



MINUTES

Ordinary Council Meeting

2 July 2025

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

Commencing – 2:01 PM



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

Ordinary Council Meeting of the Victoria Plains Shire Council
Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND
via E-Meeting Protocol
on 2 July 2025 commencing at 2:01PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.01PM

1.2 Announcements by Shire President

The Shire President 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

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 DAVID LOVELOCK and **Cr STEPHANIE PENN** have been **APPROVED** to attend the 2 July 2025 Ordinary Council Meeting 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 and Presiding Member Cr S Woods – Deputy Shire President Cr D Lovelock – via teleconference Cr S Penn – via teleconference Cr R Johnson
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Staff attending	Acting Chief Executive Officer – Mr C Ashe Council Support Officer – Ms Julie Klobas
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Apologies	Chief Executive Officer – Mr S Fletcher
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Approved leave of absence	N/A
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Visitors	Nil
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Members of the public	
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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
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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 PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 MINUTES OF MEETINGS

Officer Recommendation / Council Resolution [OCM2506-01]

Moved: Cr R Johnson
Seconded: Cr D Lovelock

That the minutes of the Ordinary Council Meeting held 28 May 2025 as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9 REPORTS REQUIRING DECISION

9.1 ACCOUNTS FOR ENDORSEMENT - MAY 2025

File Reference	
Report Date	11 June 2025
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Glenn Deocampo – Coordinator Financial Services
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. List of Payments

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for May 2025.

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, the payee, date and reason for payment.

Please note that a new format of payment report is created by the new system.

CONSULTATION

DCEO

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

Delegation

Nil

Policy Implications

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 with Council's adopted budget.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2506-02]

Moved: Cr S Woods

Seconded: Cr R Johnson

That the **PAYMENTS** made for May 2025 from the Municipal Bank Account as per attached listing and summarised below, be **ENDORSED**.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: **Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson**

Against: **Nil**

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	00043 - 00044	387,531.95
Creditor Cheque Payments		317.20
Direct Debit Payment**	PPIN01619 PPIN01755 DD00026-DD00027	58,122.85
Credit card – Bendigo Bank	PPIN01630	4.00
	PPIN01631	1,251.40
	PPIN01632	314.33
	PPIN01738	1,427.50
Fuel Card – Wrigh Express	PPIN01677	13.18
Salaries and Wages EFT	PE07/05/25; PE21/05/25	123,201.75
Trust Payments		0.00
	TOTAL	572,184.16

Local Spending	\$	%
Local Supplier	19,336.67	3.4
Payroll	123,201.75	21.50
Total	142,538.42	24.90

9.2 MONTHLY FINANCIAL STATEMENTS - MAY 2025

File Reference	
Report Date	20 June 2025
Applicant/Proponent	Shire of Victoria Plains
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. Monthly Financial Statements - May 25

PURPOSE

To receive the monthly financial statements for the period ending 31 May 2025.

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 financial statement for May 25 indicates a reported surplus of \$18,758 as detailed in the Statement of Financial Activity. Whilst this is a positive number, ideally with one month still to complete the financial year and continued operations through to Sep 25 when rates are due, a greater buffer would be more palatable. Nevertheless, the shire should receive an injection of funds at 30 Jun 25 through the Grants Commission prepayment that will allow continued operations.

As forecast, the shire will likely finish the year with an operating deficit due to a number of factors including but not limited to:

- A forecast budget of deficit (\$94,294) which has not been offset.
- Intersection Project (\$144,880) over budget as at May 25 and will increase in Jun 25.
- A reduction in offset funding from CBH of \$39,260 which will not be received.
- Some measures have been put in place to reduce this including deferring budgeted transfers to Reserves and increasing this overdraft limit to assist with cashflow.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the May 25 Financial Statements.

Note 1 Net Current Funding Position:

This reflects the liquidity of the shire, calculated as current assets less current liabilities, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to \$18,758. Of note, the YTD budget forecast is (\$144,882) which is an improvement from last month as final costs start to crystallise.

Whilst not reflective in the May 25 statements, but will be in the Jun 25 statements, a significant acceleration in capital expenditure occurred which reflects the majority of the program has been completed and some of the long term liabilities have now been retired in full. This is a very good outcome.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$1,670,644 with an Unrestricted Municipal Bank Balance of \$481,971 and \$1,188,673 in Restricted Cash, the latter comprising:

- \$987,345 in Reserves
- \$201,328 major grant funding received and quarantined only partially cash backed (see note 11).

Whilst the unrestricted cash balance looks relatively healthy on the surface, note 9a Payables on its own exceeds this amount. In addition, Restricted Funds (note 11) will need to be replenished at 30 Jun 25 to ensure grant funded activities can be completed.

Note 3 Bonds and Deposits Held:

Whilst amounts have been held for a significant period of time at the shire, it has never been reported on in any detail and appears to have had a reduced management focus on it. Staff have now undertake a review and reconciliation of this and confident of the value and categories. Of note:

- The holdings have reduced by approximately half from the commencement of the FY.
- Building Service Levy has reduced considerably as a long-standing issue.
- Significant research has been undertaken on the GSRC holding.
- In 2025-26 the intent will be to reduce the value further on long standing bonds that are no longer valid.

Note 4 – Debtors:

An overall (net) balance of \$205,676 which comprises:

- \$103,640 in rate debtors.
- \$126,282 in sundry debtors primarily GST and invoicing to the Calingiri Football Club (SSL), DFES reimbursement and DWER Water Grant.
- \$1,600 has been referred to the Fine Enforcement Registry (FER) for two separate firebreak infringements with current status of intention to enforce and an approved time to pay arrangement.

In terms of Rate Debtors, this can be further analysed indicating:

- \$21,000 or 20% adhoc payment arrangements.
- \$13,785 or 13% with Debt Collection.

- \$11,454 or 11% is now overdue and attempting to contact before referral to debt collectors as a last resort.
- \$10,516 or 10% Pensioner Rebates to be claimed.
- \$17,194 or 16% Revaluations net of credits pending interim rates.
- An overall collection rate of 98%.

Note 5 Reserves:

Reserve interest is slightly behind the forecast but can be attributed to timing of maturity to the term deposit. The main term deposit was partially redeemed to fund the Plant purchases in Jun 25 and therefore this, and interest received will be reflected in this set of statements. Whilst council approved not to transfer funds into Reserves in accordance with the budget, management will monitor this and make an assessment prior to 30 Jun 25 closing.

Note 6 – Plant Disposals

There are a number of pieces of Plant that went to auction in Jun 25 and therefore not reflected in these financial statements noting;

- It appears the return at auction has slightly exceeded the total budget amount by approximately \$2,000.
- It may not be reflected in the Jun 25 financial statements depending on when the monies are actually deposited.
- Whilst a relatively small amount, it will assist in the shires financial position.

Note 7 – Capital Program

Capital expenditure progressed minimally during May 25 across all activities with a total increase of \$129,614, primarily in RRG and the Intersection project.

However during Jun 25 there was a significant spend of which a full and detailed wrap up of the year will be provided in due course. As a preemptive summary in Jun 25, council should expect to see:

- The final Service Truck and Tandem Dolly and therefore the full Plant Replacement program has been completed.
- The Calingiri – New Norcia Intersection project will be financially completed.
- RRG was financially completed.
- WSFN Mogumber-Yarrowindah Rd was financially completed.
- All legacy projects for WSFN dating back to 2021 have been financially completed and acquitted.
- Finalised the credit note (\$237,160) the shire issued to MRWA so this is no longer a liability.

Council should be made aware this is the first time in the current management's tenure (2022) that there is no further outstanding road construction works and grant funding due and payable. Of note the Intersection works was the longest legacy project dating back to 2018.

During the Jun 25 briefing session, council were made aware of some projects mainly in LRCI, R2R and Water that will need to be carried over. In some cases, this was a deliberate decision due to weather conditions and in others, simply due to delays in suppliers. The positive is that funding that was triggered in anticipation of completion has assisted in short term cashflow.

Note 9 – Payables

This note has been improved to now provide detail on contingent liabilities as a comparison between the commencement of the FY and financial reporting period.

Contingent liabilities can be broadly defined in the Shire of Victoria Plains case as receiving monies to undertake a task or project which was not completed at year end. Of note;

- The waste grants have been completed and acquitted.
- The WSNF Mogumber-Yarrowindah Rd funding has been acquitted and reflected as nil in Jun 25.
- The WSNF Calingiri – New Norcia Rd Geo Tech funding has been acquitted and reflected as nil in Jun 25.
- LRCI value will likely increase between May and Jun 25 but less than 30 Jun 24.
- R2R will be a new inclusion in Jun 25.
- Broadly the total value should be cash backed in Restricted Funding as per note 11 by 30 Jun 25.

Note 10 – Grants and Subsidies

Invoices have been raised to MRWA for all funding allocations and the road program is now fully acquitted and up to date. This has not been the case since 2018 and includes RRG, WSNF and the Intersection project.

Some Water Grants are yet to be fully triggered awaiting on invoicing and may not actually be deposited into the Municipal Account until next FY.

Similarly there is still \$60,740 outstanding from CBH for the intersection that will not be received until road closures and land transfer settlement has occurred, likely into next FY.

Note 11 – Restricted Funds

Funding allocated for road projects and other infrastructure initiatives triggered that needs to be cash backed amounted to \$897,188 however the amount cash backed is only \$201,328, leaving a shortfall of **(\$695,238)**.

However as advised since May 25 the WSNF program has been completed which makes up the majority of this required cash backing. As at 16 Jun 25 the short fall is **(\$141,432)**, primarily LRCI and R2R and will need to be transferred from the Municipal Fund by 30 Jun 25 in order to meet project commitments.

DESCRIPTION	EXTERNAL FUNDING ALLOCATION	PROJECT OPENING BALANCE			BALANCE	
		1/07/2024	RECEIPTS	COSTS	19/06/2025	CASH BACKED
Geotechnical Investigation	\$ 200,000	\$ 33,760	\$ 112,000	\$ 148,048	\$ (2,288)	\$ -
LRCI Ph4	\$ 375,137	\$ 134,570	\$ 180,425	\$ 198,220	\$ 116,775	\$ 116,775
LRCI Ph4B	\$ 226,282	\$ 6,275		\$ 6,275	\$ -	\$ -
E-Waste Infrastructure	\$ 246,260	\$ 21,320		\$ 21,320	\$ -	\$ -
Traineeship Grant	\$ 38,000	\$ 38,000		\$ 38,000	\$ -	\$ -
Waste Sorting Grant	\$ 135,000	\$ 135,000		\$ 135,622	\$ (622)	\$ -
WDC Housing Prospectus	\$ 10,000	\$ 10,000		\$ -	\$ 10,000	\$ 10,000
DWER - Goudge Parker Rd Bore Redevelopment	\$ 92,144		\$ 27,643	\$ 25,805	\$ 1,838	\$ 1,838
DWER - Goudge Parker Road Water Tanks	\$ 78,347		\$ 36,171	\$ 33,289	\$ 2,883	\$ 2,883
RRG - Toodyay - Bindi Bindi Rd Nth	\$ 514,688		\$ 514,740	\$ 516,256	\$ (1,516)	\$ -
Roads to Recovery	\$ 614,480		\$ 614,480	\$ 398,790	\$ 215,690	\$ 215,690
WSNF - Mogumber-Yarrowindah Rd	\$ 1,130,064		\$ 1,130,065	\$ 1,130,907	\$ -	\$ -
	\$ 3,660,402	\$ 378,924	\$ 2,615,524	\$ 2,652,530	\$ 342,760	\$ 347,186
				Bank Account Balance		\$ 201,328
				To be transferred (from)/to Muni		\$ (141,432)

Note 12 – LRCI Program

Significant progress has been made in these funded activities, a total of \$422,524 being expended of the \$601,419 funding line. 90% of all LRCI has now been received and funds that have not been expended at 30 Jun 25 will be placed in Restricted Funding. The final 10% will be provided upon finalization of the program.

Note 13 – LGSS Program

Total costs have exceeded budget by \$4,674 but subject to final audit in Aug 25 should be able to be recouped.

Note 14 – Material Variances

Details have been provided with greater granularity on variances.

CONSULTATION

Chief Executive Officer, Sean Fletcher.

Manager Works and Services, Silvio Brenzi.

Co-ordinator Financial Services, Glenn Deocampo.

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		

Delegation

Nil

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

Nil

Risk Analysis

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

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2506-03]**Moved:** Cr D Lovelock**Seconded:** Cr S Woods

That:

1. Council **RECEIVE** the 31 May 2025 Monthly Financial Statements as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL**For:** Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson**Against:** Nil

10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Nil

12 MEETING CLOSED TO PUBLIC

N/A

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.11PM

These minutes were confirmed at the Ordinary Council Meeting held on 30 July 2025

Signed



Date

30 July 2025

(Presiding member at the meeting which confirmed the minutes)

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

CONFIRMED PUBLIC MINUTES