

# MINUTES

## Special Council Meeting

I HEREBY give NOTICE that a Special Council Meeting will be held on:

16 February 2026

Shire of Victoria Plains  
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 1:30 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 ..... 5**

**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..... 6**

**8 MINUTES OF MEETING..... 6**

**9 REPORTS REQUIRING DECISION ..... 7**

**9.1 STRATEGIC COMMUNITY (INTEGRATED) PLAN – MAJOR REVIEW ..... 7**

**10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN..... 15**

**11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION..... 15**

**12 MEETING CLOSED TO PUBLIC..... 15**

**13 CLOSURE OF MEETING ..... 15**



# MINUTES

## Special 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 16 February 2026 commencing at 1:30 PM

### 1 DECLARATION OF OPENING

#### 1.1 Opening

The Meeting was declared open by the Presiding Member at 1:43pm.

#### 1.2 Announcements by Shire President

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

### 2 REMOTE ATTENDANCE BY ELECTED MEMBERS

Nil

### 3 RECORD OF ATTENDANCE

#### Members present

Cr P Bantock – Shire President and Presiding Member  
Cr S Woods – Deputy Shire President  
Cr N Smith  
Cr R Johnson  
Cr E Williams

#### Staff attending

Chief Executive Officer – Mr S Fletcher  
Deputy CEO – Mr C Ashe  
Community Development Office – Ms B Ralph  
Personal Assitant to the CEO – Ms C Watson  
Environmental Health and Building Officer – Mr G Houston

#### Apologies

Nil

#### Approved leave of absence

N/A

#### Visitors

Nil

**Members of the public**

Nil

**4 DISCLOSURES OF INTEREST**

Nil

*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**

Nil

**6 PRESENTATIONS AND DEPUTATIONS**

**6.1 Presentations**

Nil

**6.2 Deputations**

Nil

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

N/A

**8 MINUTES OF MEETING**

N/A

**9 REPORTS REQUIRING DECISION**

**9.1 STRATEGIC COMMUNITY (INTEGRATED) PLAN – MAJOR REVIEW**

|                                       |                              |
|---------------------------------------|------------------------------|
| <b>File Reference</b>                 |                              |
| <b>Report Date</b>                    | 22 January 2025              |
| <b>Applicant/Proponent</b>            | Mr Sean Fletcher, CEO        |
| <b>Officer Disclosure of Interest</b> |                              |
| <b>Previous Meeting Reference</b>     |                              |
| <b>Prepared by</b>                    | Mr Sean Fletcher, CEO        |
| <b>Senior Officer</b>                 | N/A                          |
| <b>Authorised by</b>                  | Mr Sean Fletcher, CEO        |
| <b>Attachments</b>                    | 1. Current Integrated Plan X |

**PURPOSE**

For Council to endorse the Project Plan regarding the Strategic Community Plan – Major Review.

**BACKGROUND**

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.

A full review of the Strategic Community Plan is required every four years with a desktop review recommended to be completed every two years. The Strategic Community Plan:

- Establishes the community's vision for the local government's future, including aspirations and service expectations.
- Drives the development of local government area/place/regional plans, resourcing and other informing strategies, for example workforce, asset management and services, and
- Is ultimately the driver behind all other planning.

The current Integrated Plan (Strategic Community Plan and Corporate Business Plan) is included with this report as attachment 1.

**The Strategic Community Plan to Date**

The Strategic Community Plan (SCP) was adopted by Council on 3 August 2022. The informing strategies were adopted on 26 April 2023 i.e. Corporate Business Plan (CBP), Long Term Financial Plan (LTFP), Asset Management Plan (AMP) and the Work Force Plan (WFP). The Information, Communication and Technology (ICT) Plan is not compulsory but was adopted at the OCM on 18 December 2023. Please note that with the adoption of the CBP, it became integrated with the SCP.

Under the Local Government (Administration) Regulations, a major review is required every four years and a minor or desk top review every two years.

The minor review commenced in the second half of 2024 and Council adopted the outcomes of the minor review at its meeting on 30 April 2025. The outcomes encapsulated 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.

It was also noted regarding the Corporate Business Plan it takes into account:

- Matters regarding the supply of a consistent water supply across the Shire re Mogumber, Gillingarra and Calingiri (Gouge Rd)
- The Economic Development Strategy deals with key emerging industries and their impacts
- Through addressing the Shire's housing stock, this also opens the door on key worker housing across the Shire

### **Review of the Local Government Act 1995**

It should be noted that as part of the WA Government's ongoing Local Government Reform process (linked to the review of the *Local Government Act 1995*), the State is proposing that all local governments will be required to prepare, adopt and publish a "Council Plan."

This new Council Plan would replace the existing requirement for Strategic Community Plans. In particular, the reform proposes a legislated requirement for local governments to prepare a Council Plan that:

- Replaces the Strategic Community Plan;
- Sets high-level objectives for an 8-year period instead of a 10-year process;
- Forms part of a simplified planning and reporting framework:
  - Will require a Community Engagement Charter, to be published by each local government. This will either compliment or replace the Shire's current community and engagement policy and strategy;
  - Corporate Business Plan is consolidated with SCP. The Shire already has this in place;
  - Simplified asset management plans;
  - Simplified long-term financial plans (The Deputy CEO is already developing this);
  - Regulations to specify content, review cycles, and procedures for Council Plans

These requirements are not yet in force as regulations are still being drafted, and commencement dates are to be confirmed.

The Major Review is now due with outcomes of the review process to be completed by September 2026. It is recommended that the new plan is called the "Council Plan, "in anticipation of the new regulations.

### **COMMENT**

In broad terms, the Major Review or Project Plan encapsulates the following cycle and components:



**Diagram 1 - Major Review Cycle 2026**

| Step   | Component   | Time Frame          |
|--|---|---------------------|
| <b>Preparation &amp; Scoping</b>   | <ul style="list-style-type: none"> <li>Review Governance (CEO, CEOPA, CDO)</li> <li>Appoint Facilitator</li> <li>Review Plans</li> <li>Prepare Communication &amp; Engagement Plan</li> </ul>   | Sep 2025 – Jan 2026 |
| <b>Community Engagement (Using Policy 2.7)</b> <ul style="list-style-type: none"> <li>Surveys</li> <li>Shire Newsletters (Printed and Electronic)</li> <li>Email (Progress Associations)</li> <li>Workshops (Community, Community Reference Panel, Council and Staff)</li> <li>Shire Website (Public notice)</li> <li>Social Media</li> <li>Information Boards and Flyers</li> </ul> | <ul style="list-style-type: none"> <li>Undertaken by 150 Square</li> <li>Council and Staff Workshop 1</li> <li>Community Notices</li> <li>Community Survey</li> <li>Community Workshop – Calingiri</li> <li>Community Reference Panel Workshop</li> <li>One on one service if required</li> </ul> | Feb 2026            |
| <b>Draft the Revised SCP</b>   | <ul style="list-style-type: none"> <li>Undertaken by 150 Square</li> <li>Analyse engagement results</li> <li>Review demographic trends</li> <li>Align with State &amp; Regional Planning</li> </ul>   | Mar 2026            |
| <b>Council Workshop 2</b>  | Work the draft SCP with Council & Staff   | April 2026          |

|   |  |                  |
|---|--|------------------|
| <p><b>Public Advertising &amp; Feedback</b></p> | <ul style="list-style-type: none"> <li>• Present draft to Council</li> <li>• Issue for public comment</li> <li>• Refine the Draft</li> <li>• Integrate with other Plans in LTFP, WFP, AMP</li> </ul>   | <p>May 2026</p>  |
| <p><b>Council Report &amp; Adoption</b></p>     | <ul style="list-style-type: none"> <li>• Present revised draft to Council for adoption</li> <li>• Present revised LTFP and WFP</li> <li>• Implement and monitor and provide feedback on a quarterly basis using the Corporate Business Plan component</li> </ul> | <p>June 2026</p> |

**Table 1 – Major Review Project Plan**

**CONSULTATION**

Council Weekly Updates, Council Briefing Sessions  
 Ms Bridget Ralph, Community Development Officer  
 Mr Darren Mollenyux, Partner 150 Square

**STATUTORY CONTEXT**

**Local Government (Administration) Regulations 1996**

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

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

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

\*Absolute majority required

**Integrated Planning and Reporting (IPR) – Advisory Standard 2016**

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

- Be **community-informed** and demonstrate evidence of engagement;
- Have a **minimum 10-year horizon**;
- Be **reviewed every four years** (major review) and **every two years** (desktop review).
- Include:
  - Community vision;
  - Priorities and objectives;
  - Performance measures.
- Be formally **adopted by Council**.

**CORPORATE CONTEXT**

**Strategic Business Plan/Corporate Business Plan**

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

| STRATEGIC PRIORITIES   | WE KNOW WE ARE SUCCEEDING WHEN  |
|--|---|
| <b>4. CIVIC LEADERSHIP</b>   |   |
| 4.1 Forward planning and implementation of plans to achieve community priorities | Performance against targets are regularly reported to the community   |
|  | Demonstrated progress towards achievement of the Corporate Business Plan  |
| 4.2 Shire communication is regular, clear and transparent                        | Residents and community groups believe they are being listened to and fairly treated  |
|  | Positive feedback through our customer survey   |
|  | Council and Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities |

**Delegation**

Nil

**Policy Implications**

The applicable policy is Policy 2.7 – Community Engagement Policy and Communication Plan/Strategy.

The policy says that the Shire will engage and consult to obtain input into long-term and strategic plans of the Shire.

Policy 2.7 also recognises “the Shire will take a planned and purposeful approach when engaging with stakeholders and the community and will use tools such as the IAP2 Spectrum (Appendix 1).

We recognise the skills required to undertake community engagement and will provide staff with opportunities for further skill development and training. We also recognise that from time to time we may need to retain professional consultants to assist with certain engagement strategies.”



## 2.7 Community Engagement Policy and Communication Plan/Strategy

APPENDIX 1 IAP2 Spectrum of Public Participation

| COMMUNITY ENGAGEMENT             |  |   |   |   |  |
|----------------------------------|--|---|---|---|--|
|                                  | Inform   | Consult   | Involve   | Collaborate   | Empower  |
| <i>Goal</i>                      | To provide the membership with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain member feedback on analysis, alternatives and/or decisions  | To work directly with the members throughout the process to ensure that their concerns and aspirations are consistently understood and considered.  | To partner with the members in each aspect of the decision including the development of alternatives and the identification of the preferred solution                     | To place final decision making in the hands of the members |
| <i>What does this look like?</i> | We will keep you informed  | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide.                         |

For the Major Review, the appropriate level of engagement is the Involve Level. Under our engagement practices this means using the following mechanisms:

- Surveys
- Shire Newsletters (Printed and Electronic)
- Email (Progress Associations)
- Workshops (Community, Community Reference Panel, Council and Staff)
- Shire Website (Public notice)
- Social Media
- Information Boards and Flyers

Our preferred platforms are Facebook, the website, email and the Shire’s Newsletter.

There is no longer a set benchmark regarding the required number of responses. Instead, a qualitative approach is preferred. However, as a benchmark based on international and local government sources, a response of 8-15% is not too unrealistic for small, rural communities. Includes a deliberative panel eg Community Reference panel.

### Other Corporate Document

Nil

### Risk Analysis

| Consequence  | Consequence Rating:  | Likelihood Rating:   | Risk Rating | Risk Acceptance/ Controls   | Mitigation and Outcome |
|--|--|--|-------------|---|------------------------|
| Compliance   | Insignificant  | Possible   | Low         |   |                        |
| Project milestones are not met, which causes a delay to the finalisation of the Major Review | No noticeable regulatory or statutory impact. Threat of litigation. No effect on contract performance. | The event should occur at some time (20% chance)<br><br>At least once in 3 years |             | Risk acceptable with adequate controls, managed by routine procedures and | N/A                    |

|  |  |  |                        |  |  |
|--|--|--|------------------------|--|--|
|  |  |  |                        | subject to annual monitoring   |  |
| <p><b>Financial</b></p> <p>Amendments to the Project Plan may not be able to be delivered or achieved within existing resources, causing a delay to the finalisation of the Strategic Community Plan – Major Review project.</p> | <p><b>Minor</b></p> <p>\$10,000 - \$50,000</p> | <p><b>Possible</b></p> <p>The event should occur at some time (20% chance)</p> <p>At least once in 3 years</p> | <p><b>Moderate</b></p> | <p>Risk acceptable with adequate controls, managed by <b>specific</b> procedures and subject to semi-annual monitoring</p> | <p>Service Manager (CEO) to work with Facilitator to keep the Major Review within the defined parameters will see this with a low-risk outcome</p> |

**FINANCIAL IMPLICATIONS**

\$17,500 for both the Major Review and for the Work Force Plan Review as per the 2025/2026 Budget

**VOTING REQUIREMENTS**

Simple Majority

| <p><b>Officer Recommendation / Council Resolution</b></p> <p><b>Moved: Cr S Woods</b> <span style="float: right;"><b>Seconded: Cr E Williams</b></span></p> <p>That Council:</p> <p><b>ENDORSES</b> the proposed timeline and schedule for the delivery of the Shire’s Strategic Community Plan – Major Review, as per the Project Plan below:</p> |   |                     |
|--|---|---------------------|
| Step   | Component   | Time Frame          |
| <b>Preparation &amp; Scoping</b>   | <ul style="list-style-type: none"> <li>Review Governance (CEO, CEOPA, CDO)</li> <li>Appoint Facilitator</li> <li>Review Plans</li> <li>Prepare Communication &amp; Engagement Plan</li> </ul>   | Sep 2025 – Jan 2026 |
| <b>Community Engagement (Using Policy 2.7)</b>   | <ul style="list-style-type: none"> <li>Undertaken by 150 Square</li> <li>Council and Staff Workshop 1</li> <li>Community Notices</li> <li>Community Survey</li> <li>Community Workshop – Calingiri</li> <li>Community Reference Panel Workshop</li> <li>One on one service if required</li> </ul> | Feb 2026            |
| <b>Draft the Revised SCP</b>   | <ul style="list-style-type: none"> <li>Undertaken by 150 Square</li> <li>Analyse engagement results</li> </ul>  | Mar 2026            |

|  |  |            |
|--|--|------------|
|  | <ul style="list-style-type: none"> <li>• Review demographic trends</li> <li>• Align with State &amp; Regional Planning</li> </ul>  |            |
| <b>Council Workshop 2</b>                | Work the draft SCP with Council & Staff  | April 2026 |
| <b>Public Advertising &amp; Feedback</b> | <ul style="list-style-type: none"> <li>• Present draft to Council</li> <li>• Issue for public comment</li> <li>• Refine the Draft</li> <li>• Integrate with other Plans ir LTFP, WFP, AMP</li> </ul>   | May 2026   |
| <b>Council Report &amp; Adoption</b>     | <ul style="list-style-type: none"> <li>• Present revised draft to Council for adoption</li> <li>• Present revised LTFP and WFP</li> <li>• Implement and monitor and provide feedback on a quarterly basis using the Corporate Business Plan component</li> </ul> | June 2026  |

**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

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

8. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of the council, endorse this review.
9. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, notify the Chief Executive Officer of results of this performance review.
10. That Council moves out of closed session and announces the outcomes of the CEO's Performance Review 2025.

*\* (note: as advised by the DLGCI the Regulations for '5.39 AA. - Publication of information relating to CEO's performance' have not been developed as at the time of writing hence this requirement is not required at this stage.*

**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

Voted For: Cr S Woods, Cr R Johnson, Cr N Smith and Cr E Williams


Voted against: Nil

**13 CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at 3:17 PM.

These minutes were confirmed at the Ordinary Council Meeting held on

Signed

  
\_\_\_\_\_  
(Presiding member at the meeting which confirmed the minutes)

Date

25 March 2026

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

**10 MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION**

Nil

**12 MEETING CLOSED TO PUBLIC**

Nil

**13 CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at 1:47pm.

These minutes were confirmed at the Ordinary Council Meeting held on \_\_\_\_\_

Signed

Date

\_\_\_\_\_  
(Presiding member at the meeting which  
confirmed the minutes)

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