



## MINUTES

### Ordinary Council Meeting

21 November 2023

This document is available in other formats on request for people with disability

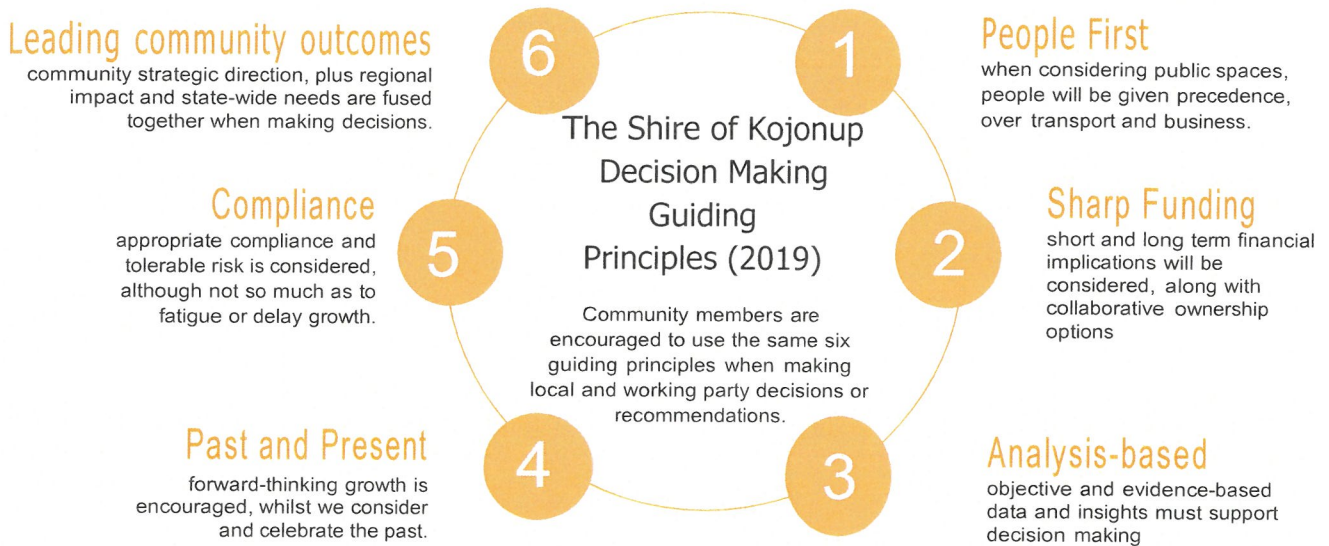
MINUTES OF AN ORDINARY MEETING OF COUNCIL HELD ON 21 NOVEMBER 2023

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....	5
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER .....	6
3	ATTENDANCE .....	6
4	DECLARATION OF INTEREST .....	6
5	PUBLIC QUESTION TIME .....	6
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	6
5.2	PUBLIC QUESTION TIME .....	6
6	CONFIRMATION OF MINUTES .....	7
6.1	ORDINARY COUNCIL MEETING 26 SEPTEMBER 2023 .....	7
6.2	ORDINARY COUNCIL MEETING 24 OCTOBER 2023.....	7
6.3	SPECIAL COUNCIL MEETING 7 NOVEMBER 2023.....	7
7	PRESENTATIONS.....	8
7.1	PETITIONS.....	8
7.2	PRESENTATIONS.....	8
7.2.1	KOJONUP PASTORAL AND AGRICULTURAL (P&A) SOCIETY – PETA ZADOW .....	8
7.3	DEPUTATIONS .....	8
7.3.1	DR NICK DU PREEZ – ST LUKE’S MEDICAL PRACTICE.....	8
7.4	DELEGATES’ REPORTS .....	8
8	METHOD OF DEALING WITH AGENDA BUSINESS.....	8
9	REPORTS.....	8
9.1	KEY PILLAR ‘LIFESTYLE’ REPORTS.....	9
9.1.1	WESTERN AUSTRALIAN LOCAL GOVERNMENT EARLY CHILDHOOD (WALGEC) AEDC GRANT PROGRAM 2024 - DOLLY PARTON’S IMAGINATION LIBRARY .....	9
9.2	KEY PILLAR ‘ECONOMICS’ REPORTS .....	13
9.3	KEY PILLAR ‘VISITATION’ REPORTS .....	13
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE .....	13
9.4	KEY PILLAR ‘PERFORMANCE’ REPORTS.....	14
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2023) .....	14
9.4.2	MONTHLY PAYMENTS LISTING – SEPTEMBER 2023 .....	16
9.4.3	TERMS OF REFERENCE – COMMITTEES OF COUNCIL .....	18
9.4.4	ORDINARY COUNCIL MEETING DATES FOR 2024 .....	21
9.4.5	COMMITTEES OF COUNCIL – MEETING DATES FOR 2024 .....	25
9.4.6	ADMINISTRATION OFFICE, LIBRARY AND DEPOT CLOSURE DURING THE 2023/2024 CHRISTMAS AND NEW YEAR PERIOD .....	30
10	APPLICATIONS FOR LEAVE OF ABSENCE .....	33
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	33
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....	33
14	MEETING CLOSED TO THE PUBLIC .....	33

14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	33
14.1.1	PROVISION OF MEDICAL SERVICES IN THE DISTRICT.....	33
14.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC .....	34
14.2.1	PROVISION OF MEDICAL SERVICES IN THE DISTRICT.....	34
15	CLOSURE .....	34
16	ATTACHMENTS (SEPARATE).....	35

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.02pm and drew the meeting's attention to the disclaimer below:

*Disclaimer*

*No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.*

*The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.*

*Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.*

**Acknowledgement of Country**

*The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.*

*We pay our respect to their Elders past, present and emerging.*

**Prayer**

*Almighty God, we pray for wisdom for our reigning monarch King Charles.*

*We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.*

*Grant us grace to listen and work together as a Council to nurture the bonds of one community.*

*Amen*

2 **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

The President welcomed guests to the meeting.

3 **ATTENDANCE**

**COUNCILLORS**

Cr Bilney	President
Cr Wieringa	Deputy President
Cr Radford	Councillor
Cr Webb	Councillor
Cr Egerton-Warburton	Councillor
Cr Mathwin	Councillor
Cr Mickle	Councillor

**STAFF**

Grant Thompson	Chief Executive Officer
Judy Stewart	Manager Governance and Administration
Jill Johnson	Manager Financial and Corporate Services

**GUESTS**

Peta Zadow	Pastoral and Agricultural Society
Robert Sexton	George Church Community Medical Centre Inc
Dr Nick Du Preez	St Luke's Medical Practice
Claire Fleming	St Luke's Medical Practice
Paula Bolto	St Luke's Medical Practice

3.1 **APOLOGIES**

Nil

3.2 **APPROVED LEAVE OF ABSENCE**

Nil

4 **DECLARATION OF INTEREST**

Nil

5 **PUBLIC QUESTION TIME**

5.1 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

5.2 **PUBLIC QUESTION TIME**

Nil

6 **CONFIRMATION OF MINUTES**

6.1 ORDINARY COUNCIL MEETING 26 SEPTEMBER 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 26 September 2023 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 26 September 2023 be confirmed as a true record.

6.2 ORDINARY COUNCIL MEETING 24 OCTOBER 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 24 October 2023 are at [attachment 6.2.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 24 October 2023 be confirmed as a true record.

6.3 SPECIAL COUNCIL MEETING 7 NOVEMBER 2023

Unconfirmed Minutes of a Special Council Meeting held 7 November 2023 are at [attachment 6.3.1](#).

OFFICER RECOMMENDATION

That the Minutes of a Special Council Meeting held 7 November 2023 be confirmed as a true record.

**COUNCIL DECISION EN BLOC**

122/23 Moved Cr Radford

Seconded Cr Egerton-Warburton

That the Minutes of an Ordinary Council Meeting held 26 September 2023 be confirmed as a true record.

That the Minutes of an Ordinary Council Meeting held 24 October 2023 be confirmed as a true record.

That the Minutes of a Special Council Meeting held 7 November 2023 be confirmed as a true record.

CARRIED EN BLOC 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

7 **PRESENTATIONS**

7.1 PETITIONS  
Nil

7.2 PRESENTATIONS

7.2.1 KOJONUP PASTORAL AND AGRICULTURAL (P&A) SOCIETY – PETA ZADOW

Peta Zadow presented a slideshow ([attachment 7.2.1.1](#)) showcasing the 2023 Live Lighter P&A Society Show and thanked the Shire of Kojonup for its support.

The President thanked and congratulated Peta Zadow and the Kojonup P&A Society on a successful 2023 Live Lighter P&A Society Show.

*Peta Zadow left the meeting at 3.25pm.*

7.3 DEPUTATIONS

7.3.1 DR NICK DU PREEZ – ST LUKE’S MEDICAL PRACTICE

Dr Du Preez discussed the provision of medical services in the district.

The President thanked Dr Du Preez, Claire Fleming and Paula Bolto, and Robert Sexton for their address to Council.

*Dr Du Preez, Claire Fleming and Paula Bolto left the meeting at 3.50pm.*

*The President adjourned the meeting at 3.53pm for a comfort break.*

*Cr Mathwin and Robert Sexton left the meeting at 3.53pm and returned at 3.57pm.*

*The President re-convened the meeting at 3.57pm.*

7.4 DELEGATES’ REPORTS

Nil

8 **METHOD OF DEALING WITH AGENDA BUSINESS**

12 – QUESTIONS FROM MEMBERS WITHOUT NOTICE was brought forward to be addressed between Report Items 9.1.1 and 9.4.1.

9 **REPORTS**

*The Project Manager & Community Services officer entered the meeting at 3.57pm.*



9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS

9.1.1 WESTERN AUSTRALIAN LOCAL GOVERNMENT EARLY CHILDHOOD (WALGEC) AEDC GRANT PROGRAM 2024 - DOLLY PARTON’S IMAGINATION LIBRARY

<b>AUTHOR</b>	Estelle Lottering – Project Manager and Community Services
<b>DATE</b>	Monday, 20 November 2023
<b>FILE NO</b>	FM.SPN.1
<b>ATTACHMENT(S)</b>	<p>9.1.1.1 - Dolly Parton’s Imagination Library Program</p> <p>9.1.1.2 - Dolly Parton’s Imagination Library Information Pack 2023</p> <p>9.1.1.3 – Local Government AEDC Grants Program 2024 Grant Guidelines and Application form</p>

<p><b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b>                  To be <i>“The Cultural Experience Centre of the Great Southern”</i>                  STRATEGIC/CORPORATE IMPLICATIONS</p>		
<b>Key Strategic Pillar/s</b>	<b>Community Goal/s</b>	<b>Corporate Objective/s</b>
Lifestyle	2. Proactive Community Spirit	2.6 Wellbeing advancement

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is for Council to consider supporting a grant application for funding towards the WALGEC Australian Education Development Census Grant Program 2024.

**BACKGROUND**

The Kojonup Rotary Club recently contacted Cr Egerton-Warburton to raise with the Shire of Kojonup (Shire) the possibility of introducing to Kojonup the Dolly Parton Imagination Library Program (Program), as provided through United Way Australia.

A request was made by Cr Egerton-Warburton, on behalf of the Kojonup Rotary Club, for assistance in applying for financial support via the Western Australian Local Government Early Childhood AEDC (Australian Early Development Census) Grant program to fund this Program.

Cr Egerton-Warburton discussed this proposition at the 7 November 2023 Briefing Session and raised it within the 7 November 2023 Special Council Meeting where it was proposed that an item be brought to Council’s 21 November 2023 Ordinary Meeting.

Due to staff time constraints, this item is being presented as a late item for consideration at this meeting.

## COMMENT

The Program provides books to children at a rate of one per month from birth until children reach school age – at a value of \$108 per year per child (Cr Egerton-Warburton has advised a number of 135 for children in this age cohort in Kojonup).

The Western Australian Department of Education (Education) has partnered with the Department of Communities (Communities) and the Western Australian Local Government Association (WALGA) to deliver the AEDC Grant Program.

The AEDC Grant Program provides one off grants to Local Government Authorities (LGAs) to implement projects aimed at improving the overall health and wellbeing of young children aged 0 to 5 years living in Western Australia.

The AEDC is a population measure that takes place every three years to facilitate the national collection of information on young children's development across five key areas linked to the predictors of good adult health, education, and social outcomes.

The outcomes are:

- physical health and wellbeing
- social competence
- emotional maturity
- language and cognitive skills (school-based)
- communication skills and general knowledge

In Western Australia, analysis of 2021 data indicates that the percentage of children who began school with developmental difficulties increased between 2018 and 2021. In 2021, nearly 30 Local Government areas had 25% or more children classified as developmentally vulnerable on one or more domains (see attachment 9.1.1.3).

Research (as outlined in attachment 9.1.1.3) into child development overwhelmingly supports the view that focussing on early childhood health and wellbeing leads to improved school readiness, better outcomes while at school, education, employment, and health into adulthood, as well as reduced economic costs to government, communities, and families and better security for neighbourhoods and society.

Local governments play an essential role across a range of areas that support young children's health and wellbeing, development, and learning and are well placed to work directly with their community to respond to AEDC results.

The Western Australian Local Government Early Childhood AEDC Grant Program is offering LGAs grants of up to \$100,000.00 (excluding GST) to implement community-wide, strategic initiatives. If Council is in support of this Program for Kojonup children and submits a successful grant application for the next two years, the Kojonup Rotary Club has pledged \$5,000 per year for two years in support of the project; covering the cost of the Program (being \$35,000 for two years inclusive of a postage estimate of \$7,500 per year) - see Financial Implications.

**CONSULTATION**

Briefing Session – 7 November 2023

Cr Warburton-Egerton on behalf of the Kojonup Rotary Club

**STATUTORY REQUIREMENTS**

s. 6.8 (1) *Local Government Act 1995* – Expenditure from Municipal Fund not included in annual budget

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

If an AEDC Grant Program 2024 application for \$35,000.00 over two years should be successful, the Kojonup Rotary Club will contribute \$5,000.00 per year for two years’ support of this project.

The size and weight of books is unknown; however, it is estimated that postage and packaging costs would be in the vicinity of \$5 per book per month per child per year; this cost has been factored into the \$35,000 grant application (in the event that 135 Kojonup children partake in the project).

It is suggested that staff time is available to undertake the task of handling and posting books.

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	Inadequate involvement with or support of community groups	Community engagement/networking	Nil
<i>Risk rating: Low</i>			
IMPLICATIONS			
It is possible that there may be an expectation of provision of books past the two year timeframe catered for by this recommendation.			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

OFFICER RECOMMENDATION

That Council submits a grant application to the Western Australian Local Government Early Childhood Australian Education Development Census Grant Program 2024 (Grant) for an amount of \$35,000 for 2023/2024 and 2024/2025 to support the implementation of Dolly Parton's Imaginations Books, as provided by Uniting Way, Australia on the basis there is no cash provided by the Shire of Kojonup (Shire) and, on the proviso that the Grant is successful, the Shire will commit to provide in-kind resources to support implementation.

COUNCIL DECISION

123/23 Moved Cr Egerton-Warburton                      Seconded Cr Radford

That Council submits a grant application to the Western Australian Local Government Early Childhood Australian Education Development Census Grant Program 2024 (Grant) for an amount of \$22,000 for 2023/2024 and 2024/2025 to support the implementation of Dolly Parton's Imaginations Books, as provided by Uniting Way, Australia on the basis there is no cash provided by the Shire of Kojonup (Shire) and, on the proviso that the Grant is successful, the Shire will commit to provide in-kind resources to support implementation.

CARRIED BY ABSOLUTE MAJORITY 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

*Reason for change to Officer Recommendation: to change the grant application amount from \$35,000 to \$22,000 due to postage being covered by the grant, as advised by Cr Egerton-Warburton.*

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

**12 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Questions to the Manager Financial and Corporate Services, pertaining to the Monthly Financial Statements for the period ending 30 September 2023:

- Page 9 – Employee Wages Variation – increases included 2 x termination payouts, 2 x paid parental leave payments, Springhaven increases of 20.75% (covered by an increase in Australian National Aged Care Classification Funding), increase in operational wages.
- Page 35 – Garden Maintenance Staff Housing – 30 Katanning Road – costs included paving and drain, new gardens, retic and lawn.
- Page 46 – Water at Showgrounds - \$5,000 spraying contractor to spray grass around dam.

Cr Radford added that he checked the site and believes the job was executed poorly as the “grass kill” was only 50%.

*The Project Manager and Community Services officer left the meeting at 4.20pm.*

**9 REPORTS continued**

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2023)

<b>AUTHOR</b>	Jill Johnson – Manager Financial and Corporate Services
<b>DATE</b>	Thursday, 9 November 2023
<b>FILE NO</b>	FM.FNR.2
<b>ATTACHMENT(S)</b>	9.3.1.1 – Monthly Financial Statements 1 to 30 September 2023

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to note the Monthly Financial Statements for the period ending 30 September 2023.

**BACKGROUND**

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

**COMMENT**

The attached Statements of Financial Activity for the period 1 July 2023 to 30 September 2023 represents three (3) months, or 25% of the year.

The following items are worthy of noting:

- Closing surplus position of \$7,714,096.00
- Capital expenditure achieved 7.2% of budgeted projects.
- Cash holdings of \$7.408m of which \$3.154m is held in cash backed reserve accounts and \$4.254m is unrestricted cash.
- Rates debtors outstanding equate to 75% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

**CONSULTATION**

D L Consulting – Monthly Financial Statements

**STATUTORY REQUIREMENTS**

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

**POLICY IMPLICATIONS**

Council Policy 2.1.6 defines the content of the financial reports.

**FINANCIAL IMPLICATIONS**

This item reports on the current financial position of the Shire of Kojonup. The recommendation does not in itself have a financial implication.

**RISK MANAGEMENT IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

124/23 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That the monthly financial statements for the period ending 30 September 2023, as attached, be noted.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.2 MONTHLY PAYMENTS LISTING – SEPTEMBER 2023

AUTHOR	Tonya Pearce - Finance Officer
DATE	Friday, 3 November 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 – Monthly Payments Listing 1 to 30 September 2023

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To receive the list of payments covering the month of September 2023.

**BACKGROUND**

Nil

**COMMENT**

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

**CONSULTATION**

Nil

**STATUTORY REQUIREMENTS**

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.



**POLICY IMPLICATIONS**

Council’s Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

**FINANCIAL IMPLICATIONS**

All payments are made in line with Council Policy.

**STRATEGIC/CORPORATE IMPLICATIONS**

There are no strategic/corporate implications involved with presentation of the list of payments.

**RISK MANAGEMENT IMPLICATIONS**

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

**ASSET MANAGEMENT PLAN IMPLICATIONS**

There are no asset management implications for this report.

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

125/23 Moved Cr Radford                      Seconded Cr Wieringa  
That, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 September 2023		TO – 30 September 2023
Municipal Cheques	14369-14369	\$600.00
EFTs	32655 - 32827	\$529,023.60
Direct Debits		\$549,798.32
<b>Total</b>		<b>\$1,079,421.92</b>

be received.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

*The Manager Financial and Corporate Services left the meeting at 4.12pm.*

9.4.3 TERMS OF REFERENCE – COMMITTEES OF COUNCIL

<b>AUTHOR</b>	Judy Stewart – Manager Governance and Administration
<b>ATE</b>	Thursday, 16 November 2023
<b>FILE NO</b>	GO.CNM.6
<b>ATTACHMENT(S)</b>	9.4.3.1 – Proposed Terms of Reference for existing committees and a new committee 9.4.3.2 – Existing Terms of Reference for existing committees

<b>'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b> To be <i>"The Cultural Experience Centre of the Great Southern"</i> <b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
<b>Key Strategic Pillar/s</b>	<b>Community Goal/s</b>	<b>Corporate Objective/s</b>
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council to consider updated Terms of Reference (ToR) for its existing committees and a new committee.

**BACKGROUND**

Councillors have expressed a desire to update the ToR for its Committees and to form two new committees.

**COMMENT**

Contained within this report are the ToR for Council's existing committees.

Attachment 9.4.3.1 contains the proposed updated versions of existing ToRs and ToR for a new committee.

Councillors, at their 7 November 2023 Briefing Session, discussed the formation of the following Committees:

- Historical, Tourism and Cultural Committee
- Depot Liaison Committee to liaise with Works and Services Department and advise Council on roads, civil works, private works, and road specifications.

The ToR for a new Historical, Tourism and Cultural Committee are included in Attachment 9.4.3.1 and it is anticipated that ToR for a new Depot Liaison Committee will be available for consideration at the December 2023 Ordinary Meeting of Council.

Also discussed at the 7 November 2023 Briefing session was the renaming of the Springhaven Working Group Committee and amending of the scope of its ToR to include the Independent

Living Units and future proofing the residential aged care facility – suggested frequency of meetings to be at least quarterly rather than biannually. To encompass the purpose of this Committee, it is recommended that it be renamed Kojonup Aging in Place Committee.

Due to the disbanding of the Kojonup Historical Society, appointment of delegates is no longer required.

#### CONSULTATION

Briefing Session – 7 November 2023

Chief Executive Officer – proposed updated ToR for existing committees and a new committee *Historical, Tourism and Cultural Committee*.

#### STATUTORY REQUIREMENTS

*Local Government Act 1995* – sections 5.8 to 5.25: Council meetings, committees and their meetings and electors' meetings

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
Risk rating – <i>Adequate</i>			
IMPLICATIONS			
Reviewing Terms of Reference allows Council to consider the ongoing relevance of its Committees, provides an opportunity to ensure that a Committee's purpose continues to meets the needs of Council and the Community into the future, and lessens the risk of not identifying Community matters for consideration; particularly, within those Committees that include community membership.			

#### ASSET MANAGEMENT IMPLICATIONS

Nil

#### SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

**VOTING REQUIREMENTS**

Absolute Majority - establishing a committee

**OFFICER RECOMMENDATION/COUNCIL DECISION**

126/23 Moved Cr Webb

Seconded Cr Mickle

That Council:

1. establishes a Historical, Tourism and Cultural Committee with Terms of Reference (ToR), as presented;
2. changes the Springhaven Working Group title to be the Kojonup Aging in Place Committee with updated ToR, as presented; and
3. updates the following Committees ToR, as presented:
  - Audit and Risk Committee
  - Kojonup Natural Resource Management Advisory Committee
  - Bush Fire Advisory Committee
  - Disability Access and Inclusion Committee.

CARRIED BY ABSOLUTE MAJORITY 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.4 ORDINARY COUNCIL MEETING DATES FOR 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Wednesday, 8 November 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “ <i>The Cultural Experience Centre of the Great Southern</i> ” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council to consider its Ordinary Meeting schedule for the 2024 calendar year.

**BACKGROUND**

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, local governments are required to give local public notice and publish on their websites the date, time and place of ordinary council meetings and committee meetings which are proposed to be open to members of the public and shall be held within the proceeding 12 month period.

**COMMENT**

In October 2005 it was resolved that Council’s ordinary meetings would be held on the third Tuesday of each month commencing at 3:00pm except where dates clash with a public holiday or internal staffing management.

Occasionally, timeframes associated with specific matters may alter scheduled ordinary meeting dates. The following represent changes to the scheduled third Tuesday of each month for the holding of Council’s Ordinary Meetings in 2024:

- There is no ordinary meeting of Council held during the month of January.
- The July ordinary meeting of Council includes budget adoption. To ensure the end of financial year processes are completed, the July ordinary meeting of Council has historically been held in the fourth week of the month rather than the third; it is recommended that this practice continues.
- The December ordinary meeting date has typically been held a week earlier and it is recommended that this practice continues.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that Council’s scheduled ordinary meetings, which will be open to the public, are published on the

local government’s official website before the beginning of the year in which the meetings are to be held and that the notice should include the date, time and location of the meetings.

Following discussion at the 7 November 2023 Briefing Session, it is proposed that Council meetings continue to generally be held on the third Tuesday of a month in the 2024 calendar year.

Given the above, the proposed 2024 ordinary meeting schedule for Council is as follows:

20 February 2024

19 March 2024

16 April 2024

21 May 2024

18 June 2024

23 July 2024

20 August 2024

17 September 2024

15 October 2024

19 November 2024

10 December 2024

## CONSULTATION

Briefing Session – 7 November 2023

## STATUTORY REQUIREMENTS

Section 5.25 (1) (g) - *Local Government Act 1995* –

### ***5.25. Regulations about council and committee meetings and committees***

(1) *Without limiting the generality of s. 9.59, regulations may make provision in relation to—*

(g) *the giving of public notice of the date and agenda for council or committee meetings;*

Regulation 12 - *Local Government (Administration) Regulations 1996* –

### **12. *Publication of meeting details [Act s. 5.25(1) (g)]***

(1) *In this regulation —*

***meeting details***, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) *The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—*

(a) *ordinary council meetings;*

(b) *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.*

(3) *Any change to the meeting details for a meeting referred to in sub-regulation (2) must be published on the local government’s official website as soon as practicable after the change is made.*

(4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	Councillor/Staff Induction Process  Councillor/Staff training	Nil
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
Risk rating – Adequate			
IMPLICATIONS			
Allows compliance with s. 5.25 (1) (g) of the <i>Local Government Act 1995</i> and r. 12 – <i>Local Government (Administration) Regulations 1996</i> - publication of meeting details.			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

127/23 Moved Cr Radford

Seconded Cr Mickle

That:

1. Ordinary Meetings of Council be scheduled to be held in the Shire of Kojonup (Shire) Council Chambers, 93 Albany Highway, Kojonup on the third Tuesday of each month in 2024 commencing at 3:00pm with the following exceptions:
  - No scheduled meeting to be held in January;
  - The July meeting be held on the fourth Tuesday (23 July) to make allowance for the Annual Budget adoption; and
  - The December meeting be held on the second Tuesday (10 December) given timing to the Christmas break period.
2. The following dates be approved for the 2024 calendar year for Ordinary Meetings of Council:
  - 20 February 2024
  - 19 March 2024
  - 16 April 2024
  - 21 May 2024
  - 18 June 2024
  - 23 July 2024
  - 20 August 2024
  - 17 September 2024
  - 15 October 2024
  - 19 November 2024
  - 10 December 2024
3. That Council's approved Ordinary Meeting schedule for 2024, as above, be published on the Shire of Kojonup website and local public notice given.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle



9.4.5 COMMITTEES OF COUNCIL – MEETING DATES FOR 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Thursday, 9 November 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council to adopt a schedule of meeting place, dates and times for Committees of Council for the 2024 calendar year.

**BACKGROUND**

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, local governments are required to give local public notice and publish on their websites the date, time and place of meetings of Council committees that shall be held within the proceeding 12 month period.

**COMMENT**

Council Committees include:

- Audit and Risk Committee (required to meet quarterly)
- Kojonup Natural Resource Management (NRM) Advisory Committee (required to meet at least half yearly)
- Bush Fire Advisory Committee (required to meet biannually)
- Disability Access and Inclusion Committee (required to meet biannually)
- (new) Historical, Tourism and Cultural Committee (required to meet biannually)
- (new) Kojonup Aging in Place Committee (required to meet four times per year)

It is proposed that the Audit and Risk Committee continues to schedule its meetings to be held on the first Tuesday of February, May, August and November for the 2024 calendar year.

It is proposed that the NRM meetings be held on the third Thursday of February and August for the 2024 calendar year.

It is proposed that the Bush Fire Advisory Committee (BFAC) schedule its meetings to be held on the second Wednesday in February (as scheduled at the 14 October 2021 BFAC meeting) and August for the 2024 calendar year.

It is proposed that the Disability Access and Inclusion Committee schedule its meeting to be held on the first Wednesday of February and November of the 2024 calendar year.

It is proposed that the Historical, Tourism and Cultural Committee schedules its meetings to be held on the first Wednesday of March and August of the 2024 calendar year.

It is proposed that the Kojonup Aging in Place Committee schedule its meetings to be held on the first Wednesday of February, May, September and December, and as required, for the 2024 calendar year.

Any re-scheduling or new meeting dates will be advertised to the public.

## CONSULTATION

Chief Executive Officer

Briefing Session – 7 November 2023

## STATUTORY REQUIREMENTS

Section 5.25 (1) (g) - *Local Government Act 1995* –

### **5.25. Regulations about council and committee meetings and committees**

- (1) *Without limiting the generality of s. 9.59, regulations may make provision in relation to—*
- (g) *the giving of public notice of the date and agenda for council or committee meetings;*

Regulation 12 - *Local Government (Administration) Regulations 1996* –

### **12. Publication of meeting details [Act s. 5.25(1) (g)]**

- (1) *In this regulation —*
- meeting details**, *for a meeting, means the date and time when, and the place where, the meeting is to be held.*
- (2) *The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—*
- (a) *ordinary council meetings;*
- (b) *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.*
- (3) *Any change to the meeting details for a meeting referred to in sub-regulation(2) must be published on the local government’s official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 – Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Maintain regular communications with agencies and support services.	Draft Bushfire Risk Management Plan
3 – Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes.	Audit & Risk Committee	Nil
6 – Engagement Practices	Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Advisory committees/groups	Nil
7 - Environment	Inadequate prevention, identification, enforcement and management of environmental issues.	Support and work with environmental & land care groups.	Nil
<i>Risk rating – Moderate/Low</i>			
<b>IMPLICATIONS</b>			
Scheduled meetings with Advisory Committees of Council lessens risk by meeting legislative requirements and maintaining regular communication that may assist in preventing			

disconnect with community members and groups who perform vital roles within the Shire of Kojonup.

#### ASSET MANAGEMENT IMPLICATIONS

Nil

#### SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION/COUNCIL DECISION

128/23 Moved Cr Webb

Seconded Cr Egerton-Warburton

That:

1. Meetings of advisory committees of Council be scheduled to be held in the Shire of Kojonup Administration Reception Lounge, 93 Albany Highway, Kojonup in 2024 as follows:

- Audit and Risk Committee – first Tuesday of February, May, August and November commencing at 9.00am;
- Kojonup Natural Resource Management Advisory Committee (NRM) – third Thursday of February and August commencing at 2.00pm;
- Bush Fire Advisory Committee – second Wednesday in February and August – commencing at 7.00pm;
- Disability Access and Inclusion Committee – first Wednesday in February and November – commencing at 1.00pm;
- Kojonup Aging in Place Committee – first Wednesday of February, May, September and December commencing at 9.00am;
- Historical, Tourism and Cultural Committee – first Wednesday of March and August at 9.00am.

2. The following dates be approved for the 2024 calendar year for advisory committee meetings of Council:

Audit and Risk Committee:

- 6 February
- 7 May
- 6 August
- 5 November

NRM Committee:

- 15 February
- 15 August

Bush Fire Advisory Committee:

- 14 February
- 14 August

Disability Access and Inclusion Committee:

- 7 February
- 6 November

Kojonup Aging in Place Committee:

- 7 February
- 1 May
- 4 September
- 4 December

Historical, Tourism and Cultural Committee:

- 6 March
- 7 August

3. The approved meeting schedule for advisory committees of Council for 2024, as above, be published on the Shire website, local public notice given and each advisory committee chairperson advised.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

The Chief Executive Officer and Manager Governance and Administration declared an Impartiality Interest and remained in the meeting.

9.4.6 ADMINISTRATION OFFICE, LIBRARY AND DEPOT CLOSURE DURING THE 2023/2024 CHRISTMAS AND NEW YEAR PERIOD

<b>AUTHOR</b>	Judy Stewart – Manager Governance and Administration
<b>DATE</b>	Wednesday, 8 November 2023
<b>FILE NO</b>	CM.PRO.1
<b>ATTACHMENT(S)</b>	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

**DECLARATION OF INTEREST**

The author is a Shire of Kojonup employee and, as such, is affected by the outcome of this report.

**SUMMARY**

To approve the Administration Office, Library and Depot closure during the 2023/2024 Christmas and New Year period.

**BACKGROUND**

The temporary closure of the Administration Office, Library and Depot during the Christmas and New Year holiday period has occurred for several years; it is suggested that the same arrangements take place during the 2023/2024 Christmas and New Year period.

**COMMENT**

In 2023 Christmas Day and Boxing Day fall on Monday, 25 December and Tuesday, 26 December with the public holidays to be observed on those days. New Year's Day falls on Monday, 1 January 2024 with the public holiday to be observed on that day.

It is proposed that the Administration Office, Library and Depot be closed from 12 noon on Friday, 22 December 2023 through until usual hours Tuesday, 2 January 2024 as follows:

- Friday, 22 December 2023 – Administration Office, Library and Depot close at 12 noon
- Monday, 25 December 2023 – Christmas Day public holiday
- Tuesday, 26 December 2023 – Boxing Day public holiday
- Wednesday, 27 December 2023 – Offices closed - leave required
- Thursday, 28 December 2023 - Offices closed - leave required
- Friday, 29 December 2023 – Offices closed – leave required
- Monday, 1 January 2024 - New Year's Day public holiday

Tuesday, 2 January 2024 – Administration Office, Library, and Depot reopen with officers commencing at usual work times.

Staff will be required to utilise leave accruals which can include:

- annual leave
- rostered days off
- Local Government days
- time in lieu; or
- leave without pay (only by prior arrangement with the Chief Executive Officer [CEO]).

Staff planning to work throughout this period can only do so with the approval of the CEO.

#### CONSULTATION

Senior Management Team

#### STATUTORY REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

There are no financial implications as staff will be required to utilise leave accruals which are accounted for in the 2023/2024 Annual Budget.

#### RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5 – Employment Practices	Insufficient staff numbers to achieve objectives	Health and Wellbeing initiatives	Nil
Risk Rating: High			
IMPLICATIONS			
Continuing the practice of closing operations over the Christmas/New Year period, as occurs in many local governments and has occurred for many years at the Shire of Kojonup, aligns with health and wellbeing initiatives. Skeleton staff remain present/accessible for essential services.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

129/23 Moved Cr Radford

Seconded Cr Wieringa

That approval is granted for:

1. The closure of the Administration Office, Library and Depot during the 2023/2024 Christmas and New Year period from 12 noon Friday, 22 December 2023 to reopen at usual opening times on Tuesday, 2 January 2024; and
2. That the above mentioned closure be advertised on the Shire of Kojonup website and via local public notice.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle



10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 PROVISION OF MEDICAL SERVICES IN THE DISTRICT

**STATUTORY REQUIREMENTS**

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

*Robert Sexton left the meeting at 4.35pm.*

COUNCIL DECISION

130/23 Moved Cr Egerton-Warburton Seconded Cr Mathwin

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (b) and (e) of the *Local Government Act 1995*.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

COUNCIL DECISION

132/23 Moved Cr Egerton-Warburton Seconded Cr Webb

That the meeting be re-opened to the public.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 PROVISION OF MEDICAL SERVICES IN THE DISTRICT

COUNCIL DECISION

131/23 Moved Cr Egerton-Warburton Seconded Cr Wieringa

That Council authorises the Chief Executive Officer to make representation to medical bodies regarding the provision of medical services in the district.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5.16 pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes – Ordinary Meeting – 26 September 2023
6.2	6.2.1	Unconfirmed Minutes – Ordinary Meeting – 24 October 2023
6.3	6.3.1	Unconfirmed Minutes – Special Council Meeting – 7 November 2023
9.4.1	9.4.1.1	Monthly Financial Statements 1 – 30 September 2023
9.4.2	9.4.2.1	Monthly Payments Listing 1 to 30 September 2023
9.4.3	9.4.3.1	Proposed Terms of Reference for existing committees and a new committee
	9.4.3.2	Existing Terms of Reference for existing committees

Confirmed on 12 December 2023 as a true record –

  
\_\_\_\_\_  
Presiding Member

12/12/2023  
Date