MINUTES

Ordinary Council Meeting

30 July 2025

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

Commencing – 2:03 PM

UNCONFIRMED PUBLIC MINUTES

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.

UNCONFIRMED PUBLIC MINUTES

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

UNCONFIRMED PUBLIC MINUTES

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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 30 July 2025 commencing at 2:03 PM

UNCONFIRMED PUBLIC MINUTES

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.03PM

1.2 Announcements by Shire President

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

2 REMOTE ATTENDANCE BY ELECTED MEMBERS

THAT:

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

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

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

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

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

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

Approval to Attend and Declaration of Confidentiality

N/A

3 RECORD OF ATTENDANCE

Members present	Cr P Bantock – Shire President
	Cr S Woods – Deputy Shire President
	Cr D Lovelock
	Cr R Johnson
Staff attending	Chief Executive Officer – Mr S Fletcher
	Deputy Chief Executive Officer – Mr C Ashe
	Works & Services Manager – Mr S Brenzi
	Community Services Officer – Ms B Ralph
	Community Development Officer – Ms K Humphries
	Council Support Officer – Mrs J Klobas
Apologies	Cr S Penn
Approved leave of absence	N/A
Visitors	Nil
Members of the public	Nil

UNCONFIRMED PUBLIC MINUTES

4 DISCLOSURE OF INTEREST

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

Type Item Person / Details

Cr S Woods declared an impartial interest in item 9.7 "SoVP Annual Community Grant" due to her involvement in the "Calingiri Progress Association, Calingiri Football Club, Calingiri P & C and Calingiri Sports Club".

Cr R Johnson declared an impartial interest in item 9.7 "SoVP Annual Community Grant" due to her involvement in the Yerecoin Tennis Club.

Cr P Bantock declared an impartial interest in item 9.7 "SoVP Annual Community Grant" due to "being Member of Mogumber Outback Club".

9.8	**SOVP ANNUAL COMMUNITY GRANT**

5 PUBLIC QUESTION TIME

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

5.1 Public Questions with Notice

Nil

5.2 Public Question Without Notice

Nil

6 PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

6.2 Deputations

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 MINUTES OF MEETINGS

Officer Recommendation / Council Resolution [OCM2507-01]

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

That the minutes of the Ordinary Council Meeting held 2 July 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 and Cr R Johnson
Voted Against: Nil

UNCONFIRMED PUBLIC MINUTES

9 REPORTS REQUIRING DECISION

9.1 ACCOUNTS FOR ENDORSEMENT - JUNE 2025

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

UNCONFIRMED PUBLIC MINUTES

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for June 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
  - CEO authorised, subject to conditions
  - compliance with legislation and procedures
  - Minimum of 2 signatories with varying level of authorisation

Strategic Business Plan/Corporate Business Plan

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

UNCONFIRMED PUBLIC MINUTES

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 [OCM2507-02]

Moved: Cr D Lovelock **Seconded: Cr S Woods**

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

UNCONFIRMED PUBLIC MINUTES

Payment Type	References from - to	$ Amount
Creditor EFT Payment	00045 - 00048	1,290,176.46
Creditor Cheque Payments	12596	10,119.05
Direct Debit Payment	PPIN01756 – PPIN01910 DD00029-DD00030	51,347.67
Credit card – Bendigo Bank	PPIN01849	1,051.24
	PPIN01850	4.00
	PPIN01851	710.68
	PPIN01874	4,973.34
Fuel Card – Wright Express	PPIN01853	13.18
Salaries and Wages EFT	PE04/06/25; PE18/06/25	120,522.92
Trust Payments		0.00
	TOTAL	**1,478,918.54**

Local Spending	$	%
Local Supplier	44,562.20	3.01
Payroll	120,522.92	8.15
Total	**165,085.12**	**11.16**

UNCONFIRMED PUBLIC MINUTES

9.2 MONTHLY FINANCIAL STATEMENTS - JUNE 2025

File Reference	
Report Date	21 July 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 - Jun 25

UNCONFIRMED PUBLIC MINUTES

PURPOSE

To receive the monthly financial statements for the period ending 30 June 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 preliminary financial statement for June 25 indicates a reported deficit of ($717,742) as detailed in the Statement of Financial Activity. This is a significant change from May 25 and whilst somewhat forecast there would be a deficit, the amount was higher than thought.

It should be noted this deficit is preliminary and is likely to be higher once the annual financial statements is completed. The adjustment of contract assets and contingent liabilities will have a major impact on the final figures.

As provided in briefing sessions as a lead up to the budget 25-26 there have three major factors that have contributed to the deficit:

- Grants Commission funding was $305,304 underfunded of the budgeted amount with the funding body only providing 50% of the pre-paid allocation.

- Intersection Project total cost over-run, including the reduced CBH funding amounted to $274,962 over budget.

- Flood Damage revenue budgeted was $818,800 with Nil forthcoming from DRFAWA. Costs were to be absorbed through general road maintenance – this still occurred but there was no offset funding.

NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Jun 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 ($717,742). As advised, this will be higher for the Annual Financial Statements and will likely attract an audit finding.

Note 2 Cash and Financial Assets:

The current total cash position balance is $1,839,629 with an Unrestricted Municipal Bank Balance of $924,968 and $914,661 in Restricted Cash, the latter comprising:

• $713,133 in Reserves
• $201,528 major grant funding received and quarantined only partially cash backed (see note 11).

Whilst the unrestricted cash balance looks relatively healthy on the surface, note 9a Payables on its own exceeds this amount, and in simple terms, the primary factor in the current deficit. In addition, Restricted Funds (note 11) could not be fully cash backed at 30 Jun 25 though the amount to make up ($60,798) is relatively minor.

UNCONFIRMED PUBLIC MINUTES

Note 4 – Debtors:

An overall (net) balance of $112,045 which comprises:

- $52,012 in rate debtors.
- $83,867 (gross) in sundry debtors primarily GST and invoicing for the DWER Water Grant.
- $1,600 has been referred to the Fine Enforcement Registry (FER) for two separate firebreak infringements with current status of intention to enforce and an approved time to pay arrangement.

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

- $26,684 or 51% ad hoc payment arrangements.
- $6,145 or 12% with Debt Collection.
- $18,979 or 36% is now overdue and will likely be included as part of rates 25-26 to save on debt collection costs.
- An overall collection rate of 99.6% which is slightly less than 2023-24.

Note 5 Reserves:

Reserve interest received is slightly down compared to the budget ($2,741) and this is primarily due to having to bring funds into the Municipal Fund from Reserves. Whilst most of this was budgeted, there was also a factor of not being to transfer monies to Reserves and therefore not being able to gain interest.

Note 6 – Plant Disposals

Primarily all Plant Disposals have occurred with the exception of two minor trailers. The cash net cost for change over is slightly higher due to a less than budgeted return on the Kubota Track Loader.

Note 7 – Capital Program

The Capital Program was virtually complete for the financial year, which, excluding the Edmond St Concept Plan budgeted at $2,900,000, a 96% completion rate was achieved ($5,242,668 of a $5,453,171 budget). The following provides detail of those activities incomplete and carried forward into 2025-26:

Project	Actual	Budget	C/F	
Staff Housing Development	40,165	67,000	26,835	Awaiting Grant Funding
LRC -Mogumber Hall Toilets	2,815	60,000	57,185	LRCI C/F
LRC -Depot Carpark	-	15,000	15,000	LRCI C/F
Animal Pound / Shelter	-	35,000	35,000	No Funding Available
Bolgart East Rd Seal - renewal	17,000	74,250	57,250	R2R C/F
Poincare St - Seal renewal	-	60,000	60,000	R2R C/F
Cavell St and Haig Intersection	-	10,000	10,000	R2R C/F
Calingiri New Norcia Rd - reconstruction	163,810	243,008	79,198	R2R C/F
LRC -Calingiri Playground Equipment	-	30,000	30,000	LRCI C/F
LRC -Calingiri Sportsground Lighting	62,969	77,000	14,031	LRCI C/F - completed in early Aug 25
LRC -Calingiri Youth Park	9,850	15,000	5,150	LRCI C/F
LRC -Bolgart Skatepark	-	5,000	5,000	LRCI C/F - completed on July 25
Truck Parking Bay - Yerecoin	8,500	30,000	21,500	100th Centenary Celebrations
Bore Development - Goudge / Parker Rd	121,144	130,944	9,800	Minor amount to complete

Of which the majority are fully or partially grant funded.

Note 9 – Payables

This note highlights the considerably high value of creditors as at 30 Jun 25 of $1,876,772 and a significant factor in the deficit. Of course, this had to be incurred in order to complete the Capital Program and to a lesser extent, operating costs.

Whilst a significant portion of Contingent Liabilities has been retired, this will require adjusting to account for R2R and LRCI funds that have been received in advance which will increase the deficit.

Note 10 – Grants and Subsidies

As advised at recent briefing sessions, capital funding was broadly aligned to the budget and where there was no funding, no expenditure occurred as the offset.
Where the real issue has arisen is in the non-funding of Flood Damage and a reduction in Grants Commission funding as at 30 Jun 25. Both of these, totalling $1,124,284 have had a major impact on the shires finances and will have a flow on effect on the 2025-26 budget.

Note 11 – Restricted Funds

The majority of funding required to be restricted has been cashed backed with a shortfall of $60,798. This means whilst monies for R2R and LRCI have been received in advance, they have also been quarantined to enable the applicable projects to be completed.

Note 12 – LRCI Program

A good portion of the LRCI program has been completed with $106,366 carried forward into 2025-26. The final 10% of funding will be provided once the program is completed.

Note 13 – LGGS Program

UNCONFIRMED PUBLIC MINUTES

Total costs have exceeded budget by $49,049 and subject to final audit in Aug 25 should be able to be recouped.

Note 14 – Material Variances

Details have been provided with greater granularity on variances.

CONSULTATION

Chief Executive Officer, Sean Fletcher.

Manager Works and Services, Silvio Brenzi.

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

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

UNCONFIRMED PUBLIC MINUTES

Risk Analysis

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2507-03]

Moved: Cr D Lovelock **Seconded: Cr S Woods**

That:

1. Council **RECEIVE** the 30 June 2025 Monthly Financial Statements as presented.
2. **NOTE** this will be amended in due course as part of the Annual Financial Statements 2025-26 and audit.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

UNCONFIRMED PUBLIC MINUTES

9.3 OAG REPORT - MANAGING THE USE OF PURCHASING CARDS

File Reference	
Report Date	22 July 2025
Applicant/Proponent	OAG
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. Auditor General report on purchasing cards

UNCONFIRMED PUBLIC MINUTES

PURPOSE

For Council to endorse the Audit Committee recommendations for better management of purchasing cards.

BACKGROUND

At the end of April 2025 an LG alert was provided to the CEO from DLGSC informing that in June 2024, the Auditor General tabled a report in Parliament on Local Government Management of Purchasing Cards based on audit of three local governments of varying sizes.

The report provided recommendations to help mitigate risks associated with purchasing cards and a better practice guide for the sector advising that local government CEOs should:

- review the report recommendations and better practice guidance.
- assess whether policy and procedures for the management and reporting of purchasing cards are required.
- inform their Audit Committee of the tabled Auditor General report and any action that has or will be taken to address its recommendations.

COMMENT

The report advises an effective control environment for purchasing cards should include:

- controls to prevent misuse and errors. These controls establish requirements up-front, and before a purchase is made.

- Examples include clear policies and procedures, delegations to purchase, preset card limits and appropriate card authorisation and destruction processes.

- controls to detect errors and misuse after a purchase is made. These include processes to review and approve purchases, and the monitoring, reporting and oversight of card use.

The report concluded that the three audited entities had varying controls in place to manage the issue, use and cancellation of their purchasing cards, but weak implementation and control gaps meant their controls were only partly effective.

This could lead to the increased the likelihood of cards being inadvertently or deliberately misused, which can cause loss of public money and specifically:

- There was inadequate policy guidance on what each entity considered was allowable and reasonable expenditure on such things as travel, accommodation, food and drink.

  In addition, purchases were not always adequately reviewed and approved in a timely manner.

- The operational need for a purchasing card was not always established, cardholder obligations and responsibilities were not made clear, and cards were not promptly returned and destroyed when no longer needed.

- A lack of oversight and monitoring of control effectiveness meant entities were missing opportunities to identify and promptly address the risks of card misuse and financial loss.

Although the audit found poor management of some important controls relating to purchasing cards, transaction sample testing did not find clear evidence that cardholders misused public money, in part because the audited entities had no policy guidance on what is allowable and reasonable card use and expenditure.

The full report can be found at attachment 1.

In the Shire of Victoria Plains case in context of the findings and indicative best practice, management is of the view that:

Issue:

- There is an operational need.
- transactions are covered by the shires purchasing policy and;
- obligations are communicated through the CEO’s issuance of delegations instructions.

Use:

- Cards have transactional limits and in line with organisational hierarchy.
- Cardholders are required to acquit their transactions monthly and receive second sign off by their supervisor, in the CEO’s case, the Shire President.
- Where staff are approved to use managements purchasing card, additional approval forms are required to be completed for authorisation (on-line, internet etc).
- Repayment of personal purchases in error are ascertained through the two step review process.

Cancellation:

- Is managed through the off boarding checklist process.

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Oversight:

- Transactions are included in the monthly accounts for payment list
- Reviews undertaken monthly through review of accounts for payment before presentation to council.
- Purchasing policy reviewed periodically.
- Other aspects not necessarily applicable to small shires (e.g. management is aware of the number of cards issued and whether they are active)

Where improvement could be made is in;

- Policy guidance on what is considered was allowable and reasonable expenditure on such things as travel, accommodation, food and drink.
- Ensure cardholder receives training on procedures and requirements as part of on boarding which may include a sign off acknowledgement this training has been received.

UNCONFIRMED PUBLIC MINUTES

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer.

STATUTORY CONTEXT

Local Governments (Financial Management) Regulations 1996, regulation 11(1)a.

Local Government Act 1995 section 6.5(a).

Local Government Act 1995 sections 2.7(2)(a) and (b).

Local Government (Financial Management) Regulations 1996, regulation 13A.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

Strategic Priority 4.3 of sound financial management policies is essential to ensure compliance, reduce risk and highlight areas for improvement.

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.

UNCONFIRMED PUBLIC MINUTES

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Audit Committee / Council Resolution [OCM2507-04]

Moved: Cr D Lovelock **Seconded: Cr S Woods**

That Council endorses the Audit Committee recommendation for the inclusion of:

1. Policy guidance on what is considered was allowable and reasonable expenditure on such things as travel, accommodation, food and drink into the purchasing policy.

2. CEO ensures cardholders receives training on procedures and requirements as part of on boarding which may include a sign off acknowledgement this training has been received.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.4 OUTCOMES FROM THE INTERIM AUDIT 2024-25

File Reference	
Report Date	22 July 2025
Applicant/Proponent	N/A
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Colin Ashe – Deputy Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. OAG Interim Audit Results June 2025

PURPOSE

For Council to note and endorse the audit committee recommendations from the interim audit 2024-25 findings.

BACKGROUND

The interim audit was conducted in May 2025 by the shires auditors William Buck Accountants and findings presented back to OAG. Correspondence on these findings were provided from OAG to the CEO and Shire President as per attachment 1.

COMMENT

The interim audit highlighted some issues in Payroll as detailed in attachment 1 across four (4) employees rated as moderate by the auditors.

As per managements comments the administration issues of missing paperwork was during the time of transition to the new computer system and electronic records management by the previous Payroll Officer. General filing of records was raised by management to the Officer several times with the expectation this relatively simple task would be carried out but was not physically reviewed for completion.

This was at a busy time and transition but nevertheless a fair finding.

The other area of calculation is a minor amount monetarily but again should not occur given the layers of checks and balances already in place. Whilst management always reviews payroll before payment, it would be impossible to pick these calculations up (without doing the calculation themselves) hence there is a reliance on support staff to undertake the necessary checks.

These errors and mistakes are an inherit risk of doing business but accordingly, shire staff and management have implemented further processes to further reduce this risk as noted in managements comment.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer.

Ms Glenn Deocampo, Coordinator Financial Services.

Mrs Marie Freeman, Payroll / HR Officer.

UNCONFIRMED PUBLIC MINUTES

STATUTORY CONTEXT

Part 7 of the Local Government Act 1995.

Local Government (Audit) Regulations 1996.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
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	Council is supported by a skilled team

Strategic Priority 4.3 of external audits and findings is essential to ensure compliance, reduce risk and highlight areas for improvement.

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.

UNCONFIRMED PUBLIC MINUTES

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Audit Committee / Council Resolution [OCM2507-05]

Moved: Cr S Woods **Seconded: Cr D Lovelock**

That Council ENDORSES the recommendations from the Audit Committee to:

1. note the interim audit findings.
2. implement the additional measures as per managements comments to further reduce risk.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

UNCONFIRMED PUBLIC MINUTES

9.5 ANNUAL REVIEW OF THE CORPORATE BUSINESS PLAN 2024 - 2025

File Reference	
Report Date	23 July 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. CBP Key Work Plan 2024 2025 2. Presentation Annual Review of CBP

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PURPOSE

For Council to confirm the outcomes of the annual review of the corporate business plan and the proposed strategic actions for 2025/26.

BACKGROUND

The Key Work Action Plan (Attachment 1) that underpins the CBP, tracked 32 actions for 2024/2025. Each key action has an activity applied to it for the quarter, except if it is a completed action. Some activities were ongoing or spanned two or more quarters.

Council along with senior staff, conducted the annual review of the Corporate Business Plan (Implementation Plan) on 21 July 2025.

At the Annual Review, the actions undertaken for 24/25 were examined and the proposed actions for 25/26 confirmed. It should be noted that 25/26 represents the last year of the current CBP. A new CBP will be developed when the Major Review of the development of the new Council Plan is undertaken in the first half of 2026.

The outcomes of the Review are presented to the Audit Committee for today's meeting.

COMMENT

In terms of tasks undertaken, the majority were progressed to the required level. This is reflected in diagrams 1, 2 and 3, including the Dashboard for 2024/2025:

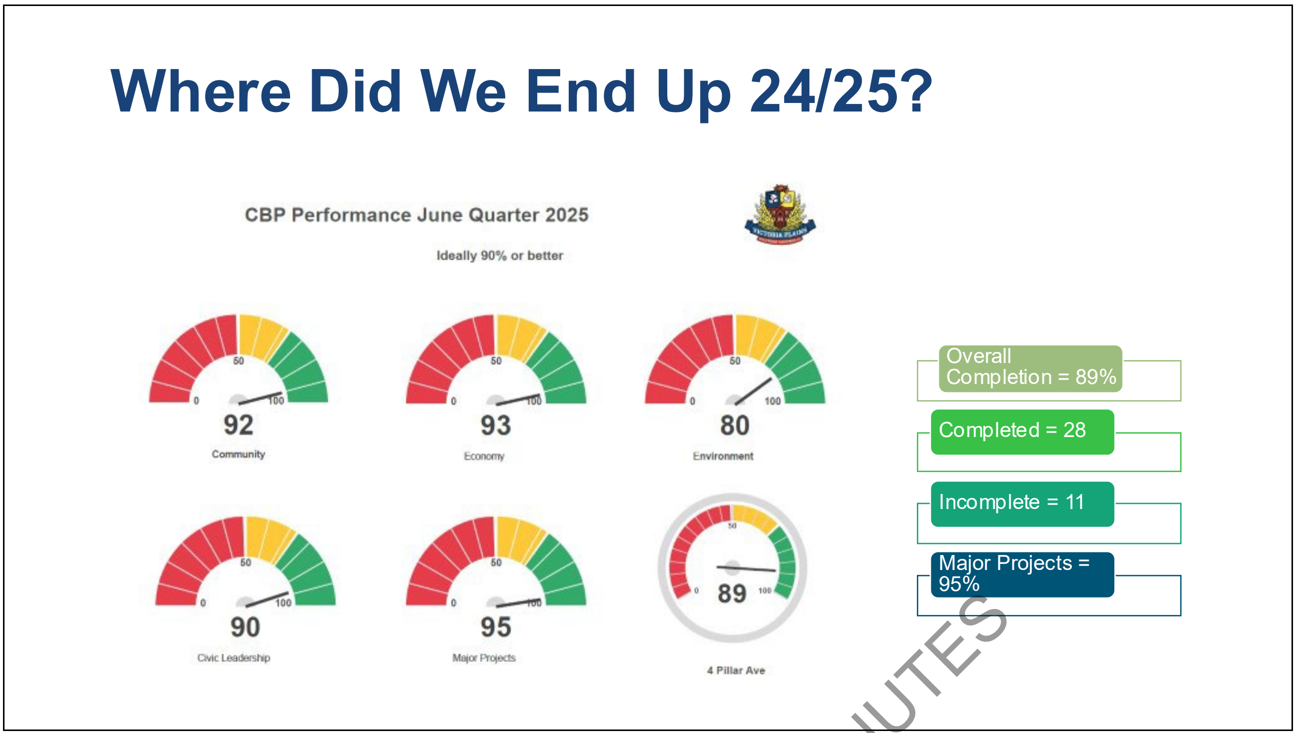

Diagram 1 – Key Work Plan Dashboard 2024/25

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

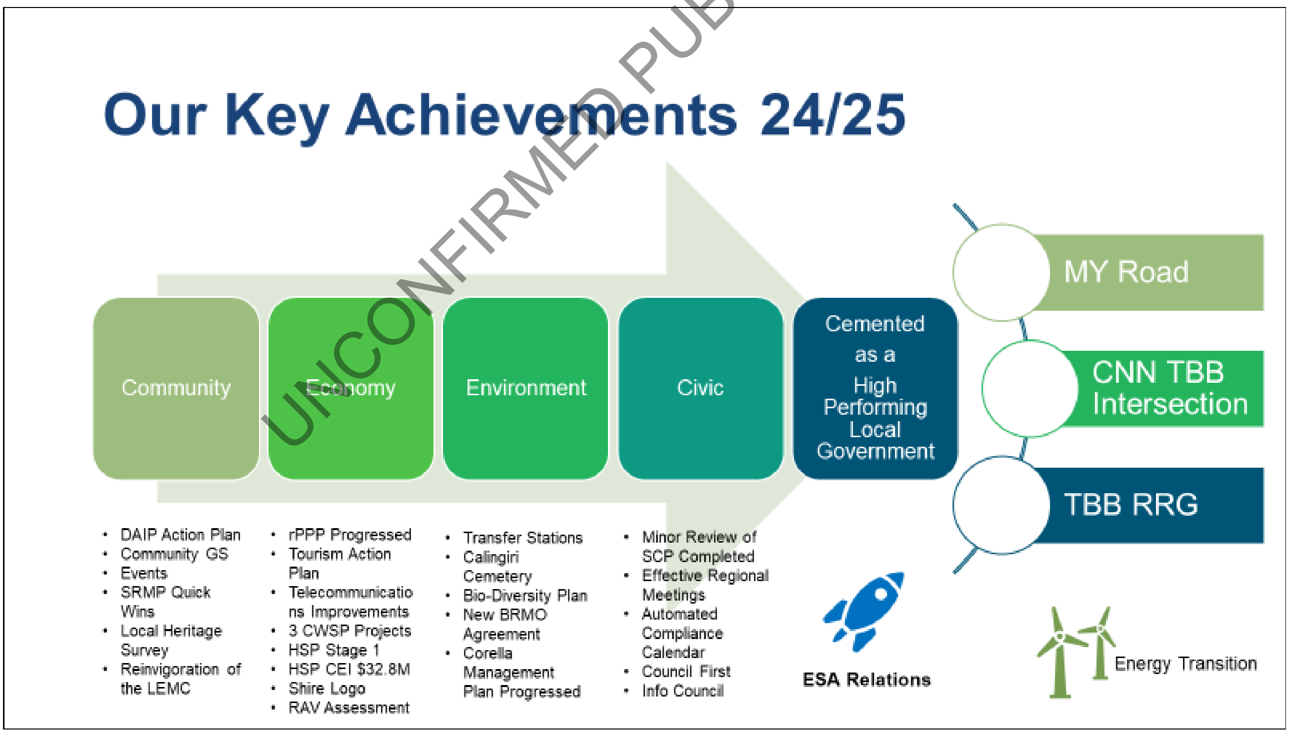

Diagram 2 – Overview of Key Achievements for 2024/25

My staff overall have, once more, put in an amazing effort to deliver the level of outcomes achieved for 24/25. As in previous years, I cannot thank them enough for their professional endeavour, their commitment to the organisation and the communities across the Shire.

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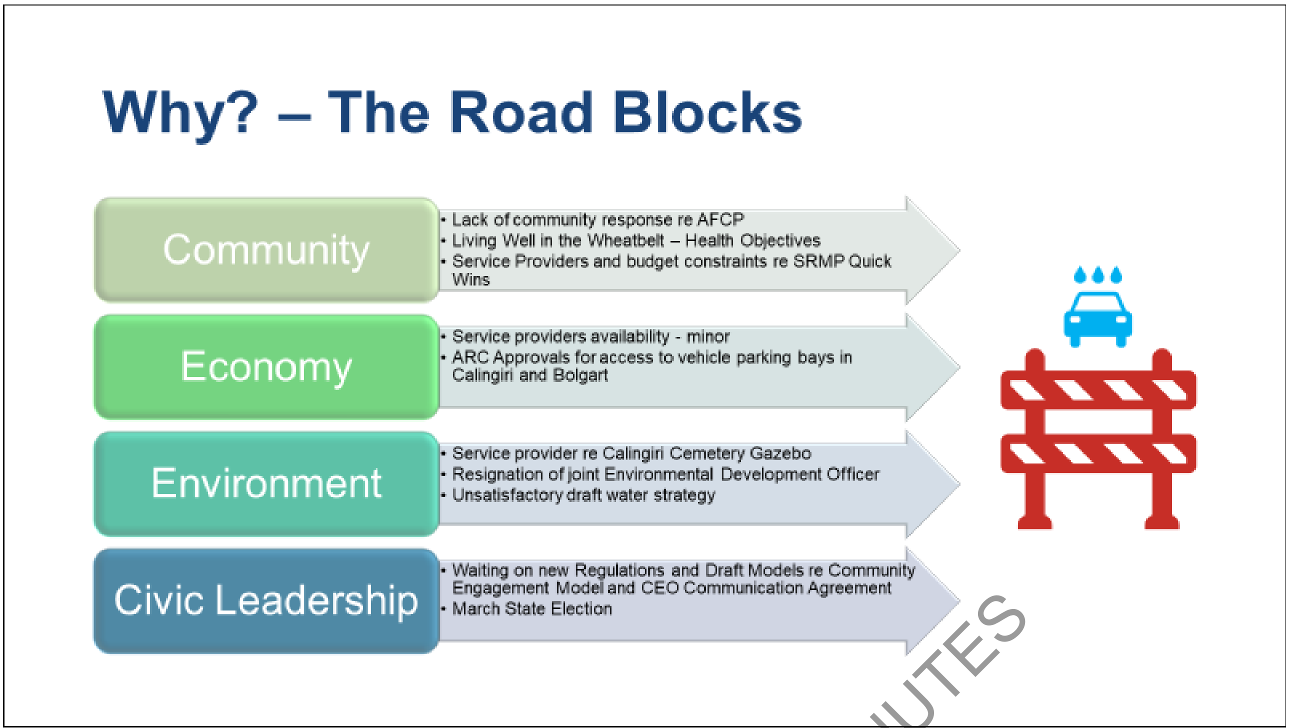

Diagram 3 – Overview of the Roadblocks that impacted on closing out some of the actions.

Regarding the actions that were not completed, the majority were in the home straight i.e. they sat at 75% or better. The reasons for delays regarding the delivery of these outcomes are summarised in Diagram 3. As discussed the Intersection Project overrun was $271,258 (Arc Infrastructure re the rail crossing and subsequent re-surveying and sculpting of the road approaches to it).

Shire's Direction 2025/26

During the last nine 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.

Diagram 4 – The Four Key Impacts 2025/26 Onwards

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The Shire is heavily invested in the four key impacts or projects in Diagram 4. 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.

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 and if, requested by Greenwind, 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 supports the expansion of the European Space Agency site at New Norcia. To this extent, the Shire has advocated for funding to develop Stage One of tourism facilities at the ESA ground station i.e. $350,000 to develop parking facilities and a viewing pod. 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 though issues that the proposed Carvel 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.

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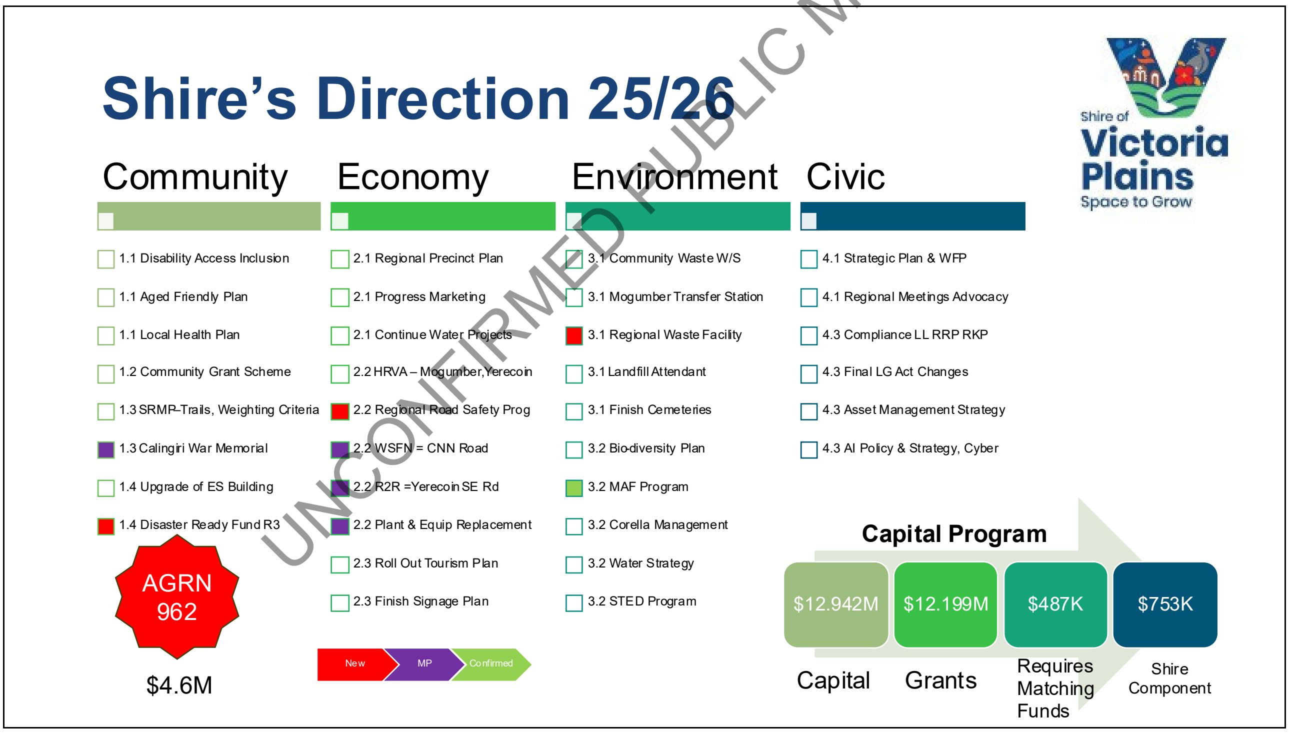

Diagram 5 – Overview of Key Actions 2025/26

Apart from these four key impacts, the Shire will continue to deliver on the key actions summarised in Diagram 5. There are three new key actions (denoted by red squares):

- Disaster Ready Fund Round 3. The Shire is applying for funding to help it prepare for future fires including plant and equipment and funding to implement better access to water for fire fighting purposes, including at Mogumber;
- Regional Road Safety Program. The Shire at the request of Main Roads WA submitted a request for funding under the Regional Road Safety Program. This funding will see the Toodyay Bindi Bindi Road improved from the Bolgart Shire boundary through to the

Goomalling Road turn off at Calingiri and also improvements to the Piawaning Waddington Road;

- Regional Waste Facility. The Shire has commenced advocating for a regional waste facility to assist it and other local governments in the region plan for waste management in future years. All local governments throughout the region have landfills that are nearing the end of their useful life and must transition to waste transfer stations.

The Shire has met with, and asked, the Coordinator General of the National Emergency Management Agency to discuss with the State the reopening of AGRN962 flood damage funding. If this request is successful, the funding of $4.6M will be in addition to the 25/26 Capital Program of $15.4M.

The boxes denoted by purple are key road projects that are funded under current arrangements and will be part of the major projects (MP) for 25/26. The green box confirms successful funding that the Shire has been approved for ahead of 25/26 i.e. the Mitigation Activity Fund.

The Shire will continue to roll out key community support plans regarding disability access, aged friendly strategies and the new local health plan. It will also start rolling out the key activities under the Strategic Recreation Management Plan (SRMP) once it has developed the required project weighting criteria and apply for Walk Trail Funding. Improvements to the Shire of Victoria Plains War Memorial will also be undertaken.

From an economic perspective, the Shire will continue to seek regional precinct funding, progress water projects and roll out the Tourism Action Plan.

Unfortunately, the planned Regional Road Group funded works to progress improvements to the Toodyay Bindi Bindi Rd (Calingiri to Yerecoin) will be deferred to 26/27. This will save the Shire $275,000 in 25/26. However, the $3.2M 100% funded Regional Road Safety Program is a welcome substitute regarding the Toodyay Bindi Bindi Rd (Toodyay Boundary to the Calingiri/Goomalling Rd turnoff) and the Wongan Hills Waddington Rd. The proposed HRVA vehicle parking bay upgrade for Calingiri has been deferred.

The Yerecoin vehicle parking by will be completed and a gravel bay installed on the Mogumber Yarawindah Rd. The Plant and Equipment Replacement Program is continuing although the planned changeover of the Roller and one of the Graders will be deferred.

Under the Environment Pillar, the Shire will continue improvements at the cemeteries and progress corella management initiatives. The Animal Pound has been deferred 12 months (26/27). Under Civic Leadership, the Shire will commence its AI journey and better prepare against cyber attacks.

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CONSULTATION

Key Officers Working Group 10 July 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

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

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VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2507-06]

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

That Council **CONFIRMS** the outcomes of the annual review of the Shire's Corporate Business Plan 2024/2025:

1. Noting that, in accordance with Regulation 19DA (4) of the *Local Government (Administration) Regulations 1996*, the Shire has **COMPLETED** the annual review of the Shire's Corporate Business Plan for 2024/2025 (Attachment 1).
2. **SUPPORTS** the CEO's Key Work Plan which lists the strategic actions to be achieved under the Corporate Business Plan for 2025/2026 as follows regarding Diagram 4 and Diagram 5A and 5B:

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

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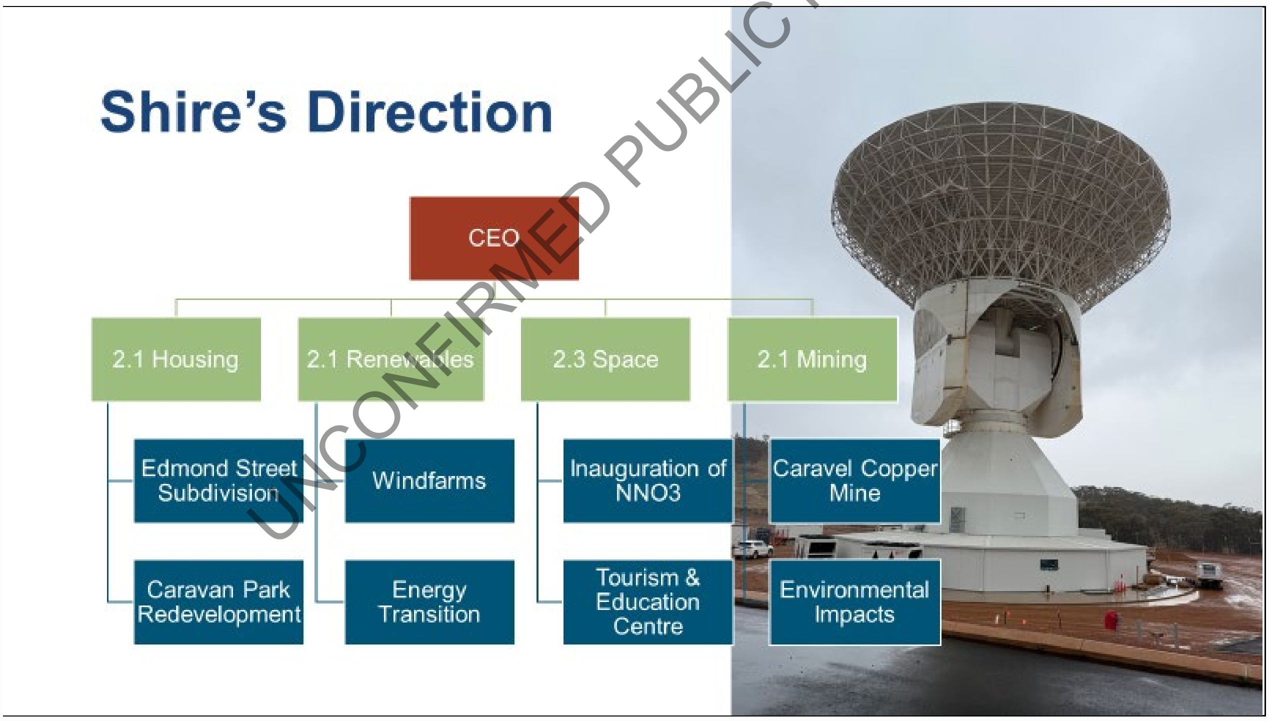

Diagram 4 – Attachment 2

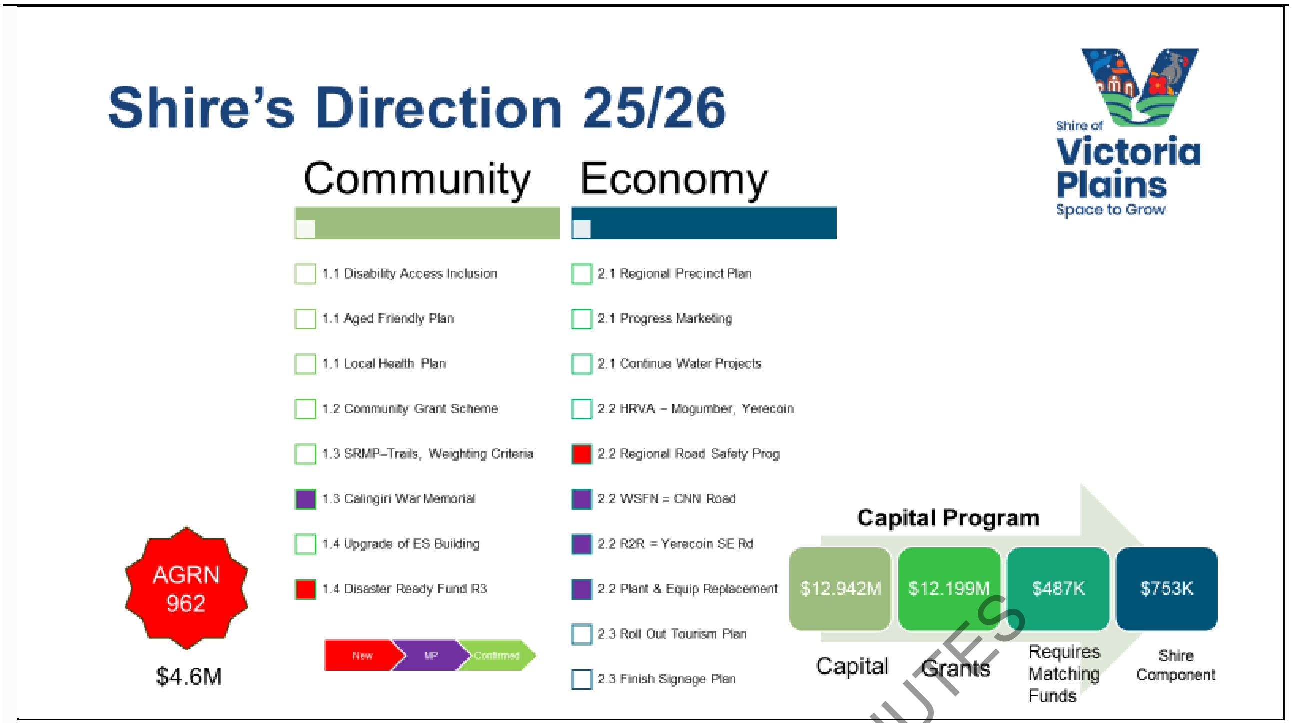

Diagram 5A – Attachment 2

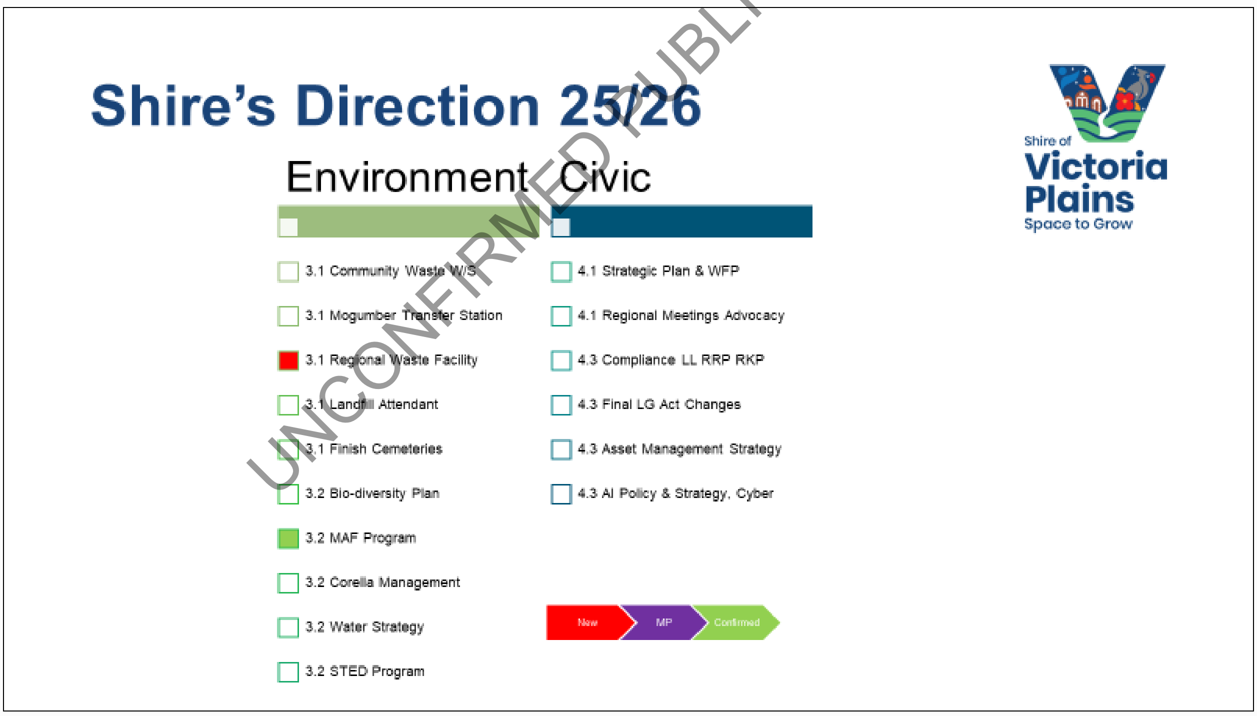

Diagram 5B – Attachment 2

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9.6 CONSULTATION ON COMMUNICATION AGREEMENTS FOR LOCAL GOVERNMENT COUNCIL MEMBERS AND CEOS

File Reference	
Report Date	9 July 2025
Applicant/Proponent	Minister for Local Government WALGA
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. Draft Communication Agreement Regulations 2. Draft Ministerial Order - Communication Agreements 3. DLGSC Consultation Paper 4. WALGA Discussion Paper - SoVP Submission 5. Communications Workshop 21 July 2025

UNCONFIRMED PUBLIC MINUTES

PURPOSE

For Council to endorse the submission made to WALGA regarding its Communications Agreements Discussion Paper and the Shire's Submission to the Departmental Consultation on Communication Agreements for Local Government Council Members and CEOs.

BACKGROUND

Minister for Local Government

On 5 June 2025, the former Department of Local Government, Sport and Cultural Industries, invited feedback on draft regulations and orders that would require local governments to establish a communications agreement between their council and the CEO (Attachments 1 and 2).

The changes are part of the implementation of the *Local Government Amendment Act 2023* (2023 Amendment Act) reforms. These have yet to take effect.

The 2023 Amendment Act inserts sections 5.92A — 5.92C into the *Local Government Act 1995* (the Act) which require that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations;
- a local government may adopt a communications agreement by the CEO and council both agreeing to its terms;
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a Ministerial order applies.

The communications agreement supports governance within each local government by setting out minimum expectations for formal communications between council members and employees of the local government.

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A similar approach is used at state government level, where communications agreements are in place between each WA Government Minister and the agencies that support them.

Provided for information by the Department are:

1. The Draft Regulations to enact sections 5.92A – 5.92C (Attachment 1).
2. The Draft Ministerial Order that contains the Model Communication Agreement (Attachment 2).
3. A Discussion Paper regarding the proposed changes outlined in Points 1 and 2 (Attachment 3).

The consultation period is open until Friday 22 August 2025 and feedback will inform the next stage in drafting these provisions.

WALGA

At the same time, WALGA has requested local governments to provide feedback that can be factored into an industry wide response. The response to the WALGA Discussion Paper was workshopped with Council at the policy briefing session on 21 July 2025 as submissions were due on Monday 28 July 2025, two days before the July OCM.

The submission to WALGA was submitted on 22 July 2025 and a copy of the response is attached to this agenda item (Attachment 4).

WALGA has adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

COMMENT

Overview

The amendments to the 2023 Amendment Act regarding the Communication Agreement include the following:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement;
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations;
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement;
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

Key Considerations

The workshop considered the following regarding the proposed Communications Agreement:

Issue	Comment
Departmental Discussion Paper	The Departments Discussion Paper was quite inadequate in terms of the justifications for the content of the Draft Regulations and the Draft Order. It wasn't laid out well in terms of its content and the matching up to the Draft Regulations.
WALGA Discussion Paper	The WALGA paper was well set out, provided relevant information and adequate spaces for informed responses.
General Drafting Approach	The Draft Regulations and Model Agreement do cause confusion with the potential to undermine the role of the CEO in terms of how they provide advice to Council and in terms of the support they provide to Council. Both parties will need to be aware that the Agreement does not apply at Council meetings, where officers would provide advice/support with the CEO's consent.
Commencement and Implementation	It is inappropriate for the Draft Regulations and the Model Agreement to come into effect on 19 October 2025, especially if there are new councillors and councillors that have yet to undergo mandatory training that would also include information on communication agreements. A 12 month implementation period that aligns with mandatory training would be appropriate.
Correspondence issued by Mayor or President to be provided to Council Members	This is a new requirement that was not set out in the 2023 Amendment Act provisions. It becomes messy when the Mayor or President decides they can withhold the provision of copies because it is appropriate to do so. If these requirements are proceeded with, then putting such correspondence in a portal would be appropriate. The Shire already has such a mechanism in place for the councillors to access relevant information regarding meetings and so on.
Definitions: • Request for Information • Or Otherwise • Other Information • Administrative Matter	All four terms in effect undermine the Agreement. They are inadequately defined, suggest all sorts of information can be provided that is not relevant to a Council Member's role and with this, lacks clarity on what administrative support a Council Member is allowed to receive. WALGA has suggested a very good definition for Administrative Matter (WALGA Discussion Paper, p7)
Departmental Submission	It is the author's suggestion that the Shire's submission to the Department states that: • The Shire supports WALGA's advocacy position 2.5.3 regarding communication agreements; and • Has, accordingly, submitted comments to form part of WALGA's submission to the DLGSC's Act Review Team regarding communication agreements between the council and the administration (CEO).

UNCONFIRMED PUBLIC MINUTES

CONSULTATION

STATUTORY CONTEXT

Local Government Amendment Act 2023

Sections: 5.92A – 5.92C Council Member or Committee Member access to information must be in accordance with the communications agreement.

Local Government Regulations Amendment Regulations 2025

The proposed regulations to enact Sections 5.92A – 5.92C. Includes the proposed changes to the:

- *Local Government (Administration) Regulations 1996* regarding the administrative arrangements;
- *Local Government (Model Code of Conduct) Regulations 2021* regarding breaching the proposed regulations;
- *Local Government (Default Communications Agreement) Order 2025* regarding the Minister's Model Communications Agreement.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

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By the Shire making a submission to WALGA regarding the consultation on Communication Agreements it is supporting the overall improvement to the governance of the Shire.

Delegation

Nil

Policy Implications

Nil. However, it is expected that Council and the CEO will agree to use the Minister's Model once it is implemented.

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Failure to do so when the Regulations are implemented will be counted as a Breach	Some temporary non compliances. Single minor litigation. Requires formal meeting with contracted party where concern is raised.	At least once per year			

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED PUBLIC MINUTES

Officer Recommendation / Council Resolution [OCM2507-07]

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

That Council

1. Endorse the Shire of Victoria Plains submission to WALGA's Discussion Paper – Communications Agreements June 2025 (Attachment 4), submitted 22 July 2025.
2. Submits through the CEO the Shire's submission to the Department which states:
    a. The Shire of Victoria Plains supports WALGA's advocacy position 2.5.3 regarding communication agreements; and
    b. In line with this advocacy position, has submitted comments that form part of WALGA's submission to the DLGSC's Act Review Team regarding communication agreements between the council and the administration (CEO).

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

9.7 CHILD SAFE AWARENESS POLICY

File Reference	
Report Date	18 July 2025
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Community Development Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Child Safe Awareness Policy

PURPOSE

To seek Council's endorsement and formal adoption of the Shire of Victoria Plains Child Safe Awareness Policy, reinforcing the Shire's commitment to creating a child-safe environment across all its operations and community interactions.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse recommended that all organisations working with children adopt child safe standards. As a local government authority, the Shire of Victoria Plains has a duty of care to ensure that children who interact with its facilities, services, programs, and personnel are safe and supported.

This policy has been developed to guide the Shire's approach to child safety, raise awareness, and provide a consistent framework for staff, contractors, and volunteers.

COMMENT

The Child Safe Awareness Policy sets out principles that align with the National Principles for Child Safe Organisations, including:

- Promoting child safety and wellbeing in the Shire's culture and practices
- Valuing and empowering children to participate in decisions affecting them
- Ensuring robust recruitment, supervision and training of staff and volunteers
- Responding appropriately to concerns or allegations of child harm

Adopting this policy will strengthen governance and accountability and ensure the Shire aligns with best practice expectations for child safety.

CONSULTATION

Sean Fletcher – Chief Executive Officer

Review of National Child Safe Principles and WALGA guidance

DLGSC guidance through provision of policy template

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STATUTORY CONTEXT

Children and Community Services Act 2004 (WA)

Working with Children (Criminal Record Checking) Act 2004 (WA)

Local Government Act 1995

National Principles for Child Safe Organisations

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

1.3 Recreational, social and heritage spaces are safe and are activated.

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
1.2 Inclusive community activities, events and initiatives	Well attended local events and activities
	Volunteers and community groups feel supported
	Community Development Officer jointly plans and works with local groups
	We increase the number and diversity of sport, recreation, learning and cultural events
1.3 Recreational, social and heritage spaces are safe and are activated	Sport and recreation facilities are planned, maintained and developed in a coordinated manner, aligned with community need
	Shire owned community buildings and places of interest are well maintained and used
1.4 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan service delivery and respond to emergency situations (LEMC)
	Emergency service volunteers are supported and the community understands how to respond to emergencies / natural disasters

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Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likehood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation Failure to adopt a Child Safe Awareness Policy	Major (4) Substantiated public embarrassment, high impact, high news profile, third party actions.	Possible (3) Should occur at some time At least once in three years	High (12)	Executive Manager (CEO) Risk acceptable with effective controls, managed by senior management and subject to monthly monitoring.	By adopting and embedding the Child Safe Awareness Policy, the Shire significantly reduces these risks by setting clear expectations, providing staff and volunteers with guidance, and aligning with best-practice standards for child safety.

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FINANCIAL IMPLICATIONS

Minimal direct costs are anticipated. Resources may be required for training and implementation within existing budget allocations.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2507-08]

That Council:

1. **ADOPTS** the Shire of Victoria Plains Child Safe Awareness Policy as presented in attachment 1.
2. **NOTE** that the policy will be published on the Shire's website and provided to al staff, contractors and volunteers.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Cr S Woods declared an impartial interest in item 9.7 "SoVP Annual Community Grant" at 2.19 PM due to her involvement in the Calingiri Progress Association, Calingiri Football Club, Calingiri P & C and Calingiri Sports Club.

Cr R Johnson declared an impartial interest in item 9.7 "SoVP Annual Community Grant" at 2.19PM due to her involvement in the Yerecoin Tennis Club.

Cr P Bantock declared an impartial interest in item 9.7 "SoVP Annual Community Grant" at 2.19 PM due to "being Member of Mogumber Outback Club.

9.8 SOVP ANNUAL COMMUNITY GRANT

File Reference	
Report Date	11 July 2025
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Community Development Officer
Senior Officer	Colin Ashe – Deputy Chief Executive Officer
Authorised by	Colin Ashe
Attachments	1. Community Grant Applications 2. Community Grant Application Package 3. Community Grant Submissions List 25-26

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PURPOSE

Approval and Acceptance of Community Budget Submission Grant Applications.

BACKGROUND

- Grant funding was opened on the 5th of May 2025.
- Applications were invited by Newsletter, email to Community Groups, Facebook and on the Shire of Victoria Plains website.
- Community groups were allowed to apply for a maximum of $5,000 as stated in the guidelines and the Community Group to contribute 1/3 of the total project cost either in cash or in-kind.
- Applications closed on the 23rd of June 2025.
- Eleven applications were submitted from Community Groups within the Shire.
- The total grant funding pool is $40,000 for the 25/26 financial year pending budget adoption.

COMMENT

The eleven applicants and the recommended grant amount in no particular order are as follows:

Organisation	Project	Amt Requested	GRP %	Total Project	SoVP %	Recommended Grant
Calingiri Golf Club	Refurbish Golf Equipment	$2,736.00	25.97%	$3,696.00	74.03%	$2,422.00
GSRC	Refurbish Old Storage/Recycling Shed	$5,000.00	36.87%	$7,920.00	63.13%	$5,000.00
Bolgart CWA	Bolgart CWA Cookbook	$1,578.00	50.35%	$3,178.00	49.65%	$1,578.00
Yerecoin Progress	Yerecoin Centenary Signage	$5,000.00	88.14%	$42,157.00	11.86%	$5,000.00
Yerecoin Tennis Club	Yerecoin Tennis Club Capital Improvements	$5,000.00	40.86%	$8,455.00	59.14%	$5,000.00
Calingiri Progress Association	Drumbeats for Calingiri	$2,500.00	28.57%	$3,500.00	71.43%	$2,500.00
Calingiri Football Club	Calingiri Sports Ground Roller Door	$5,000.00	42.33%	$8,670.19	57.67%	$5,000.00
Calingiri Sports Club	Wall Oven Replacement	$3,094.33	39.63%	$5,125.50	60.37%	$0.00
Bolgart Progress Association	Chairs & Tables	$5,000.00	51.37%	$10,282.00	48.63%	$5,000.00
Mogumber & Districts Progress Association	Safety Railing For Disabled Ramp & Steps	$3,500.00	29.90%	$4,992.60	70.10%	$3,500.00
Calingiri P & C	Calingiri Primary School Playground Redevelopment	$5,000.00	87.18%	$39,000.00	12.82%	$5,000.00
TOTALS		**$43,408.33**				**$40,000**

1. Decline the grant application from Calingiri Sports Club due to other funding of $25,000 per annum for two years being awarded to them for improvements.
2. Granting the Calingiri Golf Club a slightly lower amount to align their project application to the 30% co-contribution as set out in the grant guidelines
3. Approving all other amounts in full that have been submitted by the community groups.

UNCONFIRMED PUBLIC MINUTES

CONSULTATION

Mr Sean Fletcher – Chief Executive Officer

Mr Colin Ashe – Deputy Chief Executive Officer

STATUTORY CONTEXT

NIL

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

1. COMMUNITY						
STRATEGY	**ACTION**	**Lead**	**22/23**	**23/24**	**24/25**	**25/26**
1.2 Inclusive community activities, events and initiatives	a. Employ a Community Development Officer	CEO	Salary	Salary	Salary	Salary
	b. Source funding and co-ordinate delivery on initiatives that support arts, culture, learning and recreation	CDO	5,000	5,000	5,000	5,000
	c. Community Grant Scheme for volunteer groups	CDO	20,000	20,000	20,000	20,000
	d. Support existing community events to attract people to our communities and businesses	CDO	15,720	20,000	20,000	20,000

Strategic Priority 1.2 is relevant as the matter that requires a decision is relating directly to 1.2 (c) the Community Grant Scheme for Volunteer Groups.

Delegation

Nil

Policy Implications

NIL

Other Corporate Document

Nil

UNCONFIRMED PUBLIC MINUTES

Risk Anal

ysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Financial Projects not administered in accordance with the guidelines	Insignificant (1) Less than $10,000 Only applicable if one or more applicants fail to undertake project as required	Unlikely (2) The event could occur at some time(<10% chance)	Low (2)	Supervisor/Team Leader) Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	There are clear guidelines in place regarding the community grant program which is administered by the Community Development Officer

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FINANCIAL IMPLICATIONS

The estimated expenditure of $40,000 is in the 2025/26 budget.

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation / Council Resolution [OCM2507-09]

Moved: Cr D Lovelock **Seconded: Cr S Woods**

That Council **ENDORSES** the following Community Grant application for a total of $40,000 as follows:

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

Organisation	Project	Amt Requested	GRP %	Total Project	SoVP %	Recommended Grant
Calingiri Golf Club	Refurbish Golf Equipment	$2,736.00	25.97 %	$3,696.00	74.03 %	$2,422.00
GSRC	Refurbish Old Storage/Recycling Shed	$5,000.00	36.87 %	$7,920.00	63.13 %	$5,000.00

Bolgart CWA	Bolgart CWA Cookbook	$1,578.00	50.35 %	$3,178.00	49.65 %	$1,578.00
Yerecoin Progress	Yerecoin Centenary Signage	$5,000.00	88.14 %	$42,157.00	11.86 %	$5,000.00
Yerecoin Tennis Club	Yerecoin Tennis Club Capital Improvements	$5,000.00	40.86 %	$8,455.00	59.14 %	$5,000.00
Calingiri Progress Association	Drumbeats for Calingiri	$2,500.00	28.57 %	$3,500.00	71.43 %	$2,500.00
Calingiri Football Club	Calingiri Sports Ground Roller Door	$5,000.00	42.33 %	$8,670.19	57.67 %	$5,000.00
Calingiri Sports Club	Wall Oven Replacement	$3,094.33	39.63 %	$5,125.50	60.37 %	$0.00
Bolgart Progress Association	Chairs & Tables	$5,000.00	51.37 %	$10,282.00	48.63 %	$5,000.00
Mogumber & Districts Progress Association	Safety Railing For Disabled Ramp & Steps	$3,500.00	29.90 %	$4,992.60	70.10 %	$3,500.00
Calingiri P & C	Calingiri Primary School Playground Redevelopment	$5,000.00	87.18 %	$39,000.00	12.82 %	$5,000.00
TOTALS		**$43,408.33**				**$40,000**

UNCONFIRMED PUBLIC MINUTES

9.9 LOCAL BIODIVERSITY STRATEGY ADOPTION

File Reference	
Report Date	11 July 2025
Applicant/Proponent	Shire of Victoria Plains
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Katrina Humphries – Community Development Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Local Biodiversity Strategy

UNCONFIRMED PUBLIC MINUTES

PURPOSE

To seek Council's endorsement and formal adoption of the Shire of Victoria Plains Local Biodiversity Strategy, and to establish a Steering Committee to guide the implementation of the Strategy.

BACKGROUND

The Shire of Victoria Plains is committed to protecting and enhancing its natural environment. In alignment with state planning policy and local strategic objectives, the Shire has developed a Local Biodiversity Strategy to provide a structured framework for conserving native vegetation, improving ecological connectivity, and supporting sustainable land use planning across the Shire.

The Shire engaged a consultant with a shared contract between the Shire of Victoria Plains and the Shire of Toodyay. The strategy has been developed by Zenab Azam, previous Shire Environmental & Sustainability Officer, with input from internal stakeholders and reference to best-practice biodiversity planning models.

The final draft of the Local Biodiversity Strategy was approved by the CEO in February 2025 and after going out for public consultation in May 2025 and was advertised for 28 days on Facebook, Shire Website, Newsletter and noticeboards with no feedback or comments.

COMMENT

The Local Biodiversity Strategy outlines key priority areas for conservation, identifies biodiversity values at risk, and proposes targeted actions to integrate biodiversity into land use decision-making. The Strategy also aligns with the Shire's broader sustainability and land management goals, as well as regional and state environmental priorities.

Adopting this strategy will enable the Shire to:

- Guide planning decisions with consideration for ecological values;
- Access relevant environmental funding opportunities;
- Support community education and engagement in biodiversity conservation; and
- Contribute to long-term environmental resilience and climate change adaptation.

To support delivery of the Strategy, it is proposed that Council establish a Biodiversity Strategy Steering Committee. This Committee will guide implementation, monitor progress, and provide advice on future actions and opportunities. The proposed composition includes:

- Two Shire staff members (Principal Regulatory Services and Community Development Officer),
- One elected member (Councillor),
- One community representative (to be selected via an expression of interest process), and
- One representative from the Yued Aboriginal Corporation (Ranger Co-ordinator).

CONSULTATION

Internal consultation was undertaken with relevant departments.

External consultation was undertaken during the research stage and also in February 025 when the final draft was made available for public comment.

The Yued Aboriginal Corporation has been identified as a key stakeholder for representation.

STATUTORY CONTEXT

Environmental Protection Act 1986 (WA):
Provides for the protection of the environment and native vegetation, with local governments playing a role in identifying areas of environmental significance and taking proactive steps to manage and conserve them.

Local Government Act 1995 (WA):
Empowers local governments to form committees and implement strategies that align with the needs and aspirations of their communities, including environmental sustainability and conservation efforts.

Biodiversity Conservation Act 2016 (WA):
Establishes protections for listed species and ecological communities and underpins the importance of local initiatives that support biodiversity conservation and habitat protection.

CORPORATE CONTEXT

Strategic Corporate Plan 2022 – 2032

3. Environment

 3.2 Conservation of our natural environment and resources

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STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
3. ENVIRONMENT	
3.1 Maintain a high standard of environmental health and waste services	Community satisfaction with waste management services and sites
	Compliance with environmental health legislation
3.2 Conservation of our natural environment and resources	Responsive and a high standard of Ranger services
	Nature reserves in our control are managed and protected
	Shire water resources are efficient, equitable and we advocate for improvements in the network

UNCONFIRMED PUBLIC MINUTES

Delegation

Chief Executive Officer

Policy Implications

Supports implementation of the Shire's Environment and Sustainability Policy, Local Planning Strategy, and aligns with strategic objectives for natural resource management.

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Inadequate Engagement Practices if the relevant stakeholders and community were not adequately consulted.	Substantiated, low impact, low news profile	Could occur at some time. At least once in 10 years.	Low (4)		
Inadequate Environment Management if the Local Biodiversity Strategy is not updated and finalised.	Substantiated, low impact, low news profile	Could occur at some time. At least once in 10 years.	Low (4)		

FINANCIAL IMPLICATIONS

There are no immediate financial implications. Costs associated with implementation will be managed within existing budgets or subject to external funding applications.

VOTING REQUIREMENTS

Absolute Majority

Officer Recommendation / Council Resolution [OCM2507-10]

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

That Council:

1. **ADOPTS** the Local Biodiversity Strategy that was prepared by Zenab Azam as contained in Attachment 1.
2. **AUTHORISES** the Chief Executive Officer to implement the Strategy in accordance with its proposed actions and priorities, subject to available resources and funding opportunities.
3. **ESTABLISHES** a Biodiversity Strategy Steering Committee comprising of:
   a) Two Shire staff members:
      i. Principal Regulatory Services
      ii. Community Development Officer
   b) One community representative
   c) One Councillor
   d) The Ranger Co-ordinator from the Yued Aboriginal Corporation
4. The Principal Regulatory Services officer is appointed as the Presiding Member.
5. Terms of Reference to be created for Council's consideration by the November 2025 Ordinary Council Meeting

CARRIED BY UNANIMOUS DECISION AND BY ABSOLUTE MAJORITY OF COUNCIL

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

UNCONFIRMED PUBLIC MINUTES

9.10 2025-26 ANNUAL BUDGET ADOPTION

File Reference	
Report Date	27 July 2025
Applicant/Proponent	N/A
Officer Disclosure of Interest	N/A
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. Annual Statutory Budget 2025-26

UNCONFIRMED PUBLIC MINUTES

PURPOSE

To consider and adopt the Shire of Victoria Plains Budget for the 2025-26 financial year together with supporting notes, imposition of rates and minimum payments, transfers from Reserves, Loan Funding and other consequential matters arising from the budget papers.

BACKGROUND

The 2025-2026 Annual Statutory Budget and supporting notes have been prepared on strategic outcomes contained in the Community Strategic Plan (SCP), the Corporate Business Plan (CBP) and informing documents. The 2025/26 Draft Annual Budget presentation and budget discussions occurred over a series of briefing session in April, Jun and Jul 25.

COMMENT

As per the budget briefing session in Jul 25, the draft 2025/26 budget needed to address the forecast deficit opening position from three occurrences:

- No Flood Damage Revenue.
- Cost overrun on the Calingiri – New Norcia Rd Intersection Project.
- Reduced Grants Commission funding.

Accordingly significant budget cuts were required to address this issue requiring some projects and Plant Replacement to be deferred.

Nevertheless, the budget still contains a significant capital and operating budget aligned to major strategic outcomes as endorsed by council in the four (4) pillars in the SCP of:

- Community
- Economy
- Environment
- Civic Leadership

Council was advised on the major driver of the rate increase, this being the Local Government Cost Index (LGCI) prepared independently by WALGA. This is a measure of inflationary costs, similar to CPI but utilising more relevant types of costs incurred by local government and this LGCI forecast is 3.3% for 2025-26.

Accordingly, a rate increase any less than this would adversely impact the shire financially, or at the very least, only maintain services without any additional funding input to make improvements.

It should be noted that independent property valuations have increased by up to 15.5% for UV. GRV is revalued every 5 years so there was no change for 2025-26.

DETAILS

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.* The Main features of the budget include:

- The 2024/25 budget has been prepared with a 7.0% rate increase, net increase of 3.7% taking into account the LGCI. Due to the inability of Landgate to provide valuations, the shire has had to differ Differential Rating for 2025-26 but will use this year to undertake the necessary background work, stakeholder engagement and revision of the rating strategy.

- The methodology for rate increases to take into account valuation increases is to discount the rate in the dollar (RID) applied from 2024-25 to generate the same rate income, and the then apply the rate increase. Therefore the RID generally cannot be compared year by year.

- Fees and Charges have broadly been increased by 4% in alignment with the LGCI.

- Domestic and commercial rubbish removal charges have been increased to $267.50 per service, in accordance with the Rating Strategy which required price parity for all services domestic and recycling. Waste income only covers 49% of the total waste cost across the shire and this cost will inevitably increase with the new initiatives implemented in 2024-25.

- Whilst the shire management team has addressed all legacy road projects, some dating back to 2018 and continued to implement the Plant Replacement program, it has come at a cost of the forecast deficit. A pause is now required to consolidate and reset capital outcomes in 2025-26.

- A capital works program totalling $12,936,294 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned which is higher than 2024-25, albeit significantly grant funded. The breakdown is as follows;

  - $6,688,212 Land and Buildings
  - $749,560 Plant and Equipment
  - $95,000 Furniture and Equipment
  - $4,190,343 Road Construction
  - $1,213,179 Other Infrastructure

  The land and buildings figure includes an allocation of $4,567,000 for the Housing Support Program (HSP2) – Edmond St Calingiri, which has been confirmed as fully grant funded.

- The shire continues to be proactive in secure grant funding and whilst some initiatives have had to be withdrawn due to budget constraints, this still forms a major part of the budget 2025-26 and therefore key to success. Major planned and secured grant funding

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includes:

- $4,567,000 HSP2
- $1,890,000 Regional Precinct Partnership Program
- $689,485 ESA Tourism
- $906,448 Roads to Recovery
- $3,252,395 Regional Roads Safety Program

- Progress Associations within the shire were engaged for submissions and most requests have been able to be accommodated. Correspondence will be sent in due course once the budget has been adopted.

- Council was advised at the Jul 25 briefing session the deficit was likely to be higher than what was presented. A new forecast has been completed and the estimated deficit is now ($925,728). This is unaudited and likely to change but management is confident this is a more realistic figure.

- The 2025-26 budget has been composed with a forecast deficit of ($290,513) which is approximately $20,000 more than presented during briefing sessions. This is considered a good outcome given the increase in the 30 Jun 2025 recalculated deficit carried forward.

  Whilst this 2025-26 deficit is not ideal, it is a calculated decision recommended by management ensuring transparency to council throughout the budget process. There is optimism this can be improved through close monitoring throughout the year as normal practice.

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Loan Funding in the 2025-26 Budget

As advised in the Jul 25 briefing session, it is proposed to include $750,000 in loan funding over five (5) years in the 2025-26 budget. This is primarily to alleviate any need to amendments to the budget and subsequent public notice requirements. If it is decided to draw down on this loan it will be in the last quarter of 2025-26 so as to not incur any repayments in the financial year. Details of this proposal is provided in note 8.

Reserve Allocation Amendments

In order to fund some capital activities in the budget, there is a requirement to reallocate funds within the Reserve accounts to the Building Reserve. It is proposed that $10,000 be reallocated from the Housing Reserve to the Building Reserve as detailed in note 9.

Fees and Charges

The EV charging stationing fee and charge has been overlooked in the previously council approved schedule and it is recommended that:

- $1.10 connection fee
- $0.85 per kw/H

be added to the 2025-26 fees and charges inclusive of GST.

CONSULTATION

All Senior Management and Staff
Elected Members
Progress Associations

Community through the SCP and CBP

STATUTORY CONTEXT

LGA S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government {Financial Management) Regulations 1996* details the form and content of the budget. The 2025-26 budget as presented is considered to meet statutory requirements.

CORPORATE CONTEXT

The budget is based on the principles contained in the IPR and the Corporate Business Plan.

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

UNCONFIRMED PUBLIC MINUTES

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

Delegation

Nil

Policy Implications

Section 3 Financial Management of the Policy Manual

Other Corporate Document

Strategic Community Plan (SCP)
Corporate Business Plan (CBP)

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

Specific financial implications are as outlined in the detail section of this report and as itemised in the 2025/2026 budget attached for adoption.

VOTING REQUIREMENTS

Absolute Majority

Procedural Motion [OCM2507-11]

Moved: Cr D Lovelock **Seconded: Cr S Woods**

That Council **SUSPEND** standing orders under s8.9 and s8.10 at 2.32pm to allow Elected Members to speak more than twice on an item..

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

The Customer Support and Community Development Officers withdrew from the meeting at 2.43pm and did not return.

The CEO withdrew from the meeting at 2.48pm, rejoining at 2.50pm.

The CEO withdrew from the meeting at 3.33pm, rejoining at 3.35pm.

Procedural Motion [OCM2507-12]

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

That Council **RESUME** standing orders at 3.53 PM.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

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

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Officer Recommendation / Council Resolution [OCM2507-13]

Moved: Cr S Woods **Seconded: Cr D Lovelock**

That Council **ADOPTS** the following:

1. Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996,* the council **ADOPT** the Municipal Fund Budget as contained in Attachment 1 of this agenda and the minutes, for the Shire of Victoria Plains for the 2025/2026 financial year which includes the following:
   - Statement of Comprehensive Income by Nature and Type showing a surplus net result for that year of $9,914,501.
   - Statement of Cash Flows showing closing projected closing position of $1,165,453.
   - Statement of Financial Activity (formerly) Rate Setting Statement showing an amount required to be raised from rates of $4,135,598.
   - Proposed Loan Funding of $750,000 over five (5) years.
   - $10,000 Transfer of funds from the Housing Reserve to the Building Reserve.
   - Notes to and forming Part of the Budget.
   - EV Charging Station fee of $1.10 connection fee and $0.85 per kw/H (Incl GST).

2. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

   2.1 General Rates
   - Residential (GRV) 12.7150 cents in the dollar
   - Rural (UV) 0.4474 cents in the dollar

   2.2 Minimum Payments
   - GRV General Minimum $735.00
   - UV Lesser Minimum (non-mining) $800.00
   - UV General Minimum (mining) $1,550.00

3. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, council **NOMINATES** the following due dates for the payment in full by instalments:
   - Full payment and 1st instalment due date 11 September 2025
   - 2nd quarterly instalment due date 13 November 2025
   - 3rd quarterly instalment due date 12 January 2026
   - 4th quarterly instalment due date 16 March 2026

4. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, council **ADOPTS** an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of $10.00 for each instalment after the initial instalment is paid.

5. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 68 of the Local

Government (Financial Management) Regulations 1996, council **ADOPTS** an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

6. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, council **ADOPTS** an interest rate of 7.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

CARRIED BY UNANIMOUS DECISION AND BY ABSOLUTE MAJORITY OF COUNCIL

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

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10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Nil

12 MEETING CLOSED TO PUBLIC

Nil

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 3.54PM.

These minutes were confirmed at the Ordinary Council Meeting held on 13 August 2025

Signed ______________________ Date 27 August 2025

(Presiding member at the meeting which confirmed the minutes)

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

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