



MINUTES
Ordinary Council Meeting
14 December 2023

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

Commencing – 2.10pm

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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AGENDA NOTICE

Dear President and Councillors

NOTICE is given that the next Ordinary Meeting of the Shire of Victoria Plains Council Will be held in the Calingiri Shire Chambers and/or via E-meeting Protocol on **14 December 2023** commencing at 2.10pm

Sean Fletcher
Chief Executive Officer

1. DECLARATION OF OPENING

1.1 Opening

The Shire President declared the meeting open at 2.10pm.

1.2 Announcements by Shire President

This meeting is recorded for the purpose of minute taking & to allow public viewing online. The meeting shall be run in accordance with the Shire's *Meeting Procedures Local Law 2018*.

2. REMOTE ATTENDANCE BY ELECTED MEMBERS

THAT:

- Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;
- In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;
- Electronic means includes, as per r.14CA(2) by telephone or video conference;
- Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;
- In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;
- Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones.

Approval to Attend and Declaration of Confidentiality
--

THAT:

CR D LOVELOCK HAS been **APPROVED** to attend the Audit Committee Meeting on 14 December 2023 by electronic means as approved by the Shire President and that a declaration has been received regarding confidentiality and other requirements as noted in Section 2 herewith.

3. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President Cr S Woods – Deputy Shire President Cr D Lovelock – via teleconference Cr R Johnson
Staff attending	CEO – Mr S Fletcher DCEO – Mr C Ashe Council Support Officer – Ms J Klobas Community Development Officer – Ms K Humphries via teleconference
Apologies	Cr S Penn WSM – Mr S Brenzi
Approved leave of absence	N/A
Visitors	Nil
Members of the public	Nil

4. DISCLOSURES OF INTEREST

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

Type	Item	Person / Details
4.1	Financial	The CEO, Mr S Fletcher, declared a financial interest in item “12.2, CEO’s Annual Performance Review” due to “ <i>Wrote the Report – May need to provide advice</i> ”.
4.2	Proximity	Nil
4.3	Impartiality	Cr P Bantock. declared an impartiality interest in item “9.8 <i>Community Budget Grant Submissions 23-24</i> ” due to “ <i>Member of Mogumber-Gillingarra Fire Brigade; Calingiri Sports Club and Board Member of Yerecoin Primary School.</i> ” Cr S Woods. declared an impartiality interest in item “9.8 <i>Community Budget Grant Submissions 23-24</i> ” due to “ <i>Member of Calingiri Sports Club and President of Calingiri Sports Club is employee plus soon to be Board Member</i> ”.

Cr R Johnson. declared an impartiality interest in item"9.8 Community Budget Grant Submissions 23-24" due to "Member of Yerecoin Progress".

5. PUBLIC QUESTION TIME

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

5.1 Public Questions With Notice

N/A

5.2 Public Questions Without Notice

N/A

6. PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8. MINUTES OF MEETINGS

8.1 Confirmation of Council Meeting Minutes

2312-01	Officer Recommendation / Council Resolution
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Moved: Cr D Lovelock

Seconded: Cr S Woods

That the Minutes of the following meetings:

- Ordinary Council Meeting held 22 November 2023.

as circulated, be **CONFIRMED** as a true and correct record, *with amendment to include Cr Lovelock as attending the 22 November 2023 OCM via teleconference with Shire President approval.*

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9. REPORTS REQUIRING DECISION**9.1 Accounts for Endorsement – November 2023**

File reference	F1.8.4		
Report date	8 December 2023		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Glenn Deocampo – Coordinator Financial Services		
Senior Officer	Colin Ashe – Deputy Chief Executive Officer		
Authorised by	Sean Fletcher – Chief Executive Officer		
Attachments			
Attachment 1	Page	2	Public schedule – in the Attachments to Agenda

PURPOSE

This Item presents the attached List of Accounts Paid, paid under delegated authority, for November 2023.

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

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

Please note a serial column has been added to the payment listing for ease of referencing specific line payment queries raised by council.

CONSULTATION

None

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8(2)(b) – expenditure is to be reported to the next ordinary meeting of Council

Local Government (Finance) Regulations 1996 –

- r.13 Payments for municipal fund or trust fund
 - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
 - a) The payee's name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the transaction
 - (2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

CORPORATE CONTEXT

Delegations Register –

- 3.2 – Municipal Fund and Trust Fund – Payments from Bank Accounts
 - o CEO authorised, subject to conditions
 - o compliance with legislation and procedures
 - o Minimum of 2 signatories with varying level of authorisation

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 is relevant as part of sound financial management policies.

Policy Implications

Policy Manual –

- 3.1 Purchasing Framework

Other Corporate Document

- N/A

Risk Analysis

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

FINANCIAL IMPLICATIONS

All payments are in accordance Council's adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

2312-02 Officer Recommendation / Council Resolution**Moved: Cr R Johnson****Seconded: Cr S Woods**

That the payments made for November 2023 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, be **ENDORSED**:

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	12592 – 12721	2,290,327.42
Creditor Cheque Payments		.
Direct Debit Payments**	DD14398-DD14448	53,149.21
Salaries & Wages EFT	PE 08/11/23, PE 22/11/2023	118,658.89
Credit Card–Bendigo Bank-	DD14479.1	4,296.08
Fuel Card – Wright Express	DD14479.2	849.84
Trust Payments		0.00
	TOTAL	\$2,467,281.44

Local Spending	\$	%
Local Supplier	44,747.38	1.81
Payroll	118,658.89	4.81
Total	163,405.27	6.62

**includes salary and wages deductions, and SGC

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.2 Monthly Financial Statements – November 2023

File reference	12.8.1		
Report date	07 Dec 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe, DCEO		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	14	Monthly Financial Statements – 30 Nov 2023

PURPOSE

To receive the monthly financial statements for the period ending 30 Nov 2023.

BACKGROUND

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

COMMENT

The Nov 23 Monthly Financial Statements has been fully prepared by shire Finance staff but due to the short timeframe to complete, the recent budget amendments approved in Nov 23 has not been incorporated fully. This will be actioned in Jan 24 statements with an additional column added.

Overall the shire is tracking satisfactorily to budget with a \$280,587 in excess of the forecast. This is primarily due to restricted funds now being transferred back into the municipal fund as carry over works are finalised.

STATEMENT OF FINANCIAL ACTIVITY:

The month of Nov 23 references an actual surplus of \$2,311,992 as shown on the Statement of Financial Activity. This is calculated by removing all the non-cash items such as depreciation to arrive at a liquidity position and reconciled in Note 1 through a Current Assets and Liabilities position on the Balance Sheet. Council should expect to see a steady decline in this figure as the majority of funds have been received and any grants triggered will be offset by expenditure.

NOTES TO ACCOUNT

The following provides a summary and explanation of the major notes in the Nov 23 Financial Statement.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$3,649,842 with an Unrestricted Municipal Bank Balance of \$1,968,419 and \$1,703,277 in Restricted Cash, the latter comprising:

- \$1,256,913 in Reserves.
- \$424,510 major grant funding received and quarantined. As advised last month, some funding has now been transferred as road construction, particularly Mogumber – Yarrowindah Rd has now been completed.

Note 4 – Debtors:

An overall balance of \$1,214,985 of which 55% relates to rates receivable and 45% sundry debtors noting there is \$202,173 in GST receivable which will remediate itself in due course.

Rates:

- \$486,781 or 72% on instalments.
- \$130,174 or 19% that are still overdue for no reason. A final demand letter has now been sent out to these ratepayers and the next step will be referral to council's debt collectors.
- A collection rate of 82% of rates levied for 23-24.

Sundry Debtors:

- Current of \$347,459 includes invoicing MRWA grant funding (\$335,456).
- 90+ Days have been referred to councils' debt collection for recovery.

Note 5 Reserves:

Current balance is \$1,256,913 with little movement in this restricted fund but of note, \$812,412 has been placed in a term deposit at 3.85% interest, matured on 05 Dec 23 and rolled over for a further 6 months, maturing 05 Jun 2024.

Note 7 – Capital Program

Major road works have commenced, some completed, and costs are being reflected in the capital program which includes:

- Retaining Wall at U1 and U2 Calingiri APU's
- Oval Pump Shed
- Boardroom Table
- Piawaning Desalination Plant
- In total as at 31 Oct 23 \$2,535,792 has been expended on road construction.
- R2R expenditure has virtually been completed and can be acquitted before Feb 24 – a rare event.
- With the completion of the Mogumber Toilets, LRCI Ph 2 Final Report has been approved as complete.

Note 10 – Grants and Subsidies

During Nov 23 the following capital grant funding was triggered (noting this is raising an invoice as opposed to the funding being deposited);

- \$223,440 RRG
- \$81,520 Blackspot Funding (2nd Claim)
- \$50,000 Piawaning Desalination Plant.

Note 11 – LRCI Program

An addition to the reporting suite is to provide a status report on LRCI projects of which there is outstanding works on all Phases 1-3 as follows:

Phase 1 – Standpipe relocation – final seal is due in Dec 23 and once costs come through, the Final report for the phase can be submitted as complete.

Phase 2 – complete

Phase 3 – some slippage in this program which is hoped to be completed early in the new year.

Phase 4 and 4B – current financial year and in the budget, should be completed by calendar year end.

Note 12 – Material Variances

This provides an explanation of variances in excess of 10% and \$10,000 as per council policy. These variances are relatively minor and will be reviewed in the next budget review planned for Feb 24

CONSULTATION

Coordinator Financial Services
CEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

- r.34 – financial activity statement required each month and details of what is to be included.

CORPORATE CONTEXT

Delegations Register –
Section 3 – Financial Management

Strategic Business Plan/Corporate Business Plan

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

	Council is supported by a skilled team
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Strategic Priority 4.3 is relevant as part of sound financial management policies.

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Extreme (5) Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Unlikely (2) The event could occur at some time	High (10)	Senior Management Team / CEO Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Policies and processes including preparation by Finance staff ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

None

VOTING REQUIREMENTS

Absolute Majority Required: No

2312-03 Officer Recommendation / Council Resolution
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Moved: Cr D Lovelock

Seconded: Cr S Woods

That Council **RECEIVE** the 30 Nov 2023 Monthly Financial Reports as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.3 Audited Annual Financial Report 2022-23

File reference	12.2.1		
Report date	27 Nov 2023		
Applicant/proponent	Audit Committee		
Officer disclosure of interest	NIL		
Previous meeting references	Audit Committee exit meeting 22 Nov 23		
Prepared by	Colin Ashe, DCEO		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	33	Annual Financial Report 2022-23 (including Audit Report)
Attachment 2	Page	79	Management Report 2022-23

PURPOSE

That Council, adopts, accepts and notes the outcomes of the Audit Committee meeting recommendations in regard to Audit Reports and Annual Financial Statements 2022-23.

BACKGROUND

In May 22 the Audit Committee received the Audit Strategy Memorandum which included:

- Audit Approach.
- Significant aspects of this year's audit.
- Audit Strategy Memorandum and key requirements.

On 22 Nov 23 the exit meeting was conducted with the Audit Committee, William Buck Chartered Accountants, Office of the Auditor General (OAG) and RSM to discuss the outcomes of the Audit Report and Management Report for 2022-23.

COMMENT

The Audit Committee agenda raised a number of matters including the cost of the audit itself and process noting there could be improvements from both the auditors and the shire itself for greater efficiency. In terms of the audit reports there was discussion on the draft recommendations in the Management Report.

The Shire received its official audit report for the annual financial statements 2021-22 on the 27 Nov 23 and within the timeframe of 31 Dec 23 as set out in S7.9 of the Local Government Act 1995.

In accordance with S7.12A (3) a local government is to examine the audit report, determine if any matters raised require action and that action is appropriate. As there was no findings in the Audit Report there is no further action required by the shire.

Independent Auditor's Report (Attachment 1)

The Auditor General's delegate, states that in his opinion, the 2022/2023 annual financial report is

- based on proper accounts and records.

- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period.
- in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Management Report (Attachment 2)

There were no significant matters reported for 2022-23 and the shire closed out six (6) of the seven (7) findings from 2021-22. The remaining item was raised in 2021-22 and has been escalated to a moderate rating due to the increased dollar value, specifically:

1. Accounts Payable Suspense Account

Finding

The Shire had 1 suspense account which amounted to \$5,916.20 at 30 June 2023 which arose mainly from miscellaneous payments received to the Shire with no information provided on what the payments related 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 and those receipts are recognised in the suspense account.

When the finding was first raised in 2021-22, the suspense account at 30 June 2022 amounted to \$2,400.30.

Rating: Moderate (2022: Minor)

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

Management comment

Whilst acknowledging the finding, this same recommendation was provided in 21-22 which the shire has implemented both. The shire is reconciling through maintaining a historical list of revenue received that cannot be allocated to a specific rate account because of the lack of detail provided in the remittance advice.

It is not agreed of an increase of fraud due to the overall audit outcome which indicated satisfactory controls are in place, making this slightly contradictory.

The shire will continue to educate the public making payments and ascertain the cost of implementing a BPay system which may reduce this balance but at this point, and as indicated by

the same recommendation provided by in consecutive financial years, cannot guarantee if this balance will increase or decrease.

Th author has since had some further thoughts on how to address this issue permanently and will raise this through the Audit Committee for endorsement in due course.

With consideration of the Annual Financial Statements and the Auditor's Report, these can now proceed as part of the Shire's 2022-2023 Annual Report. This means that once the Annual Report is accepted by Council, the Annual General Meeting of Electors can be set and the Annual Report, including the 2021-2022 Annual Financial Statements, presented to that meeting.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

Local Government Act

5.53. Annual reports (in part)

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (f) the financial report for the financial year; and
 - (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year.

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.
** Absolute majority required.*
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

Audit Regulations

16 Functions of Audit Committee (in part)

- (e) 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;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) 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).

Financial Management Regulations

51 Annual financial report to be signed etc. by CEO and given to Department

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government’s CEO of the auditor’s report on that financial report.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 is relevant as part of sound financial management policies.

Delegation

N/A

Policy Implications

Section 3 – Financial Management

Other Corporate Document

N/A

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

Absolute majority required: No

2312-04 Officer Recommendation / Council Resolution

Moved Cr R Johnson

Seconded Cr S Woods

That Council, as recommended by the Audit Committee, and in accordance with:

- a. Section 7.2 of the *Local Government Act 1995*, **ADOPTS** the 2022/2023 Annual Financial Report including the Auditor’s Report (Opinion) from the Office of the Auditor General as per Attachments 1 and 2.
- b. **NOTES** the Deputy CEO’s response to the moderate findings in the Management Letter.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.4 Adoption of the 2022/2023 Annual Report and Setting of the Annual Meeting of Electors

File reference	4.6.2		
Report date	01 Dec 2023		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references	N/A		
Prepared by	Colin Ashe, Deputy CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page		Draft 2022/2023 Annual Report

PURPOSE

To accept the 2022/23 Annual Report and to convene the General Meeting of Electors.

BACKGROUND

An annual report for the previous financial year is required to be prepared and adopted by Council. Key components of the annual report include a report from the Shire President and the CEO, matters regarding the Strategic Community Plan and the Annual Financial Statements.

The Shire received its audit report for the 2022-2023 annual financial statements on 27 Nov 23 and within the timeframe of 31 Dec as set out in s7.9 of the *Local Government Act 1995*. The Auditor's Report and the Annual Financial Statements form part of the Shire's Annual Report. The Audit Committee reviewed the Annual Financial Statements on 22 Nov 23 and presented these to Council at today's Council meeting for final consideration (Item 9.3).

Accordingly, the Annual Report is presented to Council today for its acceptance.

Once accepted by Council, the date to hold the general meeting of electors (often referred to as the Annual Meeting of Electors) can then be set.

COMMENT

A summary regarding the contents of the annual report is provided in the following table:

Section	Description
The District at a Glance	A general overview of the Shire of Victoria Plains
President's Address	The report is required to be provided by the Shire President re 2023/2023
Matters Regarding Council	This includes who was on Council during 2022/2023, matters regarding meetings, the previous elections, membership of committees and complaints. Meeting attendance figures have been included along with the training register for the elected members
CEO's Message	The CEO is required to provide a report
Financial Management Report	The Deputy CEO's report provides a summary of the key financial activity for 2022-2023. This is, in effect, an overview of the annual

	financial statements.
Works and Services	This section sets out the key road funding sources, the major capital works undertaken, and the day to day operations undertaken
Environmental Health, Building and Planning Services Report (Local Planning Scheme)	This report includes an overview of the main regulatory functions of the Shire: health, building and land use planning
Other Staff Matters	An organisational chart has been included and matters regarding remuneration (number of officers that receive more than \$100,000 per year)
Other Matters of Governance	The Shire is required to be compliant regarding the following: <ul style="list-style-type: none"> • Public Interest Disclosures – 0; • National Competition Policy – the Shire did not privatise any activities in 2022/2023 and so consequently there were no obligations to report in this area impact of local laws; • Record Keeping Plan – confirmation that the Record Keeping Plan is performing as required; • Freedom of Information – there were 0 applications received • Disabilities Access and Inclusion Plan – the new Plan was completed and implemented at the time of writing this report
Shire Facilities	Lists the main shire provided facilities in each community and who best to contact in order to use them
Status of the Strategic Plan and Corporate Business Plan (Implementation Plan)	Confirms when the SCP was adopted (3 August 2022) and provides an overview on how the new plan has performed in 2022-2023: <ul style="list-style-type: none"> • Community = 87% • Economy = 81% • Environment = 85% • Civic Leadership = 98% • Major Projects = 88%
Matters for Next 12 Months	The Shire will report on 54 key actions expected to be undertaken for the next 12 months which includes: <ul style="list-style-type: none"> • Implementation of the DAIP; • Development of the Recreation Master Plan • Drafting of an Economic Development Plan • Planning for increased housing stocks • Completion of the Bolgart Caravan Park Amenities • Rolling out of the E-waste transfer stations for all three landfills • Improving the Shire's fire mitigation plan through MAF funding • Development of the Shire's water strategy • Rollout of the Shires new operating system • Continuation of cybersecurity measures.
Capital Program	Confirmation of the Shire's capital works program as per the Manager of Works and Services report
Auditor's Report and Annual Financial Statements	Contains a copy of the letter from the Auditor General's delegate (Opinion) and the Audited and Signed annual financial statements

Conclusion

Should Council accept the 2022 - 2023 Annual Report, it will be in a position to set the date for the Annual General Meeting of Electors (general meeting of electors), and must be held with 56 days from acceptance. The Annual Report is presented to that meeting, which is also held open for general business raised by the community. The date of the meeting needs to allow enough time for the CEO to advertise the meeting and to also make copies of the annual report available.

CONSULTATION

- PA to the CEO
- Deputy CEO
- Manager Works and Services
- Principal Building Surveyor

STATUTORY CONTEXT**Local Government Act****5.53. Annual reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) *deleted*]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;
 and
 - (i) such other information as may be prescribed.

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2)The financial report is to —

- (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
- (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

** Absolute majority required.*

- (2) If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government’s official website within 14 days after the report has been accepted by the local government.

5.27. Electors’ general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors’ meetings are to be those prescribed.

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

Strategic Priority 4.3 is relevant as part of sound financial management policies.

Delegation

N/A

Policy Implications

Section 3 – Financial Management

Other Corporate Document

N/A

Risk Management (Risk Procedures)

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
<p>Non-compliance</p> <p>There are two main issues:</p> <ul style="list-style-type: none"> Failing to meet the required due dates; Failing to include all relevant information 	<p>Major (4)</p> <p>Non-compliance results in termination of services or imposed penalties to Shire/Officers</p>	<p>Almost Certain (5)</p> <p>Expected to occur in most circumstances</p>	<p>Extreme (20)</p>	<p>CEO & Council (</p> <p>Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring</p> <p>Effective: The Shire has prepared the written annual report with the required content in required time frames. However, delays by the auditors and the OAG has seen the production of the Annual Report delayed</p>	<p>CEO to ensure that Council is kept apprised of roadblocks that occur with regard to preparing the annual report. This has been done at Council Briefing Sessions.</p> <p>The above ensures that the risk is maintained as Low</p>

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: Yes (In part)

2312-05 Officer's Recommendation / Council Resolution**Moved: Cr D Lovelock****Seconded: Cr S Woods**

That Council:

1. In accordance with Section 5.54(1) of the *Local Government Act 1995* **ACCEPTS BY AN ABSOLUTE MAJORITY** the Shire of Victoria Plains 2022-2023 Annual Report as set out in Attachment 1.
2. In accordance with Section 5.27 of the *Local Government Act 1995* **CONVENES** a General Meeting of Electors (an Annual Meeting) of the Shire of Victoria Plains to be held on 14 Feb 2024 commencing at 6:00 PM at the Emergency Services Building.
3. NOTES that:
 1. The Shire of Victoria Plains Annual Report **MAY BE** subject to further formatting and styling to be determined by the CEO prior to publication.
 2. In accordance with Sections 5.29 and 5.55 of the *Local Government Act 1995*, the CEO will give local **PUBLIC NOTICE** of the General Meeting of Electors to be held on 14 Feb 2024, and of the availability of the Shire's Report for the 2022/23 Financial Year, and will make the report available on the Shire's website within fourteen (14) days.
 3. Further to Regulation 51 of the *Local Government (Financial Management) Regulations 1996*, the Director General of the Department of Local Government, Sports and Cultural Industries will be **PROVIDED** with a copy of the Shire's Annual Report for the 2022/23 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.

CARRIED BY ABSOLUTE MAJORITY AND BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.5 Write off of Penalty Interest – Assessment A21960 and Legal Fees and Penalty Interest - Assessment A20493

File reference	12.7.1		
Report date	06 Dec 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Senior Officer	Colin Ashe, DCEO		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page		

PURPOSE

To write off penalty interest that has accrued on assessment A21960 and legal fees plus penalty interest on A20493.

BACKGROUND

Section 6.12 (1) (c) of the Local Government Act 1995 provides a local government can write off any amount of money. The CEO has delegated authority to write off up to \$200 of which the amount requested exceeds this threshold amount.

COMMENT

A21960

On the 08 Feb 2023 Assessment A21960 applied for e-rates which was prior to the 2023-24 rating period and incentive approved by council during budget deliberations. This was one of seven (7) properties owned by the proponent at the time.

Unfortunately this property was missed in the system process in that it was flagged for the rate notice to be delivered by email, but not captured on the email database. As a consequence, the rate payer received six (6) of the seven (7) rate notices electronically. This particular rate assessment was neither delivered by conventional postage methods or electronically and remained outstanding.

It was only upon review of receiving a final notice in the mail (these are not delivered electronically) that the ratepayer raised this issue with the shire. A lack of clarity in communication with staff compounded this issue where the author gave direction to ascertain the source documentation of e-rates sign up that it became clear the error was made by the shire in not providing this rate notice electronically.

Staff have now been counselled that errors can be made on the database in terms of the method of delivery, but had this simple step of checking source documentation been carried out, this write off would likely have been within the CEO delegation threshold to write off the penalty interest upon briefing.

At the time of writing, penalty interest amounts to \$492.68.

A20493

This property has been sent to debt collectors previously and upon contact the ratepayer advised: *‘As we discussed earlier today for the last few years we have asked for the rates notices to be sent to (email address withheld) and to PO Box 37 Eneabba 6518 but this doesn’t seem to happen and we get hit with legal fees pretty much every year, I am more than happy to pay the rates for (address withheld) in full with the ESL included but I find it unnecessary and unfair to pay the legal fees attached to this notice’.*

It appears this has been a legacy issue from previous years with the legal fees based on 22-23 outstanding amounts. Email and postal address has now been updated.

At the time of writing, legal costs and penalty interest amounts to \$555.01.

CONSULTATION

CEO
Rates Officer

STATUTORY CONTEXT

Section 6.12 (1) (c) of the Local Government Act 1995.

CORPORATE CONTEXT

Delegations Register –
3.6 - Write off of rate and sundry debts.

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 is relevant as part of sound financial management policies.

Policy Implications

- N/A

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Financial Impact	Minor (2) \$10,000 - \$25,000	Unlikely (2) The event could occur at some time	Possible (3) The event should occur at some time	Operational Manager Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Policies and processes including sound agreements and follow up will ensure residual risk is acceptable.

FINANCIAL IMPLICATIONS

As at 30 Nov 23 the shire revenue for penalty interest is \$4,979 of an annual budgeted amount of \$5,080. This write off will have little impact on shire finances.

VOTING REQUIREMENTS

Absolute Majority Required: Yes

2312-06 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **WRITE OFF**:

1. up to \$500.00 of penalty interest on rate assessment A21960.
2. up to \$560.00 of legal fees and penalty interest on rate assessment A20493.

CARRIED BY ABSOLUTE MAJORITY AND BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.6 ICT Strategy 2023-2027

File reference	4.2.1		
Report date	06 Dec 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe, DCEO		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	2	ICT Strategy 2023-2027 – Confidential

PURPOSE

To approve the Shire of Victoria Plains ICT Strategy 2023-2027.

BACKGROUND

All local governments are required to plan for the future of their district under Section 5.56 (1) of the Local Government Act 1995. Regulations under Section 5.56(2) of the Act outline the minimum requirements to achieve this. The minimum requirement of the plan for the future is the development of:

- A Strategic Community Plan (SCP); and
- A Corporate Business Plan (CBP).

The Integrated Planning and Reporting Framework and Guidelines (IPRF) were developed in 2010 as part of the State Government's Local Government Reform Program. The IPRF was developed to give local governments a framework for establishing local priorities and to link this information to operational functions.

Broadly, the SCP establishes the community vision, the BCP translates the SCP into activities and priorities, informed of the ability to resource and manage through the:

- Long Term Financial Plan (LTFP)
- Workforce Plan (WFP)
- Asset Management Plan (AMP)
- ICT Strategy

The ICT Strategy is a key document to provide the resourcing capability in order implement the Strategic Community Plan and Corporate Business Plan.

By following this roadmap, the Shire can improve its ICT capability, maturity, and benchmark performance, enabling it to better manage information and communications technology within local government and support all aspects of its operations.

COMMENT

The ICT Strategy has been prepared by council's ICT partner, Wallis Computer Solutions (WCS) and with the dynamic nature of ICT is a 'living' document requiring regular reviews with the for changing priorities and technologies.

Key points in the ICT Strategy 2023-2027 includes:

S.W.O.T Analysis:

The following indicates the present state of ICT at the Shire of Victoria Plains, identifying its strengths, weaknesses, opportunities, and threats (SWOT).

<p style="text-align: center;">STRENGTHS</p> <ul style="list-style-type: none"> • Recognition of requirement for continued ICT development and how that will increase efficiency within the organisation • Long-term IT support from local IT Support business in Wallis Computer Solutions • Current ICT is largely working 	<p style="text-align: center;">WEAKNESSES</p> <ul style="list-style-type: none"> • Limited long-term plans or strategies • IT seen as a cost centre • Limited internal ICT expertise so reliant on 3rd party contractors • Timely on site mobilisation • DR Plans and Testing
<p style="text-align: center;">OPPURTUNITIES</p> <ul style="list-style-type: none"> • Development of plans will provide better budgeting and planning for the future • Adopt a risk management strategy • Enable process to ensure continuation of strategies with changing of staff • Continuity for long-term planning for ICT • Increase efficiency and utilization of ICT by staff, councillors and rate payers • Artificial Intelligence (AI) 	<p style="text-align: center;">THREATS</p> <ul style="list-style-type: none"> • Potential for additional requirements from State Government putting more pressure on small local governments • Constantly changing technology and trying to keep up with this and what is going to offer the best value for money for our specific requirements • Additional expenditure required to meet increased regulation • Cybersecurity • Compromise of data

ICT Strategy – Framework Components:

The Shire’s ICT strategy incorporates the recommendations developed by the Department of Local Government’s IPR framework in relation to ICT strategy which is comprised of eight (8) components designed to set the baseline for managing systems, networks and Information Management summarised as:

1. Governance – *Strategies, principles and practices that guide the correct and effective delivery of ICT services and provides a framework for ICT decision making.*
2. Emerging Trends and Technologies – *Providing challenges and opportunities for local government in managing ICT systems and resource, and delivery of future ICT services.*

3. Business Systems and Applications – *Software systems and applications used by a local government.*
4. Infrastructure and Technology – *Hardware and network infrastructure used to deliver local government ICT services.*
5. IT Business Continuity – *Activities undertaken to enable a local government to deliver its ICT services.*
6. Security – *Protecting information and systems from unauthorised access, use, modification, disclosure or destruction.*
7. Project Management – *Planning, organising, controlling and managing resources to achieve specific goals.*
8. Information Management - *The framework establishes a comprehensive framework that outlines the necessary measures for effective information management within local government.*

The implementation of these principles will ensure that systems are effectively managed and developed, that systems and data are secure and protected and that the return from investment in ICT resources is maximised for the Shire.

ICT Strategic Roadmap:

This roadmap outline what the shire needs to do over the next five (5) years on a priority basis that will align to the ICT Strategic Framework.

By following this roadmap, the Shire of Victoria Plains can ensure that its ICT services are continually improving and evolving to meet the changing needs and priorities of the community.

ITF Classification	Type	CODE	SHIRE PLAN
ICT Strategic Plan	Governance	ITBS1	ICT Strategic Plan
ICT Annual Business Plan	Governance	ITBS1	ICT Replacement
IT Asset Register	Infrastructure and Technology	ITSB2	Program Plan
IT Asset Management Plan	Infrastructure and Technology	ITSB2	
IT Asset Replacement Policy	Infrastructure and Technology	ITSB3	
Software Asset Management Policy	Business Systems and Applications	ITSB3	
Systems Documentation	Business Systems and Applications	ITBS1	ICT Business Systems Management Plan
System Upgrade Policy	Business Systems and Applications	ITBS3	
IT Disaster Recovery Plan	IT Business Continuity	ITBS1	ICT Disaster Recovery and Business
Backup Policy	IT Business	ITBS1	Continuity Plan

ITF Classification	Type	CODE	SHIRE PLAN
	Continuity		
IT Risk Assessment Matrix	IT Business Continuity	ITBS2	
IT Risk Mitigation Plan	IT Business Continuity	ITBS2	
Risk Management and Strategy Plan	Governance	ITBS1	
IT Security Policy	Security	ITBS1	ICT Security Plan
Password Policy	Security	ITBS1	
Incident Management Plan	Security	ITBS2	

ICT Baseline standard (ITBS1)

Intermediate (Recommended) standard (ITBS2)

Complete Standards (Optimal) (ITBS3)

Planning for 2024-25

Noting earlier comments on ICT being dynamic and ever evolving the following areas of focus are planned for the 2024-25 budget:

- ICT Replacement program
- ICT Business Continuity
- ICT Security Plan

CONSULTATION

CEO

WCS

STATUTORY CONTEXT

Local Government Act 1995 –

- S5.56 Planning for the future
- S6.2 Local government to prepare annual budget
(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future....

Local Government (Administration) Regulations 1996 –

- Division 3 – Planning for the future
- R19C (5) - In making or reviewing a strategic community plan, a local government is to have regard to —
(a) – the capacity of its current resources and the anticipated capacity of its future resources.

CORPORATE CONTEXT

All components of the Strategic Community Plan/Corporate Business Plan

Policy Implications

- Policy Manual – Administration
 - 2.2 ICT Usage

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Major (4) Non-compliance results in termination of service or imposed penalties. Single major litigation.	Unlikely (2) The event could occur at some time	Moderate (8)	Senior Management Team / CEO Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Policies and processes including at least yearly review by Finance staff ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

The ICT Strategy 2023-2027 is a key document that informs the SCP and CBP of allocating resources in order to achieve a robust posture in number of elements including security, efficiencies and business continuity.

VOTING REQUIREMENTS

Absolute Majority Required: No

2312-07 Officer Recommendation / Council Resolution

Moved: Cr D Lovelock

Seconded: Cr R Johnson

That Council **APPROVES** the ICT Strategy 2023-2027.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.7 Adoption of RoadWise Declaration for Road Safety

File reference	
Report date	16 August 2023
Applicant/proponent	WALGA - RoadWise
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Sean Fletcher, CEO
Senior Officer	N/A
Authorised by	CEO
Attachments	
Attachment 1	Page
	Nil

PURPOSE

For Council to adopt a road safety declaration.

BACKGROUND

At its meeting on 23 August 2023, Council resolved for the Shire to be a RoadWise Council under the revamped RoadWise scheme delivered by WALGA.

In particular, Council noted that the benefits of a RoadWise local government include receiving a significant increase in support regarding road safety goals. This includes writing proposals, nominations and submissions, road safety management systems, providing advice on best practice road safety, media, policy development and accessing services etc.

Cliff Simpson, the Shire's Road Safety Advisor under the RoadWise Scheme emailed the author on 29 November 2023 and asked if the Shire of Victoria Plains would consider adopting a Declaration for Road Safety.

COMMENT

Since becoming a RoadWise Council back in August 2023, progress has been made regarding the following:

- Abbot John has agreed to the blessing of the roads at New Norcia for Easter 2024;
- The Shire and Mr Simpson are systematically working their way through the safety initiatives Checklist;
- Drafting of the Victoria Plains road safety action plan, which will be available sometime during December 2023;
- Invitation for Silvio, Mick and I to attend the Type 1 Bridge Inspection Course in Feb 2024; and
- Loaning from WALGA two speed display signs during 2024 (Before Bolgart entrances).

In terms of activities going forward for the next quarter/next year, the author notes looking forward to the safety rating of the Shire's roads, possible preparation for a blackspot project in 24/25 and a possible application for Commodity Routes funding. Mr Simpson will also be assisting the Shire with lodging a grant application to the Safety Commission that will allow the Shire to purchase more road safety signs and community activities.

Mr Simpson has proposed that the road safety declaration for adoption by Council consists of the following statement:

Shire of Victoria Plains Road Safety Declaration

The Shire of Victoria Plains acknowledges that it is unacceptable for people to die or be seriously injured on Western Australian roads.

In partnership with WALGA RoadWise and Main Roads WA, the Shire also acknowledges the WA Government’s ultimate long-term vision of zero deaths and serious injuries on the local road network.

The Shire will demonstrate leadership in road safety by working towards a systematic, organisation-wide approach, to identify and implement measures that improve road safety outcomes on our local road network.

The Shire recognises that we invest significant resources on an extensive rural and urban road network through our role in building, maintaining, and managing roads.

The Shire of Victoria Plains commits to working towards best practise road safety with the available resources.

The proposed road safety declaration sets a clear direction (aspiration or guiding principle) and message regarding road safety in the Shire. The initiatives undertaken to date and those proposed for the future clearly fall within the ambit of the proposed declaration.

CONSULTATION

- December 2023 Council Briefing Session
- Mr Silvio Brenzi, Manager of Works and Services;
- Mr Cliff Simpson, Road Safety Adviser, RoadWise, WALGA.

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

Road Safety is well recognised as a strategic priority with the Shire’s Strategic Community Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
2. ECONOMY	
2.2 Safe and efficient transport network enables economic growth	Local benefits are delivered through our active participation in the Wheatbelt Secondary Freight Network
	Safe and well maintained connection to Great Northern Hwy
	Road plant and equipment enables achievement of the 10yr Road Plan

	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)
--	--

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.1 Forward planning and implementation of plans to achieve community priorities	We attend meetings of key local and regional organisations to jointly plan for our community

Priority 2.2 is relevant as the matter deals with supporting safer roads in the district. Also, as this matter is one of regional importance and cooperation, Strategy 4.1 is applicable as the Shire is one of ten RoadWise Councils in the region.

Policy Implications

Policy 16.1 Restricted Access Vehicles on Shire Roads. In essence this policy and its schedules address on what basis RAV can access Shire roads and the requirements to operate in a safe manner.

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation Failing to address and promote road safety will have a lasting affect on not only the Shire and its operations but the communities	Moderate (3) Substantiated, public embarrassment, moderate impact, moderate news profile. Example: State-wide paper, TV News story	Possible (3) The event should occur at some time (20% chance) At least once in 3 years	Moderate (9)	Service Manager (e.g. CEO, DCEO, MWS, PBuS, CESM) Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	By the Shire's Senior management Team adhering to the principles of the declaration; this risk is reduced to low/rare

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

2312-08 Officer Recommendation / Council Resolution

Moved: Cr R Johnson

Seconded: Cr S Woods

Council **ADOPTS** the following road safety declaration for the Shire of Victoria Plains:

Shire of Victoria Plains Road Safety Declaration

The Shire of Victoria Plains acknowledges that it is unacceptable for people to die or be seriously injured on Western Australian roads.

In partnership with WALGA RoadWise and Main Roads WA, the Shire also acknowledges the WA Government’s ultimate long-term vision of zero deaths and serious injuries on the local road network.

The Shire will demonstrate leadership in road safety by working towards a systematic, organisation-wide approach, to identify and implement measures that improve road safety outcomes on our local road network.

The Shire recognises that we invest significant resources on an extensive rural and urban road network through our role in building, maintaining, and managing roads.

The Shire of Victoria Plains commits to working towards best practise road safety with the available resources.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

9.8 Community Budget Grant Submissions 2023-24

File reference	13.6.1		
Report date	07 Dec 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Katrina Humphries, CDO		
Senior Officer	Colin Ashe, DCEO		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	83	Community Budget Submission Grant Applications
Attachment 2	Page	203	Community Budget Submission Grant Guidelines
Attachment 3	Page	208	Community Grant Submission Check List

PURPOSE

Approval and Acceptance of Community Budget Submission Grant Applications.

BACKGROUND

- Council approved the Community Budget Grant amount when the Budget was announced in 2023.
- Applications were invited by Newsletter, email to Community Groups and on the Shire of Victoria Plains website.
- Nine applications were submitted by the deadline 6th December 2023.

COMMENT

The nine applicants in no particular order are as follows:

- 2024/1 Piawaning Expo Inc – Fireworks & Expo expenses - \$10,000
- 2024/2 Calingiri Sports Club – Club Cooling & Cooking - \$5,000
- 2024/3 Bolgart CWA – Centenary Celebrations Memorial Mugs - \$3,701.40
- 2024/4 Bolgart Sports Club – Garden Installation - \$5,000
- 2024/5 Yerecoin Progress Association – Yerecoin Town Verge - \$5,000
- 2024/6 Mogumber Progress Association – Access Ramp & Lighting - \$4,000
- 2024/7 St John WA Vic Plains – Purchase of land for new location & building - \$5,000
- 2024/8 Yerecoin Primary School P&C – 5yr IT Upgrade - \$5,000
- 2024/9 Mogumber Bush Fire Brigade – Volunteer PPE for all brigades - \$3,500

CONSULTATION

Mr Sean Fletcher – Chief Executive Officer

Mr Colin Ashe - Deputy Chief Executive Officer

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT**Strategic Community Plan (SCP) and Corporate Business Plan (CBP)**

The Community Grant is a key action within the SCP/CBP

1. COMMUNITY						
STRATEGY	ACTION	Lead	22/23	23/24	24/25	25/26
1.2 Inclusive community activities, events and initiatives	a. Employ a Community Development Officer	CEO	Salary	Salary	Salary	Salary
	b. Source funding and co-ordinate delivery on initiatives that support arts, culture, learning and recreation	CDO	5,000	5,000	5,000	5,000
	c. Community Grant Scheme for volunteer groups	CDO	20,000	20,000	20,000	20,000
	d. Support existing community events to attract people to our communities and businesses	CDO	15,720	20,000	20,000	20,000

Risk Management

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Financial Projects not administered in accordance with the guidelines	Insignificant (1) Less than \$10,000 Only applicable if one or more applicants fail to undertake project as required	Unlikely (2) The event could occur at some time (<10% chance)	Low (2)	Supervisor/Team Leader) Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	There are clear guidelines in place regarding the community grant program which is administered by the Community Development Officer

FINANCIAL IMPLICATIONS

The allocation of \$20,000 is included in the 2023/24 Budget.

VOTING REQUIREMENTS

Absolute majority required: No

2312-09 Officer Recommendation / Council Resolution

Moved: Cr D Lovelock

Seconded: Cr S Woods

The Council **SUSPEND** Standing orders under section 8.9 and 8.10 at 2.29 pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

2312-10 Council Resolution

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **APPROVE** the following allocations of the Community Grant Applications (maximum of \$5,000) to:

- 2024/2 Calingiri Sports Club – Club Cooling & Cooking - \$3,000
- 2024/3 Bolgart CWA – Centenary Celebrations Memorial Mugs - \$3,000
- 2024/4 Bolgart Sports Club – Garden Installation - \$2,000
- 2024/5 Yerecoin Progress Association – Yerecoin Town Verge - \$3,000
- 2024/6 Mogumber Progress Association – Access Ramp & Lighting - \$3,000
- 2024/8 Yerecoin Primary School P&C – 5yr IT Upgrade - \$2,500,00
- 2024/9 Mogumber Bush Fire Brigade – Volunteer PPE for all brigades - \$3,500
- Return to Standing Orders at 3.04pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

2312-11 Council Resolution

Moved: Cr S Woods

Seconded: Cr R Johnson

Adjourn for afternoon tea at 3.04pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

That Council resume the meeting at 3.21pm with the Community Development Officer withdrawing from the meeting during Council adjournment.

9.9 Toodyay – Bindi Bindi Road Contract Works 2023/24

File reference			
Report date		6 December 2023	
Applicant/proponent		Shire of Victoria Plains	
Officer disclosure of interest		Nil	
Previous meeting references		Nil	
Prepared by		Allister Butcher, Consultant	
Senior Officer		Silvio Brenzi, MWS	
Authorised by		Sean Fletcher, CEO	
Attachments			
Attachment 1	Page	29	CONFIDENTIAL – Earthworks Price Schedule Response Summary
Attachment 2	Page	29	CONFIDENTIAL – Sealing Price Schedule Response Summary

PURPOSE

To consider the submissions by Contractors for the different packages of roadworks on Toodyay-Bindi Bindi Road for 2023/24.

BACKGROUND

The Shire of Victoria Plains has a section of Toodyay-Bindi Bindi Road to be upgraded in 2023/24 with Regional Road Group (RRG) grant funding. The proposed works are to fill in the gap between pavement reconstruction works carried out in 2020/21 (SLK 2.30 to 4.30) and works carried out in 2021/22 (SLK 8.40 to 10.74) which is the section from SLK 4.30 to 8.40 for a total length of 4.10km.

The total project cost for this project is \$837,901 with the State Government contributing $\frac{2}{3}$ of the cost (\$508,601) and the Shire contributing $\frac{1}{3}$ (\$279,300) of the funds through Direct Grant and Federal Assistance Grant funds.

The proposed pavement reconstruction works are to import 100mm of compacted gravel over the existing sealed road and then cement stabilise with 2% cement (mechanically rip up and mix with a self propelled pavement recycling machine) the materials on the road including the cement, imported gravel and existing road to a total depth of 300mm. This newly combined material is then graded and compacted ready to be sealed. An alternative was requested to be costed that was wet mixing the imported gravel and existing road to a depth of 300mm. Essentially it's the same process as cement stabilising without the cement. The cement adds chemical strength to the pavement to increase the asset life.

The reason for the alternate cost for wet mixing (in lieu of cement stabilising) was in case the quoted prices came in over budget.

The works have been broken up in to two packages of works. These two packages are:

- Package 1 – Earthworks

- Cement stabilising
 - Includes the importing of 100mm of compacted gravel basecourse material (provided by the Shire), lay out and compact the imported material over the existing road.
 - Then add 2% GP cement and mix the materials to a depth of 300mm incorporating both the cement, imported gravel and existing road surface. Grading and compacting the stabilised material ready for sealing.
- Alternate (wet mixing; no cement)
 - Includes the importing of 100mm of compacted gravel basecourse material (provided by the Shire), lay out and compact the imported material over the existing road.
 - Then wet mix the materials to a depth of 300mm incorporating both the imported gravel and existing road surface. Grading and compacting the wet mixed material ready for sealing.
- Package 2 – Sealing works
 - Seal the Package 1 works to a width of 8m with a prime and two coat rubber (S45R) seal.

The gravel required for the gravel overlay works have already been pushed, crushed and screened and is located on Burnett Road (just off Great Northern Highway) in Yarawindah.

The works for each Package include the contractor providing all personnel, plant and materials to complete the works, excluding the gravel overlay where the gravel has already been pushed up for the works by a Shire engaged contractor.

The upgrade works have been designed based on geotechnical testing of the existing road materials, considered the existing traffic volumes (and heavy vehicle volumes) with a growth factor for the traffic so that the pavement is able to have a useful life of 40 years for the cement stabilised pavement or 25 years for the wet mixed pavement.

Quotes for Package 1 and 2 were advertised through Western Australia Local Government Association (WALGA) Vendor Panel commonly called EQuotes. The use of EQuotes meets the Shire's Council Policy 3.1 Purchasing requirements for the estimated cost of the works (exceeding \$250,000) for each Package.

The quoting period for the Package 1 works opened on 24 October 2023 and closed on 14 November 2023. The quoting period for the Package 2 works opened on 8 November 2023 and closed on 22 November 2023. Package 1 and 2 works were advertised separately.

The following contractors were contacted through EQuotes to provide a cost to complete the Package 1 works:

- Central Earthmoving Company Pty Ltd
- Downer Infrastructure
- Fulton Hogan Industries
- Red Dust Holdings
- Ringa Civil
- Western Stabilisers Pty Ltd

The Package 1 works (earthworks) received three responses and these were from:

- Downer Infrastructure
- Fulton Hogan Industries
- Ringa Civil

The following contractors were contacted through EQuotes to provide a cost to complete the Package 2 sealing works:

- Bitutek Pty Ltd
- Colas Western Australia
- Fulton Hogan Industries

The Package 2 works (sealing) received one response which was from Fulton Hogan Industries who also provided a quote for the Package 1 works.

A **CONFIDENTIAL** summary of the submissions for the Package 1 and 2 works are attached.

The gravel overlay material has already been allocated for the entire 4.1km of works and has a cost of \$138,464.

COMMENT

All quoted works for Package 1 and 2 were stipulated to be assessed on a 100% price based evaluation (best value for money, lowest price) as the contractors selected to provide a quote have a proven track record of completing similar works.

A summary of the received quotes for the three Packages of works is provided below.

Package 1

All three quotes provided were conforming and were without any real concerns.

The proposed time taken to complete the cement stabilising (and wet mixing) works are (as per the submitted quotes):

- Downer Infrastructure 27 working days
- Fulton Hogan Industries 20 working days
- Ringa Civil Not stipulated

The prices provided to complete the works are (in order of cheapest to most expensive) for both the cement stabilising and alternate wet mixing works are:

1. Downer Infrastructure
2. Ringa Civil
3. Fulton Hogan Industries

The price submissions from Ringa Civil and Fulton Hogan (most expensive) were of a minor variance (6%) whereas the variance between these two submissions and Downer Infrastructure was substantial.

Package 2

The only submission for the Package 2 works was from Fulton Hogan which was conforming and without any real concerns.

Although there was only one submission for the works, the Schedule of Rates has been checked against similar quotes received for other works and the rates are minor in variance.

Package 1 and 2 Works Submission Summary

Based on the prices received for Package 1 and 2 it is recommended that Downer Infrastructure be awarded the works for Package 1 (earthworks; wet mix) and Fulton Hogan be awarded the works for Package 2 (sealing) for the following reasons:

- Downer Infrastructure provided the cheapest price for the Package 1 works for wet mixing (no cement). The quotes received for cement stabilising works were all well over the budgeted allocation considering that the works are still to be sealed at an additional cost on top of the earthworks costs.
- Fulton Hogan was the only contractor to supply a price submission for the Package 2 (sealing) works and the rates provided are very similar to current market rate costs.

Summary

As the combination of the Package 1 earthworks (wet mix; no cement), Package 2 sealing works and the gravel for the entire 4.1km is \$354,816 (excluding GST) over budget. It is proposed that the scope of works reduced so that it meets the budgeted allocation of \$837,901.

To meet the budgeted allocation it is proposed to reduce the length of the works to 2.58km and to complete the section between SLK 4.30 (closest to Calingiri) to SLK 6.88 (finish 10m south of Catabody Rd intersection). The contracts to the contractors for earthworks and sealing will be amended to reflect the reduced scope of works.

It is proposed that the Packages be awarded to the following contractors based on their Cost Submissions and adjusted scope of works from the original 4.10km to 2.58km at the following amounts:

- Package 1 Downer Infrastructure (\$414,064.20 excluding GST)
- Package 2 Fulton Hogan (\$249,331.20 excluding GST)

Based on the proposal above with prices submitted being adjusted, the total cost is predicted to be on budget. The gravel costs for the base course have been considered in the total budget costs.

CONSULTATION

Sean Fletcher, CEO
Silvio Brenzi, Manager Works & Services

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.37 – Tenders for providing goods or services

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
2. ECONOMY	
2.2 Safe and efficient transport network enables economic growth	Local benefits are delivered through our active participation in the Wheatbelt Secondary Freight Network
	Safe and well maintained connectivity to Great Northern Highway

Strategic Policy 2.2 is relevant as these proposed works are for the Wheatbelt Secondary Freight Network and also provide a connection to Great Northern Highway.

Delegation

Nil

Policy Implications

Policy Manual –

- 3.1 Purchasing - Framework

Other Corporate Document

- Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance Controls	Mitigation and Outcome
Compliance	Major (4) Short term non-compliance but with no significant regulatory requirements imposed. Single moderate litigation or numerous minor litigations.	Unlikely (2) The event could occur at some time.	Moderate (8)	Senior Management Team / CEO Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Policies and processes including preparation by Finance staff and two-step process for payment will ensure that the residual risk is moderate

FINANCIAL IMPLICATIONS

The estimated expenditure of \$414,064.20 (excluding GST) to undertake the Package 1 earthworks (wet mix, no cement) for the adjusted SLK 4.30 to 6.88 is in the 2023/24 budget.

The estimated expenditure of \$249,331.20 (excluding GST) to undertake the Package 2 sealing works for the adjusted SLK 4.30 to 6.88 is in the 2023/24 budget.

The income to be received for these works from Regional Road Group is \$508,601 excluding GST which is 66.67% of the total project cost with the Shire contributing 33.33% from Direct Grants and Financial Assistance Grants.

The total cost for Package 1 and 2 works and gravel works are predicted to be on budget for the adjusted 2.58km of works.

VOTING REQUIREMENTS

Absolute majority required: No

2312-12 Officer Recommendation / Council Resolution

Moved: Cr D Lovelock

Seconded: Cr S Woods

That the Council **AWARD** the works for the relevant Packages of Works on Toodyay-Bindi Bindi Road for 2023/24 as per their EQuote submissions:

- Package 1 (wet mixing; no cement) to Downer Infrastructure at a cost of \$414,064.20 excluding GST for 2.58km of works;
- Package 2 (sealing) to Fulton Hogan Industries at a cost of \$249,331.20 excluding GST for 2.58km of works.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

CONFIRMED PUBLIC MINUTES

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION***Admitted by resolution of Council*

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12. MEETING CLOSED TO PUBLIC**12.1 Meeting Closed to Public**

File reference			
Report date	15 November 2023		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references			
Prepared by	Sean Fletcher, CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page		Nil

PURPOSE

For Council to move “in camera” (behind closed doors) and consider a matter regarding the Shire of Victoria Plains CEO KPI and Performance Review, Appointment of Facilitator under item 12.2.

BACKGROUND

Under section 5.23 (2)(b) of the Local Government Act, Council may close a meeting, or part of a meeting if it deals with a matter affecting the personal affairs of any person.

COMMENT

As there is Policy 2.6 “*Standards for CEO Recruitment, Performance and Termination*” in place for the Shire of Victoria Plains, Council is required under the Local Government Act to undertake an annual review of the CEO’s performance.

CONSULTATION

CEO

Council Support Officer

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

2312-13 Officer’s Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **CLOSE** the meeting under section 5.23 (2)(b) of the Local Government Act to consider a matter under item 12.2 regarding the CEO’s Annual Performance Review - Appointment of Facilitator at 3.27pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr R Johnson	

The DCEO withdrew from the meeting at 3.28pm and did not return.

CONFIRMED PUBLIC MINUTES

12.2 CEO's Annual Performance Review Appointment of Facilitator - Confidential

File reference			
Report date			4 December 2023
Applicant/proponent			Shire of Victoria Plains
Officer disclosure of interest			Financial – Matters to do with Mr Fletcher's performance
Previous meeting references			OCM 14 Dec 2022 – Item 11.2 2212-15; SCM 13 February 2023 – 12.1 2302-05, OCM 23 August 2023 – Item 12.2
Prepared by			Sean Fletcher, CEO
Authorised by			Sean Fletcher, CEO
Attachments			
Attachment 1	Page	30	Customised CEO Performance Review for the Shire of Victoria Plains

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation

That Council in accordance with Resolution 2311-08 APPOINTS Dr Shayne Silcox as the independent facilitator to assist with the carrying out the CEO Annual Review process regarding Mr Sean Fletcher

2303-14 Council Resolution**Moved: Cr R Johnson****Seconded: Cr S Woods**

That Council in accordance with Resolution 2311-08 **APPOINTS** Dr Shayne Silcox as the independent facilitator to assist with the carrying out the CEO Annual Review process regarding Mr Sean Fletcher in person.

Reason for Variation

To insert the preference of conducting the CEO Annual Review process with Dr Silcox in person.

CARRIED BY UNANIMOUS DECISION OF COUNCIL**2303-15 Council Resolution****Moved: Cr S Woods****Seconded: Cr D Lovelock**

That Council **MOVE OUT** of camera at 3.35pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 3.36 pm.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 28 February 2024.

Signed 
(Presiding member at the meeting which confirmed the minutes)

Date 28 February 2024

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

CONFIRMED CONFIDENTIAL MINUTES