



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 21 November 2023

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 21 November 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 D Douglas | Shire President |
| Cr HR Thomson | Deputy Shire President |
| Cr B Smith | |
| Cr I Garstone | |
| Cr R Marshall | |
| Cr K Stephens | |

Officers:

| | |
|----------------|-------------------------------------|
| Kellie Bartley | Chief Executive Officer |
| Mike Hudson | Executive Manager Infrastructure |
| Lyn Mills | Executive Assistant 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 – 17 OCTOBER 2023

That the Minutes of the Ordinary Meeting of Council held 17 October 2023 be confirmed as a true and correct record of proceedings.

8.2. SPECIAL MEETING OF COUNCIL – 24 OCTOBER 2023

That the Minutes of the Special Meeting of Council held 24 October 2023 be confirmed as a true and correct record of proceedings.

9. CONFIRMATION OF OTHER MEETING MINUTES:

9.1. BUSH FIRE ADVISORY COMMITTEE MEETING – 18 OCTOBER 2023

That the Minutes of the Bush Fire Advisory Committee Meeting held 18 October 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 OCTOBER 2023

| | |
|-----------------------------------|--|
| File Reference | ADM0066 |
| Date of Report | 8 November 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 |
| Attachments | Attachment 13.1.1 – List of Accounts for Payment – 31 October 2023 |

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 October 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 October 2023

| Payment Type | Account Type | Amount \$ |
|---|------------------|---------------------|
| Automatic Payment Deductions (Direct Debits & BPay) | Municipal | \$15,840.10 |
| Cheque Payments #15378 & #15379 | Municipal | \$850.55 |
| EFT Payments #6889 to #6952 | Municipal | \$280,176.54 |
| Sub Total | Municipal | \$296,867.19 |
| Payments | Trust | \$0.00 |
| Payments | Reserve | \$0.00 |
| Totals | | \$296,867.19 |

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 sub regulation (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 \$296,867.19 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2023, as contained within **Attachment 13.1.1**

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

| | |
|-----------------------------------|--|
| File Reference | ADM0066 |
| Date of Report | 13 November 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 |
| Attachments | Attachment 13.2.1 – Monthly Financial Report 31 October 2023 |

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 October 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 October 2023 shows a closing surplus of \$1,563,446.

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 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 receive the Monthly Financial Report for the period of 31 October 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**.

13.3. BUDGET AMENDMENT – VEHICLE PURCHASE – WAGIN WOODANILLING LANDCARE ZONE

| | |
|-----------------------------------|--|
| File Reference | WO.022 |
| Date of Report | 14 November 2023 |
| Responsible Officer | Kellie Bartley, Chief Executive Officer |
| Author/s 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 | Absolute Majority |
| Attachments | CONFIDENTIAL ATTACHMENT 13.3.1 – Quote 1 |

BRIEF SUMMARY

This report requests Council’s approval for a budget variation to purchase a new vehicle and sale of current vehicle for the Wagin Woodanilling Landcare Zone.

COMMENT

The Shire currently holds the ownership of the current vehicle for the Wagin Woodanilling Landcare Zone. This has been held in the Shire’s name for a number of years. The vehicle is overdue for changeover however with the COVID period, vehicles were hard to obtain.

With the market slowing returning to some normality, the Shire is able to purchase a new vehicle and have in the possession by February 2024.

The Annual General Meeting and General Meeting was held in Wagin on the 14th November, 2023 with the committee recommending to change the vehicle without having further kilometres added to the vehicle.

The Shire Officers have received a quote from relevant car dealers, with the current change over amount of \$17,300 including GST. The Shire will not be paying for this however requires to complete the transaction on behalf of WWLZ.

The WWLZ holds in reserve the amount of up to \$20,000 for the trade and new purchase of the vehicle.

The report is seeking the Council to support the budget amendment to finalise the transaction to purchase this vehicle on behalf of WWLZ.

STATUTORY/LEGAL IMPLICATIONS

This request aligns to Section 6.8 of the *Local Government Act 1995*, which states:

Local Government Act 1995

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute Majority required.*

POLICY IMPLICATIONS

There are currently no Council policies associated with this item.

FINANCIAL IMPLICATIONS

Quotes have been received by the WWLZ for review with the Committee. The quote to be proceed with is contained in **Confidential Attachment 13.3.1**. There is no financial risk to the Shire as the funds are held with WWLZ and will be fully recouped through the normal process.

| Account Number | Account Description | Increase | (Decrease) | Original Budget | Revised Budget |
|---|------------------------------|------------|------------|-----------------|----------------|
| 106301 | Capital Purchase | \$38,300 | | \$0.00 | \$38,300 |
| 005270 | Capital account for trade-in | (\$21,000) | | \$0.00 | (\$21,000) |
| 106220 | Reimbursements for WWLZ | (\$17,300) | | (\$7,489) | (\$24,789) |
| Net Effect to Budget | | | | (\$7,489) | (\$7,489) |
| The total project cost will not have a negative effect on the budget due to project being fully funded | | | | | |
| Reason: To provide for the income and expenditure for the purchase of the new vehicle and disposal of WO.022 (WWLZ) | | | | | |

STRATEGIC IMPLICATIONS

THEME 2

Enhancing Natural and Built Environment

OBJECTIVES

To protect and enhance the key natural and cultural assets of the Shire whilst supporting appropriate development opportunities.

STRATEGIES

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

CONSULTATION/COMMUNICATION

Consultation has been conducted with the Chief Executive Officer and the WWLZ Committee and Officer.

RISK MANAGEMENT

It is assessed that the risk is "Medium" as reflected below.

| 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Approves the expenditure for the purpose of the purchase and disposal of the Shire of Woodanilling vehicle WO.022 on behalf of the Wagin Woodanilling Landcare Zone with a changeover totalling of \$17,300.00; and
2. Authorises the following amendments to the 2023/2024 Budget detailed in the table below:

| Account Number | Account Description | Increase | (Decrease) | Original Budget | Revised Budget |
|---|------------------------------|-----------------|-------------------|------------------------|-----------------------|
| 106301 | Capital Purchase | \$38,300 | | \$0.00 | \$38,300 |
| 005270 | Capital account for trade-in | (\$21,000) | | \$0.00 | (\$21,000) |
| 106220 | Reimbursements for WWLZ | (\$17,300) | | (\$7,489) | (\$24,789) |
| Net Effect to Budget | | | | (\$7,489) | (\$7,489) |
| The total project cost will not have a negative effect on the budget due to project being fully funded | | | | | |
| Reason: To provide for the income and expenditure for the purchase of the new vehicle and disposal of WO.022 (WWLZ) | | | | | |

14. COMMUNITY SERVICES

14.1. WOODANILLING COMMUNITY EVENT GRANT FUND – P & C COMMUNITY CHRISTMAS TREE PARTY IN THE PARK

| | |
|-----------------------------------|--|
| File Reference | ADM 0332/GP832 |
| Date of Report | 9 November 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 |
| Attachments | Attachment 14.1.1 - Shire of Woodanilling Community Events Fund Application Form - Woodanilling Primary School P & C |

BRIEF SUMMARY

That for Council to consider an application for the Community Event Fund received from the Woodanilling Primary School Parents & Citizens (P & C) for \$500.00. This is to assist in financing the running of the Community Christmas Tree Party to be held at the Town Park on the 16th December 2023.

BACKGROUND/COMMENT

Council adopted a Council Policy – 32 Community Financial Assistance Grant Program in 2015. Recognising that community funding provides financial assistance for organisations and/or projects, which benefit the community.

The objective of this funding is to maintain and build on Woodanilling’s vibrant community spirit and welfare by providing financial support for local events which involve people coming together in the celebration and enjoyment of their culture or a common interest.

Applicants to complete the appropriate form and must address the selection criteria provided within the Policy which has been detailed below. The application form and request is contained in **Attachment 14.1.1**.

Minor Community Grants Guidelines (up to \$5,000)

Groups, individuals, organisations, or clubs are not to expect, as of right, any financial assistance from the Council. Requests will only be considered in respect to the overall priorities of other projects within the Shire and will also be subject to the availability of finance.

Projects must be completed in the financial year for which funding has been approved. Funds not expended by the end of the financial year in which they were approved, will be forfeited.

This event is to be held on the 16th December 2023 so funds will be expended well before the end of the financial year. Any unspent funds will be reimbursed to the shire.

Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source and that funding application is unsuccessful or the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall.

The P & C is not applying for or receiving funding money from any outside source. However, they have requested other Community Groups such as CWA, Playgroup and the Woodanilling Men’s Shed become involved in some form with the event. Along with the Woodanilling Central Bush Fire Brigade to assist with the arrival of Father Christmas from the North Pole.

Council’s contribution is limited to 1/3 of the total project cost and may include the provision of materials, and loans of plant and equipment, calculated at private works rates, so long as the combination of the dollar value of the in-kind support plus financial contribution does not exceed 1/3 of the total project cost.

The P & C have asked for the Shire to contribute to the costs of a Face Painter, Sea-Breeze Ice Creams. As well as help purchase new waterproof solar lights to the Christmas Tree. The P & C will be contributing more than half of the costs associated with this event as in kind contributions.

50% of the approved grant will be paid on approval of the project and the balance following successful acquittal of the project.

Council may consider payment in full prior to the event.

Prior approval must be sort for any substantial change of proposal.

No changes at present for this item.

Acquittal of the grant funds must be submitted to the Shire in a timely manner.

Confirmed with group that the acquittal for this application will be provided after the event.

Acknowledgement that "This project was made possible through financial assistance from the Shire of Woodanilling" must be made in all publicity associated with the project. Use of the Shire of Woodanilling Logo is encouraged.

Shire officers will provide the appropriate logo for the event.

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 applies 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 2023/2024 annual budget adoption.

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 P & C member Brooke Moulden on this grant request.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” 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 in relation to the application from the Woodanilling Primary School Parents & Citizens Association under Council Policy 32 – Community Events Fund grant approval for \$500.00 for the Community Christmas Tree Party in the Town Park to be held on the 16th December 2023.

14.2. BUDGET AMENDMENT - AUSTRALIA DAY CELEBRATIONS 2024

| | |
|-----------------------------------|--|
| File Reference | ADM0143 |
| Date of Report | 10 November 2023 |
| Responsible Officer | Kellie Bartley, Chief Executive Officer |
| Author/s of Report | Kellie Bartley, Chief Executive Officer Lyn Mills – EA to CEO |
| 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 | Absolute Majority |
| Attachments | Attachment - Nil |

BRIEF SUMMARY

This item is prepared and presented to Council to endorse the budget amendment in support of the Australia Day Grant 2024 that the Shire has been successful in securing.

BACKGROUND/COMMENT

The Australia Day Breakfast is a much-loved annual event and is a staple in the Woodanilling calendar. Each year the breakfast that Council hosts is attended by a large percentage of the community and is a prime opportunity to foster community engagement and co-operation.

The Shire Officers submitted an application for up to \$10,000 (excluding GST) through the National Australia Day Council. The Shires proposal includes the following activities:

- Breakfast prepared by Councillors
- Tug-o-War
- Music/entertainment
- Children's Water Slide
- Bouncy Castle
- Face painting
- Mr Whippy Ice-cream Van
- Community Awards

This has now been submitted and was accepted therefore requiring a budget variation to receive the income and expenses associated with the event. The Shire has now received confirmation that we were successful in this application and that 80% of the funds will be made available to us to cover the cost of the food, decorations, and entertainment for the event. With the following 20% paid to us once we provide the acquittal details after the event and before the 30th April 2024.

The Officers recommendation is to support this request.

STATUTORY/LEGAL IMPLICATIONS

This request aligns to Section 6.8 of the *Local Government Act 1995*, which states:

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - is authorised in advance by resolution*;* or
 - is authorised in advance by the mayor or president in an emergency.*

* Absolute majority required.

POLICY IMPLICATIONS

There are no current policies that relate to this item.

FINANCIAL IMPLICATIONS

There are currently no provisions held within the current 2023/2024 budget to accommodate these funds to be received or to be spent. Therefore, the new general ledgers are detailed below:

| Account Number | Account Description | Increase | (Decrease) | Original Budget | Revised Budget |
|--|------------------------------|------------|------------|-----------------|----------------|
| 041220 | Australia Day Grant – Income | (\$10,000) | | \$0.00 | (\$10,000) |
| 041160 | Australia Day – Expenses | \$10,000 | | \$0.00 | \$10,000 |
| Net Effect to Budget | | | | \$0.00 | \$0.00 |
| The total project cost will not have a negative effect on the budget due to project being fully funded | | | | | |
| Reason: To provide for the income and expenditure for the Australia Day Event 2024. | | | | | |

STRATEGIC IMPLICATIONS

Theme 1

Community Well-Being

OBJECTIVES

To support the delivery of programs and initiatives that foster community spirit and harmony

Ongoing

CW.5 Australia Day Breakfast – to ensure continued patronage by community

CONSULTATION/COMMUNICATION

The EA to CEO has consulted with the Chief Executive Officer and relevant community and suppliers to see if they were available to provide details.

RISK MANAGEMENT

The risk in relation to this item is considered as “Low”. There are no identified risks with this proposal there have been discussions around ensuring the event will be aligned to the relevant risk and events management protocols.

| Consequence Likelihood | Insignificant | Minor | Moderate | Major | Extreme |
|------------------------|---------------|--------|----------|--------|---------|
| 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

3. Approves the expenditure for the purpose for the Australia Day Event 2024 in the Shire of Woodanilling totalling \$10,000.00; and
4. Authorises the following amendments to the 2023/2024 Budget detailed in the table below:

| Account Number | Account Description | Increase | (Decrease) | Original Budget | Revised Budget |
|--|------------------------------|-----------------|-------------------|------------------------|-----------------------|
| 041220 | Australia Day Grant – Income | (\$10,000) | | \$0.00 | (\$10,000) |
| 041160 | Australia Day – Expenses | \$10,000 | | \$0.00 | \$10,000 |
| Net Effect to Budget | | | | \$0.00 | \$0.00 |
| The total project cost will not have a negative effect on the budget due to project being fully funded | | | | | |
| Reason: To provide for the income and expenditure for the Australia Day Event 2024. | | | | | |

15. OFFICE OF CEO

15.1. INFORMATION BULLETIN – OCTOBER 2023

| | |
|-----------------------------------|--|
| File Reference | ADM0105 |
| Date of Report | 11 November 2023 |
| Responsible Officer | Kellie Bartley, Chief Executive Officer |
| Author of Report | Gen Harvey, Landcare WWLZ (for attached 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 |
| Attachments | Attachment No. 15.1.1 – WWLZ – Information Report for October 2023 |

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:

Reports:

- Wagin Woodanilling Landcare Zone – October 2023 (**Attachment 15.1.1**)

Circulars, Media Releases, Newsletters, Letters:

- Councillor Seminar Webinar Information to all Councillors
- Calendar Invites to all Councillors for November and December OCM
- SCM – Swearing in Ceremony
- Calendar invite and course information to Cr Douglas for The Role of Mayors and Presidents
- RV Dump Point closure
- Australia Day Grant successful
- New Inductions held with new Elected Members

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are 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 | 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 Information Bulletin Report for the month of October 2023.

15.2. COUNCIL AND EXTERNAL COMMITTEES NOVEMBER 2023

| | |
|-----------------------------------|--|
| File Reference | Various |
| Date of Report | 8 November 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 |
| Attachments | Attachment 15.2.1 – List of Committees – November 2023 |

BRIEF SUMMARY

To appoint elected members as delegates to various committee/advisory groups/organisations run or managed by external organisations, or organisations where the Shire has a social, economic or financial interest.

The combined document with the list of committees/advisory groups/working groups are contained in **Attachment 15.2.1**.

BACKGROUND/COMMENT

Following the Local Government Elections on 21th October 2023, all previous Committee member and Council delegate positions become vacant requiring nominations for the various positions on the Committees.

The current list of delegates is listed on the following committees/advisory groups/working groups require an appointment to be made:

Standing Committees of Council:

| | |
|-----------------|-----------------|
| Audit Committee | All Councillors |
|-----------------|-----------------|

Other Committees/Advisory Groups/Working Groups:

| Committee | Meeting Schedule | Delegate 1 | Delegate 2 | Proxy |
|---|------------------|-------------------------------------|--------------------------------------|--------------------------|
| Transport, Plant & Works | Quarterly | Cr Douglas Cr Thomson (Chair) | Cr Morrell Cr Jefferies | Cr Brown |
| Community Development | 2 monthly | Cr Douglas (Chair) | Cr Jefferies Cr Brown Cr Smith | As required |
| GS Zone (WALGA) | Quarterly | Cr Jefferies | Cr Thomson | Cr Douglas |
| Great Southern Regional Road Group | 2 yearly | Cr Morrell | Cr Jefferies | Cr Douglas (Subgroup) |
| 4WDL VROC | Quarterly | Cr Morrell | Cr Brown | |
| Great Southern Regional Recreation Advisory Group | Quarterly | Cr Jefferies | | Cr Douglas |
| Great Southern Treasures | Quarterly | Cr Brown | | Cr Jefferies |

| | | | | |
|---|-------------|-------------------------|------------------------------------|--------------|
| Local Emergency Management Committee | Quarterly | | | |
| Woodanilling Bush Fire Advisory Committee | 2 yearly | Cr Thomson | | Cr Morrell |
| Wagin Woodanilling Landcare Zone | Quarterly | Cr Brown | Community Member – Mr Ian Garstone | Cr Jefferies |
| Woodanilling Sports & Recreation Centre | As required | Cr Jefferies (Observer) | | |
| Development Assessment Panel | As required | As required | As required | |

The terms will be for the period until the next Election period in 2025.

STATUTORY/LEGAL IMPLICATIONS

Representation on external organisations or groups in an official Shire capacity is specifically reference under section 5.8 of the *Local Government Act 1995*, with the exception of the Development Assessment Panel where the appointment is conducted under Regulation 25 and 26 of the *Planning and Development (Development Assessment Panels) Regulations, 2011*.

Further, it should be noted that a Councillor appointed as a delegate to an external Committee, Advisory Group or other organisation in an official capacity is required to:

1. Adhere to the record keeping requirements set out as the *State Records Act 2000*; and
2. Report to Council on a regular basis about the activities of the Committee/Advisory Group/Other organisation.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

THEME 3

Governance

VISION

- To have Councillors who are trained and qualified in their roles and responsibilities

OBJECTIVES

- To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver.

STRATEGIES

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

CONSULTATION/COMMUNICATION

No consultation has occurred for this item.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not need to establish a level of representation on external groups and committees, although is beneficial if the Shire is appropriately represented.

| 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, subject to all members accepting their positions, Council, endorses the appointments listed below:

Standing Committees of Council:

| | |
|-----------------|-----------------|
| Audit Committee | All Councillors |
|-----------------|-----------------|

Other Committees/Advisory Groups/Working Groups:

| Committee | Meeting Schedule | Delegate 1 | Delegate 2 | Proxy |
|------------------------------------|------------------|------------------|----------------------------------|------------------------|
| Transport, Plant & Works | Quarterly | Cr _____ (Chair) | Cr _____ Cr _____ Cr _____ | Cr _____ |
| Community Development | 2 monthly | Cr _____ (Chair) | Cr _____ Cr _____ Cr _____ | As required |
| GS Zone (WALGA) | Quarterly | Cr Douglas | Cr Thomson | Cr _____ |
| Great Southern Regional Road Group | 2 yearly | Cr _____ | Cr _____ | Cr _____ (Subgroup) |
| 4WDL VROC | Quarterly | Cr _____ | Cr _____ | |

| | | | | |
|---|-------------|---------------------|-----------------------------------|------------|
| Great Southern Regional Recreation Advisory Group | Quarterly | Cr _____ | | Cr _____ |
| Great Southern Treasures | Quarterly | Cr _____ | | Cr _____ |
| Local Emergency Management Committee | Quarterly | Cr Douglas | | Cr Thomson |
| Woodanilling Bush Fire Advisory Committee | 2 yearly | Cr _____ | | Cr _____ |
| Wagin Woodanilling Landcare Zone | Quarterly | Cr Garstone | Community Member – Annabel Pauley | Cr _____ |
| Woodanilling Sports & Recreation Centre | As required | Cr _____ (Observer) | | |
| Development Assessment Panel | As required | As required | As required | |

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