



MINUTES

Ordinary Council Meeting

23 October 2024

PUBLIC UNCONFIRMED

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

Commencing – 2:00 PM

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

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

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MINUTES

Ordinary Council Meeting of the Victoria Plains Shire Council
 To be Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND,
 via E-Meeting Protocol
 on 23 October 2024 commencing at 2:00 PM

1 DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 2.00pm

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

NA

3 RECORD OF ATTENDANCE

Members present

Cr P Bantock – Shire President
 Cr S Woods – Deputy Shire President
 Cr D Lovelock

Staff attending

Chief Executive Officer – Mr S Fletcher
 Deputy CEO – Mr C Ashe
 Works & Services Manager – Mr S Brenzi
 Council Support Officer – Ms J Klobas
 Ms Zaneeb – Environmental Sustainability Officer

Apologies

Cr S Penn
 Cr R Johnson

Approved leave of absence

N/A

Members of the public

Mr M Stock

4 DISCLOSURE OF INTEREST

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

Type Item Person / Details

Impartiality Interest Cr P Bantock declared an impartiality interest in item 9.7 “Endorsement of Sport and Recreation Master Plan at 2.25pm due to “Member of the Mogumber Outback Club Inc, Mogumber Progress Association - volunteer;

Cr S Woods declared an impartiality interest in item 9.7 “Endorsement of Sport and Recreation Master Plan at 2.25pm due to “Member of Calingiri Progress Association.

Proximity Interest Nil

Financial Interest The CEO, Mr Sean Fletcher declared a financial interest in Item 12.2 “CEO's Annual Performance Review – Confidential” due to ‘Matters to do with Mr Fletcher’s performance’.

5 PUBLIC QUESTION TIME

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

5.1 Public Questions with Notice

Nil

Public Question Time was opened to the floor at 2.03pm

Mr M Stock, Bolgart

Q1. Why is the CEO not investigating the fraud issue regarding my mother’s estate?

A2. The CEO noted he and another staff member had met with Mr Stock on at least 4 or possibly 5 occasions to discuss the issues raised by Mr Stock and to square away outstanding matters. Regarding the fraud allegation, there is no evidence to support this matter.

5.2 Public Question Without Notice

Public question time closed at 2.06pm.

6 PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 MINUTES OF MEETINGS

2410-01 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

That the minutes of the Ordinary Council Meeting held **25 September 2024** as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

PUBLIC UNCONFIRMED

9 REPORTS REQUIRING DECISION

9.1 ACCOUNTS FOR ENDORSEMENT - SEPTEMBER 2024

File Reference	
Report Date	10 October 2024
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
Attachments	1. List of Payments - September 2024

PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority, for September 2024.

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

2410-02 Officer Recommendation / Council Resolution

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

That the **PAYMENTS** made for September 2024 from the Municipal Bank Account as per attached listing and summarised below, be **ENDORSED**:

Payment Type	References from - to	\$ Amount
Creditor EFT Payment**	00007 - 00013	716,171.81
Creditor Cheque Payments		0.00
Direct Debit Payment**	PPIN00346 – PPIN00513	29,696.05
Salaries and Wages EFT	PE11/09/24, PE25/09/24	111,148.78
Credit card – Bendigo Bank	PPIN00502	6,105.28
	PPIN00503	2,230.28
	PPIN00504	4,547.77
	PPIN00505	4,688.28
Fuel Card – Wright Express	PRIN00350	268.40
Trust Payments		0.00
	TOTAL	874,856.65

Local Spending	\$	%
Local Supplier	22,208.87	2.50
Payroll	111,148.78	12.71
Total	133,357.65	15.21

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

9.2 MONTHLY FINANCIAL STATEMENTS - AUGUST 2024

File Reference	
Report Date	14 October 2024
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 - August 2024

PURPOSE

To receive the monthly financial statements for the period ending 31 Aug 2024.

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 Aug 24 Monthly Financial Statements have been prepared fully utilising the new CouncilFirst financial system. As the Annual Financial Report is still to be finalised, this effects the carried forward surplus / (deficit) and therefore monthly financial reports will change.

Further, as this financial report is for Aug 24, still within compliance of being presented to council within two (2) meetings, the information is somewhat dated and not reflective of an up-to-date financial position.

As per the briefing session, there are still some fine tuning to undertake and then some quarterly entries to be with regard to the report which is planned to be completed as part of the Oct 24 financial report.

More detail will be provided in the Sep 24 financial report but to summarise this report:

Cash and Financial Assets

The current total cash position balance was \$1,622,450 with an Unrestricted Municipal Bank Balance of \$254,291 and \$1,368,159 in Restricted Cash, the latter comprising:

- \$969,141 in Reserves.
- \$399,018 major grant funding received and quarantined.

Debtors

At this point, rates had been raised but not converted into cash as payments were not due until 09 Sep 24 but included:

- \$3,288,254 in rate debtors
- \$509,544 in sundry debtors, comprised mainly of MRWA invoices being raised for the Direct Grant and ATO GST.

Restricted Funding

A true up of this funding will occur in the ensuing months as carry overs for the Piawaning Desalination Plant and E-Waste Transfer Station have / will be completed, offset with new funding on capital projects such as Roads to Recovery which have not commenced in Aug 24.

Material Variances

No material variances are being reported as this is the second month of the financial year with a number of factors to be finalised in order to make variances true and meaningful.

CONSULTATION

Coordinator Financial Services

CEO

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		

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

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

2410-03 Officer Recommendation / Council Resolution

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

That Council **RECEIVE** the 31 Aug 2024 Monthly Financial Report as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

9.3 MONTHLY FINANCIAL STATEMENTS - SEPTEMBER 2024

File Reference	
Report Date	15 October 2024
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 - Sep 24

PURPOSE

To receive the monthly financial statements for the period ending 30 September 2024.

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 Sep 24 Monthly Financial Statements have been prepared fully utilising the new CouncilFirst financial system. As the Annual Financial Report is still to be finalised, this will affect the carried forward surplus / (deficit) and therefore monthly financial reports will change.

In addition to finalisation of the above, there are several activities to be completed to fully complete the financial report including but not limited to:

- Depreciation.
- Activity Based Costing (ABC) allocation.
- Disposal of assets.
- Budget amendments

These are book entries that do not necessarily affect the cash position but do impact variance reporting and as a result, this aspect has not been reported. These activities are envisaged to be completed through the Oct 24 financial statements along with some budget amendments.

STATEMENT OF FINANCIAL ACTIVITY:

The month of Sep 24 references an actual surplus of \$3,089,809 as shown on the Statement of Financial Activity which includes the raising of rates. This incorporates an opening surplus of \$42,382 which is significantly different to the budget opening surplus of \$379,199 but will be offset by budget 24-25 reductions and subject to finalisation of the 23-24 Annual Financial Report.

Broadly this can be explained by:

Accrued Salaries and Wages (net) \$99,445

This was from the period 20 Jun to 4 Jul 24 meaning when shire employees were paid on 4 Jul 24, a good portion of this belonged in 23-24. In other words, the salaries and wages budget can potentially be reduced by this amount.

E-Waste Transfer Station \$75,707

A budget 24-25 allocation for this activity was \$75,707 and included costs which were subsequently invoiced in Jun 24, reducing the surplus. As these have been accounted for in 23-24, the budget can be reduced by \$37,074.

Contingent Liabilities

As previously advised, there has been an underspend in the work undertaken on the Mogumber-Yarrowindah Rd during 23-24. Accordingly, \$177,187 has been budgeted for in 24-25 to in effect, return this funding.

However, as an accounting process \$299,295 has been included as a contingent liability (i.e. work we must do or hand the monies back), effectively doubling up on this allocation.

The final numbers need to be worked through on all of the above this but once finalised, it will significantly account for difference between the actual and budgeted surplus.

NOTES TO ACCOUNT

The following provides a summary and explanation of the major notes in the Sep 24 Financial Statement.

Note 1 Net Current Funding Position:

This represents the liquidity of the shire (current assets minus current liabilities and then adjusting items) balancing back to the Statement of Financial Activity (Rate Setting Statement) of \$3,089,809.

Note 2 Cash and Financial Assets:

The current total cash position balance is \$3,504,165 with an Unrestricted Municipal Bank Balance of \$2,135,362 and \$1,368,803 in Restricted Cash, the latter comprising:

- \$969,295 in Reserves.
- \$399,508 major grant funding received and quarantined (see note 10).

Note 4 – Debtors:

An overall (net) balance of \$1,608,109 of which comprises:

- \$ 1,289,797 in rate debtors representing a collection rate of 67%
- \$ 211,948 in sundry debtors primarily the ATO and DFES reimbursement.

Note 5 Reserves:

- No major activity to report on.

Note 6 Disposal of Assets:

- A Depot Utility and Track Loader has been disposed of and funds received but the accounting treatment to remove from the asset register is still to occur.
- This will affect the surplus figure as its currently over inflated, only reflecting the funds received.

Note 7 – Capital Program

- The E-Waste Transfer Station and Piawaning Desalination Plant, both carry overs from 23-24 are now complete.
- Purchase of the replacement Track Loader, Trailer and Depot Utility have been purchased as part of the Plant Replacement Program.

Note 8 – Loans

- Loan repayments have been made for Plant Replacement (loan 87) and Piawaning Water Supply (loan 84).

Note 10 – Grants and Subsidies

- The first claim for RRG of \$288,000 and \$50,000 for R2R have been triggered and received.

Note 11 – Restricted Funds

- Transfers will need to occur from Municipal to Restricted Funding in Oct 24 until work commences amounting to \$312,545 primarily the above listed in note 10).
- All other funding projects are already cash backed.

Note 12 – LRCI Program

- No major activity to report but the Phase 4 variation has now been approved and works will now ramp up.

Note 13 – Local Government Grant Scheme (LGGS) – Bushfire ESL Grant

- Major expenditure has occurred in this activity already, primarily on repairs to Fire Trucks.
- There appears to be some misallocation to budget lines which will be reviewed and remediated in due course.

Note 14 – Material Variances

- NIL to report pending finalisation of Annual Financial Statements 23-24 and quarterly allocation activities.

CONSULTATION

Coordinator Financial Services

CEO

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

2410-04 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

That Council **RECEIVE** the 30 September 2024 Monthly Financial Reports as presented.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

PUBLIC UNCONFIRMED

9.4 LOCAL GOVERNMENT ELECTIONS - REVIEW OF WALGA ADVOCACY POSITIONS

File Reference	
Report Date	15 October 2024
Applicant/Proponent	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	

PURPOSE

That Council resolves the Shire of Victoria Plains supports the following advocacy positions regarding local government elections:

1. PARTICIPATION – Council support advocacy position 1(a) – Voluntary Voting.
2. TERMS OF OFFICE - Council support advocacy position 2(a) – 4 Yr terms with 2 Yr spill
3. VOTING METHODS - Council support advocacy position 3(a) – First Past the Post
4. INTERNAL ELECTIONS - Council support advocacy position 4(a) – First Past the Post
5. VOTING ACCESSIBILITY - Council support advocacy position 5(a) and (b) and (c) – Electronic, Postal and In-person voting
6. METHOD OF ELECTION OF MAYOR - Council support advocacy position 6(b) – All classes of local government can decide the method of voting re Mayors/Presidents

BACKGROUND

WALGA (through Mr Tony Brown – Executive Director Member Services) wrote to all local governments on 6 September 2024 seeking consideration of WALGA’s current and alternative advocacy positions as they relate to Local Government Elections.

The sector is required to respond to WALGA by 28 October 2024 so that the response can be distributed back through the Zones through their respective November meetings, in time for the State Council meeting in December 2024.

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone’s, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

COMMENT

Since 2008, WALGA has surveyed the sector on five occasions and at all times the sector has supported the following:

- first-past-the-post method of counting votes,
- voting at Local Government elections to be voluntary, and
- four-year terms with a two-year spill.

All Local Governments are now being asked to provide a Council decision on WALGAs advocacy positions as they relate to Local Government Elections, to see if the positions are still current.

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA’s Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council current advocacy positions:

The following is a summary of WALGA’s current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> 1. Four year terms with a two year spill 2. Greater participation in Local Government elections 3. The option to hold elections through: <ul style="list-style-type: none"> • Online voting • Postal voting, and • In-person voting 4. Voting at Local Government elections to be voluntary 5. The first past the post method of counting votes <p>The Local Government sector opposes the introduction of preferential voting, however if ‘first past the post’ voting is not retained then optional preferential voting is preferred.</p>
Background	<p>The first past the post (FPTP) method is simple, allows an expression of the electorate’s wishes and does not encourage tickets and alliances to be formed to allocate preferences.</p>
State Council Resolution	<p>February 2022 – 312.1/2022 December 2020 – 142.6/2020</p>

March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 October 2008 – 427.5/2008

Supporting Documents [Advocacy Positions for a New Local Government Act](#)
[WALGA submission: Local Government Reform Proposal \(February 2022\)](#)

First Past The Post has worked effectively over a long period of time regarding local government. It is simple and stops the formation of tickets/alliances that occurs under a system that allocates preferences.

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolution February 2022 – 312.1/2022
 March 2019 – 06.3/2019
 December 2017 – 121.6/2017

The above is still a valid position.

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement The *Local Government Act 1995* should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.

Background Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution May 2023 – 452.2/2023
 March 2019 – 06.3/2019
 December 2017 – 121.6/2017
 March 2012 – 24.2/2012

The author has no further advice to offer regarding the above.

WALGA has requested the following advocacy positions be considered by Councils:**1. PARTICIPATION**

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

2. TERMS OF OFFICE

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

3. VOTING METHODS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

4. INTERNAL ELECTIONS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

CONSULTATION

Council Briefing Session – October 2024

STATUTORY CONTEXT

N/A

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

The Shire is an active participant regarding WALGA and the Avon Midland Country Zone. This matter will be considered at its November meeting.

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Failing to participate will put the Shire at odds with key betterment practices for the sector and will affect its standing as an effective industry advocate	Substantiated, low impact, low news profile Example Local paper / Industry news article, Facebook item seen by multiple groups	The event should occur at some time (20% chance) At least once in 3 years		Service Manager (e.g. DCEO, MWS, PBus, CESM) Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

2410-05 Officer Recommendation / Council Resolution**Moved: Cr S Woods****Seconded: Cr D Lovelock**

That the Shire of Victoria Plains **RECOMMENDS** WALGA adopt the following Local Government Election Advocacy Positions:

1. PARTICIPATION – Council support advocacy position 1(a)
2. TERMS OF OFFICE - Council support advocacy position 2(a)
3. VOTING METHODS - Council support advocacy position 3(a)
4. INTERNAL ELECTIONS - Council support advocacy position 4(a)
5. VOTING ACCESSIBILITY - Council support advocacy position 5(a) and (b) and (c)
6. METHOLD OF ELECTION OF MAYOR - Council support advocacy position 6(b)

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

PUBLIC UNCONFIRMED

9.5 ENVIRONMENTAL ADVISORY COMMITTEE AGENDA ITEM

File Reference	
Report Date	17 October 2024
Applicant/Proponent	Zenab Azam
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	

PURPOSE

To propose the formation of the Environmental Advisory Committee (EAC), including its structure, meeting schedule, and the appointment of members, to provide advice on implementing the Shire’s Environmental Strategy (Biodiversity Strategy) and other sustainability initiatives.

BACKGROUND

The Shire of Toodyay and the Shire of Victoria Plains were successful in receiving a grant from WALGA for the development of a biodiversity strategy as the basis for future ongoing environmental sustainability and stewardship in each district going forward. This has also led to both local governments sharing a joint Environmental Sustainability Officer. The funding agreement with WALGA for the Local Biodiversity Strategy includes a provision in Schedule 1, Part 3(b) for the establishment of a working group or steering committee to oversee the project. In alignment with this stipulation, the formation of an environmental advisory committee is proposed:

1. That Council forms an Environmental Advisory Committee. The Terms of Reference is set out in points 2, 3, 4, and 5 below.
2. The Environmental Advisory Committee will be established by Council for the purpose of:
 - a) Provide advice to Council on the implementation of Local Biodiversity Strategy;
 - b) Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the Local Biodiversity strategy for consideration by council;
 - c) Representing a range of sectors and opinions relating to or impacting the natural environment.
 - d) Provide local knowledge and expertise about the Shire’s natural environment and impacts to them.
 - e) Offer informed and constructive advice on a wide range of environmental issues and the management of the local environment.
 - f) Identify emerging concerns affecting the health of the Shire’s environment and communities.
 - g) Maintain strong networks among individuals, groups, organisations, business and government agencies to promote environmental stewardship outcomes.

2.1 Qualification to be a member:

The committee members shall have the following interests and/or expertise in:

- a) Environmental sciences, biodiversity protection and enhancement.
- b) Sustainable practices, water management, climate change
- c) Other environmental matters such as environmentally friendly designs, recycling and waste management, and community partnerships in these fields.

2.2 Number of Members:

The Environmental Advisory Committee will consist of the following members:

- a) Up to 2 Elected Members nominated by Council;
- b) Up to 2 members of the public identified through advertising for expressions of interest from community members with relevant qualifications, skills or experience; and
- c) The CEO and or an officer nominated by the CEO. The CEO has indicated that this person will be the Environmental Sustainability Officer.
- d) The Council Support Officer will provide the minutes and agendas for meetings of the Committee.

2.3 Resignation or Termination of Membership:

A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

3. Meetings:

- 3.1** The Environmental Advisory Committee will meet every three months, or such other times as may be determined by the committee with the first meeting to be held after selection by Council of the community representatives and within three months following the adoption of the Environmental Strategy;
- 3.2** All the meetings will be conducted with the provisions of the *Local Government Act 1995* and the Shire's standing code of conduct.
- 3.3** All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

4. The committee will have no delegated powers or duties.

5. Confidentiality

- 5.1** Members must treat information they receive as confidential, unless otherwise advised, and are expected to comply with the provisions that cover confidential information contained in sections 3 and 125 of the *Local Government Act 2020*.
- 5.2** Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 5.3** Documents presented to the Committee will often be in draft format and not suitable for wider distribution. Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.
- 5.4** All Committee discussions should comply with the requirements under the *Privacy Act 1988* and its principles.
- 5.5** The failure of a member to comply with paragraphs 5.1 to 5.4 will result in termination of their appointment to the Committee.

COMMENT

The committee will provide the council with their honest and expert opinion and advice for the environmental implications of the decisions within the Shire of Victoria Plains.

CONSULTATION

CEO – Sean Fletcher

STATUTORY CONTEXT

CEO – Sean Fletcher

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

Nil

Policy Implications

Nil

Other Corporate Document

Nil

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance As part of the grant agreement, the Shire of Victoria Plains is required to form an Environmental Advisory Committee to provide future advice and guidance to the Shire on decisions, projects, etc regarding the environmental impact projects may have and the future of the flora and fauna within the	Major (4) Non-compliance results in termination of service or imposed penalties. Single major litigation.	Unlikely (2) At least once in 10 years.	Moderate (8)	Environmental & Sustainability Officer Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.	If the Council agrees to form an Environmental Advisory Committee to comply with the conditions of the Grant Agreement that is in place with WALGA, the Shire will remain compliant with grant conditions.

Shire. Without the formation of this committee, the Shire runs the risk of termination of the agreement.					
<p>Environmental</p> <p>The Shire has been asked to form an Environmental Advisory Committee as part of the Local Biodiversity Plan and as part of the Grant Funding Conditions with WALGA. The advisory committee will be there to inform the Shire on all Environmental and Biodiversity matters relating to the Shire and also advising on any environmental impacts relating to projects to be completed, mining, land clearing, etc</p> <p>Without the Advisory Committee, this could potentially lead to clearing and destruction of protected species habitats (flora and fauna).</p>	<p>Catastrophic (5)</p> <p>Uncontained, irreversible impact</p>	<p>Likely (2)</p> <p>Probably occur in most circumstances.</p> <p>At least once a year.</p>	<p>Extreme (20)</p>	<p>CEO, Council</p> <p>Risk generally not acceptable</p>	<p>Through the development of the EAC, the Shire can then be guided to make properly informed decisions relating to the Environmental aspects of any future projects, developments and also management for protection through fauna population, habitat growth and flora protection.</p>

FINANCIAL IMPLICATIONS

The cost to administrate an advisory committee is in the order of \$1,500/meeting in 2024-2025 budget.

Meeting agenda preparation	2 hours/meeting	\$100
Briefing Papers prepared and research	8 hrs/meeting	\$400
Meeting attendance x 2-3 staff	1 hours/meeting	\$250
Minutes	1.5 hours/meeting	\$100
Senior Officers review and signoff	1.5 hours/meeting	\$250
Reporting to Council	2 hours/meeting	\$400

VOTING REQUIREMENTS

Absolute Majority

Officer Recommendation

Moved: Cr S Woods

Seconded: Cr D Lovelock

Alternative Recommendation

Moved: Cr Lovelock

Motion Lapsed for Want of a Seconder

Advisory Committee to be amended to read "Advisory Working Group".

2410-06 Officer Recommendation / Council Resolution**Moved: Cr S Woods****Seconded: Cr D Lovelock**

That Council In accordance with Section 5.8 of the Local Government Act 1995 **ADOPTS** the establishment of the Environmental Advisory Committee.

1. **AUTHORISES** the following terms of reference for the committee established in point 1.

1.1. Purpose

- a) Provide advice to Council on the implementation of Local Biodiversity Strategy;
- b) Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the Local Biodiversity strategy for consideration by council;
- c) Representing a range of sectors and opinions relating to or impacting the natural environment.
- d) Provide local knowledge and expertise about the Shire's natural environment and impacts to them.
- e) Offer informed and constructive advice on a wide range of environmental issues and the management of the local environment.
- f) Identify emerging concerns affecting the health of the Shire's environment and communities.
- g) Maintain strong networks among individuals, groups, organisations, business and government agencies to promote environmental stewardship outcomes.

2.2 Qualification to be a member:

The committee members ideally will have the following interests and/or expertise in:

- a) Environmental sciences, biodiversity protection and enhancement.
- b) Sustainable practices, water management, climate change
- c) Other environmental matters such as environmentally friendly designs, recycling and waste management, and community partnerships in these fields.

2.3 Number of Members:

The Environmental Advisory Committee will consist of the following members:

- a) Up to 2 Elected Members nominated by Council;

- b) Up to 2 members of the public identified through advertising for expressions of interest from community members with relevant qualifications, skills or experience; and
- c) The CEO and or an officer nominated by the CEO. The CEO has indicated that this person will be the Environmental Sustainability Officer.
- d) The Council Support Officer will provide the minutes and agendas for meetings of the Committee.

2.4 Resignation or Termination of Membership:

- a) A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

2.5 Meetings:

- a) The Environmental Advisory Committee will meet every three months, or such other times as may be determined by the Presiding Member with the first meeting to be held after selection by Council of the community representatives and within three months following the adoption of the Environmental Strategy;
- b) All the meetings will be conducted with the provisions of the *Local Government Act 1995*, the Shire's Meeting Procedures Local Law and the Code of Conduct for Council Members, Committee Members and Candidates and the Shire's standing Code of Conduct.
- c) All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

2.6 The committee will have no delegated powers or duties.

2.7 Confidentiality

- a) Members must treat information they receive as confidential, unless otherwise advised, and are expected to comply with the provisions that cover confidential information contained in sections 3 and 125 of *the Local Government Act 2020*.
- b) Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- c) Documents presented to the Committee will often be in draft format and not suitable for wider distribution. Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.
- d) All Committee discussions should comply with the requirements under *the Privacy Act 1988* and its principles.
- e) The failure of a member to comply with point 2.7 a) to 2.7 d), will result in termination of their appointment to the Committee.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

9.6 INTEGRATED PLANNING AND REPORTING - INCLUDING QUARTERLY REVIEW OF THE IMPLEMENTATION PLAN (CORPORATE BUSINESS PLAN) 2024/2025

File Reference	
Report Date	16 October 2024
Applicant/Proponent	Sean Fletcher – Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Quarterly Update - Integrated Planning and Reporting

PURPOSE

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

BACKGROUND

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

Plan Type	Date Adopted	Due	Status/Comment
Strategic Community Plan (SCP)	3 August 2022	Next plan due June 2032	<ul style="list-style-type: none"> Changes to the Act in June 2023 will see this plan move to an 8 year cycle in due course In the meantime, the Desk Top (Minor) Review commenced in September 2024
Corporate Business Plan (CBP)	26 April 2023	Next Plan due June 2026	<ul style="list-style-type: none"> Can remain as a 4 year plan The annual review was conducted at the same time as the 24/25 Budget adoption
Long Term Financial Plan	26 April 2023	Next Plan due June 2026	Can remain as a 4 year plan
Asset Management Plan	26 April 2023	Next Plan due June 2026	Can remain as a 4 year plan Draft Strategy received and will now be rolled out
Work Force Plan (WFP)	26 April 2023	Next Plan due June 2026	Can remain as a 4 year plan
Information Communication Technology (ICT) Plan	18 December 2023	Next plan due June 2026	Can remain as a 4 year plan

Review of Strategic Community Plan (SCP)

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

THE MINOR REVIEW PROCESS

The Minor Review Process will consist of the following steps/milestones:

Meeting One - Key Staff – October

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

Meeting Two – Key Staff – October

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

Meeting Three – Council Workshop – November

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

Adoption of SCP Changes – November OCM

- Ideally, the SCP and any other plans that have been tweaked should be presented at the same time.

CBP Quarterly Dashboard

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

Other Informing Strategies

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

- The Sport and Recreation Management Plan, which is being presented at today's Council meeting;
- The Economic Development Strategy, which is also being adopted at today's Council meeting;
- Precinct Fund Business Plan and Business Case. The new Economic Development and Tourism Officer has commenced work on developing the funding application for precinct planning funding.

In addition to the above, the first drafts of the Water Strategy and the Tourism Plan are due this month. The bio-diversity strategy is also being finalised.

COMMENT

The Dashboard in Diagram 1 is for the September 2024 Quarter and shows that the CBP against a completion rate of 25% or better was at 27% completion: In the main, the strategic actions across the board are tracking on time and within budget. However, like all such plans there are those activities that are ahead of schedule, some that are lagging behind and some that are not due to start until later in the year.

At this point in time, Civic Leadership is performing very strongly, achieving targets on time. Environment is performing well and ahead of where it has been in recent years due to key enhancements to the Shire's landfills and water planning. Community continues its consistent outcome with the SRMP a key feature and Economy is only just lagging behind where it needs to be as two projects were not scheduled to commence during the September Quarter.

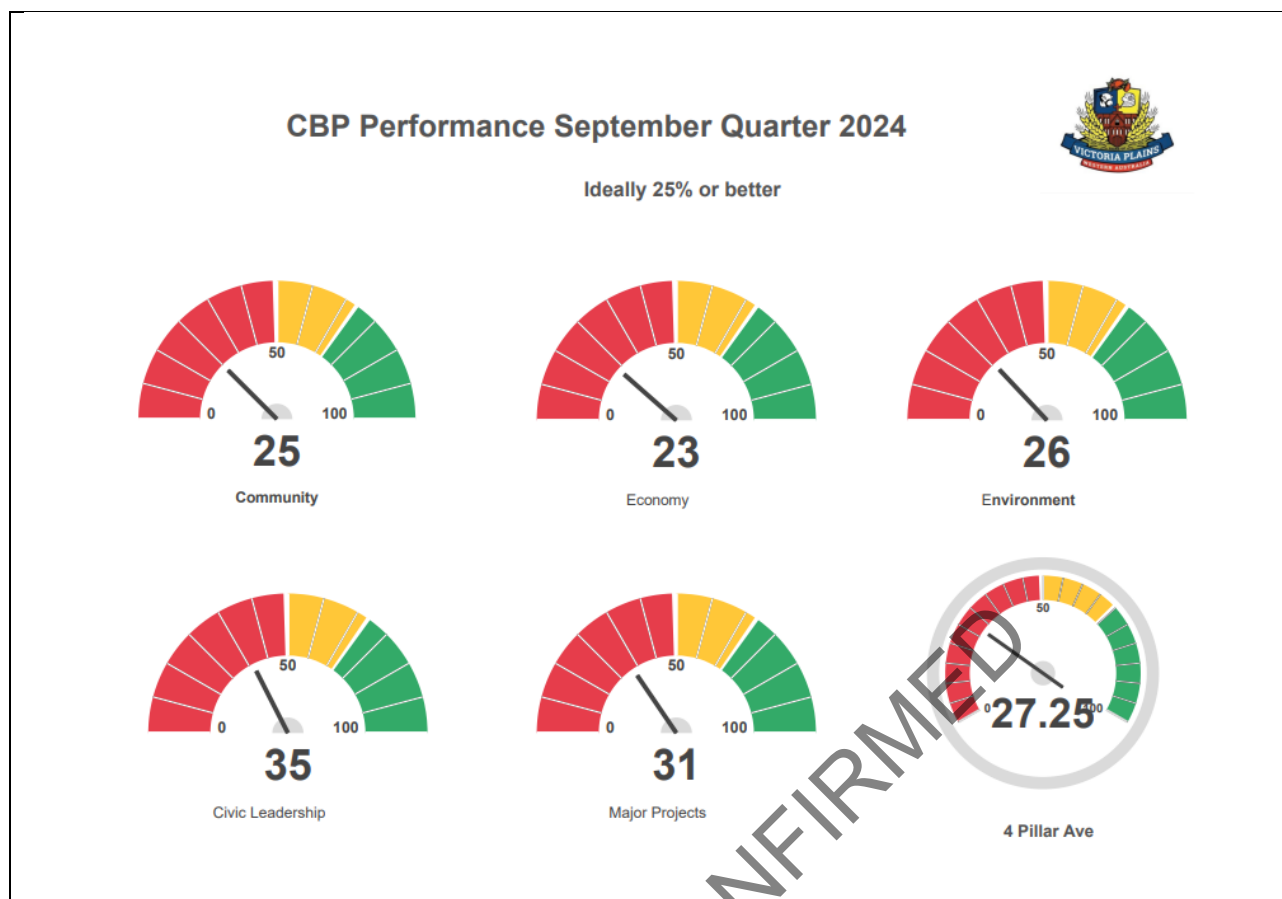


Diagram 1 – SCP Performance based on CBP Outcomes for September 2024

Community

All deliverables are on target, except for the Public Health Plan which is not expected to be finalised until the second half of 24/25 due to the State still in the process of developing its requirements for inclusion in these plans. The SRMP is ahead of schedule regarding its planned implementation.

Economy

There are four actions which are not required to commence until the December and March quarters. One action is completed as no amendments are required to Town Planning Scheme at this time, although it may need to be amended with respect to the Edmond Street redevelopment in due course. All other deliverables are on target.

Environment

Six actions are on target. This includes the implementation of the three transfer stations, the developing corella management program and the water strategy. Planning has also commenced for the installation of a gazebo at the Calingiri Cemetery. Once the biodiversity plan has been adopted, work can begin on the invasive species project.

Civic Leadership

Two key projects are completed: implementation of the automated compliance calendar and agenda/minute software. All other actions are on target.

Major Projects and Key Costs

This section shows many of the key actions that are capital works or key costs, plans and the Shire’s other funding commitments e.g. loans and reserves and the plant/equipment replacement program.

CONSULTATION

Senior Management Team

Katrina Humphries, Community Development Officer

STATUTORY CONTEXT

Local Government (Administration) Regulations 1996

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

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

Integrated Planning and Reporting – Framework and Guidelines

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

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

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

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

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

2410-07 Officer Recommendation / Council Resolution**Moved: Cr S Woods****Seconded: Cr D Lovelock**

That Council **ACCEPTS** the update regarding Integrated Planning and Reporting for October 2024 including the September 2024 Quarterly Review of the Implementation Plan.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

The Shire EHO withdrew from the meeting at 2.22pm and did not return to the meeting.

PUBLIC UNCONFIRMED

Cr P Bantock declared an impartiality interest in item 9.7 “Endorsement of Sport and Recreation Master Plan at 2.25pm due to “Member of the Mogumber Outback Club Inc, Mogumber Progress Association - volunteer; and Cr S Woods declared an impartiality interest in item 9.7 “Endorsement of Sport and Recreation Master Plan at 2.25pm due to “Member of Calingiri Progress Association.

9.7 ENDORSEMENT OF SPORT AND RECREATION MASTER PLAN

File Reference	
Report Date	16 October 2024
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. Sport and Recreation Master Plan 2024

PURPOSE

That Council endorse the Shire of Victoria Plains Sport and Recreation Master Plan 2024.

BACKGROUND

In accordance with the Community Strategic Plan 2022-2032 which incorporates the Corporate Business Plan,

Community 1.3 Recreational, social and heritage spaces are safe and are activated has the action of:

- a. Develop and implement a Sport and Recreation Master Plan.

In Oct 23 Otium Planning Group Pty Ltd was engaged to deliver the Sport and Recreation Master Plan with the mandate of ensuring there was adequate stakeholder engagement. The following phase outline and timeline was accepted:



Phase	Start	Complete	Deliverables
Phase 1: Project inception	October 2023	October 2023	<ul style="list-style-type: none"> ○ Start-up meeting
Stage 2: Facility and site inspections	October 2023	November 2023	<ul style="list-style-type: none"> ○ Visual audit ○ Undertake Desktop site analysis
Phase 3: Situation analysis	October 2023	November 2023	<ul style="list-style-type: none"> ○ Review all relevant documentation ○ Identification of key requirements
Phase 4: Community and stakeholder engagement	November 2023	December 2023	<ul style="list-style-type: none"> ○ Consultation activities (Early Nov to Mid Dec) ○ Consultation outputs reviewed
Phase 5: Draft Recreation Plan	December 2023	January 2024	<ul style="list-style-type: none"> ○ Consolidation of findings / recommendations. ○ Presentation of the draft review report.
Phase 6: Final Recreation Plan	January 2023	February 2024	<ul style="list-style-type: none"> ○ Final Plan developed ○ Update to consultation participants.

Three community meetings were held during Dec 23 and Feb 24 in Calingiri and Mogumber and the majority of stakeholder were able to attend to with the intent to outline following discussion points:

- Lack of a strategic plan for the SoVP
- A number of successful clubs and then some arguably on the decline
- Not replicating 7 times
- Demographics
- Dis-repair/ end of useful life.
- Centres of Excellence
- Not just sports
- Otium outcomes

This was then followed by the issue of survey forms to be completed by the stakeholder groups, requesting return in Mar 24.

The first draft was provided back from Otium Planning Group Pty Ltd in May 24 and continued to be fine-tuned noting there was a pause in activity whilst the budget 24-25 was formulated.

Council provided its comments during Jul 24 and this was provided back to Otium Planning Group Pty Ltd at the end of Jul 24 with the inclusion of quick wins.

The abridged version and finalisation of the draft occurred in Aug 24 and then circulated to stakeholders with final feedback received in Sep 24.

COMMENT

The SRMP is an informing strategy that will dovetail into the Economic Development Plan and Commonwealth’s Precinct Fund. This is funding is to develop precinct plans for each town and settlement across the Shire and naturally the SRMP outcomes will fall under this.

After incorporating the relevant comments from stakeholders, the SRMP is now ready for endorsement by council. The changes made to SRMP are highlighted in red for transparency in the SRMP and include:

- Inclusion of patronage numbers during Football, Netball and Hockey seasons at Calingiri.
- Amendment to space availability wording at the Calingiri Sports Pavilion.
- Amendment to *Table 1: Summary of Key Consultation Outcomes by Townsite* for Calingiri Football Club.
- Clarity on consolidation of existing facilities to the Mogumber Townsite.
- Confirmation that mowing will continue at the Gillingarra Oval.
- Commitment that the shire will continue to engage with Progress Association by attending at least one meeting per year.

The shire is already committed to several outcomes directly related to the SRMP as part of the quick wins and budgeted for accordingly. Community Sport and Recreation Facilities Fund (CSRFF) representatives have reviewed the SRMP and indicated the fact that the shire now has a plan will be extremely helpful in securing funding.

If council endorses the SRMP the next steps will be to implement the higher strategic recommendations of the SRMP, prioritise and reaffirm the major projects to secure funding for 25-26.

Both the full and bridged versions will be updated pending endorsement.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

Ms Katrina Humphries, Community Development Officer

STATUTORY CONTEXT

Nil

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
1. COMMUNITY	
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

In accordance with the Business Plan, one of the actions to deliver this strategic priority is to Develop and implement a Sport and recreation Master Plan.

Delegation

Nil

Policy Implications

Nil

Other Corporate Document

Strategic Community Plan

Corporate Business Plan

Annual Budgets

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Reputation	Minor (2) Substantiated, localised impact on community trust or low media item	Possible (3) The event should occur at some time	Moderate (6)	Senior Management Team / CEO Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Ensuring continued stakeholder communication and engagement and delivering on outcomes in the SRMP

FINANCIAL IMPLICATIONS

Annual Budget requirement and dependencies on successful grant funding applications

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

Moved: Cr S Woods

Seconded: Cr D Lovelock

That Council ENDORSES the Sport and Recreation Master Plan 2024 with the above.

2410-08 Council Amendment / Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

That Council **ENDORSES** the Sport and Recreation Master Plan 2024 with amendment to Item 12 in the section titled ‘ Specific Commitments’ (page 123), to remove mention of wording ‘*Specific Sports*’ to be Developed.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Reason for Variation

For the wording “specific sports” to be removed under Item 12 for Specific Commitments.

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

9.8 ADOPTION OF THE SHIRE'S ECONOMIC DEVELOPMENT STRATEGY

File Reference	
Report Date	17 October 2024
Applicant/Proponent	Sean Fletcher – Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	1. Economic Development Strategy 2024 - 2029

PURPOSE

For Council to adopt the Economic Development Strategy 2024 – 2029 and the underpinning Action Plan.

BACKGROUND

In response to the Economic Pillar under the Strategic Community Plan and in particular regarding Strategic Action 2.1.b (Develop and Implement a business and industry attraction strategy), the author sort quotes from suitably qualified economic development practitioners to develop the Shire's Economic Development Strategy.

Econisis (Principal Mr Mark Wallace) was successful with its submission and commenced the development of an Economic Development Strategy during March 2024.

The process commenced with Mr Wallace engaging with key staff in the first instance that led to a Vision and Pillars Workshop with Council and key staff.

As a result of these interactions, through April and May, a survey was then developed and issued to businesses across the Shire to obtain feedback to help inform the development of the Strategy. In all 20 responses were received and many with detailed comments. Other external stakeholders were also asked to participate.

One on one interviews were also conducted with a number of businesses and external stakeholders.

Following on from the business survey, a modified version was issued to the community. This included distribution through the Shire's Facebook page, the Website and to the communities via their respective progress associations. In all, 22 responses were received from residents.

Since June, Econisis with the key staff have developed the draft strategy presented for adoption. The Strategy is a five year informing document that is underpinned by an action plan.

COMMENT

Attached for consideration is the Economic Development Strategy 2024-2029 (Attachment 1) and the corresponding Action Plan (Attachment 2). The Strategy is the Shire's external economic planning document while the action plan is the internal document that sets out what is to be achieved during the life of the Strategy.

As established at the Vision and Pillars workshop, the Strategy encapsulates the following:

- The Shire's economic challenges and issues e.g. small and ageing population, decentralised settlement pattern, agricultural mono economy, need for community and visitor services and the need for employment opportunities;

- In contrast, the key strengths and opportunities have been identified as the proximity to Perth, alignment with the mega trends (including the energy transition or what is referred to as Climate Change and Green Tech), a local economy of \$100M, latest tourism opportunities and mining exposure.

Based on the back of the responses received from Council, Shire Staff, businesses and community along with key stakeholders the desired outcomes have been framed around the following:

Victoria Plains - a Place to Grow

Desired Outcomes

This vision is supported by a series of elements and desired outcomes. These include:

- **Sustainable Demographics** - Improving the demographic balance by attracting and retaining more young and working age people across the Shire to reverse the decline in population.
- **Economic Diversity** - Increase the diversity of economic industries and drivers of the region to generate more employment opportunities.
- **Visitors and Investment** - increase the flow of money, expenditure and investment into the Victoria Plains economy, through greater levels of visitation and inward investment in businesses and industries.
- **Greater Housing Choice** - improve the choice and quality of housing options in the Victoria Plains communities to allow key workers, families and young people to stay and build lives in the region.
- **Revitalised Towns and Communities** - improve the quality and capacity of key community facilities, services, assets and infrastructure in critical town and community precincts to meet the needs of residents and visitors.

Image 1 – Vision for the Shire of Victoria Plains Page 2

To address the desired outcomes, there are five economic development programs underpinned by priority actions:

Programs	Priority Action
Encourage Investment in New Infrastructure and Facilities	Advocate for Continued Investment and Upgrades to the Upgrades to the Wheatbelt Secondary Freight Network – continue to support and participate in the WSFN following the Mogumber Yarawindah Road Upgrade and advocate for continued investment and improvement in the Network to enhance economic connectivity and community safety.
Promote Tourism Opportunities	Develop a Local Tourism Plan for the Shire of Victoria Plains – the Plan will identify key accommodation, amenities, accessibility and assets features and attributes of the Victoria Plains tourism offering. The Plan will also identify key opportunities and investments required to enhance future tourism sector growth and development.
Support New Businesses and Industries	Develop and Implement a Marketing Plan that Promotes Lifestyle and Business Opportunities – the Marketing Plan or Attraction Prospectus will seek to increase awareness of Victoria Plains as a residential, skilled worker, business and investment destination. It will highlight key strengths and drivers of the region as well as outline specific investment and business opportunities.

<p>Revitalise Local Communities</p>	<p>Prepare Local Community Precinct Plans for Victoria Plains Communities – development of local precinct master plans and business cases for 6 communities and settlements across the Shire. These plans will establish opportunities for transformative development from the Australian Government in the communities to increase connections, grow regional economies and service local communities.</p>
<p>Facilitate New Housing Choices</p>	<p>AROC + Dandaragan Key Worker Housing Business Case – as part of the Avon Regional Organisation of Councils (and the Shire of Dandaragan) investigate and establish a business case for regional investment in key worker housing. This will focus on quantifying economic and social need for housing and develop a business case as part of local and regional housing investment solutions.</p>

Table 1 – Economic Development Programs and Summary of Key Actions

The Strategy details the demographic and economic data for the Shire and provides a number of case studies to highlight the economic challenge and changes. This includes the European Space Agency (ESA), the Grevillea Wind Farm project and New Norcia.

One of the key socio-economic projections is highlighted in Figure 7 on page 6 which shows population projections from a conservative viewpoint. If there is no economic strategy intervention, the population is expected to decline from current figures of 824 to 740 by 2041. However, if there is economic strategy intervention (a key goal of the Strategy and SCP), the population has the potential to increase and then stabilise at around 840 or so.

In terms of delivering the Economic Development Strategy, the Shire in conjunction with the Shire of Chittering has engaged a joint Economic Development and Tourism Officer. This officer has now commenced in this role and will, in conjunction with the author, develop an implementation plan and commence work regarding:

- General engagement with business and others regarding the Strategy;
- Finalising the Tourism Plan;
- The Precinct Planning application and engagement’;
- Industrial Lot Development; and
- The Marketing Plan.

As Council is aware, substantial work has been undertaken by Shire staff regarding WSNF and considerable work has been undertaken by the author regarding key worker housing, other accommodation and the Energy Transition.

CONSULTATION

As set out in the Background section to this report.

STATUTORY CONTEXT

N/A

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGY	ACTION
2.1 Support the diverse industry across the Shire	a. Develop and implement townsite improvement plans in collaboration with each community (Refer 2.1.b)
	b. Develop and implement a business and industry attraction strategy (Economic Development Plan) also includes tourism plan, precinct planning, industrial lot development and marketing plan. Refer 2.1.a, 2.1.c & 2.3.c
	c. Forward plan for additional industrial lots (Refer 2.1.b)
	d. Facilitate expansion of telecommunications networks across the Shire and advocate for reduced number of black spots across the Shire
	e. Review town planning scheme
	f. Develop and implement a Marketing Plan that promotes the lifestyle and opportunities (Refer 2.1.b)
	g. Demonstrated progress towards securing consistent supply of water across the Shire: <ul style="list-style-type: none"> a. Gillingarra (DWER) b. Gouge Road/Parker Rd (CWSP) c. Mogumber (CWSP)
	h. Maintain and upgrade Shire housing stock: <ul style="list-style-type: none"> a. Planning (HSP 1) Civil/Headworks (HSP 2) b. Dwellings (85% Wheatbelt Pilot Program)
	i. Advocate for power reliability and safety across the Shire
2.2 Safe and efficient transport network enables economic growth	a. Active participation in the Wheatbelt Secondary Freight Network group
	b. Demonstrated achievement of our 10yr Road Plans: <ul style="list-style-type: none"> a. 22/23 Monitor and report to Council Links to funding options such as WSN, RRG, AgLime, R2R b. 23/24 Review plans and extend as required. Ensure funding in annual budgets
	c. Develop 10yr replacement plan for Plant and Equipment
	d. Equipment replacement as per our Plant and Equipment Schedule – Refer 2.2.b
	e. Confirm stormwater infrastructure and maintain/upgrade as per budget
	f. RAV Network assessment is undertaken
	g. Safe and clean truck bays and roadside parking (under Shire ownership)
2.3 Visitors have a positive experience across our communities	a. Shire owned gardens and verges maintained and enhanced
	b. Regular cleaning, maintenance and improvements of public toilets
	c. Consistent online visitor information and promotion of our attractions – Refer 2.1.b re Tourism Plan
	d. Upgrade the Bolgart Caravan Park Ablution block
	e. Review and enhance Caravan Parks in line with asset management planning and annual budget, seeking external grant funding. See Major Projects
	f. Install RV Dump Point in Bolgart
	g. Implement townscape, visitor and signage plan

Table 2 - Economic Pillar – Implementation Plan (Corporate Business Plan)

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
<p>Reputation</p> <p>Reputation will be impacted if the Economic Development Strategy (EDS) is not implemented as this is key objective within the SCP</p>	<p>Minor (2)</p> <p>Substantiated, low impact, low news profile Example Local paper / Industry news article, Facebook item seen by multiple groups</p>	<p>Likely (4)</p> <p>Probably occur in most circumstances</p> <p>At least once per year</p>	Moderate (8)	<p>Service Manager (e.g. DCEO, MWS, PBU, CEMS)</p> <p>Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring</p>	<p>Through the CEO advising Council on the outcomes of the process to develop the EDS will ensure that the Strategy is implemented.</p>
<p>Compliance</p> <p>The Shire is required to adhere to its SCP</p> <p>The EDS is a key informing strategy going forward and meets many of the strategic actions under the SCP/CBP</p>	<p>Major (4)</p> <p>Non-compliance results in termination of service or imposed penalties. Single major litigation.</p>	<p>Unlikely (2)</p> <p>The event could occur at some time(<10% chance)</p> <p>At least once in 10 years</p>	Moderate (8)	<p>Service Manager (e.g. DCEO, MWS, PBU, CEMS)</p> <p>Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring</p>	<p>Through the CEO advising Council on the outcomes of the process to develop the EDS will ensure that the Strategy is implemented.</p>

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Officer Recommendation

That Council:

- ADOPTS the Shire of Victoria Plains Economic Development Strategy 2024-2029 as set out in Attachment 1.
- ENDORSES the CEO to make final adjustments to the Strategy regarding format (graphic design elements) and any further data/spelling/grammar corrections subsequently identified before it is published on the Shire’s website.
- ADOPTS the Action Plan that underpins the Strategy in Point 1, as set out in Attachment 2, noting that it is for internal use.

2410-09 Council Resolution

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

That Council **SUSPEND** standing orders to allow debate at 231pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

2410-10 Council Resolution**Moved: Cr S Woods****Seconded: Cr D Lovelock**That Council **RESUME** standing orders at 2.41pm.**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

2410-11 Officer Recommendation / Council Resolution**Moved: Cr S Woods****Seconded: Cr D Lovelock**

That Council:

1. **ADOPTS** the Shire of Victoria Plains Economic Development Strategy 2024-2029 as set out in Attachment 1.
2. **ENDORSES** the CEO to make final adjustments to the Strategy regarding format (graphic design elements) and any further data / spelling / grammar corrections subsequently identified before it is published on the Shire's website.

CARRIED BY UNANIMOUS DECISION OF COUNCILReason for Variation

Update to point 2 of the resolution to include authority to make data / grammatical corrections to the document as well as removal of point 3 from the original Officer Recommendation as the CEO advised Action plan is to be brought back through to Council.

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Nil

PUBLIC UNCONFIRMED

12.1 MEETING CLOSED TO PUBLIC

File Reference	
Report Date	15 October 2024
Applicant/Proponent	Sean Fletcher – Chief Executive Officer
Officer Disclosure of Interest	Nil
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	

PURPOSE

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

BACKGROUND

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

COMMENT

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

CONSULTATION

N/A

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

2410-12 Officer Recommendation / Council Resolution**Moved: Cr D Lovelock****Seconded: Cr S Woods**

That Council **CLOSE** the meeting under section 5.23 (2)(b) of the Local Government Act to consider a matter under item 13.2 regarding the CEO's Annual Performance Review at 2.42pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

The Deputy CEO and Works and Services Manager withdrew from the meeting at 2.42pm and did not return.

PUBLIC UNCONFIRMED

12.2 CEO'S ANNUAL PERFORMANCE REVIEW - CONFIDENTIAL

File Reference	OCM20241023_1827_26_1
Report Date	15 October 2024
Applicant/Proponent	Shire of Victoria Plains - Council
Officer Disclosure of Interest	Financial – Matters to do with Mr Fletcher’s performance
Previous Meeting Reference	Nil
Prepared by	Sean Fletcher – Chief Executive Officer
Senior Officer	Sean Fletcher – Chief Executive Officer
Authorised by	Sean Fletcher – Chief Executive Officer
Attachments	

VOTING REQUIREMENTS

Simple Majority

2410-13 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

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

1. **APPOINTS** itself as the Reviewer for the CEO’s Annual Performance Review (the Review).
2. **COMMENCES** the Review, in conjunction with the CEO.
3. **DELEGATES** to the Shire President the following regarding the Review:
 - a. Liaison with the CEO regarding all matters that concern the Review process including:
 - i. Matters of clarification between the parties;
 - ii. The seeking of an independent facilitator;
 - iii. Any staff that may be required to assist with the Review process; and
 - iv. Keeping the Review on track.
 - b. Calling of other meetings, briefings and workshops as required.
4. The Review process mentioned in Point 2 must be completed by the end of February 2025

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

2410-14 Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

That Council **MOVE OUT** of camera at 2.49pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Voted for the Motion : Cr P Bantock, Cr S Woods, Cr D Lovelock.

Voted Against the Motion: Nil

PUBLIC UNCONFIRMED

10 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.50pm

These minutes were confirmed at the Ordinary Council Meeting held on 28 November 2024

Signed



Date

28 November 2024

(Presiding member at the meeting which confirmed the minutes)

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

CONFIRMED CONFIDENTIAL