



AGENDA

Ordinary Council Meeting

I HEREBY give NOTICE that an Ordinary Council Meeting will be held on:

30 July 2025

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

Commencing – 2:00 PM



DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

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

CONTENTS

1	DECLARATION OF OPENING.....	5
1.1	Opening.....	5
1.2	Announcements by Shire President.....	5
2	REMOTE ATTENDANCE BY ELECTED MEMBERS.....	5
3	RECORD OF ATTENDANCE.....	6
4	DISCLOSURES OF INTEREST.....	6
5	PUBLIC QUESTION TIME	6
5.1	Public Questions with Notice.....	6
	Nil	
5.2	Public Question Without Notice.....	6
6	PRESENTATIONS AND DEPUTATIONS	6
6.1	Presentations.....	6
6.2	Deputations.....	6
7	APPLICATIONS FOR LEAVE OF ABSENCE.....	7
8	MINUTES OF MEETING.....	7
9	REPORTS REQUIRING DECISION	8
9.1	Accounts for Endorsement - June 2025.....	8
9.2	Monthly Financial Statements - June 2025.....	28
9.3	OAG Report - Managing the use of Purchasing Cards.....	56
9.4	Outcomes from the Interim Audit 2024-25.....	84
9.5	Annual Review of the Corporate Business Plan 2024 - 2025	90
9.6	Consultation on Communication Agreements for Local Government Council Members and CEOs	115
9.7	SoVP Annual Community Grant.....	186
9.8	Local Biodiversity Strategy Adoption.....	275
9.9	2025-26 Annual Budget Adoption	337
10	MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	338
	Nil	
11	NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION.....	338
12	MEETING CLOSED TO PUBLIC.....	338
	Nil	
13	CLOSURE OF MEETING	338



AGENDA

Ordinary Council Meeting of the Victoria Plains Shire Council

To be Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND, via E-Meeting Protocol

on 30 July 2025 commencing at 2:00 PM

1 DECLARATION OF OPENING

1.1 Opening

1.2 Announcements by Shire President

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**THAT:**

Cr _____ has been approved to attend the 30 July 2025 Ordinary Council Meeting by electronic means as approved by the Shire President and that a declaration has been received regarding confidentiality and other requirements as noted in Section 2 herewith.

3 RECORD OF ATTENDANCE

Members present

Staff attending

Apologies

Approved leave of absence N/A

Visitors

Members of the public

4 DISCLOSURES OF INTEREST

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

Type Item Person / Details

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**6 PRESENTATIONS AND DEPUTATIONS****6.1 Presentations****6.2 Deputations**

7 APPLICATIONS FOR LEAVE OF ABSENCE

8 MINUTES OF MEETING

That the minutes of the Ordinary Council Meeting held 2 July 2025 as circulated, be **CONFIRMED** as a true and correct record.

PUBLIC AGENDA

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

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
 - 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

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

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

PUBLIC AGENDA

Payment Details

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00048			
1001 - Cr Pauline Bantock			
APRIL-JUNE 2025	26/06/25	Elected Member - Presidents allowance, IT & Communication Allowance	4,687.50
		Total 1001	4,687.50 L
1013 - Cr Suzanne Woods			
APRIL-JUNE 2025	26/06/25	Elected Member -Deputy President's allowance, IT & communication allowance	2,725.00
		Total 1013	2,725.00 L
1087 - Totally Workwear - Midland			
157637	12/06/25	Depot staff uniform - Safety Boots	143.96
49391.D1	12/06/25	Depot staff uniform - Shirt yellow/navy, Utility pant navy, logo	302.65
49391.D2	20/06/25	Depot staff uniform -Tradies utility pant - navy	71.95
		Total 1087	518.56
1092 - Cr Stephanie Penn			
APRIL-JUNE 2025	26/06/25	Elected Member and IT & Communication Allowance	2,062.50
		Total 1092	2,062.50 L
111 - Cr David Lovelock			
APRIL-JUNE 2025	26/06/25	Elected Member and IT & Communication Allowance	2,062.50
		Total 111	2,062.50 L
120 - Western Australia Local Government Association (WALGA)			
014313	27/05/25	Admin Staff Local Government Act Essentials training	654.50
		Total 120	654.50
1317 - Quality Press			
88121	13/06/25	25/26 Rates Notice - 550 Fire Safety Booklet	1,012.00
		Total 1317	1,012.00
1367 - Regional Development Australia Wheatbelt WA			
225256	22/05/25	Grant Guru Portal Subscription	550.00
		Total 1367	550.00
1375 - Steptoe & Wife Scrap Metal Recycling (Newins Family Trust T/as)			
95	18/06/25	Bolgart/Calingiri Refuse Site management 01/06/2025-30/06/2025	7,312.43
		Total 1375	7,312.43 L
14 - Australian Service Union WA			
PJ000509	18/06/25	Salary deduction - Union Dues	26.50
		Total 14	26.50
1626 - Rajaford Pty Ltd (Calingiri Traders)			
MAY DEPOT	31/05/25	Consumable - Depot - May 2025	834.47
MAY DEPOT 2025	31/05/25	Admin Office Staffroom consumables- May 2025	10.10
MAY OFFICE 2025	31/05/25	Admin Office Staffroom consumables- May 2025	129.10
		Total 1626	973.67 L
1652 - Corsign WA Pty Ltd			
95437	13/06/25	Towns - Multiple street name signs single and double sided	903.10
		Total 1652	903.10

Payment Details

Payment / Invoice	Date	Description	Amount
1668 - B&J Catalano Pty Ltd			
301746	01/06/25	Cockings Pit - Gravel Supply - 3,779m³ for Toodyay-Bindi Bindi Rd	86,403.66
		Total 1668	86,403.66
1681 - Work Health Professionals Pty Ltd			
420404477	16/06/25	Onsite Audiometric Testing for Depot crew	1,155.00
		Total 1681	1,155.00
1722 - OneMusic Australia (Australasian Performing Right Association Ltd T/as)			
5332070	05/06/25	Council Music Rural subscription	378.55
		Total 1722	378.55
175 - Piawaning Progress Association			
2024 UTILITIES REIMBURSEMENT	09/06/25	2024 Utilities Reimbursement - Synergy	579.14
23	12/06/25	SoVP 24/25 Community Grant Program	2,498.56
		Total 175	3,077.70 L
1801 - Fraser Onsite			
1010	13/06/25	Water tanker-adjust brake grease; Steer loader-repair hitch ram, replace skid plate; CAT Grader-service; Komatsu Grader-service, tyre repair; Dolly-brakes repair; Excavator-seals, pistons, ramhead; Hino side tipper-repair side door; Drop deck trailer-adjust brakes	17,214.53
		Total 1801	17,214.53
1832 - Birkles Plumbing & Gas Pty Ltd			
7494	08/05/25	Mogumber Hall Toilets & Library - Replaced leaking fittings	532.53
		Total 1832	532.53
1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as			
51520	12/06/25	Depot - Works Manager vehicle - 75000km Service	966.35
51517	19/06/25	Depot - Toyota Hi lux - 130,000km Service	942.76
		Total 1885	1,909.11 L
1904 - Tranen Pty Ltd			
107678	10/06/25	Annual Report for Clearing Permit CPS 8357/2 - Report preparation, annual seed storage	962.50
		Total 1904	962.50
1941 - Salary Packaging Australia Pty Ltd			
PJ000509	18/06/25	Payroll deduction for salary packaging	1,230.55
25062025	25/06/25	Salary Packaging (gst)	76.22
		Total 1941	1,306.77
1974 - CR Rebecca Johnson			
APRIL-JUNE 2025	26/06/25	Elected Member and IT & Communication Allowance	2,062.50
		Total 1974	2,062.50 L
1997 - Zone 50 Engineering Surveys Pty Ltd			
1402	05/06/25	Spotting Works - Mogumber-Yarawindah Road WSN	7,471.20
		Total 1997	7,471.20
2074 - The Goods Australia			
231483	28/05/25	Cleaning and Bathroom products	287.33
		Total 2074	287.33

Payment Details

Payment / Invoice	Date	Description	Amount
2160 - Onpress Digital Pty Ltd			
15110	11/06/25	Admin - Priority Project Advocacy Document Printing	280.50
15109	11/06/25	Admin - Priority Project Advocacy Document Proof Reading	577.50
		Total 2160	858.00
2162 - Bushfire Protection Australia			
26324-25	11/06/25	Bush Fire Brigade - BAL Assessment Edmonds street Stage 1 to determine if BMP is required	605.00
		Total 2162	605.00
2169 - Michael Thomas & Pamela Joy Anspach			
	26/06/25	Refund Rates	814.11
		Total 2169	814.11
2173 - Hugh & Rebecca Johnson			
POOL INSPEC FEE REFUND	30/06/25	Swimming pool inspec fee Refund	58.45
		Total 2173	58.45
219 - Shire of Chittering			
18460	17/06/25	Building Services-certificate design compliance-Dwelling Glentromie-Yerecoin Rd	450.45
		Total 219	450.45
233 - BOC Limited			
4039274071	29/05/25	Depot - Gas Bottle Supplies - May 2025	46.38
		Total 233	46.38
52 - Avon Waste			
69922	30/05/25	Waste and Recyling Removal - May 2025	2,698.55
		Total 52	2,698.55
529 - Wallis Computer Solutions			
28949	19/05/25	Admin - Managed IT services -Sophos not booting server issues	386.23
28986	03/06/25	NBN internet - Admin office/Staff housing	231.00
28966	26/05/25	Supply and Installation of Starlink - Mogumber Library	3,176.43
		Total 529	3,793.66
552 - Bunnings Group Ltd			
2440/00104309	12/06/25	Admin - Timber protect 4L Natural Oil Based	57.48
		Total 552	57.48
594 - Dun Direct Pty Ltd			
1249410	13/06/25	Depot - Fuel Supplies 13/06/2025	9,390.60
		Total 594	9,390.60
63 - Australia Post			
1014054173	03/06/25	Postage - May 2025	74.23
		Total 63	74.23
648 - Officeworks			
622154781	12/06/25	Admin - Water, page sticky tabs, coffee	286.01
		Total 648	286.01
83 - New Norcia Services			
50811	03/06/25	Catering- Council Policy briefing 19/05/2025; Council meeting 28/05/25	320.00
		Total 83	320.00 L
833 - Walkers Diesel Services			
3803	11/06/25	Supply and install cage around gas bottles - Piawaning Hall	5,225.00
3804	11/06/25	Depot - Fabricate tandem dolly	18,899.99
		Total 833	24,124.99

Payment Details

Payment / Invoice	Date	Description	Amount
893 - Thomas Culverwell			
26	18/06/25	Cleaning Gillingarra 26/05/25 to 20/6/25	300.00
		Total 893	300.00 L
99 - Country Copiers			
224995	04/06/25	Depot - Photocopier and Scanner Print Costs	28.89
224993	04/06/25	Admin - Photocopier and Scanner Print Costs	1,111.52
224994	04/06/25	(LGGS) Calingri BFB Printer - Monthly Meter Reading	8.11
		Total 99	1,148.52
		Total EFT00048	191,276.07
EFT Payment - EFT00046			
1093 - Market Creations Agency Pty Ltd			
12-20	30/05/25	Admin - Newsletter artwork setup in Canva	847.00
		Total 1093	847.00
1245 - WA Reticulation Supplies			
3391	05/12/24	Bolgart Aged unit - Hunter X-Core 6 Station Outdoor Controller	185.60
		Total 1245	185.60
1397 - Daimler Trucks Perth			
980004399	03/06/25	Depot - Supply & Delivery of Fuso Canter Single Cab	178,249.27
		Total 1397	178,249.27
14 - Australian Service Union WA			
PJ000495	21/05/25	Payroll deduction -Union Dues	26.50
PJ000504	04/06/25	Payroll deduction -Union Dues	26.50
		Total 14	53.00
151 - Shire of Toodyay			
2622	30/04/25	for Shire's Contribution - 50% Cost for Environmental Sustainability Officer	2,800.28
2662	12/05/25	for Shire's Contribution - 50% Cost for Environmental Sustainability Officer	2,313.25
		Total 151	5,113.53
1572 - Exurban Pty Ltd (ATF Vista Trust)			
4656	03/06/25	Town Planning Consultancy Services - May 2025	3,463.32
		Total 1572	3,463.32
1622 - Signs Plus			
190244	31/10/23	Elected Member - Desk Plate	69.00
		Total 1622	69.00
1658 - RSM Australia Pty Ltd (atf Birdanco Practice Trust Trading as RSM)			
GERI013077	28/05/25	Admin - Accounting Services BAS	136.95
		Total 1658	136.95
1735 - Greg Alan Electrical Airconditioning & Refrigeration (Pithara Electrical Pty Ltd)			
937	29/05/25	Depot Office - Supply and install new parts Kitchen fridge and Daikon Aircon	675.00
936	29/05/25	Depot Workshop - Complete Electrical inspection - Insurance Claim	1,384.00
940	06/06/25	Depot Office -Supply and install 3 Fujitsu aircons and Clipsal infrascan - Insurance Claim PR0047992	7,485.00
		Total 1735	9,544.00

Payment Details

Payment / Invoice	Date	Description	Amount
1763 - Hersey's Safety Pty Ltd			
4193	20/05/25	Depot - Safety Equipment - Gloves XL, treble clean, dual scale tyre inflator	375.08
4194	20/05/25	Depot - Safety Equipment - Gloves XL, treble clean, dual scale tyre inflator	446.60
		Total 1763	821.68
1772 - Avon Valley Windscreens			
7413	21/05/25	Depot - Mazda BT50 - Windscreen replacement excess - Insurance Claim	300.00
		Total 1772	300.00
1854 - Candice Watson WALGA COURSE REIMBURSEMENT			
	16/06/25	WALGA Course Reimbursements	280.51
		Total 1854	280.51 L
1857 - Northam Mazda			
148324	15/05/25	Depot - Ford Ranger 30000km Service	692.30
		Total 1857	692.30
1867 - Mortlock Electrical Pty Ltd			
1158	07/06/25	Depot - Wash Down Bay - Electrical fit-out of pump shed incl. power, lighting, hot water & pressure washer	1,973.85
		Total 1867	1,973.85
1878 - Katrina Humphries REIMBURSEMENT FOR SOCK WEEK REIMBURSEMENT FOR COTA BINGO			
	09/06/25	Reimbursement for SOCK Week Disco	262.70
	09/06/25	Reimbursement for COTA Bingo	227.77
		Total 1878	490.47 L
1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as			
51485	29/05/25	Depot - Supply and fit 195/60R15 tyre - Trailer VP8133	122.10
		Total 1885	122.10 L
1941 - Salary Packaging Australia Pty Ltd			
PJ000504	04/06/25	Payroll deduction - Salary packaging	1,230.55
28052025	11/06/25	Salary Packaging (gst) 22/05/25	76.22
11062025	11/06/25	Salary Packaging (gst) 05/06/25	76.22
		Total 1941	1,382.99
1965 - CouncilFirst (Open Systems Technology Pty Ltd t/as)			
8972	27/03/25	Professional services charges - February 2025	2,123.00
		Total 1965	2,123.00
1995 - Well Done International Pty Ltd			
115421	31/05/25	After hours Phone Messaging Service	188.98
		Total 1995	188.98
1997 - Zone 50 Engineering Surveys Pty Ltd			
1370	27/05/25	Intersection Realignment of Calingiri – New Norcia Road with Toodyay – Bindi Bindi Road	1,775.40
		Total 1997	1,775.40
2036 - Knewjen Hire Pty Ltd			
30	09/06/25	Digger and Forklift Hire- Bolgart Playground, Calingiri Oval, Gouge Rd, Calingiri New Norcia Rd - May 2025	2,150.00
		Total 2036	2,150.00
2045 - Source Machinery Pty Ltd			
110722	14/05/25	Depot - CAT Grader - Double bevel bolt on cutting edge	654.50
		Total 2045	654.50

Payment Details

Payment / Invoice	Date	Description	Amount
2094 - Gary O'Brien			
03/06/2025	03/06/25	Piawaning Hall-Kitchen Step; Calingiri hall-replaced euro tubes and starters; Calingiri Pavilion-replace ceiling fan; Mogumber library-fit snap lock frame; Mogumber hall-replaced drains, showers	555.00
COUNCILLOR NOMINATION BOND REFUND	09/06/25	Councillor Nomination Bond Refund	80.00
101	03/06/25	Depot - 5 loads of yellow sand for Gouge/Parker Road - Water Tank upgrades	487.50
		Total 2094	1,122.50 L
2109 - Finrent Pty Ltd			
133726	31/05/25	Emergency Services - (LGGS) Calingiri BFB printer - 6 month rental repayments	162.05
		Total 2109	162.05
2129 - Baracus Pty Ltd			
	02/04/25	Refund Rates	528.04
	02/04/25	Rates Refund	108.45
		Total 2129	636.49
2146 - Russtd Pty Ltd			
1023	20/05/25	Depot - Mazda BT 50 Dual cab - full interior details and outside wash	990.00
		Total 2146	990.00
2157 - G E Resources Pty Ltd			
	07/05/25	Refund Rates	522.05
	07/05/25	Refund Rates	30.00
		Total 2157	552.05
2163 - P J Nixon			
	28/05/25	Refund rates	9,471.39
		Total 2163	9,471.39
2164 - Jim Kelly COUNCILLOR NOMINATION BOND REFUND			
	09/06/25	Councillor Nomination Bond Refund	80.00
		Total 2164	80.00 L
2165 - Apple Settlements			
RTC00015	06/06/25	Settlement fees for C-NN rd intersection project	2,162.23
		Total 2165	2,162.23
219 - Shire of Chittering			
18405	04/06/25	Building Services-certificate design compliance-Shed Wongan-Piawaning Rd and Waddington-Wongan Hills	900.90
		Total 219	900.90
29 - Local Government Professionals Australia WA			
42512	08/05/25	Admin - Finance For Non-Financial People Workshop	585.00
42538	13/05/25	Admin- Career Campaign Sponsor Tier 3	1,375.00
42514	08/05/25	Admin - Finance For Non-Financial People Workshop	585.00
42551	19/05/25	Admin - Grant Writing and Business Case Workshop	1,230.00
42603	30/05/25	Admin - Age Friendly Conversations Webinar Series	100.00
42583	27/05/25	Admin - Finance For Non-Financial People Workshop	470.00
		Total 29	4,345.00
312 - Civic Legal Pty Ltd			
514209	30/04/25	Legal - Preparation of Agreement GSRC	846.84
514210	30/04/25	Legal - Preparation of Agreement GSRC	6,925.38
		Total 312	7,772.22
316 - Department Of Mines Industry Regulation & Safety			

Payment Details

Payment / Invoice	Date	Description	Amount
JUNE 2020-MARCH 2021 REMITTANCE	27/05/25	BSL - June 2020-March 2021 remittance	3,897.84
MAY REMITTANCE	09/06/25	BSL - May2025 Remittance	56.65
		Total 316	3,954.49
370 - SB & ES KELLY			
0050	15/12/24	Fuel for Mogumber Gillingarra Truck - Mogumber fire	176.98
		Total 370	176.98 L
52 - Avon Waste			
69651	16/05/25	Waste and Recycling removal	2,038.13
69634	02/05/25	Waste and Recycling removal	2,723.41
		Total 52	4,761.54
53 - The Farmco / Yerecoin Traders			
133150	05/05/25	Catering- Council Meeting 30/4/2025	440.00
		Total 53	440.00 L
531 - Fulton Hogan Industries Pty Ltd			
20332751	09/05/25	Calingiri New Norcia Rd - supplied/laid asphalt road surfacing - Progress claim	38,595.42
20332752	09/05/25	Toodyay-Bindi Bindi Rd - supplied/laid asphalt road surfacing - Progress claim	77,202.43
20330441	08/05/25	Toodyay-Bindi Bindi Rd -sealing works	217,515.63
203304440	08/05/25	Calingiri New Norcia Rd - sealing works	72,261.75
		Total 531	405,575.23
55 - Landgate			
403262	12/05/25	Valuations Charges - Valuation Roll/Mining Tenements	585.40
403494	12/05/25	Valuations Charges - Mining Tenements	108.60
		Total 55	694.00
59 - Malts Contracting			
655	01/06/25	Cleaning- various Shire's facilities - May 2025	7,780.85
		Total 59	7,780.85 L
594 - Dun Direct Pty Ltd			
1237388	22/05/25	Depot - Fuel Supplies - 22/05/2025	13,912.01
		Total 594	13,912.01
627 - Western Irrigation Pty Ltd			
7795	21/05/25	Parker Road Bore Water Supply construction, development and testing	40,550.40
		Total 627	40,550.40
648 - Officeworks			
620996844	04/04/25	Admin - Office supplies and stationery	1,630.38
621523464	08/05/25	Admin - Desk Pedestals plus delivery fee	1,229.95
621522929	08/05/25	Admin - Office supplies and stationery	486.19
		Total 648	3,346.52
91 - Bolgart Rural Merchandise			
MAY ACCOUNT 2025	03/06/25	Depot - Maintenance supplies- May 2025	385.95
		Total 91	385.95 L
993 - T-Quip			
139111	19/05/25	Depot - Repairs: check deck and replace blades - Toro Z580D Mower	133.30
		Total 993	133.30
		Total EFT00046	720,523.55

Payment Details

Payment / Invoice	Date	Description	Amount
EFT Payment - EFT00045			
1375 - Steptoe & Wife Scrap Metal Recycling (Newins Family Trust T/as)			
94	20/05/25	Bolgart Refuse Site 01/05/2025-31/05/2025	7,312.43
		Total 1375	7,312.43 L
1866 - Truck Centre WA Pty Ltd			
339676	14/04/25	Depot - Tip Truck CW 26 460 (11 Litre) 6x4 leaf suspension	315,206.45
		Total 1866	315,206.45
		Total EFT00045	322,518.88
EFT Payment - EFT00047			
17 - Australian Taxation Office			
ATO	23/06/25	ATO Payment - BAS/FBT	55,857.96
		Total 17	55,857.96
		Total EFT00047	55,857.96
Grand Total - EFT Payment			1,290,176.46

PUBLIC AGENDA

Payment Details

Payment / Invoice	Date Description	Amount
Other		
Other - PPIN01849		
1065 - Shire of Victoria Plains - credit card		
CCDCEO MAY25	14/06/25 Credit card charges - May 2024	
	6/05/2025 Aldi - Chambers sparkling water	7.02
	11/05/2025 Coles - Staff meeting breakfast	51.40
	11/05/2025 Coles - Council meeting refreshment	30.00
	13/05/2025 Bunnings- Cleaning materials	24.32
	18/05/2025 Starlink-satellite internet - LGGS	139.00
	19/05/2025 Starlink-satellite internet - 3 units	355.00
	20/05/2025 Survey Monkey- Annual subscription	384.00
	24/05/2025 Bolgart Rural - Power board- Bolgart Library	12.00
	25/05/2025 Kmart - Office kettle	34.00
	27/05/2025 Seven Eleven-Fuel	10.50
	30/05/2025 Bendigo Bank - credit card fee	4.00
	Total 1065	1,051.24
	Total PPIN01849	1,051.24
Other - PPIN01850		
1065 - Shire of Victoria Plains - credit card		
CCESM MAY25	14/06/25 Credit card charges - May 2025	
	30/05/2025 Bendigo Bank - credit card fee	4.00
	Total 1065	4.00
	Total PPIN01850	4.00
Other - PPIN01851		
1065 - Shire of Victoria Plains - credit card		
CCWM MAY 2025	14/06/25 Credit card charges - May 2025	
	6/05/2025 Electric Northam-Electric supplies Calingiri Oval	48.86
	7/05/2025 Caltex - Fuel	30.02
	9/05/2025 SOVP-change of vehicle registration- PTL19-Tandem Axle Tag Trailer	38.80
	9/05/2025 SOVP-change of vehicle registration- PTK21-Hino Service truck	31.10
	17/05/2025 The Good Guys-Microwave-insurance claim	248.00
	18/05/2025 Bunnings - Parts - VP70-Caterpillar grader	73.00
	21/05/2025 Mach Auto Parts- Parts - VP000-WM vehicle	24.95
	28/05/2025 Officeworks--phones, speakers-insurance claim	211.95
	30/05/2025 Bendigo Bank - credit card fee	4.00
	Total 1065	710.68
	Total PPIN01851	710.68

Other - PPIN01874**1065 - Shire of Victoria Plains - credit card**

CCCEO MAY25	14/06/25	Credit card charges - May 2025	
	2/05/2025	Calingiri Traders-Fuel	102.25
	3/05/2025	Farmer Home Hotel-Accommodation-Wheatbelt Futures Forum	770.00
	4/05/2025	Temperance Bar-Drinks-Wheatbelt Futures Forum	17.00
	4/05/2025	Dome Northam-Drinks-Wheatbelt Futures Forum	56.50
	4/05/2025	Dome Northam-Dinner-Wheatbelt Futures Forum	27.90
	7/05/2025	Dome Northam-Afternoon tea-Wheatbelt Futures Forum	57.80
	7/05/2025	Dome Northam-Breakfast-Wheatbelt Futures Forum	125.25
	7/05/2025	Dome Northam-Dinner-Wheatbelt Futures Forum	70.30
	8/05/2025	Apple subscription - invoiced	20.00
	8/05/2025	Calingiri Traders-Fuel	206.59
	9/05/2025	ALGA NGA - CEO's registration	1,258.00
	9/05/2025	Apple subscription - invoiced	12.99
	9/05/2025	LG Professionals Leaders breakfast	75.00
	11/05/2025	Apple subscription - invoiced	1.49
	14/05/2025	The Western Australian - subscription	32.00
	13/05/2025	The Farm Weekly - subscription	19.00
	16/05/2025	ALGA NGA - President's registration	1,258.00
	17/05/2025	Calingiri Traders - Fuel	162.34
	21/05/2025	Drop Box - subscription	102.00
	21/05/2025	Drop Box - subscription international fee	3.06
	22/05/2025	Apple subscription - invoiced	7.99
	23/05/2025	Calingiri Traders - Fuel	88.66
	24/05/2025	Readdle - Fluix subscription	281.03
	24/05/2025	Readdle - Fluix subscription international fee	8.43
	30/05/2025	Bendigo Bank - credit card fee	4.00
	31/05/2025	Mogumber Hub - Lunch after ESA meeting	31.00
	31/05/2025	Calingiri Traders - Fuel	174.76
		Total 1065	4,973.34
		Total PPIN01874	4,973.34

Other - PPIN01853**1208 - Wright Express Australia Pty Ltd (WEX)**

120	16/06/25	Fuel charges - May 2025 admin	13.18
		Total 1208	13.18
		Total PPIN01853	13.18

Other - PPIN01837**141 - BENDIGO BANK - GOOMALLING BRANCH**

BCF LINE FEE 1/06/25	01/06/25	Bank charges - Line fee	200.00
		Total 141	200.00
		Total PPIN01837	200.00

Other - PPIN01838			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC BPAY 1/6/25	01/06/25	Bank charges - BPAY monthly fee	18.48
	Total 141		18.48
	Total PPIN01838		18.48
Other - PPIN01839			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC DE FEES 2/6/25	02/06/25	Bank charges - De fees	2.40
	Total 141		2.40
	Total PPIN01839		2.40
Other - PPIN01841			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC DE FEES 4/6/25	04/06/25	Bank charges - De Fees	4.80
	Total 141		4.80
	Total PPIN01841		4.80
Other - PPIN01843			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC DE FEES 5/6/25	05/06/25	Bank charges - De Fees	0.30
	Total 141		0.30
	Total PPIN01843		0.30
Other - PPIN01847			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC 11/6/25	11/06/25	Bank charges - Tyro fees	183.55
	Total 141		183.55
	Total PPIN01847		183.55
Other - PPIN01854			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC 17/06/25	17/06/25	Bank charges - De fees	6.75
	Total 141		6.75
	Total PPIN01854		6.75
Other - PPIN01902			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFCOD 17/06/25	17/06/25	Overdraft fees	450.00
	Total 141		450.00
	Total PPIN01902		450.00
Other - PPIN01857			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC 18/6/25	18/06/25	Bank charges - De Fees	4.65
	Total 141		4.65
	Total PPIN01857		4.65
Other - PPIN01878			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC 24/6/2025	24/06/25	Bank charges - De Fees	0.15
	Total 141		0.15
	Total PPIN01878		0.15
Other - PPIN01909			
141 - BENDIGO BANK - GOOMALLING BRANCH			
BFC 30/6/2025	30/06/25	Bank charges - De Fees 30/6/2025	6.00
	Total 141		6.00
	Total PPIN01909		6.00

Other - PPIN01840			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 29/05/25	03/06/25	Transport licensing transactions 29/05/25	201.40
Total 1421			201.40
Total PPIN01840			201.40
Other - PPIN01842			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 30/05/25	04/06/25	Transport licensing transactions 30/5/25	200.60
Total 1421			200.60
Total PPIN01842			200.60
Other - PPIN01844			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 3/6/25	05/06/25	Transport licensing transactions 3/6/25	31.10
Total 1421			31.10
Total PPIN01844			31.10
Other - PPIN01845			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 4/6/25	06/06/25	Transport licensing transactions 4/6/25	1,908.75
Total 1421			1,908.75
Total PPIN01845			1,908.75
Other - PPIN01846			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 5/6/25	09/06/25	Transport licensing transactions 5/6/25	220.50
Total 1421			220.50
Total PPIN01846			220.50
Other - PPIN01848			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 10/6/25	12/06/25	Transport licensing transactions 10/6/25	184.50
Total 1421			184.50
Total PPIN01848			184.50
Other - PPIN01852			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 12/6/25	16/06/25	Transport licensing transactions 12/6/25	117.80
Total 1421			117.80
Total PPIN01852			117.80
Other - PPIN01855			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 13/06/25	17/06/25	Transport licensing transactions 13/06/25	45.75
Total 1421			45.75
Total PPIN01855			45.75
Other - PPIN01856			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 16/06/25	18/06/25	Transport licensing transactions 16/6/25	246.15
Total 1421			246.15
Total PPIN01856			246.15
Other - PPIN01861			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 17/06/2025	20/06/25	Transport licensing transactions 17/6/25	408.35
Total 1421			408.35
Total PPIN01861			408.35

Other - PPIN01863			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 18/6/25	21/06/25	Transport licensing transactions 18/06/2025	163.50
	Total 1421		163.50
	Total PPIN01863		163.50
Other - PPIN01877			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 20/6/2025	24/06/25	Transport licensing transactions 20/6/25	326.60
	Total 1421		326.60
	Total PPIN01877		326.60
Other - PPIN01903			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 24/06/25	26/06/25	Transport licensing transactions 24/06/25	2,147.25
	Total 1421		2,147.25
	Total PPIN01903		2,147.25
Other - PPIN01905			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 25/06/25	27/06/25	Transport licensing transactions 25/6/25	10,119.05
	Total 1421		10,119.05
	Total PPIN01905		10,119.05
Other - PPIN01910			
1421 - Shire of Victoria Plains (Department Of Transport)			
DOT 26/06/25	30/06/25	Transport licensing transactions 26/06/2025	271.40
	Total 1421		271.40
	Total PPIN01910		271.40
Other - PPIN01747			
18 - Synergy			
SYNERGY 03/06/25	03/06/25	Electricity charges 16/02/25 to 16/04/25 - Mogumber library and Mogumber Hall	392.13
	Total 18		392.13
	Total PPIN01747		392.13
Other - PPIN01756			
18 - Synergy			
SYNERGY 4/6/2025	04/06/25	Electricity charges 12/03/25 to 13/05/25 - Staff housing, Calingiri Football, Admin	5,006.90
	Total 18		5,006.90
	Total PPIN01756		5,006.90
Other - PPIN01835			
18 - Synergy			
SYNERGY - JUNE 240020510	16/06/25	Streetlights - 25/03/25 to 24/04/25	1,526.80
	Total 18		1,526.80
	Total PPIN01835		1,526.80
Other - PPIN01873			
18 - Synergy			
SYNERGY - 23/06/2025	23/06/25	Electricity charges - 23/06/2025 - Bolgart Hall and Playgroup	509.08
	Total 18		509.08
	Total PPIN01873		509.08

Other - PPIN01907			
18 - Synergy			
2058430375 / 174813470	24/06/25	Streetlights - 25/04/25 to 24/05/25	1,477.56
	Total 18		1,477.56
	Total PPIN01907		1,477.56
Other - PPIN01908			
18 - Synergy			
2058430375 / 174813470	25/06/25	Electricity charges 04/04/25 to 3/06/25 - Bolgart Caravan Park	346.63
	Total 18		346.63
	Total PPIN01908		346.63
Other - PPIN01757			
20 - Telstra Corporation Ltd			
TELSTRA 1583901424	05/06/25	Mobile/Sim cards charges to 16 May	831.93
	Total 20		831.93
	Total PPIN01757		831.93
Other - PPIN01836			
20 - Telstra Corporation Ltd			
TELSTRA 16/6/25	16/06/25	Landlines phone charges/internet - to 22 May 2025	2,363.23
	Total 20		2,363.23
	Total PPIN01836		2,363.23
Other - DD00029			
V0001 - SuperStream Cllrg House Vendor			
PJ000504	04/06/25	Superannuation - Payroll deductions	979.72
PPE04062025	04/06/25	Superannuation Contribution	9,609.93
	Total V0001		10,589.65
	Total DD00029		10,589.65
Other - DD00030			
V0001 - SuperStream Cllrg House Vendor			
PJ000509	18/06/25	Superannuation - Payroll deductions	1,029.43
PPE18062025	18/06/25	Superannuation Contribution	9,804.55
	Total V0001		10,833.98
	Total DD00030		10,833.98
Grand Total - Other			58,100.11
Payroll			
PJ000504	04/06/25	Payroll PE 04/06/2025	59,802.32
	Total Pay		59,802.32
	Total PJ000504		59,802.32
Payroll			
PJ000509	18/06/2025	Payroll PE 18/06/2025	60,720.60
	Total Pay		60,720.60
	Total PJ000509		60,720.60
Grand Total - Payroll			120,522.92

Payment Details

Payment / Invoice	Date	Description	Amount
Cheque			
Cheque - 012596			
1597 - Shire of Victoria Plains			
FLEET LICENCING - 25/26	24/06/25	Fleet Licencing - 25/26	10,119.05
Total 1597			10,119.05
Total 012596			10,119.05
Grand Total - Cheque			10,119.05

PUBLIC AGENDA

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**	PPIN001756 – 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		-
	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%

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

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.

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

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

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

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.



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SHIRE OF VICTORIA PLAINS

MONTHLY FINANCIAL REPORT

For the Period Ending 30 June 2025

PUBLIC AGENDA

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF VICTORIA PLAINS
MONTHLY FINANCIAL REPORT
For the Period Ending 30 June 2025
[CONTENTS PAGE](#)

Financial Statements

Statement of Comprehensive Income by Program

Statement of Financial Activity by Rates

Statement of Financial Position

Notes to the Statement of Financial Activity

Net Current Funding Position	Note 1
Cash and Investments	Note 2
Trust Fund	Note 3
Receivables	Note 4
Cash Backed Reserves	Note 5
Capital Disposals	Note 6
Capital Acquisitions	Note 7
Information on Borrowings	Note 8
Payables	Note 9
Grants and Contributions	Note 10
Restricted Funding	Note 11
LRCI Report	Note 12
Bush Fire Brigade	Note 13
Material Variance Explanations	Note 14
Budget Amendment	Note 15

SHIRE OF VICTORIA PLAINS
STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending 30 June 2025
BY PROGRAM

	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Note	\$		\$	\$
Revenue				
General Purpose Funding	5,294,176	5,256,282	5,256,282	4,993,718
Governance	92,000	92,000	92,000	62,253
Law, Order & Public Safety	530,862	470,255	470,255	273,795
Health	350	350	350	190
Educations & Welfare	30,000	30,000	30,000	17,250
Housing	138,160	142,760	142,760	71,381
Community Amenities	389,544	389,544	389,544	140,084
Recreation & Culture	240,933	240,933	240,933	171,868
Transport	4,363,357	4,133,968	4,133,968	3,736,502
Economic Services	3,119,398	3,298,839	3,298,839	148,893
Other Property & Services	26,000	26,000	26,000	183,350
	14,224,780	14,080,931	14,080,931	9,799,285
Expenses				
General Purpose Funding	(185,336)	(185,336)	(185,336)	(254,719)
Governance	(548,277)	(760,121)	(760,121)	(71,312)
Law, Order & Public Safety	(984,493)	(1,024,926)	(1,024,926)	(1,157,566)
Health	(152,808)	(152,808)	(152,808)	(188,127)
Educations & Welfare	(139,842)	(145,842)	(145,842)	(281,096)
Housing	(330,414)	(330,414)	(330,414)	(321,063)
Community Amenities	(715,150)	(706,150)	(706,150)	(801,597)
Recreation & Culture	(733,720)	(733,720)	(733,720)	(720,871)
Transport	(5,131,358)	(5,081,358)	(5,081,358)	(4,875,008)
Economic Services	(416,698)	(428,698)	(428,698)	(455,954)
Other Property & Services	(70,140)	(70,140)	(70,140)	(216,828)
	(9,408,236)	(9,619,513)	(9,619,513)	(9,344,140)
Net Result for the period	4,816,544	4,461,418	4,461,418	455,145

SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

	Note	Annual Budget \$	Amended Budget	YTD Budget	YTD Actual \$
Opening Funding Surplus / (Deficit)		379,199	348,239	348,239	100,993
Revenue from Operating Activities					
Rates		3,851,656	3,838,762	3,838,762	3,922,567
Grants, subsidies and contributions	10b	2,860,949	2,833,894	2,833,894	1,595,915
Fees and charges		230,452	239,402	239,402	242,963
Interest Revenue		100,220	75,220	75,220	82,892
Other revenue		199,012	203,612	203,612	185,434
Profit on disposal of assets	6b	33,998	33,998	33,998	32,479
		7,276,287	7,224,888	7,224,888	6,062,252
Expenditure from Operating Activities					
Employee costs		(2,574,296)	(2,574,296)	(2,574,296)	(2,365,870)
Materials and contracts		(2,882,442)	(3,036,851)	(3,036,851)	(2,594,716)
Utility charges		(132,890)	(132,890)	(132,890)	(113,539)
Depreciation on non-current assets		(3,426,037)	(3,426,037)	(3,426,037)	(3,733,716)
Finance Costs (Interest)		(61,146)	(61,146)	(61,146)	(70,154)
Insurance expenses		(217,133)	(261,997)	(261,997)	(264,817)
Other expenditure		(72,800)	(84,800)	(84,800)	(143,326)
Loss on disposal of assets	6b	(41,492)	(41,492)	(41,492)	(58,001)
		(9,408,236)	(9,619,509)	(9,619,509)	(9,344,140)
Excluded Non-cash Operating Activities					
Depreciation and amortisation		3,426,037	3,426,037	3,426,037	3,733,716
(Profit) / loss on asset disposal	6b	7,494	(7,494)	(7,494)	25,522
Provision for Doubtful Debts		-	-	-	10,427
Employee related provisions		-	-	-	-
Net Amount from Operating Activities		1,301,582	1,023,922	1,023,922	487,777
Investing Activities					
Capital Grants, subsidies and contributions	10a	6,948,492	6,856,042	6,856,042	3,737,034
Proceeds from disposal of assets	6b	198,000	198,000	198,000	198,922
Land and buildings	7	(3,124,000)	(3,109,000)	(3,109,000)	(106,638)
Plant and equipment	7	(891,500)	(891,500)	(891,500)	(881,131)
Furniture and equipment	7	(48,000)	(59,500)	(59,500)	(22,760)
Infrastructure - roads	7	(3,896,504)	(3,397,627)	(3,397,627)	(3,567,995)
Infrastructure - other	7	(684,941)	(895,544)	(895,544)	(664,144)
Net Amount from Investing Activities		(1,498,453)	(1,299,129)	(1,299,129)	(1,306,713)
Financing Activities					
Repayment of Long Term Borrowings	8	(278,295)	(278,295)	(278,295)	(277,102)
Proceeds from Self Supporting Loans	8	22,706	22,706	22,706	21,514
Transfer to reserves	8	(291,737)	(291,737)	(291,737)	(35,711)
Transfer from reserves	5	380,000	380,000	380,000	291,500
Net Amount from Financing Activities		(167,326)	(167,326)	(167,326)	200
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus or deficit at the start of the financial year		379,199	348,239	348,239	100,993
Amount attributable to operating activities		1,301,582	1,023,922	1,023,922	487,777
Amount attributable to investing activities		(1,498,453)	(1,299,129)	(1,299,129)	(1,306,713)
Amount attributable to financing activities		(167,326)	(167,326)	(167,326)	200
Surplus or deficit at the end of the financial year		15,002	(94,294)	(94,294)	(717,742)

SHIRE OF VICTORIA PLAINS
STATEMENT OF FINANCIAL POSITION
For the Period Ending 30 June 2025

	Note	2025 \$	2024 \$
CURRENT ASSETS			
Cash and cash equivalents	2	1,126,496	937,235
Trade and other receivables	4a	111,634	231,233
Other financial assets	2	713,133	868,683
Inventories		48,342	21,273
Other assets		162,055	259,781
TOTAL CURRENT ASSETS		2,161,660	2,318,205
NON-CURRENT ASSETS			
Trade and other receivables	4b	17,050	13,409
Other financial assets		141,319	160,448
Work in Progress		958,107	-
Property, plant and equipment		12,721,755	12,596,965
Infrastructure		127,729,562	127,527,523
TOTAL NON-CURRENT ASSETS		141,567,795	140,298,345
TOTAL ASSETS		143,729,455	142,616,550
CURRENT LIABILITIES			
Trade and other payables	9a	1,876,772	335,868
Other liabilities	9b	112,356	693,156
Borrowings	8	287,307	305,533
Employee related provisions		201,436	194,568
TOTAL CURRENT LIABILITIES		2,477,871	1,529,125
NON-CURRENT LIABILITIES			
Borrowings	8	1,018,942	1,302,764
Employee related provisions		49,610	56,776
TOTAL NON-CURRENT LIABILITIES		1,068,552	1,359,540
TOTAL LIABILITIES		3,546,423	2,888,665
NET ASSETS		140,183,031	139,727,885
EQUITY			
Retained surplus		16,059,793	16,059,793
Net Result - Comprehensive Income		455,145	
Transfer to /from Reserves	5	255,789	
Reserve accounts	5	713,133	968,922
Revaluation surplus		122,699,170	122,699,170
TOTAL EQUITY		140,183,030	139,727,885

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 30 June 2025

I. Net Current Funding Position

	Note	Current Month 30 Jun 25 \$	Prior Year Closing 30 Jun 24 \$
Current Assets			
Cash and cash equivalents	2	1,126,496	812,298
Trade and other receivables	4a	111,634	231,233
Reserves		713,133	968,922
Self Supporting Loan Debtor		22,614	24,698
Inventories		48,342	21,273
Other assets		139,442	259,781
Total Current Assets		2,161,660	2,318,205
Current Liabilities			
Trade and other payables		(1,876,772)	(335,868)
Other liabilities		(112,356)	(693,156)
Borrowings		(287,307)	(305,533)
Employee related provisions		(201,436)	(194,568)
Total Current Liabilities		(2,477,871)	(1,529,125)
Less: cash reserves	5	(713,133)	(968,922)
Less: Self-supporting loan		22,614	(24,698)
Add: Employee provision movements		4,867	
Add: loan principal (current)		284,122	305,533
Net Funding Position - Surplus / (Deficit)		\$ (717,743)	\$ 100,993

SHIRE OF VICTORIA PLAINS
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 for the Period Ending 30 June 2025

Note 2

Cash and Financial Assets

Description	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash on hand						
Petty Cash Float	700		700	Bendigo Bank	na	na
Municipal Funds Bank A/c	924,268		924,268	Bendigo Bank	0.00%	na
Muni Savings - Restricted Funding		201,528	201,528	Bendigo Bank	1.25%	na
Subtotal	924,968	201,528	1,126,496			
Financial Assets at Amortised Cost						
Reserve Savings Bank Account		115,106	115,106	Bendigo Bank	1.25%	na
Reserves - Term Deposits		598,027	598,027	Bendigo Bank	4.00%	
Self supporting loans receivable						
Subtotal	0	713,133	713,133			
Total Cash and Financial Assets	924,968	914,661	1,839,629			

Note 3

Bonds and Deposits Held

Funds held as a bond or holding account with the Shire

Description	Closing Balance 30 Jun 25 \$	Opening Balance 01 Jul 24 \$
BCITF	160	160
Tip Key Bond	1,964	1,964
Gym Memberships	2,721	2,496
Toilet Bond	1,940	1,940
Hall Bond	1,125	1,125
Councillor Nominations	-	400
Housing Bonds	-	176
GSRC Gillingarra Church Legal Fees	5,000	5,000
Other	2,280	2,280
BSL	-	13,289
Department of Transport	986	10,327
Total Funds Held	16,175	39,157

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 4

Debtors

Current Assets

(a) Trade and other Receivables

	30 Jun 25	30 Jun 24
	\$	\$
Rates and statutory receivables	52,012	36,344
Sundry Debtors (Trade Receivable)	43,162	209,130
Receipting Suspense	-	-
GST Receivable	40,705	5,885
Allowance for Bad Debts	(24,246)	(24,275)
Receivables - Employee Provisions	-	4,239
Total	111,634	231,323

General Receivables - Trade Receivables

	30 Jun 25	30 Jun 24
	\$	\$
Current	41,391	134,361
30 Days*	172	58,448
60 Days	-	-
90+ Days	1,600	4,099
Total General Receivables Outstanding	43,162	196,908

Rates Analysis

Closing balances - prior year	36,344	72,987
Prepaid / Unallocated Rates	-	(31,280)
All Rates levied this year	3,922,567	3,440,303
Closing balances - current month	(52,012)	(36,344)
Total Rates Collected to Date	3,906,899	3,445,666

Instalments		
Adhoc Payment Arrangement	26,684	9,552
Debt Collection with AMPAC	6,145	24,943
Debt Collection - 7 day letters	-	-
Current Pensioners	-	1,927
Revaluations	-	-
Credits	-	(29,698)
Now overdue	18,979	
Small amounts	204	663
Total	52,012	7,387

(b) Non-Current Assets

Deferred Rates	17,050	10,996
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SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 5
Cash Reserves

Reserve	Opening Balance 1/07/2024	Transfer From		Interest Received		Transfer To		Closing Balance	
		Actual 24/25	Budget 24/25	Actual 24/25	Budget 24/25	Actual 24/25	Budget 24/25	Actual 30/06/2025	Budget 30/06/2025
Long Service Leave	4,682			174	186		8,000	4,856	12,868
Plant	296,712	(280,000)	(280,000)	11,028	11,775		95,285	27,740	123,772
Housing	148,953			5,536	5,911		-	154,489	154,864
Sewerage Scheme - Calingiri	51,712			1,936	2,052		-	53,648	53,764
Refuse Site	265,511			9,868	10,537		-	275,379	276,048
Building Maintenance	66,948	(11,500)		2,482	2,657		-	57,930	69,605
Infrastructure	96,924			3,592	3,846		-	100,516	100,770
Gymnasium	7,750			288	308		-	8,038	8,058
Sewerage Scheme - Yerecoin	22,102			807	877		-	22,909	22,979
Unallocated Monies	7,628	-	-		303			7,628	7,931
Shires Grant Reserve			(100,000)		-		150,000	-	50,000
Total	968,922	(291,500)	(380,000)	35,711	38,452	-	253,285	713,133	880,659

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 5

Cash Reserves Cont'd

Objective of Reserves

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve Name	Term	Purpose
Long Service Leave	Ongoing	to be used to fund annual and long service leave requirements
Plant	Ongoing	to be used for the purchase of major plant
Housing	Ongoing	to be used for the procurement of staff housing
Sewerage Scheme - Calingiri	Ongoing	to be used to maintain and improve the Calingiri sewerage scheme
Refuse Site	Ongoing	to be used to fund future refuse site development
Building Maintenance	Ongoing	to be used for the long term maintenance of Shire buildings
Infrastructure	Ongoing	to be used for future infrastructure development to ensure long term Shire sustainability
Gymnasium	Ongoing	to be used for future purchases and replacement of gymnasium equipment
Sewerage Scheme - Yerecoin	Ongoing	to be used to maintain and improve the Yerecoin sewerage scheme
Unallocated Monies	Ongoing	future refund or allocation once identified or transferred to shire general revenue after statutory period expiry.

The reserves are not expected to be used within a set period and further transfers to the reserve accounts are expected as funds are utilised.
 There are no reserves restricted by legislation.

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 6

Disposals

Note 6a

Class of Asset & Program	Proceeds from Sale		Cost of Replacement Asset		Net Cost for Change Over	
	Actual	Budget \$	Actual	Budget \$	Actual	Budget \$
	24/25	24/25	24/25	24/25	24/25	24/25
Plant & Equipment						
Transport						
PE098 - Single Axle Trailer Set with Pump		1,500	19,950	20,000	19,950	18,500
PDFES2 - Single Axle Trailer Set up Pump		1,500	19,950	20,000	19,950	18,500
PLR12 - Kubota Track Loader	85,971	100,000	184,450	178,000	98,479	78,000
PTK17 - 2007 Hino 9T Tip Truck - VP42	30,394	30,000	286,551	290,000	256,157	260,000
PTK21 - Hino 300 Service Truck - VP48	15,360	25,000	162,045	165,000	146,685	140,000
PTL12 - Bobcat Trailer Single Axle Semi - VP3513	16,725	10,000	46,000	46,000	29,275	36,000
PWV67 - CESM Vehicle	17,037			-		-
PWV64 - 2020 Toyota Hilux	33,435	30,000	62,372	68,000	28,937	38,000
Totals	\$ 198,922	\$ 198,000	\$ 781,319	\$ 787,000	\$ 599,434	\$ 589,000

Note 6b

Profit and Loss on Disposals for the Year 2024/25

Plant & Equipment	Proceeds from Sale		Written Down Value		Profit/(Loss) on Disposal	
	Actual	Budget \$	Actual	Budget \$	Actual	Budget \$
	24/25	24/25	24/25	24/25	24/25	24/25
Transport						
PE098 - Single Axle Trailer Set with Pump		1,500		-	-	1,500
PDFES2 - Single Axle Trailer Set up Pump		1,500		-	-	1,500
PLR12 - Kubota Track Loader	85,971	100,000	124,229	127,525	(38,258)	(27,525)
PTK17 - 2007 Hino 9T Tip Truck - VP42	30,394	30,000	34,880	37,372	(4,486)	(7,372)
PTK21 - Hino 300 Service Truck - VP48	15,360	25,000	17,223	18,469	(1,864)	6,531
PTL12 - Bobcat Trailer Single Axle Semi - VP3513	16,725	10,000	15,499	16,595	1,226	(6,595)
PWV67 - CESM Vehicle	17,037		30,431	-	(13,394)	-
PWV64 - 2020 Toyota Hilux	33,435	30,000	2,182	5,533	31,253	24,467
TOTALS	198,922	198,000	224,444	205,494	(25,522)	(10,494)
Loss					32,479	

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 7

Acquisition/Construction of Assets

Program/Sub-program	Non-Infrastructure						Infrastructure				TOTAL	
	Land & Buildings		Plant & Equipment		Furniture & Equipment		Roads		Other		Actual (24/25)	Budget (24/25)
	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (23/24)	Actual (24/25)	Budget (24/25)	Actual (24/25)	Budget (24/25)		
Governance												
LRC -Admin Office Carpark	36,090	35,000			-						36,090	35,000
Law, Order & Public Safety												
Animal Pound / Shelter						35,000					-	35,000
Housing												
Staff Housing Development	40,165	67,000									40,165	67,000
13 Lambert - Flooring	6,898	7,000									6,898	7,000
16 Yulgering - Air Conditioner					11,500	11,500					11,500	11,500
Staff Housing Fencing	10,670	15,000									10,670	15,000
Community Amenities												
Cemetery Shelter - Calingiri									17,100	20,000	17,100	20,000
Waste Sorting Facility									135,622	135,000	135,622	135,000
E-Waste Transfer Station									38,634	38,633	38,634	38,633
LRC -Yerecoin Obelisk 100th									10,000	10,000	10,000	10,000
LRC -Bolgart Refuse Site Monitoring Bore									25,204	30,000	25,204	30,000
Recreation and Culture												
LRC - Hockey Goals					6,800	8,000					6,800	8,000
LRC -Netball Scoreboard					4,460	5,000					4,460	5,000
LRC -Calingiri Sportsground Lighting									62,969	77,000	62,969	77,000
LRC -Calingiri Youth Park									9,850	15,000	9,850	15,000
LRC -Bolgart Skatepark										5,000	-	5,000
LRC -Mogumber Cricket Pitch									17,933	15,000	17,933	15,000
LRC -Calingiri Playground Equipment										30,000	-	30,000
LRC -Mogumber Hall Toilets	2,815	60,000									2,815	60,000
LRC -Mogumber Hall Locks	10,000	10,000									10,000	10,000
Transport												
Single Axle Trailer Set with Pump - ITIY210			19,950	20,000							19,950	20,000
Single Axle Trailer set up Pump - ITCB938			19,950	20,000							19,950	20,000
Kubota Track Loader			184,450	178,000							184,450	178,000
Hino 9T Tip Truck - VP42			286,551	290,000							286,551	290,000
Hino 300 Series 617 Service Truck - VP48			162,045	165,000							162,045	165,000
Howard Porter DFD45R Drop Deck Trailer			41,645	40,000							41,645	40,000
Bobcat Trailer Single Axle Semi			46,000	46,000							46,000	46,000
Depot Utility			62,372	68,000							62,372	68,000
Tandem Dolly			35,364	40,000							35,364	40,000
EV Charging Stations									11,852	15,000	11,852	15,000
Depot Wash Down Bay			9,053	8,500							9,053	8,500
Fogger			5,770	6,000							5,770	6,000
LRC -Depot Carpark		15,000									-	15,000
Temporary Fencing									7,625	7,625	7,625	7,625
LRC -Back Up Generators			7,980	10,000							7,980	10,000
Footpaths									60,318	45,000	60,318	45,000
Truck Parking Bay - Yerecoin									8,500	30,000	8,500	30,000

Acquisition/Construction of Assets

completed

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 8

[Loan Funding](#)

Loan Details		Amount Outstanding 1/07/2024	Interest Repayments Actual 24/25 Budget 24/25		Principal Repayments Actual 24/25 Budget 24/25		Principal Outstanding 30/06/2025
No.							
Self Supporting Loans							
83	Calingiri Football Club	122,768	9,599	6,093	21,514	22,706	101,254
Other Loans							
84	Piawaning Water Supply	49,523	1,016	1,076	18,801	18,801	30,722
85	Grader and Roller	100,596	227	771	40,167	40,167	60,429
87	Plant Replacement	1,335,410	33,308	52,706	196,621	196,621	1,138,789
	Market Value Adjustment						(24,947)
Total		1,608,297	44,150	60,646	277,102	278,295	1,306,248

Current Loan Liability	305,533	287,307
Non-Current Loan Liability	1,302,764	1,018,942
Total Loan Liability	1,608,297	1,306,249

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 9

9a Payables

	2025	2024
Current	\$	\$
Sundry creditors	1,688,481	126,044
Prepaid Rates	56,547	-
Accrued Salaries and Wages	61,708	-
Bonds and Deposits Held	16,175	39,158
Accrued Interest	17,641	
Accrued Expenses	18,178	2,910
ATO GST payable	18,042	
	1,876,772	168,111

9b Other Liabilities

	2025	2024
Current	\$	\$
Contract Liabilities	112,356	693,156
	112,356	693,156

Represented by:

E-Waste Infrastructure Grant	-	21,320
Waste Sorted Infrastructure Grant (WSGI)	-	135,000
WSFN Funding	8,694	8,694
WSFN Funding - Mogumber-Yarawindah Rd	-	265,535
WSFN Funding -C-NN Rd Geo Technical	41,325	33,760
Grant - Local Roads and Community Infrastructure Program(LRCIP) Ph 4A	62,337	228,847
	112,356	693,156

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 10

a) Capital Grants, Subsidies and Contributions

	Annual Budget \$	Amended Budget \$	YTD Budget \$	YTD Revenue Actual \$	Variance YTD vs Actual \$
Governance					
LRCIP Ph4 -Admin Office Carpark and Walkway	35,000	35,000	35,000	41,090	(6,090)
Law, Order and Public Safety					
Animal Shelter	35,000	35,000	35,000		35,000
Community Amentities					
E-Waste Infrastructure Grant	75,242	75,242	75,242	21,320	53,922
Waste Sorted Infrastructure Grant(WSGI)	135,000	135,000	135,000	135,000	-
LRCIP Ph4 - Bolgart Tip Monitoring Bore	30,000	30,000	30,000	25,204	4,796
LRCIP Ph4 - Calingiri Cemetery Shelter, Yerecoin Obelisk, Others	30,000	30,000	30,000	30,000	-
Housing					
Grant - Staff Housing	67,000	67,000	-		-
Recreation					
LRCIP Ph4 - Mogumber Toilets and Hall Ceiling	70,000	70,000	70,000	67,718	2,282
LRCIP Ph4 - SRMP	135,000	135,000	121,500	156,419	(34,919)
Calingiri Progress Association / Other Grants - Playground Equip	20,000	20,000	-	-	-
Economic Services					
Precinct Fund- Edmond Street Concept Plan	2,900,000	2,900,000	-	-	-
Plawaning Desalination Bore/Plant	9,858	9,858	9,858	10,667	(809)
LRCIP Ph4 - Caravan Parks	20,000	20,000	-	-	-
DWER - Goudge Parker Rd Bore Redevelopment	-	78,347	27,643	27,643	-
DWER - Goudge Parker Road Water Tanks	-	92,144	36,171	72,341	(36,170)
DWER - Gillingarra Water Supply	100,000	100,000	-	-	-
Transport					
Govt Grant - Regional Roads	720,000	720,000	720,000	514,740	205,260
Govt Grant - R2R	606,474	606,474	606,474	614,480	(8,006)
LRCIP Ph4B - Road Construction					
Govt Grant - EV Infrastructure	5,395	5,395	5,395	5,388	7
AG Lime Route 2 - Other Contributions, E.G. CBH	300,000	300,000	300,000	200,000	100,000
AG Lime Route R4R CLGF Grants MRWA	169,008	169,008	169,008	169,008	-
LRCIP Ph4 -Depot Carpark	15,000	15,000	15,000	15,000	-
LRCIP Ph4 - Footpaths	-	10,000	10,000	10,000	-
LRCIP Ph4 - Back Up Generators	-	7,980	7,980	7,980	-
WSFN Funding	1,379,378	1,321,698	1,521,899	1,521,899	-
NDRR Grant- Skidsteer	91,137	91,137	91,137	91,137	-
TOTAL	6,948,492	7,079,283	4,052,307	3,737,034	315,274

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

b) Operating Grants, Subsidies and Contributions

	Annual Budget \$	Amended Budget \$	YTD Budget \$	YTD Revenue Actual \$	Variance YTD vs Actual \$
General Purpose Funding					
Financial Assistance Grants - General	657,783	657,783	657,783	512,164	145,619
Financial Assistance Grants - Local Roads	680,909	680,909	680,909	521,044	159,865
Governance					
Traineeship Grant- Dept of Training	48,000	48,000	44,000	2,434	-
Law and Public Order					
DFES Operating Grant (ESL)	165,000	165,000	165,000	124,696	40,304
Emergency Services Administration Grant				4,000	(4,000)
CESM Contribution			-	127,662	(127,662)
Grant - Mitigation Activity Fund	164,000	32,638	32,638	32,638	(0)
Education and Welfare					
Grants/contributions to Community Development Programs*	30,000	30,000	30,000	21,894	8,106
Recreation and Culture					
Grant - State Library ICT Grant	5,000	5,000	5,000	-	5,000
Economic Services					
Community Water Supply Program	67,290	67,290	67,290	33,076	34,214
Transport					
Govt Grant - Flood Damage	818,800	818,800	818,800		818,800
Govt Grant - Direct	182,755	216,307	216,307	216,307	-
Road & Footpath Maintenance	41,412	41,412	41,412		
TOTAL	2,860,949	2,763,139	2,759,139	1,595,915	1,080,246

Supplementary Information on Grants and Contributions*

Successful Funding Grant Applications

Grants/contributions to Community Development Programs

	Annual Budget \$	YTD Revenue Actual \$
Mogumber Library Laptop	30,000	3,286
Australia Day		15,000
COTA Seniors Week		750
Volunteering WA Community		1,500
AVBFB Operating Grant		1,358
TOTAL	30,000	21,894

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 11

Restricted Funding

ACCOUNT NAME	DESCRIPTION	EXTERNAL FUNDING ALLOCATION	PROJECT OPENING BALANCE FUNDING 1/07/2024	RECEIPTS	COSTS	BALANCE		CASH BACKED
						30/06/2025		
WSFN	Geotechnical Investigation	\$ 200,000	\$ 33,760	\$ 112,000	\$ 148,048	\$ (2,288)	\$ -	
LRCI	LRCI Ph4	\$ 375,137	\$ 134,570	\$ 180,425	\$ 221,201	\$ 93,794	\$ 93,794	
LRCI	LRCI Ph4B	\$ 226,282	\$ 6,275		\$ 6,275	\$ -	\$ -	
	E-Waste Infrastructure	\$ 246,260	\$ 21,320		\$ 21,320	\$ (0)	\$ -	
	Traineeship Grant	\$ 38,000	\$ 38,000		\$ 38,000	\$ -	\$ -	
	Waste Sorting Grant	\$ 135,000	\$ 135,000		\$ 135,622	\$ (622)	\$ -	
	WDC Housing Prospectus	\$ 10,000	\$ 10,000		\$ -	\$ 10,000	\$ 10,000	
	DWER - Goudge Parker Rd Bore Redevelopment	\$ 92,144		\$ 27,643	\$ 84,801	\$ (57,158)	\$ (57,158)	
	DWER - Goudge Parker Road Water Tanks	\$ 78,347		\$ 72,341	\$ 73,014	\$ (673)	\$ -	
	RRG - Toodyay - Bindi Bindi Rd Nth	\$ 514,688		\$ 514,740	\$ 516,256	\$ (1,516)	\$ -	
	Roads to Recovery	\$ 614,480		\$ 614,480	\$ 398,790	\$ 215,690	\$ 215,690	
	WSFN - Mogumber-Yarawindah Rd	\$ 1,130,064		\$ 1,130,065	\$ 1,130,907	\$ (842)	\$ -	
TOTAL		\$ 3,660,402	\$ 378,924	\$ 2,651,694	\$ 2,774,233	\$ 256,385	\$ 262,326	
								Bank Account Balance \$ 201,528
								To be transferred (from)/to Muni \$ (60,798)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 12
Local Roads and Community Infrastructure

Local Roads and Community Infrastructure - MONTHLY REPORT								Nominal Funding Allocation		
								Owns Source Expenditure		
Council: Shire of Victoria Plains		Phase: 4								
Approved Projects (Project Name in order listed on Approved Work Schedule)		Total Project Cost (\$)	Approved LRCI Funding Contribution (\$)	LRCI Funding Actual Expenditure (\$)	Total Actual Expenditure	24-25 Expenditure	SOVP own source	Construction Start Date (MM/YY)	Construction Completion Date (MM/YY)	Project status (all projects must be completed prior to lodging a final report)
2	Mogumber Cricket Pitch	\$ 17,933	\$ 17,933	\$ 17,933	\$ 17,933	\$ 17,933	\$ (0)	Nov-24	Dec-24	Completed
3	Calingiri Sportsground Lighting	\$ 77,000	\$ 77,000	\$ 62,969	\$ 62,969	\$ 62,969	\$ -	Nov-24	Feb-25	C/F 25-26
4	Calingiri Youth Open Space	\$ 15,000	\$ 15,000	\$ 9,850	\$ 9,850	\$ 9,850	\$ -	Dec-24	Feb-25	C/F 25-26
5	Bolgart Skatepark and Basketball refresh	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Nov-24	C/F 25-26
6	Calingiri Playground Equipment	\$ 30,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Jan-25	Mar-25	C/F 25-26
7	Calingiri Shire Administration office Carpark	\$ 41,090	\$ 41,090	\$ 36,090	\$ 36,090	\$ 36,090	\$ -	Oct-24	May-25	Completed
8	Calingiri Cemetery Shelter	\$ 20,000	\$ 20,000	\$ 17,100	\$ 17,100	\$ 17,100	\$ -	Nov-24	Feb-25	Completed
9	Mogumber Hall Toilets and Building Locks	\$ 67,718	\$ 67,718	\$ 12,815	\$ 12,815	\$ 12,815	\$ -	Oct-24	Jan-25	C/F 25-26
10	Bolgart Refuse Site Monitoring Bore	\$ 25,204	\$ 25,204	\$ 25,204	\$ 25,204	\$ 25,204	\$ -	Oct-24	Dec-24	Completed
11	Calingiri Shire Depot Carpark	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	Oct-24	Dec-24	C/F 25-26
12	Bolgart Footpath Network	\$ 20,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 10,000	Feb-25	Apr-25	Completed
13	Calingiri Back up Generators	\$ 7,980	\$ 7,980	\$ 7,980	\$ 7,980	\$ 7,980	\$ -	Nov-24	Feb-25	Completed
14	Shire of Victoria Plains Boundary Entry Signage	\$ 41,412	\$ 41,412	\$ -	\$ -	\$ -	\$ -	Sep-24	Apr-25	C/F 25-26
15	Yerecoin Centenary Obelisk / Plaque	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	Oct-24	Jan-25	Completed
16	Calingiri Sportsground Hockey Goals	\$ 6,800	\$ 6,800	\$ 6,800	\$ 6,800	\$ 6,800	\$ -	Jan-25	Feb-25	Completed
17	Calingiri Sportsground Netball scoreboard	\$ 5,000	\$ 5,000	\$ 4,460	\$ 4,460	\$ 4,460	\$ -	Jan-25	Feb-25	Completed
18	Calingiri In Vehicle and Fixed Satellite Internet Capability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Oct-24	Dec-24	Withdrawn
	TOTAL	\$ 405,137	\$ 375,137	\$ 221,201	\$ 231,201	\$ 231,201	\$ 10,000			

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 12 Cont'd
Local Roads and Community Infrastructure

Local Roads and Community Infrastructure - MONTHLY REPORT								Nominal Funding Allocation	
Council: Shire of Victoria Plains								Owns Source Expenditure	
Phase: 4B									
Approved Projects (Project Name in order listed on Approved Work Schedule)	Total Project Cost (\$)	Approved LRCI Funding Contribution (\$)	LRCI Funding Actual Expenditure (\$)	Total Actual Expenditure	24-25 Expenditure	SOVP own source	Construction Start Date (MM/YY)	Construction Completion Date (MM/YY)	Project status (all projects must be completed prior to lodging a final report)
1 Piawanning - Waddington Rd	\$ 86,662	\$ 86,662	\$ 86,662	\$ 86,662	\$ 86,662	\$ -	Nov-23	Feb-24	Completed
2 Gillingarra-Glentromie Rd	\$ 47,640	\$ 47,640	\$ 47,640	\$ 47,640	\$ 47,640	\$ -	Nov-23	Feb-24	Completed
3 Gillingarra-New Norcia Rd	\$ 67,255	\$ 67,255	\$ 67,255	\$ 67,255	\$ 67,255	\$ -	Nov-23	Feb-24	Completed
4 Goomalling - New Norcia Rd	\$ 24,725	\$ 24,725	\$ 24,725	\$ 24,725	\$ 24,725	\$ -	Nov-23	Feb-24	Completed
TOTAL	\$ 226,282	\$ 226,282	\$ 226,282	\$ 226,282	\$ 226,282	\$ -			

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 13

Bush Fire Brigade

OPERATING GRANT		
EXPENDITURE ITEM	BUSH FIRE BRIGADE	
	2024/25 Budget	2024/25 Actual
RECURRENT:		
1. Purchase of Plant & Equipment <\$1,500 per item	5,000	7,101
2. Maintenance of Plant and Equipment	5,000	48,882
3. Maintenance of Vehicles/Trailers/Boats	50,000	63,083
4. Maintenance of Land and Buildings	10,000	9,407
5. Clothing and Accessories	45,000	50,764
6. Utilities, Rates and Taxes	10,000	7,285
7. Other Goods and Services	35,000	17,701
8. Insurances	30,000	27,202
Sub Total Recurrent	190,000	231,425
NON-RECURRENT:		
9. Purchase of Plant and Equipment \$1,500 to \$5,000 per item	-	7,624
Sub Total Non-Recurrent	-	7,624
Total Operating Budget/Actual	190,000	239,049
Variance Between Budget & Actual ^(a)		(49,049)

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025
Note 14

Explanation of Material Variances

Variances which have exceeded the thresholds are listed below by Program. Significant variances within the Program are listed underneath it by Nature or Type.

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

Nature or Type	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
Operating Revenues					
Grants, Subsidies and Contributions	(1,237,979)	(44%)		Timing	Primarily the Community Water Supply Program Grant which is yet to be received.
Interest Earnings	7,672	10%		Permanent	Inability to create a term desposit through Bendigo Bank processes. Excess funds have now been reduced and the opportunity may have now past.

Operating Expense

Employee Costs	208,426	8%		Timing	Carrying some vacancies and timing issue on FBT, staff training etc. Flood damage wages was budgeted but offset by intersection project.
Materials and contracts	442,135	15%		Permanent	Minor savings in materials and contracts across the budget
Utility charges	19,351	15%		Timing	Invoicing is not linear and expected to realign by EOFY.
Finance Expenses	(9,008)	(15%)		Timing	additional cost of implementing BPAY and overdraft
Other expenditure	(58,526)	(69%)		Permanent	Operating Grant Expenditure offset by grant income

Capital Revenue

Capital Grants, subs and Contrib	(3,119,088)	(45%)		Timing	Over budgeting of CBH contribution and amounts withheld.
----------------------------------	-------------	-------	--	--------	--

Capital Expenditures

Land and buildings	3,002,362	97%		Timing	Delays in Mogumber Hall toilets, Depot Carport and housing devleopment all subject to grant funding. Some carried over to 25-26.
Plant and equipment	10,369	1%		Permanent	
Infrastructure - roads	(170,368)	(5%)		Timing	Over expenditure in Intersection Project
Infrastructure - other	231,400	26%		Timing	Water Tank Upgrades - Goudge / Parker Rd not completed yet; Bore Development and Calingiri Playground equipment not done

SHIRE OF VICTORIA PLAINS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2025

Note 15

Budget Amendments

Amendments to original budget since budget adoption - Surplus/ (Deficit)

Description	Council Resolution	Adoption Date	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Forecast Opening Surplus/(Deficit)	2407-06	Budget Adoption Jul 24			15,003
Budget Review No.1	OCM2411-007	OCM Nov 24		(103,206)	(88,203)
Budget Review No.2	OCM2503-014	OCM Mar 25		(6,091)	(94,294)
Net Changes			-	(109,297)	(94,294)

PUBLIC AGENDA

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

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.

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.

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.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

That Council **ENDORSES** the Audit Committee recommendation for the inclusion of:

1. Policy guidance on what is considered 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.



Report 19: 2023-24 | 12 June 2024

PERFORMANCE AUDIT

Local Government Management of Purchasing Cards



**Office of the Auditor General
Western Australia**

Audit team:

Aloha Morrissey
Justine Mezzatesta
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Dan Franks

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(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for
those with visual impairment.

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The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Image credit: shutterstock.com/Suradech Prapairot

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Local Government Management of Purchasing Cards

Report 19: 2023-24
12 June 2024

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PUBLIC AGENDA



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

LOCAL GOVERNMENT MANAGEMENT OF PURCHASING CARDS

This report has been prepared for submission to Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether three regional local government entities effectively managed the issue, use and cancellation of purchasing cards.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to read 'C Spencer'.

Caroline Spencer
Auditor General
12 June 2024

Contents

Auditor General's overview	5
Executive summary	6
Introduction	6
Background	6
Conclusion	8
Findings	9
Controls over the use of purchasing cards were partly effective	9
Controls over the issue and cancellation of cards were partly effective and require improvement	13
Lack of appropriate oversight of purchasing card controls	13
Recommendations	15
Response from the City of Albany	16
Response from the City of Kalgoorlie-Boulder	16
Response from the Shire of Murchison	16
Audit focus and scope	17
Appendix 1: Better practice guidance	18

Auditor General's overview

Purchasing cards offer benefits for local government entities by streamlining purchasing activities. However, these benefits come with the risk of misuse and loss of public money if the purchasing cards are not effectively managed.

In this audit, we looked at the management of purchasing cards at three regional entities. While we found poor management of some important controls, we did not find clear evidence that cardholders misused public money, in part because the entities did not have policy guidance to underpin allowable and reasonable use.

This audit follows on from our 2018 audit of local government entities' use of credit cards¹, which found generally satisfactory controls but noted shortcomings of varying significance in policies and procedures. In addition, our *Local Government 2021-22 - Financial Audit Results*² report found 20 entities with credit card anomalies.

For a more comprehensive review of purchasing cards, this audit looked beyond the use of credit cards and included other cards such as store cards. In reviewing each entity's controls, we did not apply a 'one size fits all' approach as the diversity of the sector means some very small entities, with few cardholders, may not need the same controls as larger entities with more cardholders.

I encourage the sector to use our better practice guidance in Appendix 1 - it contains considerations to help mitigate the risks associated with the use of purchasing cards and for creating an effective control environment.

I thank the staff at each audited entity for their cooperation and assistance in completing this work, and strongly encourage all local government entities to assess their own policies and management of purchasing cards against the focus areas of this audit.



¹ Office of the Auditor General, [Controls Over Corporate Credit Cards](#), OAG website, 9 May 2018.

² Office of the Auditor General, [Local Government 2021-22 Financial Audit Results](#), OAG website, 23 August 2023.

Executive summary

Introduction

The audit assessed whether three regional local government entities (City of Albany, City of Kalgoorlie-Boulder and Shire of Murchison) effectively managed the issue, use and cancellation of purchasing cards. We last audited this topic in the local government sector in 2018³.

In conducting the audit, we considered the requirements of the *Local Government Act 1995* (LG Act) and associated regulations, guidelines issued by the Department of Local Government, Sport and Cultural Industries (DLGSC) and our better practice guidance in Appendix 1.

Background

Purchasing cards represent an approved line of credit and are a well-established part of modern purchasing systems. They include corporate credit cards, store cards⁴, fuel cards and taxi cards. These cards provide entities with a cost effective, convenient and timely way to pay for goods and services of low value.

Local government entities need to have effective controls, appropriate to their size and risk, to prevent and detect inadvertent or deliberate misuse of their purchasing cards and meet their legislated responsibilities around the allocation of finances. This includes being able to demonstrate that purchases meet a business need and meet the expectations of ratepayers in the responsible use of public money. Improper, wasteful or unauthorised purchases that are not identified and resolved can result in financial loss to the entity.

The *Local Government Act 1995* (LG Act) and associated regulations require:

- entities to develop procedures for the payment of accounts to ensure there is effective security for, and properly authorised use of purchasing cards⁵.
- the CEO to keep proper accounts and records in accordance with regulations⁶
- the council to oversee allocation of the local government's finances and resources and determine policies⁷
- entities to provide information about each purchasing card transaction in a payment listing to council and in council minutes to increase transparency, accountability and council oversight of incidental spending⁸.

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,

³ Office of the Auditor General, [Controls Over Corporate Credit Cards](#), OAG website, 9 May 2018.

⁴ Australian Securities and Investments Commission, [store card](#), Moneysmart.gov.au, n.d., accessed 29 April 2024.

⁵ Local Governments (Financial Management) Regulations 1996, regulation 11(1)a.

⁶ *Local Government Act 1995* section 6.5(a).

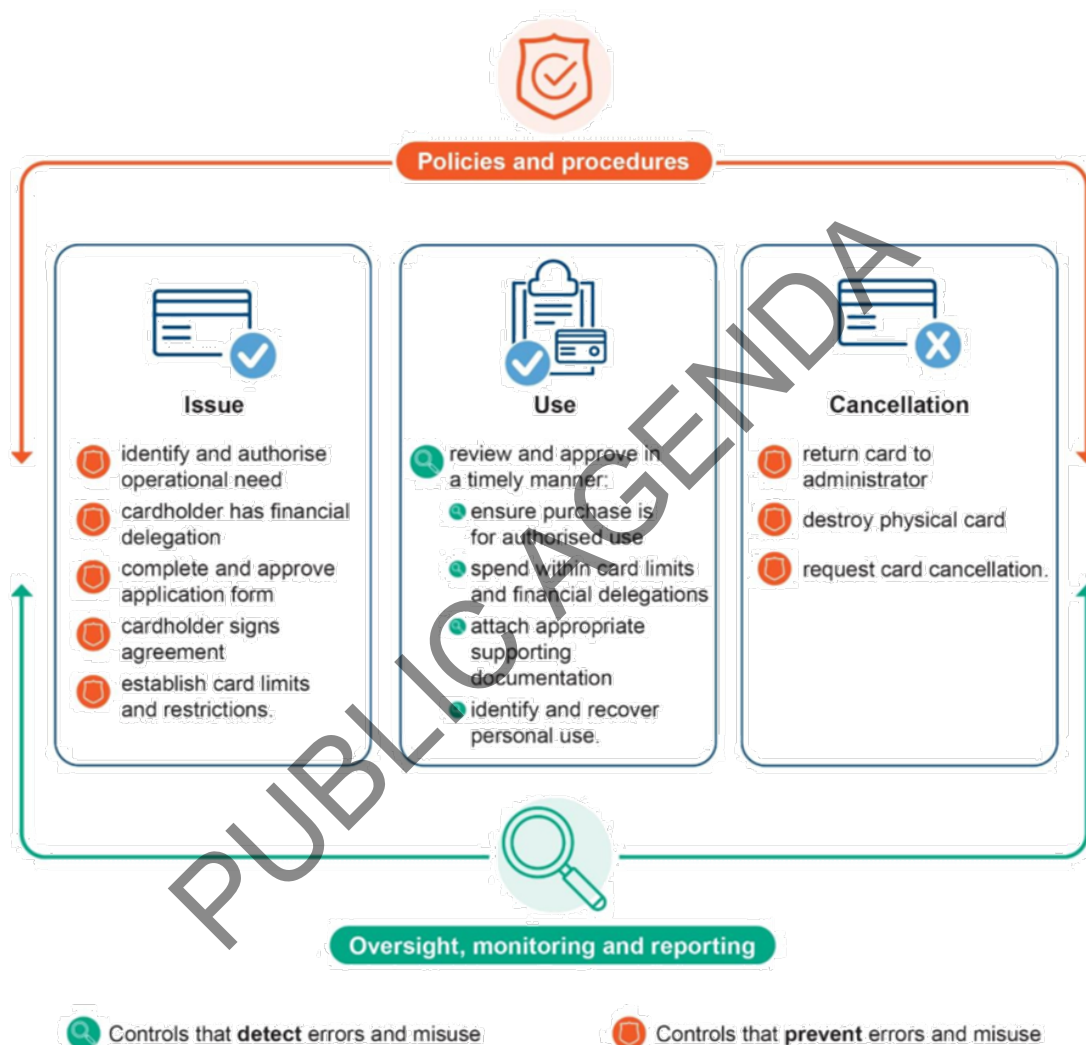
⁷ *Local Government Act 1995* sections 2.7(2)(a) and (b).

⁸ Local Government (Financial Management) Regulations 1996, regulation 13A took effect from 1 September 2023.

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.

Figure 1 provides an overview of the key components of purchasing card management, highlighting the controls we assessed during the audit and our better practice guidance (Appendix 1).



Source: OAG

Figure 1: Overview of the key components in purchasing card management and controls

The DLGSC provides the sector with broad guidance on the management of purchasing cards and changes in legislation through accounting and operational guidelines, circulars, alert bulletins and monthly webinars.

Conclusion

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.

Appropriately, the entities only issued cards to staff who had delegations to purchase and cardholders generally provided receipts to support their purchases. These controls help entities to meet their legislated responsibilities and ratepayers' expectations around the responsible use of public money.

However, we found gaps and weaknesses in all areas of purchasing card management that increase the likelihood of cards being inadvertently or deliberately misused, which can cause loss of public money:

- 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 our audit found poor management of some important controls relating to purchasing cards, our 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.

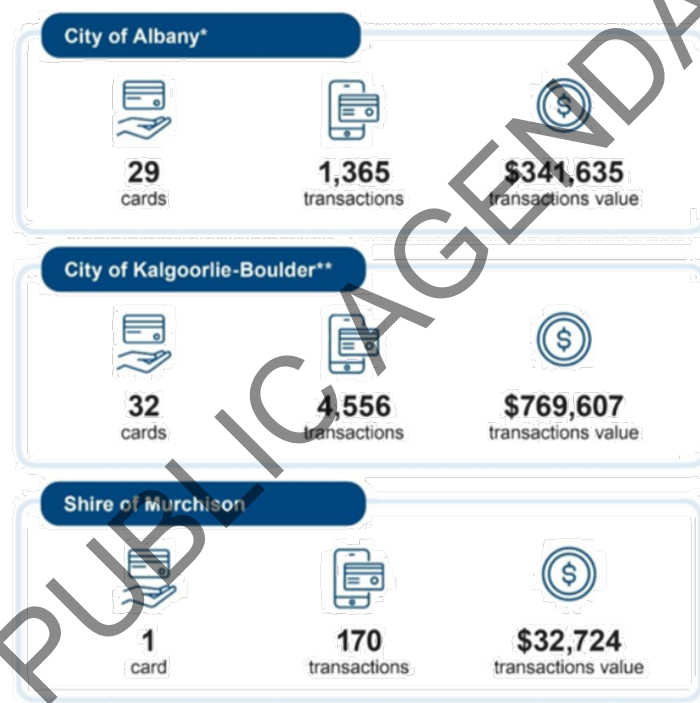
Findings

Controls over the use of purchasing cards were partly effective

We found cardholders generally provided receipts for their purchases and had appropriate delegations to purchase. However, we identified control weaknesses of varying significance across the three audited entities which increased the likelihood of unreasonable or unauthorised purchases. Detailed findings were provided to each of the audited entities.

Entities need to develop clear policy guidance on what is allowable and reasonable business expenditure, regardless of the payment mechanism, and improve card expenditure review and approval processes to prevent and detect inadvertent or deliberate misuse.

The three entities varied in the number of cards issued and the number of purchases over the audit period (Figure 2). All were using their purchasing cards to make low value purchases with most transactions being for items less than \$500.



Source: OAG based on information provided by each entity

* City of Albany: 5 credit cards (1,018 transactions and \$318,543) and 24 store cards (347 transactions and \$23,092).

** City of Kalgoorlie-Boulder: 30 credit cards (4,434 transactions and \$759,181) and 2 store cards (122 transactions and \$10,426).

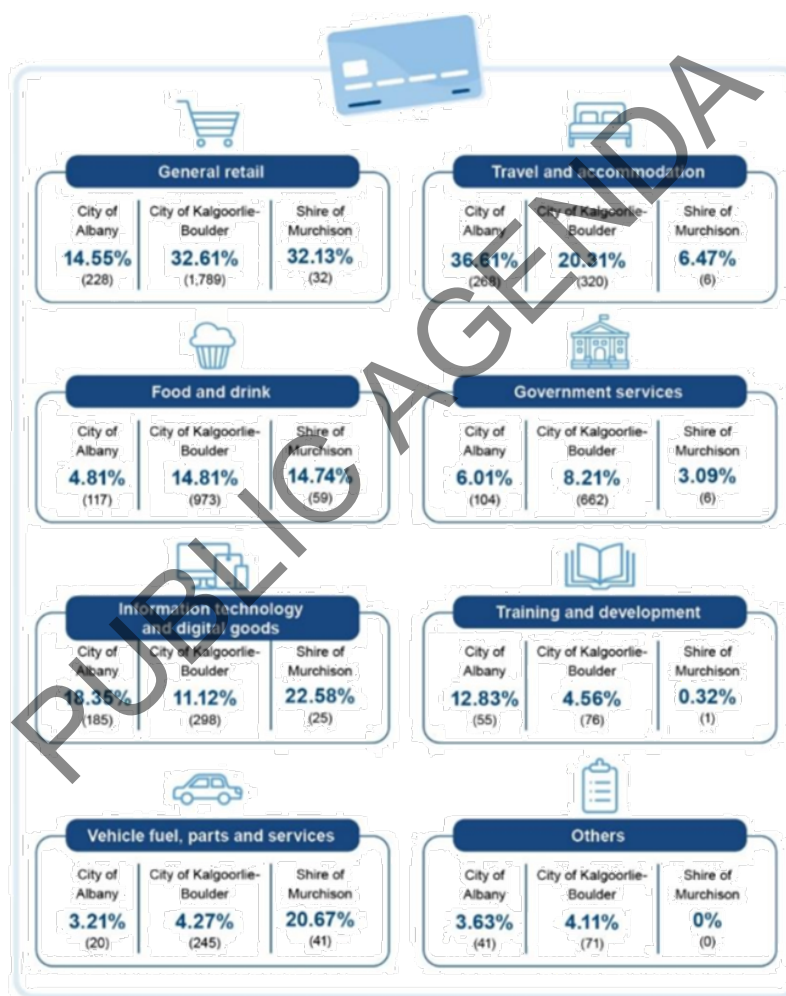
Figure 2: Key purchasing card statistics for 1 November 2022 to 31 December 2023

Our analysis found card purchases generally fell into the following categories:

- general retail (e.g. industrial and construction supplies, hardware and equipment, and office supplies and printing)

- travel and accommodation
- food and drink purchases
- government services (e.g. postal services, licenses, registrations and permits)
- information technology and digital goods
- training and development
- vehicle fuel, parts and services
- others.

We further analysed credit card purchases, which made up most of the purchases over the audit period.⁹ Figure 3 shows the percentage spend and the number of purchases in each category by entity.



Source: OAG based on credit card information provided by each entity

Figure 3: Purchase categories for 1 November 2022 to 31 December 2023

⁹ Credit card purchases were allocated using standard merchant information. Store card purchases were not analysed as merchant categories were not readily available.

Inadequate policy guidance on allowable and reasonable business use

None of the three audited entities had adequate policy guidance for staff on what they considered was allowable and reasonable business expenditure. The entities regularly purchased air fares, accommodation and food and drink¹⁰ (including alcohol) in the absence of any guidance around what was allowable and reasonable.

Policies are an important preventive control designed to assist staff in their decisions prior to them making a purchase and reduce instances of unreasonable and excessive spending. The community has a right to expect that public money will be spent carefully and only for legitimate business purposes. The following case study provides examples of purchases we identified where, in the absence of clear policy guidance, we queried if the spending was reasonable.

Case study 1: Reasonableness of business use

Air travel

- One entity spent \$6,302 for its CEO to fly business class interstate. The entity's current policy only allows business class air fares for elected members and there is no policy to guide allowable and reasonable expenditure on staff air travel.

Food and drink

- An entity purchased alcohol including 24 bottles of wine, 12 bottles of champagne and 15 cartons of beer and cider (\$1,290) and dessert (\$900) for a 'staff celebration'.
- An entity spent \$726 on 'reward and recognition catering' that included \$394 for alcohol and beverages (including five bottles of wine) and \$332 for food.
- An entity paid \$260 for food for a workshop. The approved receipt detailed the purchase of 'raw oysters'.

Supporting documentation did not show who and how many people attended, or the business purpose of the events, so the necessity and reasonableness of expenditure could not be clearly demonstrated.

We also found that none of the entities had documented processes or timeframes to recover money when cards were used to pay for personal items. Corporate purchasing cards should not be used to purchase personal items under any circumstances, even when the cardholder plans to reimburse the entity. If purchases cannot be clearly split into personal and business components at the time of purchase, a better approach is to pay with a personal account and then seek a reimbursement from the entity for the business component.

Entities need to have processes in place to promptly recover the cost of personal purchases to prevent loss of public money.

Case study 2 highlights examples where a purchasing card was used for personal use and an entity failed to promptly recover the money:

¹⁰ DLGSC Operational Guideline, *Use of Corporate Credit Cards*, requires local government entities to establish strict guidelines for expenditure on entertainment.

Case study 2: Personal use

An entity used a purchasing card to pay for the air travel of a staff member's partner who was not travelling in a business capacity. There was a considerable lapse of time (118 days after the transaction) before repayment of the partner's travel costs.

Inadequate review and approval of purchases

The audited entities did not always adequately review and approve purchasing card transactions. We identified:

- none of the entities complied with their own policy and procedures on the review and approval of purchases. For example, staff who were not authorised were approving purchases and purchases were not reviewed within specified timeframes
- CEO purchases approved by a Mayor despite Mayors' having no established administrative authority (City of Albany)
- purchases were approved by a subordinate of the cardholder (City of Kalgoorlie-Boulder).

To ensure expenditure represents allowable and reasonable business use, a direct manager¹¹ who is aware of the cardholder's role and purchasing requirements should conduct a timely review and approval of the purchases. This reduces the likelihood of unreasonable, inappropriate or unauthorised transactions going undetected.

We also found:

- card sharing while the cardholder was absent from the office (Shire of Murchison). This increases the likelihood of unauthorised or fraudulent purchases and makes it difficult to identify the purchaser
- collection of personal reward scheme points on business purchases that were not identified nor reported as part of the approval process (City of Albany and City of Kalgoorlie-Boulder). A risk exists with reward schemes that cardholders may make purchases through a particular supplier to gain a personal advantage.

The following case study is an example of approval timeframes set in the entity's policy and procedures that were not met.

Case study 3: Management approval exceeded timeframes

One entity's corporate policy and procedures require all purchases to be approved by a supervisor/manager within specified timeframes.

We found significant delays in the approval of card purchases during our audit.

- 63% were approved outside of the policy timeframes and included:
 - A significant number of purchases that were only approved in December 2023, after we initiated our audit, through three bulk approval actions. Some of these were for purchases spanning back 10 months to March 2023. The bulk approvals suggest very little actual scrutiny of necessity and reasonableness of expenditure.

¹¹ In the case of the CEO, the chief finance officer (or equivalent) or a suitably senior staff member.

- Significant delays in approval with delays of up to 218 days.

Entities need to promptly review and approve purchases to ensure the expenditure represents allowable and reasonable business use and to detect inadvertent and deliberate misuse.

Controls over the issue and cancellation of cards were partly effective and require improvement

The three audited entities' management of the issue and cancellation of purchasing cards were only partly effective. New cardholders had the necessary financial delegations to purchase, and purchasing card policies were made available to cardholders. However, we identified the following control weaknesses:

- policies and procedures were missing key elements including an application process to approve eligibility and need for a card, and a cardholder agreement form outlining cardholder legal obligations and responsibilities (Shire of Murchison and City of Kalgoorlie-Boulder)
- no management approval of applications to ensure cards are issued to approved staff and spending limits are based on operational need (City of Albany)
- delays of around one and two months in cancelling cards when staff exit the entity (City of Kalgoorlie-Boulder and City of Albany) which can lead to continued card use and unnecessary card administration fees
- purchasing card registers were missing key information such as an acknowledgement of card return and date of card destruction (City of Albany and City of Kalgoorlie-Boulder).

There is an increased likelihood of inadvertent or deliberate misuse and financial loss to entities when cards are not appropriately issued and cancelled.

Lack of appropriate oversight of purchasing card controls

Payment listings provided by the three audited entities to their councils generally met legislated requirements. However, we identified instances where the included descriptions were vague or inaccurate and could have better identified the expenditure to facilitate proper scrutiny.

None of the audited entities had appropriate management oversight of purchasing card control effectiveness. The entities informed us card administrators and line managers did not monitor controls to issue, use and cancel cards or report on shortcomings to management. Regular monitoring would assist entities to identify control gaps and address weaknesses in a timely manner. We noted during the audit that the City of Kalgoorlie-Boulder does have some insight into control effectiveness, but this is limited as it only reviews one month's card use by one randomly selected cardholder as part of its monthly executive meetings.

Case study 4 provides examples that illustrate the need for management oversight over control effectiveness. Our better practice guidance in Appendix 1 provides entities with a range of oversight activities to consider.

Case study 4: Lack of management oversight

We found the following examples where a lack of management oversight limited entities' ability to identify and improve controls:

- Several 'top-up' payments were made in the monthly card statement period as cardholders exceeded their monthly limits. Regular monitoring and reporting may have identified a need to reassess card limits based on operational need. Transactions may be declined and service delivery disrupted when credit limits are exceeded.
- A staff member had stored their entity's card information in a personal online accommodation account, resulting in personal use. The entity recovered the money but did not consider if control improvements were needed to prevent further occurrences.

We found the audited entities had reviewed their financial management systems and procedures at least every three years as required by legislation¹². While these included a limited review of purchasing card procedures, they did not provide ongoing confirmation that purchasing card controls are appropriate or effective. Oversight should be enhanced by other regular monitoring and reporting activities.

¹² Local Government (Financial Management) Regulations 1996, regulation 5(2)c.

Recommendations

The three audited entities, as relevant, should:

1. develop and implement clear policy guidance for staff on what is allowable and reasonable business use expenditure on items such as travel and food and drink
2. have suitable controls in place to manage the issue and timely cancellation of purchasing cards
3. review and approve purchasing card transactions in a timely manner
4. keep proper records of the review and approvals of purchasing card transactions and card cancellations
5. include sufficient accurate detail in council papers to allow purchasing card expenditure to be appropriately scrutinised
6. regularly monitor and report on purchasing card controls to allow management to oversee usage and control effectiveness. The results of reviews should be documented and retained.

In accordance with section 7.12A of the *Local Government Act 1995*, the three audited local government entities should prepare a report on any matters identified as significant to them for submission to the Minister for Local Government within three months of this report being tabled in Parliament, and within 14 days of submission publish it on their website.

PUBLIC AGENDA

Response from the City of Albany

The City of Albany accepts the recommendations and learnings contained in the performance audit. While the audit did not find clear evidence that cardholders misused public money, the City recognises the importance of continuous improvement in the management of its purchasing cards. The City has begun addressing the audit's findings.

Response from the City of Kalgoorlie-Boulder

The City of Kalgoorlie-Boulder has already begun reviewing and updating internal control processes and updated staff training in the use of cards within the City to ensure that processes and systems for the management cards are in line with best practice.

Response from the Shire of Murchison

The audit review of credit card use and overall recommendations for administrative improvements is welcome and as indicated in the Murchison Shire's responses will be actioned as a matter of course.

In context the Shire is very small and has only one credit card which has historically been assigned to the Chief Executive Officer when he or she commences employment. Whilst there has been no documentation on the actual purpose and operational use, the card has always been predominately used as a corporate card, which the CEO is responsible for, rather than for the CEO's work-related use. This form of usage is essential operationally as from time to time some organisations will only accept credit card payments rather than through the formal purchasing order / account payable system.

Whilst on the surface allowing others to use the credit card increases the risk of unauthorised or fraudulent transactions, the smallness of the organisation with only three in the administrative area other than the CEO, and normal checks and posting of transactions means that there is minimal risk of this actually occurring. Future improved documented policy and procedures will assist in demonstrating this situation.

Council's current policy and operational practices also requires credit card transactions to be authorised by the Chief Executive Officer as card holder and checked by an independent Financial Accountant. Details of credit card transactions are included in the list of payments presented to Council for each Council Meeting and as required included the resolution whereby Council have accepted the payment listing. Councillors are well experienced and familiar with the operations of the Shire, which by and large are relatively straight forward, and regularly ask questions and seek clarification.

Audit focus and scope

The focus of this audit was to assess whether three regional local government entities effectively manage the issue, use and cancellation of purchasing cards.

Our criteria were:

- Are there effective controls over the issue and cancellation of purchasing cards?
- Are there effective controls over the use of purchasing cards?

The City of Albany, City of Kalgoorlie-Boulder and Shire of Murchison were included in the audit.

The audit reviewed the issue, use and cancellation practices of each entity over the period of 1 November 2022 to 31 December 2023.

We visited each entity and assessed their policies and procedures against legislative requirements, DLGSC operational guidelines and our better practice guidance in Appendix 1. At each entity, we also assessed a sample of CEO purchasing card transactions and whether there was adequate independent review of CEO use.

This was an independent audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management of entity programs and activities including compliance with legislative and other requirements. The approximate cost of undertaking the audit and reporting was \$300,000.

Appendix 1: Better practice guidance

Local government entities need to have purchasing card policies and procedures that are up to date and accessible to staff. These policies and procedures should include key controls for the issue, use and cancellation of purchasing cards and be regularly reviewed.

The table lists requirements for effective purchasing card management, which guided our audit. It is not intended to be an exhaustive list.

Purchasing card management	Outcome	What we expect to see
 Issue	Cardholder eligibility and operational need is established, an application is appropriately approved and the cardholder is made aware of their legal obligations and responsibilities	- cardholder has appropriate financial delegation to incur expenditure. Delegations should also be set for certain types of expenditure - an application form is appropriately approved - card limits are based on cardholders need - cardholder and their manager signs agreement that clearly sets out legal obligations and responsibilities and the purposes for which a card may or may not be used - cardholder acknowledges that they understand and will comply with purchasing card policy and procedures - cardholder receives training on procedures and requirements - card administrator updates the purchasing card register with key cardholder information
 Use	Purchases are for business use, and are properly reviewed and approved in accordance with the purchasing card policies and procedures	- purchases should be within the transaction and card limits. They should not be split to circumvent these limits - entity sets out appropriate delegations for approval of expenditure - timely review and approval of transactions: <u>cardholder</u>: reviews statements to ensure accuracy of reported purchases, attaches adequate supporting documentation, codes purchases and provides sufficient details to identify the purchase <u>cardholder's direct manager</u>¹³: reviews and approves purchases to ensure appropriate business use, consistency with cardholder's role and responsibilities, and compliance with policies and guidelines - review and approval processes have adequate documentation - processes to repay any personal purchases - guidance for purchases where cards are not physically present such as online telephone and internet purchases

¹³ In the case of the CEO, the chief finance officer (or equivalent) or a suitably senior staff member.

Purchasing card management	Outcome	What we expect to see
		- treatment of reward schemes and loyalty programs as purchasing cards should not be used to gain a personal benefit - procedures for when a cardholder is on leave to ensure card security
 Cancellation	Timely cancellation of purchasing cards to prevent unauthorised purchases and unnecessary card fees	- immediate cancellation once a cardholder exits or has a change in employment requirements - cardholder returns card to the administrator - cards should be destroyed, and evidence of destruction recorded - administrator enters cancellation and destruction information in cardholder register
 Oversight	Regular monitoring and reporting to provide management with insights into use and the effectiveness of controls and to address shortcomings in a timely manner Evidence of reviews should be retained	Examples of monitoring and reporting include: - Continuously: - disclose information about each purchasing card transaction in a payments listing to council and in council minutes - record instances of personal use, inappropriate use, and disputed and fraudulent transactions. Take corrective action when required - assess the timeliness of reviews and approvals by cardholders and managers, and act when timeframes are not met - provide reports to managers on usage within their areas to assess operational need - reinforce requirements to cardholders and approvers - Annually: - identify inactive or under-used cards that may require cancellation - review appropriateness of transaction and card limits - audit and update purchasing card registers - review relevance and effectiveness of policies and procedures as part of an annual risk assessment - Periodically: - sample test transactions for appropriate business use and compliance with policies and procedures - analyse usage and supplier patterns to inform procurement practices - review purchasing card policy against operational guidelines and better practice principles

Purchasing card management	Outcome	What we expect to see
		○ review the appropriateness and effectiveness of financial management systems and procedures as required by legislation

Source: OAG

PUBLIC AGENDA

Auditor General's 2023-24 reports

Number	Title	Date tabled
19	Local Government Management of Purchasing Cards	12 June 2024
18	Local Government 2022-23 – Financial Audit Results	6 June 2024
17	Local Government IT Disaster Recovery Planning	31 May 2024
16	Local Government 2022-23 – Information Systems Audit Results	27 May 2024
15	State Government Advertising	15 May 2024
14	State Government 2022-23 – Information Systems Audit	12 April 2024
13	Provision of Supplementary Information to the Standing Committee on Estimates and Financial Operations – Opinions on Ministerial Notifications	5 April 2024
12	Digital Identity and Access Management – Better Practice Guide	28 March 2024
11	Funding for Community Sport and Recreation	21 March 2024
10	State Government 2022-23 – Financial Audit Results	20 December 2023
9	Implementation of the Essential Eight Cyber Security Controls	6 December 2023
8	Electricity Generation and Retail Corporation (Synergy)	8 November 2023
7	Management of the Road Trauma Trust Account	17 October 2023
6	2023 Transparency Report: Major Projects	2 October 2023
5	Triple Zero	22 September 2023
4	Staff Exit Controls for Government Trading Enterprises	13 September 2023
3	Local Government 2021-22 – Financial Audit Results	23 August 2023
2	Electricity Generation and Retail Corporation (Synergy)	9 August 2023
1	Requisitioning of COVID-19 Hotels	9 August 2023

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Office of the Auditor General
for Western Australia

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.

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
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 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.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

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.

PUBLIC AGENDA



Our Ref: 8316-002

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Sean Fletcher
Chief Executive Officer
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PO Box 21
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Dear Mr Fletcher

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDED 30 JUNE 2025**

We have completed the interim audit for the year ended 30 June 2025. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to primarily evaluate your financial control environment, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management control issues

We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7543 if you would like to discuss these matters further.

Yours faithfully

Indika Dias
Assistant Director
Financial Audit
4 July 2025

Attach

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Payroll issues	No		✓		✓

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF VICTORIA PLAINS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****1. Payroll issues****Finding**

During our testing of payroll expenses covering the period 1 July 2024 to 31 March 2025, we noted the following instances:

- For one employee, the actual hours paid in a specific pay run differed from the hours stipulated in correspondence from the Shire;
- One salary sacrifice request form was not available in the relevant employee's file;
- One leave application form was not available in the relevant employee's file;
- A discrepancy of 0.5 leave hours was noted for one employee, where the hours recorded in the pay run report did not match the hours applied for in the approved leave application form.

Rating: Moderate**Implications**

There are risks that:

- employees may be paid incorrectly, particularly in relation to overtime, allowances, or deductions; and
- leave hours may be inaccurately recorded, which could impact the accuracy of leave provisions calculations and financial reporting.

Recommendation

We recommend that the Shire:

- ensures that all payroll related documents such as employee contracts and correspondences confirming work hours, salary sacrifice forms, and approved leave applications are properly retained and securely filed; and
- ensures leave hours taken are accurately recorded and consistently reflected across both the approved leave application forms and the payroll system.

Management comment

Agree with the findings and recommendations and have instigated:

- *filing procedures has moved to secure electronic methods which has made it easier to track and ensure all payroll-related documentation (e.g., salary sacrifice forms, leave applications, hours confirmations) is systematically retained and easily accessible within each employee's file.*
- *Reviewing and updating payroll processing procedures to ensure alignment between approved hours and actual payment.*
- *Establish a reconciliation checkpoint to ensure that the leave hours documented in the payroll system accurately reflect to the approved applications.*

Responsible person: DCEO
Completion date: 3/7/2025

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

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:

Where Did We End Up 24/25?

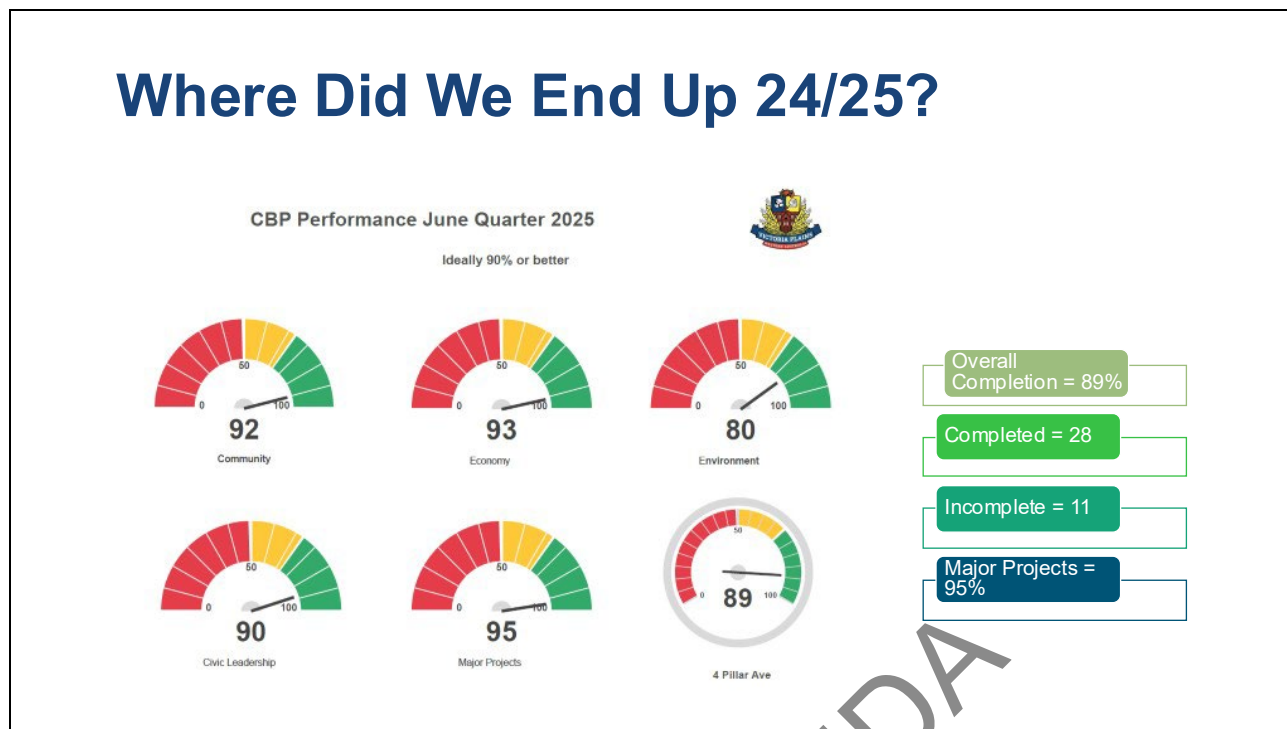


Diagram 1 – Key Work Plan Dashboard 2024/25

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

Our Key Achievements 24/25

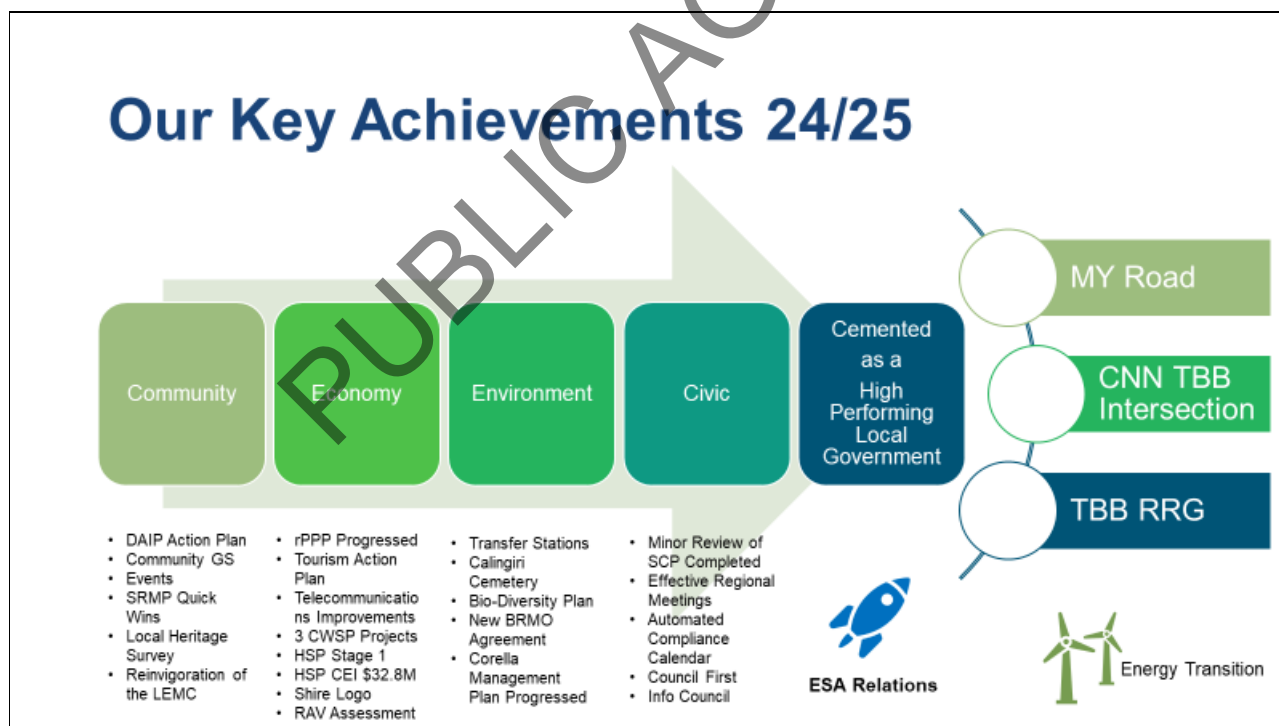


Diagram 2 – Overview of Key Achievements for 2024/25

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.

Why? – The Road Blocks



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

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.

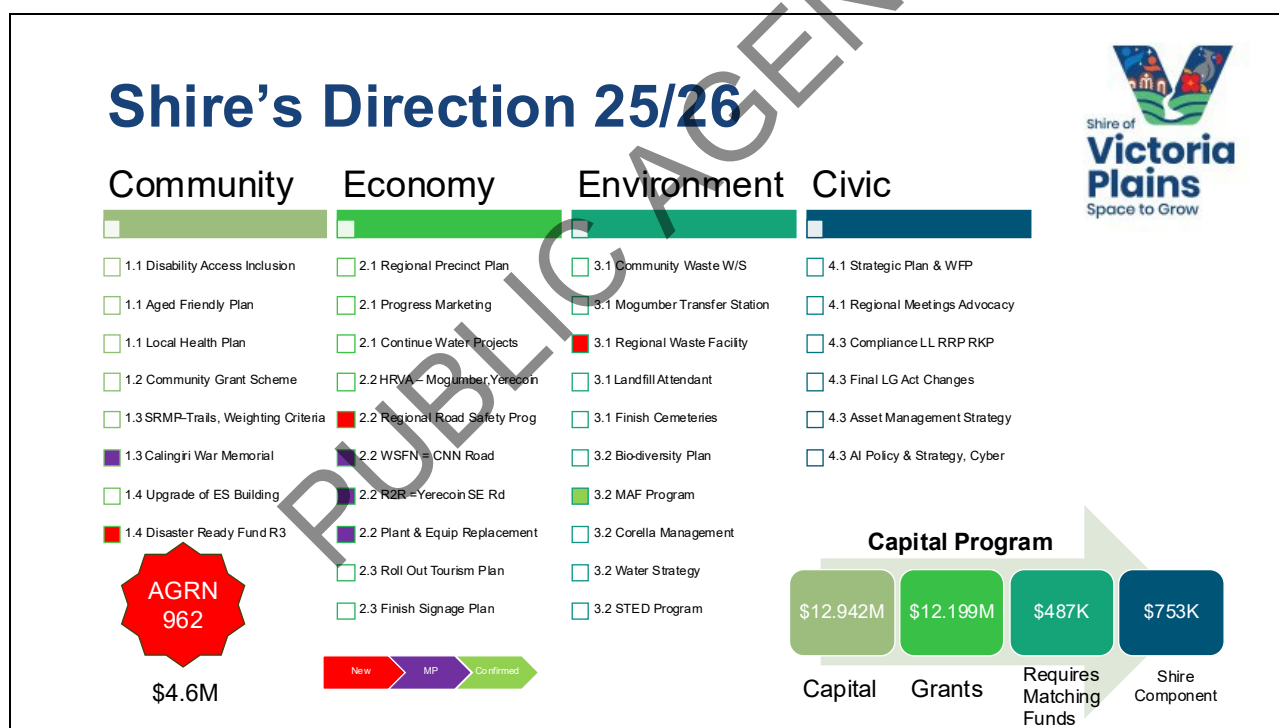


Diagram 5 – Overview of Key Actions 2025/26

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.

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

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

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:

Shire's Direction

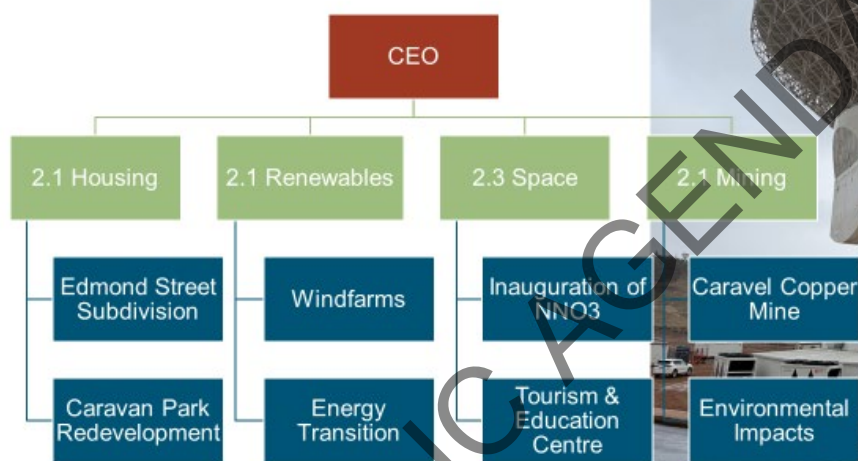


Diagram 4 – Attachment 2



Shire's Direction 25/26



Community Economy



Diagram 5A – Attachment 2

Shire's Direction 25/26



Environment Civic

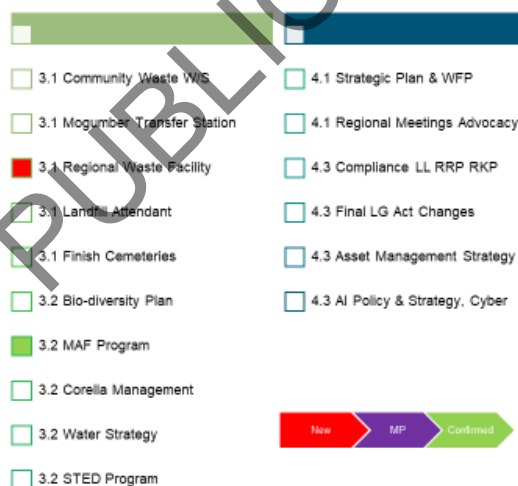


Diagram 5B – Attachment 2

Shire of Victoria Plains Key Work Plan June 2025

Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024					2025							
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1. Community				1/7/24	30/6/25	257	92													
1.1 Healthy, Connected and Safe Communities				1/8/24	30/6/25	234	78													
a. Implement DAIP Action Plan	EHO/CDO	0	• Ensuring events are accessible and inclusive • All information is provided across multiple platforms	1/8/24	26/6/25	234	100													
c. Review Aged Friendly Community Plan	CDO	0	• Seniors Ref Group - Un • Survey instead 25/26	1/9/24	26/6/25	212	71													
e. Implement Public Health Plan	EHO/CDO	0	• EHO attended 1st State Workshop March 2025 • Living Well in the Wheatbelt released at York Zone meeting June	1/1/25	30/6/25	129	50													
1.2 Inclusive Community Activities, Events & Initiatives				1/7/24	26/6/25	257	100													
c. Community Grants Scheme for Volunteer Groups	CDO	40,000	• 24/25 awarded 24/07/24 • 25/26 Closed 15/06/25	1/7/24	26/6/25	257	100													
1.3 Recreational, Social & Heritage Spaces are Safe/Activated				1/7/24	26/6/25	257	90													
a. SRMP Quick Wins (Funded by LRCI 4)	DCEO	140,000	Approved 24/07/24	1/7/24	26/6/25	257	75													
a. Close out the implementation of the SRMP	DCEO	20,000		1/10/24	27/3/25	126	100													
c. Implement Local Heritage Survey	CDO	0	• Adopted May 2025	1/7/24	26/6/25	257	100													
1.4 Support EM Services Planning, Risk Mitigation, Res & Rec				1/7/24	26/6/25	257	100													
a. Active Leadership & Participation in LEMC	EMO	0	• Joint LEMC successful	1/7/24	26/6/25	257	100													
b. Plan & Deliver Emergency Service Facility Upgrades	CESM	0	• CEO & EDTC met YAC CEO 3/7. Continue 25/26 • CESM has identified design. Continue 25/26	1/7/24	26/6/25	257	100													

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

Prepared by	Sean Fletcher
Position	CEO
Date	10 July 2025
Version	0725



Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024						2025						
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
2. Economy				7/1/24	6/30/25	257	93													
2.1 Support the Diverse Industry Across the Shire				7/1/24	6/30/25	257	99													
a. Develop & Implement Precinct Plans - Refer 2.1.b	CEO	260,000	rPPP application submitted then withdrawn - resubmit July 2025	7/1/24	6/30/25	257	100													
b. Implement Economic Development Strategy - includes, tourism plan, precinct planning, industrial lot development and marketing plan	CEO EDO		Economic Development Plan actions on track	7/1/24	6/30/25	257	100													
c. Forward Plan for Industrial Lots - Refer 2.1.b	EDO		• Prelim scope developed with JD re C, B and M • Position Paper 25/26	1/1/25	6/30/25	129	100													
d. Facilitate Expansion of Telecommunications Network	CEO EDO		NBN Upgrade - Calingiri	7/1/24	6/30/25	257	100													
e. Review Town Planning Scheme	TP		Not required	11/1/24	6/30/25	169	100													
f. Develop and Implement a Marketing Plan - Refer 2.1.b	CEO EDO		• State Advocacy Document • Commonwealth 25/26	10/1/24	6/30/25	191	100													
g. Securing Consistent Supply of Water Across Shire	MWS EHO	230,000	1/8/24 CWSP three projects approved: \$179,885	7/1/24	6/30/25	257	95													
h. Maintain and Upgrade Shire Housing Stock	CEO	1,567,000	• HSP CEI confirmed 24/5 • CEO & SP met HSP 24/6	7/1/24	6/30/25	257	100													
g. Advocate for Power Reliability Across the Shire	CEO EDO		• SP & DCEO = Minister Sanderson's Forum • Draft Benefits Guide issued 9 July 2025 • SP & CEO participating in PoweringWA Review	10/1/24	6/30/25	191	100													
2.2 Safe & Eff Transport Network Enables Economic Growth				7/1/24	3/31/25	192	83													
f. RAV Network Assessment is Undertaken	ENG	10,000	Received Jan 2025	8/1/24	3/31/25	169	100													
g. Safe and Clean Truck Bays & Roadside Parking	MWS	80,000	• Y = ARC approved • Y = Fencing gravel 25/26 • C = ARC approved • MY = Gravel Rest Area	7/1/24	3/31/25	192	80													
2.3 Visitors Have a Positive Experience				7/1/24	6/30/25	257	91													
e. Review and Enhance Caravan Parks	CEO MWS	1,400,000	• Bolgart = Power/water bollards installed • Calingiri = rPPP	7/1/24	6/30/25	257	100													
g. Implement Townscape, Visitor & Signage Plan	MWS CDO	41,000	• LRCI 4 carried forward. Signs ordered • Logo adopted March OCM	10/1/24	4/30/25	148	75													

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
2. ECONOMY			
2.1 We understand traditional and emerging industries across the Shire	Townsite amenities are welcoming and attractive		
	Our population increases		
	Reduction in the number of mobile black spots across the Shire		
	Demonstrated progress with stakeholders for the permanent supply of water to the town of Mogumber		
	We are business friendly and industrial land is utilised		
	We can attract and retain staff because we maintain and increase our housing stock		
	Communities and opportunities are promoted by the Shire		
	We forward plan for emerging industries		
2.2 Safe and efficient transport network enables economic growth	Local benefits are delivered through our active participation in the Wheatbelt Secondary Freight Network		
	Safe and well maintained connection to Great Northern Hwy		
	Road plant and equipment enables achievement of the 10yr Road Plan		
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)		

2.3 Visitors have a positive experience across our communities	Our parks and community spaces are green, tidy and accessible
	Visitors receive timely and accurate information about attractions and amenities
	Clean, accessible and modern public toilets
	Caravan Parks are attractive, expanded and well utilised

Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024						2025					
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
3. Environment				7/1/24	6/30/25	257	80												
3.1 Maintain a High Standard of EH & Waste Services				7/1/24	6/30/25	257	81												
c. Complete Transfer Stations	MWS EHO	135,000	• Sheds in place: C, B, M • Retaining walls = C, B, M = 25/26 • Service commence Oct 25/26	7/1/24	12/31/24	128	92												
d. Forward Plan the Aesthetics of our Cemeteries	MWS RO	20,000	• Calingiri Shelter - LRC14 • Site pegged. Cfd 25/26	7/1/24	6/30/25	257	75												
3.2 Conservation of Our Natural Environment				7/1/24	6/30/25	257	78												
a. Promotion & Management of Invasive Species Programs				7/1/24	6/30/25	257	43												
Rollout Bio-diversity Plan	ESO	0	• Draft advertised May/June • No feedback received • Establish Bio-diversity Committee 25/26	7/1/24	6/30/25	257	75												
Implement Invasive Species Actions	ESO EHO	0	Uncertainty re shared ESO role caused delays	10/1/24	6/30/25	191	0												
b. Prepare and Manage Nature Reserves to Reduce BFRisk				10/1/24	6/30/25	191	100												
Close Out MAF 23/24	MWS CESM BRMO	169,000	Mogumber completed late Nov 24	10/1/24	6/30/25	191	100												
Implement MAF Pilot Program Year 1 (of 3)	MWS CESM BRMO	250,000	• Finalised Jan 25 = \$69,000 • New BRMO Agreement signed. \$94,000 approved	10/1/24	6/30/25	191	100												
c. Animal Control Program is Reviewed Annually				7/1/24	6/30/25	257	100												
Implement Animal Pound	MWS	39,350	Grant unsuccessful	7/1/24	6/30/25	257	100												
Continue Corella Management Program	ESO	10,000	• Ministerial assistance = No • Draft plan for SoVP	7/1/24	6/30/25	257	100												
d. Develop & Implement Water Strategy	MWS CDO CEO	105,765	• Returned to consultant seeking improvements • Carry forward 25/26	7/1/24	6/30/25	257	75												

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

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
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
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

Action	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024					2025				
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
4. Civic Leadership				7/1/24	6/30/25	257	90										
4.1 Forward Planning & Implementation of Plans				7/1/24	6/30/25	257	100										
a. Desktop Review of SCP (Includes all Plans)	CEO	0	Minor Review completed.	9/1/24	12/31/24	83	100										
b. Active Participation in AROC & Zone Meetings	CEO Pres Crs	10,000	AROC: July, Sep, Nov, Feb, Apr, June RWC: July, Apr Zone: August, Nov, Feb, Apr, June RRG: Sep, Apr	7/1/24	6/30/25	257	100										
4.2 Shire Communication is Clear & Transparent				7/1/24	4/28/25	212	68										
a. Implement the New Community Engagement Model	CEO	0	Waiting on Regulations	7/1/24	4/28/25	212	60										
b. Implement the CEO/Council Communication Strategy	CEO	0	•DLGSC issued draft for for comment •CEO has prepared briefing	7/1/24	4/28/25	212	75										
4.3 Proactive & Well Governed Shire				7/1/24	3/31/25	192	100										
a. Implement Automated Compliance Calendar	CEO PA	0	Attain includes Primary/ Annual Returns, RPD, Compliance Calendar & Delegations. Fin 20/08/24	7/1/24	8/31/24	45	100										
b.Finish Implementation of Asset Management Strategy	CEO	0	•AM Strategy received •Roll out from October	7/1/24	3/31/25	192	100										
f. Invest in New IT Operating System				7/1/24	12/31/24	128	100										
Implement Agenda Minute Software	CSO	0	Implemented September	7/1/24	9/30/24	66	100										
Close out the Implementation of Council First	DCEO	0	Financials 1/08/23; Rates 5/08/24	7/1/24	12/31/24	128	100										

Risk Management	
Purpose	To ensure that relevant risks and opportunities have been identified, assessed, and mitigated as part of any decision or action.
Guiding Principles	Based on the best available information Clarifies uncertainty Facilitates continual improvement and enhancement of the organisation Integral part of organisational processes Informs decision making Systematic, structured, and timely Tailored to suit all environment types Takes human and cultural factors into account Transparent and adaptive to all areas of risk
Key Inputs	Governance Compliance Calendar Officer Reports Risk Reporting Framework Audit Report
Reviewed	Risk Management and Governance falls on all levels of the organisation including Council, Committees of Council, the Management Team, Staff and Persons who perform functions or deliver services on behalf of the Shire. Council is responsible for ensuring that Council strategy and Shire operations through the CEO are managed within an effective risk management framework. Key processes and tools include: - Regulation 17 review every 3 years; - Risk Management profiling tool, reviewed quarterly; - The Audit Committee, working with the CEO is responsible for reviewing the Risk exposure of the Shire and recommending to Council the acceptable level of risk tolerance.
How Reported	Audit Committee meeting minutes Risk section of ordinary Council meeting items

Resource Management - Integrating Asset, Finance, and Workforce Planning	
Purpose	To use our people and resources to protect and enhance our infrastructure and natural environment and to deliver Shire services in a financially sustainable manner
Guiding Principles	Demonstrated compliance Enhanced community consultation Improved management of risk Improved social responsibility Skilled and motivated workforce Sustainable financial performance Well informed investment decisions
Key Inputs	Asset condition data Community service level expectations Long Term Financial Plan Technical and quality requirements
Reviewed	Annually to update financial modelling using current data Major review of the LTFP every 4 years
Reported	Annual Report Asset Ratios Plant Replacement and Utilisation reporting Financial and strategic implications of Ordinary Meeting of Council items

Community Engagement	
Purpose	To share information, gather views and opinions, develop options, build consensus, and make effective decisions that consider stakeholder input.
Guiding Principles	Taken from IAP2 drivers of contemporary engagement practice: 21. Based on the belief that those who are affected by a decision have the right to be involved in the decision-making process 22. Communicates to participants how their input impacts the decision 23. Includes the promise that the public's contribution will influence the decision 24. Provides participants with the information they need to participate in a meaningful way 25. Promotes sustainable decisions by recognising and communicating the needs and interests of all participants including decision makers 26. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision 27. Seeks input from participants in designing how they participate
Key Inputs	Community Engagement Policy: Various engagement techniques that are identified for each engagement activity such as community and stakeholder workshops, surveys, social media, face to face interviews, submissions, pop up engagement hubs
Reviewed	By utilising feedback received to inform the decision-making process
Reported	Strategic Plan Reference section of ordinary meeting of Council items Integrated Strategic Plan reports Summary of key engagement activities in the Annual Report Community Engagement Policy Reviews Communications Strategy Report

	Task	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024						2025						
									Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Major Projects and Key Costs Part 1				7/1/24	6/30/25	257	95													
1	LRCI 4				7/1/24	6/30/25	257	75													
1.1	SRMP Quick Wins	DCEO	140,000	Adopted 24/07/24	7/1/24	6/30/25	257	75													
1.2	Other Activities	Various	241,412	Adopted 24/07/24	7/1/24	6/30/25	257	75													
2	Calingiri New Norcia Rd Intersection Realignment	CEO MWS	470,000	● Seal completed ● Subdivision approved	7/1/24	6/30/25	257	100													
3	Wheatbelt Secondary Freight Network				7/1/24	1/31/25	151	100													
3.1	Mogumber Yarawindah Rd - Final	MWS	1,580,937		7/1/24	1/31/25	151	100													
3.2	Calingiri New Norcia Rd - Geo Tech	MWS	159,093	● Report completed ● Vegetation works Sep/Oct	7/1/24	12/31/24	128	100													
4	Roads to Recovery Program - Toodyay Bindi Bindi SB	MWS	606,474	Program uploaded by DCEO	7/1/24	3/31/25	192	100													
5	Regional Road Group				7/1/24	1/31/25	151	100													
5.1	Toodyay Bindi Bindi Rd 0.3 - 2.36	MWS	1,080,000	Completed March	7/1/24	1/31/25	151	100													
6	Plant Replacement & Equipment Program	MWS	1,162,000		7/1/24	6/30/25	257	100													
7	Water Security Program - See 2.1.g				7/1/24	6/30/25	257	86													
7.1	Piawaning ROP	MWS	24,444	Commissioned 01/08/24	7/1/24	8/31/24	45	100													
7.2	Gillingarra New Tanks	MWS		Funding pending	7/1/24	6/30/25	257	75													
7.3	Calingiri - Gouge Rd/Parker Rd Bore	MWS	130,000	Finished June	7/1/24	6/30/25	257	95													
8	E-Waste Transfer Stations - See 3.1.c				7/1/24	10/31/24	88	92													
8.1	Calingiri	MWS	25,236		7/1/24	10/31/24	88	100													
8.2	Bolgart	MWS	25,236		7/1/24	10/31/24	88	100													
8.3	Mogumber	MWS	25,235	Shed completed	7/1/24	10/31/24	88	75													
9	Mobile Water Tanks (Trucks) - Design	MWS	15,400		7/1/24	6/30/25	257	100													
10	Major Projects and Key Costs Part 2				7/1/24	6/30/25	257	99													

SRMP					
INITIATIVE / ACTIVITY	LINK TO SRMP	TIMEFRAME	LRCI \$	CAP \$	OP \$
New cricket pitch at Mogumber	4.2	24-25	15,000	15,000	
Replace / Maintain lighting at Calingiri Sportsground	3.1	24-25	77,000	77,000	
Installation of wifi / starlink at Calingiri Sportsground	3.1	24-25	5,000		5,000
Hockey Goals	3.1		8,000	8,000	
Netball Scoreboard	3.1		5,000	5,000	
Redevelop tennis court next to Calingiri club to basketball, volleyball, cricket, football, netball, hockey training	4.1	24-25	15,000	15,000	
Refurbish Basketball and Stakepark at Bolgart without excessive spend	4.2 / 5.0	24-25	5,000	5,000	
Playground Equipment - Calingiri			10,000	10,000	
TOTAL SRMP			140,000	135,000	5,000
OTHER ACTIVITIES			LRCI \$	CAP \$	OP \$
Admin Office Carpark			35,000	35,000	
Cemetery Shelter - Calingiri			20,000	20,000	
Mogumber Hall Toilets			60,000	60,000	
Mogumber Hall Locks			10,000	10,000	
Bolgart Refuse Site Monitoring Bore			30,000	30,000	
Depot Carpark			15,000	15,000	
Bolgart Caravan Park			10,000	10,000	
Calingiri Caravan Park			10,000	10,000	
Signage			41,412	-	41,412
Yerecoin Obelisk 100th			10,000	10,000	
TOTAL OTHER ACTIVITIES			241,412	200,000	41,412
TOTAL LRCI PH 4 PROGRAM			381,412	335,000	46,412

Transport			
Single Axle Trailer Set with Pump - ITIY210		19,950	20,000
Single Axle Trailer set up Pump - ITCB938		19,950	20,000
Kubota Track Loader		184,450	178,000
Hino 9T Tip Truck - VP42		286,551	290,000
Hino 300 Series 617 Service Truck - VP48		162,044	165,000
Howard Porter DFD45R Drop Deck Trailer		41,645	40,000
Bobcat Trailer Single Axle Semi		46,000	46,000
Depot Utility		62,372	68,000
Tandem Dolly		41,645	40,000

	Task	Assigned To	Cost \$	Comment	Start	End	Dur	%	2024						2025						
									Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Major Projects and Key Costs Part 2				7/1/24	6/30/25	257	98													
1	WMP - Landfill Transfer Stations - See 3.1.c				7/1/24	12/31/24	128	75													
1.1	Refer to E-Waste Transfer Stations	MWS	15,000	Retaining completed C, B	7/1/24	12/31/24	128	75													
2	Animal Control Program				7/1/24	6/30/25	257	100													
2.1	Animal Pound - See 3.2.c		39,350	Grant unsuccessful	7/1/24	6/30/25	257	100													
2.2	Corella Management. See 3.2.c		10,000		7/1/24	6/30/25	257	100													
3	Key Worker Housing Project - See 2.1.h	CEO	1,567,000	HSP - CEI confirmed 9/01	7/1/24	6/30/25	257	100													
4	Calingiri Short Stay & Caravan Park - See 2.3.e	CEO	1,400,000	HSP - CEI confirmed 9/01	7/1/24	6/30/25	257	100													
5	Waste Management Plans				7/1/24	6/30/25	257	92													
5.1	Regional Waste Facility Position Paper	EHO		Draft issued. Finalise 25/26	7/1/24	12/31/24	128	75													
5.2	Review of AROC Strategic Waste Plan	CEO EHO		Consultant appointed	7/1/24	6/30/25	257	100													
6	Local Heritage Survey - See 1.3.b	CDO			7/1/24	6/30/25	257	100													
7	AGRN 962	MWS DCEO	500,000	• SP & CEO met with Brenda Moon 27/7 • Cfwd 25/26	7/1/24	6/30/25	257	100													
8	Walk Trails Strategy	CDO		Seeking WBN Funding	8/1/24	6/30/25	234	100													
9	Tourism Plan - See 2.3.c. Forms part of 2.1.b	EDO	10,000		10/1/24	6/30/25	191	100													
10	Review Shire Branding. Refer 2.1.f re Marketing Plan	CEO PA CDO	15,000	Adopted March OCM	9/1/24	6/30/25	212	100													
11	Improvements to Shire Depot	MWS	10,000	Planning	1/1/25	6/30/25	129	100													
12	IT Refresh	DCEO	71,000		7/1/24	6/30/25	257	100													
13	Loan Repayments				7/1/24	6/30/25	257	100													
13.1	Loan 83 Calingiri Football Club - SS	DCEO	28,799		7/1/24	6/30/25	257	100													
13.2	Loan 84 Piawaning Water Supply	DCEO	19,877		7/1/24	6/30/25	257	100													
13.3	Loan 85 Grader & Roller	DCEO	40,938		7/1/24	6/30/25	257	100													
13.4	Loan 87 Plant Replacement	DCEO	249,327		7/1/24	6/30/25	257	100													
13.5	Reserves	DCEO	880,659		7/1/24	6/30/25	257	100													

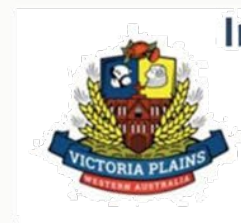
9. CASH BACKED RESERVES						
	Opening Balance					Adopted Budget
Reserves restricted by Council	01 Jul 24	Transfers from	Interest Received	Transfer to		30 Jun 25
	\$	\$	\$	\$		\$
Employee Entitlements	4,682	-	186	8,000		12,868
Plant	296,712	(280,000)	11,775	95,285		123,772
Housing	148,953	-	5,911	-		154,864
Sewerage Scheme - Calingiri	51,712	-	2,052	-		53,764
Refuse Site	265,511	-	10,537	-		276,048
Building Maintenance	66,948	-	2,657	-		69,605
Infrastructure	96,924	-	3,846	-		100,770
Gym Equipment	7,750	-	308	-		8,058
Sewerage Scheme - Yerecoin	22,102	-	877	-		22,979
Shire Grants Reserve	-	(100,000)	-	150,000		50,000
Unallocated Monies	7,628	-	303	-		7,931
Total Reserves	968,922	(380,000)	38,452	253,285		880,659



Annual Review - CBP

Outcomes for 2025/2026

Adopted: OCM 30 July 2025



Integrated Strategic Plan

2022 - 2032

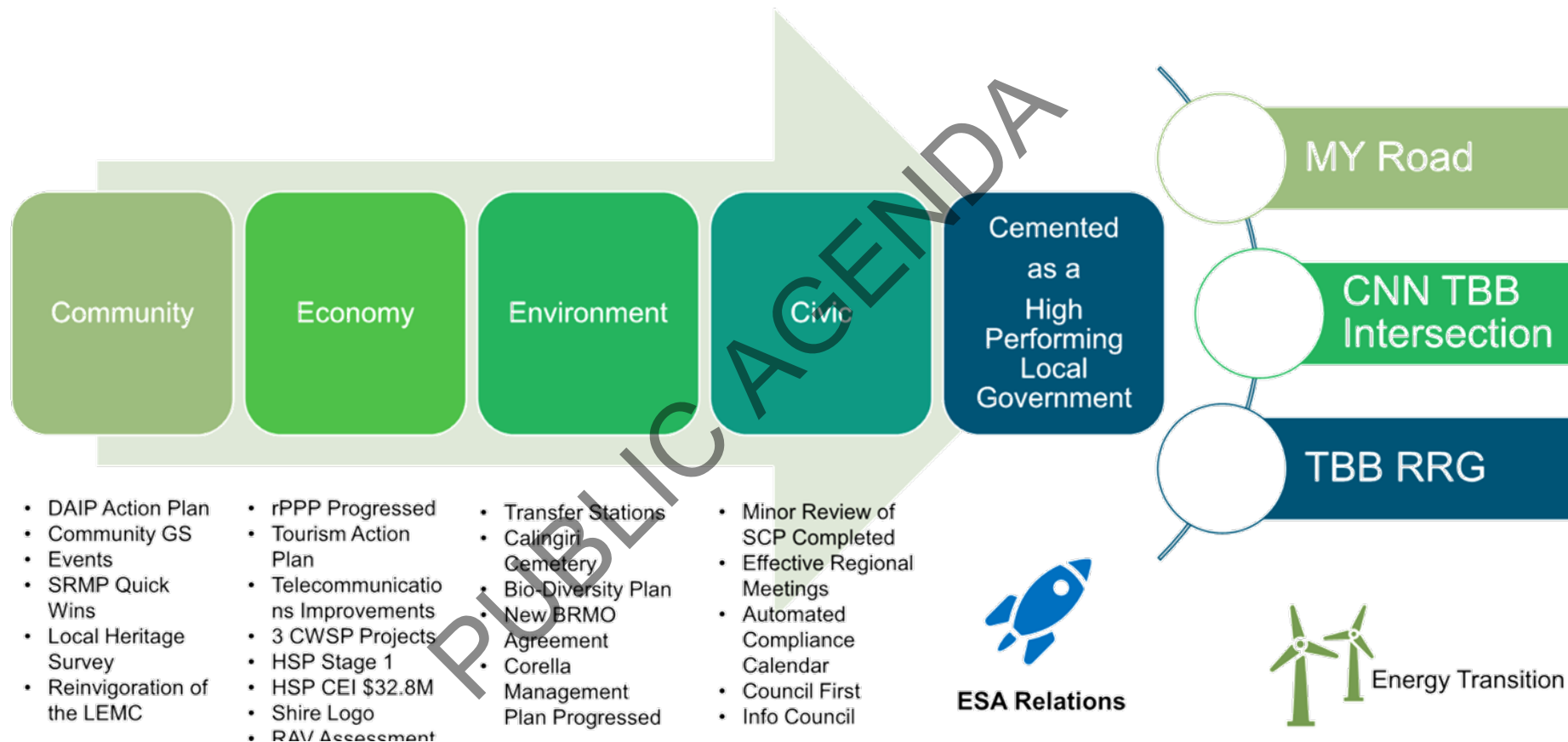
www.victoriaplains.wa.gov.au



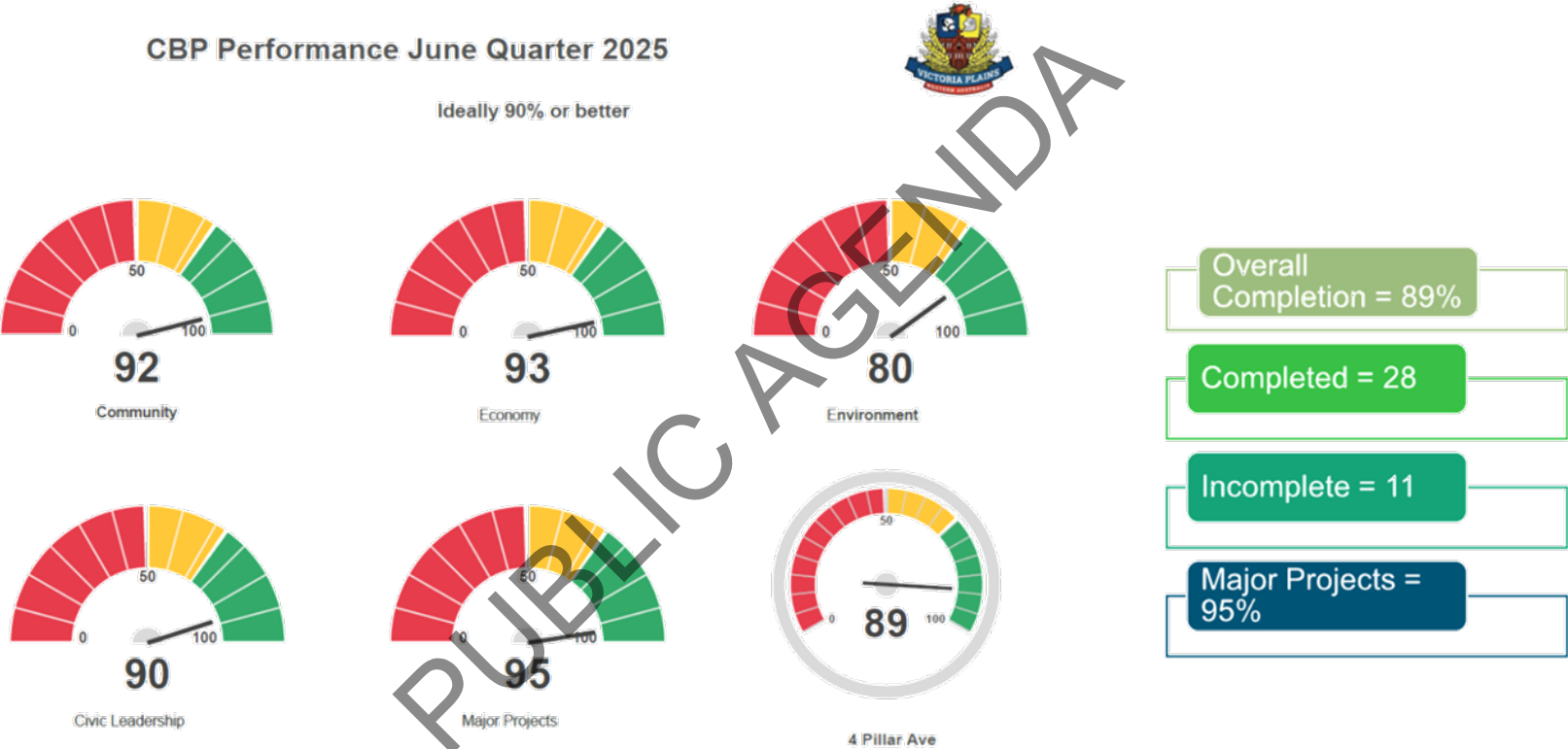
25/26 Final Year of 4 Year Plan

- In the first half of 2026 there will be a major review of the SCP = Council Plan (8 Years)
- There will be a new CBP for 26/27 – 29/30
- The new CBP will be framed as it is now:
 - Implementation of Community Priorities
 - Key Work Plan for staff to action
- There will be four key factors throughout the new CBP:
 - Housing
 - Renewables
 - Space
 - Mining

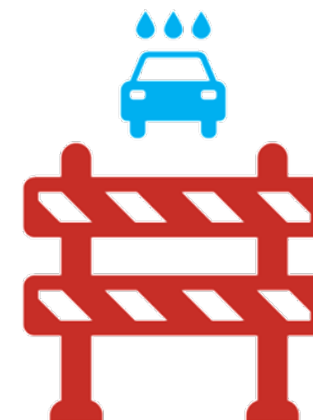
Our Key Achievements 24/25



Where Did We End Up 24/25?



Why? – The Road Blocks

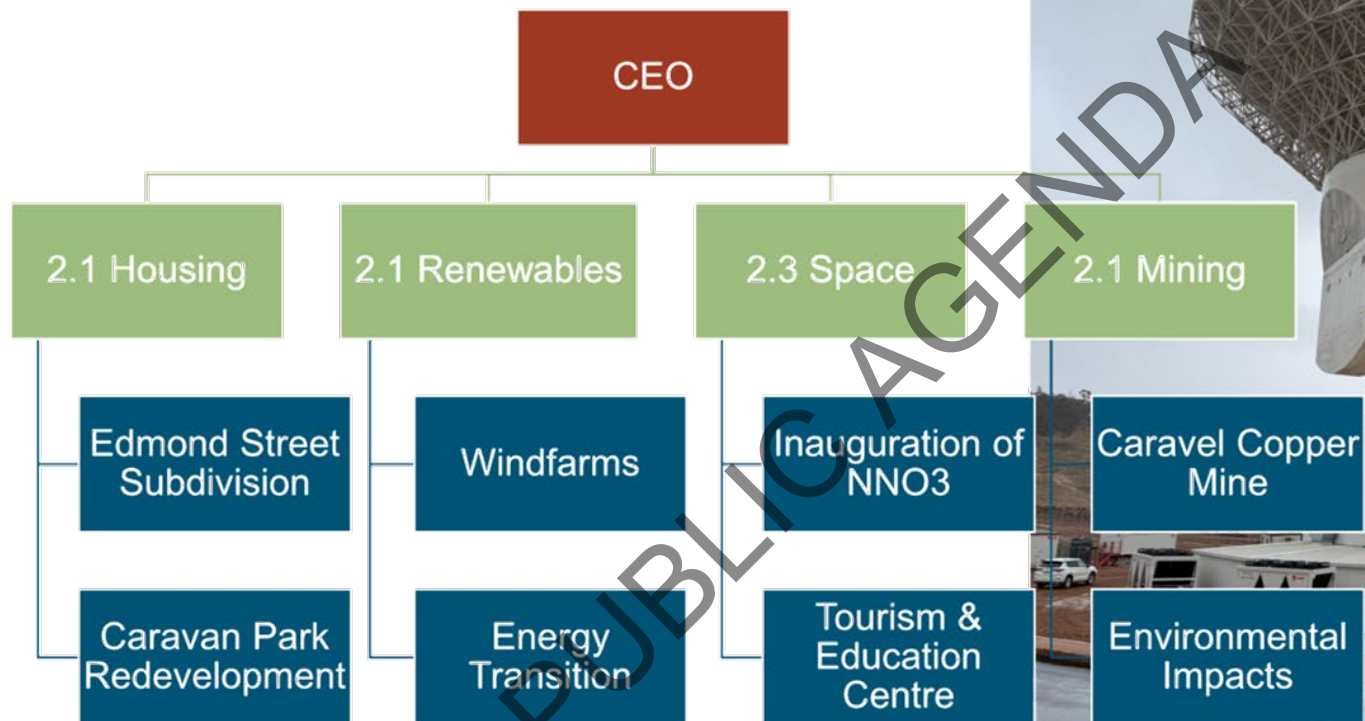


Minor Review Outcomes - SCP

The Minor Review of the Integrated Strategic Plan (SCP) confirmed the following:

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 the need for their inclusion as part of the Major Review:
 - 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

Shire's Direction



Shire's Direction 25/26



Community



- ☐ 1.1 Disability Access Inclusion
- ☐ 1.1 Aged Friendly Plan
- ☐ 1.1 Local Health Plan
- ☐ 1.2 Community Grant Scheme
- ☐ 1.3 SRMP–Trails, Weighting Criteria
- ☒ 1.3 Calingiri War Memorial
- ☐ 1.4 Upgrade of ES Building
- ☒ 1.4 Disaster Ready Fund R3



\$4.6M

Economy



- ☐ 2.1 Regional Precinct Plan
- ☐ 2.1 Progress Marketing
- ☐ 2.1 Continue Water Projects
- ☐ 2.2 HRVA – Mogumber, Yerecoin
- ☒ 2.2 Regional Road Safety Prog
- ☒ 2.2 WSFN = CNN Road
- ☒ 2.2 R2R = Yerecoin SE Rd
- ☒ 2.2 Plant & Equip Replacement
- ☐ 2.3 Roll Out Tourism Plan
- ☐ 2.3 Finish Signage Plan



Environment



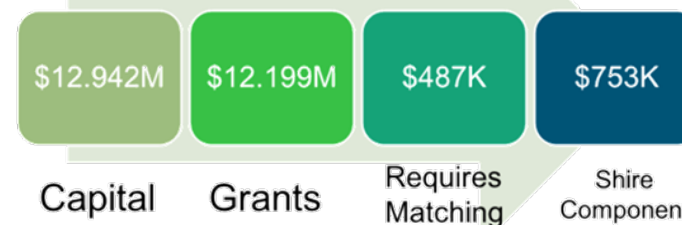
- ☐ 3.1 Community Waste W/S
- ☐ 3.1 Mogumber Transfer Station
- ☒ 3.1 Regional Waste Facility
- ☐ 3.1 Landfill Attendant
- ☐ 3.1 Finish Cemeteries
- ☐ 3.2 Bio-diversity Plan
- ☒ 3.2 MAF Program
- ☐ 3.2 Corella Management
- ☐ 3.2 Water Strategy
- ☐ 3.2 STED Program

Civic



- ☐ 4.1 Strategic Plan & WFP
- ☐ 4.1 Regional Meetings Advocacy
- ☐ 4.3 Compliance LL RRP RKP
- ☐ 4.3 Final LG Act Changes
- ☐ 4.3 Asset Management Strategy
- ☐ 4.3 AI Policy & Strategy, Cyber

Capital Program



Shire's Direction 25/26



Community

Economy



☐ 1.1 Disability Access Inclusion

☐ 2.1 Regional Precinct Plan

☐ 1.1 Aged Friendly Plan

☐ 2.1 Progress Marketing

☐ 1.1 Local Health Plan

☐ 2.1 Continue Water Projects

☐ 1.2 Community Grant Scheme

☐ 2.2 HRVA – Mogumber, Yerecoin

☐ 1.3 SRMP–Trails, Weighting Criteria

☒ 2.2 Regional Road Safety Prog

☒ 1.3 Calingiri War Memorial

☒ 2.2 WSN = CNN Road

☐ 1.4 Upgrade of ES Building

☒ 2.2 R2R = Yerecoin SE Rd

☒ 1.4 Disaster Ready Fund R3

☒ 2.2 Plant & Equip Replacement

☐ 2.3 Roll Out Tourism Plan

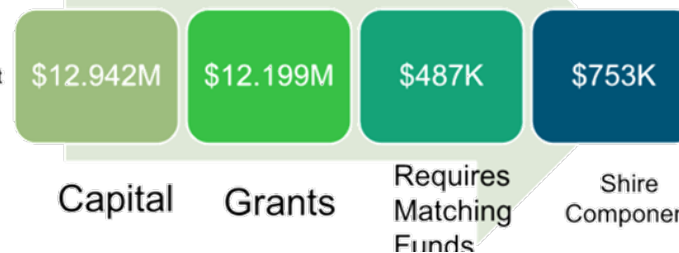
☐ 2.3 Finish Signage Plan



\$4.6M



Capital Program



Capital

Grants

Requires
Matching
Funds

Shire
Component

Shire's Direction 25/26



Environment

Civic



- ☐

3.1 Community Waste W/S
- ☐

3.1 Mogumber Transfer Station
- ☒

3.1 Regional Waste Facility
- ☐

3.1 Landfill Attendant
- ☐

3.1 Finish Cemeteries
- ☐

3.2 Bio-diversity Plan
- ☒

3.2 MAF Program
- ☐

3.2 Corella Management
- ☐

3.2 Water Strategy
- ☐

3.2 STED Program

☐

4.1 Strategic Plan & WFP

☐

4.1 Regional Meetings Advocacy

☐

4.3 Compliance LL RRP RKP

☐

4.3 Final LG Act Changes

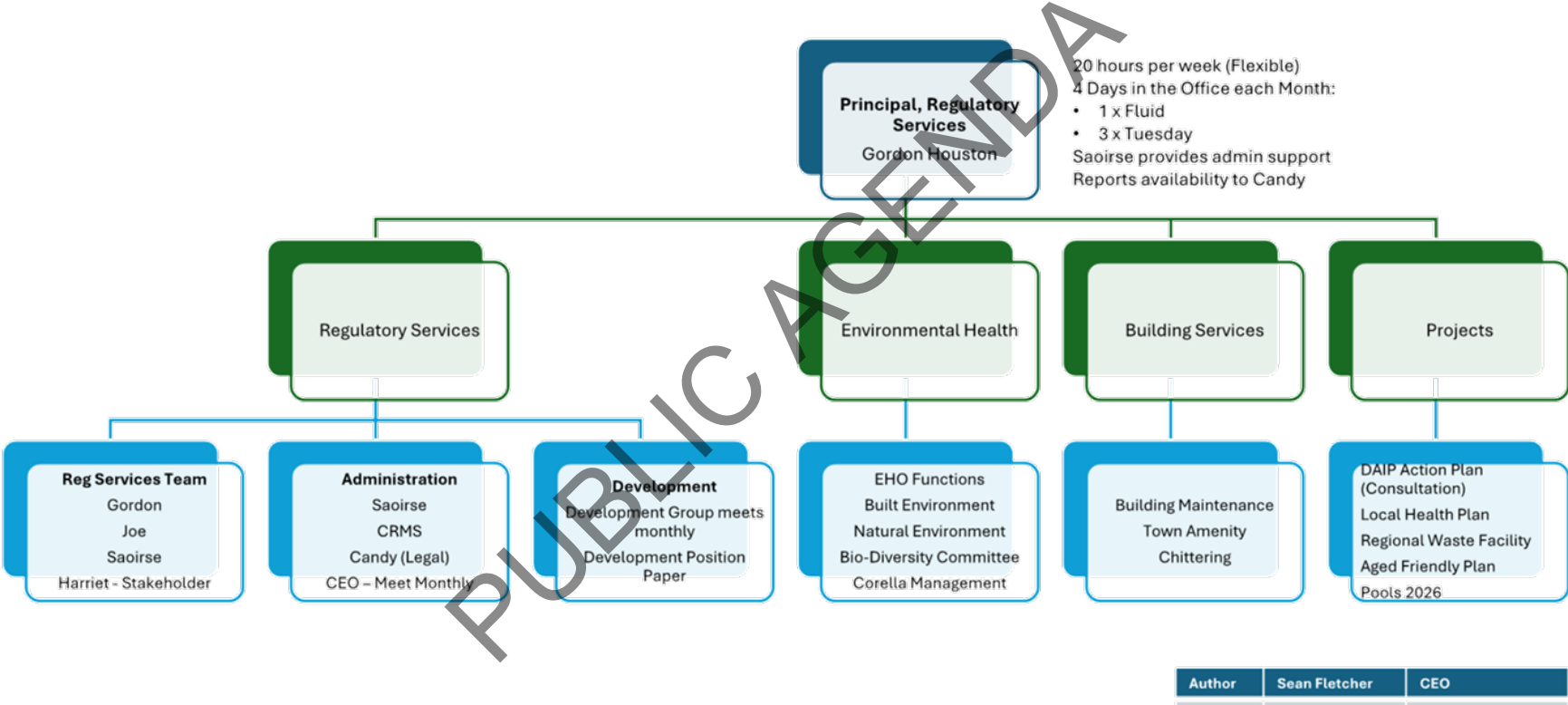
☐

4.3 Asset Management Strategy

☐

4.3 AI Policy & Strategy, Cyber

Regulatory Services: From 8 July 2025



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

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.

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).

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	

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

Officer Recommendation

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).

Western Australia

Local Government Regulations Amendment Regulations 2025

Contents

Part 1 — Preliminary

1.	Citation	1
2.	Commencement	1

Part 2 — Local Government (Administration)

Regulations 1996 amended

3.	Regulations amended	2
4.	Regulation 3 amended	2
5.	Regulation 19AA amended	2
6.	Regulation 19ADA inserted	3
	19ADA. Compliance with communications agreement	3
7.	Regulations 28C and 28D inserted	3
	28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))	3
	28D. Content of communications agreement (Act s. 5.92A(4))	3
8.	Regulation 29E inserted	7
	29E. Transitional provision for <i>Local Government Regulations Amendment Regulations 2025</i>	7

Part 3 — Local Government (Model Code of Conduct)

Regulations 2021 amended

9.	Regulations amended	8
10.	Schedule 1 amended	8
	10A. Communications agreement	8

PUBLIC AGENDA

Local Government Act 1995

Local Government Regulations Amendment Regulations 2025

Made by the Governor in Executive Council.

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government Regulations Amendment Regulations 2025*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published on the WA legislation website (*publication day*);
- (b) Part 2 (but only regulations 3 and 8) — on the day after publication day;
- (c) the rest of the regulations — on 19 October 2025.

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 3

**Part 2 — Local Government (Administration)
Regulations 1996 amended**

3. Regulations amended

This Part amends the *Local Government (Administration) Regulations 1996*.

4. Regulation 3 amended

In regulation 3(1) insert in alphabetical order:

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B; or
- (b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C;

5. Regulation 19AA amended

In regulation 19AA delete the definition of *local government employee* and insert:

local government employee means an employee of the local government;

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996
amended

Part 2

r. 6

6. Regulation 19ADA inserted

After regulation 19AD insert:

19ADA. Compliance with communications agreement

A code of conduct must contain a requirement that a local government employee must (when acting in their capacity as such) comply with the local government's communications agreement.

7. Regulations 28C and 28D inserted

At the beginning of Part 7 insert:

28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))

For the purposes of section 5.92A(2)(d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter.

28D. Content of communications agreement (Act s. 5.92A(4))

(1) In this regulation —

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

Consultation Draft

page 3

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 7

- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
 - (b) other information.
- (2) A local government's communications agreement must include content providing for —
- (a) council members and committee members to make requests for information; and
 - (b) the way in which, and the employees of the local government to whom, a request for information must be made; and
 - (c) time limits within which a response to a request for information must be given; and
 - (d) the way in which information must be provided in response to a request for information; and
 - (e) the way in which disputes regarding the response given to a request for information are to be resolved; and

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996 **Part 2**
amended

r. 7

-
- (f) the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for information.
- (3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of —
- (a) the deliberations at a council or committee meeting; or
 - (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.
- (4) A local government's communications agreement must include content providing for —
- (a) council members and committee members to make requests for assistance regarding administrative matters; and
 - (b) the way in which, and the employees of the local government to whom, a request for assistance regarding an administrative matter must be made; and
 - (c) time limits within which a response to a request for assistance regarding an administrative matter must be given; and
 - (d) the way in which information must be provided in response to a request for assistance regarding an administrative matter; and
 - (e) the employees of the local government with whom council members and committee members may communicate or have dealings in

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 7

relation to a request for assistance regarding an administrative matter.

- (5) A local government's communications agreement must include content providing for the following —
- (a) a request for information or a request for assistance regarding an administrative matter by a commissioner of the local government may be made to the CEO or another employee of the local government in the manner determined by the commissioner;
 - (b) the CEO must ensure that the commissioner is given a response to the request for information or request for assistance regarding an administrative matter —
 - (i) as soon as practicable; and
 - (ii) in the manner requested by the commissioner (which may include in writing or in a briefing);
 - (c) disputes regarding the request for information or request for assistance regarding an administrative matter must be resolved by —
 - (i) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (ii) otherwise — the commissioner who made the request.

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996
amended

Part 2

r. 8

8. Regulation 29E inserted

At the end of Part 7 insert:

29E. Transitional provision for *Local Government Regulations Amendment Regulations 2025*

For the purposes of Schedule 9.3 clause 62(2), regulations 28C and 28D, as to be inserted by the *Local Government Regulations Amendment Regulations 2025* regulation 7, apply in relation to the exercise before 19 October 2025, under the *Interpretation Act 1984* section 25(2), of the Minister's power to make an order under section 5.92B, as to be inserted by the *Local Government Amendment Act 2023* section 74.

Local Government Regulations Amendment Regulations 2025

Part 3 Local Government (Model Code of Conduct) Regulations 2021 amended

r. 9

**Part 3 — Local Government (Model Code of Conduct)
Regulations 2021 amended**

9. Regulations amended

This Part amends the *Local Government (Model Code of Conduct) Regulations 2021*.

10. Schedule 1 amended

(1) After Schedule 1 clause 10 insert:

10A. Communications agreement

A council member or committee member must not contravene section 5.92A(3) of the Act.

(2) In Schedule 1 clause 20(1) insert in alphabetical order:

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

Local Government Regulations Amendment Regulations 2025
Local Government (Model Code of Conduct) Regulations 2021
amended **Part 3**

r. 10

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B of the Act; or
- (b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C of the Act;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

- (3) In Schedule 1 clause 20(1) in the definition of **local government employee** paragraph (b) delete “services.” and insert:

services;

- (4) Delete Schedule 1 clause 20(3) and insert:

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of —
- (a) the deliberations at a council or committee meeting; or
 - (b) making a request for information or a request for assistance regarding an administrative matter in accordance with the local government's communications agreement.

Clerk of the Executive Council

Consultation Draft

page 9

Western Australia

Local Government (Default Communications Agreement) Order 2025

Contents

1.	Citation	1
2.	Commencement	1
3.	Default communications agreement	1

Schedule 1 — Default communications agreement

Division 1 — Preliminary provisions

1.	Introduction	2
2.	Terms used	2
3.	Application	4

Division 2 — General provisions

4.	General principles	5
5.	Correspondence sent by mayor or president on behalf of local government	5
6.	Requests must not be made during social or incidental dealing or communication	6
7.	Incidental or social interactions permitted	6
8.	Nominated employees	6
9.	CEO may direct who responds	7
10.	No response required out of hours	7

Division 3 — Requests for information generally

11.	Council member or committee member may make request for information	7
12.	Information that may be requested	7
13.	Requirements applicable to requests for information	8
14.	Certain information not required to be provided	9

Consultation Draft

page i

Local Government (Default Communications Agreement) Order 2025**Contents**

15.	Disputes regarding final response to request for information	9
16.	Mayor or president may discuss media enquiry without making request for information	10
	Division 4 — Requests for information other than administrative requests for information	
17.	Application	10
18.	Making a request for information	10
19.	Receipt of request must be acknowledged	10
20.	Request may be discussed and amended	11
21.	Responding to a request for information	11
22.	When final response must be provided to other members	12
23.	Requesting member may discuss final response	12
24.	CEO may arrange for briefing, meeting or discussion in relation to final response	12
	Division 5 — Administrative requests for information and requests for administrative assistance	
25.	Term used: administrative request	13
26.	Council member or committee member may request assistance regarding administrative matter	13
27.	Making an administrative request	13
28.	Responding to an administrative request	14
	Division 6 — Provision in relation to commissioner	
29.	Application of agreement to commissioner	14
30.	Requests for information by commissioner	14

Local Government Act 1995

Local Government (Default Communications Agreement) Order 2025

Made by the Minister under section 5.92B of the Act.

1. Citation

This order is the *Local Government (Default Communications Agreement) Order 2025*.

2. Commencement

This order comes into operation on 19 October 2025.

3. Default communications agreement

For the purposes of section 5.92B(1) of the Act, the form of communications agreement is set out in Schedule 1.

Note for this clause:

Under section 5.92B(2) of the Act, for the purposes of section 5.92A of the Act, the form of communications agreement set out in Schedule 1 is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C of the Act.

Local Government (Default Communications Agreement) Order 2025	
Schedule 1	Default communications agreement
Division 1	Preliminary provisions
cl. 1	

Schedule 1 — Default communications agreement

[cl. 3]

Division 1 — Preliminary provisions

1. Introduction

For the purposes of section 5.92A of the *Local Government Act 1995* (the *Act*), this is the local government's communications agreement between the council of the local government (the *council*) and the chief executive officer of the local government (the *CEO*).

2. Terms used

(1) In this agreement —

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

Local Government (Default Communications Agreement) Order 2025
 Default communications agreement **Schedule 1**
 Preliminary provisions **Division 1**
cl. 2

adopted standards means —

- (a) the standards adopted by the local government under section 5.39B of the Act; or
- (b) if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government's adopted standards;

appropriate nominated employee means the following —

- (a) in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —
 - (i) all requests for information; or
 - (ii) a type of request for information that includes the request for information;
- (b) in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —
 - (i) all media enquiries; or
 - (ii) a type of media enquiry that includes the media enquiry;
- (c) in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —
 - (i) all requests for administrative assistance; or
 - (ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in clause 1;

class 1 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulation 2A(a);

class 2 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(b) and 2B(3);

class 3 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(c) and 2B(4);

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 1** Preliminary provisions**cl. 3**

class 4 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(d) and 2B(5);

committee means a committee of the council;

council has the meaning given in clause 1;

employee means an employee of the local government;

mayor or president includes a councillor performing the functions of the mayor or president under Part 5 Division 3 of the Act;

request for administrative assistance has the meaning given in clause 26;

request for information has the meaning given in clause 11;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

- (a) a Saturday or a Sunday; or
 - (b) a public holiday throughout the State; or
 - (c) a public holiday in an area that is or includes the district or any part of the district.
- (2) If any other term used in this agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.
- (3) A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

- (1) This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.
- (2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —
- (a) the deliberations at a council or committee meeting; or

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

General provisions

Division 2**cl. 4**

- (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions**4. General principles**

The council and the CEO agree to the following general principles —

- (a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;
- (b) without limiting paragraph (a), the CEO will ensure that —
 - (i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and
 - (ii) employees deal and communicate with council members and committee members in accordance with this agreement;
- (c) council members and committee members will ensure that —
 - (i) their dealings and communications with employees are in accordance with this agreement; and
 - (ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and
 - (iii) they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by mayor or president on behalf of local government

- (1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.
- (2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 2** General provisions**cl. 6****6. Requests must not be made during social or incidental dealing or communication**

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

- (a) a council member or committee member; and
- (b) an employee.

8. Nominated employees

- (1) The CEO may nominate employees for the purposes of this agreement.
- (2) The CEO must nominate at least the following number of employees under subclause (1) —
 - (a) if the local government is a class 1 local government — 4 employees;
 - (b) if the local government is a class 2 local government — 3 employees;
 - (c) if the local government is a class 3 local government — 2 employees;
 - (d) if the local government is a class 4 local government — 1 employee.
- (3) An employee nominated under subclause (1) must be nominated in relation to —
 - (a) all requests for information; or
 - (b) a type of request for information.
- (4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —
 - (a) all media enquiries or a type of media enquiry;
 - (b) all requests for administrative assistance or a type of request for administrative assistance.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Requests for information generally

Schedule 1
Division 3
cl. 9

- (5) The CEO must ensure that —
- (a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and
 - (b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally**11. Council member or committee member may make request for information**

A council member or committee member may make a request (a *request for information*) for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

12. Information that may be requested

- (1) A request for information may be for advice or other information regarding any of the following —
 - (a) a service, project or initiative being delivered by the local government;
 - (b) how the local government usually manages a particular matter, issue, service or query;

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 3** Requests for information generally**cl. 13**

- (c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
 - (d) an issue or situation of broad public concern or interest within the district;
 - (e) preparing a motion to council or a committee;
 - (f) correspondence received by the council member or committee member;
 - (g) an administrative matter.
- (2) The mayor or president may make a request for information for advice or other information regarding any of the following —
- (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
 - (b) correspondence to be sent by the mayor or president;
 - (c) arranging a formal meeting or an official event.
- (3) This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

- (1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.
- (2) A request for information must be —
 - (a) limited in scope to the specific information that the council member or committee member requires; and
 - (b) accompanied by any supporting information that may assist the local government to respond to the request.
- (3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

Local Government (Default Communications Agreement) Order 2025
 Default communications agreement **Schedule 1**
 Requests for information generally **Division 3**
cl. 14

14. Certain information not required to be provided

Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —

- (a) the request for information is not made in accordance with this agreement; or
- (b) the information is information mentioned in section 5.92(4) of the Act; or
- (c) the information —
 - (i) is not held by the local government; and
 - (ii) is held by a person or body other than the local government; and
 - (iii) cannot reasonably be obtained by the local government;
- or
- (d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

15. Disputes regarding final response to request for information

- (1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.
- (2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member.
- (3) If the dispute is not resolved at the meeting —
 - (a) the requesting member may refer the dispute to the council; and
 - (b) the council may determine the dispute.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 4** Requests for information other than administrative requests for information**cl. 16**

- (4) The council's determination of the dispute —
 - (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

16. Mayor or president may discuss media enquiry without making request for information

- (1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
- (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.

Division 4 — Requests for information other than administrative requests for information**17. Application**

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

- (1) A request for information must be made to the CEO or an appropriate nominated employee.
- (2) A request for information must be made in writing by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

Local Government (Default Communications Agreement) Order 2025	
Default communications agreement	Schedule 1
Requests for information other than administrative requests for information	Division 4
	cl. 20

20. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —

- (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;
- (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.

21. Responding to a request for information

- (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
- (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
- (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.
- (4) The final response to a request for information must —
 - (a) be in writing; and
 - (b) include any advice or other information provided in response to the request for information.
- (5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 4** Requests for information other than administrative requests for information**cl. 22****22. When final response must be provided to other members**

- (1) A copy of the final response to a request for information given to the requesting member must be provided to —
 - (a) all council members; and
 - (b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.
- (2) Subclause (1) does not apply if —
 - (a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or
 - (b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or
 - (c) the requesting member and the CEO agree that —
 - (i) the final response is confidential; or
 - (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

- (1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.
- (2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

- (1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Administrative requests for information and requests for
administrative assistance

Schedule 1**Division 5**

cl. 25

- (2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

- (a) an administrative request for information;
- (b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a *request for administrative assistance*) for assistance regarding an administrative matter.

27. Making an administrative request

- (1) An administrative request must be made to the CEO or an appropriate nominated employee.
- (2) Subject to subclause (3), an administrative request may be made verbally or in writing.
- (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.
- (4) An administrative request that is in writing must be made by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 6** Provision in relation to commissioner**cl. 28****28. Responding to an administrative request**

- (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
- (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.
- (3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner**29. Application of agreement to commissioner**

This agreement applies to a commissioner of the local government as if the commissioner were the council and the mayor or president.

30. Requests for information by commissioner

- (1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.
- (2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —
 - (a) as soon as practicable; and
 - (b) in the manner requested by the commissioner (which may include in writing or in a briefing).
- (3) A dispute regarding a request made under subclause (1) must be determined by —
 - (a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (b) otherwise — the commissioner who made the request.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Provision in relation to commissioner

Schedule 1
Division 6
cl. 30

-
- (4) The chairperson's or commissioner's determination of the dispute —
- (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

Minister for Local Government



Department of
Local Government, Sport
and Cultural Industries



Communications Agreement Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act).

The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until **Friday 22 August 2025**. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au
2. post to:
DLGSC Act Review
PO Box 8349
PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the 2023 Amendment Act provide 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 council and the CEO **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 draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

Default Communications Agreement Order

The 2023 Amendment Act inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominate employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

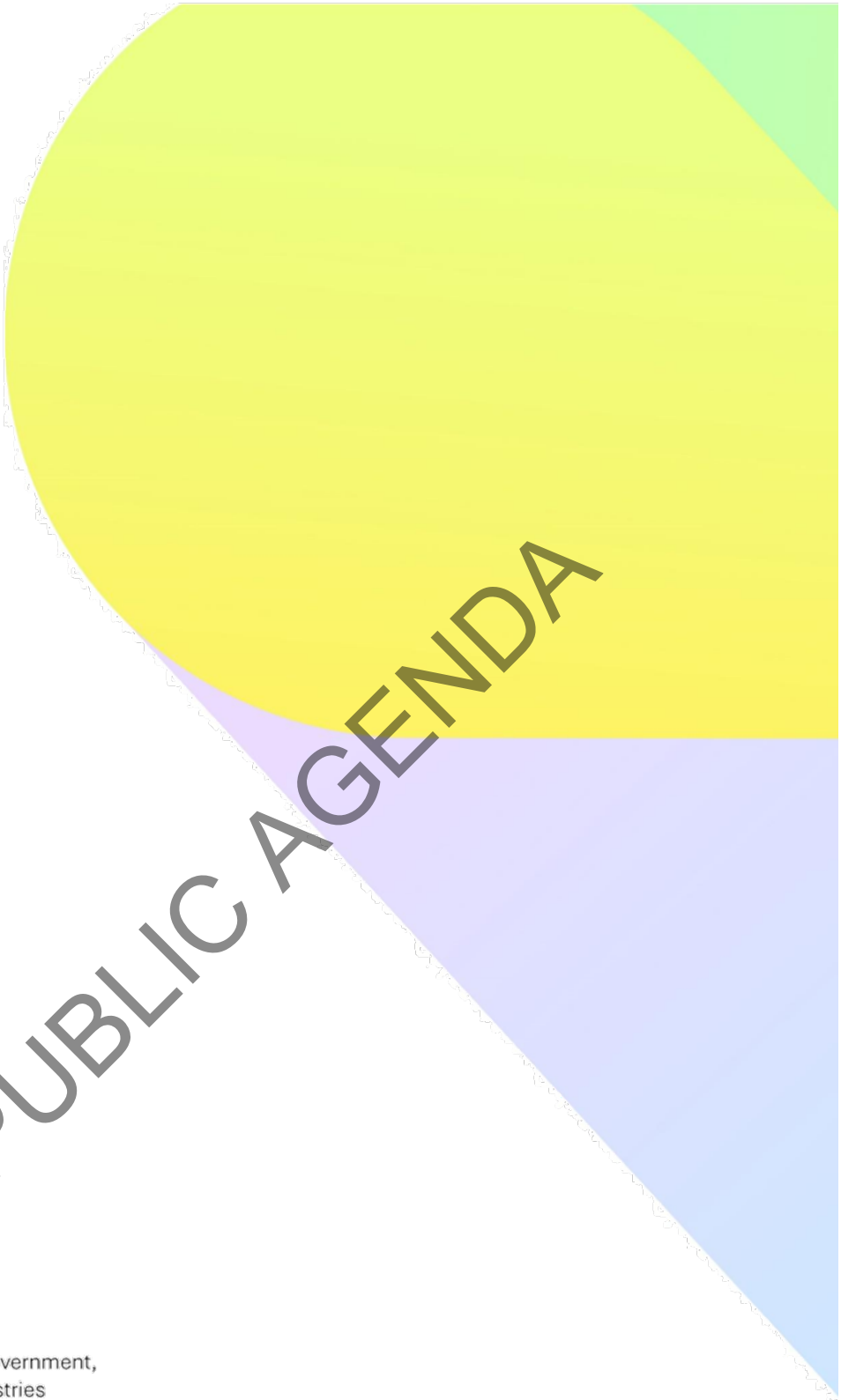
Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.



PUBLIC AGENDA

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Page 9



Communications Agreements

Discussion Paper

June 2025

Local Government Submissions to WALGA are requested by 4pm, Monday 28 July 2025 to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:	Shire of Victoria Plains	
Submission was prepared and endorsed by:		
☐	Council Resolution / Meeting Date:	Click or tap here to enter text.
☒	Council Member Workshop / Forum (without Council resolution)	
Contact Name:	Sean Fletcher	
Contact email address:	ceo@victoriaplains.wa.gov.au	
Contact phone:	08 9628 7004	



Contents

1. Background	1
2. Discussion paper	2
2.1. Draft Regulations	2
2.1.1. General drafting approach	2
2.1.2. Commencement and implementation	2
2.1.3. Providing correspondence sent by Mayor or President to all Council Members	3
2.1.4. Requests for information – definition and scope	4
2.1.5. Administrative matters – definition and scope	6
2.1.6. Exclusions from application of communications agreement	8
2.1.7. Commissioners	10
2.1.8. Amendments to Model Code of Conduct	11
2.3. Draft Order	12
2.3.1. Clause 4 General principles	12
2.3.2. Clause 8 Nominated employees	12
2.3.3. Clause 12 Information that may be requested	13
2.3.4. Clause 13 Requirements applicable to requests for information	14
2.3.5. Clause 14 Certain information not required to be provided	15
2.3.6. Clause 15 Disputes	15
2.3.7. Clause 16 Mayor/President discuss media enquiry	16
2.3.8. Division 4 Requests for information - processes	17
2.3.9. Division 5 Administrative requests - processes	18



1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA 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.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- 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.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

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 in Schedule 1. 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.



2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
The Draft Regulations are simple enough in themselves. The Draft Order seems to be set out to an appropriate level

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to



implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:
12 month implementation period. Keep it in line with the mandatory training period so that there is alignment between the new communication agreement requirements and the coverage within updated training.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor/President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in "exceptional circumstances" and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?



4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?
5. Would it be useful for the Draft Order to:
 - a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
 - b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
 - c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:

Q3. No. Regulations should not be used to second guess the intent of an Act when provision has not been made for such an occurrence.

Q4. Clause 5 is not appropriate nor workable as to withhold copies of correspondence is subjective in nature. It could also create suspicion or resentment when there was none previously. Good governance would see the Mayor or President advise if such correspondence was sent in any case. Any good CEO would ensure there is an update provided at an appropriate briefing.

Q5. If Clause 5 is proceeded with, suggestion c would be appropriate as our local government provides all information to Council members via a portal.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

The logo for WALGA (Western Australian Local Government Association) is located in the top right corner. It features a stylized blue triangle above the word "WALGA" in a bold, sans-serif font. There are also some abstract blue lines around the logo.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including "information mentioned in section 5.92(4) of the Act".

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to "have access to any information held by the local government that is relevant to the performance by the person of any of the person's functions under this Act or under any other written law" (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of **request for information** expands significantly beyond requests under section 5.92. It is unclear what is intended by "or otherwise" in part (a) of the definition. Further, the inclusion of "other information" in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what "other information" could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.



The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words "or otherwise" and "other information" be deleted from the definition of ***request for information***?
7. Do Local Governments identify any risks arising from the definition of ***request for information*** in its current form?
8. Does the definition of ***request for information*** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of ***request for information*** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of ***request for information***?

Local Government Response:
Q6. Yes. Due to the open ended nature of the term "other," a general catchall is created, which will lead to a never ending expansive list of Information to be provided that is not relevant to the performance of a Council or Committee member.
Q7. Yes, this definition is subjective or open in nature. It's difficult enough as it is meeting the existing requirements.
Q8. Yes.
Q9. Yes.
Q10. No.

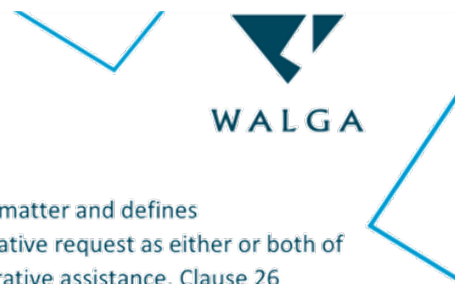
2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and "any other matter of an administrative nature".

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order



Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.



Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:
Q11. Yes. Q12. No. Q13. Yes. We have no further suggestions. Q14. This is the local law conundrum: If it is defined in the regulations, there is no need for it to be defined entirely in the communications agreement. Alternatively, the regulations can refer to the definition in the Model Agreement. Q15. No

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:



Q16. This will creat confusion as there will be two types of criteria that will need to be referred to when dealing with Elected/Committee Member behaviour at a meeting.

PUBLIC AGENDA



2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which a response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response
Q17. Yes.
Q18. Yes, it is inappropriate. CEOs need to have the confidence that the local government can be led, managed and function as it is intended to be.



2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
Q19. No, it is not necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement. All this will do is create confusion and unnecessary conflict and a headache for the CEO.



2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

- 20. Are there any additional principles that should be referenced in this clause?
- 21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:
Q20. No.
Q21. Yes and also In terms of the Mayor and President re communication with the CEO and vice versa.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an “appropriate nominated employee”, defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.



It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an "appropriate nominated employee".

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:
Q22, Q23, Q24 - The CEO formally nominating employees as suggested under the Draft Agreement defeats the purpose of the CEO, regardless of the local government class, putting in place a process for providing information and administrative support. Flexibility is needed here.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.



Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:

Q25, Q26, Q27 - We do not believe clause 12 is very useful in its current form. It would be better to have this in an Information box

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:

Q28, Q29 - It is important to stress that it must be in relation to a current matter. All records must be kept with the CEO, so a Council Member should have already provided said correspondence.



2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Q30. Yes.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget.



As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:
Q31. No.
Q32. Even with the Inspector involved, this matter will become onerous.
Q33. No. This will put the CEO at odds with the governing body. Managing resources is difficult enough as it is.
Q34. No

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:
Q35. No. This should remain between the CEO and Mayor or President as currently required elsewhere in the Act.



2.3.8. Division 4 Requests for information - processes

Draft Order

Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?



- (ii) Is 2 working days an appropriate period for acknowledgement of a request?
- (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?
- (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?
- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:
Q36 (i). No. There must still be an avenue for verbal or In hardcopy form. This ensures consistency with Question 37
Q36 - all other points = Yes

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of “administrative matter” is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

37. Is it suitable that administrative requests may be made verbally or in writing?

38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:
Q37. Yes.
Q38. Yes.



Communications Agreement

Council Workshop – 21 July 2025

Mr Sean Fletcher, CEO

WALGA Submission: 28 July 2025
DLGSC Submission: 22 August 2025



Local Government Amendment Act 2023

- 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.



Most LGs
will use the
Ministerial
Order

WALGA's Advocacy Position

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.



The New Sections of the LG Act



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;

The New Sections of the LG Act



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.

Initial Thoughts/Considerations

DLGSC Discussion Paper

- Inadequate regarding the justifications provided
- Not laid out well in terms of content and matching with Regs

WALGA Discussion Paper

- Is well set out
- Provides relevant information

General Drafting Approach

- Causes confusion and potential to undermine the role of the CEO
- Both parties need to be aware how it applies at Council meetings

Initial Thoughts/Considerations

Commencement & Implementation

- 19 October 2025 is inappropriate
- Should be 12 months – in line with Mandatory Training

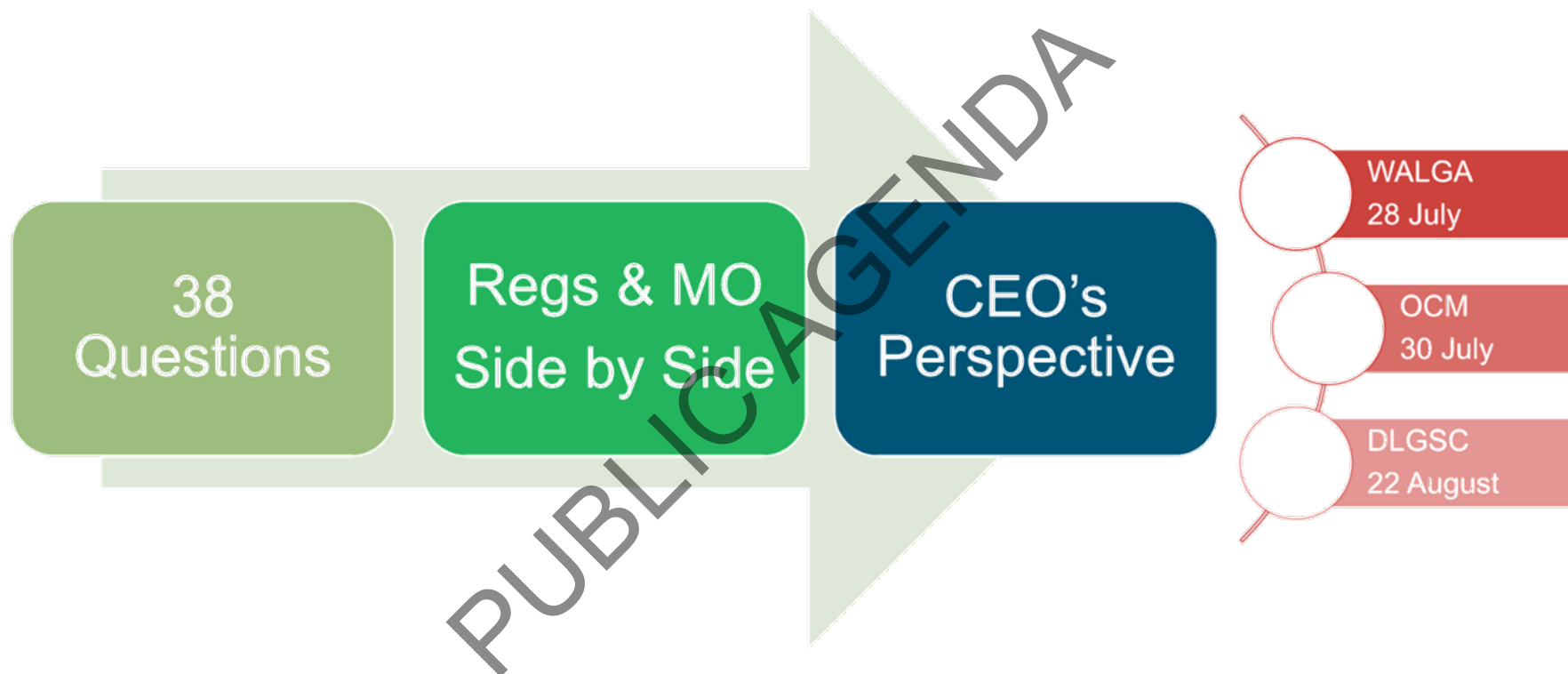
President's Correspondence

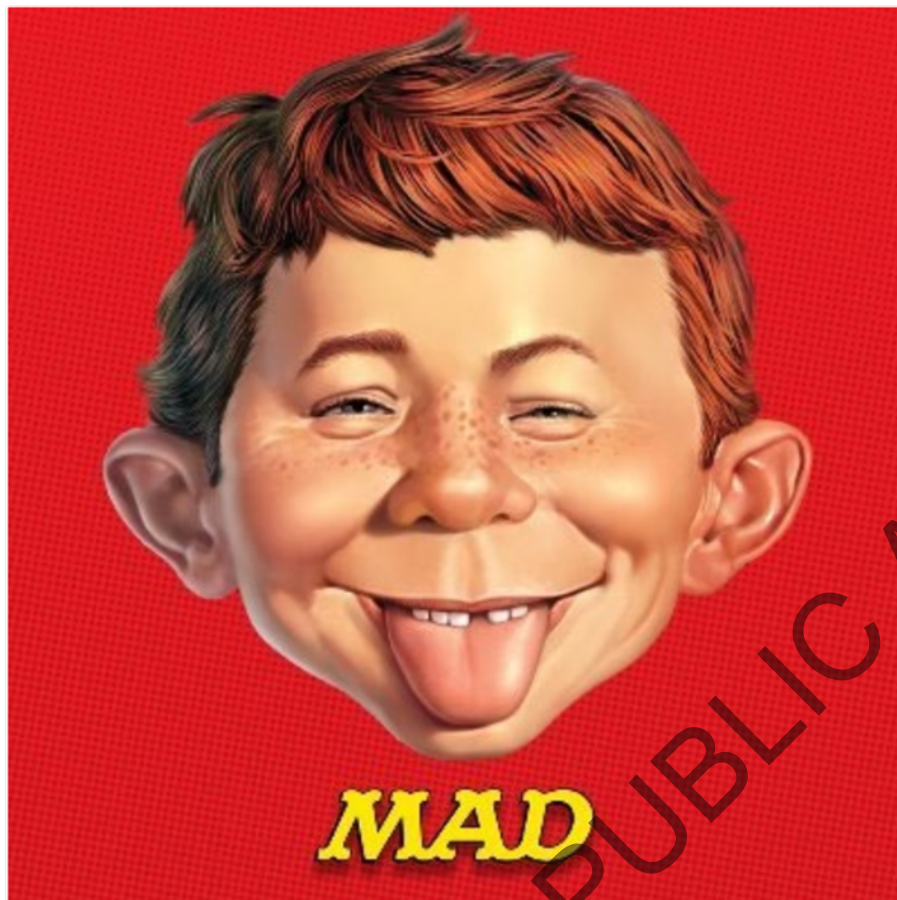
- New requirement not covered in the 2023 Amendment Provisions
- A portal for EMs to access letters is appropriate

Definitions

- Requests for Information, Or Otherwise, Other Information, Administrative Matter
- WALGA Discussion Paper, p7 is appropriate

The General Rundown – WALGA Document





Final Comment

A One Pager where the CEO is required to:

- After each election, advise Council on how the provision of information and administrative support will be provided:
 - Information: relevant executive
 - Support: relevant staff member

9.7 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

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.

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

Risk Analysis

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

That Council endorses the following Community Grant application for a total of \$40,000 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
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Calingiri Progress Association	Drumbeats for Calingiri	\$2,500.00	28.57 %	\$3,500.00	71.43 %	\$2,500.00
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Calingiri Sports Club	Wall Oven Replacement	\$3,094.33	39.63 %	\$5,125.50	60.37 %	\$0.00
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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

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Yerecoin Tennis ClubContact Name: Rebecca JohnsonContact Phone: 0459593988Contact Email: yerecointennisclub@yahoo.comProject Name: YTC Capital improvementsAmount Requested: \$5000Total Project Cost: \$8455

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	78209460516
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round

**Eligibility Criteria**

What are the main services and/or activities of your organisation?

Social Tennis September - April

Pilates - Volunteer lead, weekly.

Venue Hire - Ad Hoc

What are/were your membership numbers?

2022 _____

2023 _____

2024 _____

2025 _____

Is your organisation Not-for-Profit?

☐ Yes

☒ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: YTC Capital improvements

Project Location: Yerecoin

Expected Start & Finish Dates:

Start Date (approx.): August

Finish Date (approx.): September

Have you applied for any other funding for this project?

☐ Yes

☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals? No

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

This project has two components:

Air Conditioner Replacement.

The existing air con is not working and can not be repaired. We would like to replace the unit.

As tennis is played through the summer, it is vital that the clubhouse is air-conditioned. By providing a cooled area, we are extending the playing window & catering for a demographic who, by having respite from the heat, can play more regularly.

The year-round pilates use both heating and cooling to increase the comfort levels of their participants.

Fence Windbreak with Logos.

The second component of the project is the installation of a fence wind break (1.2m high shade cloth banner) with printed 'Yerecoin Tennis Club' bookended with logos of the Yerecoin Progress Association, and the Shire of VP. This will be installed on the East fence facing the main entrance to the tennis club and wayside rest area.

Aesthetically this will benefit the entrance driveway, and by including the logos, we are able to acknowledge the ongoing support of the YPA & SOVP.

Practically, the windbreak will also act as a barrier to keep leaves from blowing onto the courts. This should greatly reduce the amount of debris accumulating on the court surface reducing wear and tear.

By reducing the debris, we will also be able to reduce the workload on volunteers needing to sweep the courts regularly.

Both projects will be managed by the YTC committee to approve, order and pay. The air con will be fitted by Little Micks Electrics. The windbreak will be printed by DMI Signs, collected and installed by volunteer members from YTC.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

YPA Letter of support

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 5000
Community Group Cash Contribution	\$ 3255
Community Group In-Kind Contribution (Volunteer support)	\$ 200
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 8455

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i>	\$ 50
Little Micks Electrics	\$ 7181
DMI SIGNS	\$ 1074
Transport - in kind	\$ 200
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 8455

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Rebecca Johnson certify that I hold the position of Secretary with (organisation) Yerecoin Tennis Club and am authorised to submit this application on behalf of the organisation.

Signed:  Date: 23.06.2025

Community Grant 2025/26 Round

**Checklist**

- ☒ Quotes from suppliers (if applicable).
- ☒ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☒ Copy of current statement of financial position.
- ☒ Details of other funding (i.e., Sponsorship, donations, etc).
- ☒ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Yerecoin Progress Association IncContact Name: Sue WatersContact Phone: 0428 546 062Contact Email: yerecoinprogress@outlook.comProject Name: Yerecoin Centenary - SignageAmount Requested: \$5000.00Total Project Cost: \$42157.00

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	96 791 921 181
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round



Eligibility Criteria

What are the main services and/or activities of your organisation?

Yerecoin Progress is committed to supporting and enhancing life in our rural town. Our key services and activities include:

Supporting local community groups, by providing funding support, in-kind contributions and volunteer assistance to help deliver services and events.

Community development and events by bringing together inclusive community events, and celebrations that strengthen social connections and local pride.

Townscape and beautification projects, our aim is to improve public spaces, enhance the visual appeal of the town and preserve Yerecoin's unique character and heritage.

I

What are/were your membership numbers?

2022 ¹⁰ _____

2023 ¹⁰ _____

2024 ¹⁰ _____

2025 ¹⁰ _____

Is your organisation Not-for-Profit?

☒ Yes

☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Yerecoin Centenary - Signage

Project Name: _____

Yerecoin Townsite

Project Location: _____

Expected Start & Finish Dates:

Start Date (approx.): 1/7/2025 _____

Finish Date (approx.): 05/09/2025 _____

Have you applied for any other funding for this project?

☐ Yes

☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

To commemorate the 100-year milestone of Yerecoin, the Progress Association seeks funding to design, produce, and install a series of interpretive and commemorative signs around the town. These signs will highlight Yerecoin's history, recognise community contributions, and celebrate local pride.

Proposed Signage Includes:

- Centenary Metal Signs celebrating the 100-year milestone
- Plaque for the Centenary Sculpture (donated by the Shire)
- Plaque for the Pioneer Wall, honouring our early settlers
- Interpretive Signage throughout town showcasing past and present businesses, services, and community contributions

Project Benefits:

- Fosters community pride and inclusivity
- Acknowledges the contributions of past and present residents
- Enhances the town's visual appeal and historical awareness
- Creates a lasting legacy beyond the centenary event
- Supports local tourism and engagement

Project Delivery:

The signage project will be managed by members of the Yerecoin Centenary Committee, with support from professional signmakers who will assist with installation.

All signage will be developed in consultation with the community, and appropriate planning approvals will be obtained prior to installation. This initiative is part of a broader effort to celebrate our centenary year and preserve the spirit, stories, and strength of our rural community.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

Yerecoin Tennis Club and Yerecoin Golf Club

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 5000.00
Community Group Cash Contribution	\$ 46159.00
Community Group In-Kind Contribution (Volunteer support)	\$ 1000.00
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 52159.00

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i>	\$ 50
2 x Plaques Arrowbronze - Pioneer Wall & Sculpture	\$ 1159.00
Printing Photos	\$ 1000.00
Metal Banners	\$ 25,000.00
Interpretive Signage around town - businesses past/present	\$ 25000.00
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 52159.00

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Sue Waters certify that I hold the position of Secretary/Treasurer with (organisation) _____ and am authorised to submit this application on behalf of the organisation.

Signed: S Waters Date: 13/6/2025

Community Grant 2025/26 Round

**Checklist**

- ☒ Quotes from suppliers (if applicable).
- ☒ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☒ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Mogumber & Districts Progress Association Inc.Contact Name: Clare ForresterContact Phone: 0428 565 034Contact Email: mogumberprogress@gmail.comProject Name: Safety railing for disabled ramp and steps at Mogumber HallAmount Requested: \$3,500.00Total Project Cost: \$4,992.60

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	94 929 680 183
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round

**Eligibility Criteria**

What are the main services and/or activities of your organisation?

Mogumber & Districts Progress Association's objectives are to encourage the development of the townsite of

Mogumber by establishing, acquiring and maintaining facilities. Encouraging events of civic, cultural and sporting

nature and cooperating with other local groups within the district and inviting their affiliation with the association.

The Progress Association liaises with the Shire regarding the town's facilities, including the hall.

What are/were your membership numbers?

2022 34

2023 39

2024 33

2025 39

Is your organisation Not-for-Profit?

☒ Yes

☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: Safety railing for disabled ramp and steps at Mogumber Hall

Project Location: Mogumber Hall

Expected Start & Finish Dates:

Start Date (approx.): August 2025

Finish Date (approx.): 15 June 2026

Have you applied for any other funding for this project?

☐ Yes

☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

The project will include building and installing handrails for the disabled ramp at Mogumber Hall and also building and installing a supporting handrail on the steps up to the verandah. The handrail, the railing surrounding the front entrance and verandah posts will all be painted to protect the metal and to tie it all in together.

The disabled ramp was built recently. The original design was to create a ramp (built to comply with Australian wheelchair/disabled standards) to access the verandah at Mogumber Hall. We now have a disabled ramp (built to standard) accessing both the verandah AND the front door of the hall!

The galvanized steel handrails will be installed along the entire length of the ramp, to the verandah and the front entrance. Holes will be core drilled into the limestone wall and the posts will be concreted in.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

We have attached a quote from the local builder, Tim Sinclair.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Quote attached.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 3,500.00
Community Group Cash Contribution: Funds to cover quote \$92.60, Paint \$300	\$ 392.60
Community Group In-Kind Contribution (Volunteer support) volunteer hours etc picking up core drill from Perth, helping with installation and painting.	\$ 1,100.00
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 4,992.60

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
Quote from Tim Sinclair	\$ 3,592.60
Picking up core drill from Perth	\$ 100.00
Paint for railing and verandah posts	\$ 300.00
Volunteer hours to help with installation and painting	\$ 1,000.00
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 4,992.60

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Clare Forrester certify that I hold the position of President with (organisation) Mogumber & Districts Progress Association and am authorised to submit this application on behalf of the organisation.

Signed:

Date: 19/06/2025

Community Grant 2025/26 Round

**Checklist**

- ☒ Quotes from suppliers (if applicable).
- ☒ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☒ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: calingiri@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Gillingarra Sports and Recreation Club IncContact Name: Jenny KellyContact Phone: 0427 765805Contact Email: eogsrc@gmail.comProject Name: Refurbishing the old storage/recycling shed at Gillingarra School PrecinctAmount Requested: 5,000Total Project Cost: \$7920

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	4 904 801 534
Is your organisation registered for GST?	☒ Yes ☐ No	GST Registration Date	31/03/2010

Community Grant 2025/26 Round



Eligibility Criteria

What are the main services and/or activities of your organisation?

We are an incorporated progress group in the community of Gillingarra, in the Shire of Victoria Plains, who operate on an entirely volunteer basis. Committee members of the Gillingarra Sport & Recreation Club are dedicated volunteers who provide local events coordination including community barbecues, caravan club stays & dinners, interaction with environmental groups and local topical events throughout the year. We work hard to make our location a memorable and enjoyable place to visit through;

*Community engagement including managing and maintaining the old Gillingarra School Site

*Tourism through promotion, signage and marketing

*Environmental with an emphasis on the local environment and a special interest in the Carnabys' Cockatoo

We also engage actively in environmental initiatives such as recycling, collecting rubbish and delivering it to the tip.

The Gillingarra Sport and Recreation Club is a place for social interaction for locals, visitors and various interest groups from surrounding areas who are involved in a range of voluntary groups and activities.

What are/were your membership numbers?

2022 ²² _____

2023 ²² _____

2024 ²⁸ _____

2025 ²⁴ _____

Is your organisation Not-for-Profit?

☒ Yes

☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: Refurbishing the old storage/recycling shed at Gillingarra School Precinct

Project Location: Gillingarra School Site behind the old School Classrooms

Expected Start & Finish Dates:

Start Date (approx.): 30 August 2025

Finish Date (approx.): 31 May 2026

Have you applied for any other funding for this project?

☐ Yes

☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

The Gillingarra School Precinct is a historical site in Gillingarra and the Shire of Victoria Plains. The buildings on the site need to be maintained for history and posterity. Our project application this year, supports our overall plan for ongoing maintenance to the school site. The GSRC will employ a contractor to complete the work of fully refurbishing both the outside and inside of the old storage/recycling shed including shelves and bins. Currently the shed looks very unsightly as an entrance to the school precinct. The upgraded storage/recycling shed will provide and improve;

Aesthetics to the general area

An upgrade to the shed will improve the overall visual aesthetics of the Gillingarra area and in particular the Gillingarra School Precinct. There is a lot of community interest in the old school site from past students, teaching staff and the general public. The current shed is in a state of disrepair and does not present well as an entrance to the site.

Recycling

Refurbishment of the shed will provide an onsite secure and operational recycling shed and enable better refuse management in Gillingarra. GSRC members and the general public will be able to collect/sort cans and bottles etc. and engage in the recycling and fundraising process with a 'keep the scene clean' approach. The cans/bottles will be able to be kept in a more secure way. The shed has been broken into previously with the solid wooden doors being damaged beyond repair and our cans and bottles stolen. Consequently as part of this project we will install better reinforced doors.

Storage

Currently the GSRC does not have a secure storage space for our garden/maintenance tools/goods. This refurbishment project to the inside of the shed will enable a secure, easy to access storage space for our tools and garden maintenance goods and equipment. This will make our busy bees, gardening/general maintenance a more efficient process with GSRC tools/equipment/goods secure, and onsite. Preparation and management of an accurate inventory will be made easier with all equipment and goods stored onsite in one place.

Refurbishment of old storage/recycling shed

Contractor - \$7920.00

Contributions

Shire - \$5000

GSRC Contribution

Volunteer time to prepare site

3 volunteers x 1.5 hours @ \$28.50/hour = \$200 (approx)

GSRC

Cash

\$2000

GST Refund

\$720

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

We will be working with a local contractor, True Blue Outdoor Designs, to completely refurbish the shed. This business has strong ties to the local community and is also a very active volunteer.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 5,000
Community Group Cash Contribution	\$ 2,000 Type text here
Community Group In-Kind Contribution (Volunteer support)	\$ 200
Other Funding – Please attach documentation.	\$
GST Refund	720.00
TOTAL PROJECT INCOME FUNDING	\$ 7920.00

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i> As per quote attached	\$ 7920.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 7920.00

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Jenny Kelly certify that I hold the position of President with (organisation) Gillingarra Sports & Recreation Club Inc. and am authorised to submit this application on behalf of the organisation.

Signed: _____ Date: _____

Community Grant 2025/26 Round

**Checklist**

- ☐ Quotes from suppliers (if applicable).
- ☐ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☐ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Calingiri Sports Club

Contact Name: Brent Leeson

Contact Phone: 96287037

Contact Email: calingirisportsclub@gmail.com

Project Name: Wall Oven replacement

Amount Requested: \$3083.67

Total Project Cost: \$5125.50

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	88 311 260 934
Is your organisation registered for GST?	☒ Yes ☐ No	GST Registration Date	1/7/2020

Community Grant 2025/26 Round



Eligibility Criteria

What are the main services and/or activities of your organisation? We are the main hub for the Calingiri Golf

Club for before and after golf and a place for the players to congregate. We also provide the local Calingiri

and surrounding communities a place to gather and get a meal, drink and to catch up with others in the area.

What are/were your membership numbers?

2022 82

2023 128

2024 70

2025 82

Is your organisation Not-for-Profit?

☒ Yes

☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: Wall Oven replacement

Project Location: Calingiri Sports Club Kitchen

Expected Start & Finish Dates:

Start Date (approx.): 1/8/2025

Finish Date (approx.): 1/9/2025

Have you applied for any other funding for this project?

☐ Yes

☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

We would like to replace the wall oven that is currently in the kitchen of the sports club, as it does not fit large volumes of food in it and does not cook food as hot and quickly as needed.

It will cater for the Sports club committee, volunteers, Golf Club members to be able to cook more efficiently and up to standards.

The committee members would in kind remove the old oven and reinstall the new one. An electrician would need to install the electrical part in hardwiring the oven.

The oven will benefit all the volunteers who work in the kitchen at the CSC and the local community who enjoys a meal. It will also ensure that the Calingiri Golf Club will be able to cater for more people on their open days and make sure that they are not in the kitchen for longer periods after their golf rounds.

It will be managed by Brent Leeson who will delegate and organise committee members in purchasing the oven, picking up from the store in Perth, then organising dates to remove the old oven and reinstall the new oven. Then organising an electrician to hard wire, the oven.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

No

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 3083.67
Community Group Cash Contribution	\$
Community Group In-Kind Contribution (Volunteer support)	\$ 500.00
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 3583.67

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i>	\$ 50
Electrician fee 4 hours @ \$121.00	\$ 484.00
Travel/fuel and time for pick up and delivery of oven	\$ 500
Turbofan Electrical Convection Oven	\$ 4141.50
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 5125.50

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Brent Leeson certify that I hold the position of President with (organisation) Calingiri Sports Club and am authorised to submit this application on behalf of the organisation.

Signed: _____ Date: 23-6-2025

Community Grant 2025/26 Round

**Checklist**

- ☐ Quotes from suppliers (if applicable).
- ☐ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☐ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Calingiri Progress Association Inc

Contact Name: Anne Marie Byrne O'Neill/Suzanne Woods

Contact Phone: 0438287191

Contact Email: swoods@wn.com.au

Project Name: Drumbeats for Calingiri

Amount Requested: \$2500

Total Project Cost: \$3500

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round

**Eligibility Criteria**

What are the main services and/or activities of your organisation?

- a) To assist any movement calculated to benefit, improve or develop the Calingiri district;

- b) To encourage, sponsor or promote development and progress within the Calingiri district;

- c) To liaise with the Shire of Victoria Plains on matters relating to the Calingiri district.

What are/were your membership numbers?

2022 _____ 10
 2023 _____ 8
 2024 _____ 6
 2025 _____ 6

Is your organisation Not-for-Profit?

- ☒ Yes
☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: _____ Drumbeats for Calingiri

Project Location: _____ Calingiri Recreation Hall

Expected Start & Finish Dates:

Start Date (approx.): _____ October School holidays

Finish Date (approx.): _____ April School holidays

Have you applied for any other funding for this project?

- ☐ Yes
☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

Calingiri Progress plans on hosting two school holiday workshops to cater for youth and families in our community and the broader community of Victoria Plains. School holidays can be a time when there are limited activities for the youth to engage in unless they travel outside of the home communities. The first workshop will be held in the September 2025 school holidays and the second workshop is planned for April 2026.

The workshops will be run by Akwaaba African Drumming, a well established group who have run workshops in a range of different locations over many years. The plan is to run two x 2 hour workshops where participants have the opportunity to learn the basics of playing African drums and then play together as guided by the workshop directors. It is a very dynamic and vibrant activity which has a big focus on co-operative learning and team building. The second workshop will be an opportunity for attendees of the first workshop to develop their skills and new attendees to join.

Lunch will be provided on the day and a fee will be charged to cover lunch costs and some of the workshop costs. There is room for 80 participants per workshop however we expect to have between 25 – 40 children attending each workshop.

An additional benefit to the community will be local entertainment for families and seniors in the community. Spectators will be encouraged to attend to provide an audience for the shows.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

We will request other groups share our promotional information through their social media networks.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 2500
Community Group Cash Contribution	\$ 500
Community Group In-Kind Contribution (Volunteer support)	\$ 500
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 3500

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i>	\$ 50
Catering - food for 2 workshops	\$ 500
	\$
Workshops @ \$1500/workshop	\$ 3000
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 3500

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Suzanne Woods certify that I hold the position of Secretary/Treasurer with (organisation) Calingiri Progress Association Inc and am authorised to submit this application on behalf of the organisation.

Signed: _____ Date: 23/06/25

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Calingiri Primary School Parents & Citizens Association

Contact Name: Sarra Riddick _____

Contact Phone: 0407 387 620 _____

Contact Email: Calingirip.c@gmail.com _____

Project Name: Calingiri Primary School Playground Redevelopment _____

Amount Requested: \$5,000 _____

Total Project Cost: \$39,000 including GST _____

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	28 196 911653
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round

**Eligibility Criteria**

What are the main services and/or activities of your organisation?

As a Parents and Citizens (P & C) association we enhance the educational experience by organising fundraising activities, providing financial support, and engaging the community to improve school resources and facilities.

We also advocate for student welfare by voicing concerns to school administrations and offering supplementary support such as volunteers. These contributions strengthen community ties, elevate student morale, and ensure our school can tackle challenges effectively.

What are/were your membership numbers?

2022 12-14 families

2023 12-14 families

2024 12-14 families

2025 12-14 families

Is your organisation Not-for-Profit?

☒ Yes

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: Calingiri Primary School Playground Redevelopment_____

Project Location: Calingiri Primary School, Cavell Street Calingiri WA 6569_____

Expected Start & Finish Dates:

Start Date (approx.): 1st September 2025__

Finish Date (approx.): 15th May 2026 ____

Have you applied for any other funding for this project?

☒ Yes

If yes: Which organisation? Bendigo Bank Community Grants - Goomalling_____

What year? 2025_____

Was it successful? Still in Progress – requested \$2,500_____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

This project involves the redevelopment of the school's primary playground area to improve safety, accessibility and recreational value.

Works include.

- Excavation and new white sand infill.
- Installation of limestone block border for safety and structure.
- Construction of a slab pad and installation of a new swing set and cubby.
- Upgrades to the surrounding lawn area, including reticulation and roll-on turf.
-

This space serves the growth of our school community and the increasing attendance of younger children, while allowing our older children to cohesively use all the school resources. This upgrade will:

- Re-invigorate a space within our school that looks and feels unkept/unused
- Create an inclusive, multi-use play space.
- Support the school's health and wellbeing goals.

The P&C will oversee project coordination, with works carried out by Wheatbelt Mini Earthworks. Volunteers will assist with site prep and finishing tasks, this will be undertaken within the Department of Education scope of Health and Safety Protocols.

The project does not require building or planning approval, but all works will meet safety and school compliance standards as directed by the Principal – Ms Jenny Hogan.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

- We will be working with Wheatbelt Mini Earthworks as a local business.
- Parent volunteers contributing in-kind labour.
- Goomalling Bendigo Bank Grant Application for \$2,500

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Please see attached

- Supplier Quote (QU-0393, Wheatbelt Mini Earthworks)
- Cover Letter – Further information
- Letter of support from our Principal for Cubby relocation
-

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 5,000
Community Group Cash Contribution	\$ 2,500
Community Group In-Kind Contribution (Volunteer support) (60hrs @ \$28.50/hr)	\$ 1,710
Other Funding – Please attach documentation.	\$ 7,500
TOTAL PROJECT INCOME FUNDING	\$ 16,710

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i>	\$ 50
Digout and sand fill of play area	\$ 4,545.45
Limestone block border installation	\$ 5,909.09
Slab pad and swing/cubby install	\$ 3,181.82
Lawn and irrigation installation (inc. rotary hoe & retic system)	\$ 21,818.18
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 39,000

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Sarra Anne Riddick certify that I hold the position of President with (organisation) Calingiri P & C and am authorised to submit this application on behalf of the organisation.

Signed:  Date: 26/06/2025

Community Grant 2025/26 Round



Further clarification on Proposed Budget

\$2,500 Bendigo Bank requested through a community grant

\$2,500 P&C cash contribution

\$1,710 in-kind volunteer labour

Remaining balance to be acquired through other funding opportunities available to the P&C and fundraising efforts.

PUBLIC AGENDA

Community Grant 2025/26 Round

**Checklist**

- ☒ Quotes from suppliers (if applicable).
- ☒ Copy of your Certificate of Incorporation (if applicable).
- ☒ Any approvals that may be required.
- ☒ Copy of current statement of financial position.
- ☒ Details of other funding (i.e., Sponsorship, donations, etc).
- ☒ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: CALINGIRI GOLF CLUB
 Contact Name: PAUL SPOWART
 Contact Phone: 08 984 315
 Contact Email: CALINGIRI GOLF @ GMAIL . COM
 Project Name: REFURBISH GOLF EQUIPMENT
 Amount Requested: \$2736
 Total Project Cost: \$3696

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☐ Yes ☒ No	ABN Number	
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round



Eligibility Criteria

What are the main services and/or activities of your organisation?

PLATING GOLF

What are/were your membership numbers?

2022 30
2023 28
2024 30
2025 31

Is your organisation Not-for-Profit?

- ☒ Yes
☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: REPLENISHMENT OF GOLF GEAR

Project Location: CALINGIRI

Expected Start & Finish Dates:

Start Date (approx.): 1ST AUG

Finish Date (approx.): 30 AUG

Have you applied for any other funding for this project?

- ☐ Yes
☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved: _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

NO

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

No

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

The Calingiri Golf Club is requiring an upgrade of some of our equipment. Due to wear & tear, deterioration & the corellas damaging equipment. We are in need of replacing flag sticks, flags & cups. The Calingiri Golf Club has 18 hole course and we are needing to purchase 18 x flag sticks, 18 x flags & 9 new cups. Without these items being replaced, the golf club is not able to continue providing golf days for community members and also the event days like the VF Cup. Our community members who use the golf course rely on these days for social outings. This project will be managed by the Golf Club committee.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

Calingiri Sports Club.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 2736.00
Community Group Cash Contribution	\$
Community Group In-Kind Contribution (Volunteer support)	\$ 960.00
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 3,696.00

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
Flag	\$150
Flag Sticks	\$936 -
Flags	\$558 -
Cups	\$1242 -
Travel	\$200
Committee Hours	\$760
	\$
	\$
TOTAL EXPENDITURE	\$3696

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) PAUL SPOWART certify that I hold the position of SECRETARY / TREASURER with (organisation) CALINGIRI GOLF CLUB and am authorised to submit this application on behalf of the organisation.

Signed: [Signature] Date: 27/5/25

Community Grant 2025/26 Round



Checklist

- ☒ Quotes from suppliers (if applicable).
- ☐ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☐ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Calingiri Football Club Inc_____

Contact Name: Elise Woods_____

Contact Phone: 0427314658

Contact Email: calingirifc@gmail.com_____

Project Name: _Calingiri Sports Round Scoreboard roller door

Amount Requested: _\$5000

Total Project Cost: \$8670.19_

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☐ Yes ☐ No	ABN Number	80 833 436 659
Is your organisation registered for GST?	☐ Yes ☐ No	GST Registration Date	01 April 2007

Community Grant 2025/26 Round

**Eligibility Criteria**

What are the main services and/or activities of your organisation?

The Calingiri Football Club is the largest sporting group in the Shire of Victoria Plains and is club within the Mortlock Football League. We have 2 junior and 2 senior football teams with participants from 4 years old to 40+ years old. We play games during April - September in Calingiri and surrounding towns on the same day as hockey and

_ What are/were your membership numbers?

2022: 87

2023: 92

2024: 89

2025: 100

Is your organisation Not-for-Profit?

☐ Yes

☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: _Calingiri Sports Ground Roller Door_____

Project Location: Calingiri Sports Ground_____

Expected Start & Finish Dates:

Start Date (approx.): September 2025

Finish Date (approx.): December 2025

Have you applied for any other funding for this project? T

☐ Yes

☐ No

If yes: Which organisation? We were successful getting \$50,000 from the WA Labor Party for the install of an electronic scoreboard.

☐ What year? 2025_____

☐ Was it successful? Yes_____

☐ Grant amount approved. \$50,000_____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

The roller door project is part of a larger project to install an electronic scoreboard at the Calingiri Sports Ground. The scoreboard will be used during the winter sports season and has other potential community uses outside of that.

This project involves the purchase and installation of a roller door on the front screen of the scoreboard to provide some protection from weather events, vandalism and corella damage. The door will ensure that access to the scorecard is somewhat limited ensure that only authorized use occurs, mitigating risk of damage. The roller door will also ensure we get the best lifespan from the scoreboard possible because of the protection to electronic components.

More broadly, the scoreboard will benefit all three sporting clubs by providing not only score updates to spectators but also an opportunity to acknowledge sponsors and team achievements.

The project is being managed by the Calingiri Football Club Committee. We will be using local contractors for install, including the roller door and the scoreboard will be purchased from a Perth business.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

We have engaged with multiple local businesses to gain financial support for the broader project. We have fundraised over \$10,000 so far to contribute. We will be offering local businesses the opportunity to promote their products and services.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

A verbal quote has been provided for this project from a local welder/ fabricator.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 5,000
Community Group Cash Contribution	\$ 3670.19
Community Group In-Kind Contribution (Volunteer support)	\$
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 8670.19

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
Purchase of roller door	\$ 7420.19
Install	\$ 1250
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 8670.19

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, Elise Woods certify that I hold the position of Secretary with the Calingiri Football Club and am authorised to submit this application on behalf of the organisation.

I, (name) _____ certify that I hold the position of _____ with (organisation) _____ and am authorised to submit this application on behalf of the organisation.

Signed: Elise Woods Date: 23/6/25

Community Grant 2025/26 Round

**Checklist**

- ☐ Quotes from suppliers (if applicable).
- ☐ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☐ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: Bolgart Progress Association

Contact Name: Kim Allison

Contact Phone: 0490035156

Contact Email: bolgartprogress@gmail.com

Project Name: Chairs and Tables for Bolgart Hall

Amount Requested: \$5000

Total Project Cost: \$10,282

Office Use Only

Approved	\$	OR	% up to \$
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SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☒ Yes ☐ No	ABN Number	
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round



Eligibility Criteria

What are the main services and/or activities of your organisation?

The objects of the Bolgart Progress Association are —
 To promote the well-being of the Bolgart community;
 To provide a forum for interested persons and groups to present their views on matters affecting the Bolgart community, to undertake activities for the benefit or credit of the Bolgart community;
 to encourage community involvement in local government by liaison with local government representatives; and to provide, maintain and improve amenities and facilities for the Bolgart community.

What are/were your membership numbers?

2022 18
 2023 23
 2024 21
 2025 19

Is your organisation Not-for-Profit?

- ☒ Yes
☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: Chairs and Tables for Bolgart Hall

Project Location: Bolgart

Expected Start & Finish Dates:

Start Date (approx.): July 2025
 Finish Date (approx.): September 2025

Have you applied for any other funding for this project?

- ☐ Yes
☒ No

If yes: Which organisation? _____
 What year? _____
 Was it successful? _____
 Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

No

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

We are purchasing more Chairs and Tables at Bolgart Memorial Hall to properly cater for our yearly schedule of events.

We regularly host Bolgart Primary School Christmas Concert, CWA Events and the Bolgart Twilight Markets, along with other ad hoc events, such as weddings, birthdays and occasionally school holiday events.

Not every hall hirer has the resources and manpower to source chairs from surrounding towns, and keeping track of them and returning the correct chairs to the correct places becomes an issue.

Purchasing our own chairs also ensures the integrity of the floor is maintained.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

No

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 5000
Community Group Cash Contribution	\$ 5282
Community Group In-Kind Contribution (Volunteer support)	\$
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$ 10,282

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
Example: Siesta Vita Chairs - no arms (80)	\$ 50 \$7600
Siesta Vita Chair with arms (20)	\$ 2100
Trestle Table (6)	\$ 582
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 10,282

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) Kim Allison certify that I hold the position of Secretary with (organisation) Bolgart Progress Association and am authorised to submit this application on behalf of the organisation.

Signed:  Date: 23 June 2025

Community Grant 2025/26 Round

**Checklist**

- ☐ Quotes from suppliers (if applicable).
- ☒ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☒ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: CWA BOLGART BRANCHContact Name: BRENDA CLARKEContact Phone: 0828 275225Contact Email: bolgartcwa@gmail.comProject Name: Bolgart Centenary Cook BookAmount Requested: \$ 1,578.00Total Project Cost: \$3,178.00

Office Use Only		
Approved	\$	OR % up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☐ Yes ☒ No	ABN Number	
Is your organisation registered for GST?	☐ Yes ☒ No	GST Registration Date	

Community Grant 2025/26 Round



Eligibility Criteria

What are the main services and/or activities of your organisation?

We fund raise during the year to give back to the community.

What are/were your membership numbers?

2022 17

2023 17

2024 18

2025 20

Is your organisation Not-for-Profit?

☒ Yes

☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: Bolgait Centenary Cook Book

Project Location: Bolgait

Expected Start & Finish Dates:

Start Date (approx.): JULY 2025

Finish Date (approx.): NOV 2025

Have you applied for any other funding for this project?

☐ Yes

☒ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved: _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

NO

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

Last year we celebrated our 100 year Birthday. The Bolgart CWA Branch would like to commemorate the occasion with a Cook Book we can share with the community and Fund raise to give back to the community. We will all put our favourite recipes in and the ladies will type up the recipes. Once we have collaborated the book, then we hope to have it printed.

Community Grant 2025/26 Round



Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

NO

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$ 1,578.00
Community Group Cash Contribution	\$ 600
Community Group In-kind Contribution (Volunteer support)	\$ 1,000
Other Funding – Please attach documentation.	\$ -
TOTAL PROJECT INCOME FUNDING \$ 3,178.00	

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
Example: purchase of plants from Bunnings	\$ 50
Printing	\$ 2178
Volunteers to organise Recipes	\$ 1,000
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$ 3,178

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) BRENDA CLARKE certify that I hold the position of SECRETARY with (organisation) BOLGART CWA and am authorised to submit this application on behalf of the organisation.

Signed: [Signature] Date: 9.06.25



Community Grant 2025/26 Round



Checklist

☒ Quotes from suppliers (if applicable).

N/A ☐ Copy of your Certificate of Incorporation (if applicable).

N/A ☐ Any approvals that may be required.

☒ Copy of current statement of financial position.

☒ Details of other funding (i.e., Sponsorship, donations, etc).

☒ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer

PO Box 21

CALINGIRI WA 6569

T: 9628 7004

E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025



COMMUNITY GRANTS

Application Package 2025/26 Round

PUBLIC AGENDA



Date 01 April 2025

Version 1.0

Community Grant 2025/26 Round



Contact the
Shire to
discuss your
project before
lodging.



Applications
close Monday
23rd of June
2025 at 5pm.



Late or
incomplete
applications
will not be
accepted.



Community Grant 2025/26 Round



OBJECTIVE

To provide positive financial support to incorporated, not for profit community organisations and sporting clubs within the Shire of Victoria Plains that will assist with the development of their chosen interest and that meets the application criteria and provides beneficial and supported community purpose and need.

POLICY

The Shire of Victoria Plains will allocate funds in its annual budget to be used to provide financial assistance to incorporated, not for profit community organisations that can demonstrate an association with the Shire of Victoria Plains. Funding for applications from incorporated, not for profit organisations will be advertised annually in May. Calls for submissions will be advertised by email, Shire Website, Shire newsletter and Facebook.

An allowance for these funds will be included in the draft Shire of Victoria Plains budget.

Examples of not-for-profit organisations include but are not limited to:

- Progress Associations
- Sporting Clubs
- Parents & Citizens
- Art Groups
- Playgroups

INELIGIBLE EXPENSES

The following items will not be funded:

- Catering
- Alcohol
- Awards and Prizes
- Salaries
- Operational Costs
- Projects that have already begun or completed.
- Equipment already purchased.
- Deficit funding

Community Grant 2025/26 Round



APPLICATION CRITERIA

Submissions shall be made no later than 5pm, Monday the 23rd of June 2025.

Submissions must include full details of the proposal and include accurate assessments of cost as well as the commencement and completion date.

Submissions must include details of the organisation's contribution in cash and in kind to the project and the amount sought from Council.

Submissions must be accompanied by an up-to-date statement of the financial position of the organisation and usage of any facility to be upgraded including the average annual amount of fees received in the preceding year.

Council will consider all applications and make an assessment on a deemed priority basis.

Council is under no obligation to fund or subsidise any project and each application will be considered on its merits.

The Shire's Community Development Officer must be consulted as part of the application process.

Community organisations can apply for funding for more than one project each year, but each project must be submitted individually.

ASSESSMENT

Please make sure that applications are complete before sending them in to the Community Development Officer. Incomplete applications will not be accepted.

Applications need to demonstrate the benefits to the community and the impact this project will have on the community if it does not proceed.

Grant submissions will go to Council in July 2025 with community groups and sporting clubs being notified with an outcome of their application late July.

Projects will be given preference that show a demonstrated community support.

Projects must start after the 15th of August 2025 and be acquitted by the 15th of June 2026.

All applicants will be notified in writing of the outcome of their application.

Decisions made by Council regarding funding applications are final and will not be reconsidered.

Council reserves the right to request further information.

Community Grant 2025/26 Round



FUNDING AMOUNTS

Funding will in normal circumstances not exceed two-thirds (2/3) of the total cost of the project, however projects to rectify items that are a safety hazard to users of the facility may be 100% funded. The one-third (1/3) contribution, where required, from the community body may include in kind works allocated on the following basis: unskilled labour is calculated at \$28.50 per hour and skilled labour (qualified trades people) at \$35 per hour.

Applications which show financial contributions from more than one community group or source of funding are encouraged.

There is an annual budget allocation of \$40,000 put aside each financial year for this Community grant. Community groups and Sporting Clubs can apply for funding up to \$5,000 for any one project. Should the allocated fund not be fully subscribed, consideration may be given for additional amounts to be allocated to eligible applicants.

Where a project is not commenced during the financial year that funding is allocated, funding will be deemed to have lapsed, and a new funding application will be required for the next financial year budget. Unspent funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds.

If a community group is required to receive funding amount paid prior to project commencing, the community group is required to write an email to the Community Development Officer seeking an early payment of successful allocated grant funds.

FUNDING AGREEMENT

If your organisation is successful in gaining funding assistance it will be expected to enter into an agreement. This will require the organisation to:

- Adhere to the project budget as stated in the application. Significant variations need to be reported to the Community Development Officer as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
- At the completion of the project, provide a tax invoice addressed to the Shire of Victoria Plains, outlining bank account or other payment option details, before payment of funds can be made.
- Approval may be granted by council for progress payments to be made in extraordinary circumstances.
- On completion of the project, activity or event, provide to the Shire a short report on the project including photos. This report is to be provided to the Community Development Officer prior to the payment of the agreed funding.
- Acknowledge the funding provided by the Shire of Victoria Plains.

Community Grant 2025/26 Round



- Indemnify the Shire of Victoria Plains in so far as any activities relevant to the funding are concerned.
- If the project fails to be completed in the agreed timeframe, the shire may request for funding to be refunded or completed by the Shire itself, with this cost reimbursed by the community group.

VARIATION REQUIREMENT

If your organisation needs to make a change to the successful grant funded project, a variation will need to be submitted.

If your community group requires a variation, please send an email to the Community Development Officer before making the changes to seek permission. The email needs to contain the project change, the reason behind the project change and new costings involved.

Variation process:

- Email received by the Community Development Officer from the Community Group.
- Formal decision to be made by the DCEO or CEO.
- Letter sent back to the Community Group outlining the decision made and whether the variation has been accepted.

Please note: If a variation is made to your project without seeking approval from the Shire first, then your Community Group may no longer be eligible to receive the grant amount.

ACQUITTAL PROCESS

Projects must be completed by the 15th of June 2026.

Before payment can be made to the successful community group or sporting club, the following documents need to be provided to the Community Development Officer:

- Short report on the project using the Grant Acquittal template provided.
- Photos
- Any media (Website, Facebook, Newsletter, etc) post regarding the project (Shire needs to be mentioned in these)
- Statement of expenditure

Community Grant 2025/26 Round



- Copies of invoices paid.
- Receipts
- Invoice from the Community Group/Sporting Club to the Shire for the allocated grant amount.

Organisations with outstanding acquittal will not be eligible to apply for the next annual round of funding.

FURTHER INFORMATION

If you require any further information or would like some assistance, please contact the Shire's Community Development Officer Katrina Humphries on 9628 7004 or via email katrina.humphries@victoriaplains.wa.gov.au.

Application forms can be obtained by:

- Email reception@victoriaplains.wa.gov.au
- Website <http://www.victoriaplains.wa.gov.au>
- Visiting the Shire of Victoria Plains administration office at 28 Cavell Street, Calingiri
- Contacting the Shire of Victoria Plains on 9628 7004
- Please note that the Shire of Victoria Plains administration office hours are:
 - Monday - Friday, from 9:00am - 4:00pm.

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Submission Form

Project Details

Applicant Community Group: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Project Name: _____

Amount Requested: _____

Total Project Cost: _____

Office Use Only			
Approved	\$	OR	% up to \$

SUBMISSIONS CLOSE:

5.00pm Monday 23rd of June 2025

Tax Information

Do you or your organisation have an ABN?	☐ Yes ☐ No	ABN Number	
Is your organisation registered for GST?	☐ Yes ☐ No	GST Registration Date	

Community Grant 2025/26 Round

**Eligibility Criteria**

What are the main services and/or activities of your organisation?

What are/were your membership numbers?

2022 _____
2023 _____
2024 _____
2025 _____

Is your organisation Not-for-Profit?

- ☐ Yes
☐ No

Please attach a copy of your Certificate of Incorporation.

Project Description

Project Name: _____

Project Location: _____

Expected Start & Finish Dates:

Start Date (approx.): _____

Finish Date (approx.): _____

Have you applied for any other funding for this project?

- ☐ Yes
☐ No

If yes: Which organisation? _____

What year? _____

Was it successful? _____

Grant amount approved. _____

Community Grant 2025/26 Round



If no, are you planning to apply to other funding bodies? (provide details)

Does your project require any approvals?

For example, Building Approvals, Planning Approvals, etc.

Please provide a description of your project. Make sure your description includes the following: how it will be managed, who it will cater for and what benefits or services it will offer or improve.

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Are you working with any other local community groups, businesses or service providers in regard to this submission? If yes, please provide details.

Please include any other details or supporting information and list any attached information.
For example: letters of support, photographs, maps, etc.

Proposed Budget

INCOME (inc GST)	
Details of funding sourced from other organisations (private business, sponsorship, fundraising, donations, etc.)	
Shire Contribution Request	\$
Community Group Cash Contribution	\$
Community Group In-Kind Contribution (Volunteer support)	\$
Other Funding – Please attach documentation.	\$
TOTAL PROJECT INCOME FUNDING	\$

Please attach documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Community Grant 2025/26 Round



EXPENDITURE (inc GST)	
<i>Example: purchase of plants from Bunnings</i>	\$ 50
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$

Authorisation

The authorised person signing this application should be an executive member (i.e., President, Vice President, Secretary or Treasurer).

I, (name) _____ certify that I hold the position of _____ with (organisation) _____ and am authorised to submit this application on behalf of the organisation.

Signed: _____ Date: _____

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**Checklist**

- ☐ Quotes from suppliers (if applicable).
- ☐ Copy of your Certificate of Incorporation (if applicable).
- ☐ Any approvals that may be required.
- ☐ Copy of current statement of financial position.
- ☐ Details of other funding (i.e., Sponsorship, donations, etc).
- ☐ Documents to support your request (i.e., Quote for service, brochures stipulating cost of materials/ items, etc).

Please submit to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Application Due Date: 23rd June 2025

Community Grant 2025/26 Round



Shire of Victoria Plains

2025/2026 Community Budget Acquittal Form and Financial Statement

Applicant Community Group: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Project Name: _____

Amount Requested: _____

Total Project Cost: _____

What were the aims of your project, and did you achieve them?

Describe your completed project:

Community Grant 2025/26 Round



Who was involved in your project and in what capacity:

What were the benefits for the participants and or what did the project improve:

Please provide any other comments:

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Financial Statement

Project Expenditure	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT EXPENDITURE	\$
Project Income	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT INCOME	\$

Please note: Total expenditure should equal total income.

Community Grant 2025/26 Round



Have you spent all the grant money?

- ☐ Yes
☐ No

If you have not fully expended the grant money, what is the balance remaining: \$ _____

Attachments Checklist

- ☐ Copies of invoices
☐ Copies of receipts
☐ Photographs of project at various stages
☐ Flyers, advertising, social media posts as evidence of recognition to the Shire of Victoria Plains
☐ Short report detailing what this project means to the community now completed.
☐ Invoice to the Shire for grant amount funded (if your project came in under budget, please confirm with the Community Development Officer amount that is to be invoiced).

Signature:		Date:	
Name:		Position Held:	

Please return completed acquittal form to:

Community Development Officer
PO Box 21
CALINGIRI WA 6569
T: 9628 7004
E: katrina.humphries@victoriaplains.wa.gov.au

Community Grant Submission Check List

COMMUNITY GRANT SUBMISSION CHECK LIST 2024/2025

#	Organisation	Contact	Project	Financial Statement	Amt Requested	GRP % Contribution	SoVP % Contribution	Total Project	Recommended Grant Amount	Amt Granted
2025/1	Calingiri Golf Club	Paul Spowart	Refurbish Golf Equipment	Provided	\$2,736.00	25.97%	74.03%	\$3,696.00	\$2,422.00	
2025/2	GSRC	Jenny Kelly	Refurbish Old Storage/Recycling Shed	Provided	\$5,000.00	36.87%	63.13%	\$7,920.00	\$5,000.00	
2025/3	Bolgart CWA	Brenda Kelly	Bolgart CWA Cookbook	Provided	\$1,578.00	50.35%	49.65%	\$3,178.00	\$1,578.00	
2025/4	Yerecoin Progress	Sue Waters	Yerecoin Centenary Signage	Provided	\$5,000.00	88.14%	11.86%	\$42,157.00	\$5,000.00	
2025/5	Yerecoin Tennis Club	Rebecca Johnson	Yerecoin Tennis Club Capital Improvements	Provided	\$5,000.00	40.86%	59.14%	\$8,455.00	\$5,000.00	
2025/6	Calingiri Progress Association	Suzanne Woods	Drumbeats for Calingiri	Provided	\$2,500.00	28.57%	71.43%	\$3,500.00	\$2,500.00	
2025/7	Calingiri Football Club	Elise Woods	Calingiri Sports Ground Roller Door	Provided	\$5,000.00	42.33%	57.67%	\$8,670.19	\$5,000.00	
2025/8	Calingiri Sports Club	Brent Leeson	Wall Oven Replacement	Provided	\$3,094.33	39.63%	60.37%	\$5,125.50		
2025/9	Bolgart Progress Association	Kim Allison	Chairs & Tables	Provided	\$5,000.00	51.37%	48.63%	\$10,282.00	\$5,000.00	
2025/10	Mogumber & Districts Progress Association	Clare Forrester	Safety Railing For Disabled Ramp & Steps	Provided	\$3,500.00	29.90%	70.10%	\$4,992.60	\$3,500.00	
2025/11	Calingiri P & C	Sarra Riddick	Calingiri Primary School Playground Redevelopment	Provided	\$5,000.00	87.18%	12.82%	\$39,000.00	\$5,000.00	
	TOTALS				\$43,408.33				\$40,000.00	

Notes:
It has been put forward with recommendations from Mr. Sean Fletcher, CEO that we grant the amounts above in red.

COMMENTS:
CEO Sean Fletchers recommendations are as follows:

▷ Declining the grant application from the Calingiri Sports Club due to the Calingiri Sports Club receiving other funding totalling \$25,000 per year.

▷ Approving Calingiri Golf Club for only \$2,422 to align with the grant guidelines stating funding up to 70%.

▷ Approving all other funding amounts submitted.

9.8 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

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 2025 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

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	

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

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



Local Biodiversity Strategy

Shire of Victoria Plains

PUBLIC AGENDA

Date
Version
Author

17 Feb 2025
1
Zenab Azam, Environmental &
Sustainability Officer
Sean Fletcher, CEO. 22 April 2025

Version Approved
Endorsed By Council





Executive Summary

The Shire of Victoria Plains is committed to preserving its rich biodiversity, recognising it as fundamental to the region's ecosystems and essential for the survival of all life on Earth. Situated at the convergence of three bioregions (Jarrah Forest, Swan Coastal Plains, and Avon Wheatbelt 2), the Shire boasts a remarkable variety of species. However, after European settlement, excessive deforestation was done for economical interest, which left the Shire of Victoria Plains with minimum remanent vegetation. In addition, the biodiversity in the Shire now faces significant environmental risks, including invasive species, historical deforestation, weed infestations, salination, wildfires and climate change. These challenges underscore the urgent need for proactive conservation measures. Threats such as invasive species and habitat degradation threaten endemic species like *Acacia* sp. New Norcia and *Grevillea gillingarra*, demanding immediate action to safeguard their future.

The Shire's biodiversity strategy outlines a comprehensive framework for addressing current issues and achieving long-term conservation goals. The biodiversity strategy of Shire of Victoria Plains has been developed to assist the Shire to continue its commitment of saving biodiversity and address the knowledge gaps in the Shire. The biodiversity strategy is based on current information and federal, state, and regional legislation. The Shire appreciates the insights and knowledge shared by the Traditional Owners are particularly valued, as they bring a deep, ancestral understanding of the local environment that is crucial to our conservation efforts.

The primary objective of the strategy is to establish a resilient ecosystem through strategic ecological infrastructure and enhanced vegetative cover. By fostering partnerships with stakeholders, including carbon offset companies, the strategy aims to achieve measurable milestones in biodiversity conservation over the next decade. The ultimate goal is to ensure future generations can enjoy a thriving natural environment through proactive management and community engagement.

The Shire of Victoria Plains plans to implement its biodiversity strategy over a 10-year period, with a goal of significantly improving biodiversity. Progress will be monitored and evaluated for adoptive management. An Implementation Plan will outline the expenses, council duties, dates, and performance indicators for each action.



—

The Shire of Victoria Plains acknowledges the Yued people, the **Traditional Owners** of the land we live and work on and recognises their continuing connection to the land and waterways.

We pay our respect to their past, present and emerging Elders. In addition, we extend our respects to all aboriginal and Torres strait Islander People.

—



A Place to Grow

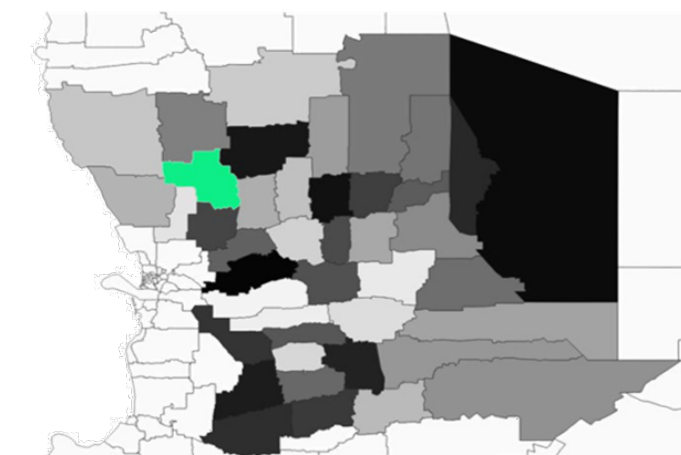


About the Shire

The Shire of Victoria Plains is a local government area located in the Wheatbelt region of Western Australia. Covering an area of approximately 2,569 square kilometres, the Shire encompasses the towns of Calingiri, Bolgart, New Norcia, Yerecoin, and Piawaning. Among the diverse inhabitants of the Shire of Victoria Plains, the Yued people stand as stewards of ancient wisdom, deeply connected to the land's biodiversity and guardians of its rich cultural heritage. The economy of the Shire is primarily based on agricultural practices, with a focus on wheat, sheep and cattle farming. The Shire also has the grain receival facility in Calingiri that serves as key hub for transporting grain to market.

Known for its diverse landscapes, the Shire is home to a variety of flora and fauna, making it an important area for biodiversity conservation. The variety of biodiversity includes acacia, eucalyptus, and banksia, as well as a variety of endemic species. The Shire has a number of natural reserves which protect and provide habitat to organisms such as western swamp tortoise and Carnaby's cockatoo.

In recent years, the Shire has taken steps to protect and preserve its biodiversity through the implementation of conservation programs and initiatives. These efforts include the establishment of conservation reserves, the restoration of degraded habitats, and the promotion of sustainable land management practices. By working to protect its natural resources, the Shire is ensuring that future generations will be able to enjoy the benefits of its unique biodiversity.



A Place to Grow



Contents

Executive Summary	i
Traditional owners.....	ii
About the Shire	iii
1.0 Introduction	1
2.0 Overview of Biodiversity in Victoria Plains	2
2.1 Vegetation Complexes and Vegetation Associations.....	6
2.2 Ecological Linkages	11
3.0 Contributions of Rica Erickson to the Shire of Victoria Plains	14
4.0 Vision, Goals and Tactical Approaches	16
5.0 Major Identified Threats to Biodiversity in the Shire of Victoria Plains.....	17
5.1 Invasive species	17
5.2 Habitat loss	18
5.3 Wildfires	19
5.4 Soil Erosion	21
5.5 Climate Change.....	21
6.0 A Snapshot of Past Events Impacting Biodiversity in the Shire of Victoria Plains.....	23
7.0 Legal and Strategic Frameworks for Biodiversity Conservation: National, State, Regional, and Local.....	24
7.1. National Legislations	24
7.2. State Legislations.....	24
7.3 Shire Strategic and Regulatory Framework.....	24
8.0 A Snapshot of Conservation Approaches in the Shire	25
9.0 Action Plan	26
9.1 Execution, Monitoring, and Assessment.....	26
9.2 Protect	28
9.3 Collaborate	29
9.4 Build Ecological Infrastructure	30
References	31
Appendices	i



Appendix A.....	ii
Table A1: Vegetative Complexes and Vegetative Associations in Reserves of the Shire of Victoria Plains ...	ii
Appendix B: Vegetation Complexes, Systems, and Vegetation Associations	vii
<i>Figure B1: Vegetative Complexes in the Shire of Victoria Plains (WALGA, 2020)</i>	vii
Table B1: Summary of Systems and Vegetation associations in each bioregion.....	viii
Appendix C: Fragmentation Map.....	xvii
<i>Figure C1: Fragmentation Analysis in the Shire of Victoria Plains</i>	xvii
Appendix D: Threatened Biodiversity.....	xviii
Table D1: Threatened and priority-listed flora within the Shire of Victoria Plains.....	xviii
Table D2: Threatened and priority-listed fauna within the Shire of Victoria Plains.....	xx
Table D3: List of Threatened and Priority-listed Ecological Communities.....	xxi

PUBLIC AGENDA



1.0 Introduction

Biodiversity and its Importance

Biodiversity refers to the total variety of life on Earth, encompassing numerous species with genetic and taxonomic variation across different habitats. This diversity includes thousands of unique habitats, millions of species, and trillions of individuals with variable characteristics. Australia, in particular, boasts immense biodiversity, with approximately 85% of its plant species being endemic (Cresswell, Janke, & Johnston, 2021). Biodiversity plays a vital role in enhancing wildflower tourism, which is currently thriving in the region. Protecting and connecting high-biodiversity areas is essential for sustaining this flourishing industry.



Figure 1.1: Importance of biodiversity around us



The security of life on Earth is enhanced by greater biodiversity, which plays a vital role in ecological processes and systems. For instance, diverse tree species are essential for carbon storage and climate stabilization, while pollinators and soil microorganisms contribute to agricultural productivity. Moreover, many unique plants found in Australian ecosystems are sources of medicinal compounds that treat various diseases. Biodiversity thus provides numerous ecosystem services, many of which are free, demonstrating its profound impact on human well-being and the environment, as illustrated in Figure 1.1.

Cultural Ties to Biodiversity by Indigenous Peoples

The Yued people of the Noongar nation are the traditional custodians of the boodja (lands) of which the Shire of Victoria Plains encompasses. The caring and healing of country has been their responsibility for thousands of generations and has recently been disrupted due to western colonisation. Despite the changing political, social and economic landscape, the Yued people continue to meet their cultural obligations where possible.

The Noongar people have deep spiritual connections to boodja, which underpins this custodianship or responsibility. Through a westernised system, there are 'formal' records of culturally significant sites throughout the Shire of Victoria Plains; however, it should be recognised and understood that all lands, waters and skies are culturally significant as it ties not only into customs and practices, but also oral traditions and narratives that have been passed on for thousands of generations.

2.0 Overview of Biodiversity in Victoria Plains

The Shire of Victoria Plains, situated within the Jarrah Forest (JF1), Swan Coastal Plain (SWA1) and Avon Wheatbelt 2 (AW2) bioregions of Western Australia, boasts a rich tapestry of biodiversity, offering a glimpse into the diverse ecosystems that characterize the region. The division of the Shire in the bioregions is shown below in Figure 2.1.

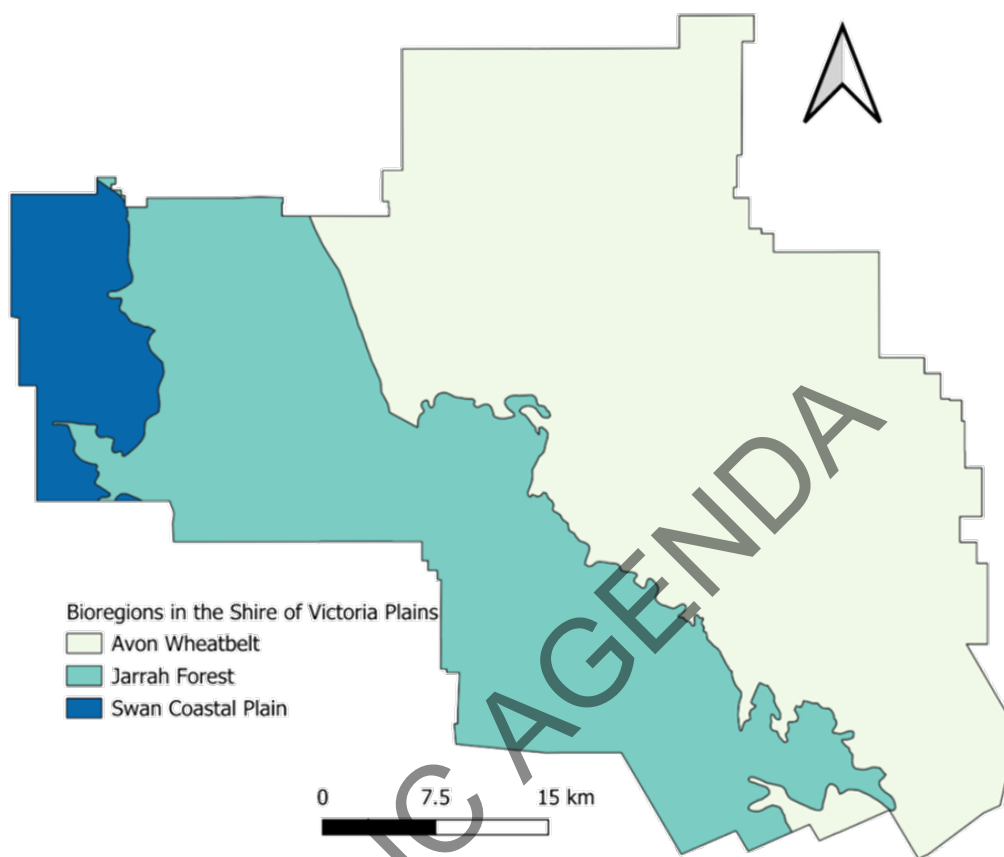


Figure 2.1: Division of the Shire of Victoria plains within different bioregions of Western Australia (Department of Climate Change, Energy, the Environment and Water, 2012)

The remarkable array of flora and fauna plays a vital part in maintaining the ecological balance of the area. With its vast agricultural lands and beautiful natural reserves, the Shire is home to numerous endemic species of wildflowers such as *Dryandra nobilis*, *Conospermum densiflorum* and *Gastrolobium villosum*, showcasing the region's biodiversity. The Shire of Victoria Plains also encompasses several reserves and State Forest within its boundaries as shown in Figure 2.2. The reserves include Boodadong Nature Reserve, Gillingarra Nature Reserve, Koodjee Nature Reserve, Mogumber Nature Reserve, Rica Erickson Nature Reserve, Sevenmile Well Nature Reserve and Wyening Nature Reserve. Detailed information on the reserves, along with their corresponding bioregions and vegetation associations, can be found in **Appendix A**.

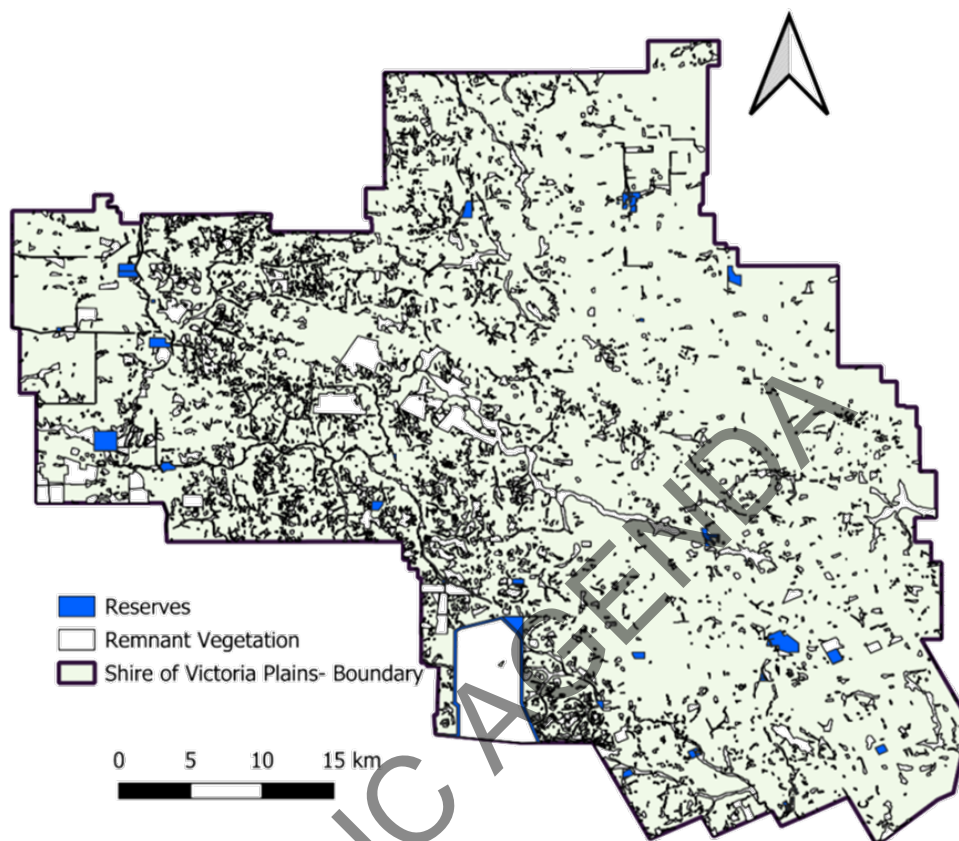


Figure 2.2: Map illustrating the major natural reserves in Shire along with water tributaries (Landgate, 2024).

One of the most defining features of the Shire is its varied landscape, which stretches across fertile plains, rolling hills, and pockets of native bushland. This native remnant vegetation forms a mosaic of habitats that support a wide range of plant and animal species, each harbouring its unique assemblage of life.

Regarding flora, the Shire of Victoria Plains boasts a diverse botanical landscape, with species adapted to the region's climatic conditions. Native vegetation such as eucalyptus, acacias, and banksias are spread across the landscape, providing important habitat and food sources for a myriad of wildlife. Wetland areas, including ephemeral lakes and seasonal streams, support a variety of aquatic plants, contributing to the overall biodiversity of the region.



The Shire's biodiversity extends beyond its plant life, encompassing a remarkable diversity of fauna. The area is home to numerous species of mammals, birds, reptiles, and amphibians, many of which are endemic to the region. Iconic Australian animals such as kangaroos, western swamp tortoises and echidnas roam the countryside, while bird enthusiasts can spot a plethora of avian species, from colourful parrots to black cockatoos.

Table 01: Current status of biodiversity in the Shire of Victoria Plains

Biodiversity Asset	Biodiversity Status
Native vegetation	The Shire exhibits minimal remaining vegetation due to decades of anthropogenic activities. The clearance of thriving trees for agricultural expansion and other developmental purposes has significantly depleted its natural green cover. The remaining cover is home to unique ecosystems such as Banksia woodlands of the Swan Coastal Plain and Eucalypt woodlands of the WA Wheatbelt, both listed as endangered and critically endangered ecological communities under the Commonwealth's <i>Environment Protection and Biodiversity Conservation Act 1999</i> .
Native Flora	The Shire harbors diverse endemic flowers, offering scenic beauty and vital habitats for pollinators. However, pollution and climate change are causing a yearly decline in wildflower and pollinator populations. According to local reports, flora species such as <i>Grevillea gillingarra</i> , a native plant with a small population remaining on the Earth's surface, are struggling to survive.
Native Fauna	The fauna of the Shire includes a variety of species, but many are facing dire threats. Threatened species like the black cockatoos (<i>Zanda</i> sp.), peregrine falcon (<i>Falco peregrinus</i>), dibbler (<i>Parantechinus apicalis</i>) and shield-backed trapdoor spider (<i>Idiosoma nigrum</i>) are struggling to survive in their shrinking habitats. Unfortunately, some species have already been driven to extinction, such as the long-tailed hopping mouse (<i>Notomys longicaudatus</i>) and big-eared hopping mouse (<i>Notomys macrotis</i>).
Wetland, rivers, and streams	The wetlands, streams and rivers in Shire are facing a continued decline due to lack of water caused by the reduction of rainfall in the Shire. The low water levels are jeopardizing the ecosystem supported by these waterbodies.
Biodiversity knowledge	The biodiversity of the Shire remains inadequately explored, revealing significant gaps in our understanding that require attention and further research to be addressed.



To ensure the preservation and enhancement of biodiversity within the Shire of Victoria Plains, a comprehensive biodiversity strategy is imperative. This strategy will encompass conservation efforts, habitat restoration and community engagement. By prioritizing the protection of native ecosystems, promoting biodiversity-friendly land use and fostering partnerships with local stakeholders, the Shire can safeguard its natural heritage for future generations to enjoy.

2.1 Vegetation Complexes and Vegetation Associations

A vegetation complex is a broad classification that identifies plant communities in relation to the landforms and soils they occupy. It gives a landscape-scale perspective of how ecosystems are distributed, aiding in the identification of biodiversity corridors and the ecological services they offer. These complexes are crucial for understanding the overarching ecological patterns across bioregions.

In the Shire of Victoria Plains, many vegetation complexes have been significantly reduced, with most retaining less than 30% of their pre-European extent. For example, The Coolakin complex, which originally covered 11,375 hectares, now retains only 29.55% of its area, of which 6.94% is located within the Shire of Victoria Plains. Similarly, the Yalanbee, Y6 complex has just 7.82% remaining in the Shire. These significant reductions in native vegetation are concerning for the long-term sustainability of the local ecosystems and biodiversity.

Overall, the percentage of remaining vegetation complexes in the Shire is only 28.50%, indicating a substantial loss of native vegetation. This underscores the importance of implementing targeted conservation efforts to protect and restore these critical natural habitats for future biodiversity. A map of the vegetation complexes within the Shire of Victoria Plains has been included in **Appendix B**.



Table 02: Vegetation complexes within the Shire of Victoria Plains

Geomorphological Province	Vegetation Complex Name	% remaining of Pre-European mapped in the bioregion*)	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% Remaining	Proportion of the Vegetation Complex Class Mapping extent within each LGA* (%)
Darling Plateau	Cooke	82.4%	100.70	65.30	64.84	0.27
Darling Plateau	Coolakin	39.2%	11,375.16	3,361.77	29.55	6.94
Darling Plateau	Michibin	25.6%	9,448.54	1,398.50	14.80	5.62
Darling Plateau	Nooning	17.9%	2,300.54	412.80	17.94	35.57
Darling Plateau	Pindalup	76.8%	468.28	414.08	88.43	0.28
Darling Plateau	Swamp	75.7%	2.17	1.69	77.60	0.00
Darling Plateau	Williams	25.9%	468.21	155.65	33.60	1.60
Darling Plateau	Yalanbee, Y5	66.2%	2,265.11	1,379.50	60.90	1.79
Darling Plateau	Yalanbee, Y6	46.5%	15,479.72	4,460.39	28.81	7.82
Dandaragan Plateau	Cullula Complex	51.2%	4,395.13	1,295.68	29.48	16.92
Dandaragan Plateau	Mogumber Complex-North	47.7%	1,294.60	491.42	37.96	5.92
Dandaragan Plateau	Wannamal Complex	50.7%	71.82	27.76	38.65	2.88
Swan Coastal Plain	Moore River	34.4%	305.77	206.59	67.56	3.61
Total			47,970.76	13,671.12	28.50	

*Government of Western Australia. (2019). 2018 South West Vegetation Complex Statistics. Current as of March 2019.

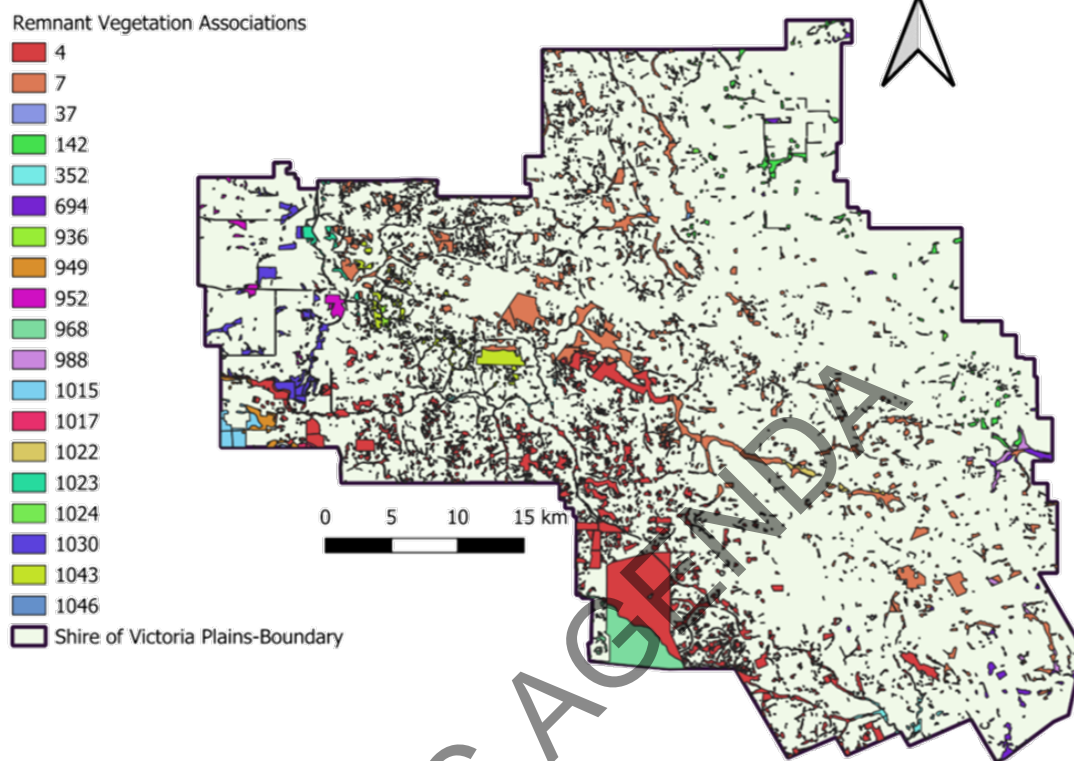


Figure 2.4: Current Extent of Vegetation Associations in the Shire of Victoria Plains (DPIRD, 2023)

On the other hand, **vegetation associations** refer to more specific groups of plant species that usually occur together in a particular habitat. They focus on the structure and composition of plant communities, such as woodland, heath, or thicket, and play a crucial role in understanding habitat types.

For the Shire of Victoria Plains, both vegetation complexes and associations are vital tools for conserving biodiversity. They help monitor the condition of native vegetation, assess impacts from human activities, and guide conservation or restoration efforts. The details of the vegetation associations within the Shire of Victoria Plains are illustrated in Figure 2.4 above and outlined in Table 03 below. Further comprehensive information is available in **Appendix B**, specifically in **Table B1**.



Table 02: Retention status of Shire of Victoria Plains vegetation associations at bioregion level

IBRA Region Code	IBRA Region Name*	Vegetation Association*	Pre-European Extent (ha)	2018 Extent (ha)	% Remaining in bioregion
AVW	Avon Wheatbelt	4	10,333.42	1,855.47	17.96
JAF	Jarrah Forest	4	1,022,712.69	277,087.18	27.09
SWA	Swan Coastal Plain	4	15,897.08	3,029.71	19.06
AVW	Avon Wheatbelt	7	144,189.50	15,279.52	10.60
JAF	Jarrah Forest	7	30,999.82	6,078.81	19.61
SWA	Swan Coastal Plain	7	56.14	11.93	21.26
AVW	Avon Wheatbelt	37	3,901.93	1,069.78	27.42
JAF	Jarrah Forest	37	2,492.74	1,852.23	74.31
SWA	Swan Coastal Plain	37	15,617.85	5,404.74	34.61
AVW	Avon Wheatbelt	142	637,707.53	79,309.95	12.44
JAF	Jarrah Forest	142	37.31	5.41	14.51
SWA	Swan Coastal Plain	142	190.89	24.18	12.67
AVW	Avon Wheatbelt	352	630,577.61	108,887.52	17.27
JAF	Jarrah Forest	352	31,606.76	6,467.09	20.46
SWA	Swan Coastal Plain	352	1,441.77	359.95	24.97
AVW	Avon Wheatbelt	694	173,921.56	12,637.36	7.27
JAF	Jarrah Forest	694	152.50	6.19	4.06
SWA	Swan Coastal Plain	694	38.12	18.22	47.79
AVW	Avon Wheatbelt	936	1,925.44	169.71	8.81
JAF	Jarrah Forest	936	306.56	101.64	33.15
AVW	Avon Wheatbelt	949	5,013.92	1,276.83	25.47
JAF	Jarrah Forest	949	1,462.42	531.22	36.32
SWA	Swan Coastal Plain	949	209,983.26	120,287.93	57.28
AVW	Avon Wheatbelt	952	19,791.12	6,183.10	31.24



IBRA Region Code	IBRA Region Name*	Vegetation Association*	Pre-European Extent (ha)	2018 Extent (ha)	% Remaining in bioregion
JAF	Jarrah Forest	952	535.03	246.28	46.03
SWA	Swan Coastal Plain	952	38,848.89	4,291.07	11.05
AVW	Avon Wheatbelt	968	1,497.82	338.96	22.63
JAF	Jarrah Forest	968	140,823.45	68,154.69	48.40
SWA	Swan Coastal Plain	968	136,188.20	9,017.32	6.62
AVW	Avon Wheatbelt	988	94,338.35	27,553.73	29.21
SWA	Swan Coastal Plain	988	1,372.05	892.89	65.08
SWA	Swan Coastal Plain	1015	19,556.98	6,639.02	33.95
JAF	Jarrah Forest	1017	11,846.91	9,028.80	76.21
SWA	Swan Coastal Plain	1017	5,681.10	2,521.71	44.39
AVW	Avon Wheatbelt	1022	456.21	177.46	38.90
AVW	Avon Wheatbelt	1023	1,522,680.40	165,123.60	10.84
JAF	Jarrah Forest	1023	14,925.28	3,096.12	20.74
SWA	Swan Coastal Plain	1023	9.79	1.06	10.88
AVW	Avon Wheatbelt	1024	738,926.59	84,606.91	11.45
JAF	Jarrah Forest	1030	236.12	42.28	17.91
SWA	Swan Coastal Plain	1030	134,788.56	86,013.90	63.81
JAF	Jarrah Forest	1043	5,095.15	1,416.86	27.81
AVW	Avon Wheatbelt	1046	861.78	45.20	5.24

Legend		<10% (15%)
		<30% (40%)
		>40%



2.2 Ecological Linkages

Guiding Principles for Establishing Ecological Linkages (Del Marco et al 2004, Davis and Brooker 2008, Molloy et al. 2009):

1. Aim for a heterogeneous matrix of habitats rather than a homogenous one. Utilise existing native vegetation matrix and complex landscapes with minimal disturbance.
2. The widest possible diversity of habitat types should be sought within a linkage with similar habitats (preferably) with less than 500 m – 1000 m apart.
3. Where continuous stands of native vegetation are not available, ecological linkages should be made up of remnants that form stepping stones between larger intact patches.
4. Provision of large regional linkages is preferable in supporting a wide range of communities and species, supporting their movement over generations to localised corridors.
5. Regional corridors should be 500 m wide where possible and a minimum of 300 m.
6. The number of linkages connecting to any given patch should be maximized as this improves overall connectivity and long-term viability.
7. Ecological linkages should be selected along directions that facilitate normal migrations and aid in adaptation of species and assemblages to climate change, such as North-South, East-West, high points in the landscape, riparian communities. Patches at high points in the landscape, in the line of sight of other patches are important for species dispersal and home range utilisation.
8. Re-vegetation is a viable strategy for establishing or strengthening corridors in cleared landscapes, with priority given to opportunities to expand existing remnant vegetation. Aim to form continuous vegetated linkages or corridors at least 100 m wide. If this is not possible, ensure stepping stones of reconstructed or created habitat are at least 2 ha to 4 ha in size and no more than 500 m to 1000 m apart.
9. Avoid or mitigate impacts of gaps in linkages caused by roads and other barriers to fauna mobility.
10. Open canopies over highly disturbed understorey may be of little value, except for highly mobile species.



Habitat fragmentation is recognised as contributing to biodiversity decline (McKinney 2002). Landscape connectivity is essential for both plant and animal species population viability. However, pressures from expanding urban areas and land clearing have negative impacts on landscape connectivity. It is becoming increasingly apparent that there is a role for private land conservation to play in the maintenance of habitat corridor networks and landscape connectivity.

In the Perth Metropolitan Region and the Southwest of Western Australia, regional ecological linkages were identified by WALGA's Biodiversity Projects (Del Marco et al. 2004, Molloy et al. 2009). Regional linkages connect regionally significant natural areas and provide a framework within which Local Governments can identify local ecological linkages. The local linkages identified within Figure 2.5 aim to connect locally significant natural areas. The viability of any natural area depends on its proximity to other natural areas, the quality of linkages or barriers in the landscape between them (Del Marco et al 2004). Ecological linkages should include the major variations in plant communities and fauna habitat typical of the region.

To provide continuity with connecting boundaries to neighbouring Shires, connectivity analysis was based on the methodology detailed in the Shire of Northam Local Biodiversity Strategy prepared by WALGA (2015). 'Patches' were defined as a mapped, contiguous unit of vegetation derived from the current remnant vegetation extent (DPIRD, 2020). A measure of fragmentation was considered a proxy for connectivity for this analysis to inform the designation of ecological linkages. Fragmentation provides a measure for each patch based on its size how closely each border surrounding patches. The measure was based on the following expression:

$$F(S, P, d) = \text{Area}(S \text{ within } P \text{ buf } d) / \text{Area}(P \text{ buf } d);$$

whereby S is the set of all remnants in the landscape, P is each remnant, and d is a buffer distance.

Effectively, this expression calculates the sum of all remnant vegetation within the specified buffer area for each patch of remnant vegetation. The set of buffer distances considered was 10m, 20m, 50m, and 100m, with the final result being the mean of the outcome for each buffer distance. Low numbers correspond to



greater patch fragmentation and vice versa. To represent 'grades' of fragmentation, the results were grouped as follows:

Value range	Legend description
0 – 0.2	1
0.2 – 0.4	2
0.4 – 0.6	3
0.6 – 0.8	4
> 0.8	5

Areas of comparatively low fragmentation (shown in **Appendix C**) were then assessed visually to determine the most likely pathways of ecological linkage with consideration to the following:

- 'Regional Connectivity' is a measure for a patch and a network to which it belongs in how the network deviates from the "ideal" shape of a well-connected network (a circle). Ecological linkages were selected to be continuations of existing regional ecological linkage mapping for the Perth Metropolitan Region (WALGA, 2004) and the ecological linkages mapped in the neighbouring Shire of Chittering (Shire of Chittering, 2010).
- 'Fragmentation' - measure for a patch and its immediate surrounds and how this local network deviates from the ideal circle. Thin, small patches not closely bordering large patches are considered highly fragmented and large compact patches are considered least fragmented
- A 'patch' - defined as a mapped contiguous unit of vegetation, based on the combine layer of the 2019 native vegetation extent mapping (DPIRD 2020).

Road reserves are managed as road reserves and not LNAs. However, road reserves are mapped and classified according to roadside conservation committee protocols and can act as corridors and buffers.

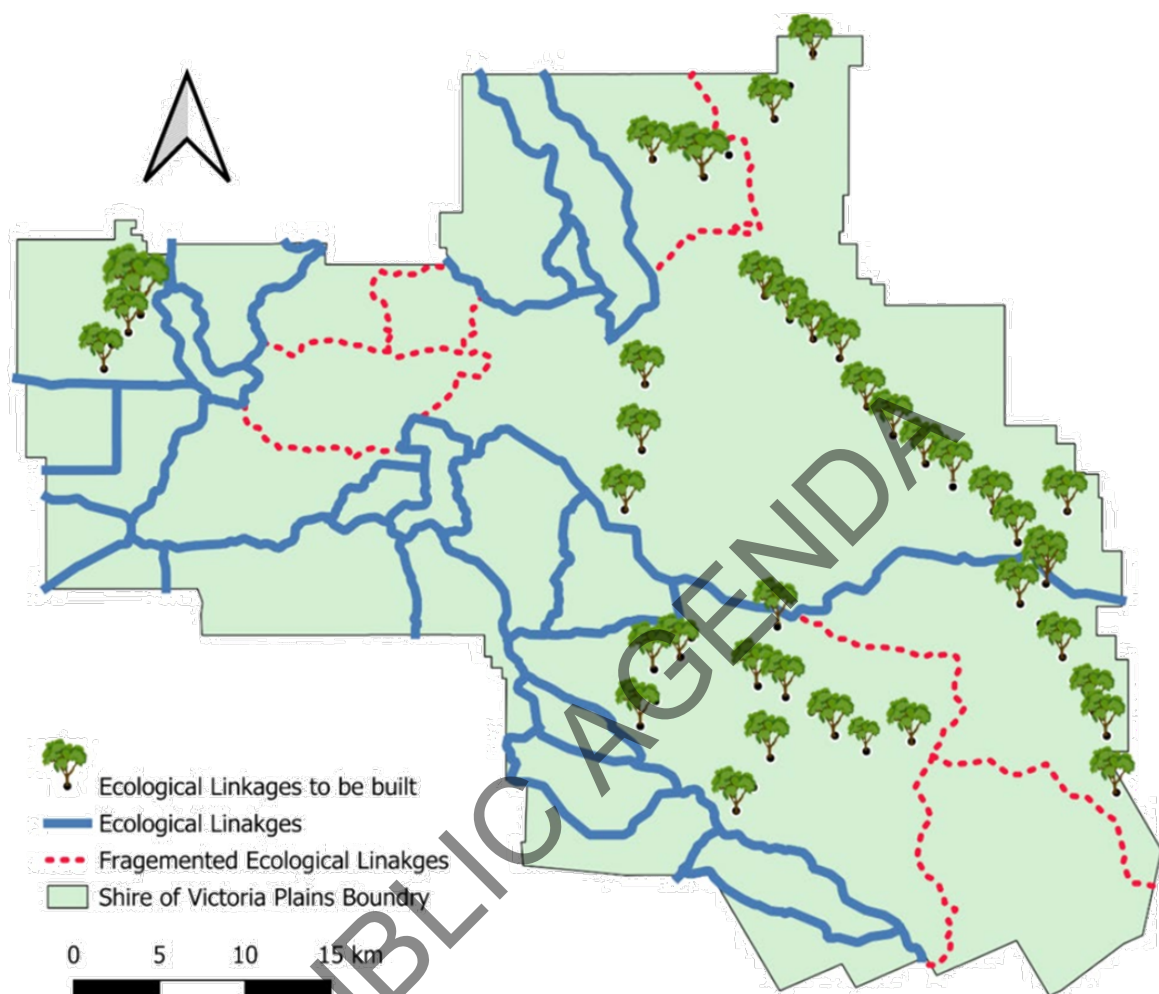


Figure 2.5: Ecological linkages in the Shire of Victoria Plains (The ecological linkages are made by the distance of 10m, 30m, 50m and 100m, the fragmented ecological linkages are made by using 200m to 500m buffer)

3.0 Contributions of Rica Erickson to the Shire of Victoria Plains

The understanding of the Shire of Victoria Plains' rich biodiversity owes much to the tireless field work of Rica Erickson. Through careful botanical surveys and detailed records of local fauna and flora, her works now form the basis for understanding and conserving the area.



Biodiversity documentation: By undertaking surveys, Erickson has provided catalogues of species in the Shire which give us some knowledge about those varieties. These details are vital for planning conservation programs and sustainable land use strategies.

Literary Legacy: Rica Erickson's *Field Guide to the Wildflowers of Western Australia* (1951) was a foundational work that raised awareness about the region's unique flora and the importance of conserving native species. Her detailed research on insectivorous plants like Sundews and Trigger plants played a crucial role in their conservation. Additionally, Erickson's numerous publications, including those highlighting the ecological richness of the Victoria Plains region, serve as enduring educational tools that inspire a deeper understanding of the environment. These works not only celebrate Western Australia's biodiversity but also enhance its intrinsic value by fostering public appreciation and encouraging conservation efforts. Erickson's legacy continues through resources like the Rica Erickson Nature Reserve and her influential books, which remain key to environmental education and biodiversity protection.

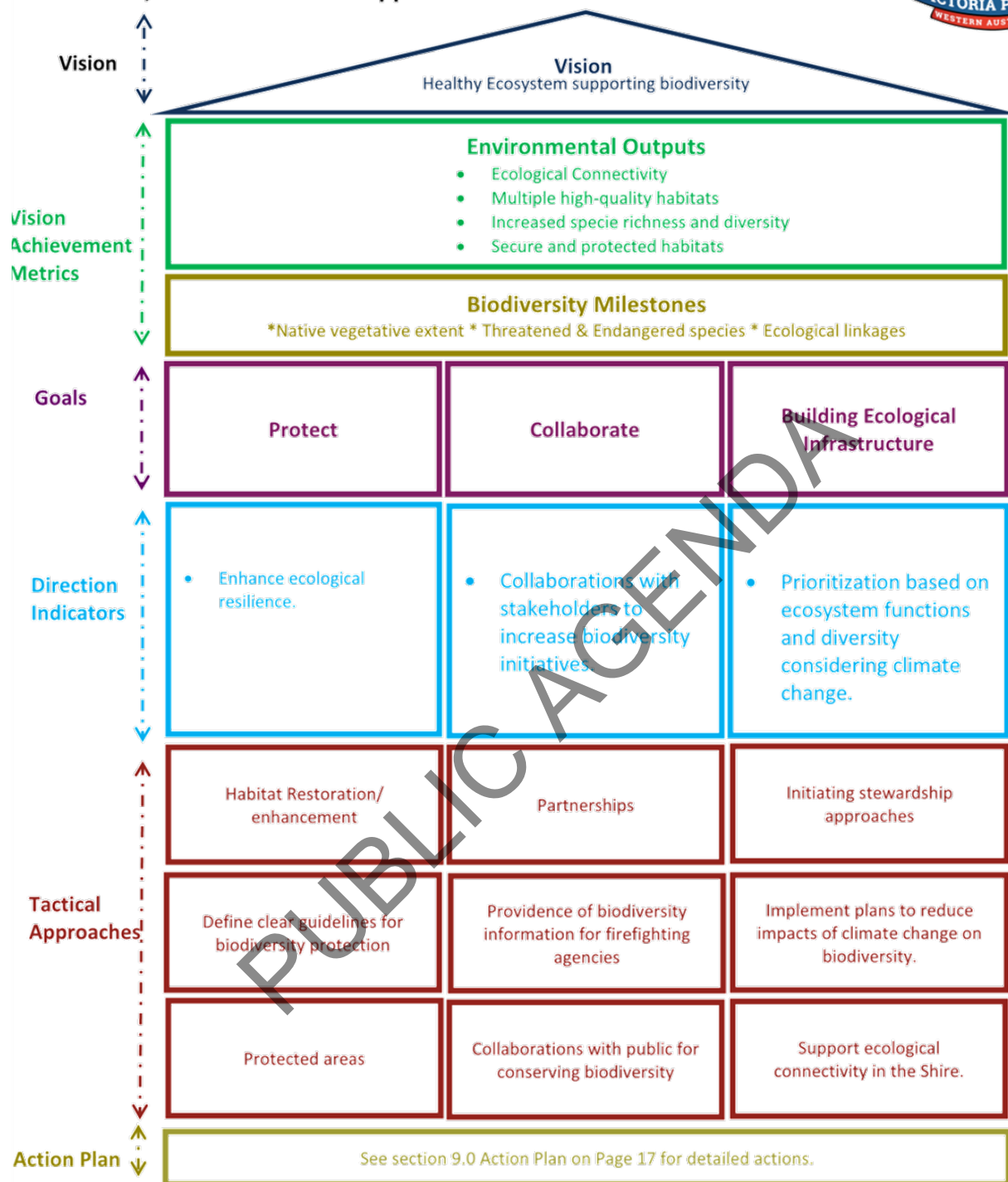
Environmental education: Erickson has fostered a culture of environmental awareness and stewardship through her writing, speaking and outreach efforts. Her efforts to advocate for ecosystem conservation has enabled communities to actively participate in the protection and restoration of local ecosystems.

Conservation inspiration: Rica Erickson's estate is a guiding light for conservation efforts on Shire of Victoria Plains' land. Her unwavering commitment to documenting and protecting the Region's natural treasures inspires present and future generations to prioritize biodiversity conservation as an integral part of current development.

Rica Erickson's contributions are an integral part of the Shire's biodiversity strategy, providing a solid foundation for ongoing conservation efforts. Her legacy is aligned with the Shire's natural landscape fabric and reminds us of its value and the importance of preserving its ecological beauty for future generations.



4.0 Vision, Goals and Tactical Approaches





5.0 Major Identified Threats to Biodiversity in the Shire of Victoria Plains

Biodiversity is currently threatened by anthropogenic activities: habitats are being cleared, and species are going extinct. The statistic in Australia warrants for careful contemplation. As of December 2020, the *EPBC* Act listed 1,900 species and subspecies, including 93 that are extinct, and 87 threatened ecological communities (Dickman & Lindenmayer, 2021). However, these figures are likely an underestimation due to gaps in data, ongoing taxonomic revisions, and recent environmental impacts such as drought and bushfires. Furthermore, approximately 70% of living organisms in Australia remain undiscovered, unnamed, documented, and classified (Cresswell, Janke, & Johnston, 2021). Major threats to the Shire are listed below in Figure 5.1.

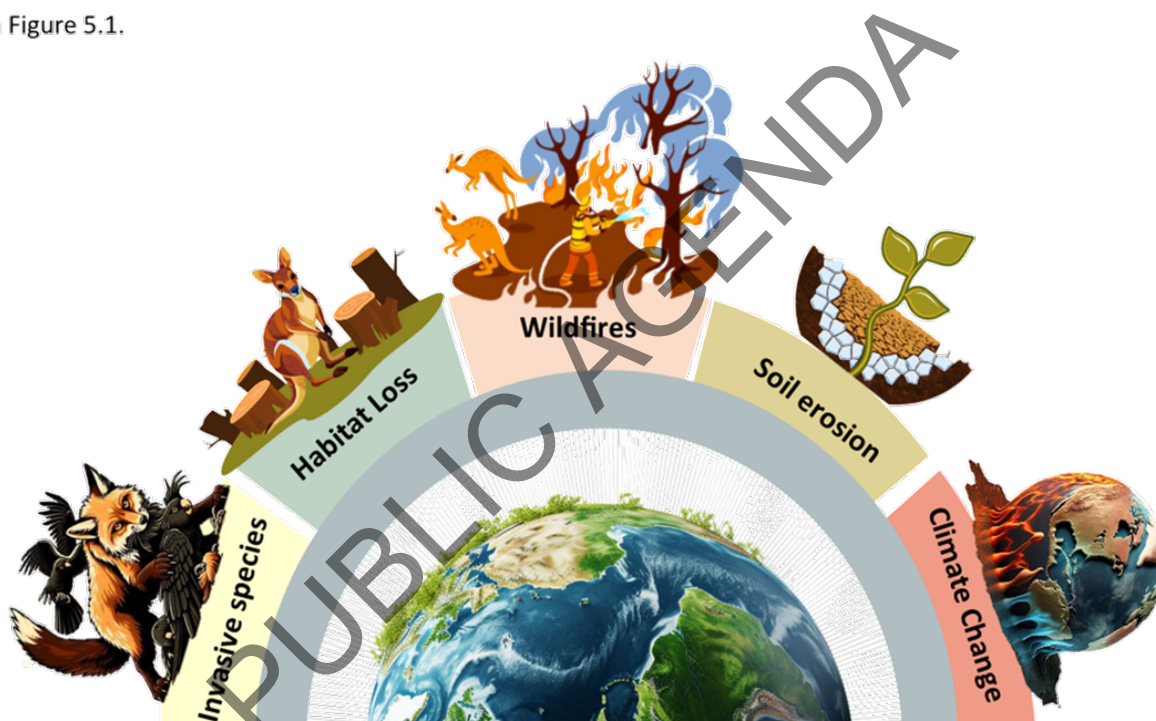


Figure 5.1: Major identified threats to biodiversity

5.1 Invasive species

Invasive species are the animals or plants that are not indigenous to the area, pose a significant threat to the biodiversity and proliferate in the environment after introduction in that region. Some notable examples of invasive species in the Shire of Victoria Plains are rabbits, foxes, cats, and pigs. The introduction of these



invasive species is done by anthropogenic activities either as a pet, for consumption purposes or sport. A study by Kearney *et al.* (2019) found that 82% of Australian threatened taxa was affected by invasive species in 2018. This highlights the adverse impact of invasive species around Australia.

Invasive species not only compete with the native flora and fauna for resources but also disrupts the ecosystem, leading to habitat alteration. Historical records of the Shire of Victoria Plains dating back to 1950 have documented the instances of disturbances caused by invasive species of weeds and rabbits. Feral cats, renowned for their highly efficient predatory behaviour, hunt native wildlife, contributing to the decline of biodiversity in the Shire. According to a report by Doherty *et al.* (2016), feral cats are solely responsible for killing a million Australian birds daily. Despite the Shire's renowned display of wildflowers, which adds to their natural beauty, rabbits pose a significant threat to the flora. The Shire believes that multiple unknown species have been struggling to survive under the influence of feral and invasive animals.

5.2 Habitat loss

In the Shire of Victoria Plains, habitat loss, deforestation and fragmentation have emerged as critical challenges impacting biodiversity conservation. The conversion of natural landscapes to agricultural and urban development has led to significant habitat loss (Neldner, 2018). Therefore, native species, including endemic flora and fauna, face heightened threats due to the shrinking availability of suitable habitats. Furthermore, deforestation practices have accelerated the decline of biodiversity by directly removing vital habitats and disrupting ecological processes. Fragmentation worsens these issues by creating isolated patches of habitat, which can lead to genetic isolation, reduced species mobility, and increased vulnerability to ecological disturbances (Gonçalves-Souza, Verburg, & Dobrovolski, 2020).

These combined factors have profound implications for biodiversity within the Shire of Victoria Plains, threatening the long-term survival of native species and compromising the resilience of local ecosystems. The consequences of habitat loss, fragmentation, and deforestation within the Region are spatially illustrated in the map depicting remnant vegetation, as presented in Figure 5.2.

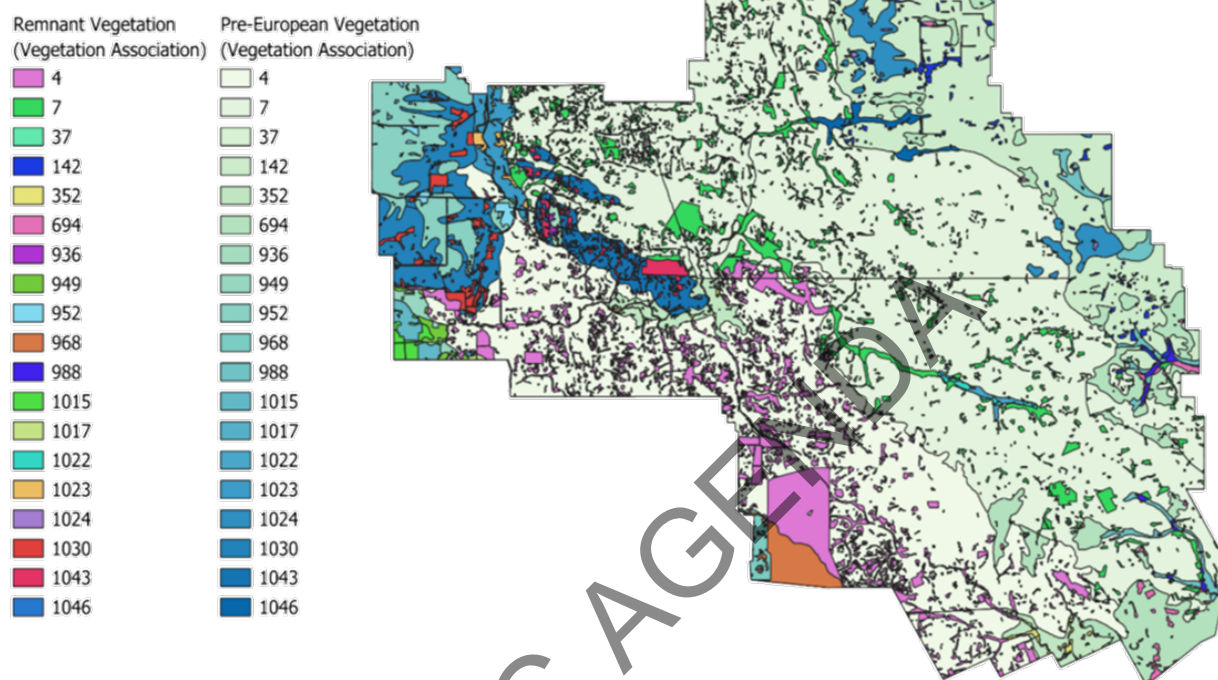


Figure 5.2: Pre-European and Current Extent of Vegetation Associations in the Shire of Victoria Plains (WALGA, 2020; DPIRD, 2023).

5.3 Wildfires

Wildfires present significant threats to biodiversity within the Shire of Victoria Plains. The rapid spread of flames can result in the destruction of vegetation, which is crucial habitat for numerous animal species. Consequently, the loss of these habitats can lead to displacement and endangerment of wildlife populations. Moreover, the reduction in vegetation diversity disrupts the delicate balance of biodiversity within the ecosystem, often resulting in the replacement of native species with opportunistic ones. This disruption extends to essential ecosystem processes like nutrient cycling and water filtration, contributing to soil erosion and degradation.

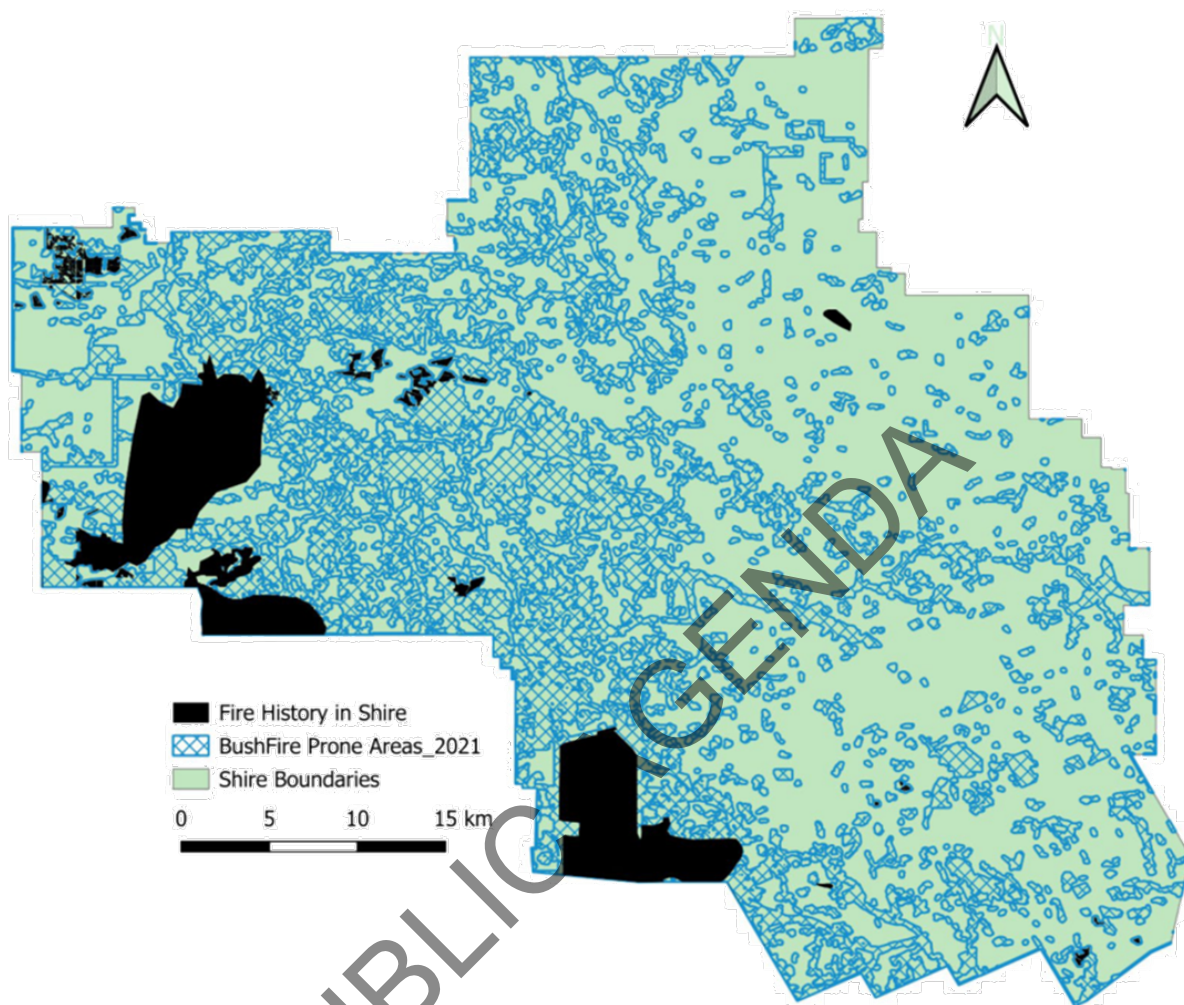


Figure 5.3: The map illustrates bushfire prone areas and fire history in the Shire (DFES, 2021)

The direct impact of wildfires on wildlife is profound, often causing injuries and fatalities as animals attempt to flee the flames. Furthermore, wildfires compel wildlife to alter their behaviour, affecting foraging patterns, migration routes, and breeding habitats. These changes can have long-term ramifications for population dynamics and biodiversity. Another significant threat to biodiversity arises from altered wildfire regimes. While wildfires play a crucial role in the proliferation of certain species, changes in fire patterns are pushing imperilled species closer to extinction. Many ecological communities are experiencing decline due to the



impact of inappropriate fire regimes and other threatening processes, which often exacerbate the effects of fire. Additionally, preexisting threats may further jeopardize the long-term availability of populations and species affected by fire.

5.4 Soil Erosion

The Shire of Victoria Plains, primarily characterized by agricultural lands, has experienced significant soil erosion, dating back to the 19th century as documented reports indicate instances of salination. Extensive deforestation in the region has accelerated soil degradation, threatening the integrity of local ecosystems. Soil erosion can stem from various factors, including excessive chemical use, overgrazing, topsoil removal due to flooding or drought. Disturbed soil often paves the way for the colonization of weedy plant species, further exacerbating the impact on terrestrial flora and fauna. Additionally, soil erosion detrimentally affects crucial bacterial species responsible for soil nitrification, which is essential for sustaining plant life.

5.5 Climate Change

In addition to the myriad threats already faced by biodiversity, climate change presents an unprecedented challenge, exacerbating existing pressures and imposing new ones on ecosystems in the Shire of Victoria Plains. The risk of climate change compounds the struggles of already vulnerable species, pushing them to the brink of extinction. Over the past few years, evident signs of climate change have manifested in the region, with minimal rainfall and increasingly intense winds becoming the new norm, as clearly apparent from Figure 5.4. These shifts are not only evident in anecdotal observations but also substantiated by data from weather radars, which reflect the changing climatic patterns across the Shire.

One notable impact of climate change is the observable decline in the abundance of wildflowers, a cherished feature of the Shire's landscape. These vibrant blooms, once plentiful, are now becoming scarce due to the prolonged dry spells and altered precipitation patterns brought about by climate change. As rainfall becomes more erratic and droughts more frequent, the ability of wildflowers to germinate, grow, and reproduce is compromised, leading to diminished populations and biodiversity.

Furthermore, the repercussions of climate change extend beyond flora to fauna, with iconic species like the black cockatoos feeling the brunt of these environmental shifts. These majestic birds, known for their striking



appearance and distinctive calls, rely on specific environmental conditions for breeding, foraging, and nesting. However, as climate change disrupts these conditions, their habitats become increasingly inhospitable. Prolonged droughts limit the availability of food sources, such as native seeds and fruits, leading to malnutrition and reproductive failure among black cockatoos. Additionally, extreme weather events, such as heatwaves and storms, pose direct threats to their survival, further exacerbating their population decline. The consequences of climate change are not confined to individual species but reverberate throughout the entire ecosystem, disrupting ecological processes and interactions.

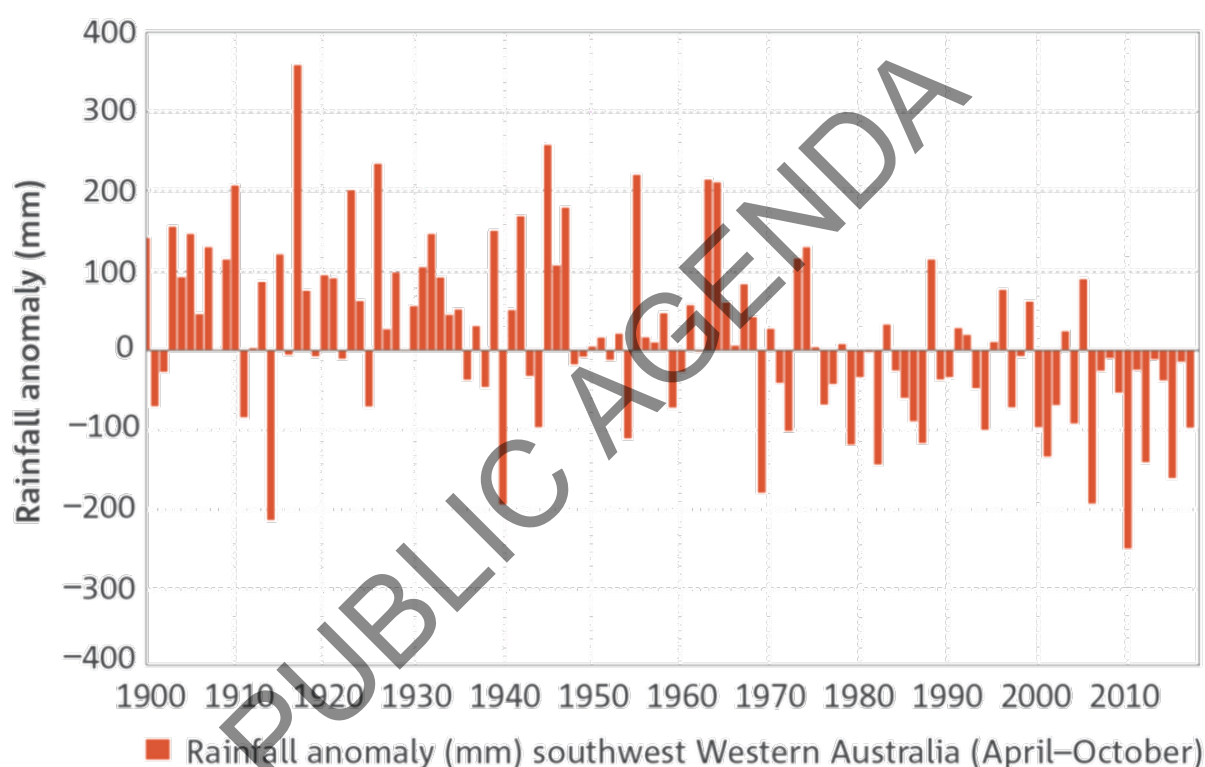
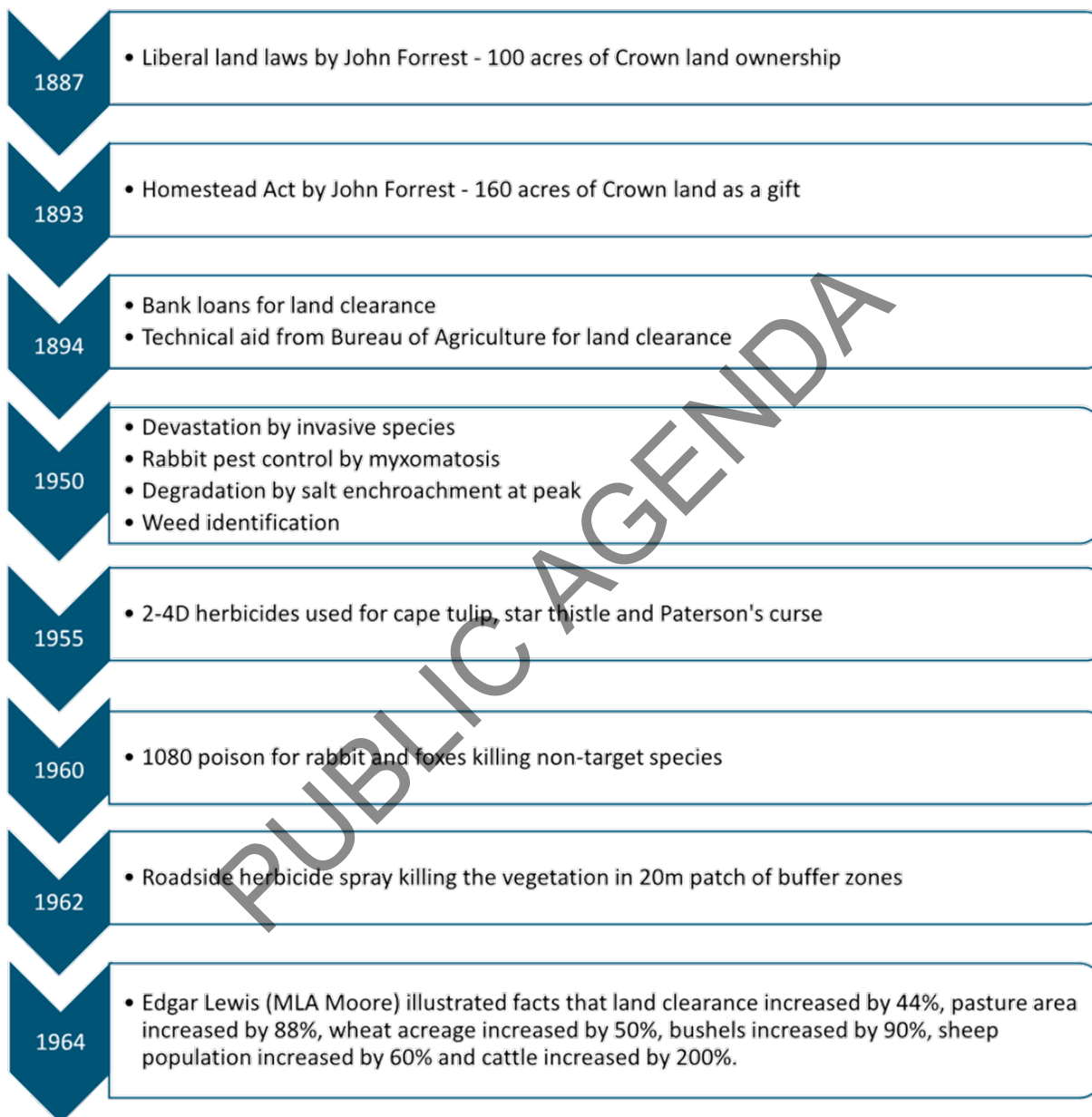


Figure 5.4: Anomalies of April to October rainfall for southwest Western Australia. Anomalies are calculated with respect to 1961 to 1990 averages (CSIRO, 2018).

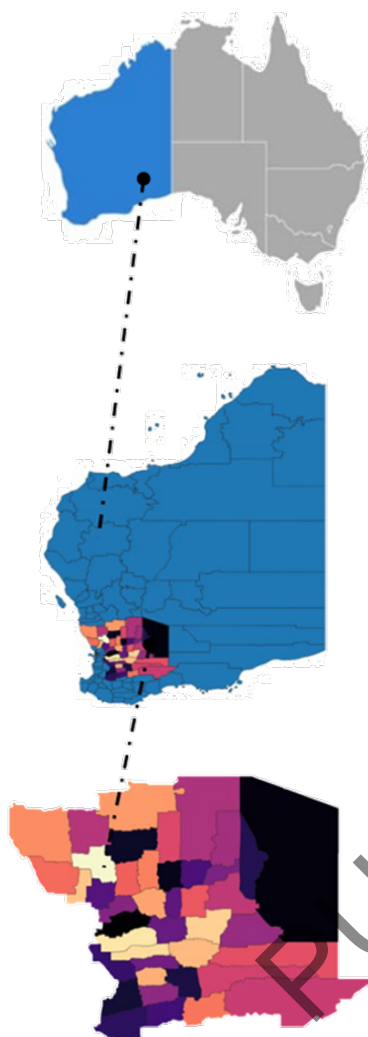


6.0 A Snapshot of Past Events Impacting Biodiversity in the Shire of Victoria Plains





7.0 Legal and Strategic Frameworks for Biodiversity Conservation: National, State, Regional, and Local



7.1. National Legislations

- *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)*
- *Nature Repair Act 2023*
- *Australia's Strategy for Nature 2019-2030*
- *Threatened Species Action Plan 2022-2032*
- *Comprehensive, Adequate and Representative Reserve System for Forests in Australia*

7.2. State Legislations

- *Biodiversity Conservation Act 2016*
- *Environmental Protection Act 1986*
- *Native Vegetation Policy for Western Australia*
- *Biosecurity and Agricultural Management Act 2007*
- *Aboriginal Heritage Act 1972*
- *Conservation and Land Management Act 1984*
- *Planning and Development Act 2005*

7.3 Shire Strategic and Regulatory Framework

- *Public Places and Local Government Property Local Law 2018*
- *Integrated Strategic Plan (2022) (Strategic Priority 3.2)*
- *Local Planning Scheme No. 5 (2012)*
- *Public Places and Local Government Property Local Law 2018*

Please Note:

Regulatory Framework for Native Vegetation Clearance

In Western Australia, it is illegal to clear native vegetation or collect native plants and animals without proper authorization. Landowners can find information regarding what actions are authorized under the *Environmental Protection Act (EP Act)* and the *Biodiversity Conservation Act (BC Act)* by visiting the Department of Water and Environmental Regulation's website or consulting local government resources.



8.0 A Snapshot of Conservation Approaches in the Shire

The Shire of Victoria Plains has a rich history of environmental conservation efforts, marked by various initiatives and milestones despite extensive deforestation for economic interests in the past. The conservation efforts began with Rica Erickson in the 1950s, with documentation of biodiversity of the region. Her publications were eye openers for the residents and piqued their interests in environmental issues. The timeline in Table 8.1 below includes the list of the efforts from past to most recent ones. The Shire was also declared as the most progressive one for conservation practices in the 1990s. Most recent initiatives include seed collecting and revegetation in 2023.

Table 8.1: Timeline Of Conservational Approaches in the Shire

Year	Conservation Approaches
1950s	Efforts of Rica Erikson to document biodiversity in the Shire.
1980	Unprecedented interest of community in environmental matters.
1983	Farmers took action to manage flooding and soil erosion.
1984	Volunteers and the Men of the Trees organisation planted 4000 trees.
1990	Shire and volunteers planted 10000 trees: 6000 in Bolgart and Calingiri, and 4000 in Yerecoin and Piawaning.
1990	Increased awareness that sustainability is impossible without Landcare.
1994	Land Conservation Officer was appointed.
1996	Rica Erickson was honoured with a reserve named after her.
1997	Yerecoin Revegetation Strategy focused on the Moore River East Branch.
1998	- The Shire of Victoria Plains was recognised as the most progressive Shire in conservation by the Land Management Committee. - Funding secured for the rehabilitation and protection of the Moore River. - Students from Russia, Sri Lanka, Albania, Bosnia, Ethiopia, and Japan gathered in Victoria Plains for revegetation. - Funding obtained to address rising groundwater and salinity in town boundaries. - Farm and catchment planning initiated for Calingiri. - New Norcia Land Conservation District Committee was formed.
1999	- Environmental awareness programs held for school children. - A thesis study titled "Hydrological Study of Moora, Gillingarra & Dandaragan Area" was conducted. - Salinity Management Strategy was prepared.



Year	Conservation Approaches
1999-2000	The Wyening Mission Property was selected by Greening Australia (WA) for establishing a native plant and seed orchard and a seed bank for native species.
2002	A River Restoration Workshop was organised by the Shire of Victoria Plains.
2003	- School children created seed balls for revegetation. - The Shire of Victoria Plains distributed free trees.
2005	A CD was created to guide tourists on a drive, explaining the unique natural features of the region.
2005-2008	The Catchment Demonstrative Initiative project secured \$1 million in funding to support sustainable practices, including farm forestry, salt land grazing, and riparian fencing along the Moore River.
2011	Recovery and protection of threatened natural assets in the Moore River Catchment by the Moore Catchment Council.
2012	Improvement of habitat and connectivity in the farming landscape for birds within the Moore River Catchment.
2016	Protection of habitats for threatened flora and fauna in the Moore Catchment.
2017	Food plants for the endangered Carnaby's cockatoo were planted in Gillingarra.
2020	A Bioblitz was conducted at Carrah Farm.
2023	Seed collection of (Mortlock River mallee) <i>Eucalyptus sargentii</i> subsp. <i>onesis</i> (P3) - Stored under 5°C and less than 20% humidity - Seeding done in an area and fenced

9.0 Action Plan

9.1 Execution, Monitoring, and Assessment

Shire of Victoria Plains will implement this Plan between 2024 and 2035, aligning with the timeframe of the proposed Action Plan. The initiatives outlined within the Plan are instrumental in achieving Council's overarching goal of valuing and preserving Victoria Plains' distinctive and fragile biodiversity, aiming to prevent our species from fading into oblivion.

Each action outlined in the Plan will adhere to principles of manageability, significance, attainability, and financial viability, ensuring a targeted and conscientious approach to biodiversity conservation. A dedicated steering committee within the Shire will oversee the implementation process, conducting regular meetings



to execute actions, monitor progress and assess outcomes. Updates on the Strategy success and progress will be provided in Shire's Annual Report.

A comprehensive review of the Strategy will be conducted after five years to evaluate its effectiveness and address emerging threats. The Shire will be promptly informed about the possible changes to the Action Plan if required.

The Shire will implement the strategy via utilizing the existing resources, seeking out of grant fundings, and acquiring support from external stakeholders, including governmental and non-governmental agencies whose role and priorities are to manage biodiversity conservation and environmental health. Most of the actions in the Strategy can be completed by collaboration amongst the Shire and key stakeholders.

Our vision is to cultivate a healthy ecosystem for biodiversity in the Shire, fostering conditions where organisms can thrive and flourish. The goals outlined in the Local Biodiversity Strategy are designed to mitigate the impact of anthropogenic activities on native species while ensuring the economic viability of the Shire. These goals support biodiversity conservation efforts:

- fostering partnerships,
- enhancing protection measures, and
- building ecological infrastructure.



9.2 Protect

Tactical Approach	Actions	Timeframe	Success
Habitat restoration & enhancement	Actions 1.1 Protect current remnant vegetation	2 years	Economic growth without disturbing remnant vegetation
	Action 1.2 Respond to existing issue of invasive species (foxes, weeds, feral cats, and feral pigs)	On-going	Effective initiatives for controlling invasive species
Define clear guidelines for biodiversity protection	Action 1.3 Develop template to support considerations of implications to biodiversity when assessing planning proposals	1 year	Template developed and in use
	Action 1.4 Develop a standardized voluntary planning agreement (VPA) which outlines council's expectations regarding management of native vegetation and habitats for proponents in relation to preservation of or offsetting of impacts to biodiversity on private land or land managed by organisations	5 years	Standard VPA adopted by the council
Create protect areas	Action 1.5 Integrate Local Biodiversity Strategy objectives into the Shire's Local Planning Strategy (when reviewed).	3 years	Integration of Local Biodiversity Strategy objectives into the revised Local Planning Strategy, ensuring all planning decisions reflect biodiversity conservation goals.
	Action 1.6 Installing signage at biodiversity sensitive site or hotspots to alert people so they can be careful	3 years	Quantifiable improvements in biodiversity indicators over time



9.3 Collaborate

Tactical Approach	Actions	Timeframe	Success
Partnerships	Actions 2.1 Collaborate with traditional owners to foster deeper connection to indigenous cultural heritage and biodiversity	On-going	At least two initiatives signed each year with the Yued Aboriginal Ranger Program.
	Action 2.2 Provide support to industry and private landowners to implement landscape-scale invasive species control and habitat connectivity	4 years	Develop opportunities for integration land management practices and cultural practices for biodiversity.
	Action 2.3 Investigate the option to partner with the authorities, universities, traditional owners, and neighbouring councils to restore priority biodiversity assets and reduce biodiversity threat.	5 years	Partnerships established, and the documented reduction of biodiversity threats.
Providence of biodiversity information to firefighters	Action 2.4 *Knowledge of vulnerable species *Maps of species *Fire suppression for endangered Fauna	On-going	Maps of vulnerable species and understanding of their habitat.
Collaborations with public for conserving biodiversity	Action 2.5 Support existing and emerging groups and other conservation groups that value and protect our biodiversity to strengthen stewardship for the environment	On-going	Expansion of collaborative partnerships leveraging resources and expertise effectively.
	Action 2.6 Promote environmental education and community activities that foster responsible behaviour and positive attitudes towards biodiversity conservation.	3 years	Assess changes in knowledge, attitudes, and behaviours towards biodiversity conservation through surveys conducted before and after educational initiatives.



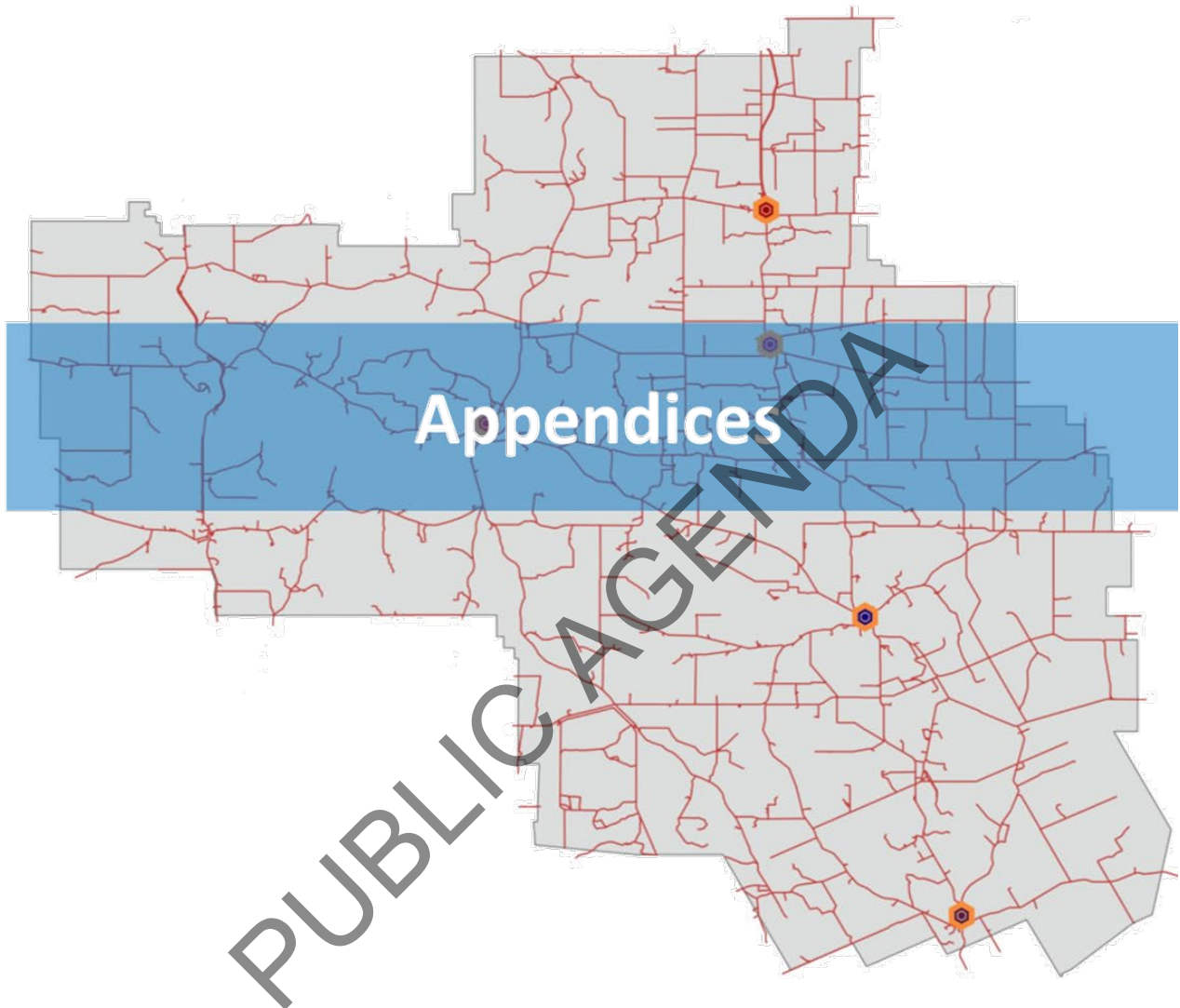
9.4 Build Ecological Infrastructure

Tactical Approach	Actions	Timeframe	Success
Initiating stewardship approach	Actions 3.1 Develop a baseline of existing environmental assets in Victoria Plains through an assets and connection study	3 years	Study is completed.
	Action 3.2 Foster effective communication among stakeholders for biodiversity improvement.	2 years	Effective communication developed.
	Action 3.3 Develop detailed maps and brochures highlighting flora-rich roads and strategically build parking spots (P-stops) around biodiversity hotspots to enhance eco-tourism.	3 years	Completed maps and brochures. Minimum 5 parking spots built for seeing wildflowers.
	Action 3.4 Develop a GIS database to record and map areas significant for biodiversity i.e. wildlife corridors, known habitat of threatened species, and other important biodiversity features.	On-going	Shire Wise mapping layer incorporated in decision making and readily used for conservation efforts.
Plans to reduce impacts of climate change on biodiversity	Action 3.5 Support monitoring and research to assess the impacts of climate change on biodiversity	3 years	Research studies or monitoring done to calculate the impact of climate change on local biodiversity.
	Action 3.6 Develop a map which will provide guidance on where in the Shire the biodiverse carbon planting will be supported.	2 years	Map developed and in use.
Collaborations with public for conserving biodiversity	Action 3.7 Implement targeted restoration within council reserves to enhance connectivity and habitat areas.	4 years	Improved biodiversity in council.
	Action 3.8 Identify and designate suitable offset sites within the Shire, collaborating with businesses to jointly mitigate their carbon emissions while simultaneously enhancing local biodiversity	On-going	Biodiversity off-set site map developed, adopted for use and informed to the stakeholders.



References

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Appendix A

Table A1: Vegetative Complexes and Vegetative Associations in Reserves of the Shire of Victoria Plains

Reserve Number	Reserve Class	Reserve-Area	Vegetative-Complex	System	Vegetative Association
134	C	3.9052	Michibin - Mi	MOGUMBER	4
249	C	5.6656		WALEBING	7
402	C	22.393	Yalanbee - Y6, Coolakin-Ck	MOGUMBER	4
2332	C	101.6856	Cullula Complex	MOGUMBER	4
2332	C	404.6856		MOGUMBER	952
2332	C	404.6856		KOOJAN	1030
2332	C	404.6856		MOGUMBER	4
2391	C	37.5978		BANNISTER	4
2391	C	37.5978	Coolakin - Ck	MOGUMBER	4
2394	C	40.4686		GOOMALLING	694
3345	A	258.9735	Cullula Complex	MOGUMBER	4
3345	A	258.9735	Moore River	KOOJAN	1030
6779	A	40.477		MOGUMBER	4
7615	A	52.6474	Coolakin - Ck, Michibin-Mi	MOGUMBER	4
8588	C	55.4	Michibin - Mi-Nooning-No	MOGUMBER	4
9822	C	6.5324	Coolakin - Ck	YORK	352
9826	C	1.3223		YORK	352
9827	C	1.9645		GOOMALLING	694
12036	C	0.4047		MOGUMBER	7
16631	C	0.1012		WALEBING	1022
16738	C	2.1625		WALEBING	7
17138	C	2.0234		WALEBING	7
17655	C	247.9784		WALEBING	7
17766	C	0.1012		WALEBING	1022



Reserve Number	Reserve Class	Reserve-Area	Vegetative-Complex	System	Vegetative Association
17955	C	2.8833		YORK	352
18183	C	0.2023		VICTORIA PLAINS	142
18203	C	12.3202		VICTORIA PLAINS	142
18204	C	0.1659		VICTORIA PLAINS	142
18205	C	2.0734		VICTORIA PLAINS	142
18984	C	0.1012		YORK	352
19716	C	2.2428		WALEBING	1022
19716	C	2.2428		WALEBING	7
19948	C	0.2001		YORK	352
20121	C	11.5595		WALEBING	1022
20277	C	2.1442		WALEBING	7
20320	C	0.2023		WALEBING	1022
20320	C	0.2023		WALEBING	7
20543	C	1.2141		VICTORIA PLAINS	142
20707	C	0.7993		YORK	352
20738	A	126.8968		MOGUMBER	1023
20738	A	126.8968		KOOJAN	1030
20991	C	16.1874		WALEBING	7
21260	C	0.4047		WALEBING	7
21472	C	0.1012		WALEBING	1022
21867	C	0.1012		YORK	352
22222	C	0.9477		WALEBING	1022
23201	A	80.8438		WALEBING	7
23584	C	0.0989		VICTORIA PLAINS	142
24590	C	32.3749		MOGUMBER	4
24894	C	0.5768		WALEBING	7



Reserve Number	Reserve Class	Reserve-Area	Vegetative-Complex	System	Vegetative Association
25236	C	0.2137		WALEBING	7
25259	C	8.3669		KOOJAN	1030
25332	C	1.2014		YORK	352
26211	C	5.7288		WALEBING	7
26577	C	52.9387		WALEBING	7
26685	C	2.6203		VICTORIA PLAINS	142
26841	C	53.0138	Michibin - Mi	MOGUMBER	4
27527	C	0.2162		YORK	352
27595	A	124.4333	Coolakin - Ck, Yalanbee-Y6	MOGUMBER	4
27905	C	2.891		VICTORIA PLAINS	142
28299	C	0.1022		MOGUMBER	4
28378	C	0.2001		VICTORIA PLAINS	142
29100	C	1105.972	Coolakin - Ck, Pindalup-Pn	CHITTERING	968
29100	C	1105.972	Yalanbee - Y6, Yalanbee - Y5	MOGUMBER	4
30522	C	1.5834		KOOJAN	1030
30593	C	0.2499		YORK	352
31411	C	6.6192		WALEBING	7
31991	C	3.5576		VICTORIA PLAINS	694
31991	C	3.5576		VICTORIA PLAINS	142
31992	C	0.1647		WALEBING	7
34141	C	3.9543		WALEBING	7
34663	C	0.6971		WALEBING	7
35120	C	0.1012		YORK	352
36193	C	0.4607		WALEBING	7
36639	C	0.18		WALEBING	7
37081	C	2.6013		YORK	352



Reserve Number	Reserve Class	Reserve-Area	Vegetative-Complex	System	Vegetative Association
37477	C	0.44		MOGUMBER	4
37643	C	0.007		YORK	352
37801	C	0.6		WALEBING	7
38121	C	2.0234		YORK	352
38404	C	0.6036		VICTORIA PLAINS	142
38989	C	0.1214		WALEBING	7
39103	C	10.2838		YORK	352
39255	C	0.1012		YORK	352
39322	C	74.9267		WALEBING	7
40036	C	0.0616		YORK	352
40297	C	6.0804		MOGUMBER	1023
40608	C	6.025		VICTORIA PLAINS	142
41042	C	99.4339		VICTORIA PLAINS	142
41573	A	25.3637	Coolakin - Ck, Yalanbee - Y6	MOGUMBER	4
41841	C	0.2116		WALEBING	7
42324	C	0.7797		YORK	352
43769	C	2.2403		WALEBING	7
43906	C	0.9235		WALEBING	7
44054	C	0.2024		YORK	352
44315	C	0.8864		WALEBING	1022
44315	C	0.8864		WALEBING	7
44779	C	0.0094		WALEBING	7
45774	C	7.2831	Michibin - Mi	MOGUMBER	352
45774	C	7.2831		MOGUMBER	4
46238	C	0.4561		WALEBING	7



Reserve Number	Reserve Class	Reserve-Area	Vegetative-Complex	System	Vegetative Association
47082	C	1.8997		WALEBING	1022
47392	C	0.3025		MOGUMBER	7
47876	C	2.5716		YORK	352
48706	C	0.1853		WALEBING	7
48709	C	1.4408		WALEBING	7
49118	C	2.5799		YORK	352
50176	C	14.016		MOGUMBER	4
50200	C	0.1012		YORK	352
50201	C	0.1012		YORK	352
50841	C	89.7234		VICTORIA PLAINS	694
50841	C	89.7234		VICTORIA PLAINS	142



Appendix B: Vegetation Complexes, Systems, and Vegetation Associations

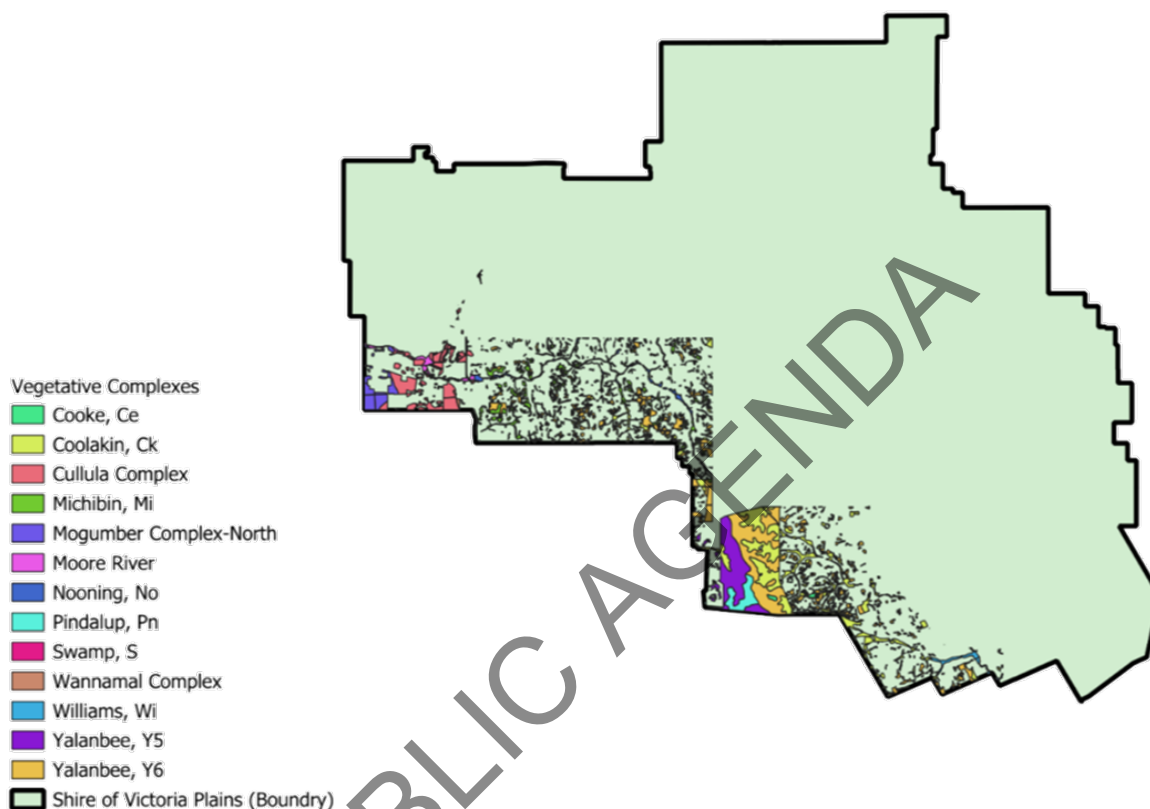


Figure B1: Vegetative Complexes in the Shire of Victoria Plains (WALGA, 2020)



Table B1: Summary of Systems and Vegetation associations in each bioregion in the Shire of Victoria Plains

Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
Avon Wheatbelt	Victoria Plains	142	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical; messmate, woolyb	Woodland other	24978.288	1281	5.13
Avon Wheatbelt	Walebing	1024	Wattle, casuarina and teatree acacia-allocasuarina-melaleuca alliance.	Thicket	70.645	3	4.25
Avon Wheatbelt	Victoria Plains	7	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical;	Woodland other	3015.733	235	7.79



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
			messmate, woolyb				
Avon Wheatbelt	Victoria Plains	1046	York gum, mulga, melaleuca or casuarina Tecticornia spp., Eucalyptus loxophleba, Acacia aneura, Melaleuca spp., Allocasuarina spp.	Samphire with scattered medium or low trees	861.782	45	5.22
Avon Wheatbelt	Victoria Plains	1024	Wattle, casuarina and teatree acacia-allocasuarina-melaleuca alliance	Thicket	4907.561	208	4.24
Avon Wheatbelt	Victoria Plains	988	Tecticornia spp. with Melaleuca spp. Acacia spp	Samphire with thicket/scrub	1539.154	237	15.39
Avon Wheatbelt	Victoria Plains	142	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; river gum E. camaldulensis.	Woodland other	396.584	72	18.15



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
			Tropical; messmate, woollyb				
Avon Wheatbelt	Victoria Plains	694	Mixed heath with scattered tall shrubs Acacia spp., PROTEACEAE and MYRTACEAE.	Scrub-heath	6725.966	374	5.56
Avon Wheatbelt	Walebing	1022	York gum, mulga, melaleuca or casuarina Tecticornia spp., Eucalyptus loxophleba, Acacia aneura, Melaleuca spp., Allocasuarina spp.	Samphire with scattered medium or low trees	456.207	177	38.79
Avon Wheatbelt	Walebing	988	Tecticornia spp. with Melaleuca spp. Acacia spp	Samphire with thicket/scrub	887.828	144	16.22
Avon Wheatbelt, Jarrah Forest	Bannister	4	Jarrah, marri and wandoo Eucalyptus marginata, Corymbia calophylla, E. wandoo.	Woodland southwest	4008.562	704	17.56
Avon Wheatbelt,	Goomalling	694	Mixed heath with scattered tall shrubs Acacia spp.,	Scrub-heath	4464.123	392	8.78



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
Jarrah Forest			PROTEACEAE and MYRTACEAE.				
Avon Wheatbelt, Jarrah Forest	Mogumber	7	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical; messmate, woolyb	Woodland other	13010.033	2423	18.62
Avon Wheatbelt, Jarrah Forest	Mogumber	352	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical; messmate, woolyb	Woodland other	1904.041	190	9.98
Avon Wheatbelt,	Walebing	694	Mixed heath with scattered tall shrubs Acacia spp.,	Scrub-heath	2024.194	76	3.75



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
Jarrah Forest			PROTEACEAE and MYRTACEAE.				
Avon Wheatbelt, Jarrah Forest	Walebing	7	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical; messmate, woollyb	Woodland other	95319.469	10192	10.69
Avon Wheatbelt, Jarrah Forest	Walebing	4	Jarrah, marri and wandoo Eucalyptus marginata, Corymbia calophylla, E. wandoo.	Woodland southwest	722.737	358	49.53
Avon Wheatbelt, Jarrah Forest	York	352	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis.	Woodland other	1676.421	256	15.27



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
			Tropical; messmate, woollyb				
Avon Wheatbelt, Jarrah Forest, Swan Coastal Plain	Mogumber	4	Jarrah, marri and wandoo Eucalyptus marginata, Corymbia calophylla, E. wandoo.	Woodland southwest	59305.692	13529	22.81
Jarrah Forest	Chittering	968	Jarrah, marri and wandoo Eucalyptus marginata, Corymbia calophylla, E. wandoo.	Woodland southwest	2514.056	1874	74.54
Jarrah Forest	Koojan	1030	Other acacia, banksia, peppermint, cypress pine, casuarina, York gum Acacia spp., Banksia spp., Agonis flexuosa, Callitris spp., Allocasuarina spp., Eucalyptus loxophleba.	Low woodland or open low woodland	5827.68	1243	21.33
Jarrah Forest	Mogumber	1043	Low shrubs of mixed composition.	Heath	5095.146	421	8.26



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
Jarrah Forest	Mogumber	952	Low shrubs of mixed composition.	Heath	414.887	221	53.27
Jarrah Forest	Mogumber	37	Wattle, casuarina and teatree acacia-allocasuarina-melaleuca alliance.	Thicket	18.919	9	47.57
Jarrah Forest, Swan Coastal Plain	Gingin	4	Jarrah, marri and wandoo Eucalyptus marginata, Corymbia calophylla, E. wandoo.	Woodland southwest	57.343	42	73.24
Jarrah Forest, Swan Coastal Plain	Gingin	1017	Jarrah, banksia or casuarina Eucalyptus marginata, Banksia spp., Allocasuarina spp.	Low forest, woodland or low woodland with scattered trees	70.565	48	68.02
Jarrah Forest, Swan Coastal Plain	Koojan	952	Low shrubs of mixed composition.	Heath	6776.383	364	5.37
Jarrah Forest, Swan Coastal Plain	Gingin	949	Other acacia, banksia, peppermint, cypress pine, casuarina, York	Low woodland or open low woodland	925.226	387	41.83



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
			gum Acacia spp., Banksia spp., Agonis flexuosa, Callitris spp., Allocasuarina spp., Eucalyptus loxophleba.				
Jarrah Forest, Swan Coastal Plain	Mogumber	1023	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical; messmate, woollyb	Woodland other	2371.751	430	18.13
Jarrah Forest, Swan Coastal Plains	Mogumber	936	Wheatbelt; York gum, salmon gum etc. Eucalyptus loxophleba, E. salmonophloia. Goldfields; gimlet, redwood etc. E. salubris, E. oleosa. Riverine; rivergum E. camaldulensis. Tropical;	Woodland other	306.563	102	33.27



Bioregion	System	Vegetation Association	Flora Description	Structure Description	Pre-European Extent in the Shire of Victoria Plains (ha)	Current Extent in the Shire of Victoria Plains (ha)	% of Vegetation Associations Remaining
			messmate, woollyb				
Swan Coastal Plain	Gingin	1015		Scrub-heath / Heath	1230.32	504	40.96
Swan Coastal Plain	Gingin	1030	Other acacia, banksia, peppermint, cypress pine, casuarina, York gum Acacia spp., Banksia spp., Agonis flexuosa, Callitris spp., Allocasuarina spp., Eucalyptus loxophleba.	Low woodland or open low woodland	2565.28	250	9.74



Appendix C: Fragmentation Map

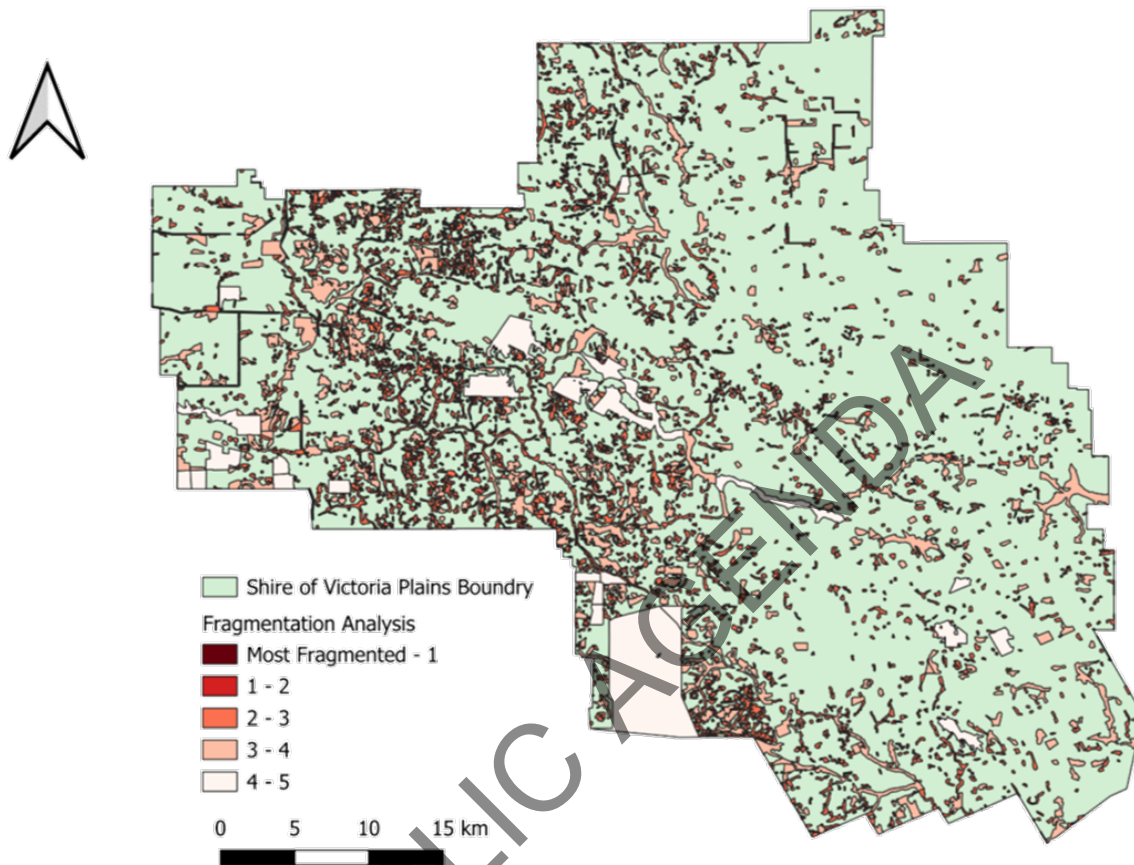


Figure C1: Fragmentation Analysis in the Shire of Victoria Plains



Appendix D: Threatened Biodiversity

Table D1: Threatened and priority-listed flora within the Shire of Victoria Plains

Scientific Name	Status	Scientific Name	Status
<i>Acacia alata</i> var. <i>platyptera</i>	4	<i>Eucalyptus sargentii</i> subsp. <i>onesis</i>	3
<i>Acacia anarthros</i>	3	<i>Eucalyptus subangusta</i> subsp. <i>virescens</i>	3
<i>Acacia browniana</i> var. <i>glaucescens</i>	2	<i>Eucalyptus</i> x <i>carnabyi</i>	4
<i>Acacia chapmanii</i> subsp. <i>australis</i>	T	<i>Frankenia bracteata</i>	1
<i>Acacia cummingiana</i>	3	<i>Gastrolobium rotundifolium</i>	3
<i>Acacia drummondii</i> subsp. <i>affinis</i>	3	<i>Glyceria drummondii</i>	T
<i>Acacia dura</i>	2	<i>Goodenia arthrotricha</i>	T
<i>Acacia oncinophylla</i> subsp. <i>oncinophylla</i>	3	<i>Grevillea bracteosa</i> subsp. <i>bracteosa</i>	T
<i>Acacia pulchella</i> var. <i>reflexa acuminata</i> bracteole variant	3	<i>Grevillea drummondii</i>	4
<i>Acacia ridleyana</i>	3	<i>Grevillea florida</i>	3
<i>Acacia</i> sp. New Norcia	1	<i>Grevillea gillingarra</i>	T
<i>Allocasuarina grevilleoides</i>	3	<i>Guichenotia impudica</i>	3
<i>Anigozanthos humilis</i> subsp. <i>chrysanthus</i>	4	<i>Guichenotia tuberculata</i>	3
<i>Asterolasia grandiflora</i>	4	<i>Gyrostemon</i> sp. Bolgart	1
<i>Babingtonia triandra</i>	2	<i>Hakea chromatropa</i>	1
<i>Baeckea</i> sp. Youndegin Hill	1	<i>Hibbertia elegans</i>	1
<i>Banksia chamaephyton</i>	4	<i>Hibbertia leptopus</i>	2
<i>Banksia dallanneyi</i> subsp. <i>pollostia</i>	3	<i>Hibbertia miniata</i>	4
<i>Banksia fuscobracteata</i>	T	<i>Hibbertia propinqua</i>	4
<i>Banksia kippistiana</i> var. <i>paenepeccata</i>	3	<i>Hydrocotyle lemnoides</i>	4
<i>Banksia mimica</i>	T	<i>Hibbertia subvillosa</i>	3
<i>Banksia pteridifolia</i> subsp. <i>vernalis</i>	3	<i>Banksia serratuloides</i> subsp. <i>serratuloides</i>	T
<i>Lasiopetalum rotundifolium</i>	T	<i>Isopogon autumnalis</i>	3
<i>Beaufort eriocephala</i>	3	<i>Lasiopetalum cenobium</i>	1



Scientific Name	Status	Scientific Name	Status
<i>Caladenia multiplex</i>	2	<i>Tricostularia</i> sp. Mogumber	2
<i>Caladenia speciosa</i>	4	<i>Lechenaultia magnifica</i>	1
<i>Calothamnus accedens</i>	4	<i>Synaphea panhesya</i>	1
<i>Calothamnus brevifolius</i>	4	<i>Lepidobolus densus</i>	4
<i>Calothamnus pachystachyus</i>	4	<i>Lepidosperma</i> sp. Meckering	3
<i>Calytrix calingiri</i>	3	<i>Lepyrodia curvescens</i>	2
<i>Chamaescilla gibsonii</i>	3	<i>Verticordia rutilastra</i>	3
<i>Conospermum densiflorum</i> subsp. <i>unicephalum</i>	T	<i>Melaleuca sciotostyla</i>	T
<i>Conospermum scaposum</i>	3	<i>Melaleuca sclerophylla</i>	3
<i>Conostylis caricina</i> subsp. <i>elachys</i>	1	<i>Persoonia rudis</i>	3
<i>Cyanicula ixioides</i> subsp. <i>ixioides</i>	4	<i>Persoonia sulcata</i>	4
<i>Darwinia carnea</i>	T	<i>Petrophile biternata</i>	3
<i>Darwinia thymoides</i> subsp. <i>St Ronans</i>	4	<i>Petrophile clavata</i>	2
<i>Daviesia localis</i>	1	<i>Petrophile plumosa</i>	3
<i>Desmocladius biformis</i>	3	<i>Platysace ramosissima</i>	3
<i>Dielsiodoxa leucantha</i> subsp. <i>leucantha</i>	3	<i>Regelia megacephala</i>	4
<i>Diuris recurva</i>	4	<i>Schoenus benthamii</i>	3
<i>Drosera orbiculata</i>	1	<i>Schoenus natans</i>	4
<i>Eleocharis keigheryi</i>	T	<i>Spirogardnera rubescens</i>	T
<i>Eremophila glabra</i> subsp. <i>chlorella</i>	T	<i>Stylidium cymiferum</i>	3
<i>Eucalyptus macrocarpa</i> x <i>pyriformis</i>	3	<i>Stylidium longitubum</i>	4
<i>Eucalyptus pruiniramis</i>	T	<i>Stylidium periscelanthum</i>	3
<i>Eucalyptus recta</i>	T	<i>Stylidium sacculatum</i>	3
<i>Stylidium scabridum</i>	4	<i>Synaphea rangiferops</i>	2
<i>Stylidium</i> sp. Moora	2	<i>Synaphea sparsiflora</i>	2
<i>Stylidium vinosum</i>	1	<i>Synaphea grandis</i>	4



Scientific Name	Status	Scientific Name	Status
<i>Styphelia allittii</i>	3	<i>Verticordia insignis</i> subsp. <i>eomagis</i>	3
<i>Styphelia caudata</i>	3	<i>Verticordia lindleyi</i> subsp. <i>lindleyi</i>	4
<i>Tetratheca plumosa</i>	1	<i>Verticordia muelleriana</i> subsp. <i>muelleriana</i>	3
<i>Thelymitra apiculata</i>	4	<i>Verticordia paludosa</i>	4
<i>Thomasia</i> sp. Green Hill	T	<i>Verticordia huegelii</i> var. <i>tridens</i>	3
<i>Thysanotus cymosus</i>	3	<i>Trithuria occidentalis</i>	T
<i>Tricoryne</i> sp. Wongan Hills	2	<i>Triglochin protuberans</i>	3

Legends	
	Threatened
	Priority 01
	Priority 02
	Priority 03
	Priority 04

Table D2: Threatened and priority-listed fauna within the Shire of Victoria Plains

Scientific Name	Common Name	Class	Status
<i>Calyptorhynchus banksii naso</i>	Forest red-tailed black cockatoo	Bird	Vulnerable
<i>Falco peregrinus</i>	Peregrine falcon	Bird	Specially Protected
<i>Idiosoma mcclementsorum</i>	Julimar shield-backed trapdoor spider	Invertebrate	Priority 2
<i>Idiosoma nigrum</i>	Shield-backed trapdoor spider	Invertebrate	Endangered
<i>Notamacropus irma</i>	Western brush wallaby	Mammal	Priority 4
<i>Numenius minutus</i>	Little curlew	Bird	Specially Protected - Migratory
<i>Oxyura australis</i>	Blue-billed duck	Bird	Priority 4
<i>Parantechinus apicalis</i>	Dibbler	Mammal	Endangered
<i>Throscodectes xederoides</i>	Mogumber bush cricket, Northern throsco	Invertebrate	Priority 3
<i>Zanda latirostris</i>	Carnaby's cockatoo	Bird	Endangered
<i>Zanda baudinii</i>	Baudin's cockatoo	Bird	Endangered



Table D3: List of Threatened and Priority-listed Ecological Communities

Scientific Name	WA Status	Commonwealth Status
Banksia woodlands of the Swan Coastal Plain	Priority 3	Endangered
Eucalypt woodlands of the WA Wheatbelt	Priority 3	Critically Endangered

PUBLIC AGENDA

9.9 2025-26 Annual Budget Adoption

Late item Forthcoming

PUBLIC AGENDA

10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

12 MEETING CLOSED TO PUBLIC

Nil

13 CLOSURE OF MEETING

PUBLIC AGENDA