



MINUTES

Ordinary Council Meeting

24 April 2024

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

Commencing – 2.01pm

DISCLAIMER:

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

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

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

Recording of Meeting

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

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

E – Disclaimer

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

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

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

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

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

Follow the Presiding Member's directions and rulings;

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

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

Commonly-used abbreviations

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

CONTENTS

1.	DECLARATION OF OPENING	5
1.1	Opening	5
1.2	Announcements by Shire President	5
2.	REMOTE ATTENDANCE BY ELECTED MEMBERS.....	5
3.	RECORD OF ATTENDANCE	6
4.	DISCLOSURES OF INTEREST	6
5.	PUBLIC QUESTION TIME	6
5.1	Public Questions With Notice.....	6
5.2	Public Questions Without Notice.....	7
6.	PRESENTATIONS AND DEPUTATIONS	8
6.1	Presentations	8
6.2	Deputations.....	8
7.	APPLICATIONS FOR LEAVE OF ABSENCE	8
8.	MINUTES OF MEETINGS	8
8.1	Confirmation of Council Meeting Minutes.....	8
9.	REPORTS REQUIRING DECISION	9
9.1	Accounts for Endorsement – March 2024.....	9
9.2	Monthly Financial Statements – March 2024	12
9.3	Integrated Planning and Reporting – Including Quarterly Review of the Implementation Plan (Corporate Business Plan) 2023/2024.....	18
9.4	Standardised Meeting Procedures.....	25
9.5	Deletion of 2017 and 2018 Personnel Policy and Adoption of 2024 Personnel Policy.....	28
10.	MEETING CLOSED TO PUBLIC	32
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	32
12.	NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION	32
13.	MEETING CLOSED TO PUBLIC	32
14.	CLOSURE OF MEETING	32

CONFIRMED PUBLIC MINUTES



AGENDA NOTICE

Dear President and Councillors

NOTICE is given that the next Ordinary Meeting of the Shire of Victoria Plains Council Will be held in the Calingiri Shire Chambers and/or via E-meeting Protocol on **24 April 2024** commencing at 2.00pm

Sean Fletcher
Chief Executive Officer

1. DECLARATION OF OPENING

1.1 Opening

The Shire President declared the meeting open at 2.01pm.

1.2 Announcements by Shire President

This meeting is recorded for the purpose of minute taking & to allow public viewing online. The meeting shall be run in accordance with the Shire's *Meeting Procedures Local Law 2018*.

2. REMOTE ATTENDANCE BY ELECTED MEMBERS

THAT:

- Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;
- In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;
- Electronic means includes, as per r.14CA(2) by telephone or video conference;
- Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;
- In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;
- Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones.

Approval to Attend and Declaration of Confidentiality**THAT:**

Cr S Penn has been approved to attend the 24 April 2024 Ordinary Council Meeting by electronic means as approved by the Shire President and that a declaration has been received regarding confidentiality and other requirements as noted in Section 2 herewith.

3. RECORD OF ATTENDANCE

Members present	Shire President Cr P Bantock – Presiding Member Cr S Woods – Deputy Shire President Cr D Lovelock Cr R Johnson Cr S Penn – via teleconference
Staff attending	CEO – Mr S Fletcher DCEO – Mr C Ashe WSM – Mr S Brenzi Council Support Officer – Ms J Klobas
Apologies	Nil
Approved leave of absence	N/A
Members of the public	Mr J Reid

4. DISCLOSURES OF INTEREST

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

Type	Item	Person / Details
------	------	------------------

4.1	Financial	Cr Lovelock declared a financial interest under "Public Question Time" due to "an investment in the Mogumber Hub".
4.2	Proximity	Nil
4.3	Impartiality	The Shire President declared an impartiality interest under "Public Question Time" due to being "a volunteer of the Mogumber Outback Club Inc".

5. PUBLIC QUESTION TIME

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

5.1 Public Questions With Notice

Public Question Time was opened to the floor at 2.02pm.

5.2 Public Questions Without Notice

Q1. Mr J Reid, Mogumber.

Is one of the reasons you sacked the Shire Building Surveyor that he wanted to prosecute the Mogumber Outback Club for failing to obtain a Building Permit for the structural renovations carried out at the Mogumber Tavern recently?

A1. The CEO advised that this matter is currently being addressed within the Industrial Relations Magistrates Court.

Q2. Has the Shire been exposed to potential liability claims given it has allowed the Mogumber Tavern to operate without a Building Permit in contravention of the Building Act 2011?

Cr Lovelock declared a financial interest in this discussion due to "*an investment in the Mogumber Hub*" and withdrew from the meeting at 2.05pm.

The Shire President declared an impartiality interest in this discussion due to "*being a volunteer with the Mogumber Outback Club Inc*" at 2.05pm.

A2. The CEO advised that a retrospective building occupancy permit is permitted to be issued.

Public question time closed at 2.06pm.

Cr Lovelock returned to the meeting at 2.07pm.

CONFIRMED PUBLIC MINUTES

6. PRESENTATIONS AND DEPUTATIONS

6.1 Presentations

Nil

6.2 Deputations

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

8. MINUTES OF MEETINGS

8.1 Confirmation of Council Meeting Minutes

2404-01	Officer Recommendation / Council Resolution
----------------	--

Moved: Cr R Johnson

Seconded: Cr S Woods

That the Minutes of the following meeting:

- *Ordinary Council Meeting held 27 March 2024,*

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

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr S Penn	
Cr R Johnson	

9. REPORTS REQUIRING DECISION**9.1 Accounts for Endorsement – March 2024**

File reference	F1.8.4		
Report date	12 April 2024		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Glenn Deocampo – Coordinator Financial Services		
Senior Officer	Colin Ashe – Deputy Chief Executive Officer		
Authorised by	Sean Fletcher – Chief Executive Officer		
Attachments			
Attachment 1	Page	2	Public schedule – Attachments to Agenda

PURPOSE

This Item presents the attached List of Accounts Paid, paid under delegated authority, for March 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, payee, date and reason for payment.

Please note a serial column has been added to the payment listing for ease of referencing specific line payment queries raised by council.

CONSULTATION

None

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.

Policy Implications

Policy Manual –

- 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 Council's adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

2404-02 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr R Johnson

That the payments made for March 2024 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, be **ENDORSED**:

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	13014 – 13101	1,042,605.16
Creditor Cheque Payments	Nil	0.00
Direct Debit Payments**	DD14675-DD14713	53,453.76
Salaries & Wages EFT	PE 14/02/24, PE 28/02/2024	111,056.90
Credit Card–Bendigo Bank- Fuel Card – Wright Express	DD14741 DD14640	4,634.35 319.44
Trust Payments		0.00
	TOTAL	\$1,212,069.61

Local Spending	\$	%
Local Supplier	27,379.71	2.26
Payroll	111,056.90	9.16
Total	138,436.61	11.42

**includes salary and wages deductions, and SGC

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr S Penn	
Cr R Johnson	

9.2 Monthly Financial Statements – March 2024

File reference	SOVPR-1845402348-3113		
Report date	16 March 2024		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe, DCEO		
Authorised by	Sean Fletcher, CEO		
Attachments			
Attachment 1	Page	13	Monthly Financial Statements – 31 Mar 2024

PURPOSE

To receive the monthly financial statements for the period ending 31 Mar 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 Mar 24 Monthly Financial Statements have been prepared by shire staff as part of the transition from previously contractor provisioning.

Overall, the shire is still tracking with a positive bank balance however there are signs of cashflow issues approaching due to a number of factors, the primary one being expenditure on the Calingiri – New Norcia Road and Toodyay Bindi Bindi Road Intersection which has been forecast as a risk over the preceding months. There are some offsets which have occurred during Apr 24 however this will remain as a significant factor to finishing the year in deficit without offset funding.

As indicated last month, there is also the Plant Replacement program payment due in the ensuing months which will impact the shires finances.

STATEMENT OF FINANCIAL ACTIVITY:

The month of Mar 24 references an actual deficit of **(\$837,929)** as shown on the Statement of Financial Activity. This is calculated by removing all the non-cash items such as depreciation to arrive at a liquidity position and reconciled in Note 1 through a Current Assets and Liabilities position on the Balance Sheet.

The major cause of this is the additional capital expenditure, some \$748,100 from Feb 24 and whilst not necessarily unusual, the impact of unfunded intersection works has not been highlighted. The deficit figure has been offset somewhat during Apr 24 with legitimate transfers

from Restricted Funds and some invoicing to occur but the intersection works impact can best be illustrated in broad figures through table 1 below;

Mar 24 Deficit		(837,929)
If Intersection Works not carried out:		
2022-23	100,789	
2023-24	457,519	558,308
		(279,621)
Restricted Funds Transfer	293,441	
RRG Invoice	111,721	
LRCI Ph 3	76,282	
LRCI Ph 2	27,380	508,824
Adjusted Surplus		229,203

Table 1 – forecast adjusted surplus / (deficit)

The comparison of YTD budget deficit of (\$234,319) takes into account the intersection work expenditure being offset by capital funding, similar to that depicted in table 1 and therefore after adjustments of funding to come, would return the shire back into surplus. It is expected that funds reduce as the FY progresses, but the bottom line is simply that shires' finance cannot absorb over half a million dollars in expenditure without the offsetting budgeted capital funding.

It is essential that funding from CBH is received as soon as possible to offset this cost somewhat. In the meantime management will continue to monitor closely but may have to utilise additional funds from the Plant Reserve and Restricted Funding to provide this short term liquidity.

NOTES TO ACCOUNT

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

Note 2 Cash and Financial Assets:

The current total cash position balance is \$2,011,05 with an Unrestricted Municipal Bank Balance of \$59,581 and \$1,951,475 in Restricted Cash, the latter comprising:

- \$1,274,068 in Reserves.
- \$677,407 major grant funding received and quarantined.

The Unrestricted Municipal Bank balance demonstrates the potential cashflow risk that management needs to monitor closely in the coming months. Whilst \$293,441 has been transferred from restricted assets in Apr 24 and further capital income expected, the cashflow risk and likely deficit is now a reality.

Note 4 – Debtors:

An overall balance of \$296,919 of which 23% relates to rates receivable and 77% sundry debtors including GST receivable.

Rates outstanding of \$68,124 comprises of:

- \$36,305 or 53% that were on instalments – as this has now past, further investigation and if necessary, referral to debt collectors will now occur.
- \$16,881 or 25% are with debt collectors.
- \$17,170 or 25% have arrangement plans or on hold.
- A collection rate of 98% of rates levied for 23-24.

Sundry Debtors:

- 47% is current (i.e. due within 30 days) and includes a water grant for \$22,000 which has been received in Apr 24.
- 90+ Days includes \$47,715.61 in ex-gratia rates which has been received in Apr 24..

Note 5 Reserves:

Current balance is \$1,274,068 with major transfers yet to occur for Plant Replacement which will offset some of the capital cost. \$827,429 has been rolled over in a term deposit at 4% interest, maturing 05 Jun 2024.

Note 7 – Capital Program

Projects have commenced and costs are being reflected in the capital program which includes:

- Retaining Wall at U1 and U2 Calingiri APU's – completed.
- Staff Housing Fencing – completed.
- Oval Pump Shed – completed.
- Oval Pump System – completed.
- Water Tanker – completed.
- Tractor Slasher – completed.
- Boardroom Table – completed.
- Mogumber Toilets – completed.
- Bolgart Kerbing – completed.
- Footpaths – completed.
- LRCI Phase 4B – completed.
- R2R program - completed
- As at 31 Mar 24 \$5,112,547 has been expended on road construction and \$5,810,755 against the total capital program.

Note 10 – Grants and Subsidies

During Mar 24 capital grant funding of \$207,143 was received in to the Municipal Account for R2R - \$169,002 and LRCI Ph 1- \$38,141.

Note 11 – Restricted Funding

A true up of funding revenue inflows and expenditure outflows has been conducting resulting in \$293,441 being transferred back into the Municipal Account in Apr 24. This has included transferring \$88,002 from LRCI Ph 4 into the Municipal Account as the offset for the 4B completion. The Final Report and claim cannot be undertaken until both Ph4 and P4B are completed. Management self imposes good governance to ensure this fund is managed to a high standard and council will note the cash backed component is only what needs to be cash backed in the Mar 24 financial statements.

Note 12 – LRCI Program

Phase 1 – completed.

Phase 2 – completed.

Phase 3 – some slippage in this program but will be completed in Apr 24.

Phase 4 – originally budget to fund sections of the Mogumber-Yarrowindah Rd but no longer required. Funds will be placed in Restricted Funding and form part of the 2024-25 budget.

Phase 4B – completed.

Note 14 – Material Variances

This provides an explanation of variances in excess of 10% and \$10,000 as per council policy. These variances are relatively minor and as expected, minimal noting the budget review was completed against the Jan 24 statements.

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.

Policy Implications

Policy Manual –

- 3 Financial Management

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 ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

None

VOTING REQUIREMENTS

Absolute Majority Required: No

2404-03 Officer Recommendation / Council Resolution

Moved: Cr D Lovelock

Seconded: Cr S Woods

That:

1. Council **RECEIVE** the 31 Mar 2024 Monthly Financial Reports as presented.
2. The CEO **PROVIDE** an indicative plan to address any short term cashflow issues.
3. The CEO **SEEK** approval for further budget amendments as required in the remaining financial year.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr S Penn	
Cr R Johnson	

CONFIRMED PUBLIC MINUTES

9.3 Integrated Planning and Reporting – Including Quarterly Review of the Implementation Plan (Corporate Business Plan) 2023/2024

File reference	Strategic Planning and Reporting		
Report date	8 April 2024		
Applicant/proponent	CEO		
Officer disclosure of interest	Nil		
Previous meeting references			
Prepared by	Sean Fletcher, CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page	32	Key Work Action Plan – March 2023/2024

PURPOSE

That Council accepts the update regarding Integrated Planning and Reporting including the quarterly review of the Implementation Plan (Corporate Business Plan) for the March Quarter.

BACKGROUND

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

Plan Type	Date Adopted	Due	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 the meantime, the Desk Top Review is due in August 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 will be 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	<ul style="list-style-type: none"> Can remain as a 4 year plan CEO has commenced work on the development of the Asset Management Strategy
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

The SCP was adopted by Council on 3 August 2022. The informing strategies were adopted on 26 April 2023 i.e. CBP, LTFFP, AMP and the WFP. The ICT Plan is not compulsory but was adopted at the OCM on 18 December 2023.

CBP Quarterly Dashboard

The Corporate Business Plan (Implementation Plan) was included in the SCP at the 26 April 2023 OCM. Today’s report considers the effectiveness of the March Quarter 2024 using the Key Work Plan. The analysis provided is up to date as at 31 March 2024.

COMMENT

The Key Work Action Plan (Attachment 1) tracks 48 actions for 2023/2024. Each key action has an activity applied to it for the quarter, except if it is a completed action. Some activities are ongoing or span two or more quarters.

Dashboard

The Dashboard in Diagram 1 is for the December 2023 Quarter and shows that the CBP was at 50% completion or better:

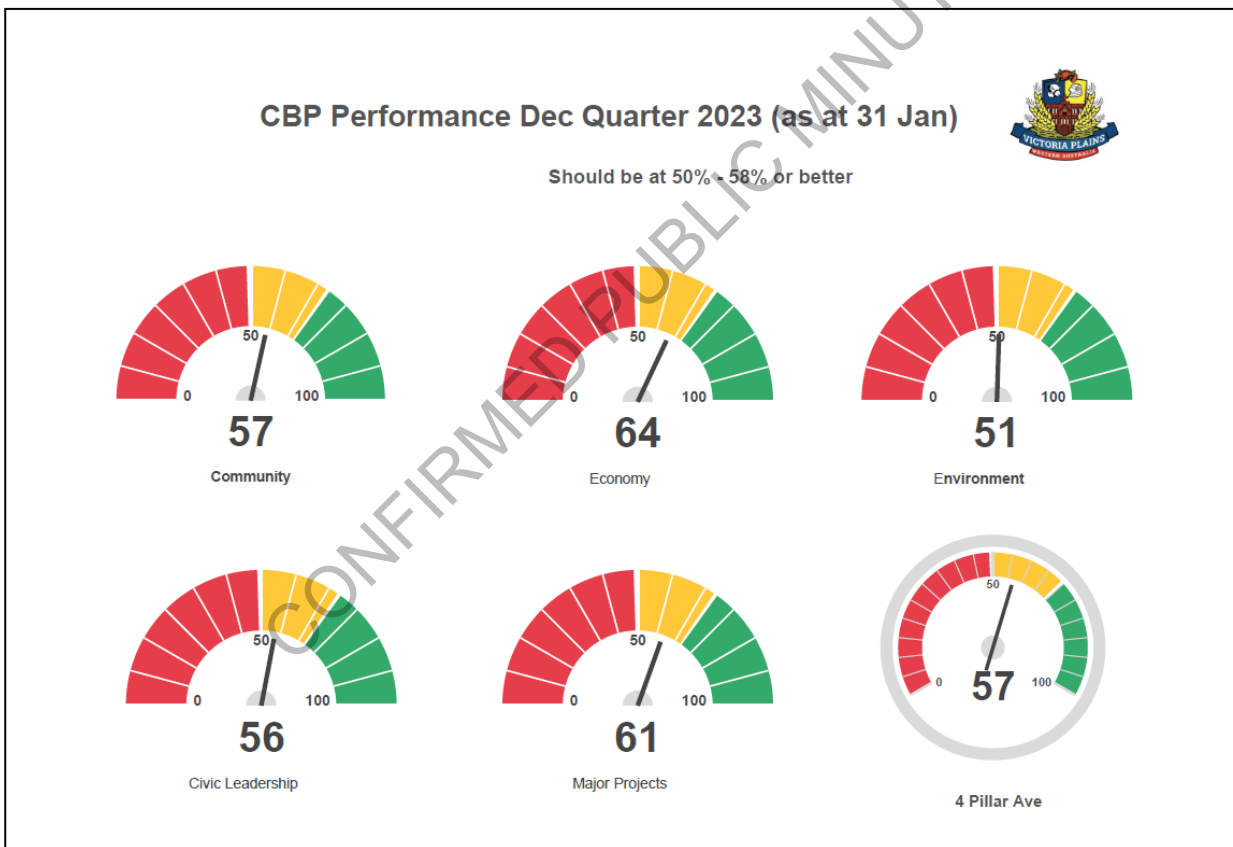


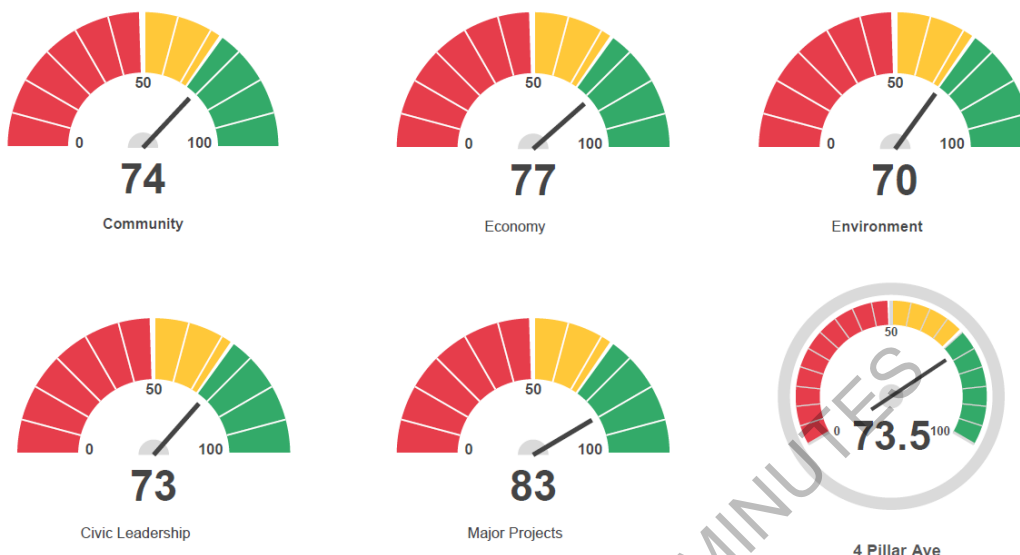
Diagram 1 – SCP Performance based on CBP (December 2023 Quarter)

For the March 2024 Quarter, the overall performance regarding the CBP shows 70% completion or better:

CBP Performance March Quarter 2023 (as at 31 Mar)



Ideally 75% or better



Community

The Community outcome (74%) has continued to perform at a good level, with three projects completed and all other actions on track except for the education campaign by the Community Safety Officer (Emergency Management Officer). This role was vacant since June 2023, being recently filled as of 26 March 2024. This means that the Community Education Program will now get underway.

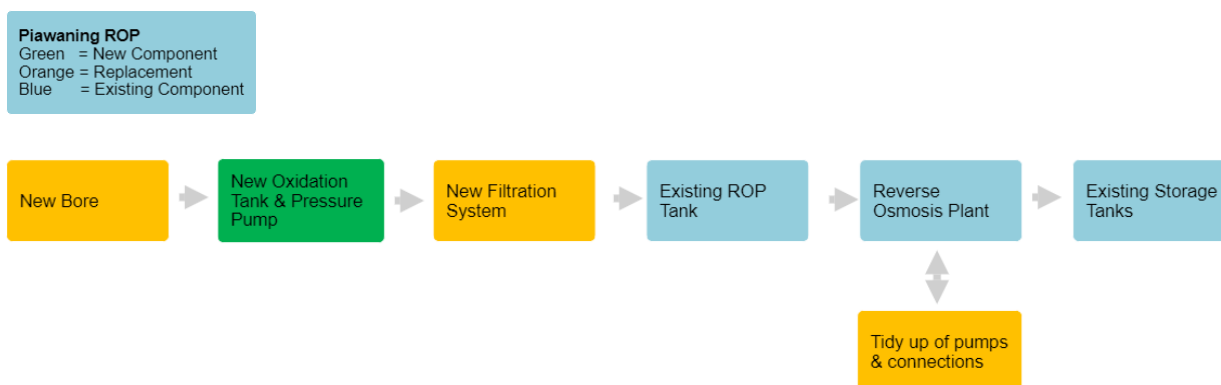
The new public health plan (1.1.e) should be completed during April 2024 and the new Heritage Survey has now been received and should go to Council in May. The Community Gym has had some minor improvements including the installation of a new electronic entry system. Gym memberships has increased from 15 to 30 during the March Quarter.

The development of the Sport and Recreation Master Plan (1.3.a) during the March Quarter has been a success in terms of community engagement and participation. The development of the new Local Emergency Management Arrangements (LEMA) commenced during the March Quarter (1.4.a), although it was originally due for completion in the latter part of 2023.

Economy

The Economy outcome (77%) has continued to perform very well through the March Quarter. Two projects are completed, and all other actions continue to be sitting at the required level or better although the RAV Network Assessment (2.2.e) has not commenced. The latter may need to be deferred to 24/25.

An overview has been included in the Key Work Plan (Economy Part 2) regarding the Piawaning Reverse Osmosis Plant improvements (2.1.g) that highlights the new components added to improve water quality outputs for this water source.



The AROC Dandaragan Housing Investigation Project (2.1.h) is shaping up, with the following developments coming to the fore:

1. Seeking funding as follows:
 - a. Housing Support Program. This is a Commonwealth funding program that will allow the Shire to apply for the following:
 - i. Stream 1 – Technical Costs. The cost to undertake the Edmond Street subdivision will be approximately \$50,000. This includes changes to the local planning scheme, surveying, bushfire risk assessment, the subdivision application and so on. Members of the working group will be engaging a consultant to undertake the grant submission – a cost of \$7,000 between the four members (and Moora if it agrees to be a part of this project). Note: The Shire of West Arthur has now come on board;
 - ii. Stream 2 – Infrastructure costs e.g. adding to the sewerage scheme.
 - b. Housing Australia re multi-purpose housing i.e. a flexible dwelling that can be used for the following purposes, depending on need: social, aged and keyworker. This means, if the application is successful, funding to build ten dwellings on the ten lots. I am also looking at whether I can include two – four dwellings in Bolgart (no promises, but I have flagged it). This will mean setting up a corporate entity to deliver this funding e.g. AROC as a commercial entity that can deliver housing. This is very early days in terms of looking into the viability of this approach.

Environment

All actions are tracking (70%) as expected except, as highlighted in the December 2023 Quarter, there are two anomalies: the invasive species program (3.2.a) as it is dependent on the appointment of the joint Environment Officer with the Shire of Toodyay, a role that is grant funded in part by WALGA and the Shire was unsuccessful regarding funding for the community waste education program (3.1.b). The Environment Officer is expected to commence February/March and the EHO is developing a waste minimisation program for Shire staff.

The E-Waste Transfer Stations – Calingiri, Bolgart and Mogumber (3.1.c) has progressed as follows:

- Sheds sourced and ordered – April/May
- Concrete sourced and ordered – Pads April
- Further grant of \$135,000 received to assist with loading bays and skip bins;
- Final grant of \$102,000 being applied for re installing access ramps. Providing this application is successful, this will bring the total grant funds to enhance the Shire's landfills to \$467,000.

Civic Leadership

All actions for Civic Leadership (73%), apart from the review of the asset management policies and practices (4.3.b), are tracking as expected. The actions regarding improvements to asset management were pushed back to commence in December 2023. This was to allow the CEO and managers time to deliver other key outcomes and services, the completion of the annual audit and the induction of the new council. The CEO has arranged for a leading asset management service provider to mentor key staff in updating the asset management plan and asset management generally, including the development of an asset management strategy.

Major Projects

In essence, the major projects at 83% are meeting or exceeding expectations, with seven projects completed (As highlighted in the December report, a key factor is the progress on the roll out of the works to the Mogumber Yarrowindah Rd and the roll out of the Plant Replacement Program). It should be noted that at the time of writing this report, the progress regarding the Calingiri Intersection project is now sitting at 82%. Key funding sources have been secured as per previous agreements. The CEO is now working through final requirements that will see one key source paid this financial year and the other once the project is completed (September/October 2024).

Long Term Financial Management Plan

This is reported monthly by the Deputy CEO regarding the monthly financial management statements.

Asset Management Plan

The CEO has arranged for a leading asset management service provider to mentor key staff in updating the asset management plan and asset management generally.

Workforce Plan

As identified under systems and processes regarding the December 2023 update, the Deputy CEO and his team has now completed a review of the Shire's Human Resources policies, which will be presented to Council at the April briefing session and then brought through at the April OCM.

CONSULTATION

Senior Management Team
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 Community Plan and 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 annual 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 Management

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

Absolute majority required: No

2404-04 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

That Council:

1. **ACCEPTS** the update regarding Integrated Planning and Reporting for March 2024 including the March quarterly review of the Corporate Business Plan, the Long Term Financial Plan, the Asset Management Plan and the update regarding the Shire's Workforce Plan.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr S Penn	
Cr R Johnson	

CONFIRMED PUBLIC MINUTES

9.4 Standardised Meeting Procedures

File reference		Legal/Legislation/ <i>Local Government Act 1995</i>	
Report date		17 April 2024	
Applicant/proponent		Department of Local Government, Sport and Cultural Activities	
Officer disclosure of interest		Nil	
Previous meeting references		Nil	
Prepared by		Sean Fletcher, CEO	
Senior Officer		N/A	
Authorised by		N/A	
Attachments			
Attachment 1	Page	40	Local Government Reform – Consultation Paper – Standardised Meeting Procedures, DLGSC
Attachment 2	Page	53	WALGA Discussion Paper – Standardised Meeting Procedures
Attachment 3	Page	77	Shire of Victoria Plains Submission – Standardised Meeting Procedures

PURPOSE

For Council to consider the Shire's formal response to the proposed standardised meeting procedures and for the CEO to submit this to DLGSC and WALGA.

BACKGROUND

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The [Local Government Amendment Act 2023](#) inserts section 5.33A, to allow standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as “standing orders”) apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

It is envisaged that relevant elements of Parts 2 and 3 of the [Local Government \(Administration\) Regulations 1996](#) (the Regulations) would be incorporated into the new standardised meeting procedures.

The Department of Local Government, Sport and Cultural Industries (DLGSC) will also develop reference materials for council members, local government staff and communities to assist in

ensuring consistency throughout the sector.

DLGSC has invited local governments, council members, CEOs, local government employees, groups and associations and members of the community to consider the proposals and provide feedback. DLGSC's preferred method for providing a submission is through the [online feedback form](#). However, respondents can either undertake the survey or provide or written submission, or do both.

Submissions are close on Monday 29 April 2024.

Both WALGA and Local Government Professionals WA have prepared discussion papers regarding the proposed standardised meeting standards. WALGA has asked the Shire of Victoria Plains to provide a copy of its formal submission by 29 April 2024.

DLGSC submissions close on Monday 29 April 2024.

Council at the briefing session and workshop held on Monday 15 April 2024 to review the proposed meeting standards commented that it would like the CEO to submit the Shire's response.

COMMENT

The author has prepared the Shire's formal response to the proposed standardised meeting procedures, based on the briefing session and workshop held with all of council and key staff on Monday 15 April 2024. The draft response is provided in Attachment 3.

CONSULTATION

Council Briefing Session – April 2024

STATUTORY CONTEXT

As per the Comments Section.

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

The requirement to consider and provide feedback on reforms to the Local Government Act is a key part of Civic Leadership. The standardisation of meeting procedures is designed so that more consistent outcomes can be achieved with communities, improving communication and engagement and that the Shire is well governed.

Risk Analysis

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
<p>Compliance</p> <p>The Shire has been requested to consider and provide feedback. It does not have to respond if it chooses not to. However, it would not be in the Shire's best interests to not provide feedback</p>	<p>Insignificant (1)</p> <p>No noticeable regulatory or statutory impact</p>	<p>Unlikely (2)</p> <p>The event should occur at some time</p> <p>At least once in 10 years</p>	<p>Low (2)</p>	<p>Supervisor/Team Leader (in this case the CEO)</p> <p>Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring</p>	<p>The Shire has prepared a relevant and meaningful submission to the proposed standardised meeting procedures</p>

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

2404-05 Officer Recommendation / Council Resolution

Moved: Cr S Woods

Seconded: Cr D Lovelock

That the CEO is **APPROVED** to submit the Shire of Victoria Plains formal response regarding the proposed standardised meeting procedures for local government to:

1. The Department of Local Government, Sport and Cultural Industries.
2. The Western Australian Local Government Association.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr S Penn	
Cr R Johnson	

CONFIRMED PUBLIC MINUTES

9.5 Deletion of 2017 and 2018 Personnel Policy and Adoption of 2024 Personnel Policy

File reference			
Report date	17 April 2024		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Colin Ashe – Deputy Chief Executive Officer		
Senior Officer	Colin Ashe – Deputy Chief Executive Officer		
Authorised by	Sean Fletcher – Chief Executive Officer		
Attachments			
Attachment 1	Page	84	Council Policy Manual 2024 Section 8 – Personnel.

PURPOSE

To delete Council Policy Manual 2017 Division 8 – Staff and Council Policy Manual 2018 Section 8 – Personnel and consolidate with updates into Council Policy Manual 2024 Section 8 – Personnel.

BACKGROUND

During the briefing session on 15 Apr 2024 council was presented with current Personnel Policies in force which over the years some of the content had already been removed for various reasons. This had resulted in two policies (2017 and 2018) of which sections are still making it difficult and inefficient to manage.

Upon review of these policies a number of sections were considered operational and therefore should be administered by the CEO or his delegate through Executive Directives. This has resulted in a new version of the Council Policy Manual 2024 Section 8 – Personnel, consolidating and where necessary updating where a council direction is needed.

COMMENT

The following sections of the Council Policy Manual 2017 Division 8 – Staff have been moved and where necessary updated into Executive Directives (ED):

Relocation Expenses	Transferred to ED HR 10
Interview Expenses	Transferred to ED HR 10
Sexual Harassment Policy	Transferred to ED HR 01
Paid leave for Voluntary Service	Transferred to ED HR 10
Conference and Seminar attendance	Transferred to ED HR 09
Staff Training – Costs Applicable	Transferred to ED HR 09
Fitness for Work	Transferred to ED HR 02
Staff Conference, Seminar and Training Policy	Transferred to ED HR 09

The following sections of the Council Policy Manual 2018 Section 8 – Personnel have been moved and where necessary updated into Executive Directives:

Leave, Non Award Provision	Transferred to ED HR 09
Uniforms, PPE and Personal Presentation	Transferred to ED HR 10
Equal Opportunity Employment	Transferred to ED HR 01

Council Policy Manual 2024 Section 8 – Personnel now includes:

8.1	Superannuation
8.2	Gratuities and Redundancy Payments
8.2.1	Gratuities
8.2.2	Redundancies
8.2.3	Gifts
8.2.4	General
8.3	Staff Housing
8.3.1	Standards Building
8.3.2	Condition of Tenancy
8.3.3	Responsibilities and Other Conditions
8.4	Shire Motor Vehicles (Private Usage)
8.5	Calingiri Community Gym
8.6	Mobile Phone Policy
8.7	Smoking in the Workplace

The full suite of Human Resource Executive Directives and listed below:

- HR01 – Discrimination, Harassment and Bullying
- HR02 – Drug and Alcohol
- HR03 – Performance and Development Review
- HR04 – Secondary Employment
- HR05 – Social Media
- HR06 – Disciplinary
- HR07 – Grievance
- HR08 – ICT Usage
- HR09 – Staff Conference, Seminar and Training
- HR10 – Staff Recruitment and Ancillary
- HR11 – Staff Uniforms

Amendments clarifications have been made to include vaping in 8.7 Smoking in the Workplace and Long Service Leave under HR10 – Staff Recruitment and Ancillary.

CONSULTATION

Sean Fletcher, Chief Executive Officer
Silvio Brenzi, Works and Services Manager
Ericha McClurg – HR and Payroll Officer

STATUTORY CONTEXT

Local Government Act 1995 –

- S5.40 Principles affecting employment by local governments covers a number of matters

which are addressed through Council Policy Manual 2024 Section 8 – Personnel.

- S5.41 Functions of the CEO includes;
 - (d) manage the day to day operations of the local government
 - (g) be responsible for the employment, management, supervision, direction and dismissal of other employees.

CORPORATE CONTEXT

Council Policy Manual 2024 Section 8 – Personnel will form part of the suite of Council’s Policies.

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 compliance and supporting council by a skilled team.

Policy Implications

Council Policy Manual 2017 Division 8 – Staff, will be deleted.
 Council Policy Manual 2018 Section 8 – Personnel, will be deleted.
 Council Policy Manual 2024 Section 8 – Personnel, will be in force upon adoption.
 Executive Directives will continue to be administered by the CEO or his delegate.

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 continuous monitoring	Policies and processes including Executive Directives will ensure that the residual risk is moderate.

FINANCIAL IMPLICATIONS

NIL

VOTING REQUIREMENTS

Absolute Majority Required: No

2404-06	Officer Recommendation / Council Resolution
----------------	--

Moved: Cr R Johnson

Seconded: Cr S Woods

That Council ;

1. **ENDORSES** deletion of Council Policy Manual 2017 Division 8 – Staff and Council Policy Manual 2018 Section 8 – Personnel.
2. **ADOPTS** Council Policy Manual 2024 Section 8 – Personnel.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

Vote For	Vote Against
Cr P Bantock	
Cr S Woods	
Cr D Lovelock	
Cr S Penn	
Cr R Johnson	

10. MEETING CLOSED TO PUBLIC

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

n/a

12. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Admitted by resolution of Council

Nil

13. MEETING CLOSED TO PUBLIC

N/A

14. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 2.20pm.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 22 May 2024 2024.

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

Date 22 May 2024

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