

MINUTES

Ordinary Council Meeting

27 May 2026

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2:02 PM

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

Commonly used abbreviations

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

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MINUTES

Ordinary Council Meeting of the Victoria Plains Shire Council

Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND, via E-Meeting Protocol
on Wednesday 27 May 2026 commencing at 2.02 PM

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.02 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

THAT:

Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;

In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;

Electronic means includes, as per r.14CA(2) by telephone or video conference;

Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;

In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;

Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones

APPROVAL TO ATTEND AND DECLARATION OF CONFIDENTIALITY
--

N/A

3. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President Cr S Woods – Deputy Shire President Cr R Johnson Cr E Williams Cr N Smith
Staff attending	Acting CEO – Mr C Ashe Environmental Health and Building Officer – Mr G Houston <i>(via teleconference from 2.22PM – to 2.48PM)</i> Council Support Officer – Mrs J Klobas
Apologies	Nil
Approved leave of absence	N/A
Visitors	Nil
Members of the public	Nil

4. DISCLOSURES OF INTEREST

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

<i>Type</i>	<i>Item</i>	<i>Person / Details</i>
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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

Nil

6. PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Motion / Council Resolution [OCM:2605-01]

Moved: Cr S Woods

Seconded: Cr E Williams

That Council **APPROVE** Leave of Absence for Cr R Johnson for the Ordinary Council Meeting of 1 July 2026.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

8. MINUTES OF MEETING

Officer Recommendation Motion / Council Resolution [OCM:2605-02]

Moved: Cr R Johnson

Seconded: Cr E Williams

That the minutes of the Ordinary Council Meeting held **29 APRIL 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 – April 2026

File Reference	
Report Date	15/05/2026
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Creditors Officer
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Colin Ashe – Deputy Chief Executive Officer
Attachments	Agenda 9.1A – OCM – List of Payments April 2026 – Page 11

PURPOSE

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

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

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

CONSULTATION

DCEO

STATUTORY CONTEXT

Local Government Act 1995 –

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

Local Government (Finance) Regulations 1996 –

- r.13 Payments for municipal fund or trust fund
 - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
 - a) The payee’s name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the transaction

(2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

CORPORATE CONTEXT

Delegations Register –

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

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.3 Proactive and well governed Shire	External audits and reviews confirm compliance
	We have sound financial management policies and attract external funding to help achieve our goals
	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:2605-03]

Moved: Cr N Smith

Seconded: Cr S Woods

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

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	EFT00071 - EFT00076	1,888,895.79
Direct Debit Payment**	PPIN03298 - PPIN03429 DD00051; DD00052	65,688.76
Credit Card	PPIN03429	190.70
	PPIN03390	494.00
	PPIN03421	588.84
Fuel Card – Wright Express	PPIN03421	13.18
Salaries and Wages EFT	PE08/04/26;PE22/04/26	115,662.59
Petty Cash Cheque		-
Trust Payments		-
	TOTAL	2,071,533.86

Local Spending	\$	%
Local Supplier	47,060.74	2.27%
Payroll	115,662.59	5.58%
Total	162,723.33	7.86%

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 - April 2026

File Reference	
Report Date	18 May 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 - Apr 26 – Page 29

PURPOSE

To receive the monthly financial statements for the period ending 30 Apr 2026.

BACKGROUND

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

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

COMMENT

The shire is broadly on track to meet its budgetary commitments and actuals are comparable to the YTD budget. However there is a continued likely risk the shire will finish the EOFY still in deficit due to the fuel crisis and relatively unknown of Grants Commission funding detailed as:

- On the surface, the fuel crisis appears to not be having an impact but there is a delay firstly on the fuel itself crystallising financially and diesel which is the majority of shire operations continues to be high.
- Whilst the CEO has relayed Grants Commission will be prepaying 80%, it is unknown with any certainty as to '80% of what figure'.

The last activities in the capital program is progressing with a first claim for ESA Tourism Development being received and RRSP now completely finished in May 26. Gillingarra Water projects may need to be carried forward into 26-27.

The current surplus as at 30 Apr 26 is \$2,957,771 against a YTD budget of \$2,878,725, a difference of \$79,046.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Apr 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 \$2,878,725.

Whilst this is a positive result, some project monies have been received in advance without the offsetting expenditure which has the effect of over-inflating the position. Examples include Mitigation Activity Fund (MAF), ESA Tourism Development and Gillingarra Water Projects.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$3,739,146 with an Unrestricted Municipal Bank Balance of \$35,839 and \$3,703,307 in Restricted Funding, the latter comprising:

\$720,760 in Reserves.

\$2,982,548 major grant funding received and quarantined fully cash backed. This amount is the Shire of Victoria Plains portion of CEI (see note 11).

Note 4 – Debtors:

An overall (gross) balance of \$69,352 comprising of:

- \$54,090 in rate debtors analysed below.
- \$1,932 in statutory receivables or pensioner rebate claims lodged with state revenue.
- \$2,086 in sundry debtors inclusive of Fine Enforcement Registry (FER).

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

- \$34,131 arrears on instalment plans
- \$15,119 on ad hoc payment plans of which are actively being managed in an attempt to have balances are cleared by 30 Jun 26
- \$18,962 with debt collection services of which half of this is one rate assessment.
- \$1,550 in mining tenements that have been surrendered.

Note 5 Reserves:

Funds transfer of \$67,309 (net) from Reserves was not undertaken in Apr 26 but has been in May 26.

Note 6 – Plant Disposals

The CEO vehicle purchase occurred in late Apr 26 and the full transaction will be reflected in the May 26 financial statements. Currently this is \$10,045 under the budgeted change over cost pending this final cost.

Note 7 – Capital Program

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

Item	\$	Comment
Admin Storage and Roller Doors	22,000	Completion by 30 Jun 26
Housing Development	4,567,000	Exp and funding into 26-27 no budget impact
Calingiri Sportsclub	25,000	Completion by 30 Jun 26
Calingiri Oval Scoreboard	80,000	Completion by 30 Jun 26 (TBC with Club)
Calingiri Playground Equipment	52,000	Completion by 31 May 26 (Lotterywest component)
Depot Renovations	60,000	Completion by 31 May 26
RRSP – Toodyay Bindi	2,428,855	Completed in May 26
RRSP – WHW	823,540	Completed in May 26

Gillingarra Emergency Water CWSP	86,180	Indicatively completion by 30 Jun 26
Gillingarra Community Water CWSP	93,912	Indicatively completion by 30 Jun 26
Gillingarra Truckfill CWSP	128,741	Indicatively completion by 30 Jun 26
ESA Tourism Development	350,000	Completion by 30 Jun 26, funding offset

Note 8 – Loans

Self-Supporting Loan 83 for the Calingiri Football Club and Loan 85 Grader and Roller remain as the final payments for 25-26.

The loan funding for the Graders was deposited into the shires bank account and payment will be made in late May 26. There will be no impact too the 25-26 budget as first repayments will occur in 26-27.

Note 9 – Payables

All legacy Contingent Liabilities have now been extinguished and whilst there is likely to be a component (Housing Grant CEI) at EOFY, the intent will be to have this cash backed so there is a clear picture on what general revenue funds are at EOFY.

Note 10 – Grants and Subsidies

Audible line marking was completed on 5 May 26 with the final claim submitted to MRWA. The project is now closed in principle pending communication of any final queries from MRWA.

LRCI final payment was received in Mar 26 and this now officially closes this program in its entirety (but audit will still need to occur).

First milestone for the ESA Tourism Development has been received for \$300,000 and the project is planned to be fully completed and acquitted by 30 Jun 26.

Lotterywest funding to complete the Calingiri Playground surrounds for \$13,132 has been received.

For carried forward water grants, now that council has endorsed the Strategic Water Plan, an invoice has been raised in May 26 for the final payment.

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

- Gillingarra Emergency Water – milestone 1 payment received
- Gillingarra Community Water – milestone 1 payment received
- Gillingarra Truckfill – milestone 1 payment received

Under operating grants as earlier advised a further \$\$1,060,349 is budgeted to be received from the Grants Commission by 30 Jun 26. Management is unable to forecast with any certainty what the actual amount will be but anything less will add to the budget deficit.

Note 11 – Restricted Funds

The table illustrates:

- excess cash backed funds for the subdivision project
- monies owed for RRSP back to the shire; this will only adjust when the final invoice for audible line marking and the final claim to MRWA is made.
- monies received for the ESA Tourism Development Project than needs to be cash backed until invoices are received.
- Water Grants and Lotterywest are expected to be completed shortly and therefore do not need cash backing.

Note 12 – LRCI Program

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

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

Note 13 – LGGS Program

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

Note 14 – Material Variances

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

Employee Costs variance is starting to reduce from previous months (\$133,496) to (\$58,717) as the subdivision starts to get full focus. Other variances have been detailed previously and reinforced through this note, remaining relatively static.

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:2605-04]

Moved: Cr S Woods

Seconded: Cr N Smith

That Council **RECEIVE** the 30 April 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 Annual Budget 2026/27 – Elected Members and Independent Committee Members Fees, Allowances and Superannuation, Financial Reporting Material Variances

File Reference	
Report Date	19 May 2026
Applicant/Proponent	N/A
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. 2026 local government determination - Page 54

PURPOSE

To set elected members and independent committee members fees, elected member superannuation and material variance thresholds for the year as part of the budget process.

BACKGROUND

In previous years the Annual Statutory Budget and supporting schedules have been prepared on block but as per 2025-26, there is an opportunity to split this process to adopt:

- elected members fees, allowances and superannuation.
- financial reporting material variances.

In previous years this also included the setting of fees and charges and whilst this has been prepared for 2026-27, it needs to be reviewed again in light of the fuel crisis. This will be brought to council as a separate agenda item.

COMMENT

Councillor Fees and Allowances:

Council Fees and Allowances are primarily dictated by the SAT and for 2026/27 this has been determined as a 3.5% increase. Previously council has resolved to pay an annual fee rather than an attendance fee and this is prescribed as a maximum and minimum amount.

For Band 4 local governments the range is between \$4,161 and \$11,023 for elected members and \$4,161 to \$22,646 for the Shire President.

The annual allowance for the Shire President ranges between \$596 and \$23,257 and Deputy President is 25% of this range.

The Independent ARIC Committee member ranges from \$110 to \$1,215 (per meeting).

It is recommended a 4.6% increase which is in line with Mar 26 CPI rather than the SAT which is more representative of the current economic climate. For the Independent ARIC Chair or Deputy Chair it is recommended a one off increase to \$200 per meeting as the previous range was limited (maximum was \$125) and thereafter in line with the recommended percentage increase annually. This would equate to an approximate cost of \$1,000 per year (5 meetings) for 2026-27.

The following table provides a comparison and recommendation for 2026-27:

Attendance Fee	2025-26	2026-27
	\$	\$
President	8,165	8,540
Deputy President	8,165	8,540
Councillors	8,165	8,540
Independent ARIC Committee Member	125	200
Allowance for President and Deputy President		
President	10,920	11,422
Deputy President (25% of President Allowance)	2,760	2,887
Other:		
Telecommunications Allowance	2,080	2,175
Travelling Reimbursements	7,800	9,000*

* includes Independent ARIC Chair Travel

Superannuation:

Councillors are receiving superannuation payments noting:

- Superannuation contribution payments for council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal.
- The payment is to be the same required under the SG Act and as at 1 July 2026, the superannuation guarantee rate will be 12 per cent.
- The superannuation contribution payment is to be paid at the same time as the remuneration of the council member is paid. In order to allow a superannuation contribution payment to be made, a council member must nominate a superannuation account from a scheme or fund to which the SG Act applies.
- Individual council members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.
- The 12 per cent is applied to meeting attendance fees for Councillors and annual allowance for President and Deputy President. Expenses and allowances in lieu of reimbursable expenses is not included.

The following table provides the superannuation amounts for 2026-27:

Attendance Fee	2025-26	Super @
	\$	12%
		\$
President	8,540	1,025
Deputy President	8,540	1,025
Councillors	8,540	1,025
Allowance for President and Deputy President		
President	11,422	1,371
Deputy President (25% of President Allowance)	2,887	346
Other:		
Telecommunications Allowance	2,175	N/A
Travelling Reimbursements	9,000*	N/A

Material Variances:

Financial Reporting of material variances is a requirement under regulation 34(5) of the Local Government (Financial Management) Regulations 1996 of which it is recommended for change to a threshold of 10% and a minimum of \$10,000.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer.
 Ms Glenn Deocampo, Coordinator Financial Services.
 Mrs Marie Freeman, Payroll / HR Officer

STATUTORY CONTEXT

Section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996.

5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996.

Section 5.99B to 5.99E of the Local Government Act 1995.

6.2 (4) (c) of the Local Government Act 1995 (*Fees and Charges*).

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 (*Materiality levels*).

CORPORATE CONTEXT

N/A

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.

The integrated strategic plan and corporate business plan are located on the SoVP website at the following link:

<https://www.victoriaplains.wa.gov.au/documents/606/integrated-strategic-plan-and-corporate-business-plan>

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	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

Elected members and Independent ARIC Committee members fees, allowances, superannuation and financial reporting material variances will form the 2026/27 budget and its subsequent adoption.

Return to Substantive Motion

Council Resolution [OCM:2605-09]

Moved: Cr S Woods

Seconded: Cr N Smith

That Council **ADOPT**:

1. The following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$8,451
Deputy President	\$8,451
Councillors	\$8,451
Telecommunications Allowance	\$2,175
Travelling Reimbursements (incl ARIC)	\$9,000

President and Deputy President annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$11,302
Deputy President	\$2,857

Superannuation to be paid to elected members as follows:

President	\$1,356
Deputy President	\$ 343
Councillors	\$5,070

2. The meeting attendance fee for the Independent ARIC Chair or Deputy Chair be set at \$200 per meeting.
3. The level to be used in statements of financial activity in 2026/2027 for reporting material variances shall be 10% and a minimum of \$10,000.

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

Reason for Variation

Council deliberated that a 3.5% increase, consistent with the SAT recommendation was more appropriate.

9.4 Register of Delegations – Annual Review

File Reference	
Report Date	12/05/2026
Applicant/Proponent	Council, CEO
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer Candice Watson - PACEO
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Colin Ashe, Acting CEO
Attachments	1. Register of Delegations 2026 – Page 98

PURPOSE

To present the outcome of the annual review of the Register of Delegations and seek Council adoption of the updated Register, including the addition of a new delegation relating to contract fuel cost recovery arising from a change in law.

BACKGROUND

Section 5.46 of the *Local Government Act 1995* requires a local government to maintain a Register of Delegations and to review any delegation to the Chief Executive Officer, and in turn for the CEO to review delegations to employees on an annual basis or whenever a change is required.

Council last reviewed and adopted the Register of Delegations to the CEO at its meeting held on 16 June 2025. The CEO also confirmed at the same meeting he had conducted a review of delegations to officers at the same time.

COMMENT

A review of the Register of Delegations to the CEO has been conducted in May 2026 by the Chief Executive Officer and the PA to the CEO. The CEO at the same time conducted the review of his delegations to appropriate officers.

This year's review was a basic compliance review, confirming that:

- all delegations remain required;
- delegations continue to align with current legislation, regulations and local laws;
- delegations are allocated to appropriate positions; and
- no unintended expansion or reduction of delegated authority has occurred.

With two exceptions (one new delegation and an amendment to one delegation), no substantive changes to the remaining delegations are proposed as a result of the reviews.

New Delegation – 3.12 Contracts: Fuel Cost Recovery (Change in Law)

A new delegation, Delegation 3.12 – Contracts: Fuel Cost Recovery (Change in Law), is proposed to address an emerging governance issue arising from the introduction of externally mandated fuel cost recovery arrangements affecting certain operational contracts, particularly waste services.

The proposed delegation has been developed to ensure the Shire has a clear, lawful and auditable mechanism to respond to binding changes in law that require contract cost adjustments, while maintaining appropriate limits, controls and Council oversight. The delegation is deliberately narrow in scope and operates alongside, rather than replacing, the existing delegation for general contract variations.

During early 2026, Avon Waste requested an increase to the Waste and Recycling Services Contract due to increases in diesel prices. At the time:

- the contract did not contain a general rise and fall pricing clause;
- fuel price movements formed part of the contractor's commercial risk under the tendered contract; and
- no statutory or regulatory requirement existed requiring contract price adjustment.

As a result, the request could not be approved under existing contract variation delegations or the Shire's Procurement and Purchasing Policy.

Subsequently, the Road Transport Contractual Chain Order – Fuel Cost Recovery, made under the *Fair Work Act 2009 (Cth)*, came into effect. This Order represents a mandatory change in law, requiring parties in specific contractual chains, including local government waste services, to allow recovery of fuel cost increases, subject to strict conditions.

Importantly:

- the Order does not mandate a fixed increase;
- adjustments must be evidence-based, proportionate and contract-specific; and
- recovery must be temporary, reversible and limited strictly to fuel costs.

The introduction of the Order fundamentally altered the governance position from a discretionary commercial matter to a mandatory legal compliance requirement. The existing contract variation delegation (Delegation 3.8) is not designed to address ongoing, externally mandated adjustments that require frequent recalculation without altering contract scope or intent.

Delegation 3.12 has therefore been developed to:

- clearly distinguish mandatory change-in-law adjustments from discretionary variations;
- ensure adjustments are tightly constrained, temporary and auditable;
- prevent inadvertent repricing or scope expansion;
- enable timely and lawful compliance with external legal obligations; and
- preserve Council oversight where adjustments become ongoing or materially impact the Shire's financial position.

The proposed delegation includes explicit record-keeping and reporting requirements to maintain transparency and audit defensibility.

Modified Delegation – 19.1 Behaviour Complaints Committee (Revised)

The modified Delegation 19.1 – Behaviour Complaints Committee does not materially alter the scope of functions exercised by the Committee under clauses 12 and 13 of the Code of Conduct but introduces a number of clarifications and governance improvements. The delegation was reviewed and revised by the Chief Executive Officer in April 2026.

The revision expressly identifies Council as the delegator and specifies that the Behaviour Complaints Committee is comprised of Council Members only, thereby strengthening clarity and accountability.

Additional provisions confirm that the delegation cannot be sub-delegated, clearly document the statutory framework which underpins the delegation, and formalise record-keeping obligations by requiring that all decisions made under the delegation be recorded in the Committee's minutes in accordance with the Local Government (Administration) Regulations 1996.

The existing conditions and safeguards relating to authorisation by absolute majority, referral to the Local Government Inspector, conflicts of interest, closed meetings and compliance with adopted policies remain substantially unchanged. Overall, the amendments improve clarity, legislative alignment and governance robustness without expanding or restricting the Committee's existing decision-making powers.

CONSULTATION

Internal consultation was undertaken with all staff that hold delegated Authority as part of the annual review process.

Cr Pauline Bantock, Shire President
 Mr Sean Fletcher, Chief Executive Officer
 Mr Colin Ashe, Deputy Chief Executive Officer
 Mr Silvio Brenzi, Manager Works and Services
 Mr Gordon Houston, Environmental Health and Building Officer
 Ms Mikayla James, Community Emergency Services Manager
 Ms Candice Watson, Personal Assistant to the Chief Executive Officer
 Ms Katrina Humphries, Creditors Officer / Customer Service Liaison
 Ms Naomi Auhl, Rates Officer
 Ms Bridget Ralph, Community Development Officer

STATUTORY CONTEXT

Local Government Act 1995 – sections 5.42 to 5.46

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under:

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO – includes those matters that cannot be delegated to the CEO and hence other staff and committees of council e.g. any matter requires an absolute majority by council, appointing an auditor, borrowing money.

5.44. CEO may delegate powers and duties to other employees – CEO can undertake sub delegations.

5.45. Other matters relevant to delegations under this Division – Confirmation of the Interpretation Act re time, amending or revoking delegations must be by absolute majority and the concept of acting through.

5.46. Register of, and records relevant to, delegations to CEO and employees - CEO is to keep a register of Council delegations to CEO and CEO delegations to employees. Delegator is to review the delegations made once every financial year.

Local Government (Functions and General) Regulations 1996 - Regulation 21A

Regulation 21A limits contract variations to those that are necessary to supply the services and do not change contract scope. In the Waste Contract, pricing adjustments arising from binding changes in law meet this test, as they are mechanical, evidence-based and do not involve repricing, scope expansion or risk reallocation. Delegation 3.12 enables the CEO to implement such lawful adjustments administratively, where prices vary frequently, while remaining fully constrained by Regulation 21A.

Fair Work Act 2009 (Cth) – Road Transport Contractual Chain Order (Fuel Cost Recovery)

The Road Transport Contractual Chain Order (Fuel Cost Recovery), made under the *Fair Work Act 2009 (Cth)*, imposes mandatory, evidence-based fuel cost recovery across road transport contractual chains, requiring regular (including fortnightly) price adjustments limited strictly to fuel cost impacts. The Waste Industry (and a number of other road transport groups) fall under Commonwealth jurisdiction and not the State of Western Australia.

This matter applies to the Shire of Victoria Plains because: although local governments are not automatically treated as trading entities under Commonwealth legislation, a local government may be subject to Commonwealth regulatory obligations where legislation applies to participants in regulated contractual chains or activities, irrespective of whether the local government itself is a constitutional (trading) corporation.

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

Delegation

Nil

Policy Implications

Under 4.3, correct delegations in place are part of the checks and balances that ensure the organisation is compliant.

Other Corporate Document

Nil

Risk Analysis

Consequence:	Likelihood:	Risk	Risk Acceptance	Outcome
Compliance	Likely			
Extreme (5) Imposed penalties to Shire/Officers Failure to delegate properly has been a key focus and finding in previous inquiries into councils and officers.	At least once per year (4) A review of delegations must be completed once each financial year	Extreme (20)	Council/CEO Controls are adequate.	Council has successfully reviewed its delegations for the last year and the CEO has implemented instruments of delegation, hence the risk is currently low.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: Yes

Officer Recommendation / Council Resolution [OCM:2605-10]

Moved: Cr E Williams

Seconded: Cr S Woods

That Council:

1. In accordance with s.5.46(2) of the *Local Government Act 1995* **CONFIRMS** it has completed the review for the 2025-2026 Financial Year regarding the delegations it has made under Division 4, including one added Delegation and one Modified Delegation. (Register of Delegations 2026 - as set out in Attachment 1)
2. **ADOPTS** the Register of Delegations as presented, including:
 - a. The addition of Delegation 3.12 – Contracts: Fuel Cost Recovery (Change in Law)
 - b. Modification of Delegation 19.1 Behaviour Complaints Committee (Revised).
3. **NOTES** that the CEO has completed the review of his delegations to employees.

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

File Reference	
Report Date	19 May 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Resolution No.2204-13 on 26 April 2023 and Resolution No.2308-09 on 23 August 2023.
Prepared by	Joe Douglas – Planning Officer
Senior Officer	Not applicable
Authorised by	Colin Ashe – Acting Chief Executive Officer
Attachments	1. Proposed Road Closure Image 1 – Page 186 2 Proposed Road Closure Image 2 – Page 187

PURPOSE

This report recommends that Council resolve to endorse a revised road closure plan for the proposed permanent closure of portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite pursuant to section 58 of the *Land Administration Act 1997* to account for a drafting error contained in the final proposed road closure plan submitted to the Department of Planning, Lands and Heritage in September 2023 to obtain the Hon. Minister for Lands' final approval.

BACKGROUND

At its Ordinary Meeting held on 23 August 2023 Council resolved pursuant to section 58 of the *Land Administration Act 1997* to request the Honourable Minister for Lands' approval to permanently close portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite in accordance with the details shown in the plan contained in Attachment 1 to this report.

The plan originally endorsed by Council proposed that a 7,729m² portion of Calingiri-New Norcia Road be permanently closed (see the green shaded road closure area in the plan contained in Attachment 1).

COMMENT

A detailed review of the road closure plan by the Department of Planning, Lands and Heritage has confirmed a 1.29 hectare portion of Calingiri-New Norcia Road must be permanently closed to reflect the Shire's previous agreement with Cooperative Bulk Handling Limited regarding the road closures and future disposition of the road reserves to be permanently closed.

A revised road closure plan has now been prepared to correct the error identified by the Department of Planning, Lands and Heritage which is hereby submitted for Council's formal consideration and endorsement (see Attachment 2).

Council should note the road closure proposal has been formally approved by the Minister for Lands. Council's formal endorsement of the revised road closure plan is required to allow the Department of

Planning, Lands and Heritage to issue formal survey instructions to a licensed surveyor to allow the road closure to be finalised.

CONSULTATION

The road closure proposal was advertised for public comment in accordance with the procedural requirements of the *Land Administration Regulations 1998* with no objections received. Given the purpose and intent of the proposed road closure and the fact the revised plan does not change anything aside from the land area requirements which are not significant and will have no detrimental impacts, no further public advertising is required.

STATUTORY CONTEXT

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

CORPORATE CONTEXT

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

Integrated Strategic Plan 2022-2032

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

2. Economy

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

3. Environment

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

4. Civic Leadership

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

Delegation

Nil

Policy Implications

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

Other Corporate Document

Nil

Risk Analysis

The risks associated with this project are considered to be low given the significant amount of work undertaken by the Shire to-date to 'prove up' the proposal which is evidenced by the fact all necessary approvals have now been secured.

FINANCIAL IMPLICATIONS

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

Council should note this report and revised plan attached have been prepared by the reporting officer at nil cost to the Shire given he was ultimately responsible for the drafting error contained in the final proposed road closure plan endorsed by Council in August 2023 and subsequently submitted to the Department of Planning, Lands and Heritage in September 2023 to obtain the Hon. Minister for Lands' final approval.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM:2605-11]

Moved: Cr N Smith

Seconded: Cr S Woods

That Council **RESOLVE** to:

1. **ENDORSE** the revised road closure plan for the proposed permanent closure of portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite contained in Attachment 2 of this report to account for a drafting error contained in the final proposed road closure plan submitted to the Department of Planning, Lands and Heritage in September 2023 to obtain the Hon. Minister for Lands' final approval pursuant to section 58 of the Land Administration Act 1997; and
2. **AUTHORISE** the Shire Administration to submit the revised road closure plan contained in Attachment 2 of this report to the Lands Division of the Department of Planning, Lands and Heritage to allow the Department to issue formal survey instructions to a licensed surveyor to allow the road closure to be finalised.

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

Mr G Houston, Shire EHOBS, joined the meeting at 2.22PM via teleconference.

9.6 Adjourned Item 9.6 OCM February 2026: Draft policy – Community Engagement: Significant Matters

File Reference	
Report Date	20 May 2026
Applicant/Proponent	CEO
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Item 9.6 OCM February 2026 – Resolution OCM2602-8 Item 9.13 OCM April 2026 – Resolution OCM 2604-14
Prepared by	Gordon Houston; EHOBS
Senior Officer	CEO
Authorised by	Colin Ashe, Acting CEO
Attachments	Nil

Purpose

To present additional advice on adjourned matter 9.6 *Draft policy – Community Engagement: Significant Matters* to enable resolution of the matter.

Background

At the February 2026 OCM, Council adjourned the matter subject of this item to enable more information to be provided on representation on the proposed Community Reference Group being suggested as part of the proposal.

The Matters' principal intention was for Council to;

- Adopt a policy that enunciates Council's position in relation to mining and other significant matters; and
- Support the formation of a deliberative forum or Community Reference Group (CRG); a vehicle for formal engagement by proponents (of major projects) of the Shire, its community and relevant stakeholders, on matters of significance likely to have social, environmental and/or economic impact on the municipality.

It is noted that the CRG does not vote on matters before it.

Comment

While the proposed policy and the principle of the formation of the CRG appeared to meet acceptance, there were some questions around the proposed membership of the CRG, particularly in relation to community representation.

The background to the item suggested the following community representation:

- *Proponent*
 - *up to 3 representatives appointed by the proponent, including the person responsible for environmental management of the project.*

- *Shire*
 - *Shire President or nominated Councillor representative*
 - *CEO or nominated representative*
- *Community*
 - *Selected or nominated representatives from each townsite*
 - *Selected or nominated representatives from applicable rural location(s)*
- *Environment NGOs*
 - *One nominated representative (on behalf of Australian Conservation Foundation, Conservation Council of WA, The Wilderness Society, Environmental Defenders Office etc)*
- *Environment*
 - *Regional Natural Resources Management*
- *Government*

(As relevant - nominated senior representative or case-by-case invitation)

- *Department of Communities*
- *Department of Education*
- *Department of Fire and Emergency Services*
- *Department of Health*
- *Department of Local Government, Industry Regulation and Safety*
- *Department of Mines, Petroleum and Exploration*
- *Department of Planning, Lands and Heritage*
- *Department of Primary Industries and Regional Development,*
- *Department of Transport and Major Infrastructure*
- *Department of Water and Environmental Regulation*
- *Main Roads Western Australia*
- *Water Corporation*
- *WAPOL*
- *Western Power*

- *Executive Support*
 - *Consultant EHO (or other 3rd party) – CRG Chair*
 - *Administration Support (Meeting Coordination – agendas and minutes, minute-taking, CRG member/proponent liaison etc)*

As per above, the suggested option for the Community Membership of the CRG was as follows:

Community

- Selected or nominated representatives from each townsite
- Selected or nominated representatives from applicable rural location(s)

This suggested representation could be considered problematic for various reasons, not least of which is a perception that this could be seen to limit wider community participation in the CRGs. A suggested alternative to this representation is as follows:

- That instead of selected or nominated membership, the CRG extends an open invitation to community members to attend CRGs of interest to them;
- That the Victoria Plains community is advised on a regular basis of the opportunity available to them to submit questions of any proponents (with projects in front of the CRG) at any time, for inclusion in subsequent CRG agendas, so that proponents can supply answers which will subsequently be on the record;
- That the method of submitting queries to a CRG is simple and practical for all residents (e.g. through their elected members, via email or online to the Executive etc);
- That groups of residents can attend the CRGs and those groups with a like interest can nominate a spokesperson for interaction with a CRG meeting.

This suggested methodology provides opportunities for any residents of the Shire to submit information to or ask questions of the proponents (and the other stakeholders on the Group such as the agency membership) on all matters pertaining to the projects and to attend the CRGs to hear the responses.

The methodology does not prevent questions being asked by the community members in attendance, but it is envisaged that those queries would be taken on notice unless the proponent or particular stakeholder indicates they are willing to provide a response at the time.

The above suggested community participation model can be detailed in the Terms of Reference to be adopted the inaugural CRG meeting once its formation is supported by Council.

Consultation

Subsequent to the initial agenda item, the following consultation has been had:

- Council Briefing Session – May 2026
- All Councillors
- Mr Sean Fletcher, Chief Executive Officer

Statutory Context

Local Government Act 1995

3.1 General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —
 - (a) the need —
 - (i) to promote the economic, social and environmental sustainability of the district; and
 - (ii) to plan for, and to plan for mitigating, risks associated with climate change; and
 - (iii) in making decisions, to consider potential long-term consequences and impacts on future generations;
 - (b) the need —
 - (i) to recognise the particular interests of Aboriginal people; and
 - (ii) to involve Aboriginal people in decision-making processes;
 - (c) the need to consider collaboration with other local governments.

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 forward plan for emerging industries
STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.2 Shire communication is regular, clear and transparent	Residents and community groups believe they are being listened to and fairly treated
	Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities

The integrated strategic plan and corporate business plan are located on the SoVP website at the following link:

<https://www.victoriaplains.wa.gov.au/documents/606/integrated-strategic-plan-and-corporate-business-plan>

Delegation

- Nil

Policy Implications

- Nil

Other Corporate Document

- Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation Lack of a clear policy regarding formal engagement of proponents of significant matters with the Shire and its communities	Insignificant (1) Substantiated, low impact, low news profile	Unlikely (2) The event could occur at some time(<10% chance) At least once in 10 years	Low (2)	Acceptable Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	<ul style="list-style-type: none"> • New communications policy for Matters of Strategic Significance adopted by Council • CRG formed and operational • Minutes of CRG meetings circulated and accessible.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter. Costs will be limited to officer time and minor administrative costs.

Voting Requirements

Absolute majority required: No

Officer Recommendation

Moved: Cr N Smith

Seconded: Cr P Bantock

1. ACCEPT the information supplied by staff to support 9.6 OCM February 2026: Draft policy – Community Engagement: Significant Matters
2. RECEIVES the document titled *Guiding Principles - Mining and Other Significant Matters and ENDORSES* the principles contained there-in;
3. ADOPTS the policy titled “Community Engagement; Significant Matters”; and
4. ENDORSES the formation by the CEO of the Significant Matters Community Reference Group.

Councillor Motion / Council Resolution [OCM:2605-12]

Moved: Cr R Johnson

Seconded: Cr S Woods

That Council **MOVE INTO** Standing orders under 8.9 and 8.10 at 2.24PM.

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

Amendment / Council Resolution [OCM:2605-13]

Moved: Cr P Bantock

Seconded: Cr S Woods

1 **ACCEPT** update provided at the May 2026 OCM to the draft Community Significant Matters Engagement Policy including Council’s position that Community representation will be by open invitation to attend SMCRG meetings.

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

Council Motion / Council Resolution [OCM:2605-14]

Moved: Cr R Johnson

Seconded: Cr S Woods

That Council **RESUME** Standing Orders at 2.38PM

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

Amendment / Council Resolution [OCM:2605-15]

Moved: Cr S Woods

Seconded: Cr R Johnson

1 **ACCEPT** update provided at the May OCM to the draft Policy – Community Engagement: Significant Matters, including Council’s position that Community representation will be by open invitation to attend SMCRG meetings.

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

Return to the Substantive Motion

Council Resolution [OCM:2605-16]

Moved: Cr N Smith

Seconded: Cr P Bantock

That Council

1. **ACCEPT** update provided at the May OCM to the draft Policy – Community Engagement: Significant Matters, including Council’s position that Community representation will be by open invitation to attend SMCRG meetings.
2. **RECEIVES** the document titled *Guiding Principles - Mining and Other Significant Matters and ENDORSES the principles contained there-in;*
3. **ADOPTS** the policy titled “Community Engagement; Significant Matters”; and
4. **ENDORSES** the formation by the CEO of the Significant Matters Community Reference Group.

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

Reason for Variation

To include the specific naming of the draft Community Significant Matters Engagement Policy and to clarify that Community representation will be by open invitation to attend SMCRG meetings.

Mr Gordon Houston, Shire EHOBS, withdrew from the meeting via teleconference at 2.47PM and did not return.

- 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**

PUBLIC CONFIRMED OCM MINUTES

12.1 Meeting Closed to the Public re Items 12.2 and 12.3

File Reference	
Report Date	12 May 2026
Applicant/Proponent	Sean Fletcher, CEO
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher, CEO
Senior Officer	N/A
Authorised by	Sean Fletcher, CEO
Attachments	Nil

PURPOSE

For Council to resolve to close the meeting to the public for Agenda Items 12.2 and 12.3 in accordance with the *Local Government Act 1995*.

BACKGROUND

Council is required to consider matters at this meeting that are of a confidential nature and are not appropriate for discussion in an open meeting.

COMMENT

Agenda Items 12.2 and 12.3 contain information that meets the criteria for confidential matters under Section 5.23(2) of the *Local Government Act 1995*.

In accordance with the Act and the Shire of Victoria Plains Meeting Procedures Local Law 2018, Council may resolve to close the meeting to members of the public for the consideration of those items.

The information to be considered under Items 12.2 and 12.3 relates to:

- Section 5.23(2)(a) – *a matter affecting an employee or employees, and*
- Section 5.23(2)(c) – *a matter affecting the commercial or financial interests of the local government.*

CONSULTATION

N/A

STATUTORY CONTEXT

Local Government Act 1995

- Section 5.23(2)(a) – matters affecting employees
- Section 5.23(2)(c) – matters affecting the commercial or financial interests of the local government

Shire of Victoria Plains Meeting Procedures Local Law 2018 – provisions relating to the closure of meetings to the public.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan
N/A

Delegation
N/A

Policy Implications
N/A

Other Corporate Document
N/A

Risk Analysis
N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation / Council Resolution [OCM:2605-17]

Moved: Cr E Williams

Seconded: Cr N Smith

That Council, in **ACCORDANCE** with Section 5.23(2)(a) and Section 5.23(2)(c) of the *Local Government Act 1995* and the Shire of Victoria Plains Meeting Procedures Local Law 2018, resolves to **CLOSE** the meeting at 2.48PM to members of the public for consideration of Agenda Items 12.2 and 12.3.

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

12.2 Quarterly Update – CEO’s KPIs April 2026 (Confidential)

File Reference	
Report Date	6 May 2026
Applicant/Proponent	Sean Fletcher, Chief Executive Officer
Officer Disclosure of Interest	Financial
Previous Meeting Reference	Item 12.4 Feb 2026
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. CEO KPI Report April 2026 – Page 201

VOTING REQUIREMENTS

Absolute majority required: Yes (Matters to do with CEO’s Contract)

Officer Recommendation / Council Resolution [OCM:2605-18]

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **ACCEPTS** the April Quarter 2026–2027 update on the CEO Key Performance Indicators and **NOTES** that the following KPIs are recorded as completed for the quarter: KPI 4 (Safety Performance Reporting), KPI 10 (Annual Maintenance Schedules), and KPI 11 (Customer Service Charter Review).

CARRIED BY ABSOLUTE MAJORITY AND BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

12.3 Contract for Services – Delivery of Stage 1 ESA Ground Station, Yarawindah (Confidential)

File Reference	
Report Date	6 May 2026
Applicant/Proponent	Sean Fletcher, Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Item 9.4 OCM 25 February 2026 – Resolution 260225-6
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. Contract with Stratham Engineering Consultancy Services – Page 214

VOTING REQUIREMENTS

No

Officer Recommendation / Council Resolution [OCM:2605-19]

Moved: Cr N Smith

Seconded: Cr S Woods

That Council **ENDORSES** the engagement of Stratham Engineering Consultancy Services for the delivery of Stage 1 of the Visitors Precinct at the European Space Agency Ground Station, Yarawindah (New Norcia) for a contract value of \$350,000 plus GST, in accordance with the *Local Government Act 1995, Local Government (Functions and General) Regulations 1996*, including: Regulation 11, and the Shire's Procurement Policy 3.1.

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

Council Resolution [OCM:2605-20]

Moved: Cr S Woods

Seconded: Cr E Williams

In accordance with the Shire's Meeting Procedures Local Law 2018 **REOPENS** the meeting to the public at 2.52PM.

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

The Confidential Item resolutions were taken as read aloud.

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.54PM

These minutes were confirmed at the Ordinary Council Meeting held on 1 July 2026

Date 1 July 2026

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.

PUBLIC CONFIRMED OCM MINUTES