



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 18 March 2025

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 18 March 2025 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

MARK HOOK
ACTING CHIEF EXECUTIVE OFFICER

Disclaimer

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website www.woodanilling.wa.gov.au

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

Nil.

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY MEETING OF COUNCIL HELD 18 FEBRUARY 2025

That the Minutes of the Ordinary Meeting of Council held 18 February 2025 be confirmed as a true and correct record of proceedings.

8.2. SPECIAL MEETING OF COUNCIL HELD 19 FEBRUARY 2025

That the Minutes of the Special Meeting of Council held 19th February 2025 be confirmed as a true and correct record of proceedings.

9. CONFIRMATION OF OTHER MEETING MINUTES

9.1. ANNUAL ELECTORS MEETING HELD 11 FEBRUARY 2025

That the Minutes of the Annual Electors Meeting held 11th February 2025 be received by Council.

9.2. GREAT SOUTHERN REGIONAL ROAD GROUP MEETING HELD 29 NOVEMBER 2024

That the Minutes of the Great Southern Regional Road Group Meeting held on 29th November 2024 be received by Council.

9.3. GREAT SOUTHERN COUNTRY ZONE HELD 14 FEBRUARY 2025

That the Minutes of the Great Southern Country Zone Meeting held on 14th February 2025 be received by Council.

9.4. GREAT SOUTHERN RECREATION AND ADVISORY GROUP MEETING HELD 27 FEBRUARY 2025

That the Minutes of the Great Southern Recreation Advisory Group Meeting held 27th February 2025 be received by Council.

10. REPORTS OF OFFICERS

Nil.

11. REGULATORY SERVICES

11.1. COMPLIANCE AUDIT RETURN 2024

File Reference	ADM0017
Date of Report	24 February 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author/s of Report	Mark Hook, Acting Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachment	Attachment 11.1.1 – Compliance Audit Return 2024

BRIEF SUMMARY

The purpose of this report is for Council to adopt the Local Government Compliance Audit Return (CAR) for the period 1 January 2024 to 31 December 2024.

BACKGROUND/COMMENT

The Department of Local Government, Sport and Cultural Industries (DLGSC) requires all local governments to complete and lodge an annual Compliance Audit Return for the preceding year by 31 March in the following calendar year.

The annual return required responses in the following broad categories:

- Commercial Enterprises by Local Governments;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Other; and
- Tenders for Providing Goods and Services.

In general, the Shire has achieved yes in most categories, Responses are provided for each of the sections and is detailed in **Attachment 11.1.1**.

The Compliance Audit Return was presented earlier to the Audit Committee and their recommendation was to present the accepted completed annual Compliance Audit Return for the period 1 January 2024 to 31 December 2024 and subject to Council's formal acceptance, it is proposed to lodge the completed return with the Department by 31 March 2025.

STATUTORY/LEGAL IMPLICATIONS

The Council is obliged to complete and submit the Shire of Woodanilling's Compliance Audit Return 2024 in accordance with the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

- Section 7.13(1)(i) of the *Local Government Act 1995* requires local governments to carry out, in the prescribed manner and in the form approved by the Minister an audit of compliance with statutory requirements prescribed in the *Local Government (Audit) Regulations 1996*.

- Regulation 13 of the *Local Government (Audit) Regulations 1996* details the statutory requirements that must be addressed within the compliance audit.
- Regulation 14 of the *Local Government (Audit) Regulations 1996* specifies the requirement to undertake a compliance audit for the annual period 1 January to 31 December and the process by which the audit return is to be considered by Council.
- Regulation 15 of the *Local Government (Audit) Regulations 1996* details the actions to be taken to certify the audit return and to submit the return by 31 March following the period to which the return relates.

POLICY IMPLICATIONS

There is no relevant plans or policies to consider in relation to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Consultation has been undertaken with relevant officers in regard to compliance requirements being met or not.

RISK MANAGEMENT

There is a risk that Council will be in breach of its statutory obligations should it not complete and adopt the Compliance Audit Return 2025. Accordingly, it has been assessed that the level of risk is high.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Adopts the 2024 Local Government Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as accepted by the Audit Committee and contained in **Attachment 11.1.1**.
2. Authorises the Shire President and Acting Chief Executive Officer to certify, in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*, the completed 2024 Compliance Audit Return and submit to the Department of Local Government, Sport and Cultural Industries by the 31st March 2025.

12. INFRASTRUCTURE SERVICES

12.1. CONTRACT SPRAY SEALING REQUEST FOR QUOTATION

File Reference	ADM0384
Date of Report	18/3/2025
Responsible Officer	Phil Burgess, Executive Manager Infrastructure
Author/s of Report	Phil Burgess, Executive Manager Infrastructure
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 12.1.1 – RFQ 1 – 2025: 2024/25 Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply Recommendation

BRIEF SUMMARY

This report provides a summary of the recent request for quotation (RFQ) process completed by the Shire to engage a contractor to provide spray sealing services for the 2024-2025 rural road work program.

BACKGROUND

The Shire has an approved road program for 2024-2025. As part of these works, the following work involves bitumen spray sealing:

- Robinson Rd West
 - Supply, and spray a 2-coat 14/10mm seal
- Oxley Rd
 - Supply and spray a 10mm reseal
 - Supply, and spray a prime + 2 coat 14/10mm seal
- Burt Rd
 - Supply, and spray a prime + 2 coat 14/10mm seal
- Sandplain Rd
 - Supply, and spray a prime + 2 coat 14/10mm seal
- Orchard Rd
 - Supply, and spray a prime + 2 coat 14/10mm seal
- Dinwoodie Rd
 - Supply, and spray a prime + 2 coat 14/10mm seal

The Shire has an existing, non-exclusive contract with Boral from 2023. As a result of a review of the rates within this contract and other market information, the Shire believed there was value in re-testing the market to confirm that the Shire was accessing rates providing best value for money for the community.

COMMENT

The Shire ran an RFQ process inviting quotes for bitumen spray sealing work across the Shire (RFQ 1 – 2025) via the WALGA eQuotes panel.

The RFQ closed on 7 February 2025; two submissions were received as follows:

- Downer EDI Works
- Fulton Hogan

Boral did not provide a formal response via eQuotes; however, they did provide an email to the Executive Manager Infrastructure confirming that their rates within the Contract are still current.

The RFQ submissions were evaluated based on the evaluation criteria provided within the RFQ document.

There was very little to distinguish between Downer and Fulton Hogan from a qualitative evaluation perspective. Both contractors have extensive experience in similar work in similar areas. They also both have extensive resources and capabilities to complete the work. Therefore, the main differentiator is the price.

Bitumen spray sealing work is subject to rise and fall for unit rates due to the fluctuation in base bitumen prices. Therefore, the price evaluation component of the evaluation process needs to adjust all prices to use the same base bitumen price. Doing this, the estimated total cost for both contractors is below (all ex-GST):

- | | |
|--------------------|--------------|
| • Downer EDI Works | \$482,024.88 |
| • Fulton Hogan | \$544,443.72 |

Based on the above, Downer EDI Works is the preferred contractor for the work.

The cost of this contract will be funded from each of the various road projects that the Shire has planned for 2024-25; an estimated amount for the spray sealing work has been incorporated into the budget for each job.

STATUTORY/LEGAL IMPLICATIONS

The Shire invited quotes for these services and received 2 quotations. Therefore, the Shire has complied with the procurement requirements.

POLICY IMPLICATIONS

There are currently no Council policies associated with this item.

FINANCIAL IMPLICATIONS

The proposed contract does not provide any guaranteed minimum spend or value of work to the successful contractor. The contractor will be engaged on an as-required basis to complete the work. Work via this contract will be managed within the approved budget.

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 Construction / Maintenance – by carrying out works & maintenance in accordance with the Capital Works & Maintenance Standards set out in the Shire of Woodanilling Road Maintenance Plan.

CONSULTATION/COMMUNICATION

Consultation has occurred between the previous Chief Executive Officer.

RISK MANAGEMENT

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Awards the contract to Downer EDI for the proposed sealing work for the Shire of Woodanilling for the 2024 – 2025 Capital Works Programme in response to RFQ1 – 2025 with an estimated contract value of \$482,024.88 + GST.

12.2. CONTRACT PLANT HIRE CONTRACTOR REQUEST FOR QUOTATION

File Reference	ADM0384
Date of Report	18/3/2025
Responsible Officer	Phil Burgess, Executive Manager Infrastructure
Author/s of Report	Phil Burgess, Executive Manager Infrastructure
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 12.2.1 – RFQ 2 – 2025: Provision of Plant and Labour Hire for Road Construction and Maintenance Works

BRIEF SUMMARY

This report provides a summary of the recent request for quotation (RFQ) process completed by the Shire to engage a contractor to provide hired road construction plant and equipment with operators for various road construction and maintenance works in the 2024/2025 work program.

BACKGROUND

The Shire has an approved road program for 2024/2025. Due to the limited size of the Shire's work crew, for the Shire to be able to complete the full scope of the 2024/2025 program, one of the specific jobs need to be let to contract. The job that is planned to be completed by a contractor is as follows:

- Robinson Rd West
- Reconstruct existing failing sealed pavement to provide for a 7.2m wide sealed carriage between SLK 25 – 27 (exact length is subject to variation depending on contract pricing)

The Shire has a total budget of approx. \$502,075 to complete this work. Of this, approx. \$160,000 is required for the bitumen surfacing work leaving approx. \$342,075 for the plant hire contractor (the subject of this RFQ process) to complete the earthworks and pavement work.

COMMENT

The Shire ran an RFQ process inviting quotes for the supply of hired road construction plant and equipment with competent operators (RFQ 2 – 2025) via the WALGA eQuotes panel.

The RFQ closed on 14 February 2025; two submissions were received as follows:

- EK Contracting
- GS Hobbs

A 3rd submission was received directly by the Shire's CEO via email. As this response was not submitted via eQuotes, it was deemed non-compliant and was not evaluated.

The RFQ submissions were evaluated based on the evaluation criteria provided within the RFQ document.

A summary of the evaluation scores received by each contractor is shown in the table below. As the RFQ requested a schedule of hourly rates for the nominated plant and equipment, the total price for each contractor was calculated based on the expected machinery allocation for a period of 14 days physical work and also allowing for the cost of relevant preliminary items (e.g. mobilisation / demobilisation, traffic management etc).

Criteria	EK Contracting	GS Hobbs
Demonstrated Relevant Experience and Quality and Completeness of Plant and Equipment (30%)	24	23
Capacity to Complete Contract Works (20%)	16	13
Price (50%)	35.4	50.0
Total RFQ Score	75.4	86.0

From a qualitative perspective, EK Contracting scored slightly higher than GS Hobbs simply based on the level and detail of information provided within the submissions.

Both contractors provided a high level of information and detail demonstrating their experience with similar work in similar areas and they both nominated details for the required plant and equipment. EK Contracting listed two current commitments with potential to overlap the Shire's work however did not provide any detail as to how they would manage these competing commitments to ensure the Shire's proposed work was completed during 2024/25. GS Hobbs also listed two current commitments with potential to overlap the Shire's work however one of these was relatively small and the evaluation panel felt that, given the relatively small size of the Shire's work, they could work around this other small commitment.

From a price perspective, there was a reasonable difference between the two contractors with GS Hobbs being approx. 41% cheaper than EK Contracting based on an estimated 14-day work duration. Given the Shire's small budget for this work, this difference in price is substantial. As the contract is on a schedule of rates basis, the actual cost will be based on the actual machines and hours worked however all work will be managed within the Shire's available budget.

STATUTORY/LEGAL IMPLICATIONS

The Shire invited quotes for these services and received 3 quotations but one was deemed non-compliant. Therefore, the Shire has complied with the procurement requirements.

POLICY IMPLICATIONS

There are currently no Council policies associated with this item.

FINANCIAL IMPLICATIONS

The proposed contract does not provide any guaranteed minimum spend or value of work to the successful contractor. The contractor will be engaged on an as-required basis to complete the work. Work via this contract will be managed within the approved budget.

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 Construction / Maintenance – by carrying out Capital Road works & maintenance in accordance with the Capital Works & Maintenance Standards set out in the Shire of Woodanilling Road Maintenance Plan.

CONSULTATION/COMMUNICATION

Consultation has occurred between the previous Chief Executive Officer.

RISK MANAGEMENT

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- Awards the contract to GS Hobbs based on the schedule of hourly rates provided by the Contractor in response to RFQ 2 – 2025 with an estimated contract value of \$277,540 + GST.

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 28 FEBRUARY 2025

File Reference	ADM0066
Date of Report	05 March 2025
Responsible Officer	Mark Hook, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.1.1 – List of Accounts for Payment – 28 February 2025

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 28 February 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 13.1.1**.

Payments up to 28 February 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$21,451.37
Cheque Payments	Municipal	\$0.00
EFT Payments #7671 to #7723	Municipal	\$104,578.82
Sub Total	Municipal	\$126,030.19
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$126,030.19

STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*

- (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
 - and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

RISK MANAGEMENT

The risk in relation to this matter is assessed as "Medium" on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer's provide a full detailed listing of payments made in the timely manner.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$126,030.19 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 28 February 2025, as contained within **Attachment 13.1.1.**

13.2.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2025

File Reference	ADM0066
Date of Report	12 March 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.2.1 – Monthly Financial Report 28 February 2024

BRIEF SUMMARY

The Monthly Financial Report for period ending 28 February 2025 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 28 February 2025 shows a closing surplus of \$1,416,063.

STATUTORY/LEGAL IMPLICATIONS

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

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

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 28 February 2025, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.2.1**.

13.3.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2025

File Reference	ADM0066
Date of Report	12 March 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.3.1 – Monthly Financial Report 31 January 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 January 2025 is presented for Council's consideration.

BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 31 January 2025 shows a closing surplus of \$1,392,537.

STATUTORY/LEGAL IMPLICATIONS

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

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

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

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

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **Attachment 13.3.1**.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 January 2025, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.3.1**.

13.4 INVESTMENTS REPORT – 28 FEBRUARY 2025

File Reference	ADM066
Date of Report	18 February 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author of Report	Mark Hook, Acting Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Nil

BRIEF SUMMARY

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

BACKGROUND

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

COMMENT

The initial investments made by the Shire of Woodanilling which occurred on 1st August 2024 have now rolled over on the 28 January 2025.

The table below details the investments made by the Shire on the 28th January 2025 which will now expire on the 28 April 2025.

INVESTMENT REGISTER						
NATIONAL AUSTRALIA BANK – FIXED TERM DEPOSIT						
ACCOUNT N ^o	DATE OF INVESTMENT	INTEREST RATE	AMOUNT INVESTED	TERM	INTEREST AT MATURITY	DATE OF MATURITY
#0134	28/01/2025	4.91%	\$717,034.73	90 Days	\$8,681.02	28/04/2025
#0368	28/01/2025	4.91%	\$358,517.37	90 Days	\$4,340.51	28/04/2025

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 for February 2025.

13.5 INVESTMENTS REPORT – 31 JANUARY 2025

File Reference	ADM066
Date of Report	05 February 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author of Report	Mark Hook, Acting Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Nil

BRIEF SUMMARY

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

BACKGROUND

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

COMMENT

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

The table below details the investments made by the Shire on the 30th October 2024 which have now expired at 28 January 2025.

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

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

6.14. Power to invest

- (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 31 January 2025

14. COMMUNITY SERVICES

Nil.

15. OFFICE OF CEO

15.1.WAGIN WOODANILLING LANDCARE ZONE - PROJECT

File Reference	ADM0105
Date of Report	12 March 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author of Report	Mark Hook, Acting Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 15.1.1 – Gravel Reserve Showing Infill Planting Area Attachment 15.1.2 –Gravel Reserve Maps Overview Attachment 15.1.3 –State NRM Grant Application

BRIEF SUMMARY

This item is presented to Council, to consider a request from the Wagin Woodanilling Land Care Zone to undertake a small revegetation project in the disused gravel reserves 12374 Lot 396, 33938 Lot 455, south of Robinson Road East, as per the attached maps. They also wish to include areas in the townsite that require some infill of trees on the road reserves.

BACKGROUND

The Wagin Woodanilling Land Care Zone are seeking Council approval to undertake a small revegetation project in the disused gravel reserve south of Robinson Road East, as per the attached maps. They also wish to include areas in the townsite that require some infill of trees on the road reserves.

The area covers about 11 hectares within the gravel reserve which mainly features large eucalyptus wandoo (white gum) trees, The WWLCZ will be planting only native shrubs and groundcovers which would provide habitat, food and protection for birds, insects and small animals. The WWLCZ plan to work with the community and the Woodanilling Town Teams group to undertake the plantings as part of a larger project for which the Wagin Woodanilling Landcare Zone is compiling a funding application to the WA State Natural Resource Management agency under the 2025 Community Stewardship Grants.

If Council approves the request Council will need to supply a letter of support to the WWLCZ to go with their funding application as evidence that the Shire of Woodanilling is supporting the project.

COMMENT

This will revegetate the gravel pits that are no longer in use and will assist the Woodanilling Landcare Zone to receive grants to keep them operational. Council should support this application as it will allow the Woodanilling Land Care Zone to continue to operate as a standalone entity. This would also be good initiative for the newly created Woody Town Teams Group.

Council would need to provide Approximately \$750 towards the cost of the project as the grant doesn't cover the cost of the seedlings as it is Councils responsibly to revegetate its used gravel pits.

There are areas in the townsite that do require some infill of trees, but this should only be done in areas where there are no power lines as the cost of pruning trees under power are quite costly as we are only allowed to use contractors with licences to work close to power lines for the pruning. Western Power gives Council a list of trees that require pruning close to power lines each year.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

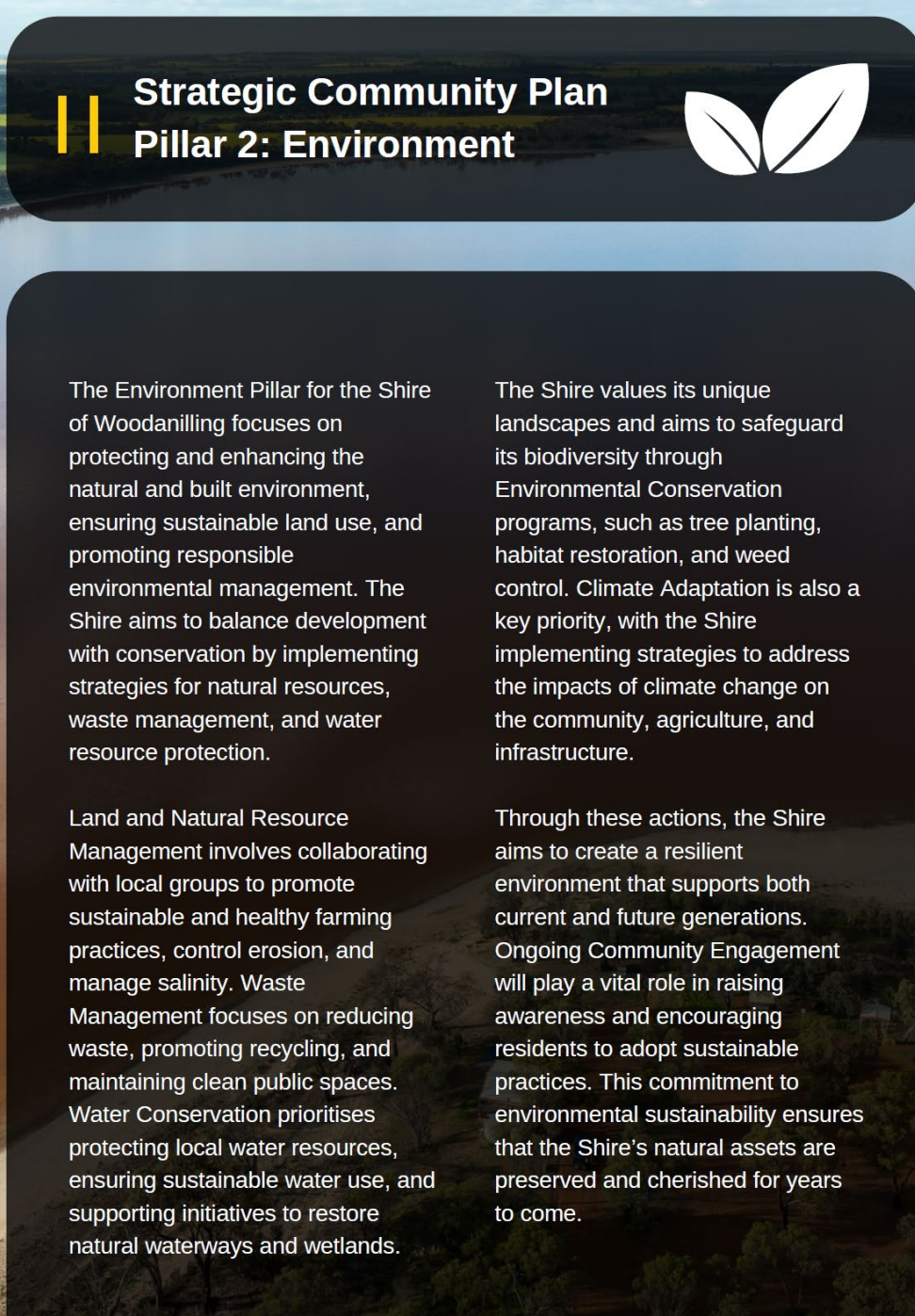
Nil.

FINANCIAL IMPLICATIONS


Cost to Council would be the cost of the seedling approximately \$750

STRATEGIC IMPLICATIONS

Fits within the following areas of The Woodanilling Way the Shire of Woodanilling Strategic Community Plan 2025 - 2035 Corporate Business Plan 2024/25 - 2027/28.

The graphic features a dark blue header with a landscape background. On the left, two vertical yellow bars precede the text 'Strategic Community Plan Pillar 2: Environment' in white. To the right is a white icon of two leaves. The main body is a dark blue rounded rectangle containing two columns of white text. The background of the entire graphic is a blurred image of a rural landscape with trees and a body of water.

Strategic Community Plan Pillar 2: Environment



The Environment Pillar for the Shire of Woodanilling focuses on protecting and enhancing the natural and built environment, ensuring sustainable land use, and promoting responsible environmental management. The Shire aims to balance development with conservation by implementing strategies for natural resources, waste management, and water resource protection.

Land and Natural Resource Management involves collaborating with local groups to promote sustainable and healthy farming practices, control erosion, and manage salinity. Waste Management focuses on reducing waste, promoting recycling, and maintaining clean public spaces. Water Conservation prioritises protecting local water resources, ensuring sustainable water use, and supporting initiatives to restore natural waterways and wetlands.

The Shire values its unique landscapes and aims to safeguard its biodiversity through Environmental Conservation programs, such as tree planting, habitat restoration, and weed control. Climate Adaptation is also a key priority, with the Shire implementing strategies to address the impacts of climate change on the community, agriculture, and infrastructure.

Through these actions, the Shire aims to create a resilient environment that supports both current and future generations. Ongoing Community Engagement will play a vital role in raising awareness and encouraging residents to adopt sustainable practices. This commitment to environmental sustainability ensures that the Shire's natural assets are preserved and cherished for years to come.

Corporate Business Plan Actions 2024/25 - 2027/28 Pillar 1: Social



GOAL 1: A safe and inclusive community for all ages

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
1.1	Deliver and support events and social activities.	Deliver & Partner	✓	✓	✓	✓
1.2	Deliver upgrades to Centenary Park in Woodanilling	Deliver	✓			
1.3	Investigate demand for 'before and after school care'	Partner		✓		
1.4	Support the Woodanilling Town Team to become an active community group in the Shire to complete community projects such as the railway station upgrades	Partner	✓	✓	✓	✓
1.5	Work with Police to attract funding for CCTV	Advocate	✓	✓	✓	✓
1.6	Finalise the Woodanilling Cemetary Plan	Deliver	✓	✓	✓	✓

Corporate Business Plan Actions 2024/25 - 2027/28 Pillar 2: Environment



GOAL 5. Care and protect our natural environment

#	PRIORITY PROJECTS	OUR ROLE	24/25	25/26	26/27	27/28
5.1	Restore and protect our landscape and remnant bushland	Deliver / Partner	✓	✓	✓	✓
5.2	Improve waste management including implementation of Landfill review recommendations and investigate long term management options	Deliver / Partner	✓	✓	✓	✓
5.3	Implement improved recycling practices through Council led initiatives and community education	Deliver / Partner	✓	✓	✓	✓
5.4	Contribute to climate related projects with the Great Southern Alliance	Deliver / Partner	✓	✓	✓	✓
5.5	Support Natural Resource Management programs in the Shire	Deliver / Partner	✓	✓	✓	✓

CONSULTATION/COMMUNICATION

RISK MANAGEMENT

The risk in relation to this item is considered “High” as Council has a key role in protecting natural and built environments, promoting sustainable land use, and encouraging responsible environmental management.

This is also a major part of the Woodanilling Way the Shire of Woodanilling Strategic Community Plan 2025 - 2035 Corporate Business Plan 2024/25 - 2027/28.

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council gives permission to the Wagin Woodanilling Land Care Zone to undertake the project as outlined in the grant application to undertake a revegetation project in the disused gravel reserves 12374 Lot 396, 33938 Lot 455, south of Robinson Road East, and to infill the town road reserves where there are no power lines.
2. That Councils gives a letter of support to the Wagin Woodanilling Land Care Zone towards the State NRM Community Stewardship Grants application.
3. That the CEO allocate \$750 for the cost of the seedlings for the revegetation project.

13 CONFIDENTIAL REPORTS

Nil.

14 ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15 MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

16 CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Cr Douglas will declare the meeting closed at _____ pm.