



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 21 May 2024

### 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](http://www.woodanilling.wa.gov.au)

# CONTENTS

<b>1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b>	<b>2</b>
<b>1.1. DISCLOSURE OF INTEREST</b>	<b>2</b>
<b>2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	<b>2</b>
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>	<b>2</b>
<b>4. PUBLIC QUESTION TIME</b>	<b>3</b>
<b>5. PETITIONS / DEPUTATIONS / PRESENTATIONS</b>	<b>4</b>
<b>6. APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>4</b>
<b>7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION</b>	<b>4</b>
<b>8. CONFIRMATION OF COUNCIL MEETING MINUTES:</b>	<b>4</b>
<b>8.1. ORDINARY COUNCIL MEETING – 16 APRIL 2024</b>	<b>4</b>
<b>9. CONFIRMATION OF OTHER MEETING MINUTES:</b>	<b>5</b>
<b>9.1. GREAT SOUTHERN COUNTRY ZONE MEETING – 19 APRIL 2024</b>	<b>5</b>
<b>9.2. BUSHFIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING HELD – 26 MARCH 2024</b>	<b>5</b>
<b>9.3. BUSHFIRE ADVISORY COMMITTEE MEETING – 26 MARCH 2024</b>	<b>5</b>
<b>10. REPORTS OF OFFICERS</b>	<b>5</b>
<b>11. REGULATORY SERVICES</b>	<b>5</b>
<b>12. INFRASTRUCTURE SERVICES</b>	<b>6</b>
<b>13. CORPORATE SERVICES</b>	<b>6</b>
<b>13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 APRIL 2024</b>	<b>6</b>
<b>13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2024</b>	<b>9</b>
<b>OFFICER’S RECOMMENDATION</b>	<b>10</b>
<b>14. COMMUNITY SERVICES</b>	<b>11</b>
<b>14.1. ENDORSEMENT OF FIRE BREAK NOTICE AND BUSH FIRE INFORMATION 2024/2025 AND APPOINTMENT OF OFFICER BEARERS</b>	<b>11</b>
<b>OFFICER’S RECOMMENDATION</b>	<b>13</b>
<b>15. OFFICE OF CEO</b>	<b>16</b>
<b>15.1. STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REVIEW</b>	<b>16</b>
<b>16. ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>20</b>
<b>17. CONFIDENTIAL REPORTS</b>	<b>20</b>
<b>18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL</b>	<b>20</b>
<b>19. CLOSURE OF MEETING</b>	<b>20</b>

# ORDINARY MEETING OF COUNCIL MINUTES

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President Cr Douglas opened the meeting at 4.00pm 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	
Cr I Garstone	
Cr R Marshall	
Cr K Stephens	

### Officers:

Paul Hanlon	Chief Executive Officer
Phil Burgess	Executive Manager Infrastructure

### Apologies:

### Observers:

Pauline  
Edgcumbe  
Sandy Thomas  
Leighanne  
Brewster

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil to report

#### **4. PUBLIC QUESTION TIME**

Cr Douglas welcomed the members of the public to the meeting and asked all who have questions to present their questions to the Council.

**Public Question Time commenced at 4.03 pm**

**Pauline Edgcumbe (written statement received by Chief Executive Officer at 3:45pm 21/05/2024)**

##### **Question 1**

Will a community support group be re-established? Issues to be addressed:

- Railway station
- Banners
- Planter boxes

##### ***Response (Cr Douglas – Shire President)***

The Shire has been looking at the possibility of the community establishing a Towns Team Movement.

##### ***Response (Chief Executive Officer)***

A Town Teams movement is a great way for the community to create an action group at arm's length from Council under an existing and proven model. The Shire is happy to make our meeting facilities available to arrange an introductory session with the Town Teams Movement to run through the model. Under this model projects such as the above can be looked at.

##### **Question 2**

Bloom Festival/Art Exhibition – is there a need for a committee?

##### ***Response (Cr Douglas – Shire President)***

Shire staff have been looking into the event for this year and will be in contact regarding the event. This could be something that the Town Teams Movement has involvement with.

##### **Question 3**

The Tip – is a TIP!!! What's happening – OSH issues.

##### ***Response (Chief Executive Officer)***

*This will be taken on notice and a formal response will be provided.*

##### **Question 4**

Cat sterilization programme – does the Shire run such a thing – ie. To address cat problem in Woody.

##### ***Response (Chief Executive Officer)***

*This will be taken on notice and a formal response will be provided.*

##### **Question 5**

HACC services – provision for elderly in Woody.

##### ***Response (Chief Executive Officer)***

*This will be taken on notice and a formal response will be provided.*



## 9. CONFIRMATION OF OTHER MEETING MINUTES:

### 9.1. GREAT SOUTHERN COUNTRY ZONE MEETING – 19 APRIL 2024

That the Minutes of the Great Southern Country Zone Meeting held 19 April 2024 be received by Council as detailed at **Attachment 9.1.1**.

#### **COUNCIL RESOLUTION – 9.1 - GREAT SOUTHERN COUNTRY ZONE MEETING – 19 APRIL 2024 (OCM 321/05/2024)**

**Moved: Cr Thomson                      Seconded: Cr Garstone**

That the Minutes of the Great Southern Country Zone Meeting held 19 April 2024 be received by Council as detailed at **Attachment 9.1.1**

**CARRIED 6/0**

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

**Against: Nil**

### 9.2. BUSHFIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING HELD – 26 MARCH 2024

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held 26 March 2024 be received by Council **Attachment 9.2.1**.

#### **COUNCIL RESOLUTION – 9.2. BUSHFIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING HELD – 26 MARCH 2024 (OCM 322/05/2024)**

**Moved: Cr Garstone                      Seconded: Cr Marshall**

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held 26 March 2024 be received by Council **Attachment 9.2.1**.

**CARRIED 6/0**

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

**Against: Nil**

### 9.3. BUSHFIRE ADVISORY COMMITTEE MEETING – 26 MARCH 2024

That the Minutes of the Bushfire Advisory Committee Meeting held 26 March 2024 be received by Council **Attachment 9.3.1**.

#### **COUNCIL RESOLUTION – 9.3. BUSHFIRE ADVISORY COMMITTEE MEETING – 26 MARCH 2024 (OCM 323/05/2024)**

**Moved: Cr Thomson                      Seconded: Cr Garstone**

That the Minutes of the Bushfire Advisory Committee Meeting held 26 March 2024 be received by Council **Attachment 9.3.1**.

**CARRIED 6/0**

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

**Against: Nil**

## 10. REPORTS OF OFFICERS

Nil to report

## 11. REGULATORY SERVICES

Nil to report

## 12. INFRASTRUCTURE SERVICES

## 13. CORPORATE SERVICES

### 13.1.LIST OF ACCOUNTS FOR PAYMENT – 30 APRIL 2024

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	6 May 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Brooke Dellacqua, Senior Finance Officer
<b>Disclosure of any Interest</b>	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> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.1.1</b> – List of Accounts for Payment – 30 April 2024

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 April 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 13.1.1**.

#### Payments up to 30 April 2024

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$15,138.39
Cheque Payments- Chq 15386	Municipal	\$16,318.47
EFT Payments #7207 to #7264	Municipal	\$123,880.70
<b>Sub Total</b>	<b>Municipal</b>	<b>\$155,337.56</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$155,337.56</b>

#### 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.

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



Risk Rating	Action
<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	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 \$155,337.56 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 April 2024, as contained within **ATTACHMENT 13.1.1.**

**COUNCIL RESOLUTION – 13.1 LIST OF ACCOUNTS FOR PAYMENT – 30 APRIL 2024 (OCM324/05/2024)**

**Moved: Cr Smith**

**Seconded: Cr Garstone**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$155,337.56 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 30 April 2024, as contained within **ATTACHMENT 13.1.1.**

**CARRIED 6/0**

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

**Against: Nil**

## 13.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2024

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	9 May 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	DL Consulting
<b>Disclosure of any Interest</b>	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> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.2.1</b> – Monthly Financial Report 30 April 2024

### BRIEF SUMMARY

The Monthly Financial Report for period ending 30 April 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 30 April 2024 shows a closing surplus of \$680,072.

### 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 January and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

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

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

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

#### STRATEGIES

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

### CONSULTATION/COMMUNICATION

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

**RISK MANAGEMENT**

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council receive the Monthly Financial Report for the period of 30 April 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 13.2.1**

**COUNCIL RESOLUTION – 13.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2024 (OCM325/05/2024)**

**Moved: Cr Marshall**

**Seconded: Cr Stephens**

That Council receive the Monthly Financial Report for the period of 30 April 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 13.2.1**

**CARRIED 6/0**

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

**Against: Nil**

## 14. COMMUNITY SERVICES

### 14.1. ENDORSEMENT OF FIRE BREAK NOTICE AND BUSH FIRE INFORMATION 2024/2025 AND APPOINTMENT OF OFFICER BEARERS

<b>File Reference</b>	ADM0038
<b>Date of Report</b>	8 May 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author/s of Report</b>	Hannah Wilson, Executive Assistant to CEO
<b>Disclosure of any Interest</b>	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> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>ATTACHMENT 14.1.1</b> –Fire Break Notice & Bush Fire Information 2023/2024 <b>ATTACHMENT 14.1.2</b> –Fire Break Notice & Bush Fire Information 2024/2025

#### BRIEF SUMMARY

The purpose of this report is to endorse the Shire’s annual Fire Break Notice and Bush Fire Information 2024/2025 being issued under section 33 of the *Bush Fires Act 1954* for the upcoming fire season. The power to endorse this notice has been delegated to the Chief Executive Officer in accordance with section 48 of the *Buh Fires Act 1954*. There is no power to sub-delegate under this Act.

#### BACKGROUND/COMMENT

The Shire publishes a Fire Break Notice and Bush Fire Information brochure annually in accordance with the *Bush Fires Act 1954*. The notice requires land owner/occupiers within the Shire to take specific action to prevent the outbreak and spread of bush fires within the district. This notice is issued under the authority of the Shire of Woodanilling Chief Executive Officer, as delegated under delegation instrument 21 - Variations to Firebreak Orders.

Should Council recommend endorsement, then Shire Officers will arrange advertisement of the Notice within the *Government Gazette* and the local newspaper. In addition, the information on the Shire’s website and the Fire Break Notice and Bush Fire Information brochure will also be updated to provide current and consistent information.

At the Bush Fire Advisory Committee Annual General Meeting held 26 March 2024, information relevant to the 2024/25 Fire Break Notice was discussed and updates were agreed to be presented to Council for endorsement in **Attachment 9.2.1**. Furthermore, formal appointments of Bush Fire Control Officers and Fire Weather Officers was discussed with recommendations presented as part of this report in **Attachment 9.2.1**. The Harvest Ban Committee (working group) and the Clover Burning working group and representatives on Regional Operations Advisory Committee (ROAC) were also discussed.

The updated 2024/25 Fire Break Notice is detailed in **Attachment 14.1.2** and will be issued with the 2024/25 rates notices.

#### STATUTORY/LEGAL IMPLICATIONS

This request aligns to section 33 of the *Bush Fires Act 1954*, which states the following:

##### ***Bush Fires Act 1954***

##### **17. Prohibited burning times may be declared by Minister**

- (1) *The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.*
- (2) *Where by declaration made under subsection (1) prohibited burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that*

subsection from time to time, those prohibited burning times shall have effect in respect of that zone in each year until that declaration is revoked.

**67. Advisory committees**

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

**33 Local government may require occupier of land to plough or clear fire-break**

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a **bush** fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –

Please refer to State Law Publisher for the full details from Sections 33(1) through to 33(9). The details are defined under this section of the Act.

**38. Local government may appoint bush fire control officer**

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

(10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.

**POLICY IMPLICATIONS**

There are no Council Policies applicable to this item.

**FINANCIAL IMPLICATIONS**

The printing of the Firebreak Notice is included within the Shire's annual budget.

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Law & Order**

**OBJECTIVES**

To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management.

## CONSULTATION/COMMUNICATION

The Fire Break Notice was discussed at the Bush Fire Advisory Committee Annual General Meeting held 26 March 2024, and the following amendments were noted as confirmed in the minutes of meeting under **Attachment 9.2.1**

## RISK MANAGEMENT

The risk in relation to this matter has been assessed as “Medium” on the basis that if Council does not endorse the amendments to the Fire Break and Fuel Hazard Reduction Notice, it may cause confusion to members of the community and fail to meet the statutory requirements of the *Bush Fires Act 1954*.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council:

1. Authorises the Chief Executive Officer to publish the Shire’s Fire Break Notice and Bush Fire Information Brochure 2024/25 as contained within **Attachment 14.1.2** in effect without amendment;
2. Authorises the Chief Executive Officer to arrange advertisement of the Notice within the *Government Gazette* and the local newspaper; and
3. Appoint the following persons as Bush Fire Control Officers in the district for the 2024/2025 Fire Season effective 1<sup>st</sup> July 2024 as confirmed in the Bushfire Advisory Committee Annual General Meeting held on 26 March 2024 in **Attachment 9.2.1**:

### ***Bush Fire Executives***

*Chief Bush Fire Control Officer*

*Evan Hall*

*Deputy Chief Bush Fire Control Officer*

*Lachlan Patterson*

*Senior Fire Control Officer 1*

*Bindi Murray*

*Senior Fire Control Officer 2*

*Jason Cronin*

**Bush Fire Control Officers**

<i>Beaufort/Kenmare</i>	<i>Bindi Murray</i>
<i>Boyerine/Westwood</i>	<i>Greg Doak</i>
<i>Centrals</i>	<i>David Coleman</i>
<i>Cartmeticup</i>	<i>Wayne Shackley</i>
<i>Glencoe</i>	<i>Braden Crosby</i>

4. Appoint the following persons as Fire Weather Officers in the district for the 2024/2025 Fire Season effective 1<sup>st</sup> July 2024 pursuant to the Bush Fires Act 1954:

**Fire Weather Officers**

<i>Fire Weather Officer</i>	<i>Jason Cronin</i>
<i>Deputy Fire Weather Officer</i>	<i>Bindi Murray</i>

5. Supports the following persons on the Harvest Ban Committee (working group), Clover Burning and Regional Operations Advisory Committee (ROAC) in the district for the 2024/2025 Fire Season effective 1<sup>st</sup> July 2024:

**Harvest Ban Committee**

<i>Chief Bush Fire Control Officer</i>	<i>Evan Hall</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Lachlan Patterson</i>
<i>Senior Fire Control Officer 1</i>	<i>Bindi Murray</i>
<i>Senior Fire Control Officer 2</i>	<i>Jason Cronin</i>
<i>Beaufort/Kenmare</i>	<i>Mal Baxter &amp; Graydn Wilcox</i>
<i>Boyerine/Westwood</i>	<i>Greg Doak</i>
<i>Centrals</i>	<i>Ian Garstone</i>
<i>Cartmeticup</i>	<i>Wayne Shackley</i>
<i>Glencoe</i>	<i>Braden Crosby</i>

**Clover Burning**

<i>Clover Burning Officer</i>	<i>Evan Hall</i>
<i>Clover Burning Officer</i>	<i>Paul Hanlon (Chief Executive Officer)</i>

**Regional Operations Advisory Committee (ROAC)**

<i>Delegates to ROAC</i>	<i>CBFCO Evan Hall plus 1</i>
<i>Secretary</i>	<i>Shire of Woodanilling</i>

**COUNCIL RESOLUTION – 14.1. ENDORSEMENT OF FIRE BREAK NOTICE AND BUSH FIRE INFORMATION 2024/2025 AND APPOINTMENT OF OFFICER BEARERS (OCM326/05/2024)**

**Moved: Cr Smith**

**Seconded: Cr Garstone**

That Council:

1. Authorises the Chief Executive Officer to publish the Shire’s Fire Break Notice and Bush Fire Information Brochure 2024/25 as contained within Attachment 14.1.2 in effect without amendment;
2. Authorises the Chief Executive Officer to arrange advertisement of the Notice within the Government Gazette and the local newspaper; and
3. Appoint the following persons as Bush Fire Control Officers in the district for the 2024/2025 Fire Season effective 1st July 2024 as confirmed in the Bushfire Advisory Committee Annual General Meeting held on 26 March 2024 in Attachment 9.2.1:

Bush Fire Executives

Chief Bush Fire Control Officer	Evan Hall
Deputy Chief Bush Fire Control Officer	Lachlan Patterson
Senior Fire Control Officer 1	Bindi Murray
Senior Fire Control Officer 2	Jason Cronin

Bush Fire Control Officers

Beaufort/Kenmare	Bindi Murray
Boyerine/Westwood	Greg Doak
Centrals	David Coleman
Cartmeticup	Wayne Shackley
Glencoe	Braden Crosby

4. Appoint the following persons as Fire Weather Officers in the district for the 2024/2025 Fire Season effective 1st July 2024 pursuant to the Bush Fires Act 1954:

Fire Weather Officers

Fire Weather Officer	Jason Cronin
Deputy Fire Weather Officer	Bindi Murray

5. Supports the following persons on the Harvest Ban Committee (working group), Clover Burning and Regional Operations Advisory Committee (ROAC) in the district for the 2024/2025 Fire Season effective 1st July 2024:

Harvest Ban Committee

Chief Bush Fire Control Officer	Evan Hall
Deputy Chief Bush Fire Control Officer	Lachlan Patterson
Senior Fire Control Officer 1	Bindi Murray
Senior Fire Control Officer 2	Jason Cronin
Beaufort/Kenmare	Mal Baxter & Graydn Wilcox
Boyerine/Westwood	Greg Doak
Centrals	Ian Garstone
Cartmeticup	Wayne Shackley
Glencoe	Braden Crosby



Clover Burning

Clover Burning Officer

Evan Hall

Clover Burning Officer

Paul Hanlon (Chief Executive Officer)

Regional Operations Advisory Committee (ROAC)

Delegates to ROAC

CBFCO Evan Hall plus 1

Secretary

Shire of Woodanilling

**CARRIED 6/0**

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

**Against: Nil**

## 15. OFFICE OF CEO

### 15.1. STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REVIEW

<b>File Reference</b>	ADM0013
<b>Date of Meeting</b>	21/05/2024
<b>Previous Meetings</b>	Nil
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	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> .
<b>Attachments</b>	<b>Attachment 15.1.1 – Strategic Community Plan Survey</b>

#### BRIEF SUMMARY

The Shire of Woodanilling is required under the provisions of the Local Government Act 1995 and Local Government (Administration) Regulations 1996 REG 19C to have a compliant Plan for the Future. The Strategic Community plan requires a full review every four years and a desktop review every two years. The purpose of this report is to seek authorisation for the Chief Executive Officer to complete the project according to the recommended Community Engagement approach and Project Timeline.

#### BACKGROUND

##### About the Strategic Community Plan and Integrated Planning Framework

The Strategic Community Plan is the key plan of the Integrated Planning Framework which also includes the Corporate Business Plan and informing strategies such as the Long-Term Financial Plan.

The Strategic Community Plan is a legislated requirement of local government that outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities. The Strategic Community Plan:

- Establishes the community's vision for the local government's future, including aspirations and service expectations.
- Drives the development of local government area/place/regional plans, resourcing and other informing strategies, for example, workforce, asset management and services.
- Is ultimately the driver behind all other planning including the Corporate Business Plan and Annual Budget.

A full review of the Strategic Community Plan is required every four years with a desktop review recommended to be completed every two years.

# Integrated Planning Framework Mapped



## Corporate Business Plan

The Corporate Business Plan is an internal business planning tool that translates council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period (usually 4 years). It also includes the processes for delivering these and the costs associated. The Shire’s Annual Budget represents the first 12 month period of the Corporate Business Plan.

## Long-Term Financial Plan

Long term financial planning is a key element of the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community priorities. The Long-Term Financial Plan (LTFP) is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

## COMMENT

### Shire of Woodanilling Strategic Community Plan 2012-2022

The Shire of Woodanilling Strategic Community Plan 2012-2022 is overdue for review. In 2023, the Shire of Woodanilling engaged Caroline Robinson from 150Square to review the current plan, engage with the community and prepare a renewed strategic community plan and corporate business plan.

The goals for the review are to:

- Communicate the Shire’s achievements against its current Strategic Community Plan 2012 – 2022.
- Understand community priorities through community engagement.
- Identify gaps within the Shire’s existing Strategic Community Plan 2012 – 2022.
- Provide opportunities for the community, Councillors and Shire staff to provide feedback and input in the review of the Strategic Community Plan.
- Develop a Strategic Community Plan 2024-2034 which reflects the aspirations of the Community for the next 10 years.
- Develop a Corporate Business Plan for the next four years.
- Develop a Long-Term Financial Plan that informs and validates the actions identified in the Strategic Community Plan and Corporate Business Plan.

## Community Engagement

Engaging with the community is essential for the development or review of a Strategic Community Plan. The Shire of Woodanilling Policy 84 Community Engagement sets out the framework for community

engagement in Woodanilling. Given that the Strategic Community Plan is the key plan of Council, thorough consultation with the community is recommended through the following means during the remainder of May and June 2024:

- Conduct a broad community survey to be made available both online and in print and promoted in the June edition of the Wongi. **Attachment 15.1.1 – Strategic Community Plan Survey**
- Consult directly with Community Groups including sporting, not for profits and associations.
- Conduct a pop-up community consultation booth at the Meet and Greet event planned for Saturday 22<sup>nd</sup> June.
- Host a pop-up booth in the Shire administration building.

### **Project timeline**

It is recommended that the project runs to the following timeline:

- June 2024 – Community Engagement and review of current Strategic Community Plan
- July 2024 – Presentation of Community Engagement Report and Review of Strategic Community Plan
- August/September 2024 – Preparation of Draft Strategic Community Plan, Draft Corporate Business Plan and Draft Long-Term Financial Plan
- October 2024 – Adoption of Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan

### **STATUTORY/LEGAL IMPLICATIONS**

#### **Local Government Act 1995 section 5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

#### **Local Government (Administration) Regulations 1996 REG 19C**

### **POLICY IMPLICATIONS**

Shire of Woodanilling Policy No 84: Community Engagement

### **FINANCIAL IMPLICATIONS**

The review of the Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan has been budgeted for under the Shire's 2023/24 Annual Budget.

### **STRATEGIC IMPLICATIONS**

#### **THEME 3**

#### **Governance**

#### **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**

Two workshops have been held with the Council in both 2023 and recently in May 2024.

## RISK ASSESSMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the report there is a risk to the Shire’s reputation, service delivery and legislative commitments. By following the officer’s recommendation, the Shire will be able to conduct the required community engagement to complete the Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan in a 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:

1. Authorises the Chief Executive Officer to conduct community consultation to inform the Strategic Community Plan and Corporate Business Plan review and,
2. Authorises the Chief Executive Officer to undertake the review following the recommended Project Timeline.

### **COUNCIL RESOLUTION – 15.1 STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REVIEW (OCM324/05/2024)**

**Moved: Cr Garstone**

**Seconded: Cr Smith**

That council:

1. Authorises the chief executive officer to conduct community consultation to inform the strategic community plan and corporate business plan review and,
2. Authorises the chief executive officer to undertake the review following the recommended project timeline.

**CARRIED 6/0**

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

**Against: Nil**

**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**

There being no further business the President declared the meeting closed at 4.51pm

I certify that these minutes were confirmed at the Ordinary Council Meeting held on the ...21-05/2024.....

Presiding Member – Councillor Dale Douglas

.....

Date.....