



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 22 August 2023

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 22 August 2023 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

**KELLIE BARTLEY
CHIEF EXECUTIVE OFFICER**

Disclaimer

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website www.woodanilling.wa.gov.au

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1. DISCLOSURE OF INTEREST

Division 6 Subdivision 1 of the *Local Government Act 1995* requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the *Local Government Act 1995*.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr S Jefferies	Shire President
Cr HR Thomson	Deputy Shire President
Cr P Morrell	
Cr D Douglas	
Cr T Brown	
Cr B Smith	

Officers:

Kellie Bartley	Chief Executive Officer
Sue Dowson	D/Chief Executive Officer
Mike Hudson	Executive Manager Infrastructure
Lyn Mills	EA to CEO

Apologies:

Observers:

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY MEETING OF COUNCIL – 18 JULY 2023

That the Minutes of the Ordinary Meeting of Council held 18 July 2023 be confirmed as a true and correct record of proceedings.

8.2. SPECIAL COUNCIL MEETING – 29 JULY 2023

That the Minutes of the Special Meeting of Council held 29 July 2023 be confirmed as a true and correct record of proceedings.

9. CONFIRMATION OF OTHER MEETING MINUTES:

9.1. GREAT SOUTHERN REGIONAL ROAD GROUP MEETING - 21 APRIL 2023

That the Minutes of the Great Southern Regional Roads Group Meeting held 21 April 2023 be received by Council.

9.2. GREAT SOUTHERN TRAILS REFERENCE GROUP MEETING - 19 JULY 2023

That the Minutes of the Great Southern Trails Reference Group Meeting held 19 July 2023 be received by Council.

9.3. WAGIN WOODANILLING LANDCARE ZONE MANAGEMENT COMMITTEE MEETING -26/07/2023

That the Minutes of the Wagin, Woodanilling Landcare Zone Management Committee Meeting held 26 July 2023 be received by Council.

9.4. UPPER GREAT SOUTHERN REGIONAL OPERATIONS ADVISORY COMMITTEE MEETING - 23 MARCH 2023

That the Minutes of the Upper Great Southern Regional Operations Advisory Committee Meeting held 23 March 2023 be received by Council.

10. REPORTS OF OFFICERS

11. REGULATORY SERVICES

Nil to Report

12. INFRASTRUCTURE SERVICES

Nil to Report

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 31 JULY 2023

File Reference	ADM0066
Date of Report	7 August 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachment	Attachment 13.1.1 – List of Accounts for Payment – 31 July 2023

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 July 2023, as required under the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 13.1.1**.

Payments up to 31 July 2023

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay)	Municipal	\$24,760.05
Cheque Payments	Municipal	\$0.00
EFT Payments #6786 to #6811	Municipal	\$53,504.13
Sub Total	Municipal	\$78,264.18
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$78,264.18

STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*

- (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
- (i) *the payee’s name; and*
- (ii) *the amount of the payment; and*
- (iii) *sufficient information to identify the transaction;*
- and*
- (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in the timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$78,264.18 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 July 2023, as contained within **Attachment 13.1.1.**

13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2023

File Reference	ADM0066
Date of Report	17 August 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachment	Attachment 13.2.1 – Monthly Financial Report 31 July 2023

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 July 2023 is presented for Council's consideration.

BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 31 July 2023 shows a closing surplus of \$1,052,448.

The opening surplus brought forward from 2022-2023 is still subject to changes from year-end adjustments and any audit adjustments.

STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **Attachment 13.2.1**.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 July 2023, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.2.1**.

14. COMMUNITY SERVICES

14.1. WOODANILLING PLAYGROUP – CBH GRANT FOR SKATEPARK

File Reference	ADM 0332
Date of Report	15 August 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachment	Nil

BRIEF SUMMARY

That for Council to consider the proposal for the CBH Grassroots grant that the Woodanilling Playgroup for the improvements at the Woodanilling Skatepark.

BACKGROUND/COMMENT

The Woodanilling Playgroup has once again commenced the process for their grant application for the Woodanilling Skatepark upgrade in 2023. With this, the Shire has given a letter of support for the grant application.

CBH Grass Roots Community Grants is to help fund projects in the community that are located in the grain growing community in WA, fit with CBH's purpose, values and behaviour, contribute to the vitality, development, wellbeing and/or safety of grain growing regions, promote a positive image of agricultural industry, have value, relevance and credibility to our growers, customers and to promote the development of future community and industry leaders.

This will be the third time that the Woodanilling Playgroup will apply, with the hope to be successful. The support that Council will need to consider if they are successful is to support funding, in-kind costs along with making improvements and enjoyment to the community as a whole.

The project will include an artist to help create and develop this with the community. This will be an event that the community will be able to partake and create a sense of well-being. Workshops will take place as part of the process with a final event for the celebration on completion.

It is recommended that the consideration may be between \$10,000 - \$20,000 depending on the final application process and the current costs for the project.

Should the Woodanilling Playgroup be successful, then the support of \$2,500 will be required to be paid, which can be supported from the current 2023/2024 budget.

Should this not be successful, Shire Officers are asking for Council to consider the redevelopment of this request and utilise any grant funding opportunities/resources that it may be able to apply for and assist the Woodanilling Playgroup in this achievable outcome.

It is the Officers recommendation to support this request.

STATUTORY/LEGAL IMPLICATIONS

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Events Fund, which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Policy No 32 Community Financial Assistance Grant Program may apply to this application.

FINANCIAL IMPLICATIONS

The Community Financial Assistance Program is allocated from within the Council's budget each year, once funds have been fully allocated no further funds will be available until the following financial year. No

allocations have been made to Council at this point. The general ledger 041150 – Donations has been identified to assist with this grant and was adopted in the 2023/2043 annual budget adoption.

Should the application be unsuccessful, then Council may consider funding it from the Local Roads Community Infrastructure Program. This is yet to be finalised.

STRATEGIC IMPLICATIONS

Theme 1

Community Well-Being

VISION

- To deliver a quality of life to our residents that is based upon sound environmentally sustainable principles and is socially productive & growing

OBJECTIVES

- To support the delivery of programs and initiatives that foster community spirit and harmony
- To ensure that our community is accessible for people with disabilities, their families and carers (Woodanilling Disability Access Inclusion Plan 2010)

STRATEGIES

- By supporting community projects that have direct benefit to the well-being of our community – example Woody on Display
- Disability Access and Inclusion Plan (DAIP) – Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.

GOALS

Short Term

CW.2 Establishment of a Community Well Being Fund to provide financial support for events that directly benefit the well-being of the local community

Medium Term

CW.1 Develop Community Initiative Programs to ensure active community participation and volunteering.

CONSULTATION/COMMUNICATION

Chief Executive Officer has consulted with Woodanilling Playgroup member Ms Kahlia Stephens on this grant request and previous discussions have been discussed with Council at Briefing over the last two application process.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the recommendation places the Woodanilling P & C with the lack of financial support to provide a Community Christmas Tree Party. This could affect the long term aspect of the P & C being able to be financially viable to continue to support the students and Community of Woodanilling.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Supports, in principle, the grant application from the Woodanilling Playgroup for the CBH Grassroots grant funding application to the value of \$2,500.00 from the General Ledger Account 041150; and

1. Authorises the Chief Executive Officer to seek funding to support this request should the CBH Grassroots grant funding application be rejected.

15. OFFICE OF CEO

15.1. INFORMATION BULLETIN – JULY 2023

File Reference	ADM0105
Date of Report	10 July 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachment	Nil

BRIEF SUMMARY

The purpose of the information bulletin is to keep Elected Members informed on matters of interest and importance to Council.

BACKGROUND/COMMENT

The Information Bulletin Report/s deal with monthly standing items and other information of a strategic nature relevant to Council.

Copies of other relevant Councillor information are distributed via email as required or possible Elected Member nominated on the relevant working group have been in attendance.

This month's Information Bulletin attachment includes:

Circulars, Media Releases, Newsletters, Letters:

- ACH Act 2021 repealed
- Road Closures – Beaufort River locations
- Annual Return reminders
- Property – Golf Club
- Windfarm Forum
- Bloom festival – Opening
- 4WDL Dinner

STATUTORY/LEGAL IMPLICATIONS

There is no statutory or legal implications relating to this report.

POLICY IMPLICATIONS

There is no current policy implications with regards to this report.

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of these reports or recommendation.

STRATEGIC IMPLICATIONS

THEME 2

Enhancing Natural and Built Environment

OBJECTIVES

To ensure our natural resource management (NRM) decisions and aims are in reference to the Wagin Woodanilling Landcare Action Plan.

STRATEGIES

By co-operative management and empowering community involvement, whilst allowing for ecologically sustainable activities.

CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the reports.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That Council accepts the Information Bulletin Report for the month of July 2023.

15.2. WOODANILLING LAND CONSERVATION DISTRICT COMMITTEE (LCDC) - DISSOLUTION

File Reference	ADM0105
Date of Report	10 August 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachment	Attachment 15.2.1 – Rural Bank – current Statement (Redact version)

BRIEF SUMMARY

The purpose of this report is to recommend to Council support the winding up of the Woodanilling Land Conservation District Committee in 2019, as requested by the Wagin Woodanilling Landcare Zone (WWLZ) officer.

BACKGROUND/COMMENT

The Woodanilling LCDC was declared in 2019 to be dissolved. The support from the Shire of Wagin was endorsed in 23 July 2019 (Council Decision #4060) of the Wagin LCDC.

The current officer of the WWLZ has tried to wind up the accounts for the purpose of the LCDC for both local governments. It has been noted that to fully close off funds held by the LCDC are required to be returned to the Minister of Agriculture (name has formally been changed to Department of Agricultural, Fisheries and Forestry – DAFF). Therefore, the current funds that have been held in trust since this time is required to be returned. It will give the current WWLZ the opportunity to have the funds available for further land care work under the current committee.

The Shire of Woodanilling is also required to support this request as these funds were held with officer bearers representing both local governments. Before presenting this to the Minister, the LCDC was required to obtain support for the proposal from the local governments within the district. As Woodanilling has not yet done so, therefore the current funds are unable to be finalised as per the requirements.

The officer recommends to support this request to allow for the appropriateness of the closure of these accounts with the relevant officer bearer no longer active or under the LCDC in any form.

STATUTORY/LEGAL IMPLICATIONS

The LCDC's are statutory bodies formed under section 23 of the *Soil and Land Conservation Act 1945*. LCDC's operate within the land conservation districts defined by an Order of the Governor in Council on the advice of the Minister of Agricultural and Food.

POLICY IMPLICATIONS

There is no policy associated with this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item. It is noted that the funds have been held in trust for a number of years with the requirement of the funds to be returned to the Minister. These funds are held in an account that is in the name of LCDC.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

CONSULTATION/COMMUNICATION

The consultation process has occurred with WWLZ officer and the Chief Executive Officer on the matters associated with this item. Further discussions have also been noted with the Auditors on review of the trust accounts.

RISK MANAGEMENT

The risk has been assessed and identified as “Medium” should the officer’s recommendation is not supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That Council;

1. Endorses the winding up of the Woodanilling Land Conservation District Committee, noting that past Elected Members as the previous officer bearers for these accounts; and
2. Authorises the Chief Executive Officer to advise Wagin Woodanilling Landcare Zone Committee of this outcome to be able to close off all accounts in relation to the Woodanilling Land Conservation District Committee allowing the relevant funds to be returned to the Minister of Agriculture.

15.3. CHANGE OF COUNCIL MEETING DATE FOR SEPTEMBER & OCTOBER 2023

File Reference	ADM0368
Date of Report	12 October 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachment	Nil

BRIEF SUMMARY

The purpose of this report is for Council to consider the change of dates for the Ordinary Council Meeting for the September & October 2023 meeting period.

BACKGROUND

The *Local Government (Administration) Regulations 1996* requires a local government, at least once a year, to give local public notice of the dates, times and places at which Ordinary meetings of Council are to be held for the next twelve months.

Currently all Council meetings are held in the Council Chambers at the Shire of Woodanilling Administration Building at 3316 Robinson Road, Woodanilling. Council meetings commence at 4:00pm. Council meetings are open to the public. Council have the option to choose an alternative location, such as Kenmare Hall to hold one meeting, if they so decide.

Accordingly, Council is requested to adopt the following dates on which Ordinary Council Meetings are to be held in 2023:

No Meeting held in January 2023

21 February 2023

21 March 2023

18 April 2023

23 May 2023

20 June 2023

18 July 2023

22 August 2023

19 September 2023

24 October 2023

21 November 2023

19 December 2023

As both months have now fallen within timing of WA Local Government Week and the 2023 Local Government Elections, it is recommended to change the dates and advertise as per legislation.

WA Local Government Week 2023

WA Local Government Week is on from the period of Sunday 17th September to Wednesday 20th September 2023. Currently 4 Councillors and the Chief Executive Officer will be present, however the release of the WALGA suppliers – Procurement, Construction, Energy and Traffic Management is to be held on the Tuesday and Wednesday of the same week. Therefore, giving the Councillors the chance to attend with Executive Manager Infrastructure on matters of the latest innovations and technologies across the sector.

The Ordinary Council Meeting will need to move to a date within this week. Now with the extension of the forum, it is recommended that it be held either Wednesday or Thursday of the same week.

2023 Local Government Elections

The 2023 Local Government Elections are to be held on Saturday, 21st October 2023. With the Returning Officer appointed by the WA Electoral Commission (WAEC) to conduct the elections. The Chief Executive Officer was advised by WAEC to consider the dates for inducting, due to the new system of CountWA to be introduced along with the introduction of preferential voting.

The declaration of newly appointed members through this process may not be declared up until the following week. With this in mind, it is recommended to move the October 2023 Ordinary Council Meeting the week before the election period, leaving the week of the elections process to hold a Special Council Meeting to induct new elected members. Also giving time for the newly elected members to have some training on meeting procedures before the November meeting.

It is recommended to change the dates to the following periods:

Current Ordinary Council Meeting Dates	Proposed Ordinary Council Meeting Dates
Tuesday, 19 September 2023 – 4pm	Thursday, 21 September 2023 – 10am
Tuesday, 24 October 2023 – 4pm	Tuesday, 18 October 2023 – 4pm

The officer supports this recommendation to change these dates.

STATUTORY/LEGAL IMPLICATIONS

Section 5.25(1)(g) of the *Local Government Act 1995* (the Act) provides for the giving of public notices of the date and agenda for Council meetings.

Regulation 12(2) of the *Local Government (Administration) Regulations 1996* provides -

“(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –

- a) Ordinary council meetings;*
- b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.”*

Section 5.3(2) of the Act requires that a local government hold Ordinary Council Meetings no more than three months apart.

POLICY IMPLICATIONS

There are no policies that are associated with this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

STRATEGIC IMPLICATIONS

Theme 3

Customer Service

VISION

- To be responsive to the expectations of our clients and users in the area of customer service.
- To promote excellence in customer service.

OBJECTIVES

- To observe the service standards in the Woodanilling Customer Service Charter (2010).
- To build confidence, support and satisfaction in service delivery by increasing and developing communication channels with the whole community.

STRATEGIES

- By ensuring elected members and staff are supported by ongoing professional development, and the maintenance of their professional standards.
- An awareness of community views and listening to our community and being responsive.

CONSULTATION/COMMUNICATION

Subject to Council’s approval, in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, an advertisement regarding the changed dates for these Council meetings will be placed on the Shire’s website, as well as the Shire’s Facebook page and Notice Boards.

RISK MANAGEMENT

The risk in relation to this matter has been assessed as “Low” within the Risk Management Table.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That Council requests the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the change in the Shire’s 2023 Ordinary Council Meeting dates to be held in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling, as noted below:

Revised Ordinary Council Meeting Dates
Thursday, 21 September 2023 – 10am
Tuesday, 18 October 2023 – 4pm

- 16. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 17. CONFIDENTIAL REPORTS**
- 18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**
- 19. CLOSURE OF MEETING**