



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 19 November 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

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Douglas declared the meeting open at 4:01pm.

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)

<p>Present: Cr D Douglas Cr HR Thomson Cr I Garstone Cr R Marshall Cr K Stephens Cr B Smith</p> <p>Officers: Paul Hanlon</p> <p>Apologies: Nil</p> <p>Observers: Rob Peters</p>	<p>Shire President Deputy Shire President</p> <p>Chief Executive Officer</p>
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3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY SHIRE PRESIDENT, DEPUTY PRESIDENT AND COUNCILLORS WITHOUT DISCUSSION

President Douglas

- Acknowledge the passing of one of our long term past Councillors Mr Ian Douglas
- 4WDL Meeting
- Thank Cr Thomson for standing in as President whilst absent
- Attended the Bush Fire Breakfast at Kenmare Hall
- Thank Cr Garstone for attending the Climate Alliance meeting
- Congratulate the CEO on welcoming a new member to their family

Cr Thomson

- Attended the Bush Fire Breakfast at Kenmare Hall

Cr Garstone

- Attended the climate resilience meeting in Katanning – climate is becoming drier
- Attended the Bush Fire Breakfast at Kenmare Hall
- Attended the Landcare meeting and currently looking at Auditing the organisation and reviewing the strategic direction of the organisation moving forward. Report more at the next meeting.
- Attended the community sundowner to help setup

Cr Marshall

- Nil

Cr Stephens

- Attended the community Sundowner – approximately 40 people in attendance. 51 Burgers sold.
- Attended the Melbourne Cup Luncheon

Cr Smith

- P&C Meeting – Woody Stock donated \$1,000 to the town Christmas Party
- Attended the Thursday coffee mornings

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY COUNCIL MEETING – 15 OCTOBER 2024

That the Minutes of the Ordinary Meeting of Council held 15 October 2024 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION – 8.1 - ORDINARY COUNCIL MEETING – 15 OCTOBER 2024 (OCM 364/11/2024)

Moved: Cr Thomson Seconded: Cr Garstone

That the Minutes of the Ordinary Meeting of Council held 15 October 2024 be confirmed as a true and correct record of proceedings with the exception that Cr Smith was an apology which should be reflected in the voting.

CARRIED 6/0

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

Against: Nil

9. CONFIRMATION OF OTHER MEETING MINUTES:

Nil

10. REPORTS OF OFFICERS

Nil

11. REGULATORY SERVICES

Nil

12. INFRASTRUCTURE SERVICES

Nil

13. CORPORATE SERVICES

13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 OCTOBER 2024

File Reference	ADM0066
Date of Report	13 November 2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.1.1 – List of Accounts for Payment – 31 October 2024

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 October 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 September 2024

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$20,826.33
Cheque Payments- Chq 15395	Municipal	\$230.05
EFT Payments #7506 to #7536	Municipal	\$251,346.97
Sub Total	Municipal	\$272,403.35
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$272,403.35

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 \$272,403.35 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2024, as contained within **ATTACHMENT 13.1.1**.

COUNCIL RESOLUTION – 13.1 LIST OF ACCOUNTS FOR PAYMENT – 31 OCTOBER 2024 (OCM365/11/2024)

Moved: Cr Thomson Seconded: Cr Smith

That Council accepts the list of accounts and details of the credit card amounts, totalling \$272,403.35 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2024, as contained within **ATTACHMENT 13.1.1**.

CARRIED 6/0

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

Against: Nil

13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2024

13 File Reference	ADM0066
Date of Report	12 November 2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.2.1 - Monthly Financial Report 31 October 2024

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 October 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 October 2024 shows a closing surplus of \$1,925,785.

STATUTORY/LEGAL IMPLICATIONS

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

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

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 October 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 31 OCTOBER 2024 (OCM366/11/2024)
Moved: Cr Thomson Seconded: Cr Smith

That Council receive the Monthly Financial Report for the period of 31 October 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 Marshall, Cr Stephens, Cr Garstone, Cr Smith
Against: Nil

13.3 INVESTMENTS REPORT – 31 OCTOBER 2024

File Reference	ADM066
Date of Report	01 November 2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Paul Hanlon, 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	Nil

BRIEF SUMMARY

The purpose of this report is for Council to receive the investments report which provides an overview on investments made and held by the Shire.

BACKGROUND

Money held in the Municipal Fund that is not required for the time being may be invested in accordance with the Local Government Act 1995 and the Trustees Act 1962 Part III.

COMMENT

The initial investments made by the Shire of Woodanilling which occurred on 1st August 2024 have now rolled over on the 30th October 2024. This report is to provide council with a monthly update on the investments made.

The table below details the investments made by the Shire on the 30th October 2024 which remain current at 31 October 2024:

INVESTMENT REGISTER						
NATIONAL AUSTRALIA BANK – FIXED TERM DEPOSIT						
ACCOUNT N ^o	DATE OF INVESTMENT	INTEREST RATE	AMOUNT INVESTED	TERM	INTEREST AT MATURITY	DATE OF MATURITY
#0134	30/10/2024	4.91%	\$708,457.54	90 Days	\$8,577.19	28/01/2025
#0368	30/10/2024	4.91%	\$354,228.77	90 Days	\$4,228.60	28/01/2025

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) *deleted*]
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and
 - (d) provide for the application of investment earnings; and
 - (e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

 - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)* section 5; or
 - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

POLICY IMPLICATIONS

Council Policy 115 – Investments

Delegation No. 13 Investment of Surplus Funds

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

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

Council were consulted on the investments to be made in the June and July 2024 Briefing Sessions.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not receive the report, the Shire of Woodanilling will not be following adopted Council Policy. Following the Officer’s recommendation will ensure that Council Policy is adhered to.

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 receives the Investments Report.

COUNCIL RESOLUTION – 13.3 - INVESTMENTS REPORT – 31 OCTOBER 2024 (OCM367/11/2024)

Moved: Cr Smith Seconded: Cr Stephens

That Council receives the Investments Report.

CARRIED 6/0

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

Against: Nil

14. COMMUNITY SERVICES

Nil

15. OFFICE OF CEO

15.1. PROPOSED OFFICE AND WORKS DEPOT CLOSURE - CHRISTMAS / NEW YEAR PERIOD 2024/2025

File Reference	ADM0003
Date of Report	14 November 2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Paul Hanlon, 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	Nil.

BRIEF SUMMARY

Council is asked to consider the closure of the Administration Office and Works Depot from 4pm on Friday 20 December 2024, with staff returning on Monday 6 January 2025. An early decision will inform the community well in advance of the office closure and thus allow residents to make arrangements to meet their commitments.

BACKGROUND

Traditionally the Administration Office and Depot have closed over the Christmas and New Year period, and there is no record of this closure causing any inconvenience to the community. The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transaction during this period has been low.

The Depot crew also take leave during this period, however, there will be staff available to attend to any emergencies that may be required to be attended to. The Refuse and Recycling Site is historically open over the Christmas / New Year period to allow residents to access this service. It is proposed that the site operates on a reduced basis over this period being open on the following bin collection days of Thursday 26th December 2024 and Thursday 2nd January 2025 as well as Saturday 4th January 2025 with a return to full service from Thursday 9th January 2025.

The proposed closure dates are as detailed below:

2024/25 Proposed Christmas / New Years Closure Dates				
Day	Date	Administration/Office	Shire Depot	Refuse and Recycling Site
Monday	23/12/2024	Leave Day		
Tuesday	24/12/2024	Leave Day		
Wednesday	25/12/2024	Christmas Public Holiday		
Thursday	26/12/2024	Boxing Day Public Holiday		OPEN
Friday	27/12/2024	Leave Day		
Saturday	28/12/2024			CLOSED
Sunday	29/12/2024			CLOSED
Monday	30/12/2024	Leave Day		
Tuesday	31/12/2024	Leave Day		
Wednesday	1/01/2025	New Years Day Public Holiday		
Thursday	2/01/2025	Local Government Day per Award		OPEN
Friday	3/01/2025	Leave Day		
Saturday	4/01/2025			OPEN
Sunday	5/01/2025			CLOSED
Monday	6/01/2025	Open for Business		
Tuesday	7/01/2025	Depot Staff Return		

It is the Officers Recommendation to support this request for Christmas and New Year’s closure period with emergency numbers to be available and distributed for the aspect of any significant emergencies or requirements that may be needed to be addressed over this period of time.

STATUTORY/LEGAL IMPLICATIONS

There is no statutory environment related to this item.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There is no financial implications to the organisation as all staff are entitled to leave which has been factored into the annual budget and any salary and wage considerations are budgeted.

STRATEGIC IMPLICATIONS

Theme 3

Customer Service

VISION

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

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

Staff have been consulted and will be informed in relation to the designated public holidays and Local Government public holiday.

RISK MANAGEMENT

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

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 authorises the Chief Executive Officer to:

- a. close the Administration Office and the Works Depot from 4pm on Friday 20 December 2024,
- b. resume operations in 2025 with Administration staff returning to work on Monday 6 January 2025 and Shire Depot staff returning on Tuesday 7 January 2025,
- c. open the Woodanilling Refuse and Recycling Site on the following bin collection days of Thursday 26th December 2024 and Thursday 2nd January 2025 as well as Saturday 4th January 2025.
 - a) advertise the closure details on the Shire's website, Facebook page and Notice Boards leading up to the Christmas period.
 - b) ensure that there will be staff available for call outs in the event of an emergency

COUNCIL RESOLUTION – 15.1 PROPOSED OFFICE AND WORKS DEPOT CLOSURE - CHRISTMAS / NEW YEAR PERIOD 2024/2025 (OCM368/11/2024)

Moved: Cr Smith Seconded: Cr Thomson

That Council:

- a. close the Administration Office and the Works Depot from 4pm on Friday 20 December 2024
- b. resume operations in 2025 with Administration staff returning to work on Monday 6 January 2025 and Shire Depot staff returning on Tuesday 7 January 2025,
- c. open the Woodanilling Refuse and Recycling Site on the following bin collection days of Thursday 26th December 2024 and Thursday 2nd January 2025 as well as Saturday 4th January 2025.
- d. advertise the closure details on the Shire's website, Facebook page and Notice Boards leading up to the Christmas period.
- e. ensure that there will be staff available for call outs in the event of an emergency

CARRIED 6/0

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

Against: Nil

15.2. PROPOSED COUNCIL MEETING DATES 2025

File Reference	ADM0368
Date of Report	18/11/2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Paul Hanlon, 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	Nil

BRIEF SUMMARY

The purpose of this report is for Council to consider the Ordinary Council Meeting dates, times and schedule for the 2025 calendar year. All nominated meeting dates fall on the 3rd Tuesday of the month.

BACKGROUND

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

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

Accordingly, Council is requested to adopt the following dates on which Ordinary Council Meetings are to be held in 2025:

2025 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2025			
Tuesday	18th February 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th March 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th April 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th May 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th June 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th July 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th August 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th September 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st October 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th November 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th December 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

STATUTORY/LEGAL IMPLICATIONS

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

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

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

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

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

POLICY IMPLICATIONS

There are no policies that are associated with this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

STRATEGIC IMPLICATIONS

Theme 3

Customer Service

VISION

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

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

Consequence	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 requests the Chief Executive Officer to give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's 2025 Ordinary Council Meetings to be held at 4:00pm in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling on the following dates:

2025 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2025			
Tuesday	18th February 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th March 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th April 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th May 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th June 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th July 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th August 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th September 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st October 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th November 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th December 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

COUNCIL RESOLUTION – 15.2 PROPOSED COUNCIL MEETING DATES 2025 (OCM369/11/2024)

Moved: Cr Smith Seconded: Cr Garstone

That Council:

requests the Chief Executive Officer to give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire’s 2025 Ordinary Council Meetings to be held at 4:00pm in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling on the following dates:

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Tuesday	16th December 2025	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Marshall, Cr Stephens, Cr Garstone, Cr Smith
Against: Nil

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

Nil

17. CONFIDENTIAL REPORTS

17.1. CEO PROBATION PERFORMANCE REVIEW	
18. FILE REFERENCE	ADM0088
Date of Report	14 November 2024
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Paul Hanlon, Chief Executive Officer
Disclosure of any Interest	Paul Hanlon Direct Financial Interest The Chief Executive Officer performance review is directly related to the employment contract of the CEO and this item considers the CEO's Probation, Contract and Key Performances Indicators.
Voting Requirement	Absolute Majority
Attachments	Confidential Attachment 17.1.1 – Summary Report to Council – CEO Probation Performance Review

REASON FOR CONFIDENTIALITY

Section under the Act

This matter is to be considered behind closed doors pursuant to s.5.23(2)(a) of the Local Government Act 1995 as the subject matter relates to:

Sub-clause and Reason:

“s.5.23(2)(a) a matter affecting an employee or employees.”

MOTION TO ENTER CONFIDENTIAL DISCUSSIONS

Procedural Motion

Moved: Cr Smith Seconded: Cr Thomson

A motion was moved to enter into confidential discussions at

CARRIED 6/0

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

Against: Nil.

MOTION TO RETURN FROM CONFIDENTIAL DISCUSSIONS

Procedural Motion

Moved: Cr Smith Seconded: Cr Stephens

A motion was moved to return from confidential discussions to an open Council Meeting at

CARRIED 6/0

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

Against: Nil

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

19. CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 4:31pm.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on the 19 November 2024.

Presiding Member – Councillor Dale Douglas

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Date.....