



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 15 July 2025

Disclaimer

The recommendations contained in the Minutes 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

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY	2
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	2
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4. PUBLIC QUESTION TIME	2
5. PETITIONS / DEPUTATIONS / PRESENTATIONS	3
6. APPLICATIONS FOR LEAVE OF ABSENCE	3
6.1. APPLICATION FOR LEAVE OF ABSENCE – CR ROD MARSHALL 19 AUGUST 2025	3
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	3
8. CONFIRMATION OF COUNCIL MEETING MINUTES:	3
8.1. ORDINARY MEETING OF COUNCIL HELD – 17 JUNE 2025	3
9. CONFIRMATION OF OTHER MEETING MINUTES:	3
9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING - 11 JUNE 2025	3
9.2. WALGA STATE COUNCIL MEETING - 02 JULY 2025	3
10. REPORTS OF OFFICERS	3
11. REGULATORY SERVICES	3
12. INFRASTRUCTURE SERVICES	3
13. CORPORATE SERVICES	4
13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 JUNE 2025	4
13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2025	7
14. OFFICER’S RECOMMENDATION	8
15. COMMUNITY SERVICES	9
16. OFFICE OF CEO	10
16.1. GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GREAT SOUTHERN VROC)	10
17. CONFIDENTIAL REPORTS	14
18. ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	14
19. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL	14
20. CLOSURE OF MEETING	14

ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.00pm

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)

Cr D Douglas	Shire President	
Cr I Garstone Cr K Stephens Officers:		
Anika Serer Ciara Whitmore	Chief Executive Officer Customer Service Officer	
Leave of Absence:		
Cr R Marshall		
Apologies:		
Cr HR Thomson OAM	Deputy Shire President	
Cr B Smith Observers: Nil		

LACK OF QUORUM

As only three (3) of the six (6) Council Members were present, the meeting did not meet the quorum requirements under Section 5.19 of the Local Government Act 1995. In accordance with the Act, the meeting was unable to proceed and was adjourned by the Shire President at 4:03pm.

A new meeting date will be scheduled and advised in due course.

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

6.1. APPLICATION FOR LEAVE OF ABSENCE – CR ROD MARSHALL 19 AUGUST 2025

That Council approves the application for leave of absence submitted by Cr Rod Marshall for 19 August 2025 Council Meeting.

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 – 17 JUNE 2025

That the Minutes of the Ordinary Meeting of Council held 17 June 2025 be confirmed as a true and correct record of proceedings without amendment.

9. CONFIRMATION OF OTHER MEETING MINUTES:

9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING - 11 JUNE 2025

That the Minutes of the Local Emergency Management Committee Meeting held 11 June 2025 be received by Council.

9.2. WALGA STATE COUNCIL MEETING - 02 JULY 2025

That the Minutes of the WALGA State Council Meeting held 02 July 2025 be received by Council.

10. REPORTS OF OFFICERS

Nil.

11. REGULATORY SERVICES

Nil.

12. INFRASTRUCTURE SERVICES

Nil.

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 30 JUNE 2025

File Reference	ADM0066
Date of Report	09 July 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance Officer
Disclosure of any Interest	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> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.1.1 – List of Accounts for Payment – 30 June 2025

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 June 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 June 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$15, 526.99
Cheque Payments	Municipal	\$0.00
EFT Payments #7863 to #7930	Municipal	\$830,107.08
Sub Total	Municipal	\$845,634.07
Payments	Trust	\$0.00
Payments	Reserve	\$.00
Totals		\$845,634.07

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 \$845,634.07 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 June 2025, as contained within **Attachment 13.1.1.**

13.2.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2025

File Reference	ADM0066
Date of Report	11 July 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	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> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.2.1 – Monthly Financial Report 30 June 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 30 June 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 30 June 2025 shows a closing surplus of \$929,711.

This surplus figure may change due to any year-end adjustments, or any audit adjustments from auditors.

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	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

14. OFFICER’S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 30 June 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 **Attachment13.2.1**.

15. COMMUNITY SERVICES

Nil.

16. OFFICE OF CEO

16.1. GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GREAT SOUTHERN VROC)

File Reference	ADM0403
Date of Report	07/07/2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, Chief Executive Officer
Disclosure of any Interest	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> .
Voting Requirement	Simple Majority
Attachments	Attachment 16.1.1 – Memorandum of Understanding

BRIEF SUMMARY

This report recommends that Council accepts the invitation to become a member of the Great Southern Voluntary Regional Organisation of Councils (Great Southern VROC) and endorses the Shire President and Chief Executive Officer to execute the Memorandum of Understanding.

BACKGROUND/COMMENT

The Shire President and Chief Executive Officer attended the last meeting of Great Southern VROC on 19 May 2025, where a new Memorandum of Understanding was discussed and invitation to join the organisation. The proposed membership consists of the eight Upper Great Southern local governments:

Shire of Kojonup
Shire of Woodanilling
Shire of Kent
Shire of Plantagenet
Shire of Broomehill-Tambellup
Shire of Cranbrook
Shire of Gnowangerup
Shire of Katanning

The Great Southern VROC's objectives are to:

- enhance and assist in the advancement of the Region; and
- encourage cooperation and resource sharing on a regional basis

Current areas of interest and opportunities for collaboration include:

- Ban of Live Sheep Exports by Sea – advocacy position and transition program
- Great Southern Housing Strategy
- Delivery of Inland Great Southern Drought Resilience Plan

The annual contribution costs will be provided by Great Southern VROC at their August meeting but is expected to be around \$8800 per annum. Great Southern Development Commission has funded a short-term Executive Officer to the value of \$43,795 to pursue Regional Drought Resilience Planning Program and progress the GS VROC, local government contributions would be required after this has been spent.

Overview of the terms of the Memorandum of Understanding:

#	Issue	Proposal
1	Name	Great Southern Regional Organisation of Councils
2	Delegate	Redefined as Member – term “Delegate” is removed from document
3	Participant	Redefined as “Participating Local Government”

#	Issue	Proposal
4	Meeting attendance	A Participating Local Government is to appoint a voting Member and up to two deputy members. The Participating Local Government CEO is also expected to attend.
5	Votes	Each Participating Local Government via its voting Member has one vote.
6	Chair & Deputy	Elected by the members biennially at 1st meeting following LG election (absolute majority).
7	Term	The Chair and Deputy are appointed for a Term of Two years.
8	Chair maximum tenure	Two Terms (four years)
9	Executive Officer	Members may agree to employ or contract an EO, or instruct the Host LG to appoint an EO.
10	Host LG	Is the LG from which the Chairperson originates.
11	Executive Officer	If members resolve not to employ or contract an EO, the Host LG will be responsible for delivering the EO service.
12	Role of EO	Outlined in the MOU and now includes preparing an annual budget and work program, periodically reviewing the strategic plan & quarterly reporting against the work plan.
13	Role of Host LG	If requested, employ or contract the EO. Host LG CEO provides line management of EO. If requested, apply for an ABN and open a bank account on behalf of the GS ROC & draft financial policies for approval by Members and maintain these policies as necessary.
14	Financial contributions	The Great Southern VROC may resolve to require Participating LGs to make a financial contribution to its operation.
15	Funding share	A Band 3 local government may be requested to pay a higher annual operating contribution to Great Southern VROC than a Band 4 local government.
16	Specific project funding	The Great Southern VROC may resolve to require Participating LGs to make an additional financial contribution to a specific project.
17	Winding up of a special project	Project plan and budget to determine Participant's financial contributions and on winding up the surplus be allocated and any outstanding debt paid, in proportion to the contributions outlined in the Project Plan & Budget.
18	Term of MOU	MOU termination by agreement and if not extended, will expire on 31 October 2029. This is to coincide with the LG election cycle.
19	Termination by a Participating LG	If Members resolve that an Annual Operating Contribution is payable, a Participating LG cannot withdraw until 31 October 2029.
20		If no Annual Operating Contribution is payable a participating LG can withdraw at any time with 6-months notice.
22	Termination by a Participating LG	Shall be reimbursed or contribute to any debt in proportion to relevant contribution.
23	New members	By Great Southern VROC resolution.
24	New member payments	In addition to the annual operating fee (if applicable) the Great Southern VROC may require a new member to pay an "entry fee".

Great Southern VROC is seeking commitment from the local governments by October to form a Committee after the local government elections.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

- The Great Southern ROC will not be an incorporated association, nor will it be established under the Local Government Act (Part 3, Division 4). That is, it is not a regional local government. The Great Southern ROC is established under the general functions of local governments (clause 3.1). Participating local governments will do so voluntarily.
- *Section 9.49A* – A local government can authorise the Shire President and/or CEO to execute a document on its behalf, by resolution.

POLICY IMPLICATIONS

Amendments to the "Council Committees and Reference Groups – Establishment & Terms of Reference" document will be required in October after the local government elections

FINANCIAL IMPLICATIONS

The Shire will need to include approximately \$8,800 in its 2025/26 annual budget as an operating contribution, and for the following years to 31 October 2029.

STRATEGIC IMPLICATIONS

PILLAR 3

Civic Leadership

GOAL

7: Deliver a high standard of service for our community

9: Enhance strong civic leadership

CONSULTATION/COMMUNICATION

Consultation has occurred between the Chief Executive Officer, Shire President and Council to determine interest and commitment.

RISK MANAGEMENT

The MOU requires a commitment until 31 October 2029, with financial implications, unless it is determined that by the organisation that no annual operating contribution is payable. This risk is considered to be low due to the understood forecast contribution.

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 invitation from Great Southern Voluntary Regional Organisation of Councils (Great Southern VROC) for the Shire of Woodanilling to become a member and:

1. Authorises the Shire President and Chief Executive Officer to approve any minor changes and execute the Memorandum of Understanding on the Shire's behalf;
2. Authorises the Shire President and Chief Executive Officer to represent the Shire at any meetings of the Great Southern VROC until the completion of local government elections in October 2025; and
3. Notes that a provision of approximately \$8,800 will be required in the 2025/26 budget as an operating contribution.

17. CONFIDENTIAL REPORTS

Nil.

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

Nil.

19. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

20. CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 4.03pm

I certify that these minutes were confirmed at the Ordinary Council Meeting held on the

Presiding Member – Councillor Dale Douglas

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Date.....