



# **Minutes**

## **Ordinary Meeting of Council**

On  
At  
Commenced

28 March 2018  
Council Chambers, Calingiri  
2:05 pm

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 2:05 pm

### Visitors

Karen Chappel – Shire of Morawa (Member Advisor)

## 2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

|                       |              |                  |
|-----------------------|--------------|------------------|
| Cr D Lovelock         | West Ward    | President        |
| Cr P Bantock          | West Ward    | Deputy President |
| Cr S Penn             | South Ward   |                  |
| Cr N Clarke           | South Ward   |                  |
| Cr J Corless-Crowther | Central Ward |                  |
| Cr J King             | Central Ward |                  |

|                                   |                                    |
|-----------------------------------|------------------------------------|
| Chief Executive Officer:          | Mrs G Teede                        |
| Works & Services Manager (WSM):   | Mr R Edwards                       |
| Finance & Administration Manager: | Mrs Ina Edwardson - (Minute Taker) |

### **Apology:**

Cr A Broadhurst                      East Ward

## 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr John Brennan

Mr Brennan asked why the Shire has not acted on reports about firebreak (widths)?

**Response:** Mr Brennan has been sent a letter advising the following:

*In response to your question raised during public question time at the Shires Ordinary Meeting of Council on 21 February 2018 namely:*

*Why the Shire has not acted on reports about firebreak (widths)?*

*After discussing your query with the Shires CESM (Vicki Booth) and the Shires Ranger, I can confirm that:*

- *Inspections of firebreaks were undertaken*
- *Verbal warnings were given to property owners*
- *Infringements were issued to habitual offenders*
- *Work has been completed on some identified issues.*

*Can I suggest that if you notice any further issues with regards to firebreaks, that you advise the Shire via email: [ranger@victoriaplains.wa.gov.au](mailto:ranger@victoriaplains.wa.gov.au)*

|                               |
|-------------------------------|
| <b>4 PUBLIC QUESTION TIME</b> |
|-------------------------------|

Nicole McInnes

**Qsn:** The Calingiri Progress Association would like to create a Community Vegetable Patch and would like to use the back tennis court and have the area fenced off. The location of this particular court is near the access to the water taps and shed.

**Response:**

Requested that a plan and proposal be submitted to the Shire Office by 4<sup>th</sup> April 2018

Sarah Mason – Moore Catchment Council

Ms Mason presented Council with a floral arrangement of native plant cuttings as acknowledgement of the Council's support over the years. She also said they were expanding into the Eco Tourism and can provide the Shire with environmental advice.

**Response:**

The President thanked Sarah Mason for the kind gesture.

Mr Jim Kelly

**Qsn 1:** Mr Kelly asked why Lot 100 Mogumber (motion on record 18 months ago and October, November and December 2017), the Shire still had not acted on the information.

**Response:**

Mr Kelly was advised that Lot 100 Mogumber is officially still owned by the State Government. The Shire is applying for it to be designated as a road reserve.

**Qsn 2:** Mr Kelly further asked if Cr Carr (Bantock) had an interest in items relating to Lot 100 Mogumber and if so did she declare this interest?

**Response:**

Item of confidentiality – Taken on Notice

**Qsn 3:** Mr Kelly asked the President did he assist people in Mogumber to oppose the Mogumber development and did he put in a submission.

**Qsn 4:** Mr Kelly asked why only one person (from the Shire) was in attendance at the Blessings of the Road at New Norcia.

**Response:**

The CEO advised that she had other Council commitments on at the same time.

**Qsn 5:** Mr Kelly asked the President directly if he supported the Mogumber Development?

**Response:**

Item of confidentiality – Taken on Notice

Mr Michael Stock:

**Qsn:** Mr Stock presented a list of questions as follows;

1. Why did the Shire accept applications for two lots corner of Somers and Poincare streets, Bolgart (refer Council minutes 27/11/2001)
2. Why did the Shire issue “no such a thing building approvals”, under S399 of the Misc Provisions Act...on 15/1/2002
3. Mr Stock paid \$233.00 for a building licence, why was the licence withdrawn on 7/2/2002
4. Who signed on behalf of the building surveyor for BCITF levy – REF BU-APP) on 15/1/2002
5. I have 3 different notice of approvals on 15/1/2002 for applications made on 20/11/2001, what are the individual approvals for?
6. I understand Mrs Stock made applications on 20/11/2001 why did the Shire accept applications from Mr Stock’s mother as a third party
7. I have 3 different building approvals called “special licence” dated 15/1/2002 what buildings are these for.
8. If the planning approval is not required by the State Administrative Tribunal in December 2005, why did the Shire advise Midland Court on 20/5/2005 that is was required? Why did the Shire fabricate evidence to support this requirement?
9. As stated under cross examination on 20/5/2005 in the Midland Court, there is a building licence for this property, Mr Stock asked why he is not allowed a copy?
10. Why did the Shire write to Mrs Stock on 22/11/2007 that she will deal directly with the Shire over Mr Michael Stock’s building activities, making Mrs Stock the sole applicant.

**Response:**

Taken on Notice

Janine Varley:

**Qsn** Janine raised a concern that chicken manure is being spread on paddocks?

**Response**

It is not illegal to spread chicken manure on any paddocks.

Mr Jim Kelly:

**Qsn:** Mr Kelly raised a concern that increases in flies infestation caused by chicken manure lying about for up to 8 weeks.

**Response**

Currently there is no legislation to prevent chicken manure being stored on poultry farms.

Mr Rob Buscumb

**Qsn:** Mr Buscumb asked about submissions for Community Grants for 'open toilets for public use, wayside signage.

Response: CDO to action.

Mr Malcolm Palmer:

**Qsn:** Mr Palmer asked Cr Bantock that on 28/2/2018 at 7:25pm did you receive an email from him. He further questioned Cr Bantock and asked why did she not send to Cr Penn.

**Response**

Cr Bantock replied as per the act confidential item.

**Qsn:** Mr Palmer asked the President that at the Public Meeting December 2017 he raised a concern and not had feedback – Taken on Notice

Mr Jim Kelly

**Qsn:** Mr Kelly asked where did the approval for fencing for Lot 100 Mogumber come from, how did you get approval?

**Response:**

Taken on Notice

**Qsn:** Mr Kelly asked if electrical faults at Mogumber Tavern fixed.

**Response:**

CEO responded that the building has being inspected and cleared.

|  |
|--|
| <b>5 APPLICATION FOR LEAVE OF ABSENCE AND DECLARATIONS OF INTEREST</b> |
|--|

Nil

|  |
|--|
| <b>6 PETITIONS/DEPUTATIONS/PRESENTATIONS</b> |
|--|

Karen Chappel

Karen Chappel spoke to Councillors with regards to her involvement;

- Shire of Morawa – Shire President (Retiring 2021)
- WALGA Executive
- Housing – Local Government
- State Advisory Board Transport
- WALGA Constitution – Intent of constitution equal representation

**RESOLUTION 32/2018**

**Moved: Cr N Clarke**

**Seconded: Cr S Penn**

**That Council breaks for afternoon tea at 2:45pm**

**Motion Put and Carried: 6/0**

Meeting resumed at 3:10pm

|          |                                |
|----------|--------------------------------|
| <b>7</b> | <b>CONFIRMATION OF MINUTES</b> |
|----------|--------------------------------|

**7.1 Confirmation of Minutes (Ordinary Council Meeting) – 21 February 2018**

**RESOLUTION 33/2018**

**Moved: Cr J Corless-Crowther**

**Seconded: Cr J King**

**That the Minutes of the Ordinary Meeting held 21 February 2018 be confirmed as a true and correct record of proceedings.**

**Motion Put and Carried: 6/0**

**7.2 Business Arising from Minutes**

Nil

|          |   |
|----------|---|
| <b>8</b> | <b>MEMBERS QUESTIONS WITHOUT NOTICE</b> |
|----------|---|

Nil

|          |  |
|----------|--|
| <b>9</b> | <b>PRESIDENT AND COUNCILLORS REPORTS</b> |
|----------|--|

Nil

|           |                       |
|-----------|-----------------------|
| <b>10</b> | <b>BUSINESS PAPER</b> |
|-----------|-----------------------|

10.1 Plant and Works

10.2 Finance

10.3 Administration

10.4 Planning

**10.1 PLANT AND WORKS**

All Plant and Works items are dealt with during the Works and Services meeting.

Due to time constraints the Minutes from the Works and Services Committee Meeting Held 28 March 2018 were not updated and completed for endorsement at this Ordinary Council Meeting.

The minutes will be presented for endorsement at the 18<sup>th</sup> April 2018 Ordinary Council Meeting for adoption.

## 10.2 FINANCE

### F04/2018 ACCOUNTS FOR PAYMENT

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 | F1.8.4  |
| REPORT DATE                    | 20 March 2018                                   |
| APPLICANT/PROPONANT            | Nil   |
| OFFICER DISCLOSURE OF INTEREST | Nil   |
| PREVIOUS MEETING REFERENCES    | Nil   |
| AUTHOR                         | Ina Edwardson - Finance                         |
| AUTHORISED BY                  | Glenda Teede – Chief Executive Officer          |
| ATTACHMENTS                    | Creditor and Payroll Payments for February 2018 |

#### PURPOSE OF REPORT

To present to Council the list of payments made for the month of February 2018.

#### 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 Corporate Services 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:

- The Payee's Name
- The amount of the payment
- The date of the payment
- 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 Council's adopted budget.

## VOTING REQUIREMENTS

*Absolute Majority Required:* No

### **RESOLUTION 34/2018**

**Moved: Cr P Bantock**

**Seconded: Cr J Corless-Crowther**

**That the payments made for the months of February 2018 from the Municipal Bank Account as per the attached listing amounting to \$312,388.32 be endorsed:**

|   |                     |
|---|---------------------|
| <b>Creditor EFT Payments</b>                    | <b>\$191,515.12</b> |
| <b>Creditor Cheque Payments</b>                 | <b>\$ 9,489.50</b>  |
| <b>Direct Debit Payments</b>                    | <b>\$ 26,256.07</b> |
| <b>Net Fortnightly Salaries &amp; Wages EFT</b> | <b>\$ 83,167.63</b> |
| <b>Trust Payments</b>                           | <b>\$ 1,960.00</b>  |
| <b>TOTAL</b>                                    | <b>\$312,388.32</b> |

**Motion Put and Carried: 6/0**

## F05/2018 MONTHLY FINANCIAL STATEMENTS

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | F1.3.3                                 |
| REPORT DATE                    | 19 March 2018                          |
| APPLICANT/PROPOSANT            | Nil                                    |
| OFFICER DISCLOSURE OF INTEREST | Nil                                    |
| PREVIOUS MEETING REFERENCES    | Nil                                    |
| AUTHOR                         | Ina Edwardson - Finance                |
| AUTHORISED BY                  | Glenda Teede – Chief Executive Officer |
| ATTACHMENTS                    | Monthly Financial Statements           |

### PURPOSE OF REPORT

That the following financial statements and reports for the month ended 28 February 2018 be received.

### BACKGROUND

In accordance with the Local Government (Financial Management) Regulations 1996 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 Local Government (Financial Management) Regulations require 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 Year-To-Date Budget);
- Actual amounts of expenditure and revenue to the end of the month to which the statement relates (known as Year-To-Date Actuals);
- Material variances between the comparatives of Budget vs 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 Bank Reconciliation Report and Debtors Listing for February 2018 are presented to Council as follows.

#### **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 35/2018**

**Moved: Cr N Clarke**

**Seconded: Cr J King**

**That the following reports for the month ended 28 February be received:**

- 1. Bank Reconciliation**
- 2. Debtors Listing**

**Motion Put and Carried: 6/0**

**Shire of Victoria Plains Debtors Listing  
as at 28th February 2018**

| Debtor No | 30/11/2017<br>90 Days | 30/12/2017<br>60 Days | 29/01/2018<br>30 Days | 28/02/2018<br>Current | Total              | Comments            |
|-----------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|---------------------|
| 16        | \$0.00                | \$0.00                | \$5.50                | \$0.00                | \$5.50             |                     |
| 187       | \$0.00                | \$0.00                | \$0.00                | \$264.00              | \$264.00           |                     |
| 305       | \$0.00                | \$0.00                | \$0.00                | \$66.00               | \$66.00            |                     |
| 307       | \$0.00                | \$0.00                | \$594.15              | \$0.00                | \$594.15           |                     |
| 432       | \$0.00                | \$0.00                | \$0.00                | \$22,000.00           | \$22,000.00        |                     |
| 44        | \$1,184.20            | \$0.00                | \$0.00                | \$0.00                | \$1,184.20         | Demand Letter Sent  |
| 442       | \$0.00                | \$0.00                | \$0.00                | \$65.91               | \$65.91            |                     |
| 506       | \$2.50                | \$0.00                | \$0.00                | \$0.00                | \$2.50             |                     |
| 509       | -\$16.50              | \$0.00                | \$0.00                | \$0.00                | -\$16.50           |                     |
| 520       | \$357.96              | \$0.00                | \$0.00                | \$0.00                | \$357.96           | Legal action taken  |
| 528       | \$0.00                | \$0.00                | \$43.46               | \$0.00                | \$43.46            | Payment arrangement |
| 536       | \$0.00                | \$0.00                | \$0.00                | \$2,033.45            | \$2,033.45         |                     |
| 539       | \$0.00                | \$0.00                | \$0.00                | \$220.00              | \$220.00           |                     |
| 7         | \$181.76              | \$0.00                | \$0.00                | \$132.77              | \$314.53           |                     |
|           | <b>\$1,709.92</b>     | <b>\$0.00</b>         | <b>\$643.11</b>       | <b>\$24,782.13</b>    | <b>\$27,135.16</b> |                     |

UNCONFIRMED

Shire of Victoria Plains  
Bank Reconciliation as at 28th February 2018

| General Ledger Movement Details       | Total        | Municipal  | Municipal Savings Account | Municipal Term Deposit 30 days | Reserve Term Dep     | Reserve Term Dep     | Trust     |
|---------------------------------------|--------------|------------|---------------------------|--------------------------------|----------------------|----------------------|-----------|
| Balance Bought Forward from Previous  | 1,286,724.69 | 155,054.65 | 737.66                    | 502,804.79                     | 618,718.70           | 106,736.44           | 7,634.45  |
| Add Receipts as per Ledger            | 83,222.36    | 79,571.24  | 85.56                     |                                | 3,542.99             |                      | 3,817.43  |
| Add Transfers from Other Bank Account | 744,361.69   | 622,261.69 | 122,100.00                |                                |                      |                      |           |
|                                       | 2,114,308.74 | 856,887.58 | 122,923.22                | 502,804.79                     | 622,261.69           | 106,736.44           | 11,451.88 |
| Less Payments as per Ledger           | 134,356.73   | 134,356.73 |                           |                                |                      |                      | 1,960.00  |
| Less Transfers to Other Bank Account  | 753,794.15   | 122,100.00 |                           |                                | 622,261.69           |                      |           |
| Closing Balance Ledger                | 1,226,157.86 | 600,430.85 | 122,923.22                | 502,804.79                     | -                    | 106,736.44           | 9,491.88  |
|                                       | (1,021.72)   | (1,019.72) | 0.00                      | 0.00                           | 0.00                 | 0.00                 | 0.00      |
|                                       |              |            |                           |                                |                      |                      |           |
|                                       | Total        | Municipal  |                           | Muni Term Dep                  | Reserve Term Deposit | Reserve Term Deposit | Trust     |
| Balance on Bank Statement             |              | 604,297.31 | 122,923.22                | 502,804.79                     | -                    | 106,736.44           | 9,691.88  |
| + Outstanding Deposits                | 1,591.95     | 1,591.95   |                           |                                |                      |                      |           |
| - Outstanding Cheques                 | (4,438.69)   | (4,438.69) |                           |                                |                      |                      | (200.00)  |
| Balance                               | 1,227,179.58 | 601,450.57 | 122,923.22                | 502,804.79                     | -                    | 106,736.44           | 9,491.88  |
| Deposits on Statement not receipted   |              |            |                           |                                |                      |                      |           |
| Unknown                               | -            |            |                           |                                |                      |                      |           |
| Commission                            | -            |            |                           |                                |                      |                      |           |
| Debtors Payments                      | -            |            |                           |                                |                      |                      |           |
| Interest                              | -            |            |                           |                                |                      |                      |           |
| Sub-total- Deposits not receipted     | -            | 0.00       | 0.00                      | 0.00                           | 0.00                 | 0.00                 | 0.00      |
| + PAYMENTS not journalled             |              |            |                           |                                |                      |                      |           |
|                                       | -            |            |                           |                                |                      |                      |           |
| Pay Dated Feb Processed in March      | 27,842.14    | 27,842.14  |                           |                                |                      |                      |           |
| Unknown deposits                      | (904.34)     | (904.34)   |                           |                                |                      |                      |           |
| Payments for June processed in May    | -            |            |                           |                                |                      |                      |           |
| Sub-total PAYMENTS not journalled     | 26,937.80    | 26,937.80  | 0.00                      | 0.00                           | 0.00                 | 0.00                 | 0.00      |
|                                       | 26,938.80    | 26,937.80  | 0.00                      | 0.00                           | 0.00                 | 0.00                 | 0.00      |
| Balance as per Reconciliation         | 1,254,118.38 | 628,388.37 | 122,923.22                | 502,804.79                     | 0.00                 | 106,736.44           | 9,491.88  |
| Check Figure (Must = 0.00)            |              | 0.00       | 0.00                      | 0.00                           | 0.00                 | 0.00                 | 0.00      |
| Ledger Balance                        | 1,254,117.38 | 628,388.37 | 122,923.22                | 502,804.79                     | 0.00                 | 106,736.44           | 9,491.88  |
| Account #                             |              | 91000      | 91002                     | 91008                          | 91011                | 91013                | 99000     |

**F06/2018 MINUTES (AUDIT COMMITTEE MEETING) – 21 MARCH 2018**

**STAFF RECOMMENDATION**

**That Council receive the Minutes of the Audit Committee Meeting held 21 March 2018.**

**RESOLUTION 36/2018**

**Moved: Cr P Bantock**

**Seconded: Cr J Corless-Crowther**

**That resolution/s 26/2018 to 29/2018 be endorsed from the minutes of the Audit Committee Meeting held at 10.00am on Wednesday 22 March 2018.**

**Motion Put and Carried: 6/0**

**F07/2018 COMPLIANCE AUDIT RETURN 2017**

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 | F1.4.5                                    |
| REPORT DATE                    | 22 March 2018                             |
| APPLICANT/PROPONENT            | None                                      |
| OFFICER DISCLOSURE OF INTEREST | None                                      |
| PREVIOUS MEETING REFERENCES    | 4.21 – Audit Committee Meeting 21/03/18   |
| AUTHOR                         | Niel Mitchell, Governance                 |
| AUTHORISED BY                  | Glenda Teede – Chief Executive Officer    |
| ATTACHMENTS                    |   |
| <i>Attachment</i>              | <i>Draft Compliance Audit Return 2017</i> |

**PURPOSE OF REPORT**

To review the Compliance Audit Return for 2017, and recommendations of the Audit Committee.

**BACKGROUND**

It is a requirement of all local governments to complete the Annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government.

**COMMENT**

The Compliance Audit Return has been completed for the 2017 year and is submitted for review. The Chief Executive Officer and Governance Officer reviewed the practices and procedures of the administration, as per the report attached.

As per the Local Government (Audit) Regulations, this item has been presented to the Audit Committee, and after discussion it is now recommended to Council.

Corrections were made to the Return following the Audit Committee meeting to Delegation of Power / Duty questions 9, 11 and 12.

Council may make amendments to the Return if considered appropriate.

**POLICY REQUIREMENTS**

None



## LEGISLATIVE REQUIREMENTS

*Local Government (Audit) Regulations 1996 –*

- *r.14 – Compliance audit return to be reviewed by Audit Committee and report to Council*
- *r.15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March*

## STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

### 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:* No

### **COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION 37/2018**

**Moved: Cr N Clarke**

**Seconded: Cr J King**

**That Council –**

- a) approve the amended Compliance Audit Return for the 2017 calendar year, as presented, and**
- b) approve the Shire President and the Chief Executive Officer to sign the Compliance Audit Return 2017.**

**Motion Put and Carried: 6/0**

**COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION 38/2018**

Moved: Cr P Bantock

Seconded: Cr J King

That the following Council documents be reviewed and updated within the next 12 months –

1. Policies Manual
2. Delegations Register
3. Terms of Reference be specified.

**Motion Put and Carried: 4/2**

**COUNCIL RESOLUTION 39/2018**

Moved: Cr S Penn

Seconded: Cr N Clarke

That the Terms of Reference for the Audit Committee be the priority task, and be presented to Council within 2 months.

**Motion Put and Carried: 6/0**

**COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION 40/2018**

Moved: Cr P Bantock

Seconded: Cr J Corless-Crowther

That the Audit Committee recommends to Council and the Audit Committee request a timeline and action report identifying the issues raised by the Compliance Audit Return.

**Motion Put and Carried: 4/0**



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
Local Government, Sport  
and Cultural Industries

## Victoria Plains - Compliance Audit Return 2017

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

| Commercial Enterprises by Local Governments |                                   |   |          |          |                |
|---|-----------------------------------|---|----------|----------|----------------|
| No  | Reference                         | Question  | Response | Comments | Respondent     |
| 1   | s3.59(2)(a)(b)(c)<br>F&G Reg 7,9  | Has the local government prepared a business plan for each major trading undertaking in 2017.   | N/A      |          | Jeremy Clapham |
| 2   | s3.59(2)(a)(b)(c)<br>F&G Reg 7,10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.  | N/A      |          | Jeremy Clapham |
| 3   | s3.59(2)(a)(b)(c)<br>F&G Reg 7,10 | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017. | N/A      |          | Jeremy Clapham |
| 4   | s3.59(4)                          | Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.  | N/A      |          | Jeremy Clapham |
| 5   | s3.59(5)                          | Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.                                    | N/A      |          | Jeremy Clapham |

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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| Delegation of Power / Duty |                                 |  |          |  |                |
|----------------------------|---------------------------------|--|----------|--|----------------|
| No                         | Reference                       | Question   | Response | Comments   | Respondent     |
| 1                          | s5.16, 5.17, 5.18               | Were all delegations to committees resolved by absolute majority.  | No       | No formal delegations made   | Niel Mitchell  |
| 2                          | s5.16, 5.17, 5.18               | Were all delegations to committees in writing.   | No       | Some committee decisions read as instructions, approvals, but all subsequently endorsed by Council | Niel Mitchell  |
| 3                          | s5.16, 5.17, 5.18               | Were all delegations to committees within the limits specified in section 5.17.  | N/A      | No formal delegations made   | Niel Mitchell  |
| 4                          | s5.16, 5.17, 5.18               | Were all delegations to committees recorded in a register of delegations.  | N/A      | No formal delegations made   | Niel Mitchell  |
| 5                          | s5.18                           | Has Council reviewed delegations to its committees in the 2016/2017 financial year.  | N/A      | No formal delegations made   | Niel Mitchell  |
| 6                          | s5.42(1), 5.43<br>Admin Reg 18G | Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.                            | Yes      |  | Niel Mitchell  |
| 7                          | s5.42(1)(2) Admin<br>Reg 18G    | Were all delegations to the CEO resolved by an absolute majority.  | Yes      | 20 Sep 2017  | Niel Mitchell  |
| 8                          | s5.42(1)(2) Admin<br>Reg 18G    | Were all delegations to the CEO in writing.  | Yes      |  | Jeremy Clapham |
| 9                          | s5.44(2)                        | Were all delegations by the CEO to any employee in writing.  | Yes      |  | Niel Mitchell  |
| 10                         | s5.45(1)(b)                     | Were all decisions by the Council to amend or revoke a delegation made by absolute majority.   | Yes      |  | Jeremy Clapham |
| 11                         | s5.46(1)                        | Has the CEO kept a register of all delegations made under the Act to him and to other employees.   | Yes      |  | Niel Mitchell  |
| 12                         | s5.46(2)                        | Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year. | Yes      |  | Niel Mitchell  |
| 13                         | s5.46(3) Admin<br>Reg 19        | Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.                     | No       |  | Jeremy Clapham |

| Disclosure of Interest |           |   |          |          |                |
|------------------------|-----------|---|----------|----------|----------------|
| No                     | Reference | Question  | Response | Comments | Respondent     |
| 1                      | s5.67     | If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68). | Yes      |          | Jeremy Clapham |

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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| No | Reference                                      | Question  | Response | Comments                                   | Respondent     |
|----|--|---|----------|--|----------------|
| 2  | s5.68(2)                                       | Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.  | N/A      |  | Niel Mitchell  |
| 3  | s5.73  | Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.  | Yes      | Recorded, but not compliant                | Niel Mitchell  |
| 4  | s5.75(1) Admin Reg 22 Form 2                   | Was a primary return lodged by all newly elected members within three months of their start day.  | N/A      | No new members                             | Niel Mitchell  |
| 5  | s5.75(1) Admin Reg 22 Form 2                   | Was a primary return lodged by all newly designated employees within three months of their start day.   | No       |  | Niel Mitchell  |
| 6  | s5.76(1) Admin Reg 23 Form 3                   | Was an annual return lodged by all continuing elected members by 31 August 2017.  | No       | 2 who are no longer elected members - late | Niel Mitchell  |
| 7  | s5.76(1) Admin Reg 23 Form 3                   | Was an annual return lodged by all designated employees by 31 August 2017.  | Yes      |  | Jeremy Clapham |
| 8  | s5.77  | On receipt of a primary or annual return, did the CEO, (or the Mayor/President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.  | Yes      |  | Jeremy Clapham |
| 9  | s5.88(1)(2) Admin Reg 28                       | Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76   | Yes      | Incomplete.                                | Niel Mitchell  |
| 10 | s5.88(1)(2) Admin Reg 28                       | Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.   | Yes      |  | Jeremy Clapham |
| 11 | s5.88 (3)                                      | Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.  | Yes      |  | Jeremy Clapham |
| 12 | s5.88(4)                                       | Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.   | Yes      |  | Jeremy Clapham |
| 13 | s5.103 Admin Reg 34C & Rules of Conduct Reg 11 | Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes. | No       | Inconsistent declarations made             | Niel Mitchell  |

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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| No | Reference               | Question  | Response | Comments | Respondent     |
|----|-------------------------|---|----------|----------|----------------|
| 14 | s5.70(2)                | Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report. | Yes      |          | Niel Mitchell  |
| 15 | s5.70(3)                | Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.   | N/A      |          | Jeremy Clapham |
| 16 | s5.103(3) Admin Reg 34B | Has the CEO kept a register of all notifiable gifts received by Council members and employees.  | Yes      |          | Jeremy Clapham |

#### Disposal of Property

| No | Reference | Question  | Response | Comments | Respondent     |
|----|-----------|---|----------|----------|----------------|
| 1  | s3.58(3)  | Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).  | N/A      |          | Jeremy Clapham |
| 2  | s3.58(4)  | Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property. | N/A      |          | Jeremy Clapham |

#### Elections

| No | Reference         | Question   | Response | Comments | Respondent    |
|----|-------------------|--|----------|----------|---------------|
| 1  | Elect Reg 30G (1) | Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates. | No       |          | Niel Mitchell |

#### Finance

| No | Reference | Question  | Response | Comments                             | Respondent    |
|----|-----------|---|----------|--------------------------------------|---------------|
| 1  | s7.1A     | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.          | Yes      | Not fully compliant - s.5.16, s.7.1B | Niel Mitchell |
| 2  | s7.1B     | Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority. | No       | No delegations resolved              | Niel Mitchell |

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| No | Reference    | Question   | Response | Comments              | Respondent    |
|----|--------------|--|----------|-----------------------|---------------|
| 3  | s7.3         | Was the person(s) appointed by the local government to be its auditor, a registered company auditor.   | Yes      |                       | Niel Mitchell |
| 4  | s7.3, 7.6(3) | Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.  | Yes      | Rectified 14 Jun 2017 | Niel Mitchell |
| 5  | Audit Reg 10 | Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.   | Yes      |                       | Niel Mitchell |
| 6  | s7.9(1)      | Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.   | Yes      |                       | Niel Mitchell |
| 7  | S7.12A(3)    | Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.  | N/A      |                       | Niel Mitchell |
| 8  | S7.12A (4)   | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.   | N/A      |                       | Niel Mitchell |
| 9  | S7.12A (4)   | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time. | N/A      |                       | Niel Mitchell |
| 10 | Audit Reg 7  | Did the agreement between the local government and its auditor include the objectives of the audit.  | Yes      |                       | Niel Mitchell |
| 11 | Audit Reg 7  | Did the agreement between the local government and its auditor include the scope of the audit.   | Yes      |                       | Niel Mitchell |
| 12 | Audit Reg 7  | Did the agreement between the local government and its auditor include a plan for the audit.   | Yes      |                       | Niel Mitchell |
| 13 | Audit Reg 7  | Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.   | Yes      |                       | Niel Mitchell |
| 14 | Audit Reg 7  | Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.  | Yes      |                       | Niel Mitchell |

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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| Integrated Planning and Reporting |                          |   |          |                                  |               |
|-----------------------------------|--------------------------|---|----------|----------------------------------|---------------|
| No                                | Reference                | Question  | Response | Comments                         | Respondent    |
| 1                                 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.   | Yes      | Adopted 27 June 2013             | Niel Mitchell |
| 2                                 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.   | N/A      |                                  | Niel Mitchell |
| 3                                 | s5.56 Admin Reg 19C (7)  | Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.  | Yes      | Adopted 27 June 2013             | Niel Mitchell |
| 4                                 | s5.56 Admin Reg 19C (7)  | Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.  | N/A      | Referring to Council 28 Mar 2018 | Niel Mitchell |
| 5                                 | S5.56                    | Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.   | N/A      | Received 15 June 2016            | Niel Mitchell |
| 6                                 | S5.56                    | Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | N/A      | Received 15 June 2016            | Niel Mitchell |
| 7                                 | S5.56                    | Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.            | N/A      | Not completed                    | Niel Mitchell |



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| Local Government Employees |                                     |   |          |                        |               |
|----------------------------|-------------------------------------|---|----------|------------------------|---------------|
| No                         | Reference                           | Question  | Response | Comments               | Respondent    |
| 1                          | Admin Reg 18C                       | Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.                       | N/A      | CEO appointed Dec 2016 | Niel Mitchell |
| 2                          | s5.36(4) s5.37(3),<br>Admin Reg 18A | Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A. | Yes      | CSM, WSM               | Niel Mitchell |
| 3                          | Admin Reg 18F                       | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).     | Yes      |                        | Niel Mitchell |
| 4                          | Admin Regs 18E                      | Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).           | N/A      |                        | Niel Mitchell |
| 5                          | s5.37(2)                            | Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.  | N/A      |                        | Niel Mitchell |

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| Official Conduct                         |                     |  |          |  |               |
|--|---------------------|--|----------|--|---------------|
| No                                       | Reference           | Question   | Response | Comments   | Respondent    |
| 1  | s5.120              | Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.  | N/A      | CEO  | Niel Mitchell |
| 2  | s5.121(1)           | Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).  | No       |  | Niel Mitchell |
| 3  | s5.121(2)(a)        | Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.  | N/A      |  | Niel Mitchell |
| 4  | s5.121(2)(b)        | Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.  | N/A      |  | Niel Mitchell |
| 5  | s5.121(2)(c)        | Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.   | N/A      |  | Niel Mitchell |
| 6  | s5.121(2)(d)        | Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).   | N/A      |  | Niel Mitchell |
| Tenders for Providing Goods and Services |                     |  |          |  |               |
| No                                       | Reference           | Question   | Response | Comments   | Respondent    |
| 1  | s3.57 F&G Reg 11    | Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)). | Yes      | One joint tender coordinated by Shire of Toodyay | Niel Mitchell |
| 2  | F&G Reg 12          | Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.   | N/A      |  | Niel Mitchell |
| 3  | F&G Reg 14(1) & (3) | Did the local government invite tenders via Statewide public notice.   | Yes      | Insufficient info in Tender Register to confirm  | Niel Mitchell |



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| No | Reference              | Question  | Response | Comments   | Respondent    |
|----|------------------------|---|----------|--|---------------|
| 4  | F&G Reg 14 & 15        | Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.   | No       | Own tender - insufficient info in Tender Register to confirm | Niel Mitchell |
| 5  | F&G Reg 14(5)          | If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation. | N/A      | Insufficient info in Tender Register to confirm              | Niel Mitchell |
| 6  | F&G Reg 16             | Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.  | No       | Insufficient info in Tender Register to confirm              | Niel Mitchell |
| 7  | F&G Reg 18(1)          | Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.  | N/A      | Insufficient info in Tender Register to confirm              | Niel Mitchell |
| 8  | F&G Reg 18 (4)         | In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.      | Yes      |  | Niel Mitchell |
| 9  | F&G Reg 17             | Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.  | No       | Non-compliant - old register format used                     | Niel Mitchell |
| 10 | F&G Reg 19             | Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.  | N/A      | Unable to confirm  | Niel Mitchell |
| 11 | F&G Reg 21 & 22        | Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.  | N/A      | No EOI called  | Niel Mitchell |
| 12 | F&G Reg 23(1)          | Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.   | N/A      |  | Niel Mitchell |
| 13 | F&G Reg 23(4)          | After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.   | N/A      |  | Niel Mitchell |
| 14 | F&G Reg 24             | Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.  | N/A      |  | Niel Mitchell |
| 15 | F&G Reg 24AD(2)        | Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.  | N/A      | No Panels established  | Niel Mitchell |
| 16 | F&G Reg 24AD(4) & 24AE | Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.   | N/A      |  | Niel Mitchell |

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| No | Reference       | Question  | Response | Comments                        | Respondent    |
|----|-----------------|---|----------|---------------------------------|---------------|
| 17 | F&G Reg 24AF    | Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.   | N/A      |                                 | Niel Mitchell |
| 18 | F&G Reg 24AD(6) | If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.                                      | N/A      |                                 | Niel Mitchell |
| 19 | F&G Reg 24AH(1) | Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.   | N/A      |                                 | Niel Mitchell |
| 20 | F&G Reg 24AH(3) | In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.  | N/A      |                                 | Niel Mitchell |
| 21 | F&G Reg 24AG    | Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.   | N/A      |                                 | Niel Mitchell |
| 22 | F&G Reg 24AI    | Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.  | N/A      |                                 | Niel Mitchell |
| 23 | F&G Reg 24E     | Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council). | N/A      | Adopted Policy is non-compliant | Niel Mitchell |
| 24 | F&G Reg 24F     | Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.  | N/A      |                                 | Niel Mitchell |
| 25 | F&G Reg 11A     | Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.   | Yes      |                                 | Niel Mitchell |

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on

\_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Victoria Plains

\_\_\_\_\_  
Signed CEO, Victoria Plains

**F08/2018 PROPOSED OVERDRAFT AND UNBUDGETED EXPENDITURE**

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 |  |
| REPORT DATE                    | 22 March 2018  |
| APPLICANT/PROPOSANT            | None   |
| OFFICER DISCLOSURE OF INTEREST | None   |
| PREVIOUS MEETING REFERENCES    | None   |
| PREPARED BY                    | Niel Mitchell, Governance  |
| AUTHORISED BY                  | Glenda Teede – Chief Executive Officer                                       |
| ATTACHMENTS                    |  |
| <i>Attachment</i>              | <i>Porters Consulting Engineers – Water Reticulation Quote Summary Table</i> |

**PURPOSE OF REPORT**

To authorise the establishment of a \$300,000 bank overdraft facility for the Shire.

**BACKGROUND**

The initial work on the Budget Review has revealed a significant deficit for the 2017/2018 year, which requires immediate attention.

**COMMENT**

A detailed Budget review is underway, with the preliminary work having been completed by Ron Back and Associates. They have confirmed a likely Budget deficit estimated at approx. \$211,000 should the budget be unaltered following the review, and no action is taken to curtail own resource expenditure.

Follow up work is being undertaken by Bob Waddell & Associates, taking that information and integrating it into the Budget workings, for a detailed report to be presented to Council to authorise Budget amendments.

Two avenues of borrowings are possible –

- a) loans to cover the initial costs for the construction of the Aged units in Calingiri and Bolgart
- b) overdraft facility should this be required to be drawn upon at some time.

As an initial measure to address the potential deficit, it is proposed that the overdraft facility be arranged, and utilised only as a last resort cover any cash flow issues.

As advised, actions taken to identify issues and matters that need to be addressed have included –

- engagement of an external independent consultant to carry out the budget review
- engagement of an external independent consultant to assist with monthly and annual financial statements and statutory compliance obligations
- restriction of expenditure, unless contracted or subject to grants

Once the consultants have completed their work on the Budget Review, a more definite financial situation can be advised.

In addition to the \$211,000 deficit which is estimated at this time, there are known

significant expenditures that are not included in the adopted Budget in relation to the Aged units. The administration comments to the Budget indicates a planned expenditure of –

- \$900,000 grants funds to be expended
- \$60,000 interest earned to be expended

Note 5 of the Statutory Budget discloses an increase in building assets of \$973,000, an apparent discrepancy of \$13,000.

However, the Financial Assistance Agreement for the units commits a contribution of \$200,000 to be made by Council. No Budget provision has been made for this.

On 21 March 2018, the CEO, Acting Manager Finance & Admin, and the Governance Officer met with the Shire of Toodyay CEO, Finance Coordinator and Building Surveyor, and are pleased with their financial management and project management for the units.

At this meeting the Toodyay CEO advised that the \$200,000 contracted commitment will very likely be called on within the next 6-8 weeks, and certainly prior to 30 June 2018.

In addition, the Calingiri units require an unanticipated extension of the water mains. Four quotes have been obtained by Porters Consulting Engineers ranging from \$57,565.00 to \$88,930.00 excl GST. At time of writing, Porters are checking references of the four firms before making a recommendation.

Given the contracted commitment to the contribution and the necessity for the water mains extension for the units to be habitable, urgent approval and funding is necessary.

Should the overdraft facility not be approved by Council, there is a high probability that Council some funded projects will need to be suspended. This outcome is also subject to the Budget Review currently underway.

#### Overdraft facility costs

Indicative quotes have been requested from several banks, however, details of rates, establishment costs and conditions etc have not yet been received but will be presented at the meeting. If the overdraft facility is approved by Council, further enquiries will be made and arrangements will be finalised with the best outcome.

#### Procedure

As no borrowings were disclosed in the Budget, compliance with the Local Government Act s.6.20(2) is required –

- proposal to be resolved by absolute majority
- intention advertised

As the additional \$200,000 contribution for the Aged Units and the water mains extension of a minimum \$56,565.00 excl GST were disclosed in Budget, approval for unbudgeted expenditure is also required, by absolute majority, in accordance with the Local Government Act s.6.8(1)(b).

## POLICY REQUIREMENTS

None

## LEGISLATIVE REQUIREMENTS

### *Local Government Act 1995 –*

#### 6.8 – Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

#### 6.20 – Power to borrow

- (1) Subject to this Act, a local government may —
- (a) borrow or re-borrow money; or
  - (b) obtain credit; or
  - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.
- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —
- (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
  - (b) the resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow and —
- (a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
  - (b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized, the local government may resolve\* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

*\* Absolute majority required.*

## STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

### **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**

1. Cost of establishment of overdraft
2. Cost of overdraft interest if the facility is required to be used
3. Cost of contracted commitment to the Aged units as per signed Financial Assistance Agreement
4. Cost of extension of water mains and connection to the Aged units

**VOTING REQUIREMENTS**

*Absolute Majority Required:* Yes

**STAFF RECOMMENDATION**

Moved: Cr S Penn

Seconded: Cr N Clarke

That Council;

1. Authorise the establishment of a bank overdraft facility with a limit of \$300,000;
2. Give one month local public notice of the Shire's intent to establish the proposed overdraft facility.

**RECOMMENDATION/COUNCIL RESOLUTION 41/2018**

Moved: Cr S Penn

Seconded: Cr N Clarke

That the Recommendation to Authorise the establishment of a bank overdraft facility with a limit of \$300,000 be deferred till the Budget Review completed.

**Motion Put and Carried: 6/0**

**VOTING REQUIREMENTS**

*Absolute Majority Required:* Yes

**RECOMMENDATION**

That Council authorise unbudgeted expenditure of –

- a) \$200,000 being the Shire of Victoria Plains contribution to the construction of the Calingiri and Bolgart Aged Units in accordance with the Financial Assistance Agreement; and
- b) Subject to availability of the contractors, up to \$65,000.00 excl GST and any unforeseen additional expenses, be approved for the extension of the water mains to the Calingiri Aged Units.

**AMENDED RECOMMENDATION**

Moved: Cr P Bantock

Seconded: Cr J Coreless-Crowther

That Council authorise unbudgeted expenditure of part (b) only – part (a)

deferred till the Budget Review completed.

- a) \$200,000 being the Shire of Victoria Plains contribution to the construction of the Calingiri and Bolgart Aged Units in accordance with the Financial Assistance Agreement; and
- b) Subject to availability of the contractors, up to \$65,000.00 excl GST and any unforeseen additional expenses, be approved for the extension of the water mains to the Calingiri Aged Units.

*The amended recommendation then became the resolution*

**RESOLUTION 42/2018**

**Moved: Cr P Bantock**

**Seconded: Cr J Coreless-Crowther**

**That Council authorise unbudgeted expenditure of \$65,000.00 excl GST and any unforeseen additional expenses, be approved for the extension of the water mains to the Calingiri Aged Units.**

**Motion Put and Carried: 6/0**

UNCONFIRMED





Level 2, 58 Kishorn Road  
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www.portereng.com.au

*Procurement Policy*

## Quote Summary Table

**Project:** Construction of Water Reticulation at Lot 501 Harrington Street, Calingiri

**Job Number:** 17-12-145

**Principal:** Shire of Victoria Plains

**Engineer:** Jamie King

**Quote Close Date:** 27 February 2018 at 2.00pm

**Our Ref:** T016.18.xls

**Quote Summary Email:** Dated 28th February 2018

| Item | Description                                     | Nicol Commercial Plumbing | Wescon              | Reilly Contractors  | Resolute            |
|------|---|---------------------------|---------------------|---------------------|---------------------|
| 1    | Site Establishment and Traffic Mgmt             | \$ 4,300.00               | \$ 6,200.00         | \$ 6,797.00         | \$ 14,850.00        |
| 2    | Boundary Survey                                 | \$ 2,700.00               | \$ 1,000.00         | \$ 2,974.00         | \$ 5,200.00         |
| 3    | Water Reticulation (including connections)      | \$ 29,300.00              | \$ 37,800.00        | \$ 49,714.00        | \$ 50,380.00        |
| 4    | Reinstatement                                   | \$ 10,535.00              | \$ 10,000.00        | \$ 13,053.00        | \$ 7,800.00         |
| 5    | As Constructed' drawings (including survey)     | \$ 2,730.00               | \$ 1,800.00         | \$ 2,220.00         | \$ 2,200.00         |
| 6    | Contingency Sum                                 | \$ 5,000.00               | \$ 5,000.00         | \$ 5,000.00         | \$ 5,000.00         |
| 7    | Provisional Sum - Water Corporation inspections | \$ 3,000.00               | \$ 3,000.00         | \$ 3,000.00         | \$ 3,000.00         |
| 8    | BCITF Levy                                      | \$ -                      | \$ 100.00           | \$ 182.00           | \$ 500.00           |
| 9    | Any other items.....                            | \$ -                      | \$ -                | \$ -                | \$ -                |
| 10   |   |                           |                     |                     |                     |
| 11   |   |                           |                     |                     |                     |
|      | Sub total                                       | \$ 57,565.00              | \$ 64,900.00        | \$ 82,940.00        | \$ 88,930.00        |
|      | GST   | \$ 5,756.50               | \$ 6,490.00         | \$ 8,294.00         | \$ 8,893.00         |
|      | <b>Lump Sum Quote</b>                           | <b>\$ 63,321.50</b>       | <b>\$ 71,390.00</b> | <b>\$ 91,234.00</b> | <b>\$ 97,823.00</b> |

Tender Qualifications

✓

✓

✓

✓

## 10.3 ADMINISTRATION

### A02/2018 STRATEGIC COMMUNITY PLAN 2017/18 TO 2027/28

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 | A2.20.3.1   |
| REPORT DATE                    | 20 February 2018  |
| APPLICANT/PROPONENT            | None  |
| OFFICER DISCLOSURE OF INTEREST | None  |
| PREVIOUS MEETING REFERENCES    |   |
| AUTHOR                         | Niel Mitchell, Governance   |
| AUTHORISED BY                  | Glenda Teede – Chief Executive Officer  |
| ATTACHMENTS                    |   |
| <i>Attachment</i>              | <i>Draft Shire of Victoria Plains Strategic Community Plan 2017/18 to 2027/28</i> |

#### PURPOSE OF REPORT

To adopt the Shire of Victoria Plains Strategic Community Plan for the period 2017/18 to 2027/28.

#### BACKGROUND

Local governments are required to plan for the future of their districts. Amongst other things this entails preparation of a strategic community plan to cover at least 10 financial years.

The strategic community plan is to set out the vision, aspirations and objectives of the community in the district, and local governments are to review it at least once every 4 years.

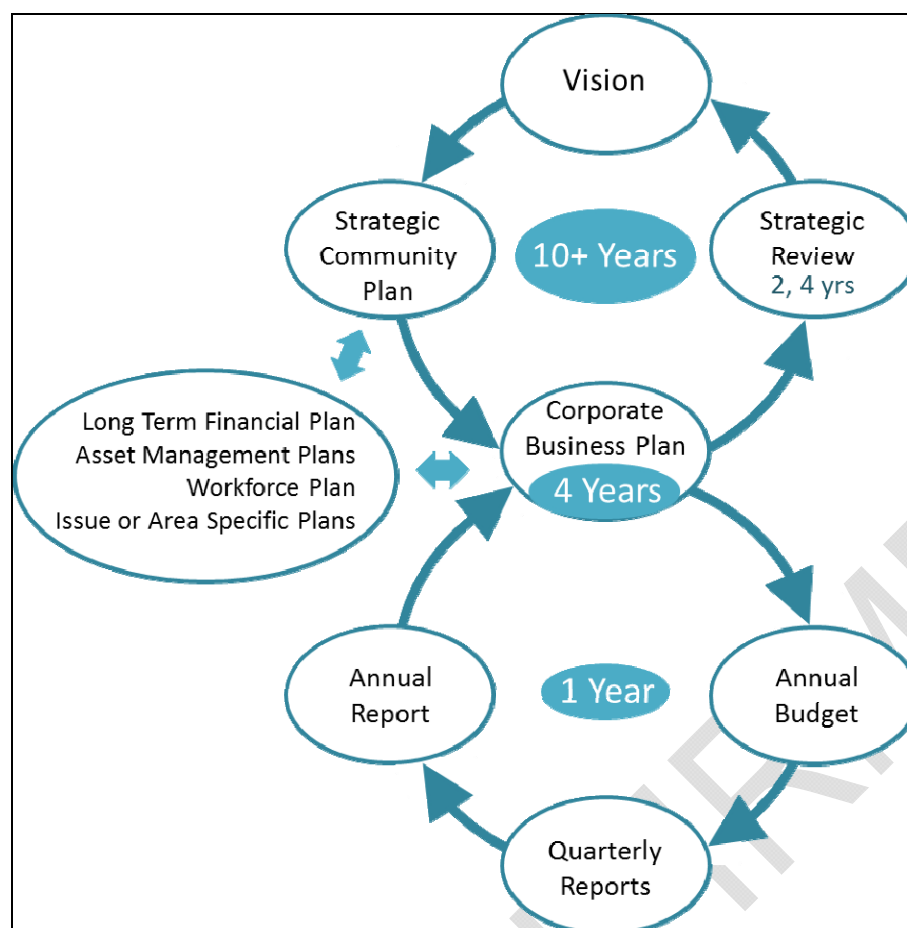
In making or reviewing a strategic community plan, a local government is to have regard to —

- The capacity of its current resources and the anticipated capacity of its future resources; and
- Strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
- Demographic trends.

A local government may modify its strategic community plan, including extending the period the plan applies, and is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan. The plan must also contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

The strategic community plan then ‘feeds into’ a corporate business plan. The strategic Community Plan sets out where the community wants to go; the supporting Corporate Business Plan and associated documents such as asset management plans and workforce plans set out how the Shire will do to help get there. The annual budget allocates funds towards those various goals and plans.

The overall integrated strategic planning framework is shown below:



(Source: Department of Local Government, Sporting and Cultural Industries)

An updated draft strategic community plan has been developed and is attached. The draft plan was developed by obtaining feedback from the community via a series of seven workshops held in each locality in the district from March to May 2017.

The workshops were advertised in advance to maximise the opportunity for attendance from any part of the district, and comments from the community were also requested via the Shire website and local newsletter. The results of the feedback were assessed by an external consultant and used to compile the draft plan, which was discussed at a workshop with elected members on 31 January 2018.

## COMMENT

Matters raised during the consultation process with the community are summarised into themes below:

| Theme   | Strategies  |
|---|---|
| 1. Community - to enhance and improve a sense of community in the Shire | 1.1. Better publicise upcoming events and activities in the Shire |
|   | 1.2. Improve aged care and support                                |
|   | 1.3. Promote community health and wellbeing                       |
|   | 1.4. Support sporting, volunteer and community groups             |
|   | 1.5. Increase community activities                                |

| Theme  | Strategies  |
|--|---|
|  | 1.6. Develop new/ reuse existing community facilities   |
| 2. Economic - to improve and add to local economic development and activity  | 2.1. Examine opportunities to diversify the local economy through initiatives such as tourism   |
|  | 2.2. Improve tourist/ caravan park accommodation  |
|  | 2.3. Improve community connectivity   |
|  | 2.4. Initiatives to reverse ageing population   |
|  | 2.5. Art installations to support marketing of localities                                       |
|  | 2.6. Review land supply in town sites   |
|  | 2.7. Create a regional brand that encompasses all towns   |
|  | 2.8. Develop a business and industry attraction strategy  |
| 3. Environment - to protect or improve the natural environment   | 3.1. Undertake initiatives to improve recycling   |
|  | 3.2. Support environmental sustainability initiatives and community forums                      |
| 4. Infrastructure - To maintain or add to the stock of infrastructure used by the community to go about daily life | 4.1. Undertake town beautification programs   |
|  | 4.2. Improve utilities (power, water, etc)  |
|  | 4.3. Maintain/ improve community facilities to an agreed standard                               |
|  | 4.4. Develop a process to deal with miscellaneous works requests                                |
|  | 4.5. Improve facilities for trucks and drivers  |
|  | 4.6. Instigate a road verge maintenance program   |
| 5. Civic leadership - to better allocate scarce resources and effectively interact with the community              | 5.1. Implement measures to improve relationship and communication between Council and community |
|  | 5.2. Improve elected member performance   |
|  | 5.3. Develop an advocacy and lobbying capacity  |
|  | 5.4. Measures to improve organisational efficiency  |

A number of individual ideas and projects were also raised by members of the community in relation to each goal and which are listed in an Appendix to the plan.

As noted in the draft plan the Shire's resources are limited. The majority of funding is already allocated to existing programs, and in particular the Transport budget (basically roads).

The Shire has little to no funds available for discretionary projects or programs. As noted in the draft plan, the Shire has previously elected in its Long Term Financial Plan to keep rate increases to a minimum; and to rely on external or grant funds.

However the future vision for the district as expressed by the community consultation process is expansive; and if it is to be implemented must be either funded, or expectations reduced to suit resources available, or both. Given current State level financial constraints and to a lesser degree at the Federal level) grant funding is unlikely to increase in future, which means the Shire will need to fund the majority of any increased service levels from its own funds. As noted in the draft plan, it currently has low debt levels; and in addition rates from GRV rated properties appear low.

Assuming Council adopts the draft Strategic Community Plan, the next step will be to develop supporting activities which may need to be included in other forward planning. The nature of the tasks are that a two stage process may be required:

1. Development of plans such as recreation and economic development) and their associated costs;
2. Depending on those costs, decide which components of each plan might be implemented in the context of the Shire's overall financial position.

These plans can then flow on to the Shire's corporate business plan, which is to be developed and reviewed regularly in accordance with Regulation 19DA:

The corporate business plan covers at least 4 financial years, and is to:

- Set out, consistently with any relevant priorities set out in the strategic community plan the Shire's priorities for dealing with the objectives and aspirations of the community in the district;
- Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- Develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.

The corporate business plan is to be reviewed every year. In doing so, the Shire may extend the period for which the plan is made, and/or modify it if required because of modification of the local government's strategic community plan.

## **POLICY REQUIREMENTS**

None

## **LEGISLATIVE REQUIREMENTS**

Section 5.56 of the *Local Government Act 1995* provides that regulations may be made in relation to forward planning.

Part 5 of the *Local Government (Administration) Regulations 1996* deals with annual reports and forward planning.

## **STRATEGIC IMPLICATIONS**

The strategic community plan and associated supporting materials are intended to underpin the future direction of the Shire.

In terms of priorities, while this is a matter that Council itself needs to consider, Attachment 2 contains suggested priorities. In this regard, economic development is considered important in that:

- More activity may improve the Shire's rate base;
- An improved rate base may assist with funding other activities;
- It may also lead to increased local job creation, which in turn may assist in reversing an ageing population.

It is considered that simply developing and implementing an economic development plan, a recreation plan and better asset management (especially with respect to facilities other than roads), over a 10 or more year period the Shire will effectively address over 80% of the community's aspirations.

It is though challenging but at least sets a sense of direction for the Shire of Victoria Plains.

The effect that the new strategic community plan will have on the Shire's Corporate Business Plan must also be considered, it could be further amended as and when the plans recommended in the SCP become available and any new initiatives or ideas costed.

### **FINANCIAL IMPLICATIONS**

Attachment 2 to this report also sets out possible actions to implement the plan, an indication of first level costs (ie what it might take to develop an economic development plan – but not the cost to implement it, as this is not yet known) and suggested priorities.

This will allow breaking down of possible initiatives into manageable steps, depending on available funding. It will also provide the Shire with a 'roadmap' of what may be required for the next 10 years or so in terms of new projects and initiatives.

Strategically, while there was no suggestion from the community feedback that the Shire should reduce its activities there are some cost implications if the aspirations of the community are to be achieved.

These aspirations are unlikely to be achieved without some increase in funding. The only realistic source for this is to increase rates; or reduce community expectations accordingly.

### **VOTING REQUIREMENTS**

*Absolute Majority Required:* Yes

#### **RESOLUTION 43/2018**

**Moved: Cr P Bantock**

**Seconded: Cr N Clarke**

**That Council –**

- a) Adopts the Shire of Victoria Plains Strategic Community Plan 2017/18 – 2027/28**
- b) Considers funding for the various plans recommended in Attachment 2 to the Plan as part of its 2018/19 budget considerations.**
- c) Notes the effect that the new SCP will have on the Shire's Corporate Business Plan, which is to be further amended as and when the plans recommended in the SCP become available and any new initiatives or ideas costed.**

**Motion Put and Carried: 6/0**



**Shire of Victoria Plains**

***A Place to Grow***



**STRATEGIC COMMUNITY PLAN 2017/18 TO  
2027/28**

28 Cavell Street  
Calingiri  
WA 6569  
Phone (08) 9628 7004

[www.victoriaplains.wa.gov.au](http://www.victoriaplains.wa.gov.au)

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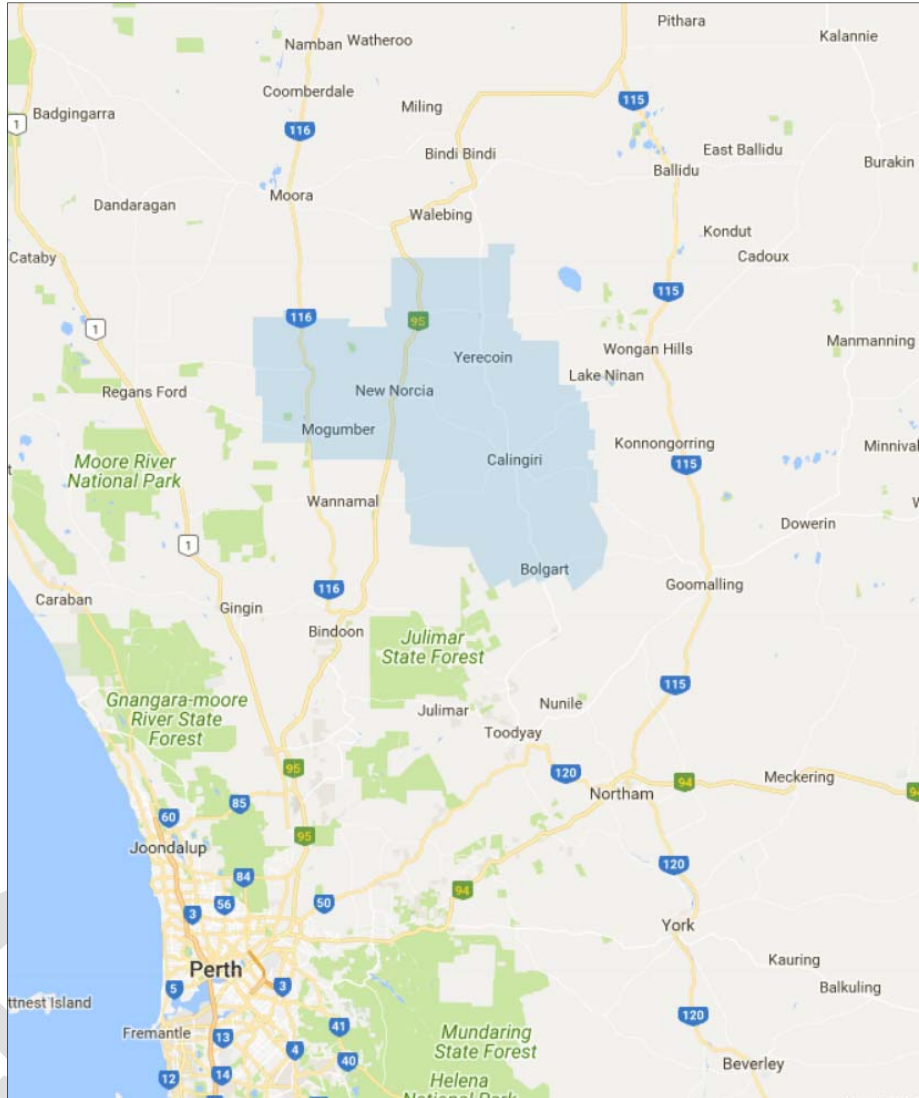
Appendix 1 – Detailed feedback from community consultation

Appendix 2 – Implementation of the SCP – possible next steps



## I. Background

Comprising over 2,500km<sup>2</sup>, the population of Shire of Victoria Plains was 921 based on the Australian Bureau of Statistics 2016 census. There are 510 dwellings in the Shire:



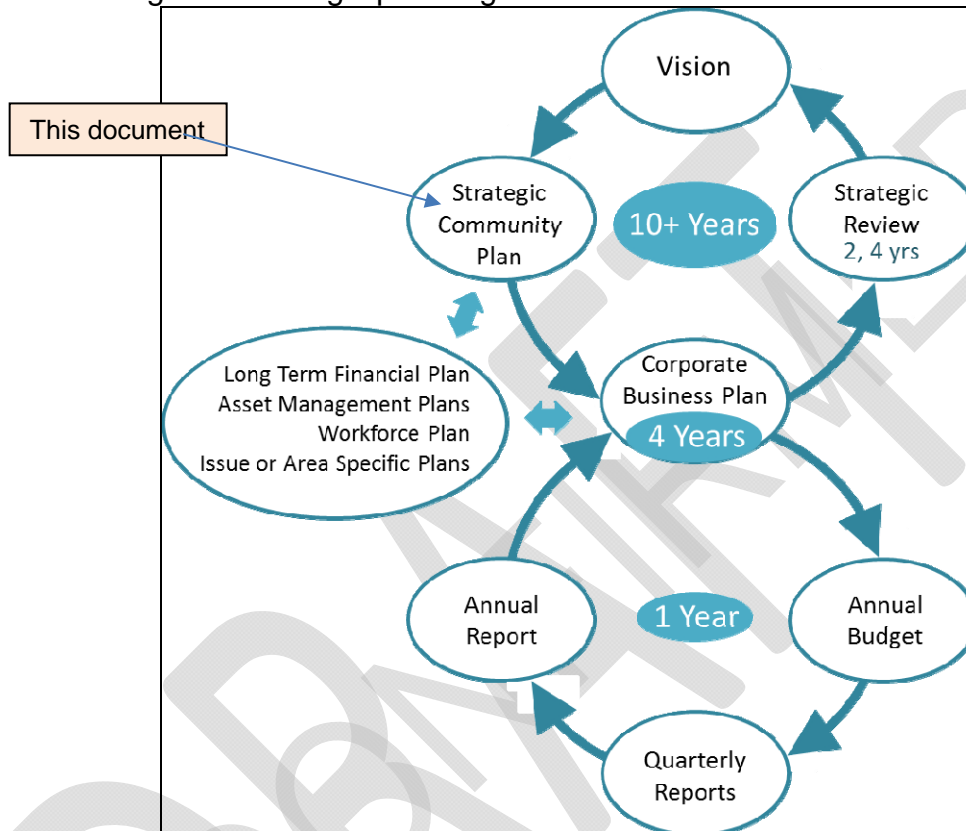
Townsites within the district include Bolgart, Calingiri, Yerecoin, Piawaning, Gillingarra and Mogumber, as well as the New Norcia community.

## II. Purpose of the Strategic Community Plan

This document outlines the vision, aspirations and objectives of the community of the Shire of Victoria Plains for at least the next 10 years.

It is reviewed every four years; the next review is scheduled for late 2021.

The overall integrated strategic planning framework is shown below:



(Source: Department of Local Government, Sport and Cultural Industries)

The Strategic Community Plan sets out where the community wants to go; the supporting Corporate Business Plan and associated documents such as asset management plans and workforce plans set out how the Shire will do to help get there. The annual budget allocates funds towards those various goals and plans.

When making this plan, the Shire must have regard to:

- Its resources, both present and future;
- Strategic performance indicators and how it might measure its performance; and
- Demographic trends.

Actions that the Shire might take are a balance between its resources and these aspirations; many issues relate to matters that are outside its control. This Plan does not make the Shire accountable for high level community visions or outcomes but it provides guidance, allows it to take action where it reasonably can, and can also encompass the contributions of others and provide inspiration and guidance for alignment of all relevant stakeholders in favour of the community's aspirations.

Other supporting strategies include the:

- Long term financial plan
- Asset management plan
- Corporate business plan
- Workforce plan

These strategies are reviewed on a rolling basis or as circumstances change and can be viewed on the Shire's website at [www.victoriaplains.wa.gov.au](http://www.victoriaplains.wa.gov.au).

### **III. Community involvement in the development of this Plan**

This plan was developed by obtaining feedback from the community via a series of seven workshops held in each locality in the district from March to May 2017.

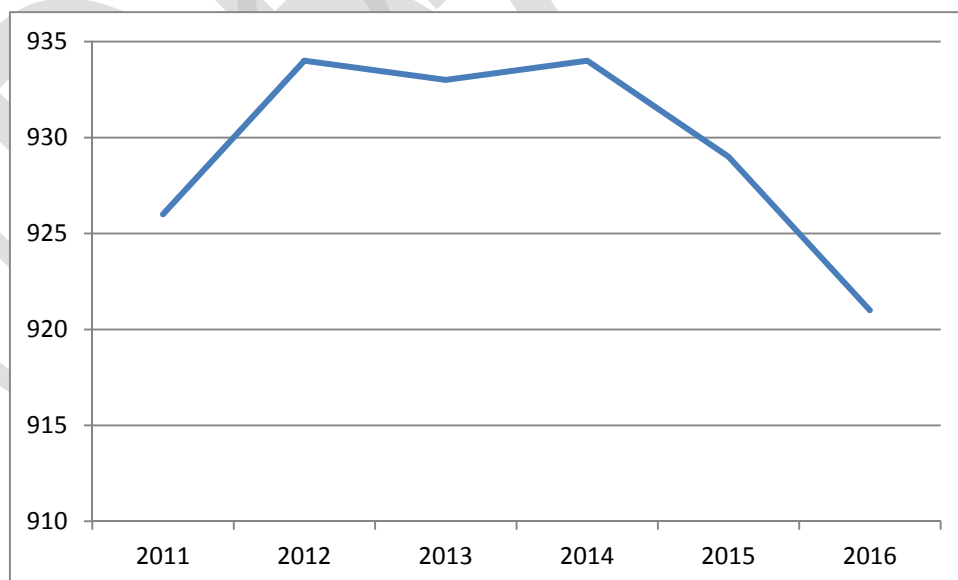
The workshops were advertised in advance to maximise the opportunity for attendance from any part of the district.

Comments from the community were also requested via the Shire website and local newsletter.

### **IV. Demographic trends**

Comprising over 2,500km<sup>2</sup>, the population of Shire of Victoria Plains was 921 according to the 2016 Census.

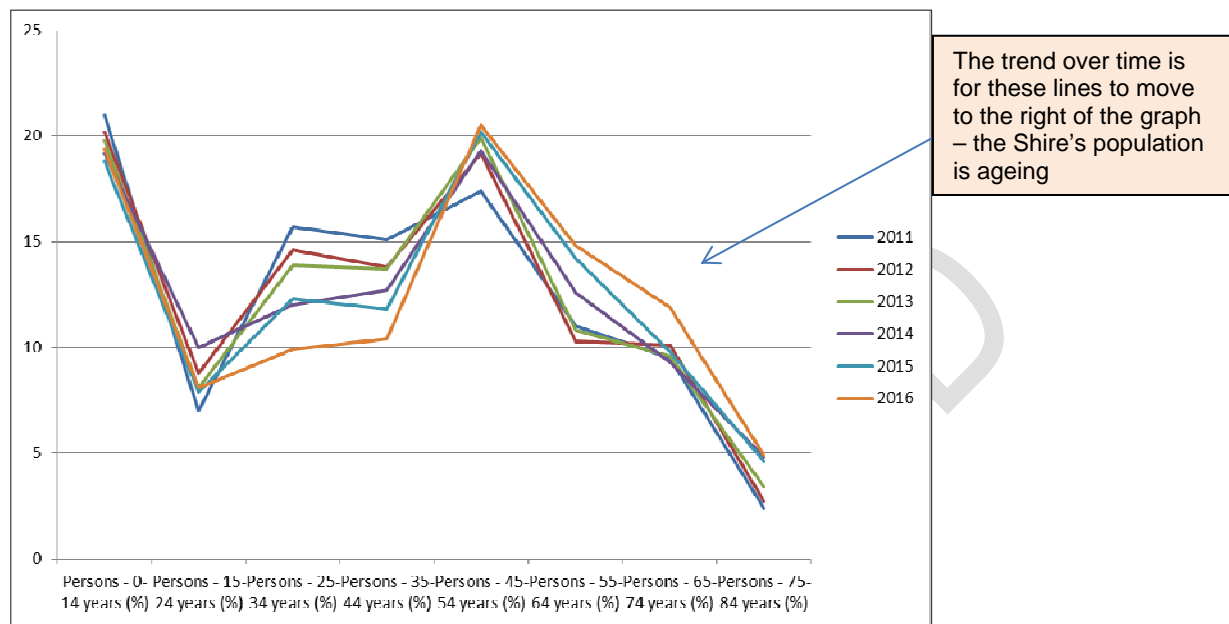
While there has been little change in the Shire's total population since 2011 (when it was 926), the remainder of Western Australia grew by 8.7% over the five years from 2011:



The Shire's population is ageing. In 2011 59% of the population of the Shire was under 45; in 2016 this dropped to 47%. The greatest change was in the 25 – 44 age bracket, where the percentage of population dropped from 30.8% to 20.3% of the total.

The median age of the Shire is 46.2 compared to 37.2 for the rest of Australia.

This is also shown in the graph below:



(Source: Australian Bureau of Statistics 2016 census)

Some other selected statistics are:

- Most of the Shire's population was born in Australia, with a slight increase in the percentage born overseas from 2011 to 2016 (from 13.9% to 15.4%).
- Only 3.3% spoke a language other than English at home in 2011, and 4.1% in 2016.
- There is minimal building activity in the Shire, with between 2 and 5 building permits for private dwellings issued per year from 2011 to 2016.
- The main employing industry is agriculture, with 52.4% of workers working in that segment.
- The next nearest is accommodation and food services (6.9%) and education (6.7%).
- The Shire includes New Norcia, Australia's only monastic town, which welcomes approximately 60,000 visitors each year.
- The unemployment rate for the Shire is below the national average (2.7% vs 5.6%). This may indicate that there is a limited and available labour force within the district that could be drawn on to resource an expansion in economic activity.
- The median total household income (weekly) was \$797, compared to the national average of \$877.
- Residents of the Shire spent considerably less on average monthly mortgage payments than the national average, \$1,049 per month vs \$1,958 per month nationally.
- Around 75% of dwellings have internet access.

## **V. Current and Future Resources of the Shire**

The Shire recognises that its resources are limited. In particular an ageing population, a static rate base and limited availability of funds from other levels of government pose resource challenges.

The dispersed nature of town sites within the Shire and competition between communities for resources also creates challenges for the Shire.

‘Structural reform’ initiatives started by the State Government in 2009 concluded in 2015 with no changes to the Shire of Victoria Plains and almost all other local governments in the State. There is no community appetite for change in this regard.

### **A. Long term financial plan**

Further details about the Shire’s financial resources in particular are provided in the Long Term Financial Plan, available from the Shire’s website at [www.victoriaplains.wa.gov.au](http://www.victoriaplains.wa.gov.au). In summary, that document provides that financial resources will be managed as shown below:

| <b>Financial Constraint</b> | <b>Long Term Financial Strategy</b>  |
|-----------------------------|--|
| Borrowings – Purpose        | The Shire’s plan is to use funds from borrowings for the following purposes:<br>The acquisition of community assets that have a long service life (10 years and above) and will set the term of the repayments to be no more than the estimated useful life of the asset; or<br>The financing of commercial activities and land developments that offer net positive future cash flow with low financial risk. |
| Borrowings – Level          | The Shire plans to constrain the level of borrowing for community assets to results in a debt service coverage ratio not less than 5 and a borrowings to revenue ratio of no more than 50%.  |
| Asset Renewal               | The Shire will structure its operating revenue and expenditure with the goal of achieving the future renewal of its assets within a planned useful life. The level and timing of asset renewal may be subject to the receipt of external grants and contributions.   |
| Services                    | The Shire plans to maintain current service levels and where possible, improve levels where funds are available into the future while maintaining a healthy financial position. The range and level of services will be considered annually within the Shire’s corporate business planning process.  |
| Operating Surplus           | The Shire plans to achieve an improved operating surplus ratio over the term of the plan.  |
| Rates                       | The Shire plans to maintain a smooth and predictable approach to the movement in rates revenue referenced to movements in expenditure over the term. To achieve its overall financial strategy, the Shire plans to increase rate revenue by the CPI inflator used in this plan (2%) plus an additional (1%) for a total of (3%).   |

Significant elements noted in the LTFP include:

- Road maintenance and road renewal is a high priority for the Shire; and
- Aged care, through the provision of aged person’s units within the towns of Bolgart and Calligiri, is one of the immediate projects listed in the LTFP.

More comments about the Shire's financial capacity are made in section 5.6 below.

## **B. Financial health indicator**

The Department of Local Government, Recreation and Cultural Industries publishes ratios and comparisons about the financial position of local governments using their published financial statements (see <https://mycouncil.wa.gov.au/Council/ViewCouncil/127> for more details about the Shire).

One of these data sets is a financial health indicator (FHI). The Department advises that:

*In particular the overall Financial Health Indicator (FHI) is a measurement of a local government's overall financial health. It is calculated from the seven financial ratios that local governments are required to calculate annually.*

*The FHI is one factor to consider in assessing overall performance. Other factors include:*

- *the range of services offered;*
- *efficiency of services delivered; and*
- *community satisfaction.*

*A very high or low FHI may be a prompt for questions to be asked by the community about a local government's revenue, expenses and service delivery. The FHI is best viewed as a trend over time.*

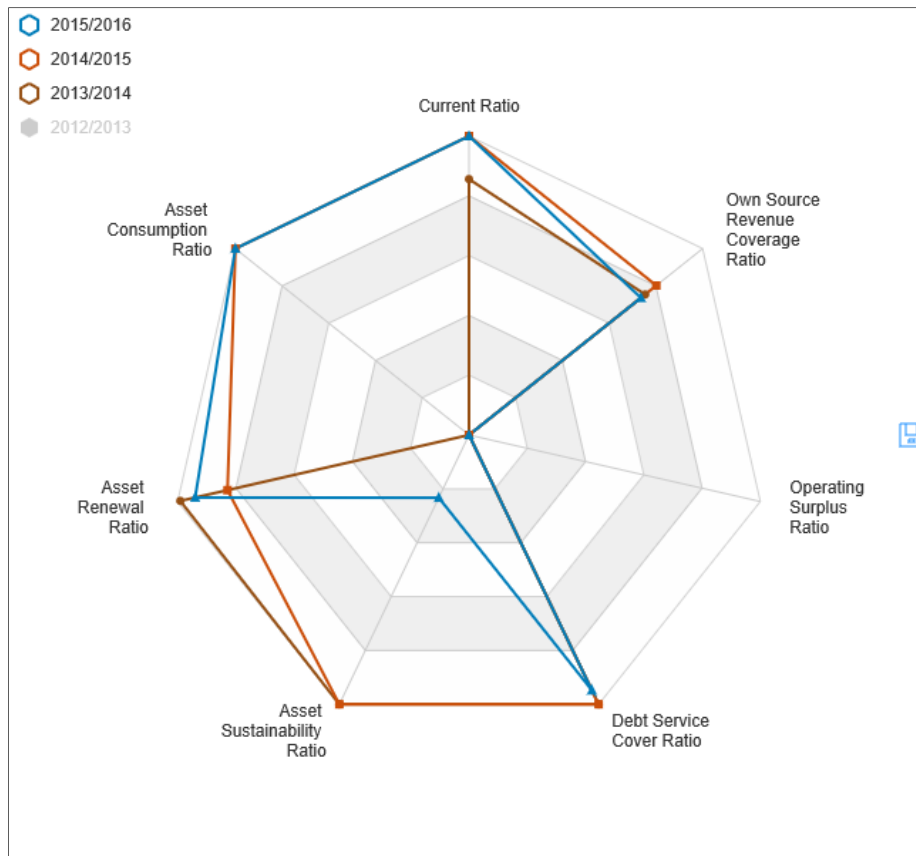
Victoria Plains' Financial Health Index scores for the past three financial years published by the Department are:



According to the Department an FHI result of 70 and above indicates sound financial health. The maximum result achievable is 100. The Shire has fallen below this benchmark in two of the three years assessed.

The department also produces a chart that shows how close a series of financial ratios to the suggested benchmark a local government has come in the past. Victoria Plains' 'radar chart' is:





The ratios used to show the FHI are:

- Current Ratio - A measure of the ability of a local government to meet its short-term financial obligations with funds it can access quickly (also known as 'liquidity').
- Asset Consumption Ratio - A measure of the condition of a local government's physical assets, by comparing their age with their replacement cost. The ratio highlights the aged condition of a local government's stock of physical assets.
- Asset Renewal Ratio - A measure of a local government's ability to fund asset renewal and replacements in the future.
- Asset Sustainability Ratio - A measure of the extent to which assets managed by a local government are being replaced as they reach the end of their useful lives.
- Debt Service Cover Ratio - A measure of a local government's ability to repay its debt based on how much cash it can access compared to the total of its debt obligations.
- Operating Surplus Ratio - A measure of a local government's ability to cover its operational costs and have money left for capital projects and other purposes.
- Own Source Revenue Coverage Ratio - A measure of a local government's ability to cover its operating costs through revenue it generates itself.

The Department suggests that when interpreting the data on this chart, a larger rounder shape is better than a smaller shape. Ratio results that are closer to the centre indicate areas where attention may be required and improvement can be made. In this respect, the Shire's operating surplus ratio (basically a measure of the discretionary spend available) is low.



This may pose difficulties if the Shire is expected to provide new services or do anything other than maintaining the status quo unless it is prepared to raise rates, reduce spending in other areas or change service levels.

Other ratios though indicate that the Shire is at or close to the recommended benchmark:

| Name             | Current Ratio | Asset Consumption Ratio | Asset Renewal Ratio | Asset Sustainability Ratio | Debt Service Cover Ratio | Operating Surplus Ratio | Own Source Revenue Coverage Ratio |
|------------------|---------------|-------------------------|---------------------|----------------------------|--------------------------|-------------------------|-----------------------------------|
| <b>2012/2013</b> |               |                         |                     |                            |                          |                         |                                   |
| Victoria Plains  | 3.86          | 0.34                    | 1.08                | 1.08                       | 14.26                    | -0.52                   | 0.53                              |
| Standard         | ≥ 1.00        | ≥ 0.50                  | ≥ 0.75              | ≥ 0.90                     | ≥ 2.00                   | ≥ 0.01                  | ≥ 0.40                            |
| Standards Met    | Yes           | No                      | Yes                 | Yes                        | Yes                      | No                      | Yes                               |
| <b>2013/2014</b> |               |                         |                     |                            |                          |                         |                                   |
| Victoria Plains  | 1.26          | 0.38                    | 1.08                | 1.74                       | 5.14                     | -0.79                   | 0.48                              |
| Standard         | ≥ 1.00        | ≥ 0.50                  | ≥ 0.75              | ≥ 0.90                     | ≥ 2.00                   | ≥ 0.01                  | ≥ 0.40                            |
| Standards Met    | Yes           | No                      | Yes                 | Yes                        | Yes                      | No                      | Yes                               |
| <b>2014/2015</b> |               |                         |                     |                            |                          |                         |                                   |
| Victoria Plains  | 3.14          | 1.00                    | 0.90                | 1.49                       | 16.53                    | -0.11                   | 0.57                              |
| Standard         | ≥ 1.00        | ≥ 0.50                  | ≥ 0.75              | ≥ 0.90                     | ≥ 2.00                   | ≥ 0.01                  | ≥ 0.40                            |
| Standards Met    | Yes           | Yes                     | Yes                 | Yes                        | Yes                      | No                      | Yes                               |
| <b>2015/2016</b> |               |                         |                     |                            |                          |                         |                                   |
| Victoria Plains  | 1.85          | 0.98                    | 1.03                | 0.80                       | 4.48                     | -0.86                   | 0.46                              |
| Standard         | ≥ 1.00        | ≥ 0.50                  | ≥ 0.75              | ≥ 0.90                     | ≥ 2.00                   | ≥ 0.01                  | ≥ 0.40                            |
| Standards Met    | Yes           | Yes                     | Yes                 | No                         | Yes                      | No                      | Yes                               |

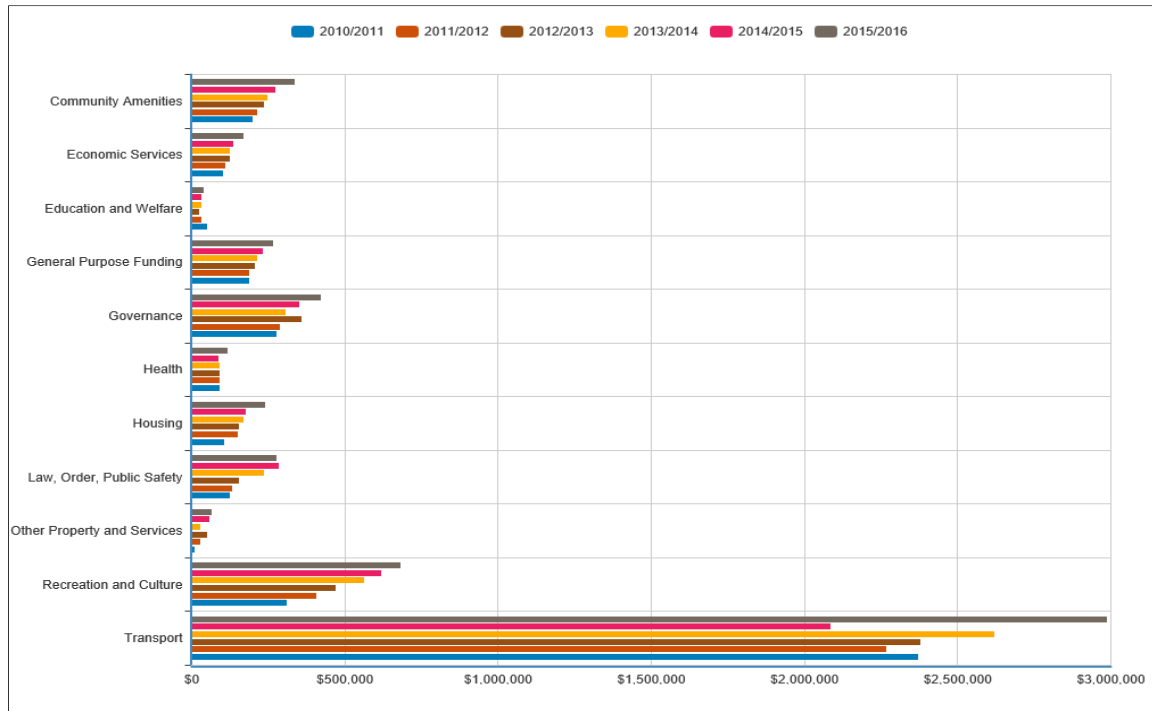
### C. Current Resource Capacity

There is a community hall in each locality. There is a recreation centre, the Shire offices, library and a sports oval in Calingiri. Both Bolgart and Mogumber have public libraries while Bolgart and Calingiri have caravan parks.

The Shire maintains 247 km of sealed roads and 578 km of unsealed roads and employs 20 FTE (full time equivalent) staff.

#### *Expenditure*

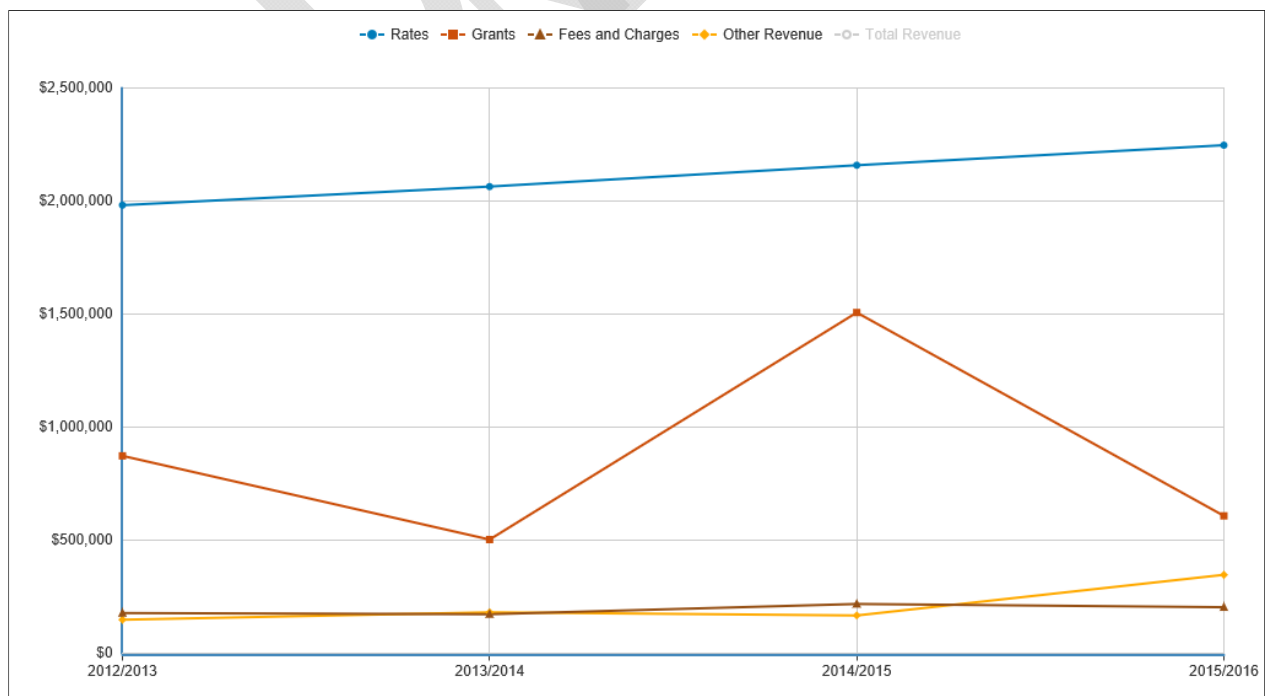
The Shire's total expenditure is around \$5.1M pa. Annual expenditure is expected to be stable for the period covered by this Plan. The Shire's major focus is transport and in particular road construction and maintenance, with more spent in this program than all the others combined:



### Revenue

The Shire's operating revenue comes mainly from rates levied on property in the district and grants from other levels of government.

In 2015/16 it levied \$2.2M in rates, received \$0.6M in grants, \$0.2M in fees and charges and \$0.35m in other fees and charges:



Given its low operating margin, the Shire tends to rely on grants to fund new programs or infrastructure. Some caution with respect to relying on grants should be born in mind:

- The graph above shows some volatility – there is a distinction between discretionary grants which are assessed on a case by case basis and those that could be considered ‘as of right’ and therefore more stable;
- Other levels of government are under significant financial pressure and are likely to redirect, reduce or quarantine grant funds in future (such as the Royalties for Regions program which is tending to be allocated to regional areas or to supplement State government programs); and
- One-off grants that may be used to create infrastructure should be considered in the context of the whole of life cost of the asset created in terms of any operating costs or eventual replacement.

#### **D. Reserve funds**

Reserves funds held by the Shire were \$0.94M at 30 June 2015, \$0.74M at 30 June 2016, and \$0.91M at 30 June 2017.

#### **E. Borrowings**

Total debt at 30 June 2016 was of \$0.54M, of which \$0.27M relates to a self-supporting loan by the Calingiri Football Club, for which the Shire is guarantor.

Loan repayments for the remaining ‘Shire’ debt are only \$14,000 pa. This indicates the Shire may be able to augment financial resources by borrowing.

#### **F. Assessment of future resource capacity**

Unless it decides to increase property tax (rates) resources available to the Shire are expected to be stable and relatively static for the foreseeable future.

The Long Term Financial Plan (LTFP) provides that:

- the Shire forecasts a relatively modest 3% increase in rates revenue pa over the life of the Plan;
- Fees and charges are generally increased by CPI and/or matched to estimated additional costs in service delivery; and
- The Shire does not always recover the full cost of providing services but is working towards full cost recovery for services such as sewerage and waste collection.

In its next review of the Long Term Financial Plan, the Shire may wish to also consider the Local Government Cost Index developed by the WA Local Government Association:

Table 1 LGCI by component, September 2017

| Index                              | Quarterly change (%) | Annual change (%) |
|------------------------------------|----------------------|-------------------|
| Wages (WA Wage Price Index)        | 0.6                  | 1.3               |
| Road and Bridge Construction       | 0.2                  | 1.2               |
| Non-residential Building           | -0.4                 | -0.6              |
| Other costs (Perth CPI)            | 0.5                  | 0.8               |
| Machinery and Equipment            | -0.7                 | 2.9               |
| Electricity and street lighting    | 7.1                  | 7.1               |
| <b>Local Government Cost Index</b> | <b>0.4</b>           | <b>1.5</b>        |



Of note is that the Local Government Cost Index is expected to increase at a faster rate than CPI; in particular recent increases in the cost of road construction may affect the Shire, given the high proportion of its budget spent on transport.

(See <http://walga.asn.au/getattachment/News,-Events-and-Publications/Publications/Local-Government-Economic-Briefing/Economic-Briefing-November-2017.pdf.aspx> for the latest WALGA economic briefing newsletter).

This indicates that there is little discretionary funding available for new services or projects unless other sources of funding become available or property rates are increased above those levels set in the Long Term Financial Plan.

There are no major additions or changes expected to its road network for the period covered by this Plan. The Shire expects though to review its Asset Management Plan to ensure service levels and associated funding are reasonable.

Review and further development of Asset Management Plans, the Workforce Plan and the Long Term Financial Plan will influence future resource levels for consideration during the Corporate Business Planning and Annual Budget processes.

Given its relatively low debt levels, the Shire may have to consider borrowing to fund any major new initiatives.

Using figures in its 2016/17 budget, property owners in the Shire paid an average amount of \$3,798 pa in rates, of which:

- 158 properties rated using unimproved values (UV) not on the minimum rate paid an average of \$12,942 each pa;
- 311 properties rated using gross rental values (GRV) not on the minimum rate paid an average of \$531 each pa;
- Of those on minimum rates:
  - 55 UV rated properties paid \$550 each; and
  - 74 GRV rated properties paid \$420 each.

There are 598 rateable properties in the district. If the Shire increased the average amounts paid by (say) \$200 per rateable property per year it could raise approximately \$120,000 pa; this could service a loan of around \$2.4M assuming an interest rate of 4.75% over 30 years.

The amounts paid by GRV rated properties appear low in comparison to those on UV- on average a GRV rated property paid an amount equivalent to 5% of a UV rated property (average of \$510 pa vs \$9,742 pa).

If an increase of \$200 pa was confined to the 385 GRV rated properties only, an additional amount of \$77,000 pa could be raised and which would service a loan of around \$1.3M using the same parameters.

Again, comments regarding whole of life costs of assets created using borrowings should be borne in mind.

UNBANNED

## **VI.Goals of the community**

Matters raised by the community under each of these focus areas are summarised into themes below.

A large number of ideas and projects were also raised by members of the community in relation to each goal and which are listed in an Appendix to this report.

| <b>Theme</b>   | <b>Strategies</b>   |
|--|---|
| 1. Community - to enhance and improve a sense of community in the Shire  | 1.7. Better publicise upcoming events and activities in the Shire                               |
|  | 1.8. Improve aged care and support  |
|  | 1.9. Promote community health and wellbeing   |
|  | 1.10. Support sporting, volunteer and community groups  |
|  | 1.11. Increase community activities   |
|  | 1.12. Develop new/ reuse existing community facilities  |
| 2. Economic - to improve and add to local economic development and activity  | 2.1. Examine opportunities to diversify the local economy through initiatives such as tourism   |
|  | 2.2. Improve tourist/ caravan park accommodation  |
|  | 2.3. Improve community connectivity   |
|  | 2.4. Initiatives to reverse ageing population   |
|  | 2.5. Art installations to support marketing of localities                                       |
|  | 2.6. Review land supply in town sites   |
|  | 2.7. Create a regional brand that encompasses all towns   |
|  | 2.8. Develop a business and industry attraction strategy  |
| 3. Environment - to protect or improve the natural environment   | 3.3. Undertake initiatives to improve recycling   |
|  | 3.4. Support environmental sustainability initiatives and community forums                      |
| 4. Infrastructure - To maintain or add to the stock of infrastructure used by the community to go about daily life | 4.7. Undertake town beautification programs   |
|  | 4.8. Improve utilities (power, water, etc)  |
|  | 4.9. Maintain/ improve community facilities to an agreed standard                               |
|  | 4.10. Develop a process to deal with miscellaneous works requests                               |
|  | 4.11. Improve facilities for trucks and drivers   |
|  | 4.12. Instigate a road verge maintenance program  |
| 5. Civic leadership - to better allocate scarce resources and effectively interact with the community              | 5.5. Implement measures to improve relationship and communication between Council and community |
|  | 5.6. Improve elected member performance   |
|  | 5.7. Develop an advocacy and lobbying capacity  |
|  | 5.8. Measures to improve organisational efficiency  |

## VII. Strategic performance indicators

The Shire is required to set out how it might measure performance against the objectives in this Plan. This must though be considered against the fact that many issues are beyond its direct control and in a number of instances it can only influence outcomes.

| Theme  | Indicators  |
|--|---|
| <b>Community</b><br>Objective – to enhance or improve a sense of community in the Shire.   | Development and implementation of a Shire recreation plan and associated activities.  |
| <b>Economy</b><br>Objective – to improve or add to local economic development and activity   | Development and implementation of a Shire economic plan and associated activities.  |
| <b>Environment</b><br>Objective – to protect or improve the natural environment.   | Establishment of initiatives such as small scale grants to undertake projects aimed at improvement or protection of environment, and a review of recycling activities and implement changes that are useful and affordable. |
| <b>Infrastructure</b><br>Objective - Maintain or add to the stock of infrastructure used by the community to go about daily life.      | Extent to which the Asset Management Plan is implemented.<br>Implementation of system to deal with minor works requests   |
| <b>Civic leadership</b><br>Objective - how can the Shire better allocate scarce resources and effectively interact with the community. | Implementation of initiatives to better connect Council with the community and associated matters.  |

This section may also be revised depending on the implementation of a number of initiatives and their recommendations (eg economic, recreation) to be developed as part of the implementation of this Plan.



# Shire of Victoria Plains Strategic Community Plan 2017 - 2027

## Appendix 1– list of community feedback issues

## VIII. Community

Objective – to enhance or improve a sense of community in the Shire.

| Theme  | Matters raised by the community relating to theme  | Comments   |
|--|--|--|
| <b>A. Better publicise upcoming events and activities in the Shire</b> | <ul style="list-style-type: none"> <li>• Publish community group contact information in Shire newsletter</li> <li>• Signs to promote 'Coming up' events, what to do, and what regular meetings or events take place (eg art society Calingiri 9am Thursdays) signs</li> <li>• Use IT/ social media to connect community</li> <li>• SMS communication for 'what's on in VP'</li> <li>• Increased on line presence linking websites and directories for Shire communities</li> </ul> | Contact information already on website but could be improved?  |
| <b>B. Improve aged care and support</b>                                | <ul style="list-style-type: none"> <li>• Additional accommodation for aged</li> <li>• Seniors exercise group</li> <li>• Connect seniors with children</li> <li>• Welfare checks on elderly – living alone and couples</li> <li>• Facilitate home care visits for elderly</li> </ul>  |  |
| <b>C. Promote community health and wellbeing</b>                       | <ul style="list-style-type: none"> <li>• Establish Silver Chain/nursing posts (Bolgart, Calingiri)</li> <li>• Promote/establish visiting health advisory services</li> <li>• Social issues stemming from drug use; drink/ drug driving</li> <li>• Greater promotion of exercise classes available</li> <li>• Provide social outlets to improve mental health and support</li> </ul>  | Secondary role for Shire?  |
| <b>D. Support sporting, volunteer and community groups</b>             | <ul style="list-style-type: none"> <li>• Assist community groups to get grants.</li> <li>• Acknowledge and recognise contributions of volunteers</li> </ul>  |  |
| <b>E. Increase community activities</b>                                | <ul style="list-style-type: none"> <li>• Explore options to increase the usage of Calingiri Hall.</li> <li>• Rotary club</li> <li>• Indoor bowls</li> <li>• Darts club</li> <li>• Christmas party</li> <li>• Youth group</li> </ul>  | <p>Include in a Recreation Plan?</p> <p>Suggestions in this area were many but generally not particularly clear as to what the Shire could/ should do – perhaps a schedule of community events/programs throughout the year? Support</p> |

## Appendix 1– list of community feedback issues

| Theme  | Matters raised by the community relating to theme  | Comments  |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>• Establish a community orchard (Gillingarra)</li> <li>• Active volunteer groups</li> <li>• Continued support of all sporting groups</li> <li>• Horse events on oval (Mogumber)</li> <li>• Establish a CRC at Yerecoin</li> <li>• Engage with immigrant communities</li> <li>• Host movie nights Night tennis/ sports</li> <li>• Bush picnic/ community events</li> <li>• Introduce community/ rural watch programs</li> </ul>                                | <p>could be:</p> <ul style="list-style-type: none"> <li>• Event directly run by Shire</li> <li>• Supported by Shire (use of facility, provision of some cash, etc)</li> <li>• Run wholly by volunteers/ community groups</li> <li>• Mixture of the above</li> </ul> |
| <b>F. Develop new/ reuse existing community facilities</b> | <ul style="list-style-type: none"> <li>• Establish a CRC type facility (Yerecoin)</li> <li>• Convert old basketball/ tennis courts at sports precinct (Calingiri)</li> <li>• Install playgrounds:               <ul style="list-style-type: none"> <li>○ Calingiri, Bolgart</li> <li>○ Nature playground, water playground</li> <li>○ Bicycle park at old tennis courts (Calingiri)</li> <li>○ Basketball hoops (Calingiri)</li> </ul> </li> <li>• Outdoor exercise equipment (Calingiri)</li> </ul> |   |

## IX. Economy

Objective – to improve or add to local economic development and activity

| Theme  | Matters raised by the community relating to theme   | Comments   |
|--|---|--|
| <b>A. Examine opportunities to diversify the local economy through initiatives such as tourism</b> | <ul style="list-style-type: none"> <li>• Coordinate tourism activities/ events/ tours by towns.</li> <li>• Encourage the establishment of a star gazing industry.</li> <li>• Establish walk trails in and around towns, with signage such as Christmas Rock/Mt Matilda (New Norcia)</li> <li>• Host a community market during wildflower season (Calingiri)</li> <li>• Build a man made wildflower trail in easy to access areas</li> <li>• Promote Piawaning-Yerecoin tractor run.</li> <li>• Adopt a quirky theme for towns eg 'Doo Town' Tasmania</li> <li>• Have more use/ run events of New Norcia Hotel</li> <li>• 'Blue' signs on main roads to direct passing traffic to town attractions such as cafes and shops</li> <li>• Build short term accommodation in Yerecoin</li> <li>• Link grain/food production</li> <li>• Value add tourism to New Norcia</li> <li>• Develop a Perth to Darwin highway plan</li> <li>• Redevelop Yerecoin wheat bins/ silos</li> </ul> | This is in effect a request to develop an economic development strategy. |
| <b>B. Improve tourist/ caravan park accommodation</b>  | <ul style="list-style-type: none"> <li>• Address issue of no meals/ nothing to do after 3pm for tourists at Calingiri caravan park</li> <li>• Build on site accommodation at caravan parks</li> <li>• Run programs to attract caravan clubs to the district.</li> <li>• Use old oval in Yerecoin as a camping ground</li> <li>• Improving the caravan park (Bolgart)</li> <li>• Backpackers accommodation</li> </ul>  |  |
| <b>C. Improve community connectivity</b>   | <ul style="list-style-type: none"> <li>• Run technology use workshops</li> <li>• Upgrade computers in libraries</li> <li>• Improve mobile phone coverage throughout district.</li> <li>• Improve internet connection throughout district</li> </ul>   |  |
| <b>D. Initiatives to reverse</b>   | <ul style="list-style-type: none"> <li>• Help maintain school numbers</li> </ul>  | Could also be community development.                                     |

## Appendix 1– list of community feedback issues

| Theme  | Matters raised by the community relating to theme   | Comments  |
|--|---|---|
| <b>ageing population</b>                                       | <ul style="list-style-type: none"> <li>• More activities for young people.</li> <li>• Encourage younger families to get involved in community activities</li> <li>• Targets and metrics around strategic population growth</li> <li>• Analyse existing assets within towns eg human capital</li> </ul>  |   |
| <b>E. Art installations to support marketing of localities</b> | <ul style="list-style-type: none"> <li>• Display historical photos and information</li> <li>• Use old farm objects to make themed art displays</li> <li>• Increase signage relating to interpretive and community amenity</li> <li>• Statue of Bishop Salvado in or directing people to New Norcia</li> </ul>   |   |
| <b>F. Review land supply in townsites</b>                      | <ul style="list-style-type: none"> <li>• Undertake a feasibility study into increasing the supply of commercial land</li> <li>• Bolgart</li> <li>• Make more housing available for rent/ accommodation (Bolgart)</li> <li>• Bolgart East land blocks to be developed</li> <li>• Cheaper housing blocks</li> <li>• More residential land to be released in Yerecoin</li> <li>• Commercial block development in/around Yerecoin</li> <li>• Have large plots allocated 3 phase power/water</li> <li>• Get a town planner to review scope of development in towns</li> <li>• Planning – designing areas for purpose in Gillingarra</li> <li>• Facilitate subdivision for small blocks in/around Gillingarra townsite</li> </ul> |   |
| <b>G. Create a regional brand that encompasses all towns</b>   | <p>Shire logo</p> <p>Tourism using natural amenity</p>  |   |
| <b>H. Develop a business and industry attraction strategy</b>  | <ul style="list-style-type: none"> <li>• Reduce red tape</li> <li>• Bolgart bakery/ store expansion</li> <li>• Encourage businesses that value agricultural products</li> <li>• Increase collaboration between Shire and local business</li> <li>• VP Shire to become small business friendly</li> </ul>  | Some of this may need clarification as to what community members meant. |

## Appendix 1– list of community feedback issues

| Theme | Matters raised by the community relating to theme   | Comments |
|-------|---|----------|
|       | <ul style="list-style-type: none"> <li>• Increased proactivity by Shire to drive new investment</li> <li>• Different/ new business attraction</li> <li>• Collaboration between large businesses in area</li> <li>• Positive outlook to any industry development</li> <li>• Encourage industry</li> <li>• Mine development and service industries</li> <li>• Shire to offer schemes to encourage local shopping</li> <li>• Engage an Economic Development Officer</li> </ul> |          |

## X. Environment

Objective - protect or improve the natural environment.

| Theme   | Matters raised by the community relating to theme  | Comments                              |
|---|--|---------------------------------------|
| <b>A. Undertake initiatives to improve recycling</b>                            | <ul style="list-style-type: none"> <li>• Recycling containers at rubbish tip for cans and paper (Bolgart)</li> <li>• Improve information given to residents about recycling – what can be recycled, how; and what can't be.</li> <li>• Recycling bins</li> <li>• Encourage farmers to recycle</li> </ul>   | Are there separate tips at each town? |
| <b>B. Support environmental sustainability initiatives and community forums</b> | <ul style="list-style-type: none"> <li>• Promote the use of solar power and clean energy: <ul style="list-style-type: none"> <li>• In and around Shire owned buildings</li> <li>• Install solar street lighting</li> <li>• Develop a clean energy/sustainable town (Yerecoin)</li> <li>• By the community generally</li> </ul> </li> <li>• Reduce water usage; encourage catchment of rainwater and re-use</li> <li>• Recycle water from Yerecoin sewerage ponds to water golf course and town garden</li> </ul> |                                       |
| <b>C. Support various environmental projects</b>                                | <ul style="list-style-type: none"> <li>• Relocate Mogumber tip away from river</li> <li>• Build a Carnaby's Cockatoo Corner with signage and artificial nests</li> <li>• Improve mosquito control (Yerecoin)</li> <li>• Encourage farmers to look after trees</li> <li>• Introduce weed eradication program on road verges</li> </ul>  |                                       |



## XI. Infrastructure

Objective - Maintain or add to the stock of infrastructure used by the community to go about daily life

| Theme  | Matters raised by the community relating to theme  | Comments   |
|--|--|--|
| <b>A. Undertake town beautification programs</b><br><br><b>B.</b>      | <ul style="list-style-type: none"> <li>• Calingiri, New Norcia generally</li> <li>• Picnic area and heritage wall (New Norcia)</li> <li>• Build entry statement (Gillingarra)</li> <li>• Via arts and murals on blank walls, community gardens, sculptures – a theme that links towns? Eg Doo Town in Tasmania</li> <li>• Improve street view, hall and oval entrance (Mogumber)</li> </ul>  |  |
| <b>C. Improve utilities (power, water, etc)</b>                        | <ul style="list-style-type: none"> <li>• Improve Mogumber, Piawanning and Bolgart water supply</li> <li>• 24 hour fuel by cards (Bolgart)</li> <li>• Power upgrade (Gillingarra)</li> </ul>  | <p>Not sure of scope here - is quantity or quality the issue? Is this a Shire responsibility anyway?</p> <p>Emergency water tank for fires??</p> <p>Water upgrade already underway (via loans) for Piawanning?</p> |
| <b>D. Maintain/ improve community facilities to an agreed standard</b> | <ul style="list-style-type: none"> <li>• Repair/ maintain tennis courts (Yerecoin, Bolgart)</li> <li>• Undertake regular and routine maintenance of ovals eg mowing</li> <li>• Develop/upgrade facilities in Mogumber: <ul style="list-style-type: none"> <li>▪ Arena</li> <li>▪ Hall – playground, new kitchen, ceiling, outdoor lighting</li> </ul> </li> <li>• Calingiri cemetery 'needs huge amounts of attention'</li> <li>• Reticulate gardens</li> <li>• Widen roads</li> <li>• Better roads and footpaths</li> <li>• Footpaths; build walk trails around town with interpretive signage (Calingiri), walk trail from WRA to town (Yerecoin), footpath from school to tennis club (Yerecoin)</li> </ul> | <p>Shire may need to examine service levels and decide if reasonable and appropriate.</p> <p>How useful is current asset management plan (buildings)?</p> <p>Capital works program/ list?</p>                      |
| <b>E. Develop a process to deal with miscellaneous</b>                 | <ul style="list-style-type: none"> <li>• Roads: <ul style="list-style-type: none"> <li>○ Upgrade road networks on west side of Shire – Bindoon bypass will open up this side of the Shire</li> </ul> </li> </ul>   |  |

## Appendix 1– list of community feedback issues

| Theme  | Matters raised by the community relating to theme   | Comments  |
|--|---|---|
| <b>works requests</b>                                | <ul style="list-style-type: none"> <li>○ Improve roads – lime route, Mogumber Yarawindah Rd</li> <li>• Lighting: <ul style="list-style-type: none"> <li>○ Wayside rest area – toilet block and tennis club needs bollards and solar lights</li> <li>○ Install street lighting at the (new) New Norcia turnoff (bypass)</li> <li>○ Improve lighting at all community facilities (eg Mogumber Hall, Mogumber arena, public toilets, entrance to Mogumber oval)</li> <li>○ Solar light in front of school (Mogumber)</li> </ul> </li> <li>• Signage for Bolgart library</li> <li>• Install 50km/hr signs in residential areas</li> <li>• Install ACROD (disabled person) parking bay near shop (Calingiri)</li> <li>• Build footpath from Mogumber hall to town</li> </ul> |   |
| <b>F. Improved facilities for trucks and drivers</b> | <ul style="list-style-type: none"> <li>• Build a laydown on Great Northern Highway, south of Piawaning</li> <li>• Install toilets for truck drivers at Calingiri information bay (Railway St)</li> </ul>  |   |
| <b>G. Road verge maintenance</b>                     | <ul style="list-style-type: none"> <li>• Remove white ant eaten trees on road edges and overhanging tree branches over roads (New Norcia)</li> <li>• Clearer road verges Gillingarra/ New Norcia road</li> <li>• Trees on side of road and overhang (Mogumber)</li> </ul>   | These are possibly just day to day works requests? May also relate to service levels/ standards |

## XII. Civic Leadership

Objective – to better allocate scarce resources and effectively interact with the community.

| Theme  | Matters raised by the community relating to theme   | Comments  |
|--|---|---|
| <b>A. Measures to improve relationship and communication between Council and community</b> | <ul style="list-style-type: none"> <li>• Rotate council meetings around towns</li> <li>• Better use of social media to connect community, link websites and directories for Shire communities</li> <li>• Publish Shire information page in Northern Valley News</li> <li>• Engagement between council and schools</li> <li>• Businesses not to be over governed</li> <li>• Email communication between Shire and community and newsletter; email database</li> <li>• More smiles at Shire counter</li> <li>• Casual community meetings between shire and residents</li> </ul> |   |
| <b>B. Elected member performance</b>   | <ul style="list-style-type: none"> <li>• Introduce a councillor trainee/ buddy system</li> <li>• Demonstrated value adding by councillors</li> <li>• More councillor interaction with electors</li> <li>• More on site visits from councillors</li> <li>• Shire councillors to be held more accountable for their actions</li> <li>• Demonstrated value adding by Councillors</li> </ul>  |   |
| <b>C. Develop advocacy and lobbying capacity</b>   | <p>Formulate a process whereby the Shire can lobby for change in areas dealt with by State or Federal governments such as:</p> <ul style="list-style-type: none"> <li>• Mobile phone coverage</li> <li>• Main roads</li> <li>• Water</li> </ul>   |   |
| <b>D. Measures to improve organisational efficiency</b>                                    | <ul style="list-style-type: none"> <li>• Clear works management resources: <ul style="list-style-type: none"> <li>• Who, what, how</li> <li>• Availability – where to find</li> </ul> </li> <li>• What services are available in Shire – what workers do?</li> </ul>  | Some of these need clarification; it is not clear what the community may have been seeking. |

## Appendix 1– list of community feedback issues

| Theme | Matters raised by the community relating to theme  | Comments |
|-------|--|----------|
|       | <ul style="list-style-type: none"><li>• More efficient use of machinery and staff</li><li>• Improve costs of operation eg machinery use, more hours per days</li><li>• Shire sharing resources</li><li>• Employ a 'go to' person at Shire for direction on technical issues eg liaison</li><li>• Employ a dedicated team for tree lopping, alternate ways of tree lopping for beautification</li></ul> |          |

# Shire of Victoria Plains

## Strategic Community Plan 2017 - 2027

### Appendix 2 - Steps to Implement the Plan

| Strategic community plan  |  | Possible next steps   |   |                              |
|---|--|---|---|------------------------------|
| Theme   | Strategies   | Potential supporting activities   | Potential cost excluding:<br>• Staff time<br>• Implementing | Priority (high, medium, low) |
| 1. Community - to enhance and improve a sense of community in the Shire | 1.1 Better publicise upcoming events and activities in the Shire | Review current methods of how the Shire communicates with the community and decide: <ul style="list-style-type: none"> <li>• How effective are they?</li> <li>• How do we gather information about events</li> <li>• What are the communication channels available?</li> <li>• What changes may assist?</li> </ul>  | \$2,500<br><br>Plus implementation and ongoing maintenance  | M                            |
|   | 1.2 Improve aged care and support                                | This issue is not one that the Shire can directly influence; other than raising the precise problems and potential solutions with State representatives under a development of a possible advocacy and lobbying capacity (see also items 5.3 and 1.3).  |   | M                            |
|   | 1.3 Promote community health and wellbeing                       | Develop a community health plan (and which could partly overlap with a possible Shire recreation plan)  | \$12,000<br>Plus implementation                             | M                            |
|   | 1.4 Support sporting, volunteer and community groups             | Include in possible Recreation Plan (see below)   |   | M                            |
|   | 1.5 Increase community activities                                | Include in possible Recreation Plan (see below)   |   | M                            |
|   | 1.6 Develop new/ reuse existing community facilities             | Develop a Shire recreation plan to include: <ul style="list-style-type: none"> <li>• What type of activities could/ should be promoted that aren't already</li> <li>• How they could be funded (free, user pays, subsidised)</li> <li>• How they could be sustainably delivered (community groups, fee for service)</li> <li>• How suitable are existing facilities for use; and what might it cost to develop new facilities or reuse existing ones?</li> </ul> (Note this activity also links to the Asset Management Plan) | \$30,000<br>Plus implementation and ongoing maintenance     | M                            |

| Strategic community plan  |  | Possible next steps   |   |                              |
|---|--|---|---|------------------------------|
| Theme   | Strategies   | Potential supporting activities   | Potential cost excluding:<br>• Staff time<br>• Implementing | Priority (high, medium, low) |
| 2. Economic - to improve and add to local economic development and activity | 2.1 Examine opportunities to diversify the local economy through initiatives such as tourism | Develop a Shire of Victoria Plains economic development plan to identify opportunities and address matters raised by the community included: <ul style="list-style-type: none"> <li>Possible support to tourism initiatives and what the Shire could realistically do to support them, including tourist/ caravan park accommodation;</li> <li>The usefulness and associated costs of regional branding and associated costs; Possible inclusion of art installations as part of any area promotion or regional branding strategy; Matters raised during the community consultation process; If land supply in the district is an issue, and if so what measures can the Shire reasonably implement; and</li> <li>Initiatives to attract and retain business and industry.</li> </ul> | \$45,000  |                              |
|   | 2.2 Improve tourist/ caravan park accommodation  | Include in economic development plan and implement if considered appropriate  |   | H                            |
|   | 2.3 Improve community connectivity   | Lobby Federal government representatives with a view to obtaining commitments as to internet and associated service connections (could also be included in economic development plan).  |   | H                            |
|   | 2.4 Initiatives to reverse ageing population   | This is not a matter that the Shire can directly influence. However if successful the economic development plan may indirectly influence this outcome.  |   | M                            |
|   | 2.5 Art installations to support marketing of localities                                     | Include in economic development plan and implement if considered appropriate  |   | H                            |
|   | 2.6 Review land supply in town sites   | Include in economic development plan and implement if considered appropriate  |   | H                            |



| Strategic community plan |   | Possible next steps  |   |                              |
|--------------------------|---|--|---|------------------------------|
| Theme                    | Strategies  | Potential supporting activities  | Potential cost excluding:<br>• Staff time<br>• Implementing | Priority (high, medium, low) |
|                          | 2.7 Create a regional brand that encompasses all towns  | Include in economic development plan and implement if considered appropriate |   | H                            |
|                          | 2.8 Develop a business and industry attraction strategy | Include in economic development plan and implement if considered appropriate |   | H                            |

| Strategic community plan                                       |   | Possible next steps   |   |                              |
|--|---|---|---|------------------------------|
| Theme  | Strategies  | Potential supporting activities   | Potential cost excluding:<br>• Staff time<br>• Implementing | Priority (high, medium, low) |
| 3. Environment - to protect or improve the natural environment | 3.1 Undertake initiatives to improve recycling                            |   |   | L                            |
|  | 3.2 Support environmental sustainability initiatives and community forums | Consider initiatives to support community groups that may have worthwhile environmental objects such as grants for approved projects. |   | L                            |

| Strategic community plan  |  | Possible next steps   |   |                              |
|---|--|---|---|------------------------------|
| Theme   | Strategies   | Potential supporting activities   | Potential cost excluding:<br>• Staff time<br>• Implementing | Priority (high, medium, low) |
| 4. Infrastructure -<br>To maintain or add to the stock of infrastructure used by the community to go about daily life | 4.1 Undertake town beautification programs                       | Develop landscape plans for each townsite and implement as funds become available (links also to development of economic development strategy)  |   | M                            |
|   | 4.2 Improve utilities (power, water, etc)                        | Lobby utility providers to commit to improvements as part of initiatives to develop a lobbying and advocacy capacity.   |   | M                            |
|   | 4.3 Maintain/ improve community facilities to an agreed standard | Prepare a facilities improvement plan, which deals with existing community facilities:<br><ul style="list-style-type: none"> <li>• Develop an understanding of what standards are expected by category or type of building or facility;</li> <li>• Assess current condition vs expected standard;</li> <li>• Estimate costs to bring facility up to agreed standard if below;</li> <li>• Add to Asset Management Plan or capital works list as appropriate</li> </ul> |   | M                            |
|   | 4.4 Develop a process to deal with miscellaneous works requests  | Contact current IT service provider and ascertain suitability of existing software to record and deal with works requests.  | \$2,500<br>(and ongoing)                                    | H                            |
|   | 4.5 Improve facilities for trucks and drivers                    | Review existing facilities, develop a program of improvements where improvements are required, and implement as funding allows.<br>(Note this could also link to townscape related activities listed above)   | \$50,000  | L                            |
|   | 4.6 Instigate a road verge maintenance program                   | Review current verge maintenance activities, establish service levels (eg mowed monthly, biannually, annually), allocate funding to tasks when available and implement.   |   | L                            |

| Strategic community plan  |  | Possible next steps   |   |                              |
|---|--|---|---|------------------------------|
| Theme   | Strategies   | Potential supporting activities   | Potential cost excluding:<br>• Staff time<br>• Implementing | Priority (high, medium, low) |
| 5. Civic leadership - to better allocate scarce resources and effectively interact with the community | 5.1 Implement measures to improve relationship and communication between Council and community | •   |   | H                            |
|   | 5.2 Improve elected member performance   | Precisely what this entails and what can be done is highly subjective; it may be best left to individual elected members to decide what they may need to do in this regard, but could involve training via WALGA or others and/or community surveys.  |   | H                            |
|   | 5.3 Develop an advocacy and lobbying capacity  | <p>Schedule regular forums between elected members, CEO and other levels of Government such as:<br/>State MLA and MLCs; Ministers for Health, local business community representatives and others.</p> <p>Realistically, funding available from State sources in particular over the foreseeable future appears limited. The Shire needs to tailor its expectation of the outcomes of lobbying efforts accordingly.</p> |   | M                            |
|   | 5.4 Measures to improve organisational efficiency  | <p>Review organisational structure and make changes as appropriate.</p> <p>Note this is a task that must be undertaken by the CEO under sections 5.2 and 5.4(g) of the Local Government 1995.</p>   |   | H                            |

**A03/2018 LOCAL LAW – EXTRACTIVE INDUSTRIES 2018**

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 |  |
| REPORT DATE                    | 22 MARCH 2018  |
| APPLICANT/PROPONANT            | NONE   |
| OFFICER DISCLOSURE OF INTEREST | NONE   |
| PREVIOUS MEETING REFERENCES    | NONE   |
| PREPARED BY                    | NIEL MITCHELL, GOVERNANCE  |
| AUTHORISED BY                  |  |
| ATTACHMENTS                    |  |
| ATTACHMENT 1                   | SUBMISSIONS RECEIVED   |
| ATTACHMENT 2                   | DRAFT EXTRACTIVE INDUSTRIES LOCAL LAW 2018 TEXT WITH TRACKED CHANGES |

**PURPOSE OF REPORT**

To consider readvertising of the proposed Extractive Industries Local Law.

**BACKGROUND**

The draft local law has been advertised in accordance with statutory requirements, and although there were no public submissions, recent information from a number of sources was considered for inclusion which was not in the draft local law advertised.

The Interpretation Act 1984 s.42 specifies the authority of each House of Parliament to review local laws and to pass a resolution to disallow. Reasons for disallowance include if significant changes are made to the draft to be adopted from what was originally advertised.

Council may opt to reject the changes and revert to the original draft. This would mean that the draft as advertised could proceed to final adoption, subject to minor changes.

Subject to Council's agreement, it is suggested that –

- the current process be discontinued
- the amended draft local law as attached be approved for readvertising
- re-commence the process for the Extractive Industries Local Law.

Accordingly, the additional purpose of this report is –

- 1) To allow the Presiding Person to give notice to the meeting of the proposal to make a new local law, being –
  - Shire of Victoria Plains Extractive Industries Local Law 2018
- 2) For Council to approve the proposed local law;
- 3) For Council to give notice of the purpose and effect of the proposed local law; and
- 4) To allow for advertising of the proposed local law for public comment.

**COMMENT**

Discontinuance

The attached draft Extractive Industries Local Law highlights suggested changes arising from the comments provided by the Department of Local Government, Sporting and Cultural Industries as well as from internal review –

- blue indicates insertions
- red indicates deletions

The following changes are considered significant, as they create new requirements or restrictions, or impose new modified penalties –

- cl.1.5 – Transitional provisions  
allows Council to vary conditions of a licence (subject to appeal) for a brief period
- cl.3.7 – return of bond  
(3) any bond paid is to be held in Trust, invested, and returned with interest if not used
- cl.4.4 – variations of conditions  
allows Council to vary conditions of a licence (subject to appeal) when annual licence fee is due
- cl.4.8 – transfer of a licence  
(6) clarification on action when a transfer of a licence is determined
- cl.4.9 – Cancellation of a licence  
if a licence is cancelled, the former licence must still comply with rehabilitation requirements etc
- Sch.1 – amendment of modified penalties

#### Re-commencement

The attached draft incorporates the changes suggested by the Department and other matters identified. As noted above, several matters are considered significant, and therefore in terms of the Local Government, require readvertising for public comment etc.

The proposed local laws are set out in the attachments to this report. In making a new local law, Council must comply with the provisions of section 3.12 of the Local Government Act, and any specific requirements of other legislation.

The *Local Government (Functions and General) Regulations* (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and that the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Purpose – to establish requirement and conditions which extractive industries within the Shire must comply

Effect – to provide for the regulation, control and management of extractive industries

The draft local law provides for the management of extractive industries within the Shire, and provides for –

- application to existing extractive industries,
- notice of proposal to neighbours
- details required of proposal
- rehabilitation on completion of the extractive industry
- security for rehabilitation of the site and road infrastructure maintenance
- placement of conditions on any approval, including –
  - o agreement for contribution for road upgrade, improvement and maintenance
  - o agreement for contribution to community amenity
- transport routes to be agreed, and varied if necessary
- annual renewal, variation, transfer, cessation or cancellation of licence
- notices and penalties.

There are exclusions to some extractive industry activities, so not all fall within the control of this local law –

- very small areas of less than 2,000 m<sup>2</sup>.
- by a landowner for their own use
- on Crown land, etc

In time, this local law should be supported with a Policy concerning Restricted Access Vehicles on Shire Roads.

### Process

The procedure for making a local law requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. The draft is also to be submitted to the relevant Ministers at this time, for review and comment. At the closure of the submission period, Council is to consider all submissions before making a local law.

Notices are to invite the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks. Internal submissions may also be made during this time.

The advertisement will be placed once Council has resolved its intent to make the local law.

After the submission period is closed, Council is required to consider any submissions received. Minor amendments not affecting the intent of the provisions can be made, but if significant changes are needed, the proposal must be readvertised.

If finally adopted, the proposed local law is then published in the *Government Gazette*, and comes into effect on the date specified. The Gazettal copy and other documentation is then sent to the Parliamentary Joint Standing Committee on Delegated Legislation to review, which may then disallow or require changes, even though having been published in the *Government Gazette*.



## POLICY REQUIREMENTS

None

## LEGISLATIVE REQUIREMENTS

*Local Government Act 1995 –*

- 3.12 – Procedure for making local laws
  - (2) Notice of purpose and effect of local law to be given by the person presiding
  - (3) Statewide public notice required, and copies to Minister/s immediately after notice given, minimum 6 weeks notice
  - (3a) Local Public notice also required to be given
  - (4) After notice period, all submissions to be considered, and local law may then be made by absolute majority
  - (5) Publication in Government Gazette required
  - (7) Parliament to be advised within 10 working days of Gazettal
- s.3.13 – Significant changes require recommencement of proposal
- s.3.14 – Unless otherwise provided for, local laws come into effect 14 days after Gazettal
- s.3.15 – local public notice of the final adoption/making of a local law to be given

## STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

### 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

None

## VOTING REQUIREMENTS

*Absolute Majority Required:*      *No*

**RESOLUTION 44/2018**

**Moved: Cr N Clarke**

**Seconded: Cr J Corless-Crowther**

**That Council –**

- 3. discontinue the proposed Extractive Industries Local Law, and recommence the process incorporating the matters identified in the report above and the attachments;**
- 4. pursuant to section 3.12(3) and (3a) of the Local Government Act 1995, and all other legislation enabling it, give Statewide and local public notice that it intends to make the following local law –**
  - Shire of Victoria Plains Extractive Industries Local Law 2018 –**
    - Purpose – to establish requirement and conditions which extractive industries within the Shire must comply**
    - Effect – to provide for the regulation, control and management of extractive industries**
- 5. in accordance with section 3.12(3) of the Local Government advise the Minister for Local Government of the proposed Local Law.**

**Motion Put and Carried: 6/0**

UNCONFIDENTIAL

## 10.4 PLANNING

### P01/2018 TELECOMMUNICATIONS TOWER - PIAWANING

|                                |  |
|--------------------------------|--|
| FILE REFERENCE                 | 27/2017  |
| REPORT DATE                    | 22 March 2018  |
| APPLICANT/PROPOSANT            | Planning Solutions   |
| OFFICER DISCLOSURE OF INTEREST | None   |
| PREVIOUS MEETING REFERENCES    | 12.2 – 21 February 2018  |
| AUTHOR                         | Nathalee Petersen, Planning Officer  |
| AUTHORISED BY                  | Glenda Teede – Chief Executive Officer   |
| ATTACHMENTS                    | 1. Applicants amended documents<br>2. Applicants Original Report<br>3. Schedule of Submissions |

#### PURPOSE OF REPORT

Council's consideration is requested in relation to a proposed amendment to the development approval granted in February 2018 for a Telecommunications tower at Lot 10 (29) Denton Street, Piawaning.

#### BACKGROUND

On 21 February 2018, Council approved the proposed telecommunications tower at the abovementioned property. Condition 4 of the approval stated;

“Screen planting is to be installed surrounding the proposed cabinets and associated infrastructure within three months of completion of the facility. All planting shall be native and compatible to the area.”

The applicant is now requesting this condition be removed from the approval for the below reasons:

1. The development site is located within a rural townsite environment, surrounded predominantly by land reserved for public purposes to the west of Denton Street and grain silos and railway line to the east. The land is either partially cleared or comprises low scrubland natural vegetation.
2. Within the townsite, a 230 metres section north of Waddington – Wongan Hills Road and abutting Denton Road to the west contains the Piawaning Trading Agency, a telephone exchange (the subject site) and a rural dwelling.
3. Other than a number of mature street trees either side of Denton Road, there is no screening provided within the townsite. North and south of this area, the land along Denton Street and Bindi-Bindi – Toodyay Road is generally vacant rural land
4. The nearest townsites are Gabalong to the north and Yerecoin to the south. The intervening land is rural land utilised for cropping and grazing.
5. There are no sensitive sites, areas of environmental significance, scenic routes or visual landscape values in the vicinity of the proposed facility that would be adversely impacted by the facility.

6. The site already contains an existing telephone exchange, without screening, which has been accepted by the community.
7. Mature street trees provide adequate screening along Denton Street.
8. Screening will not minimise the visual impact of the facility due to the existing facility and the scale of the proposed development, and passing traffic would be generally unaware of, or conscious of any landscaping adjacent to the carriageway.
9. Landscaping or screening of similar Telstra facilities in rural environments across the State has not been required.
10. Provision of landscaping and ongoing maintenance (even of native vegetation) would be a considerable issue and expense for Telstra and will be difficult to maintain to the Shire's satisfaction.

The subject site consists of 1012 square metres of land and is mostly vacant with the exception of an existing Telstra telephone exchange and some scattered vegetation. The adjoining lot to the south of lot 10 contains the Piawaning Trading Agency. The remaining land within the townsite consists of a grain silo, town hall, post office and some residences. Piawaning townsite and the subject lot are considered to be mostly flat. Land surrounding the townsite can be described as rural with some cleared land.

The Shire received one objection during the advertising period. The objection sited concerns relating mainly to health and safety in regards to electromagnetic emissions. The same landowner also recommended the tower be relocated to outside of the townsite.

## **POLICY REQUIREMENTS**

State: Planning Policy No. 5.2 – Telecommunications Infrastructure (2015)

Policy objectives:

- a) *facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;*
- b) *manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;*
- c) *ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,*
- d) *promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.*

The policy provides the most comprehensive guide to determining such applications. SPP5.2 provides clear guidance for information which is to be included in any planning application. Throughout the process, the Shire has referred to SPP5.2, which has been read in conjunction with the 'Guidelines for the Location, Siting and Design of Telecommunication Infrastructure' (2008).

The proposed location will not require clearing of vegetation or major site works, furthermore, the site is already owned by Telstra, negating the need to source additional land for telecommunication infrastructure. While the property is located in close proximity to some local heritage structures, the presence of a telecommunications tower is not considered to impact on the significance or retention of the sites. In terms of built form, it is expected that the infrastructure may have a short term visual amenity impact, however over time this may dissipate. This statement is based on other examples within the Shire and regionally. Furthermore, the proposed tower is not located adjacent to any sensitive land uses or impacting prominent landscape features. Council can, however, elect to condition the determination to require the applicant to undertake screen planting to lessen the visual impact on ground level. Given the above, the proposal is considered to be consistent with the policy objectives. Landscaping is not considered necessary in light of the applicant's information.

## LEGISLATIVE REQUIREMENTS

State: Telecommunications Act (1996)  
Planning and Development Act (2005)

### Planning and Development (Local Planning Schemes) Regulations 2015

#### *Cl. 77 Amending or cancelling development approval*

- 1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following —*
  - b) to amend or delete any condition to which the approval is subject;*

The item was approved at the Shire's Ordinary Council Meeting. Consequently, only Council can remove a condition.

#### *Cl. 67 Matters to be considered by Local Government*

*In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application:*

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*

The proposal appears to be consistent with objectives of the townsite zone. This is further explained in the below sections.

- (c) any approved State planning policy;*

It is considered the proposal is consistent with the objectives of SPP 5.2 as well as the *Guidelines for the Location, siting and Design of the Telecommunications Infrastructure*. This is further explained in sections above.

- (k) the built heritage conservation of any place that is of cultural significance;*

While the property is located in close proximity to some local heritage items, the presence of a telecommunications tower is not considered to impact on the significance or retention of the sites. It is understood that the heritage listing is within the Shire's Municipal Inventory (MI) and not recognised as state significance.

*(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*

Adjoining land is mostly vacant, with the exception of the Piawaning trading agency to the south. In terms of built form, it is expected that the infrastructure may have a short term visual amenity impact due to construction material, however over time this may dissipate. The proposed monopole is a structure that has a small profile and is considered the least visually intrusive design option for a new base station. Furthermore, the monopole will remain unpainted (galvanised steel), which over time has been demonstrated to most successfully blend with the uniform colours of the site's rural setting.

*(n) the amenity of the locality including the following —*

*(i) environmental impacts of the development;*

It is not considered the proposed tower will have any environmental impact given the site is already cleared of vegetation. There are not emissions released for the development which will have an environmental impact.

*(ii) the character of the locality;*

The subject site currently contains an existing telecommunications exchange. Furthermore, the townsite is not heavily residential and in close proximity to industrial activity. Consequently, it is not considered the proposed tower and associated equipment will be to the detriment of the locality.

*(iii) social impacts of the development;*

The proposal will allow for improved communication within the townsite. This can benefit local business and land owners as well as emergency services.

*(r) the suitability of the land for the development taking into account the possible risk to human health or safety;*

The applicant has submitted an Electromagnetic Energy (EME) report, which identifies that the infrastructure would emit approximately 0.025% of the maximum safe level of radiation exposure. As the State Planning Policy requires this specific report type, the applicant's report is to be accepted. This acceptability is reinforced by State Planning policy 5.2. Therefore, it is not considered that there is any risk to human health and safety.

*(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*

As stated previously within this report, the impact of the development is considered to be positive as it will allow access to faster internet speeds and improved mobile communication. In terms of built form, the infrastructure may have a short term visual amenity impact, however over time this may dissipate due to construction materials as stated in paragraphs above. This statement is based on other examples within the Shire and regionally.



(y) any submissions received on the application;

The proposed amendment was not readvertised to the public as the development itself is not changing.

Local: Shire of Victoria Plains Local Planning Scheme 5 (LPS5)

Under LPS5, Lot 10 (29) Denton Street is zoned Townsite (R10). The objectives of the zone are as follows:

- *To maintain a small town atmosphere.*
- *To allow a variety of uses necessary to service the normal functions of a small townsite.*
- *To provide for residential development and a range of commercial, industrial and other uses considered appropriate in small towns.*

The proposed facility does not appear to be in contravention of the above objectives. It is considered that the availability of an improved mobile network significantly increases opportunity for existing and future commercial and industrial businesses in the locality.

The proposal is consistent with the definition of ‘telecommunications infrastructure’ which is defined as “means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network;” in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Telecommunications Infrastructure is a ‘discretionary’ or ‘D’ use under the scheme meaning the use is not permitted unless the local government has exercised its discretion by granting Development approval.

## **STRATEGIC IMPLICATIONS**

There are no known strategic implications

## **SUSTAINABILITY IMPLICATIONS**

### ➤ **Environment**

The proposed location is generally cleared of vegetation ultimately minimising the environmental impact on site. Given the site is already cleared and the surrounding land is also generally cleared, it would not be unreasonable to remove condition 4. The recommended imposition of the vegetation screening was not in order to alleviate any environmental factors.

### ➤ **Economic**

Removing condition 4 would minimise initial expense as well as maintenance costs for the developer. There are no economic implications for the Shire.

### ➤ **Social**

The objection received in the initial advertisement period cited concern in relation to impacts to visual amenity. Vegetation screening may assist in alleviating this concern, however, given proximity to CBH industrial activities, the telecommunications infrastructure is not considered to be out of character.



## FINANCIAL IMPLICATIONS

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

## COMMENT

In conclusion, the application for the Telecommunications Infrastructure located at Denton Street, if approved has the potential to generate a significant improvement in communications in the townsite and rural areas via higher internet speeds and improved mobile communication.

It is acknowledged the property in question is currently cleared of vegetation as with many lots within the townsite as well as the nearby industrial CBH site. Given this, it is not unreasonable to remove condition 4. It is considered that requiring the developer to paint the structure so as to be sympathetic to the existing heritage building and telecommunications infrastructure will assist in minimising the visual impact from ground level. Removal of condition 4 is, therefore, recommended for approval.

There will be no significant environmental impact upon the subject site and In terms of built form, the infrastructure may have a short term visual amenity impact, however, over time this may dissipate. It is also considered that the benefit to the town of Piawaning will exceed any significant visual impact.

## VOTING REQUIREMENTS

Absolute Majority Required: No

## **RESOLUTION 45/2018**

**Moved: Cr J Coreless-Crowther**

**Seconded: Cr P Bantock**

**That Council amend the development approval (27/2017 dated 21 February 2018) for the Telecommunications Facility at Lot 10 (29) Denton Street, Piawaning to read as follows:**

- 1. All development is to be in accordance with the approved plans.**
- 2. Any soils deposited or disturbed on-site shall be stabilised to the satisfaction of the Chief Executive Officer.**
- 3. Stormwater generated from the development shall be managed on-site to the satisfaction of the Chief Executive Officer.**
- 4. The proposed equipment shelter shall be coloured so as to be sympathetic to the existing heritage building and telecommunications infrastructure.**

## **Advice Notes to Developer:**

- 1. A building permit shall be issued by the Shire of Victoria Plains prior to the commencement of any work on the site.**
- 2. Any noise emitted during the operation of the tower shall be in accordance with the *Environmental Protection (Noise) Regulations 1997*.**
- 3. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government.**

Where planning approval has lapsed, no further development is to be carried out.

4. The applicant has a right of review to the State Administrative Tribunal should the applicant be aggrieved by Council's decision. Such a review should be lodged to the State Administrative Tribunal within twenty-eight (28) days of Council's decision.

Motion Put and Carried: 6/0

UNCONFIRMED



PS ref: 5488

16 March 2018

Chief Executive Officer  
Shire of Victoria Plains  
C/- Shire of Chittering  
PO Box 70  
Bindoon WA 6502

Attention: Nathalee Petersen – Planning Consultant

Dear Madam,

**TELSTRA – APPROVED MOBILE PHONE BASE STATION**  
**SITE NO: WA09523.01                      SITE NAME: PIAWANING**  
**SITE ADDRESS: LOT 10 (29) DENTON STREET PIAWANING WA 6572**

Planning Solutions acts on behalf of Service Stream Mobile Communications (**SSMC**) for its Client, Telstra Corporation Limited (**Telstra**) with respect to the deployment of its mobile phone network.

On 2 March 2018 the Shire of Victoria Plains approved the above-mentioned telecommunications infrastructure for the above facility at its Ordinary Council Meeting.

Condition No.4 of the approval states;

*Screen planting is to be installed surrounding the proposed cabinets and associated infrastructure within three months of completion of the facility. All planting shall be native and compatible to the area.*

Refer to **Appendix 1** for a copy of the abovementioned development approval.

The requirement for landscaping is considered to be unnecessary and places an unacceptable constraint on the development due to the following:

1. The development site is located within a rural townsite environment, surrounded predominantly by land reserved for public purposes to the west of Denton Street and grain silos and railway line to the east. The land is either partially cleared or comprises low scrubland natural vegetation.
2. Within the townsite, a 230 metres section north of Waddington – Wongan Hills Road and abutting Denton Road to the west contains the Piawaning Trading Agency, a telephone exchange (the subject site) and a rural dwelling.
3. Other than a number of mature street trees either side of Denton Road, there is no screening provided within the townsite. North and south of this area, the land along Denton Street and Bindi-Bindi – Toodyay Road is generally vacant rural land
4. The nearest townsites are Gabalong to the north and Yerecoin to the south. The intervening land is rural land utilised for cropping and grazing.

Page 1



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(08) 9227 7970  
GPO Box 2709  
Cloisters Square PO 6850

admin@planningsolutions.com.au  
www.planningsolutions.com.au  
ACN 143 573 184 ABN 23 143 573 184  
Planning Solutions (Aust) Pty Ltd

5. There are no sensitive sites, areas of environmental significance, scenic routes or visual landscape values in the vicinity of the proposed facility that would be adversely impacted by the facility.
6. The site already contains an existing telephone exchange, without screening, which has been accepted by the community.
7. Mature street trees provide adequate screening along Denton Street.
8. Screening will not minimise the visual impact of the facility due to the existing facility and the scale of the proposed development, and passing traffic would be generally unaware of, or conscious of any landscaping adjacent to the carriageway.
9. Landscaping or screening of similar Telstra facilities in rural environments across the State has not been required.
10. Provision of landscaping and ongoing maintenance (even of native vegetation) would be a considerable issue and expense for Telstra and will be difficult to maintain to the Shire's satisfaction.

Please refer to the photographs below.



**Photograph 1 – View of existing telecommunications exchange looking east across Denton Street.**



**Photograph 2 –View south along Denton Road**





**Photograph 3 – View of subject site west across Denton Street**

The existing facilities above are not landscaped for similar reasons highlighted above.

Accordingly, the Shire is requested to reconsider its approval, and in accordance with its powers under Clause 77 (1) (b) of the Planning and Development (Local Planning Schemes) Regulations, Deemed provisions to remove Condition No.4 from the approval.

Should the matter not be resolved by negotiation, the applicant retains the right to apply for a review (appeal) of the decision by the State Administrative Tribunal within 28 days of the date of the Council's determination (by 30 March 2018), or 28 days after the date of any reconsideration.

We trust that the information contained is sufficient for you to favorably reconsider the conditions of approval. However, should you require any additional information or wish to discuss this matter further then please do not hesitate to contact me via phone on 08 9227 7970 or via email at [admin@planningsolutions.com.au](mailto:admin@planningsolutions.com.au).

Yours sincerely,

**LAURIE CHANTRY  
PLANNING CONSULTANT**

Encl.

180316 5488 re-consideration Request

**APPENDIX 1  
3 March 2018 DEVELOPMENT APPROVAL**



*Shire of Victoria Plains*  
28 Cavell Street Calingiri Western Australia 6569  
P.O. Box 21 Calingiri W.A. 6569  
TELEPHONE (08) 9628 7004 FACSIMILE (08) 9628 7008

21 February 2018

Enquiries: N Petersen

GT/NP

RECEIVED  
08 MAR 2018

BY: .....

Planning Solutions  
GPO Box 2709  
Cloister Square  
PERTH WA 6850

Dear Sir/Madam

**APPLICATION – TELECOMMUNICATIONS INFRASTRUCTURE (MOBILE PHONE BASE STATION)  
LOT 10 (29) DENTON STREET, PIAWANING**

Thank you for your application dated 20 November 2017 and associated plans requesting approval to commence development on the above lot.

In accordance with the provisions of the Shire's Town Planning Scheme, your application for planning consent has been **approved**. Please find attached the determination notice which specifies the conditions of planning approval.

Should any of the conditions imposed by Council be unacceptable, you are advised that you have a right of review. Such a review should be lodged with the State Administrative Tribunal within twenty eight (28) days of the date of this approval. The necessary review forms are available from the State Administrative Tribunal, 565 Hay Street, Perth or at [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

**Please note that this approval does not constitute a Building Permit. Where a Building Permit is required following this Planning Approval, it is necessary to submit with the building permit application all the details relevant to comply with the planning conditions. This will avoid delay in the issuing of a Building Permit.**

Please read carefully the attached Determination. Should you have any queries or require further information, do not hesitate to contact Nathalee Petersen, Planning Officer on 9628 7004.

Yours faithfully

**Glenda Teede**  
Chief Executive Officer





*Shire of Victoria Plains*  
28 Cavell Street Calingiri Western Australia 6569  
P.O. Box 21 Calingiri W.A. 6569  
TELEPHONE (08) 9628 7004 FACSIMILE (08) 9628 7008

**SCHEDULE 9 - NOTICE OF APPROVAL/REFUSAL OF PLANNING APPROVAL**

|   |  |
|---|--|
| Name and Address of Applicant:                | Planning Solutions<br>GPO Box 2709<br>Cloister Square<br>PERTH WA 6850     |
| Name and Address of Owner (if not Applicant): | Australian Telecommunications Commission<br>1 Nash Street<br>PERTH WA 6000 |
| Description of Land:                          | Lot 10 (29) Denton Street<br>Piawaning WA 6572                             |
| Planning consent for the application:         | TELECOMMUNICATIONS INFRASTRUCTURE<br>(MOBILE PHONE BASE STATION)           |

dated this 21st day of February 2018.

and the plans attached thereto is **granted** subject to the following conditions upon the following grounds:

1. Development shall be in accordance with the approved plans.
2. Any soils deposited or disturbed on-site shall be stabilised to the satisfaction of the Chief Executive Officer.
3. Stormwater generated from the development shall be managed on-site to the satisfaction of the Chief Executive Officer.
4. Screen planting is to be installed surrounding the proposed cabinets and associated infrastructure within three months of completion of the facility. All planting shall be native and compatible to the area.
5. The proposed equipment shelter shall be coloured so as to be sympathetic to the adjoining heritage building.

Advice Notes:

1. The applicant has a right of review to the State Administrative Tribunal should the applicant be aggrieved by Council's decisions.
2. Any noise emitted during the operation of the tower shall be in accordance with the Environmental Protection (Noise) Regulations 1997.

This consent is valid for a period of **24 months** from the date hereof.

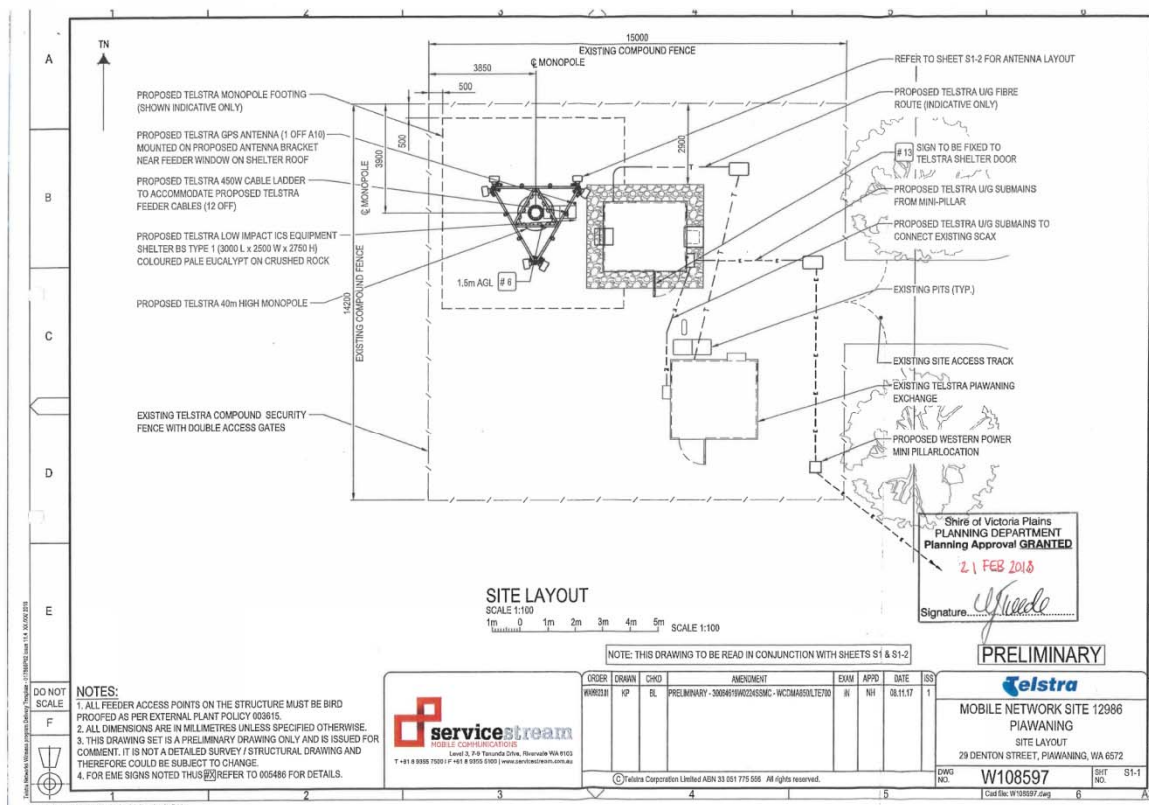
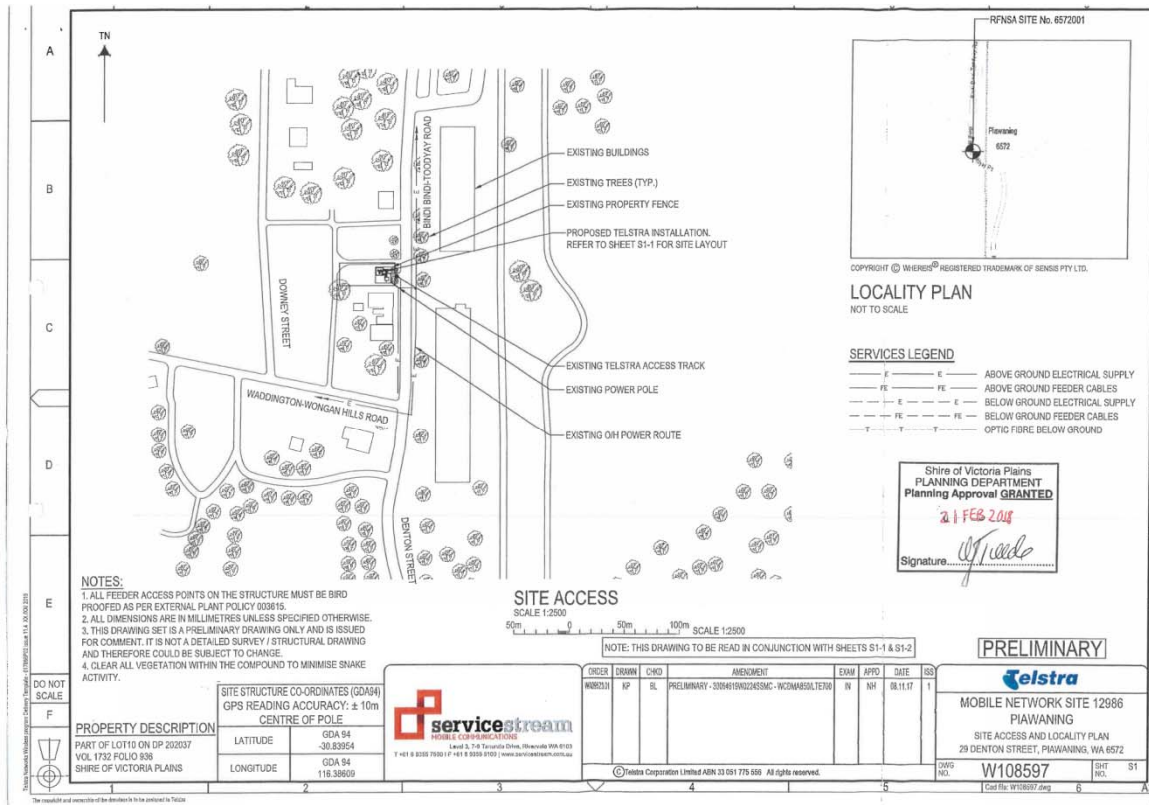
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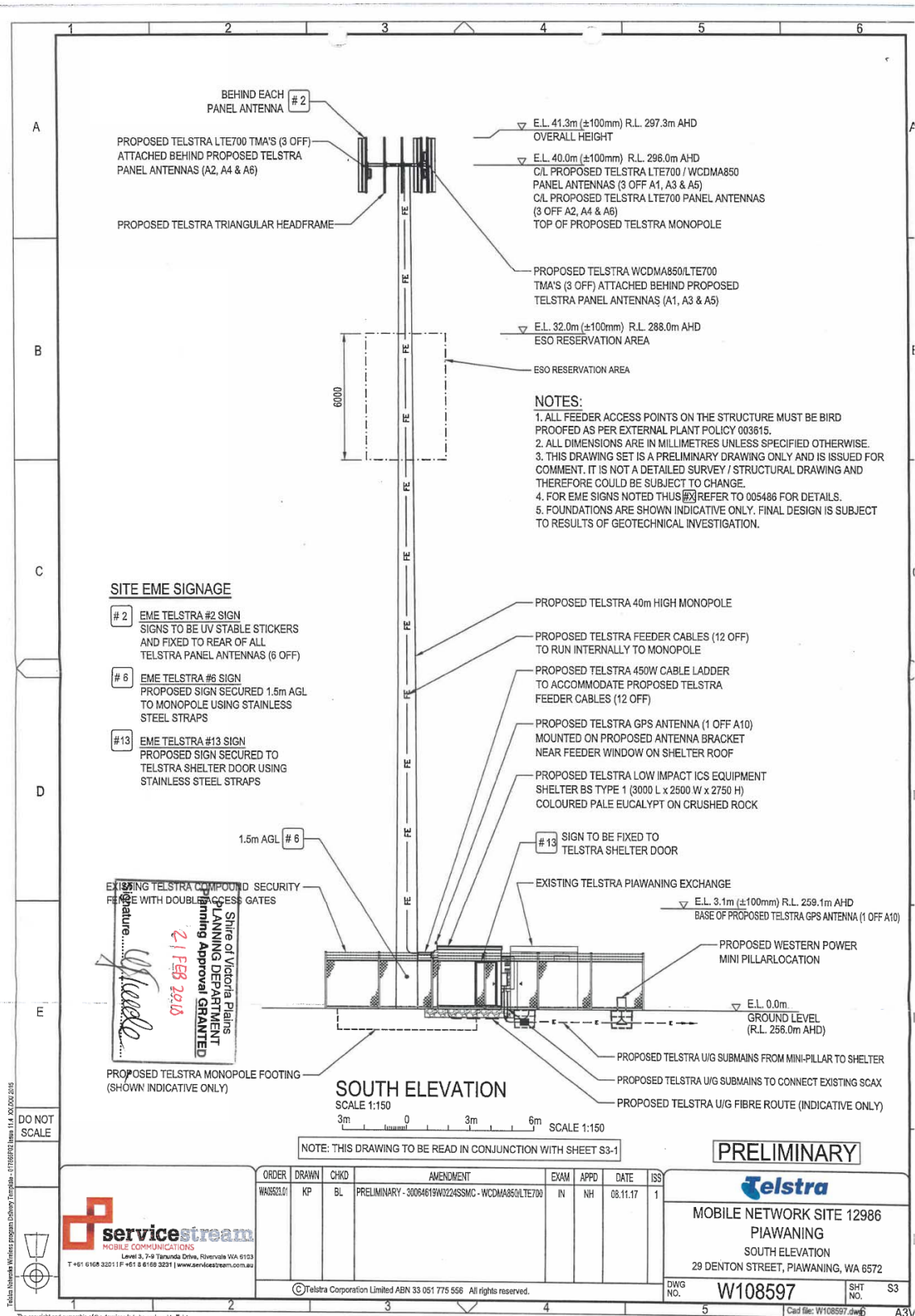
If building development is involved and is not substantially completed within that period a fresh approval must be obtained.

  
.....  
Chief Executive Officer

2.3.18  
.....  
Date

***This is not a building permit***  
***A separate application is required for a building permit***





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

Nil

**12 LATE ITEMS**

**12.1 CSRFF SMALL GRANTS – YERECOIN TENNIS CLUB**

|                                |   |
|--------------------------------|---|
| FILE REFERENCE                 |   |
| REPORT DATE                    | 28 March 2018                                   |
| APPLICANT/PROPONANT            | Yerecoin Tennis Club                            |
| OFFICER DISCLOSURE OF INTEREST | None  |
| PREVIOUS MEETING REFERENCES    | None  |
| PREPARED BY                    | Niel Mitchell, Governance                       |
| AUTHORISED BY                  | Glenda Teede, CEO                               |
| ATTACHMENTS                    |   |
| <i>Attachment</i>              | <i>CSRFF Application – Yerecoin Tennis Club</i> |

**PURPOSE OF REPORT**

To request the support of Council to make application to the Community Sporting and Recreation Facilities Fund Small Grants application.

**BACKGROUND**

The application seeks Council support for the resurfacing of the Yerecoin Tennis Club courts and is to be submitted by the last business day of March 2018

**COMMENT**

The program is administered by the Dept of Local Government, Sport and Cultural Industries and is made available to assist with the development and improvement of community facilities.

All applications require the support of Council in order to be considered.

A copy of the application is attached, and is for the supply and installation of 4 synthetic grass tennis courts, for an estimated cost of \$101,300 excl GST and includes volunteer costs estimated at \$5,000.

Funding of the project is –

|                             |              |
|-----------------------------|--------------|
| Shire                       | \$31,818.80  |
| Yerecoin Tennis Club – cash | \$13,636.00  |
| Volunteer labour            | \$ 5,000.00  |
| Yerecoin Progress Assoc     | \$31,818.80  |
| CSRFF grant                 | \$ 19,027.00 |

Please note – this application is for Council's support, however if approved, the amount of \$31,818.80 will need to be put into the 2018/2019 Budget.

**POLICY REQUIREMENTS**

None



## LEGISLATIVE REQUIREMENTS

Nil

## STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

## FINANCIAL IMPLICATIONS

Pre-commitment of \$31,818.80 in the 2018/2019 Budget

## VOTING REQUIREMENTS

*Absolute Majority Required:* No

## STAFF RECOMMENDATION

**Moved: Cr P Bantock**

**Seconded: J Corless-Corwther**

**That Council –**

- 1. Support the application of Yerecoin Tennis Club for a CSRFF Small Grant of \$19,927.00 ex GST;**
- 2. Notes that subject to the Grant approval, a pre-commitment of the 2018/2019 Budget of \$31,818.80 ex GST.**

**Motion Put and Lost: 0/6**

**Reason Recommendation Lost: 0/6**

Unbudgeted funds the Shire can not commit to request.

## Action:

That the Shire of Victoria Plains works on information to CSRFF provided to Community Groups so they know when items need to be budgeted for.

|  |
|--|
| <b>13 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING</b> |
|--|

## Cr N Clarke

Cr Clarke would like to move that Council endorse a motion at Local Government Week that:

- it is a requirement that vegetation within 30m of all farm driveways/gates/entrances “and intersections” be cleared of vegetation;
- any vegetation on road bends and intersections obstructing ‘line of sight’, be cleared; and
- clearing permits be issued to allow the Shire to carry out controlled burns of roadside vegetation, over the cooler months of the year.

## RESOLUTION 46/2018

**Moved: Cr N Clarke**

**Seconded: Cr S Penn**

**That Council endorse the amendment.**

**Motion Put and Carried: 6/0**

**Procedural Motion 13:**

*Defer to next Ordinary Council Meeting 18<sup>th</sup> April 2018 for proper resolution to be presented*

|                              |
|------------------------------|
| <b>14 CONFIDENTIAL ITEMS</b> |
|------------------------------|

**RESOLUTION 47/2018**

**Moved: Cr N Clarke**

**Seconded: Cr J King**

**That new business of a confidential nature is introduced to Council.**

**Motion Put and Carried:6/0**

Motion to close the meeting to the Public and Employees.

The Public and CEO Glenda Teede, Governance Officer Niel Mitchell and the Finance & Administration Manager Ina Edwardson left the Meeting at 4.40pm

**VOTING REQUIREMENTS**

*Absolute Majority Required: No*

**OFFICER RECOMMENDATION**

That the meeting closed to the public and employees to discuss the following matters:

- Performance Appraisal - CEO

Reason for confidentiality –

- Local Government Act 1995 –
  - o S.5.23 (2)(a) – A matter affecting an employee or employees

**RESOLUTION 48/2018**

**Moved: Cr S Penn**

**Seconded: Cr N Clarke**

**That John Phillips be employed to correlate the CEO Appraisal returns and report the findings to Council by the May Council Meeting.**

**Motion Put and Carried:6/0**

**RESOLUTION 49/2018**

**Moved: Cr J Corless-Crowther**

**Seconded: Cr P Bantock**

**The meeting be reopened to the public and employees.**

**Motion Put and Carried:6/0**

The meeting was reopened to the public and employees at 4:45pm



|                                      |
|--------------------------------------|
| <b>15     DECLARATION OF CLOSURE</b> |
|--------------------------------------|

There being no further business the Presiding Member declared the meeting closed at 4:48pm

The next Ordinary Council Meeting is 18<sup>th</sup> April 20180

Signed this                      ...                      day of                      .....

Presiding Member.....

UNCONFIRMED