



# AGENDA

Ordinary Council Meeting

28 February 2024

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

Commencing – 2.00pm

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## **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.

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**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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# 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 **28 February 2024** commencing at 2.00pm

Sean Fletcher  
Chief Executive Officer

## 1. DECLARATION OF OPENING

### 1.1 Opening

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### 1.2 Announcements by Shire President

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## 2. REMOTE ATTENDANCE BY ELECTED MEMBERS

### THAT:

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

**Approval to Attend and Declaration of Confidentiality**

**THAT:**

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

**3. RECORD OF ATTENDANCE**

Members present

Staff attending

Apologies

Approved leave of absence

Visitors

Members of the public

**4. DISCLOSURES OF INTEREST**

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

<i>Type</i>	<i>Item</i>	<i>Person / Details</i>
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4.1 Financial

4.2 Proximity

4.3 Impartiality

**5. PUBLIC QUESTION TIME**

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

**5.1 Public Questions With Notice**

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*Public Question Time was opened to the floor at*

**5.2 Public Questions Without Notice**

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*Public question time closed at*

## 6. PRESENTATIONS AND DEPUTATIONS

### 6.1 Presentations

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### 6.2 Deputations

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## 7. APPLICATIONS FOR LEAVE OF ABSENCE

## 8. MINUTES OF MEETINGS

### 8.1 Confirmation of Council Meeting Minutes

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Officer Recommendation
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Moved:

Seconded:

That the Minutes of the following meetings:

- *Ordinary Council Meeting held 16 December 2023*

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

**For / Against**

PUBLIC AGENDA

**9. REPORTS REQUIRING DECISION****9.1 Accounts for Endorsement – December 2023**

<b>File reference</b>	F1.8.4		
<b>Report date</b>	18 January 2024		
<b>Applicant/proponent</b>	Nil		
<b>Officer disclosure of interest</b>	Nil		
<b>Previous meeting references</b>	Nil		
<b>Prepared by</b>	Glenn Deocampo – Coordinator Financial Services		
<b>Senior Officer</b>	Colin Ashe – Deputy Chief Executive Officer		
<b>Authorised by</b>	Sean Fletcher – Chief Executive Officer		
<b>Attachments</b>			
Attachment 1	Page	2	Public schedule – in the Attachments to Agenda

**PURPOSE**

This Item presents the attached List of Accounts Paid, paid under delegated authority, for December 2023.

**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
<b>4. CIVIC LEADERSHIP</b>	
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
<b>Compliance</b>	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

**Officer Recommendation**

Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That the payments made for December 2023 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**	12722 – 12802	523,883.56
Creditor Cheque Payments		.
Direct Debit Payments**	DD14492-DD14517	26,737.90
Salaries & Wages EFT	PE 06/12/23, PE 20/12/2023	120,371.10
Credit Card–Bendigo Bank-	DD14545.1	8,024.48
Fuel Card – Wright Express	DD14538.1	217.74
Trust Payments		0.00
<b>TOTAL</b>		<b>\$679,234.78</b>

Local Spending	\$	%
Local Supplier	53,195.98	7.83
Payroll	120,371.10	17.72
<b>Total</b>	<b>173,567.08</b>	<b>25.55</b>

\*\*includes salary and wages deductions, and SGC

For \_\_\_\_\_ / Against \_\_\_\_\_

**9.2 Monthly Financial Statements – December 2023**

<b>File reference</b>	12.8.1		
<b>Report date</b>	30 Jan 2024		
<b>Applicant/proponent</b>	Shire of Victoria Plains		
<b>Officer disclosure of interest</b>	Nil		
<b>Previous meeting references</b>	Nil		
<b>Prepared by</b>	Colin Ashe, DCEO		
<b>Authorised by</b>	Sean Fletcher, CEO		
<b>Attachments</b>			
Attachment 1	Page	12	Monthly Financial Statements – 31 Dec 2023

**PURPOSE**

To receive the monthly financial statements for the period ending 31 Dec 2023.

**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 Dec 23 Monthly Financial Statements has been fully prepared by shire Finance staff and is the basis for the first stage of the budget review. The pending Jan 24 financial statements will further refine this requirement and be presented to the Audit Committee in due course.

Overall the shire is tracking satisfactorily to budget with a \$258,164 in excess of the forecast however some short term cashflow problems may be experienced, particularly on WSNF and R2R funding as works have been completed and paid from the Municipal Account , but final claims on these sources of funding are still pending to be received.

**STATEMENT OF FINANCIAL ACTIVITY:**

The month of Dec 23 references an actual surplus of \$1,802,365 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. As forecast, this has reduced by \$509,627 since the Nov 23 financial statements and council should expect to see a continuation of the decline in this figure as the end of financial year approaches.

**NOTES TO ACCOUNT**

The following provides a summary and explanation of the major notes in the Dec 23 Financial Statement.

**Note 2 Cash and Financial Assets:**

The current total cash position balance is \$3,565,840 with an Unrestricted Municipal Bank Balance of \$1,763,772 and \$1,809,321 in Restricted Cash, the latter comprising:

- \$1,272,460 in Reserves.
- \$529,608 major grant funding received and quarantined with additional monies transferred in Jan 24 to reconcile (some funding was required in Dec 23 to meet cashflow requirements).

**Note 4 – Debtors:**

An overall balance of \$775,931 of which 68% relates to rates receivable and 32% sundry debtors including GST receivable.

Rates outstanding of \$533,716 comprises of:

- \$443,369 or 83% on instalments.
- \$26,229 or 5% are still overdue for no reason. The majority of these have now been referred to the debt collectors in Jan 24 (was not referred in Dec 23 due to the festive season and consequences to shire reputation).
- \$25,915 or 5% is with debt collectors and;
- \$23,358 or 4% is on negotiated payment plans.
- A collection rate of 86% of rates levied for 23-24.

Sundry Debtors:

- 85% is current (i.e. due within 30 days)
- 90+ Days have been referred to councils debt collection for recovery.

**Note 5 Reserves:**

Current balance is \$1,272,460 with major transfers yet to occur however \$18,570 in interest to date has been generated. \$827,429 has been rolled over in a term deposit at 4% interest, maturing 05 Jun 2024.

**Note 7 – Capital Program**

Major road works have commenced and costs are being reflected in the capital program which includes:

- Retaining Wall at U1 and U2 Calingiri APU's - 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
- Bolgart RV Dump Point – completed
- Bolgart Caravan Park Ablutions - completed
- R2R – virtually completed with approximately \$23,000 to complete the entire life of the program.
- In total as at 31 Dec 23 \$2,635,673 has been expended on road construction.

#### **Note 10 – Grants and Subsidies**

During Dec 23 no capital grant funding was triggered but the shire is anticipating LRCI Phase 1 and 2 and R2R funding in Feb / Mar 24. There is also optimism at the time of writing that the majority of the final claim for WSN can be invoiced shortly.

#### **Note 12 – LRCI Program**

Phase 1 – Standpipe relocation – completed in Jan 24 and final report can now be submitted.

Phase 2 – complete

Phase 3 – some slippage in this program which is hoped to be completed by Mar 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 – work in progress.

#### **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 will be reviewed in the next budget review planned for Feb 24

#### **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
<b>4. CIVIC LEADERSHIP</b>	
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

**Officer Recommendation / Council Resolution**

Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That Council **RECEIVE** the 31 Dec 2023 Monthly Financial Reports as presented.

For \_\_\_\_\_ / Against \_\_\_\_\_

**9.3 Accounts for Endorsement – January 2024**

<b>File reference</b>	F1.8.4		
<b>Report date</b>	14 February 2024		
<b>Applicant/proponent</b>	Nil		
<b>Officer disclosure of interest</b>	Nil		
<b>Previous meeting references</b>	Nil		
<b>Prepared by</b>	Glenn Deocampo – Coordinator Financial Services		
<b>Senior Officer</b>	Colin Ashe – Deputy Chief Executive Officer		
<b>Authorised by</b>	Sean Fletcher – Chief Executive Officer		
<b>Attachments</b>			
Attachment 1	Page	31	Public schedule – in the Attachments to Agenda

**PURPOSE**

This Item presents the attached List of Accounts Paid, paid under delegated authority, for January 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
  - (2) 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 –
    - e) The payee's name
    - f) The amount of the payment
    - g) The date of the payment
    - h) 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
<b>4. CIVIC LEADERSHIP</b>	
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
<b>Compliance</b>	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

**Officer Recommendation**

Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That the payments made for January 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**	12803 – 12879	1,107,388.44
Creditor Cheque Payments	12585 - 12587	5,534.40
Direct Debit Payments**	DD14529-DD14589	65,956.77
Salaries & Wages EFT	PE 03/01/24, PE 17/01/2024, PE 31/01/24	184,796.43
Credit Card–Bendigo Bank- Fuel Card – Wright Express	DD14564	3,691.92
	DD14539	392.24
Trust Payments		0.00
<b>TOTAL</b>		<b>\$1,367,760.20</b>

Local Spending	\$	%
Local Supplier	31,788.72	2.32
Payroll	184,796.43	13.51
<b>Total</b>	<b>216,585.15</b>	<b>15.84</b>

\*\*includes salary and wages deductions, and SGC

For \_\_\_\_\_ / Against \_\_\_\_\_

**9.4 Monthly Financial Statements – January 2024**

<b>File reference</b>	12.8.1		
<b>Report date</b>	16 February 2024		
<b>Applicant/proponent</b>	Shire of Victoria Plains		
<b>Officer disclosure of interest</b>	Nil		
<b>Previous meeting references</b>	Nil		
<b>Prepared by</b>	Colin Ashe, DCEO		
<b>Authorised by</b>	Sean Fletcher, CEO		
<b>Attachments</b>			
Attachment 1	Page	43	Monthly Financial Statements – 31 Jan 2024

**PURPOSE**

To receive the monthly financial statements for the period ending 31 Jan 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 Jan 24 Monthly Financial Statements has been fully prepared by shire Finance staff and is the basis for the official budget review.

Overall the shire is tracking positively to budget with \$400,420 in excess of the forecast however despite this, some short term cashflow problems may be experienced. This is because although invoices and claims have been made and therefore reflected in revenue (hence the figure above), the cash may not have physically been deposited into the Municipal Account.

**STATEMENT OF FINANCIAL ACTIVITY:**

The month of Jan 24 references an actual surplus of \$678,573 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. It should be noted there has been a major reduction in the surplus from Dec 23 due to significant payments for road construction. This is to be expected as the end of financial year approaches with spikes in expenditure as management delivers the budget.

**NOTES TO ACCOUNT**

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

**Note 2 Cash and Financial Assets:**

The current total cash position balance is \$2,772,656 with an Unrestricted Municipal Bank Balance of \$471,227 and \$2,301,429 in Restricted Cash, the latter comprising:

- \$1,273,008 in Reserves.
- \$1,028,421 major grant funding received and quarantined.

The Unrestricted Municipal Bank balance somewhat demonstrates the potential cashflow risk that management needs to monitor closely in the coming months.

**Note 4 – Debtors:**

An overall balance of \$421,655 of which 71% relates to rates receivable and 29% sundry debtors including GST receivable.

Rates outstanding of \$300,720 comprises of:

- \$230,230 or 77% on instalments.
- \$45,251 or 15% are with debt collectors which doubled from last month as shire staff trigger action.
- \$8,154 or 3% is on hold pending further information.
- A collection rate of 86% of rates levied for 23-24.

Sundry Debtors:

- 85% is current (i.e. due within 30 days)
- 90+ Days have been referred to councils' debt collection for recovery.

**Note 5 Reserves:**

Current balance is \$1,273,008 with major transfers yet to occur however \$19,119 in interest to date has been generated. \$827,429 has been rolled over in a term deposit at 4% interest, maturing 05 Jun 2024.

**Note 7 – Capital Program**

Major road works have commenced and costs are being reflected in the capital program which includes:

- Retaining Wall at U1 and U2 Calingiri APU's - 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

- Bolgart Caravan Park Ablutions - completed
- R2R – virtually completed with approximately \$23,000 to complete the entire life of the program.
- As at 31 Jan 24 \$3,414,820 has been expended on road construction and \$3,914,089 in the total capital program.

### **Note 10 – Grants and Subsidies**

During Jan 24 no capital grant funding was triggered but the shire is anticipating LRCI Phase 1 and 2 and R2R funding in Feb / Mar 24. At the time of writing, the final claim for WSNF, less the allocation for line marking has been received which has alleviated much of the anticipated cashflow risk.

### **Note 11 – Restricted Funding**

During Dec 23 some monies that were held as restricted funding was required to be utilised to assist with cashflow and is allowable. Management self imposes good governance to ensure this is managed to a high standard and council will note it is fully cash backed again in the Jan 24 financial statements.

### **Note 12 – LRCI Program**

Phase 1 – Standpipe relocation – completed in Jan 24 with the final report submitted and confirmation of the final payment in 6-8 weeks.

Phase 2 – complete

Phase 3 – some slippage in this program which is hoped to be completed by 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 – work in progress.

### **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 applicable, highlighted for amendment in the budget review.

## **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
<b>4. CIVIC LEADERSHIP</b>	
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
<b>Compliance</b>	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

<b>Officer Recommendation</b>
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Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That Council **RECEIVE** the 31 Jan 2024 Monthly Financial Reports as presented:

**For** \_\_\_\_\_ / **Against** \_\_\_\_\_

PUBLIC AGENDA

**9.5 Budget Review as at 31 January 2024**

<b>File reference</b>	12.2.1		
<b>Report date</b>	16 February 2024		
<b>Applicant/proponent</b>	Audit Committee		
<b>Officer disclosure of interest</b>	NIL		
<b>Previous meeting references</b>	N/A		
<b>Prepared by</b>	Colin Ashe, DCEO		
<b>Authorised by</b>	Sean Fletcher, CEO		
<b>Attachments</b>			
Attachment 1	Page	62	Budget Amendments No. 2 – 31 Jan 24

**PURPOSE**

That Council, as recommended by the Audit Committee approve the 2<sup>nd</sup> budget review for 2023-24 based on the Dec 23 and Jan 24 financial statements.

**BACKGROUND**

Council approved the 2023-24 budget that forecast a deficit of (\$58,888) at year end and this was based on an estimated actual closing balance deficit of (\$12,763) from 22/23. As part of the 1<sup>st</sup> budget review the new revised surplus / deficit was provided to the Audit Committee and Council as \$373,268.

A 2<sup>nd</sup> budget review has been undertaken based on the Dec 23 and Jan 24 financial statements which will meet the statutory budget review requirements.

**COMMENT**

Taking into account the opening and closing balance from the budget that was adopted required the 1<sup>st</sup> budget review forecast to be reduced to \$327,139. As the shire is over half way in the financial year, budget and actual figures are more representative of the financial position and more robust adjustments and forecasts can be undertaken.

Noting council has already reviewed the Jan 24 financial statements through the previous item and Audit Committee only the budget review document is provided in Attachment 1.

**2<sup>nd</sup> Quarter Budget Review 23/24:****INCOME:**

Net income variations forecast an additional \$17,514 in revenue broadly comprised of:

- a. Ex-Gratia Rates are below the budgeted amount due to sub-divisions in New Norcia and reduced CBH sites. When modelling rates as part of the budget, some figures from the VG were yet to be provided.
- b. Strong cash management has yielded additional interest income on the Municipal Account.
- c. The successful firebreak campaign ensured the vast majority of properties complied, however this caused a minimal amount of infringements to be issued therefore the

budgeted amount to be reduced.

- d. Building applications namely the ESA has added additional income to the budget.

#### **OPERATING EXPENDITURE:**

Net expenditure variations forecast an additional \$42,228 in expenditure broadly comprised of:

- e. Inadequate budget for evacuation plans which were out of date and required to be undertaken under WHS.
- f. Due to some vandalism and likely locals using public conveniences including showers has required an increase in cleaning requirements. This is likely to continue and hence an additional budget allocation is required.
- g. Additional repairs and monitoring to the Piawaning Water Supply (Desal'n) pump has required the need for additional budget allocation. Future operating costs may be reduced with the capital installation progressing.
- h. The Calingiri Football Ground yearly turf management was overlooked in the budget and hence requires some adjustment. There are a number of offsets for this not listed as a conservative approach has been taken.
- i. Costs of power upgrades and infrastructure to the Depot building.

#### **CAPITAL EXPENDITURE:**

- j. The major adjustment is to Roads to Recovery (R2R) of additional budget but has no impact on the shires finances as this monies were received in 2022-23 and placed in Restricted Funding.
- k. A budget allocation is required for the Parker Road Pump which failed in Dec 23 and required emergency replacement.
- l. Additional costs in footpath construction at Bolgart has been incurred because of additional work however this has been offset by reduced road maintenance material costs not required.

LRCI Phase 4 funding was allocated to the Mogumber-Yarrowindah Road as costs were budgeted with an additional 20% increase factor. As costs have come in under budget there is no requirement for this funding to be utilised for this project. Funds already received have been placed in Restricted Funding and will form part of budget deliberations for 2024-25.

Similarly no major capital road construction expenditure adjustment has been made as this will be offset by capital income. The legacy of works vs funding can be complicated until it crystalises so it is recommended this be left as originally budgeted to keep it simple.

As is prudent, a conservative approach has been undertaken to this 2<sup>nd</sup> review noting there are a number of offset not included that is likely to impact the budget positively.

Results continue head in a positive direction with a current forecast surplus of \$128,159.

#### **CONSULTATION**

Mr Sean Fletcher, Chief Executive Officer



**STATUTORY CONTEXT**

Local Government Act 1995 and associated regulations in particular;

Local Government (Financial Management) Regulations 1996; regulation 33A requires a budget review to be undertaken between 01 Jan and last day in Feb of its financial performance from as a minimum, 01 Jul to 31 Dec.

Within 14 days after council has determined forward a copy of the review and determination to the Department.

**CORPORATE CONTEXT**

**Strategic Business Plan/Corporate Business Plan**

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
<b>4. CIVIC LEADERSHIP</b>	
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
	Council is supported by a skilled team

Strategic Priority 4.3 - Management considers budget reviews in addition to statutory requirements as good governance allowing early intervention to identify any significant issues.

**Delegation**

NIL

**Policy Implications**

Section 3 – Financial Management

**Other Corporate Document**

NIL

**Risk Analysis**

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
<b>Compliance</b>	Moderate (3)  Short term non-compliance but with significant regulatory requirements imposed	Unlikely (2)  The event could occur at some time	Moderate (6)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Ensuring frequent budget reviews in excess of statutory requirements will ensure that the residual risk is low.

**FINANCIAL IMPLICATIONS**

Amendments to the budget will provide better forecasting and therefore management of councils' finances.

**VOTING REQUIREMENTS**

Absolute majority required:            No

**Officer Recommendation**

Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

As recommended by Audit Committee, that Council **APPROVES**:

1. The 2<sup>nd</sup> budget review and endorses the budget amendments and set out in attachment one (1).
2. Of copy of this review and determination is forwarded to the DLGSC within 14 days in accordance with Local Government (Financial Management) Regulations 1996; regulation 33A (4).

**For \_\_\_\_\_ / Against \_\_\_\_\_**

PUBLIC AGENDA

**9.6 Establishment of a Reserve for Unallocated Monies**

<b>File reference</b>	12.2.1		
<b>Report date</b>	15 Feb 2024		
<b>Applicant/proponent</b>	Audit Committee		
<b>Officer disclosure of interest</b>	NIL		
<b>Previous meeting references</b>	Audit Exit Meeting 22 Nov 23		
<b>Prepared by</b>	Colin Ashe, DCEO		
<b>Authorised by</b>	Sean Fletcher, CEO		
<b>Attachments</b>			
Attachment 1	Page	63	Management Audit Findings 2022-23

**PURPOSE**

That Council, as recommended by the Audit Committee establish a Reserve for unallocated monies in order to address the one remaining management audit finding from the 2022-23 financial report.

**BACKGROUND**

During the Nov 23 Audit exit meeting with OAG and William Buck Chartered Accountants there was significant debate on the remaining management audit finding extracted from attachment 1 as:

***Finding***

*The Shire had one suspense account which amounted to \$5,916.20 at 30 June 2023 which arose mainly from miscellaneous payments received to the Shire with no information provided on what the payments related to. The Shire has performed various initiatives to reduce this balance by ensuring that all receipts have adequate descriptions and reference numbers, however, there has been an increase in the amount of unidentified receipts being received by the Shire and those receipts are recognised in the suspense account.*

*When the finding was first raised in 2021-22, the suspense account at 30 June 2022 amounted to \$2,400.30.*

**Rating:** Moderate (2022: Minor)

***Implication***

*The suspense account balance (if not reconciled on a timely basis) will continue to grow and there is an increased risk that the reconciliation will become onerous. In addition, there is an increased risk of fraud as the funds are unaccounted for.*

***Recommendation***

*We recommend that the reconciliation of accounts payable suspense accounts be performed on a timely basis where possible.*

*The Shire should remind people to include an adequate description when they make payments to the Shire.*

**COMMENT**

As communicated to the Auditors at the time, the recommendations were the same as the previous financial year and it was acknowledged by all that the Shire had indeed implemented these recommendations already.

Consequently the regurgitation of the same recommendations means it will be likely the same issues will be found in 2023-24, so technically the issue will not be addressed, potentially changing status to a significant rating.

The shire is investigating a BPay facility and intends to implement this into 2024-25 if cost effective but it will not change the current balance of unallocated monies for the current financial year.

The author is proposing the establishment of a Reserve Account for unclaimed monies to be transferred into prior to the end of each financial year which will have the following processes and outcomes:

1. Address the management audit finding by transferring unallocated monies from the suspense account.
2. Will be supported and reconciled by a spreadsheet that provides as much detail as possible on each transaction.
3. Provide a facility where unallocated monies can be transferred back to general revenue after the statutory period.

**Establishment of a Reserve for Grant Funding Contributions:**

NB: As a separate process there is an intention from management to establish a Reserve for Shire Grant Funding contributions (e.g. CSRFF) but this will be done through the 2024-25 budget process.

**CONSULTATION**

Mr Sean Fletcher, Chief Executive Officer

**STATUTORY CONTEXT**

6.11 of the Local Government Act 1995 states:

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or
  - (b) uses\* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.

**CORPORATE CONTEXT****Strategic Business Plan/Corporate Business Plan**

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

Strategic Priority 4.3 will be facilitated to ensure compliance and address the remaining management audit finding.

**Delegation**

N/A

**Policy Implications**

Section 3 – Financial Management

**Other Corporate Document**

N/A

**Risk Analysis**

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
Compliance	Major (4)  Non-compliance results in termination of services or imposed penalties to Shire/Officers	Possible (3)  The event should occur at some time	High (12)	Senior Management Team / CEO  Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Ensuring any recommendations from the audit are implemented will ensure that the residual risk is low.

**FINANCIAL IMPLICATIONS**

NIL

**VOTING REQUIREMENTS**

Absolute majority required:            Yes

<b>Officer Recommendation</b>
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Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

As recommended by Audit Committee, that Council **APPROVES**:

1. The **ESTABLISHMENT** of a Reserve Account named Unallocated Monies with the purpose of future refund or allocation once identified or transferred to shire general revenue after the statutory period has expired.
2. Local public **NOTICE** for one (1) month of the proposed use of the Unallocated Monies Reserve.

For \_\_\_\_\_ / Against \_\_\_\_\_

PUBLIC AGENDA

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

<b>File reference</b>			
<b>Report date</b>			
14 February 2024			
<b>Applicant/proponent</b>			
CEO			
<b>Officer disclosure of interest</b>			
Nil			
<b>Previous meeting references</b>			
<b>Prepared by</b>			
Sean Fletcher, CEO			
<b>Authorised by</b>			
CEO			
<b>Attachments</b>			
Attachment 1	Page	65	Key Work Action Plan – December 2023/2024 (includes January 2024 Updated Information)

### PURPOSE

That Council accepts the update regarding Integrated Planning and Reporting including the quarterly review of the Implementation Plan (Corporate Business Plan) for the December Quarter (Has been updated to reflect to the end of January 2024).

### 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"> <li>Changes to the Act in June 2023 will see this plan move to an 8 year cycle</li> <li>In the meantime, the Desk Top Review is due in August 2024</li> </ul>
Corporate Business Plan (CBP)	26 April 2023	Next Plan due June 2026	Can remain as a 4 year plan
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
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, LTFP, 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 inserted into the SCP at the 26 April 2023 OCM. Today’s report considers the effectiveness of the December Quarter 2023 using the Key Work Plan. The analysis provided is up to date as at 31 January 2024.

### COMMENT

The Key Work Action Plan (Attachment 1) tracks 48 actions for 2022/2023. Each key action has an activity applied to it for the quarter, unless it is a completed action. Some activities are ongoing or span two or more quarters.

### Dashboard

It is reasonable to expect that by the end of the September Quarter that each of the key pillars and the summary of the key projects sits at 25% completion or better. The Dashboard in Diagram 1 is as follows:

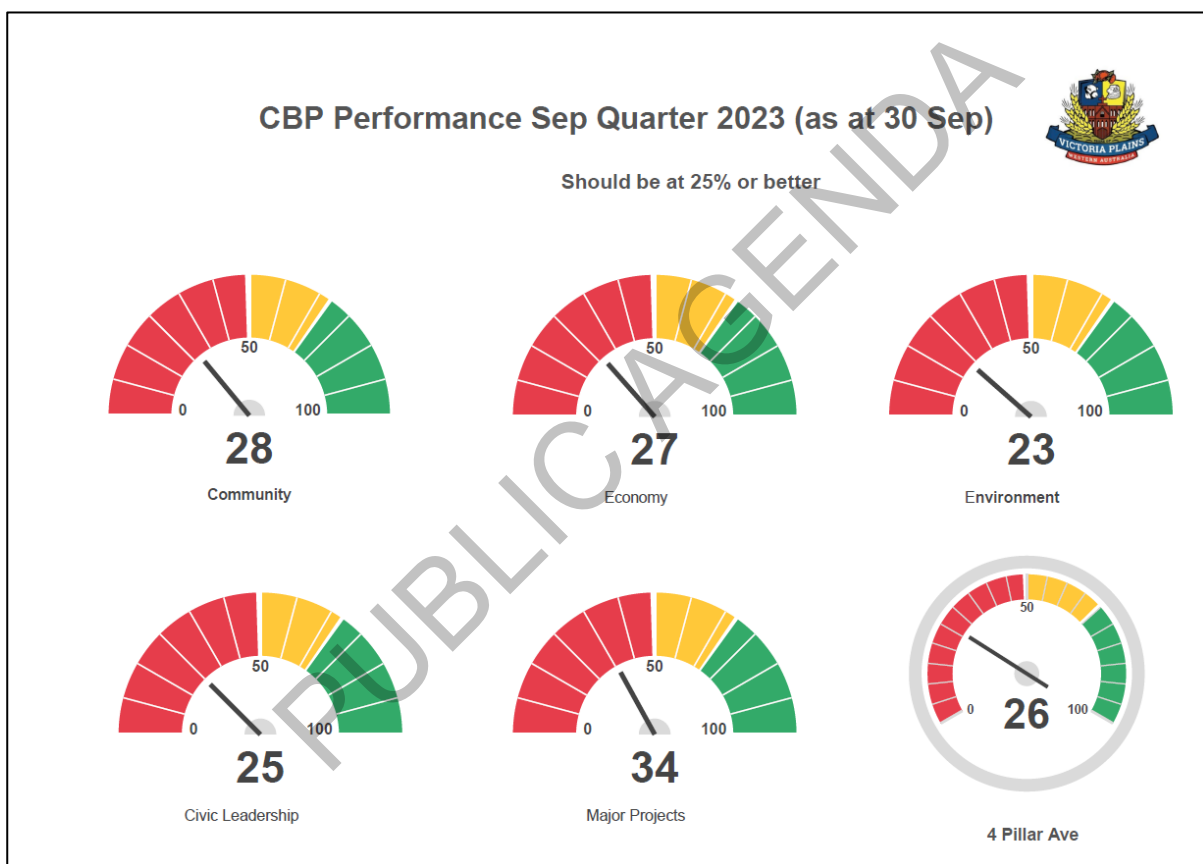
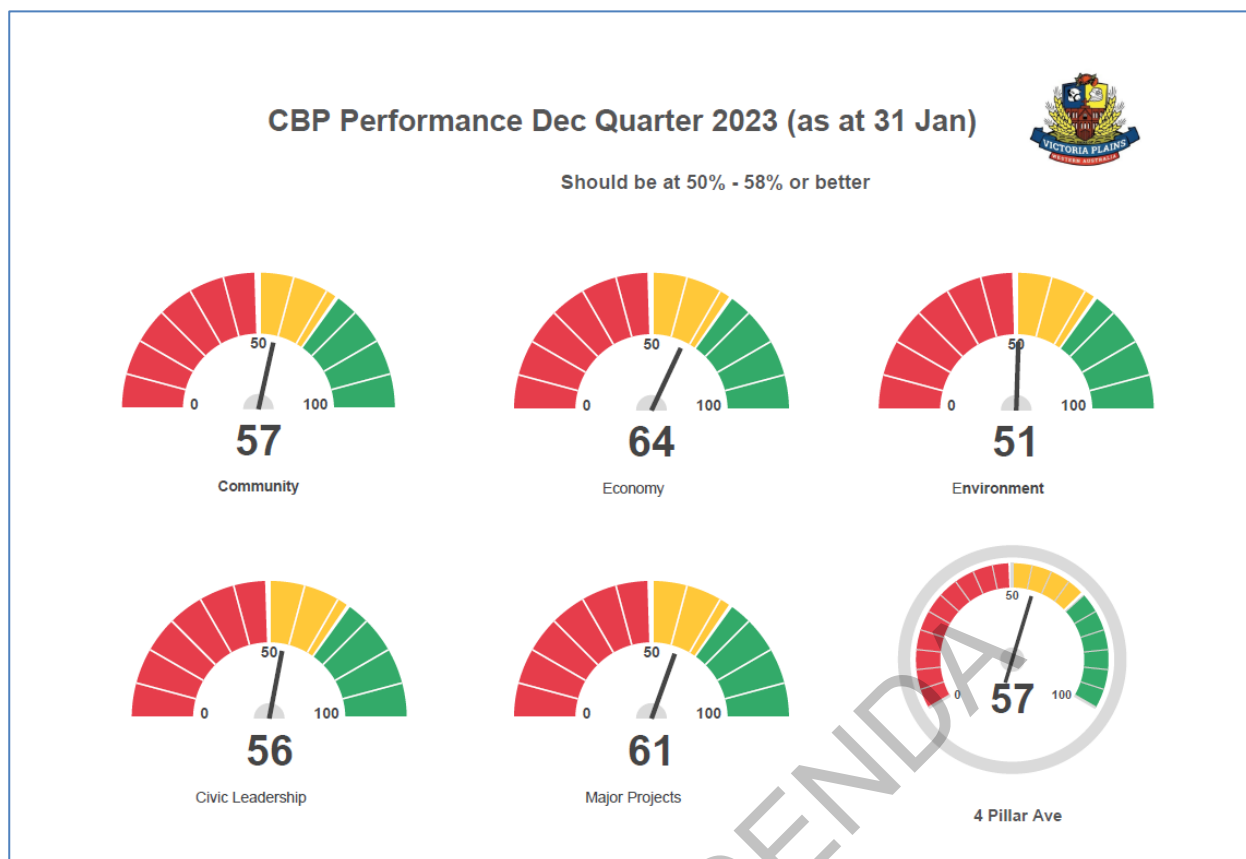


Diagram 1 – SCP Performance based on CBP (September 2023 Quarter)





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

As it can be seen, the overall average for the four pillars is 57%, which continues to indicate that the Shire in the main is managing the strategic plan and the implementation plan (corporate business plan) well. The Shire’s handling of the key priorities continues to be further enhanced with the major projects (capital and operating) achieving key works ahead of expectations. It should be noted that this performance has also been achieved with the impact of Christmas and the New Year, including the Shire’s closure and staff being on leave.

**Community**

The Community outcome has two completed projects at this point (Disability Access Inclusion Plan and the Footpath Program), with all other actions are on track except for the education campaign by the Community Safety Officer. This role has been vacant since June 2023 and so the Community Education Program has not commenced as a result). The CEO has undertaken discussions regarding a joint officer with the Shires of Moora, Wongan and Northam. The role (part time) has now been advertised and hopefully that will yield a result.

In terms of events, it should be noted that Australia Day breakfast held at the Calingiri Sports Club was very successful, with the day in general seeing over 150 adults and 60 children attend.

**Economy**

The Economy outcome is performing very well and also has two completed projects at this point: the implementation of the new amenities at the Bolgart Caravan Park and the signage

plan for 23/24 completed re the new entrance to the Calingiri Cemetery and the designs for the new boundary and location signs. Installation of these signs is planned for 24/25.

All other actions continue to be sitting at the required level or better although the Installation of the RV Dump Point at the Bolgart Caravan Park has lagged. The installation of the Dump Point is occurring in February 2024. The tanks will be installed week starting 19 February 2024.

### **Environment**

All actions are tracking as expected except there are two anomalies: the invasive species program 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. The Environment Officer is expected to commence February/March and the EHO is developing a waste minimisation program for Shire staff at this point in time.

The key actions that require noting in terms of their positive progress are the commencement on the construction of the waste transfer stations for Calingiri, Bolgart and Mogumber, the implementation of Chronicle on-line which will allow on-line interaction with the cemetery plans at Calingiri and Bolgart and matters regarding the sewerage schemes at Calingiri and Yerecoin.

### **Civic Leadership**

All actions, apart from the Review of the asset management policies and practices are tracking as expected, which was pushed back to December 2023 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.

### **Major Projects**

In essence, the major projects are meeting or exceeding expectations. 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 sitting at 72% and the Carani East Rd Blackspot job is completed.

### **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**

The CEO, Senior Management Team and staff are continuing to effectively roll out the Workforce Plan for 23/24. A report on the first two pillars was provided regarding the September update. An update regarding the final two pillars is reported as follows.

## Organisational Culture

Key successes include:

- Regular administration and works team meetings as well as whole of staff meetings. Ensure that all employees receive consistent and regular updates on Shire activities and decisions. Apart from these meetings, a quarterly staff newsletter is in place;
- Encourage participation in whole of organisation social activities for inclusion and integration across teams and individuals. This has included tailored sports and games and staff will be able to participate in the Vic Plains Golf Cup in July 2024;
- Improve accountability across the leadership group for effective people management by developing appropriate key performance indicators that are consistently reported and monitored. This is happening through the Key Work Plan and as a part of staff performance reviews

Key actions to be developed further include:

- Undertake a bi-annual employee engagement survey to identify concerns, challenges and barriers to achieving the desired workplace culture. This will be occurring in April/May 2024.

## Systems, Processes and Policies

Key successes include:

- Industrial relations: Plan and execute seamless transition to Federal State award system. This is actually transitioning from the Federal to State systems, which is now in place;
- Policies and Procedures: Review and update the Shire's key human resources policies and procedures including:
  - Staff onboarding and induction. The Induction Manual and the Work Health and Safety Manual have been updated;
  - Performance reviews. Improved processes have been drafted including outcome letters;
  - Exit process (including exit interviews). These occur;
- Policies and Procedures: Ensure that the Shire's core values are reflected in all Shire policies and procedures – this is ongoing;
- Systems: Undertake a review of position descriptions to ensure the activities of each role are aligned to the actual activities and priorities for that position. This is ongoing and happens as a matter of course when the job descriptions are updated as part of the recruitment process.

## 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
<b>4. CIVIC LEADERSHIP</b>	
4.1 Forward planning and implementation of plans to achieve community priorities	Performance against targets are regularly reported to the community
	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
<b>Reputation and Compliance</b>  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

<b>Officer Recommendation</b>
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Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That Council:

1. **ACCEPTS** the update regarding Integrated Planning and Reporting for December 2023 (inclusive of January 2024) including the December 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.

For \_\_\_\_\_ / Against \_\_\_\_\_

PUBLIC AGENDA

## 9.8 Renaming of The Calingiri Federation Memorial Park

<b>File reference</b>			
<b>Report date</b>			
19 <sup>th</sup> February 2024			
<b>Applicant/proponent</b>			
Gary McGill Warden Shire of Victoria Plains War Memorial Committee			
<b>Officer disclosure of interest</b>			
NIL			
<b>Previous meeting references</b>			
NIL			
<b>Prepared by</b>			
Katrina Humphries, Community Development Officer			
<b>Senior Officer</b>			
Colin Ashe, Deputy Chief Executive Officer			
<b>Authorised by</b>			
CEO			
<b>Attachments</b>			
Attachment 1	Page	72	Letter Dated 19 <sup>th</sup> of February 2024 - Gary McGill Warden Shire of Victoria Plains War Memorial Committee

### PURPOSE

Council is being asked to consider the renaming of the Calingiri Federation Memorial Park.

### BACKGROUND

The Warden of the Shire of Victoria Plains War Memorial Committee has written to the Shire of Victoria Plains to request the consideration of changing the name of the Calingiri Federation Memorial Park to the Shire of Victoria Plains War Memorial. The War Memorial precinct is currently named Calingiri Federation Memorial Park which reflects and recognises funding for the establishment of the current Memorial from the Australian Government - Centenary of Federation Celebrations in 2001. The War Memorial Committee believes that suitable time has passed and it is now appropriate to formally recognise the Memorial as the Shire of Victoria Plains War Memorial to be inclusive and recognise the War Memorial as a part of the whole Shire.

### COMMENT

Suitable names for such features should be assessed against the following criteria:

1. Whether the name has geographical, historical, cultural or local significance – **Shire of Victoria Plains War Memorial has a measurable local significance as it is to be inclusive of the whole Shire.**
2. If a living person is nominated, they must have contributed time, money or services to the community that were not part of their work, for at least 10 years. **The War Memorial is not being named after a person.**
3. Named after people who have been recognised in their field of expertise at a state, national or higher level, for at least 10 years – **The War Memorial is not being named after a person.**
4. Names shall not include persons who have been convicted of criminal offences **The War Memorial is not being named after a person.**
5. Family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name for example Joe Smith Library – **The War Memorial is not being named after a person.**
6. Buildings, infrastructure, and facilities named after a person may include an

appended functional title where this would serve to clarify the location of the building or assist in identification. **The location is in Calingiri but reflect the whole district.**

**CONSULTATION**

Mr Sean Fletcher, Chief Executive Officer  
Gary McGill Warden Shire of Victoria Plains War Memorial Committee  
Candice Watson – PACEO  
Marie Freeman – Records Manager

**STATUTORY CONTEXT**

*Landgate Policies and Standards for Geographical Naming in Western Australia version 03:2017*

*1.6.3 Naming Buildings, infrastructure, and facilities.*

The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly. It is important that any new name for a building, infrastructure or facility does not conflict with existing names.

**CORPORATE CONTEXT**

- NIL

**Strategic Business Plan/Corporate Business Plan**

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
<b>1. COMMUNITY</b>	
1.2 Inclusive community activities, events and initiatives	Well attended local events and activities Volunteers and community groups feel supported Community Development Officer jointly plans and works with local groups We increase the number and diversity of sport, recreation, learning and cultural events
1.3 Recreational, social and heritage spaces are safe and are activated	Sport and recreation facilities are planned, maintained and developed in a coordinated manner, aligned with community need Shire owned community buildings and places of interest are well maintained and used

Strategic Priority 1.2 is relevant as the matter that requires a decision has come forth through discussion between The Chief Executive Officer and the Progress Association in conjunction with the Community Development Officer.

**Risk Analysis**

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
<b>Financial Impact</b>  Cost of New Signage	Insignificant (1)	Rare (1)  Only occur in exceptional circumstances  Less than once in 15 years	Low (1)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	The budget has already been set for signage for the 2023/2024 financial year
<b>Compliance</b>  Complying with Policies and Standards for Geographical Naming in Western Australia	Minor (2)  Some temporary non compliances.  Single minor litigation.  Requires formal meeting with contracted party where concern is raised.	Rare (1)  Only occur in exceptional circumstances  Less than once in 15 years	Low (2)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Follow the selection criteria of the Policies and Standards for Geographical Naming in Western Australia under section 1.6.3
<b>Reputation</b>  Lack of community consultation and support of name change	Minor (2)  Substantiated, localised impact on community trust or low media item	Rare (1)  Only occur in exceptional circumstances  Less than once in 15 years	Low (2)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Through the respective managers in conjunction with the CDO implementing the policy with volunteers and then monitoring its effectiveness will ensure that the residual risk is low

**FINANCIAL IMPLICATIONS**

The 2023/24 Budget has already got an allocated amount for signage.

**VOTING REQUIREMENTS**

Absolute majority required:            No

**Officer Recommendation**

Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That Council **APPROVE** the renaming of the Calingiri Federation Memorial Park to the Shire of Victoria Plains War Memorial.

For \_\_\_\_\_ / Against \_\_\_\_\_



## 9.9 Renaming of The Mogumber Library

<b>File reference</b>			
<b>Report date</b>		19/02/2024	
<b>Applicant/proponent</b>		Mogumber and Districts Progress Association Inc	
<b>Officer disclosure of interest</b>		NIL	
<b>Previous meeting references</b>		NIL	
<b>Prepared by</b>		Candice Watson PACEO	
<b>Senior Officer</b>		Sean Fletcher CEO	
<b>Authorised by</b>		CEO	
<b>Attachments</b>			
Attachment 1	Page	74	Letter dated 23/05/2023 – Mogumber and Districts Progress Association Inc

### PURPOSE

Council is being asked to consider the renaming of the Mogumber Library.

### BACKGROUND

The Mogumber and Districts Progress Association Inc has written to the Shire of Victoria Plains to request the consideration of changing the name of the Mogumber Library to **The Janice Coxon Memorial Library, Mogumber**. As stated in the attached letter Mrs Janice Coxon was instrumental in the lobbying for the third classroom from the Mogumber Primary School to not be relocated as the other classrooms were, she then created and opened what is currently known as the Mogumber Library and Post Office.

### COMMENT

Suitable names for such features should be assessed against the following criteria:

1. Whether the name has geographical, historical, cultural or local significance – **Mrs Janice Coxon has a measurable local significance, she was a local school bus Driver, School Teacher in Mogumber, Moora, Wannamal and New Norcia and also taught music lessons to local children. Janice lived in Mogumber from 1960 and was a valued member of the community.**
2. If a living person is nominated, they must have contributed time, money or services to the community that were not part of their work, for at least 10 years. **Mrs Coxon is deceased.**
3. Named after people who have been recognised in their field of expertise at a state, national or higher level, for at least 10 years – **No recognition has been previously acknowledged.**
4. Names shall not include persons who have been convicted of criminal offences **No criminal convictions.**
5. Family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name for example Joe Smith Library – **The Family Name has not been used previously.**
6. Buildings, infrastructure, and facilities named after a person may include an appended functional title where this would serve to clarify the location of the building or assist in identification. **The location of Mogumber is mentioned in the suggested name.**

**CONSULTATION**

Mogumber Progress Association Inc  
Joe Douglas, Town Planner  
Mr Sean Fletcher, Chief Executive Officer  
Katrina Humphries, Community Development Officer  
Marie Freeman, Records Officer

**STATUTORY CONTEXT**

*Landgate Policies and Standards for Geographical Naming in Western Australia version 03:2017  
1.6.3 Naming Buildings, infrastructure, and facilities.*

The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly. It is important that any new name for a building, infrastructure or facility does not conflict with existing names.

**CORPORATE CONTEXT**

NIL

**Strategic Business Plan/Corporate Business Plan**

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
<b>1. COMMUNITY</b>	
1.2 Inclusive community activities, events and initiatives	Well attended local events and activities
	Volunteers and community groups feel supported
	Community Development Officer jointly plans and works with local groups
	We increase the number and diversity of sport, recreation, learning and cultural events
1.3 Recreational, social and heritage spaces are safe and are activated	Sport and recreation facilities are planned, maintained and developed in a coordinated manner, aligned with community need
	Shire owned community buildings and places of interest are well maintained and used

Strategic Priority 1.2 is relevant as the matter that requires a decision has come forth through discussion between The Chief Executive Officer and the Progress Association in conjunction with the Community Development Officer.

**Risk Analysis**

Consequence	Consequence Rating:	Likelihood Rating:	Risk Rating	Risk Acceptance/ Controls	Mitigation and Outcome
<b>Financial Impact</b>  Cost of New Signage	Insignificant (1)	Rare (1)  Only occur in exceptional circumstances  Less than once in 15 years	Low (1)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	The budget has already been set for signage for the 2023/2024 financial year
<b>Compliance</b>  Complying with Policies and Standards for Geographical Naming in Western Australia	Minor (2)  Some temporary non compliances.  Single minor litigation.  Requires formal meeting with contracted party where concern is raised.	Rare (1)  Only occur in exceptional circumstances  Less than once in 15 years	Low (2)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Follow the selection criteria of the Policies and Standards for Geographical Naming in Western Australia under section 1.6.3
<b>Reputation</b>  Lack of community consultation and support of name change	Minor (2)  Substantiated, localised impact on community trust or low media item	Rare (1)  Only occur in exceptional circumstances  Less than once in 15 years	Low (2)	Operational Manager  Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Through the respective managers in conjunction with the CDO implementing the policy with volunteers and then monitoring its effectiveness will ensure that the residual risk is low

**FINANCIAL IMPLICATIONS**

The 2023/24 Budget has already got an allocated amount for signage.

**VOTING REQUIREMENTS**

Absolute majority required:                      No

**Officer Recommendation**

Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That Council **APPROVE** the renaming of the Mogumber Library to The Janice Coxon Memorial Library, Mogumber.

**For \_\_\_\_\_ / Against \_\_\_\_\_**

**10. MEETING CLOSED TO PUBLIC****11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION***Admitted by resolution of Council***13. MEETING CLOSED TO PUBLIC****12.1 Meeting Closed to Public**

<b>File reference</b>			
<b>Report date</b>	15 November 2023		
<b>Applicant/proponent</b>	CEO		
<b>Officer disclosure of interest</b>	Nil		
<b>Previous meeting references</b>			
<b>Prepared by</b>	Sean Fletcher, CEO		
<b>Authorised by</b>	CEO		
<b>Attachments</b>			
Attachment 1	Page		Nil

**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**

As there is 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**

CEO

OCM Officer

**STATUTORY CONTEXT**

As per the background to this item.

**CORPORATE CONTEXT**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Absolute majority required:           No

<b>Officer's Recommendation</b>
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Moved Cr \_\_\_\_\_

Seconded Cr \_\_\_\_\_

That Council **CLOSE** the meeting under section 5.23 (2)(b) of the Local Government Act to consider a matter under item 12.2 regarding the CEO's Annual Performance Review.

**For** \_\_\_\_\_ / **Against** \_\_\_\_\_

PUBLIC AGENDA

**12.1.2 CEO’s Annual Performance Review Report - Confidential**

<b>File reference</b>	
<b>Report date</b>	13 February 2024
<b>Applicant/proponent</b>	Shire of Victoria Plains
<b>Officer disclosure of interest</b>	Financial – Matters to do with Mr Fletcher’s performance
<b>Previous meeting references</b>	OCM 14 Dec 2022 – Item 11.2 2212-15; SCM 13 February 2023 – 12.1 2302-05, OCM 23 August 2023 – Item 12.2,
<b>Prepared by</b>	Sean Fletcher, CEO
<b>Authorised by</b>	Sean Fletcher, CEO
<b>Attachments</b>	
Attachment 1	Page 2 CEO Review – Confidential Report February 2024

**VOTING REQUIREMENTS**

Absolute majority required: Yes

PUBLIC AGENDA

### 13. CLOSURE OF MEETING

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

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### CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on \_\_\_\_\_  
2024.

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

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

PUBLIC AGENDA