



MINUTES

Audit Committee Meeting

28 November 2024

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

Commencing – 10:33 AM

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

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

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MINUTES

Audit Committee Meeting of the Victoria Plains Shire Council
Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND, via E-
Meeting Protocol
on 28 November 2024 commencing at 10:33AM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 10.33AM

1.2 Announcements by Chairperson

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

2 REMOTE ATTENDANCE BY ELECTED MEMBERS

N/A

3 RECORD OF ATTENDANCE

Members present

Cr P Bantock – Shire President
Cr S Woods – Deputy Shire President
Cr D Lovelock
Cr R Johnson (Observer)

Staff attending

CEO – Mr S Fletcher
DCEO – Mr C Ashe
Finance Co-ordinator – Mrs G Decampo (until 11.04am)
Council Support Officer – Mrs J Klobas

Apologies

N/A

Visitors	Conley Manifis -Office of the Auditor General (until 11.04am)
	Grace Ng - -Office of the Auditor General (until 11.04am)
	Deborah Chin - -Office of the Auditor General (until 11.04am)
	Indika Dias - -Office of the Auditor General (until 11.04am)
	Travis Bate – RSM (until 11.04am)

Members of the public	Nil
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4 DISCLOSURE OF INTEREST

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

Type	Item	Person / Details
		Nil

5 PUBLIC QUESTION TIME

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

5.1 Public Questions with Notice

Nil

5.2 Public Question Without Notice

Nil

6 CONFIRMATION OF MINUTES

This item was held over until the next Audit Committee Meeting, due to the incorrect date being noted in the recommendation.

OFFICER RECOMMENDATION

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

7 REPORTS REQUIRING DECISION

Councillor Recommendation / Committee Resolution

Moved: Cr S Woods
Seconded: Cr D Lovelock

That **ITEM 7.2** be **MOVED FORWARD** as the first item of consideration by the Committee at 10.48am.

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)

For: Cr P Bantock, Cr S Woods and Cr D Lovelock

Against: Nil

7.1 External Audits

7.2.1 AUDITED ANNUAL FINANCIAL REPORT 2023-24 AND AUDIT EXIT MEETING

File Reference	
Report Date	19 November 2024
Applicant/Proponent	Audit Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. SoVP Annual Financial Statements 23-24 2. SoVP Management Letter and Response 23-24

PURPOSE

This exit meeting is to brief the audit committee on the findings of the audit for 2023-24 financial statements and any matters listed in the management letter.

BACKGROUND

The Audit Committee has previously received the Audit Strategy Memorandum which included:

- Audit Approach.
- Significant aspects of this years audit.
- Audit Strategy Memorandum and key requirements.

During the months of Oct and Nov 24 William Buck Chartered Accountants conducted the audit of council's financial statements including acquittals of both Roads to Recovery (R2R) and Local Roads and Community Infrastructure Program (LRCIP). This has occurred both remotely and through a site visit.

William Buck are now in a position to undertake the exit meeting, briefing the audit committee on the outcome of the audit.

COMMENT

The audit for both Roads to Recovery (R2R) and Local Roads and Community Infrastructure Program (LRCIP) were completed and sent to the applicable Federal Government Agencies within the deadline of 31 Oct 24 without any qualifications or adverse findings.

The Annual Financial Report 23-24 has now been returned to the shire and at the time of writing requires some minor superficial changes. Importantly, the actual surplus of \$100,993 has now officially been confirmed as correct via the audit.

AUDIT REPORT

The audit report at the time of writing has not been provided but indications are the Annual Financial Report 23-24 is a true and correct view with no adverse findings.

AUDIT MANAGEMENT LETTER

The draft management letter and shire staff response is provided in attachment 1, the findings summarised as:

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Unallocated Receipt Reserve	No		✓		✓
2. Revenue Cut-Off issues	No		✓		
3. Credit Card Balances	No			✓	
4. Useful life of infrastructure	No			✓	

Unfortunately despite a number of efforts to remediate item 1, including following audit advice over several years, issue remains. This will continue to be on the audit until such time as the statutory period (10 years) expires as all efforts have now been exhausted.

Other items listed in the findings are reasonable and agreed to.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer.

Ms Glenn Deocampo, Coordinator Financial Services.

STATUTORY CONTEXT

Local Government Act 1995 Part 7.

Local Government (Audit) Regulations 1996.

CORPORATE CONTEXT

Audit Committee Terms of Reference

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 will be facilitated through the audit process of which this exit meeting will provide a true and fair view of council's finances and areas as applicable.

Delegation

Nil

Policy Implications

Section 3 – Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution**Moved: Cr D Lovelock****Seconded: Cr S Woods**That the Audit Committee **RECEIVE:**

1. the Annual Financial Report 23/24.
2. the audit report (if available) and management letter.
3. note the particular areas requiring attention as applicable.

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)**For: Cr P Bantock, Cr S Woods and Cr D Lovelock****Against: Nil**

The Office of the Auditor General, William Buck Chartered Accountants members and Mr T Bates, RSM, withdrew from the meeting at 11.04AM and did not return.

CONFIRMED PUBLIC AUDIT MINUTES

SHIRE OF VICTORIA PLAINS
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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The Shire of Victoria Plains conducts the operations of a local government with the following community vision:

Our Vision Statement is an expression of what we aspire to ensure the Shire of Victoria Plains is like for the people who live here in the future:

*The Shire of Victoria Plains
Many Localities
One Perfect Lifestyle
A Place to Grow*

Principal place of business:
28 Cavell Street
Calingiri, WA 6569

**SHIRE OF VICTORIA PLAINS
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CEO

The accompanying financial report of the Shire of Victoria Plains has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the _____ day of _____ 2024

CEO

Sean Fletcher
Name of CEO

**SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
Revenue				
Rates	2(a),24	3,510,436	3,542,667	3,159,510
Grants, subsidies and contributions	2(a)	2,044,553	1,047,098	2,251,900
Fees and charges	2(a)	233,260	222,749	194,632
Interest revenue	2(a)	108,669	58,019	40,949
Other revenue	2(a)	182,523	151,218	112,004
		6,079,441	5,021,751	5,758,995
Expenses				
Employee costs	2(b)	(2,192,111)	(2,307,701)	(2,194,791)
Materials and contracts		(2,428,618)	(2,347,190)	(2,396,697)
Utility charges		(133,302)	(132,393)	(122,153)
Depreciation		(3,444,080)	(4,273,564)	(4,273,567)
Finance costs		(81,759)	(70,511)	(39,998)
Insurance		(168,391)	(189,840)	(180,971)
Other expenditure	2(b)	(85,289)	(75,610)	(158,493)
		(8,533,550)	(9,396,809)	(9,366,670)
		(2,454,109)	(4,375,058)	(3,607,675)
Capital grants, subsidies and contributions	2(a)	4,832,492	7,956,450	1,565,086
Profit on asset disposals		71,050	58,952	43,760
Loss on asset disposals		-	(77,025)	(8,606)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,261	-	2,764
		4,904,803	7,938,377	1,603,004
Net result for the period		2,450,694	3,563,319	(2,004,671)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	16	-	-	14,261,450
Total other comprehensive income for the period	16	-	-	14,261,450
Total comprehensive income for the period		2,450,694	3,563,319	12,256,779

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

**SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024**

	NOTE	2024 \$	2023 \$
CURRENT ASSETS			
Cash and cash equivalents	3	937,235	2,252,544
Trade and other receivables	5	231,233	154,003
Other financial assets	4(a)	868,683	1,254,432
Inventories	6	21,273	8,279
Other assets	7	259,781	202,783
TOTAL CURRENT ASSETS		2,318,205	3,872,041
NON-CURRENT ASSETS			
Trade and other receivables	5	13,409	10,996
Other financial assets	4(b)	160,448	181,641
Property, plant and equipment	8	12,596,965	12,258,108
Infrastructure	9	127,527,523	124,574,226
TOTAL NON-CURRENT ASSETS		140,298,345	137,024,971
TOTAL ASSETS		142,616,550	140,897,012
CURRENT LIABILITIES			
Trade and other payables	12	335,868	326,566
Other liabilities	13	693,156	1,212,823
Borrowings	14	305,533	296,111
Employee related provisions	15	194,668	166,623
TOTAL CURRENT LIABILITIES		1,529,125	2,002,123
NON-CURRENT LIABILITIES			
Borrowings	14	1,302,764	1,580,807
Employee related provisions	15	56,776	36,891
TOTAL NON-CURRENT LIABILITIES		1,359,540	1,617,698
TOTAL LIABILITIES		2,888,665	3,619,821
NET ASSETS		139,727,885	137,277,191
EQUITY			
Retained surplus		16,059,793	13,324,133
Reserve accounts	27	968,922	1,253,888
Revaluation surplus	16	122,699,170	122,699,170
TOTAL EQUITY		139,727,885	137,277,191

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

**SHIRE OF VICTORIA PLAINS
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2022		16,043,175	539,517	108,437,720	125,020,412
Comprehensive income for the period					
Net result for the period		(2,004,671)	-	-	(2,004,671)
Other comprehensive income for the period	16	-	-	14,261,450	14,261,450
Total comprehensive income for the period		(2,004,671)	-	14,261,450	12,256,779
Transfers from reserve accounts	27	13,766	(13,766)	-	-
Transfers to reserve accounts	27	(728,137)	728,137	-	-
Balance as at 30 June 2023		13,324,133	1,253,888	122,699,170	137,277,191
Comprehensive income for the period					
Net result for the period		2,450,694	-	-	2,450,694
Total comprehensive income for the period		2,450,694	-	-	2,450,694
Transfers from reserve accounts	27	395,285	(395,285)	-	-
Transfers to reserve accounts	27	(110,319)	110,319	-	-
Balance as at 30 June 2024		16,059,793	968,922	122,699,170	139,727,885

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

**SHIRE OF VICTORIA PLAINS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2023 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		3,527,374	3,247,482
Grants, subsidies and contributions		1,359,553	2,823,677
Fees and charges		244,071	203,453
Interest revenue		108,669	40,949
Goods and services tax received		22,342	20,653
Other revenue		182,523	112,004
		5,444,532	6,448,218
Payments			
Employee costs		(2,137,806)	(2,206,551)
Materials and contracts		(2,470,364)	(2,484,157)
Utility charges		(133,302)	(122,153)
Finance costs		(81,759)	(39,998)
Insurance paid		(168,391)	(180,971)
Other expenditure		(75,109)	(149,314)
		(5,066,731)	(5,183,144)
Net cash provided by operating activities		377,801	1,265,074
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for financial assets at amortised cost		-	(1,121,072)
Payments for purchase of property, plant & equipment	8(a)	(1,016,017)	(860,461)
Payments for construction of infrastructure	9(a)	(5,817,454)	(1,474,719)
Capital grants, subsidies and contributions		4,832,492	1,565,086
Proceeds for financial assets at amortised cost		388,592	-
Proceeds from financial assets at amortised cost - self supporting loans		19,611	19,784
Proceeds from sale of property, plant & equipment		168,287	144,723
Net cash (used in) investing activities		(1,424,489)	(1,726,659)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	26(a)	(268,621)	(50,730)
Proceeds from new borrowings	26(a)	-	1,500,000
Net cash provided by (used in) financing activities		(268,621)	1,449,270
Net increase (decrease) in cash held		(1,315,309)	987,685
Cash at beginning of year		2,252,544	1,264,859
Cash and cash equivalents at the end of the year	17(a)	937,235	2,252,544

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

**SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	24	3,443,231	3,444,851	3,086,399
Rates excluding general rates	24	67,205	97,816	73,111
Grants, subsidies and contributions		2,044,553	1,047,098	2,251,900
Fees and charges		233,260	222,749	194,632
Interest revenue		108,669	58,019	40,949
Other revenue		182,523	151,218	112,004
Profit on asset disposals		71,050	58,952	43,760
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,261	-	2,764
		6,151,752	5,080,703	5,805,519
Expenditure from operating activities				
Employee costs		(2,192,111)	(2,307,701)	(2,194,791)
Materials and contracts		(2,428,618)	(2,347,190)	(2,396,697)
Utility charges		(133,302)	(132,393)	(122,153)
Depreciation		(3,444,080)	(4,273,564)	(4,273,567)
Finance costs		(81,759)	(70,511)	(39,998)
Insurance		(168,391)	(189,840)	(180,971)
Other expenditure		(85,289)	(75,610)	(158,493)
Loss on asset disposals		-	(77,025)	(8,606)
		(8,533,550)	(9,473,834)	(9,375,276)
Non cash amounts excluded from operating activities	25(a)	3,389,241	4,255,491	4,213,692
Amount attributable to operating activities		1,007,443	(137,640)	643,935
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		4,832,492	7,956,450	1,565,086
Proceeds from disposal of assets		168,287	251,000	144,723
Proceeds from financial assets at amortised cost - self supporting loans	26(a)	19,611	21,598	19,784
		5,020,390	8,229,048	1,729,593
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(1,016,017)	(1,252,274)	(860,461)
Purchase and construction of infrastructure	9(a)	(5,817,454)	(7,626,783)	(1,474,719)
		(6,833,471)	(8,879,057)	(2,335,180)
Amount attributable to investing activities		(1,813,081)	(650,009)	(605,587)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	26(a)	-	-	1,500,000
Transfers from reserve accounts	27	395,285	1,102,480	13,766
		395,285	1,102,480	1,513,766
Outflows from financing activities				
Repayment of borrowings	26(a)	(268,621)	(268,431)	(50,730)
Transfers to reserve accounts	27	(110,319)	(92,526)	(728,137)
		(378,940)	(360,957)	(778,867)
Amount attributable to financing activities		16,345	741,523	734,899
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	25(b)	890,286	(12,763)	117,039
Amount attributable to operating activities		1,007,443	(137,640)	643,935
Amount attributable to investing activities		(1,813,081)	(650,009)	(605,587)
Amount attributable to financing activities		16,345	741,523	734,899
Surplus or deficit after imposition of general rates	25(b)	100,993	(58,888)	890,286

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

**SHIRE OF VICTORIA PLAINS
FOR THE YEAR ENDED 30 JUNE 2024
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**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

I. BASIS OF PREPARATION

The financial report of the Shire of Victoria Plains which is a Class 4 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or

- vested improvements that the local government controls; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 *Property, Plant and Equipment* which would have required the Shire to assess at each reporting date whether the varying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment - note 8
 - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Measurement of employee benefits - note 15

Fair value hierarchy information can be found in note 22

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 Amendments to Australian Accounting Standards
- Disclosure of Accounting Policies or Definition of Accounting Estimates

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
- Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards
- Classification of Liabilities as Current or Non-Current
- AASB 2021-7c Amendments to Australian Accounting Standards
- Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards
- Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
- Non-current Liabilities with Covenants

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards
- Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendments may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 Amendments to Australian Accounting Standards
- Supplier Finance Arrangements

These amendments may result in additional disclosures in the case of applicable finance arrangements.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

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

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Rates	General Rates.	Over time.	Payment dates adopted by Council during the year.	None.	When rates notice is issued.
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services.	Over time.	Fixed terms transfer of funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared.
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	Over time.	Fixed terms transfer of funds based on agreed milestones and reporting.	Contract obligation if project not complete.	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared.
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment.	No obligations.	Not applicable.	Not applicable.	When assets are controlled.
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time.	Full payment prior to issue.	None.	On payment and issue of the licence, registration or approval.
Pool inspections	Compliance safety check.	Single point in time.	Equal proportion based on an equal annual fee.	None.	After inspection complete based on a 4 year cycle.
Other inspections	Regulatory Food, Health and Safety.	Single point in time.	Full payment prior to inspection.	None.	Revenue recognised after inspection event occurs.
Waste management collection	Kerbside collection service.	Over time.	Payment on an annual basis in advance.	None.	Output method based on regular weekly and fortnightly period as proportionate to collection service.
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites.	Single point in time.	Payment in advance at gate or on normal trading terms if credit provided.	None.	On entry to facility.
Property hire and entry	Use of halls and facilities.	Single point in time.	In full in advance.	Refund if event cancelled within 7 days.	On entry or at conclusion of hire.
Memberships	Gym and pool membership.	Over time.	Payment in full in advance.	Refund for unused portion on application.	Output method over 12 months matched to access right.
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works.	Single point in time.	Payment in full in advance.	None.	Output method based on provision of service or completion of works.
Commissions	Commissions on licencing and ticket sales.	Over time.	Payment in full on sale.	None.	When assets are controlled.
Reimbursements	Insurance claims.	Single point in time.	Payment in arrears for claimable event.	None.	When claim is agreed.

Consideration from contracts with customers is included in the transaction price.

SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES

(a) Revenue (Continued)

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	3,510,436	-	3,510,436
Grants, subsidies and contributions	2,044,553	-	-	-	2,044,553
Fees and charges	233,260	-	-	-	233,260
Interest revenue	-	-	20,041	88,628	108,669
Other revenue	182,523	-	-	-	182,523
Capital grants, subsidies and contributions	-	4,832,492	-	-	4,832,492
Total	2,460,336	4,832,492	3,530,477	88,628	10,911,933

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	3,159,510	-	3,159,510
Grants, subsidies and contributions	2,251,900	-	-	-	2,251,900
Fees and charges	194,632	-	-	-	194,632
Interest revenue	-	-	17,501	23,448	40,949
Other revenue	112,004	-	-	-	112,004
Capital grants, subsidies and contributions	-	1,565,086	-	-	1,565,086
Total	2,558,536	1,565,086	3,177,011	23,448	7,324,081

Note	2024 Actual	2023 Actual
	\$	\$
Interest revenue		
Financial assets at amortised cost - self supporting loans	9,575	8,204
Interest on reserve account	37,692	6,657
Trade and other receivables overdue interest	6,949	17,501
Other interest revenue	54,453	8,587
	108,669	40,949
The 2024 original budget estimate in relation to: Trade and other receivables overdue interest was \$5,080.		
Fees and charges relating to rates receivable		
Charges on instalment plan	3,210	3,662
The 2024 original budget estimate in relation to: Charges on instalment plan was \$3,500.		
(b) Expenses		
Auditors remuneration		
- Audit of the Annual Financial Report	38,400	32,000
- Other services – grant acquittals	8,100	6,000
	46,500	38,000
Employee Costs		
Employee benefit costs	2,146,259	2,235,117
Other employee costs	45,852	(40,326)
	2,192,111	2,194,791
Finance costs		
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	80,886	39,998
	80,886	39,998
Other expenditure		
Impairment losses / (writeback) on rates and statutory receivables	630	(357)
Impairment losses on trade receivables	10,180	9,179
Sundry expenses	74,479	149,671
	85,289	158,493

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

3. CASH AND CASH EQUIVALENTS

Note	2024 \$	2023 \$
Cash at bank and on hand	937,235	2,252,544
Total cash and cash equivalents	937,235	2,252,544
Held as		
- Unrestricted cash and cash equivalents	79,984	981,298
- Restricted cash and cash equivalents	17 857,251	1,271,246
	937,235	2,252,544

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

4. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost

Note	2024 \$	2023 \$
	868,683	1,254,432
	868,683	1,254,432

Other financial assets at amortised cost

Self supporting loans receivable

Term deposits

25(b)	24,698	21,855
	843,985	1,232,577
	868,683	1,254,432

Held as

- Unrestricted other financial assets at amortised cost

- Restricted other financial assets at amortised cost

17(a)	24,698	21,855
	843,985	1,232,577
	868,683	1,254,432

(b) Non-current assets

Financial assets at amortised cost

Financial assets at fair value through profit or loss

	98,070	120,524
	62,378	61,117
	160,448	181,641

Financial assets at amortised cost

Self supporting loans receivable

	98,070	120,524
	98,070	120,524

Financial assets at fair value through profit or loss

Units in Local Government House Trust - opening balance

Movement attributable to fair value increment

Financial assets at fair value through profit and loss - Units in Local Government House Trust

Units in Local Government House Trust - closing balance

	61,117	58,353
	1,261	2,764
	62,378	61,117

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 26(a) as self supporting loans. Fair value of financial assets at fair value through profit or loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost

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

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

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 22 (ii) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or loss:

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

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

5. TRADE AND OTHER RECEIVABLES

Note	2024	2023
	\$	\$
Current		
Rates and statutory receivables	36,254	78,611
Trade receivables	209,130	56,390
GST receivable	5,885	28,227
Receivables for employee related provisions	4,239	4,239
Allowance for credit losses of rates and statutory receivables	(2,231)	(1,600)
Allowance for credit losses of trade receivables	(22,044)	(11,864)
	231,233	154,003
Non-current		
Pensioner's rates and ESL deferred	13,409	10,996
	13,409	10,996

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2024 Actual	30 June 2023 Actual	1 July 2022 Actual
	\$	\$	\$
Trade and other receivables from contracts with customers	209,130	56,390	450,008
Contract assets	219,184	202,783	67,839
Allowance for credit losses of trade receivables	(22,044)	(11,864)	(2,685)
Total trade and other receivables from contracts with customers	406,270	247,309	515,162

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

6. INVENTORIES

Note	2024	2023
	\$	\$
Current		
Fuel and materials	21,273	8,279
	21,273	8,279
The following movements in inventories occurred during the year:		
Balance at beginning of year	8,279	32,305
Inventories expensed during the year	(238,037)	(288,011)
Additions to inventory	251,031	263,985
Balance at end of year	21,273	8,279

MATERIAL ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

CONFIRMED PUBLIC AUDIT MINUTES

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

7. OTHER ASSETS

Other assets - current

Prepayments
Accrued income
Contract assets

2024	2023
\$	\$
9,313	-
31,284	-
219,184	202,783
259,781	202,783

MATERIAL ACCOUNTING POLICIES

Contract assets

Contract assets primarily relate to the Shire's right to . consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at Note 2(b).

CONFIRMED PUBLIC AUDIT MINUTES

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

8. PROPERTY, PLANT AND EQUIPMENT

[a] Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

					Plant and equipment			Total property, plant and equipment
	Land	Buildings - non-specialised	Buildings - specialised	Total Property	Furniture and equipment	Plant and equipment	Motor vehicles	
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2022	1,062,500	1,410,197	7,365,000	9,837,697	142,655	1,058,364	993,161	12,031,877
Additions	-	-	5,212	5,212	-	651,671	203,578	860,461
Disposals	-	-	-	-	-	(87,189)	(22,381)	(109,570)
Depreciation	-	(28,130)	(148,976)	(177,106)	(28,815)	(181,931)	(136,808)	(524,660)
Transfers	-	(3,682)	3,682	-	-	57,486	(57,486)	-
Balance at 30 June 2023	1,062,500	1,378,385	7,224,918	9,665,803	113,840	1,498,401	980,064	12,258,108
Comprises:								
Gross balance amount at 30 June 2023	1,062,500	1,406,515	7,374,294	9,843,309	215,094	2,027,927	1,325,767	13,412,097
Accumulated depreciation at 30 June 2023	-	(28,130)	(149,376)	(177,506)	(101,254)	(529,526)	(345,703)	(1,153,989)
Balance at 30 June 2023	1,062,500	1,378,385	7,224,918	9,665,803	113,840	1,498,401	980,064	12,258,108
Additions	-	59,926	124,782	184,708	15,800	519,171	296,338	1,016,017
Disposals	-	-	-	-	-	(25,598)	(71,639)	(97,237)
Depreciation	-	(28,473)	(150,048)	(178,521)	(28,575)	(211,971)	(160,856)	(579,923)
Balance at 30 June 2024	1,062,500	1,409,838	7,199,652	9,671,990	101,065	1,780,003	1,043,907	12,596,965
Comprises:								
Gross balance amount at 30 June 2024	1,062,500	1,466,441	7,499,076	10,028,017	230,894	2,497,099	1,461,723	14,217,733
Accumulated depreciation at 30 June 2024	-	(56,603)	(299,424)	(356,027)	(129,829)	(717,096)	(417,816)	(1,620,768)
Balance at 30 June 2024	1,062,500	1,409,838	7,199,652	9,671,990	101,065	1,780,003	1,043,907	12,596,965

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Land and buildings					
Land	2	Sales comparison approach and cost approach	Independent registered valuer	June 2022	Price per hectare
Land	3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Improvement to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties	Independent registered valuer	June 2022	Price per square metre
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition, residual values and remaining useful life assessments inputs
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.					
(ii) Cost					
Furniture and equipment		N/A	Cost	N/A	Purchase cost
Plant and equipment		N/A	Cost	N/A	Purchase cost
Motor vehicles		N/A	Cost	N/A	Purchase cost

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Other	Infrastructure - Bridges	Total Infrastructure
	\$	\$	\$	\$	\$
Balance at 1 July 2022	107,547,687	750,899	2,310,377	1,978,001	112,586,964
Additions	1,060,548	30,677	349,642	33,852	1,474,719
Revaluation increments / (decrements) transferred to revaluation surplus	14,004,014	(166,771)	268,927	155,280	14,261,450
Depreciation	(3,401,601)	(13,928)	(214,245)	(119,133)	(3,748,907)
Balance at 30 June 2023	119,210,648	600,877	2,714,701	2,048,000	124,574,226
Comprises:					
Gross balance at 30 June 2023	163,041,409	811,988	7,751,101	9,080,000	180,684,498
Accumulated depreciation at 30 June 2023	(43,830,761)	(211,111)	(5,036,400)	(7,032,000)	(56,110,272)
Balance at 30 June 2023	119,210,648	600,877	2,714,701	2,048,000	124,574,226
Additions	5,349,835	23,855	423,134	20,630	5,817,454
Depreciation	(2,426,186)	(10,174)	(277,013)	(150,784)	(2,864,157)
Balance at 30 June 2024	122,134,297	614,558	2,860,822	1,917,846	127,527,523
Comprises:					
Gross balance at 30 June 2024	168,391,244	835,843	8,174,235	9,100,630	186,501,952
Accumulated depreciation at 30 June 2024	(46,256,947)	(221,285)	(5,313,413)	(7,182,784)	(58,974,429)
Balance at 30 June 2024	122,134,297	614,558	2,860,822	1,917,846	127,527,523

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

9. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Other	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Bridges	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings - non-specialised	30 to 50 years
Buildings - specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Other infrastructure	15 to 80 years
Sealed roads and streets	
formation	not depreciated
pavement	100 years
Seal	
bituminous seals	15 to 20 years
asphalt surfaces	20 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 to 60 years
Sewerage piping	80 years
Water supply piping and drainage systems	17 to 90 years
Bridges	60 years

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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

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

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

1. LEASES

Lessor - Property, Plant and Equipment Subject to Lease

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year
1 to 2 years

2024 Actual	2023 Actual
\$	\$
53,883	54,406
2,783	2,431
56,666	56,837
73,360	70,379

Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease

Rental income

The Shire leases houses to staff and aged persons with rents payable fortnightly and the sports club with rent payable annually. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to ownership of the assets.

Staff houses and the sports club are not considered investment property as they are leased for use in the supply of services to the community. The aged persons units are considered a joint operation and are not considered investment property as the primary purpose is provision of community housing.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire group typically enters into new operating leases and therefore will not immediately realise any reduction in the residual fair value at the end of the leases. Expectations about the future residual values are reflected in the fair value of the properties.

MATERIAL ACCOUNTING POLICIES

The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (e.g. legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

12. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Prepaid rates
Accrued payroll liabilities
Bonds and deposits held
Accrued expenditure

2024	2023
\$	\$
125,260	156,268
31,280	56,699
50,962	44,487
39,158	37,112
89,208	32,000
335,868	326,566

MATERIAL ACCOUNTING POLICIES

Financial liabilities

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

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

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

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

13. OTHER LIABILITIES

Current

Contract liabilities

2024	2023
\$	\$
693,156	1,212,823
693,156	1,212,823
Reconciliation of changes in contract liabilities	
Opening balance	1,212,823
Additions	693,156
Revenue from contracts with customers included as a contract liability at the start of the period	(1,212,823)
693,156	1,212,823

The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was \$693,156 (2023: \$1,212,823)

The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.

MATERIAL ACCOUNTING POLICIES

Contract liabilities

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

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

14. BORROWINGS

	Note	2024			2023		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Other loans		305,533	1,302,764	1,608,297	296,111	1,580,807	1,876,918
Total secured borrowings	26(a)	305,533	1,302,764	1,608,297	296,111	1,580,807	1,876,918

Secured liabilities and assets pledged as security

Bank overdrafts and loans are secured by a floating charge over the assets of the Shire of Victoria Plains.

The Shire of Victoria Plains has complied with the financial covenants of its borrowing facilities during the 2024 and 2023 years.

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 22(ii)) due to the unobservable inputs, including own credit risk.

Details of individual borrowings required by regulations are provided at Note 26(a).

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions

Employee benefit provisions

Annual leave

Long service leave

Employee related other provisions

Employment on-costs

Total current employee related provisions

Non-current provisions

Employee benefit provisions

Long service leave

Employee related other provisions

Employment on-costs

Total non-current employee related provisions

Total employee related provisions

	2024	2023
	\$	\$
Annual leave	129,834	111,390
Long service leave	39,908	34,770
	169,742	146,160
Employment on-costs	24,826	20,463
	24,826	20,463
Total current employee related provisions	194,568	166,623
Long service leave	49,529	32,360
	49,529	32,360
Employment on-costs	7,247	4,531
	7,247	4,531
Total non-current employee related provisions	56,776	36,891
Total employee related provisions	251,344	203,514

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

16. REVALUATION SURPLUS

	2024 Opening Balance	Total Movement on Revaluation	2024 Closing Balance	2023 Opening Balance	Total Movement on Revaluation	2023 Closing Balance
	\$	\$	\$	\$	\$	\$
Revaluation Surplus - Land and buildings	7,082,384	-	7,082,384	7,082,384	-	7,082,384
Revaluation surplus - Infrastructure - Roads	110,051,505	-	110,051,505	96,047,491	14,004,014	110,051,505
Revaluation surplus - Infrastructure - Footpaths	251,616	-	251,616	418,387	(166,771)	251,616
Revaluation surplus - Infrastructure - Other	3,799,862	-	3,799,862	3,530,935	268,927	3,799,862
Revaluation surplus - Infrastructure - Bridges	1,513,803	-	1,513,803	1,358,523	155,280	1,513,803
	122,699,170	-	122,699,170	108,437,720	14,261,450	122,699,170

CONFIRMED PUBLIC AUDIT MINUTES

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

17. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2024 Actual \$	2023 Actual \$
Cash and cash equivalents	3	937,235	2,252,544
Restrictions			
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	857,251	1,271,246
- Financial assets at amortised cost	4	843,985	1,232,577
		1,701,236	2,503,823
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	27	968,922	1,253,888
Contract liabilities	13	693,156	1,212,823
Bonds and deposits held	12	39,158	37,112
Total restricted financial assets		1,701,236	2,503,823
(b) Undrawn Borrowing Facilities			
Credit Standby Arrangements			
Bank overdraft limit		500,000	300,000
Bank overdraft at balance date		-	-
Credit card limit		40,000	30,000
Credit card balance at balance date		(6,679)	(4,401)
Total amount of credit unused		533,321	325,599
Loan facilities			
Loan facilities - current		305,533	296,111
Loan facilities - non-current		1,302,764	1,580,807
Total facilities in use at balance date		1,608,297	1,876,918
Unused loan facilities at balance date		NIL	NIL

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

18. CONTINGENT LIABILITIES

The Shire operates three refuse sites:

Bolgart Refuse Site (Licence L6956/1997/11)

Calingiri Refuse Site Crown Reserve 34141 Calingiri-Goomalling Rd (Licence L6955/1997/11)

Mogumber Refuse Site Crown Reserve 8588 Bindoon-Moora Rd (Licence L7011/1997/11)

All three of the above sites are Category 64 Putrescible landfill sites (PLS).

The Shire may need to rehabilitate these refuse sites after closure. The rehabilitation cost will be determined once the post-closure rehabilitation plans are prepared.

19. CAPITAL COMMITMENTS

Contracted for:

- capital expenditure projects

Payable:

- not later than one year

2024	2023
\$	\$
24,440	-
24,440	-
24,440	-

The capital expenditure project outstanding at the end of the current reporting period represents the construction of a new E Waste Transfer Station.

SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

20. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2024 Actual \$	2024 Budget \$	2023 Actual \$
President's annual allowance	10,000	10,200	13,500
President's meeting attendance fees	7,500	7,615	7,500
President's annual allowance for ICT expenses	1,000	1,071	1,000
President's travel and accommodation expenses	-	286	-
	18,500	19,172	22,000
Deputy President's annual allowance	2,708	2,550	2,500
Deputy President's meeting attendance fees	7,500	7,615	7,500
Deputy President's annual allowance for ICT expenses	1,000	1,071	1,000
Deputy President's travel and accommodation expenses	-	286	-
	11,208	11,522	11,000
All other council member's meeting attendance fees	27,500	39,075	37,500
All other council member's annual allowance for ICT expenses	3,667	5,356	5,000
All other council member's travel and accommodation expenses	5,600	1,430	2,810
	36,767	44,861	45,310
20(b)	66,475	75,555	78,310

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	526,126	205,238
Post-employment benefits	50,058	30,769
Employee - other long-term benefits	2,816	694
Employee - termination benefits	-	142,849
Council member costs	66,475	78,310
20(a)	645,475	457,860

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

20. RELATED PARTY TRANSACTIONS

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2024 Actual \$	2023 Actual \$
Purchase of goods and services	-	259,445
Short term employee benefits - other related parties	9,384	-
Amounts payable to related parties:		
Trade and other payables	-	-

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 20(a) and 20(b).

ii. Other Related Parties

Short-term employee benefits related to an associated person of the Deputy Chief Executive Officer who was employed by the Shire under normal employment terms and conditions.

2023 purchases of goods and services from other related parties relate to two companies controlled by related parties of key management personnel contracted on terms and conditions equivalent to those that prevail in arm's length transactions under the Shire's procurement processes. Details in relation to these transactions are as follows:

In 2023, a company controlled by a related party of key management personnel provided Acting Chief Executive Officer services with a value of \$138,989 (2024: \$0).

In 2023, a company controlled by a related party of key management personnel provided Works Manager services with a value of \$120,456 (2024: \$0).

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

21. JOINT ARRANGEMENTS

Share of joint operations

The following investments have been classified as Joint Operations.

(i) Calingiri - Lot 23 and 24 Harrington Street

The Shire entered into a Joint Arrangement with Homeswest on 17 December 1999. The purpose of the arrangement was for the construction of four aged persons units in Calingiri.

Financial Contributions

	Shire	Homeswest	Total	Interests
	\$	\$	\$	%
Land Contribution	26,318	-	26,318	18.98%
Construction Cost	80,273	455,097	535,370	81.02%
	106,591	455,097	561,688	100.00%

(ii) Bolgart - Lot 184 and 191 George Street

The Shire entered into a Joint Arrangement with Homeswest on 21 February 2006. The purpose of the arrangement was for the construction of two aged persons units in Bolgart.

Financial Contributions

	Shire	Homeswest	Total	Interests
	\$	\$	\$	%
Land Contribution	11,858	1,771	13,629	18.00%
Construction Cost	44,500	258,145	302,645	82.00%
	56,358	259,916	316,274	100.00%
Total Financial Contribution	162,949	715,013	877,962	

Statement of Financial Position

	2024 Actual	2023 Actual
	\$	\$
Land and buildings	261,358	253,015
Accumulated depreciation	(9,034)	(4,510)
Total assets	252,324	248,505
Total equity	252,324	248,505

Statement of Comprehensive Income

Revenue		
Fees and charges	36,120	30,480
Expenses		
Employee costs	(9,551)	(7,966)
Materials and contracts	(13,467)	(23,312)
Insurance	(4,206)	(6,773)
Utilities	(11,552)	(10,631)
Depreciation	(4,524)	(4,510)
Profit/(loss) for the period	(7,180)	(22,712)
Other comprehensive income	-	-
Total comprehensive income for the period	(7,180)	(22,712)

Statement of Cash Flows

Receipts		
Fees and charges	36,120	30,480
Payments		
Employee costs	(9,551)	(7,966)
Materials and contracts	(13,467)	(23,312)
Insurance	(4,206)	(6,773)
Utilities	(11,552)	(10,631)
Net cash provided by (used in) operating activities	(2,656)	(18,202)

MATERIAL ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

22. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)

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

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Shire.

CONFIRMED PUBLIC AUDIT MINUTES

SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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24. RATING INFORMATION

(a) General Rates

RATE TYPE		Rate in \$	Number of Properties	2023/24 Actual Rateable Value*	2023/24 Actual Rate Revenue	2023/24 Actual Interim Rates	2023/24 Actual Total Revenue	2023/24 Budget Rate Revenue	2023/24 Budget Interim Rate	2023/24 Budget Total Revenue	2022/23 Actual Total Revenue
Rate Description	Basis of valuation			\$	\$	\$	\$	\$	\$	\$	\$
Gross rental valuations											
General GRV	Gross rental valuation	0.139267	163	1,798,538	250,477	(6,321)	244,156	250,477	-	250,477	231,730
Unimproved valuations											
General UV	Unimproved valuation	0.005673	313	539,586,000	3,061,071	162	3,061,233	3,061,072	-	3,061,072	2,775,193
Total general rates			476	541,384,538	3,311,548	(6,159)	3,305,389	3,311,549	-	3,311,549	3,006,923
Minimum payment											
Gross rental valuations											
General GRV	Gross rental valuation	577.15	71	91,890	40,978	-	40,978	40,978	-	40,978	32,010
Unimproved valuations											
General UV	Unimproved valuation	673.90	39	2,628,480	26,282	-	26,282	26,282	-	26,282	47,466
Mining UV	Unimproved valuation	1,347.80	50	277,430	67,390	3,192	70,582	66,042	-	66,042	-
Total minimum payments			160	2,997,800	134,650	3,192	137,842	133,302	-	133,302	79,476
Total general rates and minimum payments			636	544,382,338	3,446,198	(2,967)	3,443,231	3,444,851	-	3,444,851	3,086,399
Ex-gratia Rates											
Ex-gratia Rates			2		67,205	-	67,205	97,816	-	97,816	90,192
Interim and back rates					-	-	-	-	-	-	(17,081)
Total amount raised from rates (excluding general rates)					67,205	-	67,205	97,816	-	97,816	73,111
Discounts							-			-	-
Concessions							-			-	-
Total Rates							3,510,436			3,542,667	3,159,510
Rate instalment interest							13,092			11,000	10,810
Rate overdue interest							6,752			5,080	6,522

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2023/24 (30 June 2024 Carried Forward) \$	2023/24 Budget (30 June 2024 Carried Forward) \$	2023/24 (1 July 2023 Brought Forward) \$	2022/23 (30 June 2023 Carried Forward) \$
(a) Non-cash amounts excluded from operating activities					
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .					
Adjustments to operating activities					
Less: Profit on asset disposals		(71,050)	58,952	(43,760)	(43,760)
Less: Fair value adjustments to financial assets at fair value through profit or loss		(1,261)	-	(2,764)	(2,764)
Add: Loss on disposal of assets		-	(77,025)	8,606	8,606
Add: Depreciation	10(a)	3,444,080	4,273,564	4,273,567	4,273,567
Non-cash movements in non-current assets and liabilities:					
Pensioner deferred rates		(2,413)	-	1,860	1,860
Employee benefit provisions		19,885	-	(23,817)	(23,817)
Non-cash amounts excluded from operating activities		3,389,241	4,255,491	4,213,692	4,213,692
(b) Surplus or deficit after imposition of general rates					
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.					
Adjustments to net current assets					
Less: Reserve accounts	27	(968,922)	(1,000,411)	(1,253,888)	(1,253,888)
Less: Financial assets at amortised cost - self supporting loans	4(a)	(24,698)	(21,853)	(21,855)	(21,855)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	14	305,533	253,657	296,111	296,111
- Employee benefit provisions		-	69,243	-	-
Total adjustments to net current assets		(688,087)	(699,364)	(979,632)	(979,632)
Net current assets used in the Statement of Financial Activity					
Total current assets		2,318,205	2,681,095	3,872,041	3,872,041
Less: Total current liabilities		(1,529,125)	(2,040,619)	(2,002,123)	(2,002,123)
Less: Total adjustments to net current assets		(688,087)	(699,364)	(979,632)	(979,632)
Surplus or deficit after imposition of general rates		100,993	(58,888)	890,286	890,286

SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

16. BORROWINGS

(a) Borrowings

Purpose	Note	Actual						Budget					
		Principal at	New Loans	Principal	Actual Interest	Actual Interest	Principal at 30	New Loans	Principal	Actual Interest	Actual Interest	Principal at	Principal at
		1 July 2022	During 2022-23	Repayments	Expense During	Repayments	June 2023	During 2023-24	Repayments	Expense During	Repayments	30 June 2024	30 June 2023
		\$	\$	\$	2023-23	During 2022-23	\$	\$	\$	2023-24	During 2023-24	\$	\$
Economic Services													
Plawanning Water Supply		84,496	-	(17,893)	2,987	(2,036)	67,554	-	(18,341)	2,297	(1,987)	49,523	66,231
Transport													
Grader and Roller		180,417	-	(39,493)	3,476	(3,236)	141,164	-	(39,828)	1,358	(2,098)	100,596	140,885
2023 Plant		-	1,500,000	-	25,821	-	1,525,821	-	(188,664)	67,656	(69,403)	1,335,410	1,500,000
Total		264,913	1,500,000	(57,386)	32,284	(5,272)	1,734,539	-	(246,833)	71,311	(73,488)	1,485,529	1,707,116
Self Supporting Loans													
Recreation and Culture													
Calingiri Football Club		162,735	-	(19,784)	7,633	(8,205)	142,379	-	(19,810)	9,575	(9,576)	122,768	147,402
Total Self Supporting Loans		162,735	-	(19,784)	7,633	(8,205)	142,379	-	(19,810)	9,575	(9,576)	122,768	147,402
Total Borrowings	14	427,648	1,500,000	(77,170)	39,917	(13,477)	1,876,918	-	(266,643)	80,886	(83,064)	1,608,297	1,854,518

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

Borrowing Finance Cost Payments

Purpose	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023
					\$	\$	\$
Economic Services							
Plawanning Water Supply	84	WATC	2.49%	29-Aug-26	(2,297)	(1,536)	(2,987)
Transport							
Grader and Roller	85	WATC	0.85%	06-Oct-26	(1,358)	(1,309)	(3,476)
2023 Plant	87	WATC	4.17%	23-Feb-30	(67,656)	(60,663)	(25,821)
Total					(71,311)	(63,308)	(32,284)
Self Supporting Loans Finance Cost Payments							
Recreation and Culture							
Calingiri Football Club	83	Bendigo Bank	7.20%	14-Nov-29	(9,575)	(7,203)	(7,633)
Total Self Supporting Loans Finance Cost Payments					(9,575)	(7,203)	(7,633)
Total Finance Cost Payments					(80,886)	(70,511)	(39,917)

* WA Treasury Corporation

(a) New Borrowings - 2023/24

There were no new borrowings for the year ended 30 June 2024.

(a) Unspent Borrowings

The Shire had no unspent borrowings at 30 June 2024.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

27. RESERVE ACCOUNTS

	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Long service leave	4,519	163	-	4,682	4,518	136	-	4,654	4,483	36	-	4,519
(b) Plant	675,151	16,846	(395,285)	296,712	675,150	10,141	(300,000)	385,291	66,356	608,795	-	675,151
(c) Housing	143,775	5,178	-	148,953	143,775	4,319	(46,000)	102,094	98,795	50,980	(6,000)	143,775
(d) Sewerage scheme - Calingiri	49,914	1,798	-	51,712	49,913	1,499	-	51,412	57,215	465	(7,766)	49,914
(e) Sewerage scheme - Yerecoin	21,334	768	-	22,102	21,334	641	-	21,975	21,162	172	-	21,334
(f) Refuse site maintenance	256,281	9,230	-	265,511	256,281	7,699	-	263,980	254,215	2,066	-	256,281
(g) Building maintenance	40,489	26,459	-	66,948	40,489	26,215	-	66,704	15,187	25,302	-	40,489
(h) Infrastructure	54,945	41,979	-	96,924	54,945	41,651	-	96,596	14,684	40,261	-	54,945
(i) Gymnasium	7,480	270	-	7,750	7,480	225	-	7,705	7,420	60	-	7,480
(j) Unallocated monies	-	7,628	-	7,628	756,480	-	(756,480)	-	-	-	-	-
	1,253,888	110,319	(395,285)	968,922	2,010,365	92,526	(1,102,480)	1,000,411	539,517	728,137	(13,766)	1,253,888

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
Restricted by legislation/agreement	
(a) Long service leave	to be used to fund annual and long service leave requirements.
(b) Plant	to be used for the purchase of major plant.
(c) Housing	to be used for the procurement of staff housing.
(d) Sewerage scheme - Calingiri	to be used to maintain and improve the Calingiri sewerage scheme.
(e) Sewerage scheme - Yerecoin	to be used to maintain and improve the Yerecoin sewerage scheme.
(f) Refuse site maintenance	to be used to fund future refuse site development.
(g) Building maintenance	to be used for long term maintenance of Shire buildings.
(h) Infrastructure	to be used for future infrastructure development to ensure long term Shire sustainability.
(i) Gymnasium	to be used for future purchases and replacement of gymnasium equipment.
(j) Unallocated monies	to be used to hold unallocated monies for future refund or allocation once identified or transferred to Shire general revenue after the statutory period has expired.

**SHIRE OF VICTORIA PLAINS
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

28. TRUST FUNDS

The Shire did not have any funds held at balance date over which it has no control.

CONFIRMED PUBLIC AUDIT MINUTES

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT**

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Unallocated Receipt Reserve	No		✓		✓
2. Revenue Cut-Off issues	No		✓		
3. Credit Card Balances	No			✓	
4. Useful life of infrastructure	No			✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****1. Unallocated Receipt Reserve****Observation**

The Shire has an unallocated receipt reserve which amounted to \$7,628.18 at 30 June 2024 (30 June 2023: \$5,916.20). This reserve was previously classified as a suspense account under payables in the previous years. It relates to miscellaneous payments received to the Shire with no information provided on what the payments relates to. The Shire has performed various initiatives to reduce this balance by ensuring that all receipts have adequate descriptions and reference numbers, however, there has been an increase in the amount of unidentified receipts being received by the Shire, which is now classified as a reserve.

This finding was first raised in 2021-22.

Rating: Moderate (2023: Moderate)

Implication

The suspense account balance (if not reconciled on a timely basis) will continue to grow and there is an increased risk that the reconciliation will become onerous. In addition, there is an increased risk of fraud as the funds are unaccounted for.

Recommendation

We recommend that the reconciliation of suspense accounts be performed on a timely basis where possible.

The Shire should continue to remind people to include an adequate description when they make payments to the Shire.

Management comment

The shire has implemented all previous recommendations by the auditors and the recommendation above is a regurgitation of these previous recommendations. The shire transferred these monies to a Reserve to impose tighter controls (i.e. the funds are now restricted and require approval to be transferred) in response to the implication of increased fraud – its own initiative.

In the current year the shire has implemented the BPAY system as an additional measure to reduce unidentified monies which has had a significant effect (no unallocated monies to date). However this still does not alleviate this historical balance which has been communicated previously.

Barring any other solution, the shire is now resigned to the fact this will continue to be on the management letter, with no practical solution suggested from the audit until the statutory period for holding these monies is expired.

Responsible person: Colin Ashe

Completion date: 20/11/24

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Revenue Cut-Off issues****Observation**

During our revenue cut-off tests, we found 4 (out of 13) sales invoices, amounting to \$31,284.14, which were recorded in the incorrect accounting period. These adjustments were communicated to management and were corrected in FY 2024.

Rating: Moderate**Implication**

There is a risk that revenue is misstated.

Recommendation

We recommend that management establish procedures to ensure sales invoices for the current financial year issued post year-end are captured in the current financial year's financial records.

Management comment

Noted and agreed.

Responsible person: Colin Ashe**Completion date 20/11/24**

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****3. Credit Card Balances****Observation**

Based on our review of Bendigo and Adelaide Bank bank confirmation, we noted that there are four (4) credit balances amounting to \$ 6,679.05 arising from four (4) credit cards as at 30 June 2024. These credit balances have not been captured in the Trial Balance and therefore, have not been reported in the financial statements. The overall amount is immaterial.

Rating: Minor**Implication**

There is a risk that the liabilities reported in the financial statements is understated.

Recommendation

We recommend that management recognize all credit card balances in the accounts to ensure all liabilities incurred by the Shire are captured in the Shire's financial records, including the financial statements.

Management comment

Noted and agreed though as indicated, the amount is of a minor nature and immaterial, therefore this risk is very low.

Responsible person: Colin Ashe

Completion date: 20/11/24

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****4. Useful Life of Infrastructure****Observation**

From our review of the Shire's Infrastructure depreciation, we noted that the useful life for 2 infrastructure assets (Footpaths and Shire Administration- Carpark) were not complying with the Shire's fixed assets policy. This has impacted the depreciation calculation for those assets. The implied useful life used to calculate depreciation for those assets were higher than the maximum useful life as stated in Shire's fixed asset policy. The overall impact is immaterial.

Rating: Minor**Implication**

There is a risk of misstatement for both infrastructure and depreciation expenses balances.

Recommendation

We recommend that management review the useful life of all fixed assets belonging to the Shire to ensure that the useful life for all assets comply with the Shire's fixed asset policy.

Management comment

Noted and agreed – the review has already been completed through transfer of the Fixed Asset Register to the new finance system.

Responsible person: Colin Ashe

Completion date: 20/11/24

Committee returned to the order of the Agenda as provided at 11.04 AM.

7.2 Updates on the Functions of the Audit Committee

7.1.1 REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE

File Reference	
Report Date	4 November 2024
Applicant/Proponent	Audit Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher
Attachments	1. SoVP Audit Committee Terms of Reference - Oct 2024

PURPOSE

To review and re-establish the Audit Committee Terms of Reference.

BACKGROUND

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

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

The ToR was last reviewed and amended in Aug 2021.

COMMENT

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

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

Reports Requiring Decision

An extract of Appendix 1 of the ToR notes:

Reports Requiring Decision

The following will require reporting on from time to time:

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

1. Updates on the Functions of the Audit Committee – D/CEO is of the view this is still fit for purpose and no change is recommended. Much of the functions centre around Regulation 17 of the Local Government (Audit) Regulations 1996 - *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:*

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

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

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

Indicative Meeting Dates and Financial Activities

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

February – review of Audit Committee ToR.

March – Budget Review, Compliance Return, Audit Entry Meeting

July – Budget Adoption

November – Audit Exit Meeting / Annual Financial Statements.

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

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

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

7.1A Audit Committee

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

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

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

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

Delegation

Nil

Policy Implications

Section 3 – Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution**Moved: Cr D Lovelock****Seconded: Cr S Woods**

That the Audit Committee **RECOMMENDS** that council **APPROVE** the review and amendments to the Terms of Reference as presented in attachment 1.

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)**For: Cr P Bantock, Cr S Woods and Cr D Lovelock****Against: Nil**



SHIRE OF VICTORIA PLAINS

CONFIRMED PUBLIC AUDIT MINUTES

AUDIT COMMITTEE – TERMS OF REFERENCE October 2024

Preliminaries

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

Structure

Name

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

Establishment

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

Guiding Principles

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

Purpose

The purpose of the Audit Committee is to:

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

Committee Functions

Regulation 16

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

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

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

Regulation 14(3A)

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

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

Notes - Regulation 17 Review

17. CEO to review certain systems and procedures:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

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

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

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

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

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

(3) A local government must:

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

(4) A local government must:

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

Notes – Local Government Amendment Auditing Act 2017

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

Membership

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

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

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

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

Meetings

a. Committee Meetings

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

b. Quorum

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

c. Voting

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

d. Minutes

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

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

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

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

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

e. Who acts if the presiding member is unavailable?

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

Committee.

f. Meeting Not Open to the Public

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

g. Public Question Time

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

h. Members' Conduct

Council Members of the Committee shall be bound by the following

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

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

i. Executive Support

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

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

j. Presiding Member

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

k. Meeting attendance fees

Nil

l. Indicative meeting schedule and financial activities

February – review of Audit Committee ToR.

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

July – Budget Adoption.

November – Audit Exit Meeting / Annual Financial Statements.

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

Delegated Authority

This committee has no delegated authority.

Adoption

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

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

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

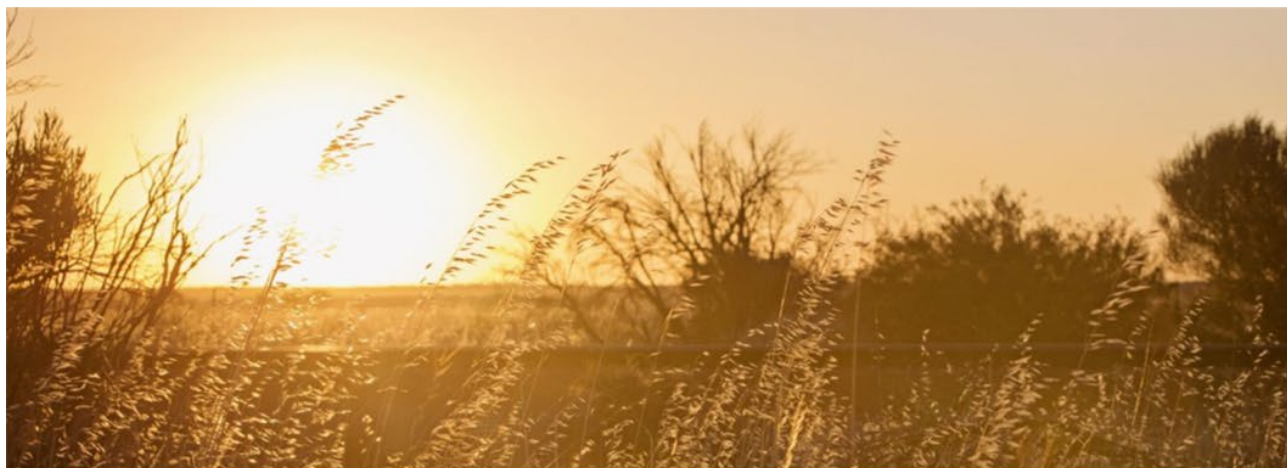
CONFIRMED PUBLIC AUDIT MINUTES

Appendix 1

Agenda

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

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



REFERENCES AND ACKNOWLEDGEMENTS

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

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

Disclaimer

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

Review of the Audit Committee Terms of – Reference

The Committee Terms of Reference will be updated annually.

Document Management

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

7.3 Internal Audits

Nil

CONFIRMED PUBLIC AUDIT MINUTES

7.4 Financial Reporting

7.4.1 BUDGET REVIEW AS AT 31 OCTOBER 2024

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

PURPOSE

To conduct the first budget review for 2024-25 based on Oct 24 financial statements for the Audit Committee approval.

BACKGROUND

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

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

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

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

COMMENT

BUDGETED OPENING SURPLUS VS ACTUAL SURPLUS:

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

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

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

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

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

1ST Quarter Budget Review 24/25:

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

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

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

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

Overall, a conservative approach has been undertaken to this first review given its timing with the initial results indicating a **(\$88,203)** forecast deficit as at 30 June 2025. Management will continue to closely monitor the financial outcomes to endeavour to find savings and offsets to bring this forecast back to a surplus.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

Ms Glenn Deocampo - Coordinator Financial Services

STATUTORY CONTEXT

Local Government Act 1995 and associated regulations in particular;

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

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

CORPORATE CONTEXT

Audit Committee Terms of Reference.

Strategic Business Plan/Corporate Business Plan

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

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

Delegation

Nil

Policy Implications

Section 3 – Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

Amendments to the budget will provide better forecasting and therefore management of council's finances.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution

Moved: Cr S Woods
Seconded: Cr D Lovelock

That the Audit Committee recommends that council **APPROVES**:

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

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)

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

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

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

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

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

CONFIRMED PUBLIC AUDIT MINUTES

7.5 Risk Management Issues (quarterly updating and reporting on key risks)**7.5.1 RISK REGISTER - SEPTEMBER QUARTER 2024**

File Reference	
Report Date	14 November 2024
Applicant/Proponent	Sean Fletcher, Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Risk Register - September Quarter 2024

PURPOSE

For the Audit Committee to accept the September Quarterly Update for the Shire's Risk Register.

BACKGROUND

The Shire maintains a risk register regarding the key risks (exposure) to the organisation. The Audit Committee last received a report on the risk register at its February 2024 meeting.

COMMENT

The Shire's Corporate Risk treatment improved from the June Quarter. In particular:

- Extreme risks reduced from 14% to 3%. This was due to:
 - E4 Further clarification by Green Wind Renewables re Grevillea Wind Farm and Wandoo Wind Farm;
 - E5 Advice by Caravel that the Environmental Review Document is due for release in early 2025;
 - E6 Key improvements to the Corella Management Program:
 - Establishment of the NRM Steering Committee;
 - Firming up of the Budget;
 - Approval on the use of Alphachloralose
- Low risks (those completed) increased from 36% to 38% due to the successful implementation of BPay (S5);
- Although Moderate risks increased, this reflects the introduction of the new risk H2 re the Tier 1 WHS Action Plan (H2). The Corella Management Program (E6) also transitioned from Extreme to Moderate due to the key improvements in the management of this program by Wheatbelt NRM;
- The High Risk category did increase from 18% to 24% but this reflects the transition of Extreme Risks to High (E4 & E5).

Many other risks continued key activity that will improve the Shire's corporate risk treatment in due course.

The Disaster Recovery Plan (S4) is yet to commence. This should get underway in November 2024

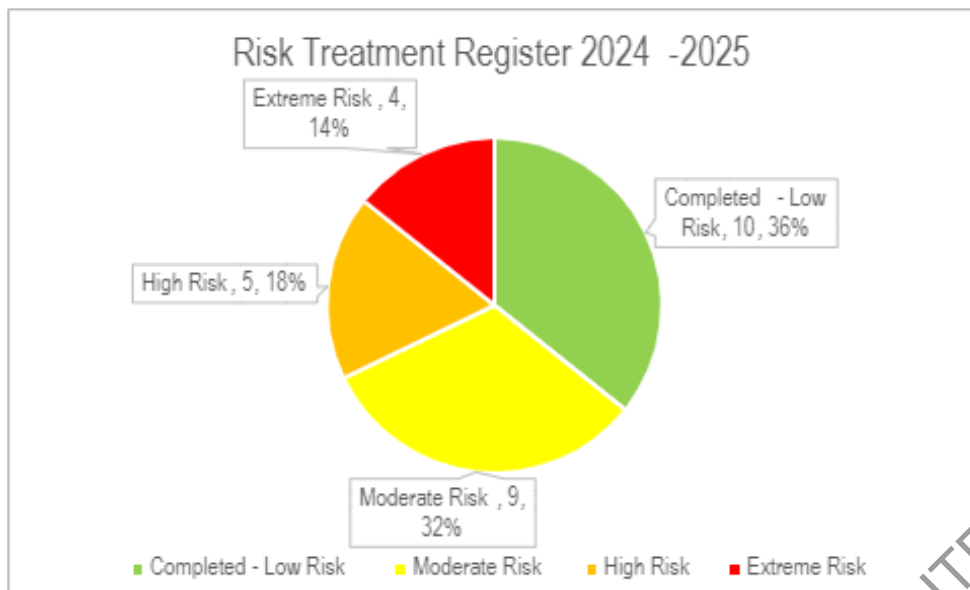


Chart 1 – Risk Register - June Quarter

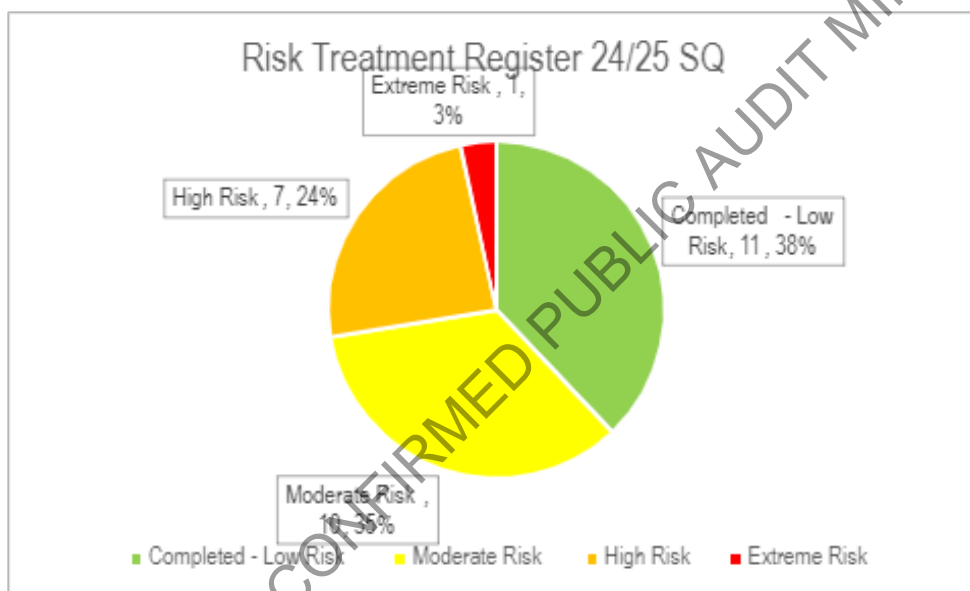


Chart 2 – Risk Register – September Quarter

CONSULTATION

The Senior Management Team 30 October 2024

STATUTORY CONTEXT

Local Government (Audit) Regulations 1996

Reg 17 – CEO to review certain systems and procedures.

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

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

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

The Risk Register is subject to the compliance process and auditing.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
	Non-compliance results in termination of service or imposed penalties. Single major litigation	The event should occur at some time(20% chance) At least once in 3 years		Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution**Moved:** Cr D Lovelock**Seconded:** Cr S WoodsThat the Audit Committee **ACCEPTS** the Risk Register report for the September Quarter 2024**CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)****For:** Cr P Bantock, Cr S Woods and Cr D Lovelock**Against:** Nil

CONFIRMED PUBLIC AUDIT MINUTES

Shire of Victoria Plains: September Quarter 2024



Risk register (part one)

- Complete a row per risk. Then, in the separate *Risk Treatment Register*, summarise the action you'll take.
- Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
- **Important:** Use the risk assessment and acceptance tables in Part Three to work out the level of risk.

Date first introduced: 27 March 2023	Compiled by: CEO – Sean Fletcher
Date reviewed: 24 October 2024	Reviewed by CEO – Sean Fletcher

CONFIRMED PUBLIC AUDIT MINUTES



Shire of Victoria Plains: September Quarter 2024

Reference ID	Describe the risk	Rate the likelihood	Rate the consequence	= Resulting level of risk	Describe how adequate current controls are	Give it a risk priority
Eg. risk # 1	What can happen? How can it happen? When can it happen?	- Almost Certain - Likely - Possible - Unlikely - Rare	- Insignificant - Minor - Moderate - Major - Catastrophic	- Low - Moderate - High - Extreme	- Effective - Adequate - Inadequate	- A - Must - B - Should - C - Could
S1: No power for more than a day Example: delete after reading or leave as a guide.	Power failure for more than one day Loss of all frozen stock, refrigerated food, food and drink cabinets Security system may not operate, staff cannot lock up No lighting to kitchen or elsewhere Could happen anytime, night or day, no notice Air con, exhaust fans and hand dryers will not work No appliances, but stoves will work if lit manually. No hot water Cash register, stock control and EFTPOS etc will not operate	Unlikely	Major	Moderate	Inadequate. Backup generator does not run Insurance will not cover losses. Not sure if security system has a battery backup	B
Health						
H1 8/01/24	Staff exposed to physical injury or trauma (including stress) that has impacts for more than 10 days	Likely	Moderate	High	Adequate – safe work practices are in place, WHS Committee in place and EAP is in place. Mental Health Sessions held quarterly	B
H2 24/10/24	Shire fails to implement Tier 1 WHS Action Plan. Failure to implement the WHS Action Plan will see the Shire exposed to corrective action or prosecution by WorkSafe. Also exposes staff to potential harm	Possible	Major	High	Inadequate – Controls (processes) not operating as intended ie there is no Action Plan in place.	A

Shire of Victoria Plains: September Quarter 2024

**Financial Impact**

F1 27/03/23	WSFN – Mogumber Yarrawindah Rd Upgrades 2021/2022 and 2022/2023 – Deferred due to RFQ costs 50% above budget	Likely	Catastrophic	Extreme	Inadequate – proposed project management does not meet WFSN requirements. Costs up by 50%	A
F2 27/03/23	Calingiri New Norcia Road and Toodyay Bindi Bindi Road Intersection – On hold due to RFQ costs 50% above budget, Shire expending allocated MRWA funds in 2021/2022, land acquisition drawn out	Likely	Major	High	Inadequate – Shire funds spent on other operations. Costs up by 50%.	A
F3 27/03/23	AGRN962 – Flood Event March 2021. DFES will not recognise Shire's submission. Several attempts have been made to rectify. Damage is set at \$4.25M	Possible	Catastrophic	High	Inadequate – DFES is using current criteria to assess Flood Event	A
F4 15/01/24	Inadequate staff housing (lack of housing stocks makes it difficult to recruit and maintain staff in some roles)	Likely	Major	High	Inadequate – need at least 1 house for Outside staff. Need 1 house for Regulatory Services personnel/other	B
F5 15/01/24	Shire does not follow the Asset Management Plan	Almost Certain	Catastrophic	Extreme	Adequate – Plant Replacement Program in place, Bridge Maintenance Program in place. Road Hierarchy drafted	A
F6 15/02/24	Claims by Dr Maurice Walsh upheld	Almost Certain	Major	Extreme	Effective – Shire has followed due process, has adequate insurance	A

Shire of Victoria Plains: September Quarter 2024

**Service Interruptions**

S1	Power blackouts and shutdowns to allow repairs and upgrades	Almost Certain	Minor	High	Effective – generators in place and maintained on a regular basis and there is a business continuity plan in place	A
S2	Information, Technology and Communication systems hacked or shut down due to other causes	Almost Certain	Moderate	High	Effective – staff undertake cyber training and there is a business continuity plan in place. Also, Shire Office upgraded to 5G fibre	A
S3	Water supply to all shire facilities in Calingiri interrupted	Almost Certain	Moderate	High	Adequate – bottled water is at the Depot and staff can access public toilets	A
S4	2024 Interim Audit flagged the Shire's disaster recovery processes are inadequate. A Disaster Recovery Plan as a sub-plan to the Business Continuity Plan is required	Likely	Moderate	High	Inadequate – There is no plan in place	A
S5	The BPAY Biller software from Bendigo and Adelaide Bank requires GPG4WIN v2.3.3, which is vulnerable to remote exploitation. WCS reference 98365 - Remote exploitation could compromise the integrity of the payment system - Unauthorised access to sensitive payment and customer information - Potential to be used as an attack vector which could lead to compromise of any device connected to the Shire of Victoria Plains network - Possible halting of all business operations reliant on IT	Possible	Major	High	Adequate – Bendigo and Adelaide Bank were provided with an risk assessment of the software, verified they know about the issue but offered no alternative. GPG4WIN is restricted via Application Whitelisting however some controls had to be disabled to ensure it can run correctly	B

Shire of Victoria Plains: September Quarter 2024



S6	Building applications not assessed/approved in a timely fashion	Possible	Moderate	Moderate	Adequate – Shire of Chittering provides service to other double check or assess	B
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Compliance

C1 27/03/23	Implementation of Stage 5 of the Public Health Act – allocation of local health tasks	Possible	Minor	Moderate	Adequate – EHO currently contracted to the Shire. EHO's are expected to do key tasks. Other tasks can be reallocated to other staff	B
C2 27/03/23	Not managing complaints for the Behaviour Complaints Committee in a timely fashion	Almost Certain	Moderate	High	Inadequate – Process has not been reviewed or tested as yet	A
C3 27/03/23	Risk Procedures including the Risk Register and Risk Dashboard are inadequate or not implemented	Possible	Major	High	Adequate – Updated Risk Assessment and Acceptance Criteria adopted by Council 22 March 2023. Risk Procedures in place and Risk Register implemented 27/03/23	A
C4 3/06/22	Record Keeping Plan is not followed	Almost Certain	Major	Extreme	Inadequate – Plan not being used, records not being recorded or filed. Records not archived	A

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**Reputation**

R1 27/03/23	Dog attacks not responded to in a timely fashion	Almost Certain	Minor	High	Inadequate – Process to handle dog attacks including effective reporting and follow-up	A
R2 15/01/24	Communication strategy not followed, creating gaps in the Shire's level of communication/engagement with the community	Likely	Minor	Moderate	Effective – Website updated, Well Done afterhours, Newsletter improved, Facebook improved. Mailouts where required. OCM video uploaded to website	A

Property

P1 8/01/24	Uncertainty regarding the status of the Shire's CCTV causing problems when there is an incident e.g. damage to property or a break in	Likely	Minor	Moderate	Adequate – A review of current CCTV across the Shire is required eg improved monitoring	B
P2 8/01/24	Ongoing confusion regarding the responsibilities of the Shire and the Progress Associations to manage the Shire's halls despite the implementation of MOUs, causing matters not to be addressed.	Likely	Minor	Moderate	Adequate – review of MOUs in place required to ensure meeting requirements	A

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**Environmental**

E1 15/01/24	Breaches regarding inadequate monitoring of the bores for the Bolgart Landfill	Possible	Minor	Moderate	Inadequate – bores are required to monitor seepage from landfill into water sources	A
E2 15/01/24	Shires landfills (Calingiri, Bolgart & Mogumber) do not comply, leading to DWER intervention	Possible	Minor	Moderate	Adequate – EHO has reviewed and identified actions in the Strategic Waste Plan. E-Waste Transfer stations being implemented. Other transfer stations to follow	A
E3 8/01/24	Water Supply to communities continues to be inadequate	Almost Certain	Moderate	High	Adequate – Supply to Mogumber needs to be secured. Piawaning desalination plant requires upgrading (filtration system). Access to Gillingarra Water needs resolution. Standpipes need better security	A
E4 01/07/24	Energy Transition Projects dominate Shire workload and resources for the next five years (until 2030)	Almost Certain	Catastrophic	Extreme	Inadequate – green technology on a significant scale has not been experienced previously. WALGA is developing a renewables framework for local government	A



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E5 Since 2019	1. Caravel Copper Mine at Lake Ninan (Wongan-Ballidu) will commence construction in 25/26 and operating in 2026. Will impact: a. Local Roads b. Environment - Underground water sources c. Planning	Almost Certain	Catastrophic	Extreme	Monitor - Shire has an engagement process in place with Caravel. The Shire has had input into the development of the Caravel Environmental Scoping Document and is in the process of developing a community support package	A
E6 1/10/23	Corellas are not managed effectively	Almost Certain	Moderate	High	Monitor – Shire has in place a flexible shooting program, is a member of the AROC Corella Management Project and the EHO has developed a local action plan. ESO is in the process of setting up a Shire working group to coordinate effective strategies	B
E7 25/07/24	Failing to effectively engage with the Yued Ranger Program	Possible	Minor	Moderate	Adequate - Connection with Yued Aboriginal Corporation established in July 2024 including lines of communication	A

Shire of Victoria Plains: September Quarter 2024



Risk treatment register (part two)

- Use one row per risk. Work your way across, left to right.
- Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
- This summary is based on your analysis of each risk in the *Risk Register (stage one)*.

Date first completed: 27 March 2023	Compiled by: CEO - Sean Fletcher
Date reviewed: 25 July 2024	Reviewed by: CEO – Sean Fletcher

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Risk in priority order from the risk register	Possible treatment options - Available options - More research needed to create new options?	Preferred options	Choose what to do: A = accept option/s R = reject option/s	Who will implement option/s	By when?	Who will monitor this risk and its treatment?	Further action Includes residual risk
Risk S1: Priority B No power for more than a day Example	1. Fix generator 2. Buy second generator 3. Investigate better insurance 4. Research exactly how long food keeps for in fridges and freezers without power 5. Simply shut down to cut losses and claim on insurance 6. Set up an agreement with another store 7. Improve fridge insulation	1. 3. 4. 6.	1. = A 3. = A 4. = A 6. = R	Jerry	21/12/2012	Elaine	- Take generator in - Contact broker - Talk to manufacturer or industry association?
C1 Priority B Allocation of EHO tasks	1. CEO and EHO to meet and identify key tasks versus minor tasks	1	1 = A	CEO	31/12/23	Reg Support Off (Saoirse)	Outcomes documented Additional Tasks July 2024: - Regional Waste Facility Position Paper. - Draft completed 16/10/24 - Will need to go to Council for consideration Additional Tasks September 2024: - Key Development Position Paper (Community Reference Groups)

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C2 Priority A	1. Advise Committee Chair on status of initial complaints 2. Advise complainants on status of complaints 3. Call Committee meeting once discussed with Committee Chair	1 2 3	1 = A 2 = A 3 = A	Complaints Officer – CEO	30/04/23	CEO	- Process for 2023 was unsatisfactory as the Complaints Officer (CEO) was time poor due to other priorities - CEO made submission to LG Pro CEO Industry Statements for Division 3 complaints to be removed from CEO's responsibility - DLGSC DG advised July 24 CEO's Forum that the Office of the Inspector will help ameliorate this issue
C3 Priority A Risk Register and Risk Dashboard	1. Update Risk Dashboard to reflect realistic timeframes 2. Develop Risk Register	1 2	1 = A 2 = A	CEO	31/03/23	CEO	Roll out to all staff: - Risk Register in place March 2023; - Risk Dashboard updated Feb 2024. Requires update for next Audit Committee meeting Sep 2024. This has been deferred to November 2024



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C4 Priority A Record Keeping Plan	- Record Keeping Plan updated and compliant - Archives completed - Training undertaken for Records Officer and all staff - Staff to register own records - Source new records management system - Mentor implemented for Records Officer - Hard copy records archived off site Note: July 2024. Risk transitioned from Moderate to Low	1 2 3 4 5 6	1 = A 2 = A 3 = A 4 = A 5 = A 6 = A 7 = A	Records Officer	03/06/22	Records Off	- Record keeping plan lodged with SRC - Archive project completed 31/12/22 - Mentor program in place. Transitioned to Council First - Staff training in place - Council First implemented by 31/01/24
E1 Priority A Monitoring of Bolgart Landfill Bores	Resolve with DWER whether landfill can be deregistered, hence bores will not be required as transfer stations are being installed and putrescible waste taken to Calingiri or Northam Note: July 2024. Risk transitioned from Moderate to High	1	1 = A	EHO	31/03/24	EHO	Outcome of discussions with DWER saw Bolgart transitioned to High Risk. Monitoring Bore to be installed 24/25 Further requirements now imposed 24/10/24: - Existing bore to be decommissioned; - New bore to be installed - DFES requires 10,000l water tank for fire fighting purposed



Shire of Victoria Plains: September Quarter 2024

E2 Priority A Shire Landfills	1. Implement Strategic Waste Management Plan 2. Audit landfills and reconfigure to allow for 5M setbacks 3. Implement E-Waste Transfer Stations 4. Expand to include other transfer facilities for waste	1 2 3 4	1 = A 2 = A 3 = A 4 = A	EHO/MWS/CEO	8/01/24	EHO	• Works for E-Waste Transfer stations: ◦ Sheds completed ◦ Retaining walls underway 14/10/24 • Other waste to be incorporated. Advie received from Avon Waste July 2024:
E3 Priority A Water Supply	1. Develop a water strategy 2. Secure standpipes 3. Upgrade Piawaning Desalination Plant (Filtration System) 4. Improve bore maintenance 5. Take over management of Gillingarra Bore Note: Deferred to 24/25 due to CWSP funding commitments	1 2 3 4 5	1 = A 2 = A 3 = A 4 = A 5 = A	MWS/CDO/CEO	31/12/24	MWS	• CWSP grant to assist fund water strategy successful. Daft Strategy due Nov 24 • New filtration system and bore for Piawaning Desalination Plant commissioned Aug 24 • Parker Rd Bore repaired and pump replaced. CWSP grant for Parker Rd and Gouge Rd Tanks successful. Works commenced Oct 24 • Supreme Court action pending Gillingarra Bore. Both parties agreed to Shire solution 2/09/24. Shire drafting agreement



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E4 Priority A Energy Transition – Grevillea and Wandoo Windfarms	1. CEO and Council to develop rapport with Green Wind Renewables (Grevillea and Wandoo Wind Farms): - Planning - Road Impacts - Community Engagement - Upgrade of SWIS 2. Victoria Plains and Moora to be on the same page: - Developer Contributions - Planning process 3. CEO to ensure strategic plans, compliance plans are in place and up to date Note: July 2024. New Risk October Risk transitioned from Extreme to High due to firming up of Shire's requirements	1 2 3	1 = A 2 = A 3 = A	CEO/MWS/EHO/ TP	30/06/30	CEO	- GWR has met with CEO and Council to discuss projects - CEO attended Energy Transition Listening Sessions – Canberra 2/07/24 - CEO met CEO Moora re Grevillea Wind Farm re being on the same page. Unsuccessful as at Oct 24 - Consultant Planner has recommended submission of project to WAPC as a Significant State Project - GWR has submitted DA for Grevillea Met Mast – to Council Nov OCM - GWR met CEO and EHO on 24/20/24 re Wandoo Wind Farm and project status: - State Significant Pathway - Community Benefit Fund - Community Reference Group - Both WF's are Top 10 Priority re SWIS Upgrade
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E5 Priority A Caravel Copper Mine	1. CEO to continue engagement with Caravel 2. EHO to monitor environmental assessments 3. ASO to monitor change in mining advice and licensing Note: July 2024. New Risk	1 2 3	1 = A 2 = A 3 = A	CEO	30/07/24	CEO	- Meetings are held every 3 – 6 months - Caravel to meet Council 28/11/24 - Environmental Assessment to be released H1 2025
E6 Priority A Corella Management	1. Rescope AROC deliverables 2. Appoint ESO to lead project 3. ESO to facilitate roll out local strategies (CLAP) Note: July 2024. New Risk Transitioned from Extreme Risk to Moderate Risk due to corrections made by Wheatbelt NRM to the Project	1 2 3	1 = A 2 = A 3 = A	ESO	30/07/24	CEO	- CEO appointed ESO as project lead on 29/07/24 - CEO now a member of NRM Wheatbelt Steering Committee - CEO to sign agreement between AROC and NRM Wheatbelt - Licence for Alphachoralose allocated to DPIRD - Program Budget established

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E7 Yued Ranger Program	1. CEO and CDO to meet YAC quarterly 2. CDO to develop engagement profile re joint events and programs Note: - July 2024. New Risk - October 2024: Risk transitioned from Extreme to High as relationship has continued to improve	1 2	1 = A 2 = A	CDO/ESO	30/07/24	CDO	- Process for quarterly meetings implemented July 2024 - Regular engagement has continued: - The Shire’s draft bio-diversity strategy; - The draft Local Heritage Survey; - Establishment of a vegetation offset on Old Plains Rd regarding the Calingiri Intersection project; - Matters regarding the Mogumber Landfill and bushfire treatments; - Location of a suitable site to build a new emergency services building in Calingiri; and - How the Shire can help regarding the Yued Aboriginal Corporation Ranger Program.
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CONFIRMED PUBLIC AUDIT MINUTES



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F1 Priority A Mogumber Yarrowindah Rd	1. CEO and MWS to present to WSFN Steering Committee re delays 2. CEO, MWS and Engineer to revisit in May 2023 specification for works	1 2	1 = A 2 = A	CEO	31/03/24	Contracted Project Manager	RFQ to be issued May/June 2023: • Quotes opened 15 June 2023 and closed on 21 July 2023 • Allister Butcher (Shire Engineer) managed project • Works were completed December 2023 • Funding successful for final component for 24/25
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CONFIRMED PUBLIC AUDIT MINUTES



Shire of Victoria Plains: September Quarter 2024

F2 Priority A Calingiri NN Intersection	1. CEO and MWS to present to WSFN Steering Committee and seek funding as a priority project 2. Amend land purchase agreement to meet expectations re fencing and drainage 3. MWS to undertake works as per project plan 4. CEO to negotiate early release of funds first half of 2024	1 2 3	1 = A 2 = A 3 = A 4 = A	CEO/MWS	31/03/24	Contracted Project Manager	• Requests to MRWA for \$348K and CBH \$300K – Successful: ◦ MRWA paid \$220K ◦ CBH paid \$300K • ARC requirements clarified and commitment to rail crossing secured 15/01/24 • CBH has confirmed \$300,000 in 24/25 Budget • ARC and MRWA confirmed eastern portion of Intersection must move north at least 0.5M. Zone 50 Engineering Surveys in July 2024 provided a Drone Model that current design and works are adequate • Construction Agreement for Rail Crossing signed 23/10/24
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CONFIRMED PUBLIC AUDIT MINUTES



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F3 Priority A AGRN962	1. MWS to work with DFES to confirm roads that will be funded	1	1 = A	MWS	30/06/23	MWS	Core to assist with project: • Scope of works agreed in July 2024 • Specification for RFQ released in September 2024; • DFES must approve funding by Christmas 2024.
F4 Priority A Staff Housing	1. Build two houses – Loan required \$1M 2. Seek GROH rentals in Calingiri (2 properties) 3. Update Staff Housing Plan 4. Participate in AROC Key Worker Housing project including Edmond Street Key Worker Housing 5. See funding that also will assist with the Calingiri Transient Workforce Accommodation Note: 1. July 2024. Priority changed from B to A 2. Due date changed to 30 June 2026 to reflect funding guidelines	1 2 3 4	1 = A 2 = A 3 = A 4 = A	CEO	30/06/26	CEO	• CEO is Chair of AROC Housing working group • Edmond Street Concept Plan developed • Seek civil/headworks and other funding for Edmond Street: ○ HSP – Stream 1 – Successful ○ HSP Stream 2 pending ○ IDF submitted ○ DPIRD Pilot Program pending



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F5 Priority A Asset Management Plan not followed	- Update AMP to include linkages to: - Road Hierarchy - Plant Replacement Program - Bridge Maintenance Program - Drainage Program - Vegetation Program - Document RAV Network - Footpath Program etc - Sewerage Program - Establish Building Maintenance Program - Engage consultant to help make effective use of AMP Note: July 2024. Risk transitioned from Extreme to High Due date amended from 15/01/24 to 31/03/25	1 2 3	1 = A 2 = A 3 = A	CEO	31/03/25	SMT	- PBUS to develop building maintenance program – Deferred to October 2024 - Ben Symmonds completed Draft AM Strategy July 2024 - Engineer to draft RAV document by 31/12/24 - STED audit completed July 2024 - MWS to engage consultant re drainage program - MWS to develop vegetation program, footpath program - Fleet Risk Assessment Report 30/07/24 - Successful
F6 Priority A Dr Maurice Walsh	- Activate insurance policy re s.97A claim - Activate insurance claim re underpayment of salary Note: July 2024. New Risk	1 2	1 = A 2 = A	CEO	31/12/24	Council	- Matters in hand with LGIS & Kennedys - Matters flagged with Auditors re 24/25 Audit and 23/24 Annuals



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H1 Priority B Physical/Mental Health Injury	1. Support WHS Committee 2. Provide quarterly mental health training/initiatives 3. Provide EAP 4. Implement emergency evacuation procedures 5. Improve communication/engagement	1 2 3 4 5	1 = A 2 = A 3 = A 4 = A 5 = A	CEO	8/01/24	Payroll	- WHS Committee meets quarterly - Mental health workshops/initiatives in place - EAP in place - Evacuation procedures in place - Staff quarterly newsletter in place and regular staff meetings at all levels
H2 Priority A Tier 1 WHS Action Plan	1. Risk Coordinator developing Action Plan 2. Roll out Action Plan from December 2024 Note: October 2024. New Risk	1 2	1 = A 2 = A	CEO	24/10/24	Admin/WHS Officer	Tier 1 Assessment completed 15/10/24. Many requirements met. Some key gaps to be set out in the Action Plan
P1 Priority B Shire's CCTV	1. Identify suitable company to undertake review 2. Develop CCTV management plan	1 2	1 = A 2 = A	CoSO/CESM	30/06/24	CESM	- Sapio engaged to undertake project. Project halted with resignation of CoSO in June 2023. CEO reactivated with CESM 9/1/24 - Scope of works confirmed August 24
P2 Priority A Shire MOUs	1. Engage 150 Squared to assist 2. Review roadblocks regarding rollout of MOUs	1 2	1 = A 2 = A	CEO/CDO	31/03/24	CDO	All MOUs in place
R1 Priority A Dog Attack response	1. Investigate implementation of on-call (after hours) service 2. Flowchart regarding after hours contacts and support required	1 2	1 = A 2 = A	CEO	30/06/23	PA	Well Done (after hours contact) implemented Prior to Christmas 2023



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R2 Priority A Communication Strategy not followed	1. Communication Team in place including action plan based on communication strategy 2. Improve website, Facebook and Newsletter 3. Implement afterhours support 4. Upload OCM videos to website	1 2 3 4	1 = A 2 = A 3 = A 4 = A	CEO	15/01/24	PA	- Communication Team meets bi-monthly - Website, Facebook and Newsletter upgraded - Welll Done after hours in place - Videos of council meetings in place
S1 Priority A Power Outages	1. Office Admin generator is maintained and tested on a regular basis 2. Depot generator is maintained and tested on a regular basis 3. Emergency Services generator is maintained and tested on a regular basis	1 2 3	1 = A 2 = A 3 = A	MWS	Ongoing	MWS	- Working satisfactorily. - Will look into automatic start up when power failure occurs
S2 Priority A Interruption to ICT	1. Ensure there is ongoing cyber security training in place 2. Maintain and update business continuity plan	1 2	1 = A 2 = A	DCEO	Ongoing	DCEO	Working satisfactorily
S3 Priority A Water supply interrupted	1. Contact plumber or bore specialist 2. Contact Water Corporation, Moora 3. Secure access to toilets 4. Secure access to water supplies (bottled water) 5. Secure access to alternate water for ovals etc	1 2 3 4 5	1 = A 2 = A 3 = A 4 = A 5 = A	MWS, PBuS, CEO	Ongoing	MWS	Working satisfactorily



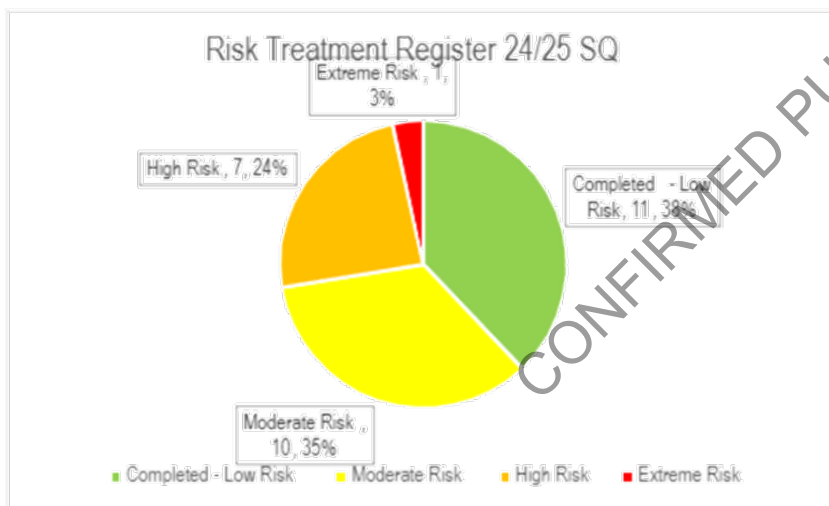
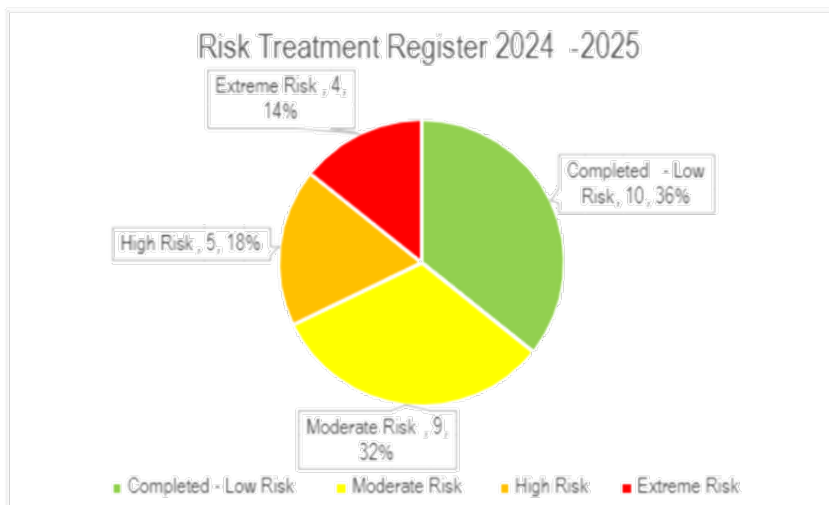
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S4 Priority A Develop a Disaster Recovery Plan	The disaster recovery plan (DRP) is to include a set of detailed, documented guidelines that outline the Shire's critical assets and explains how the Shire will respond to unplanned incidents e.g. cyber attacks, system failures, power outages, natural disasters, equipment failures, or infrastructure disasters. More specifically, the disaster recovery plan will measure how capable the Shire's ability is to restore IT infrastructure functionality and access to critical data, regardless of the disaster event. The DRP should identify the responsibilities of staff within the Shire, outline the step-by-step instructions for the disaster recovery process, and create plans to mitigate and reduce the impact of the incident so that the Shire can resume basic operations. Note: July 2024. New Risk	1	1 = A	DCEO	30/06/25	SMT	To commence November 2024
S5 Priority B Bendigo Bank BPay	1. Install Bendigo BPay subject to Wallis Computing Services assessment	1	1 = A	DCEO	31/08/24	DCEO	Implemented for issue of Rates. Working well as at September 2024
S6 Priority B Building Applications	1. Evaluate Shire of Chittering service for three months	1	1 = A	PBSu/EHO	31/10/24	EHO	In place

Flag	
Low	
Moderate	
High	
Extreme	



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Executive Summary

The Shire's Corporate Risk treatment improved from the June Quarter. In particular:

- Extreme risks reduced from 14% to 3%. This was due to:
 - E4 Further clarification by Green Wind Renewables re Grevillea Wind Farm and Wandoo Wind Farm;
 - E5 Advice by Caravel that the Environmental Review Document is due for release in early 2025;
 - E6 Key improvements to the Corella Management Program:
 - Establishment of the NRM Steering Committee;
 - Firming up of the Budget;
 - Approval on the use of Alphachloralose
- Low risks (those completed) increased from 36% to 38% due to the successful implementation of BPay (S5);
- Although Moderate risks increased, this reflects the introduction of the new risk H2 re the Tier 1 WHS Action Plan (H2). The Corella Management Program (E6) also transitioned from Extreme to Moderate due to the key improvements in the management of this program by Wheatbelt NRM;
- The High Risk category did increase from 18% to 24% but this reflects the transition of Extreme Risks to High (E4 & E5).

Many other risks continued key activity that will improve the Shire's corporate risk treatment in due course.

The Disaster Recovery Plan (S4) is yet to commence. This should get underway in November 2024

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Risk assessment and acceptance criteria (part three)

Measures of Consequence							
Type	Health	Financial Impact	Service Interruptions	Compliance	Reputation	Property	Environmental
Insignificant (1)	Near miss / minor first aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact. Threat of litigation. No effect on contract performance.	Unsubstantiated, low impact, no media involvement Example Gossip, Facebook item seen by limited persons	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries / Lost time injury <30 Days	\$10,000 - \$50,000	Short term temporary interruption – backlog cleared (< 1 day)	Some temporary non compliances. Single minor litigation. Requires formal meeting with contracted party where concern is raised.	Substantiated, low impact, low news profile Example Local paper / Industry news article, Facebook item seen by multiple groups	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries / Lost time injury >30 Days	\$50,001 to \$250,000	Medium term temporary interruption – backlog cleared by additional resources (< 1 week)	Short term non-compliance but with no significant regulatory requirements imposed. Single moderate litigation or numerous minor litigations.	Substantiated, public embarrassment, moderate impact, moderate news profile. Example State-wide paper, TV News story.	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

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Major (4)	Long-term disability / multiple injuries	\$250,001 to \$1,000,000	Prolonged interruption of services – additional resources; performance affected (< 1 month)	Non-compliance results in termination of service or imposed penalties. Single major litigation.	Substantiated, public embarrassment, high impact, high news profile, Third Party actions Example Australia wide news stories, Regulatory / Political commentary involvement	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	>\$1,000,000	Indeterminate prolonged interruption of services – non-performance (> 1 month)	Non-compliance results in litigation, criminal charges or significant damages or penalties. Numerous major litigations / class action.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, Third Party actions Example World wide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances(>50% chance)	At least once per year
3	Possible	The event should occur at some time(20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time(<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances(<5% chance)	Less than once in 15 years

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Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Team Leader
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Service Manager (e.g. MFA, MWS, PBus, CESM)
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Team (SMT)
EXTREME	Unacceptable	Risk generally not acceptable	CEO & Council

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Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

7.5.2 RISK DASHBOARD AND PROFILES SUMMARY

File Reference	
Report Date	14 November 2024
Applicant/Proponent	Sean Fletcher, Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Summary of Risk Dashboard and Profiles

PURPOSE

For the Audit Committee to accept the update regarding the Shire's Risk Profiles and Dashboard.

BACKGROUND

The Risk Profiles capture the Shire's 15 operational risks. These risks are monitored at the Executive/Management level. These are:

- Asset Sustainability
- Business and Community Disruption
- Compliance Obligations
- Document Management
- Employment Practices
- Community Engagement
- Environment Management
- Errors, Omissions and Delays
- External Theft and Fraud
- Management of Facilities, Venues and Events
- IT, Communication Systems and Infrastructure
- Misconduct
- Project / Change Management
- Purchasing and Supply
- WHS

As such, the dashboard and profiles have not been reported on since February this year. However, at the Senior Management Team meeting on 29 October 2024, the executive went through and considered where the profiles were at in terms of closing the risk gap for each one. This is set out in Attachment 1.

COMMENT**Diagram 1 - Dashboard One – Web Diagram of Risk Profiles**

The key to understanding the Dashboard is the difference between the Inherent Risk and the Residual Risk. The Inherent Risk shows what the risk was assessed at when it was first assessed. The Residual Risk reflects the improvements made to each risk profile.

Dashboard One shows the following improvements to the risk profiles since February 2024:

- External Theft and Fraud transitioned from Adequate to Effective. In the main this is due to the implementation of Council First;
- 8 out of 15 Profiles, the Risk is accepted;
- 6 out of 15 are still Monitor;
- 1 remains Urgent Attention (Asset Sustainability).

Profile Breakdown – Risks Requiring Further Action

Table One sets out the status of the risk profiles regarding the risk acceptance that need further action:

Profile	Risk Acceptance Update – Monitor/Urgent Action
Asset Sustainability	• Development of Disposal Process on hold? • Building Maintenance Program is set for completion Nov 24. • The Local Heritage Strategy has been reviewed by Council in August 2024 - Final draft required. • Asset Management Strategy in place - the Implementation Plan to take effect from November 2024. • No change to Overall Risk Effectiveness ie Adequate. The residual Risk remains Moderate.

Compliance	- Compliance Calendar automated August 2024. - Advice subscriptions re WALGA, LGIS, Fitzgerald Strategies work well - status changed from Adequate to Effective. - Reg17 and FMR matters addressed - second half of 2025 should be next review. Council policies continue to be reviewed. - HR policies updated with Council. - Executive Instructions have continued to be updated. Overall Control Effectiveness has no change i.e Adequate. The Residual Risk remains Moderate.
Employment Practices	- Performance Reviews now occur in September, except for CEO. Direct reports to CEO will have their annual review in October. - Staff CPD and Staff Attraction and Development strategies not undertaken to date due to resourcing devoted to implementation of Council First and the new Payroll System (which was exemplary). - The Workforce Plan is currently under review as part of the Minor Review process. - Overall Control Effectiveness remains at Moderate. The Residual Risk remains at Moderate.
Errors, Omissions, Delays	- Compliance Calendar (Attain) implemented in August 2024. Delegations under review. Does not include IPR - However, Council First has been asked to develop. - Overall Control Effectiveness remains at Effective. Residual Risk is Low.
Misconduct	- Fraud and Corruption Plan completed. - Cash Handling Procedures changed from Adequate to Effective (documented procedures in place and there have been no incidences). - Culture Shaper shows Staff culture is at 85%. Overall Control Effectiveness remains at Effective. - The Residual Risk remains Moderate
Purchasing and Supply	- Contractor Management Procedures not developed as focus has been on the implementation of Council First, which was finished in October 2024 - CEO is a member of WALGA Procurement Group and attends meetings/briefings where possible. - Overall Control Effectiveness remains at Adequate and the Residual Risk remains at Moderate. the Risk Evaluation remains at Monitor
WHS	- Tier 1 WHS assessment was conducted on 16/10/24. Action Plan will encapsulate improvements to SWMS. - Admin/WHS Officer provides quarterly WHS report to SMT Meetings. - Overall Effectiveness remains at Adequate. The Residual Risk remains Moderate. The Risk Evaluation remains at Monitor

Table One – Risk Profiles that are **Monitor or **Urgent Action****

As a result of the latest review of the risk profiles, the focus for the next eight months will be the following:

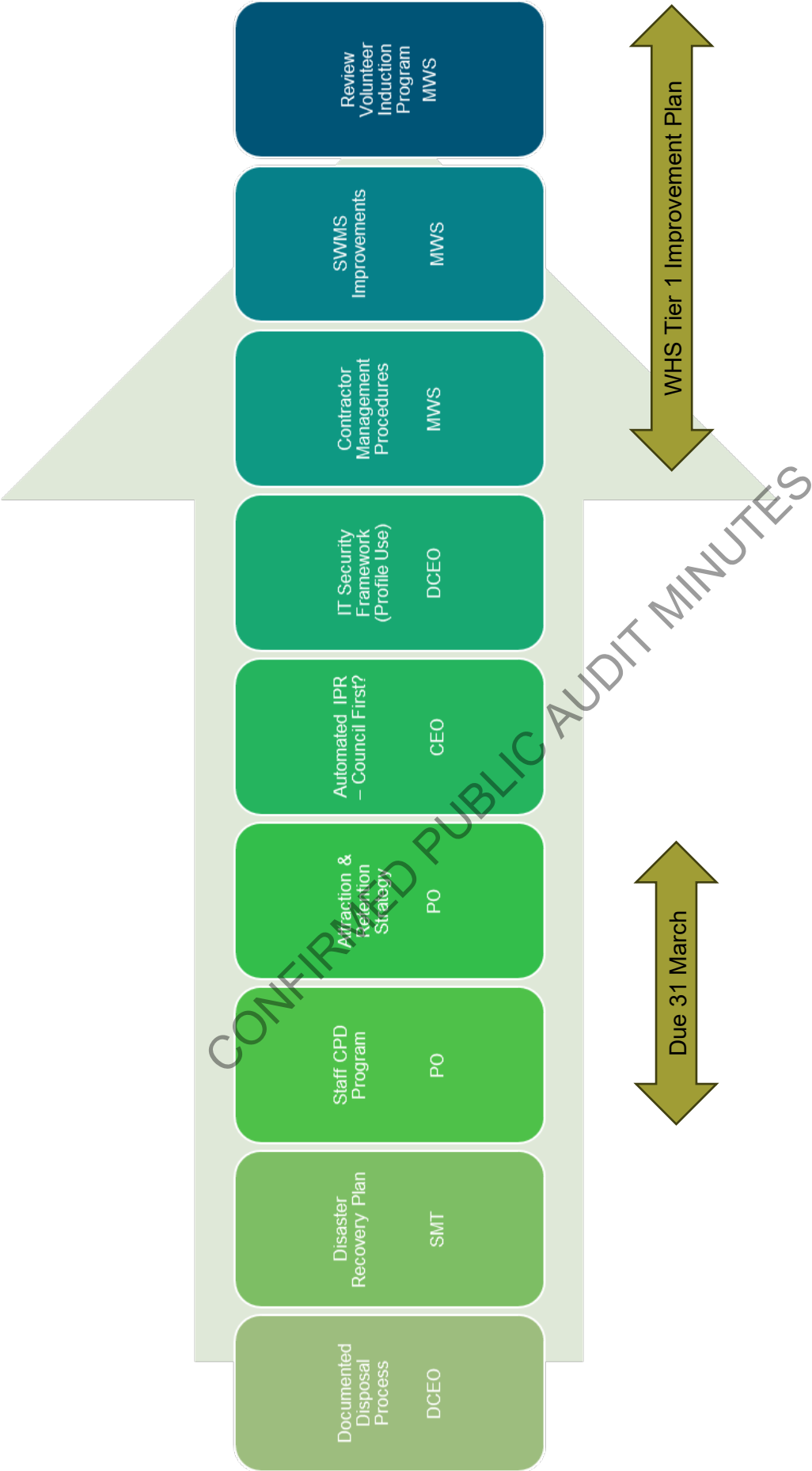


Diagram 2 -Risk Improvement Focus 1 November 2024 – 30 June 2025

CONSULTATION

Senior Management Team

STATUTORY CONTEXT***Local Government (Audit) Regulations 1996***

Reg 17 – CEO to review certain systems and procedures.

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

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

Strategic Business Plan/Corporate Business Plan

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

The Risk Dashboard and Profiles are subject to the compliance process and auditing.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
	Non-compliance results in termination of service or imposed penalties. Single major litigation	The event should occur at some time (20% chance) At least once in 3 years		Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution

Moved: Cr S Woods
Seconded: Cr D Lovelock

That the Audit Committee **ACCEPTS** the report on the update to the Shire's Risk Profiles and Dashboard:

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)

For: Cr P Bantock, Cr S Woods and Cr D Lovelock

Against: Nil



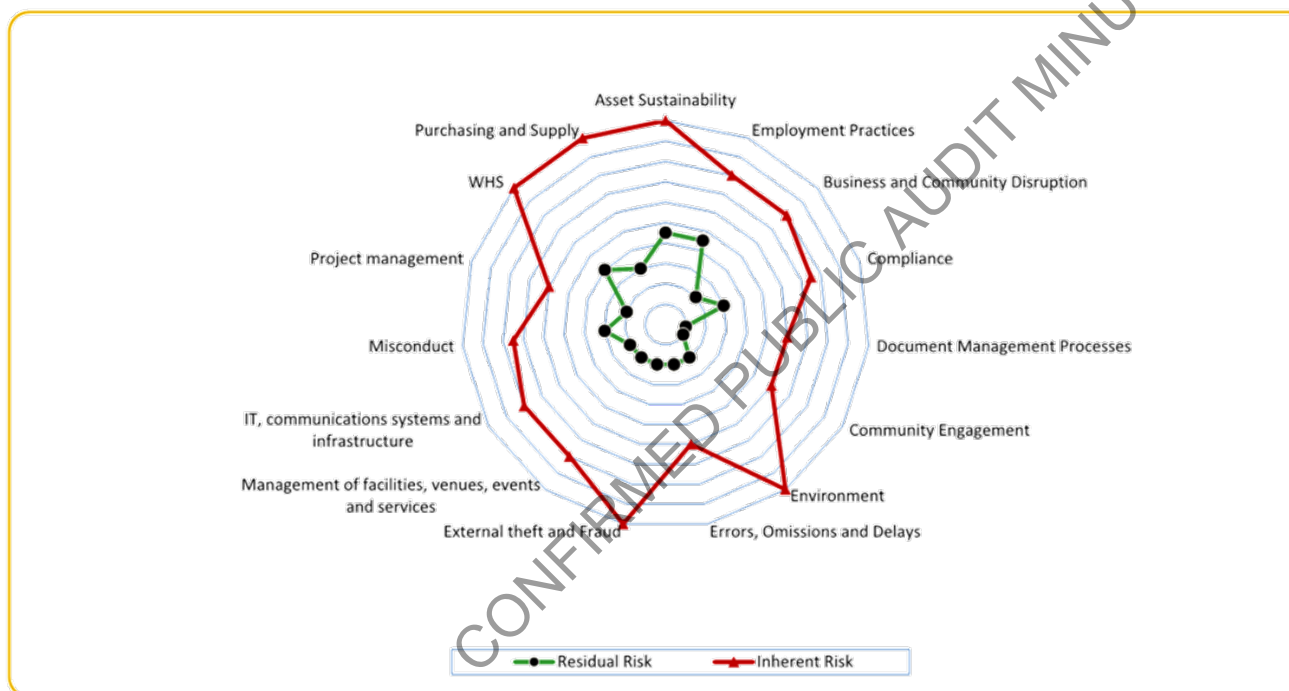


Risk Dashboard & Profiles Summary

October Managers Meeting
CEO, Sean Fletcher



Dashboard 1 – Web Diagram



Improvements since February 2024:

- External Theft and Fraud transitioned from Adequate to Effective. In the main this is due to the implementation of Council First
- 8 out of 15 Profiles, the Risk is accepted
- 6 out of 15 are still Monitor
- 1 remains Urgent Attention (Asset Sustainability)

Dashboard 2

Asset Sustainability	Risk Ratings		Risk Evaluation	
	Inherent Risk	Extreme	Control effectiveness	Adequate
	Residual Risk	Moderate	Risk Acceptance	Urgent attention

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets during their lifecycle from procurement to disposal.

Review heritage listings	45078CDO			
Business and Community Disruption	Risk Rating		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Adequate
	Residual Risk	Low	Risk Acceptance	Accept

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism) and/or pandemic.

Document Management Processes	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Adequate
	Residual Risk	Low	Risk Acceptance	Accept

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

Environment	Risk Ratings		Risk Evaluation	
	Inherent Risk	Extreme	Control effectiveness	Adequate
	Residual Risk	Low	Risk Acceptance	Accept

Inadequate prevention, identification, enforcement and management of environmental issues.

Employment Practices	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Adequate
	Residual Risk	Moderate	Risk Acceptance	Monitor

Failure to effectively manage human resources (full-time, part-time, casuals, temporary and volunteers).

Compliance	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Adequate
	Residual Risk	Moderate	Risk Acceptance	Monitor

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.

Community Engagement	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Effective
	Residual Risk	Low	Risk Acceptance	Accept

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

Errors, Omissions and Delays	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Effective
	Residual Risk	Low	Risk Acceptance	Monitor

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Dashboard 3

External theft and Fraud	Risk Ratings		Risk Evaluation	
	Inherent Risk	Extreme	Control effectiveness	Effective
	Residual Risk	Low	Risk Acceptance	Accept
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic), for the purposes of fraud, malicious damage or theft.				

Misconduct	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Effective
	Residual Risk	Moderate	Risk Acceptance	Monitor
Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority				

IT, communications systems and infrastructure	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Adequate
	Residual Risk	Low	Risk Acceptance	Accept
Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community.				

WHS	Risk Ratings		Risk Evaluation	
	Inherent Risk	Extreme	Control effectiveness	Adequate
	Residual Risk	Moderate	Risk Acceptance	Monitor
Non-compliance with the Workplace Health & Safety Act, associated regulations and standards.				

Management of facilities, venues, events and services	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Effective
	Residual Risk	Low	Risk Acceptance	Accept
Failure to effectively manage the day to day operations of facilities, venues and events.				

Project management	Risk Ratings		Risk Evaluation	
	Inherent Risk	High	Control effectiveness	Effective
	Residual Risk	Low	Risk Acceptance	Accept
Inadequate analysis, design, delivery and reporting of projects / change initiatives				

Purchasing and Supply	Risk Ratings		Risk Evaluation	
	Inherent Risk	Extreme	Control effectiveness	Adequate
	Residual Risk	Moderate	Risk Acceptance	Monitor
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.				

Summaries

Profile	Update
Asset Sustainability	Development of Disposal Process on hold? Building Maintenance Program is set for completion Nov 24. The Local Heritage Strategy has been reviewed by Council in August 2024 - Final draft required. Asset Management Strategy in place - the Implementation Plan to take effect from November 2024. No change to Overall Risk Effectiveness ie Adequate. The residual Risk remains Moderate.
Business Disruption	Evacuation Procedures implemented. The IT Disaster Recovery Plan will need to be included as part of the Shire's overall Disaster Recovery Plan, which the development of should commence in November 2024 (Also on the Risk Register). Council endorsed the new LEMA on 27/09/24. Key progress has been made regarding the training and development of bush fire brigade volunteers: reduced from 176 to 95. Those removed can undertake online training to be spontaneous responders. No change to Overall Risk Effectiveness ie Adequate. The Residual Risk remains Low.
Compliance	Compliance Calendar automated August 2024. Advice subscriptions re WALGA, LGIS, Fitzgerald Strategies work well - status changed from Adequate to Effective. Reg17 and FMR matters addressed - second half of 2025 should be next review. Council policies continue to be reviewed. HR policies updated with Council. Executive Instructions have continued to be updated. Overall Control Effectiveness has no change i.e Adequate. The Residual Risk remains Moderate.
Document Management	Council First successfully implemented and replaces Synergy. Status changed to Effective. Overall Control Effectiveness remains at Adequate. The Residual Risk remains at Low
Employment Practices	Performance Reviews now occur in September, except for CEO. Direct reports to CEO will have their annual review in October. Staff CPD and Staff Attraction and Development strategies not undertaken to date due to resourcing devoted to implementation of Council First and the new Payroll System (which was exemplary. The Workforce Plan is currently under review as part of the Minor Review process. Overall Control Effectiveness remains at Moderate. The Residual Risk remains at Moderate.
Community Engagement	Update on Communication Strategy presented to Council at the September 24 OCM. All controls remain effective. Overall Control Effectiveness remains at Effective. The Residual Risk remains at Low.

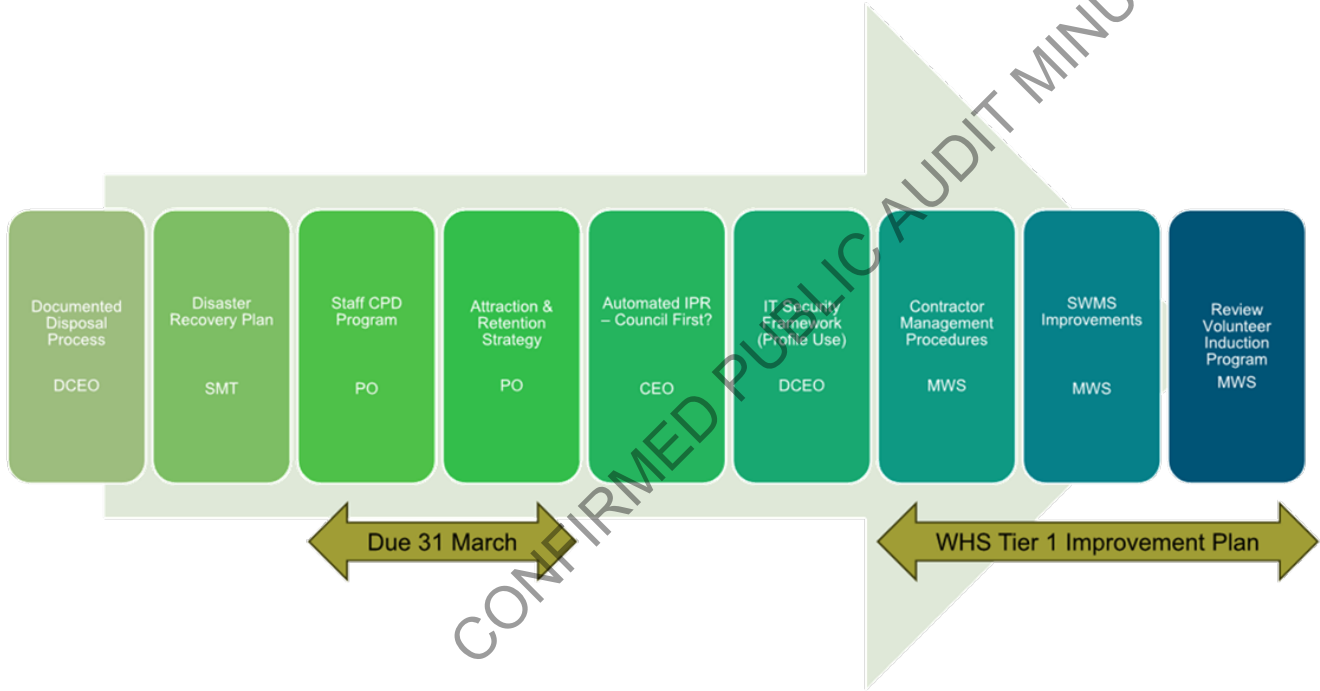
Summaries

Profile	Update
Environment	Waste Rationalisation Plan put back to 24/25 as application for grant funding was unsuccessful. Transfer Stations - sheds installed at all three locations. Calingiri retaining wall installed. Bolgart next, then Mogumber. Have reviewed new State Waste Management Strategy. CEO, ESO and EHO attended Waste Management Conference in August (Northam). DWER requires improvements to Bolgart Landfill - new bore installed, old bore decommissioned and 10,000l installed for fire mitigation. Overall Control Effectiveness remains at Adequate. The Residual Risk is Low.
Errors, Omissions, Delays	Compliance Calendar (Attain) implemented in August 2024. Delegations under review. Does not include IPR - However, Council First has been asked to develop. Overall Control Effectiveness remains at Effective. Residual Risk is Low.
External Theft and Fraud	ICT Training Plan not undertaken as focus has been on the installation of the Shire's new ERP (Council First) which was completed in October 2024. Staff have received training and ongoing support in the use of the ERP. Finalisation of the transition to the Cloud will remove reliance on Equipment Storage Access Controls. IT Security Framework transitioned from Adequate to Effective. Overall Control Effectiveness transitioned from Adequate to Effective as a result. This changed the Consequence to Minor hence the Residual Risk becomes Low.
Facilities, Venues and Events	Working as expected. Overall Control Effectiveness remains Effective. The Residual Risk remains Low
IT & Comms	Formal IT Infrastructure Replacement/Refresh Program in 24/25 Budget. Control Operating Effectiveness changed from Inadequate to Adequate. IT Disaster Recovery Plan will feature in overall Recovery Plan, with development scheduled to get underway in November 2024. Overall Control Effectiveness remains at Adequate. The Residual Risk remains Low
Misconduct	Fraud and Corruption Plan completed. Cash Handling Procedures changed from Adequate to Effective (documented procedures in place and there have been no incidences. Culture Shaper shows Staff culture is at 85%. Overall Control Effectiveness remains at Effective. The Residual Risk remains Moderate
Project Management	Effective - No change

Summaries

Profile	Update
Purchasing and Supply	Contractor Management Procedures not developed as focus has been on the implementation of Council First, which was finished in October 2024. CEO is a member of WALGA Procurement Group and attends meetings/briefings where possible. Overall Control Effectiveness remains at Adequate and the Residual Risk remains at Moderate. the Risk Evaluation remains at Monitor
WHS	Tier 1 WHS assessment was conducted on 16/10/24. Action Plan will encapsulate improvements to SWMS. Admin/WHS Officer provides quarterly WHS report to SMT Meetings. Overall Effectiveness remains at Adequate. The Residual Risk remains Moderate. The Risk Evaluation remains at Monitor

Focus 1 Nov 2024 to 30 June 2025



7.6 Controls, Systems and Procedures (policy considerations, procedural considerations)
Nil

CONFIRMED PUBLIC AUDIT MINUTES

7.7 Matters of Compliance**7.7.1 COMPLIANCE CALENDAR**

File Reference	
Report Date	14 November 2024
Applicant/Proponent	Sean Fletcher, Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Compliance Actions Completed 1 August - 14 November 2024 2. Compliance Actions Not Completed 1 August - 14 November 2024 3. Compliance Calendar Remaining Items 2024

PURPOSE

That the Audit Committee accept the Compliance Calendar update.

BACKGROUND

One of the CEO's KPI's for the current performance period was the implementation of a Compliance Calendar based on proprietary software by February 2025.

The Shire was able to obtain and implement Attain from 1 August 2024.

Prior to the Attain Compliance Calendar, the Shire maintained a spreadsheet to track matters of compliance.

Attain is an automated system that issues compliance actions to staff and allows them to respond and update the action on-line. Reminders are issued each Monday morning.

Attain also auto generates annual returns for completion by Elected Members and Officers with delegations.

COMMENT

Attached for the Committee Members information, so they can see what the system does, are three reports from Attain:

- Compliance Calendar Completed 1 August – 14 November 2024;
- Compliance Calendar Outstanding: 1 August – 14 November 2024;
- Compliance Calendar Upcoming Items: 14 November – 31 December 2024.

At this point in time, there are 5 items outstanding, of which three are regarding the annual waste collection reporting (now underway), updating of the BCTIF Levy and the closing out of the annual performance reviews (which have been completed but there are a handful of reports to be signed off on). There are 14 compliance actions due by the end of 2024.

Overall, the author is satisfied regarding the Attain system and the ease of use it has introduced regarding automation. Staff are refining the compliance database as they go.

Attain is also being used to manage the Shire's delegations and it is expected that the conversion of the existing delegations to the Attain format will be completed in time for the review of delegations February – April 2025.

CONSULTATION

Ms Candy Watson, PA to the CEO

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

The Compliance Calendar is a register to ensure the Shire is operating at a good level of compliance.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome

	Some temporary non compliances. Single minor litigation. Requires formal meeting with contracted party where concern is raised.	At least once per year			
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FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution

Moved: Cr S Woods
Seconded: Cr D Lovelock

That the Audit Committee **ACCEPTS** the update regarding the Shire’s Compliance Calendar.

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)

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



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Jun 2024	C1 Financial Interests Register - Review Review the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned or change...	Local Government Act 1995	---	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Julie Klobas	100% completed	Completed	---	Interests Register



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Jul 2024	C8 Monthly Financial Report Prepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1) (d). Present at an Ordinary Council meeting...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Colin Ashe	100% completed	provided and adopted by council OCM 24/7/24	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Jul 2024	C100 Emergency Services Levy (ESL) - Year End ESL Reconciliati on Lodgement and Aged Debtor Report Emergency Services Levy (ESL) - Year End ESL Reconciliatio n Lodgement and Aged Debtor Report	---	DFES - ESL Manual of Operating Procedures	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	---	Suzanne Bryan	100% completed	Completed 31/07/2024	---	ESL Annexure A 31072024



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Jul 2024	C62 Calingiri Gym Membership - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	100% completed	Completed	---	---
Due 31 Jul 2024	C4 BCTIF Levy SoVP to submit each month	Building and Construction Industry Training Fund and Levy Collection Act 1990	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	100% completed	Completed	We do not usually take the BCITF Levy payments, we have only taken one in 2024 which was June and it was for; A Total amount held in trust at close of \$650 business on 30 June 2024 This amount	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
									includes the collection agent's levy collection fees B Less – total levy collection fees by a \$8.25 collection agent Collection fee is \$7.50 + GST = \$8.25 per form C Net total \$641.75 Calculation A – B = C We will not be taking any future payments.	



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Aug 2024	C62 Calingiri Gym Membership - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	100% completed	completed	---	---
Due 31 Aug 2024	C15 Annual Budget - Copy to be lodged with Department A copy of the annual budget of a local government must be submitted to the Departmental CEO within 14 days of its adoption by the local government.	Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	---	Colin Ashe	100% completed	sent to Department: From: Colin Ashe Sent: Thursday, August 1, 2024 4:53 PM To: 'annual.budget@dlgsc.wa.gov.au' <annual.budget@dlgsc.wa.gov.au> Cc: Sean Fletcher <ceo@victor	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								iaplains.wa.gov.au> Subject: Shire of Victoria Plains Budget 24/25 Hi, Please find attached the Shire of Victoria Plains Annual Statutory Budget 24/25 and unconfirmed minutes of 24 Jul 24 adoption.		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Aug 2024	C8 Monthly Financial Report Prepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1) (d). Present at an Ordinary Council meeting...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Colin Ashe	100% completed	OCM 28/8/24	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Aug 2024	C17 Annual Budget Prepare and adopt, by absolute majority, an Annual Budget for the next financial year.	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	---	Colin Ashe	100% completed	adopted by council OCM 24/7/24	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Aug 2024	C1 Financial Interests Register - Review Review the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned or change...	Local Government Act 1995	---	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Julie Klobas	100% completed	Complete. Attachment herewith.	---	Interests Register



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Aug 2024	C4 BCTIF Levy SoVP to submit each month	Building and Construction Industry Training Fund and Levy Collection Act 1990	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	100% completed	Completed	Please note we will not be taking direct payments in the future.	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 21 Sep 2024	C7 Emergency Services Levy (ESL) - Option B Payment Form B (shown at Schedule 5) is to be completed by local governments that elect to administer ESL in accordance with "Option A" and is to be submitted to DFES to accompany each monthly ESL remittan...	Fire and Emergency Services Act 1998	DFES - ESL Manual of Operating Procedures	Due every 3 months on the 21st day of the commencing month. Reminders will be sent 1 month before the due date.	---	Suzanne Bryan	100% completed	Payment	---	20242025 ESL B Contribution



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Sep 2024	C62 Calingiri Gym Membership - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	100% completed	completed	---	---
Due 30 Sep 2024	C55 Policy Manual Review all Council Policies and amend/remove as necessary. Provide report to Council	Local Government Act 1995	---	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	---	Ericha McClurg	100% completed	Council Policies: Part 01: Governance - due in March 2024 Part 01A: Code of Conduct EMs CMs Candidates * 1.1 Council Member Committee Members and Candidates - due in April 2023 * 1.1A Code	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								of Conduct Behaviour Complaints Management - due in 2024, no exact date * 1.1 Behaviour Complaints Committee Terms of Reference - due in April 2023 Part 02: Administration/Organisation - due in May 2024 Part 03: Financial Management - no due date, last reviewed 26 April 2023 Part 04: Order Public Safety (folder is		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								empty) Part 05: Fire Control - no due date and last reviewed date Part 06: Environmental Health and Food (folder is empty) Part 07: Community Services - due in May 2024 Part 08: Personnel - due in 24 April 2025 Part 09: Occupational Safety and Health Policy - no due date, last reviewed 26 May 2021 Part 10: Building and		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								Development – no due date and last reviewed date Part 11: Public Facility – no due date and last reviewed date Part 12: Tourism (folder is empty) Part 13: Works and Services – no due date and last adopted date was 2018 Part 14: Plant and Equipment (folder is empty) * Asset Management – no due date and last		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								adopted date was 17 October 2018 Part 15: Natural Resource Management (folder is empty) Part 16: Unclassified (Infrastructure Management) * Heavy Haulage (Unclassified) – no due date, and last adopted date was 18 July 2018 Part 17: History – need to update after all reviewed Part 18: Administration		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								Arrangements – no due date, and last adopted date was 2018 It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years Executive Policies HR- 01 Discrimination Harassment and Bullying Policy – due in February 2025 HR-02 Drug and Alcohol Policy – last reviewed 8		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								August 2022, due in August 2024 HR-03 Employee Performance and Development Review Policy and Procedure - last review in August 2022, due in August 2024 HR-04 Secondary Employment Policy – last review in August 2022, due in August 2024 HR-05 Social Media Policy – last review in August 2022, due in August 2024 HR-06 Disciplinary		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								aryPolicy - last review in August 2022, due in August 2024 HR-07 Grievance Policy and Procedure – last review in February 2024, due in February 2025 HR-08 Internet, Email, and Computer Use Policy - last review in August 2022, due in August 2024 HR-09 Staff Conference, Seminar, and Training Policy– last review in February 2024, due in		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								February 2025 HR-10 Staff Policy – creation date was in February 2024, due in February 2025 HR-11 Uniform Policy – creation date was in February 2024, due in February 2025 SOVP Code of Conduct for Employees – due to review is in 2025 SOVP Safety Handbook – last reviewed was in May 2024, due date in		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								May 2025 SOVP Induction Booklet - Creation February 2024, due to review is in February 2025		
Due 30 Sep 2024	C5 Elected Members Check that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Julie Klobas	100% completed	All Elected Members currently meet attendance criteria. **21 October 2024	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Sep 2024	C54 Official Conduct Complaints Register - Internal Audit Review complaints register for compliance with s.5.121	Local Government Act 1995	DLGSC website - Local Government Standards Panel	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	---	Julie Klobas	100% completed	Hi Candy This task is for the Shire Complaints officer. (Until recently, the CEO was the Officer), however not sure who it is now. Thank you Julie.	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Sep 2024	C44 Register of primary return or annual returns lodged by Councillors/ Employees Register to be generated in Attain for all Councillors and Employees who have submitted a Primary or Annual Return since 1 July 2020. Publish register on Organisation website. (see Attain...	Local Government (Administration) Regulations 1996	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Candice Watson	100% completed	Uploaded to the Shire website in Public Documents	---	Annual Returns 2024



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Sep 2024	C8 Monthly Financial Report Prepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1) (d). Present at an Ordinary Council meeting...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Colin Ashe	100% completed	Aug 24 Financial statements to be provided at 23 Oct meeting	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 1 Oct 2024	C56 Report on Waste Plan LGs must submit report on the implementation of their waste plan, including any or all of matters in s.44(2) required by the CEO.	Waste Avoidance and Resource Recovery Act 2007	---	Due every year on the 1st day of October. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	100% completed	Completed By Gordon - In CF Records CouncilFirst Records - WARRR 2023-24 Annual Return.pdf - All Documents (sharepoint.com)	---	---
Due 31 Oct 2024	C28 Fire Break Notices - Advertise - Local Public Notice Fire Break Notices - Advertise - Local Public Notice	Bush Fires Act 1954	---	Due every year on the 31st day of October. Reminders will be sent 1 month before the due date.	---	Nicholas Parry	100% completed	This Document was printed on Green Paper and sent via mail with all the rates, additionally it is posted on Facebook 30/09/2024 and located on our	---	S.33 Notice



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								website http://www.victoriaplains.wa.gov.au/Profiles/vicplains/Assets/ClientData/s_33_Notice_Victoria_Plains_2023.pdf . Reminders have also been placed into the September News Letter. An SMS will be sent on the 30/09/2024 reminding everyone that s.33 inspections will be commencing as of the 1st of October.		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Oct 2024	C1 Financial Interests Register - Review Review the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned or change...	Local Government Act 1995	---	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Julie Klobas	100% completed	Hi Candy Sean may wish to review this one? Thank you Julie.	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Oct 2024	C8 Monthly Financial Report Prepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1) (d). Present at an Ordinary Council meeting...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Colin Ashe	100% completed	Sep 24 completed and presented at OCM 23/10/24	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Oct 2024	C31 Dog & Cat Registrations Due Dog & Cat Registrations Due	---	---	Due every year on the 31st day of October. Reminders will be sent 1 month before the due date.	---	Naomi Auhl	100% completed	Renewals sent out on 6/9/24.	---	---
Due 31 Oct 2024	C62 Calingiri Gym Memberships - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	100% completed	There were no gym memberships expired this month. I have tried to contact the outstanding key bond people. There are only 4 outstanding and only 5 paying members of the gym.	completed	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Nov 2024	C62 Calingiri Gym Membership - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	100% completed	completed	completed	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Overdue 30 Sep 2024	CS2 Annual Performance Reviews Audit outstanding mid-year reviews for employees	Local Government Act 1995	---	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	---	Ericha McClurg	100% progress	Admin: Naomi Auhl - completed Suzanne Bryan - completed Glenn Deocampo - completed Ericha McClurg - completed Bridget Ralph - completed Katrina Humphries - completed Marie Freeman - completed Depot: Michael Hyatt - ongoing Don Bald - ongoing Matthew Haeusler - ongoing	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								Garry Stewart - ongoing Andrea Major - ongoing Peter Flood - ongoing George Zaharopoulos - ongoing Emergency: Mikayla James - completed Health and Building: Saoirse Kelly - ongoing Managers: Colin Ashe - ongoing Silvio Brenzi - ongoing Nicholas Parry - ongoing Candice Watson -		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
								ongoing Julie Klobas - ongoing Non categories in Performance Review due to status of work Joan Harvey - outside office Zoe Clayton - contract agreement Bryan McClurg - casual Lachlan Ash - casual Josie Barry - casual Eleni Zaharopoulou - transitioning from traineeships		



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Overdue 22 Oct 2024	C59 Waste Collection Annual Return Calingiri L6955/1997/11	Environmental Protection Act 1986	---	Due every year on the 22nd day of October. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	0% progress	---	---	---
Overdue 22 Oct 2024	C61 Waste Collection Annual Return Bolgart L6956/1997/12	---	---	Due every year on the 22nd day of October. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	0% progress	---	---	---
Overdue 22 Oct 2024	C60 Waste Collection Annual Return Mogumber L7001/1997/12	---	---	Due every year on the 22nd day of October. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Overdue 31 Oct 2024	C4 BCTIF Levy SoVP to submit each month	Building and Construction Industry Training Fund and Levy Collection Act 1990	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due: 30 Nov 2024	C48 Elected Member Protocols for Access to Admin - Review Reminder advice to EM's and employees regarding the CEO approved protocols for Elected Member requests for information and contact with Employees	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021	---	Due every year on the 30th day of November. Reminders will be sent 1 month before the due date.	---	Sean Fletcher	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due: 30 Nov 2024	C38 Legislative Compliance - Review Undertake a review of the appropriateness and effectiveness of the Legislative Compliance system and procedures. CEO to report Review results to Council via the Audit Committee.	Local Government (Audit) Regulations 1996	AS 3806-2006 Compliance Programs	Due every 2 years on the 30th day of November (of the first year). Reminders will be sent 1 month before the due date.	---	Sean Fletcher	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due: 30 Nov 2024	C8 Monthly Financial Report Prepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1) (d). Present at an Ordinary Council meeting...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Colin Ashe	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 30 Nov 2024	C4 BCTIF Levy SoVP to submit each month	Building and Construction Industry Training Fund and Levy Collection Act 1990	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	0% progress	---	---	---
Due 30 Nov 2024	C62 Calingiri Gym Memberships - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	100% completed	completed	completed	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 21 Dec 2024	C7 Emergency Services Levy (ESL) - Option B Payment Form B (shown at Schedule 5) is to be completed by local governments that elect to administer ESL in accordance with "Option A" and is to be submitted to DFES to accompany each monthly ESL remittan...	Fire and Emergency Services Act 1998	DFES - ESL Manual of Operating Procedures	Due every 3 months on the 21st day of the commencing month. Reminders will be sent 1 month before the due date.	---	Suzanne Bryan	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Dec 2024	C62 Calingiri Gym Membership - Review Review of memberships	---	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Bridget Moore	0% progress	---	---	---
Due 31 Dec 2024	C45 Annual Report - Accepted To be accepted by Absolute Majority by 31 December	Local Government Act 1995 Local Government (Administration) Regulations 1996	Introduction to Local Government Accounting	Due every year on the 31st day of December. Reminders will be sent 4 months before the due date.	---	Candice Watson	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Dec 2024	C44 Register of primary return or annual returns lodged by Councillors/ Employees Register to be generated in Attain for all Councillors and Employees who have submitted a Primary or Annual Return since 1 July 2020. Publish register on Organisation website. (see Attain...	Local Government (Administration) Regulations 1996	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Candice Watson	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Dec 2024	C4 BCTIF Levy SoVP to submit each month	Building and Construction Industry Training Fund and Levy Collection Act 1990	---	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Saoirse Kelly	0% progress	---	---	---
Due 31 Dec 2024	C5 Elected Members Check that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Julie Klobas	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Dec 2024	C1 Financial Interests Register - Review Review the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned or change...	Local Government Act 1995	---	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	---	Julie Klobas	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Dec 2024	C8 Monthly Financial Report Prepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1) (d). Present at an Ordinary Council meeting...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Introduction to Local Government Accounting	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Colin Ashe	0% progress	---	---	---



Compliance calendar

Due date	Activity description	Legislation	Resources	Schedule	Area of responsibility	Officer responsible	Status	Outcome	Comments	Evidence
Due 31 Dec 2024	C104 MOU Review Review of all MOU's	---	---	Due every year on the 31st day of December. Reminders will be sent 1 month before the due date.	---	Katrina Humphries	0% progress	---	---	---

CONFIRMED PUBLIC AUDIT MINUTES

7.8 Integrated Planning and Reporting

7.8.1 UPDATE ON THE MINOR REVIEW OF THE STRATEGIC COMMUNITY PLAN 2024

File Reference	
Report Date	20 November 2024
Applicant/Proponent	Department of Local Government, Sporting and Cultural Industries
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Integrated Strategic Plan - Supplementary Plan

PURPOSE

For the Audit Committee to receive an update on the Minor Review of the Integrated Community Plan (SCP).

BACKGROUND

Under the Integrated Planning and Reporting Framework and Guidelines state that local governments are required every two years to conduct a Minor and Major Review of the Strategic Community Plan (SCP).

The Major Review is conducted four yearly, which means the Minor Review is conducted in the intervening two year period.

The Minor Review is primarily a desktop exercise and tends to focus on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required. However, if significant changes are on the cards, then community engagement or consultation is expected. The degree of consultation or engagement should be reflective of the significance of the proposed change.

However, it is also an opportunity to also see if the other Informing Strategies are fit for purpose. For the Shire of Victoria Plains this includes the following:

- **Corporate Business Plan (CEO).** The annual review of the CBP was completed in July 2024 and so no further action is required. However, it may need tweaking if there are minor amendments made to the SCP;
- **Asset Management Plan (CEO).** The review of the AMP is already underway, through the development of a draft Asset Management Strategy. This will help us address any underperforming asset ratios. Also, we will need to identify who should undertake asset management tasks going forward;
- **Workforce Plan (HR/Payroll).** This plan requires a review to:
 - Identify any future staffing gaps in light of recent changes/expected developments across the Shire; and
 - That the strategies to support and develop the workforce are correct;
- **Long Term Financial Plan (DCEO).** Superficial Review only:

- The financial information is reported in a more succinct way; and
- The supporting data can be revised to help address underperforming financial ratios;
- **ICT Plan (DCEO).** Although this plan is new, a quick desktop review would be appropriate.

Council adopted the Integrated Strategic Plan (or SCP) at the August 2022 OCM. Correspondingly, this meant that the Minor Review needed to commence in September 2024.

Council was advised at the October 2024 OCM that the Minor Review would commence in October 2024 and conclude at the November 2024 OCM. However, due to time constraints, Council was advised at the November Briefing Session that the timeline has been revised as follows:

Minor (2 Year) Review of SCP



Staff have completed both workshops and the outcomes of the Review have been drafted as a supplementary document to the SCP.

COMMENT

The Shire reviews the Corporate Business Plan annually and so meets the requirement regarding resetting of the Corporate Business Plan.

The Minor Review process and the outcomes to date are provided in Attachment 1: Minor Review SCP – Supplementary SCP. The outcomes of the Review are:

1. The Strategic Community Plan is, overall, still fit for purpose.
2. However, there are some matters that will need to be addressed through recognising their emergence since the SCP was adopted and for this to be reflected further in the next Major Review (25/26):
 - a. A specific success factor regarding young people:
 - I. Children (Up to Age 14)
 - II. Youth (Age 15 – 24)
 - b. Modifying the success factor regarding the permanent supply of water to the town of Mogumber to one that encapsulates the outcomes of the Water Strategy
 - c. Reframing of the success factor regarding staff housing (key worker housing)
 - d. Consideration of the impact/solution regarding key developments for emerging industries:

- I. Mining
 - II. The Energy Transition
 - III. Space Capability
- e. Creating a specific focus regarding a Regional Waste Facility
3. The Long Term Financial Plan, the Corporate Business Plan, the Asset Management Plan and Information Communication and Technology Plan are still fit for purpose. The WFP will need updating to reflect the current organisational structure and requirements. Its action Plan is still valid.

In terms of the above outcomes, the issues that have emerged since the adoption of the SCP have now been recognised and the Shire can now start framing these and, also, work towards including them as part of the Major Review for 2025/2026.

Shire Surveys and Engagement

During 2024, the Shire has conducted surveys/workshops regarding key worker housing, economic development, sport and recreation, community survey (re service provision and suggestions) and whether an animal pound is needed.

The responses to the provision of key worker housing, economic development and sport and recreation were well supported and confirmed that the Shire is on the right path regarding its strategic direction regarding these issues and so, can be modified accordingly.

Community Survey 2024

The Community Survey conducted in May 2024, received 13 responses, with 7 suggested improvements:

- 2 regarding the footpath program;
- 2 regarding supporting the remaining sporting bodies left in the Shire;
- 1 asking for the fire service to respond to “your query”
- 1 seeking/advocating/commenting:
 - Recycling bins for all properties
 - Behind regarding environmental sustainability
- 1 comment that said “Office Hours.”

The SCP/CBP/WFP does address these issues:

- There is an annual footpath program in place;
- The new SRMP has as a key focus how to support the sporting bodies;
- Generally, the fire support service works well;
- Waste providers will not provide recycling services to all of the Shire’s communities;
- With regard to improving environmental sustainability, the Shire has developed a draft bio-diversity plan, is developing a water strategy, is in the process of completing three waste transfer stations and is committed to the Energy Transition;
- The Office is appropriately manned.

Animal Pound Survey

The Shire to date has been unsuccessful in receiving funding to provide an animal pound. A survey was conducted recently to ascertain public opinion. The 19 responses received highlighted the following:

- 79% were in favour of the animal pound going ahead;
- 42% see wandering animals as a key issue and want a to see more of a ranger presence.

Staff will continue to seek funding so that the animal pound can be built and meetings have been held to see how the Ranger Service can be changed up within existing resources.

CONSULTATION

Key Staff Minor Review Workshops 1 and 2

Council Briefing Sessions re the scope and timing of the Minor Review

Background reports in agenda items regarding an update on Integrated Planning and Reporting.

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required

Integrated Planning and Reporting (IPR) – Advisory Standard 2016

The requirement to conduct the Minor Review is set out within the Achieving Standard of the IPR Advisory Standard:

Section 2 – Strategic Community Plan

Achieving Standard

A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review.

Integrated Planning and Reporting – Framework and Guidelines September 2016

Section 5 – Strategic Reviews

A Minor Strategic Review is primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required. Assuming there are no major changes proposed, community engagement is discretionary. However, if significant changes are on the cards, then community engagement or consultation is expected. The degree of consultation or engagement should be reflective of the significance of the proposed change.

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

The Minor Review encapsulates a number of strategic priorities within the SCP:

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

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Failing to do this will see Departmental intervention	Short term non-compliance but with no significant regulatory requirements imposed. Single moderate litigation or numerous minor litigations.	The event could occur at some time(<10% chance)At least once in 10 years			

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution**Moved:** Cr D Lovelock**Seconded:** Cr S WoodsThat the Audit Committee **ACCEPT** the update regarding the Minor Review 2024.**CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)****For:** Cr P Bantock, Cr S Woods and Cr D Lovelock**Against:** Nil

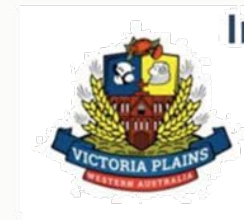
CONFIRMED PUBLIC AUDIT MINUTES



Minor Review - ISP

Supplementary Integrated Strategic Plan

Adopted: OCM 18 December 2024



Integrated Strategic Plan

2022 - 2032

www.victoriaplains.wa.gov.au

Minor Review Outcomes

The Minor Review of the Integrated Strategic Plan (SCP) confirmed the following:

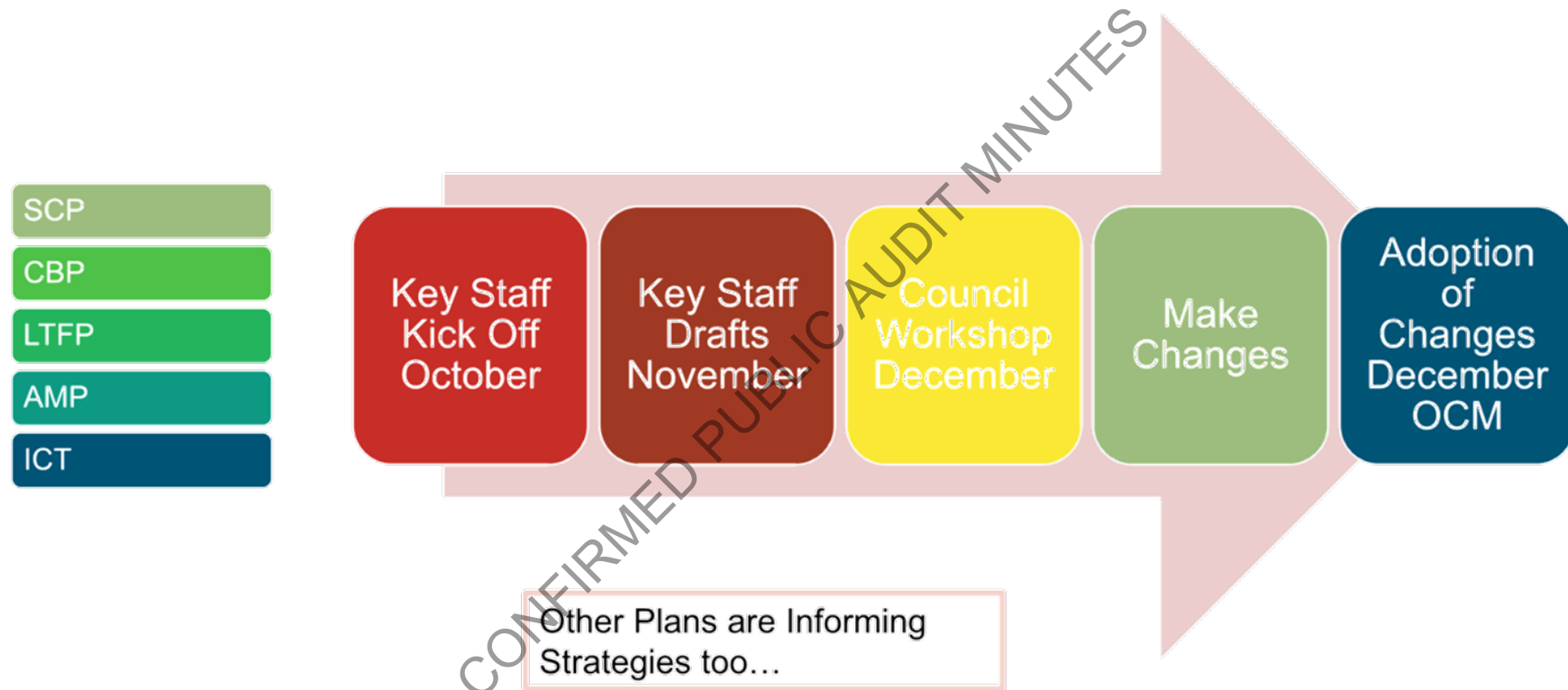
1. The Strategic Community Plan is, overall, still fit for purpose.
2. However, there are some matters that will need to be addressed through recognising their emergence since the SCP was adopted and for this to be reflected further in next Major Review (25/26):
 - a. A specific success factor regarding young people:
 - I. Children (Up to Age 14)
 - II. Youth (Age 15 – 24)
 - b. Modifying the success factor regarding the permanent supply of water to the town of Mogumber to one that encapsulates the outcomes of the Water Strategy
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 - e. Creating a specific focus regarding a Regional Waste Facility
3. The Long Term Financial Plan, the Corporate Business Plan, the Asset Management Plan and Information Communication and Technology Plan are still fit for purpose. The WFP will need updating to reflect the current organisational structure and requirements. Its action Plan is still valid.

Sean Fletcher
Chief Executive Officer

The CBP does take into account:

- Matters regarding the supply of a consistent water supply across the Shire re Mogumber, Gillingarra and Calingiri (Gouge Rd)
- The Economic Development Strategy deals with key emerging industries and their impacts
- Through addressing the Shire's housing stock, this also opens the door on key worker housing across the Shire

Minor (2 Year) Review of SCP



The Process – Desktop Review

THE MINOR REVIEW PROCESS

The Minor Review Process consisted of the following steps/milestones:

Meeting One - Key Staff – October

- Environmental scan of the SCP
- Discussion re changes required to LTFP, WFP and ICT Plans

Meeting Two – Key Staff – November

- Finalisation of the proposed amendments to the SCP, with the result being minor wording changes, removal of duplications and any completed strategies;
- Finalisation of any changes to LTFP, WFP and ICT Plans.

Meeting Three – Council Workshop – December

- Consultation with respect to the minor review and the proposed changes

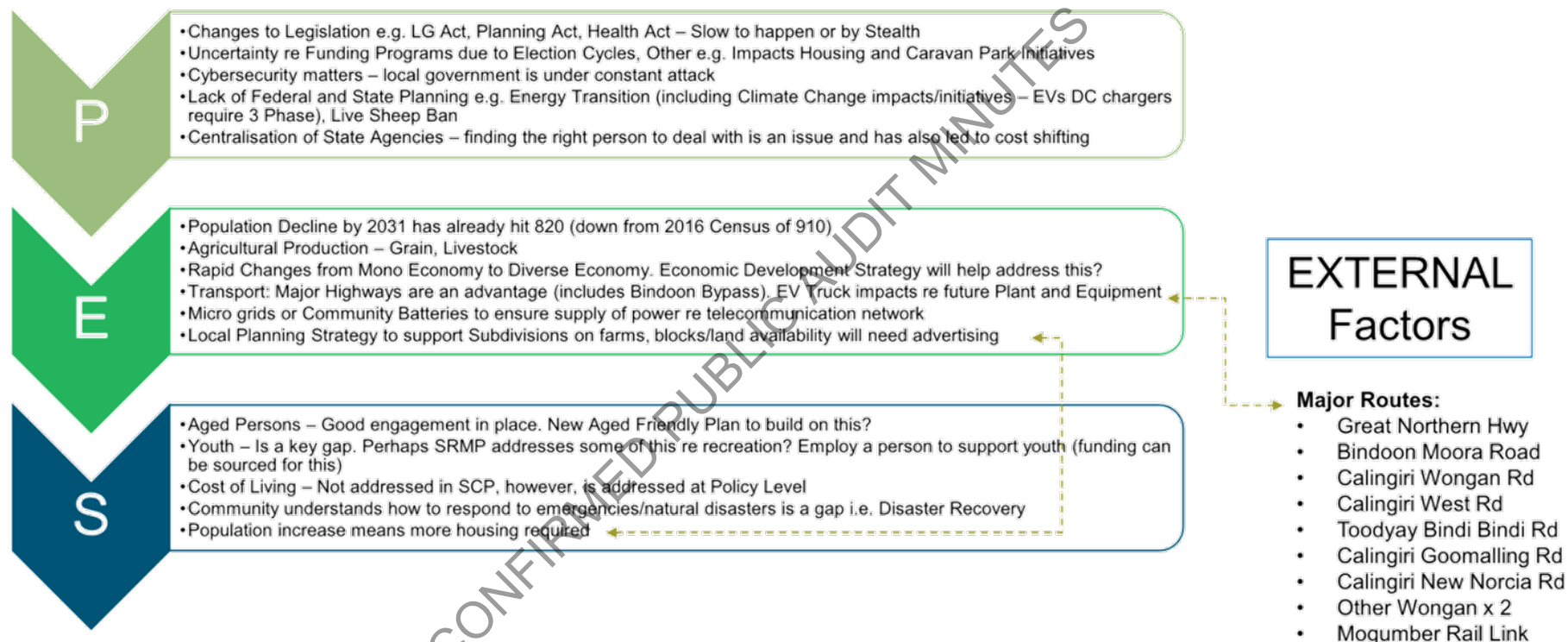
Adoption of SCP Changes – December OCM

- Ideally, the SCP and any other plans that have been tweaked should be presented at the same time.

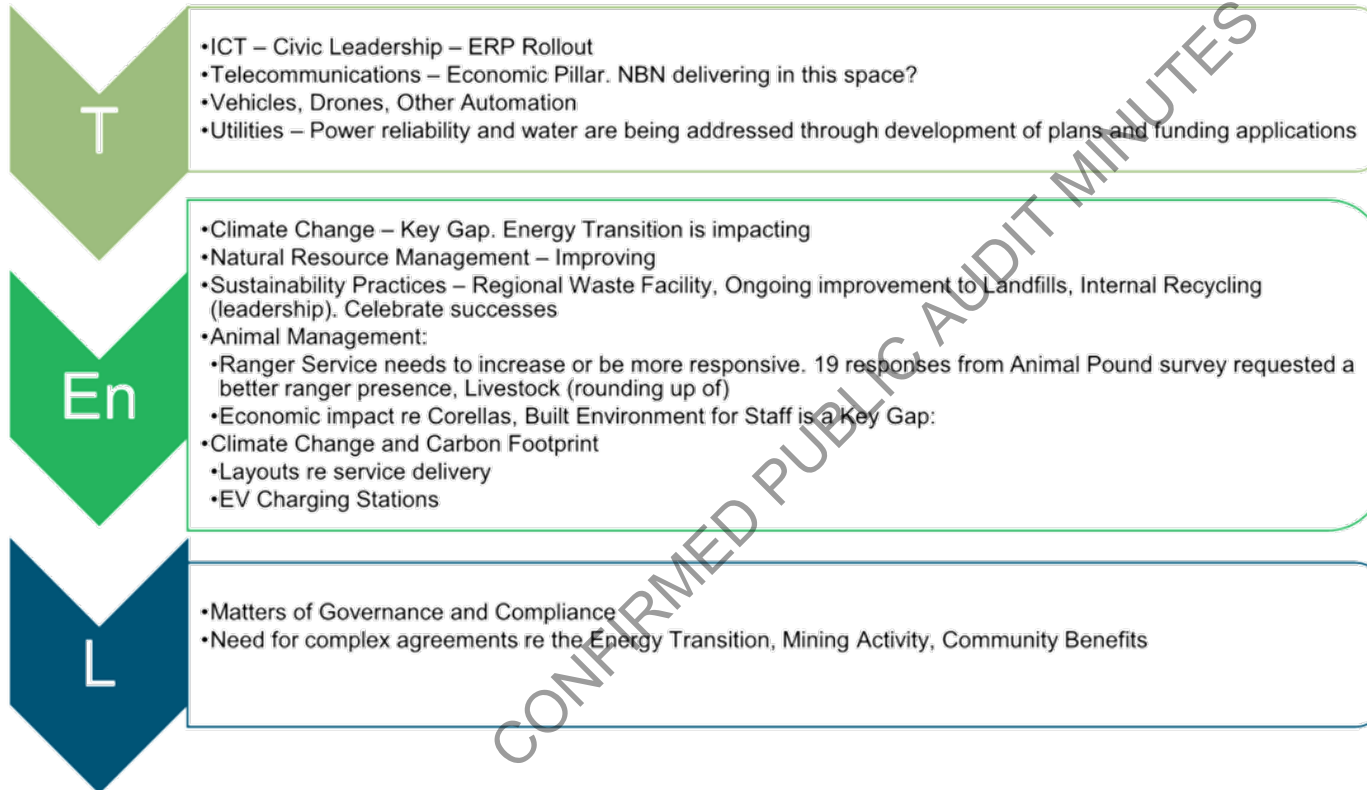
Who is Doing What re Informing Strategies?

- **Corporate Business Plan (CEO).** The annual review of the CBP was completed in July 2024 and so no further action is required. However, it may need tweaking if there are minor amendments made to the SCP;
- **Asset Management Plan (CEO).** The review of the AMP is already underway, through the development of a draft Asset Management Strategy. This will help us address any underperforming asset ratios. Also, we will need to identify who should undertake asset management tasks going forward;
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Environmental Scan of SCP

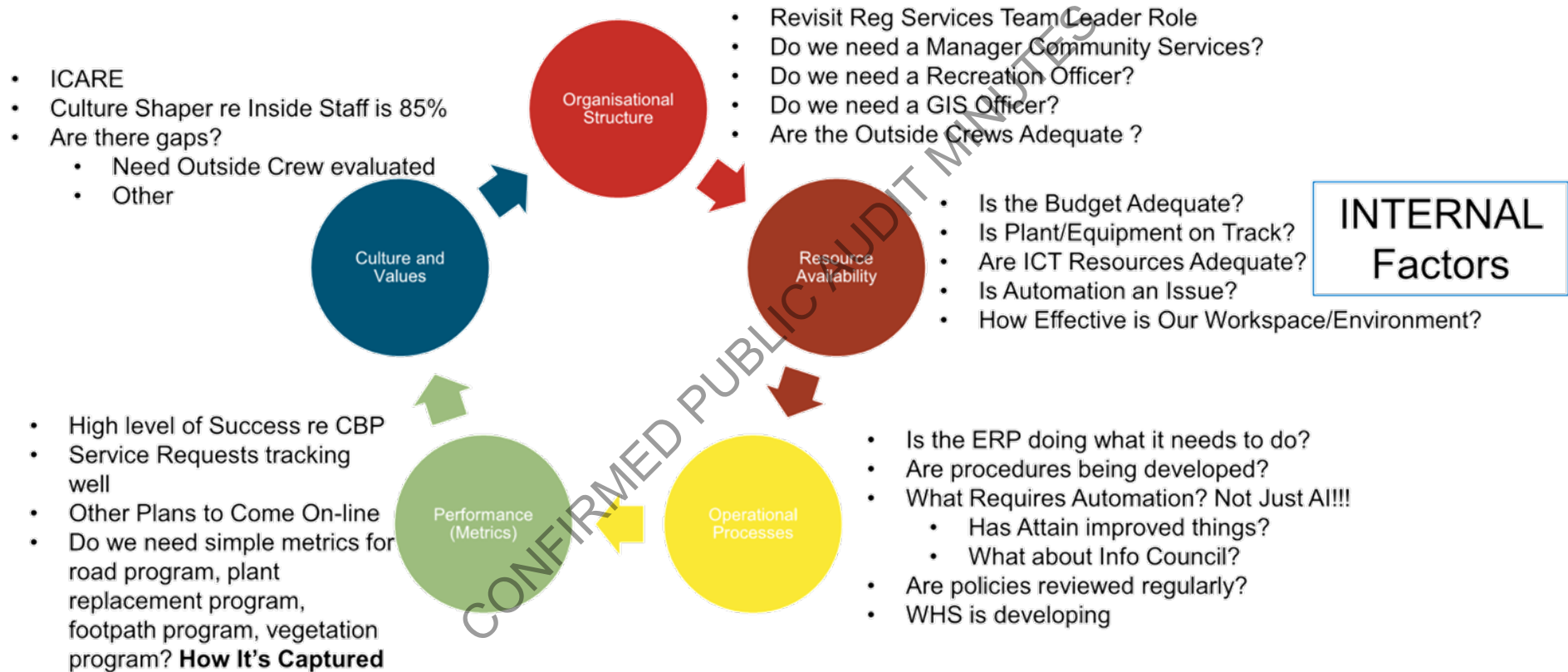


Environmental Scan of SCP

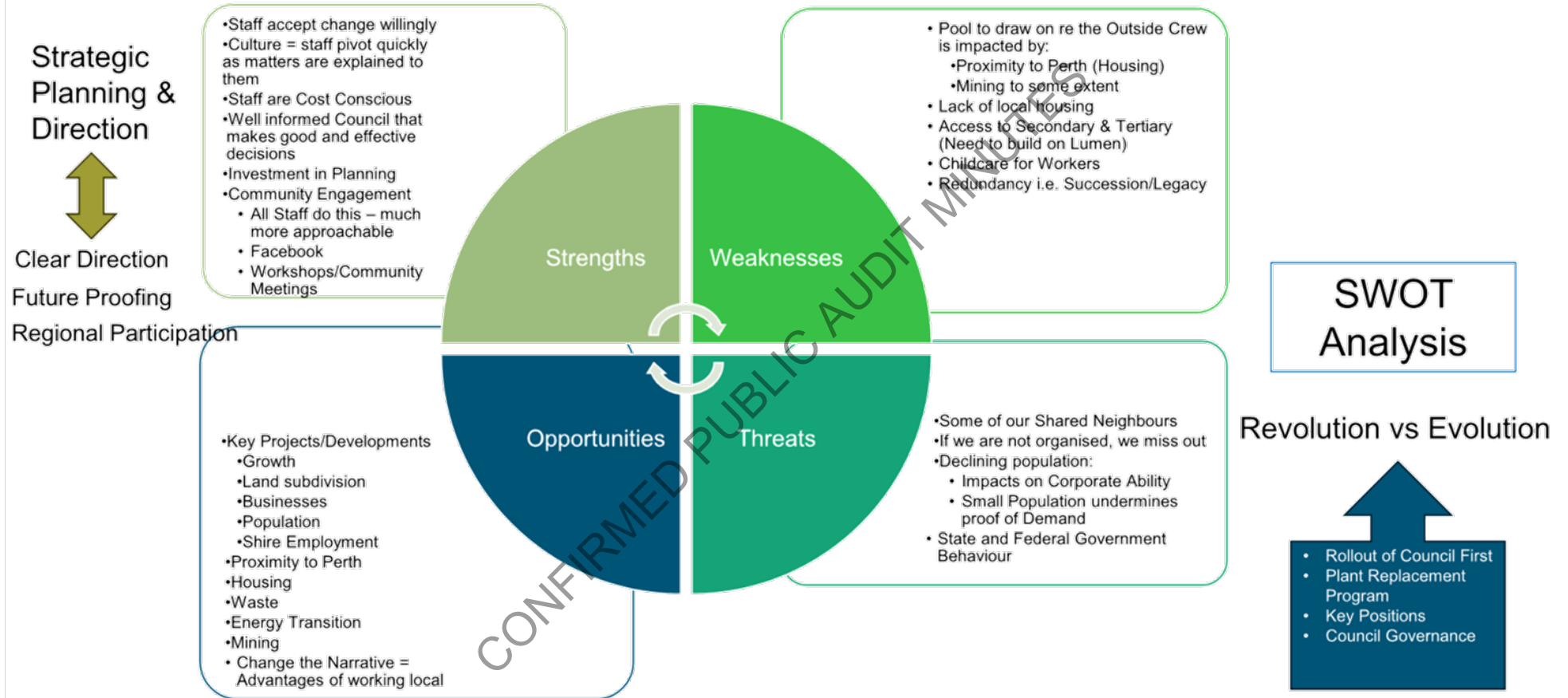


EXTERNAL
Factors

Environmental Scan - SCP



Environmental Scan of SCP



Community Survey Responses 2024

The Community Survey conducted in May 2024, received 13 responses, with 7 suggested improvements:

- 2 regarding the footpath program;
- 2 regarding supporting the remaining sporting bodies left in the Shire,
- 1 asking for the fire service to respond to “your query”
- 1 seeking/advocating/commenting:
 - Recycling bins for all properties
 - Behind regarding environmental sustainability
- 1 comment that said “Office Hours”
- There were 19 responses to the Shire’s survey re plans to implement an animal pound:
 - 79% were in favour of the animal pound going ahead
 - 42% see wandering animals as a key issue and want a to see more of a ranger presence.

The SCP/CBP/WFP does address these issues:

- There is an annual footpath program in place
- The new SRMP has as a key focus how to support the sporting bodies
- Generally, the fire support service works well
- Waste providers will not provide recycling services to all of the Shire’s communities
- With regard to improving environmental sustainability, the Shire has developed a draft bio-diversity plan, is developing a water strategy, is in the process of completing three waste transfer stations and is committed to the Energy Transition
- The Office is appropriately manned
- The Ranger Service will be enhanced within current parameters

Minor Review Outcomes - SCP

The Minor Review of the Integrated Strategic Plan (SCP) confirmed the following:

1. The Strategic Community Plan is, overall, still fit for purpose
2. However, there are some matters that will need to be addressed through recognising the need for their inclusion as part of the Major Review:
 - a. A specific success factor regarding young people:
 - i. Children (Up to Age 14)
 - ii. Youth (Age 15 – 24)
 - b. Modifying the success factor regarding the permanent supply of water to the town of Mogumber to one that encapsulates the outcomes of the Water Strategy
 - c. Reframing of the success factor regarding staff housing (key worker housing)
 - d. Consideration of the impact/solution regarding key developments for emerging industries:
 - i. Mining
 - ii. The Energy Transition
 - iii. Space Capability
 - e. Creating a specific focus regarding a Regional Waste Facility

The CBP does take into account:

- Matters regarding the supply of a consistent water supply across the Shire re Mogumber, Gillingarra and Calingiri (Gouge Rd)
- The Economic Development Strategy deals with key emerging industries and their impacts
- Through addressing the Shire's housing stock, this also opens the door on key worker housing across the Shire

Minor Review Outcomes – CBP & AMP

The Minor Review confirmed the following regarding the **Corporate Business Plan**:

- Updates to the CBP are undertaken as part of the annual review of the CBP
- The CBP is fit for purpose in its current configuration

The Minor Review confirmed the following regarding the **Asset Management Plan**:

- The Asset Management Plan (AMP) is fit for purpose
- The AMP Strategy has been completed
- Work has commenced on the rolling out of the action plan that underpins the AMP Strategy:
 - Development of the Five Year Forward Capital Works Plan
 - Development of the review of assets on an annual, rotational basis

Minor Review Outcomes – Long Term Financial Plan

The LTFP is essentially still fit for purpose and whilst some of the numbers are not reflective in actuals – this will be fully reviewed and recast in the 3rd quarter of 24-25. Of note:

- Inflation factored at 8.3% is slightly higher than the actuals but still within an acceptable margin.
- Operating Expenditure was over forecast by \$1.007m mainly due to depreciation which comprised \$0.829m. Factoring this in and the excess inflationary number we're probably on point.
- Operating Income was on forecast
- Investing Activities was significantly different where the LTFP forecast was virtually a nil effect (i.e. Capital Income equalled Capital Exp) but actuals for 23-24 was a net capital expenditure deficit of \$1.813m
- Some of this was offset by increased transfer from Reserves and with the net gain in the operating result and opening actual surplus of \$0.890m compared to \$0 in the LTFP meant for 23/24 the shire finished with a modest surplus of \$0.101m

Minor Review Outcomes – ICT Plan

The ICT Strategic Plan has been reviewed and believe it is still fit for purpose. There has been some updates to the Roadmap which can be included in the narrative but we have not come full circle to close them off. This includes:

ICT replacement Program Plan

- WCS has an IT Asset Register
- We have replaced a number of the ICT Assets now
- What we haven't done is bring this all into a policy and IT Management Plan.

ICT Business Systems Management Plan

- We have migrated from SynergySoft to CouncilFirst
- Most of our data is now in cloud services
- What we haven't done is fully retire Synergy which will be in Jan 25, close off on the need for Remote Desktop Services (RDS), On premises server consolidation, other applications such as InfoCouncil.

Minor Review Outcomes - WFP

The Shire's organisational chart requires updating to reflect changes to the business units:

Business Unit	Position Change	Other	FTE
CEO	- Community Development Officer - Records Officer	Moved from Office of the CEO Office to the Deputy CEO	
	Environmental Sustainability Officer	New role - shared 50/50 with Shire of Toodyay as per the Work Force Plan	0.5
	Economic Development and Tourism Officer	New role – shared 50/50 with Shire of Chittering. Recognised in 24/25 Budget to assist deliver Economic Development Strategy. Offset by 1FTE re Deputy CEO area 25/26 in anticipation of growth	0.5
	- CEO PA - Council Support Officer	Hours increased Hours decreased	0.6 0.5
	Community Safety Officer	From FT to PT and rebadged as Emergency Services Officer	0.8
Deputy CEO	Rates & Creditors Officer Regulatory Services Admin Off	Brought inhouse. Previously contracted Reallocation of staff resource from FT to PT	0.6 (0.6)
Regulatory Services	Principal Building Surveyor/EHO	Currently contracted out	0.4
Works and Services	Currently 1 vacancy	No change. As per WFP – sharing of GIS Officer may not happen. New FTE scheduled for 25/26 may not be needed	(0.5) (1.0)
Trainee	Rotates through departments	Grant Funded each year as per WFP.	1.0

7.9 Training and Development (Elected Member Training, Committee Member Training and Staff training)

7.9.1 ELECTED MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT POLICY

File Reference	
Report Date	4 November 2024
Applicant/Proponent	Audit Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Julie Klobas – Council Support Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	
Attachments	1. Elected Member Training Report 2023/24

PURPOSE

That the Audit Committee receives the updated Elected Member Training Matrix for its records.

BACKGROUND

To meet the requirements of Elected Member Training, as per attached, the following training has been undertaken.

All units, by all Elected Members, bar one unit for one Elected Member, have been completed, with a completion date of that training session to be finalised by 4 February 2025.

COMMENT

All Elected Members have received an upgraded IPAD (IOS14), to accommodate the WALGA Training Platform which the E Modules are provided on, together with IT Support.

Continuing Professional Development (CPD)

What is the CPD requirement?

- Each council is now required to prepare and adopt a policy covering the continuing professional development of its council members.
- Completed, as noted in the Shire's policy which is published on the local government's website

CONSULTATION

CEO
Council Support Officer
WALGA

STATUTORY CONTEXT

Section 5.126 of the Local Government Act 1995 (the Act) - (Training for Council Members), requires that each Elected Member must complete training in accordance with Regulation 35 of the Local Government (Administration) Regulations 1996 (the Regulations). Elected Members are to successfully complete the course 'Council Member Essentials (consisting of five modules), within 12 months of being elected. This mandatory training is valid for five years.

Non-compliance with the requirements to complete the mandatory training is an offence under s5.126(d) of the Act.

Under Regulation 36 of the Regulations an Elected Member is exempt from the requirements outlined in s5.126(1) of the Act if they have passed either of the following courses within five years ending immediately before the day on which they commenced their current term of office:

- Council Member Essentials
- 52756WA Diploma of Local Government (Council Member) or
- The Elected member passed the course titled LGASS002 Council Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.

CORPORATE CONTEXT

Training completed by Elected Members each financial year is required to be published on the Shire's website by the 31 July each year in accordance with s5.127 of the Act.

Strategic Business Plan/Corporate Business Plan

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

Delegation

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance: s5.126(d) of the Act	Minor (2) Substantiated, localised impact on community trust or low media item	Unlikely (2) The event could occur at some time - - 10 years	Possible (3)	Council Support Officer / CEO Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Ensuring continued stakeholder communication and engagement to ensure compliance.

FINANCIAL IMPLICATIONS

The estimated expenditure of \$385.00 is in the 2024/25 budget.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Committee Resolution

Moved: Cr S Woods
Seconded: Cr D Lovelock

That the Audit Committee **ACCEPTS** the Elected Member Training Matrix as per attachment 1 of this report.

CARRIED BY UNANIMOUS DECISION OF COMMITTEE (3/0)

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

CONFIRMED PUBLIC AUDIT MINUTES



Training Completed by Elected Members 2023/2024 Section 5.127 Local Government Act 1995

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
 (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

Training Matrix

Training Program	Date	Training Provider	Cost	Location	Attendance
- Cr D Lovelock	Due 4/02/2025	- WALGA	- \$385	- E Learning	- Registered.

Mandatory Training Matrix – Council Member Essentials Regulations 35 & 36 Local Government (Administration) Regulations 1996

The Mandatory Modules are:

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest;
- (v) Understanding Financial Reports and Budgets.

Elected Member	Date Elected	Required to Complete Training	Due Date	Progress (Completed unless specified otherwise)	Date
Cr P Bantock	19/10/2019	N	Next Due 26/10/25	- Serving on Council - Understanding Local Government - Meeting Procedures - Conflicts of Interest - Understanding Financial Reports and Budgets	26/10/20 05/11/20 05/11/20 05/11/20 03/11/20



Training Completed by Elected Members 2023/2024 *Section 5.127 Local Government Act 1995*

Cr D Lovelock**	16/10/2021	Y	Next Due 12/10/27	- Serving on Council - Understanding Local Government - Meeting Procedures (P & E) – (Due 4/02/2025) - Conflicts of Interest - Understanding Financial Reports and Budgets	12/10/22 15/10/22 In progress 14/10/22 15/10/22
Cr S Penn	16/10/2021	N	Next Due 18/04/27	- Serving on Council - Understanding Local Government - Meeting Procedures - Conflicts of Interest - Understanding of Financial Reports and Budgets	21/04/22 21/04/22 18/04/22 18/04/22 19/04/22
Cr S Woods	16/10/2021	N	Next Due 18/09/27	- Serving on Council - Understanding Local Government - Meeting Procedures - Conflicts of Interest - Understanding of Financial Reports and Budgets	12/10/22 10/07/22 18/09/22 10/07/22 24/05/22
Cr R Johnson	16/10/2021	N	Next Due 06/03/29	- Serving on Council - Understanding Local Government - Meeting Procedures - Conflicts of Interest - Understanding of Financial Reports and Budgets	26/06/24 17/01/24 06/03/24 18/04/24 23/07/24

**P+E = Participating but studies not finished (with evidence)

*P= Participating but studies not finished (No evidence)

Sean Fletcher
Chief Executive Officer

20 November 2024

7.10 Status Report

Nil

CONFIRMED PUBLIC AUDIT MINUTES

8 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 11.46 AM.

These minutes were confirmed at the Audit Committee Meeting held on 26 February 2025

Signed


(Presiding member at the meeting which confirmed the minutes)

Date

26 March 2025

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

CONFIRMED PUBLIC AUDIT MINUTES