



AGENDA

Ordinary Council Meeting

25 May 2022

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2.00pm

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

Commonly-used abbreviations

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

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AGENDA

Ordinary Meeting of the Victoria Plains Shire Council
To be Held in the Calingiri Shire Chambers and via E-meeting Protocol
on 25 May 2022 commencing at 2.00pm

1. DECLARATION OF OPENING

1.1 Opening

1.2 Announcements by Shire President

2. RECORD OF ATTENDANCE

Members present

Staff attending

Approved leave of absence

Visitors

Members of the public

3. DISCLOSURES OF INTEREST

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

Type Item Person / Details

3.1 Financial

3.2 Proximity

3.3 Impartiality

4. PUBLIC QUESTION TIME

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

4.1 Public Questions With Notice

Public Question Time was opened to the floor at

Public Question Time – Ordinary Council Meeting – 27 April 2022

Mr D Hall, Piawaning

Q2. Is this amount payable within or outside of Terms of Payment.

A2. Question Taken on Notice.

A2. As advised by the Finance Co-Ordinator, “Yes, it is within the payment terms”.

Cr S Woods, Calingiri

Q1. Regarding Item 8.7 “AgLime – Calingiri New Norcia Road Realignment”, how many hectares are in question re the Shire’s negotiations with the Department of Biodiversity, Conservation and Attractions (DBCA) to identify an offset site

A1. The Question was Taken on Notice by the Works & Services Manager.

A1. Answer still forthcoming, due to staff member being on leave.

4.2 Public Questions Without Notice

Public question time closed at

5. PRESENTATIONS AND DEPUTATIONS

5.1 Presentations

5.2 Deputations

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. MINUTES OF MEETINGS

7.1 Confirmation of Council Meeting Minutes

Officer Recommendation

Moved:

Seconded:

That the Minutes of the following meeting:

- *Ordinary Council Meeting held 27 April 2022*, as circulated, be **CONFIRMED** as a true and correct record

For / Against

8. REPORTS REQUIRING DECISION**8.1 Accounts for Endorsement – April 2022**

File reference	F1.8.4		
Report date	04 May 2022		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Glenn Deocampo – Finance		
Authorised by	Glenda Teede – CEO		
Attachments			
Attachment 1	Page	2	Public schedule – in the Attachments to Agenda
		2	Restricted schedule – to councillors under separate cover

PURPOSE

This Item presents the attached List of Accounts Paid, paid under delegated authority, for April 2022.

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

Each month Council is to be advised of payments made during the preceding month, the amount, payee, date and reason for payment.

CONSULTATION

None

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8(2)(b) – expenditure is to be reported to the next ordinary meeting of Council

Local Government (Finance) Regulations 1996 –

- r.13 Payments for municipal fund or trust fund
 - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
 - a) The payee's name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the transaction
 - (2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

CORPORATE CONTEXT

Delegations Register –

- 3.2 – Municipal Fund and Trust Fund – Payments from Bank Accounts
 - o CEO authorised, subject to conditions
 - o compliance with legislation and procedures
 - o Minimum of 2 signatories with varying level of authorisation

FINANCIAL IMPLICATIONS

All payments are in accordance Council's adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

Officer Recommendation

Moved Cr _____

Seconded Cr _____

That the payments made for April 2022 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, and the Credit Card Reconciliations/Statements be endorsed:

April 2022

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	10861 – 10977	774,692.61
Creditor Cheque Payments		0.00
Direct Debit Payments**	DD13291-DD13363	40,830.09
Salaries & Wages EFT	PE 13/04/22, PE 27/04/22	97,208.63
Fuel Card – Wright Express	DD13344.2	3,049.41
Credit Card–Bendigo Bank-	13344.1 CEO	1,733.50
	DD13356.1 CESM	713.48
Trust Payments		0.00
	TOTAL	\$918,227.72

Local Spending	\$	%
Local Supplier	77,663.13	8.46
Payroll	97,208.63	10.59
Total	174,871.76	19.04

**includes salary and wages deductions, and SGC

For _____ / Against _____

8.2 Monthly Financial Statements – April 2022

File reference			
Report date			
17 May 2022			
Applicant/proponent			
Shire of Victoria Plains			
Officer disclosure of interest			
Nil			
Previous meeting references			
Nil			
Prepared by			
RSM – Travis Bate			
Authorised by			
Glenda Teede			
Attachments			
Attachment 1	Page	12	Monthly Financial Statements – 30 April 2022

PURPOSE

To receive the monthly financial statements for the period ending 30 April 2022.

BACKGROUND

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

COMMENT

The April 2022 Monthly Financial Statements are presented for consideration.

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

CONSULTATION

RSM
CEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

None

FINANCIAL IMPLICATIONS

None

VOTING REQUIREMENTS

Absolute Majority Required: No

Officer Recommendation / Council Resolution
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Moved Cr _____

Seconded Cr _____

That Council receive the 30 April 2022 Monthly Financial Reports as presented:

For _____ / Against _____

8.3 Major Review of Council Policies – Part 2

File reference	13.5.2		
Report date	18 May 2022		
Applicant/proponent	Council		
Officer disclosure of interest	N/A		
Previous meeting references	OCM: 22 March 2022		
Prepared by	Sean Fletcher, Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page	51	Major Policy Review - Part 2 (Section 2) Council/Governance
Attachment 2	Page	82	Major Policy Review – Part 2 (Section 7)
Attachment 3	Page	98	Annotated Council Policy Manual 2018 Part 2 (Sections 2 & 7). Includes Council Policy Manual 2017 – Policy 11.4

PURPOSE

For Council to adopt Part 2 of the Major Policy Review.

BACKGROUND

The Major Policy Review (the Review) commenced in March 2022 and is designed to review all council policies that encapsulates Council Policy Manual 2017 and Council Policy Manual 2018.

Part 1 of the Review was adopted by Council at its meeting on 22 March 2022. Presented today is Part 2 of the Review. Part 2 consists of Council Policy Manual 2018 - Section 2 Administration/Organisation and

COMMENT

Proposed Action

Section 2 – Administration/Organisation (Attachment 1)

The policies in Section 2 are designed to assist with the administration of the organisation:

- Council Policy Manual 2018 – No further action is required for Policies 2.1 – 2.3. Policies 2.4 and 2.5 requires amendment. Policy 2.6 requires inclusion in the Policy Manual;
- Council Policy Manual 2017 – Policy 11.4 – Use of Logos is administrative in nature and is required to be withdrawn from Division 11 and included in the new Council Policy Manual – Section 2.

Section 7 – Community Services (Attachment 2)

The policies in Section 7 are designed to assist with the provision of community services:

- Council Policy Manual 2018 – Policy 7.1 is required to be revoked. Policy 7.2 has yet to be removed from the Policy Manual. Policy 7.3, which is on the Shire’s website requires inclusion in the Policy Manual;
- Council Policy Manual 2017 – Nil

At the briefing session on Monday 16 May 2022, points of clarification were raised regarding:

Policy 7.1 – Community Housing

Clarification was sought regarding the need to revoke this policy. As it currently stands, the policy is at odds with the criteria that the CEO is required to administer as a direct responsibility regarding:

- Joint Venture Housing (Joint funded by the State and the Shire). This accommodation has eligibility criteria that is set by the State and must be observed and reported on annually;
- Other Community Housing. As a rule, local government, on the basis of consistency, provides community housing on an equivalent basis regarding the administration of these properties e.g. property inspections, maintenance, eligibility criteria and so on. This is not a function of Council as such. Council’s role is the strategic direction regarding the provision of such facilities, and the funding that may be required to provide them. Such an approach might be encapsulated within an affordable housing strategy.

Local governments examined that exclude a community housing policy include:

- Shire of Moora;
- Shire of Wongan Balidu;
- Shire of Chittering (administered by the state);
- Shire of Beverly;
- Shire of Woodanilling.
- Shire of Morawa;
- Shire of York.

An alternative course of action would be to suspend policy 7.3 for now.

Policy 7.3 – Volunteer Policy – General

It was suggested that Policy 7.3 was not suitable for volunteers as they currently exist in the Shire. Comments were also made it has not been rolled out effectively. Examples given were groups who use the Shire’s recreational facilities and so on.

It would seem that the notion regarding a volunteer in Policy 7.3 is misunderstood. It is not referring to community volunteers that may do something on behalf of a group or organisation that is hiring a Shire facility for recreational purposes or other means. These persons, groups, clubs or organisations already have in place approvals by the Shire based on insurance indemnification to use public facilities. No further requirement is required.

The notion of volunteer listed in Policy 7.3 refers to a person, group or organisation that are undertaking activities e.g. work, services or programs on behalf of the Shire.

A football club or a hockey club that hires a facility to provide local sport is not undertaking work, a service or managing the facility on behalf of the Shire. However, like all good “tenants,” they must keep the facility in good order. To this extent, the Shire maintains the ovals, watering and so on.

An example of a group of volunteers undertaking work on behalf of the Shire is a progress association managing a facility or using key equipment e.g. a hall or using equipment to undertake a key task e.g. a golf club undertaking mowing.

The policy in its current form meets the requirements of the Shire’s insurers – Local Government Insurance Services (LGIS). In terms of the roll out of this policy, it would seem to have been impacted by a lack of staff resources in this area and disruption caused by the turnover in key positions.

Update on Proposed Timeline

The proposed timeline regarding the major policy review is as follows:

Part 3 of the Policy Review (Section 8)– June 2022

- Present Part 8 to the June 2022 Briefing Session for information/questions/changes;
- Part 8 will then go to the June Council Meeting;

Part 4 of the Policy Review (Remaining Sections) –July 2022

- The remaining sections to be presented at the July 2022 Briefing Sessions;
- These sections will then go to the July Council meeting.

CONSULTATION

Council Briefing Sessions November 2021 and February 2022.

STATUTORY CONTEXT

Local Government Act

2.7. Role of council

(1) The council —

- (a) governs the local government’s affairs; and
- (b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government’s finances and resources; and
- (b) determine the local government’s policies.

CORPORATE CONTEXT

Policy Manual(s)

All policies of Council

Strategic Plan and Corporate Business Plan

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

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

5.4.3 Maintain controls to promote a high level of legislative compliance throughout the organisation

Appropriate policies are a guideline that the CEO and the administration must follow.

Risk Management

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Compliance Failing to review the policies of Council will undermine the level of compliance and performance the Shire is required to maintain through its policies	Major (3) Non-compliance results in termination of services or imposed penalties to Shire/Officers	Possible (3) At least once in 3 years	Medium (9)	Operational Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	CEO and Key Staff to assist Council develop, implement, review and maintain appropriate policies on a risk management basis. This will reduce the level of risk to Low

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation

Moved Cr _____

Seconded Cr _____

That Council:

In accordance with section 2.7(2)(b) of the *Local Government Act 1995*, adopts Part 2 of the Shire of Victoria Plains Major Policy Review 2022 as set out in:

Attachment 1, including the following changes:

- Council Policy Manual 2018:
 - No further action is required for Policies 2.1 – 2.3;
 - Policies 2.4 and 2.5 require amendment as per Attachment 1;
 - Policy 2.6 requires inclusion in the Policy Manual;
- Council Policy Manual 2017:
 - Policy 11.4 – withdraw from Division 11 and included in the new Council Policy Manual – Section 2 as Policy 2.8.

Attachment 2, including the following changes:

- Council Policy Manual 2018:
 - Policy 7.1 to be revoked;
 - Policy 7.2 to be removed from the Policy Manual (as this was previously revoked by Council – 28 February 2021);
 - Policy 7.3, which is on the Shire’s website, requires inclusion in the Policy Manual;
- Council Policy Manual 2017 – Nil

For _____ / Against _____

8.4 March Quarterly (Q3) Update of the Shire’s Corporate Business Plan 2021-2022

File reference	4.2.3 – Corporate Management – Planning/Business Planning		
Report date	19 May 2022		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references	February OCM 2022: 2202-05		
Prepared by	Sean Fletcher, Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page	100	Q3 Update – SoVP CBP Action Plan Summary 2021/2022

PURPOSE

For Council to consider the update on the Shire’s Corporate Business Plan regarding the March 2021 – 2022 Quarter (Q3).

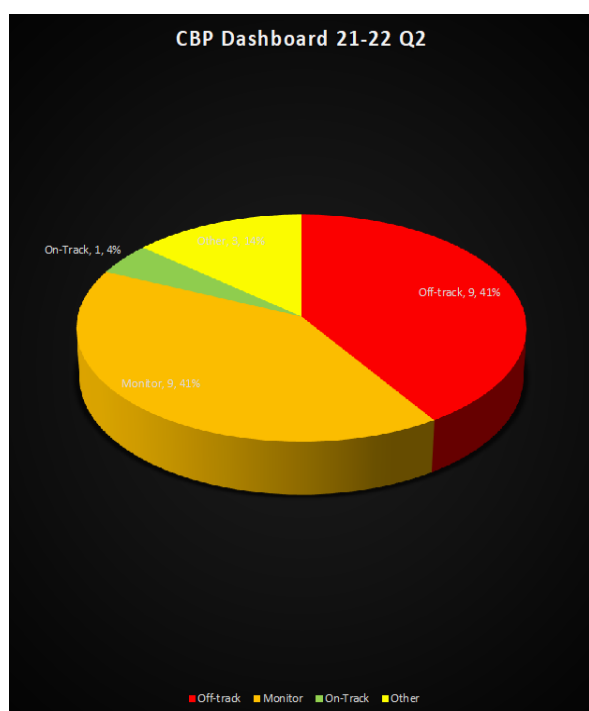
BACKGROUND

Progress against the Shire’s Corporate Business Plan is undertaken and reported on each quarter by key staff. Due to key impacts re staff availability, an annotated report is provided for Council’s information in Attachment 1.

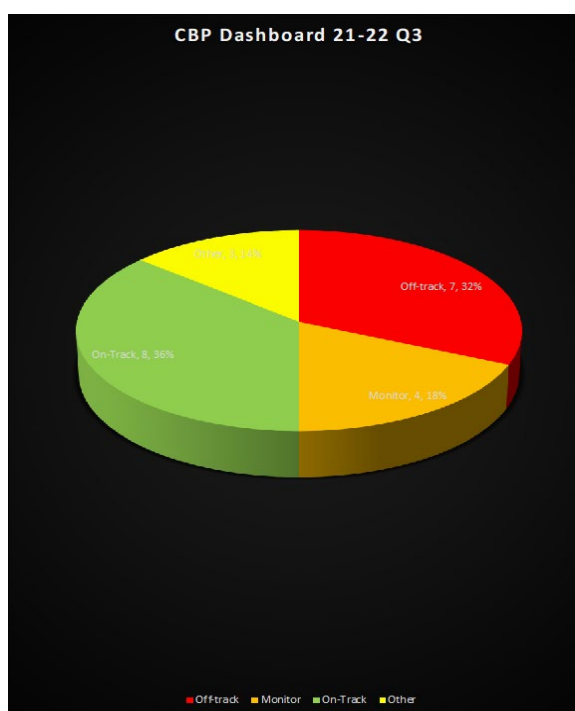
COMMENT

Analysis of the March Quarter

For the March Quarter (Q3), the level of progression against the 22 key actions is 44%, up from 34% for the December Quarter (Q3). This is a modest improvement and in keeping with the impacts experienced during this reporting period.



December CBP Dashboard 2021-2022 Summary



March CBP Dashboard 2021-2022

Although better reporting was achieved for the December Quarter, reporting by key staff for the March Quarter was impacted by staff turnover. Despite these issues, on balance, the Community PA delivered a consistent result. However, staff resourcing issues may impact on the June Quarter. The outcome for the Civic Leadership PA shows that governance, corporate planning and training of elected members is at desirable levels. However, the Economic, Environment and Infrastructure PAs have been impacted further by long standing and complex matters re water security, the delays in the provision of LRCI 3 Funding and a lack of progress re AROC joint initiatives.

Overview by Priority Area

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

Priority Area	Off-Track	Monitor	On-Track	Other	Total Yr 3
Community	0	1	5	2	8

Good progress has been made regarding 80% of actions in the Community PA. On-track actions include advertising and supporting of community activities and events. Progress has continued to be made regarding the communities participating in events. Watch and Act actions (Yellow Flag) make up 25% of activities in this area and are impacted by outside forces. Projects such as improved age facilities require support through AROC as a collective project. Wellbeing grants have finished

Economic	2	1	0	1	4
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There was no activity reported for the Economic PA. Key roadblocks continue to be applicable re limited resourcing and opportunity in this area re staff housing stocks and promoting community art, and a lack of resources (staff) in the building area and (Red Flag). The impact of outside factors is also relevant e.g. Zone activity and AROC project priorities re telecommunications and regional branding (Yellow Flag).

Environment	1	0	0	0	1
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Minimal activity has occurred in the Environment PA. Difficulty has been experienced in bringing the internal waste management group together due to impacts and resolving commitments in other areas e.g. the Road Maintenance Program, the Capital Works Program and CEO juggling staff admin resources and work activities.

Infrastructure	4	0	0	0	4
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Minimal activity was registered due to a lack of reporting in this area and works still at the research/clarification phase. Key roadblocks have been waiting on key funding, resolving commitments in other areas e.g. Flood Mitigation, the Road Maintenance Program and the Capital Works Program.

Civic Leadership	0	2	3	0	5
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Key work in this area has progressed to a desirable level with 60% of projects at on-track/completed level (Community Engagement and Communication Policy and Strategy) and 40% at Monitor level. The review of the SCP is well underway. Identification of Councillor training is required during the March quarter.

Next Quarter

At the conclusion of the next quarter, an annual review regarding the progress of the CBP over 2021/2022 is required. This will be workshopped with Council as conducted previously.

CONSULTATION

CEO and Agenda Settlement

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

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

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

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

Integrated Planning and Reporting – Framework and Guidelines

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

CORPORATE CONTEXT

Strategic Community plan

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

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

Corporate Business Plan

Strategy 5.4: Measures to improve organisational efficiency

5.4.1: Review, update and maintain strategic and operational plans

Risk Management (Risk Procedures)

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

				improving with following its IPR obligations re the Strategic Resources Plan (LTFP), SCP and CBP	
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Both Council and Key Staff continued to work more in the strategic space. This is shown by workshops re key funding and the development of the new Strategic Community Plan. However, staff availability has impacted on the delivery of some projects and also reporting for the March Quarter.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

Officer’s Recommendation

Moved Cr _____ Seconded Cr _____

That Council **NOTES** the matters highlighted in the Shire’s Corporate Business Plan update regarding the March (Q3) 2021 – 2022 (Attachment 1) and RECIEVES this report.

For _____ / Against _____

9. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Admitted by resolution of Council

11. MEETING CLOSED TO PUBLIC

12. CLOSURE OF MEETING

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

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on _____ 2022.

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

Date _____

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