



MINUTES

Ordinary Council Meeting Tuesday, 24 October 2023

Date: Tuesday, 24 October 2023

Time: 4.00pm

**Location: Council Chamber
110 Massingham Street
Kellerberrin WA 6410**

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**MINUTES OF SHIRE OF KELLERBERRIN
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 110 MASSINGHAM STREET, KELLERBERRIN WA 6410
ON TUESDAY, 24 OCTOBER 2023 AT 4.00PM**

1 DECLARATION OF OPENING

The Chief Executive Officer Mr Raymond Griffiths opened the meeting at 4:00pm

2 ACKNOWLEDGEMENT OF COUNTRY

We begin today by acknowledging the Ballardong Noongar people as traditional custodians of the land and skies on which we gather, and we pay our respects to their elders, past, present and emerging

3 ANNOUNCEMENT BY PRESIDING PERSON WITHOUT DISCUSSION

4 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

PRESENT:

President Matt Steber (President),
Cr Emily Ryan (Deputy President),
Cr David Leake,
Cr Dennis Reid,
Cr Monica Gardiner,
Cr Kelsey Pryer,
Cr Paul Brown

IN ATTENDANCE:

Raymond Griffiths (Chief Executive Officer),
Morgan Ware (Manager of Governance)
Adrian Gamble (Guest)
Marcia Gamble (Guest)

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

ELECTION OF PRESIDENT

The Chief Executive Officer called for nominations for the position as Shire President.

Cr Reid nominated Cr President for the position of Shire President. Cr Steber accepted the nomination.

There were no further nominations, therefore Cr Steber was appointed as Shire President for two year term.

SWEARING IN OF PRESIDENT BEFORE THE CHIEF EXECUTIVE OFFICER

Mr Raymond Griffiths (CEO) witnessed and signed the swearing in of Council's elected President Cr Steber.

ELECTION OF DEPUTY PRESIDENT

The Chief Executive Officer called for nominations for the position as Deputy Shire President. Cr Leake nominated Cr Ryan for the position of Deputy Shire President. Cr Ryan accepted the nomination.

There were no further nominations, therefore Cr Ryan was appointed as Deputy Shire President for a two year term.

SWEARING OF DEPUTY PRESIDENT BEFORE THE CHIEF EXECUTIVE OFFICER.

Mr Raymond Griffiths (CEO) witnessed and signed the swearing in of Council's elected Deputy President Cr Ryan.

5 DECLARATION OF INTEREST

Note: Under Section 5.60 – 5.62 of the Local Government Act 1995, care should be exercised by all Councillors to ensure that a "financial interest" is declared and that they refrain from voting on any matters which are considered may come within the ambit of the Act.

A Member declaring a financial interest must leave the meeting prior to the matter being discussed or voted on (unless the members entitled to vote resolved to allow the member to be present). The member is not to take part whatsoever in the proceedings if allowed to stay.

6 PUBLIC QUESTION TIME

Council conducts open Council meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the question as precisely as possible. A maximum of 15 minutes is allocated for public question time. The length of time an individual can speak will be determined at the President's discretion.

6.1 Response to Previous Public Questions taken on Notice

Nil

6.2 Public Question Time

Adrian and Marcia Gamble attended the meeting at 4:07pm

President Matthew Steber welcomed Adrian and Marcia to the meeting

Adrian – As a citizen of the community, we are concerned about the Doctor and his position. Before a contract was signed from other people was legal advice sought?

Shire President – No Contract has been signed with another person, Council has signed a Deed of Agreement with a new practitioner.

Shire CEO - Council didn't seek legal advice as they didn't see the need due to the lease agreement expiring in November 2024.

Adrian – A question from a member of the community, a member of the community spoke with the CEO and was given verbally abusive feedback, what is going to be done about it.

Shire President – This is the first we have heard of this, the question will be taken on notice.

Adrian – Why wouldn't you have got a firm commitment from the Dr with exactly what he wanted to do.

Shire President – Council invites the Doctor every year to discuss matters relating to the Surgery. Technical speaking we don't have to as this matter is operational however, out of good manners we extend the invite to the doctor every year to discuss requests for the surgery and go over any other items including the opportunity for Councillors to ask questions.

Shire CEO – The doctor provided Council both verbally and in writing that he wished to remain at the Medical Centre until he was 75 years of age being 2027.

Marcia – Will this new practioner have access to the hospital and those services continued.

Shire CEO – The new practioner is fully aware of the current operations at the Kellerberrin Hospital and Dryandra.

Adrian – What has happened with the money from Dryandra.

Shire CEO – Advised that this a Dryandra matter not a Shire matter however, the funds from the sale of Dryandra are sitting in the Dryandra bank account.

Some further discussion took place regarding the funds and Councils role with the funds going forward.

4.25 pm – Adrian and Marcia Gamble exited Council Chambers.

7 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 SEPTEMBER 2023****File Ref:** MIN**Author:** Michelle Wilson, Executive Assistant**Authoriser:** Raymond Griffiths, Chief Executive Officer**Attachments:** 1. Minutes of the Council Meeting held on 26 September 2023**STAFF RECOMMENDATION**

That the Minutes of the Council Meeting held on 26 September 2023 be received as a true and correct record of the meeting.

COUNCIL RESOLUTION**MIN 107/23 MOTION - Moved Cr. Reid Seconded Cr. Leake**

That the Minutes of the Council Meeting held on 26 September 2023 be received as a true and correct record of the meeting.

CARRIED 7/0

8 PRESENTATIONS

8.1 Petitions

8.2 Presentations

8.3 Deputations

9 REPORTS OF COMMITTEES

Nil

10 CORPORATE SERVICES REPORTS

10.1 STATUS REPORT OF ACTION SHEET

File Ref: Various
Author: Michelle Wilson, Executive Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council at its March 2017 Ordinary Meeting of Council discussed the use of Council's status report and its reporting mechanisms.

Council therefore after discussing this matter agreed to have a monthly item presented to Council regarding the Status Report which provides Council with monthly updates on officers' actions regarding decisions made at Council.

It can also be utilised as a tool to track progress on Capital projects.

STAFF COMMENT

This report has been presented to provide an additional measure for Council to be kept up to date with progress on items presented to Council or that affect Council.

Council can add extra items to this report as they wish.

The concept of the report will be that every action from Council's Ordinary and Special Council Meetings will be placed into the Status Report and only when the action is fully complete can the item be removed from the register. However the item is to be presented to the next Council Meeting shading the item prior to its removal.

This provides Council with an explanation on what has occurred to complete the item and ensure they are happy prior to this being removed from the report.

TEN YEAR FINANCIAL PLAN

There is no direct impact on the long term financial plan.

FINANCIAL IMPLICATIONS

Financial Implications will be applicable depending on the decision of Council. However this will be duly noted in the Agenda Item prepared for this specific action.

STATUTORY IMPLICATIONS

NIL know at this time.

STAFF COMMENT

This report has been presented to provide an additional measure for Council to be kept up to date with progress on items presented to Council or that affect Council.

Council can add extra items to this report as they wish.

The concept of the report will be that every action from Council's Ordinary and Special Council Meetings will be placed into the Status Report and only when the action is fully complete can the item be removed from the register. However the item is to be presented to the next Council Meeting shading the item prior to its removal.

This provides Council with an explanation on what has occurred to complete the item and ensure they are happy prior to this being removed from the report.

TEN YEAR FINANCIAL PLAN

There is no direct impact on the long term financial plan.

FINANCIAL IMPLICATIONS

Financial Implications will be applicable depending on the decision of Council. However this will be duly noted in the Agenda Item prepared for this specific action.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

Section 2.7. The role of the council

- (1) The council —
 - (a) Directs and controls the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Section 2.8. The role of the mayor or president

- (1) The mayor or president —
 - (a) presides at meetings in accordance with this Act;
 - (b) provides leadership and guidance to the community in the district;
 - (c) carries out civic and ceremonial duties on behalf of the local government;
 - (d) speaks on behalf of the local government;
 - (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and
 - (f) liaises with the CEO on the local government's affairs and the performance of its functions.
- (2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.

Section 2.9. The role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

Section 2.10. The role of councillors

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

5.60. When person has an interest

For the purposes of this Subdivision, a relevant person has an interest in a matter if either —

- (a) the relevant person; or
 - (b) a person with whom the relevant person is closely associated,
- has —
- (c) a direct or indirect financial interest in the matter; or
 - (d) a proximity interest in the matter.

[Section 5.60 inserted by No. 64 of 1998 s. 30.]

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

5.60B. Proximity interest

- (1) For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —
 - (a) a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b) a proposed change to the zoning or use of land that adjoins the person's land; or
 - (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
- (2) In this section, land (**the proposal land**) adjoins a person's land if —
 - (a) the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3) In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No. 64 of 1998 s. 30.]

5.61. Indirect financial interests

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

5.62. Closely associated persons

- (1) For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —
 - (a) the person is in partnership with the relevant person; or
 - (b) the person is an employer of the relevant person; or
 - (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or
 - (ca) the person belongs to a class of persons that is prescribed; or
 - (d) the person is a body corporate —
 - (i) of which the relevant person is a director, secretary or executive officer; or
 - (ii) in which the relevant person holds shares having a total value exceeding —
 - (I) the prescribed amount; or
 - (II) the prescribed percentage of the total value of the issued share capital of the company,whichever is less;
 - or
 - (e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or
 - (ea) the relevant person is a council member and the person —

- (i) gave a notifiable gift to the relevant person in relation to the election at which the relevant person was last elected; or
 - (ii) has given a notifiable gift to the relevant person since the relevant person was last elected;
- or
- (eb) the relevant person is a council member and since the relevant person was last elected the person —
 - (i) gave to the relevant person a gift that section 5.82 requires the relevant person to disclose; or
 - (ii) made a contribution to travel undertaken by the relevant person that section 5.83 requires the relevant person to disclose;
- or
- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.

- (2) In subsection (1) —

notifiable gift means a gift about which the relevant person was or is required by regulations under section 4.59(a) to provide information in relation to an election;

value, in relation to shares, means the value of the shares calculated in the prescribed manner or using the prescribed method.

[Section 5.62 amended by No. 64 of 1998 s. 31; No. 28 of 2003 s. 110; No. 49 of 2004 s. 51; No. 17 of 2009 s. 26.]

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
- (a) an interest common to a significant number of electors or ratepayers;
 - (b) an interest in the imposition of any rate, charge or fee by the local government;
 - (c) an interest relating to a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers;
 - (d) an interest relating to the pay, terms or conditions of an employee unless —
 - (i) the relevant person is the employee; or
 - (ii) either the relevant person's spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with the relevant person;
 - [(e) deleted]*
 - (f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects;
 - (g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law; or
 - (h) a prescribed interest.
- (2) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
- (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,

then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter for the purposes of sections 5.65, 5.70 and 5.71.

- (3) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —

- (a) any proposed change to a planning scheme for that land or any land adjacent to that land;
- (b) any proposed change to the zoning or use of that land or any land adjacent to that land; or
- (c) the proposed development of that land or any land adjacent to that land,

then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.

- (4) If a relevant person has a financial interest because any land in which the person has any interest other than an interest relating to the valuation of that land or any land adjacent to that land may be affected by —
 - (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,

then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.

- (5) A reference in subsection (2), (3) or (4) to the development of land is a reference to the development, maintenance or management of the land or of services or facilities on the land.

[Section 5.63 amended by No. 1 of 1998 s. 15; No. 64 of 1998 s. 32; No. 28 of 2003 s. 111; No. 49 of 2004 s. 52; No. 17 of 2009 s. 27.]

[5.64. Deleted by No. 28 of 2003 s. 112.]

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.

Penalty: \$10 000 or imprisonment for 2 years.

- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know —
 - (a) that he or she had an interest in the matter; or
 - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or

- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
 - (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —
 - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and

- (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.
[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —
employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.
Penalty: \$10 000 or imprisonment for 2 years.

5.71. Employees to disclose interests relating to delegated functions

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Manager of Governance
- Manager Works and Services
- Council Staff
- Council
- Community Members.

STAFF RECOMMENDATION

That Council receive the status report.

COUNCIL RESOLUTION

MIN 108/23

MOTION - Moved Cr. Reid

Seconded Cr. Leake

That Council receive the status report.

CARRIED 7/0

10.2 COUNCIL MEETING DATES 2024 - PUBLIC NOTICE

File Ref: PUB02
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

In accordance with the *Local Government Act 1995 (as amended)* and the *local Government (Administration) Regulations 1996*, Council is required to adopt a Schedule of its Ordinary Meeting date/s including Time, Place and Public Question Time.

Council's October 2022 Ordinary Meeting of Council – 18th October 2022

MIN 001/22 MOTION - Moved Cr. Leake Seconded Cr. Gardiner

That Council adopts the following schedule of Ordinary Council Meeting dates for 2023 incorporating meeting location/venue, meeting commencement time and public question time.

*Briefing Session: Councillors briefing session on agenda at 1:00 pm.
Time: Meeting commencement time 4:00 pm.
Public Question Time: Commencing at 4:15 pm and limited to 15 minutes.
Place: Council Chambers, 110 Massingham Street Kellerberrin.
Meeting Day: every third Tuesday of the month.*

<i>January 2023 – No Meeting</i>	
<i>Tuesday, 21st February 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 21st March 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 18th April 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 16th May 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 20th June 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 18th July 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 15th August 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 19th September 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 17th October 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 21st November 2023</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 19th December 2023</i>	<i>Kellerberrin Council Chambers</i>

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

Council's October 2021 Ordinary Meeting of Council – 26th October 2021

MIN 002174/21 MOTION - Moved Cr. Leake Seconded Cr. Steber

That Council adopts the following schedule of Ordinary Council Meeting dates for 2022 incorporating meeting location/venue, meeting commencement time and public question time.

*Briefing Session: Councillors briefing session on agenda at 1:00 pm.
Time: Meeting commencement time 2:00 pm.
Public Question Time: Commencing at 2:15 pm and limited to 15 minutes.
Place: Council Chambers 110 Massingham Street Kellerberrin.
Meeting Day: every third Tuesday of the month.*

<i>January 2022 – No Meeting</i>	
<i>Tuesday, 15th February 2022</i>	<i>Kellerberrin Council Chambers</i>
<i>Tuesday, 15th March 2022</i>	<i>Kellerberrin Council Chambers</i>

Tuesday, 19th April 2022	Kellerberrin Council Chambers
Tuesday, 17th May 2022	Kellerberrin Council Chambers
Tuesday, 21st June 2022	Kellerberrin Council Chambers
Tuesday, 19th July 2022	Kellerberrin Council Chambers
Tuesday, 16th August 2022	Kellerberrin Council Chambers
Tuesday, 20th September 2022	Kellerberrin Council Chambers
Tuesday, 18th October 2022	Kellerberrin Council Chambers
Tuesday, 15th November 2022	Kellerberrin Council Chambers
Tuesday, 20th December 2022	Kellerberrin Council Chambers

CARRIED 7/0

Council's October 2020 Ordinary Meeting of Council
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MIN 166/20 MOTION - Moved Cr. Steber Seconded Cr. Reid
That Council adopts the following schedule of Ordinary Council Meeting dates for 2021 incorporating meeting location/venue, meeting commencement time and public question time.

Briefing Session:

Councillors Briefing session on Agenda at 1.00 pm Council Meeting Time:
Meeting commencement time – 2.00 pm Public Question Time: Commencing at 2.15 pm and limited to 15 minutes Place of Meeting: Shire of Kellerberrin Council Chambers 110 Massingham Street, Kellerberrin.
Meeting Day: Every Third Tuesday of the month.

January 2021 – No Meeting
Tuesday, 16 February 2021 – Kellerberrin Council Chambers
Tuesday, 16 March 2021 – Kellerberrin Council Chambers
Tuesday, 20 April 2021 – Kellerberrin Council Chambers
Tuesday, 18 May 2021 – Kellerberrin Council Chambers
Tuesday, 15 June 2021 – Kellerberrin Council Chambers
Tuesday, 20 July 2021 – Kellerberrin Council Chambers
Tuesday, 17 August 2021 – Kellerberrin Council Chambers
Tuesday, 21 September 2021 – Kellerberrin Council Chambers
Tuesday, 19 October 2021 – Kellerberrin Council Chambers
Tuesday, 16 November 2021 – Kellerberrin Council Chambers
Tuesday, 21 December 2021 – Kellerberrin Council Chambers

CARRIED 6/0
BY ABSOLUTE MAJORITY

STAFF COMMENT

Council is required under legislation, to advertise its meetings advising of the date, commencement time, public question time and location of the meeting once each year. It is generally this time of the year that Council should consider its schedule of Ordinary Meetings for the 2024 calendar year.

Council needs to remain mindful of continuing on with its meetings in an efficient and timely manner to complete required and presented business. Council meetings are conducted in a businesslike and professional manner which allows for more informal discussion to occur. This reduces the necessity to have special Council meetings for specific issues with these matters being included as part of the monthly agenda.

Special Council meetings can be called with little notice given if required, however, to deal with any items that require a decision out of Council meeting times.

Items for consideration when adopting times and dates for the upcoming year are but not limited to;

- Preferred Council Information/Briefing Sessions (time allowance and when)
- Luncheon arrangements, if commenced with at an earlier time
- Business commitments of individual Council Members (actual meeting start time)
- Time allocation for dealing with the business of the Council including the agenda

- items
 - Allowance for Meeting guests/presentations/petitions etc. (preferred time and length of presentation)
 - Desired format for information sessions, etc.

Council at any time though can decide to modify the commencement time of their meetings though appropriate notice to the community is required.

TEN YEAR FINANCIAL PLAN

NIL known at this time.

FINANCIAL IMPLICATIONS

2023/2024 & 2024/2025 Budget – expense account for statutory advertising and members travelling and meeting attendance fees.

Cost of local advertising of Council meeting times. Current budget general ledger expense account for advertising will be utilised.

STATUTORY IMPLICATIONS

Local Government Act (as amended) 1995

5.24. Question time for public

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
 - (a) every ordinary meeting of a council; and
 - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

Regulations about council and committee meetings and committees

- (3) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - (a) the matters to be dealt with at ordinary or at special meetings of councils;
 - (b) the functions of committees or types of committee;
 - (ba) the holding of council or committee meetings by telephone, video conference or other electronic means;
 - (c) the procedure to be followed at, and in respect of, council or committee meetings;
 - (d) methods of voting at council or committee meetings;
 - (e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made);
 - (f) the content and confirmation of minutes of council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings;
 - (g) the giving of public notice of the date and agenda for council or committee meetings;
 - (h) the exclusion from meetings of persons whose conduct is not conducive to the proper conduct of the meetings and the steps to be taken in the event of persons refusing to leave meetings;
 - (i) the circumstances and time in which the unconfirmed minutes of council or

committee meetings are to be made available for inspection by members of the public; and

- (j) the circumstances and time in which notice papers and agenda relating to any council or committee meeting and reports and other documents which could be —

- (i) tabled at a council or committee meeting; or
- (ii) produced by the local government or a committee for presentation at a council or committee meeting,

are to be made available for inspection by members of the public.

- (4) Regulations providing for meetings to be held by telephone, video conference or other electronic means may modify the application of this Act in relation to those meetings to the extent necessary or convenient to facilitate the holding of those meetings in that way.

[Section 5.25 amended by No. 64 of 1998 s. 28.]

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Shire of Kellerberrin Standing Orders Local Law 2016

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Manager of Governance

STAFF RECOMMENDATION

That Council adopts the following schedule of Ordinary Council Meeting dates for 2024 incorporating meeting location/venue, meeting commencement time and public question time.

Briefing Session: Councillors briefing session on agenda at 1:00 pm.

Time: Meeting commencement time 4:00 pm.

Public Question Time: Commencing at 4:05 pm and limited to 15 minutes.

Place: Council Chambers, 110 Massingham Street Kellerberrin.

Meeting Day: every third Tuesday of the month.

January 2024 – No Meeting

Tuesday, 20th February 2024 Kellerberrin Council Chambers

Tuesday, 19th March 2024 Kellerberrin Council Chambers

Tuesday, 16th April 2024 Kellerberrin Council Chambers

Tuesday, 21st May 2024 Kellerberrin Council Chambers

Tuesday, 18th June 2024 Kellerberrin Council Chambers

Tuesday, 16th July 2024 Kellerberrin Council Chambers

Tuesday, 20th August 2024 Kellerberrin Council Chambers

Tuesday, 17th September 2024 Kellerberrin Council Chambers

Tuesday, 15th October 2024 Kellerberrin Council Chambers

Tuesday, 19th November 2024 Kellerberrin Council Chambers

Tuesday, 17th December 2024 Kellerberrin Council Chambers

COUNCIL RESOLUTION

MIN 109/23

MOTION - Moved Cr. Reid

Seconded Cr. Leake

That Council adopts the following schedule of Ordinary Council Meeting dates for 2024 incorporating meeting location/venue, meeting commencement time and public question time.

Briefing Session: Councillors briefing session on agenda at 1:00 pm.

Time: Meeting commencement time 4:00 pm.

Public Question Time: Commencing at 4:05 pm and limited to 15 minutes.

Place: Council Chambers, 110 Massingham Street Kellerberrin.

Meeting Day: every third Tuesday of the month.

January 2024 – No Meeting

Tuesday, 20th February 2024

Tuesday, 19th March 2024

Tuesday, 16th April 2024

Tuesday, 21st May 2024

Tuesday, 18th June 2024

Tuesday, 16th July 2024

Tuesday, 20th August 2024

Tuesday, 17th September 2024

Tuesday, 15th October 2024

Tuesday, 19th November 2024

Tuesday, 17th December 2024

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

Kellerberrin Council Chambers

CARRIED BY 7/0

ABSOLUTE MAJORITY

10.3 STAFF & COUNCIL CHRISTMAS PARTY FUNCTION

File Ref: PUB00
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Previously Council has resolved the following in relation to its annual Christmas function:

2022 Christmas Party Function

MIN 168/22 MOTION - Moved Cr. Forsyth Seconded Cr. Ryan

That Council;

- 1. Host a Christmas Party Function at the Kellerberrin and Districts Club on Thursday, 22nd December 2022 as a BBQ function; and*
- 2. Host a staff development day in the New Year, 2023.*

CARRIED 7/0

2021 Christmas Party Function

MIN 175/21 MOTION - Moved Cr. Forsyth Seconded Cr. Ryan

That Council;

- 1. Host a staff development function (bowls) commencing at 1:00pm, on Thursday, 23rd December 2021 at the Kellerberrin Recreation and Leisure Centre;*
- 2. Host a Christmas function being a BBQ at approx. 4:00pm following on from the staff development function.*

CARRIED 7/0

2020 Christmas Party Function

MIN 165/20 MOTION - Moved Cr. Leake Seconded Cr. Ryan

That Council;

- 1. Contribute \$2,500 to a Post-Christmas River Cruise for Staff, Councillors and Families in February 2021 (subject to boat availability).*
- 2. Provide an afternoon BBQ for staff on Tuesday 15th December 2020 following council meeting to ensure all staff that don't attend the function still receive recognition for their efforts throughout the year.*

CARRIED 6/0

2019 Christmas Party Function

MIN180/19 MOTION - Moved Cr. Leake 2nd Cr. Talbot

That Council host a Christmas Party Function at the ex-golf club clubhouse on Friday 20th December 2019 as a barbeque function commencing at 6.00pm

CARRIED 6/0

STAFF COMMENT

Whilst Council is under no obligation to do so, it has become traditional for Council to host a combined Christmas function that is enjoyed by elected members, staff and their families. In previous years a barbeque function be held at the ex-golf club clubhouse. The 2022 Christmas function Councillors still cooked and provided a salad for the barbeque.

Generally, a barbeque is well received, easy to cater, organise and extremely cost effective.

In 2022 Council held a function at the Recreation Centre Cuolahan/Cottle Room as a BBQ function as indicate above. A function for staff was to be held in early 2023 which didn't occur.

TEN YEAR FINANCIAL PLAN

NIL known at this time

FINANCIAL IMPLICATIONS

Cost of Christmas Function for 2022, approximately \$1,550

2023/2024 Budget Document

041051 Refreshments and Receptions – Budget Allocation \$18,000

\$8,000 for Council Meetings (including Committee & Community Meetings), \$8,000 for Council Functions – Christmas Function, Citizenship Ceremonies, \$2,000 for Other costs.

STATUTORY IMPLICATIONS

NIL known at this time.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Manager of Governance

STAFF RECOMMENDATION

That Council host a Christmas Party Function at the Kellerberrin and Districts Club on Friday, 22nd December 2023 as a BBQ function commencing at 6:00pm.

COUNCIL RESOLUTION

MIN 110/23 MOTION - Moved Cr. Reid Seconded Cr. Leake

That Council host a Christmas Party Function at the Kellerberrin and Districts Club on Friday, 22nd December 2023 as a BBQ function commencing at 6:00pm

CARRIED 7/0

10.4 ANNUAL CHRISTMAS/NEW YEAR OFFICE CLOSURE

File Ref: PUB02
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council has previously, kindly considered an application from staff to close the Administration Office during the Christmas/New Year period. This has been considered and approved by Council in consideration of the low level of business expected to be transacted and staff reducing any Time in Lieu provisions and Rostered Days Off entitlements for the month of December and/or January.

Council's October 2022 Ordinary Meeting of Council

MIN 169/22 MOTION - Moved Cr. Reid Seconded Cr. Gardiner

That Council approves the closure of the Administration Office for the following inclusive dates over the Christmas / New Year holiday period and that local advertising be completed.

Friday, 23rd December 2022	Public Service Day
Monday, 26th December, 2022	Public Holiday (Christmas Day)
Tuesday, 27th December, 2022	Public Holiday (Boxing Day Holiday)
Wednesday, 28th December, 2022	RDO/Annual Leave/TIL
Thursday, 29th December, 2022	RDO/Annual Leave/TIL
Friday, 30th December, 2022	RDO/Annual Leave/TIL
Monday, 2nd January, 2023	Public Holiday (New Year's Days)

CARRIED 7/0

Council's October 2021 Ordinary Meeting of Council

MIN 176/21 MOTION - Moved Cr. Ryan Seconded Cr. Reid

That Council approves the closure of the Administration Office for the following inclusive dates over the Christmas / New Year holiday period and that local advertising be completed.

Thursday, 23rd December 2021	From 12:00pm Staff Development Afternoon
Friday, 24th December 2021	Public Service Day
Monday, 27th December, 2021	Public Holiday (Christmas Day)
Tuesday, 28th December, 2021	Public Holiday (Boxing Day Holiday)
Wednesday, 29th December, 2021	RDO/Annual Leave/TIL
Thursday, 30th December, 2021	RDO/Annual Leave/TIL
Friday, 31st December, 2021	RDO/Annual Leave/TIL
Monday, 3rd January, 2022	Public Holiday (New Year's Days)

CARRIED 7/0

Council's October 2020 Ordinary Meeting of Council

MIN 164/20 MOTION - Moved Cr. Leake Seconded Cr. Ryan
That Council approves the closure of the Administration Office for the following inclusive dates over the Christmas / New Year holiday period and that local advertising be completed.

Thursday, 24th December 2020	Public Service Day
Friday, 25th December, 2020	Public Holiday (Christmas Day)
Monday, 28th December, 2020	Public Holiday (Boxing Day Holiday)
Tuesday, 29th December, 2020	RDO/Annual Leave
Wednesday, 30th December, 2020	RDO/Annual Leave
Thursday, 31st December, 2020	RDO/Annual Leave
Friday, 1st January 2021	Public Holiday (New Year's Days)

CARRIED 6/0

Council's October 2019 Ordinary Meeting of Council

MIN179/19 MOTION - Moved Cr. O'Neill 2nd Cr. McNeil

That Council approve the closure of the Administration Office for the following inclusive dates over the Christmas/New Year Holiday period and that the local advertising be completed;

<i>Monday, 23rd December, 2019</i>	<i>RDO/Annual Leave</i>
<i>Tuesday, 24th December, 2019</i>	<i>Public Service Holiday</i>
<i>Wednesday, 25th December, 2019</i>	<i>Public Holiday (Christmas Day)</i>
<i>Thursday, 26th December, 2019</i>	<i>Public Holiday (Boxing Day)</i>
<i>Friday, 27th December, 2019</i>	<i>RDO/Annual Leave</i>
<i>Monday, 30th December, 2019</i>	<i>RDO/Annual Leave</i>
<i>Tuesday, 31st January, 2019</i>	<i>RDO/Annual Leave</i>
<i>Wednesday, 1st January, 2019</i>	<i>Public Holiday (New Years Days)</i>

CARRIED 6/0

Council's October 2018 Ordinary Meeting of Council

MIN 184/18 MOTION - Moved Cr. Leake 2nd Cr. O'Neill

That Council approve the closure of the Administration Office for the following inclusive dates over the Christmas/New Year Holiday period and that the local advertising be completed;

<i>Friday, 21st December, 2018</i>	<i>RDO/Annual Leave</i>
<i>Monday, 24th December, 2018</i>	<i>RDO/Annual Leave</i>
<i>Tuesday, 25th December, 2018</i>	<i>Public Holiday (Christmas Day)</i>
<i>Wednesday, 26th December, 2018</i>	<i>Public Holiday (Boxing Day)</i>
<i>Thursday, 27th December, 2018</i>	<i>RDO/Annual Leave</i>
<i>Friday, 28th December, 2018</i>	<i>RDO/Annual Leave</i>
<i>Monday, 31st December, 2018</i>	<i>Public Service Holiday</i>
<i>Tuesday, 1st January, 2019</i>	<i>Public Holiday (New Years Days)</i>

CARRIED 6/0

STAFF COMMENT

The Christmas/New Year period gazetted Public Holidays are as follows:

Christmas Day	Monday, 25 th December 2023
Boxing Day	Tuesday, 26 th December 2023
Public Service Holiday (in Lieu)	Wednesday, 27 th December 2023
New Year's Day	Monday 1 st January 2024

The days in question, are the days in between Boxing Day and New Year's i.e. Thursday 28th December 2023 and Friday 29th December 2023. The additional holiday "in lieu", which Local Government employees are entitled to can has been allocated to Wednesday 27th December 2023, should Council approve the proposal. This would be in addition to permitting the office/shire closure from close of business Friday, 22nd December 2023 for a Staff Development day which is proposed to include the annual Christmas Function.

This decreases the "juggling" of rosters and staffing levels to provide for the additional days. The remaining two days can be taken as either, Rostered Day Off (RDO), Annual Leave or Time in Lieu (TIL) entitlements.

The practice of closing the Office of Council is a common one for the small rural local governments and, given the expected low level or demand for Council Business to be conducted, it is a sincere request from the Staff to have the Office closed for travelling to families for the festive period.

In addition, should Council approve, extensive local advertising in local newsletters and a notice included with creditor payments will provide sufficient notice of the office closure. Emergency contacts for Council staff will be provided for the inclusion in all notices of local advertising.

TEN YEAR FINANCIAL PLAN

Nil known at this time

FINANCIAL IMPLICATIONS

Nil known at this time

STATUTORY IMPLICATIONS

Advertise the closure of normal council business during the described period.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place

- Chief Executive Officer
- Manager of Governance
- Administration Staff

STAFF RECOMMENDATION

That Council approves the closure of the Administration Office for the following inclusive dates over the Christmas / New Year holiday period and that local advertising be completed.

<i>Monday, 25th December, 2023</i>	<i>Public Holiday (Christmas Day)</i>
<i>Tuesday, 26th December, 2023</i>	<i>Public Holiday (Boxing Day Holiday)</i>
<i>Wednesday, 27th December, 2023</i>	<i>Public Service Day</i>
<i>Thursday, 28th December, 2023</i>	<i>RDO/Annual Leave/TIL</i>
<i>Friday, 29th December, 2023</i>	<i>RDO/Annual Leave/TIL</i>
<i>Monday, 1st January 2024</i>	<i>Public Holiday (New Year's Days)</i>

COUNCIL RESOLUTION

MIN 111/23 MOTION - Moved Cr. Reid Seconded Cr. Leake

That Council approves the closure of the Administration Office for the following inclusive dates over the Christmas / New Year holiday period and that local advertising be completed.

<i>Monday, 25th December, 2023</i>	<i>Public Holiday (Christmas Day)</i>
<i>Tuesday, 26th December, 2023</i>	<i>Public Holiday (Boxing Day Holiday)</i>
<i>Wednesday, 27th December, 2023</i>	<i>Public Service Day</i>
<i>Thursday, 28th December, 2023</i>	<i>RDO/Annual Leave/TIL</i>
<i>Friday, 29th December, 2023</i>	<i>RDO/Annual Leave/TIL</i>
<i>Monday, 1st January 2024</i>	<i>Public Holiday (New Year's Days)</i>

CARRIED 7/0

10.5 COMMITTEE REPRESENTATION

File Ref: Various
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council in 2023 held Local Government elections in accordance with the bi-annual cycle. With the resignation of Rod Forsyth Council was looking for five (5) candidates. The Shire of Kellerberrin at the close of nominations received five (5) candidates for five (5) positions. Council will now need to determine the distribution of duties across Community based Committees. An extract of the minutes from 19th October 2021 is shown below. This outlines existing committees and the members that were appointed for the previous term of council.

Council's October 2021 Ordinary Meeting of Council – 19th October 2021

MIN 001/21 MOTION - Moved Cr. Reid Seconded Cr. Leake

That Council appoint the following members to committees/groups/panels

Audit Committee

That Audit Committee comprises full Council

Arts & Culture Committee

Council's representatives on the Arts & Culture Committee are:

Delegate – Cr. Ryan

Delegate – Chief Executive Officer or Delegate

Behaviour Complaints Committee

Council's representatives on the Behaviour Complaints Committee are:

Delegate – Cr. O'Neill

Delegate – Cr. Ryan

Delegate – Cr. Reid

Delegate – Cr. Steber

Deputy Delegate – Cr. Forsyth

Deputy Delegate – Cr. Gardiner

Emergency Committee

Council's representatives on the Emergency Committee comprise of:

Delegate – Cr. O'Neill

Delegate – Cr. Ryan

Deputy Delegate – Cr. Steber

Great Eastern Country Zone – Western Australian Local Government Association

Council Delegate to the Great Eastern Country Zone of WALGA comprise of:

Delegate - Cr. Ryan

Delegate - Chief Executive Officer

Deputy Delegate – Cr. O'Neill

Regional Road Group

Council's representatives on the Wheatbelt North Regional Road Group, Kellerberrin Sub-Group are:

Delegate - Cr. Forsyth

Delegate - Chief Executive Officer

Deputy Delegate – Cr. Leake

Local Emergency Management Committee (LEMC)

Council's representatives on the Local Emergency Management Committee comprise of:

Delegate - Cr. Leake

Deputy Delegate – Cr. Reid

Wheatbelt Eastern Regional Organisation of Councils (WEROC)

Council's representatives on the Wheatbelt East Regional Organisation of Councils are:

Delegate - Cr. Ryan

Delegate - Chief Executive Officer

Deputy Delegate – Cr. O'Neill

Sport & Recreation Steering Committee

Council's representatives on the Sport and Recreation Steering Committee are:

Delegate - Cr. Steber

Deputy Delegate – Cr. O'Neill

Local Hospital Advisory Group (L-HAG)

Council's representative on the Local Health Advisory Group is:

Delegate - Cr. Gardiner

Deputy Delegate – Cr. O'Neill

Regional Development Assessment Panel

Council's representatives on the Regional Development Assessment Panel are:

Delegate - Cr. Forsyth

Deputy Delegate – Cr. Leake

Central East Aged Care Committee (CEACA)

Council's representatives on the Central East Aged Care Committee are:

Delegate - Cr. Forsyth

Deputy Delegate Cr. Gardiner

Roadworks Advisory Committee

Councils representatives on the Roadworks Advisory Committee are:

Delegate - Cr. Steber

Delegate - Cr. Forsyth

Delegate - Chief Executive Officer

Delegate - Manger of Works Services

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

Council's October 2019 Ordinary Meeting of Council – 23 rd October 2019
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MIN182/19 MOTION - Moved Cr. Steber

2nd Cr. Talbot

That Council;

- 1. appoint the following members to committees/groups/panels**

Audit Committee

That Audit Committee comprises full Council

Emergency Committee

Council's representatives on the Emergency Committee comprise of:

Delegate - Cr. Forsyth

Delegate – Cr. O'Neill

Delegate – Cr. Steber

Great Eastern Country Zone – Western Australian Local Government Association Council Delegate to the Great Eastern Country Zone of WALGA comprise of:
Delegate - Cr. Forsyth
Delegate - Chief Executive Officer
Deputy – Cr. O’Neill

Regional Road Group (RRG)
Council's representatives on the Wheatbelt North RRG, Kellerberrin Sub-Group are:
Delegate - Cr.Forsyth
Delegate - Chief Executive Officer
Deputy - Cr. Leake

Local Emergency Management Committee (LEMC)
Council's representatives on the Local Emergency Management Committee comprise of:
Delegate - Cr. Leake
Deputy - Cr. Talbot

Wheatbelt Eastern Regional Organisation of Councils (WEROC)
Council's representatives on the Wheatbelt East Regional Organisation of Councils are:
Delegate - Cr. Forsyth
Delegate - Chief Executive Officer
Deputy - Cr. Steber

Sport & Recreation Steering Committee
Council's representatives on the Sport and Recreation Steering Committee are:
Delegate - Cr.McNeil
Delegate - Chief Executive Officer
Deputy - Cr. Talbot

Local Hospital Advisory Group (L-HAG)
Council’s representative on the Local Health Advisory Group is:
Delegate - Cr. Forsyth
Deputy - Cr. O’Neill

Regional Development Assessment Panel
Council's representatives on the Regional Development Assessment Panel are:
Delegate - Cr. Forsyth
Deputy - Cr. Leake

Central East Aged Care Committee (CEACA)
Council’s representatives on the Independent Kellerberrin District High School Board are:
Delegate - Cr. Forsyth

Roadworks Advisory Committee
Delegate - Cr. Forsyth
Delegate - Cr. Steber
Delegate - Chief Executive Officer
Delegate - Manger of Works Services

STAFF COMMENT

Officers have conducted a review on all committees and have suggested that the following committees remain -

Current Committees/Groups/Panels with Council representation:

- Audit Committee
- Bushfire Advisory Committee
- Emergency Committee
- Great Eastern Country Zone – Western Australian Local Government Association
- Regional Road Group
- Local Emergency Management Committee (LEMC)
- Wheatbelt Eastern Regional Organisation of Councils (WEROC)
- Sport & Recreation Steering Committee
- Local Hospital Advisory Group (L-HAG)
- Regional Development Assessment Panel
- Central East Aged Care Committee (CEACA)
- Roadworks Advisory Committee
- Behaviour Complaints Committee

With respect to the Audit Committee with the regulation/act amendments there is now a requirement for Council to have one (1) external member with full voting rights as per the following exert;

Membership

*The committee will consist of *four members with three elected and *one external person. All members shall have full voting rights.*

**External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.*

**Appointment of external persons shall be made by council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to council's elected representatives.*

**Reimbursement of approved expenses will be paid to each external person who is a member of the committee.*

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

TEN YEAR FINANCIAL PLAN

Nil known at this time.

FINANCIAL IMPLICATIONS

Nil known at this time.

STATUTORY IMPLICATIONS

Local Government Act 1995

Subdivision 2 — Committees and their meetings

5.10. Appointment of committee members

- (1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Council Members
- Chief Executive Officer
- Deputy Chief Executive Officer
- Personal Assistant to Chief Executive Officer

Community groups will be advised of the membership outcome following the council decision.

STAFF RECOMMENDATION

That Council appoint the following members to committees/groups/panels

Audit Committee

That Audit Committee comprises full Council

Arts & Culture Committee

Council's representatives on the Arts & Culture Committee are:

Delegate – Cr.

Delegate – Chief Executive Officer or Delegate

Behaviour Complaints Committee

Council's representatives on the Behaviour Complaints Committee are:

Delegate – Cr. (Shire President)

Delegate – Cr. (Shire Deputy President)

Delegate – Cr.

Delegate – Cr.

Deputy Delegate – Cr.

Deputy Delegate – Cr.

Emergency Committee

Council's representatives on the Emergency Committee comprise of:

Delegate - Cr. (Shire President)

Delegate – Cr. (Deputy Shire President)

Deputy Delegate – Cr.

Great Eastern Country Zone – Western Australian Local Government Association

Council Delegate to the Great Eastern Country Zone of WALGA comprise of:

Delegate - Cr.

Delegate - Chief Executive Officer

Deputy Delegate – Cr.

Regional Road Group

Council's representatives on the Wheatbelt North Regional Road Group, Kellerberrin Sub-Group are:

Delegate - Cr.

Delegate - Chief Executive Officer

Deputy Delegate – Cr.

Local Emergency Management Committee (LEMC)

Council's representatives on the Local Emergency Management Committee comprise of:

Delegate - Cr.

Deputy Delegate – Cr.

Wheatbelt Eastern Regional Organisation of Councils (WEROC)

Council's representatives on the Wheatbelt East Regional Organisation of Councils are:

Delegate - Cr.

Delegate - Chief Executive Officer

Deputy Delegate – Cr.

Sport & Recreation Steering Committee

Council's representatives on the Sport and Recreation Steering Committee are:

Delegate - Cr.

Deputy Delegate – Cr.

Local Hospital Advisory Group (L-HAG)

Council's representative on the Local Health Advisory Group is:

Delegate - Cr.

Deputy Delegate – Cr.

Regional Development Assessment Panel

Council's representatives on the Regional Development Assessment Panel are:

Delegate - Cr.

Deputy Delegate – Cr.

Central East Aged Care Committee (CEACA)

Council's representatives on the Central East Aged Care Committee are:

Delegate - Cr.

Deputy Delegate Cr.

Roadworks Advisory Committee

Council's representatives on the Roadworks Advisory Committee are:

Delegate - Cr.

Delegate - Cr.

Delegate - Chief Executive Officer

Delegate - Manager of Works Services

COUNCIL RESOLUTION

MIN 112/23

MOTION - Moved Cr. Reid

Seconded Cr. Leake

That Council appoint the following members to committees/groups/panels

Audit Committee

That Audit Committee comprises full Council

Behaviour Complaints Committee

Council's representatives on the Behaviour Complaints Committee are:

Delegate – Cr. Steber

Delegate – Cr. Ryan

Delegate – Cr. Pryer

Delegate – Cr. Reid

Deputy Delegate – Cr. Brown

Deputy Delegate – Cr. Gardiner

Emergency Committee

Council's representatives on the Emergency Committee comprise of:

Delegate - Cr. Steber

Delegate – Cr. Ryan

Deputy Delegate – Cr. Leake

Great Eastern Country Zone – Western Australian Local Government Association

Council Delegate to the Great Eastern Country Zone of WALGA comprise of:

Delegate - Cr. Ryan

Delegate - Chief Executive Officer

Deputy Delegate – Cr. Reid

Regional Road Group

Council's representatives on the Wheatbelt North Regional Road Group, Kellerberrin Sub-Group are:

Delegate - Cr. Steber

Deputy Delegate – Cr. Brown

Local Emergency Management Committee (LEMC)

Council's representatives on the Local Emergency Management Committee comprise of:

Delegate - Cr. Leake

Deputy Delegate – Cr. Brown

Wheatbelt Eastern Regional Organisation of Councils (WEROC)

Council's representatives on the Wheatbelt East Regional Organisation of Councils are:

Delegate - Cr. Ryan

Delegate - Chief Executive Officer

Deputy Delegate – Cr. Steber

Sport & Recreation Steering Committee

Council's representatives on the Sport and Recreation Steering Committee are:

Delegate - Cr. Reid

Deputy Delegate – Cr. Pryer

Local Hospital Advisory Group (L-HAG)

Council's representative on the Local Health Advisory Group is:

Delegate - Cr. Gardiner

Deputy Delegate – Cr. Pryer

Regional Development Assessment Panel

Council's representatives on the Regional Development Assessment Panel are:

Delegate - Cr. Leake

Deputy Delegate – Cr. Gardiner

Central East Aged Care Committee (CEACA)

Council's representatives on the Central East Aged Care Committee are:

Delegate - Cr. Gardiner

Deputy Delegate Cr. Steber

Roadworks Advisory Committee

Councils representatives on the Roadworks Advisory Committee are:

Delegate - Cr. Steber

Delegate - Cr. Reid

Delegate - Cr. Brown

CARRIED BY 7/0

ABSOLUTE MAJORITY

10.6 CHEQUE LIST SEPTEMBER 2023

File Ref: N/A
Author: Nikayla Ovens, Finance Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. Creditor Payment List - September 2023 (under separate cover)

BACKGROUND

Accounts for payment from 1st September to 30th September 2023

TRUST

Trust Total	\$2,470.00
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MUNICIPAL FUND

Cheque	\$12,729.93
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EFT	\$465,639.44
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Direct Debit	\$91,454.05
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Municipal Total	\$569,923.42
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STAFF COMMENT

During the month of September 2023, the Shire of Kellerberrin made the following significant purchases:

Realmark Commercial	\$ 6,709.27
WSFN - Rental 37, 5 Keane St Midland 01/09/2023 - 30/09/2023	
Realmark Commercial	\$ 6,709.27
WSFN - Rent - 37, 5 Keane St Midland 01/10/2023 - 31/10/2023	
Avon Waste	\$ 8,773.36
Domestic Collections August 2023	
LG Corporate Solutions	\$ 9,109.38
Preparation of 2023/24 Statutory Budget and Monthly Reporting.	
Great Southern Fuel Supplies	\$ 10,094.90
Purchase of Diesel	
Perfect Computer Solutions	\$ 10,502.80
Upgrade to Office 365, Adobe licenses and software as per RFQ 03-2023	
Rylan Concrete	\$ 15,400.00
Construction of Car Park kerbing as per Drawings	
Stirling Asphalt (Juel Enterprises PTY LTD)	\$ 20,529.08
Kellerberrin Swimming Pool Supply and lay one coat primerseal with 7mm stone	
Western Australian Local Government Association	\$ 20,702.88
WALGA Subscriptions 2023/24	
RedFish Technologies	\$ 20,706.77
WSFN Video Conferencing AV Solution	
United Card Services Pty Ltd	\$ 21,617.51
August Card Fuel Purchases 2023	
Matt Gilbert Carpentry and Maintenance	\$ 24,304.50
Retaining Wall and Lay Back Bricks - Swimming Pool	
Fire And Emergency Services (WA)	\$ 25,127.70
2023/24 ESL Quarter 1 in accordance with Department of Fire	

Western Australian Treasury Corporation

Loan No. 118 Interest payment - Rec Centre Redevelopment

\$ 53,815.35

Stirling Asphalt (Juel Enterprises PTY LTD)

Supply and Machine Lay 10mm/50B dense grade asphalt

\$ 54,406.99

TEN YEAR FINANCIAL PLAN

There is no direct impact on the Long-Term Financial Plan

FINANCIAL IMPLICATIONS

Shire of Kellerberrin 2023/2024 Operating Budget

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) Petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
 - (a) Subject to sub-regulation (4), are not to be made in cash; and
 - (b) Are to be made in a manner which allows identification of —
 - (i) The method of payment;
 - (ii) The authority for the payment; and
 - (iii) The identity of the person who authorised the payment.
- (4) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

- (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;
 - (b) The amount of the payment;
 - (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;
 - (ii) The amount of the payment; and
 - (iii) Sufficient information to identify the transaction;
 And
 - (b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) Recorded in the minutes of that meeting.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Manager of Governance
- Finance Officer

STAFF RECOMMENDATION

That Council notes that during the month of September 2023, the Chief Executive Officer has made the following payments under council's delegated authority as listed in appendix A to the minutes.

1. *Municipal Fund payments totalling \$569,823.42 on vouchers EFT , CHQ, Direct payments*
2. *Trust Fund payments totalling \$3,470.00 on vouchers EFT, CHQ, Direct payments*

COUNCIL RESOLUTION

MIN 113/23 MOTION - Moved Cr. Reid Seconded Cr. Leake

That Council notes that during the month of September 2023, the Chief Executive Officer has made the following payments under council's delegated authority as listed in appendix A to the minutes.

1. ***Municipal Fund payments totalling \$569,823.42 on vouchers EFT , CHQ, Direct payments***
2. ***Trust Fund payments totalling \$3,470.00 on vouchers EFT, CHQ, Direct payment***

CARRIED 7/0

10.7 DIRECT DEBIT LIST AND VISA CARD TRANSACTIONS - SEPTEMBER 2023

File Number: N/A
Author: Brett Taylor, Senior Finance Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Please see below the Direct Debit List and Visa Card Transactions for the month of September 2023.

Municipal Direct Debit List

Date	Name	Details	\$	Amount
1/09/2023	Equipment Rental	WSFN Photocopier Lease		246.40
5/09/2023	Commonwealth Bank of Australia	Funds Transfer Muni Investments		1,500,000.00
7/09/2023	Department of Transport	Vehicle Inspection Fees		30.60
7/09/2023	Shire of Kellerberrin	Creditors Payments		210,339.11
12/09/2023	Department of Communities	Rent		420.00
12/09/2023	Japanese Truck and Bus	Parts North Kellerberrin Fire Truck		7,920.00
14/09/2023	Shire of Kellerberrin	Precision Superannuation		12,375.98
14/09/2023	Shire of Kellerberrin	Pay Run		64,176.65
14/09/2023	NAB	NAB Connect Fee		63.48
19/09/2023	ATO	August BAS Payment		49,157.00
20/09/2023	Nayax Australia	Vending Machine Caravan Park		38.17
21/09/2023	Shire of Kellerberrin	Creditors Payments		230,189.22
22/09/2023	Shire of Kellerberrin	Creditors Payments		28,270.88
26/09/2023	Department of Communities	Rent		420.00
28/09/2023	Shire of Kellerberrin	Precision Superannuation		12,979.53
28/09/2023	Shire of Kellerberrin	Pay Run		67,689.13
28/09/2023	NAB	NAB Connect Fee		55.98
29/09/2023	NAB	B-Pay Charge		133.40
29/09/2023	NAB	Account Fees - Trust		10.00
29/09/2023	NAB	Account Fees - Muni		61.60
29/09/2023	NAB	Merchant Fees - Trust		23.87
29/09/2023	NAB	Merchant Fees - Caravan Park		125.20
29/09/2023	NAB	Merchant Fees - Muni		139.36
29/09/2023	NAB	Merchant Fees - CRC		460.40
TOTAL			\$	2,185,325.96

Trust Direct Debit List

Date	Name	Details	\$	Amount
29/09/2023	Department of Transport	Licencing Payments September 2023		43,373.15
TOTAL			\$	43,373.15

Visa Transactions

Date	Name	Details	\$	Amount
19-Sep-23	Crown Towers Perth	LG Conference Councillor Expenses		736.21
19-Sep-23	Crown Towers Perth	LG Conference Councillor Expenses		736.21
19-Sep-23	Crown Towers Perth	LG Conference Councillor Expenses		658.95
20-Sep-23	Crown Towers Perth	LG Conference Councillor Expenses		48.40
20-Sep-23	Crown Towers Perth	LG Conference Councillor Expenses		696.87
21-Sep-23	Crown Towers Perth	LG Conference Councillor Expenses		5.55
27-Sep-23	United Petroleum	Fuel P27 Road Sweeper		58.49
28-Sep-23	NAB	Card Fee		9.00
TOTAL - CEO			\$	2,949.68

Date	Name	Details	\$	Amount
08-Sep-23	Kellerberrin Pie Shop	Refreshments		56.60
13-Sep-23	SP Card Gift	Farwell Gift Cr Forsyth		500.00
21-Sep-23	Soils Aint Soils Canning Vale	Mulch Swimming Pool Gardens		2,440.00
21-Sep-23	Soils Aint Soils Canning Vale	Mulch Swimming Pool Gardens		1,464.00
28-Sep-23	NAB	Card Fee		9.00
TOTAL -DCEO			\$	4,469.60
01-Sep-23	Cuballing Roadhouse	Meals WSFN Programme Manager		35.00
01-Sep-23	Gilberts Fresh Midland	Lunch Meeting WSFN Programme Manager		64.99
04-Sep-23	Woolworths Midland	Meals WSFN Programme Manager		32.30
14-Sep-23	Westonia Tavern	Meals WSFN Programme Manager		44.00
14-Sep-23	LG & QU Nominees Merredin	Meals WSFN Programme Manager		22.50
14-Sep-23	Merredin Tourist Park	Accommodation WSFN Programme Manager		155.00
15-Sep-23	Kellerberrin Hotel	Meals WSFN Programme Manager		32.00
21-Sep-23	CARCO	Service P3 Isuzu DMAX		949.00
28-Sep-23	NAB	Card Fee		9.00
TOTAL WSFN PROGRAMME MANAGER				1,343.79
01-Sep-23	Australia Post Midland	Stationery WSFN Programme Director		24.00
04-Sep-23	Woolworths Midland	Meals WSFN Programme Director		25.45
05-Sep-23	ACT Cabs	Cab Charges WSFN Programme Director		35.23
05-Sep-23	The Duxton	Meals WSFN Programme Director		28.42
06-Sep-23	Gus Place	Meals WSFN Programme Director		18.38
07-Sep-23	Lanzhou Beef Noodle House	Meals WSFN Programme Director		21.11
07-Sep-23	Briscola Italian	Meals WSFN Programme Director		53.77
11-Sep-23	Airport Retail Canberra	Stationery WSFN Programme Director		29.02
11-Sep-23	Perth Airport	Parking WSFN Programme Director		128.51
25-Sep-23	Ryan Family Group	Meals WSFN Programme Director		80.00
27-Sep-23	OMAC Enterprises	Uniform WSFN Programme Director		125.99
28-Sep-23	NAB	Card Fee		9.00
TOTAL -WSFN PROGRAMME DIRECTOR			\$	578.88
TOTAL VISA TRANSACTIONS			\$	9,341.95

STAFF COMMENT

The Direct Debit List and Visa Card Transactions are presented for Council to note for the month of September 2023.

TEN YEAR FINANCIAL PLAN

There is no direct implication on the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

Financial Management of 2023/2024 Budget.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity December be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place.

- Chief Executive Officer
- Manager of Governance
- Senior Finance Officer

STAFF RECOMMENDATION

That Council note the direct debit list for the month of September 2023 comprising of;

- (a) Municipal Fund – Direct Debit List*
- (b) Trust Fund – Direct Debit List*
- (c) Visa Card Transactions*

COUNCIL RESOLUTION

MIN 114/23 MOTION - Moved Cr. Reid Seconded Cr. Leake

That Council note the direct debit list for the month of September 2023 comprising of;

- (a) Municipal Fund – Direct Debit List*
- (b) Trust Fund – Direct Debit List*
- (c) Visa Card Transactions*

CARRIED 7/0

10.8 FINANCIAL ACTIVITY STATEMENT - SEPTEMBER 2023

File Number: FIN
Author: Brett Taylor, Senior Finance Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis, and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates.
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates.
- Material variances between budget estimates and actual revenue/expenditure (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.

Council's July 2023 Ordinary Meeting of Council – 18th July 2023

MIN 001/23 MOTION - Moved Cr. Forsyth Seconded Cr. Reid

That Council:

PART F – MATERIAL VARIANCE REPORTING FOR 2023/2024

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2023/2024 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

CARRIED 7/0

BY ABSOLUTE MAJORITY

STAFF COMMENT

Pursuant to Section 6.4 of the Local Government Act 1995 (the Act) and Regulation 34(4) of the Local Government (Financial Management) Regulations 1996 (the Regulations), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year-to-date basis for the period ending 30th September 2023.

TEN YEAR FINANCIAL PLAN

Financial Management of 2023/2024 Budget.

FINANCIAL IMPLICATIONS

Financial Management of 2023/2024 Budget.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates.
 - (c) actual amounts of expenditure, revenue, and income to the end of the month to which the statement relates.
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets.
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities, and we are innovative to ensure our relevancy and destiny.

COMMUNITY CONSULTATION

The following consultation took place.

- Chief Executive Officer
- Manager of Governance
- Senior Finance Officer

STAFF RECOMMENDATION

That Council adopt the Financial Report for the month of September 2023 comprising.

(a) Statement of Financial Activity

(b) Note 1 to Note 13

COUNCIL RESOLUTION

MIN 115/23 MOTION - Moved Cr. Reid Seconded Cr. Leake

That Council adopt the Financial Report for the month of September 2023 comprising.

(a) Statement of Financial Activity

(b) Note 1 to Note 13

**CARRIED BY 7/0
ABSOLUTE MAJORITY**

10.9 BUILDING REPORTS SEPTEMBER 2023

File Ref: BUILD06
Author: Jacki Peak, Administration Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council has provided delegated authority to the Chief Executive Officer, which has been delegated to the Building Surveyor to approve of proposed building works which are compliant with the *Building Act 2011*, Building Code of Australia and the requirements of the Shire of Kellerberrin Town Planning Scheme No.4.

STAFF COMMENT

1. There were zero (0) applications received for a "Building Permit" during the September period.
2. There were zero (0) "Building Permit" issued in the September period.

TEN YEAR FINANCIAL PLAN

There is no direct impact on the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

There is income from Building fees and a percentage of the levies paid to other agencies.

ie: "Building Services Levy" and "Construction Industry Training Fund" (when construction cost exceeds \$20,000).

STATUTORY IMPLICATIONS

- Building Act 2011
- Shire of Kellerberrin Town Planning Scheme 4

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place:

- Building Surveyor
- Owners
- Building Contractors
- Chief Executive Officer

STAFF RECOMMENDATION

That Council;

1. *Acknowledge the "Return of Proposed Building Operations" for the September 2023 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the September 2023 period.*

COUNCIL RESOLUTION

MIN 116/23

MOTION - Moved Cr. Reid

Seconded Cr. Leake

That Council;

1. *Acknowledge the "Return of Proposed Building Operations" for the September 2023 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the September 2023 period*

CARRIED 7/0

11 DEVELOPMENT SERVICES REPORTS

Nil

12 WORKS & SERVICES REPORTS

Nil

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15 CONFIDENTIAL MATTERS**COUNCIL RESOLUTION**

MIN 117/23 MOTION - Moved Cr. Pryer Seconded Cr. Brown

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

15.1 Purchase of 35 Hammond Street, Kellerberrin

This matter is considered to be confidential under Section 5.23(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

15.2 Write Off Outstanding Balance - Lot 74 George Street Doodlakine

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

15.3 Write Off Outstanding Balance - Lot 501 Leake Street Doodlakine

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

CARRIED 7/0

COUNCIL RESOLUTION

MIN 118/23 MOTION - Moved Cr. Pryer Seconded Cr. Brown

That Council moves out of Closed Council into Open Council.

CARRIED 7/0

MOTION

COUNCIL RESOLUTION

MIN 119/23 MOTION - Moved Cr. Ryan Seconded Cr. Gardiner

That Council;

- a) Delegates authority to the CEO for the purchase of the new property subject to conditions,***
- b) Write off the outstanding rates balance of Lot 74 George Street, Doodlakine; and,***
- c) Write off the outstanding rates balance of Lot 501 Leake Street Doodlakine***

CARRIED 7/0

16 CLOSURE OF MEETING

The Meeting closed at 4:34pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 November 2023.

.....
CHAIRPERSON