



Minutes

Ordinary Council Meeting

30 April 2025

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

Commencing – 2.08pm

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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AGENDA NOTICE

Dear President and Councillors

NOTICE is given that the next Ordinary Meeting of the Shire of Victoria Plains Council Will be held in the Calingiri Shire Chambers and/or via E-meeting Protocol on **30 April 2025** commencing at 2.00pm

Sean Fletcher
Chief Executive Officer

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.08PM

1.2 Announcements by Shire President

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

2. REMOTE ATTENDANCE BY ELECTED MEMBERS

- N/A

3. RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President and Presiding Member Cr S Woods – Deputy Shire President Cr D Lovelock Cr S Penn Cr R Johnson
Staff attending	CEO – Mr S Fletcher DCEO – Mr C Ashe WSM – Mr S Brenzi Council Support Officer – Ms 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
4.1	Financial	Nil
4.2	Proximity	Nil
4.3	Impartiality	Nil

5. PUBLIC QUESTION TIME

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

5.1 Public Questions With Notice

Nil

5.2 Public Questions Without Notice

Nil

6. PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8. MINUTES OF MEETINGS

8.1 Confirmation of Council Meeting Minutes

Officer Recommendation / Council Resolution OCM2504-01
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Moved: Cr D Lovelock

Seconded: Cr R Johnson

That the Minutes of the following meeting:

- Ordinary Council Meeting held: 26 March 2025, and
- Special Council Meeting held: 10 April 2025

as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

CONFIRMED

9. REPORTS REQUIRING DECISION

9.1 Accounts for Endorsement - March 2025

File Reference	
Report Date	14 April 2025
Applicant/Proponent	Nil
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Glenn Deocampo – Coordinator Financial Services
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	List of Accounts Paid – Page 2

PURPOSE

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

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

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

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

CONSULTATION

DCEO

STATUTORY CONTEXT

Local Government Act 1995 –

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

Local Government (Finance) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –

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

Strategic Business Plan/Corporate Business Plan

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

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

DELEGATION

Nil

POLICY IMPLICATIONS

3.1 Purchasing Framework

OTHER CORPORATE DOCUMENT

N/A

RISK ANALYSIS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2504-02**Moved: Cr R Johnson****Seconded: Cr S Woods**

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

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	00039 - 00040	1,071,656.47
Creditor Cheque Payments		0.00
Direct Debit Payment**	PPIN01326 – PPIN01451 DD00023-DD00024	45,639.11
Credit card – Bendigo Bank	PPIN01320	4.00
	PPIN01321	283.47
	PPIN01322	2,060.43
	PPIN01324	991.00
Fuel Card – Wrigh Express	PPIN01323	13.18
Salaries and Wages EFT	PE12/05/25; PE23/03/25	120,077.71
Trust Payments		0.00
	TOTAL	1,240,725.37

Local Spending	\$	%
Local Supplier	37,974.10	3
Payroll	120,077.71	10
Total	158,051.81	13

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

9.2 MONTHLY FINANCIAL STATEMENTS - MARCH 2025

File Reference	
Report Date	22 April 2025
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Monthly Financial Statements - Mar 25 - Page 16

PURPOSE

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

BACKGROUND

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

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

COMMENT

The financial statement for Mar 25 indicates a reported deficit of **(\$239,937)** as detailed in the Statement of Financial Activity. Whilst this is somewhat alarming, it has also been forecast to some extent through the recent budget reviews. As in previous years this is primarily a cashflow issue as funds has been expended but offsetting funding yet to be received. This position can be summarised as attributed to:

- Capital Works on the intersection project of \$559,135 which has exceeded budget and no offsetting funding until the project is complete.
- RRG expenditure of \$505,588 with only the first 40% claim of \$288,000 being made.
- Grants Commission Funding of approximately \$1.2m to be received at 30 Jun 25.

Currently funding from Restricted Assets is being utilised for a short period to assist with this issue, where applicable invoices have been raised and management continues to stagger expenditure to ensure liquidity is maintained.

NOTES TO ACCOUNT

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

Note 1 Net Current Funding Position:

This reflects the liquidity of the shire, calculated as current assets less current liabilities, with necessary adjustments, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to **(\$239,937)**. Of note, investing activities demonstrates the significant capital expenditure without offsetting grants funding, represented by a **(\$780,052)** net outflow of funds.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$1,226,574 with an Unrestricted Municipal Bank Balance of \$39,261 and \$1,187,313 in Restricted Cash, the latter comprising:

- \$987,077 in Reserves
- \$200,236 major grant funding received and quarantined (see note 11).

Council should not be alarmed at the small cash balance in the Municipal Fund – this is a snapshot at a point in time however cashflow issues highlighted remain relevant.

Note 4 – Debtors:

An overall (net) balance of \$242,007 of which comprises:

- \$143,001 in rate debtors.
- \$123,252 in sundry debtors, primarily ATO transactions.

In terms of Rate Debtors, further analysis reveals:

- \$23,919 or 0.06% have overdue instalments and final notices were sent out in Apr 25.
- \$65,400 or 16% Revaluations net of credits pending interim rates.
- \$17,256 or 0.04% with or pending Debt Collection.
- \$17,148 or 0.04% Pensioner Rebates to be claimed.
- An overall collection rate of 97%.

In terms of Sundry Debtors there is a value of \$1,600 of firebreak infringement notices which are now due to be referred to the fine enforcement registry for non-payment.

Note 5 Reserves:

Reserve interest is slightly behind the forecast but can be attributed to timing of maturity to the term deposit. There are a number of Reserve transfers still to occur and this will be held off as long as possible to ensure the maximum interest is received.

Note 7 – Capital Program

Capital expenditure accelerate during Mar 25 across all activities particularly road construction as programmed and accordingly has contributed to the current financial position. Specifically for Mar 25;

- ☐ The drop deck trailer refurbishment has been completed with the remaining pieces of Plant to be procured in the next few months to complete the Plant Replacement program.
- ☐ RRG progressed on the Toodyay - Bindi Bindi Rd Nth - \$505,588.
- ☐ Intersection project cost incurred is now \$559,135 some \$89,135 over budget and reduction in offsetting funding from CBH of \$39,260 unless a variation is submitted which will be challenging.
- ☐ A total of \$1,525,586 has been spent for Road Construction, an increase of \$610,255 from Feb 25.
- ☐ LRCI funded projects have virtually exhausted the funding that has been received with further expenditure requiring to be funded by the Municipal Account to completion for the final claim to be made as part of the agreement. This will place additional pressure on cashflow.

Note 10 – Grants and Subsidies

This demonstrates:

- A significant variance in the budget versus actual. Whilst some items such as the Edmond Street Redevelopment Grant will not be received this FY, even after adjustment the variance is considerable.
- Further triggers in RRG need to occur (invoices have been raised in Apr 25)
- Intersection Funding needs to be raised as soon as possible.

This note further illustrates the cashflow implications of a \$533,018 variance of the YTD budget vs actuals.

Note 11 – Restricted Funds

Illustrates the need to utilise this fund for a short term to assist in cashflow indicating \$204,868 is required to be transferred from the Municipal Account when available to fully cash back commitments. This will be required in order to complete the Road Construction program in particular.

Note 12 – LRCI Program

Demonstrated progress is being made in the LRCI program and similar to the Road Construction, Council should expect expenditure to occur in bulk within the next few months.

Note 14 – Material Variances

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

CONSULTATION

DCEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

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

CORPORATE CONTEXT

Delegations Register –

Section 3 – Financial Management

Strategic Business Plan/Corporate Business Plan

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

DELEGATION

Nil

POLICY IMPLICATIONS

Policy Manual –

- 3 Financial Management

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2504-03**Moved: Cr S Woods****Seconded: Cr D Lovelock**That Council **RECEIVE** the 31 March 2025 Monthly Financial Statements as presented.**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

Voted For:

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

Voted Against: Nil

9.3 Audit Entry Meeting and Audit Strategy Memorandum 2024-25

File Reference	
Report Date	22 April 2025
Applicant/Proponent	Audit Committee
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Audit Strategy Memorandum – Page 39

PURPOSE

That Council, as recommended by the Audit Committee endorse the Audit Strategy Memorandum 2024-25 as presented by William Buck Chartered Accountants as the Shires appointed Auditors.

BACKGROUND

William Buck Chartered Accountants as appointed by the Office of the Auditor General (OAG) undertook the audit for 2023-24 and have been reappointed as the shire's auditors. As part of this process an Audit Strategy Memorandum has been provided which includes:

- Audit Approach.
- Significant audit and accounting focus areas.
- Prior year management letter.

COMMENT

The Audit Strategy Memorandum provided in attachment 1 has been reviewed and agreed with on standard requirements and with the addition of:

- Implementation of the New Accounting System
- Local Government Reforms.

William Buck Chartered Accountants provided a verbal summary on the audit approach and focus areas for information on 14 April 2025 through the Audit Committee.

Included in the Audit Strategy Memorandum is the Management Representation Letter summary 2024-245 findings which the auditors raised and sought updates if the matters have been addressed.

Through the Audit Committee the following represents the status:

Findings	RATING			Resolved
	Significant	Moderate	Minor	
1. Unallocated Receipt Reserve		✓		No
2. Revenue Cut-Off issues		✓		Yes
3. Employment contract		✓		Yes
4. Disaster Recovery Plan		✓		No
5. Credit Card Balances			✓	Yes
6. Useful life of infrastructure			✓	Yes

The Audit Strategy Memorandum provides key timings dates including;

19-22 May 25 – on site interim audit.

06-10 Oct 25 – final on-site audit visit.

21 Oct 25 – review and management letter.

Mid Nov 25 - exit meeting and audit report.

Other audits are planned to be completed earlier in terms of submitting the information for grant funding such as Roads to Recovery (R2R) and LRCI, attracting an additional audit cost over the quoted OAG amount of \$40,992.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer.

Ms Glenn Deocampo, Coordinator Financial Services.

STATUTORY CONTEXT

Local Government Act 1995 Part 7.

Local Government (Audit) Regulations 1996.

CORPORATE CONTEXT

Audit Committee Terms of Reference

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 will be facilitated through the audit process of which this exit meeting will provide a true and fair view of councils finances and areas as applicable.

DELEGATION

Nil

POLICY IMPLICATIONS

Section 3 – Financial Management

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2504-04**Moved: Cr D Lovelock****Seconded: Cr S Woods**

That Council **ENDORSE** the Audit Strategy Memorandum 2024-25 as recommended by the Audit Committee.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted For:

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

Voted Against: Nil

9.4 Minor Review of the Strategic Community Plan 2024

File Reference	
Report Date	23 April 2025
Applicant/Proponent	Department of Local Government, Sporting and Cultural Industries
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. Integrated Strategic Plan - Supplementary Plan – Page 51

PURPOSE

For to Council to complete the Minor Review of the Integrated Community Plan (SCP).

BACKGROUND

Under the Integrated Planning and Reporting Framework and Guidelines state that local governments are required every two years to conduct a Minor and Major Review of the Strategic Community Plan (SCP).

The Major Review is conducted four yearly, which means the Minor Review is conducted in the intervening two year period.

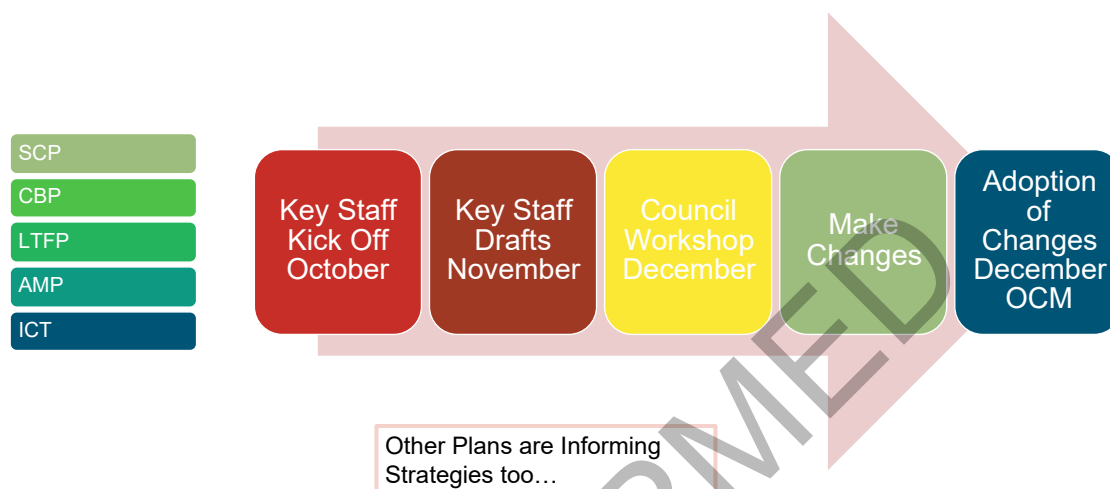
The Minor Review is primarily a desktop exercise and tends to focus on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required. However, if significant changes are on the cards, then community engagement or consultation is expected. The degree of consultation or engagement should be reflective of the significance of the proposed change. However, it is also an opportunity to also see if the other Informing Strategies are fit for purpose. For the Shire of Victoria Plains this includes the following:

- **Corporate Business Plan (CEO).** The annual review of the CBP was completed in July 2024 and so no further action is required. However, it may need tweaking if there are minor amendments made to the SCP;
- **Asset Management Plan (CEO).** The review of the AMP is already underway, through the development of a draft Asset Management Strategy. This will help us address any underperforming asset ratios. Also, we will need to identify who should undertake asset management tasks going forward;
- **Workforce Plan (HR/Payroll).** This plan requires a review to:
 - Identify any future staffing gaps in light of recent changes/expected developments across the Shire; and
 - That the strategies to support and develop the workforce are correct;
- **Long Term Financial Plan (DCEO).** Superficial Review only:
 - The financial information is reported in a more succinct way; and
 - The supporting data can be revised to help address underperforming financial ratios;
- **ICT Plan (DCEO).** Although this plan is new, a quick desktop review would be appropriate.

Council adopted the Integrated Strategic Plan (or SCP) at the August 2022 OCM. Correspondingly, this meant that the Minor Review needed to commence in September 2024.

Council was advised at the October 2024 OCM that the Minor Review would commence in October 2024 and conclude at the November 2024 OCM. However, due to time constraints, Council was advised at the November Briefing Session that the timeline was revised as follows:

Minor (2 Year) Review of SCP



However, the outcomes of the minor review did not go to the December OCM due to time constraints.

It should be noted that Staff completed both workshops and the outcomes of the Review were drafted as a supplementary document to the SCP. This was taken to the Audit Committee for its information on 28 November 2024.

COMMENT

The Shire reviews the Corporate Business Plan annually and so meets the requirement regarding resetting of the Corporate Business Plan each year.

The Minor Review process and the outcomes to date are provided in Attachment 1: Minor Review SCP – Supplementary SCP. The outcomes of the Review are:

1. The Strategic Community Plan is, overall, still fit for purpose.
2. However, there are some matters that will need to be addressed through recognising their emergence since the SCP was adopted and for this to be reflected further in the next Major Review (25/26):
 - a. A specific success factor regarding young people:
 - I. Children (Up to Age 14)
 - II. Youth (Age 15 – 24)
 - b. Modifying the success factor regarding the permanent supply of water to the town of Mogumber to one that encapsulates the outcomes of the Water Strategy
 - c. Reframing of the success factor regarding staff housing (key worker housing)
 - d. Consideration of the impact/solution regarding key developments for emerging industries:
 - I. Mining
 - II. The Energy Transition
 - III. Space Capability

- e. Creating a specific focus regarding a Regional Waste Facility
3. The Long Term Financial Plan, the Corporate Business Plan, the Asset Management Plan and Information Communication and Technology Plan are still fit for purpose. The WFP will need updating to reflect the current organisational structure and requirements. Its action Plan is still valid.

In terms of the above outcomes, the issues that have emerged since the adoption of the SCP have now been recognised and the Shire can now start framing these and, also, work towards including them as part of the Major Review for 2025/2026.

Shire Surveys and Engagement

During 2024, the Shire has conducted surveys/workshops regarding key worker housing, economic development, sport and recreation, community survey (re service provision and suggestions) and whether an animal pound is needed.

The responses to the provision of key worker housing, economic development and sport and recreation were well supported and confirmed that the Shire is on the right path regarding its strategic direction regarding these issues and so, can be modified accordingly.

Community Survey 2024

The Community Survey conducted in May 2024, received 13 responses, with 7 suggested improvements:

- 2 regarding the footpath program;
- 2 regarding supporting the remaining sporting bodies left in the Shire;
- 1 asking for the fire service to respond to “your query”
- 1 seeking/advocating/commenting:
 - Recycling bins for all properties
 - Behind regarding environmental sustainability
- 1 comment that said “Office Hours.”

The SCP/CBP/WFP does address these issues:

- There is an annual footpath program in place;
- The new SRMP has as a key focus how to support the sporting bodies;
- Generally, the fire support service works well;
- Waste providers will not provide recycling services to all of the Shire’s communities;
- With regard to improving environmental sustainability, the Shire has developed a draft bio-diversity plan, is developing a water strategy, is in the process of completing three waste transfer stations and is committed to the Energy Transition;
- The Office is appropriately manned.

Animal Pound Survey

The Shire to date has been unsuccessful in receiving funding to provide an animal pound. A survey was conducted recently to ascertain public opinion. The 19 responses received highlighted the following:

- 79% were in favour of the animal pound going ahead;
- 42% see wandering animals as a key issue and want a to see more of a ranger presence.

Staff will continue to seek funding so that the animal pound can be built and meetings have been held to see how the Ranger Service can be changed up within existing resources.

CONSULTATION

Key Staff Minor Review Workshops 1 and 2

Council Briefing Sessions re the scope and timing of the Minor Review

Background reports in agenda items regarding an update on Integrated Planning and Reporting.

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required

Integrated Planning and Reporting (IPR) – Advisory Standard 2016

The requirement to conduct the Minor Review is set out within the Achieving Standard of the IPR Advisory Standard:

Section 2 – Strategic Community Plan

Achieving Standard

A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review.

Integrated Planning and Reporting – Framework and Guidelines September 2016

Section 5 – Strategic Reviews

A Minor Strategic Review is primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required. Assuming there are no major changes proposed, community engagement is discretionary. However, if significant changes are on the cards, then community engagement or consultation is expected. The degree of consultation or engagement should be reflective of the significance of the proposed change.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

The Minor Review encapsulates a number of strategic priorities within the SCP:

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
	Demonstrated progress towards achievement of the Corporate Business Plan

4.2 Shire communication is regular, clear and transparent	Residents and community groups believe they are being listened to and fairly treated
	Positive feedback through our customer survey
	Council and Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities

DELEGATION

Nil

POLICY IMPLICATIONS

Nil

OTHER CORPORATE DOCUMENT

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Failing to do this will see Departmental intervention	Short term non-compliance but with no significant regulatory requirements imposed. Single moderate litigation or numerous minor litigations.	The event could occur at some time(<10% chance)At least once in 10 years			

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution OCM2504-05**Moved: Cr R Johnson****Seconded: Cr S Penn**

That Council in accordance with the Integrated Planning and Reporting Advisory Standard 2016 has **COMPLETED** the Minor Review 2024. The outcomes are set out in Attachment 1: -- - Integrated Strategic Plan – Supplementary Plan.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.5 IPR Update – March 2025 Quarter

File Reference	
Report Date	15 April 2025
Applicant/Proponent	Sean Fletcher, CEO
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Key Work Plan - March 2024-2025 (Implementation Plan) -Page 66

PURPOSE

That Council accepts the update regarding Integrated Planning and Reporting including the Quarterly Review of the Implementation Plan (Corporate Business Plan) for December and March 2024/2025.

BACKGROUND

To meet the requirements of Integrated Planning and Reporting, the Shire has the following plans in place:

Plan Type	Date Adopted	Due	Status/Comment
Strategic Community Plan (SCP)	3 August 2022	Major Review is due 2026 Next plan then due June 2034	<ul style="list-style-type: none"> Changes to the Act in June 2023 will see this plan move to an 8 year cycle in due course The Major Review will get underway towards the end of 2025 In the meantime, the Desk Top (Minor) Review is now complete
Corporate Business Plan (CBP)	26 April 2023	Next Plan due June 2026	<ul style="list-style-type: none"> Can remain as a 4 year plan The annual review was conducted at the same time as the 24/25 Budget adoption
Long Term Financial Plan	26 April 2023	Next Plan due June 2026	Can remain as a 4 year plan
Asset Management Plan	26 April 2023	Next Plan due June 2026	Can remain as a 4 year plan Draft Strategy received and is being rolled out
Work Force Plan (WFP)	26 April 2023	Next Plan due June 2026	<ul style="list-style-type: none"> Can remain as a 4 year plan Will commence major review in line with SCP

Information Communication Technology (ICT) Plan	18 December 2023	Next plan due June 2026	Can remain as a 4 year plan
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Review of Strategic Community Plan (SCP)

As advised at the briefing sessions, the two year review of the SCP will be conducted as follows:

THE MINOR REVIEW PROCESS

The Minor Review Process consisted of the following steps/milestones:

Meeting One - Key Staff – October

- Environmental scan of the SCP
- Discussion re changes required to LTTP, WFP and ICT Plans

Meeting Two – Key Staff – October

- Finalisation of the proposed amendments to the SCP, with the result being minor wording changes, removal of duplications and any completed strategies;
- Finalisation of any changes to LTTP, WFP and ICT Plans.

Meeting Three – Council Workshop – November

- Consultation with respect to the minor review and the proposed changes

Adoption of SCP Changes – April OCM (Previously November 2024)

- Time constraints meant that the adoption of the Minor Review has been put back
- However, the outcomes of the Minor Review did go to the Audit Committee on 28 November 2024. A separate report has been provided in today's agenda

CBP Quarterly Dashboard

At the 24/25 Budget Workshop in July, Council was presented with the overview of the CBP for 24/25. As a result, Council adopted the revised plan with 32 strategic actions across the four outcome areas.

Other Informing Strategies

As per the strategic actions for 24/25, officers successfully compiled a number of new plans including:

- The Sport and Recreation Management Plan – Quick wins in place and strategic items start from 25/26;
- The Economic Development Strategy:
 - An update is being provided at today's meeting;
 - Tourism Action Plan also in place.
- Precinct Fund Business Plan and Business Case:
 - Although submitted in January 2025, with the change to the criteria, the Shire withdrew its application and will be resubmitted with partnership support in the September 2025 submission period.

In addition to the above, the second draft of the Water Strategy was received 15 April 2025.

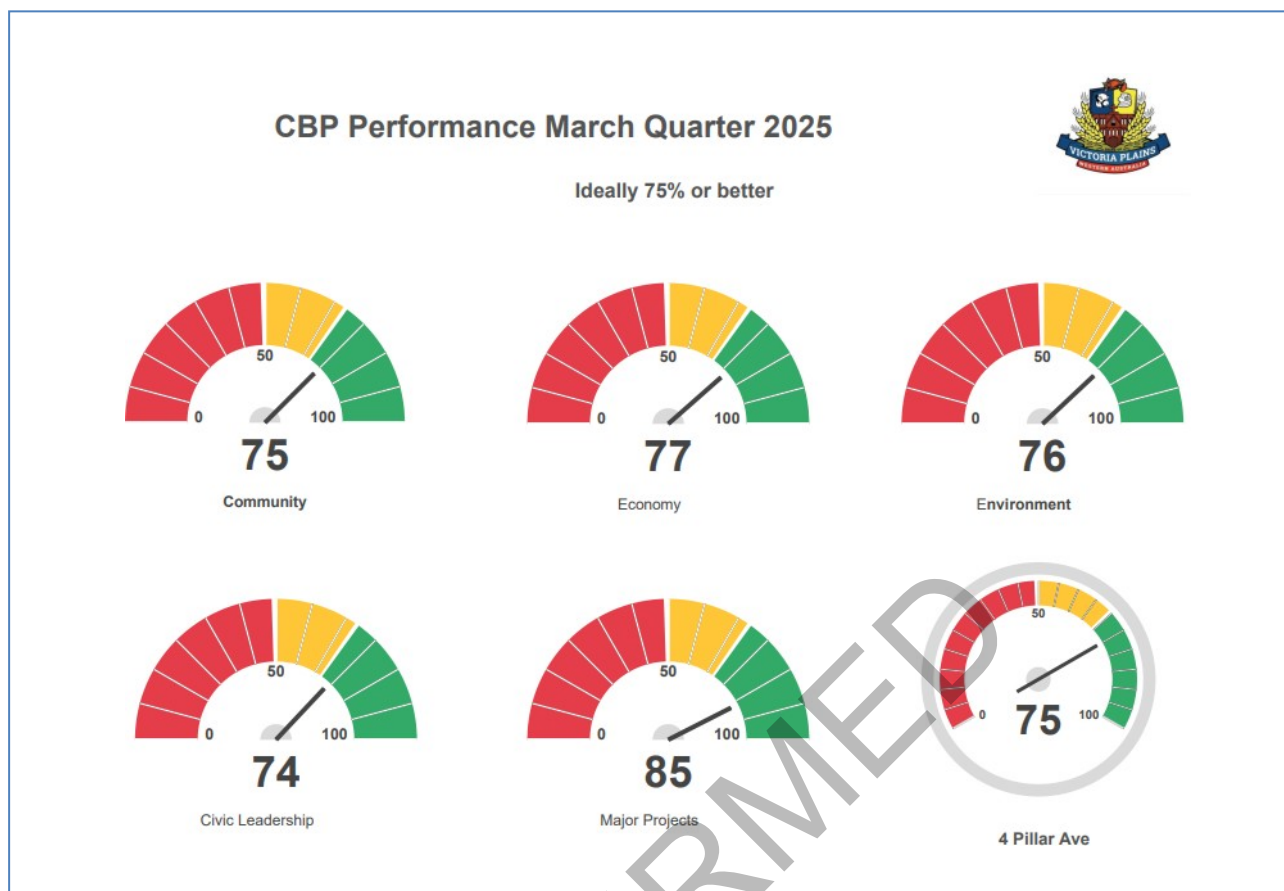
COMMENT

Diagram 1 – SCP Performance based on CBP Outcomes for March 2025

The Dashboard in Diagram 1 is for the March 2025 Quarter and shows that the CBP against a completion rate of 75% is overall, at 75% completion with Major Projects at an exceptional level of 85% completed: Out of the 12 strategic priorities, only two are slightly off target.

Community

All deliverables are on target. However, Action 1.1 shows that it is slightly behind (68%) as the draft Public Health Plan (1.1.e at 50%) only commenced in January 2025, with the first State workshop only held last month.

Economy

All actions are where they are required to be at the end of March 2025, except for the Signage Plan (2.3.g) as the decision on the Shire's new logo and tourism branding were delayed. This has seen deliverable 2.3 (Visitors Have a Positive Experience) sitting at 66%, which means it is subject to monitoring and is still expected to be completed by 30 June 2025.

Environment

All deliverables are on target except for 3.2.a (Promotion & Management of Invasive Species) due to the Implementation of the actions regarding invasive species (43%). Although the implementation of the biosecurity plan is on track, uncertainty regarding the role of the joint environmental support officer was up in the air for a number of months. This has now been resolved.

Civic Leadership

Two deliverables are in the monitoring phase:

- 4.2 Shire Communication is Clear & Transparent (60%). This is due to the Shire, as is the rest of local government) waiting on the implementation of regulations for the new community engagement model and the CEO's communication plan with Council;

CONSULTATION

With Key staff.

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 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	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		

The quarterly review of the Corporate Business Plan demonstrates clearly that the Shire is firmly and clearly heading in the right direction regarding Strategic Action 4.1

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

RISK ANALYSIS

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance	Mitigation and Outcome
Reputation and Compliance Not adhering to the Corporate Business Plan and hence the Strategic Community Plan	Major (4) Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Unlikely (2) The event could occur at some time - -10 years	Moderate (8)	Operational Manager 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.	CEO to ensure all staff undertake and follow CBP. 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 OCM2504-06**Moved: Cr D Lovelock****Seconded: Cr S Woods**

That Council **ACCEPTS** the update regarding Integrated Planning and Reporting for March 2025 including the March 2025 Quarterly Review of the Implementation Plan.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Voted Against: Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Admitted by resolution of Council

Nil

12. MEETING CLOSED TO PUBLIC

Nil

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.38PM.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 28 May 2025.

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

Date 28 May 2025.

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