



MINUTES

Ordinary Council Meeting

28 May 2025

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

Commencing – 2:01PM



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 28 May 2025 commencing at 2:01PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.01PM

1.2 Announcements by Shire President

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

2 REMOTE ATTENDANCE BY ELECTED MEMBERS

N/A

3 RECORD OF ATTENDANCE

Members present

Cr P Bantock – Shire President and Presiding Member
Cr S Woods – Deputy Shire President
Cr D Lovelock
Cr S Penn
Cr R Johnson

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 Katrina Humphries
Council Support Officer – Mrs J Klobas

Apologies	N/A
Approved leave of absence	N/A
Visitors	Nil
Members of the public	Nil

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 12.2. “Quarterly Review of CEO’s KPI’s (2025-2026)” due to “Financial Local Government Act s5.70”.
Financial	Cr P Bantock declared a Financial interest in item 9.7 “Local Heritage Survey 2025” due to “My property is named / located within the Heritage Plan and is the Old Mogumber Post Office and Store”.

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 Question Without Notice

Nil

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 OCM2505-022

Moved: Cr R Johnson
Seconded: Cr D Lovelock

That the minutes of the Ordinary Council Meeting held 30 April 2025 as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson
Against: Nil

UNCONFIRMED PUBLIC

9 REPORTS REQUIRING DECISION

9.1 ACCOUNTS FOR ENDORSEMENT - APRIL 2025

File Reference	
Report Date	21 May 2025
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Glenn Deocampo – Coordinator Financial Services
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. List of Payments - April 2025

PURPOSE

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

N/A

Risk Analysis

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2505-023

Moved: Cr S Woods
Seconded: Cr D Lovelock

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson
Against: Nil

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	00041 - 00042	297,807.18
Creditor Cheque Payments		0.00
Direct Debit Payment**	PPIN01485 – PPIN01618 DD000025-DD000026	58,130.47
Credit card – Bendigo Bank	PPIN01588	1,385.98
	PPIN01589	1,800.75
	PPIN01612	1,145.96
	PPIN01613	4,437.08
Fuel Card – Wright Express	PPIN01548	13.18
Salaries and Wages EFT	PE09/04/25; PE23/04/25	126,396.74
Trust Payments		0.00
	TOTAL	491,117.37

Local Spending	\$	%
Local Supplier	60,477.96	12.3
Payroll	120,077.71	24.4
Total	180,555.67	36.8

9.2 MONTHLY FINANCIAL STATEMENTS - APRIL 2025

File Reference	
Report Date	20 May 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 Statements - April 2025

PURPOSE

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

The financial statement for April 25 indicates a reported surplus of \$89,337 as detailed in the Statement of Financial Activity. Whilst this is a positive number, its primarily because adjustments have been made to Contract Assets and Contingent Liabilities as funding owed is claimed and expenditure on funds received offset. The shire is still experiencing cashflow issues and this will continue to due to a number of factors including but not limited to:

- A forecast budget of deficit (\$94,294) which has not been offset.
- Intersection Project (\$108,050) over budget as at Apr 25 and will increase in May 25.
- A reduction in offset funding from CBH of \$39,260 which will not be received.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Apr 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 \$89,337. Of note, the YTD budget forecast is (\$170,939), a (\$260,276) difference and in simple terms, reflective of the points articulated above.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$1,503,631 with an Unrestricted Municipal Bank Balance of \$315,281 and \$1,188,350 in Restricted Cash, the latter comprising:

- \$987,220 in Reserves
- \$201,130 major grant funding received and quarantined only partially cash backed (see note 11).

Whilst the cash balance looks relatively healthy, this is to provide cashflow on creditor payments due. This funding has in effect been sourced from Restricted Funding with the intent to undertake a true up by 30 Jun 25.

Note 4 – Debtors:

An overall (net) balance of \$488,330 of which comprises:

- \$112,107 in rate debtors.
- \$376,223 in sundry debtors primarily GST and CBH invoicing for the intersection project.
- \$1,658 has been referred to the Fine Enforcement Registry (FER) for firebreak infringements.

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

- \$7,479 or 0.06% is now overdue and will be referred to debt collectors.
- \$61,082 or 54% Revaluations net of credits pending interim rates.
- \$21,859 or 19% adhoc payment arrangements.
- \$11,632 or 10% with Debt Collection.
- \$8,712 or 0.07% Pensioner Rebates to be claimed.
- An overall collection rate of 98%.

Note 5 Reserves:

Reserve interest is slightly behind the forecast but can be attributed to timing of maturity to the term deposit. There are a number of budgeted Reserve transfers planned to occur but may not be feasible due to the budget deficit forecast. This includes:

- \$8,000 to the Long Service Reserve.
- \$95,285 to the Plant Reserve.
- \$50,000 to the Grant Reserve (net).

Note 7 – Capital Program

Capital expenditure progressed during Apr 25 across all activities including road construction with significant expenditure still to be reflected in the financial statements. Council should expect a significant financial impact once invoices are received and processed. Specifically for Apr 25;

- Admin Office Carpark is completed as far as budgeted for (LRCI).
- 9T Tip Truck has been received costing \$286,551 but the invoice yet to be paid.

- Waste Sorting Facility completed at a cost of \$135,622.
- Yerecoin 100th celebrations monument contribution of \$10,000 (LRCI) provided.
- Footpath program completed at a cost of \$60,318.
- R2R Calingiri-New Norcia reconstruction at a cost of \$258,290 completed.
- Calingiri – New Norcia Intersection project in progress - \$578,050.
- TTG Toodyay – Bindi Bindi Rd in progress - \$506,536

Note 10 – Grants and Subsidies

Allocations have been made from LRCI funding held in Restricted Funding have been made to been reflect the current financial position. Claims totalling \$884,913 have been made for:

MRWA Intersection project	\$169,008
CBH intersection project	\$260,740
R2R	\$274,740
LRCI	\$180,425

During Apr and May 25 to assist with cashflow but noting some of planned works associated with this funding may not be completed by 30 Jun 25 in which case, the shire needs to quarantine the funding.

Note 11 – Restricted Funds

Funding allocated for road projects and other infrastructure initiatives triggered amounts to \$977,574 however the amount cash backed is only \$201,130, leaving a shortfall of (\$775,823). Much of this is WSNF funding received and invoices will be received shortly, further illustrating the need for an injection of cash as indicated in note 10 in order to meet this and other commitments.

Note 12 – LRCI Program

Significant progress has been made in these funded activities, a total of \$392,792 being expended of the \$601,419 funding line. As per note 10, a submission has been made to receive the remaining funds and the program will be completed where possible by 30 Jun 25 and pending receipt of these funds.

Note 14 – Material Variances

Some details have been provided with greater granularity to occur as part of the budget review process.

CONSULTATION

DCEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –

Section 3 – Financial Management

Strategic Business Plan/Corporate Business Plan

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

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 OCM2505-024**Moved:** Cr S Woods**Seconded:** Cr R Johnson

That:

1. Council **RECEIVE** the 30 Apr 2025 Monthly Financial Statements as presented.
2. **ENDORSE** the following actions to assist in cashflow and forecast budget deficits;
 - a. Increase the bank overdraft limit from \$300,000 to \$600,000.
 - b. Defer undertaking budgeted transfer to Reserves of \$153,285 if required to offset the forecast budget deficit.

CARRIED BY UNANIMOUS DECISION OF COUNCIL**For:** Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson**Against:** Nil

UNCONFIRMED PUBLIC

9.3 CONDUCTING OF LOCAL GOVERNMENT ORDINARY ELECTION OCTOBER 2025

File Reference	
Report Date	21 May 2025
Applicant/Proponent	Minister for Local Government; WA Electoral Commissioner
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Candice Watson – PA to the CEO
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	CEO
Attachments	<ol style="list-style-type: none"> 1. LGE2025 Cost Estimate Victoria Plains 2. Written Agreement LGE2025 Victoria Plains signed

PURPOSE

Council is being asked by the Minister for Local Government and the WA Electoral Commissioner to resolve the method for conducting the 18 October 2025 Local Government Ordinary Election. The recommended method is to conduct the election by postal vote.

BACKGROUND

Local government elections are required to be conducted every two years, on the third Saturday in October. A local government election cannot be held at the same time as a State election or a Federal election.

Method of Conducting the Election

The election is conducted over an 80 day cycle that will commence towards the end of July 2025.

Accordingly, there are two options available for Council to make a decision regarding conducting an election:

Option 1 – In Person

There are two ways of undertaking such a process:

- The CEO is the returning officer in this instance.
- However, Council may select another person to be the returning officer providing:
 - o That person agrees; and
 - o That the Electoral Commissioner agrees to the appointment of this person.

The Shire will also need to purchase a licence to use the WA Electoral Commission's software to conduct the counting of votes.

Option 2 – Postal Election

The Electoral Commissioner of Western Australia is required to conduct the election in this situation. The Electoral Commissioner appoints the returning officer. However, the CEO provides other administrative support regarding the election. This includes officers appointed by the CEO to assist the returning officer with the conducting of the election.

The returning officer is on site during the election cycle to ensure nominations are managed correctly, to provide staff training and to undertake the count. This also includes providing a candidate information evening, dealing with disputes or claims of inappropriate conduct.

Under s.4.61(7) of the Local Government Act, unless Council resolves by an absolute majority to conduct a postal election, the election must be an in-person election.

The motion required to conduct a postal election, which must be carried by an absolute majority, is as follows:

1. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary elections together with any other elections or polls which may be required.
2. Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election in Point 1 will be as a postal election.

COMMENT

The WA Electoral Commission wrote to the CEO on 12 December 2024 regarding the cost estimate for it to run the election. The CEO responded on 19 December 2024 that the Shire accepts the quote.

The WA Electoral Commission emailed the author on 6 May 2025 seeking confirmation regarding the quote. The author responded on the same day that the CEO had already accepted the quote. The WA Electoral Commission apologised and has now issued for Council's consideration accepting the WA Electoral Commissioner's agreement to conduct the election (Attachment 1).

CONSULTATION

WA Electoral Commission

Mr Sean Fletcher, Chief Executive Officer

STATUTORY CONTEXT

Local Government Act 1995

Sections 4.20(4) and 4.61(2) of the Act apply in appointing the Electoral Commissioner to conduct the election on behalf of the Shire of Victoria Plains.

Under s.4.61(7) of the Local Government Act, unless Council resolves by an absolute majority to conduct a postal election, the election must be an in-person election.

Under s.4.48(1) a candidate for an election must complete the Local Government Candidate Induction.

Local Government (Administration) Regulations

The requirements for advertising an election are found under Part 1A – Public Notices. Information regarding the requirements is found in the comments section of this report.

The election must be advertised using statewide advertising.

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		

Conducting of the election requires the CEO and his key staff to have a good knowledge of the local government election process.

Delegation

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance Failure to meet the statutory requirements to conduct an election	Extreme (5) Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Possible (3) The event will occur at least once per year	High (15)	Senior Management Team/CEO Urgent Attention Required Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring CEO and senior staff have key activities that must be achieved during the election cycle	Under the postal election process, the election is managed correctly and in accordance with the WA Electoral Commission, the state expert in conducting elections. This would reduce the risk to low/insignificant.

FINANCIAL IMPLICATIONS

The WA Electoral Commission cost of the ordinary election is \$12,682 (ex GST), no increase on the previous election, and will need to be put forward for inclusion in the 2025/2026 Budget. A further \$2,500 may be needed for other election costs.

In Person Election

The CEO as returning officer and other staff as electoral officers will require payment outside of office hours to conduct information sessions and running the election on the Saturday. There is the advertising expense and other miscellaneous costs. This expected cost would be approximately \$5,000 for advertising in the West Australian is mandatory if using the CEO as the returning officer.

In addition to this is, the additional cost regarding the time that the CEO and other officers will need to set aside to conduct the process over the election cycle of 80 days, which will certainly impact on their workload and achieving key objectives. This will be even more so given there will be a new election process introduced.

Postal Election

The cost for the Electoral Commissioner to conduct the 2025 election for the general spill is \$12,682 (ex GST). This includes payment for the returning officer, the required advertising and the postal election packages.

VOTING REQUIREMENTS

Absolute Majority

Officer Recommendation / Council Resolution OCM2505-025

Moved: Cr D Lovelock
Seconded: Cr S Penn

That Council:

1. **DECLARES**, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any OTHER elections or polls which may be required.
2. **DECIDES**, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election in Point 1 will be as a postal election.
3. **ALLOCATES** \$12,682 (GST exclusive) to the 2025/2026 Budget for the WA Electoral Commission to run the 2025 Local Government Ordinary elections.

CARRIED BY UNANIMOUS DECISION AND BY ABSOLUTE MAJORITY OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson
Against: Nil

9.4 COMMITTEE PRESIDING MEMBER APPOINTMENTS

File Reference	
Report Date	21 May 2025
Applicant/Proponent	Department of Local Government, Sporting and Cultural Industries
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Candice Watson – PA to the CEO
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	CEO
Attachments	Nil

PURPOSE

That council appoint a Committee Presiding Member for the Audit Committee and the Disciplinary Committee.

BACKGROUND

The changes made to the *Local Government Act 1995* (The Act) last year require Local Governments to obtain a Council decision, by *Absolute Majority*, to appoint a Committee Presiding Member by no later than 1 July 2025.

COMMENT

Reforms replacing Audit Committees with Audit, Risk and Improvement Committees have not yet taken effect. There is no current requirement to appoint an independent person as the Presiding Member of Audit Committees until this happens.

When committees are re-established, following the 2025 Local Government Elections, Council will again appoint, *by absolute majority*, each Committee's Presiding Member / Deputy Presiding Member.

The expectation is that the current presiding members will be appointed. Please note that the Disciplinary Committee has not met during the current term and so the presiding member position is vacant.

STATUTORY CONTEXT

Local Government Act 1995

- s5.12 - The local government (the Council in this instance) must appoint a member of a committee to be the presiding member of the committee.
- s5.13 - Deputy presiding members (Optional), functions of if, in relation to the presiding member of a committee —
 - (a) the office of presiding member is vacant; or
 - (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

This applies to current Audit Committees and any other Committee established under s.5.8 of the Act.

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	Council is supported by a skilled team

It is incumbent on the CEO to provide relevant advice.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

The perceived risks are as follows:

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Failing to observe requirements of relevant legislation	Non-compliance results in termination of service or imposed penalties. Single major litigation	At least once per years		Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	CEO in conjunction with key staff to ensure Council appoint presiding members by 1 July 2025. This will reduce the risk to Insignificant

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

Officer Recommendation

Moved: Cr R Johnson
Seconded: Cr D Lovelock

That Council APPOINT:

1. Cr Pauline Bantock as the Presiding Member for the Audit Committee.
2. Cr Suzanne Woods as the Presiding Member for the Disciplinary Committee.

Amendment / Council Resolution OCM2505-026

Moved: Cr R Johnson
Seconded: Cr D Lovelock

That Council APPOINT:

1. Cr Pauline Bantock as the Presiding Member for the Audit Committee.
2. Cr Suzanne Woods as the Presiding Member for the Behaviour Complaints Committee.

CARRIED BY UNANIMOUS AND BY ABSOLUTE MAJORITY DECISION OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson
Against: Nil

Reason for Variation

To correct the name of the Committee from *Disciplinary Committee* to *Behaviour Complaints Committee* within Resolution.

9.5	PROPOSED AMENDED LOCAL LAW - LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES, EXTRACTIVE INDUSTRIES
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File Reference	
Report Date	21 May 2025
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Candice Watson – PA to the CEO
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	CEO
Attachments	1. Shire of Victoria Plains Local Government Property and Public Places, Extractive Industries Amendment Local law 2025

PURPOSE

To initiate amendments to two Shire local laws to discharge a commitment given to the WA Parliamentary Joint Standing Committee (JSCDL) as part of the 2018 Review.

BACKGROUND

The Shire has recently completed a formal review of local laws under s3.16 of the *Local Government Act 1995*. While there were no comments received from the public, the Shire has previously agreed to amend the *Shire of Victoria Plains Local Government Property and Public Places, and Extractive Industries* local laws, which were published in the *Government Gazette* on 4 September 2018.

Local laws are subject to review by the JSCDL, which is a committee of the State Parliament that oversees the making of subsidiary legislation by government agencies and local governments.

The JSCDL wrote to the Shire requesting minor amendments to these two local laws made in late 2018. At its meeting held on 14 December 2018, council resolved to amend the local laws to comply with the request, but which have not yet been processed. It can do so by making an amendment local law.

COMMENT

The amendments requested are relatively straightforward and are set out in the draft Amendment Local Law attached to this report.

CONSULTATION

Mr Chris Liversage, who prepared this report.

STATUTORY CONTEXT

Section 3.12 of the *Local Government Act 1995* sets out the process to make or amend local laws. In summary, this requires:

1. Adoption of a draft local law
2. Calling for comments from the public;

3. Providing a copy of the local law to the CEOs of any State Government Department that administers legislation under which the local law is made;
4. Considering any comments received;
5. Deciding whether or not to modify the local law; and
6. 'Make' it.

The local law then comes into effect 14 days after publication in the Government Gazette.

The purpose and effect of the proposed *Shire of Victoria Plains Local Government Property and Public Places and Extractive Industries Amendment Local Law* is:

Purpose

To make various amendments to the local laws to amend:

- The definition of 'UAV' in the *Shire of Victoria Plains Local Government Property and Public Places Law 2018*; and
- Various references to other legislation and clarify the application of clauses relating to enforcement provisions of the *Shire of Victoria Plains Extractive Industries Local Law 2018*.

Effect

The local laws are amended.

The results of the community consultation and feedback from the Minister are to be considered by Council before it makes the local law.

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	

Strategic Priority 4.3 is relevant as the matter requires a decision regarding local laws applicable across the district.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance The Shire under the Local Government Act, is required to follow the process regarding the review of local laws	Moderate (3) Short term non-compliance but with no significant regulatory requirements imposed. Single moderate litigation or numerous minor litigations.	Likely (4) Probably occur in most circumstances At least once per year	High (12)	Executive Team (SMT) Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Through the CEO ensuring officers follow the required steps under the Local Government Act will ensure that the residual risk is low

FINANCIAL IMPLICATIONS

There are costs associated with the drafting of the proposed Amendment Local law, advertising for comments, and associated reports.

The Shire has engaged external assistance to do draft the amendment local law and associated reports, estimated at \$2,240 plus GST and advertising costs.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2505-027

Moved: Cr S Woods
Seconded: Cr R Johnson

That Council

1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, local public **NOTICE** be given stating that:
 - a. It is proposed to make a *Shire of Victoria Plains Local Government Property and Public Places and Extractive Industries Amendment Local law*, and a summary of its purpose and effect;
 - b. Copies of the proposed local law may viewed on the Shire's website and inspected at the Shire offices during normal opening hours;
 - c. Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;

2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given a copy of the proposed local law be sent to the CEOs of the WA Departments of Local Government and Mining;
3. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and
4. The results of the public consultation be presented to Council for consideration of any submissions received

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: **Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson**

Against: **Nil**

UNCONFIRMED PUBLIC

9.6 SHIRE OF VICTORIA PLAINS ECONOMIC DEVELOPMENT STRATEGY PROGRESS REPORT

File Reference	
Report Date	5 May 2025
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Harriet Murphy – Economic Development Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	
Attachments	1. Economic Development Actions Matrix

PURPOSE

The purpose of this item is to update Council on progress made in delivering the Shire of Victoria Plains Economic Development Strategy 2024 - 2029. Council is asked to note progress, as outlined against the priority actions identified in Appendix 1 Economic Development Actions Matrix.

BACKGROUND

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

The minimum requirement of the plan for the future is the development of:

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

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

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

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

The 2022-2032 Shire of Victoria Plains Integrated Strategic Plan identified a need to “*Develop and implement a business and industry attraction strategy (Economic Development Plan)*” which was subsequently developed and endorsed by Council in October 2024 - 2029.

COMMENT

Appendix 1 Economic Development Actions Matrix provides an update of progress made towards delivering each of the priority items identified in the Economic Development Strategy 2024-2029. A

whole of organisation approach to delivering on economic outcomes has resulted in many priorities showing progression well before the estimated delivery timeframes.

Significant progress has been made in the housing space, with the Shire leading a sizable collaborative project and securing \$32.7 million in Federal funding.

The Tourism Action Plan has been developed and tourism brand adopted. The tourism brand and associated marketing collateral will be released in line with the launch of the corporate brand early next financial year.

Substantial progress has been made in raising the awareness of the New Norcia European Space Agency, its importance in technological advancement and the part it plays in the global space industry. In addition, the Shire has played a critical role in advocating for State support for a tourism viewing platform and associated infrastructure to be installed prior to the inauguration event in October. The CEO is leading discussions with the Department of Jobs, Science, Tourism and Innovation, Wheatbelt Development Commission and Department of Primary Industry and Regional Development to ensure this project receives the level of support and exposure that it requires.

CONSULTATION

Mr Sean Fletcher – Chief Executive Officer

Mr Silvio Brenzi – Manager Infrastructure

Mr Joe Douglas – Planner

Mr Colin Ashe – Deputy Chief Executive Officer

Ms Katrina Humphries - Community Development Officer

STATUTORY CONTEXT

Section 5.56 (1) of the Local Government Act 1995 – Planning for the future

CORPORATE CONTEXT

Shire of Victoria Plains - Integrated Strategic Plan – 2.1 Support the diverse industry across the Shire.

Shire of Victoria Plains – Economic Development Strategy

Delegation

Nil

Policy Implications

Nil

Risk Analysis

Not Applicable

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2505-028

Moved: Cr S Penn

Seconded: Cr R Johnson

That Council **NOTE** progress made in delivering on the Economic Development Strategy 2024.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson

Against: Nil

UNCONFIRMED PUBLIC

Cr P Bantock, having declared a Financial Interest in this item due to *“My property is named / located within the Heritage Plan and is the Old Mogumber Post Office and Store”* withdrew from the meeting at 2.17pm.

Cr S Woods, as the Deputy President, assumed the Presiding Chair at this time.

9.7 LOCAL HERITAGE SURVEY 2025

File Reference	
Report Date	13 May 2025
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	NIL
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Community Development Officer
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	
Attachments	1. Final Local Heritage Survey 2025

PURPOSE

For Council to consider the final Local Heritage Survey 2025 inclusive of the appendices following public advertising.

BACKGROUND

The Heritage Act 2018 (the Act) requires each local government to identify places of cultural heritage significance in a Local Heritage Survey. This is intended to be an up-to-date list of such places, noting that the Shire's original Survey is in excess of 20 years old and needed review. An up-to-date survey is considered the most effective control to understanding the cultural heritage significance of places within the district, based upon collaboration with the community.

COMMENT

The Shire's Integrated Strategic Plan 2022 – 2032 highlights the importance of Recreational, Social and Heritage spaces within the Shire. The Plan identifies that “The Shire owned community buildings and places of interest are well maintained and used”.

This action is in part dependent on the Shire preparing an up-to-date Local Heritage Survey, to replace the original version dated September 1998. Once the Local Heritage Survey has been updated and renewed, it will be a good opportunity to consider ways in which to support place owners and the community in experiencing and learning about heritage.

Heritage surveys are a compilation of all places that the community, heritage consultant and previous Heritage surveys have identified that could be of heritage value. The survey then classifies those places that are assessed as having heritage value, into one of four Management Categories depending on their heritage significance.

In June 2023, community engagement was undertaken to invite new nominations for places, and obtain updated information for existing places, to form a new Draft Local Heritage Survey. This community engagement was unfortunately not attended well by residents.

In the Local Heritage Survey Management Categories 1 and 2 are provided specific heritage protection under the planning framework, while Category 3 and Category 4 indicate some heritage significance, though not to the degree that warrants protection under the planning framework.

In many cases, the assessment of a specific place is not able to classify it into one of the above four Management Categories, due to insufficient information or just because it does not have the heritage significance that allows it to be classified at all. In those situations, such places are included in the survey as having been nominated, but not classified and thus not having any encumbrances or protection as a heritage place.

CONSULTATION

Shire Residents

Mr. Sean Fletcher, Chief Executive Officer

Mr. Colin Ashe, Deputy Chief Executive Officer

Laura Gray, Heritage Intelligence (WA)

STATUTORY CONTEXT

Heritage Act 2018 – Part 8 Local Heritage Surveys

The *Heritage Act 2018* requires a local government to prepare a Local Heritage Survey (known as a Heritage Inventory under the previous Act). The purpose of a Local Heritage Survey includes:

- (a) Identifying and recording places that are, or may become, of cultural heritage significance in its district;
- (b) Assisting the local government in making and implementing decisions that are in harmony with cultural heritage values;
- (c) Providing a cultural and historical record of its district;
- (d) Providing an accessible public record of places of cultural heritage significance to its district; and
- (e) Assisting the local government in preparing a heritage list or list of heritage areas under a local planning scheme.

The adopted Local Heritage Survey must be made available to the public and provided to the Heritage Council.

Planning and Development (Local Planning Schemes) Regulations 2015

Heritage List

Local governments are required to establish and maintain a Heritage List under Part 3 of the Regulations. The purpose of the Heritage List is to identify and afford protection to places that are of considerable or exceptional cultural heritage significance.

CORPORATE CONTEXT

Strategic Plan 2022 – 2032

- 1.3 Recreational, social and heritage spaces are safe and are activated.
Shire owned community buildings and places of interest are well maintained and used.

Delegation

Nil

Policy Implications

State Planning Policy 3.5 Historic Heritage Conservation

and

Guidelines for Local Heritage Surveys 2022.

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation Progressing the Local Heritage Survey update for the first time since 1998 could create increased community attention on heritage, and this could create divergent community views.	Minor (2) Substantiated, low impact, low news profile.	Unlikely (2) Could occur at some time At least once in 10 years	Low (4)	Operational Manager Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.	This item has been reported and extensively advertised to the community previously, with relevant personnel meeting with residents to discuss heritage items or concerns.
Reputation The Draft Local Heritage Survey is not progressed.	Major (4) Substantiated, public embarrassment, high impact, high news profile, Third Party actions.	Likely (4) Probably occur in most circumstances. At least once er year.	High (16)	Executive Manager/CEO Risk acceptable with effective controls, managed by senior management and subject to monthly monitoring.	To ensure compliance with the Heritage Act, this option is not recommended.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2505-029**Moved:** Cr D Lovelock**Seconded:** Cr R Johnson

That Council:

- ENDORSES** the Final Local Heritage Survey 2025 inclusive of the appendices.
- REQUESTS** the Chief Executive Officer to advise the Heritage Council that the Shire has prepared a Local Heritage Survey in terms of Section 103 (1) of the Heritage Act 2018 and to provide a copy of the finalised Local Heritage Survey to the Heritage Council and the public in terms of Section 103 (4).

CARRIED BY UNANIMOUS DECISION OF COUNCIL**For:** Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson**Against:** Nil

The Shire Community Development Officer withdrew from the meeting at 2.22pm and did not return.

The Shire President rejoined the meeting and resumed the Presiding Chair at 2.22pm.

9.8 ANNUAL BUDGET 2025/26 - FEES AND CHARGES, ELECTED MEMBERS FEES, ALLOWANCES AND SUPERANNUATION, FINANCIAL REPORTING MATERIAL VARIANCES

File Reference	
Report Date	21 May 2025
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. Fees and Charges Schedule 2025-26 2. Superannuation for Councillors Fact Sheet

PURPOSE

To consider and adopt the Fees and Charges schedule for the 2025/2026 financial year, setting of elected members fees including 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 2024-25, there is an opportunity to split this process to adopt:

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

This will somewhat streamline the formal budget adoption later in the year.

COMMENT

Fees and Charges 2025/26:

The draft fees and charges for 2025/2026 have been reviewed and circulated to staff and management with a recommendation of a 4% increase, broadly in line with the Local Government Cost Index (LGCI) forecast at 3.3%. This is with the exception of any increase in statutory charges, rental, refuse charges sewerage charges.

Refuse charges are recommended to increase by 7% in line with the likely rate increase. Recycling charges parity was achieved in 2024-25 as per the Waste (General and Recycling) Policy and therefore will be recommended for a 7% increase.

In 2024-25 it was demonstrated that waste charges was offsetting costs by 49% meaning the balance (51%) was funded through rates. Due to the changed strategy of waste in 2025-26 (i.e. waste sorting etc) it will need a full financial year to gather data on the new costs.

Shire Policy for sewerage charges was for it to be levied via the Health Act 1911. Whilst maintenance and capital costs for the Septic Tank Effluent Disposal System (STED) has been received via a report, there has been no public consultation on the new method for imposition of charges. Therefore it is recommended to increase this charge by 7% and under the existing methodology, undertaking public consultation and ancillary during 2025-26:

	Measure	GST	Amount
Waste Management			
<i>Rubbish Removal Charge - Domestic/Commercial</i>			
General Waste - Weekly Service	bin	No	\$ 267.50
- Additional service	bin	No	\$ 267.50
Recycling - Fortnightly Service	bin	No	\$ 267.50
- Additional Service	bin	No	\$ 267.50
Sewerage Scheme Charge			
- Calingiri		No	\$ 286.00
- Yerecoin		No	\$ 286.00

Other areas of note include;

- No changes in statutory charges.
- Rental charge increase for APU's in accordance with the Department of Communities recommendation.

The full schedule of fees and charges is provided in attachment 1.

Councillor Fees and Allowances:

Council Fees and Allowances are primarily dictated by the SAT and for 2025/26 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.

For Band 4 local governments the range is between \$4,020 and \$10,650 and it is recommended this method continue for 2025/26 with the SAT determined increase. The following table provides a comparison and recommendation for 2025-26:

Attendance Fee	2024-25	2025-26
	\$	\$
President	7,850	8,165
Deputy President	7,850	8,165
Councillors	7,850	8,165
Allowance for President and Deputy President		
President	10,500	10,920
Deputy President (25% of President Allowance)	2,650	2,760
Other:		
Telecommunications Allowance	2,000	2,080
Travelling Reimbursements	7,500	7,800

Superannuation:

At the Apr 25 briefing session council indicated they were in favour of including superannuation payments to councillors in the 2025-26 budget. Further guidance has been provided which includes:

- 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. By 1 July 2025, 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 2025-26:

Attendance Fee	2025-26 \$	Super @ 12% \$
President	8,165	980
Deputy President	8,165	980
Councillors	8,165	980
Allowance for President and Deputy President		
President	10,920	1,310
Deputy President (25% of President Allowance)	2,760	331
Other:		
Telecommunications Allowance	2,080	N/A
Travelling Reimbursements	7,800	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.
 Senior Management and Consultants
 All Other Staff

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

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

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

Fees and charges, elected members fees, allowances, superannuation and financial reporting material variances will all impact the 2025/26 budget and its subsequent adoption.

VOTING REQUIREMENTS

Absolute Majority

Officer Recommendation

Moved: Cr D Lovelock

Seconded: Cr S Woods

That Council:

1. Fees and Charges schedule for 2025/26 as set out in attachment 1.
2. The following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$8,165
Deputy President	\$8,165
Councillors	\$8,165
Telecommunications Allowance	\$2,080
Travelling Reimbursements	\$7,800

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

President	\$10,920
Deputy President	\$2,760

Superannuation to be paid to elected members as follows:

President	\$2,290
Deputy President	\$1,311
Councillors	\$980

3. The level to be used in statements of financial activity in 2025/2026 for reporting material variances shall be 10% and a minimum of \$10,000.

PROCEDURAL MOTION / COUNCIL RESOLUTION OCM2505-030

Moved: Cr D Lovelock

Seconded: Cr S Woods

That Council **SUSPEND** standing orders at 2.23 PM.**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

For: Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson

Against: Nil

PROCEDURAL MOTION / COUNCIL RESOLUTION OCM2505-031**Moved: Cr S Woods****Seconded: Cr R Johnson**That Council **RESUME** standing orders at 2.32 PM**CARRIED BY UNANIMOUS DECISION OF COUNCIL****For: Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson****Against: Nil****Officer Recommendation / Council Resolution OCM2505-032****Moved: Cr D Lovelock****Seconded: Cr S Woods**

That Council:

1. Fees and Charges schedule for 2025/26 as set out in attachment 1.
2. The following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$8,165
Deputy President	\$8,165
Councillors	\$8,165
Telecommunications Allowance	\$2,080
Travelling Reimbursements	\$7,800

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

President	\$10,920
Deputy President	\$2,760

Superannuation to be paid to elected members as follows:

President	\$2,290
Deputy President	\$1,311
Councillors	\$980

3. The level to be used in statements of financial activity in 2025/2026 for reporting material variances shall be 10% and a minimum of \$10,000.

CARRIED BY UNANIMOUS AND ABSOLUTE MAJORITY DECISION OF COUNCIL**For: Cr P Bantock, S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson****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 - QUARTERLY REVIEW OF CEO'S KPIS 2025 – 2026**

File Reference	
Report Date	20 May 2025
Applicant/Proponent	SoVP
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Julie Klobas – Council Support Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	Nil

PURPOSE

For Council to move “in camera” (behind closed doors) and consider a matter regarding under item 12.2.

BACKGROUND

Under section 5.23 (2)(a)(b) of the Local Government Act, Council may close a meeting, or part of a meeting if it deals with:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person.

COMMENT

Reference: Policy 2.6 ‘Standards for CEO Recruitment, Performance and Termination and the CEO’s Contract’.

CONSULTATION

Shire President and Elected Members

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2505-033

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **CLOSE** the meeting under section 5.23 (2)(a)(b) of the *Local Government Act* to consider a matter under item 12.2 “Quarterly Review of CEO’s KPIs 2025 - 2026”.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson
Against: Nil

The Deputy Chief Executive Officer and Works and Services Manager withdrew from the meeting at 2.34 PM and did not return.

UNCONFIRMED PUBLIC

12.2 QUARTERLY REVIEW OF CEO'S KPIS 2025 – 2026 (CONFIDENTIAL)

File Reference	
Report Date	19 May 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	
Attachments	1. CEO KRAs 2025 - 2026 April

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2505-034**Moved:** Cr D Lovelock**Seconded:** Cr S Penn

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL**For:** Cr P Bantock, Cr S Woods, Cr D Lovelock, Cr S Penn and Cr R Johnson**Against:** Nil

That Council **MOVE OUT** of camera at 2.45 PM.

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.46PM.

These minutes were confirmed at the Ordinary Council Meeting held on

Signed

(Presiding member at the meeting which confirmed the minutes)

Date

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

UNCONFIRMED PUBLIC