



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 11 February 2025

### Disclaimer

The recommendations contained in the Minutes 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)

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.00pm

### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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.

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:

Mark Hook	Acting Chief Executive Officer
Ciara Whitmore	Customer Service Officer

#### Apologies:

Nil

#### Observers:

Nil

## 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 COUNCILLORS WITHOUT DISCUSSION

### Shire President:

- Acknowledged the success of the Christmas Party with staff and councillors.
- Thanked officers for securing funding for the Australia Day Breakfast, which had over 100 attendees, including 25-30 children.
- Highlighted the success of the Tom Curtin Event with over 400 attendees. Special thanks to Kahlia for championing the event.
- Met with local elder Joe Ward regarding Aboriginal heritage projects.
- Attended the Town Teams meeting, with approximately 20 attendees, encouraging community-driven events.
- Welcomed Acting CEO Mark Hook to the organisation.

### Deputy President Cr Thompson:

- Spoke with Richard George (Ag Department) regarding Botham River Survey results and the potential removal of forestry in the area.

### Cr Smith:

- Attended Town Teams meeting, Christmas party, Australia Day breakfast, and weekly ladies' coffee mornings (10-15 attendees).

### Cr Garstone:

- Attended Woodanilling LCD Land Conservation meeting. A survey regarding land care direction is due by 18 February.

### Cr Marshall:

- Attended Town Teams meeting, Christmas Party, and Australia Day Breakfast.

### Cr Stephens:

- Attended Town Teams meeting, Australia Day Breakfast, and Tom Curtin Event.
- The Tom Curtin Event was well attended by residents from surrounding towns.

## 8. CONFIRMATION OF COUNCIL MEETING MINUTES:

### 8.1. ORDINARY MEETING OF COUNCIL HELD – 17/12/2024

That the Minutes of the Ordinary Meeting of Council held 17 December 2024 be confirmed as a true and correct record of proceedings.

#### **COUNCIL RESOLUTION – 8.1 – ORDINARY MEETING OF COUNCIL HELD – 17/12/2024 (OCM 389/02/2025)**

**Moved: Cr Stephens      Seconded: Cr Smith**

That the Minutes of the Ordinary Meeting of Council held 17 December 2024 be confirmed as a true and correct record of proceedings.

**CARRIED 6/0**

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

**Against: Nil**

## **8.2. SPECIAL MEETING OF COUNCIL HELD – 19/12/2024**

That the Minutes of the Ordinary Meeting of Council held 19 December 2024 be confirmed as a true and correct record of proceedings.

### **COUNCIL RESOLUTION – 8.2. SPECIAL MEETING OF COUNCIL HELD – 19/12/2024 (OCM 390/02/2025)**

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

That the Minutes of the Ordinary Meeting of Council held 19 December 2024 be confirmed as a true and correct record of proceedings.

**CARRIED 6/0**

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

**Against: Nil**

## **9. CONFIRMATION OF OTHER MEETING MINUTES**

Nil.

## **10. REPORTS OF OFFICERS**

Nil.

## 11. REGULATORY SERVICES

### 11.1. PROPOSED SHED – LOT 135 MCDONALD ROAD, WOODANILLING

<b>File Reference</b>	DA61
<b>Date of Report</b>	6 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting Chief Executive Officer
<b>Author of Report</b>	Steve Thompson, Town Planner
<b>Disclosure of any Interest</b>	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i> ).
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 11.1.1</b> - Information from applicant <b>Attachment 11.1.2</b> - Local Planning Policy No. 2 Sheds/Outbuildings

#### BRIEF SUMMARY

To consider an application for development approval to construct a shed at Lot 135 McDonald Road, Woodanilling.

#### BACKGROUND

The applicant, Phoenix Sheds, on behalf of the landowner, seeks development approval for a shed.

The site is located approximately 2.5 km north of the Woodanilling town centre. The site is 2.68 hectares in area, is vacant and is generally cleared.

The proposed shed has a floor area of 162m<sup>2</sup>, a length of 9m, a width of 18m, a wall height of 3m and is 3.8m to the roof apex. The applicant advises the shed is for storage only and is not for commercial purposes. The landowner has not advised of plans to construct a house on the site. Details submitted by the applicant are set out in **Attachment 11.1.1**.

The site is zoned 'Local Rural' in the *Shire of Woodanilling Local Planning Scheme No. 1* (the Scheme). The Scheme sets a minimum setback standard of 10m to front and rear boundaries and 5m to side boundaries. The shed is well setback from property boundaries.

Clause 3.2 of the Scheme sets out the following objective for the Local Rural zone:

'To provide for a mix of residential and business related uses in a rural setting which achieves a high standard of visual amenity, facilitates landscape protection and conservation and will not cause land use conflicts or adverse impacts on the amenity and character of the zone.'

Council's Local Planning Policy 2 – Sheds/Outbuildings is provided in **Attachment 11.1.2**.

The site is partially located within a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. The shed is located in the Bush Fire Prone Area. It is suggested there is no requirement for a Bushfire Attack Level assessment for this Development Application which is for domestic storage purposes.

#### COMMENT

The Development Application is conditionally supported. This follows assessment against the planning framework, information provided by the applicant and the site characteristics. Conditional approval is recommended given:

- The shed is not considered to detract from the streetscape given the significant setback from the McDonald Road boundary;
- The shed is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area;
- The proposed storage use is compatible with the area's character; and
- Development conditions can assist to control the use, management and design of the development including requiring Colourbond colours.

### STATUTORY/LEGAL IMPLICATIONS

*Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of the Scheme which is an operative local planning scheme under the provisions of the Act/Regulations.

### POLICY IMPLICATIONS

*Local Planning Policy 2 – Sheds/Outbuildings*

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy, but is required to have regard to the policy in determining the Development Application.

It is recommended that Local Planning Policy No. 2 – Sheds/Outbuildings is reviewed and updated. This, in part, to reflect changes to the Scheme and the Residential Design Codes, changing community expectations and to increase certainty as to Council requirements.

### FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

### STRATEGIC IMPLICATIONS

Nil

### CONSULTATION/COMMUNICATION

The Shire has not undertaken consultation on the Development Application.

### RISK MANAGEMENT

Should Council not proceed on the officer's recommendation, there is a risk to the Shire's reputation should it be seen as not supporting actions agreed to by the Alliance of Central Great Southern Councils. Therefore, it is assessed that the risk is "Low" as reflected below.

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

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

### VOTING REQUIREMENTS

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Woodanilling Local Planning Scheme No. 1*, grant development approval for a storage shed at Lot 135 on Deposited Plan 223224 McDonald Road, Woodanilling subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out
3. The external walls and roof of the storage shed are clad in Colourbond colours to the satisfaction of the local government.
4. The shed is not used for commercial, industrial or habitable purposes.
5. The operator/owner establishes an asset protection zone around the shed prior to occupation, which is then suitably maintained to the satisfaction of the local government.
6. The landowner maintains the site in a tidy condition, to the satisfaction of the local government, so as not to prejudicially affect the amenity of the area.

#### Advice Notes:

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) In relation to Condition 4, the *Shire of Woodanilling Local Planning Scheme No. 1* requires a residence on the property prior to the establishment of non-residential development.
- C) The property is partially located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.



**COUNCIL RESOLUTION – 11.1. PROPOSED SHED – LOT 135 MCDONALD ROAD, WOODANILLING (OCM 391/02/2025)**

**Moved: Cr Marshall      Seconded: Cr Smith**

That Council pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Woodanilling Local Planning Scheme No. 1, grant development approval for a storage shed at Lot 135 on Deposited Plan 223224 McDonald Road, Woodanilling subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out
3. The external walls and roof of the storage shed are clad in Colourbond colours to the satisfaction of the local government.
4. The shed is not used for commercial, industrial or habitable purposes.
5. The operator/owner establishes an asset protection zone around the shed prior to occupation, which is then suitably maintained to the satisfaction of the local government.
6. The landowner maintains the site in a tidy condition, to the satisfaction of the local government, so as not to prejudicially affect the amenity of the area.

Advice Notes:

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) In relation to Condition 4, the Shire of Woodanilling Local Planning Scheme No. 1 requires a residence on the property prior to the establishment of non-residential development.
- C) The property is partially located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

**CARRIED 6/0**

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

**Against: Nil**

## 11.2. PROPOSED SHED – LOT 323 ROBINSON ROAD, WOODANILLING

<b>File Reference</b>	DA62
<b>Date of Report</b>	6 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting Chief Executive Officer
<b>Author of Report</b>	Steve Thompson, Town Planner
<b>Disclosure of any Interest</b>	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i> ).
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 11.2.1</b> - Information from applicant <b>Attachment 11.2.2</b> - Local Planning Policy No. 2 Sheds/Outbuildings

### BRIEF SUMMARY

To consider an application for development approval to construct a shed at Lot 323 Robinson Road, Woodanilling.

### BACKGROUND

The applicant, Action Sheds Australia Pty Ltd on behalf of the owner, seeks development approval for a shed.

The site is located approximately 1km west of the Woodanilling town centre. The site is 1.7829 hectares in area, is vacant and is generally cleared.

The proposed shed has a floor area of 240m<sup>2</sup>, a length of 15m, a width of 16m, a wall height of 5.5m and is 6.8m to the roof apex. The shed is proposed to be constructed in Pale Eucalypt Colourbond for the walls, roof, roof gutters and flashing. Details submitted by the applicant are set out in **Attachment 11.2.1**.

The shed is proposed to be located 20m from the front (Robinson Road) boundary and 20m from the eastern boundary.

The applicant advises:

- The shed is to be used for storage of equipment and tools used to maintain the property. The landowner also plans to store a restored prime mover. The shed will provide weather protection and security;
- The landowner has no interest or desire to use the shed for business, logistics or industrial purposes; and
- The landowner is unable to provide a time frame for the house.

The site is zoned 'Local Rural' in the *Shire of Woodanilling Local Planning Scheme No. 1* (the Scheme). The Scheme sets a minimum setback standard of 10m to front and rear boundaries and 5m to side boundaries.

Clause 3.2 of the Scheme sets out the following objective for the Local Rural zone:

'To provide for a mix of residential and business related uses in a rural setting which achieves a high standard of visual amenity, facilitates landscape protection and conservation and will not cause land use conflicts or adverse impacts on the amenity and character of the zone.'

Council's Local Planning Policy 2 – Sheds/Outbuildings is provided in **Attachment 11.2.2**.

Like most of the Woodanilling town centre, the site is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. It is suggested there is no requirement for a Bushfire Attack Level assessment for this Development Application which is for domestic storage purposes.

### COMMENT

The Development Application is conditionally supported. This follows assessment against the planning framework, information provided by the applicant and the site characteristics. Conditional approval is recommended given:

- The Colourbond shed is not considered to detract from the streetscape given the 20m setback from the Robinson Road boundary;
- The shed is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area;

- The proposed storage use is compatible with the area’s character; and
- Development conditions can assist to control the use and management of the development.

### STATUTORY/LEGAL IMPLICATIONS

*Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of the Scheme which is an operative local planning scheme under the provisions of the Act/Regulations.

### POLICY IMPLICATIONS

*Local Planning Policy 2 – Sheds/Outbuildings*

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy, but is required to have regard to the policy in determining the Development Application.

It is recommended that Local Planning Policy No. 2 – Sheds/Outbuildings is reviewed and updated. This, in part, to reflect changes to the Scheme and the Residential Design Codes, changing community expectations and to increase certainty as to Council requirements.

### FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council’s decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

### STRATEGIC IMPLICATIONS

Nil

### CONSULTATION/COMMUNICATION

The Shire has not undertaken consultation on the Development Application.

### RISK MANAGEMENT

Should Council not proceed on the officer’s recommendation, there is a risk to the Shire’s reputation should it be seen as not supporting actions agreed to by the Alliance of Central Great Southern Councils. Therefore, it is assessed that the risk is “Low” as reflected below.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Woodanilling Local Planning Scheme No. 1*, grant development approval for a storage shed at Lot 323 on Deposited Plan 223226 Robinson Road, Woodanilling subject to the following conditions and advice notes:

7. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
8. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
9. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
10. The external walls and roof of the storage shed are clad in Colourbond colours to the satisfaction of the local government.
11. The shed is not used for commercial, industrial or habitable purposes.
12. The operator/owner establishes an asset protection zone around the shed prior to occupation, which is then suitably maintained to the satisfaction of the local government.
13. The landowner maintains the site in a tidy condition, to the satisfaction of the local government, so as not to prejudicially affect the amenity of the area.

### Advice Notes:

- D) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- E) In relation to Condition 4, the local government supports Pale Eucalypt.
- F) In relation to Condition 5, the *Shire of Woodanilling Local Planning Scheme No. 1* requires a residence on the property prior to the establishment of non-residential development.
- G) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

**COUNCIL RESOLUTION – 11.2. PROPOSED SHED – LOT 323 ROBINSON ROAD, WOODANILLING (OCM 392/02/2025)**

**Moved: Cr Thomson      Seconded: Cr Smith**

That Council pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Woodanilling Local Planning Scheme No. 1, grant development approval for a storage shed at Lot 323 on Deposited Plan 223226 Robinson Road, Woodanilling subject to the following conditions and advice notes:

7. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
8. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
9. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
10. The external walls and roof of the storage shed are clad in Colourbond colours to the satisfaction of the local government.
11. The shed is not used for commercial, industrial or habitable purposes.
12. The operator/owner establishes an asset protection zone around the shed prior to occupation, which is then suitably maintained to the satisfaction of the local government.
13. The landowner maintains the site in a tidy condition, to the satisfaction of the local government, so as not to prejudicially affect the amenity of the area.

Advice Notes:

- D) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- E) In relation to Condition 4, the local government supports Pale Eucalypt.
- F) In relation to Condition 5, the Shire of Woodanilling Local Planning Scheme No. 1 requires a residence on the property prior to the establishment of non-residential development.
- G) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

**CARRIED 6/0**

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

**Against: Nil**

### 11.3. PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – LOT 505 LEGGOE ROAD, BEAUFORT RIVER

<b>File Reference</b>	DA63
<b>Date of Report</b>	6 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting Chief Executive Officer
<b>Author of Report</b>	Steve Thompson, Town Planner
<b>Disclosure of any Interest</b>	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i> ).
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 11.3.1</b> - Location Plan <b>Attachment 11.3.2</b> - Information from applicant

#### BRIEF SUMMARY

To consider an application for development approval to construct telecommunications infrastructure at Lot 505 Leggoe Road, Beaufort River.

#### BACKGROUND

The applicant, Catalyst ONE Pty Ltd for Telstra Corporation Limited, seek development approval for telecommunications infrastructure (compound) to improve telecommunication services. This is a part of Telstra's Intercity Fibre Network programme.

The site's location is outlined in **Attachment 11.3.1** which is approximately 7.5km west of the Beaufort River Roadhouse. The property is 370 hectares in area.

The applicant proposes a compound near the existing Telstra exchange (on the southern side of Leggoe Road). The new works include a transportable building containing a controlled environment vault, on-site generator, mains switchboard and fencing. The building is 12.9m in length, 4m wide and has a height of 3.6m. The building is proposed to be setback 8m from the front (Leggoe Road) boundary.

Details submitted by the applicant are set out in **Attachment 11.3.2**. This provides extensive background information including the proposal, the site, Planning Assessment Report, regulatory framework and supporting plans.

The Shire administration invited comment on the Development Application for a 14 day period through seeking comments from the owner of Lot 105 Leggoe Road (southern side of Leggoe Road). The Shire received no submissions on the Development Application.

The site is zoned 'Regional Rural' in the *Shire of Woodanilling Local Planning Scheme No. 1* (Scheme). Telecommunications infrastructure is a 'D' (discretionary) use in the Regional Rural zone. Section 3.3.2 of the Scheme states that 'D' use 'means that the use is not permitted unless the local government has exercised its discretion by granting development approval'.

The Scheme sets out the following definition:

**"telecommunications infrastructure"** means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network;

The Scheme sets a setback standard of 20m from property boundaries for the Regional Rural zone. Section 4.11.7 of the Scheme states 'The development of non-rural uses in the Regional Rural Zone is required to be set well back from roads and screened from public view to the satisfaction of the Local Government.' The Scheme also includes provisions that enable variations to site and development standards including setbacks.

#### COMMENT

Following assessment of the application against the Scheme, relevant considerations in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the submitted information, it is concluded that the Development Application for the proposed telecommunications infrastructure should be conditionally approved. The reasons for this include:

- The proposed development is low-key in scale;
- There is existing vegetation in the Leggoe Road reserve to assist in partly screening development;
- No objection was received from the landowner to the south;
- The applicant has advised that no clearing of trees with hollows, suitable for protected Cockatoo species, is proposed;
- The Development Application complies with *State Planning Policy 5.2 Telecommunications Infrastructure*; and
- The proposed telecommunication infrastructure benefits the district and areas further afield.

### STATUTORY/LEGAL IMPLICATIONS

*Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of the Scheme which is an operative local planning scheme under the provisions of the Act/Regulations.

The planning framework is extensive relating to telecommunication facilities and this Development Application including:

- *Telecommunications Act 1997*;
- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *State Planning Policy 2.5 Rural Planning*;
- *State Planning Policy 5.2 Telecommunications Infrastructure*;
- *Shire of Woodanilling Local Planning Scheme No. 1*; and
- The area proposed for the telecommunications infrastructure is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

### POLICY IMPLICATIONS

Nil as covered by *State Planning Policy 5.2 Telecommunication Infrastructure*.

### FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

### STRATEGIC IMPLICATIONS

Enhanced communications is critical to the district.

### CONSULTATION/COMMUNICATION

The Shire has undertaken consultation on the Development Application as outlined above.

### RISK MANAGEMENT

Should Council not proceed on the officer's recommendation, there is a risk to the Shire's reputation should it be seen as not supporting actions agreed to by the Alliance of Central Great Southern Councils. Therefore, it is assessed that the risk is "Low" as reflected below.

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

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

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER'S RECOMMENDATION

That Council pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Woodanilling Local Planning Scheme No. 1*, grant development approval for telecommunication infrastructure at Lot 505 on Deposited Plan 409940 Leggoe Road, Beaufort River subject to the following conditions and advice notes:

14. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
15. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
16. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.
17. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.
18. Run-off from the development is to suitably managed and then implemented to the satisfaction of the local government prior to occupation. Details are to be provided with the Building Permit application.

#### Advice Notes:

- H) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- I) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- J) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.



**COUNCIL RESOLUTION – 11.3. PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – LOT 505  
LEGGOE ROAD, BEAUFORT RIVER (OCM 393/02/2025)**

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

That Council pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Woodanilling Local Planning Scheme No. 1, grant development approval for telecommunication infrastructure at Lot 505 on Deposited Plan 409940 Leggoe Road, Beaufort River subject to the following conditions and advice notes:

14. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.

15. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.

16. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.

17. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.

18. Run-off from the development is to suitably managed and then implemented to the satisfaction of the local government prior to occupation. Details are to be provided with the Building Permit application.

Advice Notes:

H) This is not a Building Permit. A Building Permit must be obtained before any building works commence.

I) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.

J) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

**CARRIED 6/0**

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

**Against: Nil**

## 12. INFRASTRUCTURE SERVICES

### 12.1. PLANT, VEHICLE & EQUIPMENT PURCHASE & DISPOSAL WITH BUDGET REALLOCATION

<b>File Reference</b>	ADM0243
<b>Date of Report</b>	17/12/2024
<b>Responsible Officer</b>	Mark Hook, Acting Chief Executive Officer
<b>Author of Report</b>	Hannah Wilson, Executive Assistant
<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>	Absolute Majority
<b>Attachments</b>	<b>Attachment No. - NIL</b>

#### BRIEF SUMMARY

This item seeks Council endorsement for the purchase of a Backhoe and a Light Vehicle 4x2 Wheel Drive Tray Back Utility to upgrade our Plant Program.

#### BACKGROUND/COMMENT

The Shire's Works Program plays a crucial role in overseeing essential tasks such as road maintenance, drainage works, earthmoving, and construction of community facilities. To support these activities effectively and efficiently, the purchase of a John Deere Backhoe is proposed as a necessary investment to enhance the Shire's operational capacity.

A Backhoe offers versatile capabilities, allowing the Shire's Works Program to address a wide range of tasks. The backhoe can efficiently handle both digging and lifting operations, making it ideal for Roadworks, Drainage and Construction. Backhoes provide enhanced safety features including operator safety and are compliant with Environmental Standards.

As the Shire continues to grow, it's crucial to maintain and improve the infrastructure to support our communities' evolving needs. The Backhoe will help the Works Program accomplish current and future development. This investment will provide long-term benefits ultimately improving the quality of work provided to our community.

To continue with this the purchase of a 4x2 tray back utility will be a great addition to our depot for maintenance and our parks and gardens.

A 4x2 is more affordable in terms of both initial cost and running expenses, such as fuel and maintenance. It is perfect for smaller trips between jobs and around town.

This purchase will not only improve productivity but also contribute to long-term benefits of our works and garden programs.

Ultimately the decision to purchase these two items was decided on both operational needs and budget constraints. Evaluating these factors helped determine the most suitable replacement that offered the best value and performance for the intended tasks.

These Purchases comply with Council Policy 112 as per below:

Light fleet vehicle changeovers are as follows:

- (a) CEO vehicle, 36 months and/or 60,000kms
- (b) Supervisory vehicles, 48 months and/or 100,000kms
- (c) Fleet vehicles, 5 year and/or 150,000kms

## **STATUTORY/LEGAL IMPLICATIONS**

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995*, it is the role of the Council to determine the Shire policies. In terms of Regulation 11A (1) of the *Local Government (Functions and General) Regulations 1996*, a local government is to implement a purchasing policy in relation to contracts for supply of goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less.

### **Local Government Act 1995**

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

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

*\* Absolute Majority required.*

## **POLICY IMPLICATIONS**

Council Policy 54 – Purchasing Policy. This Policy outlines how the Shire of Woodanilling will deliver best practice in the purchasing of goods, services and works, that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities.

## **FINANCIAL IMPLICATIONS**

The purchase of a Backhoe and 4x2 Utility are non-budgeted items. Council has not set aside funds in the current annual budget for the purchase.

The Funding for the purchase of the excavator will partly come from the Insurance settlement for PLDR10 – 2014 John Deere Skid Steere of \$54,700 and an obtained trade in value from plant PEXC1 - Liugong 906e Excavator with attachments of \$75,000 exc GST.

The funding for the purchase of the 4x2 Utility will partly come from the trade in values received from two plant items PUTE33 – 2019 Mahindra pick-up with a trade in value of \$9,000 and PUTE29 – Ford Ranger 4x2 utility with a trade in value of \$3,500.

Council will need to authorise the unbudgeted capital expenditure as outlined in the table below.

Account Number	Account Description	Increase	(Decrease)	Original Budget	Revised Budget
005265	Proceeds on Asset Disposals – Insurance payout on Skid Steer Loader and trade in on Excavator	(\$129,700)	\$0	(\$8,900)	(\$137,657)
123300	Purchase Plant & Equipment – New Backhoe	\$210,000	\$0	\$0	\$210,000
007151	Transfer to Muni from Plant Reserve to cover net change-over for backhoe	(\$80,300)	\$0	\$0	(\$80,300)
005265	Proceeds on Asset Disposals – Trade in on Mahindra Utility and Ford Ranger Utility	(\$11,363)	\$0	(\$137,657)	(\$149,020)
123300	Purchase Plant & Equipment – New 4 x 2 Utility	\$36,927	\$0	\$210,000	\$246,927
007151	Transfer to Muni from Plant Reserve to cover net changeover for new utility	(\$25,564)		(\$80,300)	(\$105,864)
Net Effect to Budget		\$0	\$0		

## STRATEGIC IMPLICATIONS

### THEME 4

Roads and Transport

### OBJECTIVES

To maintain a quality road transport network which is safe and accessible to all users.

### STRATEGIES

Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Shire of Woodanilling Road Maintenance Plan.

### CONSULTATION/COMMUNICATION

Consultation has occurred between the Chief Executive Officer, Executive Manager Infrastructure, Plant Operators and Accountant.

### RISK MANAGEMENT

Failure to adhere to the road maintenance plan for the shire may result in a misallocation of road funding, leading to a decline in the overall sustainability of the road network. Consequently, the risk level is deemed to be "High" based on the aforementioned factors.

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
<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

Absolute Majority

### OFFICER'S RECOMMENDATION

That Council:

1. Authorises the Chief Executive Officer to dispose of the PEXC1 - Liugong 906e Excavator with attachments and proceed to purchase a Backhoe up to the value of \$210,000 (Excluding GST); and
2. Authorises the Chief Executive Officer to proceed to dispose of the PUTE29 – Ford Ranger 4x2 utility and PUTE33 – 2019 Mahindra pick-up by way of trade in to purchase a 4 x 2 Utility up to the value of \$45,000 (Excluding GST); and
3. Pursuant to section 6.8 of the *Local Government Act 1995* authorises an amendment to the 2024/2025 budget, as detailed in the table below:

Account Number	Account Description	Increase	(Decrease)	Original Budget	Revised Budget
005265	Proceeds on Asset Disposals – Insurance payout on Skid Steer Loader and trade in on Excavator	(\$129,700)	\$0	(\$8,900)	(\$137,657)
123300	Purchase Plant & Equipment – New Backhoe	\$210,000	\$0	\$0	\$210,000
007151	Transfer to Muni from Plant Reserve to cover net change-over for backhoe	(\$80,300)	\$0	\$0	(\$80,300)
005265	Proceeds on Asset Disposals – Trade in on Mahindra Utility and Ford Ranger Utility	(\$11,363)	\$0	(\$137,657)	(\$149,020)
123300	Purchase Plant & Equipment – New 4 x 2 Utility	\$36,927	\$0	\$210,000	\$246,927
007151	Transfer to Muni from Plant Reserve to cover net changeover for new utility	(\$25,564)		(\$80,300)	(\$105,864)
Net Effect to Budget		\$0	\$0		

**COUNCIL RESOLUTION – 12.1. PLANT, VEHICLE & EQUIPMENT PURCHASE & DISPOSAL WITH BUDGET REALLOCATION (OCM 394/02/2025)**

**Moved: Cr Thomson      Seconded: Cr Smith**

Council resolved to defer this item to a future meeting to allow further information and officer input before making a decision.

**CARRIED 6/0**

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

**Against: Nil**

## 13. CORPORATE SERVICES

### 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 DECEMBER 2024

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	05 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting 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 – 31 December 2024

#### BRIEF SUMMARY

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

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$15,034.22
Cheque Payments- Chq 015399	Municipal	\$600.00
EFT Payments #7591 to #7668	Municipal	\$394,836.70
<b>Sub Total</b>	<b>Municipal</b>	<b>\$410,470.92</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$410,470.92</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 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.

<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
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 \$410,470.92 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 December 2024, as contained within **Attachment 13.1.1.**

#### **COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 DECEMBER 2024 (OCM 395/02/2025)**

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

That Council accepts the list of accounts and details of the credit card amounts, totalling \$410,470.92 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 December 2024, as contained within Attachment 13.1.1.

**CARRIED 6/0**

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

**Against: Nil**

## 13.2 LIST OF ACCOUNTS FOR PAYMENT – 31 JANUARY 2025

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	05 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting 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 13.2.1</b> – List of Accounts for Payment – 31 January 2025

### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 January 2025, 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 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$36,618.86
Cheque Payments	Municipal	\$0.00
EFT Payments #7669 to #7670	Municipal	\$7,229.75
<b>Sub Total</b>	<b>Municipal</b>	<b>\$43,848.61</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$43,848.61</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 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
<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 \$43,848.61 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2025, as contained within **Attachment 13.2.1.**

**COUNCIL RESOLUTION – 13.2 LIST OF ACCOUNTS FOR PAYMENT – 31 JANUARY 2025 (OCM 396/02/2025)**

**Moved: Cr Thomson      Seconded: Cr Smith**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$43,848.61 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 January 2025, as contained within Attachment 13.2.1.

**CARRIED 6/0**

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

**Against: Nil**

### 13.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2024

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	5 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting 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 13.3.1</b> - Monthly Financial Report 31 December 2024

#### BRIEF SUMMARY

The Monthly Financial Report for period ending 31 December 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 December 2024 shows a closing surplus of \$1,514,476.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER’S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 December 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 13.3.1**.

### **COUNCIL RESOLUTION – 13.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2024 (OCM 397/02/2025)**

**Moved: Cr Marshall      Seconded: Cr Stephens**

That Council receive the Monthly Financial Report for the period of 31 December 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 13.3.1.

**CARRIED 6/0**

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

**Against: Nil**

## 13.4 INVESTMENTS REPORT – 31 DECEMBER 2024

<b>File Reference</b>	ADM066
<b>Date of Report</b>	05 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting 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>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	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 1<sup>st</sup> August 2024 have now rolled over on the 30<sup>th</sup> 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 30<sup>th</sup> October 2024 which remain current at 31 December 2024. No other new investments have been made since.

INVESTMENT REGISTER						
NATIONAL AUSTRALIA BANK – FIXED TERM DEPOSIT						
ACCOUNT N <sup>o</sup>	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 – 13.4 INVESTMENTS REPORT – 31 DECEMBER 2024 (OCM 398/02/2025)**

**Moved: Cr Smith      Seconded: Cr Garstone**

That Council receives the Investments Report.

**CARRIED 6/0**

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

**Against: Nil**

## 13.5 INVESTMENTS REPORT – 31 JANUARY 2025

<b>File Reference</b>	ADM066
<b>Date of Report</b>	05 February 2025
<b>Responsible Officer</b>	Mark Hook, Acting 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>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	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 1<sup>st</sup> August 2024 have now rolled over on the 30<sup>th</sup> 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 30<sup>th</sup> October 2024 which have now expired at 28 January 2025. No other new investments have been made since with a decision to be made on rolling over the investments to new term deposits. This will be reported back to Council at the March meeting.

INVESTMENT REGISTER						
NATIONAL AUSTRALIA BANK – FIXED TERM DEPOSIT						
ACCOUNT N <sup>o</sup>	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

- (3) 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).
- (4) 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*]
  - (f) prescribe circumstances in which a local government is required to invest money held by it; and
  - (g) provide for the application of investment earnings; and
  - (h) generally provide for the management of those investments.

## Local Government (Financial Management) Regulations 1996

### 19. Investments, control procedures for

- (3) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (4) 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 —
  - (f) deposit with an institution except an authorised institution;
  - (g) deposit for a fixed term of more than 12 months;
  - (h) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (i) invest in bonds with a term to maturity of more than 3 years;
  - (j) 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.

### 13.6 2024/2025 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2024 TO 31 DECEMBER 2024

File Reference	ADM0059
Date of Report	9 February 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author/s of Report	Darren Long, Finance Consultant
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	<b>Attachment 13.6.1</b> – 2024/2025 Budget Review Report – 1 July 2024 to 31 December 2024

## BRIEF SUMMARY

This item is for Council to consider and adopt the 2024/2025 Budget Review as presented in the Statement of Financial Activity for the period ending 31 December 2024.

## 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 \$5,000 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 2024/2025 Annual Budget with a nil carry forward. The proposed 2024/2025 Budget Review proposes a small surplus of \$2,000.

The Shire of Woodanilling 2024/2025 Budget Review Report is contained in **Attachment 13.6.1**.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2025, for the period ending 31 December 2024, 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 2025.

## 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 \$2,000 can be achieved as at 30 June 2025.

The following table details the proposed budget amendments:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
<b>General Purpose Funding</b>					
031230	Rates Discount allowed – decrease in discount claimed due to reduced assessments paid within 35 days	\$54,800	\$49,744	(\$5,056)	
031240	Interim Rates – Decrease in interim rates levied	(\$8,000)	\$2,252)		\$10,252
032020	Grants Commission – General – Additional general purpose grant provided by WA Local Government Grants Commission	(\$25,636)	(\$88,550)	(\$62,914)	
032030	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$17,113)	(\$37,660)	(\$20,547)	
032060	LRCIP Grant Funding – Decrease in grant funding recorded as income due to audit adjustment to bring to account in 2023/2024 as part of closing surplus	(\$531,685)	(\$368,194)		\$163,491
<b>Governance</b>					
041050	Members Subscriptions & Publications – Increase in subscriptions expenses for WAGA member costs	\$1,590	\$9,447		\$7,857
041110	Expenses related to members – increase in administration allocations	\$159,776	\$194,453		\$34,677
041160	Integrated Planning & Other Expenses – Decrease in CEO review expenses	\$6,000	\$0	(\$6,000)	
041170	Community Event Expenses – Decrease in event expenses	\$15,000	\$7,500)	(\$7,500)	
041250	Operating Grants – Decrease in grants for community events	(\$15,000)	\$0		\$15,000

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
042000	Expenses Relating to Administration – Increase in estimated unpaid superannuation	\$531,955	\$570,613		\$38,658
042040	Consulting and Relief Staff – Increase in other consultants' expenses and accounting services	\$143,298	\$165,438		\$22,140
042070	Computer Equipment Maintenance – Increase in expenses for replacement laptops and computers	\$63,943	\$72,765		\$8,822
042120	Administration Staff Training - Decrease in training expenses	\$10,000	\$5,000	(\$5,000)	
042165	Administration Subscriptions – Decrease in WALGA Member subscriptions	\$26,135	\$16,068	(\$10,067)	
042180	Administration costs recovered – increase in administration expenses allocated to other programs	(\$910,845)	(\$965,659)	(\$54,814)	
<b>Law, Order &amp; Public Safety</b>					
051030	Expenses Relating to Mitigation Activity Funding – Decrease in contractor expenses	\$54,935	\$25,316	(\$29,619)	
051200	Income Relating to MAF projects – Decrease in MAF grant for mitigation works	(\$62,849)	\$0		\$62,849
<b>Education &amp; Welfare</b>					
084200	Income Relating to Well Aged Housing – Decrease in NRAS contributions	(\$108,589)	(\$102,089)		\$6,500
<b>Community Amenities</b>					
100000	Expenses Relating to Refuse collection – Increase in wages and overheads allocations	\$40,751	\$55,587		\$14,836
105020	Expenses Relating to Other Community Amenities – Increase in wages and overheads allocations	\$5,668	\$11,350		\$5,682
<b>Recreation &amp; Culture</b>					
113020	Maintenance – Ovals & Buildings – Increase in water expenses	\$89,710	\$109,536		\$19,826
<b>Transport</b>					

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
122000	Expenses Relating to Streets, Roads – Increase in administration allocations and contractor expenses	\$1,977,590	\$1,990,233		\$12,643
122030	Maintenance – Direct Grants – Decrease in Overheads for road maintenance works	\$31,625	\$23,000	(\$8,625)	
122030	Maintenance – Muni Fund Roads – Decrease in Wages, Overheads and plant costs for road maintenance works	\$725,614	\$613,426	(\$112,215)	
122230	Direct Maintenance Grant – Increase in maintenance grant allocation	(\$96,130)	(\$118,302)	(\$22,172)	
<b>Other Property &amp; Services</b>					
143000	Public Works Superannuation – Decrease in superannuation expenses	\$94,413	\$74,794	(\$19,619)	
143020	Public Holidays, Annual and Long Service Leave – Trends indicate decrease in paid leave for the year	\$86,000	\$40,000	(\$46,000)	
143030	Protective Clothing – Decrease in protective clothing expenses	\$10,000	\$5,000	(\$5,000)	
143090	Expenses Relating to Occ Health & Safety – Increase in contractor expenses	\$10,320	\$17,198		\$6,878
143050	Less: Allocation of Public Works Overheads – decrease in overheads allocated to projects	(\$410,107)	(\$344,299)		\$65,808
143210	Workers Compensation Reimbursements – Increase in reimbursed workers compensation expenses	\$0	(\$17,386)	(\$17,386)	
144010	Fuels & Oils Expenses – Decrease in fuel utilised	\$150,000	\$93,000	(\$57,000)	
144020	Tyres & Tubes Expenses – Decrease in tyre expenses	\$30,000	\$20,000	(\$10,000)	
144090	Plant Operation: Less allocated to Works – decrease in plant costs allocated to jobs and projects	(\$322,720)	(\$254,497)		\$68,223
147000	Gross Salaries and Wages Paid – Decrease in total salaries and wages paid due to position vacancies	\$1,164,925	\$1,044,635	(\$120,290)	
147010	Less Salaries and Wages allocated – Reduction in	(\$1,164,925)	(\$1,044,635)		\$120,290



GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	salaries and wages allocated to other programs				
<b>Transfers to/from Reserves</b>					
007152	Transfer to Plant Replacement Reserve – Increase in transfer to reserve for interest earned	\$80,571	\$85,864		\$5,293
007161	Transfer from Building Reserve – Increase in transfer from Reserve to fund bathroom renovation expenses at 3327 Robinson Road	\$0	(\$20,000)	(\$20,000)	
<b>Surplus/Deficit</b>					
	(Surplus)/Deficit Carried Forward from 2023-2024 – Increase in closing surplus due to end of year audit adjustments	(\$1,229,900)	(\$1,354,241)	(\$124,341)	
<b>Buildings</b>					
091310	3327 Robinson Road Capital – Increase in contractor expenses for bathroom renovation due to water leak	\$0	\$20,000		\$20,000
<b>Road Infrastructure</b>					
121310/RGA66	Robinson West Road Reconstruction – Increase in contractor expenses to reconstruct and seal section	\$502,075	\$575,000		\$72,925
121320/R2R263	RTR – Oxley Road – Decrease in materials expense for gravel	\$24,690	\$14,690	(\$10,000)	
121320/R2R75	Robinson West Road Shoulder Rehab – Decrease in materials expense for gravel	\$40,000	\$30,000	(\$10,000)	
	Other minor variations below the \$5,000 threshold			(\$52,196)	\$51,711
<b>TOTAL</b>				<b>(\$836,361)</b>	<b>\$834,361</b>
<b>Net Adjustment to 2024/25 Budget</b>				<b>(\$2,000)</b>	

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

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

**VOTING REQUIREMENTS**

Absolute Majority

## OFFICER'S RECOMMENDATION

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

1. Adopts the 2024/2025 Budget Review Report as contained in **Attachment 13.6.1**; and
2. Approve the following budget amendments as authorised expenditure:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
<b>General Purpose Funding</b>					
031230	Rates Discount allowed – decrease in discount claimed due to reduced assessments paid within 35 days	\$54,800	\$49,744	(\$5,056)	
031240	Interim Rates – Decrease in interim rates levied	(\$8,000)	\$2,252)		\$10,252
032020	Grants Commission – General – Additional general purpose grant provided by WA Local Government Grants Commission	(\$25,636)	(\$88,550)	(\$62,914)	
032030	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$17,113)	(\$37,660)	(\$20,547)	
032060	LRCIP Grant Funding – Decrease in grant funding recorded as income due to audit adjustment to bring to account in 2023/2024 as part of closing surplus	(\$531,685)	(\$368,194)		\$163,491
<b>Governance</b>					
041050	Members Subscriptions & Publications – Increase in subscriptions expenses for WAGA member costs	\$1,590	\$9,447		\$7,857
041110	Expenses related to members – increase in administration allocations	\$159,776	\$194,453		\$34,677
041160	Integrated Planning & Other Expenses – Decrease in CEO review expenses	\$6,000	\$0	(\$6,000)	
041170	Community Event Expenses – Decrease in event expenses	\$15,000	\$7,500)	(\$7,500)	

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
041250	Operating Grants – Decrease in grants for community events	(\$15,000)	\$0		\$15,000
042000	Expenses Relating to Administration – Increase in estimated unpaid superannuation	\$531,955	\$570,613		\$38,658
042040	Consulting and Relief Staff – Increase in other consultants' expenses and accounting services	\$143,298	\$165,438		\$22,140
042070	Computer Equipment Maintenance – Increase in expenses for replacement laptops and computers	\$63,943	\$72,765		\$8,822
042120	Administration Staff Training - Decrease in training expenses	\$10,000	\$5,000	(\$5,000)	
042165	Administration Subscriptions – Decrease in WALGA Member subscriptions	\$26,135	\$16,068	(\$10,067)	
042180	Administration costs recovered – increase in administration expenses allocated to other programs	(\$910,845)	(\$965,659)	(\$54,814)	
<b>Law, Order &amp; Public Safety</b>					
051030	Expenses Relating to Mitigation Activity Funding – Decrease in contractor expenses	\$54,935	\$25,316	(\$29,619)	
051200	Income Relating to MAF projects – Decrease in MAF grant for mitigation works	(\$62,849)	\$0		\$62,849
<b>Education &amp; Welfare</b>					
084200	Income Relating to Well Aged Housing – Decrease in NRAS contributions	(\$108,589)	(\$102,089)		\$6,500
<b>Community Amenities</b>					
100000	Expenses Relating to Refuse collection – Increase in wages and overheads allocations	\$40,751	\$55,587		\$14,836
105020	Expenses Relating to Other Community Amenities – Increase in wages and overheads allocations	\$5,668	\$11,350		\$5,682
<b>Recreation &amp; Culture</b>					
113020	Maintenance – Ovals & Buildings – Increase in water expenses	\$89,710	\$109,536		\$19,826

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
<b>Transport</b>					
122000	Expenses Relating to Streets, Roads – Increase in administration allocations and contractor expenses	\$1,977,590	\$1,990,233		\$12,643
122030	Maintenance – Direct Grants – Decrease in Overheads for road maintenance works	\$31,625	\$23,000	(\$8,625)	
122030	Maintenance – Muni Fund Roads – Decrease in Wages, Overheads and plant costs for road maintenance works	\$725,614	\$613,426	(\$112,215)	
122230	Direct Maintenance Grant – Increase in maintenance grant allocation	(\$96,130)	(\$118,302)	(\$22,172)	
<b>Other Property &amp; Services</b>					
143000	Public Works Superannuation – Decrease in superannuation expenses	\$94,413	\$74,794	(\$19,619)	
143020	Public Holidays, Annual and Long Service Leave – Trends indicate decrease in paid leave for the year	\$86,000	\$40,000	(\$46,000)	
143030	Protective Clothing – Decrease in protective clothing expenses	\$10,000	\$5,000	(\$5,000)	
143090	Expenses Relating to Occ Health & Safety – Increase in contractor expenses	\$10,320	\$17,198		\$6,878
143050	Less: Allocation of Public Works Overheads – decrease in overheads allocated to projects	(\$410,107)	(\$344,299)		\$65,808
143210	Workers Compensation Reimbursements – Increase in reimbursed workers compensation expenses	\$0	(\$17,386)	(\$17,386)	
144010	Fuels & Oils Expenses – Decrease in fuel utilised	\$150,000	\$93,000	(\$57,000)	
144020	Tyres & Tubes Expenses – Decrease in tyre expenses	\$30,000	\$20,000	(\$10,000)	
144090	Plant Operation: Less allocated to Works – decrease in plant costs allocated to jobs and projects	(\$322,720)	(\$254,497)		\$68,223
147000	Gross Salaries and Wages Paid – Decrease in total salaries and wages paid due to position vacancies	\$1,164,925	\$1,044,635	(\$120,290)	

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
147010	Less Salaries and Wages allocated – Reduction in salaries and wages allocated to other programs	(\$1,164,925)	(\$1,044,635)		\$120,290
<b>Transfers to/from Reserves</b>					
007152	Transfer to Plant Replacement Reserve – Increase in transfer to reserve for interest earned	\$80,571	\$85,864		\$5,293
007161	Transfer from Building Reserve – Increase in transfer from Reserve to fund bathroom renovation expenses at 3327 Robinson Road	\$0	(\$20,000)	(\$20,000)	
<b>Surplus/Deficit</b>					
	(Surplus)/Deficit Carried Forward from 2023-2024 – Increase in closing surplus due to end of year audit adjustments	(\$1,229,900)	(\$1,354,241)	(\$124,341)	
<b>Buildings</b>					
091310	3327 Robinson Road Capital – Increase in contractor expenses for bathroom renovation due to water leak	\$0	\$20,000		\$20,000
<b>Road Infrastructure</b>					
121310/RGA66	Robinson West Road Reconstruction – Increase in contractor expenses to reconstruct and seal section	\$502,075	\$575,000		\$72,925
121320/R2R263	RTR – Oxley Road – Decrease in materials expense for gravel	\$24,690	\$14,690	(\$10,000)	
121320/R2R75	Robinson West Road Shoulder Rehab – Decrease in materials expense for gravel	\$40,000	\$30,000	(\$10,000)	
	Other minor variations below the \$5,000 threshold			(\$52,196)	\$51,711
<b>TOTAL</b>				<b>(\$836,361)</b>	<b>\$834,361</b>
<b>Net Adjustment to 2024/25 Budget</b>				<b>(\$2,000)</b>	

**COUNCIL RESOLUTION – 13.6 2024/2025 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2024 TO 31 DECEMBER 2024 (OCM 400/02/2025)**

**Moved: Cr Smith Seconded: Cr Stephens**

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

1. Adopts the 2024/2025 Budget Review Report as contained in Attachment 13.6.1; and
2. Approve the following budget amendments as authorised expenditure:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
<b>General Purpose Funding</b>					
031230	Rates Discount allowed – decrease in discount claimed due to reduced assessments paid within 35 days	\$54,800	\$49,744	(\$5,056)	
031240	Interim Rates – Decrease in interim rates levied	(\$8,000)	\$2,252		\$10,252
032020	Grants Commission – General – Additional general purpose grant provided by WA Local Government Grants Commission	(\$25,636)	(\$88,550)	(\$62,914)	
032030	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$17,113)	(\$37,660)	(\$20,547)	
032060	LRCIP Grant Funding – Decrease in grant funding recorded as income due to audit adjustment to bring to account in 2023/2024 as part of closing surplus	(\$531,685)	(\$368,194)		\$163,491
<b>Governance</b>					
041050	Members Subscriptions & Publications – Increase in subscriptions expenses for WAGA member costs	\$1,590	\$9,447		\$7,857
041110	Expenses related to members – increase in administration allocations	\$159,776	\$194,453		\$34,677
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041170	Community Event Expenses – Decrease in event expenses	\$15,000	\$7,500	(\$7,500)	

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042000	Expenses Relating to Administration – Increase in estimated unpaid superannuation	\$531,955	\$570,613		\$38,658
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042180	Administration costs recovered – increase in administration expenses allocated to other programs	(\$910,845)	(\$965,659)	(\$54,814)	
<b>Law, Order &amp; Public Safety</b>					
051030	Expenses Relating to Mitigation Activity Funding – Decrease in contractor expenses	\$54,935	\$25,316	(\$29,619)	
051200	Income Relating to MAF projects – Decrease in MAF grant for mitigation works	(\$62,849)	\$0		\$62,849
<b>Education &amp; Welfare</b>					
084200	Income Relating to Well Aged Housing – Decrease in NRAS contributions	(\$108,589)	(\$102,089)		\$6,500
<b>Community Amenities</b>					
100000	Expenses Relating to Refuse collection – Increase in wages and overheads allocations	\$40,751	\$55,587		\$14,836
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<b>Recreation &amp; Culture</b>					
113020	Maintenance – Ovals & Buildings – Increase in water expenses	\$89,710	\$109,536		\$19,826
<b>Transport</b>					
122000	Expenses Relating to Streets, Roads – Increase in administration	\$1,977,590	\$1,990,233		\$12,643



GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	allocations and contractor expenses				
122030	Maintenance – Direct Grants – Decrease in Overheads for road maintenance works	\$31,625	\$23,000	(\$8,625)	
122030	Maintenance – Muni Fund Roads – Decrease in Wages, Overheads and plant costs for road maintenance works	\$725,614	\$613,426	(\$112,215)	
122230	Direct Maintenance Grant – Increase in maintenance grant allocation	(\$96,130)	(\$118,302)	(\$22,172)	
<b>Other Property &amp; Services</b>					
143000	Public Works Superannuation – Decrease in superannuation expenses	\$94,413	\$74,794	(\$19,619)	
143020	Public Holidays, Annual and Long Service Leave – Trends indicate decrease in paid leave for the year	\$86,000	\$40,000	(\$46,000)	
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143210	Workers Compensation Reimbursements – Increase in reimbursed workers compensation expenses	\$0	(\$17,386)	(\$17,386)	
144010	Fuels & Oils Expenses – Decrease in fuel utilised	\$150,000	\$93,000	(\$57,000)	
144020	Tyres & Tubes Expenses – Decrease in tyre expenses	\$30,000	\$20,000	(\$10,000)	
144090	Plant Operation: Less allocated to Works – decrease in plant costs allocated to jobs and projects	(\$322,720)	(\$254,497)		\$68,223
147000	Gross Salaries and Wages Paid – Decrease in total salaries and wages paid due to position vacancies	\$1,164,925	\$1,044,635	(\$120,290)	
147010	Less Salaries and Wages allocated – Reduction in salaries and wages allocated to other programs	(\$1,164,925)	(\$1,044,635)		\$120,290
<b>Transfers to/from Reserves</b>					
007152	Transfer to Plant Replacement Reserve –	\$80,571	\$85,864		\$5,293

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	Increase in transfer to reserve for interest earned				
007161	Transfer from Building Reserve – Increase in transfer from Reserve to fund bathroom renovation expenses at 3327 Robinson Road	\$0	(\$20,000)	(\$20,000)	
<b>Surplus/Deficit</b>					
	(Surplus)/Deficit Carried Forward from 2023-2024 – Increase in closing surplus due to end of year audit adjustments	(\$1,229,900)	(\$1,354,241)	(\$124,341)	
<b>Buildings</b>					
091310	3327 Robinson Road Capital – Increase in contractor expenses for bathroom renovation due to water leak	\$0	\$20,000		\$20,000
<b>Road Infrastructure</b>					
121310/RGA66	Robinson West Road Reconstruction – Increase in contractor expenses to reconstruct and seal section	\$502,075	\$575,000		\$72,925
121320/R2R263	RTR – Oxley Road – Decrease in materials expense for gravel	\$24,690	\$14,690	(\$10,000)	
121320/R2R75	Robinson West Road Shoulder Rehab – Decrease in materials expense for gravel	\$40,000	\$30,000	(\$10,000)	
	Other minor variations below the \$5,000 threshold			(\$52,196)	\$51,711
<b>TOTAL</b>				<b>(\$836,361)</b>	<b>\$834,361</b>
<b>Net Adjustment to 2024/25 Budget</b>				<b>(\$2,000)</b>	

CARRIED 6/0

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

**14 COMMUNITY SERVICES**

Nil.

**15 OFFICE OF CEO**

Nil.

**16 CONFIDENTIAL REPORTS**

Nil.

**17 ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**18 MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

Nil.

**19 CLOSURE OF MEETING**

Council acknowledged and thanked Paul Hanlon for his contributions to the Shire. His last day being Friday, 14 February 2025.

There being no further business the President declared the meeting closed at 4.43pm

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

Presiding Member – Councillor Dale Douglas

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Date.....