MINUTES

Ordinary Council Meeting

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

26 August 2026

Shire of Victoria Plains

Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2:07 PM

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

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

CONTENTS

MINUTES

Ordinary Council Meeting of the Victoria Plains Shire Council

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

on Wednesday 26 August 2026 commencing at 2.07 PM

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.07PM

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

N/A

3. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President and Presiding Member Cr S Woods – Deputy Shire President Cr R Johnson Cr E Williams Cr N Smith
Staff attending	DCEO Council Support Officer
Apologies	Sean Fletcher
Approved leave of absence	N/A
Visitors	N/A
Members of the public	Nil

4. DISCLOSURES OF INTEREST

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

Type Item Person / Details

Nil

5. PUBLIC QUESTION TIME

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

5.1 Public Questions with Notice

Nil

5.2 Public Questions Without Notice

N/A

6. PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8. MINUTES OF MEETING

Officer Recommendation / Council Resolution [OCM 2608-01]

Moved: Cr S Woods **Seconded: Cr E Williams**

That the minutes of the Ordinary Council Meeting held **29 July 2026** as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9. REPORTS REQUIRING DECISION

9.1 Accounts for Endorsement – July 2026

File Reference	
Report Date	17/08/2026
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Creditors Officer
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Colin Ashe – Deputy Chief Executive Officer
Attachments	1. Accounts for Endorsement July 2026

PURPOSE

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

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

Each month Council is to be advised of payments made during the preceding month, the amount, the payee, date and reason for payment. Council should note the new format of the listing in order to minimise the risk of hacking details of cyber criminals.

CONSULTATION

DCEO

STATUTORY CONTEXT

Local Government Act 1995 –

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

Local Government (Finance) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –

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

Strategic Business Plan/Corporate Business Plan

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

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

Delegation
NIL

Policy Implications
3.1 Purchasing Framework

Other Corporate Document
NIL

Risk Analysis

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

FINANCIAL IMPLICATIONS
All payments are in accordance with Council's adopted budget.

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation / Council Resolution [OCM 2608-02]

Moved: Cr R Johnson Seconded: Cr S Woods

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

Payment Type	References from - to	$ Amount
Creditor EFT Payment**	EFT00079 - EFT00080	539,938.05
Direct Debit Payment**	PPIN03754 – PPIN03870 DD00057; DD00058; DD00059 100001138	71,592.33
Credit Card	PPIN03799	1,240.38
	PPIN03800	35.65
	PPIN03801	384.00
	PPIN03802	7,381.38
Salaries and Wages EFT	PE03/06/2026;PE17/06/26	124,403.75
Petty Cash Cheque		-
Trust Payments		-
	TOTAL	**744,975.54**

Local Spending	$	%
Local Supplier	64,931.58	8.72%
Payroll	124,403.75	16.70%
Total	**189,335.33**	**25.41%**

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.2 Monthly Financial Statements - July 2026

File Reference	
Report Date	18 Aug 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Monthly Financial Statements - Jul 26

PURPOSE

To receive the monthly financial statements for the period ending 31 Jul 2026.

BACKGROUND

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

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

COMMENT

The shire commenced the new financial year 20256-27 with an unaudited surplus of $628,872 essentially due to:

- Higher than expected Grants Commission pre-payment.
- Subdivision cost recovery.
- Fiscal responsibility in managing the 25-26 budget, finding savings and offsets where necessary.

This has allowed the shire continue operations with a positive cashflow and not have to utilise the overdraft as has been the case in previous years. As rate and other income is not expected to be deposited into the bank account until Sep 26, it should be expected this surplus of $405,013 as at 31 Jul 26 will continue to reduce in Aug 26.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Jul 26 Financial Statements.

Note 1 Net Current Funding Position:

This reflects the liquidity of the shire, calculated as current assets less current liabilities, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to $405,013 meaning the shire can meet its short term obligations (liabilities).

Note 2 Cash and Financial Assets:

The current total cash position balance is $4,146,471 with an Unrestricted Municipal Bank Balance of $353,591 and $3,792,881 in Restricted Funding, the latter comprising:

$667,072 in Reserves.
$3,125,808 major grant funding received and quarantined fully cash backed. Further details on the breakdown of this is shown at note 11.

Note 4 – Debtors:

An overall balance of $178,783 comprising of:

- $41,481 in rate debtors analysed below.
- $231,465 in sundry debtors, the majority being MRWA direct grant.
- $1,911 which are fines currently on payment plans through Fine Enforcement Registry (FER).

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

- $4,303 in overdue rates, the majority of which will be referred to debt collectors once rates are raised for 25-26 so it can be consolidated.
- $2,683 on ad hoc payment plans which are steadily reducing each month through active management.
- $26,649 with debt collection services of which amounts to four (4) rate assessments.

Note 5 Reserves:

No change from 30 Jun 26

Note 6 – Plant Disposals

No disposals during the month of Jul 26

Note 7 – Capital Program

Minimal expenditure as expected for Jul 26 with work continuing on the subdivision ($109,916) and the Gillingarra Water projects ($161,846).

Note 8 – Loans

No repayments during the month of Jul 26

Note 9 – Payables

Contingent Liabilities comprise the highest balance amounting to $3,057,127 but is cash backed as per note 11. This will require a true up to transfer funds for the subdivision and water projects based on expenditure.

This will accordingly, have a positive effect on cashflow and Municipal Bank account balance.

Note 10 – Grants and Subsidies

Minimal transactions to report for Jul 26 noting the 1st quarter LGGS grant has been received and the MRWA Direct Grant invoice has been raised. For the latter, the Minister is yet to approve the program so funds are still to be received.

Note 11 – Restricted Funds

The table now illustrates in a more defined way, grants that have been received but will not be completed on a cash basis with the following points:

- The 30 Jun 26 balance column reflects the grant funds that have been received, less the expenditure to date.
- This amount of $3,057,127 reconciles with note 9b reflecting the 'liability' to spend these funds on the applicable projects.
- The cash backed column reflects the funds that have been quarantined and reconciles to note 2 restricted cash.
- The difference of $66,900 reflects this money can be transferred back to the Municipal Account.

Note 12 – LGGS Program

Minimal expenditure but it should be noted that the approved grant from DFES is $125,000 as opposed to the budgeted amount of $108,890 of which a budget variation will need to be undertaken in due course.

Note 14 – Material Variances

Details have been provided with greater granularity on variances noting this is the first month of the financial year and variances are either under the threshold for reporting or reporting an under expenditure.

CONSULTATION

Chief Executive Officer, Sean Fletcher.
Manager Works and Services, Silvio Brenzi.
Chief Financial Officer, Zoe Clayton.
Co-ordinator Financial Services, Glenn Deocampo.

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

Strategic Business Plan/Corporate Business Plan

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

Delegation

Nil

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation / Council Resolution [OCM 2608-03]

Moved: Cr N Smith Seconded: Cr R Johnson

That Council **RECEIVE** the 31 July 2026 Monthly Financial Statements as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.3 Internal Audits – Regulation 17 Internal Controls 25-26 Final Report

File Reference	
Report Date	03 August 2026
Applicant/Proponent	Audit, Risk and Improvement Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Internal Controls Review Checklist Report 25-26

PURPOSE

That Council, as recommended by the Audit, Risk and Improvement Committee receive the final report on the internal Controls Review related to Financial Management Systems in accordance with the Local Government (Audit) Regulations 1996.

BACKGROUND

Regulation 17 of the Local Government (Audit) Regulations 1996, requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to

(a) Risk management

(b) Internal Control

(c) Legislative Compliance

Not less than once in every 3 financial years.

At the Nov 25 ARIC, the committee was presented with Internal Controls Review Checklist Report which focused on nine (9) key areas for appropriateness and effectiveness of the shires systems and procedures being:

1. Petty Cash
2. Financial System Access Rights
3. General Journal Controls
4. Purchase Order Approvals
5. Employee Drivers Licence
6. Grants Register Controls
7. Portable Assets Register
8. Overheads Allocation
9. Cash Receipting

And this involved undertaking 48 tests within the targeted areas.

COMMENT

Internal Controls Review Checklist Report 25-26 highlighted findings that satisfactory, others that needed addressing immediately and those that the shire was working towards with an end date for completion.

Those items that the shire was working towards have now been completed and implemented as follows:

Control	Control Test	Planned Completion Date	Completed
Financial System Access Rights	System Access levels review	31 Dec 25	Yes
	Super-User access review	31 Dec 25	Yes
General Journals	Journals supported by documentation	31 Mar 26	Yes
	Independently reviewed and approved	31 Mar 26	Yes
	System generated journals identified and justified	30 Jun 26	Yes
Purchase Order Approvals	Amend policy to provide greater clarity	31 Mar 26	Yes
Employee Licences	Expiry dates tracked and verified	31 Jan 26	Yes
Grants Register	Centralised grants register maintained	28 Feb 26	Yes
	Grant income and expenditure reconciled monthly	28 Feb 26	Yes
Overheads Allocation	Methodology documented and approved	31 Mar 26	Yes
	Allocation drivers periodically reviewed	31 Mar 26	Yes
	Variances monitored and reviewed and adjusted	31 Dec 25	Yes
Cash Receipting	Procedures documented and followed	31 Jan 26	Yes
	Reconciliation	31 Jan 26	Yes

This now completes the process and final implementation of the Internal Controls Review 25-26.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer
Mrs Zoe Clayton, Chief Financial Officer
Ms Glenn Deocampo, Coordinator Financial Services

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT

Audit, Risk and Improvement Committee Terms of Reference.

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 - Management considers the tabling of these reports as good governance, transparency and identification of any significant issues.

Delegation

Nil

Policy Implications

Section 3 – Financial Management

Other Corporate Document

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution / [OCM 2608-04]

Cr E Williams **Cr N Smith**

That the Council, as recommended by the Audit, Risk and Improvement Committee **RECEIVE** the final update on the Internal Controls Review 25-26.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.4 Shire of Victoria Plains Long Term Financial Plan

File Reference	
Report Date	19 August 2026
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. SoVP Long Term Financial Plan

PURPOSE

That Council adopt the Shire of Victoria Plains Long Term Financial Plan (LTFP) as presented at the Aug 26 briefing session and noting the minor improvement change.

BACKGROUND

The Local Government (Administration) Regulations 1996 require local governments to prepare and maintain a LTFP as part of the Integrated Planning and Reporting Framework. The purpose of the LTFP is to provide a financial projection over a minimum ten-year period and demonstrate how the Shire will resource its strategic objectives, service delivery requirements, asset management needs and future growth aspirations.

The attached Long Term Financial Plan 2025–26 to 2034–35 has been developed using the adopted 2026–27 Budget as the baseline and incorporates known and anticipated strategic initiatives, capital projects and service delivery requirements over the next ten years. The document aligns with the current Strategic Community Plan and Corporate Business Plan and is intended to support informed decision-making, long-term sustainability and responsible financial management.

The LTFP recognises that the Shire is entering a period of significant growth and opportunity, driven by several emerging factors including energy transition projects, mining activity, tourism, road infrastructure investment, housing development and regional precinct development. At the same time, the Plan acknowledges the challenges associated with increasing construction, labour, fuel and service delivery costs and the impact these factors may have on affordability and future service delivery.

The LTFP projects that, after operating revenue and expenditure, the Shire will have between approximately $750,000 and $1.19 million available annually to support capital investment over the planning horizon, subject to ongoing review and changing economic conditions. The Plan also identifies the critical importance of grant funding, responsible rating strategies, asset renewal, workforce planning and infrastructure investment to achieve long-term sustainability.

The document is intended to remain a living planning tool and is proposed to be reviewed annually in conjunction with the Budget, Strategic Council Plan, Corporate Business Plan and other informing strategies.

COMMENT

The LTFP demonstrates that the Shire remains financially sustainable over the planning period, provided prudent financial management practices continue and capital expenditure decisions remain aligned with available funding capacity. The Plan highlights that while securing external grant funding for capital projects is often achievable, the ongoing operating and maintenance costs associated with those assets can create significant long-term financial obligations that must be carefully considered before committing to new infrastructure.

A key message arising from the LTFP is that the Shire is likely to experience unprecedented growth opportunities over the coming decade. While this growth presents significant economic and community benefits, it will also increase demand for including but not limited to:

- roads
- housing
- water infrastructure
- waste management
- disaster recovery capability
- economic development initiatives and;
- technology investment

Consequently, robust strategic planning and disciplined financial management will be essential to ensure growth remains sustainable and affordable.

The Plan also identifies a number of key strategic priorities and assumptions that will require ongoing review, including:

- rate revenue growth,
- grant funding availability,
- workforce requirements,
- inflationary pressures,
- Local Government Cost Index movements,
- borrowing capacity and
- asset renewal needs.

The development and adoption of the new Strategic Council Plan is expected to significantly influence future funding priorities and will require further refinement of the LTFP in future years.

The minor change to the presentation at the Aug 26 briefing session is on page 4 of the LTFP inserting the heading ‘Whats the Bottom Line’ which summarises revenue and expenditure to provide a forecast budget surplus / (deficit) over the 10 year period.

It is therefore recommended that Council adopt the Long Term Financial Plan 2025–26 to 2034–35 as an informing strategy for future decision-making and commit to reviewing the document annually as part of its integrated planning cycle.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

S5.56 (1) of the Local Government Act 1995 requires all local governments to produce a Plan for the Future.

Regulation 19C (5A) of the Local Government (Administration) Regulations requires the local government to have regard to the capacity of current and future resources when reviewing a strategic community plan.

CORPORATE CONTEXT

NIL

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 – The LTFP is an informing document supporting the Strategic Community Plan on how it will fund its strategic objectives into the future.

Delegation

Nil

Policy Implications

The LTFP supports the Strategic Community Plan.

Other Corporate Document

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

That Council:

1. ADOPTS Long Term Financial Plan 2025–26 to 2034–35~~2~~.
2. NOTES that the Long Term Financial Plan is an informing strategy and will be reviewed annually as part of the Shire's Integrated Planning and Reporting Framework.
3. NOTES that the Long Term Financial Plan will be reviewed and updated following adoption of the new Strategic Council Plan and any significant changes to the Shire's strategic priorities, financial position or external funding environment.

Council Resolution [OCM 2607-05]

Moved: Cr S Woods **Seconded: Cr E Williams**

That Council:

1. **ADOPTS** Long Term Financial Plan 2025–26 to 2034–35.
2. **NOTES** that the Long Term Financial Plan is an informing strategy and will be reviewed annually as part of the Shire's Integrated Planning and Reporting Framework.
3. **NOTES** that the Long Term Financial Plan will be reviewed and updated following adoption of the new Strategic Council Plan and any significant changes to the Shire's strategic priorities, financial position or external funding environment.

Reason for Change

Correction to remove the number "2" following 2034-2035, being a typographical error, from point 1 of the Officer Recommendation.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.5 Shire of Victoria Plains Artificial Intelligence (AI) Policy

File Reference	
Report Date	12 August 2026
Applicant/Proponent	Audit, Risk and Improvement Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. SoVP Artificial Intelligence (AI) Policy

PURPOSE

That Council, as recommended by the Audit, Risk and Improvement Committee (ARIC) adopt the Shire of Victoria Plains Artificial Intelligence (AI) Policy.

BACKGROUND

Artificial Intelligence (AI) technologies are becoming increasingly integrated into business operations across both the public and private sectors. AI has the potential to improve productivity, enhance service delivery, support informed decision-making, strengthen organisational resilience and assist in the delivery of strategic outcomes for the community.

The Shire of Victoria Plains has already commenced the use of AI-enabled technologies within approved systems and recognises that adoption is likely to increase as the technology matures and becomes embedded in existing software platforms. While AI presents opportunities to improve efficiency and service delivery, it also introduces risks associated with privacy, security, records management, bias, accountability and the handling of confidential information.

At present, the Shire does not have a formal policy setting out the principles, governance arrangements, responsibilities and controls relating to the use of AI. The proposed Artificial Intelligence Policy has been developed to provide a clear framework for the safe, lawful and responsible use of AI by employees, contractors and elected members.

The Policy establishes governance arrangements, defines approved and prohibited uses, outlines risk management requirements, identifies responsibilities across the organisation, and provides guidance regarding the use of enterprise and non-enterprise AI tools. The Policy also reinforces existing obligations relating to privacy, records management, cybersecurity and information governance.

COMMENT

The proposed Artificial Intelligence Policy adopts a principles-based and risk-based approach to the use of AI within the Shire. The Policy recognises that AI should support, but not replace, professional judgement and decision-making. It also establishes appropriate safeguards to ensure that confidential, personal, commercial and sensitive information is appropriately protected.

The Policy prioritises the use of approved enterprise tools operating within the Shire's existing security environment, particularly Microsoft 365 and Microsoft Copilot, while establishing requirements for the assessment and management of higher-risk AI applications.

Importantly, the Policy acknowledges that AI technology is evolving rapidly and provides flexibility through the use of an Approved AI Tools Register, allowing management to update approved technologies without requiring amendments to the Policy itself.

The adoption of the Policy will provide staff, contractors and elected members with clear expectations regarding acceptable use of AI and will ensure the Shire remains well positioned to leverage emerging technologies while maintaining appropriate governance and risk controls.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer
All Staff, Contractors and Elected Members

STATUTORY CONTEXT

NIL

CORPORATE CONTEXT

Audit, Risk and Improvement Committee Terms of Reference.

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 – AI is increasing and staff need to ensure their skillset remains current whilst maintaining guardrails on its use.

Delegation

Nil

Policy Implications

It is recommended this policy be added to Council Policy Manual Part 02 Administration

Other Corporate Document

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM 2607-06]

Moved: Cr N Smith **Seconded: Cr E Williams**

That Council, as recommended by the Audit, Risk and Improvement Committee **ADOPT**:

1. The Shire of Victoria Plains Artificial Intelligence (AI) Policy.
2. Authorises the Chief Executive Officer to make minor administrative amendments to the Policy that do not materially alter the intent of the Policy.
3. Notes that the Approved AI Tools Register may be updated from time to time by the Chief Executive Officer in accordance with the Policy.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.6 Compliance Audit Return 2025

File Reference	
Report Date	20/08/26
Applicant/Proponent	Department of Local Government, Sport and Cultural Industries
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Audit, Risk and Improvement Committee Meeting 26 August 2026
Prepared by	Candice Watson – PA to the CEO
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	Compliance Audit Return 2025

PURPOSE

That Council adopts the Compliance Audit Return 2025 as recommended by the Audit, Risk and Improvement Committee.

BACKGROUND

The Compliance Audit Return is an annual statutory requirement under the Local Government (Audit) Regulations 1996. The Return is completed for the period 1 January to 31 December each year and provides an assessment of compliance with key provisions of the Local Government Act 1995 and associated regulations.

The Audit, Risk and Improvement Committee has reviewed the Compliance Audit Return 2025 and recommended that Council adopt the Return. Following adoption, the CAR must be certified by the President and Chief Executive Officer and submitted through the Local Government Inspectorate CAR Portal.

COMMENT

Administration has completed the 2025 Compliance Audit Return and reviewed the legislative requirements applicable to the Shire during the reporting period.

The review confirmed compliance with all applicable legislative requirements included within the 2025 CAR. No matters of non-compliance were identified.

Audit Findings

The completed Compliance Audit Return demonstrates:

- Compliance with applicable statutory requirements;
- No matters of non-compliance identified;
- Appropriate registers, policies and governance processes maintained by the Shire; and
- Ongoing improvement in compliance management and governance practices.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

Mr Colin Ashe, Deputy Chief Executive Officer
Mrs Julie Klobas, Council Support Officer
Ms Glenn Deocampo, Coordinator Financial Services
Mrs Marie Freeman, Payroll/HR Officer

STATUTORY CONTEXT

Local Government (Audit) Regulations 1996

- Regulation 14 - Compliance Audit Return to be reviewed by the Audit, Risk and Improvement Committee and reported to Council.
- Regulation 15 - Following adoption by Council, the CAR is to be certified and submitted to the Local Government Inspectorate.

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

Delegation
Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Non-Compliance Not conducting CAR by 30 September 2026. Not addressing actions of non-compliance process with the Shire's communities.	**Extreme (5)** Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	**Likely (4)** Probably occur in most circumstances. At least once per year.	**Extreme (20)**	CEO & Council (Audit Committee) Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring.	With the implementation of Attain and continued monitoring of compliance actions the risk is kept Low.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer / ARIC Recommendation / Council Resolution [OCM 2607-07]

Moved: Cr N Smith **Seconded: Cr S Woods**

That Council:

1. **ADOPTS** the Compliance Audit Return 2025 as contained in Attachment 1 in accordance with Regulation 14 of the Local Government (Audit) Regulations 1996; and

2. **AUTHORISES** the President and Chief Executive Officer to certify the Compliance Audit Return 2025 and submit the adopted return together with evidence of Council adoption to the Local Government Inspectorate.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

10. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

12. MEETING CLOSED TO PUBLIC

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.23PM.

These minutes were confirmed at the Ordinary Council Meeting held on

Date_______________________________

Signed____

(Presiding member at the meeting which confirmed the minutes)

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