



MINUTES
Ordinary Council Meeting

24 May 2023

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

Commencing – 2.12pm

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 24 May 2023 commencing at 2.12pm

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.12pm.

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 D LOVELOCK has been approved to attend the 24 May 2023 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 Cr N Clarke – Deputy Shire President Cr D Lovelock – via teleconference Cr S Woods Cr J Kelly Cr G O'Brien |
| Staff attending | CEO – Mr S Fletcher Works & Services Manager – Mr S Brenzi Manager Finance & Administration -Mr C Ashe Council Support Officer – Ms J Klobas |
| Apologies | Cr S Penn |
| Approved leave of absence | N/A |
| Visitors | N/A |
| 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 | Nil |
| 4.2 | Proximity | Nil |
| 4.3 | Impartiality | Cr S Woods declared an impartiality interest in Item 9.4 “Community Budget Submission Grant Application” due to ‘Member of Calingiri Progress Association; Employee of Calingiri Primary School; Children members of Yerecoin Tennis Club’. |

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 Questions Without Notice

Nil

6. PRESENTATIONS AND DEPUTATIONS**6.1 Presentations**

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE**2305-01 Councillor Resolution**

Moved: Cr N Clarke

Seconded: Cr Woods

Cr N Clarke requested leave of absence from 1 July 2023 to 10 August 2023 inclusive.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Noted: Cr Bantock withdrew her request for leave of absence for 28 June 2023 meeting.

8. MINUTES OF MEETINGS**8.1 Confirmation of Council Meeting Minutes****2305-02 Officer Recommendation / Councillor Resolution**

Moved: Cr S Woods

Seconded: Cr D Lovelock

That the Minutes of the following meetings:

- *Ordinary Council Meeting held 26 April 2023*

as circulated, be **CONFIRMED** as a true and correct record,

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

| | | | |
|---------------------------------------|--|---|-----------------|
| File reference | F1.8.4 | | |
| Report date | 9 May 2023 | | |
| Applicant/proponent | Nil | | |
| Officer disclosure of interest | Nil | | |
| Previous meeting references | Nil | | |
| Prepared by | Glenn Deocampo – Coordinator Financial Services | | |
| Senior Officer | Colin Ashe – Manager of Finance and Administration | | |
| Authorised by | Sean Fletcher – Chief Executive Officer | | |
| Attachments | | | |
| Attachment 1 | Page | 2 | Public schedule |

PURPOSE

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

As suggested by council some months ago, windscreen insurance claims have been submitted and \$2,665.50 was received in May 23 as a payout for several of these.

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

2305-03 Officer Recommendation / Council Resolution

Moved: Cr G O'Brien

Seconded: Cr J Kelly

That the payments made for April 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** | 11869 – 12044 | 281,124.75 |
| Creditor Cheque Payments | | 0.00 |
| Direct Debit Payments** | DD13988-DD14012 | 42,557.91 |
| Salaries & Wages EFT | PE 012/04/23, PE 26/04/23 | 106,322.73 |
| Credit Card–Bendigo Bank- | DD14029.2 | 1,024.67 |
| | DD14029.2 | 1,103.00 |
| | DD14029.2 | 1,422.08 |
| Fuel Card – Wright Express | DD14029.1 | 139.58 |
| Trust Payments | | 0.00 |
| | TOTAL | \$433,694.72 |

| Local Spending | \$ | % |
|----------------|-------------------|--------------|
| Local Supplier | 46,206.80 | 10.65 |
| Payroll | 106,322.73 | 24.52 |
| Total | 152,529.53 | 35.17 |

**includes salary and wages deductions, and SGC

CARRIED BY UNANIMOUS DECISION OF COUNCIL

9.2 Monthly Financial Statements – April 2023

| | | | |
|---------------------------------------|--------------------------|----|--|
| File reference | 12.8.1 | | |
| Report date | 12 May 2023 | | |
| Applicant/proponent | Shire of Victoria Plains | | |
| Officer disclosure of interest | Nil | | |
| Previous meeting references | Nil | | |
| Prepared by | Colin Ashe, MFA | | |
| Authorised by | Sean Fletcher, CEO | | |
| Attachments | | | |
| Attachment 1 | Page | 11 | Monthly Financial Statements – 30 Apr 2023 |

PURPOSE

To receive the monthly financial statements for the period ending 30 Apr 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 Apr 2023 Monthly Financial Statements are presented for consideration.

Explanations for the significant variances have been reported in Note 2 and as forecast, since the budget review there are minimal variance to report on. Those that are listed have been left deliberately to continue to track and monitor.

The month of Apr 23 indicates a current actual deficit of (\$101,208), a marked turnaround from the surplus amount last month but not necessarily unexpected. Council should not be alarmed at this interim result as the end of financial approaches, but management needs to be cautious and vigilant to ensure there is no unnecessary expenditure and financial advice followed. Some further points note:

- This result can be best explained in the net current assets as shown on page 29 which differs from its cash position which is still positive with \$317,709 unrestricted funds.
- LRCIP Phase 3 funding of (\$346,738) was received last FY and not quarantined, hence has had to be funded out of general (municipal funds). However as expenditure has occurred, the contingent liability will be reduced in due course and this is forecast to contribute to returning to back to a surplus.
- The remaining balance in contingent liability is primarily \$589,284 which was WSFN funding received last FY and similarly not quarantined. Fortunately, this component

for expenditure will be part of the 2023/24 budget which has assisted cashflow now, but will impact next FY.

- RTR funding received this FY and which has been quarantined can proportionally be transferred into the municipal fund based on capital expenditure incurred.
- The Shire has yet to receive \$80,000 as trade in funds for the Prime Mover. Noting there is some dispute in the sale which the onus is on the auction house to remediate, funds are expected to be deposited shortly.
- Funding of a net \$68,000 is expected from LRCIP Phase 1 once the standpipe relocation occurs. Whilst funding is likely to be deposited into next FY, it will provide a further buffer.
- Council should note during early briefing sessions for the current budget, the loan funding of \$1,500,000 was to fund both the plant replacement and operating budget. To illustrate, budgeted transfers to reserves for 2022-23 is \$203,000 and actuals \$721,109.
- The commencing unrestricted cash amount was actually in deficit to the tune of (\$214,424) and noted in the audit management letter.
- The MFA has been optimistic not to use any of the loan funding for operating purposes and noting the continued high parts and repairs cost will only use this as a last resort as an option.
- Advice has been received of advanced funding from the 2023/24 grants Commission funding which also presents as fallback option though the preference will be to quarantine this funding until next FY.

A summary of the variances is as follows;

INCOME:

- a) Grants, subsidies and contributions variance is due to Flood damage income (AGRN 962) which continued to be budget phased in Apr 23 in the expectation it would be resolved. This has not come to fruition and is unlikely to this FY.
- b) Other revenue variance is due to a misallocation but is a valid reimbursement of contributing funding from DFES and Shire of Moora for CESM costs.

EXPENSE:

- c) Employee costs variance has remained steady from Mar 23. This should flatten out as the financial year ends as this resource is finite. There has been over expenditure in road maintenance and an increase in the building employee on costs primarily due to accommodation which is to be expected.

- d) Materials and Contracts is duplication of the variance above for flood damage but on the expenditure side (positive variance). These offset each other.
- e) Other Expenses – debtor write off's have been consolidated in this category and as articulated remains for transparency.

Both Profit and Loss on disposal is still pending trade in transactions through the auction house (Pickles) and delayed due to a dispute on with the purchaser. The accounting treatment and funds is hoped to be resolved in the May 23 financials.

Other activities of interest include;

- f) Capital Infrastructure construction has increased from Mar 23 funded through RTR and LRCI and will continue during May 23. The expected projection is these will be completed before the end of financial year.

To summarise major capital expenditure in Apr 23:

| Activity | Cost (\$) | Status |
|--|-----------|-------------|
| Mogumber Tip Fencing | 38,190 | Complete |
| Calingiri Tip Fencing | 24,040 | In Progress |
| Yerecoin Footpaths | 30,285 | In Progress |
| Glentromie - Yerecoin Road - Reseal | 94,396 | Complete |
| Gillingarra - New Norcia Road - Reseal | 61,835 | Complete |
| Bolgart Bridge - repair Bridge abutments | 16,859 | In Progress |
| Culvert Upgrades | 16,242 | In Progress |
| Golf Course Road - Reconstruction | 69,895 | In Progress |

- g) Rates still outstanding is \$140,633 approximately \$20,000 less than the Mar 23 reported figure. This equates to 4.4% outstanding and a 0.06% improvement from last month. Further analysis of the outstanding amount reveals:
- 67% interim rates
 - 14% debt collection
 - 15% instalment not paid and reminder issued.
 - 4% on a payment plan
- h) \$317,709 in the Municipal fund bank account with main expenditures in capital works, parts and repairs and fuel supplies.
- i) \$767,494 balance in Restricted Funding comprising \$420,166 for WSFN and \$347,752 for RTR. WSFN funding has been placed in a long term (4 months) term deposit and up to \$157,304 (as already expended) can be transferred to the Municipal account in due course.

As raised in the Mar 23 financial statements:

- j) Interest rates being received on council’s funds has been inserted under Note 4 on page 19.
- k) The positive amount being shown in the Statement of Financial Activity – Program Reporting under Other Property and Services, budget columns on page 6 is primarily due to budget amendments where there has been a reduction in budget amounts, but not offset by overhead allocation out to the various capital and maintenance jobs. This will be reviewed as part of the 2023-24 budget process.

The important figure to be aware of is the actuals of (\$410,944) which is indicating the increased expenditure in costs such as parts and repairs, fuels and oils and an inadequate ‘charge out rate’ (overhead allocation) to the various capital and maintenance jobs.

CONSULTATION

Finance Coordinator
RSM
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 |

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

2305-04 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr G O’Brien

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL

9.3 Integrated Planning and Reporting

| | |
|---------------------------------------|---|
| File reference | |
| Report date | 3 May 2023 |
| Applicant/proponent | CEO |
| Officer disclosure of interest | Nil |
| Previous meeting references | |
| Prepared by | Sean Fletcher, CEO |
| Authorised by | CEO |
| Attachments | |
| Attachment 1 | Page 43 Key Work Action Plan – March 2023 Quarter |

PURPOSE

That Council accepts the update regarding Integrated Planning and Reporting including the Implementation Plan (Corporate Business Plan).

BACKGROUND

To meet the requirements of Integrated Planning and Reporting, the Shire has the following plans in place:

| Plan Type | Date Adopted | Due | Comment |
|---|---------------|---------------------------|--|
| Strategic Community Plan (SCP) | 3 August 2022 | Next plan due June 2030 | Changes to the Act in June will see this move to an 8 year cycle |
| Corporate Business Plan (CBP) | 26 April 2023 | Next Plan due August 2023 | Can remain as a 4 year plan |
| Long Term Financial Plan | 26 April 2023 | Next Plan due August 2023 | Can remain as a 4 year plan |
| Asset Management Plan | 26 April 2023 | Next Plan due August 2023 | Can remain as a 4 year plan |
| Work Force Plan (WFP) | 26 April 2023 | Next Plan due August 2023 | Can remain as a 4 year plan |
| Information Communication Technology (ICT) Plan | Draft | 2022 | Wallis Computing will have draft available 8 May 2023 |

The SCP was adopted by Council on 3 August 2022. The informing strategies were adopted on 26 April 2023 i.e. CBP, LTFP, AMP and the WFP. The ICT Plan is not compulsory, but will be available for adoption within the next three months.

Annual Review of Corporate Business Plan (CBP)

N/A – Due June/July 2023

CBP Quarterly Dashboard

With the incorporation of the Corporate Business Plan (Implementation Plan) into the SCP at the 26 April 2023 OCM, the senior management team can now report on the effectiveness of the Strategic Plan using the Key Work Plan.

COMMENT

The Key Work Action Plan tracks 48 actions for 2022/2023. Each key action has an activity applied to it for the quarter, unless it is a completed action. Some activities are ongoing or span two or more quarters.

Dashboard

It is reasonable to expect for the March Quarter 2023 that each strategic objective should be at 50%.

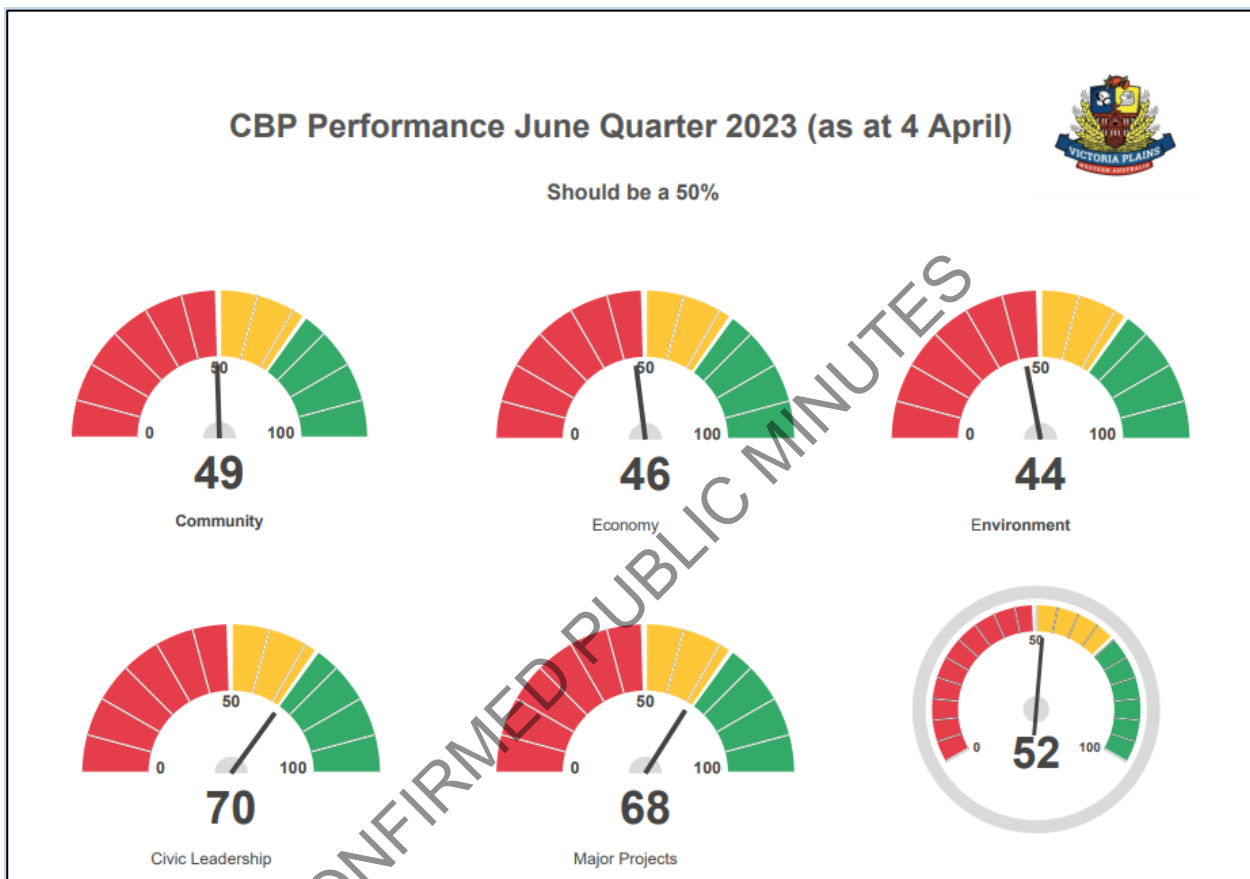


Diagram 1 – SCP Performance based on CBP (Commencement of June 2023 Quarter)

Diagram 1 shows that for the four objectives: Community (49%), Economy (46%), Environment (44%) and Civic Leadership (70%) the average is sitting at 52%.

The Shire’s major projects are tracking above expectations at 70%.

At the end of April 2023, the objectives are tracking as follows:

- Community: 63%
- Economy: 56%
- Environment: 52%
- Civic Leadership: 78%

Major Projects: 72%

In essence the results for the Key Action Plan shows that the Shire is achieving a level of achievement and completion that is in keeping with expectations and that project managers, due to clear direction, are achieving the tasks set.

There are some actions that are lagging which include:

- The MOUs with local community organisations (clarity regarding some clauses is taking longer than anticipated);
- Support for emergency service volunteer and attraction (BFAC procedures are on hold pending clarification of how these meet the requirements of the Shire’s Bushfire Brigade Local Laws;
- Demonstrated progress towards securing consistent supply of water across the Shire (Staff has commenced the rollout of the upgraded Piawaning Reverse Osmosis Plant);
- Visitor Signage (boundary signs, some town signs and cemetery signs) – lag factor in terms of feedback from some community groups;
- Forward plan the aesthetics of the Shire’s cemeteries;
- The Animal Control Program is waiting on confirmation on the status of the Corella Management Program (AROC joint initiative with CBH) and clarity regarding potential cooperation agreements with Chittering and Toodyay;
- Elected Member CPD is behind, but will be completed once the CEO KPI and Probation training program is completed on 30 June 2023.

CONSULTATION

Council at briefing session.

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 and Corporate Business Plan

| STRATEGIC PRIORITIES | WE KNOW WE ARE SUCCEEDING WHEN |
|---|---|
| 4. CIVIC LEADERSHIP | |
| 4.1 Forward planning and implementation of plans to achieve community priorities. | Performance against targets are regularly reported to the community |
| | We attend meetings of key local and regional organisations to |

| | |
|--|--|
| | jointly plan for our community |
| | Demonstrated progress towards achievement of the Corporate Business Plan |

The interim CBP Action Plan demonstrates clearly that the Shire is firmly heading in the right direction regarding Action 4.1

Risk Management

| Consequence | Consequence Rating: | Likelihood Rating: | Risk Rating | Risk Acceptance | Mitigation and Outcome |
|--|--|--|--------------|--|---|
| Reputation and Compliance 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 | Unlikely (2) The event could occur at some time - -10 years | Moderate (8) | Operational Manager Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring Adequate: 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, ensure that the appropriate manager can assess the risk and correct it accordingly through quarterly reporting. This will ensure that the risk is low |

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

2305-05 Officer Recommendation / Council Resolution

Moved: Cr N Clarke

Seconded: Cr G O'Brien

That Council **ACCEPTS** the update regarding Integrated Planning and Reporting for March 2023.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

9.4 Community Budget Submission Grant Applications

| | |
|---------------------------------------|--|
| File reference | 13.6.1 |
| Report date | 2 May 2023 |
| Applicant/proponent | Community Development |
| Officer disclosure of interest | |
| Previous meeting references | |
| Prepared by | Kim Stripe Community Development Officer |
| Authorised by | Sean Fletcher, CEO |
| Attachments | |

PURPOSE

Approval and Acceptance of Community Budget Submission Grant Applications.

BACKGROUND

- Council approved the Community Budget Grant amount when the Budget was announced in 2022.
- Applications were invited by Newsletter, email to Community Groups and on the Shire of Victoria Plains website.
- Six applications were submitted by the deadline 3rd April 2023.

COMMENT

The six applicants are as follows:

1. 2023/1 Yerecoin Tennis Club – Court Lighting Upgrade - \$5000
2. 2023/2 Gillingarra Sport & Rec Club – Playground Shade Sail and Stove - \$5000
3. 2023/3 Piawaning Expo – Fireworks and Expo expenses - \$5000
4. 2023/4 Calingiri P&C – IT Improvements - \$2500
5. 2023/5 Calingiri Progress – Brightening Calingiri - \$1230
6. 2023/6 Bolgart Progress Association – Memorial Hall and Kitchen Upgrade - \$5000

CONSULTATION

CEO

Manager Finance & Administration

Finance 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 2022/23 Budget.

VOTING REQUIREMENTS

Absolute majority required: No

2305-06 Officer Recommendation / Council Resolution**Moved: Cr J Kelly****Seconded: Cr G O'Brien**

That Council:

1. **APPROVES** all six applications as follows
 - a. The four applications of \$5,000 are reduced to \$4,067.50 each.
 - b. This is so that the funding pool of \$20,000 is not exceeded.
2. **AUTHORISES** the CEO to advise applicants that the level of grant funding for the 2022/23 Community Grant Funding Round is as follows:
 - 2023/1 Yerecoin Tennis Club – Court Lighting Upgrade - \$4,067.50
 - 2023/2 Gillingarra Sport & Rec Club – Playground Shade Sail and Stove - \$4,067.50
 - 2023/3 Piawaning Expo – Fireworks and Expo expenses - \$4,067.50
 - 2023/4 Calingiri P&C – IT Improvements - \$2,500.00
 - 2023/5 Calingiri Progress – Brightening Calingiri - \$1,230.00
 - 2023/6 Bolgart Progress Association – Memorial Hall and Kitchen Upgrade - \$4,067.50

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

10. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION*Admitted by resolution of Council*

Nil

12. MEETING CLOSED TO PUBLIC**12.1 Matters for Which the Meeting May Be Closed**

| | | | |
|---------------------------------------|---------------------------------------|--|-----|
| File reference | 17 May 2023 | | |
| Report date | Shire of Victoria Plains | | |
| Applicant/proponent | Nil | | |
| Officer disclosure of interest | OCM 14 December 2022: 11.1.3, 2214-14 | | |
| Previous meeting references | 17 May 2023 | | |
| Prepared by | Julie Klobas, Council Meeting Officer | | |
| Authorised by | CEO | | |
| Attachments | | | |
| Attachment 1 | Page | | Nil |

PURPOSE

For Council to move "in camera" (behind closed doors) and consider matters regarding the Revised Offer to Acquire Part Lot 9001 on Deposited Plan 43362 from Martindale Pty Ltd.

BACKGROUND

Under section 5.23 (2)(c), (d) and (e) of the Local Government Act, Council may close a meeting, or part of a meeting if it deals with a matter affecting a contract entered into, legal advice obtained and would reveal information that has a commercial value to a person.

COMMENT

Once the purchase agreement is signed (agreed), the Shire can then proceed and purchase the piece of land in question. Ideally, this is to be settled by approximately 31 July 2023.

CONSULTATION

CEO

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

As budgeted.

VOTING REQUIREMENTS

Absolute majority required: No

| | |
|----------------|--|
| 2305-07 | Officer Recommendation / Council Resolution |
|----------------|--|

Moved: Cr G O'Brien

Seconded: Cr J Kelly

That the meeting **CLOSE** at 2.32pm to allow for confidential discussion regarding the Revised Offer to Acquire Part Lot 9001 on Deposited Plan 43362 from Martindale Pty Ltd.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

12.1.2 Revised Offer to Acquire Part Lot 9001 on Deposited Plan 43362 from Martindale Pty Ltd - CONFIDENTIAL

| | |
|---------------------------------------|---------------------------------------|
| File reference | |
| Report date | 17 May 2023 |
| Applicant/proponent | Shire of Victoria Plains |
| Officer disclosure of interest | Nil |
| Previous meeting references | OCM 14 December 2022: 11.1.3, 2214-14 |
| Prepared by | Sean Fletcher, CEO |
| Senior Officer | N/A |
| Authorised by | CEO |
| Attachments | |

VOTING REQUIREMENTS

Absolute majority required: No

2305-08 Officer Recommendation / Council Resolution

Moved: Cr G O'Brien

Seconded: Cr S Woods

That Council **AUTHORISE** the Shire President and the CEO to **AFFIX** the common seal to the revised offer set out in Attachment 1 to purchase part of Lot 9001, Calingiri, being part of the land comprised on Deposited Plan 43363 as contained within Certificate of Title Volume 2745 Folio 367 from Martindale Pty Ltd.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

2305-09 Council Resolution

Moved: Cr G O'Brien

Seconded: Cr S Woods

That council **MOVE OUT** of camera at 2.43pm

CARRIED BY UNANIMOUS DECISION OF COUNCIL


The Resolution is taken as being read aloud by the Shire President.

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.43pm.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 28 June 2023 2023.

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

Date 28 June 2023

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

CONFIRMED CONFIDENTIAL MINUTES