



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 20 February 2024

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 20 February 2024 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

Belinda Knight

ACTING 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

The Shire President Cr Douglas opened the meeting at _____pm and welcomes Councillors, Staff, and members of the public.

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	Councillor
Cr I Garstone	Councillor
Cr R Marshall	Councillor
Cr K Stephens	Councillor

Officers:

Belinda Knight	Acting Chief Executive Officer
Phil Burgess	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 COUNCIL MEETING – 19 DECEMBER 2023

That the Minutes of the Ordinary Meeting of Council held 19 December 2023 be confirmed as a true and correct record of proceedings.

8.2. SPECIAL MEETING OF COUNCIL – 23 JANUARY 2024

That the Minutes of the Special Meeting of Council held 23 January be confirmed as a true and correct record of proceedings

- 9. CONFIRMATION OF OTHER MEETING MINUTES:**

**9.1. KENT, KATANNING & WOODANILLING LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES – 7 FEBRUARY 2024**

That the Minutes of the Kent, Katanning & Woodanilling Local Emergency Management Committee Minutes held 7 February 2024 be received by Council.

- 10. REPORTS OF OFFICERS**
- 11. REGULATORY SERVICES**
- 12. INFRASTRUCTURE SERVICES**

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 31 DECEMBER 2023

File Reference	ADM0066
Date of Report	8 January 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 December 2023

BRIEF SUMMARY

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

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$12,288.51
Cheque Payments- Chq 15381	Municipal	\$200.00
EFT Payments #7003 to #7058	Municipal	\$215,877.20
Sub Total	Municipal	\$228,365.71
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$228,365.71

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 \$228,365.71 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 December 2023, as contained within **Attachment 13.1.1.**

13.2. LIST OF ACCOUNTS FOR PAYMENT – 31 JANUARY 2024

File Reference	ADM0066
Date of Report	6 February 2024
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 13.2.1 – List of Accounts for Payment – 31 January 2024

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 January 2024, 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 13.2.1**.

Payments up to 31 January 2024

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay)	Municipal	\$37,733.72
Cheque Payments	Municipal	\$0.00
EFT Payments #7059 to #7102	Municipal	\$181,848.25
Sub Total	Municipal	\$219,581.97
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$219,581.97

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 \$219,581.97 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2024, as contained within **Attachment 13.2.1**

13.3. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

File Reference	ADM0066
Date of Report	5 February 2024
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 13.3.1 – Monthly Financial Report 31 December 2023

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 December 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 December 2023 shows a closing surplus of \$1,271,765.

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 13.3.1**

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 December 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 13.3.1**

13.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2024

File Reference	ADM0066
Date of Report	13 February 2024
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 13.4.1 – Monthly Financial Report 31 January 2024

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 January 2024 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 January 2024 shows a closing surplus of \$1,112,152.

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 13.4.1**.

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 January 2024, 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 13.4.1**

13.5. 2023/2024 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2023 TO 31 DECEMBER 2023

File Reference	ADM0059
Date of Report	15 February 2024
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	Attachment 13.5.1 – 2023/2024 Budget Review Report – 1 July 2023 to 31 December 2023

BRIEF SUMMARY

This item is for Council to consider and adopt the 2023/2024 Budget Review as presented in the Statement of Financial Activity for the period ending 31 December 2023.

BACKGROUND/COMMENT

The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires that local governments conduct a budget review between 1 January and the last day in February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review.

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Council adopted a 10% or a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The Shire of Woodanilling adopted a balanced 2023/2024 Annual Budget with a nil carry forward. The proposed 2023/2024 Budget Review imposes a nil impact on the budget with no surplus/deficit.

The Shire of Woodanilling 2023/2024 Budget Review Report is contained in **Attachment 13.5.1**.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2024, for the period ending 31 December 2023, is presented for consideration. A Statement of Financial Activity at Nature/Type level has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2024.

STATUTORY/LEGAL IMPLICATIONS

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must*
 - a) *Consideration the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - b) *Consider the local government's financial position as at the date of the review; and*
 - c) *Review the outcomes for the end of that financial year that are forecast in the budget; and*
 - d) *Include the following-*
 - (i) *the annual budget adopted by the local government;*
 - (ii) *an update of each of the estimates included in the annual budget;*
 - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review;*

- (iv) adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The following has been identified in the table below:

BUDGET VARIATIONS

In summary, based on current trends, it is anticipated that a surplus of \$0 can be achieved as at 30 June 2024.

The following table details the proposed budget amendments:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
005270	Proceeds from disposal of Backhoe– Insurance payout from write-off of backhoe	(\$0)	(\$104,245)	(\$104,245)	
005270	Proceeds from disposal of WO-022 Landcare Utility. Landcare replaced utility and funded net change over cost of new utility	(\$0)	(\$21,000)	(\$21,000)	
	WDV book value of plant & equipment sold	\$24,000	\$149,245		\$125,245
General Purpose Funding					
031230	Rates Discount allowed – decrease in discount claimed due to reduced assessments paid within 35 days	\$53,000	\$41,834	(\$11,166)	
032010	Grants Commission – General – Additional general purpose grant provided by WA Local Government Grants Commission	(\$0)	(\$25,484)	(\$25,484)	
032020	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$0)	(\$19,416)	(\$19,416)	

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
032030	Grants Commission – Special Projects – Special bridge grant provided by WA Local Government Grants Commission for Onslow Road bridge works	(\$0)	(\$314,000)	(\$314,000)	
Governance					
041110	Expenses related to members – increase in administration allocations and material cost for book binding of minutes	\$185,441	\$246,646		\$61,205
041160	Australia Day Expenses – Increase for Australia Day expenses, offset by grant received	\$0	\$10,000		\$10,000
041220	Australia Day Grant – Additional grant funds received	\$0	(\$10,000)	(\$10,000)	
042000	Expenses relating to Administration – Increase in salaries to allow for Relieving CEO	\$587,146	\$614,851		\$27,705
042180	Administration costs recovered – increase in administration expenses allocated to other programs	(\$1,063,612)	(\$1,101,983)	(\$38,371)	
Education & Welfare					
084200	Income Relating to Well Aged Housing – Increase in NRAS contributions	(\$65,465)	(\$98,584)	(\$33,119)	
Community Amenities					
106220	Reimbursements WWLZ – Increase in reimbursements for net change-over cost of new utility after trade-in and additional increase in insurance premium.	(\$7,489)	(\$24,801)	(\$17,312)	
102200	Income relating to Urban Stormwater Drainage – Increase in grant funding for country water supply project to increase scope of works	(\$90,000)	(\$132,210)	(\$42,210)	
Recreation & Culture					
113020	Maintenance – Ovals & Buildings – Increase in water expenses, and contractors for turf maintenance	\$106,170	\$123,608		\$17,438
Transport					

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
122000	Expenses Relating to Streets, Roads – decrease in administration allocations	\$1083,892	\$1,061,811	(\$22,081)	
122030	Maintenance – Muni Fund Roads – Increase in Wages, Overheads and Plant costs for road maintenance works	\$317,266	\$479,181		\$161,915
122040	Expenses Relating to the Shire Depot – Decrease in wages and overheads allocations with more staff time spent on road maintenance activities, and lower insurance premium.	\$53,085	\$31,467	(\$21,618)	
125010	Licensing Payments – Reduction in transport licensing receipts processed, and therefore payments made to Dept of Transport	\$145,000	\$115,000	(\$30,000)	
125210	Licensing Receipts – trends indicate lower licensing receipts for year.	(\$145,000)	(\$115,000)		\$30,000
Other Property & Services					
143000	Expenses Relating to Public Works Overheads – Increase for consultant to undertake road program and road assessment works	\$37,517	\$79,462		\$41,945
143020	Public Holidays, Annual and Long Service Leave – Trends indicate decrease in paid leave for the year	\$108,000	\$69,639	(\$38,361)	
143060	Allowances – Allowances now allocated direct to job worked on	\$34,207	\$0	(\$34,207)	
143050	Less: Allocation of Public Works Overheads – decrease in overheads allocated to projects	(\$449,034)	(\$419,172)		\$29,862
144090	Plant Operation: Less allocated to Works – decrease in plant costs allocated to jobs and projects	(\$325,999)	(\$310,167)		\$15,832
147000	Gross Salaries and Wages Paid – Decrease in total salaries and wages paid due to position vacancies	\$1,220,192	\$1,208,690	(\$11,502)	
147010	Less Salaries and Wages allocated – Reduction in salaries and wages allocated to other programs	(\$1,220,192)	(\$1,208,690)		\$11,502
Surplus/Deficit					

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	(Surplus)/Deficit Carried Forward from 2022-2023 – Increase in closing surplus due to end of year audit adjustments	(\$1,204,153)	(\$1,303,516)	(\$99,363)	
	Book value of assets written back – write back of non-cash revenue on asset disposals.	(\$24,000)	(\$149,245)	(\$125,245)	
Plant & Equipment					
106301	Protection of Environment – Plant & Equipment – Purchase of replacement utility for WWLZ – offset from trade-in and contribution from WWLZ	\$0	\$38,300		\$38,300
123300	Transport – Plant & Equipment – Purchase of excavator to replace backhoe written off.	\$137,600	\$221,410		\$83,810
Bridges					
121350	Bridges Construction – Reconstruction works to Onslow Road bridge – funded from Special Bridge Grant	\$0	\$314,000		\$314,000
Drainage					
102300/ DWER1	DWER Dam project – Increase in wages, overheads and plant for sand pad install and additional contractor expenses for increase scope of works funded from new grant	\$109,727	\$158,174		\$48,447
	Other minor variations below the \$10,000 threshold			(\$79,927)	\$81,421
TOTAL				(\$1,098,627)	\$1,098,627
Net Adjustment to 2023/24 Budget				\$0	

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

Consultation was held with the Chief Executive Officer and relevant Shire Officers. The draft budget review was presented to Elected Members at the Council Briefing Session.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Budget review 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

Absolute Majority

OFFICER’S RECOMMENDATION

That Council, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*:

1. Adopts the 2023/2024 Budget Review Report as contained in **Attachment 13.5.1**; and
2. Authorises the Acting Chief Executive Officer to submit a copy of the 2023/2024 Budget Review to the Department of Local Government, Sport and Cultural Industries.

14. COMMUNITY SERVICES

14.1. CMCA GOLDEN WHISTLERS CHAPTER CAMP OUT 2024 – REQUEST FOR WAIVER OF FEES

File Reference	ADM0022 FH92
Date of Report	14 February 2024
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Lyn Mills, Executive Assistant 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	Simple Majority
Attachments	Attachment 14.1.1 – Letter for request for Waiver CMCA Attachment 14.1.2 – Application of Hire of Council Facilities

BRIEF SUMMARY

This item is for Council to consider the request from the Campervan & Motorhome Club of Australia (CMCA) to have the fees and charges reduced for the 2024 CMCA Golden Whistlers event to be held in November 2024.

The letter of request and application form is attached as **Attachment 14.1.1 and 14.1.2**.

BACKGROUND/COMMENT

In December 2021, CMCA West Coast Wags had 30+ vans attend for their Christmas function catered by the CWA Ladies. Some also patronised the Tavern.

In November 2022, the CMCA Whistlers held a gathering attended by 20 vans over a weekend. This equated to 21 people attending the Woodanilling Tavern for dinner on the Saturday night along with spending time within the district. Several members walked or rode bikes around the town and visited the General Store.

In December 2023 CMCA Golden Whistlers held a gathering attended by 20 vans over a weekend. This equated to 24 people attending the Woodanilling Tavern for our Christmas dinner on the Saturday night.

Several members walked or rode bikes around town and all our members visited the Woody Shop making purchases of Coffee or Ice Creams and one member purchasing 2 bales of hay to take back to Perth in their motorhome.

All events held in 2021, 2022 and 2023 were successful rallies and provided a great venue in Woodanilling for the camper who have consistently supported this outing.

The CMCA Golden Whistlers is again applying to the Council for a reduction of hire fees for the period of 7th November to the 11th November 2024. This will be their fourth attendance and “The Woodanilling Rally” is very popular with their group.

By reducing the hire fee for the Woodanilling Recreation Centre, this allows the opportunity for local business to benefit by the visit and increase the usage of the facilities along with increasing Woodanilling surrounds.

The Shire’s RV site fees are \$5 per van per night as well as the hire facility charges to utilise the Woodanilling Recreation Centre. They are requesting that the hire fees to the facility be reduced to \$25 per day instead the current fees of \$192.50 per day as detailed in the Shire’s current Fees and Charges.

The Shire received in RV fees totalling \$300.00 along with the discounted hire fee endorsed by Council previously. The CMCA are only requesting for the hire facility fees to be considered.

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There is a specific policy that is pertinent to this event. While Council Policy 13 – Camping of Recreational Vehicles and Overflow – camping grounds allows for these types of vehicles to be located within the Recreational Precinct.

Council Policy 81 – Use of Shire of Woodanilling Facilities – would ordinarily apply the set fees and charges with the 2023/2024 Annual Budget however this does fall into the 2024/2025 financial year.

FINANCIAL IMPLICATIONS

There is currently sufficient funds available within the current allocation to accommodate this application, however it must be noted that this will be applied with the proposed 2024/2025 Annual Budget as the event is to be held in November 2024.

The full cost is \$192.50 per day, totalling \$770.00. The rate requested at \$25 per day will amount to \$110.00 hence discounting the event by \$660.00. The provisions of each van contributing \$5 per day to be paid to the Shire.

STRATEGIC IMPLICATIONS

Theme 1

Community Facilities

VISION

To ensure access to high quality facilities and services that the community is proud to use and promote

OBJECTIVES

To make our Community a place where people want to come, stay, and grow

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

CW.12 Encourage programs, activities and/or facilities that promote tourism to assist with the sustainability of local businesses

CONSULTATION/COMMUNICATION

There was consultation with the Secretary, Mrs Margaret Cook (CMCA) and the Deputy Chief Executive Officer with a Hire of Council Facilities form submitted on the 18th January 2023.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low”.

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 authorises the Acting Chief Executive Office to reduce the hire fee of \$770.00 (including GST) to \$110.00 (including GST) for the period of 7th to 11th November 2024, for the hire of the Woodanilling Recreation Facility to the Campervan and Motorhome Club of Australia.

15. OFFICE OF CEO

15.1. INFORMATION BULLETIN – DECEMBER 2023 & JANUARY 2024

File Reference	ADM0105
Date of Report	3 February 2024
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 December 2023 Attachment No 15.1.2 - WWLZ – Information Report for January 2024

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 – December 2023/January 2024 (**Attachment 15.1.1 and Attachment 15.1.2**)

Circulars, Media Releases, Newsletters, Letters:

- Unconfirmed minutes for Special Council Meeting
- Australia Day Schedule
- OCM meeting invites for Feb, March, and April
- Cr Stephens with meeting invite for GSRAG and TRG
- State Records Keeping Requirements
- CEO & ACEO recruitment processes
- Social Media Release – new CEO
- DAP training – Cr Douglas, Thomson
- Meeting Hon Hannah Beazley

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	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 December 2023/January 2024.

15.2. ADOPTION OF 2022/2023 ANNUAL REPORT

File Reference	ADM0017
Date of Report	10 January 2024
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 – Shire of Woodanilling Annual Report 2022/2023(including Annual Financial Report and Independent Audit Report Confidential Attachment 15.2.2 – Management Letter

BRIEF SUMMARY

The purpose of this report is for the Council to adopt the 2022/2023 Shire of Woodanilling Annual Report and the Management Letter and Independent Audit Report from the Office of the Auditor General (OAG).

BACKGROUND/COMMENT

The OAG conducted the Annual Financial Audit for 2022/2023 commencing in October/November 2023 and concluded in December 2023. This item discusses the outcomes of the Audit.

The final audited financial statements have been received from the Office of Auditor General (OAG) and Lincolns and the formal audit exit meeting was held on 6 December 2023.

During this meeting the report was discussed for the year ended 30 June 2023, with the Management Letter findings as detailed in **Confidential Attachment 15.2.2**. With only 1 significant matter identified and detailed below.

- Regulation 17 – was identified as a significant issue with the management comment stating: *‘The recommendation is acknowledged and accepted. The Chief Executive Officer was initially unable to obtain a consultant mid-year however has now managed to obtain one and will be completed by 30 June 2024. Staffing issues have also been a factor on this matter.’*

Noting that this report was not able to be presented to the December 2023 Meeting of Council as the assessment through the OAG, the Audit Report was changed to qualified opinion based on the fact that the Fair Value was completed however was over 2022/2023 and into the 2023/2024 year. Therefore the OAG did not issue the Shire with the final findings and signed off until late on the 21 December 2023. Due to Council not holding a meeting in the month of January 2024, the report is just being presented this month.

Following the formal Audit Exit meeting, the Office of Auditor General released the independent auditor’s reports (including the Annual Report document as contained in).

Under section 5.53 of the Local Government Act 1995, the Shire is required to prepare an Annual Report for each financial year. This report is to contain:

- A report from the Shire President and Chief Executive Officer;
- An overview of the Plan for the Future/Community Strategic Plan;
- The 2022/2023 Financial Report;
- The 2022/2023 Auditor Report; and
- Any other prescribed information.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements.

If Council accepts the Annual Report at this meeting, the latest possible date for the meeting is Tuesday 16 April 2024.

The Annual Report has been prepared in accordance with the *Local Government Act 1995*, associated regulations and is contained in **Attachment 15.2.1**.

STATUTORY/LEGAL IMPLICATIONS

The *Local Government Act 1995* requires the Council to accept the Annual Report by 31 December each year unless the audit report is not available. If unable to be accepted by 31 December in any given year, then Council must accept the report within two (2) months of the audit report becoming available.

The Annual Electors Meeting must then be held within fifty-six (56) days of Council accepting the Annual Report. A minimum of fourteen days local public notice is required of the date, time, place and purpose of the meeting.

POLICY IMPLICATIONS

There is no policy associated with this item.

FINANCIAL IMPLICATIONS

There are no financial implications for this report. The Annual Report contains the annual financial statements for 2022/2023 with the current financial position of the Council for this period.

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

Consultation has been undertaken with the Chief Executive Officer, DL Consulting, and finance staff, OAG and Lincolns in regards to the management letter and audit requirements for this report. The Exit Meeting occurred with one member of the Audit Committee held on 6 December 2022. It must be noted that the Shire President was available at this time and the OAG was ok with the representatives for this meeting held.

RISK MANAGEMENT

There is a risk that should the Annual Report not be adopted within the timeframes outlined, Council may be in breach of the *Local Government Act 1995*, and applicable subsidiary legislation. Accordingly, the risk associated with this matter is assessed as “High”.

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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Accepts the Shire of Woodanilling 2022/2023 Annual Financial Report and Auditor's Independent Audit Report for the financial year ended 30 June 2023 as presented in **Attachment 15.2.1**;
2. Notes the qualified opinion issued by the Office of the Auditor General with one significant issued identified and addressed by management;
3. Convenes the Annual Electors Meeting on _____, in the Council Chambers commencing at _____; and
4. Receives the Management Report from the Office of the Auditor General for the year ended 30th June 2023 as contained in **Confidential Attachment 15.2.2**; and
5. Publish the Annual Report, Audit Report, Notice of Meeting and give public notice to the above effect, pursuant to the *Local Government Act 1995*, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire's website, official Notice Boards and Facebook site.

15.3. COMPLIANCE AUDIT RETURN 2023

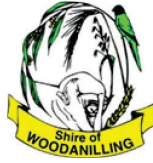
This item will be distributed separately prior to the meeting.

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



SHIRE OF WOODANILLING



Audit Committee Meeting Agenda 20 February 2024

Dear Elected Member

The next Audit Committee Meeting of the Shire of Woodanilling will be held on Tuesday 20 February 2024 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 3p.m.

Belinda Knight

ACTING CHIEF EXECUTIVE OFFICER

DISCLAIMER

This agenda has yet to be dealt with by the Audit Committee. The recommendations shown at the foot of each item have yet to be considered by the Audit Committee and are not to be interpreted as being the position of the Audit Committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Audit Committee.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Woodanilling disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so that person's or legal entity's own risk.

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