MINUTES

Ordinary Council Meeting

26 November 2025

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

Commencing – 2:00 PM

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

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

CONTENTS

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 26 November 2025 commencing at 2:00 PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.00 PM

1.2 Announcements by Shire President

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

2 REMOTE ATTENDANCE BY ELECTED MEMBERS

N/A

3 RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President Cr R Johnson Cr N Smith Cr E Williams
Staff attending	Chief Executive Officer – Mr S Fletcher Deputy Chief Executive Officer – Mr C Ashe Works & Services Manager – Mr S Brenzi Community Development Officer – Ms B Ralph Council Suport Officer – Ms J Klobas
Apologies	N/A
Approved leave of absence	Cr S Woods
Members of the public	M G Bookham

4 DISCLOSURE OF INTEREST

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

Type	*Item*	*Person / Details*
Financial		The CEO declared a financial interest in item 12.1 due to “a matter affecting an employee or employees Financial LG Act s5.70”.
Impartiality		Cr R Johnson declared an impartiaity interest in item 12.2 due to “being a member of the Yerecoin Progress Association”
Impartiality		Cr N Smith declared an impartiaity interest in item 12.2 due to “being a member of the Yerecoin Progress Association”

5 PUBLIC QUESTION TIME

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

5.1 Public Questions with Notice

Nil

Public Question Time was opened to the floor at 2.01 PM

5.2 Public Question Without Notice

Mr G Bookham, Calingiri

Q1 *Why haven’t the firebreaks on the corner of Great Northern Highway been maintained over the last several years?*

A1 The CEO noted that as there were unknown specifics relating to which property Mr Bookham was referring, the CEO stated he could not provide details however, noted the Ranger was underaking investigations into Shire Firebreaks

Q2. *Why are the bitumen-shouldered roads not graded?*

A2 The CEO advised that the Shire has been working to address road upgrades over the past three years, and the issue with the shoulders is well understood. Funding has been secured for 2025/26 to address this on the Toodyay–Bindi Bindi Road and the Shire will apply for Tranche 2 funding for Waddington West.

Edge repairs have already been completed on Yerecoin South Road.

With these funding opportunities, the Shire has increased its resource commitment. This year alone, the Shire secured $4.5 million in road funding, enabling significant progress. There is a program in place to continue this work as further funding becomes available. The Shire of Victoria Plains is one of 27 Shires to receive this funding.

Public question time closed at 2.08PM.

6 PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 MINUTES OF MEETINGS

Officer Recommendation / Council Resolution [OCM 2511-01]

Moved: **Cr R Johnson**
Seconded: **Cr E Williams**

That the **MINUTES** of the Ordinary Council Meeting held 29 October 2025 as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9 REPORTS REQUIRING DECISION

9.1 ACCOUNTS FOR ENDORSEMENT - OCTOBER 2025

File Reference	
Report Date	17 November 2025
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. Agenda 9.1A - OCM - List of Payments October 2025

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for October 2025.

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

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

Please note that a new format of payment report is created by the new system.

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

Simple Majority

Officer Recommendation / Council Resolution [OCM 2511-02]

Moved: **Cr N Smith**
Seconded: **Cr R Johnson**

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

CARRIED BY UNNIMOUS DECISION OF COUNCIL

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

Payment Type	References from - to	$ Amount
Creditor EFT Payment**	EFT00056 - EFT00059	992,147.65
Direct Debit Payment**	PPIN002379 – PPIN02466 DD00037-DD00040	80,788.02
Credit card – Bendigo Bank	PPIN02445	2,641.36
	PPIN02448	4.00
	PPIN02449	9,395.67
Fuel Card – Wright Express	PPIN02451	14.50
Salaries and Wages EFT	PE08/10/25;PE22/10/25	118,138.76
Trust Payments		-
	TOTAL	**1,203,129.96**

Local Spending	$	%
Local Supplier	72,239.16	6.00%
Payroll	118,138.76	9.82%
Total	**190,377.92**	**15.82%**

9.2 MONTHLY FINANCIAL STATEMENTS - OCTOBER 2025

File Reference	
Report Date	18 November 2025
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 Report - Oct 25

PURPOSE

To receive the monthly financial statements for the period ending 31 Oct 2025.

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

With the finalisation of the Annual Financial Statements 24-25, monthly financial statements can progress with some assurance. Funding has been invoiced for the Regional Road Safety Program (RRSP) which has contributed to the current surplus noting minimal capital expenditure has occurred for this project.

The major adverse variance is employee costs and there will need to be a targeted allocation to the Edmond St subdivision in order to have this realigned and reduce this variance.

The current surplus is $3,303,959 against a YTD budget of $3,615,617.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Oct 25 Financial Statements.

Note 1 Net Current Funding Position:

This reflects the liquidity of the shire, calculated as current assets less current liabilities, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to $3,303,959. Whilst this is a positive result, it needs to be tempered with the RRSP which in effect has inflated this result as there is no offset capital expenditure.

Note 2 Cash and Financial Assets:

The current total cash position balance is $2,235,949 with an Unrestricted Municipal Bank Balance of $494,265 and $1,741,684 in Restricted Funding, the latter comprising:

• $720,350 in Reserves.
• $1,021,334 major grant funding received and quarantined fully cash backed (see note 11).

The Municipal Bank Balance includes $200,000 that has been placed in a term deposit until Jan 26. Whilst this is less than in previous years and a shorter period, there will be some interest generated to assist in bringing the budget back into surplus.

Note 4 – Debtors:

An overall (net) balance of $2,428,491 which is slightly more than last month but reflective of invoicing for RRSP. The balance comprises of:

- $981,397 in rate debtors analysed below.
- $1,461,442 in sundry debtors primarily Regional Road Safety Program (RRSP) funding through MRWA ($1,431,053).
- $1,679 continues to be outstanding via the Fine Enforcement Registry (FER) for two separate firebreak infringements with some payments occurring.

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

- $872,983 on instalment plans (89%).
- $63,667 on ad hoc payment plans of which letters have just been issued for rearrangement in an attempt to have the balance is cleared by 30 Jun 26 (6%).
- $34,649 with debt collection services (4%).
- $9,300 in mining tenements that have been surrendered and awaiting advice from Landgate in order to write this back.

Note 5 Reserves:

Funds transfer of $10,000 will likely occur in Dec 25 once installation of air conditioners at 12 Harrington St is fully complete.

Note 6 – Plant Disposals

No disposals for Sep 25 though some vehicles have been sent to auction and funds should be realised in Dec 25.

Note 7 – Capital Program

Some progress has been made in the Capital Program but council should not expect to see any major expenditure reflected in the financial Statements until Nov 25 particularly on road construction though $88,810 has been expended on this activity.

Of note, progress is being made on the Plant Replacement Program with Footpath construction and Truck Parking Bay in Yerecoin being completed under budget providing some additional savings to positively impact the budget deficit.

Note 9 – Payables

Contingent Liabilities will reduce once the HSP1 funding, R2R and LRCI program is completed. R2R and LRCI will likely be completed no later than Dec 25 and reflected in this set of monthly statements.

Note 10 – Grants and Subsidies

Invoicing for RRSP has been raised and funds have been paid in Nov 25. For carried forward water grants, essentially final milestone reports have been submitted to DWER and are waiting acceptance in order to send the final grant invoice. These include:

- Bore Development - Goudge / Parker Rd.
- Strategic Water Plan.
- Mobile Water Tank.

The 25-26 submitted water grant applications have only recently been signed off and milestone invoicing will occur shortly. These include:

- Gillingarra Emergency Water.
- Gillingarra Community Water.
- Gillingarra Truckfill.

Note 11 – Restricted Funds

Funding for R2R and LRCI and HSP1 has been quarantined and now fully cash backed to meet expenditure when it occurs. This will therefore have no impact on the general revenue cashflow through the Municipal Fund.

Of note – two shires from the housing cohort are yet to send invoices for their allocation of HSP1.

Note 12 – LRCI Program

Advice has been received through LRCI that the phase 4 program must be completed by 31 Dec 25. Much of the program is already in hand and will meet this deadline however two (2) at risk projects have been identified but with risk mitigation to ensure completion.

Mogumber Hall Toilets – have been descoped and will now address the septic system and stand-alone toilet doors raised by the MDPA. Revised budget amount for 25-26 will be $12,000 for these activities and ensure completion by the due date.

Calingiri Playground Equipment – in terms of LRCI funding will be descoped to be supply only of playground equipment. LRCI Funding will be reallocated from the Mogumber Hall Toilets in order to expend funds required and ensure completion by the due date.

Note 13 – LGGS Program

Expenditure on Bushfire Plant has occurred in readiness for the fire season, some of which has exceeded the line allocation. Liaison will occur with the relevant officers for a reallocation of the budget lines.

Note 14 – Material Variances

Details have been provided with greater granularity on variances noting the ex-gratia rates refund will impact on the budget. The ESL charge has been incorrectly classified in the budget and will be remediated during budget review.

Employee Costs have the largest variance and is due to delays in sub-division funding (as the offset). Once this is received, employee costs will be allocated as the focus shifts to this capital activity.

CONSULTATION

Chief Executive Officer, Sean Fletcher.

Manager Works and Services, Silvio Brenzi.

Chief Financial Officer, Zoe Clayton.

Co-ordinator Financial Services, Glenn Deocampo.

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

Strategic Business Plan/Corporate Business Plan

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

Delegation

Nil

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM 2511-03]

Moved: **Cr R Johnson**
Seconded: **Cr E Williams**

That Council **RECEIVE** the 31 Oct 2025 Monthly Financial Statements as presented.

CARRIED BY UNNIMOUS DECISION OF COUNCIL

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

9.3 INTERNAL AUDITS – REGULATION 17 INTERNAL CONTROLS REVIEW

File Reference	
Report Date	18 November 2025
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 Report - Oct 25

PURPOSE

That Council, as recommended by the Audit, Risk and Improvement Committee consider the Internal Controls Review Report 2025 and endorse the actions and timeframes to address the findings.

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.

Point (a) is regularly undertaken quarterly and point (c) yearly through the Compliance Audit Return (CAR) along with procedures through the Attain software.

The last internal control review was undertaken by an external contractor, Dry/Kirkness in Dec 22 and presented to the Audit Committee for endorsement in Mar 23.

The Internal Controls Review was conducted during Oct 25 and in compliance of Regulation 17, not less than once in every 3 financial years.

COMMENT

The methodology included:

1. Defining scope and objectives to identify gaps in internal controls, compliance, detect and prevent errors and fraud and recommend improvements.
2. Plan the review.
3. Gather documentation which included policies and procedures, transaction records, payroll and employee authorisations, reconciliations and journals.
4. Review and Test Controls which included segregation of duties, procurement and payments, cash handling, financial reporting.
5. Identify Gaps and Risks
6. Recommend improvements.

7. Prepare a Report.

The internal controls review targeted nine (9) key areas 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.

Findings:

Overall the finding outcomes were better than satisfactory with the following summary provided for high-risk findings only:

Area	Items	Rating	Comments on Improvement
Financial Management Controls	48	Low – 32 Medium – 13 High - 3	**Drivers Licence** - Currently no process or system in place to track the currency of valid drivers licence for staff. Risk that personnel are operating vehicles and machinery unlicenced. Review of current licence and process in place by Jan 26. **Expired or missing licence triggers** – The new process will be undertaken annually and address this follow up. **Safe key code** - main safe key is held in smaller safe but the key code has not been changed for a number of years. poses a risk that many staff, including ex-employees have this code. Document process including securely registering the new code and periodically changing this code at least once per year (Jan). Implement by 30 Nov 25.

This compares with the previous report conducted in 2022 which conducted 22 tests and had findings of:

Low – 4

Medium – 8

High – 10

The full Internal Controls Review 2025 report can be found in attachment 1 which includes the recommendations for improvement as applicable and timeframes for implementation.

CONSULTATION

Applicable Finance Personnel

Mr Sean Fletcher, Chief Executive Officer.

STATUTORY CONTEXT

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

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

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

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

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

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
	Councillors attend training and feel supported in their role
	Council is supported by a skilled team

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

Delegation

Nil

Policy Implications

Section 3 – Financial Management which during this internal controls review may result in changes and updates as required.

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Audit Committee Recommendation / Council Resolution [OCM 2511-04]

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

That Council **ENDORSES** the Audit, Risk and Improvement Committee **RECOMMENDATION** to **CONSIDER** Internal Controls Review Report Oct 2025 and **IMPLEMENT** the actions and timeframes to address the findings.

CARRIED BY UNNIMOUS DECISION OF COUNCIL

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

9.4 Budget Review As At 31 October 2025

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

PURPOSE

That Council, as recommended by the Audit, Risk and Improvement Committee consider the budget review No. 1 for 2025-26 and approve the budget amendments.

BACKGROUND

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

During monthly financial reporting in 25-26 it has been noted there would likely be a variance to the actual closing surplus from 24/25 post the Audited Financial Statements (AFS) 24-25 and this proved to be the case actual closing deficit 24-25 being ($962,909), an additional negative impact of ($37,181) to the bottom line.

The first budget review has now been completed utilising Oct 25 data and been reviewed by the ARIC.

COMMENT

BUDGETED OPENING SURPLUS VS ACTUAL SURPLUS:

Because the estimated actual closing balance deficit 24-25 of ($925,728) is less than the audited actual closing balance deficit of ($962,909), it means ($37,181) needs to be added the 25-26 budget deficit forecast of ($290,513) as per the following table:

Account Description	Annual Budget	Quarterly Budget	YTD Actual	Revised Forecast	Variance
Budget Surplus / (Deficit) 25-26					(290,513)
AFS 24-25 Actual Closing Surplus / (Deficit) Adjustment					(37,181)
Increase in the Deficit					(327,694)

This represents a 3.8% variance to the forecast and actual deficit 24-25, caused primarily by employee entitlements which is not entirely factored in when compiling the in year budget due to timing.

No. 1 Budget Review 25-26:

Whilst it is relatively early in the financial cycle, it is prudent to undertake a budget review in order to ensure accurate reporting and realign some budget line items staff have been aware of since budget adoption.

Attachment 1 provides the full budget review adjustment and can be summarised:

- ($37,181) final adjustment to the actual deficit opening balance for 25-26.
- ($55,121) legacy ex-gratia rates from prior years due to incorrect information being provided by Landgate on the actual parcels of land subject to ex gratia rates (Benedictine Community – Monochorum).
- ($47,348) of additional operating expenditure for additional employee hours, intersection project land stamp duty and replacement of Gillingarra water pump not budgeted for.
- $58,680 in capital savings.
- ($28,868) likely reduction in capital revenue due to new funding rules from Lotterywest.
- Realignment of the ESL and ESA project which has no impact on the budget bottom line.

Overall, a conservative approach has been undertaken to this first review given its timing with the initial results indicating a ($363,773) revised forecast budget deficit as at 30 June 2026. Management will continue to closely monitor the financial outcomes to endeavour to find savings and offsets to bring this forecast back to a surplus.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

Ms Glenn Deocampo, Coordinator Financial Services

Mrs Zoe Clayton, Chief Financial Officer

STATUTORY CONTEXT

Local Government Act 1995 and associated regulations in particular;

Local Government (Financial Management) Regulations 1996; regulation 33A requires a budget review to be undertaken between 01 Jan and 31 Mar of its financial performance from 01 Jul to 31 Dec.

Whilst this review is not the formal requirement as above because of the timeframes, there is no restriction on early and more frequent reviews.

CORPORATE CONTEXT

Audit, Risk and Improvement Committee Terms of Reference.

Strategic Business Plan/Corporate Business Plan

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

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

Delegation

Nil

Policy Implications

Section 3 – Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

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

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Audit Committee Recommendation / Council Resolution [OCM 2511-05]

Moved: Cr R Johnson

Seconded: **Cr E Williams**

That Council **ENDORSES** the Audit, Risk and Improvement Committee **RECOMMENDATION** and **APPROVES** the 25-26 Budget Review No.1 amendments to the budget 25-26.

CARRIED BY UNNIMOUS DECISION OF COUNCIL

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

9.5 MAJOR LAND AND TRADING UNDERTAKING BUSINESS PLAN - EDMONDS STREET CONCEPT PLAN

File Reference	
Report Date	20 November 2025
Applicant/Proponent	Mr Sean Fletcher, CEO
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Major Land and Trading Undertaking Business Plan - Edmonds Street Development

PURPOSE

For Council to approve the Major Land and Trading Undertaking Business Plan for the Edmonds Street Concept Plan development in Calingiri.

BACKGROUND

The Shire of Victoria Plains has proposed a staged development at Lot 42 Edmond Street, Calingiri, to address affordable housing shortages for key workers within the District and deliver new community facilities.

This will include the development of Lot 42 Edmond Street so that ten key worker houses can be built within a residential subdivision within one half of this lot and a new short stay accommodation and caravan park facility can be constructed in the other half of the lot.

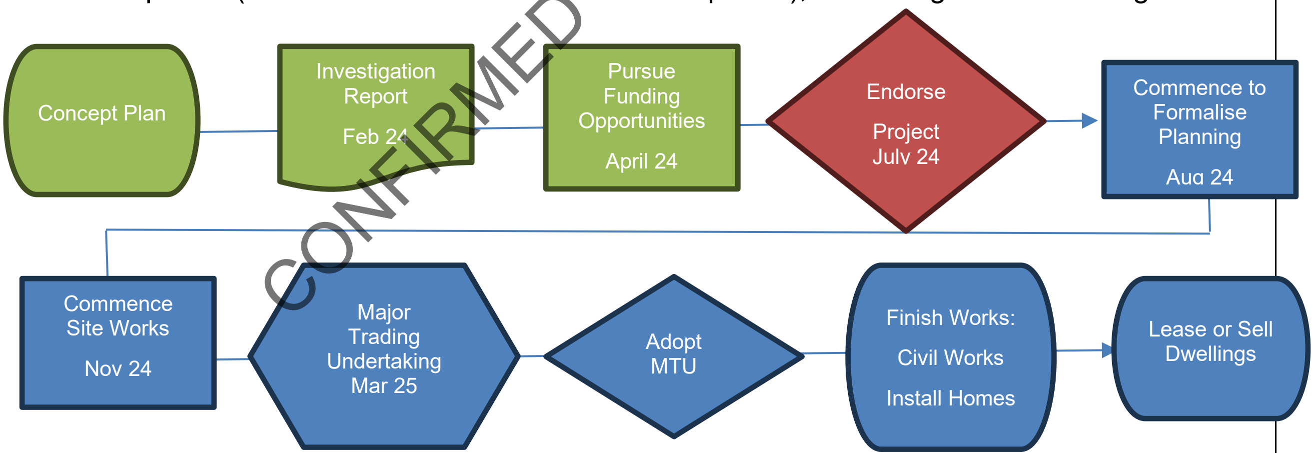
Such an undertaking is classified as a **Major Land Transaction** under *Section 3.59 of the Local Government Act 1995*. The plan has been prepared in accordance with the Act and the *Local Government (Functions and General) Regulations 1996* for Council consideration and subsequent public consultation.

At its meeting on 24 July 2024, Council the following:

That Council: 1. **ENDORSE** the Edmonds Street Concept Plan in Diagram 1, noting that formal plans will vary from the concept form:

Diagram 1 – Edmonds Street Concept Plan – Residential Sub-division and Calingiri Short Stay Accommodation and Caravan Park

2. **ENDORSE** the project plan for Lot 42 Edmonds Street Residential Key Worker Housing Development (Edmonds Street Residential Development), consisting of the following:



3. **ENDORSE** the actions of the CEO regarding the Calingiri Short Stay Accommodation and Caravan Park including:
   a. Seeking of funding opportunities for the planning and development of this project.
   b. Undertaking planning activities and preliminary works that align with the Edmonds Street Residential Key Worker Housing Development.
   c. Seeking support from key stakeholders regarding this project.
   d. Researching the development of the Major Trading Undertaking business case.

Unfortunately, it has taken quite some time to develop the proposal regarding the Major Trading Undertaking (Attachment 1). However, the author has complied with Point 3 of the Council resolution which has included:

a. Seeking of funding opportunities for the planning and development of this project. The author successfully secured Housing Support Program funding from Stream 1 ($67,000 for planning) and the Community Enabling Infrastructure Stream ($4.5M for site development works and headworks). This funding is part of the allocations to Wheatbelt Regional Housing Initiative led by the Shire which has secured funding from HSP 1: $877,000 and HSP CEI:$32.8M. The author is currently applying for funding under the Regional Housing Support Fund for the construction of five houses.
b. Undertaking planning activities and preliminary works that align with the Edmonds Street Residential Key Worker Housing Development. This has included overseeing the development of site plans, surveys and location of utilities, site development budgets as well as the submission of the planning subdivision approval to DPLH.
c. Seeking support from key stakeholders regarding this project. This included AROC, major developers and letters of support from at least 23 businesses across the district.
d. Researching the development of the Major Trading Undertaking business case. This is presented to Council today for adoption.

COMMENT

The Major Land and Trading Undertaking Business Plan is a comprehensive business case that sets out the reasons for why it must be undertaken, including public consultation and the proposed scope of the developed land and trading enterprise, the impact on the Shire and the governance mechanism that will be used.

Residential Sub-division

The preferred model for the residential component is as follows (Attachment 1 - page 8):

B. Lease Only (Shire Owned and Operated) Over 10 Years with Loan @ 50%

In this projection it is assumed that further to Option A, the loan required will be $1,750,000 as five dwellings will be grant funded.

- **Number of dwellings:** 10
- **Weekly rent per dwelling:** $551
- **Annual rent per dwelling:** $28,652
- **Total annual rent (10 dwellings):** $286,520
- **Operating costs:** 30% of gross rent = $85,956
- **Net lease income:** $286,520 – $85,956 = $200,564
- **Loan:** $1,750,000 @ 5.5% over 20 years
- **Annual loan repayment:** ≈ $145,500 (calculated as an annuity)
- **Workforce retention savings:** $50,000/year × (4/10) = $20,000/year
- **Discount rate:** 3.5%
- **Rates revenue and sales:** Excluded

Annual Net Cash Flow Calculation

Net Cash Flow = Net Lease Income + Workforce Savings (4 dwellings) − Loan Repayment

i.e. $200,564 + $20,000 − $145,500 = $75,064 per year

Insights

Annual net cash flow: $75,064 (positive)

10-year NPV: ≈ $636,000 (positive)

With the reduced loan, the project generates a healthy surplus each year and a strong positive NPV over 10 years. If rent increases are factored in by CPI, the surplus after 10 years is $980,000.

Short Stay Accommodation and Caravan Park

In terms of developing the Short Stay and Caravan Park component, the financial modelling has been conducted based on an occupancy rate of 65%.

NPV Modelling (Attachment 1- Page 13)

Parameter	Value
Cabin Revenue (5 Cabins @ $150 per night)	$177,938
Caravan Revenue (20 Powered $35/Night)	$166,075
Camping Revenue (5 @ $25/Night)	$29,655
Total Revenue	**$373,669**
Operating Costs	$112,101
Net Operating Income	**$261,568**
Annual Loan Repayment	$167,359
Net Cash Flow (After Loan)	**$94,209**
ROI (Before Loan)	13.08%
ROI (After Loan)	4.71%
10 Year NPV (3.5%)	$787,503
Break Even Occupancy Rate:	41.6%

Table Five – NPV Modelling Over 10 Years

Annual Net Cash Flow Calculation Based on 65% Occupancy

Net Cash Flow = Net Sales − Loan Repayment i.e. $261,568 − $167,359 = $94,209 per year

Insights

- The facility generates a healthy annual surplus of $94,209 after loan repayments at 65% occupancy.
- ROI (before loan) is 13.08%. Post loan is 4.71%. 3% is considered a very good result.
- The 10-year NPV is positive @ $787,503 indicating strong financial viability under these assumption

Conclusion

Although there are a number of options regarding how the project can be delivered, those options that deliver the best financial outcome have the potential to provide the Shire with two new income streams that are cash positive.

At the end of the day, the Shire will be in a position to pick which option to adopt subject to the financing options available to it at the time.

CONSULTATION

Wheatbelt Development Commission

- Mr Rob Cossart, CEO
- Mr Chris Sharples
- Mr Grant Arthur

WALGA – 16 July 2024

- Cr Karen Chappel, WALGA President
- Mr Nick Sloan, WALGA CEO

AROC/Dandaragan Investigation into Keyworker Housing Working Group

- Project is led by Sean Fletcher, CEO Shire of Victoria Plains
- Meets regularly to discuss roll out of the project including research and funding applications
- Ms Janine Erickson, JE Planning
- Mr Mark Wallace, Econosis
- CEOs of the Wheatbelt Regional Housing Initiative.

The Avon Region Organisation of Councils (AROC – Shires of Victoria Plains, Goomalling and Toodyay) partnered with the Shire of Dandaragan and the Wheatbelt Development Commission (WDC) to investigate workforce housing needs and challenges in the AROC-Dandaragan Subregion. The AROC-Dandaragan Housing Report (2024), confirmed the housing shortage revealed the following challenges and opportunities:

- The demand for workforce housing is estimated to range between an additional 514 and 599 dwellings by 2031, which correlates to a demand of 73 - 80 worker accommodation units across the Study Area per annum;

- Engagement with the Business Community reports that 62% of businesses with employees registered the need for additional workers, with an average of 1.5 workers per workplace needed to meet current business needs within the Study Area. Business owners report a lack of suitable and affordable rental housing as one of the main issues in attracting staff;

- A high-level review of existing vacant land supply points to opportunities for infill development and required servicing of existing zoned land to meet longer-term housing needs in the AROC —Dandaragan Subregion.

Regional Development Australia - Wheatbelt

- Mr Chris Evans

Commercial/Industrial Sector

No less than 23 letters of support have been received from businesses across the district.

- Caravel Minerals
- Green Wind Renewables
- Hay Australia

Other

Hon. Melissa Price, Federal Member for Durack

Council Briefing Sessions and Weekly Updates to Councillors

Mr Colin Ashe, Deputy CEO

Mr Joe Douglas, Consulting Planner
Mr Gordon Houston, Consulting Principal EHO/Building Surveyor
Mr Silvio Brenzi, Manager of Works & Services

Consultation Process for Major Trading Undertaking Plan

- Six-week public notice period per s. 3.59 of the *Local Government Act 1995*;

- Advertising in print (newsletter), digital (website, Facebook) and noticeboards (Libraries). Drafts of the notices are attached in the appendices;

- Compilation and reporting of submissions to Council.

STATUTORY CONTEXT

Local Government Act 1995
s.3.59 – Commercial Enterprises by Local Government.

This section refers to the development of land and infrastructure that will see the Shire:
  - acquire or dispose (sell, lease) of an interest in land or thing (e.g. buildings); or
  - develop land.

Local Government (Function and General) Regulations 1996

r.9 – Amount Prescribed for Major Trading Undertakings (MTU)

This regulation specifies the amount for all local governments outside of the metropolitan area or major regional centre is $2M or 10% of the lowest operating expenditure in the last completed financial year, and latest financial year and the following financial year.

Residential Design Codes – R60 and Below
The R Codes provide planning and design provisions for residential development across Western Australia.

All R Codes are administered by local government.

Shire's Local Planning Scheme
Under the Shire's LPS, Lot 42 Edmonds Street is R12.5:
- For single and grouped dwellings (such as units),the minimum site area is 700m2, and the average site area is 800m2, per dwelling';
- Minimum frontage is 17m;
- As an example, this equates to 2 dwellings on a 1600m2 lot;
- At least 55% of the lot size must be open space (i.e. not built on);
- Minimum 'primary street' setback = 7.5m, 'secondary street' = 2m.

The Shire can proceed with the residential development as a grouped dwelling at this stage i.e. two or more dwellings per lot. When the land is ready for sub-division, the R Codes applicable to Lot 42 Edmonds Street will need to be changed to R 30). The Shire has applied for this to happen.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

The project directly supports:

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
2. ECONOMY	
2.1 We understand traditional and emerging industries across the Shire	Our population increases
	We can attract and retain staff because we maintain and increase our housing stock
	We forward plan for emerging industries
2.3 Visitors have a positive experience across our communities	Caravan Parks are attractive, expanded and well utilised

Strategic Priority 2.1 is relevant as the associated actions and success factors seeks to:

- Increase our population on the back of business expansion;
- Increase housing stocks to attract and retain Shire staff;
- Support emerging industries that require housing for their employees

Strategic Priority 2.3 is relevant as the Calingiri Caravan Park in its current form is neither attractive nor well utilised. The Caravan Park is required to be in a new location that is attractive to visitors and will serve as alternative accommodation during the construction phase and beyond regarding the significant projects that are unfolding within the district.

Economic Development Strategy

Initiatives for workforce attraction, retention, and regional development. This development is consistent with the previous decisions of Council, including:

✓ Resolutions (*Confirmed Minutes – 24 July 2024*); and

✓ Budget allocations (*2025/26 Annual Budget Adoption – 9 September 2025*).

Delegation

N/A

Policy Implications

Nil. However, Council will need to adopt a key worker housing allocation policy. A proposed outline is found on Page 4 of Attachment 1.

Other Corporate Document

N/A

Risk Analysis

The main risk with the two developments is securing the relevant funding opportunities so that they can proceed.

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Financial Impact **Failing to secure relevant levels of funding** **Failing to minimise the cost to the Shire** **Failing to manage both developments effectively**	Catastrophic (5) > $1,000,000 Both developments are multi-million dollar projects	Rare (1) 10% chance	Moderate (5)	Service Manager (CEO) Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	The CEO in conjunction with the SMT endeavour to reduce the risk to low by: • Maximising opportunities to secure funding/financing to construct the houses in two stages; • Maximising opportunities to seek amortised funding/financing to construct the short term accommodation and caravan park

Other risks include:

Risk	Likelihood	Impact	Mitigation	Risk Owner
Construction delays	Medium	High	Fixed-date contracts, penalties, contingency scheduling	MWS
Cost overruns	Medium	Medium	Contingency funds, cost monitoring	DCEO
Slow housing uptake	Low	Medium	Marketing, flexible sales/lease options	CEO
Legislative changes	Low	Low	Ongoing monitoring	CEO
WHS incidents	Low	High	Contractor safety plans, audits	MWS
Community opposition	Low	Medium	Transparent engagement	CEO

FINANCIAL IMPLICATIONS

Estimated Project Costs – Residential Sub-division

Stage / Item	Description	Amount $
Stage 1 – Lot 42 (A)		
Headworks & Connections	Water, power, sewer	$692,505
Site Works & Internal Services	Roads, internal works, servicing	$957,910
Contingency	Allowances & fees	$610,653
Stage 1 Subtotal		$2,261,068
Stage 2 – Lot 42 (B)		
Headworks & Connections	Water, power, sewer	$465,715
Site Works & Internal Services	Roads, internal works, servicing	$1,214,180
Contingency	Allowances & fees	$621,561
Stage 2 Subtotal		$2,301,456
Total – Subdivision & Servicing		$4,562,524
Modular Housing (10 @ $350k)	Separate financing required	$3,500,000
Total Project (Incl. Modular)		$8,062,524

Budget Capacity

To develop the site, the following funding has been secured:

Program	Allocation
HSP 1 – Staff Housing Development	$27,000
HSP 2 – Staff Housing Development	$4,567,000
Total Available	**$4,594,000**

Financing Options for Modular Construction

A. **State/Federal housing grants.**

Requires extensive advocacy and grant funding expertise. Grants are not always available for this type of housing. However, the Regional Housing Support Fund has just become available and provides an option for funding the construction of houses. This has occurred as a result of the Shire's advocacy in this matter.

Alternatively, there may be an opportunity through the Housing Australia Program for interest free loans. This would require advocacy with the Minister for Housing and Housing Australia.

B. Loan facility – WA Treasury Corporation.
Will be subject to the Shire's Debt Service Ratio i.e. its capacity to repay the loan.

C. Staged delivery linked to revenue

The longest option in terms of delivery but keeps Shire within its means. Revenue is raised either through lease returns or the selling of a percentage of the housing stock.

D. Public-Private Partnership (PPP)

Potential opportunities exist to co-fund with major employers or builders.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM 2511-06]

Moved: **Cr N Smith**
Seconded: **Cr R Johnson**

That Council in accordance with s.3.59 of the *Local Government Act 1995*:

1. **ENDORSE** the Major Land and Trading Undertaking Business Plan for public consultation as set out in Attachment 1.

2. **INVITE** submissions regarding the Business Plan in Point 1 for no less than six weeks.

3. **CONSIDER** final adoption of the Business Plan in Point 1 following the consultation period.

CARRIED BY UNNIMOUS DECISION OF COUNCIL

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

9.6 REGIONAL HOUSING PRIORITISATION POLICY

File Reference	
Report Date	20 November 2025
Applicant/Proponent	Mr Sean Fletcher, Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Draft Regional Housing Prioritisation Policy

PURPOSE

For Council to adopt a policy that prioritises Shire key worker housing as set out in Attachment 1.

BACKGROUND

The Shire is in the process of developing opportunities for key worker housing within the district. As a result, funding providers and others now expect local governments to have a policy in place that prioritises available housing stock for this purpose.

The policy was proposed as an outcome under the Shire's draft Major Land and Trading Undertaking Business Plan for the Edmonds Street development.

COMMENT

Under the proposed policy (Attachment 1), it is proposed that the prioritisation of key workers regarding suitable housing should be as follows:

1. Shire of Victoria Plains staff.
2. Regional Priority Industries such as:
    - Agricultural Workers and Associate Industries/Business Sectors;
    - Workers in the Local Renewable Energy Sector;
    - Space Capability.
3. Independent living e.g. elderly, youth (18-25).

The third category is proposed in case there is vacant key worker housing that may alleviate shortfalls in the independent living space.

CONSULTATION

Mr Sam Bryce, CEO Shire of Goomalling. The Shire of Goomalling is in the process of implementing a similar policy.

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
2. ECONOMY	
2.1 We understand traditional and emerging industries across the Shire	We can attract and retain staff because we maintain and increase our housing stock
	We forward plan for emerging industries

The proposed key worker prioritisation housing policy will help both the Shire and local business realises the necessary work force planning they need to ensure future viability.

Delegation

Nil

Policy Implications

New Policy

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
	Substantiated, public embarrassment, moderate impact, moderate news profile. Example State-wide paper, TV News story.				Regional Housing Prioritisation Policy

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM 2511-07]

Moved: Cr R Johnson
Seconded: Cr E Williams

That Council **ADOPT** the Regional Housing Prioritisation Policy (Attachment 1). The CEO is to **PUT** the policy into the Shire's preferred policy format using the appropriate template in due course.

CARRIED BY UNNIMOUS DECISION OF COUNCIL

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

10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Nil

12 MEETING CLOSED TO PUBLIC

12.1 Meeting Closed to Public

File reference			
Report date			15 November 2023
Applicant/proponent			CEO
Officer disclosure of interest			Nil
Previous meeting references			
Prepared by			Sean Fletcher, CEO
Authorised by			CEO
Attachments			
Attachment 1	Page		Nil

PURPOSE

For Council to move "in camera" (behind closed doors) and consider a matter regarding the Shire of Victoria Plains CEO KPI and Performance Review, Appointment of Facilitator under item 12.2 and item 12.3 regarding Shire of Victoria Plains Community Citizen of the Year Australia Day Awards 2026.

BACKGROUND

Under section 5.23 (2)(b) of the Local Government Act, Council may close a meeting, or part of a meeting if it deals with a matter affecting the personal affairs of any person.

COMMENT

As there is Policy 2.6 "*Standards for CEO Recruitment, Performance and Termination*" in place for the Shire of Victoria Plains, Council is required under the Local Government Act to undertake an annual review of the CEO's performance.

CONSULTATION

CEO

Council Support Officer

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple majority

Officer's Recommendation / Council Resolution [OCM 2511-08]

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

That Council considers the confidential report(s) listed below in a meeting **CLOSED** to the public in accordance with Section 5.23(2) of the *Local Government Act 1995 AT 2.20pm.*

12.2 Quarterly Review of CEO's KPIs 2025 - 2026

This matter is considered to be confidential under Section 5.23(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

12.3 Australia Day Award Nominations - 2026

This matter is considered to be confidential under Section 5.23(2) - (b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr P Bantock, Cr R Johnson, Cr N Smith and Cr E Wiliams
Voted Against: Nil

The Works and Services Manager withdrew from the meeting at 2.21 PM and did not return.

Councillor Motion / Councillor Resolution [OCM 2511-09]

Moved: **Cr E Williams**
Seconded: **Cr R Johnson**

That Item 12.3 be **BROUGHT FORWARD** for consideration by Council at 2.22PM.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For: Cr P Bantock, Cr R Johnson, Cr N Smith and Cr E Wiliams
Voted Against: Nil

Cr R Johnson and Cr N Smith declared an impartiality interest in this item due to "Members of Yerecoin Progress Association" at 2.23PM.

12.3 AUSTRALIA DAY AWARD NOMINATIONS - 2026

File Reference	
Report Date	19 November 2025
Applicant/Proponent	SoVP
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Bridget Ralph – Community Development Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	
Attachments	1. Australia Day Community Awards 2026 Score Sheet 2. Australia Day CCOTY - Award Categories - 2026

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the *Local Government Act 1995.*
Sub-clause and Reason:	(b) - the personal affairs of any person.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

Moved: Cr R Johnson

Seconded: Cr E Wilams

That Council

1. AWARD the Community Citizen of the Year as determined by Council.
2. AWARD the Active Citizenship Award as determined by Council.

Regarding Confidentiality:

1. The successful recipients will remain CONFIDENTIAL until the announcement of the Awards at the Australia Day 2026 Breakfast.

Procedural Motion / Council Resolution [OCM 2511-10]

Moved: Cr P Bantock

Seconded: Cr R Johnson

That Council **SUSPEND** standing orders at 2.25PM.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Procedural Motion / Council Resolution [OCM 2511-11]

Moved: Cr E Williams

Seconded: Cr N Smith

That Council **RESUME** standing orders at 2.39PM

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Council Resolution [OCM 2511-12]

Moved: Cr R Johnson

Seconded: Cr E Williams

That Council

1. **AWARD** the Community Citizen of the Year as determined by Council.
2. **AWARD** the Active Citizenship Award as determined by Council.

Regarding Confidentiality:

1. The successful recipients will remain **CONFIDENTIAL** until the announcement of the Awards at the Australia Day 2026 Breakfast.

CARRIED BY UNANIMOUS DECISION OF COMMITTEE

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

Voted Against: Nil

The Deputy CEO withdrew from the meeting at 2.43PM and did not return.

The CEO declared a financial interest in this item due to "a matter affecting an employee or employees under the Financial LG Act s5.7.

12.2 QUARTERLY REVIEW OF CEO'S KPIS 2025 - 2026

File Reference	
Report Date	9 October 2025
Applicant/Proponent	Mr Sean Fletcher, CEO
Officer Disclosure of Interest	Financial LG Act s5.70
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive officer
Attachments	1. CEO KPI's October 2025 2. Updated October Briefing Session 2025 3. Asset Management Improvement Plan November 2025

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the *Local Government Act 1995.*
Sub-clause and Reason:	(a) - a matter affecting an employee or employees

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM 2511-13]

Moved: **Cr R Johnson**
Seconded **Cr N Smith**

That Council **ACCEPTS** the October 2025 Quarterly Report regarding the status of the KPIs for the Shire CEO, Mr Sean Fletcher.

CARRIED BY THE UNANIMOUS DECISION OF COUNCIL

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

Councillor Motion / Council Resolution [OCM 2511-14]

Moved: Cr E Williams

Seconded: Cr R Johnson

That the meeting under s5.23(2) of the Local Government Act 1995 is **REOPENED** to the public at 2.50PM.

CARRIED BY THE UNANIMOUS DECISION OF COUNCIL

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

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.51PM

These minutes were confirmed at the Ordinary Council Meeting held on 17 December 2025

Signed ______________________ Date 17 December 2025
(Presiding member at the meeting which confirmed the minutes)

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