MINUTES

Ordinary Council Meeting

PUBLIC UNCONFIRMED OCM MINUTES

28 October 2026

Shire of Victoria Plains

Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2:04 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.

PUBLIC UNCONFIRMED OCM MINUTES

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 28 October 2026 commencing at 2.04PM

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1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.04 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.

President Pauline Bantock

Statement 28th Oct 2026

Resignation from Shire of Victoria Plains

After 11 years of service to the Shire of Victoria Plains, including the past seven years as Shire President, I have come to the decision to resign from Council effective 6th November.

2026 has presented personal health challenges as I've navigated a rare neurological condition involving increased fluid pressure on my brain and eyes. Despite ongoing treatment my health quality has continued to deteriorate over the past 10 months.

While I remain very positive about the future and confident of a return to good health, the challenges of recent months have made it increasingly difficult to balance the demands of Council with my personal life and business commitments.

Serving the Victoria Plains community for 11 years has been an enormous privilege. To have been entrusted with the role of Shire President for seven of those years is something I will always be incredibly proud of.

Public life is not without its challenges, but serving in local government is both immensely rewarding and deeply meaningful. I've had the opportunity to work alongside dedicated councillors, shire staff, community organisations and residents who genuinely care about the future of our Shire.

I leave Council knowing the Shire of Victoria Plains is in a stable and financially sustainable position, with a strong foundation for the future. Equally important, I have every confidence in

the professional and capable Council that will continue to guide the organisation. I would like to acknowledge Deputy President Suzanne Woods, Councillor Rebecca Johnson, Councillor Liz Williams and Councillor Neil Smith not only for their support, but for their strong dedication to the Shire which has made this decision much easier. I have no concerns about succession, knowing our current Council is in good hands. I also know we have communities full of strong leaders and I'm hopeful the right person will step forward to fill this vacancy on Council.

I have greatly valued the excellent working relationship with Chief Executive Officer Sean Fletcher, whose strong leadership and organisational skills have been instrumental in building a capable and effective administration team, fostering a positive organisational culture and maintaining a strong working relationship with Council. I am particularly grateful for his support throughout my time as Shire President, especially during the health challenges of recent months.

My sincere thanks also go to the many community members and past councillors who have offered encouragement, friendship and trust throughout my time in local government. It is our amazing community which has inspired and continued to push me forward over the past 11 years.

Lastly, I would like to thank my personal supporters. My Husband Dave, who has accepted the personal sacrifice to our life and business while I spent these years on Council. To my Parents Judy & Brian and my close friends who have always encouraged me and supported me. I couldn't have done it without you.

Stepping away from Council will undoubtedly be a significant change after 11 years, but my passion for community remains as strong as ever. I look forward to remaining actively involved in the projects, organisations and initiatives that matter to me, while allowing more time for my personal health and business interests. My time on Council may be coming to an end, but my desire to contribute remains as strong as ever.

Thank you to the Victoria Plains community for the privilege of representing you. It has been an honour.

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2. REMOTE ATTENDANCE BY ELECTED MEMBERS

N/A

3. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President and Presiding Member Cr S Woods – Deputy Shire President Cr R Johnson Cr E Williams Cr N Smith
Staff attending	CEO - Mr S Fletcher Temporary Deputy CEO – Mr A Lamb [until 2.37PM] Works & Services Manager – Mr S Brenzi [until 2.37PM] 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.

Type Item Person / Details

Mr S Fletcher declared a Financial Interest in Item 12.2, '*Commencement of CEO Performance Review Cycle'* due to "*Financial - the report concerns the performance and remuneration of the Chief Executive Officer"*

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

Nil

PUBLIC UINCONFIRMED OCM MINUTES

8. MINUTES OF MEETING

Officer Recommendation / Council Resolution [OCM2610-01]

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

That the minutes of the Ordinary Council Meeting held **7 October 2026** as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

PUBLIC UINCONFIRMED OCM MINUTES

9. REPORTS REQUIRING DECISION

9.1 Accounts for Endorsement – September 2026

File Reference	
Report Date	19/10/2026
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Creditors Officer
Senior Officer	Alan Lamb – Temporary Deputy Chief Executive Officer
Authorised by	
Attachments	1. Accounts for Endorsement September 2026

PUBLIC UINCONFIRMED OCM MINUTES

PURPOSE

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

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

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

CONSULTATION

Temporary DCEO

STATUTORY CONTEXT

Local Government Act 1995 –

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

Local Government (Finance) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –

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

Strategic Business Plan/Corporate Business Plan

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

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

Delegation

NIL

Policy Implications

3.1 Purchasing Framework

Other Corporate Document

NIL

PUBLIC UINCONFIRMED OCM MINUTES

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 [OCM2610-02]

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

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

Payment Type	References from - to	$ Amount
Creditor EFT Payment**	EFT00086 - EFT00087	729,527.16
Direct Debit Payment**	PPIN04106 - PPIN04114 DD00062; DD00063;	43,351.78
Credit Card	PPIN04121	1,578.78
	PPIN04122	9,391.24
	PPIN04123	577.13
	PPIN04124	558.05
Salaries and Wages EFT	PE09/09/2026;PE23/09/26	129,152.23
Petty Cash Cheque		-
Trust Payments		-
	TOTAL	**914,136.37**

Local Spending	$	%
Local Supplier	23,849.16	2.61%
Payroll	129,152.23	14.13%
Total	**153,001.39**	**16.74%**

PUBLIC UINCONFIRMED OCM MINUTES

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.2 Monthly Financial Statements - September 2026

File Reference	
Report Date	21 Oct 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Alan Lamb– Temporary Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Monthly Financial Statements - Sept 26

PUBLIC UINCONFIRMED OCM MINUTES

PURPOSE

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

NOTES TO ACCOUNT

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

Note 1 Surplus/Deficit:

The Statement of Financial Activity and Note 1 show the surplus after imposition of general rates as $4,759,095 at 30 September 2026.

Note 2 Cash and Cash Equivalents:

Municipal Funds (Unresected)	$2,873,259
Reserve Funds (held for a predetermined purpose)	$ 760,660
Restricted Funds (primarily grant funds for agreed works yet to be done)	$3,247,296
Total Cash at Bank	$6,881,215

Note 4 – Debtors:

An overall balance of $1,311,957 comprising of:

- $1,256,849 Rate Debtors analysed below.
- $55,108 Sundry Debtors

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

Rates Outstanding	$ 311,501
Adhoc Payment Arrangements	$ 27,655
Pensioners	$ 7,507
Rates Instalments	$ 937,841
Rates In Advance	-$ 1,940
Total Rates	$1,282,564

Note 5 Reserves:

Balance at 30 September 2026 $760,660.

Note 6 – Plant Disposals

Nil during the month.

Note 7 – Capital Program

During September works continued on the housing development project, Piawanning -Waddington Roads, and Gillingarra water projects.

Note 8 – Loans

No payments due in September so no change to the loan position.

Note 9 – Payables

Contingent Liabilities totaling $2,899,705 are listed in Note 11. As previously reported, these are offset by Restricted Funds held

Note 10 – Grants and Subsidies

Minimal movement for the month.

Note 11 – Restricted Funds

Please refer to Note 11

Note 12 – LGGS Program

Expenditure of $6,961 occurred in September, mainly in the area of Insurances ($6,219) and represents payment of the first moiety of the premium.

Note 13 – Material Variances

Please refer to Note 13

CONSULTATION

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

PUBLIC UINCONFIRMED OCM MINUTES

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

PUBLIC UINCONFIRMED OCM MINUTES

Delegation

Nil

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation / Council Resolution [OCM2610-03]

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

That Council **RECEIVE** the 30 September 2026 Monthly Financial Statements, as presented as attachment 1.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

PUBLIC UINCONFIRMED OCM MINUTES

9.3 Proposed Amendment Local Law – Local Government Property and Public Places, Extractive Industries

File reference	
Report date	7 October 2026
Applicant/proponent	Shire of Victoria Plains
Officer disclosure of interest	Nil
Previous meeting references	28 May 2025
Prepared by	Candice Watson – PA to the CEO
Senior Officer	Sean Fletcher - CEO
Authorised by	CEO
Attachments	1. Draft Shire of Victoria Plains Local Government Property and Public Places, Extractive Industries Amendment Local law 2026

PUBLIC UNCONFIRMED OCM MINUTES

PURPOSE

To finalise amendments to two Shire local laws to discharge a commitment given to the WA Parliamentary Joint Standing Committee (JSCDL).

BACKGROUND

The *Shire of Victoria Plains Local Government Property and Public Places,* and *Extractive Industries* local laws 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.

If the JSCDL has any concerns about a local law that it believes offends its terms of reference, was not made correctly, or has drafting errors, it is able to recommend that Parliament disallow the local law, but generally requests the agency making the local law or subsidiary legislation to amend it, before doing so.

The JSCDL wrote to the Shire requesting a number of minor amendments to these two local laws in late 2018. At its meeting held on 14 November 2018, council resolved to amend the local laws as requested when they were next due for a formal review under s3.16 of the Local Government Act 1995 (the Act), and not to enforce the local laws in a manner contrary to the undertakings in the meantime.

At its meeting held on 28 May 2025, council resolved to initiate the process to amend the Shire of Victoria Plains Local Government Property and Public Places Local Law 2018 and Extractive Industries Local Law 2018 as requested by the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL)

Local public notice of the Shires intention to make a *Shire of Victoria Plains Amendment Local Law 2025* was given on 22 October 2025 with submissions to be made by 10 December 2025. Copies of the draft Amendment Local Law were also sent to the Ministers for Local Government and the Environment. No comments were received.

COMMENT

When reviewing processes to ensure local laws are properly made, the JSCDL applies a ‘rule of thumb’ that no more than 6 months should pass between when a proposed local law is advertised and when it is considered by council for final adoption, which has been exceeded.

On one hand there is a risk that the JSCDL may form the view that the Shire has not substantially complied with s3.12(1) of the Act, which provides that:

> 3.12 *Procedure for making local laws*
>
> *(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

On the other, s3.12(2A) provides that:

> *(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure*.

Because the amendments are minor and simply implement changes previously requested by the JSCDL, the Amendment Local Law is likely to proceed regardless of the delay in bringing it back to Council.

CONSULTATION

Mr Chris Liversage, Conway Highbury.

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.

Other than a further minor change to the date of the Amendment Local Law from 2025 to 2026, no changes are required. local The Shire is at the point now where it can make the local law. The steps to now do so are set out in the recommendation to council below.

PUBLIC UNCONFIRMED OCM MINUTES

CORPORATE CONTEXT

- Nil

Council Plan



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)	xecutive 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

PUBLIC UINCONFIRMED OCM MINUTES

FINANCIAL IMPLICATIONS

If council agrees to the recommendation below, there are costs associated with giving local public notice of its coming into effect, publication in the Government Gazette, making amendments to the text of the principal local laws, and re-posting them on the Shire's website as required by s5.96A of the Act.

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

VOTING REQUIREMENTS

Absolute majority required: Yes

Officer Recommendation/ Council Resolution [OCM2610-04]

Moved: Cr S Woods Seconded: Cr R Johnson

That in accordance with s3.12(5) and (6) of the Local Government Act 1995:

1. The *Shire of Victoria Plains Amendment Local Law 2026* be made

2. The CEO be requested to:
    a. Publish the local law in the Government Gazette;
    b. Send a copy of the local law to the CEO of the Department of Local Government, Cultural and Sporting Industries, the Department of the Environment, and any other relevant CEO or Minister;
    c. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal, give local public notice:
        i. Stating the title of the local law;
        ii. Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and
        iii. Advising that copies of the local law may be inspected or obtained from the Shire offices.
    d. In accordance with the *Local Laws Explanatory Memoranda Directions* as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

CARRIED BY ABSOLUTE MAJORITY AND BY UNANIMOUS DECISION OF COUNCIL

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

PUBLIC UNCONFIRMED COM MINUTES

9.4 Interim Key Work Plan – September 2026

File Reference	
Report Date	20 October 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. Interim Key Work Plan 2026-27 - September 2026

PUBLIC UNCONFIRMED OCM MINUTES

PURPOSE

To present the Interim Key Work Plan for September 2026 for Council review and receipt.

BACKGROUND

The Key Work Plan provides Council with a consolidated overview of the Shire's priority actions and capital program for 2026-27. It is structured around the Community, Economy, Environment, Civic Leadership and Capital Program themes and identifies progress, status, risks or issues, and next steps for each action.

The September 2026 Interim Key Work Plan provides a transition between the key actions carried forward from the previous Strategic Community Plan and the recently adopted Council Plan 2026-2036. It enables Council to continue monitoring delivery of existing priority actions while the Key Work Plan is reviewed and realigned to the new Council Plan.

The next quarterly review is expected to continue most of the actions contained in the Interim Key Work Plan, where they remain relevant and ongoing, while also incorporating new actions and rebadging existing actions to reflect the themes, priorities and terminology of the Council Plan 2026-2036. This approach maintains continuity of delivery while establishing the revised reporting framework for future Key Work Plan updates.

COMMENT

The September 2026 Interim Key Work Plan indicates measurable progress across all five themes. The overall program is assessed as Amber - Minor Issues, reflecting that delivery is generally progressing but remains subject to manageable timing, sequencing and external dependencies.

The dashboard records the following overall progress by theme. The September status is shown in the "S" column, with the December, March and June columns to be completed through subsequent quarterly reviews:

Theme	Status				% Complete	Key Focus
	S	D	M	J		
Community	🔴				15%	Health, access, emergency services
Economy	🟠				42%	Major projects, precinct planning

Environment	🟠				29%	Water security, waste, land management
Civic Leadership	🟢				66%	Governance and corporate planning
Capital Program	🟠				40%	Roads, housing, infrastructure

Key achievements during the reporting period include adoption of the Council Plan and Workforce Plan, securing $3.2 million through the Regional Housing Support Fund for the proposed Edmond Street housing development, progression of the Edmond Street subdivision, commencement of the Calingiri Bypass Business Case and continued delivery of the New Norcia Visitor Precinct works.

Projects requiring continued management attention include the Edmond Street subdivision and housing development, Calingiri Bypass Business Case, Wheatbelt Secondary Freight Network, Calingiri Truck Rest Stop, Sports Pavilion Upgrade, water security initiatives, emergency services infrastructure planning, and renewable energy and community benefit work.

A number of actions remain dependent on statutory and heritage approvals, utility servicing, external funding decisions, procurement timeframes, contractor availability, government decision-making and stakeholder alignment. At the date of reporting, no action is considered to require extraordinary Council intervention. Material changes to scope, cost, timing, risk or deliverability will be reported through subsequent Key Work Plan updates.

PUBLIC UNCONFIRMED OCM MINUTES

CONSULTATION

Senior Management Team and responsible officers.

STATUTORY CONTEXT

Local Government Act 1995

Section 5.56(1) requires a local government to plan for the future of the district. Section 5.56(2) enables regulations to prescribe the form and content of plans and the manner in which they are prepared, adopted and reviewed.

Section 5.56 – Planning for the future

Section 5.41 – sets out the functions of the Chief Executive Officer, including advising Council, ensuring Council decisions are implemented and managing the day-to-day operations of the local government.

Section 2.7 – the Council governs the local government's affairs, is responsible for the performance of its functions, oversees the allocation of finances and resources, plans strategically for the district and provides strategic direction to the Chief Executive Officer.

Local Government (Administration) Regulations 1996

Regulation 19DA – Corporate business plans

Regulation 19DA prescribes requirements relating to the preparation and review of a local government's corporate business plan. The Interim Key Work Plan provides the transitional delivery and monitoring framework pending the next quarterly review, when continuing, new and rebadged actions will be aligned with the Council Plan 2026–2036.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

Council Plan themes	Relevance to this report
Community, Economy, Environment and Civic Leadership	The Interim Key Work Plan reports progress against priority actions organised under the Council Plan themes.

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 Inadequate monitoring or reporting of priority actions could reduce confidence in organisational delivery.	Minor (2) Substantiated, localised impact on community trust or low media item.	Unlikely (2) Probably occur in most circumstances. At least once per year.	Low (4)	Operational Manager Managed through routine executive oversight and reporting to Council. .	Regular Key Work Plan updates identify progress, dependencies, risks and matters requiring Council direction. This ensures the risk is kept low

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FINANCIAL IMPLICATIONS

There are no known material financial implications arising directly from receiving this report, other than officer time and minor administrative costs. Individual Key Work Plan actions remain subject to their approved budgets, grant conditions and any further Council decisions required.

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation / Council Resolution [OCM2610-05]

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

That Council **RECEIVES** the Interim Key Work Plan 2026-27 for September 2026, as at Attachment 1.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.5 Proposal to Remove the Dadour Poll Provisions

File Reference	To be allocated
Report Date	8 October 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Council Briefing Session - 7 October 2026
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	Not applicable
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. Explanatory Memorandum Local Government Amendment and Repeal Bill 2026

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PURPOSE

For Council to establish a simple advocacy position supporting retention of the Dadour poll provisions until a better statutory system is developed and implemented.

BACKGROUND

On 17 September 2026, the Minister for Local Government announced proposed reforms to the *Local Government Act 1995*, including removal of the Dadour poll provisions. The State Government has stated that the proposed change is intended to remove barriers to voluntary local government boundary changes and amalgamations.

The Dadour provisions are contained in Schedule 2.1, clauses 8 and 10 of the Local Government Act 1995. In summary, they allow electors of an affected district to require a poll on a recommended amalgamation where the prescribed request threshold is met. If at least 50 per cent of electors in one affected district vote and a majority of those voting oppose the recommendation, the Minister must reject it.

The Shire of Waroona considered the matter at its September 2026 Ordinary Council Meeting and resolved unanimously to oppose amendment, deletion or meaningful change to the intent of the Dadour provisions. Waroona also supported the matter becoming a WALGA advocacy position and requested its Peel Zone representatives to progress that position.

The Shire of Chittering has also prepared an agenda report proposing support for retention of the Dadour provisions and advocacy through the WALGA Avon-Midland Country Zone and other regional channels. This indicates that the matter is being actively considered by other local governments within and outside the region.

Council discussed the matter at its briefing session on 7 October 2026. The preferred approach was to adopt a straightforward position supporting retention of the existing provisions until a better system is in place, without entering into a broader debate about amalgamation at this time.

The Bill regarding further amendments and repeal provisions to the Local Government Act including the repeal of the Dadour provisions has now entered the parliament. The explanatory memorandum regarding the proposed changes is provided in Attachment 1. The information regarding the Dadour Provisions can be found in the sections: Enabling Local Solutions to Sustainability (p3) and Part 4 – Creating, Changing the Boundaries Of, And Abolishing Districts (p29).

Other changes include the introduction of four-yearly full Council elections (general elections), the repeal of *the Local Government (Miscellaneous Provisions) Act 1960* (to be replaced by other amendments to the Act and other laws, and regulations operating as uniform local laws). This is mainly to do with managing animals and the ranger function. There are further changes regarding the responsibilities of CEOs in terms of rate assessments and the raising and implementation of fees and charges.

COMMENT

The immediate question for Council is not whether any particular structural reform proposal should proceed. There is no current boundary or amalgamation proposal identified as affecting the Shire of Victoria Plains. The issue is whether the existing statutory safeguard should be removed before a satisfactory replacement has been developed.

The Dadour provisions provide affected electors with a defined process and, where the statutory thresholds are met, a binding outcome. If the provisions are removed without an alternative mechanism, that safeguard would no longer be available.

Council can therefore support retention of the current provisions while remaining open to a better system in the future. For this purpose, a better system would need to be set out in legislation, be transparent and accessible, and preserve a meaningful and determinative role for affected electors before a recommended amalgamation is implemented.

This position is deliberately measured. It does not oppose reform, express a view on any particular amalgamation proposal or seek to pre-empt the detail of future legislation. It simply provides that the existing safeguard should remain until an alternative system offering at least equivalent democratic protection is enacted and operational.

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CONSULTATION

Shire President and Councillors, Council Briefing Session - 7 October 2026.

STATURORY CONTEXT

Local Government Act 1995 - Schedule 2.1 (Provisions about creating, changing the boundaries of, and abolishing districts)

Clause 8 - Electors may demand poll on recommended amalgamation

Where the Local Government Advisory Board recommends that two or more districts be abolished and amalgamated into one or more districts, the Board must give notice of the recommendation to affected local governments and electors. The notice to affected electors must advise them of their right to request a poll.
If, within one month after the notice is given, the Minister receives a request made in accordance with the regulations and signed by at least 250 electors, or at least 10 per cent of the electors, of one of the affected districts, the Minister must require the Board's recommendation to be put to a poll of electors of that district.
Clause 8 does not limit the Minister's power under clause 7 to require a recommendation to be put to a poll in any case.

Clause 10 - Minister may accept or reject recommendation

Subject to clause 10(2), the Minister may accept or reject a recommendation of the Local Government Advisory Board made under clause 3 or clause 6.

Where a poll is held under clause 8, the Minister must reject the recommendation if:

(a) at least 50 per cent of the electors of one of the affected districts vote; and

(b) a majority of the electors of that district who vote oppose the recommendation.

Together, clauses 8 and 10 provide the existing statutory mechanism through which affected electors may require a poll and, where the participation and voting thresholds are met, obtain a binding outcome on a recommended amalgamation.

CORPORATE CONTEXT

Council Plan 2026-2036

COUNCIL PLAN OBJECTIVE	RELEVANT ACTION / ROLE
4. CIVIC LEADERSHIP	
4.1 Effective leadership and regional collaboration	Foster strong partnerships with State and Federal agencies to advocate for strategic priorities and funding opportunities. Advocate: We lead and represent the community on key issues.

The matter aligns with the Civic Leadership pillar of the Council Plan 2026-2036, particularly effective leadership and regional collaboration. The Shire's advocacy role is to lead and represent the community on key issues.

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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 Failure to adopt and communicate a clear position on retention of the Dadour poll provisions may reduce community confidence that the Shire is representing affected electors on a significant democratic safeguard.	Minor (2) Substantiated, low impact and low news profile	Likely (4) The event will probably occur in most circumstances. At least once per year.	Moderate (8)	Operational Manager Chief Executive Officer Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.	Council adoption and communication of a clear advocacy position will demonstrate that the Shire has considered the proposed change and is representing the community. Monitoring legislative developments and reviewing Council's position when an alternative statutory system is proposed will reduce the residual risk.

FINANCIAL IMPICATIONS

There are no known meaningful financial implications beyond officer time and minor administrative costs associated with communicating Council's position.

VOTING REQUIREMENTS

Absolute Majority required: No

Officer Recommendation / Council Resolution [OCM2610-06]

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

That Council **SUPPORTS** retention of the Dadour poll provisions in Schedule 2.1 of the *Local Government Act 1995* until an alternative statutory system is enacted and operational that provides affected electors with a transparent, meaningful and binding role in determining a recommended local government amalgamation.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

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9.6 Heavy Vehicle and Major Freight Use of Shire Roads

File Reference	
Report Date	9 October 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Council Briefing Session - October 2026; no formal Council decision
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. Existing Policy 16.1 Restricted Access Vehicles on Shire Roads 2. Draft Policy 16.1 - Heavy Vehicle and Major Freight Use of Shire Roads Road Impact Assessment and Management Requirements for Major Developments

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PURPOSE

For Council to revoke the existing Policy 16.1 - Restricted Access Vehicles on Shire Roads, adopt replacement Policy 16.1 - Heavy Vehicle and Major Freight Use of Shire Roads, and endorse the supporting Road Impact Assessment and Management Requirements for Major Developments.

BACKGROUND

Existing Policy and Main Roads WA Changes

The existing Policy 16.1 (Attachment 1) was adopted on 18 July 2018. It is structured around Restricted Access Vehicle access, the former CA07 written approval process, four policy schedules and negotiated user contributions. Those schedules address application information, CA07 conditions, road use agreement components and calculation of contributions.

The existing policy contains sound principles concerning road safety, protection of Shire infrastructure, developer-funded construction and maintenance, security and cost recovery. However, it also contains dated legislative and technical references, combines Council policy with detailed administrative and agreement provisions, and records that it requires review.

In November 2025, Main Roads Western Australia changed CA07 from an approval process to a notification process. Main Roads Heavy Vehicle Services advised that the change responded to legal implications associated with directly linking road maintenance fees to RAV access approvals and allowing third parties to effectively switch Main Roads access approvals on and off.

On 2 October 2026, Main Roads Heavy Vehicle Services released the proposed Accredited Mass Management Scheme (AMMS) Network Sustainability approach for consultation. The proposal has been developed with WALGA and a reference group of Local Government representatives and is intended to enable Road Managers to recover road maintenance costs associated with RAV access while avoiding legal implications for Main Roads. It proposes that Transport Operators obtain a Road Maintenance Agreement Confirmation Letter from the relevant Road Manager.

Road Manager Responsibilities

For the purposes of the proposed AMMS Network Sustainability framework, the Road Manager is the organisation with responsibility for the care, control or management of the road concerned. Generally:

- for a local government road, the Road Manager is the local government responsible for that road;
- for a highway or main road forming part of the State Road Network, the Road Manager is the Commissioner of Main Roads, acting through Main Roads Western Australia;
- for a road managed by another government authority, the Road Manager is the authority having responsibility for that road; and
- for a private road, the relevant owner or entity having effective management and control of the road would need to be identified.
- A transport route may include roads managed by more than one Road Manager. Any Road Maintenance Agreement, confirmation letter or equivalent AMMS documentation would therefore need to be obtained from, or coordinated with, each relevant Road Manager for the roads affected by the transport task.

The AMMS proposal supports the direction of the Shire's review but requires the replacement framework to accommodate transport operators and recurring freight movements, Road Maintenance Agreements and any confirmation process ultimately adopted by Main Roads. It does not remove the need for the broader policy or the technical assessment framework, which also address major developments, new or upgraded infrastructure, monitoring, rectification and decommissioning.

At the date of this report, the AMMS Network Sustainability framework remains a proposal under consultation and has not been implemented by Main Roads Western Australia. Until formal implementation, the Shire will continue to administer heavy vehicle and major freight matters under applicable legislation, existing Main Roads access arrangements, Policy 16.1, development approvals and project-specific agreements.

The supporting technical requirements have also been informed by work initiated by the Shire of West Arthur in response to concerns about the effects of major developments, including renewable energy projects, on local road networks. West Arthur's Manager of Works and Services, Gary Rasmussen, worked with Siva Thillainath to prepare draft road-reporting requirements setting out minimum information for developers proposing heavy industrial use of Shire roads. The draft was designed to assist local governments to assess pavement condition, traffic impacts and maintenance costs and to provide an objective basis for identifying project-attributable deterioration and rehabilitation requirements.

On 17 September 2026, West Arthur Chief Executive Officer Vin Fordham Lamont circulated the draft to the Chief Executive Officers of Victoria Plains, Dandaragan and Narrogin for comment. On 22 September 2026, the Shire's Chief Executive Officer advised that the proposed baseline, construction monitoring and completion assessment framework was practical and useful from a governance and risk perspective. The Chief Executive Officer also recommended that the document state more explicitly the responsibilities of the proponent where additional road wear, monitoring or maintenance requirements arise.

The West Arthur work and the Chief Executive Officer's input provided the starting point for the Road Impact Assessment and Management Requirements for Major Developments. The document has since been adapted for Victoria Plains and expanded to address the proposed policy hierarchy, project-specific Road Use and Maintenance Agreements, new or upgraded infrastructure, responsible-party cost allocation, security, rectification and decommissioning.

Council considered a briefing on the proposed replacement framework in October 2026. The draft policy and supporting technical requirements are now presented for formal determination.

COMMENT

The proposed framework separates Council policy, technical requirements and project-specific contractual obligations. This provides clearer governance and allows each document to perform a distinct function.

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Document hierarchy

Policy 16.1 establishes Council's strategic position, the circumstances in which the framework applies and the principle that ordinary ratepayers should not fund costs reasonably attributable to a private development or major freight task.

The Road Impact Assessment and Management Requirements establish the minimum technical framework for route assessment, baseline condition, infrastructure works, monitoring, maintenance, completion and decommissioning.

A project-specific Road Use Agreement, Road Maintenance Agreement or other suitable agreement, based on the current WALGA model and adapted with engineering and legal advice, gives contractual effect to maintenance, payment, security, default and rectification obligations and may support any confirmation required under the AMMS Network Sustainability framework.

Key changes

The policy is renamed Heavy Vehicle and Major Freight Use of Shire Roads and is triggered by material impact from a development, freight task, transport operation or recurring heavy vehicle movement, rather than only RAV classification or the existence of CA07.

The framework applies to construction, operation, maintenance, expansion and decommissioning traffic and to existing, new or upgraded infrastructure.

The CEO determines whether an assessment is required, having regard to traffic volumes, vehicle configurations, axle loading, freight tonnage, duration, route condition, road capacity, safety, amenity and cumulative effects.

Proponents, freight generators, transport operators and other responsible parties may be required to fund technical investigations, new or upgraded infrastructure, additional monitoring and maintenance, emergency works, rehabilitation, rectification and reasonable professional costs.

Where ongoing maintenance, cost recovery, infrastructure, security or rectification obligations are required, a Road Use Agreement, Road Maintenance Agreement or other suitable agreement is to be entered into before material traffic commences. Where the AMMS Network Sustainability framework applies, the agreement may support the Shire issuing a Road Maintenance Agreement Confirmation Letter or equivalent confirmation.

Main Roads access requirements and the proposed AMMS Network Sustainability framework operate alongside, but do not replace, the Shire's policy, technical requirements, planning conditions or contractual arrangements.

The Shire will act as Road Manager only for roads under its care, control or management. Where a route also uses State Roads, roads managed by neighbouring local governments or roads under another entity's management or control, the relevant Road Manager must separately administer its responsibilities and any AMMS requirements.

Governance and administration

Council determines the policy position. The CEO applies and administers the policy, determines assessment scope, obtains technical and legal advice, negotiates project agreements and monitors compliance within statutory functions, delegated authority and adopted budgets. Any project agreement or commitment requiring a Council decision by law, or falling outside the CEO's authority, would be reported separately to Council.

The current 2026 Register of Delegations does not contain a specific delegation numbered 16.1 for Restricted Access Vehicles. Accordingly, adoption of the replacement policy does not itself require amendment of the

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Delegations Register. Operational authority must continue to be exercised within existing statutory functions, delegations, Council decisions and budget authority.

Formal implementation of the AMMS Network Sustainability framework would not, of itself, expand the Chief Executive Officer's delegated authority. Any agreement, financial commitment, security arrangement or other matter requiring a Council decision by law or falling outside existing authority would continue to be referred to Council.

Technical requirements

The supporting requirements establish four stages: route, baseline and infrastructure assessment; construction and operational monitoring; completion assessment and rectification; and decommissioning. They also address existing assets, new or upgraded infrastructure, data standards, independent certification and security. Endorsement by Council provides a transparent technical framework while leaving project-specific scope and implementation to administration and appropriately qualified advisers.

CONSULTATION

- Council Briefing Session - October 2026.
- Internal review by the Chief Executive Officer.
- The framework draws on the WALGA model approach to road use and maintenance agreements, the proposed Main Roads AMMS Network Sustainability framework, and technical input previously received regarding pre- and post-assessment of road networks for major developments.
- Project-specific engineering and legal advice will be obtained when the framework is applied.

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STATUTORY CONTEXT

Local Government Act 1995

s.2.7 - provides that the council governs the local government's affairs, is responsible for the performance of the local government's functions and oversees the allocation of finances and resources.

s.3.18 - requires a local government to administer its local laws and perform its executive functions; in doing so, it may provide services and facilities and manage its property and operations.

s.5.41 - sets out the CEO's functions, including advising Council, implementing Council decisions and managing the day-to-day operations of the local government.

s.6.8 - governs expenditure from the municipal fund where expenditure is not included in the annual budget.

s.9.49A - governs execution of documents by a local government. Its application to any Road Use Agreement will depend on the form of the agreement and the authority relied upon.

Road Traffic (Administration) Act 2008, Road Traffic (Vehicles) Act 2012 and Road Traffic (Vehicles) Regulations 2014

These instruments form part of the statutory framework for Restricted Access Vehicle operations and heavy-vehicle access in Western Australia. Main Roads Western Australia administers RAV networks, permits, orders and access requirements. Main Roads Heavy Vehicle Services has proposed separate AMMS Network Sustainability provisions to support road maintenance cost recovery through Road Maintenance Agreements and Road Manager confirmation. The proposed Shire policy and agreements do not replace statutory access requirements.

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No. 5

Where a major development requires planning approval, road impact requirements may also be addressed through the applicable development assessment and approval process. The policy and technical requirements operate alongside, and do not replace, planning approvals. The policy must however also be prepared and adopted in accordance with the procedural requirements prescribed in Part 2, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in order to be legally enforceable under the *Planning and Development Act 2005*.

CORPORATE CONTEXT

Council Plan/Corporate Business Plan

STRATEGY	ACTION
2. ECONOMY 2.3 A safe and efficient transport network that supports economic growth	(b)Review and implement Council's 10-Year Road Plan, including the Restricted Access Vehicle (RAV) Network.

The proposed policy supports Economy Strategy 2.3 of the Council Plan 2026-2036 by establishing a risk-based framework for heavy vehicle and major freight use of Shire roads, supporting implementation of Council's 10-Year Road Plan and management of the Restricted Access Vehicle Network. It reflects the Shire's roles in delivering road infrastructure and regulating applicable requirements.

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Delegation

2026 Register of Delegations - no current specific delegation for Restricted Access Vehicles or Policy 16.1. Relevant project matters may engage existing delegations concerning planning, contracts, financial management, works and temporary road closures. Any matter outside the CEO's authority will be referred to Council.

Policy Implications

Adoption of the recommendation will:

- revoke Policy 16.1 - Restricted Access Vehicles on Shire Roads, adopted 18 July 2018;
- adopt replacement Policy 16.1 - Heavy Vehicle and Major Freight Use of Shire Roads; and
- endorse the Road Impact Assessment and Management Requirements for Major Developments as the supporting technical framework.

Other Corporate Document

- Road hierarchy and asset-management documents;
- Annual Road Maintenance Operating Framework;
- 2026 Register of Delegations; and
- project-specific development approvals, traffic-management plans, Road Use Agreements, Road Maintenance Agreements and AMMS Network Sustainability documentation.

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Property Failure to establish and apply an adequate framework for major freight use may result in accelerated deterioration or damage to Shire roads and associated infrastructure, without appropriate assessment, maintenance or cost allocation	Moderate (3) Localised damage requiring external resources to rectify.	Possible (3) The event should occur at some time; at least once in three years.	Moderate (9)	Operational Manager Monitor - Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Policy 16.1, the technical assessment framework, project-specific Road Use and Maintenance Agreements, engineering review, baseline assessment, monitoring, security, rectification and cost-recovery arrangements provide the specific controls required to reduce the likelihood and financial impact of project-attributable road damage

FINANCIAL IMPLICATIONS

There are no known material financial implications arising solely from adopting the policy and technical requirements, other than officer time and minor administrative cost.

When the framework is applied, reasonable engineering, legal, assessment, monitoring, maintenance and rectification costs may be allocated to the proponent, freight generator, transport operator or other responsible party where supported by an applicable fee, approval or agreement.

If implemented, the proposed AMMS Network Sustainability framework is intended to support Road Managers recovering maintenance costs associated with RAV access through Road Maintenance Agreements.

No AMMS-specific cost recovery or confirmation process will apply until the framework is formally implemented by Main Roads Western Australia. Any Shire expenditure or commitment outside the adopted budget or delegated authority will require separate approval.

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VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation / Council Resolution [OCM2610-07]

Moved: Cr S Woods **Seconded: Cr R Johnson**

That Council

1. **REVOKES** Policy 16.1 - Restricted Access Vehicles on Shire Roads (Attachment 1), adopted by Council on 18 July 2018, including Policy Schedules 16.1(a) to 16.1(d);

2. **ADOPTS** Policy 16.1 - Heavy Vehicle and Major Freight Use of Shire Roads, as contained in Attachment 2, as an operational policy under the *Local Government Act 1995* as well as a local planning policy under the *Planning and Development (Local Planning Schemes) Regulations 2015* and authorise the Chief Executive Officer to advertise the policy in accordance with the specific requirements of clause 4(4), Part 2 and clause 87, Part 12 of the abovementioned Regulations for the minimum required period of twenty-one (21) days;

3. **NOTES** the Road Impact Assessment and Management Requirements for Major Developments, as contained in Attachment 3, which will be approved and maintained administratively by the Chief Executive Officer as the supporting technical framework for Policy 16.1; and

4. **NOTES** that the replacement framework is to be administered within applicable legislation, existing delegated authority, adopted budgets and project-specific approvals and agreements, with any matter requiring a Council decision by law or falling outside the Chief Executive Officer's authority to be referred separately to Council; and

5. **AUTHORISES** the Chief Executive Officer, following formal implementation by Main Roads Western Australia of the AMMS Network Sustainability framework, to incorporate the final requirements of that framework into Road Use Agreements, Road Maintenance Agreements, confirmation letters and related operational documentation, provided those requirements are consistent with Policy 16.1 and can be administered within existing statutory functions, delegated authority and adopted budgets.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

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10. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

11.1 Consideration of Item: Extraordinary Vacancy – Resignation of Shire President

Council Motion / Council Resolution [OCM2610-08]

Moved: Cr S Woods Seconded: Cr R Johnson

That Council, in accordance with clause 5.6(1) of the *Shire of Victoria Plains Meeting Procedures Local Law 2018*, agrees that the extraordinary vacancy arising from the resignation of the Shire President be considered as new business of an urgent nature.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

11.2 Extraordinary Vacancy – Resignation of Shire President

File Reference	
Report Date	28 October 2026
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. Council Briefing Note – Councillor Resignation and Extraordinary Vacancy – WAEC Updated

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PURPOSE

For Council to consider the process for filling the extraordinary vacancy arising from the resignation of the Shire President and determine whether to conduct an extraordinary election or consolidate the vacancy with the 2027 ordinary local government election.

BACKGROUND

President Pauline Bantock met with the Chief Executive Officer on 27 October 2026 and advised that she intended to resign as a councillor. Mr Fletcher has now received the resignation dated 28 October 2026, which specifies that it takes effect from 6 November 2026. The President advised that she intends to read her resignation at the commencement of the 28 October 2026 Ordinary Council Meeting.

The office will become an extraordinary vacancy on 6 November 2026. The current Schedule 4.1A backfill mechanism is not available because the applicable 12-month eligibility period has expired. Council must therefore determine the appropriate election pathway.

COMMENT

The CEO has discussed the matter with Phil Richards, Manager Election Events, Western Australian Electoral Commission (WAEC). WAEC has advised that the next coordinated local government extraordinary election date is 18 March 2027. As this date falls outside the ordinary four-month period following a vacancy arising on 6 November 2026, the appropriate Electoral Commissioner approval would be required.

Council has two practical options:

1. **Extraordinary election** – proceed to fill the vacancy through an extraordinary election, with 18 March 2027 being the next coordinated WAEC extraordinary election date, subject to the required approval.

2. **Consolidation with the 2027 ordinary election** – under section 4.16(4) of the *Local Government Act 1995*, Council may, with the approval of the Electoral Commissioner, fix the 2027 ordinary election day as the day for the extraordinary election. The Shire would operate with four Councillors until the ordinary election. Mr Richards advised that he does not anticipate the Electoral Commissioner having an issue with the Shire operating with four Councillors during this period. Formal approval is nevertheless required.

The CEO advised WAEC that Council's preferred option will be communicated first thing Thursday morning, 29 October 2026, so that the appropriate Electoral Commissioner approval letter can be prepared and issued.

This matter has arisen after preparation of the agenda and requires a timely Council decision so that WAEC can progress the required statutory approval and election arrangements. Clause 5.6 of the Shire of Victoria Plains Meeting Procedures Local Law 2018 permits new business of an urgent nature to be raised without notice where the presiding member moves a motion, carried by the meeting, to allow the matter to be raised and decided. Clause 5.6(2) defines the relevant urgency or special circumstances as a matter arising after preparation of the agenda that is sufficiently important and urgent that it cannot be dealt with administratively and must be considered before the next meeting. This matter meets that test.

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CONSULTATION

- Cr Pauline Bantock, Shire President
- Phil Richards, Manager Election Events, Western Australian Electoral Commission
- Councillors – briefing at 11.00 am, 28 October 2026

STATUTORY CONTEXT

Local Government Act 1995

s.2.31 – resignation of a council member, including written notice delivered to the CEO and the effective date.

s.2.32 – circumstances in which the office of a council member becomes vacant.

s.4.8 – extraordinary election required to fill an extraordinary vacancy unless a statutory alternative applies.

s.4.9 – fixing the day for an extraordinary election and the ordinary four-month timing requirement, unless otherwise approved by the Electoral Commissioner.

s.4.10 – timing provisions where a vacancy results from a resignation notice.

s.4.16(4) – allows Council, with Electoral Commissioner approval, to fix the ordinary election day as the day for the extraordinary election where the statutory timing conditions are met.

Schedule 4.1A – filling certain extraordinary vacancies without an extraordinary election; the current 12-month eligibility requirement is not met in this case.

Shire of Victoria Plains Meeting Procedures Local Law 2018

cl.5.1(1) – business not specified in an ordinary meeting agenda may be transacted with the approval of the presiding member or a decision of the members present.

cl.5.6(1) – in a case of urgency or other special circumstances, a matter may be raised without notice and decided where a motion by the presiding member is carried by the meeting.

cl.5.6(2) – defines urgency or special circumstances as a matter arising after preparation of the agenda that cannot be dealt with administratively and must be considered and dealt with before the next meeting.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

Council Plan 2026–2036

The Council Plan 2026–2036, adopted by Council in September 2026, is the Shire's principal strategic planning document and integrates the strategic community and corporate business planning framework. This matter aligns most directly with the Civic Leadership pillar, in particular the Plan's focus on ensuring equitable representation of all communities across the Shire and sustaining sound organisational capability.

Dealing with the extraordinary vacancy in accordance with the *Local Government Act 1995* and the Shire's Meeting Procedures Local Law supports effective governance, lawful decision-making and continuity of Council representation.

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Delegation

Nil. The decision whether to use the consolidation pathway under section 4.16(4) is a Council decision and requires Electoral Commissioner approval.

Policy Implications

Nil

Other Corporate Document

Council Briefing Note – Councillor Resignation and Extraordinary Vacancy – WAEC Updated.

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance Failure to follow the statutory vacancy and urgent-business processes could result in an invalid or delayed decision.	**Moderate (3)** Short-term non-compliance may require corrective regulatory action.	**Unlikely (2)** Not expected where the Act, Local Law and WAEC advice are followed.	**Medium (6)**	**Executive Team (SMT)** Risk acceptable with statutory and procedural controls.	Follow the Local Government Act 1995, clause 5.6 of the Meeting Procedures Local Law 2018 and obtain the required Electoral Commissioner approval.

FINANCIAL IMPLICATIONS

Option 1 will involve the costs of conducting a separate extraordinary election. WAEC costings are to be confirmed.

Option 2 is expected to avoid or substantially reduce the additional cost of a stand-alone extraordinary election by consolidating the vacancy with the 2027 ordinary election.

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation

That Council:

1. In accordance with clause 5.6(1) of the *Shire of Victoria Plains Meeting Procedures Local Law 2018*, agrees that the extraordinary vacancy arising from the resignation of the Shire President be considered as new business of an urgent nature; and

2. Having considered the options for filling the extraordinary vacancy, resolves to seek Electoral Commissioner approval under section 4.16(4) of the *Local Government Act 1995* to consolidate the extraordinary election with the 2027 ordinary local government election].

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Council Resolution [OCM2610-09]

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

That Council, having considered the options for filling the extraordinary vacancy, resolves to seek Electoral Commissioner approval under section 4.16(4) of the *Local Government Act 1995* to consolidate the extraordinary election with the 2027 ordinary local government election].

CARRIED 4/1

For: *Cr P Bantock, Cr S Woods, Cr R Johnson, Cr E Williams*
Against: *Cr N Smith*

Reason for Variation

Point 1 of Officer Recommendation removed as Council resolved in Item 11.1 Resolution Number [OCM2610-08] to consider Item 11.2 “Extraordinary Vacancy – Resignation of Shire President”.

12 MEETING CLOSED TO PUBLIC

12.1 Meeting Closed to Public

File Reference	
Report Date	9 October 2025
Applicant/Proponent	Sean Fletcher – Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	Nil

Section under the Act	Section 5.23(2)(b)(ii) of the *Local Government Act 1995*.
Sub-clause and Reason:	A matter relating to the employment of the CEO, including a review of performance under section 5.38. The Council must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with on a confidential basis.

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PURPOSE

For Council to close the meeting to members of the public, as required by section 5.23(2)(b)(ii) of the *Local Government Act 1995*, to consider the CEO Performance Review under item 12.2 on a confidential basis.

BACKGROUND

Section 5.23(2)(b) of the *Local Government Act 1995* requires a council or committee to close a meeting to members of the public, to the extent necessary to ensure that a matter relating to the recruitment or employment of the CEO or a senior employee is dealt with on a confidential basis. Section 5.23(2)(b)(ii) expressly includes a review of the CEO's performance under section 5.38.

COMMENT

Section 5.38 of the *Local Government Act 1995* requires a local government to review the performance of the CEO at least once in relation to each year of the CEO's employment. The review is to be undertaken in accordance with the applicable standards for the review of the performance of CEOs prescribed under the *Local Government (Administration) Regulations 1996* and the Shire's Policy 2.6 "Standards for CEO Recruitment, Performance and Termination".

CONSULTATION

N/A

STATUTORY CONTEXT

Local Government Act 1995:

- Section 5.23(2)(b)(ii) requires the Council to close the meeting to members of the public, to the extent necessary to ensure that a review of the CEO's performance under section 5.38 is dealt with on a confidential basis.
- Section 5.38 requires the local government to review the performance of the CEO at least once in relation to each year of the CEO's employment.

Local Government (Administration) Regulations 1996:

- Regulation 18D and Schedule 2, Division 3, clauses 17 to 20 prescribe the requirements for agreeing the CEO performance review process, carrying out the review, Council endorsement of the review and notifying the CEO of the results.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2610-10]

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

That Council, as required by section 5.23(2)(b)(ii) of the *Local Government Act 1995*, **CLOSE** the meeting to members of the public at 2.37PM to the extent necessary to ensure that item 12.2, concerning the CEO's annual performance review under section 5.38, is dealt with on a confidential basis.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

The Deputy CEO and Works & Services Manager withdrew from the meeting at 2.37PM and did not return.

PUBLIC UNCONFIRMED OCM MINUTES

12.2 Commencement of CEO Performance Review Cycle - Confidential

File Reference	
Report Date	1 October 2026
Applicant/Proponent	Shire of Victoria Plains - Council
Officer Disclosure of Interest	Financial - the report concerns the performance and remuneration of the Chief Executive Officer.
Previous Meeting Reference	Item 12.2, Ordinary Council Meeting, 29 October 2025; Item 12.4, Ordinary Council Meeting, 25 February 2026
Prepared by	Sean Fletcher, Chief Executive Officer
Senior Officer	N/A
Authorised by	Sean Fletcher, Chief Executive Officer
Attachments	1. Policy 2.6 Standards for CEO Recruitment, Performance and Termination

PUBLIC UNCONFIRMED OCM MINUTES

VOTING REQUIREMENTS

Absolute majority required: No as this is the commencement of the CEO Review process.

Officer Recommendation / Council Resolution [OCM2610-11]

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

That Council, in accordance with *Policy 2.6 - Standards for CEO Recruitment, Performance and Termination* and the *Chief Executive Officer's Employment Contract*:

1. **APPOINTS** itself as the Reviewer for the Chief Executive Officer's annual performance review for the 2026-2027 performance period.

2. **COMMENCES,** in conjunction with the Chief Executive Officer, the annual performance review, with the completed review to be presented to Council for consideration by the end of February 2027.

3. **AGREES,** in conjunction with the Chief Executive Officer, that the review process will comprise:
   a. assessment of the Chief Executive Officer’s performance against the contractual performance criteria and the 2026–2027 performance criteria previously agreed between Council and the Chief Executive Officer;
   b. preparation by the Chief Executive Officer of a written self-assessment and supporting evidence against the agreed performance criteria;
   c. invitation to all elected members to provide structured evidence and feedback against the agreed performance criteria, including through interviews conducted by an independent facilitator;
   d. thorough and comprehensive consideration of the available evidence, the Chief Executive Officer’s responses, relevant organisational outcomes and any material constraints affecting delivery;
   e. preparation of a draft review report for consideration and response by the Chief Executive Officer before the report is finalised;
   f. consideration of the Chief Executive Officer’s response and provision of procedural fairness before finalisation of the review report;

g. presentation of the completed review to Council by the end of February 2027 for endorsement by absolute majority; and

h. written notification to the Chief Executive Officer of the endorsed review outcome and, if any performance issues are identified, how Council proposes to address and manage those issues.

4. **RECORDS** that Council and the Chief Executive Officer have agreed in writing to the review process specified in clause 3 and to the 2026–2027 performance criteria, in accordance with Schedule 2, clause 16 of the *Local Government (Administration) Regulations 1996*.

5. **AGREES,** in conjunction with the Chief Executive Officer, to appoint Dr Shayne Silcox as the suitably qualified independent facilitator and **AUTHORISES** the Shire President to coordinate and formalise the engagement within the adopted budget.

6. **AUTHORISES** the Shire President, in conjunction with the Chief Executive Officer, to coordinate the review timetable and administrative arrangements, including staff assistance and any briefings, workshops or meetings required to complete the review.

7. **GIVES** the Chief Executive Officer written notice that the annual performance review for the 2026–2027 performance period has commenced and is required to be completed for presentation to Council by the end of February 2027.

8. **REQUIRES** the Shire President, once the review timetable has been agreed with the Chief Executive Officer, to give the Chief Executive Officer at least 10 working days' written notice of when the review will be conducted and that it will be conducted by Council as Reviewer, assisted by Dr Shayne Silcox as the independent facilitator, in accordance with the Chief Executive Officer's Employment Contract.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

PUBLIC UINCONFIRMED OCM MINUTES

Officer Recommendation / Council Resolution [OCM2610-12]

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

That Council **MOVE OUT** of Confidential Session at 2.40 PM.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.42PM.

These minutes were confirmed at the Ordinary Council Meeting held on

Date_____

Signed_____
(Presiding member at the meeting which confirmed the minutes)

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

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