



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL

Unconfirmed Minutes
21 November 2023

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 MINUTES

Minutes of the Ordinary Council Meeting for the Shire of Woodanilling was held Tuesday 21 November 2023 in the Council Chambers, 3316 Robinson Road, Woodanilling.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President Cr Douglas opened the meeting at 4.00pm and welcomed Councillors and Staff.

1.1. DISCLOSURE OF INTEREST

Councillor Kahlia Stephens declared an Impartially Interest in Item 14.1 – Title. The nature of the interest is I am the Treasurer of the P & C.

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

Present:

Cr D Douglas	Shire President
Cr HR Thomson	Deputy Shire President
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:

Cr B Smith

Observers:

Ray Baxter JP

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil to Report.

4. PUBLIC QUESTION TIME

Cr Douglas welcomed to Mr Baxter to the meeting and asked to present his questions to the Council.

Public Question time commenced at 4.02pm.

Mr Ray Baxter, Woodanilling WA 6316

Question 1

Flooding in Townsite

I want to discuss the potential flooding in the townsite and when people are looking at purchasing properties, do we inform them of the possibility of this happening?

There are properties with caravans on them and they are building around them.

How will people be covered with insurance if they build in a floodplain?

Response (Cr Douglas)

I will ask the CEO to respond to this question.

Response (Chief Executive Officer)

We use the current details that the Shire has on records, providing relevant details the shire is currently looking at the flood maps of the area.

When a property is being settled the shire provides information to the settlement agency to give to the prospective owners. Prospective Land owners should be doing their own due diligence including what insurance coverage they would required within areas of any land and buildings purchased.

Response (Cr Thomson)

The floods of 1955 the bridge was washed away and the floods of January 1982 the town flooded and the water was up to the top of the bridge

Response (Mike Hudson – Executive Manager Infrastructure)

All bridges are now set at a 100-year event height, we are just getting more 100-year flooding events happening within this timeframe

Question 2

Safety Concerns on Baxter Road

The corner road near my place has had quite a few near misses with vision very limited. Is something going to be done about the trees?

I have in the past trimmed the branches and removed the grass and burnt it all, but now it's a hazard. When the seeder comes down the road it takes up the whole road even taking out the tree leaves on each side of the road if another vehicle come up then there would be problem.

Response (Mike Hudson – Executive Manager Infrastructure)

We have a tree pruning schedule which will now be revisited with your concerns in mind.

This is part of the budget but we are currently in negotiations with local farmers to hire their loaders for gravel and this will then free up the Shire's one to do all of the tree pruning.

With no further questions, public question time concluded at 4.17pm

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil to report.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil to report.

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

Cr Douglas would like to make comment on the success of the Bloom festival Woodanilling Art Exhibition. He is still having people speak to him on the success of this event and that they hope it will be on again next year.

Cr Douglas would like to express his disappointment in the Pub closing on the 9th December 2023 and the consequences of this and how will it look into the future. The community is disappointed on its closing and discussions on this will be held at a later date.

Cr Douglas would like to welcome all of the new Councillors, he hopes that their journey is enjoyable and to let you know that you will have a big input on the future plans of this town with the new Strategic Community Plan to be implemented for the next 10 years.

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.

COUNCIL RESOLUTION OCM 263/11/2023

Moved Cr Thomson

Seconded Cr Douglas

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

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens

Against: Nil

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.

COUNCIL RESOLUTION OCM 264/11/2023

Moved Cr Marshall

Seconded Cr Stephens

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

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens

Against: Nil

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**

COUNCIL RESOLUTION OCM 266/11/2023

Moved Cr Thomson

Seconded Cr Garstone

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**

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens

Against: Nil

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.

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)					

COUNCIL RESOLUTION OCM 268/11/2023

Moved Cr Marshall

Seconded Cr Garstone

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)					

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens

Against: Nil

Councillor Kahlia Stephens declared an Impartially Interest in Item 14.1 – Title. The nature of the interest is I am the Treasurer of the P & C.

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.

COUNCIL RESOLUTION OCM 269/11/2023

Moved Cr Marshall

Seconded Cr Garstone

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.

CARRIED 5/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens

Against: Nil

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:

1. Approves the expenditure for the purpose for the Australia Day Event 2024 in the Shire of Woodanilling totalling \$10,000.00; 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
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.					

COUNCIL RESOLUTION OCM 270/11/2023**Moved Cr Thomson****Seconded Cr Stephens**

That Council:

1. Approves the expenditure for the purpose for the Australia Day Event 2024 in the Shire of Woodanilling totalling \$10,000.00; 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
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.					

CARRIED 5/0**For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens****Against: Nil**

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.

<u>COUNCIL RESOLUTION OCM 271/11/2023</u>	
Moved Cr Stephens	Seconded Cr Garstone
That Council accepts the Information Bulletin Report for the month of October 2023.	
CARRIED 5/0	
For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens	
Against: Nil	

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	Absolute 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
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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 referenced 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

Absolute 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 _____ 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)		Cr _____
Development Assessment Panel	As required	As required	As required	

COUNCIL RESOLUTION OCM 272/11/2023**Moved Cr Marshall****Seconded Cr Thomson**

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 Thomson (Chair)	Cr Douglas Cr Garstone Cr Marshall	Cr Stephens
Community Development	2 monthly	Cr Douglas (Chair)	Cr Stephens Cr Smith Cr Marshall	As required
GS Zone (WALGA)	Quarterly	Cr Douglas	Cr Thomson	Cr Smith Cr Stephens
Great Southern Regional Road Group	2 yearly	Cr Douglas	Cr Thomson	Cr Douglas (Subgroup)
4WDL VROC	Quarterly	Cr Douglas	Cr Marshall	
Great Southern Regional Recreation Advisory Group	Quarterly	Cr Stephens		Cr Garstone
Great Southern Treasures	Quarterly	Cr Douglas		Cr Smith
Local Emergency Management Committee	Quarterly	Cr Douglas		Cr Garstone
Woodanilling Bush Fire Advisory Committee	2 yearly	Cr Garstone		Cr Douglas
Wagin Woodanilling Landcare Zone	Quarterly	Cr Garstone	Community Member Annabel Pauley	Cr Stephens
Woodanilling Sports & Recreation Centre	As required	Cr Marshall (Observer)		Cr Smith Cr Stephens
Development Assessment Panel	As required	As required Cr Thomson	As required Cr Douglas	

CARRIED: 5/0**For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Marshall, Cr Stephens****Against: Nil**

16. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil to report.

17. CONFIDENTIAL REPORTS

Nil to report.

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil to report.

19. CLOSURE OF MEETING

Councillor Dale Douglas thanked everyone for attending today and closed the meeting at 5.11pm

I certify that these minutes were confirmed at the Ordinary Council Meeting held on the

Presiding Member – Councillor Dale Douglas.

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Date