



# SHIRE OF VICTORIA PLAINS

ANNUAL REPORT  
2019 – 2020





SHIRE  
VICTORIA  
PLAINS



SHIRE OF  
**VICTORIA PLAINS**  
ADMINISTRATION OFFICES

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## THE DISTRICT AT A GLANCE

<b>Population:</b>	921 (2016 Census Data)
<b>Area:</b>	2,563 km <sup>2</sup>
<b>Number of Electors:</b>	581
<b>Townsites:</b>	Bolgart, Calingiri, Yerecoin, Piawaning, Gillingarra and Mogumber, as well as the New Norcia community
<b>Libraries:</b>	Calingiri
<b>Primary Schools:</b>	Bolgart, Calingiri, Yerecoin
<b>Length of sealed roads:</b>	246km
<b>Length of unsealed roads:</b>	578km
<b>Rates levied (19/20):</b>	\$2,489,921
<b>Total revenue (19/20):</b>	\$5,451,489 (22% from capital grants)

The Shire of Victoria Plains is located in the wheatbelt region of Western Australia, some 140km North East of Perth. It is a short yet scenic drive featuring picturesque fields and homes. Tourist attractions within the Shire include natural wildflower displays, the Old Wyening mission and winery, and the Benedictine Community of New Norcia – a world renowned tourist destination being the only monastic township in Australia.

Major agricultural activities include cereal crops, sheep, cattle, and pigs. A range of local services exist, including recreation facilities such as halls, sporting oval, sports pavillion, as well as parks, gardens and barbecue facilities for tourists and visitors. Secondary education, health and aged services are provided in a number of the Shire's neighbouring local government districts.



**Australia Day Awards 2020**

# Our Vision

## *“A Place to Grow”*

### OUR VISION “A Place to Grow”



**Australia Day Awards 2020**

## OUR COUNCIL

### SHIRE PRESIDENT'S REPORT 2018 - 2019



If I use one word to describe the Shire of Victoria Plains during the 2019-2020 year, it would be resilient.

The challenges we have faced have certainly been intense. A fire with a severity not seen in over 20 years, a pelting hailstorm stretching our west to east boundaries and a global pandemic which forced our community into lockdown & restrictions. The range of circumstances has baptised my first year in the role of Shire President. I'm immensely proud of our community. You have raised above the challenges and looked after each other in times of need.

The Shire of Victoria Plains has needed to react quickly to these fast-changing circumstances. I praise our Shire Team who have stepped up during the emergencies. Glenda Teede and her Shire Staff have put in many extra hours. I've witnessed genuine care for our community and thank our workforce for their positive contribution.

The Shire's everyday responsibilities & legislative requirements have continued during these unusual times. In fact, our legislative responsibilities have increased. The Auditor General's involvement in Local Government has forced the sector, including smaller country shires, to comply to set standards. While the workload has been large & costly, Council has understood the necessity. Achieving the base level of compliance will benefit the future of our Shire.

Council has progressed their strategic planning focus, adopting a Strategic Resource Plan, Workforce Plan and the Corporate Business Plan in Aug 2019. Council aims for a stable future while maintaining service and infrastructure. The renewal of assets is a significant challenge for our Shire and Council has continued their lobby efforts to source external funding.

The Shire's lobby efforts produced a significant outcome this year, receiving over \$933,000 towards the stage 1 reconstruction of the Ag Lime Route. Victoria Plains was selected as the pilot project within the Wheatbelt Secondary Freight Network. Time critical planning enabled to Shire to start the project in February, hosting the Deputy Prime Minister, State Minister for Transport & Local MP's during the project lunch in Mogumber. We thank the Federal & State Government who have supported the WSNF Project & invested significant funding in Victoria Plains.

The Coronavirus Pandemic hit Western Australia early in 2020 and the Shire pivoted towards Emergency Management needs. The Business Continuity Plan was enacted, and the Local Recovery Co-Ordination Group engaged. Council adopted the COVID19 Framework, helping the Shire respond to and recover from the Pandemic. By the end of June 2020, the physical virus had not reached our



community. While many reported no significant negative impact from the pandemic, Council was aware some businesses & community members struggled during the lockdown & economic upheaval that followed. Council adopted a hardship policy with guides the Shire when dealing with financial hardship that may be suffered by ratepayers or other persons who are required to make payments to our Local Government.

I thank my fellow Councillors for their support and hard work during the 19-20 year. The cooperation of Council and the Shire's Administration has resulted in positive outcomes during testing times. I pray that our Shire continues to remain happy & healthy as we move into the next financial year.

Cr Pauline Bantock.  
**Shire President**



**The Mogumber Bush Fire**

## COUNCILLORS



**Cr P (Pauline) Bantock**  
(West Ward) President  
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**Cr D S (David) Lovelock**  
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**Cr N (Neville) Clarke**  
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**Cr J (Jaymie) King**  
(Central Ward)  
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**Cr J (Jacqueline) Corless-Crowther**  
(Central Ward)  
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Email: [crjcorless-crowther@victoriaplains.wa.gov.au](mailto:crjcorless-crowther@victoriaplains.wa.gov.au)

Please note Cr Corless Crowther resigned 30 November 2020



**Cr J (Jim) Kelly**  
(East Ward)  
  
Mobile: 0428 515 045  
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Cr Andrew Broadhurst – ceased to be a councillor at the 2019 Election

## COUNCIL MEETINGS

Ordinary Council Meetings are held on the fourth Wednesday of each month (except December) in the Council Chambers at the Shire administration office, 28 Cavell Street, Calingiri from 2:00pm. All meetings are normally open to the public. During the advent of COVID-19, e-meeting protocols were effective from 2 April 2020. This will continue until the Emergency Management Declaration is lifted.

Special Meetings of Council are held as, and when, required.

Minutes of the meetings are available on the Shire's website:

<https://www.victoriaplains.wa.gov.au/council-meetings/past>

## ANNUAL MEETING OF ELECTORS

An Annual Meeting of Electors is held each financial year, in accordance with Part 3 of the *Local Government (Administration) Regulations 1996* and the *Local Government Act 1995* Part 5, Division 2, Subdivision 4, section 5.27. The purpose of the meeting is to, firstly, present the Annual Report (including the Auditor's Report) to electors, and then to discuss any other general business. Under section 5.33, all decisions made at an elector's meeting are to be considered at the next ordinary meeting of Council.

Due to COVID-19, the Minister for Local Government issued an Order prohibiting both Special Meetings of Electors and the Annual Meeting of Electors. This meant that the Annual Meeting of Electors for 2018-2019 was not held as planned. The Minister's Order was subsequently lifted on 4 November 2020 and the Shire proceeded to hold the Annual Meeting of Electors for 2018-2019 on Thursday 3 December 2020.

## COUNCIL ELECTIONS

Elected members (councillors) are elected for four-year terms with Council elections held every two years on the third Saturday in October.

Elections were held on 19 October 2019 that included the following results:

- Cr Pauline Bantock was returned and elected as Shire President;
- Cr David Lovelock was elected as Deputy Shire President;
- Cr Neville Clarke was returned;
- Cr Jacqueline Corless-Crowther was returned;
- Cr Jim Kelly was elected to Council.

The next Council elections will be held on 16 October 2021.

## **COUNCIL DELEGATES TO COMMITTEES**

Councillors participate in two types of committees. The first type are the committees of Council i.e. the Audit Committee and the Chief Executive Officer Performance Review Committee. The second type of committee is where councillors are invited to participate on committees external to the Shire of Victoria Plains as an organisation. Most terms expire at the next Ordinary Local Government election (16 October 2021).

At its meeting on 30 October 2019 and 27 November 2019, Council resolved to make the following appointments:

### **COMMITTEES OF COUNCIL**

#### **Audit Committee**

Council Representatives - Cr Bantock, Cr King, Cr Penn  
Community Members: Ms Lou Witham and Mr Gary McGill

### **ADVISORY GROUPS**

#### **ANZAC Commemorative Advisory Group**

Council Representatives - Cr Penn and Cr Corless-Crowther  
Warden of the Memorial - Mr Gary McGill

### **EXTERNAL COMMITTEES**

#### **Avon Midland Zone of the Western Australian Local Government Association**

Council Delegate - Cr Bantock  
Deputy Council Delegate: - Cr Corless-Crowther

#### **Avon Voluntary Regional Organisation of Councils (AROC)**

Council Delegate - Cr Bantock

#### **Bush Fire Advisory Committee**

Delegate – Cr Clarke  
Deputy Delegate – Cr Lovelock

#### **Development Assessment Panel**

Members – Cr Bantock and Cr Penn  
Alternate Members – Cr Kelly and Cr Corless-Crowther

#### **Local Emergency Management Committee (LEMC)**

Council Representatives - Cr Bantock, Cr King, Cr Clarke, Cr Lovelock

#### **Rural Water Council**

Council Delegate - Cr Penn



**Wheatbelt North Regional Road Group**  
Council Representative - Cr Clarke  
Deputy Council Representative: Cr Kelly



Mr Gary McGill – Victoria Plains War Memorial Warden

## COMPLAINTS

The *Local Government Act 1995* s.5.53(2)(hb) requires reporting of the formal complaints entered into a register under section 5.121 that require action in accordance with section 5.110(6)(b) or (c).

No. of complaints recorded	Method of dealing with complaints
0	Apology
0	Sanction
0	Training

No formal complaints were reported during 2019-2020.

## ELECTED MEMBERS ATTENDANCE AT MEETINGS

Elected Member	Ordinary Council Meetings -	Special Council Meetings -	Special Electors Meetings - 0	Annual Electors Meeting - 0
Cr P Bantock	11	2		
Cr D Lovelock	11	2		
Cr S Penn	9	2		
Cr N Clarke	10	2		
Cr J King	11	2		
Cr J Corless Crowther	10	2		
Cr J Kelly*	7	0		
Cr A Broadhurst**	2	N/A		

\* Elected October 2019

\*\* Ceased as an Elected Member October 2019

From 2 April 2020, Council e-Meeting Guidelines implemented due to COVID-19.



## TRAINING AND DEVELOPMENT

### 5.127. Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

### Mandatory Training Matrix – Council Member Essentials Regulations 35 & 36 Local Government (Administration) Regulations 1996

The Mandatory Modules are:

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest;
- (v) Understanding Financial Reports and Budgets.

Elected Member	Date Elected	Required to Complete Training	Due Date	Progress
Cr P Bantock	20/10/19	Y	31/10/20	
Cr D Lovelock	21/10/17	N	17/10/22	Exempt until October 2021 as this is the completion of their term
Cr N Clarke	20/10/19	Y	31/10/20	Cr Clarke completed modules 3 (2016) and 5 (2018)
Cr J Corless-Crowther	20/10/19	Y	31/10/20	
Cr J King	21/10/17	N	17/10/22	Exempt until October 2021 as this is the completion of their term. Cr King has completed modules 2 and 3 (2017).
Cr S Penn	21/10/17	N	17/10/22	Exempt until October 2021 as this is the completion of their term. Cr Penn completed modules 2 on 3 in 2015 and is within five years of her election on 21 October 2017
Cr J Kelly	20/10/2019	Y	31/10/20	

**Glenda Teede**

Chief Executive Officer



## CEO'S MESSAGE 2019-2020

2019-2020 has been unprecedented with a “One in 100 year” Pandemic, Major Bushfires, Flash Flooding, Major storms, Trade tariffs and more. Whilst WA in itself has done incredibly well to not have “outbreaks of COVID 19” as experienced in other parts of Australia and the world, we are ever vigilant to unexpected challenges that could arise at any point.



This has increased the awareness of risk management on a number of levels from PPE to financial considerations and the associated, often unknown factors that we are now all facing.

With a team of staff who work on different facets with myself as Local Recovery Coordinator for the Local Recovery Co-Ordination Group which deals specifically with matters related to the evolving COVID-19 situation and the impacts it has had on our community, the 19/20 year has seen significant technology advances within the Shire to accommodate ongoing work requirements in a restricted movement environment.

### OVERALL FINANCIAL POSITION

The Shire's financial position is sound, recognising that there are two issues regarding the Shire's financial ratios:

- The current ratio has fallen below the standard benchmark. The Shire's Strategic Resource Plan outlines measures to improve this ratio;
- The operating surplus is below where it needs to be, and like the current ratio, is subject to measures under the Resource Plan to improve it over the long term.

### CAPITAL WORKS

The Mogumber-Yarawindah Road pilot project was halted in the beginning half of 2020 due to COVID 19, however the project continued to progress behind the scenes and work continued into the latter half of the year.

It was pleasing to see Stage 1 upgrade to footpaths in the district in both Yerecoin and Bolgart which make the towns more family friendly and safer for those walking and exercising. The Department of Transport funded the grant for the project with Stage 2 being completed in 20/21.

The Muchea Bypass opened in April 2020 and there is significant positive flow on effect from the reduced time and expense associated with this transport route for which the Shire will continue to benefit when further stages are developed.

1. Bolgart East Road – Final seal, funded by Regional Roads Group . The final seal was approximately 10 Kilometres long.
2. Toodyay Bindi Bindi Road was funded by Roads to Recovery. The project is ongoing.

3. Ag Lime - Calingiri New Norcia/Toodyay Bindi Bindi Intersection upgrade.

Due to the impact of COVID 19 other projects were delayed.

### **COMMUNITY DEVELOPMENT**

Community consultation continues to improve with the likes of community workshops and improved social media channels.

The Shire has actively been liaising with Progress Associations throughout the District and initiate the start up of a Multi Progress Association to liaise on a key note level with the Shire, this has assisted to streamline communication, processes and ideas. Strategic town signage has been one outcome from discussions. We continue to encourage residents to approach the Shire direct with any feedback, updates or communication they may have via [reception@victoriaplains.wa.gov.au](mailto:reception@victoriaplains.wa.gov.au).

### **ENVIRONMENT**

Community beautification has continued with main town street plantings.

With regard to Waste management, upgrades to the District Tips are being rolled out in stages.

### **GOVERNANCE**

With the current *Review of the Local Government Act 1995*, this has created opportunity to consider efficiency, relevancy and other factors of how the Act is enacted by the State and Local Government. This has been a time consuming however beneficial process to ensure best practice moving forward not only for the Shire of Victoria Plains, but for the State overall.

Closer to home, the Terms of Reference for the Shire's Audit Committee were updated in the 2019/2020 year together with a suite of Industrial Relation Policies in accordance with Government requirements. These updates ensure continued development in the area of fiscal and employee management and the outcome speaks for itself in terms of the 19/20 budget being considered "balanced" which is the optimum for a Local Government to be in.

In addition, the Shire's Compliance Calendar is a detailed document outlining many of the prescribed requirements that a Local Government is required to undertake. With evolving updates in relation to Ministerial updates and COVID-19 requirements, the Shire is striving to maintain best practice both from a Governance / Auditor General requirement, but also from a Community expectation perspective.

With Local Laws and the Land Use Planning review including the provision of an Omnibus having evolved, this has been a significant step in streamlining processes.

## **COMMUNITY SAFETY**

Our community safety team has seen a busier than ever 2019/2020, we have experienced major bushfires in Mogumber, Calingiri, New Norica and Yerecoin as well as Storms, Flooding, Road crash, Heatwaves, Pandemics and more. I am continually building capacity in the broad scope of community safety to ensure we have a more resilient community, our Community Emergency Services Manager has been supported by myself in providing mutual assistance across borders. This has, in turn, helped build strong interrelations with our neighbours ensuring when the time comes we have all the support we need.

We currently have a Bushfire Support trailer being built to assist our volunteers in the initial phases of incidents, completion of this will likely be in February, delayed by COVID-19 issues.

## **CONCLUSION**

With all of the above being efficiently managed, I thank you my staff and the Elected Members for their ongoing support and commitment to the initiatives which continually improve the Shire's Administration.

With the Shire growing, facing and overcoming challenges, we continue to progress in different ways. Like always and everywhere, the landscape is always changing in one way or another, with outside influences having an impact on our District.

Glenda Teede  
**Chief Executive Officer**



## FINANCE AND ADMINISTRATION

### NET SURPLUS / DEFICIT CARRIED FORWARD

The 2020 financial year has resulted in a net surplus carried forward of \$189,527 against a budget of \$936.

### OPERATING SURPLUS / DEFECIT

The 2020 actual operating deficit was (\$2,177,981) against an operating budget of (\$1,241,693). This was due to depreciation being \$686,409 higher than budgeted, associated with fair value adjustments in 2019 and non-operating grants, subsidies and contributions being 776,332 lower than budget, primarily related to deferment of capital projects and timing of revenue recognition associated with the implementation of revised accounting standards AASB 15 and 1004.



### FAIR VALUE

The fair value of land, buildings and infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each reporting period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings and infrastructure, investment properties and vested improvements to be shown at fair value.

In reviewing the fair values of land, buildings and infrastructure at 30 June 2020, it was determined that the recorded vales reflected current market conditions.

### BORROWINGS

As at 30 June 2020, the total principal owing was \$362,438. There were no new borrowings during the 2020 financial year. Debt principal repaid during the year was \$53,972.

### INTEREST

Interest revenue for the 2020 financial year amounted to \$31,945 against a budget of \$46,403. This was due to lower interest on self supporting loans (\$4,296), reserve accounts (\$3,131), rates instalment and penalty interest (\$360), and lower other interest earnings of \$7,329.

Interest expense on borrowings for the year amounted to \$14,207 (Budget \$18,826).

### RATES

Income from rates amounted to \$2,591,359 (Budget \$2,594,784, 2019 \$2,489,921), including ex-gratia rates of \$75,744 (Budget \$76,000, 2019 \$73,321).

No rates discounts, waivers or concessions were offered by the Shire during the 2020 financial year.

## ROADS

Total road grants income received for the financial year amounted to \$1,115,026 as follows:

• Grants Commission – Local Roads	\$562,356
• Grant – Direct Road	\$131,137
• Grant – Regional Road Group – Road Projects	\$176,938
• Grant – Roads to Recovery	\$244,595

Total road expenditure was \$1.655,978 (2019 \$8,346,176) as follows:

- Road Construction \$899,554 (Budget \$890,394)
- Road Maintenance \$809,560 (Budget \$765,584)

The major road construction works were:

- Toodyay-Bindi Bindi Road
- New Norcia – Gillingarra Road
- Bolgart East Road

## MAJOR PLANT

There were no items of major plant purchased during the 2020 financial year.

## CASH BACKED RESERVES

As at 30 June 2020, the Cash-Backed Reserves balance was \$564,979 (\$470,117), against a budgeted closing balance of \$432,440.

Reserves	2020 Actual	2020 Budget	2019 Actual
Opening Balance	470,117	470,117	624,847
Net Transfers	94,682	(37,677)	(154,730)
<b>Closing Balance</b>	<b>564,979</b>	<b>432,440</b>	<b>470,117</b>

## FINANCIAL RATIOS

Financial Ratios are required to be reported in accordance with the Local Government (Financial Management) Regulations. The Shires ratios for 2020 are:

	2020 Actual	DLGSCI Benchmark*
Current Ratio	0.94	≥ 1.00
Asset Consumption Ratio	0.70	≥ 0.50
Asset Renewal Funding Ratio	0.96	≥ 0.75
Asset Sustainability Ratio	0.35	≥ 0.90
Debt Service Cover Ratio	8.23	≥ 2.00
Operating Surplus Ratio	(1.16)	≥ 0.01
Own Source Revenue Coverage Ratio	0.38	≥ 0.40

\*Department of Local Government, Sport and Cultural Industries

### CONCLUSION

My thanks go to all other Shire staff and consultants for their support and work, in very trying times. They have maintained a very high standard for the year. I would also like to thank the Councillors for their support during the year and I look forward to a productive and successful 2021

Agatha Prior  
Office Manager



## WORKS AND SERVICES

The Works and Services Division covers a diverse range of functions and service provision and is responsible for the management of the Towns infrastructure assets including roads, footpaths, parks, reserves, stormwater drainage, street trees, waste, and cemetery. Funding is derived from a variety of sources including external grant funds, Federal and State Government agencies and from other Shire income streams.



### **Revenue – Grant Funding**

External funding is the major income stream for capital works and major maintenance of the Shire's assets. In 2019/20 financial year, external Federal or State Government grants funded to the Shire of Victoria Plains were from:

- Wheatbelt North Regional Road Group (RRG) – funding administered by Main Roads Western Australia (MRWA).
- Main Roads WA Direct Grants for roads.
- Department of Infrastructure, Transport, Regional Development and Local Government (Australian Government) Roads to Recovery funding program.
- Wheatbelt Secondary Freight Network (WSFN) to connect with state and national highways to provide access for heavy vehicles into the region. These roads are essential for supporting key freight supply chains including grain and mining related freight. They also support tourism in the region.
- Agricultural Lime Funding through the Western Australian Government's Royalties for Regions.
- Financial Assistance Grants – Road Component. Distributed by the Local Government Grants Commission.

The Shire also contributed key funding as it is required to match funding provided by the State.

### **Capital Road Program**

Capital Roadwork's form a major portion of the Council's Annual Budget expenditure. Council has in recent years followed a stringent program of resealing works which is aimed at preserving Council's existing sealed road assets. A ten-year Road and Plant Replacement Program has been developed for future works. Major capital construction projects undertaken in 2019/2020 financial year were:

- Gillingarra Glentromie Road
- Woods Road
- Bolgart East Road Final Seal
- Yerecoin SE Road (2018-19)
- Toodyay-Bindi Bindi Rd
- New Norcia-Gillingara Rd 2019-20



- Calingiri-New Norcia / Toodyay Bindi-Bindi Intersection (AG Lime Development)
- Mogumber-Yarawindah Rd WSN

### **Road Maintenance**

Grading, rolling, cleaning of drainage and culverts on Council's roads are performed throughout the Shire as part of the Council's maintenance program. Tar patching roads and replacing white posts were also a high priority as was street tree maintenance and weed spraying in both the town site and rural areas. Gravel re-sheeting is a similarly important maintenance activity for unsealed roads, Woods Rd was our major gravel re-sheeting job this year. There are 560 kilometres of unsealed roads in the Shire. The Shire utilises its Caterpillar 120M grader to maintain the unsealed road network as well as being involved in capital works. The expectation is to achieve two to three grades over the network per year. Additional grading contractors are engaged when required to achieve this.

### **Bridges**

The Shire is responsible for 7 Bridges of varying condition, composition and ages, we are delegated the care and control of these bridges from MRWA, as such we complete, annual inspections, highlight any maintenance issues and in conjunction with MRWA, repairs are carried out to preserve the integrity and the life of the bridge.

### **Plant / Machinery**

It was a relatively quiet year with Council's fleet of plant and machinery due to a rationalisation and efficiency disposal plan. There were a few minor break downs, this can be attributed to the ongoing regular servicing and maintenance of Council's plant and equipment. No major plant purchases were made in 2019/20, the general age of the plant and equipment is increasing so a robust Asset management plan must be put in place to ensure Shire levels of service can be delivered.

### **Parks Gardens and Ovals**

A significant number of resources and staff time goes into the up-keep and maintenance of the Shire's parks, gardens, and sports oval facilities. Our Town crew have done a fantastic job ensuring these very important recreational areas look their best. The Calingiri Hockey fields were also extended to improve the playing surface dynamics.

### **Waste Management**

Waste management is a core function of the Shire. It encompasses activities and services related to the collection and disposal of waste, along with waste minimization and recycling initiatives. The Shire strives to manage waste in an environmentally responsible and sustainable manner to protect the natural environment and public health.

- Drum Muster. The Shire, in hand with a Community Group collaboration, participated in the "Drum Muster Program" for Mogumber and Piawaning.

This nation- wide program provides for the collection and disposal of used farm chemical containers.

- Kerbside Collection. A weekly kerbside waste collection service operates in the town sites of Yerecoin, Calingiri, and Bolgart.

### **Asset Management**

Road data is utilized to maintain an asset value of the road network and replacement cost. Data gathered is also used by the LGGC (Local Government Grants Commission) to calculate funds allocated to the Shire from the LGGC. The ROMAN System has highlighted the need for a higher level of expenditure on road maintenance and preservation. Council's current and future budgets will reflect the higher priority needed to maintain existing road and bridge infrastructure. Shire officers are continually collecting traffic counts and classification data to support the deterioration modelling which assists the preparation of the Shires ten year works and maintenance programme.

### **Buildings**

The Shire has a range of building infrastructure assets which it is responsible for, these assets include Halls, Libraries, Regional Gallery, Office and Depots, Children's Centres, Caravan Parks and rest stops, and other community buildings throughout the Shire that enable people to enjoy and participate in a range of activities. This year we made improvements to the Calingiri Hall and Gym and made upgrades to the Mogumber Rest Rooms.

### **Ranger Service**

As part of the Works department we have an officer who carries out ranger services. We provide regular patrols of all towns within the Shire and are responsible for stock control, animal welfare, responsible dog ownership, cat control, litter /illegal dumping control.

### **Customer Service Request**

The Shire aims to be responsive to ratepayer's requests for minor improvements and fault rectification. Requests vary dramatically and can be minor in nature from sweeping a path or an emergency with fallen trees to major road works/ drainage which needs future budget funding.

### **Staff**

Works and Services employ a total of six staff that operate from the Shire depot with the Works and Services Manager. Staff undertake a multitude of duties and as such are skilled in many areas relating to the maintenance and construction of public infrastructure from roads to gardens to buildings

### **Summary**

The Works and Services Department has delivered some terrific infrastructure projects this financial year, achieved through dedication, commitment, and great teamwork. It has been demonstrated the Shire and its residents are well served by their employees, many of whom go to great lengths to provide services to the public in their role as a Shire employee.

I would also like to express my thanks to all team members within the Works and Services department as well as all the administration staff for their high professional standards and productivity efforts during the 2019/2020 year.

James (Jamie) Muir  
**Works and Services Manager**



**Work on Mogumber – Yarawindah Road**

## ENVIRONMENTAL HEALTH AND BUILDING SERVICES

### ENVIRONMENTAL HEALTH (applicable to the Shire of Victoria Plains)

- Inspection of Food Premises, including stall holders and mobile food vendors
- Surveillance of Food Standards;
- Ensuring currency of Legislation;
- Attendance as required on recall of food product;
- Inspection and surveillance of three refuse sites, processing and submitting annual reports to Department of Water and Environmental Regulation, and enforcing any and all restrictions/requirements adhered to those refuse site licenses;
- Caravan Parks and Camping Grounds;
- Other public and private accommodation;
- Public buildings;
- Approval and inspection of effluent disposal systems
- Follow-up of Notifiable Disease Notifications;
- Noise, dust and other health related complaints;
- General advice to the public on matters relating to environmental health;
- Any other relevant health matter required to be attended to by Council staff; and
- One of the most important issues the Shire has been faced with over the last part of the financial year is the COVID – 19 Virus. Extra inspections of all public buildings, caravan parks and public sanitary facilities were undertaken to ensure that they remained clean and sanitized. All event holders within the Shire are issued the latest Covid Plans at the event and extra cleaning and sanitizing is undertaken by the event organizers. Whilst not mandatory, event holders did complete a Covid Plan to make them aware of the requirement to keep a distance from each other and the importance of using sanitizers.



### BUILDING

- Assessment of Building Applications for compliance with the National Construction Code of Australia and relevant Australian Standards;
- Issue of Certificate of Design Compliance for Class 1 & 10 buildings;
- Process and issue of Building Permits;
- Process and issue of Demolition Permits;
- Monitoring the handling and disposal of any Asbestos Containing Materials and the compliance with the ACM Handling and Disposal Code;
- Initial and periodic compliance inspections of private swimming pools barrier fencing, gates and access points in townsites;
- Inspection and maintenance of Council controlled and owned buildings when required.
- Maintain close liaison with builders, architects/draftsmen and owner builders to ensure a satisfactory standard of building construction and compliance with the Building Code of Australia, is maintained; and
- Any other relevant building matter required to be attended to by Council staff.



The Shire's Building Services has continued its ability to maintain an efficient turnaround time in receiving and processing building permit applications once they have received R Code or Local Town Planning Scheme compliance certification, within the mandatory period. A contributory factor in achieving this is the fact that a qualified Building Surveyor works at the office two days per week and available to give advice to builders and home owners as well as carry out inspections rather than working from an office remotely.

## **WASTE MANAGEMENT**

### **Landfill Refuse Sites**

Periodic inspections were carried out at the Mogumber, Bolgart and Calingiri landfill sites during the financial year. As part of the licensing conditions for the refuse sites, Annual Reports were submitted to the Department of Water & Environment (DWER) within the specified time frame.

During the year the Shire has sought to continue improvement in its waste management practices and an improved level of compliance with DWER Regulatory requirements. All three refuse sites have improved considerably in regards to management, recycling and cleanliness.

The Bolgart Refuse Site is in the process of awarding a contract for work on three monitoring bores and sampling for heavy metals to ensure compliance due to the site being close to Water Corporation potable water supply site DWER asked for a Water Sampling and Analyst Plan (SAP) and consequently this estimated expense was budgeted for in the 2019/20 financial year.

### **Calingiri and Yerecoin Sewerage Systems**

Both sewerage systems continue to be a work in progress and it is expected that keys works will be funded and undertaken in future out years.

## **FOOD PREMISES**

17 food premises inspections were carried out during the year and 22 temporary food vendor licenses issued. It is mandatory under the provisions Food Act that all food premises inspections are recorded and provided to the Department of Health. Food Premises were inspected throughout the year at regular intervals on a risk assessment basis and, where required, work requests were issued for premises to be brought into compliance with the Food Standards Code.

A noticeable improvement in the overall standard of the premises, food handling, storage and preparation of food in the food premises has been observed and pressure will continue to keep the standard improving.

## **ON-SITE EFFLUENT DISPOSAL SYSTEMS**

Seven on site effluent disposal systems were approved during the year. This also includes the inspection of the site prior to approval to ensure that the right system is used for the site conditions whether they be clay or sandy sites.

## **BUILDING CONTROL**

General Statistics, for the 2019/2020 financial year were down from the previous year:

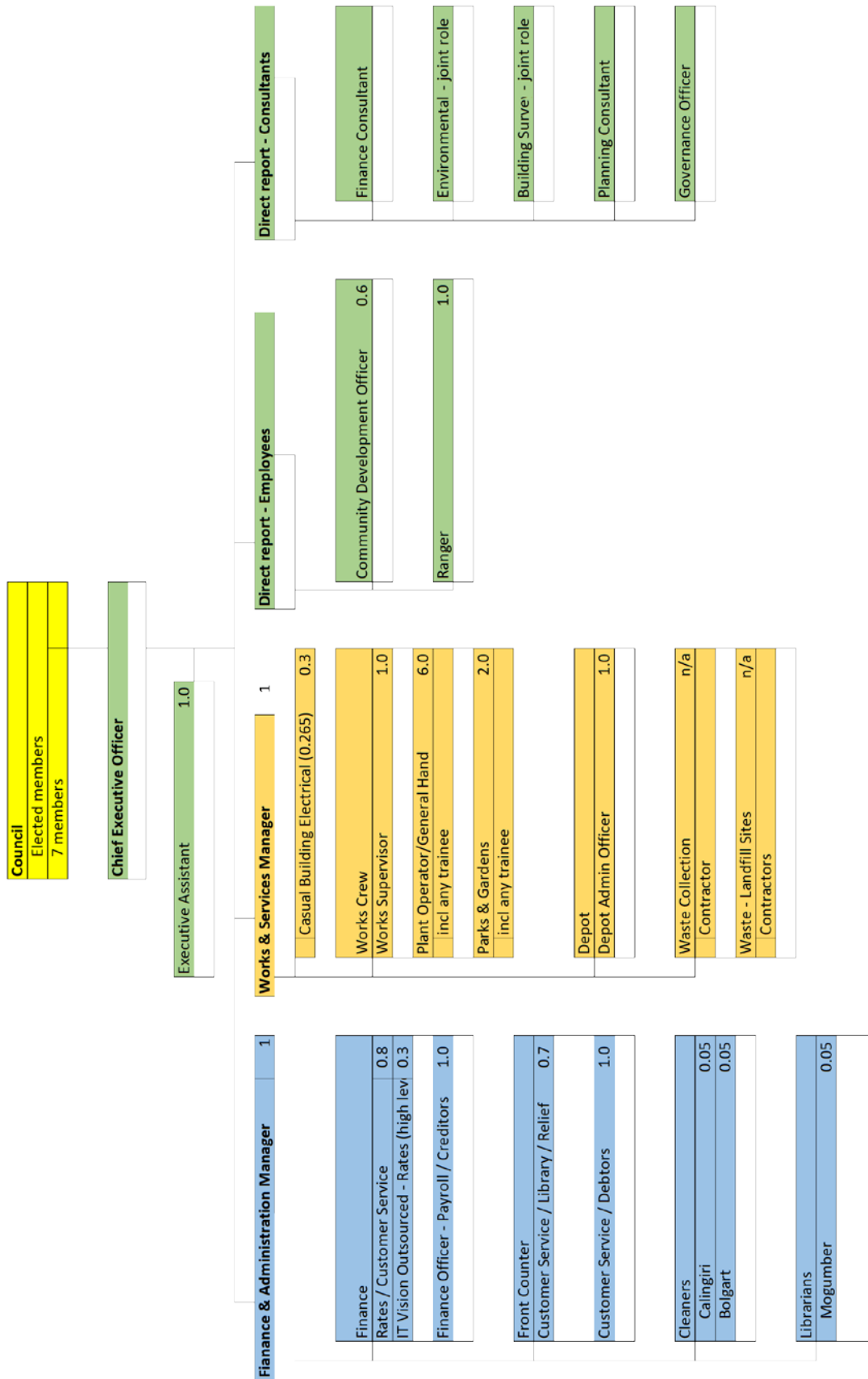
	Number	Value
Houses	5	\$740,377
Additions/alterations	1	\$119,718
Sheds/Outbuildings	3	\$202,706
Commercial/Industrial/Public	1	\$85,580
Swimming Pools	3	\$45,000
Ablution Block	1	\$45,000
<b>Total</b>	<b>14</b>	<b>\$1,238,381</b>

Allan Ramsay  
**Environmental Health Officer/Building Surveyor**



**Mogumber NYE Rodeo**

# SHIRE'S ORGANISATIONAL CHART



## EMPLOYEE REMUNERATION

The *Local Government (Administration) Regulations 1996* r.19B requires that employee remuneration in specific bands be reported.

The Shire's executive remuneration is assessed against skills, qualifications, experience and the responsibilities of the position.

The figures below represent a cash base salary but do not include vehicle allowances, non-monetary benefits such as professional memberships or superannuation in accordance with policy.

Salary Band	30 June 2017	30 June 2018	30 June 2019	30 June 2020
\$120,001 - \$130,000	1			
\$130,001 - \$140,000	1	1	1	1

## OTHER MATTERS OF GOVERNANCE – STATUTORY REPORTING

### PUBLIC INTEREST DISCLOSURES (PIDs)

The Shire is required to complete the Public Sector Commission's Integrity & Conduct Survey each year. This covers the annual reporting responsibilities under the *Public Interest Disclosure Act 2003*. The survey assists the PSC in monitoring ethical trends and building capacity through strengthening organizational structure, leadership and systems, and policies and processes, as part of its oversight of minor misconduct functions under the *Corruption, Crime and Misconduct Act 2003*.

The Shire of Victoria Plains did conduct the survey for 2020 and did not receive any public interest disclosures during 2019/2020. The Shire did not have PID Information on the website at the time of this annual report. The CEO will ensure that a PID Officer is appointed and PID information is put on the Shire's website for 2020-2021.

### NATIONAL COMPETITION POLICY (NCP)

The Shire is required to report its progress in implementing the National Competition Policy in their annual report. There are a number of specific requirements placed on local government in the areas of competitive neutrality, legislation review and structural reform.

#### Competitive Neutrality

The principle of competitive neutrality is that government business should not enjoy a competitive advantage or disadvantage, simply as a result of their public



sector ownership. For local government this relates to user-pays income of over \$200,000.

In accordance with the Shire's responsibilities under Clause 7 of the statement relating to competitive neutrality, the Shire of Victoria Plains has reviewed its activities in line with advice from the Department of Local Government Circular No 806 and has found that none of its activities are "Significant Business Activity" for competitive neutrality requirements.

The Shire of Victoria Plains did not privatise any activities in 2019/2020 and so consequently there were no obligations to report in this area.

### **Legislative Review**

The Shire is required to assess which of its local laws might impact on competition and conduct a review to determine how restrictive practices might be overcome.

There were no new local laws created in 2019/2020. The Shire is considering the development of an Amenity Local Law (Animals, Environment and Nuisance Matters) and amendments to Waste Local Law (Domestic collection matters, management of refuse sites and so on). This process has not impacted on NCP requirements.

The next review required by the Local Government Act of the Shire's local laws is due in 2024.

## **RECORD KEEPING PLAN**

In line with Section 19 of the State Records Act 2000, local governments are required to have a Record Keeping Plan that is approved by the State Records Office (SRO). The plan applies to employees, councillors and contractors.

The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice record keeping in the organisation. In line with Section 17 of the Act, the Shire, councillors and staff are legally required to comply with the actions listed in the plan.

The Shire is committed to the management of records in accordance with legislative requirements and best practice. Although it was planned to review the Shire's Record Keeping Plan during 2019/2020, the records review did not commence until the first half of 2020. The State Records Office agreed to an extension of time to develop the new Records Keeping Plan for 2020/2021.

## **FREEDOM OF INFORMATION (FOI)**

A copy of the current statement is available on our website: [www.victoriaplains.wa.gov.au](http://www.victoriaplains.wa.gov.au). We confirm that the Shire complies with the relevant legislation and welcomes FOI enquiries.

The Shire of Victoria Plains received four FOI applications during 2019/2020.



## DISABILITIES ACCESS AND INCLUSION PLAN (DAIP)

The Disability Services Act 1993 s.29 requires the Shire to report on implementation of their Disability Access Inclusion Plan. Further, the Disability Services Regulations require that the report contain information on –

- a) progress made by the Shire and any agents and contractors in achieving the desired outcomes; and
- b) the strategies implemented to inform its agents and contractors of its Disability Access and Inclusion Plan.

The Shire's Disability Access Inclusion Plan (DAIP) 2015–2020 outlines the strategies and actions the Shire undertakes in working towards ensuring access and inclusion for all community members.

The DAIP comprises seven outcome areas which identify and address barriers that may prevent people with disability from accessing and enjoying the services, programs and facilities the Shire provides.

Strategy	
Outcome	Time
<b>1. People with disability have the same opportunities as other people to access the services of and any events organised by, the Shire of Victoria Plains</b>	
1.1. Disability planning is used in all new buildings	Ongoing
1.2. Develop links with other strategies, agencies and frameworks	Ongoing
1.3. Additional Public Toilet facilities for people with disability to be made available	Ongoing
1.4. Parking spaces for people with disability to be allocated at key access positions at Shire offices	Ongoing
1.5. Update refuse services to include specialised rubbish collection services if required	As required
1.6. Procedures for monitoring effectiveness, including Staff training to ensure awareness of the DAIP requirements	Ongoing
1.7. Procedural changes to include disability planning in new buildings	Ongoing
<b>2. People with disability will have the same opportunities as other people to access the buildings and other facilities of the Shire of Victoria Plains</b>	
2.1. Monitor Shires Access Plan to ensure it incorporates all planned activities and functions throughout the Shire	ongoing
2.2. New buildings to include disability and inclusion consideration at design stage	Ongoing
2.3. Develop link with other strategies and frameworks	Ongoing
2.4. Update Refuse Service to include specialised rubbish collection services	As required
2.5. Procedures for monitoring effectiveness	Ongoing
2.6. Disability Access Audit Report on Shire buildings	June 2011

<b>3. People with disability receive information from the Shire of Victoria Plains in a format that will enable them to access the information as readily as other people are able to access it</b>	
3.1. CD Disc containing council information on request	As required
3.2. Large print shire info on request	As required
3.3. Inform staff of DAIP requirements	Ongoing
<b>4. People with disability receive the same level and quality of service from the staff of the Shire of Victoria Plains as other people receive from the staff of the Shire of Victoria Plains</b>	
4.1. Allocate Duties, Responsibilities and accountability for DAIP	Ongoing
4.2. Deliver DAIP awareness training including disability communication training	Ongoing
4.3. Develop training matrix to include refresher training for DAIP	Ongoing
<b>5. People with disability have the same opportunity as other people to make complaints to the Shire of Victoria Plains</b>	
5.1. Ensure complaints procedure and outcome satisfaction form is made available in large print and CD	As required
5.2. Ensure staff who manage complaints procedure are aware of responsibilities and new procedures	Ongoing
5.3. Develop training matrix to include refresher training for DAIP	Ongoing
<b>6. People with disability have the same opportunities as other people to participate in consultation with the Shire of Victoria Plains</b>	
6.1. Invitation to people with disability to have a say in planning	Oct 2011
6.2. Invitation to be an ongoing disability community representative	Oct 2011
<b>7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Victoria Plains</b>	
7.1. People with disability are encouraged to apply for positions with the Shire	Ongoing

As per the activity in the 2018-2019 report, many tasks were on-going in nature. No priority issues were identified and no specific actions were required or undertaken.

It was planned that the DAIP will be reviewed during 2019/2020. However, this did not occur. It is anticipated that the review will be held in the second half of 2020/2021. Input, feedback and contributions from the community will be sought.

The Shire's DAIP is posted on our website, together with an Accessibility Notice.



## SHIRE FACILITIES



**Calingiri Cougars – Mortlock Premiers 2019!**

### **Shire Library**

28 Cavell Street, Calingiri

Phone: (08) 9628 7004

Fax: (08) 9628 7008

Email: [reception@victoriaplains.wa.gov.au](mailto:reception@victoriaplains.wa.gov.au)

### **Calingiri Recreational Hall**

Yulgering Road, Calingiri

Phone: (08) 9628 7004

Fax: (08) 9628 7008

Email: [reception@victoriaplains.wa.gov.au](mailto:reception@victoriaplains.wa.gov.au)

### **Calingiri Sports Pavilion**

Renovated and refurbished in 2012.

Contact the Shire for further details on 9628 7004

### **Bolgart Hall (includes the library)**

George Street, Bolgart

For information or bookings contact: Nancy Holmes 9627 5135 or the Shire on 9628 7004.

Email: [bolgartlibrary@victoriaplains.wa.gov.au](mailto:bolgartlibrary@victoriaplains.wa.gov.au)

**Yerecoin Hall**

Miling Road, Yerecoin

For information and bookings contact - Yerecoin Traders 9654 6015

**Piawaning Hall**

Toodyay Bindi Bindi Road, Piawaning

For information or bookings contact – Kerry Smith 0429 109 094

**Mogumber Hall**

Bindoon Moora Road, Mogumber

For information or bookings contact - Tania Menzies (Mogumber Progress Association Treasurer & Bookings) 0408 515 037

**Mogumber Library (Old School Building)**

Mogumber Yarrawindah Road

Mogumber WA 6506

Ph: 9651 9015

**Gillingarra Recreation Hall**

Bindoon Moora Road, Gillingarra

For information or bookings contact - Gillingarra Sport and Recreation Club,  
President: Jenny Kelly on 0427 765 805 or email: [eogsrc@gmail.com](mailto:eogsrc@gmail.com)



**Mr Paul Lawlor undertook the Citizenship Pledge**

## REPORT AGAINST THE PROGRESS OF THE STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

### INTRODUCTION

Local governments are required to plan for the future of their districts. Amongst other things this entails implementing Integrated Planning and Reporting that includes preparation of a strategic community plan to cover at least 10 financial years.

The strategic community plan (SCP) as the plan for the future then ‘feeds into’ a corporate business plan. The SCP sets out where the community wants to go. the supporting Corporate Business Plan and associated documents such as the long term financial plan (LTFP), the asset management plans (AMP) and workforce plans set out how the Shire will help get there. The annual budget allocates funds towards those various goals and plans.

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

Plan in Place	Date Adopted	Comment
Strategic Community Plan	18 March 2018	Next plan due March 2022
Corporate Business Plan	12 August 2019	Next Plan due August 2023
Strategic Resource Plan	12 August 2019	Contains LTFP and AMP
Work Force Plan	12 August 2019	Next Plan due August 2023

The *Local Government Act 1995* s.5.53(2) requires that the annual report is to contain:

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year.



**Bolgart Bush Markets!**

## Modification of Plans

In accordance with the *Local Government (Administration) Regulations 1996* r.19CA it is noted that:

- a. No modifications were made to the Strategic Community Plan during 2019/2020; and
- b. A new Corporate Business Plan was adopted on 12 August 2019.

## Strategic Community Plan (SCP)

The current SCP was adopted on 28 March 2018, following extensive consultation in the community and public meetings in the towns during 2017. The SCP identified the following as community priorities:

Priority Areas		Measuring our Success
<b>Community</b> <i>to enhance and improve a sense of community in the Shire</i>		
1.1	Better publicise upcoming events and activities in the Shire	<ul style="list-style-type: none"> <li>• <i>Development and implementation of a Shire recreation plan</i></li> </ul>
1.2	Improve aged care and support	
1.3	Promote community health and wellbeing	
1.4	Support sporting, volunteer and community groups	
1.5	Increase community activities	
1.6	Develop new/ reuse existing community facilities	
<b>Economic</b> <i>to improve and add to local economic development and activity</i>		
2.1	Examine opportunities to diversify the local economy through initiatives such as tourism	<ul style="list-style-type: none"> <li>• <i>Development and implementation of a Shire economic plan and associated activities</i></li> </ul>
2.2	Improve tourist/ caravan park accommodation	
2.3	Improve community connectivity	
2.4	Initiatives to reverse ageing population	
2.5	Art installations to support marketing of localities	
2.6	Review land supply in town sites	
2.7	Create a regional brand that encompasses all towns	
2.8	Develop a business and industry attraction strategy	
<b>Environment</b> <i>to protect or improve the natural environment</i>		
3.1	Undertake initiatives to improve recycling	<ul style="list-style-type: none"> <li>• <i>Establishment of initiatives such as small scale grants to undertake projects aimed at improvement or protection of environment, and a review of recycling activities and implement changes that are useful and affordable</i></li> </ul>
3.2	Support environmental sustainability initiatives and community forums	

**Infrastructure** *to maintain or add to the stock of infrastructure used by the community to go about daily life*

4.1	Undertake town beautification programs	● <i>Extent to which the Asset Management Plan is implemented</i>
4.2	Improve utilities (power, water, etc)	
4.3	Maintain/ improve community facilities to an agreed standard	
4.4	Develop a process to deal with miscellaneous works requests	● <i>Implementation of system to deal with minor works requests</i>
4.5	Improve facilities for trucks and drivers	
4.6	Instigate a road verge maintenance program	

**Civic Leadership** *to better allocate scarce resources and effectively interact with the community*

5.1	Implement measures to improve relationship and communication between Council and community	● <i>Implementation of initiatives to better connect Council with the community and associated matters.</i>
5.2	Improve elected member performance	
5.3	Develop an advocacy and lobbying capacity	
5.4	Measures to improve organisational efficiency	

**Status of the Measures of Success**

The measures of success pick a key outcome (measure) for each priority area (objective) to show overall progress made against the strategies/actions that underpin the outcome.

CoVP CBP Measures of Success 2019 - 2020				
Priority Area	Descriptor	Measure	Status	Comment
<b>Community</b>	To enhance and improve a sense of community in the Shire	Development and implementation of a Shire recreation plan		Shire Recreation Plan not commenced. Needs to commence when resources for the Shire are more clear. Will need to be scheduled in subsequent out years.
<b>Economic</b>	To improve and add to local economic development and activity	Development and implementation of a Shire economic plan and associated activities		Plan not commenced. Requires commitment to provide key resourcing to develop and then implement the plan. Will need to be scheduled in subsequent out years.
<b>Environment</b>	To protect or improve the natural environment	Establishment of initiatives such as small scale grants to undertake projects aimed at improvement or protection of environment, and a review of recycling activities and implement changes that are useful and		Impacted by lack of resources in this area. Will need to be scheduled in subsequent out years.
<b>Infrastructure</b>	To maintain or add to the stock of infrastructure used by the community to go about daily life	Extent to which the Asset Management Plan is implemented		Key road funding secured re Mogumber-Yarrawindah Road
		Implementation of system to deal with minor works requests		Will be carried forward to 2020/2021
<b>Civic Leadership</b>	To better allocate scarce resources and effectively interact with the community	Implementation of initiatives to better connect Council with the community and associated matters		Shire President and CEO engaged the community widely regarding COVID-19 and the Mogumber Bush Fire. Shire has successfully continued participating in key stakeholder meetings and advocacy. Integrated Planning and Reporting revised and improved. Community Engagement strategy/policy to be developed (development of strategy with community impacted by COVID-19). Will be carried forward for 2020/2021

**Legend**

Off-track		0 - 49% completed	Road block could be due to funding revoked or deferred, inadequate resources available, other priorities take over, natural event, or is not due to start at the moment
Monitor		50 - 69% completed	Project is progressing adequately, staff need to ensure it does not fall into "off track"
On-track		70 - 100% completed	The desired range when adequate resourcing is available for an action (key project, facility or service)
Deferred		date	Sometimes, project funding is not available until a later date, or has been withdrawn or the matter is outside the Shire's resourcing and so on



The table shows that the actions which underpin the Community Outcome regarding the need for a Shire Recreation Plan are not adequately resourced. Given that the Shire will be dealing with pandemic matters (including, the recovery and post recovery phase) for quite some time, a more realistic position is that these matters are not commenced until at least 2021/2022. Unfortunately, this is the same for the Economic Outcome and the Environment Outcome.

The Infrastructure Outcome has had some progress given work undertaken on some of the Shire’s assets including the Administration Building and also receiving key funding for a number of the Shire’s road construction and improvement projects e.g. the Wheatbelt Secondary Freight Network project.

In terms of the final outcome regarding Civic Leadership, key actions have been undertaken and completed including those regarding ongoing participation in key stakeholder forums such as the Zone, AROC and the Regional Road Group. Others include updating the IPR documents and ensuring regulatory services are in place and that the controls for providing good governance are continuously implemented.

## Corporate Business Plan

The current Corporate Business Plan was implemented in August 2019. The March and June Quarters were impacted by the advent of the COVID-19 pandemic. This means many of the Shire’s resources were diverted to assist manage the key requirements expected of local governments during this time. A summary on the actions at this stage is shown in the table below:

Overview of Actions June Quarter						
Priority Area	Off-Track	Monitor	On-Track	Defer	Total	Comment
Community	4	2	2	4	12	These actions need resources and better time lines
Economic	0	0	1	8	9	As per Community
Environment	0	0	0	2	2	As per Community
Infrastructure	3	0	2	2	7	Actions are more within the Shire's capability as key funding has been received during this quarter
Civic Leadership	1	1	7	0	9	Shows key work has continued in this area
<b>Total</b>	<b>8</b>	<b>3</b>	<b>12</b>	<b>16</b>	<b>39</b>	31% of actions are on track. 41% of actions require consideration of an applicable start date, while 20% require much better resourcing

The overview for the June quarter shows that, perhaps the CBP is not realistic in terms of the priority timeline provided for all actions i.e. 2019/2020. This is a key weakness of the current plan and so the CEO will develop more effective start and due dates for many of the key actions. The other issue is that many of these same actions require better resourcing. The Shire certainly has staff regarding its day to day operations (services and facilities), although these are stretched. What it does not have is a means at this point to drive many of the community, economic and environment priorities.

**SoVP Corporate Business Plan Update June Quarter 2019/2020**

Priority Area	Strategy	Action	Who	Cost	Q1	Q2	Q3	Q4	Completed %	Comment	
<b>Community</b>	1.1 Better publicise upcoming events and activities in the Shire	1.1.1	CEO						100	Includes community newsletter, Shire Facebook Page	
	1.2 Improve aged care and support	1.2.1							0	Plan for 2021/2022 regarding an advocacy strategy	
	1.3 Promote community health and wellbeing	1.3.1							0	Impacted by COVID-19 and lack of resources in this area	
		1.3.2							0	Impacted by COVID-19 and lack of resources in this area	
	1.4 Support sporting, volunteer and community groups	1.4.1							0	Impacted by COVID-19 and lack of resources in this area	
		1.4.2							0	Impacted by COVID-19 and lack of resources in this area	
		1.4.3							0	Impacted by COVID-19 and lack of resources in this area	
	1.5 Increase community activities	1.5.1							0	Not commenced. See 1.6.1	
		1.5.2							65	Australia Day celebrations held. Anzac Day and Thank a Volunteer impacted by COVID-19	
		1.5.3							65	See 1.5.1.	
	1.6 Develop new/reuse existing community facilities	1.6.1							0	See 1.4.-3. Not commenced. Recreation Plan required first - 2021/2022?	
		1.6.2							0	Not commenced. See 1.6.1	
		1.6.3		MWS					100	Strategic Resourcing Plan implemented August 2019. Cairngiri Hockey Oval improved. Cairngiri Oval grass and surface reviewed. Cairngiri Basketball Court dismantled as it was dangerous	
	<b>Economic</b>	2.1 Examine opportunities to diversify the local economy through initiatives such as tourism	2.1.1							0	Plan for 2021/2022. There is a lack of resources in this area to undertake promotion regarding this action
			2.2.1						0	Plan for 2021/2022 (including economic development plan). There is a lack of resources in this area to carry out such an investigation and level of planning	
		2.2 Improve tourist/ caravan park accommodation	2.2.2							0	Strategic Resourcing Plan implemented August 2019. See 2.2.1
			2.3.1							0	Matter for commencement in 2021/2020
		2.3 Improve community connectivity	2.4.1							0	Not commenced. Impacted by lack of resources in this area
			2.5.1							0	Not commenced. Impacted by lack of resources in this area
		2.4 Initiatives to reverse ageing population	2.6.1		TP					100	Ornithus amendments. Consultation process conducted. Assessment of responses July/August 2020
2.7.1				CEO					0	Conduct in conjunction with AROC?	
2.5 Art installations to support marketing of localities		2.7.2		CEO					0	Conduct in conjunction with AROC?	
		2.8.1		CEO					0	Not commenced. Plan for 2022/2023	
2.6 Review land supply in town sites	3.1.1		CEO					0	Not commenced. Plan for 2021/2022		
	3.2.1		EHO					0	Not commenced. Plan for 2021/2022		
<b>Environment</b>	3.2 Support environmental sustainability initiatives and community forums	3.2.1							0	Work with stakeholders and community to promote initiatives to reduce environmental impact.	

Infrastructure	4.1 Undertake town beautification programs	4.1.1 Develop a townscape and signage plan	MWS						0	Plan for 2021/2022
	4.2 Improve utilities (power, water, etc)	4.2.1 Continue to lobby for appropriate power and water supplies	CEO						0	Evaluate 2020/2021
		4.2.2 Develop sewerage asset management plan	EHO	\$25,000					0	AMP implemented 2018/2019. Works scheduled for 2019/2020 deferred to 2020/2021
	4.3 Maintain/ improve community facilities to an agreed standard	4.3.1 Enhance and maintain Shire controlled facilities in line with asset management plans	MWS						100	Internal restructure of Administration Office completed. Office and Chambers to be re carpeted (safety), repainted 2020/2021.
	4.4 Develop a process to deal with miscellaneous works requests	4.4.1 Respond to requests in line with asset management plans	MWS						0	Commence in 2020/2021. School Bus Routes policy drafted 2019/2020. Has not been managed well in previous years
	4.5 Improve facilities for trucks and drivers	4.5.1 Maintain and where possible improve facilities for trucks and drivers (include in town planning scheme review)	MWS						25	Currently managed according to the SAVP. Public Property Local Law. Refer 2.6.1. Further work required in 2021/2022
	4.6 Instigate a road wear maintenance program	4.6.1 Continue to provide transport infrastructure in line with asset management plans	MWS						25	Adhoc for 2019/2020. Key issues is the Wheelbit Secondary Freight Network Pilot Project and now full scale project worth \$8.3M re the Mungah-Yarawindah Road. Some vegetation cleared. However, waiting on permits for other aspects regarding this project and other key road projects going forward
<b>Civic Leadership</b>	5.1 Implement measures to improve relationship and communication between Council and community	5.1.1 Develop a communications strategy/policy	CEO	\$10,000					50	Specification drafted to develop strategy/policy. Also see 1.1.1. Bi-monthly newsletters being issued during pandemic. Facebook posts have increased and providing greater range of information. Meeting protocols implemented for Council meetings due to the pandemic
	5.2 Improve elected member performance	5.2.1 Continue to actively engage with the community	CEO						100	See 1.1.1. Shire President and CEO have engaged with community extensively regarding COVID-19
	5.3 Develop an advocacy and lobbying capacity	5.3.1 Participation in Regional, State and Council boards / bodies	Council						25	Workshops used to improve elected member knowledge/financial management
	5.4 Measures to improve organisational efficiency	5.4.1 Review, update and maintain strategic and operational plans	CEO/SP/ Council						100	Shire actively participates in Zone, ARCC, RRG. Key initiatives included conducting the ARCC Joint Waste Tender and WSN Pilot Project - Mungah - Yarawindah Road (subsequently converted to full project).
		5.4.2 Maintain accountability and financial responsibility in accordance with Long Term Financial Plan	CEO						100	Revised SCP, CMP, Strategic Resource Plan (includes LTP & AMP implemented in August 2019)
		5.4.3 Maintain controls to promote a high level of legislative compliance throughout the organisation	MFA						50	RSM engaged in the 3rd Quarter to assist with this matter through compiling the annual financial statements, assisting with the Budget, the Budget Review and the Annual Financial Statements, as well as audit matters
		5.4.4 Support and facilitate ongoing relevant training and capacity building for staff	GO						65	Impact of through three governance officers during 2019/2020. Better Practice Improvement Plan nearing completion. Significant matters re 2019/2020 Audit addressed and report submitted to Audit Commit, Council and the Minister. Compliance Calendar to be introduced in 2020/2021. A range of procurement policies improved and implemented. Records management to be a key initiative 2021 - 2021/22
		5.4.5 Maximise operational efficiencies whilst maintaining appropriate controls	CEO/ MFA/ MWS						25	Vehicle licensing training conducted
		5.4.6 Continue to provide regulatory services (including health/building inspections, ranger services)	CEO						25	Difficult to quantify
									100	Appropriate resources in place re EHO, TP and Ranger Services

**Legend**

- 0 - 49% completed
- 50 - 69% completed
- 70 - 100% completed
- On-track
- Deferred

Road block could be due to funding revoked or deferred, inadequate resources available, other priorities take over, natural event, or is not due to start at the moment  
 Project is progressing adequately, staff need to ensure it does not fall into "off track"  
 The desired range when adequate resourcing is available for an action (key project, facility or service)  
 Sometimes, project funding is not available until a later date, or has been withdrawn or the matter is outside the Shire's resourcing and so on

## KEY INITIATIVES 2020/2021

During 2020/2021, it is expected that the Shire will deliver the following:

### **Community**

The Shire will develop a communications strategy/policy.

### **Economic**

The Shire will continue the Omnibus Review to its Local Planning Scheme.

### **Environment**

Council will consider the Community Deposit Scheme as a key recycling strategy by 30 June 2020

### **Infrastructure**

The Shire will complete the Wheatbelt Secondary Freight Network (WSFN) Pilot Project in readiness for full projects under the WSFN:

- Mogumber-Yarawindah Road Reconstruction Project;
- Calingiri-New Norcia Road and Toodyay-Bindi Bindi Road Intersection Project.

### **Civic Leadership**

There are a number of key outcomes to be achieved including the Shire to:

- Implement training and development of staff according to its workforce plan;
- Commence quarterly reporting on priorities in the CBP;
- Increase community awareness through promoting the Shire brand.



## OMNIBUS AMENDMENT TO TOWN PLANNING SCHEME

The Shire's consultant town planner will continue to progress an important, much needed amendment to the Shire of Victoria Plains Local Planning Scheme No.5 to address a number of issues that have arisen and changes that have occurred since the Scheme was first approved and gazetted in March 2012 and subsequently amended in September 2017 to align it with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015. The amendment has been formally referred to and is now being assessed by the Department of Planning, Lands and Heritage with a final recommendation to be made to the Western Australian Planning Commission and Minister for Planning in the first quarter of 2021.

Following receipt of formal notification of the Minister for Planning's final decision regarding the abovementioned amendment, the Shire's local planning policies will be reviewed and a suite of new policies prepared for consideration by Council and public advertising thereafter for a minimum period of 30 days. Public advertising will be undertaken to provide opportunity for the local community to provide feedback and comment on the proposed policies before any decision is made by Council regarding their final adoption.

The Shire's town planner will also continue assisting the Shire Administration, local businesses and community members with any town planning and development related matters and will assess and provide recommendations to Council in respect of any rezoning, subdivision and/or development applications received.

## CAPITAL PROGRAM 2019-20 – 2022/2023

A number of additional actions are forecast to be undertaken during the life of the Plan, which will result in additional capital expenditure. The additional activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long-Term Financial Plan:

Action	Project	2019-20	2020-21	2021-22	2022-23
4.3.1	Plant Replacement Program	209,610	145,135	625,581	438,385
4.3.1	Furniture and Equipment Renewals	35,176			25,157
4.6.1	Road Renewals R2R	200,000	200,000	200,000	200,000
4.6.1	Road Renewals RRG	180,000	300,000	300,000	300,000
4.5.1	Bin Road Access	1,300,000			
4.3.1	Footpaths	50,000	50,000	50,000	50,000
4.2.2	Provision for Sewerage	30,000	30,000	30,000	30,000
4.4.1	Bunded Fuel Storage - Diesel	40,000			
4.3.1	Other Infrastructure renewals			12,990	112,616
4.3.1	Purchase House	350,000			
4.3.1	Building Renewal		60,000	60,000	60,000
	<b>Total</b>	<b>2,184,786</b>	<b>785,135</b>	<b>1,278,571</b>	<b>1,216,571</b>

### Notes:

The impact of the Mogumber-Yarawindah Rd WSNF is not included in the above. Also, purchase of the house (4.3.1) has not occurred.





President Pauline Bantock, Federal, Member for Durack Melissa Price MP,  
Deputy President David Lovelock, Deputy Prime Minister Michael  
McCormack, Shire CEO Glenda Teede

The Shire of Victoria 2019 – 2020 Annual Report was prepared by Sean Fletcher from the Shire’s Governance Section. All queries regarding the Annual Report can be directed to the Shire’s CEO.