



MINUTES

Ordinary Council Meeting

23 February 2022

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2.00pm

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 Meeting of the Victoria Plains Shire Council
Held in the Calingiri Shire Chambers and via E-meeting Protocol
on 23 February 2022 commencing at 2.00pm

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.00pm.

1.2 Announcements by Shire President

The meeting shall be run in accordance with the Shire's *Meeting Procedures Local Law 2018*, with 6 members present, one of whom is attending via teleconference, and therefore E-Meeting procedures will be required.

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.

2. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President Cr N Clarke – Deputy Shire President Cr S Woods Cr G O'Brien Cr D Lovelock Cr S Penn – via teleconference Cr J Kelly – via teleconference (from 2.40pm until 2.57pm).
Staff attending	Chief Executive Officer – Ms G Teede Works & Services Manager– Mr K Boase Governance Officer – Mr S Fletcher Finance Consultant – Mr T Bates Minute Taker – Mrs J Klobas
Approved leave of absence	Nil
Visitors	Nil
Members of the public	Mr D Hall

3. DISCLOSURES OF INTEREST

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

Type	Item	Person / Details
3.1	Financial	Cr S Penn declared a financial interest in “Item 8.1, Accounts for Endorsement”, due to ‘legal – Candidate Eligibility – Penn vs. Teede. Penn seeking costs’.
3.2	Proximity	Nil
3.3	Impartiality	Cr Penn declared an Impartiality interest in “Item 11.3, Senior Citizen of the Year Award – 2022” due to ‘she is related to the Nominator’

Meeting stopped recording at 2.05pm due to technical difficulties, with the meeting resuming at 2.07pm with all members including Cr S Penn and Financial Consultant, Mr T Bates, confirmed as present via E Meeting protocol.

4. PUBLIC QUESTION TIME

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

4.1 Public Questions With Notice

Public Question Time was opened to the floor at 2.07pm.

David Hall, Piawaning

Q1. With the Shire clearing my block which resulted in a significant amount of wild oats growing, how much money was raised by the Shire for fines issued?

Question Taken on Notice at the 27 January 2022 SCM.

A1. Total fines issued - 57 fines at the modified penalty of \$250.00 - \$14,250.00
- Total fines paid to date – 11 paid, 1 partial payment (BFI-1009A),

To date the total amount of money raised from infringements is \$2750.00

Q1. Cr S Woods queried the following line items in relation to item 8.1 at the 15 December 2021 OCM:
Item – EFT 10414 – Moora Subscriptions – Question Taken on Notice.

A1. Annual subscription – Monday WHS – Incident occurrences. Fee reimbursed to the Shire of Victoria Plains.

Q2 Item - EFT 10443 – Civic Legal Cost – Question Taken on Notice.

A2. Confidential legal fees in relation to Management of Natural Resources.

4.2 Public Questions Without Notice

David Hall, Piawaning

- Q1. When are the Piawaning grounds going to be surveyed? When is this going to happen?
- A1. The CEO noted the grounds have been surveyed. A public questionnaire is currently being drafted which will form an item to Council.
- Q2. Will the Shire explain the difference of conditions between a Total Fire Ban and a Movement and Harvest Ban to the public?
- A1. Definition to be publicised in an upcoming newsletter regarding Harvest and Movement Ban and a Total Fire Ban.

Public question time closed at 2.11pm.

5. PRESENTATIONS AND DEPUTATIONS

5.1 Presentations

Nil

5.2 Deputations

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. MINUTES OF MEETINGS

7.1 Confirmation of Council Meeting Minutes

2202-01 Officer Recommendation / Councillor Resolution

Moved: Cr D Lovelock

Seconded: Cr N Clarke

That the Minutes of the following meetings:

- *Ordinary Council Meeting held 15 December 2021 and the Special Council Meeting held 27 January 2022, as circulated, be **CONFIRMED** as a true and correct record.*

CARRIED BY UNANIMOUS DECISION OF COUNCIL

8. REPORTS REQUIRING DECISION

Cr S Penn declared a financial interest in "Item 8.1, Accounts for Endorsement", due to '*legal Candidate Eligibility – Penn vs. Teede. Penn seeking costs*' and disconnected from the Meeting at 2.16pm.

8.1 Accounts for Endorsement – December 2021 and January 2022

File reference	F1.8.4		
Report date	12 February 2022		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Glenn Deocampo – Finance		
Authorised by	Glenda Teede – CEO		
Attachments			
Attachment 1	Page	2 2	Public schedule – in the Attachments to Agenda Restricted schedule – to councillors under separate cover

PURPOSE

This Item presents the attached List of Accounts Paid, paid under delegated authority, for December 2021 and January 2022.

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.

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

FINANCIAL IMPLICATIONS

All payments are in accordance Council's adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

Questions Taken on Notice in relation to the below EFT's.

EFT – 10584 – Fire Access Tracks. Further explanation requested.

EFT – 10589 – Legal Costs? A response to be provided by the CEO.

EFT – 10672 – Refers to a Joint Venture Agreement and the payment of Gravel. Further explanation requested.

Officer Recommendation

That the payments made for December 2021 and January 2022 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, and the Credit Card Reconciliation/Statement be **ENDORSED**:

December 2021

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	10513 – 10585	528,937.89
Creditor Cheque Payments	12558	322.70
Direct Debit Payments**	DD13041-DD13090	35,445.33
Salaries & Wages EFT	PE 08/12/21, PE 22/12/21	93,651.03
Fuel Card – Wright Express	DD13087.1	1,899.27
Credit Card – Bendigo Bank	DD13087.2	6,324.98
Trust Payments		0.00
	TOTAL	\$666,581.20

Local Spending	\$	%
Local Supplier	67,634.50	10.15
Payroll	93,651.03	14.05
Total	161,285.53	24.20

January 2022

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	10586 – 10687	654,672.57
Creditor Cheque Payments		
Direct Debit Payments**	DD13092-DD13117	45,177.22
Salaries & Wages EFT	PE 05/01/22, PE 19/01/22	95,254.23
Fuel Card – Wright Express	DD13114.1	1,813.47
Credit Card – Bendigo Bank	DD13114.2	2,408.62
Trust Payments		0.00
	TOTAL	\$799,326.11

2202-02 Councillor Amendment / Councillor Resolution**Moved Cr D Lovelock****Seconded: Cr N Clarke**

That the payments made under Delegated Authority for December 2021 and January 2022 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, and the Credit Card Reconciliation/Statement be **ENDORSED**:

December 2021

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	10513 – 10585	528,937.89
Creditor Cheque Payments	12558	322.70
Direct Debit Payments**	DD13041-DD13090	35,445.33
Salaries & Wages EFT	PE 08/12/21, PE 22/12/21	93,651.03
Fuel Card – Wright Express	DD13087.1	1,899.27
Credit Card – Bendigo Bank	DD13087.2	6,324.98
Trust Payments		0.00
	TOTAL	\$666,581.20

Local Spending	\$	%
Local Supplier	67,634.50	10.15
Payroll	93,651.03	14.05
Total	161,285.53	24.20

January 2022

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	10586 – 10687	654,672.57
Creditor Cheque Payments		
Direct Debit Payments**	DD13092-DD13117	45,177.22
Salaries & Wages EFT	PE 05/01/22, PE 19/01/22	95,254.23
Fuel Card – Wright Express	DD13114.1	1,813.47
Credit Card – Bendigo Bank	DD13114.2	2,408.62
Trust Payments		0.00
	TOTAL	\$799,326.11

Local Spending	\$	%
Local Supplier	200,996.24	25.15
Payroll	95,254.23	11.92
Total	296,250.47	37.06

**includes salary and wages deductions, and SGC

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Reason for Variation

To include the words “*under Delegated Authority*” in the Resolution

Cr S Penn re- joined the meeting at 2.23pm via E Meeting Teleconference.

8.2 Monthly Financial Statements – December 2021 and January 2022

File reference			
Report date			
16 February 2022			
Applicant/proponent			
Shire of Victoria Plains			
Officer disclosure of interest			
Nil			
Previous meeting references			
Nil			
Prepared by			
RSM – Travis Bate			
Authorised by			
Glenda Teede			
Attachments			
Attachment 1	Page	24	Monthly Financial Statements – 31 Dec 2021 / 31 Jan 2022

PURPOSE

To receive the monthly financial statements for the period ending 31 December 2021 and 31 January 2022.

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 31 December 2021 and 31 January 2022 Monthly Financial Statements are presented for consideration.

Explanations for the significant variances have been reported in Note 2. Most variances for the month were classified as timing variances.

CONSULTATION

RSM
CEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

None

FINANCIAL IMPLICATIONS

None

VOTING REQUIREMENTS

Absolute Majority Required: No

2202-03 Officer Recommendation / Council Resolution

Moved: Cr G O'Brien

Seconded: Cr D Lovelock

That Council **RECIEVE** the 31 December 2021 and 31 January 2022 Monthly Financial Reports as presented:

CARRIED For 5 / Against 1

Cr S Penn voted against the motion, with Cr P Bantock, Cr N Clarke, Cr G O'Brien, Cr D Lovelock and Cr S Woods voting for the motion.

CONFIRMED

8.3 Local Road and Community Infrastructure (LRCI) Phase 3 Funding – Revised Project List

File reference	15.4.8 – Grants & Subsidies – Programs LRCIP		
Report date	9 February 2022		
Applicant/proponent	Department of infrastructure, Transport, Regional Development and Communications (Commonwealth)		
Officer disclosure of interest	Nil		
Previous meeting references	Special Council Meeting 27 January 2022: 2022-02		
Prepared by	Sean Fletcher, Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page		Nil

PURPOSE

That Council endorse the Shire of Victoria Plains LRCI – Phase 3 List of Projects totalling \$762,824 as presented in today's report.

BACKGROUND

Council and Key Staff attended a workshop facilitated by the author on 15 December 2021 to prioritise potential projects that would be eligible for funding under Phase 3 of the Commonwealth's LRCI Program. The amount set aside for the Shire of Victoria Plains is \$762,824.

The purpose of the LRCI Program is to support local governments to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

To date there have been two previous allocations of funding made available to the Shire under this program:

Phase 1: \$381 412
Phase 2: \$278 301

The timeline to deliver projects under Phase 3 for the LRCI Program is as follows:

11 May 2021:	2021/2022 Budget – Further \$1B to LRCIP
20 October 2021:	Phase 3 of the LRCI Program opened
3 January 2022:	Construction period commences (First instalment paid i.e. 50%)
30 June 2022:	Draft Work Schedule (application for funding) closes
30 June 2023:	Physical completion
31 December 2023:	Program completion

As per the previous phases of the LRCI, the Shire is not required to make any co-contributions to the program. However, it can do so if it wishes. The funding cannot be used for the Shire's existing 2021/2022 Capital Program (Roads and Community Infrastructure).

Council subsequently met on 27 January 2022 to workshop the revised project list and then at a special council meeting to decide on the final project list. At the special council meeting, it was

resolved that the decision regarding the final project list be adjourned until further information was received, as identified during the workshop earlier in the day.

Workshop 27 January 2022

During the workshop, there a number of issues were identified:

- There was concern raised regarding the type of vegetation clearing that would be carried out on Old Plains Road and whether this was allowed. Both the Town Planner and the Manager of Works confirmed that clearing that addresses previous clearing is allowed from a maintenance perspective. Mr Boase has since confirmed with the author that the Consulting Engineer arranged for the quote for the works to include the trees receiving a professional cut and that a termination unit would remove the suckers on the banks without interfering with the trees;
- During discussions regarding the signage project, it was suggested that the priority is both the Shire and Town entry signs (by way of clarification, this does not include the entry statements). It is expected that an audit will be required to firm up the exact number of signs and the Shire's current logo is required to be used. Installation of better directional signage where appropriate falls under this project and it is planned for new signs to be included at each of the Shire's cemeteries;
- It was felt that a firm quote was required regarding the Bolgart Caravan Park Toilets project. The quote has now been received, which is \$189,309. A copy of the specification was provided at today's workshop;
- During discussions on the inclusion of a dump point with the Bolgart Caravan Park toilets, Council was advised that the effluent from self contained RV's and Caravan's cannot be deposited into septic tanks;
- In terms of the existing plumbing under the Bolgart Caravan Park Toilets, this will be removed and replaced as a separate item to the installation of the new flat pack designed toilets. As it is expected that this project will get underway in 2022 – 2023, it is reasonable for Council to make a budget provision to pay for the demolition and removal of the old toilets and to replace the plumbing as its contribution to this project.

As an aside, conducting a water audit was suggested to help clarify issues regarding accessing water from other sources in the Shire. The Department of Water compiled in 2010 the *Emergency Farmland Water Response Plan* for the Victoria Plains Shire to provide clear instructions and procedures to guide stakeholders should the need arise to access emergency water supplies. Community water sources that form part of a larger network of strategic off-farm emergency water supplies are identified in the plan, together with a description of the *Water deficiency declaration* process. A copy of this plan was provided at the LRCI Phase 3 workshop conducted immediately prior to today's Council meeting.

Since the 2010 Plan was introduced, there has been the installation of the Piawaning Standpipe and further improvements are to be made to the Mogumber water supply.

COMMENT

At the third workshop held prior to today's meeting to determine the final project list for the LRCI – Phase 3, the following proposal was presented:



LRCI – PHASE 3 LIST OF PROJECTS \$762,824

	Project	Cost \$	SCP/CBP/SRP	SWOT/RISK	Priority
1	Complete re-fencing of Calingiri Tip. LRCIP 2 assisted with improving the front fencing for \$10,000	50,000	3.1	Regular and deliberate break ins are occurring	H
2	Toilet Block – Bolgart Caravan Park. Type – Modus flatpack design: • Toilet • Shower • Laundry • Disabled Toilet	189,309	4.3	• Will help address requirement disability issues identified under DAIP • Did not make final cut for LRCIP 2	H
3	Signage/Branding. Includes entry signs for Shire, Townsites, signage for the Shire's cemeteries and other road/directional signage	40,000	2.2	SoVP needs signage that provides clear messaging	M
4	Culvert Program	108,405	4.5	LoS – Buildings p11. Not defined	H
5	Repair Bolgart Bridge	45,000	4.5		H
6	Parker Road Bore – Solar powered	25,000	4.2	Will produce savings over the	M
	Sub Total 1	457 714			

Slide 1 – Shows an increase to the Bolgart Caravan Park Toilets of \$89,309 and a corresponding reduction to the Signage Project of \$10,000 and the Culvert Program of \$79,309



LRCI – PHASE 3 LIST OF PROJECTS \$762,824

Priority	Road Name	Location	Project Description	SLK		Length (km)	Cost \$	Cumulative Total	Comments (SCP 4.5)
				From	To				
7	Golf Course Road	Yerecoin	Reconstruct failing sealed road and apply new two coat seal	0.00	0.54	0.54	78,880	78,880	All contract. Seal to 8m with two coat PMB seal
8	Old Plains Road	Various	Vegetation control -all	0.00	35.95	35.95	179,750	258,630	
9	Piawaning-Waddington Road	Various	Vegetation control -all	0.00	11.62	11.62	46,480	305,110	
						Sub Total 2	305 110		
	Final Total								
	Sub Total 1					457 714			
	Sub Total 2					305 110			
	Total Projects					762 824			

2

Slide 2 – No change.

CONSULTATION

CEO

Manager Works and Services

Consulting Engineer

Finance Specialist

EHO

Council as per the workshops 15 December 2021, 27 January 2022; 23 February 2022, SCM 27 January 2022.

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT**Strategic Community Plan**

As per the Comments Section in this report

Corporate Business Plan

As per the Comments Section in this report

Risk Management

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Financial Impact Additional funding not accounted for within the Shire's 2021/2022 Budget correctly	Extreme (5) >\$500,000	Almost Certain (5) The event will occur at least once per year	Extreme (25)	CEO & Council Risk only acceptable with excellent controls and treatments in place. Adequate: Shire has identified a program of funding that meets the LRCI Requirements	CEO to ensure that the LRCI submission is timely and that Key Staff advise Council on the progress of Phase 3
Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Interruption to Service Will require additional time by MWS and the Engineer to administer LRCI 3 from time to time	Moderate (3) Medium term temporary interruption – backlog cleared by additional resources < 1 week	Almost Certain (5) The event will occur at least once per year	High (15)	CEO & SMT Adequate: Shire is improving with providing key staff resources (MWS/Engineer)	SMT and CEO to ensure all staff undertake and follow CBP. This will, over time, ensure that the risk is corrected and reduced to low that can be corrected by the appropriate manager

FINANCIAL IMPLICATIONS

The funding provided under LRCI Phase 3 of \$762 824 is in addition to the Shire's Budget for 2021/2022. Accordingly, a budget adjustment may be required. This can be undertaken at the Shire's Budget Review which must be completed by 31 March 2022.

Once approved, 50% of the funding is paid up front.

VOTING REQUIREMENTS


Absolute majority required: No

2202-04 Councillor Resolution

Moved : Cr G O'Brien


Seconded: Cr S Woods

That Council **ENDORSE** the Shire of Victoria Plains LRCI – Phase 3 List of Projects totalling \$762,824 as follows:



LRCI – PHASE 3 LIST OF PROJECTS \$762,824

Project	Cost \$	SCP/CBP/SRP	SWOT/RISK	Priority
1 Complete re-fencing of Calingiri Tip. LRCIP 2 assisted with improving the front fencing for \$10,000	50,000	3.1	Regular and deliberate break ins are occurring	H
2 Toilet Block – Bolgart Caravan Park. Type – Modus flatpack design: • Toilet • Shower • Laundry • Disabled Toilet	189,309	4.3	• Will help address requirement disability issues identified under DAIP • Did not make final cut for LRCIP 2	H
3 Signage/Branding. Includes entry signs for Shire, Townsites, signage for the Shire’s cemeteries and other road/directional signage	40,000	2.2	SoVP needs signage that provides clear messaging	M
4 Culvert Program	133,405	4.5	LoS – Buildings p11. Not defined	H
5 Repair Bolgart Bridge	45,000	4.5		H
Sub Total 1	457 714			



LRCI – PHASE 3 LIST OF PROJECTS \$762,824

Priority	Road Name	Location	Project Description	SLK		Length (km)	Cost \$	Cumulative Total	Comments (SCP 4.5)
				From	To				
6	Golf Course Road	Yerecoin	Reconstruct failing sealed road and apply new two coat seal	0.00	0.54	0.54	78,880	78,880	All contract. Seal to 8m with two coat PMB seal
7	Old Plains Road	Various	Vegetation control -all	0.00	35.95	35.95	179,750	258,630	
8	Piawaning-Waddington Road	Various	Vegetation control -all	0.00	11.62	11.62	46,480	305,110	
						Sub Total 2	305 110		
	Final Total								
	Sub Total 1					457 714			
	Sub Total 2					305 110			
	Total Projects					762 824			

CARRIED BY UNANIMOUS DECISION OF COUNCIL

8.4 December Quarterly (Q2) Update of the Shire’s Corporate Business Plan 2021-2022

File reference	4.2.3 – Corporate Management – Planning/Business Planning		
Report date	18 November 2021		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references	November OCM 2021: 2111-05		
Prepared by	Sean Fletcher, Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page	86	Q2 Update – SoVP CBP Action Plan 2021/2022

PURPOSE

For Council to accept the update of the Shire’s Corporate Business Plan regarding the December 2021 – 2022 Quarter (Q2).

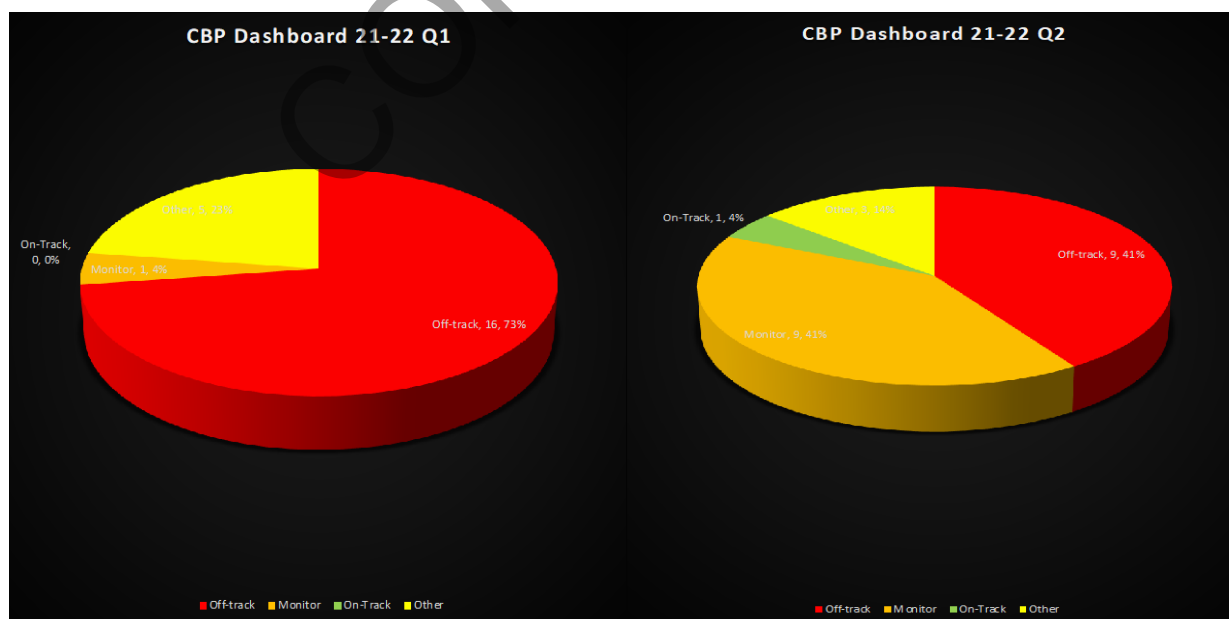
BACKGROUND

Progress against the Shire’s Corporate Business Plan is undertaken and reported on each quarter by key staff. Council did not accept the September Q1 Report as the information was difficult to read. The author has tried to address this matter in the December Report. The full CBP Action Plan for the December Quarter (Q2) is provided in Attachment 1.

COMMENT

Analysis of the September Quarter

For the December Quarter (Q2), the level of progression against the 22 key actions is 34%, up from 14% for the September Quarter (Q1). This is a key improvement and in keeping with impacts.



September CBP Dashboard 2021-2022

December CBP Dashboard 2021-2022

The rate of improvement re projects progressed and reported is expected to continue.

A breakdown on the overall progress in the projects and actions for each Priority Area is shown in the following table:

Overview of Actions Year 3 December Quarter 2021 (Q2)

Priority Area	Off-Track	Monitor	On-Track	Other	Total Yr 3	Comment
Community	0	6	0	2	8	Good progress has been made regarding 80% of actions in the Community PA including the advertising and supporting of community activities and events. Key progress has continued to be made regarding the communities participating in events. Watch and Act actions (Yellow Flag) make up 25% of activities in this area and are impacted by outside forces. Projects such as improved age facilities require support through AROC as a collective project. Wellbeing grants have finished
Economic	2	1	0	1	4	The Economic PA key roadblocks are limited resourcing and opportunity in this area re staff housing stocks and promoting community art (Red Flag). The impact of outside factors is also relevant e.g. Zone activity and AROC project priorities re telecommunications and regional branding (Yellow Flag)
Environment	1	0	0	0	1	Drum Muster is in place, with first loads collected in December Quarter. Issues regarding recycling collection points under the CDS need to be addressed. A review of further recycling opportunities are being undertaken as part of developing the new waste management strategy. Promotional material is being
Infrastructure	4	0	0	0	4	Three of the four actions in the Infrastructure PA are underway, including: addressing townscape issues in each community, progressing of water supply matters and the Sewerage Asset Management Plan
Civic Leadership	2	2	1	0	5	Key work in this area has progressed to a desirable level with 60% of projects at monitor or completed level (Community Engagement and Communication Policy and Strategy). The review of the SCP is well underway. Identification of Councillor training is required during the March quarter.
Total	9	9	1	3	22	Overall Comments: With the adjustment to the Community Priority Area for 2021/2022 better reporting continues to be achieved. The Shire's 2021/2022 Budget was adopted 25/08/21 which meant there was a two month lag with some projects in the September Quarter (Q1). Also, regarding the December Quarter (Q2) the new MWS did not start until late November 2021. Overall Tracking: Progression or completion rate is 34%, up from 14% for the September Quarter, which is a key improvement. 45% of actions are at monitor/ontrack level. 41% of actions are off-track, however, the majority of these are now underway (At least 25% complete). 14% of actions are subject to outside influences and in reality, will not progress, unless priorities regarding those outside bodies (eg AROC, Zone) change.

Table One – Status of Actions for December Quarter (Page 12)

Capital Program (Pages 8-9)

Land and Buildings

The Budget for 21/22 was adopted 25 August 2021. This meant that capital works re Property, Plant and Equipment did not commence in the September Quarter (except for the CCTV Camera Project). In the December Quarter the Shire rear carpark and the roller door have now been recognised and completed (28%). The rear admin building solar lights have also been recognised.

Plant and Equipment

Four of the seven projects have been completed (57%). The second hand grader and the second hand roller have been paid for and arrived. The installation of video conferencing equipment has been completed along with a new generator for the Bolgart Tip. Also, the purchase of the CESM vehicle has been recognised.

Infrastructure - Roads

The Shire's Transport Program for 2021-2022 has received a significant funding boost through the continuation of the Wheatbelt State Freight Network (WSFN) and the majority of the Local Roads and Community Infrastructure Program 2 (LRCIP) funding. The first 40% from MRWA for the Toodyay Bindi Bindi Rd was received in August, with some works realised during September. In the December Quarter, 10% of the capital road works program is recognised with work underway across most projects.

Infrastructure – Other

Two out of the seven projects (28%) are complete including the Calingiri Playground upgrade and the installation of the Piawaning Standpipe controller installed.

Better Practice Review

The one remaining item from the Better Practice Review has now been completed with the adoption of the Community Engagement/Communication Policy and Strategy by Council on 15 December 2021.

Community and Consultation

Item 21 Community Engagement. An interim Community Engagement Policy was adopted at the March 2021 OCM. Communication Policy and Strategy is being developed by facilitators that will be engaged to undertake the SCP Major Review. RFQs for this service close 26 November 2021.

CONSULTATION

CEO and Agenda Settlement

All responsible officers and support persons that have a responsibility under the CBP.

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

(4) A local government is to review the current corporate business plan for its district every year.

Integrated Planning and Reporting – Framework and Guidelines

Apart from the Annual Report providing progress towards the achievement of the four-yearly Shire priorities as established through the Corporate Business Plan (Intermediate Standard), the Departmental IPR Guidelines require that as a minimum, a quarterly review is conducted on the status of the CBP for each year.

CORPORATE CONTEXT**Strategic Community plan**

Civic Leadership *to better allocate scarce resources and effectively interact with the community*

5.1	Implement measures to improve relationship and communication between Council and community	<ul style="list-style-type: none"> Implementation of initiatives to better connect Council with the community and associated matters.
5.2	Improve elected member performance	
5.3	Develop an advocacy and lobbying capacity	
5.4	Measures to improve organisational efficiency	

Corporate Business Plan

Strategy 5.4: Measures to improve organisational efficiency

5.4.1: Review, update and maintain strategic and operational plans

Risk Management (Risk Procedures)

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Reputation Not adhering to the Corporate Business Plan and hence the Strategic Community Plan	Major (4) Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Almost Certain (5) The event will occur at least once per year	Extreme (20)	CEO & Council Risk only acceptable with excellent controls and treatments in place. Adequate: Shire addressed key issues at the SEM on 3 December 2020. The Shire continues to ensure that the CBP Quarterly Review is available publicly through a report to Council each quarter.	CEO to ensure all staff undertake and follow CBP. Elected Members have undertaken further training in IPR requirements. The above will, over time, ensure that the risk is corrected and reduced to low that can be corrected by the appropriate manager
Compliance Not adhering to the Corporate Business Plan and hence the Strategic Community Plan	Major (4) Non-compliance results in termination of services or imposed penalties to Shire/Officers	Almost Certain (5) The event will occur at least once per year	Extreme (20)	CEO & Council Risk only acceptable with excellent controls and treatments in place. Adequate: Shire is improving with following its IPR obligations re the Strategic Resources Plan (LTFP), SCP and CBP	CEO to ensure all staff undertake and follow CBP. This will, over time, ensure that the risk is corrected and reduced to low that can be corrected by the appropriate manager

Both Council and Key Staff are working more in the strategic space. This is shown by the annual review of the CBP conducted in August 2021 and a number of workshops since this time re key

funding, the development of the Community Engagement Policy and Communication Strategy along with the initial workshop in January 2022 re the new Strategic Community Plan.

Better reporting from staff is also being received on the status of strategic priorities.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

2202-05 Officer's Recommendation / Councillor Resolution

Moved: Cr N Clarke

Seconded: Cr G O'Brien

That Council **ACCEPTS** the update of the Shire's Corporate Business Plan regarding the December 2021 – 2022 Quarter (Q2).

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Cr J Kelly made contact with Council at 2.35pm, with request to attend the meeting via teleconference, however this request for E Meeting connection is required to be put in writing to the Shire President.

CONFIRMED

Cr Kelly was advised by email and telephone he was now able to join the meeting by E Meeting at 2.37pm as per the Shire President's advice.

8.5 Disposal of Asset PFT10 by Expression of Interest

File reference	
Report date	14 February 2022
Applicant/proponent	
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Keith Boase, Manager Works and Services
Authorised by	CEO
Attachments	

PURPOSE

To seek a resolution of Council to dispose of Shire Asset PFT10, New Norcia VFB 1993 Toyota Landcruiser VP 860 by Expression of Interest, with consideration of providing the funds back to the New Norcia Volunteer Fire Brigade during the 22/23 budget deliberations.

BACKGROUND

VP 860 is a Toyota Landcruiser 4x4 built December 1993 and acquired by the Shire of Victoria Plains in June 2005. The vehicle has been housed at and utilised by the New Norcia Volunteer Fire Brigade until recently. The vehicle is in fair condition for age, but no longer suitable for purposes of a Volunteer fire Brigade.

COMMENT

Given the age and condition of the vehicle it is recommended that the Shire dispose of the vehicle by Expression of Interest therefore allowing all interested local parties the option to acquiring the fire vehicle.

Advertising would be via Facebook, Newsletter and Farm Weekly.

CONSULTATION

Glenda Teede - Chief Executive Officer

Nic Parry - Community Emergency Services Manager

STATUTORY CONTEXT

Local Government Act 1995

- Section 3.58 Disposing of Property

CORPORATE CONTEXT

Delegations Register

- 3.9 Disposing of property, and impounded, confiscated or uncollected goods.

FINANCIAL IMPLICATIONS

Sale of the Asset is likely to return to the Shire of Victoria Plains an amount in the order of \$10,000, increasing GL 10511 Contributions and Donations to the amount received.

VOTING REQUIREMENTS

Absolute majority required: No

2202-06 Officer Recommendation/Councillor Resolution

Moved: Cr S Woods

Seconded: Cr G O'Brien

That Council **RESOLVE** to:

1. dispose of Shire Asset PFT10, New Norcia VFB 1993 Toyota Landcruiser VP 860 by Expression of Interest,
2. consideration of the funds received for the New Norcia Volunteer Fire Brigade in the 22/23 budget deliberations.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

2202-07 Councillor Resolution

Moved: Cr N Clarke

Seconded: Cr G O'Brien

That Council **ADJOURN** for afternoon tea at 2.41pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

The Council meeting resumed at 2.52pm with all members present, including Cr J Kelly.

CONFIRMED

8.6 Gravel Extraction Compensation Payment Information Item

File reference			
Report date			
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	15 December 2022		
Prepared by	Keith Boase, Manager Works and Services		
Authorised by			
Attachments			
Attachment 1	Page	98	Local Government Guidelines for Road Gravel Supplies in Western Australia

PURPOSE

This item is to inform Council of the Local Government Guidelines for Road Gravel Supplies in Western Australia and the legal options available to the Shire to obtain road construction material of an agreement cannot be reached in line with the Shire's currently adopted Gravel compensation payment of \$2m³.

BACKGROUND

At the OCM 15 December 2022 Council adopted a Gravel Compensation Payment of \$2 / per metre cubic, this rate was subsequently rejected by some gravel suppliers. In order that a number of major projects could continue and not incur significant haulage charges, the CEO enacted her authority under Delegation Section 13.4 'Materials from land not under Local Government control' and accepted the \$2/t rate in order to keep these major projects on track.

COMMENT

Discussion between the Chief executive Officer, Manager Works and Services and the Governance Officer identified that should the Shire increase the price from the \$2 per metre cubic to \$2/t, the Shire would incur an increase of 60% on the current adopted rate. The current spend for the 21/22 year is in the order of \$260,000, however various rate have been applied.

The options to the Shire at this time are to significantly increase the rate which will have significant impact on the Shire's operating budget, or to enact powers to enter land if agreement cannot be reached. Agreement with the landowners is the preferred method of operations, however if the rate is increased to \$2/t the ability of the Shire to provide road maintenance will be significantly impacted.

Under the Local Government Act 1995:

- *"Local Governments have powers to enter private land and extract materials for public works under the Local Government Act 1995. These powers are laid out in sections 3.27 to 3.32 and Schedule 3.2" (pg 8 Local government Guidelines for Road Gravel Supplies in Western Australia) and:*
- *In the first instance, the Local Government should seek to reach an agreement with the interest holder to extract the gravel, so that consent is provided. If the interest holder does not consent, the Local Government may enter without consent by issuing a Section 3.31*

Notice of Intended Entry. (pg 10 Local government Guidelines for Road Gravel Supplies in Western Australia)

The use of a legal right of entry in the event of a failure to reach agreement should only be undertaken in extreme circumstance where other material cannot be obtained from another landholder and where the cost of cartage would outweigh any savings. In those occurrences the CEO has the delegated authority to negotiate a higher rate.

CONSULTATION

Glenda Teede, Chief Executive Officer
Sean Fletcher, Governance Officer

VOTING REQUIREMENTS

Absolute majority required: No

2202-08 Officer Recommendation / Council Resolution

Moved: Cr D Lovelock

Seconded: Cr N Clarke

That Council **RECEIVE** this information.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED

9. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION*Admitted by resolution of Council***11. MEETING CLOSED TO PUBLIC****11.1 CONFIDENTIAL ITEMS****11.1 Matters for Which the Meeting May Be Closed — Future Usage of the Old Road Board Building, Calingiri**

File reference	
Report date	16 February 2022
Applicant/proponent	CEO
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Sean Fletcher, Governance Officer
Authorised by	CEO
Attachments	
Attachment 1	Page Nil

PURPOSE

For Council to move “in camera” (behind closed doors) and consider a matter regarding the expression of interest by Ms Nicole McInnes to lease the Old Road Board Building and to consider the report into the usage of the Old Road Board Building.

BACKGROUND

Under section 5.23 (2)(c) of the Local Government Act, Council may close a meeting, or part of a meeting if it is dealing with a matter re a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

COMMENT

Council resolved through Motion 2108-12 at the November OCM 2021 to adjourn the matter until the February 2022 OCM with the expectation it receive a report from the CEO regarding the Old Road Building including fit out costs, economic development implications along with suitable uses of the building and whether Ms McInnes revisited her business plan regarding the lease of the building.

CONSULTATION

CEO

OCM Officer

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

2202-09 Officer's Recommendation / Council Resolution
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Moved: Cr N Clarke

Seconded: Cr G O'Brien

That Council **CLOSE** the meeting:

1. Under section 5.23 (2)(c) of the *Local Government Act 1995* to reconsider a matter under item 11.1 regarding the expression of interest for the Old Road Board Building and to consider the merits of the report into future usage of the Old Road Board Building.
2. So that it may consider matters regarding the Senior Citizen of the Year Award.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Meeting moved into camera at 2.55pm.

Cr J Kelly withdrew from the meeting via E Meeting at 2.56pm and did not return.

11.2 Report Into Future Usage of the Old Road Board Building, Calingiri - Confidential

File reference	5.1 – Council Properties		
Report date	16 February 2022		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	May 2021; 25 Aug 2021: 2108-12; Nov 2021: 2108:12		
Prepared by	Sean Fletcher, Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page	8	Report Into Old Road Board Building Usage – February 2022

VOTING REQUIREMENTS

Absolute majority required: No

2202-10 Officer Recommendation / Council Resolution

Moved: Cr D Lovelock

Seconded: Cr G O'Brien

That Council:

1. **ACCEPTS** the Old Road Building Usage Report February 2022 as set out in Attachment 1.
2. **ACCEPTS** the withdrawal of the expression of interest by Ms Nicole McInnes regarding the Old Road Board Building.
3. **AUTHORISES** the CEO to advise Ms McInnes on Council's decision regarding Point 2.
4. **UNDERTAKES** a workshop with the CEO and key staff regarding:
 - a. The conclusions reached in the Old Road Board Building Report (Attachment 1).
 - b. How the Shire should engage with the community regarding the use of the Old Road Board Building going forward.
 - c. The Workshop is to be completed by 31 March 2022.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Cr Penn declared an Impartiality interest in “Item 11.3, Senior Citizen of the Year Award – 2022” due to ‘she is related to the Nominator’ at 3.11pm.

11.3 Senior Citizen of the Year Award – 2022

File reference			
Report date	21 February 2022		
Applicant/proponent	SoVP Council		
Officer disclosure of interest	Nil		
Previous meeting references	14 February 2022		
Prepared by	Julie Klobas, Ordinary Council Meeting Officer		
Authorised by			
Attachments			
Attachment 1	Page		Original Nomination.

VOTING REQUIREMENTS

Absolute majority required: No

Amended motion to Motion 2202-11 (Subclause 2)

2202-11	Councillor Motion
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Moved: Cr D Lovelock

Seconded: Cr S Woods

Cr D Lovelock requested that staff leave Council Chambers during discussion of this item at 3.13pm.

THIS RESOLUTION DID NOT PROCEED AS THE MEETING PROCEDURES LOCAL LAW REQUIRES THE SHIRE PRESIDENT TO DETERMINE WHICH STAFF REMAIN IN THE MEETING.

The Works Manager withdrew from the meeting at 3.15pm and did not return.

2202-12	Councillor Resolution
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Moved: Cr N Clarke

Seconded: Cr S Woods.

That Council move to **AWARD** the Shire of Victoria Plains’ Senior Citizenship Award 2022 to the nominee as per the attached nomination at the 23 March 2022 Ordinary Council Meeting;

CARRIED For 5 / Against 1

Cr Penn requested names be recorded.

*Cr S Woods, Cr G O’Brien, Cr P Bantock, Cr N Clarke and Cr S Penn voted for the motion.
Cr D Lovelock voted against the motion.*

2202-13 Officer Recommendation / Councillor Resolution

Moved: Cr S Woods

Seconded: Cr G O'Brien

1. In accordance with clause 6.1(6) the *Shire of Victoria Plains Meeting Procedures Local Law 2018* **REOPENS** the meeting to the public at 3.28pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

The Shire President read aloud the Council Resolutions at 3.28pm.

12. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 3.29pm.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 23rd March 2022.

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

Date 23rd March 2022

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