

MINUTES

Ordinary Council Meeting

25 March 2026

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

Commencing – 2:06 PM

DISCLAIMER:

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Recording of Meeting

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

E – Disclaimer

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

Commonly used abbreviations	
AAS / AASB	Australian Accounting Standard / Australian Accounting Standards Board
BF Act	Bush Fire Act 1954
BFB	Bush fire brigade
CEO	Chief Executive Officer
CDO	Community Development Officer
DBCA	Dept of Biodiversity, Conservation and Attractions
DFES	Dept of Fire and Emergency Services
DPLH	Dept of Planning, Lands and Heritage
DWER	Dept of Water and Environmental Regulation
EHO	Environmental Health Officer
EFT	Electronic Funds Transfer
FAM	Finance and Administration Manager
JSCDL	Parliamentary Joint Standing Committee on Delegated Legislation
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG Act	Local Government Act 1995
LGGC	WA Local Government Grant Commission
LPP	Local Planning Policy
LPS	Local Planning Scheme
MOU	Memorandum of Understanding
MRWA	Main Roads WA
NNTT	National Native Title Tribunal
OAG	Office of Auditor General
OCM	Ordinary Council Meeting
PTA	Public Transport Authority
RRG	Regional Roads Group
RTR	Roads to Recovery
SAT	State Administrative Tribunal
SEMC	State Emergency Management Committee
SGC	Superannuation Guarantee Contribution
SJAA	St John Ambulance Association
SWALSC	South West Aboriginal Land and Sea Council
WAEC	WA Electoral Commission
WALGA	WA Local Government Association
WSM	Works and Services Manager
WSFN	Wheatbelt Secondary Freight Network
EPA	Environmental Protection Authority
DPIRD	Department of Primary Industries and Regional Development
HCWA	Heritage Council of Western Australia
WAPC	Western Australian Planning Commission
WDC	Wheatbelt Development Commission

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MINUTES

Ordinary Council Meeting of the Victoria Plains Shire Council

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

on 25 March 2026 commencing at 2:06 PM

1 DECLARATION OF OPENING

1.1 OPENING

The Meeting was declared open by the Presiding Member at 2.06 PM

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

Approval to Attend and Declaration of Confidentiality

N/A

3 RECORD OF ATTENDANCE

Members Present	Cr P Bantock – Presiding Member Cr S Woods - Deputy Shire President Cr R Johnson Cr N Smith Cr E Williams
Staff attending	CEO – Mr S Fletcher Deputy CEO – Mr C Ashe Council Support Officer – Mrs J Klobas
Apologies	Nil
Approved Leave of Absence	N/A
Visitors	Nil
Members of the public	Nil

4 DISCLOSURES OF INTEREST

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

Type	Item	Person / Details
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Nil

5 PUBLIC QUESTION TIME

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

Nil

5.1 PUBLIC QUESTION WITHOUT NOTICE

Nil

5.2 PUBLIC QUESTIONS WITH NOTICE

Nil

6 PRESENTATIONS AND DEPUTATIONS

6.1 PRESENTATIONS

Nil

6.2 DEPUTATIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 MINUTES OF MEETING

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM2603-01

MOVED: Cr R Johnson

SECONDED: Cr E Williams

That the minutes of the Ordinary Council Meeting held 25 February 2026 as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

9 REPORTS REQUIRING DECISION

9.1 Accounts for Endorsement - February 2026

File Reference	
Report Date	12 March 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 February 2026

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for February 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
 - (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
	Councillors attend training and feel supported in their role
	Council is supported by a skilled team

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

DELEGATION

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 OCM2603-02

Moved: Cr S Woods

Seconded: Cr E Williams

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

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	EFT00066 - EFT00068	5,335,318.80
Direct Debit Payment**	PPIN002980 – PPIN03128 DD00048	189,181.85
Credit Card – Bendigo Bank	PPIN03062	3,224.95
	PPIN03063	602.31
	PPIN03064	698.00
	PPIN03067	4,582.09
Fuel Card – Wright Express	PPIN03065	13.18
Salaries and Wages EFT	PE11/02/26;PE25/02/26	115,808.40
Petty Cash Cheque		0.00
Trust Payments		-
	TOTAL	5,649,429.58
Local Spending	\$	%
Local Supplier	52,207.08	0.92%
Payroll	115,808.40	2.05%
Total	168,015.48	2.97%

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr P Bantock, Cr S Woods, Cr R Johnson, Cr E Williams and Cr N Smith.
 Voted Against: Nil

9.2 Monthly Financial Statements - February 2026

File Reference	
Report Date	16 March 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	1. Monthly Financial Statements - Feb 26

PURPOSE

To receive the monthly financial statements for the period ending 28 Feb 2026.

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 shire is broadly on track to meet its budgetary commitments and actuals are comparable to the YTD budget.

Much of the capital program has been completed with some final activities due to be completed at the end of Mar 26.

Unfortunately, management has been unable to reduce the budget deficit to the extent anticipated. While savings were achieved within the capital program, these were offset by overspending in operating activities. Full details will be provided in budget review.

There is also the risk of a reduced grants commission funding prepayment outcome which will only crystallise at 30 Jun 26. This, with an expected increase in fuel prices will impact the final budget outcome at EOFY and impact on the 26-27 budget opening balance (deficit).

The current surplus as at 28 Feb 26 is \$3,822,493 against a YTD budget of \$3,899,424.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Feb 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 \$3,822,493. Whilst this is a positive result, some monies have been received and the shire is in the process of undertaking the

expenditure (Mitigation Activity Fund, Gillingarra Water projects) This has the effect of over-inflating the position.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$3,961,828 with an Unrestricted Municipal Bank Balance of \$174,557 and \$3,787,271 in Restricted Funding, the latter comprising:

\$720,603 in Reserves.

\$3,066,668 major grant funding received and quarantined fully cash backed. As the capital program is essentially completed and funds paid to all shires for HSP/CEI, this amount is purely the Shire of Victoria Plains portion of CEI (see note 11).

Note 4 – Debtors:

An overall (net) balance of \$664,136, comprising of:

- \$334,082 in rate debtors analysed below.
- \$332,826 in sundry debtors primarily invoicing for the ESA Platform funded through DPIRD (\$300,000).
- \$1,606 continues to be outstanding via the Fine Enforcement Registry (FER) for two separate firebreak infringements with the balance slowly reducing through regular repayments.

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

- \$307,052 on instalment plans (89%).
- \$17,595 on ad hoc payment plans of which are actively being managed to ensure balances are cleared by 30 Jun 26 (5%).
- \$18,945 with debt collection services (5%).
- \$9,300 in mining tenements that have been surrendered and awaiting advice from Landgate in order to write this back.

Note 5 Reserves:

Funds transfer of \$77,309 from Reserves are yet to occur and will continue to be monitored for need closer to 30 Jun 26.

Note 6 – Plant Disposals

With the exception of the CEO vehicle which is due for changeover by end of Apr 26 and trade in for the service truck, currently at the auctioneers, all other disposals are now complete. The change over cost for the D/CEO and MWS vehicles has been higher than expected due to the volatility of the market noting there has been some offsets in other Plant trade in values received.

Note 7 – Capital Program

The major expenditure in the capital program has been completed with the remaining items, post budget review expected to be completed by EOFY. Remaining projects can be summarised as follows:

Item	\$	Comment
CEO Vehicle	100,000	Replacement scheduled Apr 26
Disaster Ready Generators	101,560	Funding unsuccessful – to be removed from budget
Disaster Ready Bores	78,440	Funding unsuccessful – to be removed from budget
Admin Storage and Roller Doors	22,000	Completion by 30 Jun 26
Housing Development	4,567,000	Exp and funding into 26-27 no budget impact
Calingiri Sportsclub	25,000	Completion by 30 Jun 26
Calingiri Oval Scoreboard	80,000	Completion by 30 Jun 26 (TBC with Club)
Calingiri War Memorial	22,000	Completion by 31 Mar 26
Calingiri Playground Equipment	52,000	Completion by 31 May 26 (Lotterywest component)
Depot Renovations	60,000	Completion by 31 Mar 26
Victoria Plains Central Precinct	1,890,000	Funding offset so no budgetary impact
Gillingarra Emergency Water CWSP	86,180	Completion by 30 Jun 26
Gillingarra Community Water CWSP	93,912	Completion by 30 Jun 26
Gillingarra Truckfill CWSP	128,741	Completion by 30 Jun 26
ESA Tourism Development	350,000	Completion by 31 May 26, funding offset

Note 8 – Loans

The major Plant Replacement loan payments for 25-26 has been completed with the other remaining loans being extinguished in the next couple of financial years. Accordingly, management has decided to trigger the budgeted loan funding application of \$750,000 this financial year. Whilst the loan funding has been budgeted for, the capital purchase for two (2) Graders has not and will be included in the budget review.

Note 9 – Payables

All legacy Contingent Liabilities have now been extinguished and whilst there is likely to be a component (CEI) at EOFY, the intent will be to have this cash backed so there is no impact on future budgets.

Note 10 – Grants and Subsidies

The final milestone payment for RRSP is expected to be raised in Apr 26 based on a completion date of 31 Mar 26. LRCI final payment is in progress and expected before EOFY. For carried forward water grants, the only one remaining is the Strategic Water Plan which will be subject to council endorsement before payment is made.

The remaining 25-26 grant applications have the following status:

- Gillingarra Emergency Water – milestone 1 payment received
- Gillingarra Community Water – milestone 1 payment received
- Gillingarra Truckfill – milestone 1 payment received
- Lotterywest – advice of success received
- ESA Tourism development – invoice raised, payment due in Mar 26.

Note 11 – Restricted Funds

The only remaining monies that is restricted is the shire portion of CEI. Whilst there are other figures in the table, this is more of a bookmark to capture that funding is due (LRCI) or that we need to either budget or cash back the activity (WDC Housing Prospectus).

This now reconciles to note 9 and commentary that the shire no longer ‘owes’ or has a liability to complete legacy projects.

Note 12 – LRCI Program

This program is now fully complete and acquittal is in progress.

Whilst there is now some further work to be completed on the Calingiri Playground Equipment, this is funded through Lotterywest and outside the scope of LRCI acquittal requirements.

Note 13 – LGGS Program

Reallocation of budget line items has occurred in consultation with responsible officers with a relatively small amount of expenditure to occur by EOFY. Accordingly, there is no major variance to report.

Note 14 – Material Variances

Details have been provided with greater granularity on variances with the majority of variances offsetting each other in terms of income and expenditure.

Employee Costs continue to have the largest variance and is due to delays in sub-division funding (as the offset). The outside crew have now focused on this project and it is forecast this variance will reduce in the lead up to EOFY.

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 OCM2603-03

Moved: Cr R Johnson

Seconded: Cr N Smith

That Council **RECEIVE** the 28 February 2026 Monthly Financial Statements as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr P Bantock, Cr S Woods, Cr R Johnson, Cr E Williams and Cr N Smith.
 Voted Against: Nil

9.3 Budget Review as at 28 February 2026

File Reference	
Report Date	17 March 2026
Applicant/Proponent	Audit, Risk and Improvement Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. 25-26 Budget Review No.2

PURPOSE

That Council, as recommended by the Audit, Risk and Improvement Committee consider the budget review No. 2 for 2025-26 and adopt the budget amendments by absolute majority.

BACKGROUND

Council approved the 2025-26 budget that forecast a deficit of (\$290,513) at 30 Jun 26 and this was based on an estimated actual closing balance deficit of (\$925,728) from 24-25.

In Nov 25 Budget Review No.1 was completed and further adjustment of \$73,260 was made as follows:

Budget Amendments

Amendments to original budget since budget adoption - Surplus/ (Deficit)

Description	Council Resolution	Adoption Date	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Forecast Opening Surplus/(Deficit)					(290,513)
Budget Review No.1	OCM 2511-05	26/11/2025		(73,260)	(363,773)
Net Changes			-	(73,260)	(363,773)

Local Government (Financial Management) Regulations 1996; regulation 33A requires a budget review to be undertaken between 01 Jan and the last day in Feb of the financial year and the financial performance review cannot be any earlier than 31 Dec.

Budget Review No. 1 did not meet this required timeframe but is considered to be good governance to regularly review the budget versus actuals. Budget Review No. 2 does fall within the required timeframe so along with good governance, also meets the statutory requirements.

COMMENT

25-26 Budget Review No.2:

Management has made limited progress in addressing the budget deficit. Although savings were realised in the capital program, these were outweighed by higher-than-expected operating expenditure.

This has equated to \$110,343 in further savings from budget review No.1 but the deficit is still forecast to be \$253,431. In addition, increased fuel costs and a risk in reduced grants commission payments have not been factored into this forecast and therefore the 30 Jun 26 is likely to be worse.

Attachment 1 provides the full budget review adjustment and can be summarised excluding loan funding and Grader purchases which offset each other:

- \$106,689 reduction in revenue primarily unsuccessful Disaster Ready grant (offset by capital expenditure).
- \$42,499 reduction in operating expenditure which, while appearing positive at face value, would have been a better result had it not been for forecast over expenditure in other activities.
- \$174,533 in overall capital expenditure reductions, primarily due to budgeted Disaster Ready activities which will not go ahead because of the unsuccessful grants.
- \$750,000 of loan funding revenue which will be offset by \$750,000 capital expenditure on 2 Graders.

Management will continue to closely monitor the financial outcomes to endeavour to find further savings and offsets but at this stage, it is unlikely the shire will return to a surplus position at EOFY.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

Ms Glenn Deocampo, Coordinator Financial Services

Mrs Zoe Clayton, Chief Financial Officer

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996; regulation 33A budget review includes but not limited to:

1. Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- 2A. The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year;
2. The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
3. A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.

CORPORATE CONTEXT

Audit, Risk and Improvement Committee Terms of Reference.

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
	Council is supported by a skilled team

Strategic Priority 4.3 - Management considers budget reviews in addition to statutory requirements as good governance allowing early intervention to identify any significant issues.

DELEGATION

Nil

POLICY IMPLICATIONS

Section 3 – Financial Management

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Moderate (3) Short term non-compliance but with significant regulatory requirements imposed	Unlikely (2) The event could occur at some time	Moderate (6)	Operational Manager Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Ensuring frequent budget reviews in excess of statutory requirements will ensure that the residual risk is low.

FINANCIAL IMPLICATIONS

Nil

Amendments to the budget will provide better forecasting and therefore management of councils finances.

VOTING REQUIREMENTS

Absolute Majority

OFFICER / COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION OCM2603-04

Moved: Cr N Smith

Seconded: Cr E Williams

That Council **ENDORSES** the Audit, Risk and Improvement Committee recommendation and **ADOPTS** the 25-26 Budget Review No.2 amendments to the budget 25-26.

CARRIED BY ABSOLUTE MAJORITY AND BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

UNCONFIRMED PUBLIC MINUTES

9.4 Internal Audits – Regulation 17 Internal Controls Review – Credit Card Policy

File Reference	
Report Date	17 March 2026
Applicant/Proponent	ARIC
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Financial Management Policy 3.3 Credit Cards

PURPOSE

For Council to endorse the Audit Risk and Improvement Committee (ARIC) recommendation of amendments to Financial Management policy 3.3 Credit Cards – Including store, fuel and debit cards.

BACKGROUND

The AIRC endorsed the Internal Controls Review in Nov 25 and part of this outcome was a review of the shires Credit Card policy. This was also in response to the AOG report and subsequent recommendations in Jun 24.

Broadly the shires extant policy was compliant and in line with the recommendations but needed clearer direction on allowable expenditure and tighter controls on credit card transactions made in error (private use).

COMMENT

Previously policy 3.3 Credit Cards – Including store, fuel and debit cards included:

8. Use of Cards

Corporate Credit Cards or Debit Cards may be used to purchase fuel products upon approval of the CEO and provided it can be demonstrated as being used in a shire asset upon request.

Which has been amended to:

8. Use of Cards

Corporate Credit Cards or Debit Cards may be used to purchase low value items where it is more efficient for on-line purchases of low value or is the only acceptable means to secure the service (e.g. travel booking of flights and accommodation). The following provides broad guidance on acceptable purchases using a Corporate Credit Card less than \$500 per transaction:

- a) general retail (e.g. industrial and construction supplies, hardware and equipment, and office supplies and printing)
- b) food and drink purchases
- c) government services (e.g. postal services, licenses, registrations and permits)
- d) information technology and digital goods
- e) vehicle fuel, parts and services

Exceptions to the indicative \$500 threshold

Some transactions by will exceed the threshold due to the nature and requirement to use a corporate credit card because of efficiencies or a vendor account has not / cannot be established. These include:

- a) travel and accommodation
- b) training and development
- c) community events

Where this is required, the established approval forms are to be completed and signed by the CEO or delegate.

Personal / Private Purchases in error

This policy prohibits private or personal purchases by cardholders but recognises there will be occasions where it may be used in error. This may be because the cardholder also has a personal credit card with the same bank or simply transacted in error. Where this occurs the cardholder is to:

- a) immediately identify the transactions and advise the CEO or Deputy CEO.
- b) Provide a short email of the transactions and why this occurred.
- c) Repay the amount either through a shire invoice or over the counter transaction.

The finance team is to monitor these errors and should a pattern emerge, this is to be raised to the CEO.

It should be noted clause 4b in the policy prohibits private use of the corporate credit card. The above provides direction where it is used in error.

CONSULTATION

Applicable Finance Personnel

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

Regulation 17 of the Local Government (Audit) Regulations 1996:

(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to:

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the ARIC the results of that review.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
4. CIVIC LEADERSHIP			
		External audits and reviews confirm compliance	

4.3 Proactive and well governed Shire	We have sound financial management policies and attract external funding to help achieve our goals
	Councillors attend training and feel supported in their role
	Council is supported by a skilled team

Strategic Priority 4.3 of internal audits and findings is essential to ensure compliance, reduce risk and highlight areas for improvement.

DELEGATION

Nil

POLICY IMPLICATIONS

Section 3 – Financial Management will be updated accordingly upon final approval by council.

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Major (4) Non-compliance results in termination of services or imposed penalties to Shire/Officers	Possible (3) The event should occur at some time	High (12)	Senior Management Team / CEO Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Ensuring any recommendations from the audit are implemented will ensure that the residual risk is low.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER / COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION OCM2603-05

Moved: Cr E Williams

Seconded: Cr N Smith

That Council **APPROVES** the amendment to the Financial Management Policy section 3.3 Credit Cards – Including store, fuel and debit cards as recommended by the ARIC.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

UNCONFIRMED PUBLIC MINUTES

9.5 Local Government Electoral Reform

File Reference	
Report Date	11 March 2026
Applicant/Proponent	WALGA
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	<ol style="list-style-type: none"> 1. WALGA Info Page – Electoral Reform 2. WALGA Electoral Reform Discussion Paper

PURPOSE

For Council to consider and authorise the CEO to respond to the WALGA Discussion Paper:

BACKGROUND

WALGA is undertaking a sector-wide consultation to inform its advocacy on potential reforms to Local Government electoral arrangements that may be proposed by the State Government. The reforms under consideration are:

- A move to full spill elections every four years, and
- The introduction of compulsory voting at Local Government elections.

The Minister for Local Government, Hon Hannah Beazley MLA, has publicly raised the prospect of reforming Local Government electoral arrangements in Western Australia, including both compulsory voting and a shift away from the current biennial half-spill election model. During the 2025 Local Government elections, the Minister stated that compulsory voting may be considered if voter turnout continues to decline and indicated a willingness to consult on introducing four-year full-spill elections to address voter fatigue and strengthen democratic participation. The Minister has also acknowledged that voter fatigue and the mounting costs of conducting Local Government elections are issues regularly raised with her by the sector and the broader community, and has indicated she is ready to engage in discussions on electoral reform prior to any formal proposal being released.

While no formal reform proposal or consultation process has yet been announced by the State Government, WALGA has proactively commenced this consultation to ensure that its advocacy positions reflect contemporary Local Government views and to support timely and informed engagement when reform proposals are released.

Western Australia currently operates under a system of **voluntary voting** with **biennial elections**, whereby half of Council positions are contested every two years for four-year terms.

This differs from all other Australian jurisdictions, which generally operate under full spill elections every four years, most with compulsory voting.

WALGA's existing advocacy positions support the current Western Australian approach, particularly half-spill elections and voluntary voting. However, recent sector reviews have identified mixed views on compulsory voting and ongoing concerns regarding rising election costs and a lack of transparency in cost allocations by the Western Australian Electoral Commission.

The attached Discussion Paper outlines key considerations associated with each reform option, including impacts on voter participation, Council continuity and experience, candidate recruitment, administrative complexity, and election costs. WALGA has noted that it is unable to definitively assess the cost implications of either reform option in the absence of detailed cost modelling from the Western Australian Electoral Commission.

Local Governments are requested to provide **Council-endorsed feedback to WALGA by 4:00 pm on Friday, 27 March 2026**. Council's response will contribute to a report to WALGA State Council and inform WALGA's future advocacy position on these matters.

COMMENT

The following is an overview of the Discussion Paper, the key issues raised, how this relates to the Shire of Victoria Plains and the associated pros and cons regarding each matter.

Voter Participation and Voter Fatigue

The Discussion Paper identifies voter participation and voter fatigue as central considerations in assessing both election frequency and voting method (pp. 2–4). While overall participation in Western Australian Local Government elections remains low at a statewide level (30.29%), Western Australian Electoral Commission data demonstrates that high participation can be achieved under the current voluntary voting and biennial election model. Regional and rural local governments commonly record 40-60% or more. In the 2023 Local Government elections, the Shire of Victoria Plains recorded the highest voter turnout in Western Australia at 62.24%, indicating strong community engagement without compulsory voting. This outcome demonstrates that structural electoral reform is not a prerequisite for achieving high participation in rural communities. Retaining the current arrangements allows Victoria Plains to continue building on established local engagement while broader sector-wide evidence is gathered, rather than introducing compulsory voting in circumstances where local participation outcomes are already demonstrably strong.

Pros

- Demonstrates that voluntary voting can achieve the highest participation outcomes in the State.
- Supports the position that compulsory voting is not necessary where strong local engagement already exists.
- Reinforces the effectiveness of the current electoral model for Victoria Plains.

Cons

- Statewide participation remains low, which continues to drive reform discussions at a broader policy level.
- High participation in individual shires may not be consistently replicated across all local governments.

Council Continuity, Knowledge Retention and Mentorship

Council continuity, knowledge retention and mentorship are identified as important considerations when comparing half-spill and full-spill election models (pp. 2–3). The Discussion Paper notes that full-spill elections in other jurisdictions typically result in significant turnover, with approximately half of councillors not returning after elections.

Pros

- Full-spill elections provide a clear whole-of-Council mandate.
- Whole-of-Council induction processes may be simplified.
- Councillors can focus on longer-term priorities over a four-year term.

Cons

- Increased risk of substantial loss of corporate knowledge and governance experience.
- Reduced opportunity for mentoring new councillors.

For Victoria Plains, the current half-spill model supports continuity and stable governance in a small organisation with limited administrative capacity.

Stable Mandate and Collective Accountability

The Discussion Paper notes that a stable whole-of-Council mandate and collective accountability may be strengthened under a full-spill election model (p. 2).

Pros

- Clear electoral mandate for the entire Council.
- Alignment between Council terms and strategic planning cycles.
- Potential for stronger collective responsibility for decisions.

Cons

- Less frequent elections reduce opportunities for regular accountability.
- Increased governance risk if community confidence declines during a four-year term.

Retaining biennial elections allows electors in Victoria Plains to make incremental changes to Council composition.

Candidate Recruitment and Representation

Candidate recruitment is identified as a key consideration, particularly in assessing full-spill elections (p. 2).

Pros

- Full-spill elections may attract increased attention at a single election event.
- Compulsory voting may enhance the perceived legitimacy of elected members.

Cons

- Smaller population bases, such as Victoria Plains, may struggle to attract a full cohort of candidates at one time.
- Increased risk of uncontested positions or limited candidate choice.

Retaining the half-spill model reduces pressure on the candidate pool and supports continuity.

Administrative Requirements and Transitional Arrangements

Administrative requirements and transitional arrangements are identified as significant considerations for any reform to election frequency or voting method (pp. 2–3).

Pros

- A four-year cycle may simplify long-term election planning once established.
- Alignment with other jurisdictions may reduce complexity over time.

Cons

- Transitional arrangements would require legislative change and additional administrative effort.
- Increased short-term complexity and uncertainty.

Retaining current arrangements avoids additional burden for a small regional administration such as Victoria Plains.

Extraordinary Vacancies and Backfilling

The Discussion Paper identifies extraordinary vacancies and backfilling arrangements as relevant under any election model (p. 2).

Pros

- Fewer elections may reduce the overall frequency of vacancy events.
- Longer terms may provide greater stability where councillors complete full terms.

Cons

- Longer four-year terms increase the likelihood of mid-term vacancies.
- Backfilling reduces direct electoral choice.

Retaining current arrangements limits vacancy duration and supports regular electoral renewal.

Election Costs and Cost Transparency

Election costs and cost transparency are identified as critical considerations throughout the Discussion Paper (pp. 2–4).

Pros

- Fewer elections may reduce total costs over time.
- Higher participation may enable more cost-effective voting methods.

Cons

- Full-spill elections may increase per-election costs due to higher vacancy numbers.
- Compulsory voting is likely to increase participation-related costs.
- Absence of WAEC cost modelling limits informed decision-making.

Retaining current arrangements is prudent until reliable cost modelling is available.

Democratic Legitimacy and Public Confidence

The Discussion Paper links participation rates and voting methods to democratic legitimacy and public confidence (pp. 3–4).

Pros

- Higher participation may strengthen confidence in Council decisions.
- Alignment with State and Federal voting practices may improve public understanding.

Cons

- Compulsory voting may not align with community expectations in a small rural local government.
- Increased participation does not necessarily equate to informed engagement.

Retaining current arrangements supports a locally appropriate approach while further evidence is gathered.

CONSULTATION

Council – February 2026 and March Briefing Sessions

STATUTORY CONTEXT

N/A

Note:

Election matters are governed by Part 4 of the Local Government Act and the supporting schedules and regulations.

CORPORATE CONTEXT

STRATEGIC BUSINESS PLAN/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	We attend meetings of key local and regional organisations to jointly plan for our community

The matter of elections is the cornerstone of our liberal democracy (i.e. we get to choose from more than one candidate). The Shire advocates for suitable arrangements through the WALGA Zone process and WALGA itself.

DELEGATION

Nil

POLICY IMPLICATIONS

Nil

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation Failure for the Shire of Victoria Plains to participate in such a key discussion regarding the governance of local government will weaken its position in future debates	Moderate Substantiated, public embarrassment, moderate impact,, moderate news profile. Example State-wide paper, TV News story.	Almost Certain The event is expected to occur in most circumstances (>90% chance) More than once per year	High (15)	Urgent Attention Required Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	The CEO and the SMT to monito and advise Council as required. Deputy President to advocate at Zone meetings as appropriate. The above should see the risk residual move to Low

FINANCIAL IMPLICATIONS

N/A.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM2603-06

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council:

1. **NOTES** the WALGA Sector Consultation – Electoral Reform Discussion Paper and the potential State Government reforms relating to:
 - o Full spill Local Government elections every four years; and
 - o Compulsory voting at Local Government elections.
2. **ENDORSES** the submission of feedback to WALGA that:
 - o Supports the retention of the current Local Government electoral framework unless and until clear evidence demonstrates improved democratic outcomes and cost effectiveness;
 - o Emphasises the importance of election cost transparency and the need for detailed cost modelling by the Western Australian Electoral Commission prior to any reform; and
 - o Highlights the need for careful consideration of impacts on Council continuity, local representation, voter engagement, and administrative burden, particularly for regional and rural local governments.
3. **AUTHORISES** the Chief Executive Officer to finalise and submit Council’s endorsed feedback to WALGA by the required deadline of **27 March 2026**.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr P Bantock, Cr S Woods, Cr R Johnson, Cr E Williams and Cr N Smith.
 Voted Against: Nil

Item 9.6 was removed from the March 2026 OCM Council agenda and will be considered by Council following further review.

9.6 Adoption of Shire Strategic Water Plan – 2025 – ITEM WITHDRAWN

File Reference	
Report Date	4 March 2026
Applicant/Proponent	Katrina Humphries
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Creditors Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	
Attachments	<ol style="list-style-type: none"> 1. Strategic Water Plan - 2025 2. Strategic Water Plan Action Plan

PURPOSE

To present the Shire of Victoria Plains Strategic Water Plan 2025 for Council adoption.

BACKGROUND

The Shire of Victoria Plains has contracted Pinion Consultancy to prepare a Strategic Water Plan to guide sustainable water management across the Shire.

The plan has been developed to address water security challenges, improve local water infrastructure, and ensure the efficient and sustainable use of water resources for the community, environment, and industry.

The document provides a strategic framework for planning, implementation, and monitoring of water-related initiatives across the Shire, including stormwater management, alternative water sources, rural supply reliability, and community education.

The Strategic Water Plan includes an Implementation Action Plan (attached as Appendix 1) which outlines priority actions, timeframes, and responsibilities to guide delivery of the Plan.

The draft plan has been reviewed by Shire officers and relevant stakeholders to ensure it aligns with State water strategies and local government best practice. It is now presented to Council for formal adoption.

COMMENT

The Strategic Water Plan outlines the Shire’s vision, objectives, and actions to support sustainable water management into the future. It identifies key priorities such as:

- Improving the resilience of community water supplies;
- Enhancing water efficiency within Shire operations and facilities;
- Supporting landholders to adopt waterwise practices;
- Integrating water management considerations into land use planning and infrastructure design.

Adoption of the plan will enable the Shire to pursue funding opportunities, partnerships, and implementation programs consistent with its strategic objectives and sustainability commitments.

CONSULTATION

Mr. Sean Fletcher – Chief Executive Officer

Mr. Silvio Brenzi – Works & Services Manager

Mr. Colin Ashe – Deputy Chief Executive Officer

STATUTORY CONTEXT

Local Government Act 1995 –

Section 3.1 – The general function of a local government is to provide for the good government of persons in its district.

The preparation and adoption of a Strategic Water Plan aligns with this provision by supporting responsible environmental and resource management.

CORPORATE CONTEXT

STRATEGIC BUSINESS PLAN/CORPORATE

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
1.4 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan service delivery and respond to emergency situations (LEMC)
	Emergency service volunteers are supported and the community understands how to respond to emergencies / natural disasters
2.3 Visitors have a positive experience across our communities	Our parks and community spaces are green, tidy and accessible
	Visitors receive timely and accurate information about attractions and amenities
	Clean, accessible and modern public toilets
	Caravan Parks are attractive, expanded and well utilised
3.2 Conservation of our natural environment and resources	Responsive and a high standard of Ranger services
	Nature reserves in our control are managed and protected
	Shire water resources are efficient, equitable and we advocate for improvements in the network

DELEGATION

Nil

POLICY IMPLICATIONS

Nil

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Financial Failure to adopt the Strategic Water Plan may reduce access to external funding and demonstrate a lack of strategic direction in water management.	\$50,001 to \$250,000	Should occur at some time. At least once in three years.			Through the adoption of the Strategic Water Plan this will give Shire staff and residents guidance as to projects needed and have the opportunity to budget accordingly for future projects.
Environmental Reactive or unplanned water management could lead to inefficient use of resources, reduced groundwater resilience and unmanaged runoff.					Through the adoption of the Strategic Water Plan being used a guidance for future projects.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of a Strategic Water Plan. The Implementation Action Plan will guide future prioritisation of water infrastructure projects and inform annual budget development and long-term financial planning.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council ADOPTS the Strategic Water Plan, including the attached Implementation Action Plan (Appendix 1).

9.7 Appointment of Deputy Chair for Audit, Risk and Improvement Committee

File Reference	
Report Date	17 March 2026
Applicant/Proponent	Nil
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	Nil

PURPOSE

To appoint an independent Deputy Presiding Member to the Audit, Risk and Improvement Committee (ARIC).

BACKGROUND

From 1 January 2026, audit committees will transition to Audit, Risk and Improvement Committees (ARICs) during a six-month implementation period until 30 June 2026.

Key changes include:

- Mandatory independent presiding member and deputy to the presiding member to strengthen oversight with skilled, independent experts.
- New functions of ARICs covering risk management and continuous improvement.
- Shared ARICs permitted between local governments.

COMMENT

Currently the shire has transitioned / established the new ARIC with Mr David Lovelock appointed as the Independent Presiding Member. Other members of the ARIC include Cr Bantock, Cr Smith and Cr Williams.

Mr Robert Dew has been approached to fill the vacancy of the Independent Deputy Presiding Member and has accepted this nomination.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

Local Government (Audit) Regulations 1996

Regulation 19 – transitional arrangements.

CORPORATE CONTEXT

Audit, Risk and Improvement Committee Terms of Reference.

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
	Council is supported by a skilled team

Strategic Priority 4.3 – this change is a statutory requirement to ensure compliance

DELEGATION

Nil

POLICY IMPLICATIONS

Audit, Risk and Improvement Committee Terms of Reference will need to be reviewed in due course but before 30 Jun 26 to ensure alignment with the new requirements.

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Moderate (3) Short term non-compliance but with significant regulatory requirements imposed	Unlikely (2) The event could occur at some time	Moderate (6)	Operational Manager Risk acceptable with adequate controls, managed by specific terms of reference and periodically reviewed	Ensuring terms of reference complies with new regulations by 30 Jun 26 will ensure the residual risk is low.

FINANCIAL IMPLICATIONS

There will need to be budgetary considerations for ARIC meeting attendance and travel costs in the 2026-27 budget.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL RESOLUTION OCM2603-07

Moved: Cr R Johnson

Seconded: Cr N Smith

That Council **APPROVES** appointment of **ROBERT DEW** as the ARIC Independent Deputy Presiding Member effective immediately.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

UNCONFIRMED PUBLIC 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

N/A

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.24PM

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.

UNCONFIRMED PUBLIC MINUTES