



LATE REPORTS AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 22 February 2024

NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 22 February 2024 in the Council Chambers commencing at 7.00pm.

Vin Fordham Lamont
Chief Executive Officer

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 16.1 Annual Electors Meeting - 5 February 20243

16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**PROCEDURAL MOTION**

That Council accept the late item, 16.1 Annual Electors Meeting – 5 February 2024.

16.1 ANNUAL ELECTORS MEETING - 5 FEBRUARY 2024

File Reference:	ADM046
Location:	N/A
Applicant:	N/A
Author:	Renee Schinzig, Administration Officer
Authorising Officer:	Vin Fordham Lamont, Chief Executive Officer
Date:	22/02/2024
Disclosure of Interest:	Nil
Attachments:	1. Annual Electors Meeting Minutes - 5 February 2024 ↓

SUMMARY:

Council is requested to consider noting the Minutes of the Annual Electors Meeting held 5 February 2024.

BACKGROUND:

The Annual Electors Meeting was held on 5th February 2024. It is a requirement of the Local Government Act under section 5.33 for Council to consider any decisions made at the Annual Electors Meeting.

COMMENT:

Only two decisions were made at the 2024 Annual Electors Meeting:

1. Confirmation of Annual Electors Meeting Minutes of 23rd March 2023; and
2. Receiving the Annual Report for the year ending 30 June 2023.

Both motions were carried and no actions were required.

CONSULTATION:

Chief Executive Officer

STATUTORY ENVIRONMENT:**5.33. Decisions made at Electors' Meetings**

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

POLICY IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

None

RISK IMPLICATIONS:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Council failing to note AEM minutes as required
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (1)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Council to note AEM minutes as required

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council note the minutes of the Annual Electors Meeting held on 5 February 2024, understanding that no further actions were resolved to be carried out.

SHIRE OF WEST ARTHUR



Minutes for the Annual Electors Meeting of the Shire of West Arthur held on Monday 5 February 2024 in the Hawthorn Room, West Arthur CRC, Burrowes Street, Darkan.

In accordance with section 5.27(3) of the Local Government Act 1995 and Regulation 15 of the Local Government (Administration) Regulations, the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

1. OPENING OF MEETING AND ATTENDANCE

The Presiding Member welcomed attendees and opened the meeting at 7.07pm.

COUNCILLORS

Cr Neil Morrell	Shire President
Cr Karen Harrington	(Deputy Shire President)
Cr Graeme Peirce	
Cr Lucy Hall	
Cr Adam Squires	
Cr Duncan South	
Cr Robyn Lubcke	

STAFF

Vin Fordham Lamont	Chief Executive Officer
Melinda King	Manager of Financial Reporting
Gary Rasmussen	Manager of Works & Services

APOLOGIES

Raj Sunner	Manager of Corporate Services
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ELECTORS

Ray Harrington, Ian Peirce, Teresa Peirce, Phil Harrington, Paul Doudle, Anne Doudle, Clinton Harrington, Patrick Harrington, Ian Woodruff.

Annual Electors Meeting Minutes
5 February 2024

2. CONFIRMATION OF PREVIOUS MINUTES

2.1. Annual Electors Meeting Minutes 23rd March 2023

Recommendation:

That the Minutes of the Annual Electors Meeting held at the Darkan CRC on 23rd March 2023 be confirmed as true and correct.

Moved: Ian Woodruff Seconded: Ray Harrington

CARRIED

3. ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2023

3.1. No questions or comments in relation to the annual report were received.

3.2. Receival of Annual Report for the year ending 30 June 2023

Recommendation;

That the Annual Report for the year ending 30 June 2023 as presented, be received.

Moved: Karen Harrington Seconded: Adam Squires

CARRIED

4. BUSINESS ARISING FROM PREVIOUS ELECTORS MEETING

4.1. Copies of the Minutes of the Annual Electors Meeting held on 23rd March 2023 are attached for information purposes.

Aboriginal Flag – Shire now has a flag and has installed three new flag poles. The Community Development Officer has been liaising with a local elder to conduct a smoking ceremony when the flag is flown for the first time. Just waiting on him to agree to a date and time.

House behind Rarebits – There is no demolition order. Original concern was the safety of people, particularly children, entering the building. The owner, however, has now installed fencing to address the issue. There is no justification for our Environmental Health Officer to issue a demolition order.

5. GENERAL BUSINESS

5.1. **QUESTIONS WITH NOTICE**

Nil

5.2. OTHER GENERAL BUSINESS AS PERMITTED BY PRESIDENT

- 5.2.1. Paul Doudle raised concerns about the diversion of trucks from Coalfields Road onto Howie Road and then over the bridge on Bunce King Road when detours are in place. He has concerns about load restrictions as, although the outer pylons on the bridge were refurbished, the middle pylons have not been replaced. The Manager of Works & Services advised that an inspection was done in November and Main Roads advised the bridge is structurally sound. The pots, however, will need to be replaced next financial year. Council can request load restrictions be imposed through Main Roads and the request would be assessed by a Main Roads engineer. Signage suggested to show the load limit on the bridge and when detours are in place from Coalfields Road. Additional signage should be used to prevent access over the bridge section of Bunce King Road. The MWS and CEO advised that these suggestions will all be looked into.
- 5.2.2. Ray Harrington would like the issue of road trains accessing local traffic only roads such as Hughes Mill, Cordering North, Capercup North, Capercup South, Cordering South, and Trigwell Bridge. Roads should be local access only and trucks are a safety issue. The MWS will consider the use of signage to deter truck drivers.
- 5.2.3. Ray Harrington would like to record a vote of thanks to Neil Manuel for his time serving as a Shire of West Arthur Councillor. Those present agreed with this sentiment.

6. CLOSURE OF MEETING

The Presiding Member closed the meeting at 7.33pm.