



PUBLIC MINUTES

Ordinary Council Meeting

29 October 2025

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2:00 PM



DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

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

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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 29 October 2025 commencing at 2:00 PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the CEO at 2.00pm.

1.2 Announcements by the CEO

The CEO read the disclaimer reminding Elected Members, Employees, and the public, that this meeting is being recorded in accordance with Regulation **141** of the Local Government (Administration) Regulations 1996. The recordings will be made publicly available and serve as a public record of proceedings.

1.3 Election of the Shire President

The CEO announced that no nominations in writing had yet received for the role of Shire President, at which time the CEO called for Nominations for the role of Shire President, with one nomination being received in writing nominating Cr Pauline Bantock.

The CEO then **DECLARED** that Cr Pauline Bantock had been elected **UNOPPOSED** to the position of Shire President at which time Cr Bantock undertook the Oath for the role of Shire President before the CEO, following which the Shire President **ASSUMED** the Presiding Chair at 2.05PM.

1.4 Election of the Deputy President

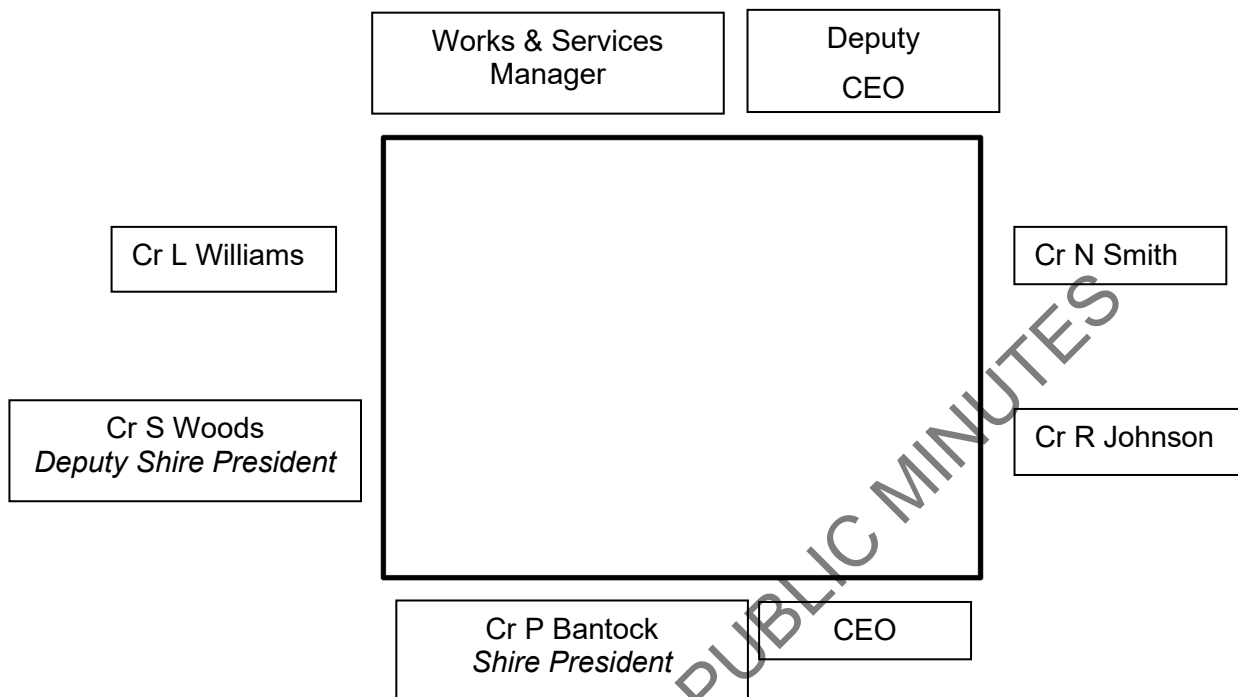
The Shire President, Cr Bantock, called for Nominations for the role of Deputy Shire President, with one nomination being received in writing nominating Cr Suzanne Woods.

The Shire President then **DECLARED** that Cr Suzanne Woods had been elected **UNOPPOSED** to the position of Deputy Shire President at which time Cr Woods undertook the Oath for the role of Deputy Shire President before the Shire President at 2.08PM.

1.5 Allocation of Position at the Council Table

In accordance with Clause 8.1 of the Shire's Meeting Procedures Local Law, the CEO proceeded with the allocation, by random draw, for position at the table for each Councillor, noting the Deputy President is seated to the left of the Shire President.

CEO Conducted secret draw of positions around the Council table.



2 REMOTE ATTENDANCE BY ELECTED MEMBERS

THAT:

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

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

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

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

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

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

Approval to Attend and Declaration of Confidentiality

N/A

3 RECORD OF ATTENDANCE

Members present	Cr P Bantock – Presiding Member
	Cr S Woods – Deputy Shire President
	Cr R Johnson
	Cr N Smith
	Cr L Smith
Staff attending	Chief Executive Officer – Mr S Fletcher
	Deputy CEO – Mr C Ashe
	Works & Services Manager – Mr S Brenzi
	Council Support Officer – Mrs J Klobas
Apologies	N/A
Approved leave of absence	N/A
Members of the public	Mr P Williams

4 DISCLOSURE OF INTEREST

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

Type Item Person / Details

Mr Sean Fletcher, CEO, declared a Financial interest in item 12.2, “CEO’s Annual Performance Review – Confidential” due to “Financial – Matters to do with Mr Fletcher’s performance” at 2.13 PM.

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

Public Question Time was opened to the floor at 2.15PM with no questions from Members of the quesion presented.

Public question time closed at 2.15 PM

6 PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Motion / Council Resolution

Officer Recommendation / Council Resolution OCM2510-026

Moved: Cr R Johnson

Seconded: Cr S Woods

Cr S Woods **REQUESTED** leave of absence from 6 November 2025 until the November Ordinary Council Meeting (26 November 2025) inclusive.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Against: Nil

8 MINUTES OF MEETINGS

Officer Recommendation / Council Resolution OCM2510-027

Moved: Cr S Woods

Seconded: Cr R Johnson

That the minutes of the Ordinary Council Meeting held 1 October 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 R Johnson, Cr L Williams and Cr N Smith

Against: Nil

9 REPORTS REQUIRING DECISION

9.1 ACCOUNTS FOR ENDORSEMENT - SEPTEMBER 2025

File Reference	
Report Date	13 October 2025
Applicant/Proponent	Nil
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	Sean Fletcher – Chief Executive Officer
Attachments	1. List of Payments September 2025

PURPOSE

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

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation Outcome and
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 OCM2510-028**Moved: Cr S Woods****Seconded: Cr N Smith**

That the **PAYMENTS** made for September 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 R Johnson, Cr L Williams and Cr N Smith**

Against: **Nil**

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	EFT00054- EFT00055	508,372.60
Direct Debit Payment**	PPIN02239 – PPIN02298 DD00036	48,188.37
Credit card – Bendigo Bank	PPIN02298	3,341.18
	PPIN02299	2,633.61
	PPIN02300	3,410.56
	PPIN02301	519.20
Fuel Card – Wright Express	PPIN02302	13.18
Salaries and Wages EFT	PE10/09/25;PE24/09/25	115,754.50
Trust Payments		0
	TOTAL	682,233.20

Local Spending	\$	%
Local Supplier	4,228.06	0.62%
Payroll	115,754.50	16.97%
Total	119,982.56	17.59%

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9.2 MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2025

File Reference	
Report Date	20 October 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. Financial Statements - Sep 25

PURPOSE

To receive the monthly financial statements for the period ending 30 Sep 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 audit for 24-25 Annual Financial Statements has essentially been completed and staff do not envisage any further material changes to this carried forward (C/F) deficit of (\$962,908), reflected in the Sep 25 monthly financial statements. This new C/F figure will increase the 25-26 budget forecast by (\$37,180).

Funds have been returned to Restricted Funding to ensure this is segregated from general revenue of the Municipal Fund and at this point the financial position is healthy. The difference between the year to date (YTD) budget and actuals is primarily:

- Ex-Gratia Rate payment from 24-25.
- Salaries budget awaiting sub division funding as the offset.

The current surplus is \$3,747,659 against a YTD budget of \$4,029,062.

NOTES TO ACCOUNT

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

Note 1 Net Current Funding Position:

This reflects the liquidity of the shire, calculated as current assets less current liabilities, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to \$3,747,659. This has continued to improve from Aug 25, returning the shires ability to service its current liabilities.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$3,108,836 with an Unrestricted Municipal Bank Balance of \$1,374,362 and \$1,734,474 in Restricted Funding, the latter comprising:

- \$713,488 in Reserves.
- \$1,020,986 major grant funding received and quarantined fully cash backed (see note 11).

The Municipal Bank Balance has returned to a positive amount noting the budget dictates a reliance on sub-division funding in order to transfer costs to this capital project or risk returned pressure on cashflows.

Note 4 – Debtors:

An overall (net) balance of \$2,386,969 noting this has reduced by half from Aug 25 and indicating actual payment of rate. The balance comprises of:

- \$1,123,363 in rate debtors analysed below.
- \$1,224,092 in sundry debtors primarily Regional Road Safety Program (RRSP) funding through MRWA.
- \$78,243 is primarily DFES in terms of the CESM agreement and Mitigation Activity Fund (MAF), both currently being followed up for payment.
- \$1,730 has been referred to the Fine Enforcement Registry (FER) for two separate firebreak infringements. One is making payments of \$50 per month, the other has multiple infringements (not necessarily with the shire) and will be paid on an oldest first basis.

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

- \$797,898 on instalment plans.
- \$47,597 on payment arrangements and debt collection.
- \$268,733 final notices.

Note 5 Reserves:

Funds transfer of \$10,000 will occurred in Nov 25 as per scheduled installation of air conditioners at 12 Harrington St.

Note 6 – Plant Disposals

No disposals for Sep 25.

Note 7 – Capital Program

Some progressing starting to be made in the Capital Program but council should not expect to see any major expenditure reflected in the financial Statements until Nov 25. Similarly, some Plant expenditure will occur in Oct and Nov 25.

Note 9 – Payables

Contingent Liabilities will reduce once the HSP1 funding, R2R and LRCI program is completed.

Note 10 – Grants and Subsidies

Invoicing for RRSP has been raised and funds will be expected to be paid in Nov 25. There has been some delays in making claims for the Strategic Water Plan which had not been fully received until late Oct 25. This will need to have some quality assurance applied, presented to council and then further funding claims can be made.

Note 11 – Restricted Funds

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

Note 12 – LRCI Program

The Calingiri Sportsground Lighting has been completed and Bolgart Skatepark and Calingiri Youth Open Space almost completed, the latter being purchase orders raised to complete the fencing. The Depot Carpark shelter has also commenced.

The Boundary Entry Signage is virtually completed noting this has exceeded the budget cost and will likely be absorbed as the variation is due to installation by the outside crew (i.e. not a materials cost).

The Mogumber Hall toilet floor budget and scope will be revised upon review and excess funds will be redirected to the Calingiri Playground due to the need to acquit LRCI funding by 30 Jun 26 and the risk of Lotterywest funding in terms of timing and approval. Should the Lotterywest funding be successful, it could be used for the surrounding playground area.

All will be subject to council briefing and if necessary, endorsement through the budget review.

Note 13 – LGGS Program

Expenditure on Bushfire Plant has occurred in readiness for the fire season.

Note 14 – Material Variances

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

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

CONSULTATION

Chief Executive Officer, Sean Fletcher.

Manager Works and Services, Silvio Brenzi.

Chief Financial Officer, Zoe Clayton.

Co-ordinator Financial Services, Glenn Deocampo.

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

Strategic Business Plan/Corporate Business Plan

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

Delegation

Nil

Policy Implications

Policy Manual –

- 3 Financial Management

Other Corporate Document

Nil

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2510-029**Moved: Cr N Smith****Seconded: Cr S Woods**That Council **RECEIVE** the 30 Sep 2025 Monthly Financial Statements as presented.**CARRIED BY UNANIMOUS DECISION OF COUNCIL****For: Cr P Bantock, Cr S Woods, Cr R Johnson, Cr L Williams and Cr N Smith****Against: Nil**

9.3 SEPTEMBER QUARTERLY REVIEW OF THE CORPORATE BUSINESS PLAN 2025 - 2026

File Reference	
Report Date	10 October 2025
Applicant/Proponent	Mr Sean Fletcher, CEO
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Key Work Plan September Quarter 2025 2026 Final

PURPOSE

For Council to confirm the outcomes of the September quarterly review of the corporate business plan regarding the strategic actions for 2025/26.

BACKGROUND

Council along with senior staff, conducted the annual review of the CBP (also known as the Key Work Plan or Implementation Plan) on 21 July 2025.

At the Annual Review, it was noted that 25/26 represents the last year of the current CBP. A new CBP will be developed when the Major Review of the Strategic Community Plan is undertaken with a focus on establishing the new Council Plan in the first half of 2026.

In line with the Integrated Planning and Reporting Guidelines, the first quarterly review of the CBP has been completed by the CEO. This is in the form of a Key Work Plan that sets out the strategic actions adopted for 25/26 in relation to the Corporate Business Plan and the progress to date.

	Community	Assigned To	Comment	Start	End	%	2025		2026			
							Q3	Q4	Q1	Q2	Q3	Q4
	Community Actions 25/26			7/1/25	6/30/26	21						
1	Healthy, connected and safe communities			8/1/25	6/25/26	12						
1.1	Disability Access Inclusion Plan	EHO/CDO	• Commence rolling out of action plan	11/1/25	6/25/26	0						
1.2	Aged Friendly Plan - Surveys	CDO	• Survey drafted. To be issued November 2025.	10/10/25	12/31/25	25						
1.3	Local Health Plan	EHO/CDO	• Completion of plan by December • Commencement of actions in January 2026	8/1/25	6/25/26	18						
2	Inclusive community activities, events and initiatives			7/1/25	4/30/26	30						
2.1	Community Grant Scheme	CDO	• Applications for 25/26 assessed in May 2025	7/1/25	4/30/26	30						
3	Recreational, social, and heritage spaces are safe and activated			1/1/26	6/25/26							
3.1	SRMP - Trails Plan	CDO		2/1/26	6/25/26	0						
3.2	SRMP - Weighting Criteria	DCEO/CDO		1/1/26	3/31/26	0						
4	Support emergency services planning, risk mitigation, response and recovery			7/1/25	6/30/26	25						
4.1	Upgrade of Emergency Services Building	CESM/CEO	• CEO & DCEO met with Yued CEO 23/09 to continue land swap discussions re the old police blocks in Calingiri	7/1/25	6/30/26	25						
5	Major Projects			7/1/25	6/30/26	29						
5.1	Improve Victoria Plains War Memorial	MWS	• In November: artificial turf inner ring. Entry sign built.	10/10/25	12/31/25	50						
5.2	Disaster Ready Fund R3	MWS/CDO	• Bore for Mogumber Library (will also service Mogumber Hall) • Bore for Calingiri Depot • Hybrid Truck Build re Water Cell • 3 auto start generators: Office, Emergency Services, Depot	7/1/25	6/30/26	25						

The Key Work Plan, in effect is like an action register. (Attachment 1), and consists of the following components:

- The relevant pillar from the Strategic Plan/CBP eg. Community;
- The relevant sub-pillar eg Healthy, connected and safe communities;
- The relevant action eg Disability Access Inclusion Plan;
- Assigned to i.e the relevant position responsible as assigned by the CEO;
- Comments;
- Date range for the action i.e. start and end date;
- Percentage completed (generally time based although cost may be considered);
- Progress in line or linear format.
- The Key Work Plan, in effect is like an action register.

In addition to the above, the full capital works plan for 25/26 is also attached to the Key Work Plan.

The September update reflects what has been achieved on an overall percentage completion basis. Ideally, for the first quarter of the financial year, the ideal completion rate is somewhere between 20 -25%. Future updates will include the Traffic Light System (RAG Rating):

- **Green** – On track or completed (70 – 100%)
- **Amber** – Delayed or at risk (50 – 69%)
- **Red** – Not started or significantly off track (0-49%)

COMMENT

Following on from the annual review of the CBP and the setting of the annual key work plan in July 2025, Council adopted the 2025/26 Annual Budget. In essence, the overall percentage performance varies quite substantially during the first quarter. This is because a number of projects cannot start from 1 July because there are no funds allocated. Others though are a continuation from the previous year or have funds allocated held in a reserve or restricted fund and thus can proceed. Others still are not able to start until much further in the financial year as staff resources are not available until that point in time. For the September quarter, the dashboard summary shows:

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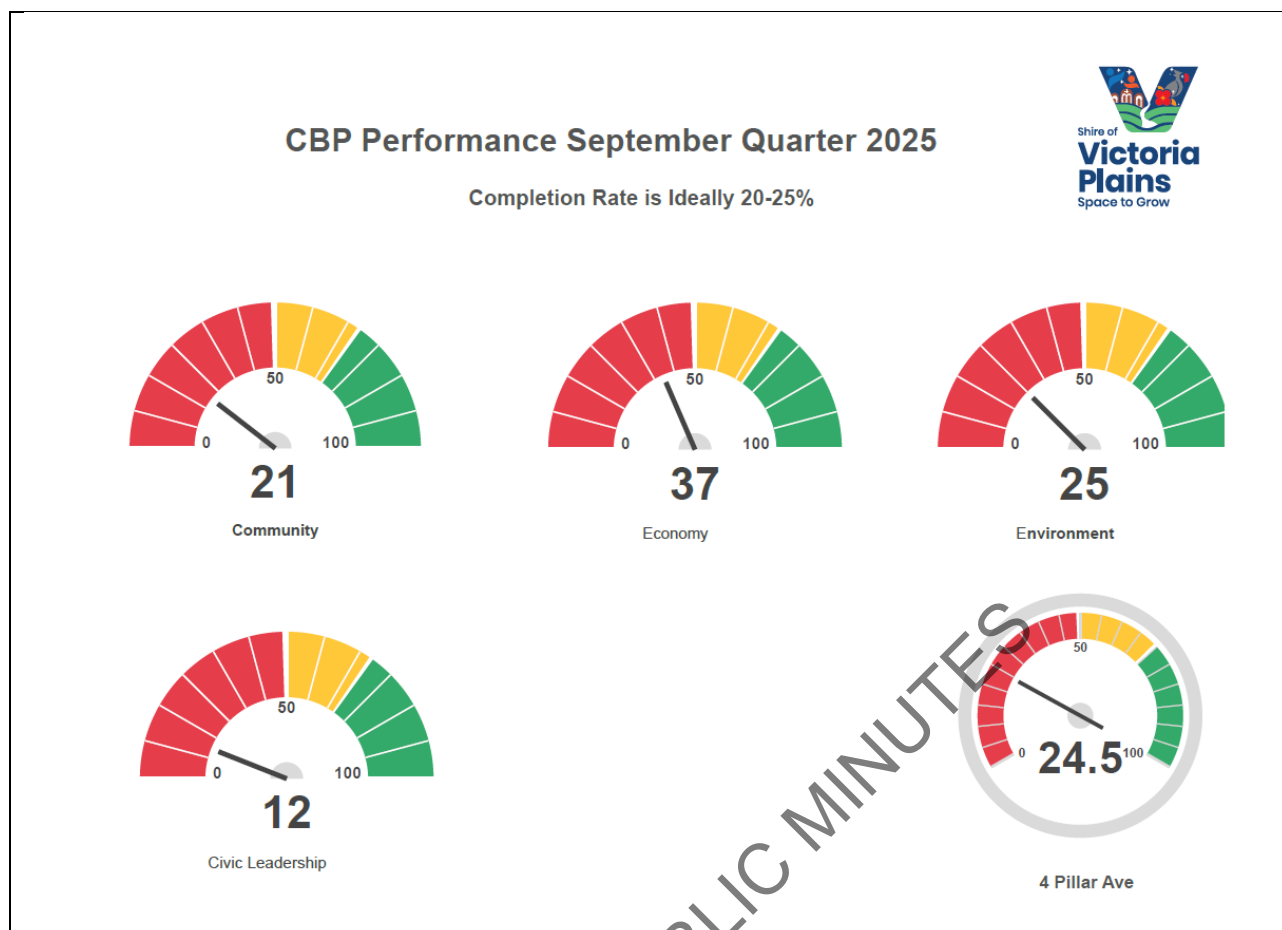


Diagram 1 – Key Work Plan Dashboard September Quarter 2025/26

The Dashboard in Diagram 1 confirms that the Shire has continued to deliver its strategic priorities at a high level.

In previous quarterly reports, major projects were listed as a separate performance items. In the revised Key Work Plan report, the major projects are now shown as an item for each of the four pillars: Community, Economy, Environment and Civic Leadership.

The Economy Pillar is performing at a high level of performance (37%). This is due to the completion of the ESA Inauguration of NNO3, the near completion of the new Shire boundary signs and that all the orders for the replacement of Plant and Equipment have been placed and will start arriving from 20 October 2025.

The Environment Pillar (25%) is performing well as bush fire mitigation treatments are well underway, the improvement works to the Calingiri and Bolgart Cemeteries is almost completed.

The Community Pillar (21%) is within expected parameters with good progress made regarding the upgrade of the Victoria Plains War Memorial, the Community Grant Scheme and preparation of the application for the Disaster Ready Fund.

Although the Civic Leadership Pillar is at 12% completion, this is because seven actions will not commence until January 2026.

Shire's Direction 2025/26

During the past 12 months, the Shire has been impacted by four key developments that will continue to impact for many years to come. Each one of these key impacts will see the Shire's economy

diversify over the next 30 years or more. These are found within the Economic Pillar of the Key Work Plan and denoted by deep green on the left hand side:



Diagram 2 – The Four Key Impacts 2025/26 Onwards

The Shire is the group leader regarding the Wheatbelt Regional Housing Initiative, which has seen a group of ten local governments receive \$32.8M in funding from the Commonwealth Government under the Housing Support Program. Victoria Plains allocation under this grant is \$4.5M and will be for the Edmond Street land development.

The Shire has been working with Green Wind Renewables regarding the proposed Grevillea and Wandoo windfarms. It is important to note that these projects are subject to State policy (as stipulated by the Department of Energy and Economic Diversification) and the Minister for Energy has said these will go through the State Significant Pathway process.

The Shire is also a key player regarding advocating for fair and equitable treatment for its communities under the Energy Transition regarding large scale renewable projects. This has involved not only participating in the development of a local government guide to advocate for community benefits from large scale renewable projects but also lobbying for the development of mandated State planning policy to do the same. The Shire has regular meetings with PoweringWA and Western Power and is also a member of the Regional Leaders Network.

The Shire supports the expansion of the European Space Agency (ESA) site at New Norcia. To this extent, the Shire has advocated for, and been successful, in receiving funding of \$350,000 to develop Stage One of tourism facilities at the ESA ground station i.e. parking facilities, viewing platform and a viewing pod based on one of ESA's space vehicles. The Shire will also assist with Stage 2 funding to help develop an effective entry into the ground station. Stage 3 of the visitor experience will involve the development of an education and visitor centre.

The Shire is also working through issues that the proposed Caravel Copper Mine will have regarding the wider district. This includes the advent of the water source from the Gillingarra Bore Field and responding to the State government's assessment of this project. Mining matters and activities are managed by the State, not the Shire.

CONSULTATION

Council Elect Induction and Briefing Session 20 October 2025.

STATUTORY CONTEXT***Local Government (Administration) Regulations 1996***

19DA. Corporate business plans, requirements for (Act s. 5.56)

(4) A local government is to review the current corporate business plan for its district every year.

Integrated Planning and Reporting – Framework and Guidelines

Apart from the Annual Report providing progress towards the achievement of the four-yearly Shire priorities as established through the Corporate Business Plan (Intermediate Standard), the Departmental IPR Guidelines require that as a minimum, a quarterly review is conducted on the status of the CBP for each year.

CORPORATE CONTEXT**Strategic Community Plan/Corporate Business Plan**

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
4. CIVIC LEADERSHIP			
4.1 Forward planning and implementation of plans to achieve community priorities	Performance against targets are regularly reported to the community		
	We attend meetings of key local and regional organisations to jointly plan for our community		
	Demonstrated progress towards achievement of the Corporate Business Plan		

Delegation

Nil

Policy Implications

Ni

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Reputation and Compliance	Major (4)	Unlikely (2)	Moderate (8)	Operational Manager	CEO to ensure all staff undertake and follow CBP.
Not adhering to the Corporate Business Plan and hence the Strategic Community Plan	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	The event could occur at some time - - 10 years		Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring Adequate: The Shire continues to ensure that the CBP Quarterly Review is available publicly through a report to Council each quarter.	Elected Members have undertaken further training in IPR requirements. The above will, ensure that the appropriate manager can assess the risk and correct it accordingly through quarterly reporting. This will ensure that the risk is low

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2510-030

Moved: Cr S Woods

Seconded: Cr R Johnson

That Council **CONFIRMS** the outcomes of the September quarterly review of the Shire's Corporate Business Plan 2025/2026 as set out in Attachment 1 Key Work Plan 2025 2026 September Quarter.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Against: Nil

CONFIRMED PUBLIC MINUTES

9.4 APPOINTMENTS TO COMMITTEES, ADVISORY BODIES AND STAKEHOLDER GROUPS

File Reference	
Report Date	7 October 2025
Applicant/Proponent	Council
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Elected Member Prospectus 2025 Zone Delegate and State Councillor 2. DG-2025-2387 - Circular to LG CEOs - LG DAP Member Nominations 3. DG-2025-2387 - Attachment 2 - LG DAP Member - Nomination Form FAQ

PURPOSE

To appoint the Shire's councillors, CEO or other officers to the committees of council, and as delegates to advisory bodies and as members of other organisations.

BACKGROUND

After each ordinary local government election, Council must appoint members to the Committees of Council, as all positions are required by the Local Government Act to become vacant on the eve of the election. There are also external stakeholder groups and government bodies that become vacant at the same time (except the Development Assessment Panels) and the Shire provides delegates to these governing bodies as well.

Committees of Council

The presiding member for each committee of council is now determined by Council. This applies to the Audit and Risk Committee and the Behaviour Complaints Committee. The CEO Recruitment Committee and the CEO Performance Review Committee are convened as required. These latter two committees have generally consisted of all of council.

Bush Fire Advisory Committee (BFAC)

The status of the Bush Fire Advisory Committee has been confirmed that it is formed under Section 67 – Advisory committees, *Bush Fires Act 1954*. While recognising that the Bush Fire Advisory Committee is a Committee formed pursuant to section 67 of the Bushfire Act, the Chair should follow the Shire's Meeting Procedures Local Law as far as practicable to ensure proper meeting procedures are followed.

Shire of Victoria Plains Environmental Advisory Committee (EAC)

The Environmental Advisory Committee is currently listed as a Committee of Council. The Committee has yet to meet. On reflection, it is the Administration's (CEO's) view that the EAC is reverted to advisory group status, which will allow greater flexibility in its operation

and management. As with the BFAC, the EAC meetings should be run observing the Shire's Meeting Procedures Local Law, where appropriate.

Avon Midland Country Zone

The Western Australian Local Government Association (WALGA) advised the CEO on 22 September 2025 that Council needs to appoint its Avon Midland Country Zone delegates and deputy delegates asap. The Zone will then make appointments to State Council at the Zone meeting on 21 November. A copy of the prospectus to be a Zone Delegate and a member of the WALGA State Council is provided in Attachment 1.

Local Emergency Management Committee (LEMC)

The Local Emergency Management Committee resolved last year to combine with the Wongan Ballidu LEMC to form the Victoria Plains Wongan Ballidu Joint LEMC.

Regional Development Assessment Panel (RDAP)

There are three Development Assessment Panels (DAPs) that sit across Western Australia including the Metro Inner DAP, the Metro Outer DAP and Regional DAP.

The Minister for Planning previously appointed Crs Bantock, Woods (up for election 2025), Lovelock (retired at the 2025 election) and Johnson to the Regional DAP January 2024 - January 2026.

On 10 October 2025, the Director General of Department of Planning Lands and Heritage (Attachments 2 and 3) wrote to the CEO and advised it would be appropriate for Council to review its DAP members due to the October 2025 local government elections and as a result, will need to nominate four (4) elected council members to the RDAP by Friday, 21 November 2025.

COMMENT

Set out for Council's consideration are the vacancies that are required to be filled.

Committees of Council

These are permanent committees established by Council as required under the relevant legislation.

Shire of Victoria Plains Audit, Risk and Improvement Committee	
Membership	1 Independent Chairperson 3 Councillors
Quorum	2 Members
Deputies	2 Councillors
Support	DCEO
Purpose	The purpose of the Audit, Risk and Improvement Committee (AIRC) is to: • Guide and assist the Shire of Victoria Plains in carrying out its financial management and audit functions; • Monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures. This also includes the Shire's risk management, internal controls and level of compliance and integrated planning and reporting (IPR) and training;

	Oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government. The ARIC is a mandatory committee under the Local Government Act. At this point in time, the Committee has no delegated power. The members are a suitably qualified person as the Independent Chair and Elected members (councillors) only.
Meeting Cycle	Meets four times a year unless a special meeting of the Committee is called
Voting Requirements	Absolute Majority

Shire of Victoria Plains Behaviour Complaints Committee	
Membership	1 Councillor as the Presiding Member and 2 Councillors
Quorum	2 Members
Deputies	2 Councillors (i.e. all other members)
Support	CEO as the Complaints Officer
Purpose	The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the <i>Local Government Act 1995</i> (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Victoria Plain's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct). The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes: - Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal. - Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [<i>clause 12(3) of the Code of Conduct</i>]. - Determining reasons for such a Finding. - Where a Finding is made that a breach has occurred, determining: - To take no further action; or - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates. The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority. The members are elected members only
Meeting Cycle	Scheduled as required by the CEO in consultation with the Committee Presiding Member
Voting Requirements	Absolute Majority

Advisory Groups

Advisory Groups are those where Council does exercise control (establishment, dissolution etc). They do not fall within the requirements of the Local Government Act.

Anzac Memorial Commemorative Advisory (Working) Group	
Membership	• Warden of the Shire of Victoria Plains War Memorial • One Councillor (Ideally the President) • The CEO • One Community Member
Quorum	2
Support	Community Development Officer
Deputies	One Councillor
Purpose	The Terms of Reference states the role and scope of the Advisory Group as being: 1. Assist with the coordination and arrangements for ANZAC Day; and 2. Consider the management of the Victoria Plains War Memorial and make relevant recommendations to Council.
Meeting Cycle	As required
Voting Requirements	Simple Majority

Shire of Victoria Plains Bush Fires Advisory (BFAC) Committee	
Membership	• The Shire President • The Deputy Shire President • The Chief Bush Fire Control Officer as the Chair • Deputy Chief Bush Fire Control Officer • The Captain of Each Bushfire Brigade
Quorum	5
Deputies	All other Councillors
Purpose	To advise Council on any matter relating to fire control within the district. The <i>Bush Fires Act 1954</i> - s.67 lists matters listing the BFAC's responsibilities. The BFAC is also governed by the <i>Shire of Victoria Plains Bush Fire Brigades Local Law 2018</i>
Meeting Cycle	Twice Per Year
Voting Requirements	Simple Majority

Shire of Victoria Plains Environmental Advisory Committee	
Membership	• The Environmental Health Officer as the Chair • 1 Councillor • 1 Community Member
Quorum	2
Deputies	1 Councillor

Support	CDO
Purpose	• Provide advice to Council on the implementation of Local Biodiversity Strategy; • Develop relevant documents consistent with the Local Biodiversity strategy for consideration by council; • Represent a range of sectors and opinions relating to or impacting the natural environment; • Provide local knowledge and expertise about the Shire's natural environment and impacts to them.
Meeting Cycle	Quarterly
Voting Requirements	Simple Majority

Appointment of Delegates – Other Bodies

The Shire is a member of groups or bodies that the state government or others have in place to assist local governments with their responsibilities at the local level.

Regional Development Assessment Panel (DAP)	
Membership	3 Specialist Panel Members 2 Councillors - SoVP (When required)
Quorum	3 Members
Delegates	2 Councillors
Deputies	2 Councillors – (They are Alternate Members)
Purpose	Local Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge. Each DAP consists of five panel members, three being specialist members and two local government councillors. DAPs determine development applications within a certain type and value threshold (outside the City of Perth over \$2M if the proponent opts in). Housing Developments can opt in regardless of value except for single dwellings as these are determined by the Local Government CEO. DAP's only meet when there is a DAP application to determine. Local government representatives will only sit on the panel when the application(s) being determined by the panel have been made under the Shire's local planning scheme. Members are listed on the register for the Regional Development Assessment Panel. All members must undergo compulsory training. Under regulation 24 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Council is requested to nominate four (2 members and 2 alternate members) elected members to sit as Regional DAP members. The delegates are then appointed by the Minister for Planning. The current appointment of Crs Bantock, Woods and Johnson (Alternate Member) run through to 2026. Cr Lovelock will no longer be a member once the 2025 Local Government Elections are held as he is retiring. Crs Woods is up for election.

	Development Assessment Panel Reforms and Significant Development Pathway
Meeting Cycle	As required
Voting Requirements	Simple Majority

Avon Midland Country Zone - WALGA

Membership (Shires)	• Chittering • Dalwallinu • Dandaragan • Gingin • Goomalling • Moora • Northam • Toodyay • Wongan-Ballidu • Victoria Plains • York
Quorum	6 Members
Delegates	1 Councillor
Deputies	1 Councillor and/or CEO
Purpose	WALGA is the peak representative body of local government in Western Australia. The Shire is a member. WALGA is structured based on a zone system throughout Western Australia. Members from each zone sit on the WALGA State Council. Delegates must be an elected member
Meeting Cycle	5 per year
Voting Requirements	Simple Majority

Shire of Victoria Plains & Shire of Wongan Ballidu Local Emergency Management Committee (LEMC)

Membership	• Chair & Local Emergency Coordinator – OIC Wongan Hills Police • Deputy Chair: Councillor SoVP • Deputy Chair: Councillor SoWB • Executive Officer: Emergency Management Officer • CEOs SoVP and SoWB • CBFCOs SoVP and SoWB • DCEOs/Recovery Coordinators: SoVP and SoWB • CESH • St John Community Paramedic - Wheatbelt • DPIRD Wongan Ballidu • Western Power – Wongan Ballidu • Water Corporation Avon and Mid West Region • Department of Communities • DFES • DBCA • Arc Infrastructure • MRWA • Support Members (Various including CBH, WACHS (Hospital), DoE, Telstra, NBN, Wongan VFES)
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Quorum	?
Delegates	Two - Currently President and Deputy President
Deputies	Nil
Purpose	3.1 Prepare, continuously monitor, and review a separate Emergency Management Arrangements for the Shires. 3.2 Identify emergency management hazards within the Shires and their respective communities. Establish and maintain procedures to mitigate these risks and document them within the respective Local Emergency Management Arrangements. 3.3 Test Local Emergency Management Arrangements via an annual exercise. A minimum of one exercise annually to ensure compliance with the <i>Emergency Management Act 2005</i>. 3.4 To prepare and implement prevention, preparedness, response, and recovery for key hazards identified as likely to impact the Shires. 3.5 To increase the number and relative awareness programs for the Shires, addressing all hazards identified as likely to impact the community. 3.6 To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC).
Meeting Cycle	Quarterly
Voting Requirements	Simple Majority

Wheatbelt North Regional Road Group (WNRRG)

Membership	Shires of Chittering, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Gingin, Goomalling, Kellerberrin, Koorda, Merredin, Moora, Mt Marshall, Mukinbudin, Northam, Nungarin, Tammin, Toodyay, Trayning, Victoria Plains, Westonia, Wyalkatchem, Wongan-Ballidu, Yilgarn and York
Quorum	4 of the 8 Sub Groups
Delegates	1 Councillor
Deputies	1 Councillor
Support	CEO & MWS
Purpose	The existence and operation of Regional Road groups are mandated by the State Road Funds to Local Government Agreements per the State Advisory Committee (SAC). The Role of a regional road group is to: - Recommend Local Government Road funding priorities to SAC; and - Monitor the implementation of the Local Government Road Program in their region. Main Roads Western Australia provides administrative support to Regional Road groups. The Delegate must be an elected member. The Delegate also participates on the Moora Sub Regional Road Group (MSRRG)

	The MSRRG also appoints a delegate to the WSNF Steering Committee
Meeting Cycle	Twice a year (March and September) for WHRRG Twice a year for MSRRG
Voting Requirements	Simple Majority

Avon Voluntary Regional Organisations of Council (AROC) Governance Group

Membership	Shires of Chittering, Goomalling, Northam, Toodyay, Victoria Plains and York
Quorum	3 Members
Delegates	1 Councillor
Deputies	1 Councillor
Support	CEO
Purpose	AROC is a collective of six local governments within the Avon, Central and Coastal sub regions, formed to work cooperatively for the benefit of the region and well-being of the community. Delegate must be an elected member The CEO also sits on the AROC Officers Group, which advises the AROC Governance Group and attends both meetings
Meeting Cycle	5 per year
Voting Requirements	Simple Majority

Rural Water Council

Membership	Shires of Dandaragan, Dumbleyung, Goomalling, Koorda, Lake Grace, Merredin, Mount Marshall, Moora, Mukinbudin, Narembeen, Nungarin, Victoria Plains, Westonia, York Minister for Water, Department of Water, Water Corporation, Wheatbelt Development Commission, Department of Primary Industries, Wheatbelt NRM
Quorum	N/A
Delegates	Up to 2 Councillors (Both are voting delegates)
Deputies	Nil
Support	CEO
Purpose	The Rural Water Council liaises with the Department of Water and Environmental Regulation (DWER) and the Water Corporation, to raise the profile of community issues within the Dry Land Agricultural Area to the relevant departments.
Meeting Cycle	Quarterly
Voting Requirements	Simple Majority

Council may wish to suspend the Meeting Procedures Local Law (Standing Orders) to discuss further who would like to be on the respective committees.

CONSULTATION

Councillor Elect Briefing Session 20 October 2025

STATUTORY CONTEXT

Section 5.8 of the Local Government Act 1995 allows the Council to establish committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the Local Governments that can be delegated to Committees (Absolute Majority Vote required).

Section 5.10 sets out how Council appoints members to a committee, which must be done by an absolute majority.

In accordance with Section 5.10, a Councillor is entitled to be a member on any committee of their choice. Additionally, the President is entitled to be a member on any committee of their choice. The CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Section 5.11A deals with the appointment of Deputy Committee members, which must be done by an absolute majority. Other Legislative requirements are set out in the purpose for each committee.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
4. CIVIC LEADERSHIP	
4.1 Forward planning and implementation of plans to achieve community priorities	We attend meetings of key local and regional organisations to jointly plan for our community

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Risk Analysis

The perceived risks are as follows:

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Compliance	Minor (2)	Possible (3)	Moderate (6)	Operational Manager	CEO in conjunction with key staff to monitor requirements regularly regarding Committees, Advisory Groups and Other Bodies
Failing to observe requirements of relevant legislation	Some temporary non compliances	At least once in 3 years			

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

Officer Recommendation

That Council makes the following appointments by ABSOLUTE MAJORITY

COMMITEES OF COUNCIL**Shire of Victoria Plains Audit, Risk and Improvement Committee**

In accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, the following Councillors are APPOINTED to the Shire of Victoria Plains Audit Committee:

Members (3):

1. Mr David Lovelock, Independent Presiding Member

2. Cr _____

3. Cr _____

4. Cr _____

Deputy Members (2)

1. Cr _____

2. Cr _____

Shire of Victoria Plains Behaviour Complaints Committee

In accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, the following Councillors are APPOINTED to the Shire of Victoria Plains Behaviour Complaints Committee:

Members (3)

1. Cr _____ as the Presiding Member

2. Cr _____

3. Cr _____

Deputy Members (2)

1. Cr _____

2. Cr _____

Environmental Advisory Committee

The Status of the Environmental Advisory Committee is changed from a committee of council to advisory status only

BY SIMPLE MAJORITY**Advisory Groups**

Advisory Groups are those where Council does exercise control (establishment, dissolution etc). They do not fall within the requirements of the Local Government Act.

ANZAC Memorial Commemorative Advisory (Working) Group

Members (1)

1. Cr _____

Deputy Members (1)

1. Cr _____

Shire of Victoria Plains Bush Fires Advisory (BFAC) Committee

In accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*, the following Councillors are APPOINTED to the Shire of Victoria Plains Bush Fires Advisory Committee:

Members (5)

1. Shire President – Cr _____

2. Deputy Shire President – Cr _____

Deputy Members (3) (All Other Councillors)

1. Cr _____

2. Cr _____

3. Cr _____

Shire of Victoria Plains Environmental Advisory Committee

Members (1)

1. Mr Gordon Houston as the Presiding Member

2. Cr _____

Community Members (1)

1. _____

Appointment of Delegates – Other Bodies

The Shire is a member of groups or bodies that the state government or others have in place to assist local governments with their responsibilities at the local level.

Regional Development Assessment Panel (DAP)

Members (2)

1. Cr _____

2. Cr _____

Deputy Members (1) (Alternate Members)

2. Cr _____

3.

4. Cr _____

AVON MIDLAND COUNTRY ZONE – WALGA

That Council APPOINTS the following Councillors to the Avon Midland Country Zone WALGA:

Delegates (1)

1. Cr _____

Deputy Delegates (1)

1. Cr _____

2. Mr Sean Fletcher, Chief Executive Officer

SHIRE OF VICTORIA PLAINS – LOCAL EMERGENCY MANAGEMENT COMMITTEE

That in accordance with Section 38 of the *Emergency Management Act 2005*, the following Councillors be APPOINTED to the Shire of Victoria Plains Local Emergency Management Committee:

Delegates (2)

1. Cr _____ - Shire President
2. Cr _____ - Deputy Shire President

WHEATBELT NORTH REGIONAL ROAD GROUP (WNRRG)

That Council APPOINTS the following Councillors as delegates to the Wheatbelt North Regional Road Group (includes the Moora Sub Regional Road Group):

Delegate (1)

1. Cr _____

Deputy Delegate (1)

1. Cr _____

AVON VOLUNTARY REGIONAL ORGANISATIONS OF COUNCILS

That Council APPOINTS as the Shire's delegate to the Avon Voluntary Regional Organisations of Council

Delegate (1)

1. Cr _____

Deputy Delegate (1)

- 1 Cr _____

RURAL WATER COUNCIL

Delegate (2)

1. Cr _____
2. Cr _____

Councillor Motion / Council Resolution OCM2510-031**Moved:** Cr S Woods**Seconded:** Cr N Smith

That Council **SUSPEND** Standing Orders under Section 8.9 and 8.10 of the Local Standing Orders at 2.37PM

CARRIED BY UNANIMOUS DECISION OF COUNCIL

For: Cr P Bantock, Cr S Woods, Cr R Johnson, Cr L Williams and Cr N Smith**Against:** Nil**Councillor Motion / Council Resolution OCM2510-032****Moved:** Cr L Williams**Seconded:** Cr R Johnson

That Council makes the following appointments by **ABSOLUTE MAJORITY**

COMMITTEES OF COUNCIL**Shire of Victoria Plains Audit, Risk and Improvement Committee**

In accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, the following Councillors are **APPOINTED** to the Shire of Victoria Plains Audit Committee:

Members (3):

1. Mr David Lovelock, Independent Presiding Member
2. Cr N Smith
3. Cr L Williams
4. Cr P Bantock

Deputy Members (2)

1. Cr S Woods
2. Cr R Johnson

Shire of Victoria Plains Behaviour Complaints Committee

In accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, the following Councillors are APPOINTED to the Shire of Victoria Plains Behaviour Complaints Committee:

Members (3)

1. Cr S Woods as the Presiding Member
2. Cr L Williams
3. Cr R Johnson

Deputy Members (2)

1. Cr N Smith
2. Cr P Bantock

Environmental Advisory Committee

The Status of the Environmental Advisory Committee is changed from a committee of council to advisory status only.

CARRIED UNANIMOUSLY AND BY ABSOLUTE MAJORITY OF COUNCIL

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

Against: Nil

BY SIMPLE MAJORITY**Advisory Groups**

Advisory Groups are those where Council does exercise control (establishment, dissolution etc). They do not fall within the requirements of the Local Government Act.

ANZAC Memorial Commemorative Advisory (Working) Group**Members (3)**

1. The Shire of Victoria Plains War Memoria Warden – Mr Gary McGill
2. Cr P Bantock
3. Community Member – Principal Yerecoin Primary School

Deputy Members (1)

1. Cr R Johnson

Shire of Victoria Plains Bush Fires Advisory (BFAC) Committee

In accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*, the following Councillors are **APPOINTED** to the Shire of Victoria Plains Bush Fires Advisory Committee:

Members (2)

1. Shire President – Cr P Bantock
2. Deputy Shire President – Cr S Woods

Deputy Members (3) (All Other Councillors)

1. Cr R Johnson
2. Cr L Williams
3. Cr N Smith

Shire of Victoria Plains Environmental Advisory Committee**Members (3)**

1. Mr Gordon Houston as the Presiding Member
2. Cr S Woods
3. Cr L Williams – Deputy

Community Members (1)

1. To Be Appointed

Appointment of Delegates – Other Bodies

The Shire is a member of groups or bodies that the state government or others have in place to assist local governments with their responsibilities at the local level.

Regional Development Assessment Panel (DAP)**Members (2)**

1. Cr L Williams
2. Cr R Johnson

Deputy Members (2) (Alternate Members)

1. Cr P Bantock
2. Cr S Woods

AVON MIDLAND COUNTRY ZONE – WALGA

That Council **APPOINTS** the following Councillors to the Avon Midland Country Zone WALGA:

Delegates (1)

1. Cr S Woods

Deputy Delegates (2)

1. Cr N Smith
2. Mr Sean Fletcher, Chief Executive Officer

SHIRE OF VICTORIA PLAINS – LOCAL EMERGENCY MANAGEMENT COMMITTEE

That in accordance with Section 38 of the *Emergency Management Act 2005*, the following Councillors be **APPOINTED** to the Shire of Victoria Plains Local Emergency Management Committee:

Delegates (2)

1. Cr P Bantock - Shire President
2. Cr S Woods - Deputy Shire President

WHEATBELT NORTH REGIONAL ROAD GROUP (WNRRG)

That Council **APPOINTS** the following Councillors as delegates to the Wheatbelt North Regional Road Group (includes the Moora Sub Regional Road Group):

Delegate (1)

1. Cr N Smith

Deputy Delegate (1)

2. Cr R Johnson

AVON VOLUNTARY REGIONAL ORGANISATIONS OF COUNCILS

That Council **APPOINTS** as the Shire's delegate to the Avon Voluntary Regional Organisations of Council

Delegate (1)

1. Cr P Bantock

Deputy Delegate (1)

- 2 Cr S Woods

RURAL WATER COUNCILDelegate (2)

1. Cr R Johnson
2. Cr N Smith

CARRIED UNANIMOUSLY DECISION OF COUNCIL

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

Reason for Variation

To include Delegate name(s) in Council Resolution.

Councillor Motion / Council Resolution OCM2510-033

Moved: Cr S Woods
Seconded: Cr L Williams

That Council **RETURN** to Standing Orders at 3.09 PM

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.5 LOCAL GOVERNMENT RURAL HEALTH FUNDING ALLIANCE

File Reference	
Report Date	8 October 2025
Applicant/Proponent	Local Government Rural Health Funding Alliance
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	
Attachments	1. LGRHFA Communique 2. Provision of Medical Services R6 R7 3. Preferred Model GP Services

PURPOSE

For Council to support the policy positions of the Local Government Rural Health Funding Alliance, call on ALGA to commit to an impact assessment on local governments providing GP services in remote and very remote areas and to inform the LGRHFA of the Shire's experience regarding a lack of medical and allied health services.

BACKGROUND

The **Local Government Rural Health Funding Alliance**, (the Alliance) is a collaboration of six local governments in rural WA—Lake Grace, Kojonup, Gnowangerup, Jerramungup, Narembreen, and Ravensthorpe—working together to address the challenge of attracting and retaining general practitioners in remote and very remote communities. The Alliance is supported by WALGA.

Local governments in remote and very remote areas (traditionally classified as Monash Model 5, 6 and 7) are increasingly stepping in to fund and manage primary healthcare services—an area under the purview of State and Commonwealth governments. Collectively, the six Shires contribute over **\$1.475 million annually** in cash. These cash contributions are directly from rates – for some in the Alliance it accounts for 16% of their rate income. Housing, vehicles, fuel cards, facilities, and telecommunications are also provided to attract and retain GPs.

The Alliance policy positions have been formulated because generally, rural/remote local government communities have:

- Small populations;
- Are geographically dispersed;
- Can only tackle the issue through economies of scale (uniting as multiple local governments under one practice); and
- Are competing for GPs who have the same incentives in front of them whether they are urban or very remote.

In essence, people in rural/remote communities are paying three times to access a GP: Medicare Levy, GP consultation fee and from their rates. Perth metropolitan may or may not be bulk billed.

The Alliance is advocating on two positions:

1. **Increase Financial Assistance Grants or provide block funding specifically tailored** to reflect actual costs incurred by remote and very remote local governments (thin markets).
2. Support the **Rural Generalist Service Model**, enabling multi-site practices (for economies of scale) with local government participation.

Cr Bantock and the author were invited to an official meeting of the Alliance in Canberra back in June of this year following its meetings with the **National Rural Health Commissioner, Department of Health and Aged Care, National Rural Health Alliance, WA Primary Health Network, members of Federal parliament** and the **Australian Medical Association**.

The author relayed the outcomes of the official meeting to Council at the following briefing session and signed up to receive information and updates from the Alliance.

COMMENT

The author has been involved in the matter of GP recruitment and retention since 2002. In the two decades since, the author has only worked in three local governments where there is either no GP (such as the Shire of Victoria Plains) or due to the size of the regional centre, the GP practices were sustainable without further intervention required.

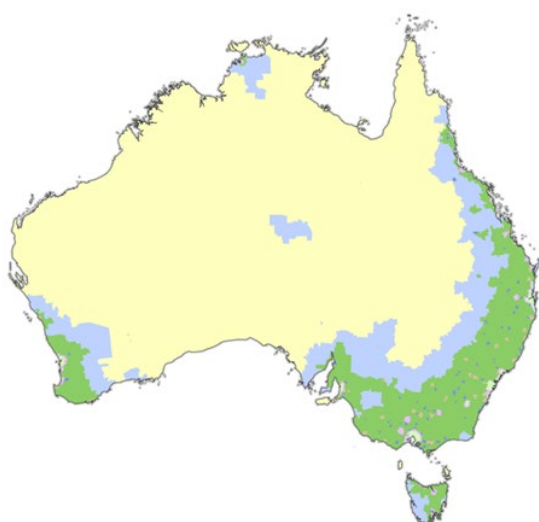
As the Alliance points out in its Communique, it is not unusual for a local government to find itself employing or paying for a GP, providing the practice (and the equipment), supplying a house and a car or even managing the practice staff.

The provision of GPs is a Commonwealth responsibility. The provision of hospitals, the responsibility of the State.

Along the way, there have been attempts to introduce telehealth – which is good up to a point, registered nurses – the ability to undertake some GP like functions, improve recruitment practices through Rural Health West and WACHS.

The State Government tried to address this issue through the Southern Inland Health Initiative (2011/12 Budget). The focus was on improving regional and district hospitals, the provision of GPs, nurses and allied health practitioners. Despite the significant investment made (\$641M), the end result has seen rural and remote communities come full circle to where we are now. Although there was \$300M in infrastructure improvements across 37 towns and the linking of the district hospitals to regional hospitals with improved emergency service capability, acute care and primary health care services to the tune of \$250M, here we are. At the time of SIHI the number of GPs needed was 90+. The current shortage is no different. Rural Health West is actively recruiting for over 100 GPs as well as Medical Officers and other specialists.

The Model that is used to determine the level of health workforce support by the Commonwealth is the [Modified Monash Model](#) (MMM). It was developed to better target health workforce programs, with the goal of attracting health professionals to regional, rural and remote communities. The MMM classifies metropolitan, regional, rural and remote areas according to geographical remoteness, as defined by the Australian Bureau of Statistics (ABS), road distance between towns and town size.



MMM 2023 was implemented by Services Australia on 13 April 2025 for health workforce programs. Implementation for the purposes of aged care programs will begin from 1 October 2025.

MM1	Metropolitan
MM2	Regional centres
MM3	Large rural towns
MM4	Medium rural towns
MM5	Small rural towns
MM6	Remote communities
MM7	Very remote communities

The Alliance members are with MM 6 (Remote RM6) or MM 7 (Very Remote RM7).

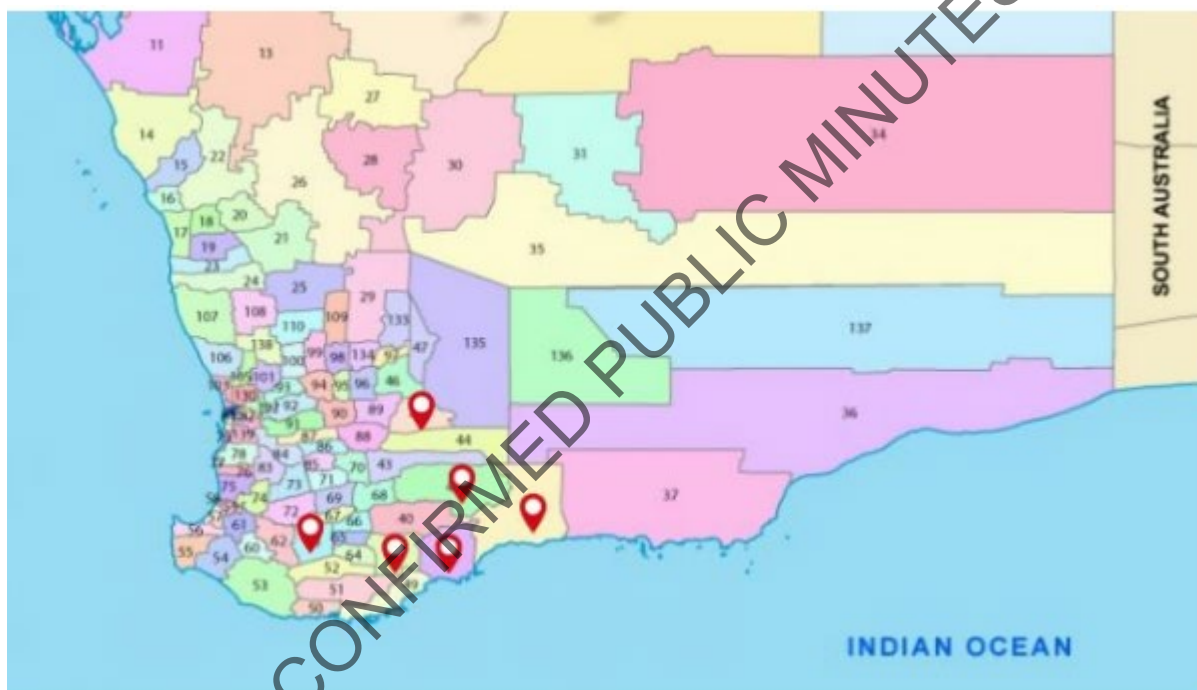


Figure. Founding Local Government Alliance members

The Shire of Victoria Plains falls under MM5, the small rural town category, the smallest of the three rural categories and at one time, considered remote (under a catchment of 1,000 people). The catchment area for GPs regarding Bolgart is Toodyay, Mogumber is Moora and Calingiri (Yerecoin, Piawaning) is Wongan Hills. The ASGS Remoteness Category is Outer Regional Australia – RA Code 3.

The Shire does not have a GP nor very much in the way of allied health, if any, in recent years. Residents have traditionally gone to a GP in a neighbouring district, Northam or through to the Metropolitan area. PATS does assist with the elderly or those who need assistance regarding the transportation cost to access services. However, the Shire does not have data on this activity.

The Shire's neighbours including the Shire's of Wongan Ballidu, Goomalling, Toodyay and Moora have had issues with the attraction and retention of GPs.

A preferred provider has been operating in the Great Southern and Wheatbelt regions of Western Australia since 2013. They provide GPs to local governments under a rural generalist hub model, which includes working with doctors in training and providing ongoing support to GPs taking on roles in regional and remote areas. Operating across multiple sites, the model leverages shared systems and technology to deliver timely care with minimal downtime as well as economies of scale which is necessary in thin markets.

It is considered that funding of up to \$300,000 per local government (as currently provided by the Tasmanian State Government) is sufficient to continue the integrated rural generalist services model. This model was presented by the provider at a Local Government CEO's Forum in 2024.

Under the Preferred GP Service Model by the Alliance, the proposal is that (Attachment 3, pg 3):

- Federal/State block funding of \$300,000 per MM5–7 local government to support integrated rural generalist services.
- Benefits:
 - Relieves pressure on local governments.
 - Secures long-term viability of rural GP services.
 - Continuity of care (local GPs who know their patients) and improved equity in access compared to similar rural/remote areas.
 - Improves health outcomes at lower overall cost.

The Alliance believes that such an investment by the Commonwealth and the State will see better health outcomes at a lower cost over the longer term.

Given that the Shire is MM5, and that many of its neighbours provide GP services and very trying and taxing conditions, it is appropriate in the author's evidence based opinion, based on many years of accumulated knowledge, advocacy and experience that the Alliance is supported in its endeavours.

CONSULTATION

Local Government Rural Health Funding Alliance

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

Although, the community flagged as a high priority for access to, support and advocacy for local health services, the final strategic action, the emerging issues identified the need for safe and friendly communities and care for seniors with the services to support them.

This saw the resulting strategic priorities and success factors as follows:

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
1. COMMUNITY			
1.1 Healthy, connected and safe communities	Achieve and update the Disability Access Inclusion Plan		
	Achieve and update the Aged Friendly Community Plan		
	Maintain and extend the footpath network		
	Achievement towards our Public Health Plan		

Under Strategic Priority 4 – Civic Leadership, there is a success factor that the Shire attend meetings of key local and regional organisations to jointly plan for our community. This success factor by its very nature is inclusive where we support our partners (and vice versa) in their advocacy for better outcomes.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
The Shire supports advocacy that promotes better outcomes for communities, which includes supporting other local governments seeking better GP outcomes.	Reputation Minor (2)	Possible (3) The event should occur at some time (20%) At least once every three years	Moderate (6)	Monitor Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	CEO to keep Council updated as required will see this risk reduced to Low/Insignificant

Not supporting the Rural Health Alliance could impact on the Shire's reputation				Service Manager	
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FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2510-034

Moved: Cr R Johnson

Seconded: Cr L Smith

1. The Shire of Victoria Plains **SUPPORTS** the policy positions of the Local Government Rural Health Funding Alliance; and
2. **CALLS** on ALGA to commit to an impact assessment on local governments providing GP services in remote and very remote areas
3. The CEO is **AUTHORISED** to respond to the Alliance regarding Points 1 and 2 and provide further information regarding how GP services and other allied services.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Against: Nil

10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Nil

CONFIRMED PUBLIC MINUTES

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

PURPOSE

For Council to move “in camera” (behind closed doors) and consider a matter regarding the Shire of Victoria Plains CEO KPI and Performance Review under item 12.2.

BACKGROUND

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

COMMENT

In accordance with Policy 2.6 “Standards for CEO Recruitment, Performance and Termination” in place for the Shire of Victoria Plains, Council is required under the Local Government Act to undertake an annual review of the CEO’s performance.

CONSULTATION

Council Support Officer

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2510-035

Moved: Cr S Woods
Seconded: Cr R Johnson

That Council **CLOSE** the meeting under section 5.23 (2)(b) of the Local Government Act to consider a matter under item 12.2 regarding the CEO's Annual Performance Review at 3.11 PM.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

The Deputy CEO and Works and Services Manager withdrew from the meeting at 3.11 PM and did not return.

CONFIRMED PUBLIC MINUTES

12.2 CEO'S ANNUAL PERFORMANCE REVIEW - CONFIDENTIAL

File Reference	OCM20241023_1827_26_1
Report Date	9 October 2025
Applicant/Proponent	Shire of Victoria Plains - Council
Officer Disclosure of Interest	Financial – Matters to do with Mr Fletcher's performance
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Policy 2.6 Standards for the Recruitment, Performance, Termination of a CEO

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2510-036

Moved: Cr R Johnson
Seconded: Cr N Smith

That Council in accordance with Policy 2.6 – Standards for CEO Recruitment, Performance and Termination and the CEO's Contract:

1. **APPOINTS** itself as the Reviewer for the CEO's Annual Performance Review (the Review).
2. **COMMENCES** the Review, in conjunction with the CEO.
3. to the Shire President the following regarding the Review:
 - a. Liaison with the CEO regarding all matters that concern the Review process including **DELEGATES** including:
 - i. Matters of clarification between the parties;
 - ii. The seeking of an independent facilitator;
 - iii. Any staff that may be required to assist with the Review process; and
 - iv. Keeping the Review on track.
 - b. **CALLING** of other meetings, briefings and workshops as required.
4. The Review process mentioned in Point 2 must be completed by the end of February 2026

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Officer Recommendation / Council Resolution OCM2510-037

Moved: Cr S Woods
Seconded: Cr R Johnson

That Council **MOVE OUT** of camera at 3.14PM with the Confidential Resolution being made available on screen for record purposes.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 3.15PM

These minutes were confirmed at the Ordinary Council Meeting held on 26 November 2025

Signed



(Presiding member at the meeting which confirmed the minutes)

Date

26 November 2025

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