

MINUTES

Ordinary Council Meeting

I HEREBY give NOTICE that an Ordinary Council Meeting will be held on:

25 February 2026

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2:00 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

CONTENTS

1	DECLARATION OF OPENING.....	5
1.1	Opening.....	5
1.2	Announcements by Shire President.....	5
2	REMOTE ATTENDANCE BY ELECTED MEMBERS.....	5
3	RECORD OF ATTENDANCE.....	5
4	DISCLOSURES OF INTEREST.....	6
5	PUBLIC QUESTION TIME.....	6
5.1	Public Questions with Notice.....	6
	Nil	
5.2	Public Question Without Notice.....	6
6	PRESENTATIONS AND DEPUTATIONS.....	6
6.1	Presentations.....	6
6.2	Deputations.....	7
7	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
8	MINUTES OF MEETING.....	6
9	REPORTS REQUIRING DECISION.....	8
9.1	Accounts for Endorsement - December.....	8
9.2	Accounts for Endorsement - January.....	12
9.3	Monthly Financial Statements.....	16
9.4	Peppercorn Lease with the European Space Agency Concerning Zone 1 and Zone 2 Within: 10353 Great Northern Highway, Yarawindah.....	21
9.5	Integrated Planning and Reporting Update – December Review of the 2025 – 2026 Corporate Business Plan.....	27
9.6	Draft Policy - Community Engagement; Significant Matters.....	31
9.7	Annual Electors Meeting 10 February 2026 (for 2024/2025).....	40
10	MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	43
11	NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION.....	43
12	MEETING CLOSED TO PUBLIC.....	43
12.1	WA Volunteer Award Nomination.....	43
12.2	CEO’s Performance Review - 2025.....	45
12.3	WA Volunteer Award Nomination.....	46
12.4	CEO’s Performance Review - 2025.....	48
13	CLOSURE OF MEETING.....	49



MINUTES

Ordinary Council Meeting of the Victoria Plains Shire Council

To be Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND, via E-Meeting Protocol

on 25 February 2026 commencing at 2:00 PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2:05pm

1.2 Announcements by Presiding Member

The Presiding Member 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

Approval to Attend and Declaration of Confidentiality

3 RECORD OF ATTENDANCE

Members present

Cr S Woods – Deputy Shire President

Cr R Johnson

Cr N Smith

Cr E Williams

Staff attending

Chief Executive Officer – Mr S Fletcher

Deputy CEO – Mr C Ashe

Works & Services Manager – Mr S Brenzi

PACEO – Ms C Watson

Ms B Ralph - Community Development Officer
 Mr G Houston - Environment Health and Building Officer

Apologies

Cr P Bantock – Shire President

Approved leave of absence N/A

Visitors

Members of the public

4 DISCLOSURES OF INTEREST

12.4 – Sean Fletcher – Financial Interest

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

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-1

Leave of absence for Cr P Bantock until March 31st, 2026.

MOVED: CR SMITH

SECONDED: CR JOHNSON

8 MINUTES OF MEETING

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-2

MOVED: CR JOHNSON

SECONDED: CR WILLIAMS

That the minutes of the Ordinary Council Meeting held 17 December 2025 and the minutes of the Special Council Meeting held on 16 February 2025 as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

PUBLIC OCM UNCONFIRMED MINUTES

9 REPORTS REQUIRING DECISION

9.1 Accounts for Endorsement – December 2025

File Reference	
Report Date	4 February 2026
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Creditors Officer
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Colin Ashe – Deputy Chief Executive Officer
Attachments	Agenda 9.1A - OCM - List of Payments December 2026

PURPOSE

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

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

Nil

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

MOVED CR SMITH

SECONDED: CR WILLIAMS

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-3

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams
Voted against: Nil

PUBLIC OCM UNCONFIRMED MINUTES

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	EFT000063 - EFT000064	2,708,345.16
Direct Debit Payment**	PPIN002680 – PPIN02858 DD000043-DD000045	45,281.13
Credit Card – Bendigo Bank	PPIN02848	7,220.69
	PPIN02851	6,722.40
	WSM - Credit Card	3,435.70
	PPIN02849	457.25
Fuel Card – Wright Express	PPIN02451	13.18
Salaries and Wages EFT	PE03/12/25;PE17/12/25; PE31/12/2025	201,760.99
Petty Cash Cheque		0.00
Trust Payments		-
	TOTAL	2,973,236.50

Local Spending	\$	%
Local Supplier	32,244.60	1.08%
Payroll	201,760.99	6.79%
Total	234,005.59	7.87%

Item 9.2 Accounts for Endorsement – January 2026

File Reference	
Report Date	4 February 2026
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Creditors Officer
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Colin Ashe – Deputy Chief Executive Officer
Attachments	Agenda 9.1A - OCM - List of Payments January 2026

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for January 2026.

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.

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
 - (2) 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 –
 - e) The payee’s name
 - f) The amount of the payment
 - g) The date of the payment
 - h) 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

Nil

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

MOVED: CR JOHNSON

SECONDED: CR WILLIAMS

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-4

That the **PAYMENTS** made for January 2026 from the Municipal Bank Account as per attached listing and summarised below, be **ENDORSED**:

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	EFT00065	1,247,628.83
Direct Debit Payment**	PPIN002818 – PPIN03002 DD00046-DD00047	54,680.56
Credit Card – Bendigo Bank	PPIN02917	736.06
	PPIN02918	190.47
	PPIN02995	465.79
	PPIN03000	2,064.88
Fuel Card – Wright Express	PPIN02909	13.18
Salaries and Wages EFT	PE14/01/26;PE28/01/26;	122,808.74
Petty Cash Cheque		0.00
Trust Payments		-
	TOTAL	1,428,588.51
Local Spending	\$	%
Local Supplier	17,821.23	1.25%
Payroll	122,808.74	8.60%
Total	140,629.97	9.84%

9.3 Monthly Financial Statements - November, December 2025, January 2026

File Reference	
Report Date	18 February 2026
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	<ol style="list-style-type: none"> 1. Monthly Financial Report - Nov 25 2. Monthly Financial Report - Dec 25 3. Monthly Financial Report - Jan 26

PURPOSE

To receive the monthly financial statements for the period ending 30 Nov 2025, 31 Dec 2025 and 31 Jan 26.

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.

Due to absences in Dec 25 and no council meeting in Jan 26, three months of financial statements are presented in this report. The focus will be on the Jan 26 financial statements as the most recent, and therefore most relevant.

COMMENT

Council was advised late last year that significant progress had been made physically against budgeted items, particularly in the capital works program and this is now reflected in the financial statements.

Progress is being made to address the budget deficit, and this will be reported to the Audit, Risk and Improvement Committee in Mar 26 as part of the budget review. Whilst there is still considerable work to be done in this area, management is confident to reduce this further by EOFY.

The major adverse variance continues to be in employee costs, but this should be reduced as the focus and works shifts to the Edmonds St subdivision. This will also have a significant bearing on reducing the deficit.

The current surplus is \$3,701,094 against a YTD budget of \$3,890,184 and this primarily due to accelerated capital expenditure which will be detailed in the note 7 comments.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Jan 26 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 \$3,701,094 and YTD budget forecast.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$8,100,595 with an Unrestricted Municipal Bank Balance of \$167,167 and \$7,933,428 in Restricted Funding, the latter comprising:

- \$720,539 in Reserves.
- \$7,212,889 major grant funding received and quarantined fully cash backed (see note 11).

Major grant funding is primarily the Shire of Moora (\$4,097,975) and Shire of Victoria Plains (\$3,114,914) portion of the Housing Support Program.

Note 4 – Debtors:

An overall (net) balance of \$1,473,020, the balance comprises of:

- \$401,205 in rate debtors analysed below.
- \$1,085,875 in sundry debtors primarily Regional Road Safety Program (RRSP) funding through MRWA (\$1,068,696).
- \$1,180 continues to be outstanding via the Fine Enforcement Registry (FER) for two separate firebreak infringements and this is reducing through regular payments.

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

- \$359,041 on instalment plans (89%).
- \$17,160 on ad hoc payment plans which has significantly reduced from the preceding months due to a target campaign of reduction (4%).
- \$23,390 with debt collection services (6%).
- \$9,300 in mining tenements that have been surrendered and awaiting advice from Landgate in order to write this back.

Note 5 Reserves:

Budgeted funds transfers to and from Reserves will be held off until later in the financial year where the need will be further assessed.

Note 6 – Plant Disposals

A number of budgeted disposals occurred during Nov 25 to Jan 26 where some traded less than expected (D/CEO vehicle) and others higher (Excavator and Ride on Mower) indicating the current volatility of the market. Council should expect to see more of this variation in the coming months, especially vehicles.

Note 7 – Capital Program

Over the 3 month period significant progress has been made in the capital program which includes:

- Physical commencement of the Edmond St Subdivision.
- Completion of the Mogumber Toilets.
- Completion of the Depot Carpark.
- Completion of the Plant Replacement program except for the procurement of the CEO vehicle.

- Completion of the air conditioner at 12 Harrington St.
- Completion of the Roads to Recovery (R2R) including carried over works from 24-25 to a total cost of \$925,896.
- 80% completion of the Regional Road Safety Program (RRSP) costing \$2,575,230.
- Completion of the Calingiri Youth Park.
- Completion of the Goudge / Parker Rd Bore carried over from 24-25.

Major activities still to be completed include finalisation of RRSP, ESA Tourism and Gillingarra Water projects. It is unclear at this point whether funding will be successful the Central Precinct Plan (\$1,890,000) but as is a 1:1 funding / expenditure it will not affect the budget outcome.

The grant applications for the Disaster Ready Generators and Bores were not successful but as a positive, the non-requirement of a shire contribution will assist in reducing the budget deficit.

Note 9 – Payables

Contingent Liabilities comprises the funds for the Shire of Moora's allocation for Housing Support Program (HSP1) and Community Enabling Infrastructure (CEI). This is cash backed in Restricted Funds. During Feb 26 invoices were received and will be paid in due course.

This means in Feb 26 the shire no longer has a liability to 'do something' which grant funds have been received for. This is the first time since 2022 that this has occurred indicating all funded legacy activities have been extinguished.

Note 10 – Grants and Subsidies

70% of CEI funding has been received and a portion placed in term deposit. All R2R funding allocation for 25-26 has been received and the final 10% of LRCI will be requested once the Calingiri Playground Equipment has been installed.

The only 24-25 grant fund to be claimed is that of Strategic Water Plan which needs to be adopted by council first before an invoice can be sent.

The 25-26 submitted water grant applications have been invoiced in Jan 26:

- Gillingarra Emergency Water - \$33,000
- Gillingarra Community Water – \$30,000
- Gillingarra Truckfill - \$45,000

And these projects will commence in Feb / Mar 26.

Note 11 – Restricted Funds

Only Funding for HSP1 and CEI is now restricted being the Shire of Moora and Victoria Plains respective portions and noting there are some minor variations due to timing, council should only expect to see the shires portion of CEI held in the future. This reconciles to contingent liabilities forecast to be Nil in the future.

Note 12 – LRCI Program

The Calingiri Playground Equipment install, scheduled for the 23-25 Feb 26 is the remaining item to be completed and this will complete the LRCI program in its entirety. The final claim for the remaining 10% funding will then be made.

Note 13 – LGGGS Program

Liaison has occurred with the relevant officers for a reallocation of the budget lines and this will be reflected in the budget review. Overall, it is tracking within budget parameters.

Note 14 – Material Variances

Details have been provided with greater granularity on variances noting:

- Employee Costs have the largest variance due to delays in sub-division commencement. Activities have commenced in Feb 26 and as employee costs are allocated to this project, it should reflect a reduction in this variance.
- Insurance is due to the budget allocation in Bushfire Insurance, staff will review the most appropriate way to reflect this as part of the budget review.

CONSULTATION

Chief Executive Officer, Sean Fletcher.
 Manager Works and Services, Silvio Brenzi.
 Chief Financial Officer, Zoe Clayton.
 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

- Local Government (Financial Management) Regulations 1996 –
- r.34 – financial activity statement required each month and details of what is to be included.

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 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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-5

MOVED: CR JOHNSON

SECONDED: CR WILLIAMS

Officer Recommendation

That Council **RECEIVE** the:

30 November 25 Monthly Financial Statements as presented.

31 December 25 Monthly Financial Statements as presented.

31 January 26 Monthly Financial Statements as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

9.4 Peppercorn Lease with the European Space Agency Concerning Zone 1 and Zone 2 Within: 10353 Great Northern Highway, Yarawindah

File Reference	
Report Date	17 February 2026
Applicant/Proponent	Mr Rolf Densing, Director of Operations – European Space Agency
Officer Disclosure of Interest	
Previous Meeting Reference	
Prepared by	Mr Sean Fletcher, CEO
Senior Officer	N/A
Authorised by	Mr Sean Fletcher, CEO
Attachments	Peppercorn Lease Agreement – European Space Agency at 10353 Great Northern Highway, Yarawindah

PURPOSE

For Council to endorse the signing of the peppercorn lease agreement between the European Space Agency (Landlord) and the Shire of Victoria Plains (Lessee) regarding the tourism precinct (Zone 1 and Zone 2) at 10353 Great Northern Highway, Yarawindah.

BACKGROUND

The European Space Agency site at 10353 Great Northern Highway, Yarawindah has been expanding its operations since its reintroduction to the area in 2003. The ground station encapsulates the following:



Figure 1 – Aerial Map of the European Space Agency Ground Station - Yarawindah

Note: The red star on the aerial map indicates the location of Zone 1 and Zone 2.

Core Communications Infrastructure

The missions at the ESA facility include: JUICE – Jupiter Icy Moons Explorer, BepiColombo – Mercury mission, Mars Express, Solar Orbiter, Hera – planetary defence mission and Rosetta (historical support). The core infrastructure consists of (including the administration centre, solar farm, batteries and fire suppressant systems):

- **NNO-1: 35-m Deep Space Antenna**
 - Operational since 2003
 - S-band and X-band two-way communications
 - Cryogenically cooled receivers for deep-space missions
- **NNO-3: 35-m Deep Space Antenna**
 - Inaugurated October 2025, entering service in early 2026
 - Supports higher data-rate missions and increased tracking demand
 - One of ESA's most sensitive deep-space antennas worldwide
- **NNO-2: 4.5-m Antenna**
 - Dedicated to **Launch and Early Orbit Phase (LEOP)**
 - Tracks fast-moving launch vehicles and newly deployed spacecraft
 - Acts as an acquisition aid for the 35-m dishes
- **Biomass Transponder.**
 - Calibration and long-term instrument health monitoring of the Earth's vegetation
 - Mission launched 29 April 2025, five-year planned lifetime

The Shire has also been instrumental in the planning and building approvals for the ESA ground station since its 2003 inception and assisted with other matters regarding its initial development.

With the above in mind and as a result of discussions between the European Space Agency (ESA) and the Shire of Victoria Plains during 2025 regarding the inauguration of Deep Space Antennae NNO-3, the Shire CEO, Mr Sean Fletcher wrote to the Premier, Mr Roger Cook seeking funding to develop the tourism precinct at the ESA ground station at Yarawindah. Mr Fletcher advised that the project was part of a key pillar under its Economic Development Strategy and also met the objectives regarding the State Governments Plan: Made in WA.

The Premier referred the matter to the Minister for Regional Development and for the Wheatbelt Development Commission (WDC) to ascertain the likelihood of funding being available.

Mr Fletcher then developed the appropriate business case in conjunction with the WDC for consideration by the Minister for Regional Development.

The Shire's application was successful under the Royalties for Regions program and was approved for funding of \$350,000 for Phase 1 of the tourism precinct.

Phase 1 of the project consists of the viewing platform (area), the viewing module and the public car park.

A key requirement for receiving the funding is the Shire must have control over the land for which the tourism precinct (Phase 1 and Phase 3) will be in operation. In this case it is a peppercorn lease of \$1 per year for a twenty (20) year period.

COMMENT

Western Australia has played a continuous role in global space activity for more than 60 years, beginning with support to NASA’s Mercury, Gemini and Apollo programs, and evolving into a modern, multi-domain space hub spanning civil, commercial and defence missions.

The ESA facility as a space capability location in Western Australia is a key part of the State’s commitment to the space industry in the Indo-Pacific sphere of influence and STEM education, research collaboration and technology within this sphere.

- WA’s space ecosystem now includes 130+ national and international organisations, spanning:
- Satellite communications and Earth observation
- AI-enabled remote operations and robotics (e.g. Fugro SpAARC)
- Space-enabled data analytics for resources, agriculture, climate and maritime domains. [wa.gov.au].

The State Government has invested >\$95 million directly into the sector, with >\$1 billion in total investment over the past six years.

The Shire’s support for the establishment of the tourism precinct at the ESA facility is instrumental regarding the Tourism Action Plan and is viewed favourably as a part of tourism destination by the Tourism Council of WA in the near future. The peppercorn lease with ESA will make this become a reality.

In order for the Shire to enter into the peppercorn lease agreement, it must establish the method of disposal or purchase. In this case, the Shire is “purchasing” or leasing the area known as Zone 1 and Zone 2 at the ESA site located at 10353 Great Northern Highway, Yarawindah.

Zone 1 covers the viewing platform area and the viewing module.

Zone 2 covers the parking area and future education centre zone.

The extract from the lease in Figure 2, sets out the lease area.

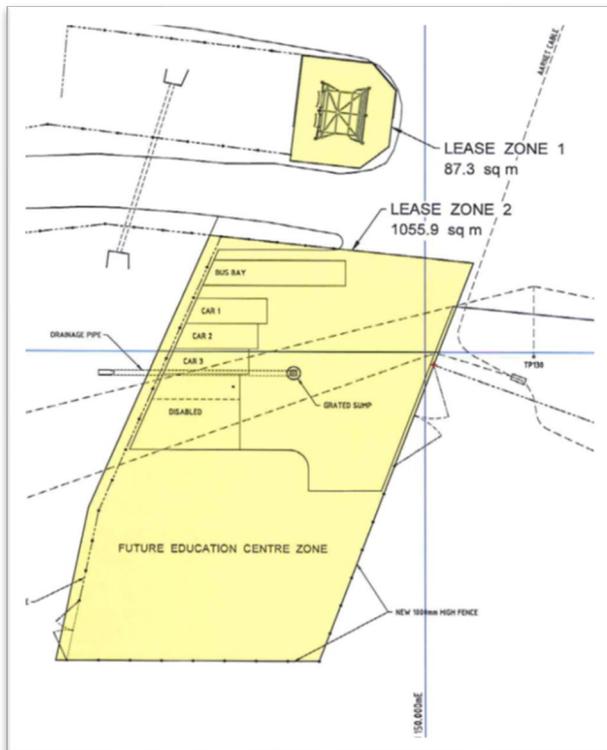


Figure 2 – Zone 1 and Zone 2 – ESA Peppercorn Lease in Favour of the Shire of Victoria Plains

The overall plan for the tourism precinct is to provide a viewing area for visitors.

Phase 1 is already underway i.e. viewing platform and viewing module and the parking area through the \$350,000 in Royalties for Regions funding.

The entrance and the main internal road is Phase 2 of the visitor project and is funded by ESA. It consists of key plantings and colouration of the road to match the layout of the colours of the planets in the Solar System. The work for Phase 2 is expected to get underway in June/July this year.

In addition to this, the wider facility will be open to the community and local schools a number of times a year. Once the Education Centre (Phase 3) is established, the facility will then have the potential for regular visits by schools, other education institutions and interested parties.

CONSULTATION

- Council through policy briefing sessions regarding the ESA Plan that is discussed quarterly;
- Appropriate weekly updates to Councillors
- Mr Rob Cossart, CEO of the Wheatbelt Development Commission
- Mr Chris Sharples, Wheatbelt Development Commission
- Dr Harold Ernst and the ESA Legal Team, European Space Agency
- Suzy Jackson, CSIRO Station Manager ESA Ground Sation, Yarawindah
- Mr Wayne Sheffeild, Consulting Engineer European Space Agency

STATUTORY CONTEXT

Local Government Act 1995

A lease must be authorised by a council decision, unless properly delegated.

Local governments are bodies corporate but act only through council or delegated authority under the Local Government Act).

Long-term or high-value leases are not typically delegated and require a formal council resolution.

Under Section 9.49A(4), the CEO has the power to execute a lease without the Common Seal, providing they have the appropriate council resolution to do so. In this instance, the author is seeking Council to endorse the signing of the peppercorn lease in Attachment 1.

CORPORATE CONTEXT

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
2. ECONOMY	
2.1 We understand traditional and emerging industries across the Shire	We forward plan for emerging industries
2.3 Visitors have a positive experience across our communities	Visitors receive timely and accurate information about attractions and amenities

Delegation

It is prudent to note the following:

Delegation 2.1 Common Seal; Execution of documents. The CEO can apply the Common Seal or sign documents where:

- a. a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;

- b. an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.
- c. Notwithstanding the conditions above on use of the Common Seal, the CEO is delegated power to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
 - a. Notifications, covenants and easements under the Transfer of Land Act 1893;
 - b. reciprocal access and/or parking agreements;
 - c. rights of carriageway agreements;
 - d. caveats under the Transfer of Land Act 1893; and
 - e. easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Compliance Not adhering to the requirements regarding lease arrangements	Major (4) Non-compliance results in termination of service or imposed penalties. Single major litigation.	Unlikely (2) The event could occur at some time - -10 years	Moderate (8)	Service Manager Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	CEO to ensure Council has reviewed lease and it is recorded in the Lease Register (which it is) This will ensure the risk is mitigated to low

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-6

MOVED: CR SMITH

SECONDED: CR JOHNSON

Officer Recommendation

That Council, in accordance with Section 9.49A(4) of the *Local Government Act 1995*, **ENDORSES** the peppercorn lease signed by the CEO, Mr Sean Fletcher with the European Space Agency for Zone and Zone 2 within 10353 Great Northern Highway, Yarawindah, as set out in Attachment 1

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

PUBLIC OCM UNCONFIRMED MINUTES

9.5 Integrated Planning and Reporting Update – December Review of the 2025 – 2026 Corporate Business Plan

File Reference	
Report Date	13 February 2026
Applicant/Proponent	CEO, Mr Sean Fletcher
Officer Disclosure of Interest	
Previous Meeting Reference	
Prepared by	Mr Sean Fletcher, CEO
Senior Officer	N/A
Authorised by	Mr Sean Fletcher, CEO
Attachments	Key Work Plan 2025 2026 December Quarter

PURPOSE

For Council to confirm the outcomes of the December quarterly review of the corporate business plan regarding the strategic actions (Key Work Plan) for 2025/26.

BACKGROUND

The CEO has revised the reporting Corporate Business Plan (Key Work Plan) Quarterly framework, which is in line with his new KPIs for 2026/2027.

Accordingly, attached for information in Appendix One is the new look quarterly report, using a traffic light system to indicate progress against the strategic actions.

In particular, the new style report contains the following:

- The Chief Executive Officer’s comments regarding the progress made for the quarterly performance in question;
- The Councillor Dashboard, which provides a high level summary of progress made for the performance quarter;
- Items that require Council’s attention ie Red Items that require high level intervention to get them back on track;
- A break down regarding the actions and progress made under each of the reporting pillars:

Community

Ref	Action	Responsible	Timeframe	%	Status	Update	Risks / Issues	Next Steps
1.1	Disability Access Inclusion Plan	EHO / CDO	Nov 25 – Jun 26	50%	●	Engagement underway; easy-read docs in progress	Resourcing	Finalise draft

This type of reporting is easier to digest and easier for staff to input directly into the master report.

Councillor Dashboard – Key Work Plan December 2025–26

The Councillor Dashboard reflects an overall executive assessment of progress by theme, informed by — but not solely determined by — individual action-level statuses. As at the December 2025 quarter, all five Key Work Plan themes are progressing as planned with no Red items identified, reflecting steady

delivery across community, economic, environmental, governance and capital priorities, with several actions appropriately staged for later in the financial year.

Theme	Status	% Complete	Key Focus
Community	●	47%	Health, access, emergency services
Economy	●	58%	Major projects, precinct planning
Environment	●	52%	Waste, biodiversity, land management
Civic Leadership	●	43%	Governance and compliance
Capital Program	●	40%	Roads, housing, infrastructure

For the end of December 2025 (mid-financial year), the ideal Councillor Dashboard completion rate is around 50%, typically interpreted as a range of ~45–55%. This is considered appropriate, reflecting the mid-year position of the financial year and the staged commencement of many actions.

COMMENT

The December 2025 quarterly review of the Key Work Plan indicates that the organisation is progressing steadily across all strategic themes, with the majority of actions either **On Track** or experiencing **Minor Issues** that are being actively managed. Importantly, there are **no actions assessed as Red** for this reporting period, reflecting sound delivery, early intervention where required, and realistic scheduling of work across the financial year.

Progress within the **Community** pillar continues to be solid, particularly in relation to community planning and engagement activities. The Aged Friendly Plan surveys are nearing completion, the Local Health Plan has been finalised with implementation commencing in January 2026, and the Community Grant Scheme remains on track. Several actions currently assessed as Amber reflect timing dependencies rather than performance concerns, including the Disability Access and Inclusion Plan and emergency services infrastructure planning.

The **Economy** pillar continues to represent a significant area of activity, with major projects progressing concurrently. Funding applications for the Regional Precinct Plans and water infrastructure projects have been submitted and are awaiting external decisions. A number of capital and infrastructure projects have been completed during the quarter, including signage, road works, and plant replacement, while others are advancing in line with staged delivery. External approvals and sequencing remain the primary risks in this pillar and are being closely monitored.

Within the **Environment** pillar, key operational actions are progressing as planned, including landfill upgrades, biodiversity planning, and reserve management. Some initiatives are scheduled to commence later in the financial year, which is reflected in their current Amber status. Advocacy and strategic work continues in relation to regional waste management and environmental health priorities.

The **Civic Leadership** pillar reflects a high volume of governance and compliance-focused work. Several major reviews, including the Strategic Community Plan, workforce planning, disaster recovery planning, and long-term financial planning, are underway and appropriately staged to align with legislative and organisational timeframes. These actions are resource-intensive and span multiple quarters, and their current status reflects deliberate sequencing rather than delay.

The **Capital Program** remains active, with road works, staff housing, and the ESA tourism precinct progressing concurrently. Delivery is being managed carefully to balance contractor availability, internal capacity, and financial controls.

Overall, the organisation remains well positioned to deliver the 2025–26 Key Work Plan outcomes. Management will continue to focus on maintaining momentum, managing external dependencies, and ensuring that emerging risks are identified early and escalated to Council where required.

CONSULTATION

The CEO compiled the update of the Key Work Plan in consultation with the officers responsible for each strategic action

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 PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
4. CIVIC LEADERSHIP			
4.1 Forward planning and implementation of plans to achieve community priorities	Performance against targets are regularly reported to the community		
	Demonstrated progress towards achievement of the Corporate Business Plan		

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

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	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.

				report to Council each quarter.	This will ensure that the risk is low
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FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-7

MOVED CR SMITH

SECONDED CR WILLIAMS

Officer Recommendation

That Council **CONFIRMS** the outcomes of the December quarterly review of the Shire’s Corporate Business Plan 2025/2026 as set out in Attachment 1 Key Work Plan 2025/2026 December Quarter.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

9.6 Draft Policy - Community Engagement; Significant Matters

File reference	
Report date	6 February 2026
Applicant/proponent	CEO
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Gordon Houston - EHOBS
Senior Officer	CEO
Authorised by	Mr Sean Fletcher, CEO
Attachments	Draft Policy - Community Engagement; Significant Matters

PURPOSE

To adopt a policy that enunciates Council's position in relation to mining and other significant matters and the formation of a deliberative forum (known as the Shire of Victoria Plains Significant Matters Community Reference Group (SMCRG)); a vehicle for formal engagement of the Shire, its community and relevant stakeholders with proponents of matters of significance likely to have social, environmental and/or economic impact on the municipality.

BACKGROUND

Sustainability Role

In recent years, the role of local government has changed significantly from administering roads, rates and rubbish to navigating complex regulatory environments, managing limited financial resources, and addressing diverse and sometimes competing community needs and expectations.

Under Section 3.1(1A) of the Local Government Act 1995 (the Act), local governments are required to have regard to matters including promoting environmental and economic sustainability, recognising the interests of Aboriginal people and mitigating risks associated with climate change.

Significant Matters

The Shire of Victoria Plains ("the Shire") is experiencing a period of potentially significant growth, with the municipality targeted for new and proposed larger-scale long-term developments over the next several years.

Included in the Act's general function requirement is an expectation of local government to be able to respond on behalf of its communities to sometimes large and very complex developments, activities or policy changes ("significant matters") being considered within, in proximity to or including their municipalities. These matters may have the potential for major economic, social and environmental impacts on the local government in the short-term and/or over a long period of time.

For most non-metropolitan, rural and remote local governments, understanding the nature of these matters (e.g. exploration, mines, processing, windfarms, solar farms, accommodation villages, regional landfills etc) and the associated impacts from their development, operation and closure (e.g. increased local transport, process waste and legacy waste management, water usage, workforce impacts on housing, social impact, the assessment and approvals processes etc) requires a depth of knowledge usually not readily available to the local governments.

In addition, proposed changes of policy, statutes or guidelines used to influence development controls or issues impacting its communities can be problematic for a local government when the consultation opportunities may be limited by agencies or regulation.

Informing Document

A guidance document titled *Guiding Principles - Mining and Other Significant Matters* is attached here-to. It is intended to be the foundation document which enunciates Council's stance on matters of significance and informs the adoption of a consultation engagement policy for significant matters.

The document contains a set of guiding principles to address Council's engagement with and consideration of mining and other significant developments and new policies, legislation or guidelines (matters) which are likely to have environmental, social and/or economic impact on the Shire. Those principles are as follows:

1. Subject to observing these principles, mining and other significant matters will be considered favourably.
2. The proponents of all matters considered to have the potential to cause environmental, social and or economic impact on the Shire will be required to undertake local community and stakeholder engagement to enable a high level of transparency, examination and consideration of their matter.
3. The deliberative forum for community and stakeholder engagement and the presentation of all significant matters in the Shire of Victoria Plains is the *Significant Matters Community Reference Group* (SMCRG).
4. Proponents of all significant matters will be required to inform the SMCRG during all stages of their matter.
5. All proponents and relevant approving authorities of significant matters must be able to demonstrate where the Precautionary Principle has been applied to the planning, design and implementation stages of each matter, so that;
 - a. there can be confidence about the predictions of future environmental effects of those matters before they are approved or adopted; and
 - b. waiting for conclusive proof of environmental harm will not delay the early adoption of appropriate remedial measures, including the involvement of state or other agencies with roles relevant to the management of that harm.
6. Should proponents or state agencies be unable to adequately demonstrate the application of the Precautionary Principle to their activity or matter to protect the Shire's social fabric, economy and environment, then Council will not support the proposal.
7. Proponents of all significant matters in the Shire of Victoria Plains should observe and maintain contemporary best practice as a minimum for all their activities and matters, and regularly demonstrate to the SMCRG that they continue to reduce their environmental, social and economic impacts to the lowest levels possible.
8. If a significant matter is likely to have a demonstrable impact on the Shire's social fabric, economy and/or environment, proponents will be requested to contribute financially to the

Shire via community benefit funding for the life of their matter, with the nature and amount of that funding to be negotiated and agreed prior to the matter's approval or adoption by the relevant approving entity.

The Precautionary Principle

The Precautionary Principle recommends that if an action or policy has the potential to cause severe harm which affects general health or the environment, the action should not be taken in the absence of scientific near-certainty about its safety. Under those conditions, the burden of proof about absence of harm falls on those proposing an action, not those opposing it.

Where there are threats of serious or irreversible damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation. In the application of the precautionary principle, decisions should be guided by -

a) careful evaluation to avoid, where practicable, serious or irreversible damage to the environment; and

b) an assessment of the risk-weighted consequences of various options.

[EP Act 2006 (4(a))]

The principle does not equate to a "no risk" policy but rather requires greater weight to be given to environmental and public health protection where, quite commonly, there is insufficient scientific information available upon which to base decisions. It suggests that, to be responsive to problems created by scientific uncertainty;

- There should be confidence about predictions of future environmental effects of activities before allowing them; and
- The implementation of appropriate remedial measures should not be delayed to order to wait for conclusive proof of environmental harm.

As with most complex human activities in modern societies, absolute scientific certainty regarding the relative contributions of positive and negative impacts of mining and other higher risk activities on public health and the environment is unlikely to ever be attained.

However, there is generally accepted uncertainty about the kinds of adverse outcomes that may be associated with various forms of mining and other activities. This is particularly in respect to the effectiveness (both short and long term) of some of the mitigation measures proposed by proponents (or required by state and federal agencies) in reducing or preventing environmental impacts which could adversely affect public health, water supplies and the general environment.

It is recommended that where an application is made for such a matter, that the precautionary principal should be applied and the application should not be supported by this Council.

Community Engagement on Significant Matters

Engagement and consultation for significant matters (or policy changes) beyond base-line statutory requirements can achieve a range of benefits for the community, proponents and decision makers, including:

- Improved community awareness and understanding about a matter, its process and any matters of interest.

- Community buy-in into significant matters and higher levels of community participation in calls for comment.
- Community awareness and understanding about environmental, social and economic impacts.
- Uncovering new ideas and expertise based on local understanding and experiences.
- Reduced conflict within stakeholder groups.
- Better understanding about community sentiments and the experiences of people that live in communities.
- Improved relationships between communities, proponents and state government and other stakeholders.
- Smoother and more certain assessment and decision-making processes.

The Shire is committed to meaningful engagement with the community and proponents on matters affecting the shire and on local issues that impact on the community. It believes that participation and engagement is the foundation of good decision-making and in respect to significant matters, is mutually beneficial to the presenters or proponents, the community, the Shire and other relevant stakeholders.

While various state agencies require a minimum level of community consultation by proponents for significant matters and local governments are generally included in those initial consultations, those opportunities (e.g. local “show and tells”, public comment periods for EIAs etc) are limited and generally restricted to project inception (i.e. during the planning phases). Consultation on other matters impacting local government such as changes to state or federal policy or legislation can also be limited in scope and reach.

When matters arise which have the potential to impact environmentally, economically and/or socially on the Shire, it is considered that it is fundamentally necessary for the Shire various stakeholders to have an integral involvement in the development and management of these significant matters at a local level.

Deliberative Forum

In addition to the proposed policy enunciating Council’s position in regard to mining and significant development, the policy proposes the development of a consultative or “deliberative forum” for any matter considered by the Shire to be significant. That is where a matter is of importance to the Shire because it is likely to have a demonstrable environmental, social and/or economic impact on a significant proportion or facet of the local government activities or area.

To ensure that the forum has the necessary expertise to be able to consider and provide feedback on the matters before it, this forum should be representative of all stakeholders who have an interest in the matter including those with a legislative or regulatory role, and not just be limited to a community perspective.

Deliberative Group Model

This forum, proposed to be known as a Community Reference Group (CRG), would have the following characteristics.

Format

A CRG is not a decision-making or regulatory body; it performs an advisory and consultative role.

Its purpose is to:

- establish good working relationships and encourage the proponent, committee members and other relevant stakeholders to share information.
- allow the proponent to seek feedback from community representatives, stakeholder groups and council and present and respond to project-related matters.
- provide community representatives, stakeholder groups and councils a forum to ask for information or give feedback on a matter. Topics or items that are typically raised for discussion at CRG meetings include (but are not limited to):
 - community concerns or observations on a matter and the resultant proponent feedback on those concerns;
 - the formulation and implementation of any conditions of approval or consent and management plans;
 - any proposed amendments or modifications to projects or documents;
 - the results of any monitoring, annual reviews or independent audits; and
- provide beneficial engagement over a longer period (for example, the planning, approvals, construction, operation and/or rehabilitation stages of a project).

The CRG would be a deliberative forum - a space in which an issue or matter can be introduced in a manner that prompts substantial and strategic engagement from a relevant and representative membership, on that matter.

The Group would be administered by the Shire on the request and behalf of a project proponent of (or in response to) a matter of significant interest, which is representative of a wide range of stakeholders who each have an interest in the specific matter or matters of to be presented.

The CRG meetings would be conducted in a manner prescribed in its Terms of Reference (to be ratified at its first meeting). This would include the production and publication of formal agendas and minutes (including attachments) describing the discussion had and feedback received from the membership around the matters at hand.

The CRG would meet as frequently as the various matters before it required. For instance, proponents would request (or be asked) to provide updates for the various stages of a project such as during the planning, proofing, design, public advertising - environmental applications/approvals, construction, operation or closure of a development.

At each meeting, the various stakeholders could provide feedback to the proponents and the CRG on behalf of their own organisation, members or communities. Feedback from the stakeholder membership would be formally recorded and used by proponents to demonstrate and report to the state (and federal) agencies on their community consultation efforts for the project.

In addition, the proponent would provide responses to feedback or questions raised in the previous meeting and present updates on their project. Feedback received might instigate changes by the proponents to aspects of the development such as, for example, amending draft environmental documents to address stakeholder issues before that documentation is released for public comment.

Membership

Depending on the nature of the matter(s) being placed before the CRG, the membership of the Group could be as follows:

- Proponent
 - up to 3 representatives appointed by the proponent, including the person responsible for environmental management of the project.
- Shire
 - Shire President or nominated Councillor representative
 - CEO or nominated representative
- Community
 - Selected or nominated representatives from each townsite
 - Selected or nominated representatives from applicable rural location(s)
- Environment NGOs
 - One nominated representative (on behalf of Australian Conservation Foundation, Conservation Council of WA, The Wilderness Society, Environmental Defenders Office etc)
- Environment
 - Regional Natural Resources Management
- Government

(As relevant - nominated senior representative or case-by-case invitation)

- Department of Communities
- Department of Education
- Department of Fire and Emergency Services
- Department of Health
- Department of Local Government, Industry Regulation and Safety
- Department of Mines, Petroleum and Exploration
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development,
- Department of Transport and Major Infrastructure
- Department of Water and Environmental Regulation
- Main Roads Western Australia
- Water Corporation
- WAPOL
- Western Power
- Executive Support
 - Consultant EHO (or other 3rd party) – CRG Chair
 - Administration Support (Meeting Coordination – agendas and minutes, minute-taking, CRG member/proponent liaison etc)

Resourcing

With regard to the CRG's activities, the Shire would provide meeting spaces and equipment, attendance by the CEO and Shire President (or their proxies) and relevant staff, and manage the selection/nomination processes for ongoing community representation.

However, as the business discussed at the CRGs will be at the behest of one or more proponents (to present information pertaining to their projects) and as the CRG forum provides each proponent with an avenue to formally address and record their project-related consultation requirements (which they would otherwise be required to manage and administer), the costs of the executive support (Chair and secretariat) and refreshments (if required) should be borne by those proponents and would be invoiced as required.

The CRG resourcing support detailed above would be a separate arrangement to any negotiated “community benefit funding” agreement made between the Shire and a proponent.

COMMENT

It is considered timely that Council adopt a policy (which references a set of guiding principles) to address the way in which it deals with significant matters. This would entail:

- considering and formally “recording” (or otherwise) the acceptance of the guidance document titled *Guiding Principles - Mining and Other Significant Matters* and the principles there-in; and
- considering and adopting a new policy - *Community Engagement; Significant Matters* which incorporates the guidance document and its principles and Council’s position on the formation of a deliberative community and stakeholder forum to engage with proponents of significant matters.

The two draft documents are included as attachments to this agenda.

CONSULTATION

CEO

Council Briefing Session February 2026

STATUTORY CONTEXT

Local Government Act 1995

3.1 . General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —
 - (a) the need —
 - (i) to promote the economic, social and environmental sustainability of the district; and
 - (ii) to plan for, and to plan for mitigating, risks associated with climate change; and
 - (iii) in making decisions, to consider potential long-term consequences and impacts on future generations;
 - (b) the need —
 - (i) to recognise the particular interests of Aboriginal people; and
 - (ii) to involve Aboriginal people in decision-making processes;
 - (c) the need to consider collaboration with other local governments.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

2. ECONOMY	
2.1 We understand traditional and emerging industries across the Shire	We forward plan for emerging industries
STRATEGIC PRIORITIES	
WE KNOW WE ARE SUCCEEDING WHEN	
4. CIVIC LEADERSHIP	
4.2 Shire communication is regular, clear and transparent	Residents and community groups believe they are being listened to and fairly treated
	Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities

Delegation

N/A

Policy Implications

Nil

Other Corporate Document

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation Lack of a clear policy regarding formal engagement of proponents of significant matters with the Shire and its communities	Insignificant (1) Substantiated, low impact, low news profile	Unlikely (2) The event could occur at some time(<10% chance) At least once in 10 years	Low (2)	Acceptable Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	<ul style="list-style-type: none"> • New communications policy for Matters of Strategic Significance adopted by Council • CRG formed and operational • Minutes of CRG meetings circulated and accessible.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter. Costs will be limited to officer time and minor administrative costs.

The policy includes the following principle;

If a significant matter is likely to have a demonstrable impact on the Shire’s social fabric, economy and/or environment, proponents will be requested to contribute financially to the Shire via community benefit funding for the life of their matter, with the nature and amount of that funding to be negotiated and agreed prior to the matter’s approval or adoption by the relevant approving entity.

This may require the future adoption of a separate policy addressing the formation and management of a Community Development Fund and the costs associated with the preparation of legal templates and documents for the funding agreements and arrangements.

VOTING REQUIREMENTS

Simple Majority

MOVED CR JOHNSON

SECONDED CR WILLIAMS

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-8

That Council;

1. **Receives** the document titled *Guiding Principles - Mining and Other Significant Matters* and **endorses** the principles contained there-in;
2. **Adopts** the policy titled "Community Engagement; Significant Matters"; and
3. **Endorses** the formation by the CEO of the Significant Matters Community Reference Group.

PROCEDURAL MOTIONS

Suspension of Standing Orders

MOVED CR JOHNSON

SECONDED CR SMITH

That Standing Orders be suspended at 2:34pm to allow for further discussion.

CARRIED

Resumption of Standing Orders

MOVED CR JOHNSON

SECONDED CR WILLIAMS

That Standing Orders be resumed at 2:39pm.

CARRIED

ALTERNATE / PROCEDURAL MOTION

Motion to adjourn this item to the March 2026 Ordinary Council Meeting for further clarification regarding Council and/or Community members to join the reference group.

MOVED CR JOHNSON

SECONDED CR WILLIAMS

CARRIED

9.7 Annual Electors Meeting 10 February 2026 (for 2024/2025)

File Reference	
Report Date	20 February 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Candice Watson - PACEO
Senior Officer	Sean Fletcher - Chief Executive Officer
Authorised by	
Attachments	1. Unconfirmed AEM Minutes - 10 February 2026

PURPOSE

To consider decisions made at the Annual Electors Meeting regarding the 2024/2025 financial year and other matters held on 10 February 2026.

BACKGROUND

Council resolved at its meeting on 17 December 2025 to hold the Annual meeting of Electors on 10 February 2026.

COMMENT

As there were no questions raised, no additional motions were resolved however it would be prudent for Council to familiarise itself with the content of the minutes. These are provided in Attachment 1 to this report.

CONSULTATION

Nil

STATUTORY CONTEXT

Local Government Act 1995

- (1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable:
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan



4. CIVIC LEADERSHIP	
4.2 Shire communication is regular, clear and transparent	Residents and community groups believe they are being listened to and fairly treated
	Positive feedback through our customer survey
	Council and Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
The Shire is required to conduct an Annual Electors Meeting once per year under the LG 1995 Act.	Minor (2) That Council in accordance with section 5.33(1) of the <i>Local Government Act 1995</i> note that there were no decisions made for its consideration at the Annual Electors Meeting held on 10 February 2025.	Likely (4) At least once per year	Moderate (6) Substantiated, low impact, low news profile Example Local paper / Industry news article, Facebook item seen by multiple groups	Low Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring Control Rating: Effective	By Council resolving to conduct, and the CEO implementing, the Annual Electors Meeting the above keeps the risk very low.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-9

MOVED: CR SMITH

SECONDED:CR WILLIAMS

Officer Recommendation

That Council in accordance with section 5.33(1) of the *Local Government Act 1995* **ACKNOWLEDGE** there were no decisions made and accept the minutes of the Annual Electors Meeting held on 10 February 2026.

CARRIED BY UNANIMOUS DECISION

OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

PUBLIC OCM UNCONFIRMED MINUTES

- 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**

12.1 WA Lifetime Contribution to Volunteering Award and RAC WA Volunteer of the Year Award

File Reference	
Report Date	17 February 2026
Applicant/Proponent	SoVP
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Candice Watson - PACEO
Senior Officer	Chief Executive Officer, Mr Sean Fletcher
Authorised by	Chief Executive Officer, Mr Sean Fletcher
Attachments	Nil

PURPOSE

For Council to move “in camera” (behind closed doors) and consider a matter regarding item 12.3.

BACKGROUND

Under section 5.23 (4)(b)(ii) of the *Local Government Act* and the Shire’s Meeting Procedures Local Law to consider a matter under item 12.3 **must** be closed to the public:

5.23(4) of the *Local Government Act 1995*.

(b) - the personal affairs of any person.

COMMENT

To seek Council endorsement to nominate a resident for the 2026 WA Volunteer of the Year Award categories:

1. WA Lifetime Contribution to Volunteering Award
2. RAC WA Volunteer of the Year Award

CONSULTATION

Nil

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

MOVED CR WILLIAMS**SECONDED CR JOHNSON****OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-10**

That Council **CLOSE** the meeting under section 5.23 (4)(b) of the *Local Government Act* and the Shire's Meeting Procedures Local Law to consider a matter under item 12.3 "WA Lifetime Contribution to Volunteering Award and RAC WA Volunteer of the Year Award"

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

12.2 WA Volunteer Award Nomination

File Reference	
Report Date	17 February 2026
Applicant/Proponent	Chief Executive Officer, Mr Sean Fletcher
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Candice Watson - PACEO
Senior Officer	Chief Executive Officer, Mr Sean Fletcher
Authorised by	Chief Executive Officer, Mr Sean Fletcher
Attachments	Nil

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-12**MOVED CR SMITH****SECONDED CR WILLIAMS**

That Council:

1. Endorses the nomination for the following 2026 WA Volunteer of the Year Award categories:
 - a. WA Lifetime Contribution to Volunteering Award
 - b. RAC WA Volunteer of the Year Award
2. Authorises the Chief Executive Officer to prepare and submit the nominations on behalf of the Shire of Victoria Plains.

Regarding Confidentiality:

The nominee remains confidential until such point an Award is presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

12.3 CEO's Performance Review - 2025

File Reference	
Report Date	27 January 2026
Applicant/Proponent	Chief Executive Officer, Mr Sean Fletcher
Officer Disclosure of Interest	
Previous Meeting Reference	N/A
Prepared by	Chief Executive Officer, Mr Sean Fletcher
Senior Officer	
Authorised by	Chief Executive Officer, Mr Sean Fletcher
Attachments	Nil

PURPOSE

For Council to move "in camera" (behind closed doors) and consider a matter regarding item 12.4.

BACKGROUND

Under section 5.23 (2), since 1 January 2026, the part of the meeting that deals with the CEO's performance review **must** be closed to the public:

5.23 (2)(b) a matter relating to the recruitment or employment of the CEO, including the following:

- (ii) a review of performance under section 5.38

COMMENT

Reference: Policy 2.6 'Standards for CEO Recruitment, Performance and Termination and the CEO's Contract'.

CONSULTATION

Nil

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

MOVED CR WILLIAMS

SECONDED CR SMITH

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-11

That Council **CLOSE** the meeting under section 5.23 (2)(b)(ii) of the *Local Government Act* and the Shire's Meeting Procedures Local Law to consider a matter under item 12.4 "CEO's Annual Performance Review 2025 Report."

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

Mr Ashe, Mr Brenzi and Mr Houston left the meeting at 2:43pm

12.4 CEO's Performance Review 2025 Report

File Reference	
Report Date	27 January 2026
Applicant/Proponent	Chief Executive Officer, Mr Sean Fletcher
Officer Disclosure of Interest	Chief Executive Officer, Mr Sean Fletcher - Financial Interest
Previous Meeting Reference	
Prepared by	Principal - SLC, Dr Shayne Silcox
Senior Officer	Chief Executive Officer, Mr Sean Fletcher
Authorised by	Chief Executive Officer, Mr Sean Fletcher
Attachments	CEO Performance Review Report submitted by Strategic Leadership Consulting

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM260225-13**MOVED CR JOHNSON****SECONDED CR WILLIAMS****PROCEDURAL MOTIONS**

Suspension of Standing Orders

MOVED CR JOHNSON**SECONDED CR WILLIAMS**

That Standing Orders be suspended at 2:48pm to allow for further discussion.

CARRIED

Mr Fletcher and Ms Watson left the meeting at 2:52pm

Mr Fletcher and Ms Watson return to the meeting at 3:08pm

Resumption of Standing Orders

MOVED CR WILLIAMS**SECONDED CR SMITH**

That Standing Orders be resumed at 3:09pm.

CARRIED

That Council:

1. Notes the Salaries and Allowances Tribunal Determination of 4 April 2025 (effective 1 July 2025).
2. Notes an increase in the Superannuation Guarantee Levy from 11.5% to 12% effective 1 July 2025.
3. Notes the outcomes of the Elected Member Performance Survey undertaken in January 2026 with the Chief Executive Officer being assessed at 'Meets Expectations' in this year's performance appraisal.

4. Adopt the modified performance criteria metrics for the 2025-2026 performance period outlined in Section 7.6 of this confidential report.
5. Approves a variation to the CEOs contract Total Remuneration Package as per Option 2 set out within this report at Section 6.5.
6. Agrees to increase the annual leave provisions for the CEO from 5 to 6 weeks leave.
7. Schedules the next review of the Chief Executive Officers performance and total remuneration package (TRP) for considered by Council in February 2027.
8. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of the council, endorse this review.
9. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, notify the Chief Executive Officer of results of this performance review.
10. That Council moves out of closed session and announces the outcomes of the CEO's Performance Review 2025.

** (note: as advised by the DLGCI the Regulations for '5.39 AA. - Publication of information relating to CEO's performance' have not been developed as at the time of writing hence this requirement is not required at this stage.*

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams

Voted against: Nil

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 3:17PM.

These minutes were confirmed at the Ordinary Council Meeting held on

Signed

Date

 (Presiding member at the meeting which confirmed the minutes)

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