



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 15 April 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

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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 I Garstone	
Cr R Marshall	
Cr K Stephens	

Officers:

Mark Hook	Acting Chief Executive Officer
Ciara Whitmore	Customer Service Officer

Apologies:

Cr B Smith

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 Cr Dale Douglas:

- Attended the 4WDL meeting
- Attended the BFAC meeting
- Participated in the Climate Adaptation Workshop hosted by DPIRD in Katanning
- Met with Sonya Brooker from St John's regarding a donated defibrillator for Queerearup Lake, which will be listed on the St John's First Responder App

Deputy President Cr Russell Thomson:

- Attended the Great Southern Country Zone meeting in Kojonup
- Attended a general meeting with Ausgold

Cr Ian Garstone:

- Attended the BFAC meeting as the Shire representative
- Attended the Wagin Woodanilling Landcare Zone meeting with Acting CEO Mark Hook

Cr Rod Marshall:

- Nil

Cr Kahlia Stephens:

- Nil

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY MEETING OF COUNCIL HELD – 18 MARCH 2025

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

COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD – 18 MARCH 2025 (OCM 416/04/2025)

Moved: Cr Marshall Seconded: Cr Garstone

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

CARRIED 5/0

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

Against: Nil

9. CONFIRMATION OF OTHER MEETING MINUTES:

9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD – 26 FEBRUARY 2025

That the Minutes of the Local Emergency Management Committee held 26th February 2025 be received by Council.

COUNCIL RESOLUTION – 9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD – 26 FEBRUARY 2025 (OCM 417/04/2025)

Moved: Cr Stephens Seconded: Cr Thomson

That the Minutes of the Local Emergency Management Committee held 26th February 2025 be received by Council.

CARRIED 5/0

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

Against: Nil

10. REPORTS OF OFFICERS

Nil.

11. REGULATORY SERVICES

11.1. PROPOSED SHED – LOT 300 NORRISH ROAD, WOODANILLING

File Reference	A706 / DA65
Date of Report	6 February 2025
Responsible Officer	Mark Hook, Acting Chief Executive Officer
Author of Report	Steve Thompson, Town Planner
Disclosure of any Interest	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>).
Voting Requirement	Simple Majority
Attachments	11.1.1 Information from applicant 11.1.2 Local Planning Policy No. 2 Sheds/Outbuildings

BRIEF SUMMARY

To consider an application for development approval to construct a shed at Lot 300 Norrish Road, Woodanilling.

BACKGROUND

The reason why Council is considering the Development Application is due to wall height set out in Delegation No. 35.

The applicant, Robert Peters, seeks development approval for a shed, including a toilet, laundry and shower.

The site is located approximately 1.2km north-west of the Woodanilling town centre. The property is located on the corner of Norrish Road and Great Southern Highway. The site is 1.7922 hectares in area, is vacant and contains a mix of cleared land and vegetation.

The proposed shed has a skillion roof with a wall height ranging from 3.4m to 4.7m. It has a length of 10m, a width of 11m and a total floor area of 110m² (not including the lean-to). The shed is proposed to be constructed in Classic Cream Colourbond for the walls, roof, roof gutters and flashing. The applicant advises the shed is to be used for storage of a large motor home and additional vehicle. The shed will provide weather protection and security. The applicant does not propose to use the shed for business, logistics or industrial purposes. Details submitted by the applicant are set out in Attachment 1.

The shed is proposed to be centrally located on the site. The setbacks to boundaries exceed the standards 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 for properties zoned 'Local Rural'.

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.

Like most of the Woodanilling townsite and surrounding rural lifestyle properties, the site is classified as a 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 wall height is only slightly above that set out in Delegation No. 35;
- The shed is well setback from property boundaries;
- The shed is 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.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee. 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 300 on Deposited Plan 223226 Norrish 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 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 applicant 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 applicant obtains an on-site sewage disposal approval prior to occupation.
7. Any proposed crossover to Great Southern Highway requires the approval of the local government and Main Roads Western Australia.

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 3, the local government supports Classic Cream.
- C) 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.
- D) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. Given there is potential for short term camping, it is recommended that a BAL assessment be prepared as a part of the Building Permit.
- E) 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 300 NORRISH ROAD, WOODANILLING (OCM 418/04/2025)

Moved: Cr Thomson

Seconded: Cr Marshall

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 300 on Deposited Plan 223226 Norrish 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 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 applicant 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 applicant obtains an on-site sewage disposal approval prior to occupation.
7. Any proposed crossover to Great Southern Highway requires the approval of the local government and Main Roads Western Australia.

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 3, the local government supports Classic Cream.
- C) 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.
- D) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. Given there is potential for short term camping, it is recommended that a BAL assessment be prepared as a part of the Building Permit.
- E) 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 5/0

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

Against: Nil

12. INFRASTRUCTURE SERVICES

12.1. VEHICLE PURCHASE & DISPOSAL WITH BUDGET REALLOCATION

File Reference	ADM
Date of Report	15/04/2025
Responsible Officer	Phil Burgess, Executive Manager Infrastructure
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	Absolute Majority
Attachments	Attachment 12.1.1 - Quote Izuzu Vehicle Purchase Attachment 12.1.2 - Quote Toyota Vehicle Purchase

BRIEF SUMMARY

This item seeks Council endorsement of:

- The purchase of a new Town Maintenance Utility Vehicle 24MY D-MAX 4X2 Single Cab C/Chassis Auto 1.9L or the 24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L.
- Disposal by trade in of Mahindra Single Cab 4X4, WO244
- Disposal by trade in of Ranger PK Single Cab 4X2, WO003

BACKGROUND

Summary:

- The Mahindra has 69,266km

Summary:

- Ford Ranger – 173,061km.

Vehicle Purchase Options

Two vehicles were reviewed for purchase:

Izuzu Collie

- | | |
|--|-------------|
| 1. 24MY D-MAX 4X2 Single Cab C/Chassis Auto 1.9L | \$41,405.30 |
| 2. 24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L | \$49,351.30 |

Trade in prices offered:

Disposal of Mahindra Single Cab 4X4, WO244	\$8,500
Disposal of Ranger PK Single Cab 4X2, WO003	\$3,500

Cost to the Shire: **\$29,405.30 (4 x 2) or 37,351.30 (4 x 4)**

Great Southern Toyota

- | | |
|---|-------------|
| 3. HiLux 4x2 2. 7L Pet S/C/C 6AT WorkMate 2L48300 001 | \$42,565.02 |
| 4. HiLux 4x4 2. 8L Dsl D/C/C 6AT WorkMate 2L46690 001 | \$62,318.27 |

Disposal of Mahindra Single Cab 4X4, WO244	\$500
Disposal of Ranger PK Single Cab 4X2, WO003	\$4,000

Cost to the Shire: **\$38,065.02 (4 x 2) or \$57,818.27 (4 x 4).**

The following Vehicle Purchase/Disposal is requested for endorsement:

Plant, Equipment & Vehicle Disposal with Budget Reallocation		
Plant/Equipment/Vehicle	Costs	Budget Increase
Purchase of Light Vehicle 4 x 2 Wheel Drive Tray Back Utility		
❖ 24MY D-MAX 4X2 Single Cab C/Chasis Auto 1.9L	\$41,405.30	
❖ Disposal of Mahindra Single Cab 4X4, WO244	\$9,000	
❖ Disposal of Ranger PK Single Cab 4X2, WO003	\$3,500	
❖ Purchase of 24MY D-MAX 4X2 Single Cab C/Chasis Auto 1.9L		\$29,405.30
Purchase of Light Vehicle 4 x 4 Wheel Drive Tray Back Utility		
24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L	\$49,351.30	
Disposal of Mahindra Single Cab 4X4, WO244	\$9,000	
Disposal of Ranger PK Single Cab 4X2, WO003	\$3,500	
24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L		\$37,351.30

COMMENT

The strain on Vehicles has been manageable, but there is action required to bring some balance to the situation. There are vehicles under utilised & not used at all which is simply costing the Shire money we do not have.

Given the discussions from the Plant Replacement Plan the best course of action would be to purchase the 4 x 4 D Max 3.0L as this increases flexibility for the Shire across all aspects of work, plus & notwithstanding the resale value as the 4 x 4 vehicle holds it value so much more than the 4 x 2.

Given this, Executive Manager of Infrastructure has determined that the best course of action is to consolidate purchases & disposals as below:

- Purchase
 - **24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L.**
- Disposals
 - Mahindra Single Cab 4X4, WO-244; and
 - Ranger PK Single Cab 4X2, WO-003.

The proceeds of the Mahindra & Ranger to be traded and offset the price of the new Town Utility Tray-back.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 6.8 of the *Local Government Act 1995*.

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

S3.58 (5) This section does not apply to —

- (d) any other disposition that is excluded by regulations from the application of this section.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (3) A disposition of property other than land is an exempt disposition if —

- (a) its market value is less than \$20 000; or
- (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

POLICY IMPLICATIONS

Council Policy 112 – Plant, Equipment and Vehicle Disposal Policy

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

FINANCIAL IMPLICATIONS

This report will result in a draw of **\$37,351.30** from the Plant & Equipment Reserve.

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 and Accountant. Council will be briefed about the budget amendments on 19 November 2024 at the Forum.

RISK MANAGEMENT

Should Council not proceed on the officer's recommendation, there is a medium risk to the Shire that the current projects could be compromised. This could result in the Team struggling to complete the projects & tasks assigned for the current FY.

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 approves the requested budget amendment in the Shire's 2024/2025 Annual Budget and approve the disposal of Mahindra & the Ford Ranger for the purchase of the 24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L for **\$37,351.30**.

COUNCIL RESOLUTION – 12.1. VEHICLE PURCHASE & DISPOSAL WITH BUDGET REALLOCATION (OCM 419/04/2025)

Moved: Cr Thomson Seconded: Cr Garstone

That Council approves the requested budget amendment in the Shire's 2024/2025 Annual Budget and approves the disposal of the Mahindra and Ford Ranger for the purchase of the 24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L (including tray) for \$37,351.30.

CARRIED BY ABSOLUTE MAJORITY 5/0

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

Against: Nil

DISCUSSION

Council amended the officer's recommendation to reflect the correct vehicle model (24MY D-MAX 4x4 Single Cab C/Chassis Auto 3.0L) and to confirm the inclusion of the tray.

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2025

File Reference	ADM0066
Date of Report	03 April 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 – 31 March 2025

BRIEF SUMMARY

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

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$57,074.01
Cheque Payments- Chq No 15401	Municipal	\$200.00
EFT Payments #7724 to #7764	Municipal	\$122,786.99
Sub Total	Municipal	\$180,061.00
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$180,061.00

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 \$180,061.00 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 March 2025, as contained within **Attachment 13.1.1.**

COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2025 (OCM 420/04/2025)

Moved: Cr Stephens Seconded: Cr Marshall

That Council accepts the list of accounts and details of the credit card amounts, totalling \$180,061.00 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 March 2025, as contained within Attachment 13.1.1.

CARRIED 5/0

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

Against: Nil

13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2025

File Reference	ADM0066
Date of Report	7 April 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 31 March 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 March 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 March 2025 shows a closing surplus of \$1,233,502.

STATUTORY/LEGAL IMPLICATIONS

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

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

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION – 13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2025 (OCM 421/04/2025)

Moved: Cr Thomson Seconded: Cr Marshall

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

CARRIED 5/0

For: Cr Douglas, Cr Thomson, 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

There being no further business the President declared the meeting closed at 4.10pm I certify that these minutes were confirmed at the Ordinary Council Meeting held on the 20 May 2025.

Presiding Member – Councillor Dale Douglas

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Date.....