



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Agenda 20 May 2025

**Dear Elected Member**

**The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 20 May 2025 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.**

**ANIKA SERER  
CHIEF EXECUTIVE OFFICER**

### Disclaimer

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### Present:

Cr D Douglas	Shire President
Cr HR Thomson	Deputy Shire President
Cr B Smith	
Cr I Garstone	
Cr R Marshall	
Cr K Stephens	

#### Officers:

Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer

#### Apologies:

Nil

#### Observers:

Nil

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 4. PUBLIC QUESTION TIME

Nil.

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Nil.

## **8. CONFIRMATION OF COUNCIL MEETING MINUTES:**

### **8.1. ORDINARY MEETING OF COUNCIL HELD – 15 APRIL 2025**

#### **COUNCIL DECISION**

That the Minutes of the Ordinary Meeting of Council held 15 April 2025 be confirmed as a true and correct record of proceedings without amendment.

## **9. CONFIRMATION OF OTHER MEETING MINUTES:**

### **9.1. 4WDL MEETING HELD – 25 MARCH 2025**

#### **COUNCIL DECISION**

That the Minutes of the 4WDL Meeting held 25 March 2025 be confirmed as a true and correct record of proceedings without amendment.

### **9.2. GREAT SOUTHERN COUNTRY ZONE MEETING HELD – 11 APRIL 2025**

#### **COUNCIL DECISION**

That the Minutes of the Great Southern Country Zone Meeting held 11 April 2025 be confirmed as a true and correct record of proceedings without amendment.

## **10. REPORTS OF OFFICERS**

Nil.

## **11. REGULATORY SERVICES**

Nil.

## **12. INFRASTRUCTURE SERVICES**

Nil.

## 13. CORPORATE SERVICES

### 13.1.LIST OF ACCOUNTS FOR PAYMENT – 30 APRIL 2025

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	07 May 2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	Brooke Dellacqua, Senior Finance Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	Attachment 13.1.1 – List of Accounts for Payment – 30 April 2025

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 April 2025, as required under the *Local Government (Financial Management) Regulations 1996*.

#### BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within Attachment 13.1.1.

#### Payments up to 30 April 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$19,478.30
Cheque Payments	Municipal	\$0.00
EFT Payments #7765 to #7802	Municipal	\$121,969.42
<b>Sub Total</b>	<b>Municipal</b>	<b>\$141,447.72</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$141,447.72</b>

#### STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

#### 13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*

- (d) *sufficient information to identify the transaction.*
  - (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
    - (a) *for each account which requires council authorisation in that month —*
      - (i) *the payee's name; and*
      - (ii) *the amount of the payment; and*
      - (iii) *sufficient information to identify the transaction;*
    - and*
    - (b) *the date of the meeting of the council to which the list is to be presented.*
  - (3) *A list prepared under subregulation (1) or (2) is to be —*
    - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
    - (b) *recorded in the minutes of that meeting.*

### **POLICY IMPLICATIONS**

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

### **FINANCIAL IMPLICATIONS**

There are no financial implications that have been identified as a result of this report or recommendation.

### **STRATEGIC IMPLICATIONS**

#### **THEME 3**

#### **Governance**

#### **OBJECTIVES**

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

#### **STRATEGIES**

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

### **CONSULTATION/COMMUNICATION**

There are no community engagement implications that have been identified as a result of this report or recommendation.

### **RISK MANAGEMENT**

The risk in relation to this matter is assessed as "Medium" on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer's provide a full detailed listing of payments made in the timely manner.

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

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

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$141,447.72 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 April 2025, as contained within Attachment 13.1.1.

## 13.2.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2025

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	13 May 2025
<b>Responsible Officer</b>	Anika Serer, Acting Chief Executive Officer
<b>Author of Report</b>	DL Consulting
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.2.1</b> – Monthly Financial Report 30 April 2025

### BRIEF SUMMARY

The Monthly Financial Report for period ending 30 April 2025 is presented for Council's consideration.

### BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 31 March 2025 shows a closing surplus of \$1,233,502.

### STATUTORY/LEGAL IMPLICATIONS

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

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

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

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

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

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

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

#### STRATEGIES

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



### CONSULTATION/COMMUNICATION

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

### RISK MANAGEMENT

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

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

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 30 April 2025, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.2.1**

**14. COMMUNITY SERVICES**

Nil.

## 15. OFFICE OF CEO

### 15.1. BUDGET AMENDMENT FOR ROAD WORKS PROGRAM – ROBINSON ROAD WEST

<b>File Reference</b>	ADM0088
<b>Date of Report</b>	15/05/2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	Anika Serer, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment No. - NIL</b>

#### BRIEF SUMMARY

This item seeks Council endorsement to apply \$30,000 of Roads to Recovery Funding unallocated in 2024/25, to the Robinson Road West reconstruction program to enable additional works required to complete the project.

#### BACKGROUND/COMMENT

The 2024/25 road works program includes reconstruction of Robinson Road West SLK 23.5 – 25.5. The project is funded by Regional Roads Group/Shire with a total approved budget of \$575,000. The works were awarded to GS Hobbs Contracting on a schedule of rates and are currently underway. Works must be completed and acquitted by 30 June 2025 to meet the conditions of funding.

The bulk of the work has progressed well however there are some areas that are not drying out due to the work being undertaken during winter months and not getting sufficient sun due to shading from vegetation. These areas need to be stabilised with cement to achieve a suitable pavement, requiring the purchase of cement and additional time to work into the gravel, at an estimated additional cost of \$30,000.

The cost is unable to be accommodated in the existing budget as the scope can not be adjusted/reduced, there is no contingency available and the tight timeframe with works required to be completed including sealing (planned for 22 May).

The Shire's 2024/25 Roads to Recovery funded program includes \$42,192 that has not been assigned to any projects. It is proposed to allocate \$30,000 of this to the Robinson Road West project to enable the completion of the required works. This will result in \$12,192 remaining in unallocated 24/25 Roads to Recovery funding for consideration in the 2025/26 road works program.

#### STATUTORY/LEGAL IMPLICATIONS

##### *Local Government Act 1995*

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*

\* *Absolute Majority required.*

## POLICY IMPLICATIONS

Council Policy 54 – Purchasing Policy. This Policy outlines how the Shire of Woodanilling will deliver best practice in the purchasing of goods, services and works, that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities.

## FINANCIAL IMPLICATIONS

Funds have not been set aside for contingency on the road works program, and the scope is unable to be reduced or timetable adjusted.

Allocating \$30,000 from the Roads to Recovery program to the Robinson Road West reconstruction project will enable the scope of works to be completed as required and in a timely manner.

Council will need to authorise the unbudgeted capital expenditure as outlined in the table below.

Account/Job Number	Account Description	Increase	(Decrease)	Original Budget	Revised Budget
121310/RGA66	RRG - Robinson Road West Total Project Cost	\$30,000	\$0	\$575,000	\$605,000
122270	Roads to Recovery Grant	(\$30,000)	\$0	(\$511,880)	(\$541,880)
Net Effect to Budget		\$0	\$0		

## STRATEGIC IMPLICATIONS

### THEME 4

Roads and Transport

### OBJECTIVES

To maintain a quality road transport network which is safe and accessible to all users.

### STRATEGIES

Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Shire of Woodanilling Road Maintenance Plan.

## CONSULTATION/COMMUNICATION

Consultation has occurred between the Chief Executive Officer, Technical Advisor and Accountant.

## RISK MANAGEMENT

Failure to adhere to the road maintenance plan for the shire may result in works not being completed to a suitable standard, leading to a decline in the overall sustainability of the road network. Consequently, the risk level is deemed to be "High" based on the aforementioned factors.

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

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

### VOTING REQUIREMENTS

Absolute Majority

### OFFICER'S RECOMMENDATION

That Council

1. Pursuant to section 6.8 of the *Local Government Act 1995* authorises an amendment to the 2024/2025 budget, as detailed in the table below:

Account Number	Account Description	Increase	(Decrease)	Original Budget	Revised Budget
RGA66	RRG - Robinson Road West Total Project Cost	\$30,000	\$0	\$575,000	\$605,000
122270	Roads to Recovery Grant	(\$30,000)	\$0	(\$511,880)	(\$541,880)
Net Effect to Budget		\$0	\$0		

**16. CONFIDENTIAL REPORTS**

Nil.

**17. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

Nil.

**19. CLOSURE OF MEETING**

There being no further business to discuss the Chairperson, Cr Douglas will declare the meeting closed at \_\_\_\_\_ pm.