



# **AGENDA**

## **Ordinary Council Meeting Tuesday, 15 October 2024**

**Date: Tuesday, 15 October 2024**

**Time: 4:00pm**

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

# **Shire of Kellerberrin**

## **Ordinary Council Meeting 15th October 2024**

### **NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Kellerberrin will be held on Tuesday, 15th October 2024 in the Council Chamber, 110 Massingham Street, Kellerberrin WA 6410 commencing at 4:00pm.

Raymond Griffiths  
Chief Executive Officer  
Wednesday, 9 October 2024

## Shire of Kellerberrin

### Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Kellerberrin for any action, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Kellerberrin disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Kellerberrin during the course of any meeting is not intended to be and is not taken a notice of approval from the Shire of Kellerberrin.

The Shire of Kellerberrin warns that anyone who has any application lodged with the Shire of Kellerberrin must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Kellerberrin in respect of the application.

Signed \_\_\_\_\_  
Chief Executive Officer

**DECLARATION OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY**

Chief Executive Officer, Shire of Kellerberrin

In accordance with Section 5.60-5.65 of the *Local Government Act* and Regulation 34(B) and 34(C) of the *Local Government (Administration) Regulations*, I advise you that I declare a ( appropriate box):

financial interest (Section 5.60A)

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.

proximity interest (Section 5.60B)

A person has a proximity interest in a matter if the matter concerns a proposed —  
(a) change to a planning scheme affecting land that adjoins the person’s land;  
(b) change to the zoning or use of land that adjoins the person’s land; or  
(c) development (as defined in section 5.63(5)) of land that adjoins the person’s land.

interest affecting impartiality/closely associated persons (Regulation 24C). I disclose that I have an association with the applicant. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected but does not include a financial or proximity interest as referred to in section 5.60.

in the following Council / Committee Meetings to be held on \_\_\_\_\_

in Item number/s \_\_\_\_\_

the nature of the interest being \_\_\_\_\_

Further, that I wish to remain in the Chamber to participate in proceedings. As such, I declare the extent of my interest as being:

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully

(Councillor’s signature)

Councillor’s Name

The *Local Government Act* provides that it is the member’s obligation to declare the Nature of an interest if they believe that they have a financial interest, proximity interest, closely associated persons or an interest affecting impartiality in a matter being discussed by Council.  
The Act provides that the Nature of the interest may be declared in writing to the Chief Executive Officer prior to the meeting or declared prior to discussion of the Agenda Item at the meeting. The Act further provides that the Extent of the interest needs to be declared if the member seeks to remain in the Chamber during the discussion, debate or voting on the item.  
A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.  
The decision of whether to disclose a financial interest is yours and yours alone. Nobody can disclose for you and you can not be forced to make a disclosure.

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**1 DECLARATION OF OPENING****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****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****6.2 Public Question Time**

## **7 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**

### **7.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 SEPTEMBER 2024**

**File Ref:** MIN  
**Author:** Michelle Wilson, Executive Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Minutes of the Council Meeting held on 17 September 2024

## **STAFF RECOMMENDATION**

That the Minutes of the Council Meeting held on 17 September 2024 be received as a true and correct record.

**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

<b>File Ref:</b>	<b>Various</b>
<b>Author:</b>	<b>Michelle Wilson, Executive Assistant</b>
<b>Authoriser:</b>	<b>Raymond Griffiths, Chief Executive Officer</b>
<b>Attachments:</b>	<b>1. Status Report of Action Sheet October 2024</b>

#### 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 known at this time.

#### STAFF COMMENT

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**TEN YEAR FINANCIAL PLAN**

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**FINANCIAL IMPLICATIONS**

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**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,
- (c) has —
- (d) a direct or indirect financial interest in the matter; or
- (e) 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.*

**10.2 COUNCIL MEETING DATES 2025 - 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 2023 Ordinary Meeting of Council – 24<sup>th</sup> October 2023

**MIN 001/23 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.***

<b><i>January 2024 – No Meeting</i></b>	
<b><i>Tuesday, 20<sup>th</sup> February 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 19<sup>th</sup> March 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 16<sup>th</sup> April 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 21<sup>st</sup> May 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 18<sup>th</sup> June 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 16<sup>th</sup> July 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 20<sup>th</sup> August 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 17<sup>th</sup> September 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 15<sup>th</sup> October 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 19<sup>th</sup> November 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>
<b><i>Tuesday, 17<sup>th</sup> December 2024</i></b>	<b><i>Kellerberrin Council Chambers</i></b>

**In Favour:** Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

**Against:** Nil

**CARRIED 7/0  
 BY ABSOLUTE MAJORITY**

Council's October 2022 Ordinary Meeting of Council – 18<sup>th</sup> October 2022

**MIN 002/22 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.***



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

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Council's October 2021 Ordinary Meeting of Council – 26<sup>th</sup> October 2021

**MIN 003174/21 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.***

<b>January 2022 – No Meeting</b>	
<b>Tuesday, 15<sup>th</sup> February 2022</b>	<b>Kellerberrin Council Chambers</b>
<b>Tuesday, 15<sup>th</sup> March 2022</b>	<b>Kellerberrin Council Chambers</b>
<b>Tuesday, 19<sup>th</sup> April 2022</b>	<b>Kellerberrin Council Chambers</b>
<b>Tuesday, 17<sup>th</sup> May 2022</b>	<b>Kellerberrin Council Chambers</b>
<b>Tuesday, 21<sup>st</sup> June 2022</b>	<b>Kellerberrin Council Chambers</b>
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<b>Tuesday, 16<sup>th</sup> August 2022</b>	<b>Kellerberrin Council Chambers</b>
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<b>Tuesday, 18<sup>th</sup> October 2022</b>	<b>Kellerberrin Council Chambers</b>
<b>Tuesday, 15<sup>th</sup> November 2022</b>	<b>Kellerberrin Council Chambers</b>
<b>Tuesday, 20<sup>th</sup> December 2022</b>	<b>Kellerberrin Council Chambers</b>

**CARRIED 7/0**

**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 2025 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;

- o 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 2025 incorporating meeting location/venue, meeting commencement time and public question time.

Information 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, 18<sup>th</sup> February 2025 Kellerberrin Council Chambers

Tuesday, 18<sup>th</sup> March 2025 Kellerberrin Council Chambers

Tuesday, 15<sup>th</sup> April 2025 Kellerberrin Council Chambers

Tuesday, 20<sup>th</sup> May 2025 Kellerberrin Council Chambers

Tuesday, 17<sup>th</sup> June 2025 Kellerberrin Council Chambers

Tuesday, 15<sup>th</sup> July 2025 Kellerberrin Council Chambers

Tuesday, 19<sup>th</sup> August 2025 Kellerberrin Council Chambers

Tuesday, 16<sup>th</sup> September 2025 Kellerberrin Council Chambers

Tuesday, 21<sup>st</sup> October 2025 Kellerberrin Council Chambers

Tuesday, 18<sup>th</sup> November 2025 Kellerberrin Council Chambers

Tuesday, 16<sup>th</sup> December 2025 Kellerberrin Council Chambers

**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:

**2023 Christmas Party Function**

**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, 22<sup>nd</sup> December 2023 as a BBQ function commencing at 6:00pm***

In Favour: Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against: Nil

**CARRIED 7/0**

**2022 Christmas Party Function**

**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, 22<sup>nd</sup> 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, 23<sup>rd</sup> 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      2<sup>nd</sup> Cr. Talbot

***That Council host a Christmas Party Function at the ex-golf club clubhouse on Friday 20<sup>th</sup> 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 has been held at the ex-golf club clubhouse or Recreation Centre Cuolahan/Cottle Room.

In 2023, Council had arranged for a BBQ function at the Kellerberrin Recreation Centre. The function was unfortunately postponed due to Council and Staff absence and illness. The idea was to host something in 2024 due to the postponement though unfortunately it was not rescheduled.

The 2022 Christmas function held at the Recreation Centre, Councillors still cooked and provided a salad for the barbeque held.

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

### **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 Function at the Kellerberrin and Districts Club on Friday, 20<sup>th</sup> December 2024 as a BBQ function commencing at 6:00pm.***

**10.4 ELECTIONS ADVOCACY POSITION**

**File Ref:** ELE00  
**Author:** Raymond Griffiths, Chief Executive Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone’s, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

WALGA recently undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost of conducting Local Government elections in Western Australia.

<b>Key Issues:</b>	<ul style="list-style-type: none"> <li>• Local Governments are being asked to consider WALGAs current and alternative advocacy positions as they relate to Local Government Elections</li> <li>• Local Government decision (Council) required by 28 October</li> <li>• Template Agenda Item provided to assist Council in preparing their positions</li> </ul>
<b>Action Required:</b>	<b>Council Decision</b> to WALGA by <b>28 October 2024</b> for inclusion in the December 2024 State Council Agenda

The

report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA’s Local Government Elections Advocacy Positions.

Since 2008, WALGA has surveyed the sector on five occasions and at all times the sector has supported the following:

- first-past-the-post method of counting votes,
- voting at Local Government elections to be voluntary, and
- four-year terms with a two-year spill.

All Local Governments are now being asked to provide a Council decision on WALGAs advocacy positions as they relate to Local Government Elections, to see if the positions are still current.

To inform an item for the December meeting of State Council, Council decisions are requested by **Monday 28 October 2024**. Local Governments will also be able to provide feedback through the November round of Zone meetings

**STAFF COMMENT**

The Elections Analysis Review and Report was presented to State Council 4<sup>th</sup> September 2024, with State Council supporting a review of WALGA’s Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

*WALGA State Council current advocacy positions:*

The following is a summary of WALGA’s current Advocacy Positions in relation to Local Government Elections:

**2.5.15 ELECTIONS**

Position Statement

The Local Government sector supports:

1. Four year terms with a two year spill
2. Greater participation in Local Government elections
3. The option to hold elections through:
  - Online voting
  - Postal voting, and
  - In-person voting
4. Voting at Local Government elections to be voluntary
5. The first past the post method of counting votes

The Local Government sector opposes the introduction of preferential voting, however if ‘first past the post’ voting is not retained then optional preferential voting is preferred.

Background

The first past the post (FPTP) method is simple, allows an expression of the electorate’s wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolution

- February 2022 – 312.1/2022
- December 2020 – 142.6/2020
- March 2019 – 06.3/2019
- December 2017 – 121.6/2017
- October 2008 – 427.5/2008

Supporting Documents

- [Advocacy Positions for a New Local Government Act](#)
- [WALGA submission: Local Government Reform Proposal \(February 2022\)](#)

**2.5.16 METHOD OF ELECTION OF MAYOR**

Position Statement

Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolution

- February 2022 – 312.1/2022
- March 2019 – 06.3/2019
- December 2017 – 121.6/2017

**2.5.18 CONDUCT OF POSTAL ELECTIONS**

Position Statement

The *Local Government Act 1995* should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.



Background	Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.
State Council Resolution	May 2023 – 452.2/2023 March 2019 – 06.3/2019 December 2017 – 121.6/2017 March 2012 – 24.2/2012

**WALGA has requested the following advocacy positions be considered by Councils:**

**1. PARTICIPATION**

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

**2. TERMS OF OFFICE**

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

**3. VOTING METHODS**

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

**4. INTERNAL ELECTIONS**

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

**5. VOTING ACCESSIBILITY**

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

**6. METHOD OF ELECTION OF MAYOR**

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

(c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

## TEN YEAR FINANCIAL PLAN

There is an operation costs associated with all types of elections though the elections coordinated under the Electoral Commissions banner is significantly more expensive than conducting the election in house.

Preferential voting is more expensive than first past the post as you are required to pay for the software to operate the voting system.

## FINANCIAL IMPLICATIONS

As per information listed in Ten Year Financial Plan

## STATUTORY IMPLICATIONS

### *Section 4.7 of the Local Government Act 1995*

This section of the Act states - That ordinary elections to elect councillors will be held on the third Saturday in October.

### *Section 4.20(1) of the Local Government Act 1995*

This section of the Act states – ‘Where a Local Government is conducting an In-Person election, the CEO is the Returning Officer’.

### *Section 4.20(2) of the Local Government Act 1995*

This section of the Act – ‘CEO is to be the Returning Officer unless other arrangements made’ - enables a Local Government, having first obtained the written agreement of the Electoral Commissioner, to appoint a person (absolute majority required) other than the CEO to be the Returning Officer for the Local Government election.

### *Section 4.20(4) of the Local Government Act 1995*

This section of the Act states – A Local Government, having first obtained the written agreement of the Electoral Commissioner, declare (absolute majority required) the Electoral Commissioner to be responsible for the conduct of an election and to appoint a Returning Officer.

### *Section 4.61(2) of the Local Government Act 1995*

This section of the Act - ‘Choice of methods of conducting election’ – noting that an election can be conducted as a Postal Election or an In-Person election, this section allows a Local Government to decide (absolute majority required) to conduct the election as a postal election. A postal election must be conducted by the Electoral Commissioner.

### *Voting Requirement*

Decisions under sections 4.20(2), 4.20(4) and 4.61(2) require an absolute majority decision of Council. The CEO does not have any delegated authority in relation to the appointment of the WA Electoral Commissioner to conduct the election or determining the method in which the election will be conducted.

## 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:

- Raymond Griffiths, CEO
- WALGA
- State Councillors
- Council

## **STAFF RECOMMENDATION**

That the Shire of Kellerberrin recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. PARTICIPATION – Council support advocacy position (a)
2. TERMS OF OFFICE - Council support advocacy position (a)
3. VOTING METHODS - Council support advocacy position (a)
4. INTERNAL ELECTIONS - Council support advocacy position (a)
5. VOTING ACCESSIBILITY - Council support advocacy position (a), (b), (c)
6. METHOLD OF ELECTION OF MAYOR - Council support advocacy position (b)

**10.5 GREGORY STREET - ISLANDS**

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

**BACKGROUND**

Council in the last two (2) budgets have allocated funds for the construction of islands in the middle of Gregory Street between Moore and Bedford Streets.

While the project has been in the budget the works haven't been completed on two fronts, predominantly we haven't had the resources available to do the work due to prioritised construction works and contact with the current land owners had not taken place as yet.

This item has been brought up by members of the public regarding the construction including a resident of Gregory Street both in person at Council and during Electors meetings.

**STAFF COMMENT**

Council on the 23<sup>rd</sup> July 2024 wrote to all landowners on Gregory Street between Moore and Bedford Streets with the following design;



Some of the information provided by the landowners to Council are:

- Happy for something to be in the middle of the road. However, there is concern with the size of them and access to driveway.
- It is a great expense to have them installed plus the additional maintenance involved with this islands as is recognised at the other end of Gregory Street.
- The street has clear vision, is clean, plenty of room for cars to pass with parked traffic.
- The current state of the street is in very good condition, always tidy, has good visibility and doesn't restrict access to any driveways.
- The preference would be for the kerbing to be finished on the non-footpath side which will allow better drainage and also make it easier for the street sweeper. This will finish off the street nicely.

The information provided to Council at its Electors meeting is that it would be nice to have this end of Gregory Street match the rest of Gregory Street. The reduction of trees has an environmental impact. Looks very plain and bland.

The current design doesn't permit the access to all driveways from either side of the road which has provided the most concern for residents. The islands can be reduced in size and some removed. However, should this occur the look of a few small islands wouldn't look appealing and could potentially be worse than not having any.

### **TEN YEAR FINANCIAL PLAN**

The allocation of employee hours for the maintenance of the Island within the current structure.

### **FINANCIAL IMPLICATIONS**

Shire of Kellerberrin 2024/25 Budget - \$22,000 for capital expenditure being the construction of the islands.

There will be an ongoing cost associated with the construction of islands for maintenance, weeding and plat replacement and watering in the initial part.

### **STATUTORY IMPLICATIONS**

NIL

### **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
- Gregory Street residents (Moore to Bedford)
- Members attending Electors meeting 2023 & 2024

## **STAFF RECOMMENDATION**

That Council

1. Reduce the size and quantity of islands to ensure all residents have access from either side of the road to their respective driveways;
2. Construct the islands in the 2024/25 financial year

OR

That Council;

1. In recognition of the submissions received from residents in Gregory Street, (Moore to Bedford St) replace the island construction with crossover and kerb construction in this area for the 2024/25 financial year.

**10.6 DOODLAKINE REST AREA PROPOSAL**

**File Ref:** ADM00  
**Author:** Raymond Griffiths, Chief Executive Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

Councils May 2024 Ordinary Meeting of Council – 21<sup>st</sup> May 2024.

**MIN 001/24 MOTION - Moved Cr. Gardiner Seconded Cr. Pryer**

***That Council invite Mr Hiscock and members of the Doodlakine Community Committee to discuss the proposal with Council.***

In Favour: Crs David Leake, Matt Steber, Dennis Reid, Emily Ryan, Monica Gardiner, Kelsey Pryer and Paul Brown

Against: Nil

**CARRIED 7/0**

**INFORMAITON PROVIDED TO MAY 2024 COUNCIL MEETING**

Council received correspondence dated 12<sup>th</sup> January 2024 from Mr Tony Hiscock, Doodlakine Store regarding Public Toilets in Doodlakine.

Within this correspondence (Also attached) the following exerts are provided as background information;

*This letter is being written to ask you and the Council to act on the issue that is Influencing a non-commitment from the Shire to either supply or improve amenities, which will also improve the usability and value of the open areas within Doodlakine. The purpose of this letter is to highlight the value of a public toilet system as a Council Investment, which is an important but often very underrated asset, and to improve negative perceptions that they are unclean, potentially unsafe or just costly.*

*We all want to be able to offer a service and have people visiting the town leave with a smile. As such, I am asking the Council to prioritise, implement and open a public toilet within Doodlakine. This action will also have the Council take into consideration all the issues of how this problem can be effectively resolved.*

*Where should public toilets be located?*

- *Currently there are toilets within the Community Hall that have been used previously.*
- *There is concern about the security of the liquor area within the building.*
- *There is a public rest area and large parking area opposite the Doodlakine Store*
- *Similar options have also been considered for the railway station, but it is though that being over 600 meters from the town centre is too far.*

*To what standard should they be kept?*

- *If used gain, there is concern about how often the hall toilets have been or would be cleaned, as they service the main community building of the town.*
- *It is considered that an effective level of cleaning could be provided by the Shire which is within current cleaning requirements that are in place for Lake Baandee.*

*When should they be opened to the public*

- *It is agreed that being open to the public 7 days a week is a requirement.*

Councils ACEO provided a response to Mr Hiscock (as per attachment) advising the following summary;

- *Council has previously considered public amenities, acknowledging the travelling community is important to local business*
- *Council has not allocated any budgetary funding towards these facilities at this time.*
- *Discussion around the use of the Doodlakine Town Hall including security concerns and advice the costs associated with cleaning maintenance etc are of concern.*
- *Council is commencing budgetary process and Council may be supportive of a proposal from the Doodlakine Community whereby the community provides cleaning and day to day management of the Hall and Council provides the toiletries.*

10<sup>th</sup> April 2024 – Correspondence received including a Proposal for “Doodlakine Eco-Friendly Rest and Info Centre

The correspondence received contains a letter from Mr Hiscock responding to Councils ACEO correspondence provided, a proposal for a “Doodlakine Eco-Friendly Rest and Info Centre” and a letter from the Doodlakine Community Committee supporting Mr Hiscock’s proposal. All of these are presented as attachments.

Within the proposal the final paragraph has Final comments/suggestions being;

- *Doodlakine needs public toilets*
- *There is a significant opportunity to include an upgrade to the existing rest/parking area.*
- *The construction of eco-friendly toilets and the upgrade of the rest area to include information will become a potential focal point for Doodlakine and the Kellerberrin Shire.*
- *Earlier councillor Graham Bee did some research via the Kondinin Shire of compost toilets that they have throughout the region. They provided information about grants that they received and have found them very practical and easy to maintain. This is an option for Council to consider seeking information about.*
- *The Council will be able to provide a highly positive commitment to Doodlakine about the real need for public amenities.*
- *The Council will be able to ensure it will provide funding, which is inclusive of a grant for environmental planning and rest area facilities.*

Council has made contact with the Shire of Kondinin to ascertain the information that was passed onto Mr Bee. Please find below the response received from the Shire of Kondinin and attached is the product catalogue;

*Hi Raymond,*

*David asked that I respond to your email below,*

*Please see attached the email correspondence that I sent to a Graham from Doodlakine who called the Shire on the 14<sup>th</sup> March 2024 looking for information on the toilet block that the Shire installed at the information bay in Kondinin a few years back,*

*I am not sure if you would however describe the toilet as ecofriendly as you have noted below. It is just a standard toilet block as per the attachment with a shower and is plumbed to septic tanks and leach drains as Kondinin does not have reticulated sewerage. It is well used by travellers and truck drivers,*

*I trust this is the information that you are after, however if you have any further queries please don't hesitate to contact me,*

Below is the email issued to Graham Bee

*Hi Graham*



Please see attached the model of toilet block that the Shire purchased for the information bay in Kondinin from Modus Australia [info@modusaustralia.com.au](mailto:info@modusaustralia.com.au) / 1300 945 930

The purchase and delivery of the toilet block as per attached was \$53,703 (ex GST),

On top of this the Shire paid a local contractor to install it and lay concrete pad it and another local contractor to supply and install the septic which required:

- 1 x baffled tank (6,000 litre capacity)
- 2 x 16m leach drains

In total the whole project cost around \$100,000.

As noted on the phone, this was funded by federal funding via the Local Roads and Community Infrastructure program,

If you have any further queries please don't hesitate to contact me,

Within the correspondence provided by the Doodlakine Store it mentioned grant funds. The funding utilised to build the toilet block was the funding that has been issued to all Councils for either road funding or infrastructure funding not a specific grant Council can go looking for.

Councils management has contacted the Federal Government to ascertain if there will be another phase of funding as we at this stage haven't received any advice on this. Council allocated its rounds of funding to the following constructions;

- Phase 1 – Scott Street and Forrest Street upgrades
- Phase 2 – Swimming Pool – Changeroom constructions
- Phase 3 – Swimming Pool – Pool Construction
- Phase 4 – Swimming Pool – Car Park & Hammond Street Construction

## **STAFF COMMENT**

Council since this time has been researching the opportunity to have an Eco-friendly toilet based at the parking area across from the Doodlakine Store.

The first issue that needed to be solved was the issue of the area being a gazetted road reserve and the ability to construct a toilet block on a road reserve.

Council issued an email to the Department of Lands to secure this information though unfortunately the member that was looking into for us left the organisation and our emails weren't being follow up. Once we had been able to make contact we were advised that the Department of Planning was the best contact for this query.

Council then contacted the contact number provided and was provided with the below information regarding construction on a Road Reserve.

Email response from Department of Lands

*Thank you for your enquiry in relation to the construction of a toilet block within the Station Street road reserve.*

*Provision of a toilet block for the general public in this location is classed as a public work under both the Public Works Act 1902 and further expanded upon under Section 4 of the Planning and Development Act 2005 (P&D Act).*

*Section 6 of the P&D Act authorises certain bodies (including the local government) to undertake, construct or provide any public work and to take land for the purposes of that public work; without obtaining approval for the works, as is usually required under a local planning scheme. As such in this case the Shire of Kellerberrin (being a section 6 body carrying out a public work) is exempt from requiring development approval to commence development.*

*The Shire is still required to have due regard to the requirements of the local planning scheme and to consult with any relevant responsible authorities associated with the development. A building permit will also be required.*

While waiting for the above information contacted companies for quotes and information on these facilities through “Loocube” of which all information and prices were provided at the May 2024 Council meeting.

Council since receiving this information moved onto reviewing the ability to construct such a facility being an Eco-friendly ablution at this site.

Councils consulting Environmental Health Officer advised that even with trying to utilise an eco-friendly ablution facility the requirement for hand washing will still be required and the waste from this cannot be disposed onto the open ground it will need to go into a septic type facility.

Doodlakine Community Committee Meeting – 7<sup>th</sup> August 2024.

Councils CEO attend the Doodlakine Community Committee meeting wherein this proposal was discussed. The advice regarding the requirement to have water and the requirement for this water to go elsewhere than the ground.

On receiving this advice the committee advised that they would like to change from the eco-friendly solution and go to the full septic/leach facility.

This information was passed onto the Health Officer for review and assessment.

While discussing the proposal there was several other locations that were discussed being the existing Hall, a new build at the Bowling Green to be incorporated with the upgrades planned on the West side of the bowling green.

In addition to this it was mentioned the Doodlakine Bush Fire Brigade Shed which is just down the road from the Store as a possible location as it will serve as a dual purpose.

Council while waiting to hear back from the consultant regarding the parking bay option with the updated information contacted DFES to see if this would be accepted as a funded project through the Emergency Services Levy. Council received the following advice.

Email response from DFES regarding funding

*Yes this can be considered and funded through the LGGS. Look at the options available be it a new built toilet or a transportable that can be purchased and placed next to the facility.*

*The shire would need to obtain quotes and submit it as part of their 2025/26 LGGS application.*

**TEN YEAR FINANCIAL PLAN**

Council hasn’t allocated any expenditure associated with ongoing maintenance or cleaning costs associated with the installation of an ablution facility located in Doodlakine in the current Long Term Financial Plan.

Should the facility be constructed at the Doodlakine Bush Fire Brigade Shed this will be funded by the ESL as operating funding.

**FINANCIAL IMPLICATIONS**

**Ablution Facility**

Modus type construction as per Shire of Kondinin – Approx \$100,000 construction costs utilising their construction costs provided and ongoing maintenance costs.

Council has received quotes from Ecoflo Wastewater Management for the following facilities;

1. New Deal Dry Toilet Block - \$45,927.77
2. New Deal Singel Accessibility Amenity Block - \$77,336.09

The above costs do not include any grounds works that will be required for the installation and without having full understanding of the facility the pricing of this hasn't been prepared.

Council's Management has been able to source a price for a portable Accessible/Disabled Unisex Toilet for \$15,400 Inc GST from over east. The transport costs to get to WA would be up to \$5K.

This option is a quick installation option for the Doodlakine proposal and should this not work it can be relocated if Council wishes too.

### **Tourist Information**

As a guide for costs the work completed at the Information Bay in Kellerberrin was \$2,285 for the printing of new posters. Therefore, we are suggesting that one would be around \$600 - \$1,000 for the artwork and printing.

In addition a frame will need to be constructed and Perspex installed as a cover over the postered.

An approx. total cost to manufacture and install would be \$2,000 - \$5,000 depending on digging etc.

This doesn't include power

### **Bins and Stand**

To supply the bin stand as per photo provided would be \$400 plus installation cost with drilling of hole and concreting poles in.

Research has also taken place on purchasing a portable accessible/disabled toilet block that would be located in Doodlakine and they start at \$15,000 depending on the requirements of the toilet block.

## **STATUTORY IMPLICATIONS**

### **Local Government Act 1995**

#### Division 2 — Annual budget

#### 6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\* Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
  - (a) the expenditure by the local government;
  - (b) the revenue and income, independent of general rates, of the local government; and
  - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
  - (a) particulars of the estimated expenditure proposed to be incurred by the local government;
  - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
    - (i) the amount it is estimated will be yielded by the general rate; and
    - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;

- (c) the fees and charges proposed to be imposed by the local government;
  - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
  - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
  - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
  - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) the form of the annual budget;
  - (b) the contents of the annual budget; and
  - (c) the information to be contained in or to accompany the annual budget.

*[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]*

### **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 Works and Services
- Doodlakine Community Committee
- Council

### **STAFF RECOMMENDATION**

*That Council:*

1. *Provide an information bay at the Car Park across from the Doodlakine Store;*
2. *Provide a new bin as per Kellerberrin Main Street with photos relevant to Doodlakine and Baandee for tourist information and history.*
3. *Writes to the Doodlakine Community Committee advising Councils preferred location for an ablution facility is the existing Doodlakine Bushfire Brigade Shed.*

**10.7 CHEQUE LIST SEPTEMBER 2024**

**File Ref:** N/A  
**Author:** Nikayla Ovens, Finance Officer  
**Authoriser:** Morgan Ware, Manager of Governance  
**Attachments:** 1. Payment List September 2024

**BACKGROUND**

Accounts for payment from 1<sup>st</sup> September – 30<sup>th</sup> September 2024

**TRUST**

<b>Trust Total</b>	<b>\$2,731.65</b>
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**MUNICIPAL FUND**

<b>Cheque</b>	<b>\$952.18</b>
<b>EFT</b>	<b>\$455,769.39</b>
<b>Direct Debit</b>	<b>\$127,596.43</b>
<b>Municipal Total</b>	<b>\$587,049.65</b>

**STAFF COMMENT**

During the month of September 2024, the Shire of Kellerberrin made the following significant purchases:

Please note the Shire of Kellerberrin is the host to Wheatbelt Secondary Freight Network (WSFN), costs associated are reimbursed as per contractual agreement.

<b>Wheatbelt Mobile Tyre Service</b>	\$ 5,885.00
Supply & Fit Tyres - Various Plant	
<b>Brook Technologies P/L T/as Southern Cross Scoreboards</b>	\$ 6,063.75
Supply of New Hockey Scoreboard on behalf of Hockey Club to be reimbursed a portion.	
<b>Brooks Hire Service Pty Ltd</b>	\$ 6,202.55
Hire of Multi Roller	
<b>Farmways Kellerberrin Pty Ltd</b>	\$ 6,507.00
Tools for Apprentice Mechanic – Reimbursed as per contractual agreement	
<b>Realmark Commercial</b>	\$ 7,258.05
WSFN Rent: 37, 5 Keane St Midland - September 2024	
<b>Realmark Commercial</b>	\$ 7,258.05
WSFN Rent: 37, 5 Keane St Midland - October 2024	
<b>DKT Rural Agencies</b>	\$ 8,393.55
Storm Pro Pipes for Culverts on Goldfields Road	
<b>LGIS Liability</b>	\$ 8,690.00
EAP for 31 Employees and 214 BF Volunteers 24/25	
<b>Youlie and Son Contracting</b>	\$ 10,034.75
Various Plant Hire for the Month of August 2024	
<b>Triplains PTY LTD t/a L &amp; L Steber</b>	\$ 10,912.00
Semi Hire for the Month of August 2024	
<b>GSR Laser Tools</b>	\$ 11,335.00
Supply of 1 x kleg Machine	
<b>Innes &amp; Co</b>	\$ 12,320.00
Hire of Semi August 2024	
<b>Youlie and Son Contracting</b>	\$ 12,897.50
Various Plant Hire for the Month of August 2024	
<b>Avon Waste</b>	\$ 12,942.89
Domestic Collections August 2024	

<b>Youlie and Son Contracting</b>	
Various Plant Hire for the Month of August 2024	\$ 17,358.00
<b>Peak Transport</b>	
Semi Side Tipper Hire for the Month of August 2024	\$ 19,943.00
<b>Western Australian Treasury Corporation</b>	
Loan No. 120 Interest payment - Construction of Two GROH Houses	\$ 20,311.27
<b>United Card Services Pty Ltd</b>	
United Fuel Purchases for the Month of August 2024	\$ 21,475.45
<b>Youlie and Son Contracting</b>	
Various Plant Hire for the Month of August 2024	\$ 22,990.00
<b>Western Australian Treasury Corporation</b>	
Loan No. 118 Interest payment - Rec Centre Redevelopment	\$ 33,504.08
<b>Valley Ford</b>	
Purchase of 2024 Everest Sport (MOG Vehicle)	\$ 69,648.25

### TEN YEAR FINANCIAL PLAN

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

### FINANCIAL IMPLICATIONS

Shire of Kellerberrin 2024/2025 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 2024, 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 **\$587,049.65** on vouchers EFT, CHQ, Direct payments.*
2. *Trust Fund payments totalling **\$2,731.65** on vouchers EFT, CHQ, Direct payments.*

**10.8 DIRECT DEBIT LIST AND VISA CARD TRANSACTIONS - SEPTEMBER 2024**

**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 2024.

Municipal Direct Debit List

Date	Name	Details	\$	Amount
2/09/2024	3 E Advantage	Copier Lease WSNF Office		246.40
3/09/2024	East Metropolitan Regional Council	Delivery Contaminated waste to Red Hill		1,315.60
5/09/2024	Shire of Kellerberrin	Creditors Payments		216,337.93
6/09/2024	CHG Meridian	Gym Equipment Lease		3,075.84
10/09/2024	Department of Communities	Rent 73 Gregory Street		420.00
11/09/2024	NAB	NAB Connect Fee		50.98
11/09/2024	ATO	August 2024 BAS		86,153.00
12/09/2024	Shire of Kellerberrin	Precision Superannuation		14,859.75
12/09/2024	Shire of Kellerberrin	Creditors Payments		27,360.45
12/09/2024	Shire of Kellerberrin	Pay Run		74,043.78
19/09/2024	Shire of Kellerberrin	Creditors Payments		212,071.01
20/09/2024	Nayax Australia Pty Ltd	Vending Machine Caravan Park		38.17
24/09/2024	Department of Communities	Rent 73 Gregory Street		420.00
25/09/2024	Shire of Kellerberrin	Precision Superannuation		115.38
26/09/2024	Shire of Kellerberrin	Pay Run		77,027.77
27/09/2024	Shire of Kellerberrin	Precision Superannuation		14,889.22
30/09/2024	NAB	Merchant Fees - Pool		20.00
30/09/2024	NAB	Merchant Fees - Trust		9.44
30/09/2024	NAB	Merchant Fees - Muni		97.24
30/09/2024	NAB	Merchant Fees - Caravan Park		128.63
30/09/2024	NAB	B-Pay Fee		54.28
30/09/2024	NAB	Account Fee - Muni		45.00
30/09/2024	NAB	Account Fee - Trust		10.00
<b>TOTAL</b>			<b>\$</b>	<b>728,789.87</b>

Visa Transactions

Date	Name	Details	\$	Amount
25-Sep-24	WA Newspapers	Quarterly Subscription		96.00
27-Sep-24	NAB	Card Fee		9.00
<b>TOTAL - CEO</b>			<b>\$</b>	<b>105.00</b>

Date	Name	Details	\$	Amount
10-Sep-24	Royal Life Saving WA	Safety Guidelines Swimming Pool Compliance		94.56
12-Sep-24	Cengage Learning	Manual Apprentice Mechanic		289.95
13-Sep-24	Kellerberrin Bakery	RU OK Morning Tea		65.50
18-Sep-24	Seek AU	Advert MWS Position		335.50
18-Sep-24	Harvest Café	Lunch Council Meeting		120.00
19-Sep-24	Vistaprint Australia	Stationery - Staff Files		239.20
23-Sep-24	Kellerberrin CRC	Licence KE002		19.40
27-Sep-24	NAB	Card Fee		9.00
<b>TOTAL -MOG</b>			<b>\$</b>	<b>1,173.11</b>

20-Sep-24	Brookton Deli	Meals WSNF Programme Manager		16.75
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27-Sep-24	NAB	Card Fee	9.00
		<b>TOTAL WSN PROGRAMME MANAGER</b>	<b>25.75</b>
27-Sep-24	NAB	Card Fee	9.00
		<b>TOTAL -WSFN PROGRAMME DIRECTOR</b>	<b>\$ 9.00</b>
		<b>TOTAL VISA TRANSACTIONS</b>	<b>\$ 1,312.86</b>

**STAFF COMMENT**

The Direct Debit List and Visa Card Transactions are presented for Council to note for the month of September 2024.

*Please note The Shire of Kellerberrin is the host to Wheatbelt Secondary Freight Network (WSFN), costs associated are reimbursed as per contractual agreement.*

**TEN YEAR FINANCIAL PLAN**

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

**FINANCIAL IMPLICATIONS**

Financial Management of 2024/2025 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 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 2024 comprising of,*

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

<b>10.9 FINANCIAL ACTIVITY STATEMENT - SEPTEMBER 2024</b>
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**File Number:** FIN  
**Author:** Brett Taylor, Senior Finance Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Statement of Financial Activity – September 2024

**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 2024 Ordinary Meeting of Council – 16 <sup>h</sup> July 2024
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**MIN 090/24      MOTION - Moved Cr. Leake      Seconded Cr. Ryan**

***That Council:***

***PART F – MATERIAL VARIANCE REPORTING FOR 2024/2025***

***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 2024/2025 for reporting material variances shall be 10% or \$10,000, whichever is the greater.***

**CARRIED 5/0  
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, monthly, 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 30<sup>th</sup> September 2024.

**TEN YEAR FINANCIAL PLAN**

Financial Management of 2024/2025 Budget.

**FINANCIAL IMPLICATIONS**

Financial Management of 2024/2025 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
- LG Corporate Solutions

### **STAFF RECOMMENDATION**

*That Council adopt the Financial Report for the month of September 2024.*

*The draft financial report comprises.*

- (a) *Statement of Financial Activity.*
- (b) *Note 1 to Note 13*

**10.10 BUILDING REPORTS SEPTEMBER 2024**

**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) application received for a "Building Permit" during the September period.
2. There were zero (0) "Building Permits" 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 2024 period.
2. Acknowledge the "Return of Building Permits Issued" for the September 2024 period.

**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**

Nil

**16 CLOSURE OF MEETING**