay & Hay Aust for staff housing. CEO has written to aforementioned with regards to land usage. | Documentation to be done<br>16/09 – As discussed in item A35<br>21/10 – A Yerecoin resident has contacted the Shire to enquire about the sale of the land. Valuations are to be performed. Item to be tabled at the next meeting. Cr Penn, Cr Broadhurst, Cr Kelly.<br>11/11 – Hay Australia and Mackie Hay have advised that they no longer require the land. Land will now be advertised for sale. To be put on Agenda for December.<br>09/12 – Ongoing. Further investigation to be carried out on different location for the Aged Care units. Demand within the Shire will need to be gauged. Put an EOI in the newsletter to ascertain demand. CEO to request information from New Norcia residents on aged care facility needs in New Norcia.<br>20/01 – Ongoing – Cr Broadhurst raised query on whether land is designated park land/reserve. EOI to be placed in the February newsletter.<br>17/02 – Ongoing<br>16/03 – Ongoing – information required by CEO |
| August 2015 |                             |   |   |
| A28         | Drainage Edmonds Street     | Council instructed the CEO to hire a consultant to survey and develop a plan for the drainage issues up to \$4000.00. 16/09/2015 - work to be completed once David Holland commences as mentioned in item 7.2   | 21/10 – Ongoing – CEO to liaise with Works Manager and provide an update at the November meeting.<br>11/11 – Works Manager is to review and advise at January Meeting.<br>09/12 – Ongoing<br>20/01 – Discussed in Works Committee meeting<br>17/02 – Ongoing<br>16/03 - Works & Services Manager will be completing works by Winter.  |
| A31         | Claycrete Trial             | Council rescinded resolution 127/15 and approved the trial to go ahead on Old Plains Road and Yenart Road<br>16/09/2015 – CEO to discuss with new Works Manager and advise  | 21/10 – Ongoing – The Officer who the CEO was dealing with has left the RAC. CEO currently attempting to contact the new officer.<br>11/11 – RAC have pulled out – Further discussion to be held between CEO and Works Manager.<br>20/01 – trial has been completed<br>17/02 – sweeping to be undertaken by Works personnel then Claycrete will be repairing some areas then coating<br>16/03 – Work completed – sweeping still to be completed.  |

|                       |  |   |  |
|-----------------------|--|---|--|
| A33                   | Water Tank<br>Mogumber Reserve<br>8588 | Council decided to lift the item from the table to enable future discussion with all parties involved   | 21/10 – Ongoing – currently waiting on a fitting to complete. Additional piping will be discussed at the next Progress Association meeting.<br>11/11 – Cr Carr advised that the fitting is complete now waiting on filling. Water truck required to complete, anticipated to be completed prior to 1 January 2016.<br>20/01 – Water tank completed – additional works required following meeting of the Mogumber Progress Association<br>17/02 - CEO will discuss with Colin Headland<br>16/03 – Discussions continuing with Yued People |
| 13.3                  | CSRFF Grant<br>Calingiri Netball Club  | Council agreed to contribute \$30,000 to the project subject to the CSRFF grant being successful. Grant application has been lodged. Amended amount being \$21,000 – conditional on Grant submission/approval | 21/10 – Ongoing – Waiting on Grant Outcome<br>11/11 – Ongoing<br>09/12 – Ongoing – waiting on Grant outcome<br>21/12 – Grant approved to be discussed in budget review<br>17/02 – Commenced – although leach drain issues have been discovered. Works and Services Manager to investigate solutions.<br>16/03 - Under construction. Project may slow down due to loss of volunteers  |
| <b>September 2015</b> |  |   |  |
| A36                   | New Mogumber<br>Ablution Block         | It was resolved to endorse construction of a new ablution block to be placed next to the hall.  | 11/11 – Ongoing<br>09/12 – Ablution block ordered and will be delivered to site in February<br>20/01 – In progress<br>17/02 – Arriving on site Monday 22 February. Permission to break ground to be obtained from Yued Working Party Meeting March 2016.<br>16/03 – Onsite – waiting for approval from Yued People.  |
| <b>November 2015</b>  |  |   |  |
| A45                   | Long Vehicle Parking                   | Further investigation to be undertaken by Shire Officers with a report being provided to the Works Committee at the February 2016 meeting.  | 09/12 – Ongoing<br>20/01 – No further discussion – to be discussed at February meeting<br>17/02 – CEO to provide a report at the next meeting<br>16/03 – As discussed – Discussions continue   |
| 12.6                  | Carnaby Protection                     | That Council write a letter to Greg Hunt, Federal Minister and the Federal Threatened Species Commissioner stating concern about the decline in the Carnaby Cockatoo population.                              | 09/12 – completed – waiting on responses<br>20/01 – Ongoing<br>17/02 – Correspondence sent to Mr Greg Hunt, no response received as yet. CEO to send follow up letter<br>16/03 – Second letter sent – still waiting on reply   |

| DECEMBER 2015       |   |  |   |
|---------------------|---|--|---|
| A47                 | Volunteer Transport                       | <p>Council members discussed whether community members would use and/or benefit from having access to a Shire vehicle to attend medical appointments etc.</p> <p><b>Action:</b> An advert is to be placed in the February 2016 newsletter to gauge community members interest in this service.</p> | <p>20/01 – To be discussed at February meeting</p> <p>17/02 – Advertised in Newsletter. 2 volunteer drivers have put their names forward. No one has contacted the Shire with responses wanting to use the service however Councillors have been advised that the service would be more useful than the community bus.</p> <p>16/03 – 3 drivers have volunteered. Several people advised they were interested in using the service (mainly located in Calingiri/Bolgart). CEO to report back to Council at the April meeting.</p> |
| 12                  | Potholes - Yerecoin                       | <p>Cr Broadhurst asked about repairs to potholes in the Yerecoin townsite. It was determined that a road inspection tour (involving Councillors and the Work Manager) would be conducted early in the new year to determine the different areas/roads which require maintenance/repairs.</p>       | <p>20/01 – Roads inspection to be conducted in February (Tuesday 9/02 – 7.30am)</p> <p>17/02 – Works Manager working on pothole maintenance</p> <p>16/03 – Works have commenced however more work required</p>  |
| 12                  | Fogging of Mosquitos                      | <p>Cr Corless-Crowther spoke of the need for regular spraying of mosquitos to be conducted, and for spraying to be conducted in line with product guidelines and instructions.</p>   | <p>20/01 – Works and Services Manager to review DOH guidelines and also to ascertain mosquito numbers. Advert to be placed in next newsletter.</p> <p>17/02 – Ongoing. Issues with regards to weather and staffing issues. Cr Broadhurst asked for the Shire to consider community members undertaking the task (following training). CEO to discuss with the Works and Services Manager.</p> <p>16/03 – Discussed previously. Needs actioning as a matter of urgency.</p>  |
| 12                  | Car bodies located on blocks in Calingiri | <p>Cr Smith spoke of excessive car bodies being stored on townsite blocks within the Calingiri townsite.</p>   | <p>20/01 – Carry forward – update required from CEO</p> <p>17/02 – <i>Clrs please note that Linton Thomas will be in Calingiri on 19/02/2016 at which time the CEO will discuss this matter with him</i></p> <p>16/03 – Spoke with Linton Thomas – was going to review last month. CEO to discuss with Linton Thomas on Friday 18/03</p>  |
| JANUARY 2016        |   |  |   |
| Audit Meeting 3.1.1 | Calingiri Football Club                   | <p>CEO to hold discussions with the Calingiri Football Club regarding conversion of loan and provide a report to Council at the 16 March 2016 meeting.</p>   | <p>17/02 – CEO and DCEO planning to meet with the Football Club to discuss the lease and the financial records</p> <p>16/03 – Discussed previously. Lease completed. Meetings to be arranged to discuss loan and their financial records (New President has just been voted in). The Clubs financial records are currently with the auditors.</p>   |

| FEBRUARY 2016 |                           |   |   |
|---------------|---------------------------|---|---|
| 4 – PQT       | Piawaning Kerbside Pickup | Works & Services Manager to determine date for roadside pickup and advise.  | 16/03 – Items have been removed which were in photographs. General pick up to be organised. |
|               | Calingiri Signage         | Works & Services Manager to obtain information on whether signage is adequate for needs within the townsite of Calingiri. | 16/03 – Have discussed with Main Roads – Audit will be conducted                            |

## A3/2016 AMENDMENT TO CODE OF CONDUCT

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | A1.1.6   |
| REPORT DATE                    | 11 February 2016                                     |
| APPLICANT/PROPONANT            | N/A  |
| OFFICER DISCLOSURE OF INTEREST | Nil  |
| PREVIOUS MEETING REFERENCES    | Nil  |
| AUTHOR                         | Ian Graham – DCEO/Finance and Administration Manager |
| ATTACHMENTS                    | Code of Conduct                                      |

### PURPOSE OF REPORT

To advise Council of a request to amend the Shire of Victoria Plains Code of Conduct.

### BACKGROUND

The WA Dept of Local Government and Communities has produced a “Guide to Meetings” for elected members to support their effective participation in Council and Committee meetings.

The guide has been developed as a best practice tool.

### COMMENT

The WA Dept of Local Government and Communities has produced a “Guide to Meetings” for elected members to support their effective participation in Council and Committee meetings.

Paragraph 1.3.5 Relationships between Councillors and other employees, states “All Council contact with Administration should be through the CEO”.

### POLICY REQUIREMENTS

Amendment to Shire of Victoria Plains Code of Conduct (as detailed below).

### LEGISLATIVE REQUIREMENTS

Local Government Act 1995 s5.104 and Rules of Conduct Regulations 9 and 10.

### STRATEGIC IMPLICATIONS

#### Corporate Business Plan references and impacts:-

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”.

#### ➤ Environment

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

#### ➤ Economic

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

➤ **Social**

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

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

*Absolute Majority Required:* Yes

**STAFF RECOMMENDATION**

**Moved: Cr N Clarke  
Seconded: Cr D Smith**

**That the Shire of Victoria Plains Code of Conduct is amended to include:**

**All Council contact with Administration must be through the CEO, or Deputy CEO in his absence.**

**RESOLUTION 55/2016**

**Moved: Cr P Carr  
Seconded: Cr J Brennan**

**That the item be laid on the table and following the upcoming meeting/training exercise with WALGA on Tuesday 22 March 2016.**

**Motion Put and Carried: 9/0**

**A4/2016 POLICY 2.2.2 USE OF EQUIPMENT BY EMPLOYEES**

|                                |                   |
|--------------------------------|-------------------|
| FILE REFERENCE                 | A1.1.7            |
| REPORT DATE                    | 2 March 2016      |
| APPLICANT/PROPONANT            | Depot Staff       |
| OFFICER DISCLOSURE OF INTEREST | N/A               |
| PREVIOUS MEETING REFERENCES    | 137/2015          |
| AUTHOR                         | Harry Hawkins CEO |
| ATTACHMENTS                    | Nil               |

**PURPOSE OF REPORT**

To ask Council to reconsider the changes made to Policy 2.2.2 in July 2015.

**BACKGROUND**

In July 2015 Council was asked to change Policy 2.2.2 which allows staff to borrow Shire equipment as long as it is to be used on their own home to stop staff that lived in another local government area from taking equipment out of the Shire. This has meant that staff living in the Shire can still borrow equipment however those living outside the Shire cannot. This has created an issue between staff where those living outside of the Shire boundary are claiming that those living in the Shire receive an advantage over them. There is minimal additional cost to the Shire by staff taking equipment outside the Shire as staff are required to pay for all fuel used regardless of where it goes.

**COMMENT**

Depot staff living outside the Shire boundary have asked Council to reconsider resolution 137/2015 changing Policy 2.2.2 Staff use of Shire Owned Equipment and to once again allow staff living outside the Shire to use Shire equipment to work on their own homes so there is no advantage to staff living in the Shire.

**POLICY REQUIREMENTS**

Policy 2.2.2 relates to staff use of Shire equipment and was changed in July 2015.

**DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?**

No

**LEGISLATIVE REQUIREMENTS**

There are no known legislative requirements related to this item.

**STRATEGIC IMPLICATIONS**

There are no known strategic implications related to this item.

**Corporate Business Plan references and impacts:-**

None

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications to Council in relation to this item.

**VOTING REQUIREMENTS**

*Absolute Majority Required:*      *No*

**RESOLUTION 56/2016**

**Moved: Cr S Penn**

**Seconded: Cr N Clarke**

**That Council do not rescind resolution 137/2015 to restore the pre July 2015 version of Policy 2.2.2 which allowed staff living outside the Shire boundary to use Shire equipment at their own homes.**

**Motion Put and Carried: 9/0**



## A5/2016 NAMING OF NEW NORCIA ROAD

|                                |                            |
|--------------------------------|----------------------------|
| FILE REFERENCE                 | New Norcia Road            |
| REPORT DATE                    | 4 <sup>th</sup> March 2016 |
| APPLICANT/PROPONANT            | None                       |
| OFFICER DISCLOSURE OF INTEREST | None                       |
| PREVIOUS MEETING REFERENCES    | Nil                        |
| AUTHOR                         | Harry Hawkins CEO          |
| ATTACHMENTS                    | None                       |

### PURPOSE OF REPORT

To advise Council of the name chosen for the Old Great Northern Highway through New Norcia

### BACKGROUND

With the imminent construction of the bypass around New Norcia and the hand over to the Shire of the portion of Great Northern Highway that passes through the New Norcia town site the Shire was asked to provide a name for the road.

Consultation initially by email was undertaken with the Benedictine Community through Abbott John Herbert who came back with the name “New Norcia Town Road” this was submitted to the Geographic Names Committee who rejected it because protocol is that names should have no more than 2 words. They suggested the following 3 names:

**Salvado Road** – Rosenda Salvado was seen as a friend to the Yued People

**Benedictine Road** – Acknowledging the Benedictine Community

**New Norcia Road** – Although double barrel, the name is self-explanatory and historically significant

In a subsequent meeting with the Abbott he advised that “New Norcia Road” was the Benedictine Community’s preference.

### COMMENT

As the road passes through the town site of New Norcia it was considered appropriate that they be given the opportunity to name the road even though it will become a Shire local road and the responsibility of the Shire to maintain when the bypass is opened.

### POLICY REQUIREMENTS

There is no policy on the naming of roads in the Shire.

### DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

### LEGISLATIVE REQUIREMENTS

The Geographic Names Committee and its policies are covered in the Land Administration Act 1997.

## STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### Corporate Business Plan references and impacts:-

None

#### ➤ Environment

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

#### ➤ Economic

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

#### ➤ Social

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

## FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

## VOTING REQUIREMENTS

*Absolute Majority Required:* No

Cr P Carr left the meeting at 4.35pm

Cr P Carr returned to the meeting at 4.36pm

### **RESOLUTION 57/2016**

**Moved: Cr J Kelly**

**Seconded: Cr J Corless-Crowther**

**That Council endorses the name “New Norcia Road” for the section of the current Great Northern Highway where it passes through the New Norcia town site that will be handed over to the Shire on completion of the bypass around the town that will become the Great Northern Highway.**

**Motion Put and Carried: 8/1**

### **RESOLUTION 58/2016**

**Moved: Cr J Brennan**

**Seconded: Cr A Broadhurst**

**That the (current) section of Great Northern Highway and bridge through New Norcia not be accepted by the Shire of Victoria Plains at handover unless it is up to Main Road Standards.**

**Motion Put and Carried: 9/0**

## A6/2016 STANDING ORDERS

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 | CL1.3                                   |
| REPORT DATE                    | 4 <sup>th</sup> March 2016              |
| APPLICANT/PROPONANT            | Cr Stephanie Penn                       |
| OFFICER DISCLOSURE OF INTEREST | None                                    |
| PREVIOUS MEETING REFERENCES    | Nil                                     |
| AUTHOR                         | Harry Hawkins – Chief Executive Officer |
| ATTACHMENTS                    | Standing Orders Local Law               |

### PURPOSE OF REPORT

To advise Council of the omissions from the agenda template of items included in the Standing Orders local law.

### BACKGROUND

The Shire of Victoria Plains Standing Orders local law was gazetted in August 1997 and over time some items in it have been dropped off the agenda template and therefore not included in Council meetings.

Those items have been identified by Cr Penn as items that are not being used on the agenda are from section (5) Meetings – Order of Business and points (7) Correspondence, (9) Notice of Motions for consideration at the following meeting and (10) members Questions without notice. A review of Council agendas stored on the server which go back to 2001 do not show these items as being included on the agenda at any time since then.

Cr Penn states that to follow the act and standing orders a council shows accountability and transparency to electors of the Shire.

### COMMENT

Point (7) Although correspondence is not presented at the meeting any documents that are relevant to the duties of an elected member are either emailed or included in the Information Bulletin. Councillors are not entitled to access all correspondence received by the Shire only that which relates to their duty as a Councillor.

Point (9) Notice of Motion for consideration at the following meeting while it is relevant is covered by section 7 Meetings – Notices of Motion in the Standing Orders so is really a duplication if treated correctly.

Point (10) Members questions without notice although shown in the Standing Orders as a separate item is currently allowed by Council in Urgent Business so no restriction is put on elected members asking questions without notice.

It is agreed that Council should follow the Act and Standing Orders however if Council was to implement a regime that strictly follows the Standing Orders in particular section **10 Meeting Procedure** much of the debate that currently takes place would not be possible under point 10.8.

## **POLICY REQUIREMENTS**

Policy 9.2 relates to Council Meetings

## **DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?**

Yes

- **Comment**

Section 4 of the Community Strategic plan “Governance” aims to Provide Good Government to the People of the District

## **LEGISLATIVE REQUIREMENTS**

Standing Orders are a local Law

## **STRATEGIC IMPLICATIONS**

There are no known strategic implications related to this item.

### **Corporate Business Plan references and impacts:-**

Section 4.3 of the Plan relates to maintaining Full Compliance with Statutory Obligations.

- **Environment**

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

- **Economic**

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

- **Social**

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications to Council in relation to this item.

## **VOTING REQUIREMENTS**

*Absolute Majority Required:* No

### **RESOLUTION 59/2016**

**Moved: Cr S Penn**

**Seconded: Cr J Kelly**

**That the Council Meeting Agenda template is amended to include points (7), (9) and (10) from section 5.1 of the Standing Orders on future Council Agendas.**

**Motion Put and Carried: 9/0**



PERTH, TUESDAY, 26 AUGUST 1997 No. 145 SPECIA

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 3.45 PM

LOCAL GOVERNMENT ACT 1995

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**SHIRE OF VICTORIA PLAINS  
LOCAL LAW RELATING TO  
STANDING ORDERS**

26 August 1997]

GOVERNMENT GAZETTE, WA

4855

LOCAL GOVERNMENT ACT 1995

SHIRE OF VICTORIA PLAINS

LOCAL LAW RELATING TO  
STANDING ORDERS

In pursuance of the powers conferred upon it by the above mentioned Act and of all other powers enabling it, the Council of the Shire of Victoria Plains hereby records having resolved on 27 May 1997, to revoke the Standing Order By-laws published in the *Government Gazette* on 20 March 1963 and to make the following local law—

1 INTERPRETATION

1.1 Standing Orders

The proceedings and business of the Council shall be conducted in accordance with the Act, and where not specifically prescribed, according to this local law which shall be referred to as "the Standing Orders".

1.2 Interpretations

(1) In these Standing Orders, unless the context requires otherwise—

"absolute majority" means more than 50% of the number of offices of Member, whether vacant or not, regardless of the number of members actually present;

"Act" means the Local Government Act 1995;

"Chief Executive Officer" means the chief non-elected officer of the Shire of Victoria Plains or other officer who, for the time being, is acting in that capacity;

"Committee" means any Committee of the Council appointed in accordance with the provisions of the Act;

"Council" means the Council of the Shire of Victoria Plains;

"majority" means more than 50% of members present and voting;

"meeting" includes any Ordinary or Special Meeting of the Council or a Committee held in accordance with the Act;

"Member" means the President or a Councillor of the Council, or in the case of Committees, a member of the Committee appointed in accordance with the Act;

"officer" means an employee of the Council;

"President" includes the Deputy President, in the absence of the President, and any Councillor chosen to preside at any meeting of the Council in the manner prescribed by the Act, or in the case of Committees, the Presiding Member, the Deputy Presiding Member, in the absence of the Presiding Member, and any Committee Member chosen to preside at any meeting in the manner prescribed by the Act.

(2) Unless the context requires otherwise other words and expressions used in these Standing Orders have the same respective meanings as in the Act.

2 MEETINGS—NOTICE AND BUSINESS

2.1 Notice of Meetings

(1) Notice of meetings shall be given in writing to each Member—

(a) by delivering it to the Member personally; or

(b) by delivering it to the Member's usual place of abode or business; or

(c) by sending it to the Member by post or facsimile to the Member's usual place of abode or business, or such other address as the Member may request in writing to the Chief Executive Officer, at least 72 hours before the meeting.

(2) Notices of meeting shall be signed by the Chief Executive Officer and shall state the place, date and hour of holding the meeting, and in the case of a special meeting state the purpose of the meeting.

(3) Notwithstanding clause 2.1(1) notice of a special meeting may be given in a person to person telephone call to each Member before the holding of the meeting.

(4) When a meeting is adjourned to a day and hour other than the next ordinary meeting, notice of the adjourned meeting shall, if time permits, be sent in the manner provided in clause 2.1(1).

(5) Failure to receive a notice of meeting shall not affect the validity of any meeting so long as reasonable steps have been taken to serve such notice.

2.2 Business

(1) No business shall be transacted at any meeting other than that specified on the agenda for the meeting unless approved by the President or by a majority of Members present determined by vote except—

(a) matters which the Act permits to be dealt with without notice; or

(b) matters which the Standing Orders permit to be dealt with without notice.

(2) At an adjourned meeting no business shall be transacted other than that specified on the agenda of the meeting of which it is an adjournment, and which remains undisposed of, except in the case of an adjournment to the next ordinary meeting, when the business undisposed of at the adjourned meeting shall be given precedence at such ordinary meeting.

### 2.3 Production of Documents

(1) On giving the Chief Executive Officer not less than 8 ordinary working hours notice a Member is entitled to have tabled at a meeting, for the duration of the meeting, any document or record of the Council, except any document or record which in the opinion of the Chief Executive Officer is of a confidential nature, and the Chief Executive Officer shall take all reasonable steps to table the document at the commencement of the meeting.

(2) Members of the public are not entitled to inspect documents or records which may be placed before a meeting if in the opinion of the Chief Executive Officer the meeting, or that part of the meeting to which the information refers, is likely to be closed to the public.

### 2.4 Unacceptable Business

(1) If the President is of the opinion that any motion, question or business proposed is disrespectful or of an objectionable nature, the President may, either before or after the matter is brought forward, declare that it shall not be considered.

(2) Where such a declaration is made by the President prior to the matter being listed on the Agenda for a meeting this fact shall be included on that Agenda.

(3) Any Member may move dissent from such a declaration by the President and in the event of the dissent motion being carried by a majority the matter referred to shall be considered, but not otherwise.

## 3 MEETINGS—QUORUM

### 3.1 Quorum at Meetings

The quorum at all Meetings shall be 50% of the total number of offices of Member whether vacant or not.

### 3.2 Quorum Must be Present

No business shall be transacted at a meeting unless a quorum is present

### 3.3 Absence of a Quorum

If at any meeting a quorum is not present within 30 minutes after the time appointed for the commencement of that meeting the President, or in the President's absence the Deputy President, or in the Deputy President's absence the majority of Members present, or any one Member if only one be present, or if no Member is present the Chief Executive Officer or a person authorised by the Chief Executive Officer may adjourn the meeting to another date and time.

### 3.4 Absence of a Quorum During a Meeting

If at any time during a meeting a quorum is not present the President shall immediately suspend the proceedings of the meeting for a period of fifteen minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the President shall adjourn it to another date and time.

### 3.5 Absence of Quorum—Record in Minute Book

At all Meetings at which there is not a quorum present or at which the meeting is counted out for want of a quorum, the circumstances, together with the names of the Members present, shall be recorded in the minutes.

## 4 MEETINGS—MINUTES

### 4.1 Recording of Minutes

Binding, or pasting or otherwise permanently affixing the minutes to the leaves of a book, shall be a sufficient recording of the minutes.

### 4.2 Confirmation of Minutes

(1) The minutes of any preceding meeting or meetings, not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Council or Committee, as the case requires, and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings.

(2) The person presiding at the meeting at which minutes are confirmed shall certify the confirmation by initialing each page of the minutes, except the last page which shall be signed and dated.

(3) Reading of the minutes of a previous meeting may be dispensed with provided that a copy of those minutes has been supplied to each Member at least 72 hours prior to the date of the ordinary meeting at which they are presented for confirmation.

## 5 MEETINGS—ORDER OF BUSINESS

### 5.1 Ordinary Meetings—Order of Business

The order of business at ordinary meetings of Council shall, unless altered by the President or Council resolution, be as near as practicable to the following—

- (1) Apologies and Leave of Absence
- (2) Public Question Time
- (3) Petitions, Memorials and Deputations
- (4) Declarations of Members and Officers Interests

26 August 1997]

GOVERNMENT GAZETTE, WA

4857

- (5) Confirmation of Minutes of Previous Meetings
- (6) Reports—
  - (a) Works and Plant
  - (b) Health, Building, Planning
  - (c) Administration and Finance
  - (d) Chief Executive Officer
  - (e) Delegates
- (7) Correspondence
- (8) Motions of Which Notice Has Been Given
- (9) Notice of Motions for Consideration at the Following meeting
- (10) Members Questions Without Notice
- (11) Urgent Business (with permission of Council)
- (12) Closure

**5.2 Order of Business at Other Meetings**

The order of business at any meeting not being an ordinary meeting of Council shall be the order in which that business stands in the agenda unless the President or the Council, by resolution, alters the order of business.

**6 MEETINGS—QUESTIONS**

**6.1 Questions from Members**

(1) All questions and answers shall relate to the business or procedure of Council and shall be submitted as briefly and as concisely as possible and no discussion shall be allowed.

(2) In putting any question, no argument or expression of opinion shall be used or offered, nor any facts stated, except those necessary to explain the question.

**6.2 Questions from Members of the Public**

(1) The minimum time allocated for the asking of and responding to questions raised by members of the public is fifteen minutes.

(2) All questions shall relate to matters affecting the Council and shall be directed to the President.

(3) If an answer cannot be given at the meeting the Chief Executive Officer will arrange for the answer to be given in writing to the person asking the question within five working days of the meeting.

**7 MEETINGS—NOTICES OF MOTION**

**7.1 Notices of Motion**

(1) A Member may bring forward such business as the Member considers desirable or necessary in the form of a motion of which notice has been given in writing to the Chief Executive Officer at the last previous meeting or at least seven working days before the meeting at which it is to be brought forward.

(2) Every notice of motion shall relate to some question affecting the constitution, administration or condition of the Council or the district of the Shire of Victoria Plains and the President shall rule out of order any motion which does not comply with this clause.

(3) A motion of which notice has been given shall lapse unless—

- (a) the Member who gave notice is present to move the motion when it is called; or
- (b) another Member is willing to move the motion when it is called; or
- (c) the meeting, by resolution, agrees to defer consideration of the motion to a later stage or date.

**7.2 Repetition of Lost Motions**

A substantive motion which has the same specific intent to one which has been lost within the preceding three months shall not be moved unless it is presented as a notice of motion and the notice is signed by one third of the offices of member of Council, whether present or not.

**8 MEETINGS—PETITIONS, MEMORIALS AND DEPUTATIONS**

**8.1 Petitions and Memorials**

(1) Any petition or memorial shall be submitted to the Council in writing and shall not contain language disrespectful to the Council or other persons.

(2) The only question which shall be considered by the Council on the presentation of any petition or memorial shall be—

- (a) That the petition or memorial shall be accepted; or
- (b) That the petition or memorial not be accepted; or
- (c) That the petition or memorial be accepted and referred to a Committee for consideration and report; or
- (d) That the petition or memorial be accepted and be dealt with by the full Council.

**8.2 Deputations**

(1) Persons wishing to make a deputation to the Council or a Committee of the Council shall make a request to the Chief Executive Officer at least seven working days prior to the meeting outlining the subject matter to be raised by the deputation.



(2) On receiving such a request the Chief Executive Officer shall notify the President who may elect to invite the deputation to attend.

(3) Any deputation shall not exceed five in number and only two members thereof shall be at liberty to address the Council or Committee of the Council, except in reply to questions from members of the Council or Committee.

#### 9 MEETINGS—PUBLIC CONDUCT

##### 9.1 Admission and Removal of the Public

(1) The public is admitted to the meeting place on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the meeting shall take place. In the event of any such interruption, the President may use discretion and without a vote of the meeting, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting place. This direction by the President shall not be open to discussion or dissent.

(2) Any person, not being a Member, who interrupts the orderly conduct of the business of the meeting who does not withdraw immediately upon being called by the President to withdraw from the meeting place may, by order of the President, be removed from the meeting place.

#### 10 MEETING PROCEDURE

##### 10.1 Directions by the President

(1) At any meeting the President shall have the right to direct attention to any matter of interest or relevance to the business of the meeting or propose a change to the order of business.

(2) Any Member may move that a change in order of business proposed by the President not be accepted and if carried by a majority, the proposed change in order will not take place.

##### 10.2 President to Take Part in Debates

Subject to the provisions of the Act and the Standing Orders, the President may take part in a discussion upon any question before a meeting.

##### 10.3 President to be Heard

Whenever the President indicates an intention to speak during a debate, any Member then speaking shall cease speaking and all other Members shall be silent so that the President may be heard without interruption.

##### 10.4 Titles to be Used

A speaker, in referring to any other Member or officer present, shall designate them by their respective official titles.

##### 10.5 Members Wishing to Speak

(1) Any Member wishing to speak shall indicate by show of hands or other method agreed upon by the Council. When invited by the President to speak, Members shall address the Council through the President.

(2) In the event of two or more Members indicating their wish to speak at the same time, the President shall decide which of them is entitled to priority. The decision shall not be open to discussion or dissent.

##### 10.6 Relevance

Every Member shall restrict their remarks to the motion or amendment under discussion, or to an explanation or point of order.

##### 10.7 Imputations or Offensive Expressions

(1) No Member may impute motives or use offensive or objectionable expressions or comment adversely upon the character or actions or be disrespectful in any way to any Member, officer or any other person.

(2) The President may call the attention of a meeting to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a Member, and may direct that Member, if speaking to discontinue speaking, and the Member shall then cease speaking.

##### 10.8 Speaking Twice

Except where this clause is suspended a Member shall not speak twice on the same motion or amendment except—

- (a) the mover of a substantive motion in reply; or
- (b) to a point of order; or
- (c) by way of personal explanation in accordance with the Standing Orders.

##### 10.9 Limit on Speeches

A Member shall not speak on any motion or amendment or in reply for a period longer than five minutes without the consent of the Members present, which shall be signified without debate. Only one extension of five minutes shall be permitted.

##### 10.10 No Speech after Certain Events

No Member shall speak to any motion or amendment after the mover has replied or after the question has been put.

##### 10.11 Members Not to Interrupt

No Member shall interrupt another Member whilst speaking unless—

- (a) to raise a point of order; or
- (b) to call attention to the absence of a quorum.

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10.12 Reopening Discussion on Resolutions

No Member shall reopen discussion on any resolution of the Council, except for the purpose of moving that the resolution be revoked or changed.

10.13 Disturbances and Breach of Order

(1) The President shall preserve order and may call any Members to order whenever, in the President's opinion, there is cause to do so.

(2) Any Member or officer shall be entitled to direct the President's attention to any breach of the Act or the Standing orders or to any matter of which the President may take notice under clause 10.7.

(3) Whenever the President is of the opinion that anything said or done in the meeting by any Member is out of order in accordance with the Act or the Standing Orders the Member shall be called upon by the President to make such explanation, retraction or apology as the case may require.

(4) Where a Member persists in any conduct which in the President's opinion is out of order in accordance with the Standing Orders or the Act, or refuses to make any explanation, retraction or apology required by the President, the President may direct that Member to refrain from taking any further part in the meeting other than complying with the financial interest and voting provisions of the Act.

(5) If a meeting ceases to operate in an orderly manner, the President may adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Where, after any adjournment, the President is again of the opinion that the business of the meeting cannot effectively be continued the President may adjourn the meeting to another date and time.

10.14 Suspension of Standing Orders

(1) Any of the Standing Orders may be temporarily suspended on a motion, without notice, carried by an absolute majority.

(2) The mover of a motion to suspend the Standing Orders or any Standing Order shall state the clause or clauses of the Standing Orders to be suspended.

## 11 MOTIONS AND AMENDMENTS

11.1 Motions to be Stated

A Member proposing a motion or amendment shall state the wording before speaking to it and, if so required by the President shall put the motion or amendment in writing.

11.2 Motions and Amendments to be Seconded

No motion or amendment shall be in order, or be open to debate, until it has been seconded.

11.3 Only One Motion Considered

When a substantive motion is under debate at any meeting, no further substantive motion shall be accepted.

11.4 Limit of Debate

The President may offer the right of reply and put the motion to the vote if the President believes sufficient discussion has taken place even though all Members may not have spoken.

11.5 Breaking Down of Complex Questions

The President may order a complex question to be broken down and put in the form of several motions, which shall be put in sequence.

11.6 Questions to be Read

Any Member may require the question or matter under discussion to be read at any time during a debate, but, not so as to interrupt any other Member whilst speaking.

11.7 Order of Amendments

Any number of amendments may be proposed to a motion, but, whenever an amendment is made upon a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

11.8 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended shall then be submitted as the substantive motion, and shall become the question before the meeting upon which any Member may speak and any further amendment may be moved.

11.9 Repetition of Motions

No substantive motion or amendment shall be proposed which is the same in substance as a motion or amendment which has been resolved during the same sitting of the Council, except by agreement of the majority of Members present.

11.10 Consent of Seconder Required to Accept Alteration of Wording

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

11.11 Withdrawal of Motion and Amendments

With the consent of a meeting and the approval of any seconder, a motion or amendment may be withdrawn by the mover of the motion or amendment.

11.12 Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**11.13 Right of Reply**

The mover of a substantive motion shall have the right of reply. The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.

**11.14 Right of Reply Provisions**

The right of reply shall be governed by the following provisions—

- (a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion.
- (b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments.
- (c) The mover of any amendment does not have a right of reply.
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

**11.15 Amendments To be Relevant**

Every amendment shall be relevant to the motion upon which it is moved, and be framed to show precisely which words need to be deleted, added or altered.

**11.16 Amendments Must Not Negate Original Motion**

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

**11.17 Mover of Motion Not to Speak on Amendment**

On an amendment being moved, any Member may speak to the amendment, however, if the person who moved the substantive motion chooses to speak to the amendment their right of reply is forfeited.

## 12 PROCEDURAL MOTIONS

**12.1 Permissible Procedural Motions**

In addition to proposing a properly worded amendment to a motion, it is permissible for a Member to move the following procedural motions—

- (a) that the Council proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council do now adjourn;
- (d) that the question be now put;
- (e) that the question be not now put;
- (f) that the Council moves into a Committee of the Whole;
- (g) that the Member be no longer heard;
- (h) that the ruling of the President be disagreed with;
- (i) that the motion lie on the table;
- (j) that the Council meet behind closed doors.

**12.2 Procedural Motions—Majority Required**

Any procedural motion shall be carried upon the majority of Members present voting in the affirmative.

**12.3 Procedural Motions—Who May Move**

No person who has moved, seconded, or spoken for or against the substantive motion, may move any procedural motion which, once moved, would deny others the right to speak or, if carried, would close the debate on the substantive motion or amendment.

**12.4 Procedural Motions—Right of Reply**

There shall be no right of reply on any procedural motion.

**12.5 Procedural Motions—Right of Reply on Substantive Motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment will not deny the right of reply to the mover of the substantive motion.

## 13 EFFECT OF PROCEDURAL MOTIONS

**13.1 That the Council Proceed to the Next Business**

This motion, having been carried, will cause the debate to cease immediately and for the Council to move to the next item on the agenda of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be placed on any future notice paper.

**13.2 That the Question be Adjourned**

This motion, having been carried, will cause all debate on the substantive motion or amendment to cease, but, to continue when the discussion is reconvened.

**13.3 That the Council do now Adjourn**

This motion, having been carried, will cause the meeting to stand adjourned until it is reopened at which time the meeting continues from the point at which it was adjourned, unless the President or the majority of Members upon vote, determine otherwise.

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13.4 That the Question be Now Put

(1) This motion, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.

(2) This motion, having been carried during discussion on an amendment, will cause the President to put the amendment to the vote without further debate.

(3) This motion, having been lost, will allow debate to continue.

13.5 That the Question be Not Now Put

(1) This motion, having been carried during discussion on either a substantive motion or an amendment, will cause the meeting to proceed to the next business with no decision required to be made. In this case, there is no requirement for the matter to be raised again, except that it can only be raised by way of another substantive motion for which due notice must be given.

(2) This motion, having been lost, will cause the President to immediately put any amendment to the vote and then to offer the right of reply and put the substantive motion to the vote.

13.6 That the Council Move Into a Committee of the Whole

This motion, having been carried, will allow free and open discussion on the matter before the meeting. There will be no restrictions on the number of times each Member may speak, provided that normal courtesy and order is maintained. Any decisions made during the time that the Council sits in Committee of the Whole must be formally agreed by a substantive motion when the Council moves out of Committee of the Whole.

13.7 That the Member be no Longer Heard

This motion, having been carried, will cause the President to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

13.8 That the Ruling of the President be Disagreed With

(1) This motion, having been carried, will cause the ruling of the President about which this motion was moved to be reversed and for the meeting to proceed accordingly.

(2) Where the President has given a ruling in strict accordance with the Act, this motion may not be moved.

(3) Where the President has adjourned the meeting in accordance with clause 10.13(5) this motion may not be moved.

13.9 That the Motion Lie on the Table

(1) This motion, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

(2) Any Member may raise a motion from the table, by giving appropriate notice of motion for any meeting in the future.

(3) When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving this procedural motion, is given the opportunity to reintroduce the matter after which debate shall continue according to these Standing Orders.

13.10 That the Council Meets Behind Closed Doors

In accordance with the Act, this motion, if carried, will cause the general public and any officers the Council determines, to leave the room.

## 14 VOTING

14.1 Voting

(1) Voting shall, unless otherwise provided, be by means of a show of hands.

(2) If a decision is not clear or in doubt the President shall put the question as often as necessary to determine the decision.

14.2 Number for and Against to be Recorded

The numbers voting in favour of and against each motion shall be recorded in the minutes.

14.3 Recording of Votes

If a Member specifically requests that there be recorded—

(a) his or her vote; or

(b) the vote of all members present;

on a matter voted on at a meeting, then the vote or votes shall be recorded in the minutes.

## 15 REVOKING OR CHANGING DECISIONS

15.1 Revoking or Changing Decisions

(1) If a decision has been made at a Council or a Committee meeting then any motion to revoke or change the decision must be supported—

(a) in the case where an attempt to revoke or change the decision has been made within the previous three months but had failed, by an absolute majority; or

(b) in any other case, by at least one third of the number of offices (whether vacant or not) of members of the Council or Committee,

inclusive of the mover.

(2) If a decision has been made at a Council or a Committee meeting then any decision to revoke or change the first-mentioned decision must be made—

- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
- (b) in any other case, by an absolute majority.

(3) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

#### 16 POINTS OF ORDER

##### 16.1 Points of Order—When to Raise

Upon a matter of order arising during the progress of a debate, any Member may raise a point of order. Any Member of the Council who is speaking when a point of order is raised, shall immediately cease speaking until the point of order has been heard and the question of order disposed of.

##### 16.2 Acceptable Points of Order

(1) Valid points of order shall be limited to—

- (a) That the discussion is of a question not before the meeting.
- (b) That offensive or insulting language is being used.
- (c) Drawing attention to the violation of the provisions of the Act, any local law or Standing Order of the Council.

(2) A Member raising a point of order shall state the provision of the Act or the Standing Order believed to be breached.

(3) Expressing a difference of opinion or contradicting a speaker shall not be recognised as raising a point of order.

##### 16.3 Points Of Order—Ruling

(1) The President shall give a decision on any point of order after the point has been raised by either upholding or rejecting the point of order.

(2) The ruling of the President upon any point of order shall be final, unless a majority of Members present support a motion of dissent with the ruling.

##### 16.4 Points of Order Take Precedence

Notwithstanding anything contained in the Standing Orders to the contrary, all points of order take precedence over any other discussion and, until decided, suspend the consideration and decision of every other question.

#### 17 PERSONAL EXPLANATION

##### 17.1 Personal Explanation

(1) No Member shall speak, except upon the question before the Council, unless it is to make a personal explanation.

(2) Any Member making a personal explanation must confine their explanation to a succinct statement relating to a specific part of the Member's former speech which may have been misunderstood. No reference shall be made to matters unnecessary for that purpose or to seek to strengthen the Member's former argument by any new matter or by replying to other Members.

##### 17.2 Personal Explanation—When Heard

A Member wishing to make a personal explanation of matters referred to by any Member then speaking shall be entitled to be heard immediately, if the Member then speaking consents at the time, but if the Member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

##### 17.3 Ruling on Questions of Personal Explanation

The ruling of the President on the admissibility of a personal explanation shall be final and shall not be open to discussion or dissent.

#### 18 COMMITTEES OF COUNCIL

##### 18.1 Committees

Committees of the Council shall operate in accordance with the Act and its regulations.

##### 18.2 Standing Orders to Apply to Committees

The Standing Orders shall apply with the necessary adaptations and modifications to the proceedings of Committees of the Council, except that the requirement for members to speak only once shall not be applied.

#### 19 ADMINISTRATIVE MATTERS

##### 19.1 Meetings of Electors

(1) The Standing Orders shall apply, so far as is practicable, to any meeting of electors, but, where there is any inconsistency between the provisions of the Standing Orders and the Act the Act shall prevail.

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(2) A person who is not an elector is not entitled to vote at a meeting of electors, and may not take part in any discussion at that meeting, unless the meeting, by resolution, requests the person to do so.

19.2 Copies of Acts and Standing Orders and Papers to Members of the Council

The Chief Executive Officer shall provide to each Member of the Council as soon as convenient after being elected to office, a copy of the Act and any local laws regulating and governing the administration of the district.

19.3 Common Seal

(1) The Chief Executive Officer shall have charge of the Common Seal of the Council, and shall be responsible for its safe custody and proper use.

(2) Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the Common Seal of the Council.

19.4 Custody of Corporate Property

The custody of all property whatsoever belonging to, or held in trust by, the Council shall be in the Chief Executive Officer, who shall be responsible to the Council therefore.

19.5 Cases not Provided for in Standing Orders

The President shall decide all questions of order, procedure, debate or otherwise where no provision, or insufficient provision is made in the Standing Orders or the Act.

19.6 Penalty for Breach of Standing Orders

Any person guilty of any breach of the Standing Orders or any of the provisions hereof, shall be liable to a penalty not exceeding \$1,000.

Dated 27 May 1997.

The Common Seal of the Shire of Victoria Plains was hereunto affixed in the presence of—

T. P. FIELD, President.  
R. W. DEW, Chief Executive Officer.

**A7/2016 NEW POLICY – FORMAL COMMUNICATION POLICY**

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 | A1.1.7                                  |
| REPORT DATE                    | 4 March 2016                            |
| APPLICANT/PROPONANT            | Nil                                     |
| OFFICER DISCLOSURE OF INTEREST | Nil                                     |
| PREVIOUS MEETING REFERENCES    | Nil                                     |
| AUTHOR                         | Harry Hawkins – Chief Executive Officer |
| ATTACHMENTS                    | Nil                                     |

**PURPOSE OF REPORT**

For Council to consider adopting the following new policy - Formal Communication.

**BACKGROUND**

The draft policy was presented to Council at the information session held on 17 February 2016. This policy will operate in conjunction with the:

- SOVP – ‘Proposed’ Local Government Elected Members Recordkeeping Policy
- SOVP Code of Conduct – point 3.6 (Communications and Public Relations)
- SOVP Code of Conduct – point 3.7 (Relationships between Members and Staff)

**Additionally, the Shire of Victoria Plains Corporate Business Plan states:**

- Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

**OBJECTIVE**

The purpose of this policy is to establish a process of communication between Elected Members and Employees of the Shire of Victoria Plains and for the access to information by Elected Members to ensure:

- Consistency of information to Council.
- Accuracy of information to Council.
- Transparency of dealings between Councillors and staff.
- No undue pressure is placed on management and staff when Councillors request information at short notice, especially during busy periods.

**Definitions**

**CEO**

Means the Chief Executive Officer of the Shire of Victoria Plains, or the person appointed to act in that capacity.

## Correspondence

Means all forms of written correspondence:

- Facsimile
- Letter
- Email
- Memorandum
- Works request
- Forms
- SMS text messages

It should be noted that in some instances, particularly in relation to complaints, matters should be formally brought to the attention of the CEO in letter form and be signed and dated by the Councillor.

## Senior Employee

Means the Chief Executive Officer, Deputy Chief Executive Officer and/or the Works and Services Manager, or the person appointed to act in that capacity.

## Service Delivery

Means a specific occurrence or instance of work, of a minor and general nature, that has already been carried out.

## Staff

Means all employees of the Shire of Victoria Plains who are not the CEO or Senior Employees.

## POLICY

### Communication

1. Elected members may contact the Chief Executive Officer or the Deputy Chief Executive Officer (in the absence of the CEO) via telephone to informally discuss Shire or Council business.
2. In line with the Shire of Victoria Plains Code of Conduct, under no circumstances, should Elected Members contact staff via their personal mobile phone to make a complaint or enquiry.
3. Complaints or comments in relation to staff members are to be directed to the Chief Executive Officer, who will require any complaints to be in writing.
4. Information forwarded via email of a confidential nature, shall be directed to the CEO at [ceo@victoriaplains.wa.gov.au](mailto:ceo@victoriaplains.wa.gov.au). Under no circumstances should any emails relating to formal or confidential Council business be forwarded to staff without the express permission of the CEO.
5. All written correspondence from Elected Members shall be forwarded to the CEO in the first instance.



6. Any Elected Member who wishes to raise a grievance in relation to the Code of Conduct, the Local Government Act, Regulations, or any matter of Council business, shall first raise the matter with the CEO and/or the Shire President and/or the Deputy Shire President.

It should be noted that this does not override the requirements of the Corruption and Crime Commission of Western Australia.

Issues which are referred to the CCC will remain confidential.

7. All correspondence received directly by an Elected Member, from a member of public, is to be forwarded to the CEO within ten working days in line with the Shire of Victoria Plains Policy – Local Government Elected Members Recordkeeping Policy.

When an Elected Member forwards correspondence from a member of the public, staff will arrange a response, if required.

A copy of the response will be forwarded to the Elected Member for their information. In meeting objectives of this policy, it is appropriated that Shire staff respond to all correspondence on related Council or Shire matters.

8. Elected Members, in acknowledging their role is one of leadership, also acknowledge that they have no capacity to speak with staff individually, with the exception of the CEO and the Deputy CEO, on matters of Shire or Council business.
9. Elected Members in acknowledging the everyday pressures placed on the CEO and Senior Staff, will where ever possible, make appointments in advance to meet with the CEO or the Deputy CEO and state the nature of the request for a meeting.
10. All communications between Councillors that raise particular issues or items for debate shall be forwarded to all Councillors, without exception. This ensures all Councillors are aware of current issues and have the opportunity to express views where considered appropriate.

### **Ordinary Council Meetings**

1. Matters requiring considerations at an Ordinary Council Meeting should be submitted to the Chief Executive Officer via email or facsimile. Once received, the Chief Executive Officer will arrange for the matter to be researched and included on the agenda of the next appropriate Council meeting. Should it be considered more appropriate that the matter be dealt with administratively, the Councillor will be contacted and advised of this and the matter will not be placed on the agenda.

## Access to Information

1. Elected Members have information access rights that are additional to those given to the general public. Elected Members can access the following information held by a local government:
  - All written contracts of the local government
  - All documents relating to written contracts proposed to be entered into by the local government
  - any information that is relevant to their functions
2. Elected Members can have access to any information held by the local government that is relevant to the performance of his or her function under the Local Government Act (s5.92 (1) Local Government Act 1995). Access arrangements should be made through the Chief Executive Officer.
3. Access to information will be in accordance with requirements under the Local Government Act 1995, and Freedom of Information Legislation.
4. Members will not use confidential information to gain advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation (Regulation 7 Local government (Rules of Conduct) Regulations 2007).

## POLICY REQUIREMENTS

New Policy Guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. The Policy is to be presented at a Council Information Session for input from Councillors.
3. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

## LEGISLATIVE REQUIREMENTS

Local Government Act 1995

## STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

## Corporate Business Plan references and impacts:-

4.3 Full compliance with Statutory Requirements

### ➤ Environment

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

➤ **Economic**

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

➤ **Social**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications to Council in relation to this item.

**VOTING REQUIREMENTS**

*Absolute Majority Required:*      *No*

**RESOLUTION 60/2016**

**Moved: Cr J Kelly**

**Seconded: Cr D Smith**

**That Council adopt the new Formal Communication Policy.**

**Motion Put and Carried: 9/0**

**A8/2016 NEW POLICY – LOCAL GOVERNMENT ELECTED MEMBERS  
RECORDKEEPING POLICY**

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 | A1.1.7                                  |
| REPORT DATE                    | 4 March 2016                            |
| APPLICANT/PROPONANT            | Nil                                     |
| OFFICER DISCLOSURE OF INTEREST | Nil                                     |
| PREVIOUS MEETING REFERENCES    | Nil                                     |
| AUTHOR                         | Harry Hawkins – Chief Executive Officer |
| ATTACHMENTS                    | Nil                                     |

**PURPOSE OF REPORT**

For Council to consider adopting the following new policy - Local Government Elected Members Recordkeeping.

**BACKGROUND**

The draft policy was presented to Council at the information session held on 17 February 2016.

**Policy**

**Purpose**

The purpose of this policy is to:

1. Ensure that Councillors create and keep proper and adequate records of the activities and decisions made during the course of their official duties for Council;
2. To ensure good governance; and
3. Ensure that the Shire of Victoria Plains complies with the State Records Act 2000 and associated State Records Commission Policies.

**Scope of this policy**

This policy has been developed to assist Councillors in meeting their recordkeeping responsibilities in accordance with the State Records Act 2000, and associated State Records Commission Policies.

Shire of Victoria Plains employees should refer to the Record Keeping Plan for guidance.

**Definitions**

In this policy, unless the contrary otherwise requires – “Government record” means a record created or received by –

- a. A government organisation; or
- b. A government organisation employee in the course of the employee’s work for the organisation,

But does not include an exempt record - “Parliamentary record” means a record created or received by –

- a. A parliamentary department; or
- b. A person in the course of the person's work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise;

“Record” means any record of information however recorded and includes:

- a. Anything on which there is writing or Braille;
- b. A map, plan, diagram or graph;
- c. A drawing, pictorial or graphic work, or photograph;
- d. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f. Anything on which information has been stored or recorded, either mechanically, magnetically or electronically;

“State record” means –

- a. A parliamentary record; or
- b. A government record.

### **Which records should be captured?**

Examples of records that should be captured include (but are not limited to):

- a. communications from ratepayers;
- b. complaints and compliments;
- c. correspondence concerning corporate matters;
- d. submissions, petitions and lobbying;
- e. information for Council's interest relating to local government business activity and functions;
- f. telephone, meetings and other verbal conversations between an elected member and another party regarding local government projects or business activities;
- g. work diaries containing information that may be significant to the conduct of the elected member on behalf of the local government;
- h. Presentations and speeches delivered as part of an elected member's official duties.
- i. Records which are created, sent or received by Councillors when they are not discharging the functions of Council are not considered to be State records for the purposes of the State Records Act 2000.

Examples of records that do not need to be captured include (but are not limited to):

- a. duplicate copies of Council meeting agenda items, minutes and working papers;
- b. draft documents or working papers which are already captured by the local government;
- c. publications such as newsletters, circulars and journals;

- d. invitations to community events where an elected member is not representing Council or the local government;
- e. telephone, meetings and other verbal conversations which convey routine information only or do not relate to local government business or functions;
- f. electioneering or party political information;
- g. Personal records not related to an elected member's official duties.

### **Legislative context**

Public offices are bound by the State Records Act 2000 ("the Act"), which establishes rules for recordkeeping in Western Australian Government. Councils are identified as public offices under the Act [Schedule 1, (12)].

When discharging the functions of Council, Councillors are subjected to the State Records Act 2000 when they create or receive State records.

The State Records Commission Policy relating to Councillor Records is:  
"In relation to the recordkeeping requirements of local government, elected members' records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

### **Application of this policy**

All Councillors are required to comply with this policy in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This policy applies to records in all formats, including electronic records.

### **Creation and capture of records**

Councillors should create and capture proper and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business includes (but is not limited to):

- a. providing advice, instructions or recommendations;
- b. drafts of documents for Council containing significant annotations or submitted for comment or approval by others; and
- c. correspondence received and/or sent relating to their work undertaken for Council. The Shire of Victoria Plains is responsible for:
  - a. creating and capturing records of Council and Committee meetings; and
  - b. capturing any State records it sends to or receives from Councillors regarding Council business.

## **Capture of records into the records system**

### **Email**

Where Councillors send or receive emails, and the emails are considered to be State records, Councillors are required to forward electronic copies to the Shire of Victoria Plains Executive Assistant at: [ea@victoriaplains.wa.gov.au](mailto:ea@victoriaplains.wa.gov.au)

The subject of the email should say “Elected Members’ State record”.

### **Faxes and hard copy records**

All incoming mail for Councillors received by the Shire administration with no privacy markings will be opened by records staff. Mail considered to be a State record will be recorded into the Shire’s recordkeeping system before being forwarded to the Councillor.

Mail with privacy markings will be forwarded to the Councillor unopened. It is the Councillor’s responsibility to return any mail that is considered to be a State Record and requires registration in the Shire of Victoria Plains recordkeeping system.

Where a Councillor receives a letter or fax at their personal address, and the document is a State record, the Councillor is to provide the original or an annotated copy to the Shire of Victoria Plains Administration within ten working days. If the original document is supplied, the Shire Administration will copy the document for the Councillor. If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only whilst needed for current Council business. The routine destruction of duplicate records is permitted under the General Disposal Authority for Local Government.

Notes created by Councillors, which relate to the Councillor’s decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes, notes made at Council and Committee meetings), are State records. These records are required to be provided to the Shire of Victoria Plains Administration within ten working days.

### **Disposal of records**

Documents that are duplicate State records (e.g. agendas and minutes with no notes added by the Councillor) may be destroyed as the Councillor wishes. Documents that are not public documents should be destroyed either by pulping or shredding of the documents. If the Councillor has the facilities available, they may dispose of the records themselves otherwise, the records can be given to the Shire of Victoria Plains Administration for destruction.

## **POLICY REQUIREMENTS**

New Policy Guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. The Policy is to be presented at a Council Information Session for input from Councillors.
3. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

## LEGISLATIVE REQUIREMENTS

State Records Act 2000

## STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### Corporate Business Plan references and Impacts:

Strategy 4.3.1 “Maintain/retain full compliance with statutory obligations”

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

## FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

## VOTING REQUIREMENTS

*Absolute Majority Required:* No

## STAFF RECOMMENDATION

**Moved: Cr S Penn**

**Seconded: Cr J Kelly**

**That Council adopt the new Local Government Elected Members Recordkeeping Policy.**

### RESOLUTION 61/2016

**Moved: Cr S Penn**

**Seconded: Cr J Kelly**

**Motion to leave on table until discussions are held with WALGA on Tuesday 22 March 2016.**

**Motion Put and Carried: 9/0**



**A9/2016 MOGUMBER RESERVE UNAUTHORISED CLEARING  
INVESTIGATION**

|                                |                              |
|--------------------------------|------------------------------|
| FILE REFERENCE                 | Reserve 8588                 |
| REPORT DATE                    | 9 <sup>th</sup> March 2016   |
| APPLICANT/PROPONANT            | Cr Neville Clarke            |
| OFFICER DISCLOSURE OF INTEREST | Cr Carr declared an interest |
| PREVIOUS MEETING REFERENCES    | None                         |
| AUTHOR                         | Harry Hawkins CEO            |
| ATTACHMENTS                    | None                         |

**PURPOSE OF REPORT**

To update Council on the current investigation into unauthorised clearing at the Mogumber Reserve

**BACKGROUND**

In July 2015 the Department of Environmental Regulation (DER) launched an investigation into unauthorised clearing by the Mogumber Outback Club on the Shire managed reserve 8588 in Mogumber. That investigation was concluded and a letter of warning was issued to the Shire. A letter was then received from the Minister for the Environment giving permission for the ground that was cleared to be used by the Mogumber outback Club for their 2015 New Years Eve rodeo.

In early January 2016 another complaint of unauthorised clearing was lodged with the DER who commenced another investigation.

**COMMENT**

An emailed response was sent to the DER investigating officer and some photos showing the bunting and other preventative measures was also sent to strengthen the case that no further damage was caused during the New Years Eve event. The allegation of spraying regrowth was actually the spraying of cape weed that had grown on the sand floor of the actual arena.

An update on the investigation was requested from DER however it was not received at the time of writing this report. If received in time it will be tabled at the Council Meeting on the 16<sup>th</sup> March 2016.

**POLICY REQUIREMENTS**

None

**DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?**

Yes

1.2 Supporting the sustainable management of the Environment

- STRATEGY 1.2.1 - Develop an Environmental Management Plan that creates appropriate environmental policies for the Shire that reflects the community's expectations for the management of the natural environment, salinity and drainage.

- STRATEGY 1.2.2 -Develop a policy that supports and practices good environmental planning

### LEGISLATIVE REQUIREMENTS

The Environmental Protection Act makes it illegal to clear native vegetation without a clearing permit.

### STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### Corporate Business Plan references and impacts:-

STRATEGY: 1.2.1 Develop an Environmental Management Plan that creates appropriate environmental policies for the Shire that reflects the community's expectations for the management of the natural environment, salinity and drainage

#### ➤ Environment

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

#### ➤ Economic

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

#### ➤ Social

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

### FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

### VOTING REQUIREMENTS

*Absolute Majority Required:* No

### **RESOLUTION 62/2016**

**Moved: Cr N Clarke**

**Seconded: Cr D Smith**

**That the CEO report on the alleged unauthorised clearing at Mogumber Reserve 8588 be received.**

**Motion Put and Carried: 9/0**

**A10/2016 COMMUNITY GRANT – BOLGART PROGRESS ASSOCIATION**

|                                |                                  |
|--------------------------------|----------------------------------|
| FILE REFERENCE                 | CS1.10                           |
| REPORT DATE                    | 9 <sup>th</sup> March 2016       |
| APPLICANT/PROPONANT            | Cr Stephanie Penn                |
| OFFICER DISCLOSURE OF INTEREST | Cr N Clarke declared an interest |
| PREVIOUS MEETING REFERENCES    | 91/2015                          |
| AUTHOR                         | Harry Hawkins CEO                |
| ATTACHMENTS                    | Nil                              |

**PURPOSE OF REPORT**

To advise Council of the request from the Bolgart Progress Association to roll over their community grant.

**BACKGROUND**

In the 2015 budget the Bolgart Progress Association was the recipient of a grant to relocate the tourist information bay from in front of the cemetery to the vacant land on George Street opposite the general store and Trees Cafe.

All land in that block is either owned or under the care and control of the Shire except for the house block owned by the Ludemann Family and the 2 vacant blocks lots 138, and 139 George Street. In 2012 the Shire applied to the Department of Lands to purchase lots 138 and 139 and the process was stopped due to the South West Native Title settlement and the awarding in that settlement of 320,000 hectares of state owned Crown land and reserves to the indigenous claimants. The Shire has been advised that the purchase of these lots will not be affected by the settlement however the process is still required to be on hold.

The lack of access to this land has meant that the Bolgart Progress Association project to move the tourist information bay could not go ahead through no fault of their own and that the grant of \$9,380 will remain unspent at the 30<sup>th</sup> June 2016.

Policy 6.5.3 (ix) states the following:

*Where a funded project is not commenced during the financial year that funding is allocated a new application must be made for the next year or funding will be deemed to have lapsed. Unspent Funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds*

**COMMENT**

The Bolgart Progress Association are concerned that if they let this funding from 2015 lapse and reapply in 2016 that they may not be considered for another project in 2016 as Council endeavours to spread the limited funding available across all parts of the Shire.

**POLICY REQUIREMENTS**

Grants to Community Groups is covered in Policy 6.5.3

**DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?**

Yes

### Comment

STRATEGY 2.2.1 - Recognise the importance of local tourism by:

- Working in partnerships which support and encourage the tourist industry – working with Avon Tourism and Discover Golden Horizons
- Supporting the development of local initiatives through a small Shire-managed Funding Program
- Assisting with the promotion of local tourist locations (through the website and other mediums) – encouraging operators to join Avon Tourism
- Develop a plan for the Caravan Parks that includes a review of the management structure and maintenance of the facilities Implement the individual townsites Beautification Plans

### LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

### STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### Corporate Business Plan references and impacts:-

Develop strategy and plan for local tourism promotion and development.

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

### FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

### VOTING REQUIREMENTS

*Absolute Majority Required:* Yes

### **RESOLUTION 63/2016**

**Moved: Cr J Kelly**

**Seconded: Cr S Penn**

**That Council does allow the Bolgart Progress Association 2015 Community Budget allocation of \$9,830 to be carried forward to 2016.**

**Motion put and Carried: 9/0**

**A11/2016 CEO UPDATE ON RESOLUTION 233/2006**

|                                |                               |
|--------------------------------|-------------------------------|
| FILE REFERENCE                 |                               |
| REPORT DATE                    | 2 <sup>nd</sup> March 2016    |
| APPLICANT/PROPONANT            | Cr David Smith                |
| OFFICER DISCLOSURE OF INTEREST | None                          |
| PREVIOUS MEETING REFERENCES    | 233/2006, 258/2006            |
| AUTHOR                         | Harry Hawkins CEO             |
| ATTACHMENTS                    | Resolutions 233/06 and 258/06 |

**PURPOSE OF REPORT**

For the CEO to provide an up to date progress report to Council on the implementation of Resolution 233/06 from July 2006

**BACKGROUND**

In 2006 the Calingiri Progress Association together with the Bolgart and Calingiri primary schools and the CWA commenced a project to decorate concrete slabs with mosaics with the theme of “peace”. It was planned for the slabs to be laid at either side of the entrance to the War Memorial which they were. The then warden of the War Memorial explained that he did consider that the piece theme was appropriate for a War memorial. After agreement could not be reached between the warden and the progress association a special meeting of Council was held on the 18<sup>th</sup> July 2006 where the then President of the RSL Mr Bill Gaynor and several of the Trustees came to Calingiri and addressed Council on the sanctity of War Memorials and why the slabs weren’t appropriate in Memorial Park. Resolution 233 which is attached to this report was then passed meaning that the slabs had to be moved. Members of the Calingiri Progress Association and the community were upset by the decision and some of the more moderate members and the CEO tried to negotiate an acceptable outcome with the warden however he understandably stuck to the RSL point of view. Unfortunately some unpleasant events followed and when the Shire works crew were to lift and store the slabs progress association and community members reportedly were going to stage a mass protest and it was rumoured that main stream television media was to be in attendance. Due to these reports the Works Manager and the CEO decided that it was not fair to put members of the works crew in this conflict and the lifting of the slabs was postponed.

**COMMENT**

At the August 2006 meeting of Council a compromise to move the slabs from the entrance of the War Memorial to either their current position or along the path at the back of the memorial out of sight was proposed. As the path at the back of the memorial was a part of Memorial Park, and by extension the War Memorial, the warden did not agree to that location on the advice of the RSL.

Resolution 258/06 was then moved and passed by Council allowing the slabs to be placed in their current position which is outside of the park boundary and in accordance with point 3 of resolution 233/06. Although permission was not sought from Main Roads to place the slabs in their current position when they were in Calingiri as a part of the investigation into a truck parking bay they cited upsetting the community by moving the slabs as a secondary reason for not building the truck parking bay.

The Calingiri Progress Association has also expressed their concern at any proposal to move the slabs.

### **POLICY REQUIREMENTS**

Nil

### **DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?**

No

- **Comment**

None

### **LEGISLATIVE REQUIREMENTS**

There are no known legislative requirements related to this item.

### **STRATEGIC IMPLICATIONS**

There are no known strategic implications related to this item.

### **Corporate Business Plan references and impacts:-**

Nil

- **Environment**

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

- **Economic**

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

- **Social**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications to Council in relation to this item.

### **VOTING REQUIREMENTS**

*Absolute Majority Required:* No

### **RESOLUTION 64/2016**

**Moved: Cr D Smith**

**Seconded: Cr J Kelly**

**That the CEO's update on the implementation of resolution 233/06 from July 2006 is received.**

**Motion Put and Carried: 9/0**

**Attachment - Resolution 233/06 and 258/06**

***Resolution 233/06***

Moved Cr Lovelock seconded Cr Erickson that as a result of the concerns of the State RSL and local War Memorial Warden (Mr W E Smith) relating to the placement of the “Celebrating Peace” mosaic tiles in the war memorial precinct, the Council resolves that:-

1. The whole of the Calingiri Federation Memorial Park precinct be designated and classified as a War Memorial Site as originally intended;
2. The mosaic tiles be removed by the 31<sup>st</sup> July 2006 (and safely stored) or returned;
3. The Calingiri Progress Association in consultation with other concerned residents are invited to recommend another location for the mosaic tiles;
4. A recommendation be made to Bolgart, Calingiri and Yerecoin schools that they invite Mr Bill Smith, the War Memorial Warden, and/or representatives of the State RSL to explain to the students the reasoning behind the concerns and or objections from a Returned Serviceman’s point of view and the importance of preserving the sanctity of a War Memorial.

**MOTION PUT & CARRIED 5/4**

***Resolution 258/06***

Moved Cr Young seconded Cr Woods that option one in the attached letter from the Calingiri Progress Association as originally proposed by the Warden of the War Memorial, received by the Shire President and agreed to by the Calingiri Progress Association and members of the community to relocate the mosaic slabs to the road verge along Yulgering Road outside the Memorial Park be accepted and that the slabs be moved as soon as possible.

**MOTION PUT & CARRIED 5/3**

**11 NOTICE OF MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12 NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL  
RESOLUTION**

**RESOLUTION 65/2016**

**Moved: Cr N Clarke**

**Seconded: Cr J Corless-Crowther**

**That new business of an urgent nature be introduced to Council.**

**Motion Put and Carried: 9/0**



**F12/2016 GILLINGARRA COMMUNITY GRANT 2014-2015**

|                                |                                       |
|--------------------------------|---------------------------------------|
| FILE REFERENCE                 | F1.11.1                               |
| REPORT DATE                    | 15 <sup>th</sup> March 2016           |
| APPLICANT/PROPONANT            | Gillingarra Sport and Recreation Club |
| OFFICER DISCLOSURE OF INTEREST | Cr J Kelly declared an interest       |
| PREVIOUS MEETING REFERENCES    | 61/2014                               |
| AUTHOR                         | Harry Hawkins CEO                     |
| ATTACHMENTS                    | None                                  |

**PURPOSE OF REPORT**

To advise Council of the Gillingarra Sport and Recreation Clubs claim for payment and to get a decision.

**BACKGROUND**

In the 2014-15 budget an allocation of \$8,500 was made to the Gillingarra Sport and Recreation Club (GSRC) for a Patio to built on the Gillingarra Hall. The shire received a telephone call from the then secretary of the club in June 2015 advising that the project wouldn't be able to be completed by June 30<sup>th</sup> and an extension until the end of August would be required. They were given an extension but only to the end of August 2015.

In November 2015 the GSRC contacted the shire regarding the payment and were advised that as they had not complied with the conditions of the grant and the extension and no money was carried forward in the budget the grant had been forfeited.

Policy 6.5.3 section (ix) states "*Where a funded project is not commenced during the financial year that funding is allocated a new application must be made for the next year or funding will be deemed to have lapsed. Unspent Funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds*" It was believed at the time that the project was not commenced before the end of June 2015.

**COMMENT**

The Gillingarra Sport and Recreation Club has submitted an invoice for payment of \$8,500 for the building of a patio on their hall as a grant under the shires community grants program. As the club did not appear to meet their obligations under the policy no funding was carried forward to this years budget therefore any payment would be an unbudgeted expense.

**POLICY REQUIREMENTS**

Policy 6.5.3 relates to community group assistance

**DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?**

No

## LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

## STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

## Corporate Business Plan references and impacts:-

None

### ➤ Environment

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

### ➤ Economic

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

### ➤ Social

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

## FINANCIAL IMPLICATIONS

If approved this will be an unbudgeted cost of \$8,500 which will take the budget into deficit if it cannot be offset against some other project.

## VOTING REQUIREMENTS

*Absolute Majority Required: No*

## **RESOLUTION 66/2016**

**Moved: Cr J Kelly**

**Seconded: Cr S Penn**

**That Council does agree to pay the Gillingarra Sport and Recreation Club the \$8,500 community grant from 2014-2015 year for their hall patio.**

**Motion Put and Carried: 9/0**

## F13/2016 MENTAL HEALTH GRANTS

|                                |                                  |
|--------------------------------|----------------------------------|
| FILE REFERENCE                 | F1.11.1                          |
| REPORT DATE                    | 14 <sup>th</sup> March 2016      |
| APPLICANT/PROPONANT            | Cr Stephanie Penn                |
| OFFICER DISCLOSURE OF INTEREST | None                             |
| PREVIOUS MEETING REFERENCES    | None                             |
| AUTHOR                         | Harry Hawkins CEO                |
| ATTACHMENTS                    | Grant Application and Guidelines |

### PURPOSE OF REPORT

To advise Council of the Grants to allow them to decide if they wish to lodge an application.

### BACKGROUND

Suicide is an all too common event in the Wheatbelt and Western Australia in general and the Mental Health Commission has allocated \$2.3m for a grants program to support their statewide Suicide Prevention 2020 strategy and \$200,000 for this particular grant program. This grant round is dedicated to applications that support the delivery of appropriate suicide prevention training only

### COMMENT

Suicide Prevention and mental health is not a core business of local government and there are no local groups that provide this service. Therefore this particular round of funding is perhaps not so relevant to the shire however the guidelines do mention that other community suicide prevention activities will be supported in future funding rounds.

It has been suggested that perhaps Ambulance Volunteers or local School Teachers could be approached to see if they are interested in this training however no approach has been made to date.

### POLICY REQUIREMENTS

None

### DOES THIS ITEM REFER TO THE COMMUNITY STRATEGIC PLAN?

No

### LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

### STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

### Corporate Business Plan references and impacts:-

None

#### ➤ Environment

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

➤ **Economic**

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

➤ **Social**

Suicide is a major concern in rural areas and any prevention strategies should be investigated.

**FINANCIAL IMPLICATIONS**

There are no financial implications to Council in relation to this item.

**VOTING REQUIREMENTS**

*Absolute Majority Required:*      *No*

**RESOLUTION 67/2016**

**Moved: Cr S Penn**

**Seconded: Cr N Clarke**

**For discussion.**

**Motion Put and Carried: 9/0**

**RESOLUTION 68/2016**

**Moved: Cr S Penn**

**Seconded: Cr J Brennan**

**That the Shire applies for the Suicide Prevention Small Grant funding available through the Department of Health.**

**Motion Put and Carried: 9/0**

Cr N Clarke

Cr Clarke requested information on the industrial blocks that are available in Bolgart. CEO to bring required plans to the next meeting.

Cr J Brennan

Cr Brennan asked if there were going to be any new releases of land in Calingiri. The CEO advised that Landcorp will only release additional blocks should there be proof of demand for land.

|                              |
|------------------------------|
| <b>13 CONFIDENTIAL ITEMS</b> |
|------------------------------|

Nil

|                                  |
|----------------------------------|
| <b>14 DECLARATION OF CLOSURE</b> |
|----------------------------------|

There being no further business the Presiding Member declared the meeting closed at 5.55pm.

Signed this 20<sup>th</sup> day of April 2016

Presiding Member .....

# ATTACHMENT 1

AVON-MIDLAND COUNTRY ZONE OF THE  
WA LOCAL GOVERNMENT ASSOCIATION

19 FEBRUARY 2016

**Avon-Midland Country Zone of WALGA  
Minutes of the Zone Meeting held 19 February 2016**

**Avon-Midland Country Zone of the WA Local Government Association  
MINUTES OF THE ZONE MEETING  
held at the Calingiri Sports Pavilion, Chitty Avenue, Calingiri Friday 19 February 2016 commencing at  
9:36 am**

**1 OPENING & WELCOME**

The Zone President, Cr Court, welcomed delegates and observers and introduced Cr Pauline Carr, Councillor Shire of Victoria Plains. Cr Carr commented on –

- Welcomed delegates and observers to Calingiri.
- Passed on apologies from the Shire President, Cr David Lovelock, and Shire Deputy President, Cr Stephanie Penn, who were unable to attend today's meeting.
- Diversity of age of the elected members on the Victoria Plains Council.

The Shire is –

- Working towards an age friendly plan.
- Promoting youth and community involvement.
- Encouraging Victoria Plains Business Builders.

**2 ATTENDANCE & APOLOGIES**

**2.1 Attendance**

Delegates -

|                   |                                     |
|-------------------|-------------------------------------|
| Cr Steve Vallance | Shire of Chittering                 |
| Cr Steven Carter  | Shire of Dalwallinu                 |
| Cr Darren Slyns   | Shire of Dandaragan (from 9:50 am)  |
| Cr Jan Court      | Shire of Gingin (President)         |
| Cr Barry Haywood  | Shire of Goomalling                 |
| Cr Ken Seymour    | Shire of Moora                      |
| Cr Steven Pollard | Shire of Northam (Deputy President) |
| Cr David Dow      | Shire of Toodyay                    |
| Cr Pauline Carr   | Shire of Victoria Plains            |
| Cr Denese Smythe  | Shire of York                       |

Observers –

|                                      |  |
|--------------------------------------|--|
| Mr Gary Tuffin                       | Shire of Chittering  |
| Mr Tony Doust                        | Shire of Dalwallinu  |
| Cr Kaye McGlew                       | Shire of Dandaragan  |
| Mr Jeremy Edwards                    | Shire of Gingin  |
| Mr Clem Kerp                         | Shire of Goomalling  |
| Cr Julie Williams                    | Shire of Northam   |
| Mr Stan Scott                        | Shire of Toodyay   |
| Mr Harry Hawkins                     | Shire of Victoria Plains   |
| Mr Mark Dacombe                      | Shire of York  |
| Mr Mark Batty                        | Executive Manager Environment & Waste, WALGA                                   |
| Ms Elle Brunson                      | Grants Project Officer, WALGA  |
| Ms Andrew Borrett<br>(from 10:49 am) | Department of Local Government & Communities Ms Juliet Grist RDA Wheatbelt Inc |
| Ms Wendy Newman                      | Wheatbelt Development Commission Robert Dew      Zone Executive Officer        |

**Avon-Midland Country Zone of WALGA  
Minutes of the Zone Meeting held 19 February 2016**

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**2.2 Apologies**

|                         |                                |
|-------------------------|--------------------------------|
| Mr Tony Nottle          | Shire of Dandaragan            |
| Mr Alan Leeson          | Shire of Moora                 |
| Mr Jason Whiteaker      | Shire of Northam               |
| Cr David Lovelock       | Shire of Victoria Plains       |
| Cr Stephanie Penn       | Shire of Victoria Plains       |
| Hon Mia Davies MLA      | Member for Central Wheatbelt   |
| Hon Shane Love MLA      | Member for Moore               |
| Hon Martin Aldridge MLC | Member for Agricultural Region |
| Hon Paul Brown MLC      | Member for Agricultural Region |
| Hon Darren West MLC     | Member for Agricultural Region |

The meeting noted that Cr D Slys had advised that he would be about 15 minutes late.

|                                   |
|-----------------------------------|
| <b>3 DECLARATIONS OF INTEREST</b> |
|-----------------------------------|

There were no declarations of interest.

|                        |
|------------------------|
| <b>4 ANNOUNCEMENTS</b> |
|------------------------|

There were no announcements.

|                  |
|------------------|
| <b>5 MINUTES</b> |
|------------------|

**Confirmation of Minutes**

Minutes of the Zone Meeting held 20 November 2015 at Jurien Bay. Copies of these Minutes have been circulated to all member Councils.

**RECOMMENDATION**

That the Minutes of the Zone Meeting held on 20 November 2015, as printed and circulated, be confirmed.

**RESOLUTION**

Cr S Pollard moved and Cr D Smythe seconded –

**That the Minutes of the Zone Meeting held on 20 November 2015, as printed and circulated, be confirmed.**  
**CARRIED**

**Business Arising from the Minutes**

**Zone Tax Rebates** (Item 7.2 (a))

The last meeting agreed not to pursue a meeting between Zone representatives and Mr Christian Porter MP to discuss Zone Tax Offset reform and other issues affecting local governments. The meeting requested a letter be written to Mr Porter expressing the Zone's concerns with the Zone Tax Offset arrangements. Correspondence has been prepared.

**NOTED**

**Other**

There were no other matters brought forward.



|          |   |
|----------|---|
| <b>6</b> | <b>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS</b> |
|----------|---|

**6.1 WALGA State Council Agenda**

Review of the Agenda for the State Council meeting to be held Wednesday 2 March 2016. The Agenda has been circulated by WA Local Government Association to member Councils for distribution to delegates. The Zone is able to provide comment or submit alternate recommendations to State Council for consideration.

Matters for Decision

Planning and Development (Local Planning Scheme) Regulations 2015 (Page 5)

*WALGA Recommendation*

*That WALGA;*

- *Continues to advocate for an urgent review of the Planning and Development (Local Planning Scheme) Regulations 2015 to enable the proper alignment of the new regulations with Local Government's local planning schemes; and*
- *Request that during the review of the Planning and Development (Local Planning Scheme) Regulations 2015 that the Department of Planning hold a workshop with the Local Government sector, to assist in the identification of priority issues and concerns with the implementation of the new Regulations.*

Cr D Slyns entered the meeting at 9:50 am.

The meeting recommended that the Zone support the recommendation to State Council and noted in particular the need for the single house exemption from local planning policies to be addressed.

Interim Submission – Draft State Planning Policy 2.5 – Rural Planning Policy (Page 18)

*WALGA Recommendation*

*That WALGA endorse the interim submission to the WA Planning Commission on the draft State Planning Policy 2.5 – Rural Planning Policy.*

The meeting recommended that the Zone support the recommendation to State Council.

**The meeting recommended that the WA Local Government Association pursue the easing of requirements for the subdivision of homestead lots from agricultural property when the owner wishes to sell the property but retain the homestead so they can stay in the district.**

Interim Submission - Draft Development Control Policy 1.10 – Location, siting and design of freeway service centres and roadhouses (Page 24)

*WALGA Recommendation*

- *That State Council endorse the interim submission to the WA Planning Commission on the draft Development Control Policy 1.10 – Location, siting and design of freeway service centres and roadhouses.*

The meeting recommended that the Zone support the recommendation to State Council.

**Avon-Midland Country Zone of WALGA  
Minutes of the Zone Meeting held 19 February 2016**

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Main Roads Amendment Bill 2015 (Page 28)

*WALGA Recommendation*

*That WALGA:*

- *Oppose the Main Roads Amendment Bill 2015 in its current form.*
- *Request Member Local Governments to highlight the adverse impacts of the proposed Bill on Local Governments with local Members of Parliament.*
- *Engage with Members of Parliament to highlight the weaknesses of and adverse impacts of the proposed Bill and seek a commitment to opposing the Bill in Parliament.*
- *Commence negotiations, should there be insufficient support to reject the Bill entirely, seeking amendments to the relevant sections to clarify the circumstances in which they could apply and ensure effective negotiation between State and Local Government.*

The meeting recommended that the Zone support the recommendation to State Council.

Variation to the Bus Stop Infrastructure Partnership Agreement (Page 34)

*WALGA Recommendation*

*That WALGA:*

- *maintain observer status with the Infrastructure WA Advisory Group provided that there is no direct financial cost.*
- *Urge the State Government to lead a consultative, transparent process to develop a coherent and comprehensive infrastructure plan for Western Australia.*

The meeting recommended that the Zone support the recommendation to State Council.

Review of Rules of Conduct Regulations 2007 (Page 43)

*WALGA Recommendation*

*That the Association:*

- *Respond to the Review of the Rules of Conduct Regulations in accordance with the comments and recommendations expressed in this Report, which are based on the current policy of improving the Local Government Standards Panel performance through legislative amendment and provision of additional resources.*
- *Inform the Department of Local Government and Communities that the inclusion of a provision requiring confidentiality for all persons the subject of a breach allegation under the Local Government (Rules of Conduct) Regulations is strongly recommended; and*
- *Request the Department of Local Government and Communities to continue engagement with WALGA and the Local Government sector when drafting amendments to the Local Government (Rules of Conduct) Regulations.*

The meeting recommended that the Zone support the recommendation to State Council.

WALGA Constitution Review (Page 57)

*WALGA Recommendation*

*That the WALGA Constitution be amended as follows:*

- *In Clause 5(7)(b) of the Constitution for “sub-clause 5(9)” read “sub-clause 5(11)”.*
- *Clause 10 (2) of the Constitution be amended with the last sentence to read:*
- *“The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16.”*
- *Clause 10 of the Constitution be amended by inserting as sub-clause (9): “(9) State Council shall adopt Standing Orders that will apply to all meetings.”*

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- *Clause 14(4a) and Clause 20 of the Constitution be amended by inserting as sub-clause (h) and sub-clause (j), respectively:*
- *“is a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15(2)(c) of the Local Government Act 1995”*
- *Clause 16(2)(b) of the Constitution be amended to read:*
- *“(b) representatives are to vote on the matter by secret ballot.”*
- *Clause 17 of the Constitution be amended by inserting as sub-clause (5):*
- *“(5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.”*

**SPECIAL MAJORITY REQUIRED**

The meeting recommended that the Zone support the recommendation to State Council.

**The meeting requested clarification as to whether the balance of the term of office for a person elected as the President or Deputy President to fill a casual vacancy is included in the calculation of ‘two full consecutive terms’ for the purposes of the person seeking re-election.**

**WALGA Governance Review (Page 92)**

**WALGA Recommendation**

- *That the Association Corporate Governance Charter be amended in the following terms:*
- *Clause 8 be re-numbered Clause 8A and new Clause 8B inserted to express the Role of Deputy President;*
- *Clause 13(ii) be amended by inserting after ‘The Chief Executive Officer’s Report’ a dotpoint which reads ‘LGMA Representatives Report’;*
- *Clause 13(iv) be amended by inserting a provision that State Council must resolve to accept an Emerging Issue, prior to it being considered;*
- *That Clause 16 be amended by inserting additional reference to the formation and operation of the Local Government House Trust;*
- *That Clause 17(i) of the Corporate Governance Charter be amended by inserting additional procedures for the management of Committees with Delegated Powers, including requirements for:*
- *Terms of Reference*
- *Membership and Fixed 2 Year Terms*
- *Appointment process, specifying that State Council will determine appointments of State Councillors and external representatives.*
- *State Council may engage the Selection Committee to conduct a selection process and recommend appointments for State Council endorsement, as deemed appropriate;*
- *That Clause 33 (i), (ii) and (iii) of the Corporate Governance Charter be amended to insert a provision that the selection of all Forum members be referred to State Council for determination;*
- *That Clause 26(ii) of the Corporate Governance Charter be amended by inserting a reference to the effect that, prior to formal endorsement, State Council will consider any Zone resolution seeking amendment to an Interim Submission.*
- *That the Corporate Governance Charter be amended by relocating the content of Clause 7(iv) to Clause 1 - ‘Role of State Council’.*
- *That the Association Standing Orders be amended as follows:*
- *That Clause 7 of the Association Standing Orders be amended by deleting sub clauses (a) to*
- *and inserting sub-clauses (a) to (k) as follows:*
  - Attendance, Apologies and Announcements*
  - Minutes of Previous Meeting*
  - Declarations of Interest*
  - Emerging Issues*
  - Matters for Decision*
  - Matters for Noting/Information*

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*Organisational Reports*  
*Additional Zone Resolutions*  
*Meeting Assessment*  
*Date of Next Meeting*  
*Closure*

- *Insert a new complaints-handling clause;*
- *That the Association Code of Conduct be amended by inserting a complaints-handling procedure for allegations of breaches of the Association Standing Orders.*
- *That the Secretariat engage with Zone Executive Officers to provide guidance on the strategic use of the emerging issues section of the State Council Agenda for critical Zone resolutions.*
- The meeting recommended that the Zone support the recommendation to State Council.

**RECOMMENDATION**

That the above Zone recommendations and comments be endorsed.

**RESOLUTION**

Cr S Pollard moved and Cr D Smythe seconded –

**That the above Zone recommendations and comments be endorsed.**

**CARRIED**

**RESOLUTION**

Cr B Haywood moved and Cr D Smythe seconded –

**That the Zone requests the WA Local Government Association to pursue the issue of the current single house exemption from planning approval contained in the Planning and Development (Local Planning Schemes) Regulations 2015.**

**LOST (3/7)**

**Matters for Noting/information**

Electoral Caretaker Period: Model Policy (Page 112)

Update on Building Permit Statistics Project – Independent Analysis (Page 115)

Local Government Heritage Officers' Group (Page 118)

Report Municipal Waste Advisory Council (MWAC) (Page 121)

**RECOMMENDATION**

That the above matters for noting/information be noted.

**RESOLUTION**

Cr D Dow moved and Cr B Haywood seconded –

**That the above matters for noting/information be noted.**

**CARRIED**

**Organisational Reports**

Report on Key Activities, Environment and Waste Unit (Page 146)

Report on Key Activities, Governance and Organisational Services (Page 148)

Attention was drawn to the training webinars Chairing of Meetings (to be held 24 February 2016) and Elected Members Communications (to be held in April 2016).

Report on Key Activities, Infrastructure (Page 152)

Report on Key Activities, Planning and Community Development (Page 155)

Mining Community Policy Forum (Page 157)

Container Deposit Legislation Policy Forum (Page 157)

The meeting expressed concern that waste is an afterthought when considering strategic planning issues.

**RESOLUTION**

Cr D Dow moved and Cr B Haywood seconded –

**That the Zone requests the WA Local Government Association to continue to pursue the introduction of container deposit legislation in Western Australia with particular reference to the 2017 State election.**

**CARRIED**

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Ms Juliet grist entered the meeting at 10.49 am.

Metropolitan Mayors Policy Forum (Page 158)  
Waste Avoidance and Resource Recovery Act (2007) Review Policy Forum (Page 158)  
Freight Policy Forum (Page 159))

**RECOMMENDATION**

That the above organisational reports be noted.

**RESOLUTION**

Cr S Pollard moved and Cr S Vallance seconded –  
**That the above organisational reports be noted.**

**CARRIED**

**ADJOURNMENT**

The meeting adjourned for Morning Tea at 10:52 am.

**RESUMPTION**

The meeting resumed at 11:14 am. All those present on adjournment were present on resumption.

WALGA President's Report

Presentation of the WALGA President's Report (attached to Agenda)

**RECOMMENDATION**

That the WALGA President's Report be received.

**RESOLUTION**

Cr S Carter moved and Cr D Smythe seconded –  
**That the WALGA President's Report be received.**

**CARRIED**

State Councillor's Report

Report by State Councillor Cr D Slyn on State Council Meeting held 2 December 2015.

**RECOMMENDATION**

That the State Councillor's Report be received.

Cr D Slyn commented on –

- This had been his first meeting and as such he had had to undertake a lot of reading.
- No real update from what is contained in the Minutes, Status Report and Association President's Report.
- He had been appointed as the Deputy Chair of the Municipal Waste Advisory Council.
- Noted that there is no money in recycling.
- WA Local Government Association is putting together a number of strategies for the 2017 State election.
- Stewardship funding about to run out.

The Zone President requested that if possible a written report be prepared for circulation with the Zone's meeting Agenda. Cr Slyn indicated that he would do so.

**RESOLUTION**

Cr D Dow moved and Cr K Seymour seconded –  
**That the State Councillor's Report be received.**

**CARRIED**

Zone Status Report

Report by WA Local Government Association on status of Zone resolutions for action by the Association – February 2016 (attached to Agenda).

**RECOMMENDATION**

That the February 2016 Status Report be received.

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**RESOLUTION**

Cr S Carter moved and Cr P Carr seconded –  
**That the February 2016 Status Report be received.**

**CARRIED**

**Biosecurity Update**

Mr Mark Batty, Executive Manager Environment and Waste, WA Local Government Association gave a update on biosecurity management and commented on –

- Legislation and key shifts.
- Auditor General's recommendation.
- Department of Agriculture and Food WA's response to date.
- Local government issues.
- WA Local Government AGM and Zone motions.
- Current status and next steps.
- WA Local Government Association Discussion Paper and request for feedback (by 11 March 2016).

Mr S Scott commented that it appeared that rating for Recognised Biosecurity Groups was similar to that for Land Conservation Districts which now seem to be falling away. Mr Batty replied that there is a lack of communication around the different models and how to deal with competing issues such as agricultural production impact and conservation diversity impact.

Mr J Edwards commented that it was clear that there was a cost shift from the Department of Agriculture and Food WA to local government. Mr Batty replied that the State was pulling back and there are concerns at local government level; in some instances it appears that landowners could be rated twice.

Cr B Haywood suggested that Recognised Biosecurity Groups should not be formed and asked how does local government oppose. Mr Batty replied that at present the issue is managed at local government level with less funding support from the State.

Cr D Smythe and Mr M Dacombe left the meeting at 11:56 am.

The meeting requested that a copy of the WA Local Government Association's Biosecurity Management Discussion Paper and Feedback Form be circulated.

**Garage Sale Trail**

Mr Mark Batty , Executive Manager Environment and Waste, WA Local Government Association gave an outline of the Garage Sale Trail program and commented on –

- Is an education program subsidised by the Waste Authority.
- Is a national garage sale held annually in October.
- In 2015 22 metropolitan and regional Councils participated.
- The program is getting a good uptake.
- The initial focus of the program has been in the metropolitan area.

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| <b>7      ZONE REPORTS</b> |
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**Local Government Grain Freight Group**

Minutes

Minutes of the Local Government Grain Freight Group meeting held 1 February 2016 (attached to Agenda).

**RECOMMENDATION**

That the minutes of the Local Government Grain Freight Group meeting held 1 February 2016, as circulated, be received.

The next meeting of the Group is scheduled for 11 April 2016.

**Avon-Midland Country Zone of WALGA  
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**RESOLUTION**

Cr S Vallance moved and Cr B Haywood seconded –

**That the minutes of the Local Government Grain Freight Group meeting held 1 February 2016, as circulated, be received.**

**CARRIED**

Report

Report by delegate Cr K Seymour.

**RECOMMENDATION**

That the Local Government Grain Freight Group report be received.

Cr K Seymour commented on –

- Following the 2015 local government elections there are only two previous members on the Group; all the rest are new.

Cr Craigie reported on her meeting with the Minister for Transport to discuss local government concerns with delays in reaching agreement on grain freight issues; the meeting did not go well.

The Group has requested the WA Local Government Association to seek meetings with the Shadow Minister for Transport and the National Party Members of Parliament to discuss the grain freight issue.

Concerns were raised at the effect on local roads of the new Accredited Mass Management Scheme which will replace existing concessional mass arrangements from 27 April 2016. Main Roads WA are to be invited to the Group's next meeting to discuss the scheme.

Cr S Carter commented on the lack of information provided to local government on the new Accredited Mass Management Scheme and urged the need for clarification from Main Roads WA.

Cr B Haywood commented that the Shire of Goomalling understood from discussions with Main Roads WA that to date no local roads had been approved under the new scheme.

**RESOLUTION**

Cr B Haywood moved and Cr D Dow seconded –

**That the Local Government Grain Freight Group report be received.**

**CARRIED**

**Healthy Wheatbelt**

Minutes

Minutes of the Healthy Wheatbelt meeting held 2 February 2016(attached to Agenda).

**RECOMMENDATION**

That the minutes of the Healthy Wheatbelt meeting held 2 February 2016, as circulated, be received. The next meeting of the Group is scheduled for 29 March 2016.

**RESOLUTION**

Cr S Carter moved and Cr S Pollard seconded –

**That the minutes of the Healthy Wheatbelt meeting held 2 February 2016, as circulated, be received.**

**CARRIED**

Ms Wendy Newman offered to follow up with the Department of Regional Development the availability of their evaluation of the effect of Royalties for Regions funded health projects in regional WA.

The meeting requested that Healthy Wheatbelt be requested to follow up whether there had been any change in local government support for country Doctors following the introduction of SIHI.

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Report

Report by delegate Cr D Dow (attached to Agenda). Cr J Court and Cr M Pond were unable to attend this meeting.

**RECOMMENDATION**

That the Healthy Wheatbelt report be received.

**RESOLUTION**

Cr S Pollard moved and Cr D Slyns seconded –

**That the Healthy Wheatbelt report be received.**

**CARRIED**

**Midlands Water for Food Project**

Report by delegate Cr Kaye McGlew (attached to Agenda).

**RECOMMENDATION**

That the Midlands Water for Food Project report be received.

**RESOLUTION**

Cr K Seymour moved and Cr D Slyns seconded –

**That the Midlands Water for Food Project report be received.**

**CARRIED**

Cr S Pollard advised that he had been asked to participate in a Water Corporation survey and requested feedback.

Mr S Scott commented –

- Within the Shire of Toodyay the town of Toodyay is the only area serviced by scheme water; most of the Shire is not on the scheme.
- On the advice of the Water Corporation the Shire reduced the number of standpipes from 5 to 1.
- The remaining standpipe is understood to be the most used standpipe in the State. Due to the amount of water going through the standpipe it is now classified as commercial.
- The Shire was quoted \$1.6m by the Water Corporation to install a second standpipe.

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| <b>8      AGENCY REPORTS</b> |
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**Department of Local Government and Communities**

**RECOMMENDATION**

That the Department of Local Government and Communities report be received.

Mr A Borrett commented on –

- Apologies from Ms Jenni Law.
- Local Government Comparative website should be on-line in the first half of 2016. The website will evolve over time.
- Country Local Government Fund.
- Elected member training.
- New disclosure requirements on gifts and travel contributions for elected members and senior staff.
- Rules of Conduct review.
- Integrated Planning and Reporting Guidelines.
- Better Practise Review program.

Cr J Williams left the meeting at 12:45 pm



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**RESOLUTION**

Cr S Pollard moved and Cr S Carter seconded –

**That the Department of Local Government and Communities report be received.**

**CARRIED**

**Regional Development Australia Wheatbelt**

**RECOMMENDATION**

That the Regional Development Australia Wheatbelt's report be received.

Ms J Gist commented On –

- National Stronger Regions Fund.
- Innovative Entrepreneurship study.
- NBN's Area Switch program.
- Northern Valleys Agribusiness project.
- New Minister for Regional Development – Fiona Nash.
- RDA Wheatbelt's activities in developing business cases and seeking funding.

**RESOLUTION**

Cr B Haywood moved and Cr K Seymour seconded –

**That the Regional Development Australia Wheatbelt report be received.**

**CARRIED**

**Wheatbelt Development Commission**

**RECOMMENDATION**

That the Wheatbelt Development Commission's report be received.

Ms W Newman gave an update on the Wheatbelt Blueprint and commented on –

- Changing funding environment.
- Wheatbelt Development Commission's prioritisation criteria.
- Royalties for Regions investment opportunities.
- Wheatbelt Development Commission's priority areas for investment.
- Regional Grant Scheme and Community Chest – closes 17 March 2016.

**RESOLUTION**

Cr D Slys moved and Cr S Vallance seconded –

**That the Wheatbelt Development Commission Wheatbelt report be received. CARRIED**

**The meeting requested that a copy of Wheatbelt Development Commission's presentation be circulated.**

**ADJOURNMENT**

The meeting adjourned at 1:08 pm.

**RESUMPTION**

The meeting resumed at 1:19 pm. With the exception of Ms W Newman, all those present on adjournment were present on resumption.

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| <b>9 FINANCE</b> |
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**Financial Reports**

Balance Sheet and Profit and Loss report for the period ending 31 January 2016 are attached.

**RECOMMENDATION**

That the financial reports for the period ending 31 January 2016, as attached, be received.

**RESOLUTION**

Cr S Pollard moved and Cr K Seymour seconded –

**That the financial reports for the period ending 31 January 2016, as attached, be received.**

**CARRIED**

**Accounts for Payment**

The following accounts are submitted for payment -

|                            |   |          |
|----------------------------|---|----------|
| Great Eastern Country Zone | Wheatbelt Conference 2016 – Contribution          | 3,300.00 |
| R W & L A Dew              | Secretarial Services to Zone – March 2016 Quarter | 3,803.25 |

**RECOMMENDATION**

That the accounts as listed totalling \$7,103.25 be approved for payment.

**RESOLUTION**

Cr S Pollard moved and Cr K Seymour seconded –

**That the accounts as listed totalling \$7,103.25 be approved for payment.**

**CARRIED**

**Wheatbelt Workshop 2015**

Financial Statement for the 2015 Wheatbelt Workshop held in Kellerberrin is attached.

**RECOMMENDATION**

That the financial statement for the 2015 Wheatbelt Workshop, as attached, be received.

**RESOLUTION**

Cr S Carter moved and Cr D Slyn seconded –

**That the financial statement for the 2015 Wheatbelt Workshop, as attached, be received.**

**CARRIED**

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| <b>10 ZONE BUSINESS</b> |
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**Regional State Council Meeting - September 2016**

**FROM:** Executive Officer

**BACKGROUND**

Since 2002 the WA Local Government Association has held an annual regional State Council meeting. In 2015/2016 there will be two regional meetings held. These meetings afford the opportunity for elected members and senior officers from local governments in the region to meet with State Councillors to discuss issues of local and regional significance. They also allow State Councillors to meet other regional groups of interest and to gain a first-hand appreciation of the various issues confronting local governments in each region

The WA Local Government Association is proposing that the second regional meeting for 2016 be held 8-9 September in the Avon-Midland Country Zone.

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**COMMENT**

At its last meeting of the Zone agreed to host the September 2016 regional State Council meeting and resolved to invite expressions of interest from member Councils interested in hosting the meeting.

Submissions were received from –

- Shire of Dalwallinu; and Shire of Dandaragan.
- Copies of the submissions were circulated to member Councils and delegates on 26 January 2016. The Association has advised that the program for the regional State Council meeting will comprise –
- Thursday – travel in the morning, a Zone forum in the afternoon, dinner with Zone members in the evening and overnight stay.
- Friday – State Council meeting and return travel to Perth.

The Association has indicated that that they meet half the cost of lunch and dinner on the Thursday (a shared program with the Zone), the full cost of lunch on the Friday and all travel and accommodation costs for State Councillors and accompanying Association staff. They anticipate that the WALGA party will comprise approximately 35 persons.

The Zone also asked members to identify significant issues within the Zone to be discussed during the Zone forum to be held as part of the regional State Council meeting.

**RECOMMENDATION**

That the submission by the Shire of \_\_\_\_\_ to host the regional State Council meeting to be held 8-9 September 2016 be accepted.

That the Zone meet the costs of the shared catering (Thursday lunch and dinner) not meet by the WA Local Government Association or the host Council.

Cr S Carter addressed the meeting on the submission by the Shire of Dalwallinu.

Cr D Slyn's addressed the meeting on the submission by the Shire of Dandaragan. The President requested a show of hands in support of –

- Shire of Dalwallinu – 5 votes Shire of Dandaragan - 4 votes

The President declared that the host Council for the regional State Council meeting to be held 8-9 September 2016 to be the Shire of Dalwallinu. She congratulated both Councils on their submissions.

**RESOLUTION**

Cr S Pollard moved and Cr B Haywood seconded –

That delegates and others from the Zone attending the regional State Council meeting and Zone Forum meet their own costs for attendance, including accommodation and dinner.

That the matter of issues to be discussed during the Zone Forum to be held as part of the regional State Council meeting be listed for discussion at the Zone's next meeting.

CARRIED

**Healthy Wheatbelt**

**FROM:** Executive Officer

**BACKGROUND**

In August 2015 the Avon-Midland, Central and Great Eastern Country Zones withdrew from the Wheatbelt Health MOU Group. At its November 2015 meeting the Zone agreed to support the creation of a new health advocacy group in line with the recommendations and principals adopted by the Wheatbelt Zones Joint Executives subject to the agreement by the three Wheatbelt Zones of the Group's Terms of Reference and clarification and approval of the Group's budget and executive services workload.

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**COMMENT**

At their November meetings the Central and Great Eastern Country Zones supported the establishment of the new health advocacy group and each adopted a similar resolution to that of the Avon-Midland Zone.

At the first meeting of the new Group on 2 February (see Item 7.2) the following were adopted –

- Terms of Reference; and
- Budget for period 1 January 2016 to 30 June 2016. In adopting the budget the meeting noted (a) that it had been based on the costs associated with the Wheatbelt Health MOU Group, (b) that it was anticipated that a surplus would be carried across to the 2016/2017 financial year, and (c) agreed that a new expenditure line ‘Special projects’ be added.

The Heathy Wheatbelt meeting also agreed that the banking arrangements for the group be undertaken by the Great Eastern Country Zone and that payment for executive support services be approved by the Group before payment is made.

In adopting the 2015/2016 budget Healthy Wheatbelt resolved to request the three Zones to each contribute \$3,000 to the funding of Healthy Wheatbelt. For 2015/2016 the Zone has budgeted \$3,000 as its contribution to the health advocacy group. To date an amount of \$760.53, being the Zone’s share of the shortfall from the Wheatbelt Health MOU Group, has been paid (approved at the November 2015 meeting). The Zone has sufficient funds to meet the \$3,000 requested as its contribution for 2015/2016 to Health Wheatbelt.

**RECOMMENDATION**

That the Avon-Midland Country Zone endorse the Terms of Reference and the 2015/2016 Budget for Healthy Wheatbelt.

That the Avon-Midland Country Zone agree to contribute \$3,000 (ex GST) as its 2015/2016 contribution to Health Wheatbelt and that payment be authorised.

**RESOLUTION**

Cr S Pollard moved and Cr D Dow seconded –

**That the Avon-Midland Country Zone endorse the Terms of Reference and the 2015/2016 Budget for Healthy Wheatbelt.**

**That the Avon-Midland Country Zone agree to contribute \$3,000 (ex GST) as its 2015/2016 contribution to Health Wheatbelt and that payment be authorised.**

**CARRIED**

The meeting noted that the 6 month budget to 30 June 2016 for Healthy Wheatbelt had been based, as a starting point, on the costs associated with the Wheatbelt Health MOU Group and that Healthy Wheatbelt in recommending the budget anticipated that costs for the operation of Healthy Wheatbelt would be less than that of the Wheatbelt Health MOU Group; that there would be a surplus at the end of the year which would be carried across to 2016/2017 and taken into account when developing the budget for that year; and that the Wheatbelt Health MOU Group comprised 7 members who contributed to the costs of the Group whereas Healthy Wheatbelt comprises 3 members.

Enterprising Communities – RDA Wheatbelt Project

**FROM:** Zone President

**BACKGROUND**

RDA Wheatbelt has provided the following information regarding its Enterprising Communities project -

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The Project

RDA Wheatbelt will (organise to) film seven examples of community funded enterprises drawn from WA, Victoria and NSW and combine these films and accompanying interviews into a collection of seven separate 15 minute segments. This will be used as a basis for a roadshow/ workshop that will with mentoring support be delivered to 86 venues over 43 shires in the WA Wheatbelt. The aim is to demonstrate a diverse range of community enterprises and ideas of how to fund these enterprises from within the community without the need for government funding and to encourage a culture of community enterprise development and innovation, working towards cohesiveness and self-reliance.

The project includes a facilitated workshop process for the first 30 communities that put up their hand, to enable these inspired communities to be equipped with the planning and 'how to' skills they will need to be able to address issues that will arise as their community project develops. This includes the management of volunteers, the creation and maintenance of a shared vision and long term planning to nurture community skills and capacity. An important element will be awareness and discussion around 'burn out' and how conflicts and responsibilities are managed (which have a dedicated section in each case study). At the completion of the project each community will have increased confidence and planning capacity to be able to plan for and generate their own individual projects to nurture and support their own community.

We have explored what business support services are available to community enterprises already and existing enterprises that are members of the Wheatbelt Business Network can obtain assistance in updating their strategic plans. As such the facilitated workshops are intended to be directed towards new community enterprises (with existing community enterprises referred to the Wheatbelt Business Network with whom we have an excellent working relationship). New community enterprises are not otherwise eligible for assistance from either WBN or RSM BirdCameron.

The Need

There has been a consistent decline between 2001 and 2011 in the populations of 23 out of the 43 shires that make up the Rural Development Authority's Wheatbelt region with the Central East Wheatbelt region showing an overall population decrease of 10% or 1164 people out of 2001 population of 9424. In addition the Regional Australia Institute assessment of competitive advantage across 560 Local Governments in Australia rank 33 WA Wheatbelt shires as at a competitive disadvantage with one shire ranked 560 out of 560. This consistent loss of population has led to a degradation of social capital, social capacity and social networks within the affected shires which in turn has impacted on the psycho-social well-being of people in the regions. This is particularly the case as the Wheatbelt is also ranked 1/60 regions nationally for dependency on Volunteers - who often provide services through necessity. With an aging and reducing population, with high reliance on a limited number of volunteers, the region needs activities that support the development of 'new' volunteers from the younger community, and foster the development of 'can do' attitudes towards self-care and self-reliance particularly within the smaller communities.

A project that provides inspiration, and encourages a culture of shared values and shared purpose can assist in addressing many of the adverse impacts experienced in disadvantaged areas - as has been evidenced in communities where such programs have been actively pursued such as Birchup in Victoria (see <http://iview.abc.net.au/programs/back-roads/IV1507H005S00>)

Many shires recognise a need to add social value to their communities and maintain support for local community events or source funding to develop cultural programs. Unfortunately the running of local events is becoming more difficult as volunteers who are integral to the organising of the events age or leave the district. Equally introducing cultural activities and events into communities is in the initial stages, reliant on outside funding which is increasingly difficult to obtain. Sustainability of the events is impacted by burnout of local volunteers and the limited capacity to attract people who can bring the necessary skills and thinking to enable and promote the development of culture in communities. This program will contribute to a culture of self-reliance and sustainability.

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While there are a number of funding streams for economic and infrastructure development in the Wheatbelt, there is very limited funding available for developing cultural programs that are sustainable and can develop and build social capacity and social capital in communities. Community enterprises offer a more sustainable alternative to government funding and have been shown as in the case of the Kulin Shire, to build a culture of community social innovation which in turn is building social capital through encouraging and attracting cultural groups and individuals.

#### A Side Benefit

With State and Federal funding very much focussed on Regional (rather than local) benefit, we see encouraging local community enterprises for the benefit of the community as being an excellent way of the community continuing to fund projects that do not meet the State or Federal hurdles. Over time it will also reduce the burden on Local Government as the Community take increasing responsibility for developing and maintaining local programs and infrastructure. Nyabing Progress Association is a great example of this.

#### Help Please

You may be surprised to learn that RDAs do not receive any Federal Funding for the development of community or economic development activities. Like all NFPs we need to raise funds in order to undertake programs. This is our first application to Lotterywest for some years and we were careful to apply for something that we felt would add value to all 43 Shires within our area. The funding sought covers:

- Completion of the 7 documentaries (we have raised funds to cover 2 through the RDA network)
- Holding of 2 film nights in each LGA at cost
- 30 facilitated planning sessions at cost
- Monitoring and evaluation (so that we can assess whether it has worked)
- Part time project management over the 2 year program (liaison with professional film crew, organising film nights etc)

#### **COMMENT**

RDA Wheatbelt has advised that they have no intention of seeking any financial contribution from any local governments towards this program, are budgeting on covering the cost within each local government, but may ask for assistance in communicating film nights etc.

RDA Wheatbelt is seeking support from the Zones for RDA Wheatbelt to pursue this project, and for the Zone Presidents to agree to act as a referee to the Lotterywest application.

#### **RECOMMENDATION**

That the Avon-Midland Country Zone support/not support RDA Wheatbelt's Enterprising Communities project.

That the Avon-Midland Country Zone authorise/not authorise the Zone President to act as a referee to the RDA Wheatbelt's Lotterywest application for funding for its Enterprising Communities project.

Ms J Grist commented on –

- Lotterywest advised yesterday that the application had been declined in its current format.
- The project was seen as top down (which it is) and as such didn't fit Lotterywest's bottom up criteria for a project of this size.
- Lotterywest advised that the application would have been approved if the funding request had been significantly less and no more than 50% of the cost. Lotterywest indicated that it was happy with the film component of the application but couldn't fund the facilitated workshop component.
- RDA Wheatbelt was now looking at providing the film component of the project as a resource and perhaps take to a limited number of communities.
- The film component is a collaboration of 11 RDAs in 3 States and will be completed.
- Lotterywest advised that even though an application from an individual local government for funding of \$8,000 would most likely have been approved (this being the amount of funding allocated to each local government under the project) they would not agree to 43 separate applications from local government as they would see this as the same project.
- Federal government policy is not to fund human projects; rather to fund hard infrastructure.
- Will pursue top up funding for the film component and will look at ways of making the project acceptable.

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**RESOLUTION**

Cr S Pollard moved and Cr P Carr seconded –

- **That the Avon-Midland Country Zone support RDA Wheatbelt's Enterprising Communities project.**
- **That the Avon-Midland Country Zone authorise the Zone President to act as a referee to the RDA Wheatbelt's Lotterywest application for funding for its Enterprising Communities project.**

**CARRIED**

**South-West Land Settlement**

**FROM:** Executive Officer

**BACKGROUND**

At its 21 August 2015 meeting the Zone considered a proposal by Mr Marcus Holmes, Land Equity Legal, putting forward a proposal to assist Zones with legal advice and help in developing an inter-Zone common approach. The Zone resolved that the offer of assistance by Mr Holmes be left to the discretion of individual Zone members. Mr Holmes made a similar approach to the Central and Great Eastern Country Zones

**COMMENT**

In response to a request from the Great Eastern Country Zone for a legal work brief proposal Mr Holmes has provided the following information to the Great Eastern and Central Country Zones with a copy to this Zone –

Key settlement steps and key issues for local government

*The ILUA is now been signed by the 6 Noongar groups and the State Government. It needs to be registered by the National Native Title Tribunal and is expected to be fully operational by about mid-2016.*

*The State is liaising with local governments to consult with them about any competing land needs or other views on the proposed land grants to be made to a Noongar land trust. That land comprises surplus Government lands, unallocated Crown land, unvested reserves and Aboriginal Lands Trust lands.*

*The State is also granting Crown land access licences to Noongars to legally enable them to enter onto certain categories of Crown lands to conduct traditional activities such as camping and ceremonies.*

*The Aboriginal heritage procedures in the ILUA are now operational and the Government strongly recommends that local government consider entering into the Noongar Standard Heritage Agreement (attached as part of the ILUA) or making suitable alternative arrangements with the relevant Aboriginal Corporations that are to be set up.*

*Key issues for local government are:*

- *Competing land needs;*
- *land use planning and management obligations and issues;*
- *rateability (or not) of the new Noongar land grants;*
- *cultural heritage places and sites management (and avoidance of prosecution for damage to such places);*
- *risk management issues around use of Noongar lands and Noongar land access rights; and*
- *ways to provide assistance, services, opportunities, cross-cultural exchanges, reconciliation initiatives to and with the Noongar community (through the good government obligation in the local Government Act).*

Suggested scope of work for a Brief

*Areas for legal assistance include:*

- *Settlement overview and advice letter to the Zone(s) on features of the Settlement and its impacts on local government and some options;*
- *Assist the Zone(s) and/or particular member Councils to negotiate with the State Government on the Noongar land package and Crown land access licences;*
- *Development of a local government model of heritage agreement (perhaps a Zone(s) wide model or variants tailored to particular Councils' requirements and circumstances?);*

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- *Set up Zone member meetings with the State, South West Aboriginal Land and Sea Council and the relevant new Noongar Regional Corporations to discuss the Settlement and local governments' role(s)/implications/options;*
- *Review and seek Zone(s) input on State's proposed legislation and by-laws (implications for local government-this has some urgency as such laws are currently being progressed by the State); and*
- *Particular Settlement-related advices to member Councils.*

*Suggested instructions mechanism*

*As we discussed, you would be the key day-to-day instructor, with the Executive Committees of the Zones. It may be that if the Central Country Zone and other South West Zones decide to participate using my assistance, a joint inter-Zone committee made up of nominees from the Executive Committees or other Zone personnel and yourselves could operate as a regional instructor. Where individual Councils seek my assistance, the CEO of that Council would be my instructor. I am amenable to any of the above or variants. The key requirement is ease of instruction giving and taking so that I can operate efficiently and expeditiously for the client.*

*Legal Costs Proposal*

*I am prepared to accept the minimum hourly rate as set by the WA Legal Costs Committee under the Legal Profession Act in the Legal Profession (Solicitors Costs) Reports. This is varied each year and my rate would vary accordingly. The current hourly rate is \$484 inclusive of OST. Under the Report, fees incurred for travel are half that rate and capped at 8 hours per day. Disbursements are charged at cost. I propose monthly billing on 14 day payment terms. It may be that member Councils each contribute to a portion of an annual costs estimate that is budgeted for and taken up by the Zone(s) to pay me as costs are incurred during the year. A costs agreement is required to set out these arrangements, signed by my firm and yourselves for the Zone(s).*

**RECOMMENDATION**

For Discussion

**CONSENSUS RESOLUTION**

That no further action be taken on this matter.

CARRIED

**Wheatbelt Conference 2016**

**FROM:** Executive Officer

**BACKGROUND**

The Avon-Midland, Central and Great Eastern Country Zones have resolved to support the holding of the Wheatbelt Conference on 7-8 April 2016. The Conference will be held in Narrogin and its theme is Innovation: Thinking Smart for Sustainability.

**COMMENT**

The Conference program features –

- Keynote speaker - Mr Gus Balbontin (see attached) speaking on the qualities critical to innovation: curiosity, courage and resilience.

Other speakers from –

- NBNC0;
- Market Creations (Geraldton/Perth) - Presenting on developing opportunity in a changing market;
- Wheatbelt Science Hub (Northam) - In December the Hub became part of the Inspiring Australia Initiative. It encompasses all science disciplines to enhance collaboration and innovation and has an emphasis on increasing community engagement in the often unknown science happening in the Wheatbelt.
- MC – Ms Andre Burns.

The program will be spread from lunch on the Thursday to lunch on the Friday. A Conference dinner will be held on the Thursday night.

Registration Fees - Conference (full delegate) \$330.00 (inc GST) Dinner - \$125 (inc GST).



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Venues: Conference – Narrogin Town Hall Dinner – Narrogin Club

Registrations will be online at the Heartlands WA website (Note: not yet up).

Members are encouraged to promote the Conference through their networks. The Conference is not restricted to local government and is open to all interested persons. Members are encouraged to book accommodation early.

**RECOMMENDATION**

For Noting      **NOTED**

The meeting noted that NBN was to speak at the Wheatbelt Conference and was also looking, during the Conference, to meet on a one to one basis with local governments. The meeting agreed that the Zone's request for NBN to give a presentation at a Zone meeting be deferred until after the Wheatbelt Conference.

Ms J Grist advised that RDA Wheatbelt would shortly send out a briefing note on NBN's AreaSwitch arrangements.

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| <b>11      MEMBERS OF PARLIAMENT</b> |
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There were no Members of Parliament present.

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| <b>12      URGENT BUSINESS (as permitted by the Presiding Member)</b> |
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No matters were brought forward.

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| <b>13      DATE, TIME AND PLACE OF NEXT MEETING</b> |
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The Zone's next meeting is scheduled for Friday 22 April 2016 and to be hosted by the Shire of York.

Future meetings of the Zone are scheduled for –  
24 June 2016              Shire of Chittering  
26 August 2016          Shire of Wongan-Ballidu  
25 November 2016      Shire of Moora

**RECOMMENDATION**

That the next ordinary meeting of the Zone be held Friday 22 April 2016 and be hosted by the Shire of York.

**RESOLUTION**

Cr S Pollard moved and Cr B Haywood seconded –

**That the next ordinary meeting of the Zone be held Friday 22 April 2016 and be hosted by the Shire of York.      CARRIED**

The meeting noted that guest speakers arranged for the April meeting would be Mr John Scott, C Y O'Connor Institute and representatives from the Office of Bush Fire Management. Arrangements had been made for CBH to give a presentation at the June meeting.

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| <b>14      CLOSURE</b> |
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There being no further business the Chairman declared the meeting closed at 2:15 pm.