



Ordinary Council Meeting

26 April 2023

MINUTES

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

Commencing – 2.21pm

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

Commonly-used abbreviations

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

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MINUTES

Ordinary Meeting of the Victoria Plains Shire Council
Held in the Calingiri Shire Chambers and via E-meeting Protocol
on 26 April 2023 commencing at 2.21pm

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.21pm.

1.2 Announcements by Shire President

The Shire President reminded Elected Members that the meeting was being recorded for the purposes of Minute Taking and uploading of the recording to the Shire Website for public viewing and the meeting will be run in accordance with the Shire's *Meeting Procedures Law 2018*.

2. REMOTE ATTENDANCE BY ELECTED MEMBERS

THAT:

- Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;
- In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;
- Electronic means includes, as per r.14CA(2) by telephone or video conference;
- Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;
- In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;
- Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones.

Approval to Attend and Declaration of Confidentiality

N/A

3. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President Cr N Clarke – Deputy Shire President Cr J Kelly Cr G O’Brien C S Woods Cr S Penn Cr D Lovelock
Staff attending	CEO – Mr S Fletcher Works & Services Manager – Mr S Brenzi Manager Finance & Administration – Mr C Ashe Principal Building Surveyor – Mr M Walsh Council Support Officer – Ms J Klobas
Approved leave of absence	N/A
Visitors	N/A
Members of the public	Mr M Stock

4. DISCLOSURES OF INTEREST

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

Type	Item	Person / Details
4.1	Financial	Cr Bantock declared a financial interest in Item 9.9 “ <i>Proposed Road Closure – Portions of Calingiri-New Norcia Road and Bin Road, Calingiri</i> ”, due to “ <i>Shareholder of CBH</i> ”.
		Cr Clarke declared a financial interest in Item 9.9 “ <i>Proposed Road Closure – Portions of Calingiri-New Norcia Road and Bin Road, Calingiri</i> ”, due to “ <i>Shareholder of CBH</i> ”.
		Cr Woods declared a financial interest in Item 9.9 “ <i>Proposed Road Closure – Portions of Calingiri-New Norcia Road and Bin Road, Calingiri</i> ”, due to “ <i>Director of company which is a Shareholder of CBH</i> ”.
4.2	Proximity	Nil
4.3	Impartiality	Nil

5. PUBLIC QUESTION TIME

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

5.1 Public Questions With Notice

Public Question Time was opened to the floor at 2.23pm.

Mr M Stock, Bolgart

Why has the Council engaged in fraud with my mother, Margaret Stock, in respect to approvals granted to her in regard to land use and bonds that allegedly have been paid?

The CEO noted that this matter has been previously addressed, with a response provided to Mr Stock, advising that the matter had been finalised.

The CEO is reviewing Shire records for the response previously provided to Mr Stock and noted he will continue to engage with Mr Stock post this meeting, to Mr Stock's satisfaction.

5.2 Public Questions Without Notice

Public question time closed at 2.27pm.

6. PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

2304-01	Officer Recommendation / Council Resolution
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Moved: Cr P Bantock

Seconded: Cr N Clarke

That Council **APPROVE** Cr P Bantock's request for leave for the 28 June 2023 Shire Council Meeting.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

The CEO withdrew from the meeting at 2.28pm, re-joining Chambers at 2.30pm.

8. MINUTES OF MEETINGS

8.1 Confirmation of Council Meeting Minutes

2304-02 Officer Recommendation / Council Resolution

Moved: Cr N Clarke

Seconded: Cr S Woods

That the Minutes of the following meetings:

- *Ordinary Council Meeting held 22 March 2023*
- *Annual Electors Meeting held 22 March 2023*

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

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

File reference	F1.8.4		
Report date	17 April 2023		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Glenn Deocampo – Coordinator Financial Services		
Senior Officer	Colin Ashe – Manager of Finance and Administration		
Authorised by	Sean Fletcher – Chief Executive Officer		
Attachments			
Attachment 1	Page	2	Public schedule in the Attachments to Agenda

PURPOSE

This Item presents the attached List of Accounts Paid, paid under delegated authority, for March 2023.

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

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

Please note a serial column has been added to the payment listing for ease of referencing specific line payment queries raised by council.

CONSULTATION

None

STATUTORY CONTEXT

Local Government Act 1995 –

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

Local Government (Finance) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –

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

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.3 Proactive and well governed Shire	External audits and reviews confirm compliance
	We have sound financial management policies and attract external funding to help achieve our goals
	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.

Policy Implications

Policy Manual –

- 3.1 Purchasing Framework

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Extreme (5) Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Unlikely (2) The event could occur at some time	High (10)	Senior Management Team / CEO Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Policies and processes including preparation by Finance staff and two-step process for payment will ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

All payments are in accordance Council's adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

2304-03 Officer Recommendation / Council Resolution**Moved: Cr D Lovelock****Seconded: Cr G O'Brien**

That the payments made for March 2023 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, be **ENDORSED**:

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	11871 – 11968	375,382.26
Creditor Cheque Payments	12578	471.80
Direct Debit Payments**	DD13921-DD13972	54,931.30
Salaries & Wages EFT	PE 01/03/23, PE 15/03/23, PE 29/03/23	159,641.48
Credit Card–Bendigo Bank-	DD13982.1	7,897.79
	DD13982.1	833.42
	DD13982.1	317.00
Fuel Card – Wright Express	DD13982.2	10.48
Trust Payments		0.00
	TOTAL	\$599,485.53

Local Spending	\$	%
Local Supplier	48,082.14	8.02
Payroll	159,641.48	26.63
Total	207,723.62	34.65

**includes salary and wages deductions, and SGC

CARRIED BY UNANIMOUS DECISION OF COUNCIL

9.2 Monthly Financial Statements – March 2023

File reference	12.8.1		
Report date	19 Apr 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe, MFA		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	13	Monthly Financial Statements – 31 Mar 2023

PURPOSE

To receive the monthly financial statements for the period ending 31 Mar 2023.

BACKGROUND

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

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

COMMENT

The Mar 2023 Monthly Financial Statements are presented for consideration.

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

The month of Mar 23 provides a current surplus of \$514,574 a relatively sound financial position and within expectations with three months of the financial year to complete. As expected, there is a reduction against budget in both operating income and expenditure due to the little progress in AGRN 962 Flood Damage.

As previously advised the Road Construction program for Mogumber – Yarawindah Rd (WSFN) and Calingiri-New Norcia (AGL) have slipped to right (2023-24) and as the offset, the majority funding has not been triggered and will also slip to the right.

A summary of the variances is as follows;

INCOME:

- a) Other Revenue is higher than expected primarily due to reimbursements for CESM overtime and invoicing relating to 2021-22. Some of this revenue will be offset by the increase in salaries cost.

EXPENSE:

- b) Employee costs variance has increased from the Feb 23 statements as some of the capital works have now been undertaken by the shire as prep work for 2023-24. This should flatten out as the financial year ends as this resource is finite. There has been an increase in the building employee on costs primarily due to accommodation which is to be expected.
- c) Other Expenses – debtor write off's have been consolidated in this category and as articulated remains for transparency.

Both Profit and Loss on disposal is still pending trade in transactions through the auction house (Pickles). The accounting treatment should be reflected in the Apr 23 financials.

Other activities of interest include;

- d) Capital Infrastructure road construction has increased marginally from Feb 23 but funded activities of RTR and LRCI should yield significant increases during Apr 23. The expected projection is these will be completed before the end of financial year.

To summarise major capital expenditure in Mar 23:

• Culverts	\$14,229
• Bolgart Bridge	\$11,815
• Mogumber Tip Fencing	\$38,190

- e) Rates still outstanding is \$160,873 of rates levied, \$3,58,916 and this will be followed up as the last instalment was due on 31 Mar 23. This however equates to 5% outstanding or a collection rate of 95%, a good result for the noting \$109,915 was the opening balance.
- f) \$652,031 in the Municipal fund bank account.
- g) \$767,494 balance in Restricted Funding comprising \$421,345 for WSFN and \$346,149 for RTR. WSFN funding has been placed in a long term (4 months) term deposit and given the expectation RTR will be completed, this funding will accordingly be transferred to the Municipal account in due course.

CONSULTATION

Finance Coordinator

RSM

CEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –
Section 3 – Financial Management

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.3 Proactive and well governed Shire	External audits and reviews confirm compliance
	We have sound financial management policies and attract external funding to help achieve our goals
	Councilors attend training and feel supported in their role
	Council is supported by a skilled team

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

Policy Implications

Policy Manual –
- 3 Financial Management

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Extreme (5) Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Unlikely (2) The event could occur at some time	High (10)	Senior Management Team / CEO Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Policies and processes including preparation by Finance staff ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

None

VOTING REQUIREMENTS

Absolute Majority Required: No

2304-04	Officer Recommendation / Council Resolution
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Moved: Cr G O'Brien

Seconded: Cr N Clarke

That Council **RECIEVE** the 31 Mar 2023 Monthly Financial Reports as presented:

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

9.3 Financial Policy Review 2023

File reference	12.2.1		
Report date	21 Mar 2023		
Applicant/proponent	Audit Committee		
Officer disclosure of interest	NIL		
Previous meeting references	N/A		
Prepared by	Colin Ashe, MFA		
Senior Officer	CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page	47	Purchasing Framework Summary (Incl Credit Cards)
Attachment 2	Page	50	Investment Policy
Attachment 3	Page	53	Debt Management Policy
Attachment 4	Page	56	Panels of pre-qualified suppliers
Attachment 5	Page	60	Financial Hardship

PURPOSE

That Council as recommended by the Audit Committee approves the various changes to the Shire's Financial Policy.

BACKGROUND

Council's financial policy has been reviewed and undated at various stages, including but not limited to, amendments on 26 June 2019. The following policies in section have been reviewed and recommended for amendment:

- Section 3 Financial Management
 - 3.1 Purchasing Framework
 - 3.3 Credit Cards
 - 3.4 Investments
 - 3.6 Debt Management
 - 3.7 Panels of pre-qualified suppliers
 - 3.8 Financial Hardship

COMMENT

The major amendments has occurred in 3.1 Purchasing Framework primarily given that the threshold for tenders has increased from \$150,000 to \$250,000. The Management team are of the view that changes will also make the process more efficient whilst maintaining satisfactory controls and compliance. A summary of these changes is provided in attachment 1 – Purchasing Framework Summary (Incl Credit Cards).

3.3 Credit Cards

Also referenced in attachment 1 – there is a requirement for other personnel to use the corporate credit card on internet purchases but ensuring the credit card form authorisation is completed and invoices provided will ensure adequate controls. An example is the Monster slide used on Australia

Day where only credit card payments were accepted and having management undertake these purchases directly is not an efficient and cost effective use of their time.

Similarly, whilst the use of a fuel card for shire vehicle purchases can provide some control to ensure fuel is being used in a shire vehicle, there are limitations. There is also an additional cost of up to 2.5% and not all service stations accept these cards. The use of a corporate credit card for this purchase still requires receipts to be produced and a photo can be taken of the vehicle and bowser as one way of providing satisfactory evidence.

3.4 Investments

Minor change to include the Finance Coordinator, removal of AMP Bank as they did suffer some significant investment losses and the inclusion of Bankwest as the state bank content.

3.6 Debt Management

Reviewed as no changes required.

3.7 Panels of pre-qualified suppliers

Current policy only allows a contract with a pre-qualified supplier to be entered into for 12 months. This has been recommended to be changed to 24 months to allow for any over runs or extensions, for example a stage 2 of a project that will make it more efficient and flexible.

3.8 Financial Hardship

The COVID 19 financial hardship Local Government (COVID-19 Response) Amendment Order 2022 has now been revoked and all financial hardship policies combined (i.e. there was a requirement specifically for water services). Previous the policy appeared to only include rates but now includes other debts over \$500 as a catch all clause.

CONSULTATION

Mr Sean Fletcher – CEO

Mr Silvio Brenzi – WSM

Ms Glenn Deocampo – Finance Coordinator

Ms Sue Bryan – Creditors Officer

STATUTORY CONTEXT

Local Government (Financial Management) – Regulation 5A CEO's duties as to financial management.

Purchasing Framework (including Credit Cards and Pre-qualified suppliers):

Local Government (Functions and General) – Regulation 11A and Part 4A

Debt Management:

Local Government Act 1995 – Part 6

Investment:

Local Government Act 1995 – section 6.14

Local Government (Financial Management) – Regulation 19,28, 49

Financial Hardship:
Local Government Act 1995 – section 6.49

CORPORATE CONTEXT

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 financial policy reviews in addition to statutory requirements as good governance and providing clear guidance to personnel.

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 current and relevant financial policy ensures and enhances statutory requirements making the residual risk is low.

FINANCIAL IMPLICATIONS

Adherence to financial policy ensures value for money and efficiency processes to personnel.

VOTING REQUIREMENTS

Absolute majority required: No

2304-05	Officer Recommendation / Council Resolution
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Moved: Cr S Woods

Seconded: Cr D Lovelock

As recommended by the Audit Committee, that Council;

APPROVES the following reviewed and amended as applicable Financial Policy:

- 3.1 Purchasing Framework
- 3.3 Credit Cards
- 3.4 Investments
- 3.6 Debt Management
- 3.7 Panels of pre-qualified suppliers
- 3.8 Financial Hardship

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

9.4 Integrated Strategic Plan (Strategic Community Plan) 2022 – 2032: Incorporation of Implementation Plan (Corporate Business Plan) 2022/23 - 2026/27

File reference	4.2.1		
Report date	20 April 2023		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references	OCM: 3 August 2022		
Prepared by	Sean Fletcher, CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page	64	Draft Integrated Strategic Community Plan 2022-2032

PURPOSE

For Council to consider the integration of the Implementation Plan (Corporate Business Plan) 2022/23 – 2026/27 into the Strategic Community Plan 2022-2032.

BACKGROUND

The Integrated Planning and Reporting Framework consists of the following structure:



Figure 1 – Integrated Planning and Reporting Framework

In terms of meeting its statutory obligations regarding the framework in Figure 1, Council adopted the new Strategic Community Plan (Integrated Strategic Plan) at its meeting on 3 August 2023. Since that time, the author and his management team along with support provided by appropriate professionals have developed the following compulsory informing plans:

- Implementation Plan i.e. Corporate Business Plan (includes a snapshot from the LTFP and AMP and also the Service Delivery Plan (Levels of Service));
- Long Term Financial Plan (LTFP);
- Asset Management Plan (AMP);
- Work Force Plan (WFP).

These plans have now been submitted for adoption at today's Council meeting, including the Corporate Business Plan (Implementation Plan), the subject of this specific agenda item.

Further to the above, the Shire has a Communication/Engagement Policy in place and recently implemented the new risk management assessment and acceptance criteria. The Information, Communication and Technology Plan (ICT) is currently being developed.

COMMENT

Local governments are now encouraged to have both their Strategic Community Plan (SCP) and Corporate Business Plan integrated into one document.

The inclusion of the Corporate Business Plan or Implementation Plan, is not an alteration to the SCP. It enhances the SCP and makes it more accessible in terms of having one document setting out how the strategic priorities will be achieved. A summary regarding each section is as follows:

Page	Subject	Comment
12	Title Page	Includes the Shire's Vision
13	Community Engagement	Confirms the framework used regarding the Community Engagement Policy
14	Resource Management	Confirms the Shire's commitment to a pragmatic use of resources
15	Risk Management	Sets out the key elements regarding the integration of risk management
16	Implementation of Community Priorities	There are four Priorities which are listed as follows:
16	Community	The key actions regarding the Community Priorities to be undertaken over the next four year to achieve the strategies. Includes who is the lead on that action and applicable cost per year
18	Economy	The key actions regarding the Economic Priorities to be undertaken over the next four year to achieve the strategies. Includes who is the lead on that action and applicable cost per year
20	Environment	The key actions regarding the Environmental Priorities to be undertaken over the next four year to achieve the strategies. Includes who is the lead on that action and applicable cost per year
21	Civic Leadership	The key actions regarding the Civic Leadership Priorities to be undertaken over the next four year

		to achieve the strategies. Includes who is the lead on that action and applicable cost per year
22	Major Projects	Sets out the major projects re capital and operating costs. Some projects are cross referenced to the relevant Community Priority
24	Long Term Finances	Graphs from the LTFP that summarises the sources of revenue and expenditure. A summary re the status of the Reserves and Borrowings is also provided
27	Service Delivery Plan	Sets out the Levels of Service for each of the Shire's facilities and services

The author and his staff have been using the initial draft of the Corporate Business Plan since October 2022. This includes following the key actions and breaking these down further if required. A separate update for the March Quarter will be provided regarding how successful this approach has been.

CONSULTATION

- Caroline Robinson, 150 Squared
- Senior Management Team – meetings and workshops
- Council at briefing sessions
- Audit Committee meetings

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

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

The regulations list the following requirements regarding the Corporate Business Plan:

- Must cover at least four financial years;
- Set out consistent priorities that match with the SCP;
- Govern the Shire's internal business planning by expressing the priorities that are within its capacity and resourcing;
- Develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning;
- Must be adopted by an absolute majority.

CORPORATE CONTEXT

Strategic Community Plan

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

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

The integration of the Corporate Business Plan is a critical component regarding the delivery of the SCP.

Risk Management (Risk Governance Framework)

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance Not adopting and then following the Corporate Business Plan	Catastrophic (5) Non-compliance results in termination of services or imposed penalties to Shire/Officers	Possible (3) The event should occur at some time (20%)	High (15)	Senior Management Team Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring Control Rating: Effective	CEO reports on the effectiveness of the CBP to Council, the Audit Committee and all staff quarterly. The above keep the risk of non-compliance very low

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: Yes

2304-06	Officer Recommendation / Council Resolution
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Moved: Cr S Penn

Seconded: Cr G O'Brien

That Council in accordance with regulation 19DA of the *Local Government (Administration) Regulations 1996* considers the Implementation Plan (Corporate Business Plan) 2022/23 – 2026/27 and combines it with the Strategic Community Plan (Integration Plan) 2022-32 as presented in Attachment 1 and **ADOPTS** it.

CARRIED BY ABSOLUTE MAJORITY For 6 / Against 1

Cr D Lovelock voted against the motion.

9.5 Asset Management Plan (AMP) 2023-24 to 2032-33

File reference	12.17.1		
Report date	14 April 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe, MFA		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	94	Asset Management Plan (AMP) 2023-24 to 2032-33

PURPOSE

To approve the Shire of Victoria Asset Management Plan (AMP) 2023-24 to 2032-33.

BACKGROUND

All local governments are required to plan for the future of their district under Section 5.56 (1) of the Local Government Act 1995. Regulations under Section 5.56(2) of the Act outline the minimum requirements to achieve this. The minimum requirement of the plan for the future is the development of:

- A Strategic Community Plan (SCP); and
- A Corporate Business Plan (CBP).

The Integrated Planning and Reporting Framework and Guidelines (IPRF) were developed in 2010 as part of the State Government's Local Government Reform Program. The IPRF was developed to give local governments a framework for establishing local priorities and to link this information to operational functions.

Broadly, the SCP establishes the community vision, the BCP translates the SCP into activities and priorities, informed of the ability to resource and manage through the:

- Asset Management Plan (AMP)
- Long Term Financial Plan (LTFP)
- Workforce Plan (WFP)

This Asset Management Plan (AMP) is maintained as a live document and balanced against our long-term vision in the SCP. It is structured around the four major service areas of:

- Transport
- Recreation
- Property
- Fleet, Equipment and IT

COMMENT

The AMP was originally prepared by AIM Consultants and reviewed by the management team. Overall it is fit for purpose as the starting point but will need to be reviewed in 2023-24 (as it should be anyway as a live document) to fine tune it into the other informing documents.

Key points in the AMP includes:

- 11% of Shire Assets are in poor or very poor condition which equates to \$18.9m backlog of renewal requirements. Management view is this figure is actually higher but deeper analysis is required. In some part this has been addressed in the LTFP with the Plant Replacement Program and Infrastructure Construction.
- Transport makes up the majority of assets (91%) followed by Property (5%) and Fleet, Equipment and IT (3%). In order to maintain transport assets, satisfactory Plant and Equipment is needed and the growing threat in cyber security commands investment in these areas.
- There is need for deeper analysis of the data. 40% indicates data based on unconfirmed verbal reports and/or cursory inspection and analysis. This makes it very difficult to make informed decisions on the priorities and allocation of resources.
- The continuing changes in service levels, technology, automation and demographics reinforces the need to ensure the Shire is also constantly evolving to firstly plan for future requirements, allocate resources and attract suitability qualified staff. Some areas that will no doubt impact in the next 10 years will be electric vehicles (and technology on the whole), automation and the aging population.
- Property and Recreation are areas that need to be further investigated and planned for. Some observations from the current management team (noting this view arguably lacks some corporate knowledge);
 - many buildings are not being utilised fully or in some cases not at all
 - some are in disrepair or at best have no condition rating
 - duplication of facilities costing resources to be somewhat maintained
 - the need to develop better recreation facilities and have these upgraded more frequently.

Noting the AMP was completely independently by a consultant, the summary provided on economical sustainability reinforces what the new management teams 'gut' feeling was;

- There has been a significant under-investment in renewal and replacement of assets. In some aspects this is not uncommon in assets like roads where it is impossible to fund the depreciated value. However this under investment is across all assets.
- The current investment is getting close to the requirement but is still falling short in some areas. Due to the backlog, this will take some time to arrest but the theme continues on the

need to be vigilant on where the investment needs to be now and the future (i.e. not to throw good money and bad because that’s what we have always invested in).

- The future is yet to be written but is underpinned by the SCP, CBP and underpinned by the LTFP.

CONSULTATION

CEO

WSM

AIM Consultants

STATUTORY CONTEXT

Local Government Act 1995 –

- S5.56 Planning for the future
- S6.2 Local government to prepare annual budget
(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future....

Local Government (Administration) Regulations 1996 –

- Division 3 – Planning for the future
- R19C (5) - In making or reviewing a strategic community plan, a local government is to have regard to —
(a) – the capacity of its current resources and the anticipated capacity of its future resources.

CORPORATE CONTEXT

All components of the Strategic Community Plan/Corporate Business Plan

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Major (4) Non-compliance results in termination of service or imposed penalties. Single major litigation.	Unlikely (2) The event could occur at some time	Moderate (8)	Senior Management Team / CEO Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Policies and processes including at least yearly review by Finance staff ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

The Asset Management Plan informs the LTFP, SCP and CBP of the need and priority of asset replacement and refresh in order to achieve the vision of the community. This then translates into the budget, in this case 2023-24.

VOTING REQUIREMENTS

Absolute Majority Required: No

2204-07 Officer Recommendation / Council Resolution
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Moved: Cr S Woods

Seconded: Cr S Penn

That Council **APPROVES** the Asset Management Plan 2023-24 to 2032-33.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

2204-08 Officer Recommendation / Council Resolution
--

Moved: Cr N Clarke

Seconded: Cr S Woods

That Council **ADJOURN** for afternoon tea at 3.16pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

The Presiding Member reopened the meeting at 3.42pm.

CONFIRMED PUBLIC MINUTES

9.6 Long Term Financial Plan 2023-24 to 2032-33

File reference	12.17.1		
Report date	14 April 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe, MFA		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	140	Long Term Financial Plan (LTFP) 2023-24 to 2032-33

PURPOSE

To approve the Shire of Victoria Plains Long Term Financial Plan (LTFP) 2023-24 to 2032-33.

BACKGROUND

All local governments are required to plan for the future of their district under Section 5.56 (1) of the Local Government Act 1995. Regulations under Section 5.56(2) of the Act outline the minimum requirements to achieve this. The minimum requirement of the plan for the future is the development of:

- A Strategic Community Plan (SCP); and
- A Corporate Business Plan (CBP).

The Integrated Planning and Reporting Framework and Guidelines (IPRF) were developed in 2010 as part of the State Government's Local Government Reform Program. The IPRF was developed to give local governments a framework for establishing local priorities and to link this information to operational functions.

Broadly, the SCP establishes the community vision, the BCP translates the SCP into activities and priorities, informed of the ability to resource and manage through the:

- Long Term Financial Plan (LTFP)
- Workforce Plan (WFP)
- Asset Management Plan (AMP)

The LTFP is a key document as it takes account of the WFP and AMP in order to provide the resourcing capability to implement the Strategic Community Plan and Corporate Business Plan.

This all culminates for inputting into the financial year budget (2023-24) of the major projects and operating requirements, that ultimately is what the community vision is – the SCP.

COMMENT

The LTFP was originally prepared as a baseline by Accwest Pty Ltd as an initial draft and then heavily fine-tuned through the management team. Because of changing factors in the economic environment this document is 'living' and is to be reviewed each year for changing priorities in the SCP, project slippage and funding (resourcing) availability.

However in simplistic terms, if the Shire is to deliver on the community expectations, then the resourcing outlined in the LTFP will be required.

Key points in the LTFP include:

Inflation and Local Government Cost Index (LGCI):

Inflation (CPI) is forecast to be 6.7% as at Jun 23 (RBA) meaning broadly, the cost of doing business will have increased without any commensurate increase in funding to offset this. From the RBA website, *'the most well-known indicator of inflation is the Consumer Price Index (CPI). It captures price changes for the goods and services that households typically buy and is calculated independently by the Australian Bureau of Statistics (ABS).'*

CPI, whilst useful, it is not necessarily a good measure for local governments as its purchases are not household orientated. A much better forecasting tool is the LGCI which was published in Mar 23 by WALGA. This predicted local government costs to rise by 4.5% to June 23 and then 2.9% in 2023-24. Further engagement to WALGA confirmed these percentages should be combined as a forecast for 2023-24, totalling 7.4%.

Future year CPI/LGCI forecasts could be argued as slightly high but as this is a living document, this will be revised yearly.

In summary, any increase that matches the forecast LGCI, noting this does not allow for any growth will simply keep the status quo. Anything less will see the shire go backwards financially unless its supplemented by Reserve Funding or activities contained in the SCP are deferred or cancelled.

Operating Income and Expenditure:

This has remained relatively static throughout the LTFP and where the BCP has identified specific activities, they have been incorporated in the Plan.

Some activities, particularly for 2023-24 include:

- Install RV Dump Point at Bolgart Caravan Park
- Water Strategy
- Walktrail Strategy
- Tourism Plan

Non-Operating Grants:

Due to the maturity of the LTFP and other strategic documents, out year forecasting is limited however in addition to the normal Roads to Recovery, RRG and LRCIP, some inclusions are:

- LRCI 4 – specific road component bid - \$699,205
- E-Waste Grant - \$230,855
- Housing Headworks - \$900,000
- Landfill Grants - \$140,000
- Tourism – Caravan Park Grant - \$1,800,000

Considerable funding increase through MRWA, WSFN and potentially CBH due to project slippage and then programmed roadworks in 2024-25.

Capital Expenditure:

At the heart of the LTFP, a major component of the SCP and CBP is capital expenditure of what the Shire, representing the community is seeking to achieve over the ten (10) year period.

As usual – road construction has significant expenditure and reflected in the LTFP includes:

- \$8.176m in 2023-24
- \$7.476m in 2024-25
- \$4.088m in 2025-26 – expenditure tappers off as optimistically the deferred program has now caught up and stable.

Other projects include:

- Staff Housing
- E-Waste
- Landfill Transfer station
- Truck Bays and parking
- Caravan Park Development
- Computer Operating System
- Plant Replacement Program
- Recreation Development
- Water Security

Reserve Funding:

The LTFP allows for significant transfer to cash reserves as part of the strategic planning. A major component is to self-fund the plant replacement program so trade in are made at the optimal sale price. This also has the flow on effect of reducing operating 'parts and repairs' costs. Similarly some thought has gone into areas such as long service leave which starts to increase in year 4, noting the liability will trigger at year 7. To summarise:

- Reserves are forecast to more than double during the ten (10) year period.
- LSL increases in year 4 and increases to over \$70,000 in year 7.
- Plant Replacement at year 5 is \$858,503 and then hovers at approximately \$1m thereafter.
- Housing Reserve at over \$450,000 at year 10
- Refuse Site and Infrastructure Reserve almost \$400,000 at the 10 year point.
- Forecast \$2.667m total Reserves at the 10 year point.

The LTFP will continue to be refined as the strategic documents and also the corporate knowledge of the management team matures (i.e. all are less than a year into their tenure) and there is a better understanding of the local economic environment of wider state, federal and private enterprise planning crystallises.

CONSULTATION

CEO

WSM

Accwest Pty Ltd

STATUTORY CONTEXT

Local Government Act 1995 –

- S5.56 Planning for the future
- S6.2 Local government to prepare annual budget
(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future....

Local Government (Administration) Regulations 1996 –

- Division 3 – Planning for the future
- R19C (5) - In making or reviewing a strategic community plan, a local government is to have regard to —
(b) – the capacity of its current resources and the anticipated capacity of its future resources.

CORPORATE CONTEXT

All components of the Strategic Community Plan/Corporate Business Plan

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

- N/A

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Major (4) Non-compliance results in termination of service or imposed penalties. Single major litigation.	Unlikely (2) The event could occur at some time	Moderate (8)	Senior Management Team / CEO Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Policies and processes including at least yearly review by Finance staff ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

The Long Term Financial Plan is a key document that incorporates the Asset Management and Workforce Plan and then informs the SCP and CBP of allocating resources in order to achieve the vision of the community. This then translates into the budget, in this case 2023-24.

VOTING REQUIREMENTS

Absolute Majority Required: No

2204-09 Officer Recommendation / Council Resolution
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Moved: Cr S Penn

Seconded: Cr S Woods

That Council **APPROVES** the Long Term Financial Plan 2023-24 to 2032-33.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

9.7 Rating Strategy – Adoption of Rating Policies (4)

File reference	25.4.1		
Report date	17 April 2023		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	No interest to disclose		
Previous meeting references	Briefing session 22 Feb 23		
Prepared by	Niel Mitchell, Consultant		
Authorised by	Colin Ashe, MFA		
Attachments			
Attachment 1	Page	159	Draft Policy – Rating of Properties
Attachment 2	Page	162	Draft Policy – Rating Increases
Attachment 3	Page	165	Draft Policy – Rating of Sewerage Schemes (Calingiri & Yerecoin)
Attachment 4	Page	168	Draft Policy – Charging for Waste (General and Recycling)

PURPOSE

To consider various policies arising from the adoption of the Rating Strategy on 22 February 2023.

BACKGROUND

The Rating Strategy recommended the consideration of a number of policies to guide various aspects of the rating process including –

- annual increases,
- differential rating,
- minimum rates,
- clarification of rates and charges for the Calingiri and Yerecoin sewerage schemes
- application and equalisation of charges for general waste and recycling bins.

COMMENT

The purpose of the policies is to set out the various matters to –

- make the principles for each aspect clear to the community;
- for guidance in the adoption of annual budgets;
- provide an outline for phasing in various changes and increases, such as –
 - o differential rating
 - o increases in minimum rates over 5 years
- change from UV to GRV for commercial and industrial activities in rural areas;
- criteria for the various rating categories;
- providing clear directions and instruction for staff administering rates to eliminate confusion, inconsistencies and discrepancies –
 - o application of waste and recycling charges to all relevant properties, whether vacant or not,
 - o application of sewerage rates to all rateable properties, including vacant land, in Calingiri and Yerecoin
- base and informing data for budget consideration –
 - o consumer price index
 - o WA Local Government Construction Cost Index
 - o infrastructure reports and asset management planning

- financial, audit and insurance information

Each of the policies is intended to be as self-explanatory as possible.

As policy, Council is able to amend them at any time, or to allow exemptions, at their discretion. None of the policies are required by legislation, however, the application of each policy has to be in accordance with any legislative matters that are relevant.

CONSULTATION

Sean Fletcher, Chief Executive Officer
Colin Ashe, Manager Finance and Administration
Sue Bryan, Rates Trainee
Rhona Hawkins, Rates Consultant

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.32 authority to impose rates and service charges
- s.6.33 differential rates
- s.6.35 minimum payment
- s.6.36 notice of certain rates
- s.6.37 specified area rates
- s.6.38 uses and limitations on use of service charges
- s.6.47 concessions
- Sch.6.1 provisions for phasing in of valuations

Health (Miscellaneous Provisions) Act 1911

- s.41 power to make and levy a sanitary rate
- s.106 power to make pan (connection) charges

Waste Avoidance and Resources Recovery Act

- s.3(1) definition of local government waste
- s.50 local government may provide / contract waste services
- s.67 local government may impose receptacle charge
- s.69 mandating collection of local government waste to the local government

CORPORATE CONTEXT

Shire of Victoria Plains Strategic Community Plan

Goals of the Community

5. 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*
- 5.2. Improve elected member performance*
- 5.3. Develop an advocacy and lobbying capacity*
- 5.4. Measures to improve organisational efficiency*

FINANCIAL IMPLICATIONS

These policies form part of the rating strategy with the intent to provide a fairer rating base system and in doing so, ensure the shire is receiving a fair and equitable rate base for all properties. Consequently this may see an increase in rate revenue.

VOTING REQUIREMENTS

Absolute majority required: No

Note

Point of clarification raised by Cr J Kelly re Cr Lovelock's query of GRV 2 – and where does the 5 hectares come from?

Cr D Lovelock addressed Cr Kelly's query.

2204-10	Officer Recommendation / Council Resolution
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Moved: Cr S Woods

Seconded: Cr G O'Brien

That Council **ADOPTS** the draft policies as per the attachments for –

1. Rating of Properties
2. Rating Increases;
3. Rating of Sewerage Schemes (Calingiri and Yerecoin); and
4. Charging for Waste (General and Recycling).

CARRIED BY UNANIMOUS DECISION OF COUNCIL

9.8 Implementation of Shire of Victoria Plains Workforce Plan 2022/23 – 2025/26

File reference	4.2.1		
Report date	21 April 2023		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references			
Prepared by	Sean Fletcher, CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page	171	Draft Workforce Plan 2022/23 – 2025/26

PURPOSE

For Council to endorse Shire of Victoria Plains Workforce Plan 2022/23 – 2025/26.

BACKGROUND

The Integrated Planning and Reporting Framework consists of the following structure:



Figure 1 – Integrated Planning and Reporting Framework

In terms of meeting its statutory obligations regarding the framework in Figure 1, Council adopted the new Strategic Community Plan (Integrated Strategic Plan) at its meeting on 3 August 2022 and is considering the integration of the Corporate Business plan at today’s council meeting..

The Workforce Plan is a key informing strategy regarding the Corporate Business Plan, the Long Term Financial Plan and the Strategic Community Plan.

COMMENT

In broad terms, the Workforce Plan encapsulates:

Page	Subject	Comment
3	Introduction	The need for a diverse workforce to deliver on primary functions
3	Integrated Planning	Explains the Shire's priorities
4	External Environment	Provides a snapshot of the WA Economy, the Local Government Context e.g. skills shortages
6	Internal Environment	Sets out the specific issues regarding the Shire's workforce including the demographic and workforce challenges and the current organisational structure. Matters regarding turnover, attraction and attention and key worker housing are also identified.
11	Future Workforce Profile	This section looks at future staffing needs including the potential to share new roles with AROC
13	Workforce Plan	This sections sets out the workforce priorities for the life of the plan: <ul style="list-style-type: none"> ○ Skills attraction and retention; ○ Training and development; ○ Organisational culture; ○ Systems, processes and policies
16	Equal Employment Opportunity	Discusses the need for a non-discriminatory work environment

CONSULTATION

- Caroline Robinson, 150 Squared
- Senior Management Team – meetings and workshops

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

19DA (3c) Corporate business plans, requirements for (Act s. 5.56)

A corporate business plan for a district is to develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Integrated Planning and Reporting Advisory Standard

The achieving standard is met when:

- The Shire has a current Workforce Plan;

- The Workforce Plan identifies the current workforce profile and organisational structure;
- The Workforce Plan identifies gaps between the current profile and the organisation’s requirements;
- The Workforce Plan identifies organisational activities to foster and develop workforce;
- The Workforce Plan is budgeted for in the Corporate Business Plan and Long Term Financial Plan

The draft workforce plan meets the achieving standard. Also, the requirements of the Workforce Plan are budgeted for in the Corporate Business Plan and the Long Term Financial Plan.

CORPORATE CONTEXT

Strategic Community Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.1 Forward planning and implementation of plans to achieve community priorities	Performance against targets are regularly reported to the community
	We attend meetings of key local and regional organisations to jointly plan for our community
	Demonstrated progress towards achievement of the Corporate Business Plan

The Workforce Plan integrates with the Corporate Business Plan and the Long Term Financial Plan..

Risk Management (Risk Governance Framework)

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance Not endorsing and then following the Workforce Plan	Catastrophic (5) Non-compliance results in termination of services or imposed penalties to Shire/Officers	Possible (3) The event should occur at some time (20%)	High (15)	Senior Management Team Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring Control Rating: Effective	CEO reports on the effectiveness of the CBP to Council, the Audit Committee and all staff quarterly. The above keep the risk of non-compliance very low

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

2204-11 Officer Recommendation / Council Resolution
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Moved: Cr Cr D Lovelock

Seconded: Cr S Woods

That Council in accordance with regulation 19DA (3c) *Local Government (Administration) Regulations 1996* **ENDORSES** the Shire of Victoria Plains Workforce Plan 2022/23 – 2025/26.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

CONFIRMED PUBLIC MINUTES

Cr Bantock, Cr Woods and Cr Clarke, having declared a Financial interest in Item 9.9 at “Item 4 -Disclosures of Interest”, withdrew from the meeting at 4.07 pm.

2204-12 Officer Recommendation / Council Resolution
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Moved: Cr G O'Brien

Seconded: Cr J Kelly

That Council **APPOINT** Cr D Lovelock as the Presiding Member at 4.08pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

9.9 Proposed Road Closure – Portions of Calingiri-New Norcia Road and Bin Road, Calingiri

File reference	
Report date	17 April 2023
Applicant/Proponent	Shire of Victoria Plains & Cooperative Bulk Handling Limited
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Mr Joe Douglas – Town Planning Consultant
Senior Officer	N/A
Authorised by	Mr Sean Fletcher –CEO
Attachments	
Attachment 1	Page 189 Proposed Road Closure Plan

PURPOSE

This report provides details of and recommends that Council resolve to initiate the process required to formally close portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite pursuant to section 58 of the *Land Administration Act 1997*.

BACKGROUND

In December 2018 the Shire of Victoria Plains entered into a formal legal agreement with Cooperative Bulk Handling Limited (CBH) to provide for the realignment of Calingiri-New Norcia Road in the vicinity of CBH's existing grain handling and storage facility in the Calingiri townsite to provide for the consolidation and future proposed expansion of the facility onto Crown and privately owned land.

Under the terms of the agreement the Shire is responsible for all land assembly tasks including subdivision, amalgamation and associated road closures. A licensed surveyor has been engaged to assist the Shire progress the project and has prepared and lodged the required subdivision application with the Western Australian Planning Commission.

In relation to the proposed road closures, which is a completely separate process, it was agreed that:

- i) a 7,729m² portion of the Calingiri-New Norcia Road road reserve and a 6,488m² portion of the Bin Road road reserve will be formally closed in accordance with the procedural requirements of section 58 of the *Land Administration Act 1997*; and

- ii) the majority of Crown land comprising the closed road reserves will be amalgamated with immediately adjoining land currently owned, leased or to be acquired by CBH aside from that portion of the Calingiri-New Norcia Road road reserve that crosses the railway reserve which will be amalgamated with the railway reserve to prevent any further vehicle access in the future.

Details regarding the location and extent of the proposed road closures are provided in Attachment 1.

The final decision regarding the proposed road closures rests with the Hon. Minister for Lands who will consider and determine the matter following completion of the procedural tasks required pursuant to section 58 of the *Land Administration Act 1997* and associated regulations.

COMMENT

Under the terms of section 58 of the *Land Administration Act 1997* Council must advertise the road closure proposals in a newspaper circulating throughout the local district for a minimum period 35 days inviting feedback and comment from anyone who may have an interest in the proposal. This process will include referral of the proposal to all essential service authorities with a potential interest in the road reserve area. At the conclusion of public advertising and consideration of any submissions received, Council may then resolve to formally request the Minister for Land's approval to the road closure proposals and submit the request accordingly.

Upon receiving Council's formal request the Minister may, if he or she is satisfied the Shire has complied with the procedural requirements of section 58 of the *Land Administration Act 1997* and associated regulations, either grant the request, direct Council to reconsider the request having regard to such matters as the Minister thinks fit, or refuse the request in its entirety.

When considering the road closure proposals Council should note the following key points:

- i) CBH has agreed to make a financial contribution towards all administrative costs associated with progressing the proposed road closure in accordance with the procedural requirements of the *Land Administration Act 1997* and associated regulations, the total cost of which is estimated to be in the order of \$3,500 excluding GST;
- ii) It is understood CBH has also agreed to share responsibility for all costs, including compensation liability, arising from the proposed road closure. As such, the Shire and CBH will be jointly responsible for indemnifying the Minister for Lands against any costs or claims for compensation arising from the road closures;
- iii) The 7,729m² portion of Calingiri-New Norcia Road proposed to be closed has been extensively cleared and contains an existing sealed road carriageway, associated drainage infrastructure, and other essential service infrastructure that will either be decommissioned or relocated and protected by suitable easements as may be required;
- iv) Access between Calingiri-New Norcia Road and Bindi Bindi-Toodyay Road will be maintained via a new public road to be created and constructed across the railway reserve, including a new rail crossing, preliminary designs for which have been completed by a suitably qualified consulting civil engineer;
- v) The 6,488m² portion of Bin Road proposed to be closed has been extensively cleared and contains an existing sealed road carriageway, associated drainage infrastructure, and various infrastructure associated with CBH's existing grain handling and storage facility (i.e. grain conveyors, bulk storage silos and sealed accessways);

- vi) That portion of Calingiri-New Norcia Road proposed to be permanently closed is classified 'Primary Distributor Road' reserve in the Shire of Victoria Plains Local Planning Scheme No.5 in recognition of its status as a regional distributor road under the care, control and management of the Shire;
- vii) That portion of Bin Road proposed to be permanently closed is classified 'Local Road' reserve in the Shire of Victoria Plains Local Planning Scheme No.5 in recognition of its status as a local access road under the care, control and management of the Shire; and
- viii) Should the road closures be supported and approved by the Minister for Lands and the relevant portions of the closed road reserves amalgamated with adjoining properties as proposed, there will be a need to amend Local Planning Scheme No.5 to ensure suitable zoning and reserve classifications are applied to the closed road reserve areas for future development control purposes. This can be achieved as part of any future review of and amendments to Local Planning Scheme No.5 and will not constrain CBH's ability to develop and use the land for its intended purposes subject to the necessary approvals from the Shire.

In light of the above information and the significant benefits the proposal will have in terms of the future operational efficiency of CBH's grain handling and storage facility in the Calingiri townsite, it is recommended Council resolve to initiate the process required to formally close the relevant portions of Calingiri-New Norcia Road and Bin Road, Calingiri pursuant to section 58 of the *Land Administration Act 1997*.

CONSULTATION

To be undertaken by the Shire for the minimum required period 35 days which will include publication of a notice in a newspaper circulating throughout the local district, the Shire's website, Facebook page and local newsletter as well as correspondence to all immediately adjoining landowners and essential service authorities with a potential interest in the road reserve areas inviting their feedback / comment.

STATUTORY CONTEXT

- *Land Administration Act 1997*
 - *Part 5, section 58 – Closing Roads*
- *Land Administration Regulations 1998*
 - *Part 2, clause 99 – Requirements for local government request to close road permanently*

CORPORATE CONTEXT

Integrated Strategic Plan 2022-2032

The road closure proposals are consistent with the following elements of the *Shire of Victoria Plains Integrated Strategic Plan 2022 – 2032*:

2. **Economy**

Strategic Priority 2.1 - We understand traditional and emerging industries across the Shire;
Strategic Priority 2.2 - Safe and efficient transport network enables economic growth.

3. **Environment**

Strategic Priority 3.2 - Conservation of our natural environment and resources.

4. **Civic Leadership**

Strategic Priority 4.1 - Forward planning and implementation of plans to achieve community priorities.

Delegation

Not applicable

Policy Implications

- Works & Services Policy No.13.5 – *Road Reserves – Closure*

Other Corporate Document

Not applicable

Risk Analysis

The main key risk associated with progressing the proposed road closures is the ability to secure the necessary approvals required from the Department of Water and Environmental Regulation and the Western Australian Planning Commission for the proposed new alignment of Calingiri-New Norcia Road to allow for continued access to/from Bindi Bindi-Toodyay Road following completion of the road closure process.

It is significant to note the current owner of Lot 9001 on Deposited Plan 43363 (i.e. Martindale Pty Ltd) has finally confirmed their agreement to the excision and sale of the relevant portion of Lot 9001 to accommodate the proposed new alignment of Calingiri-New Norcia Road which was another risk associated with the proposal's implementation.

The main risk identified above is considered to be low given the significant amount of work undertaken to-date to 'prove up' the proposal to ensure all regulatory requirements have been suitably addressed so the necessary approvals can be secured from the Department of Water and Environmental Regulation and the Western Australian Planning Commission.

FINANCIAL IMPLICATIONS

All costs associated with the proposed road closure the subject of this report will be shared jointly between the Shire and CBH as per the terms of the deed of agreement between the two parties dated 21 December 2018.

VOTING REQUIREMENTS

Absolute majority required: No

2204-13 Officer Recommendation / Council Resolution**Moved: Cr S Penn****Seconded: Cr G O'Brien**

That Council **RESOLVE** to **INITIATE** the process required to formally close portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite as shown in Attachment 1 to this report pursuant to section 58 of the *Land Administration Act 1997* and **AUTHORISE** the Shire Administration to commence public advertising for the minimum required period 35 days.

CARRIED For 4 / Against 0

Cr Bantock, Cr Woods and Cr Clarke, having withdrew from the meeting at 4.07 pm, re-joined the meeting at 4.10pm.

Cr Bantock resumed the Presiding Chair at this time.

9.10 Annual Electors Meeting 22 March 2023 (for 2021/2022)

File reference	
Report date	20 April 2023
Applicant/proponent	Shire of Victoria Plains
Officer disclosure of interest	Nil
Previous meeting references	25 May 2022, OCM 2206-10
Prepared by	Julie Klobas, Council Support Officer
Authorised by	CEO
Attachments	
Attachment 1	Page 190 Minutes of the Annual Electors Meeting 22 March 2023

PURPOSE

To consider decisions made at the Annual Electors Meeting regarding the 2021/2022 financial year and other matters held on 22 March 2023.

BACKGROUND

Council resolved at its meeting on 22 February 2023 to hold the Annual Meeting of Electors on 22 March 2023.

COMMENT

Although there were no decisions made at the meeting, it would be prudent for Council to familiarise itself with the content of the minutes including questions raised. 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 Community Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.1 Forward planning and implementation of plans to achieve community priorities	Performance against targets are regularly reported to the community
	We attend meetings of key local and regional organisations to jointly plan for our community
	Demonstrated progress towards achievement of the Corporate Business Plan
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
	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
	Councilors attend training and feel supported in their role
	Council is supported by a skilled team

Risk Management

There are no matters of risk regarding this item.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

2204-14 Officer Recommendation / Council Resolution

Moved: Cr G O'Brien

Seconded: Cr S Penn

That Council in accordance with section 5.33(1) of the *Local Government Act 1995* note that there were **NO DECISIONS** made for its consideration at the Annual Electors Meeting held on 22 March 2023.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

10. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Admitted by resolution of Council

Nil

12. MEETING CLOSED TO PUBLIC

N/A

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 4.11pm.

CERTIFICATION

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

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.