



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL

Unconfirmed Minutes
19 August 2025

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 19 August 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

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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 HR Thomson OAM	Deputy Shire President
Cr B Smith	
Cr R Marshall	
Cr I Garstone	
Cr K Stephens	
Officers:	
Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Steve Thompson	Planning Consultant

Leave of Absence:

Nil

Apologies:

Nil

Observers:

Natalie Nicholson
Pauline Edgcumbe
Greg Smith

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Mr Greg Smith addressed Council in relation to the proposed change of use of the former tavern site. He noted that, based on his past experience managing the facility, it was unlikely that the current owners would reopen the premises as a public tavern. He urged Council to consider what outcome would best serve the interests of the community, including whether to leave the building vacant or encourage a change of use that might attract new investment. Mr Smith expressed appreciation for the opportunity to speak.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

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

Shire President Cr Dale Douglas

Attended the Great Southern WALGA Zone Meeting in Albany.

Attended the Great Southern Budget Review hosted by Hon Reece Whitby in Albany.

Participated in the Bloom Festival Workshop held in Woodanilling.

Noted that the July Ordinary Council Meeting was adjourned due to lack of quorum.

Attended the Woody Action Meeting held at the Woodanilling Town Hall.

Attended the 4WDL VROC Meeting in Williams, where renewable energy was a key discussion topic.

Attended the inaugural meeting of the Great Southern Voluntary Regional Organisation of Councils (VROC) with CEO Anika Serer. Reported that the group is currently in a transition phase until October 2025, after which a full-year structure will commence. Council will need to decide shortly whether to remain involved.

Conducted the CEO Performance Review.

Attended the WALGA Transport Forum in Perth.

Participated in the Local Government Elections Webinar.

Deputy Shire President Cr Russel Thomson

Attended the Great Southern WALGA Zone Meeting and the Budget Review in Albany.

Cr Bev Smith

Attended the Local Government Elections Webinar.

Participated in the Budget Workshop.

Attended the Woody Action Meeting.

Cr Ian Garstone

Nil report. Noted upcoming attendance at the Landcare Meeting and Recreation Meeting.

Cr Kahlia Stephens

Nil.

Cr Rod Marshall

Nil.

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

Nil.

9. CONFIRMATION OF OTHER MEETING MINUTES:

9.1. 4WDL VROC MEETING – 22 JULY 2025

That the Minutes of the 4WDL VROC Meeting held 22 July 2025 be received by Council.

COUNCIL RESOLUTION – 9.1. 4WDL VROC MEETING – 22 JULY 2025 (OCM 440/08/2025)

Moved: Cr Smith

Seconded: Cr Garstone

That the Minutes of the 4WDL VROC Meeting held 22 July 2025 be received by Council.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

10. REPORTS OF OFFICERS

Nil.

11. REGULATORY SERVICES

11.1. PROPOSED CHANGE OF USE – LOT 350 (NO. 861) BURT ROAD, WOODANILLING

File Reference	DA67
Date of Report	13 August 2025
Responsible Officer	Anika Serer
Author of Report	Steve Thompson
Disclosure of any Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>). Cr Smith declared an interest affecting impartiality prior to the discussion of this report. Cr Smith disclosed that the applicant is a long-time friend.
Voting Requirement	Simple Majority
Attachments	Attachment 11.1.1 Original information from applicant Attachment 11.1.2 Submissions Attachment 11.1.3 Applicant response to submissions Attachment 11.1.4 Extract from the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

BRIEF SUMMARY

To consider an application for development approval for a change of use from tavern to residential – single house at Lot 350 (No. 861) Burt Road, Woodanilling.

BACKGROUND

The applicant, Stephen Jefferies, seeks development approval for a change of use from tavern to residential – single house. The site:

- Is situated in the Woodanilling town centre;
- Has an area of 1401m²;
- Contains a tavern, shed and carport. A patio adjoins the tavern on the northern side and it extends over the property boundary to Lot 61 (also owned by the applicant); and
- Is bordered by Burt Road to the west, adjoins Commercial zoned land to the north and south with Residential zoned land to the east.

The landowner previously submitted an application to surrender the liquor licence to the former Department of Local Government, Sport and Cultural Industries which administers the *Liquor Control Act 1988*. The Director of Liquor Licensing, in April 2025, cancelled the tavern license.

Proposal

The applicant proposes to change the use of the tavern to a residential – single house. Details originally provided by the applicant are set out in Attachment 11.1.1.

Consultation

The Shire administration invited public comment on the Development Application for a 3 week period through:

1. Seeking comments from adjoining and nearby landowners;
2. Details on the Shire's website and on the Shire's Facebook page; and
3. Details at the Shire's front counter.

25 submissions were received which are set out in Attachment 11.1.2. Other than one submission, all the submissions raise objections and concerns including:

- The tavern offers a critical service in Woodanilling as a meeting place which fosters community connection and cohesion;
- The loss of the tavern will have a significant detrimental impact on Woodanilling including impacting the community, other businesses and negatively impact the local economy;
- There are limited alternative spaces for the community to meet;
- The proposal will impact the heritage significance of the hotel and impact the identity and spirit of Woodanilling;
- If approved, it is not realistic to convert the building back to a tavern;
- There is a need to increase the amount of commercial spaces rather than reduce spaces in the heart of the town centre;
- It will destroy a sense of community, exacerbate a lack of connection and increase the likelihood of mental illness;
- It removes short-stay accommodation which is critical to Woodanilling's future;
- There are ample houses and vacant lots but only one tavern in Woodanilling;
- The tavern is the heart of the community;
- It will hinder efforts to retain residents (including younger adults) and attract new residents;
- The loss of the tavern will see more monies spent outside of Woodanilling; and
- A reopened tavern is required to grow and diversify the economy including through promoting tourism.

In accordance with standard practice, the applicant was provided with an opportunity to review and address matters raised in the submissions via a redacted copy of the submissions. The applicant's response is provided in Attachment 11.1.3.

COMMENT

The Shire administration and Council are required to assess the Development Application through considering a range of planning matters set out in *Schedule 2, Part 9, Clause 67(2) of the Planning and Development (Local Planning Schemes) Regulations 2015* (see Attachment 11.1.4). One of the matters for the Shire administration and Council to consider is 'the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses'.

Following assessment of the Development Application against the planning framework, relevant considerations in the *Planning and Development (Local Planning Schemes) Regulations 2015*, the submissions and the applicant's response to the submissions, it is concluded that the Development Application be refused for the change of use from tavern to residential – single house.

The loss of Woodanilling's only tavern, which offers a community service including as a meeting place, is suggested to be the critical planning issue. If the change of use was approved and implemented, it is suggested there are substantial hurdles and feasibility considerations to ever change the use of the building back to a tavern. This includes that the proposal would need to meet contemporary building and health regulations and standards. This could include the costs of addressing electrical, safety, energy efficiency, universal access, food preparation and other standards.

Given the considerable interest in retaining a functioning tavern, there may be opportunities for the community to progress a co-operative to guarantee the ongoing sustainability of a critical community asset.

The Council has various options in determining the Development Application including approving with conditions (including potentially time-limited), refusal or deferring the application. It is recommended the Development Application is refused.

Should the Council refuse the Development Application, the applicant has a right to review (appeal) the Council's decision to the State Administrative Tribunal.

STATUTORY/LEGAL IMPLICATIONS

Planning and Development Act 2005 and *Planning and Development (Local Planning Schemes) Regulations 2015*: the processing of the Development Application is required to comply with the requirements of the Scheme which is an operative local planning scheme under the provisions of the Act/Regulations.

The site is zoned 'Commercial' in the *Shire of Woodanilling Local Planning Scheme No. 1* (LPS1). It is highlighted that the Development Application does not propose changing the zoning. LPS1 enables a range of uses on land zoned Commercial including various residential uses subject to obtaining development approval. This includes aged and dependent persons dwelling, residential - grouped dwelling, residential - single house, residential building, and transient workforce accommodation.

The tavern is included on the Shire's Heritage List.

The site is classified as a Bush Fire Prone Area as set out at:

<https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

The *Shire of Woodanilling Strategic Community Plan 2025-2035* promotes a connected and supportive community with residents having access to quality services and opportunities for social engagement.

POLICY IMPLICATIONS

There are no Local Planning Policies that relate to the application.

State Planning Policy 3.7 Bushfire

State Planning Policy 3.5 Historic Heritage Conservation

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated legal expenses.

STRATEGIC IMPLICATIONS

The tavern, when operating, provides direct and indirect employment and assists to increase monies spent locally. The tavern provides a critical community meeting place.

CONSULTATION/COMMUNICATION

The Shire undertook consultation on the Development Application for 21 days which revealed there is significant opposition to the Development Application from the community.

Consultation was also undertaken with the Shire's consultant EHO.

RISK MANAGEMENT

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 refuse the Development Application for the change of use from tavern to residential – single house at Lot 350 on Deposited Plan 301647 (No. 861) Burt Road, Woodanilling pursuant to Schedule 2 Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:

1. The application is inconsistent with clause 67(v) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* given it will result in the loss of a valuable community service, in particular the only tavern in the Woodanilling townsite and in the Shire of Woodanilling.
2. The application is inconsistent with clause 67(w) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and *State Planning Policy 3.5 Historic Heritage Conservation* given the application will impact the historical and continued use and functionality of the building as a tavern and community meeting place.
3. The application is inconsistent with *Shire of Woodanilling Local Planning Scheme No. 1* objective for the Commercial zone in clause 3.2 'To provide for retail shopping, office and commercial development, and social, recreational and community activities servicing the town as a whole.' The application will not promote economic development or social activities.
4. The application is inconsistent with the *Shire of Woodanilling Strategic Community Plan 2025-2035* including its vision, creating a connected inclusive community and building a diverse sustainable economy.
5. There is significant community opposition to the application with wide-ranging objections and concerns including harm on community members, a loss of local distinctiveness and heritage impacts.
6. If approved, is not considered feasible or realistic that the building could be converted back to a tavern. This would result in Woodanilling not having a tavern and losing a significant community meeting place.

Advice:

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

COUNCIL RESOLUTION – 11.1. PROPOSED CHANGE OF USE – LOT 350 (NO. 861) BURT ROAD, WOODANILLING (OCM 441/08/2025)

Moved: Cr Stephens

Seconded: Cr Thomson

That Council refuse the Development Application for the change of use from tavern to residential – single house at Lot 350 on Deposited Plan 301647 (No. 861) Burt Road, Woodanilling pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, for the following reasons:

- 1.The application is inconsistent with clause 67(v) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 given it will result in the loss of a valuable community service, in particular the only tavern in the Woodanilling townsite and in the Shire of Woodanilling.
- 2.The application is inconsistent with clause 67(w) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and State Planning Policy 3.5 Historic Heritage Conservation given the application will impact the historical and continued use and functionality of the building as a tavern and community meeting place.
- 3.The application is inconsistent with Shire of Woodanilling Local Planning Scheme No. 1 objective for the Commercial zone in clause 3.2 ‘To provide for retail shopping, office and commercial development, and social, recreational and community activities servicing the town as a whole.’ The application will not promote economic development or social activities.
- 4.The application is inconsistent with the Shire of Woodanilling Strategic Community Plan 2025-2035 including its vision, creating a connected inclusive community and building a diverse sustainable economy.
- 5.There is significant community opposition to the application with wide-ranging objections and concerns including harm on community members, a loss of local distinctiveness and heritage impacts.
6. If approved, is not considered feasible or realistic that the building could be converted back to a tavern. This would result in Woodanilling not having a tavern and losing a significant community meeting place.

Advice:

If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

Discussion

Cr Thomson spoke in favour of the officer’s recommendation to refuse the application. He stated that, for the long-term future of Woodanilling, it would be preferable for the building to remain classified as a hotel. This would allow the community the opportunity to work collaboratively with the current owners to negotiate options for maintaining the facility as a community asset.

He expressed concern that, if the building were converted to residential use, any future reconversion to a tavern would require full compliance with current building regulations, rather than being able to operate under its existing historical approvals. By maintaining its current classification, the community would retain flexibility and the potential to repurpose the building for greater benefit in the future, including possible purchase or investment opportunities.

12. INFRASTRUCTURE SERVICES

Nil.

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 31 JULY 2025

File Reference	ADM0066
Date of Report	12 August 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 – 31 July 2025

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 July 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 31 July 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$49,762.37
Cheque Payments	Municipal	\$0.00
EFT Payments #7931 to #7953	Municipal	\$100,786.31
Sub Total	Municipal	\$150,548.68
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$150,548.68

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 \$150,548.68 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 July 2025, as contained within **Attachment 13.1.1.**

COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 JULY 2025 (OCM 442/08/2025)

Moved: Cr Smith

Seconded: Cr Marshall

That Council accepts the list of accounts and details of the credit card amounts, totalling \$150,548.68 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 July 2025, as contained within Attachment 13.1.1.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.2.MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2025

File Reference	ADM0066
Date of Report	12 August 2024
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 31 July 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 July 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 July 2025 shows a closing surplus of \$627,395.

The opening surplus brought forward from 2024-2025 is still subject to changes from year-end adjustments and any audit adjustments.

As the 2025-2026 budget has not yet been adopted, no comparatives are provided for this month's reporting.

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 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

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 July 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**.

COUNCIL RESOLUTION – 13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2025 (OCM 443/08/2025)

Moved: Cr Marshall

Seconded: Cr Garstone

That Council receive the Monthly Financial Report for the period of 31 July 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.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.3.VALUATIONS AND GENERAL RATES FOR 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	7 August 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	Absolute Majority
Attachments	Attachment 13.3.1 – Draft 2025-2026 Annual Budget

BRIEF SUMMARY

The proposed valuations and general rates for 2025-2026 are presented for Council's consideration.

BACKGROUND/COMMENT

Section 6.32 of the *Local Government Act 1995* states

6.32. Rates and service charges-

- (1) *When adopting the annual budget, a local government*
 - (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either:*
 - (i) *uniformly; or*
 - (ii) *differentially; and*
 - (b) *may impose* on rateable land within its district*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
 - (c) *may impose* a service charge on land within its district.*
- (2) *Where a local government resolves to impose a rate it is required to:*
 - (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

** Absolute majority required.*

Following the draft budget workshops held, the following general rates are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2025-2026 financial year amounts to \$1,240,118

Every year, the unimproved value (UV) of each property is reassessed by the State's Valuer Generals Office. The gross rental valuation (GRV) of each property for country local governments is reassessed by the State's Valuer Generals Office every five (5) years. The Shire's UV and GRV properties were revalued effective 1 July 2025.

The following valuations are currently recorded in Council's 2024-25 rate book-

- (a) Unimproved Valuations (UV) - \$306,068,085;
- (b) Gross Rental Valuations (GRV) - \$1,538,970.

The Shire bases the determination of annual property rates payable upon the unimproved values (UV) for rural properties and the gross rental values (GRV) for non-rural properties; with the values set by Landgate (previously known as Valuer General). The Shire applies a rate in the dollar charge for each valuation category, which is multiplied against a property's valuation.

The rate in the dollar for the 2024-2025 financial year was set, for UV properties at 0.3653 cents, and for GRV properties at 15.3253 cents. This becomes the base rate in the dollar when determining the following year's rate in the dollar. When properties are revalued, the previous year's rate in the dollar is adjusted in consideration of the whether the valuation has increased or decreased. This allows for a revised base rate that would have generated the same amount of revenue using the revalued property valuations.

The increase in UV and GRV valuations necessitates an adjustment to the UV and GRV rates in the dollar as follows:

1. UV – from 0.3653 cents to 0.3054 cents to account for the valuation increment;
2. GRV – from 15.3253 cents to 10.6671 cents to account for the valuation increment;

The rates in the dollar proposed in the draft budget are as follows-

- (a) GRV rate in the dollar for 2025-2026 will increase from 10.6671 cents to 11.7338 cents, equating to a 10% increase; and
- (b) UV rate in the dollar for 2025-2026 will increase from 0.3054 cents to 0.3359 cents, to equating to a 10% increase.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s.6.32.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The 2025-26 budget is presented as a balanced budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

1. That Council adopt the valuations, as supplied by the Valuer General's Office and recorded in the Rate Book for the 2025-2026 year:

Gross Rental Valuations	\$ 1,538,970
Unimproved Valuations	\$306,068,085

2. That Council pursuant to Section 6.32 of the *Local Government Act* 1995, impose the following general rates for 2025-2026:

GRV properties	\$0.117338 Rate in the dollar
UV properties	\$0.003359 Rate in the dollar

COUNCIL RESOLUTION – 13.3. VALUATIONS AND GENERAL RATES FOR 2025-2026 ANNUAL BUDGET
(OCM 444/08/2025)

Moved: Cr Thomson

Seconded: Cr Smith

1. That Council adopt the valuations, as supplied by the Valuer General's Office and recorded in the Rate Book for the 2025-2026 year:

Gross Rental Valuations \$ 1,538,970

Unimproved Valuations \$306,068,085

2. That Council pursuant to Section 6.32 of the Local Government Act 1995, impose the following general rates for 2025-2026:

GRV properties \$0.117338 Rate in the dollar

UV properties \$0.003359 Rate in the dollar

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.4. MINIMUM PAYMENT FOR 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	7 August 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	Absolute Majority
Attachments	Attachment 13.3.1. – Draft 2025-2026 Annual Budget

BRIEF SUMMARY

The proposed minimum payments for 2025-2026 are presented for Council's consideration.

BACKGROUND/COMMENT

Section 6.35 of the *Local Government Act 1995* states-

6.35. Minimum payment

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) *50% of the total number of separately rated properties in the district; or*
 - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*
 - (a) *the number of separately rated properties in the district; or*
 - (b) *the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*
 - (a) *to land rated on gross rental value; and*
 - (b) *to land rated on unimproved value; and*
 - (c) *to each differential rating category where a differential general rate is imposed.*

Following the draft budget workshops held, the following minimum rates payments are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2025-2026 financial year amounts to \$1,240,118

The Minimum Payment for both UV and GRV properties is proposed to increase by 10% to \$659.

The proposed 2025-2026 UV Minimum Payment will be imposed on 32 UV property assessments, being 14.48% of the total UV property assessments.

The proposed 2025-2026 GRV Minimum Payment will be imposed on 66 GRV property assessments, being 38.37% of the total GRV property assessments.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s.6.35.

The imposition of the proposed Minimum Payment complies with the percentage requirements of subclause (3) of Section 6.35 of the Local Government Act 1995.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The 2025-2026 budget is presented as a balanced budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council pursuant to Sections 6.32 and 6.35 of the *Local Government Act* 1995, impose the following Minimum Payment for 2025-2026:

GRV properties \$659 per rateable assessment

UV properties \$659 per rateable assessment

COUNCIL RESOLUTION – 13.4. MINIMUM PAYMENT FOR 2025-2026 ANNUAL BUDGET (OCM 445/08/2025)

Moved: Cr Smith

Seconded: Cr Marshall

That Council pursuant to Sections 6.32 and 6.35 of the Local Government Act 1995, impose the following Minimum Payment for 2025-2026:

GRV properties \$659 per rateable assessment

UV properties \$659 per rateable assessment

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.5.RATE DISCOUNTS AND CONCESSIONS FOR 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	7 August 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	Absolute Majority
Attachments	Attachment 13.3.1. – Draft 2025-2026 Annual Budget

BRIEF SUMMARY

The proposed rate discounts and rate concessions for 2025-2026 are presented for Council's consideration.

BACKGROUND/COMMENT

Discount on Rates

In previous budgets Council has offered a 5% discount on rates that are paid within 35 days from the date of issue of the rate notice.

Section 6.46 of the *Local Government Act 1995* provides for a local government to grant a discount for the early payment of a rate or service charge.

Section 6.46 states-

6.46. Discounts

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may, when imposing a rate or service charge, resolve to grant a discount or other incentive for the early payment of any rate or service charge.*

* Absolute majority required.

It is suggested Council continue to offer an early payment discount on rates of 5%.

Concession on Rates

In previous budgets Council has granted two concessions on general rates to select properties.

The first concession is for an amount of 50% of the total rates for Lots 32, 33, 34, 35 & 38 on Deposited Plan 223222, Quartermaine & Shenton Roads, Woodanilling and Lots 2, 3 & 4 on Deposited Plan 227523 Albany Highway. The objective of the concession is to provide a reduction in general rates in recognition of the Planning Restrictions on the land. The concession is granted upon written application of the landowner to the CEO requesting the concession on general rates.

The second concession is for an amount of 50% of the total rates for Lots 328 Shenton Road, 338 Quartermain Road, 287 Robinson Road, and 316 Haddleton Road. The objective of the concession is to provide a reduction in general rates in recognition of the GRV valuation methodology applied to the land that is zoned "local rural" and is currently being run as an operational farm that would normally be rated as unimproved land.

It is suggested that Council continue to offer the same concessions to the specific properties identified.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s.6.46, 6.47, 6.48

Local Government (Financial Management) Regulations 1996, Regulations 26 and 69A.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

This report forms part of the 2025-2026 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “High” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to Section 6.46 of the *Local Government Act 1995*, grant a discount of 5% for the early payment of general rates for the 2025-2026 rating year where payment in full is received by 4:00pm on 16 October 2024.
2. Pursuant to Section 6.47 of the *Local Government Act 1995*, upon written application being made by the ratepayer, grant the following concessions for the 2025-2026 rating year-

A201	50% concession on 2025-2026 general rates only
A202	50% concession on 2025-2026 general rates only
A203	50% concession on 2025-2026 general rates only
A204	50% concession on 2025-2026 general rates only
A478	50% concession on 2025-2026 general rates only
A103	50% concession on 2025-2026 general rates only
A104	50% concession on 2025-2026 general rates only
A105	50% concession on 2025-2026 general rates only
A290	50% concession on 2025-2026 general rates only
A291	50% concession on 2025-2026 general rates only
A294	50% concession on 2025-2026 general rates only
A437	50% concession on 2025-2026 general rates only

COUNCIL RESOLUTION – 13.5. RATE DISCOUNTS AND CONCESSIONS FOR 2025-2026 ANNUAL BUDGET (OCM 446/08/2025)

Moved: Cr Smith

Seconded: Cr Thomson

That Council:

1. Pursuant to Section 6.46 of the Local Government Act 1995, grant a discount of 5% for the early payment of general rates for the 2025-2026 rating year where payment in full is received by 4:00pm on 16 October 2024.
2. Pursuant to Section 6.47 of the Local Government Act 1995, upon written application being made by the ratepayer, grant the following concessions for the 2025-2026 rating year-

A201	50% concession on 2025-2026 general rates only
A202	50% concession on 2025-2026 general rates only
A203	50% concession on 2025-2026 general rates only
A204	50% concession on 2025-2026 general rates only
A478	50% concession on 2025-2026 general rates only
A103	50% concession on 2025-2026 general rates only
A104	50% concession on 2025-2026 general rates only
A105	50% concession on 2025-2026 general rates only
A290	50% concession on 2025-2026 general rates only
A291	50% concession on 2025-2026 general rates only
A294	50% concession on 2025-2026 general rates only
A437	50% concession on 2025-2026 general rates only

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.6.PAYMENT OF RATES OPTIONS AND INTEREST CHARGES FOR 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	12 August 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	Absolute Majority
Attachments	Attachment 13.3.1. – Draft 2025-2026 Annual Budget

BRIEF SUMMARY

The proposed payment of rates options and interest charges for 2025-2026 are presented for Council's consideration.

BACKGROUND/COMMENT

Section 6.45 requires a local government to set the options for the payment of rates or service charges; as well as the ability to impose an administration fee and an instalment interest charge applicable to those payment options.

Section 6.45 of the *Local Government Act 1995* states-

6.45. Options for payment of rates or service charges

- (1) *A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —*
 - (a) *4 equal or nearly equal instalments; or*
 - (b) *such other method of payment by instalments as is set forth in the local government's annual budget.*
- (2) *Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —*
 - (a) *by a single payment; or*
 - (b) *by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.*
- (3) *A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.*
- (4) *Regulations may —*
 - (a) *provide for the manner of making an election to pay by instalments under subsection (1) or (2); and*
 - (b) *prescribe circumstances in which payments may or may not be made by instalments; and*
 - (c) *prohibit or regulate any matters relating to payments by instalments; and*
 - (d) *provide for the time when, and manner in which, instalments are to be paid; and*
 - (e) *prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and*
 - (f) *provide for any other matter relating to the payment of rates or service charges.*

Section 6.51 provides for a local government to impose an interest charge on a rate of service charge that remains unpaid after becoming due and payable.

6.51. Accrual of interest on overdue rates or service charges

- (1) A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —
- (a) a rate or service charge (or any instalment of a rate or service charge); and
 - (b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.

*** Absolute majority required.**

Payment options

The Shire has traditionally offered three payment options-

Option 1 Payment in full by the due date.

Option 2 Payment in two equal instalments, being-

- (a) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue;
- (b) Instalment 2 - 50% of the rates and service charges at least 4 months after (a);

Option 3 Payment in four equal instalments, being-

- (a) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue;
- (b) Instalment 2 - 25% of the rates and service charges at least 2 months after (a);
- (c) Instalment 3 - 25% of the rates and service charges at least 2 months after (b); and
- (d) Instalment 4 - 25% of the rates and service charges at least 2 months after (c).

It is suggested that these payment options continue.

Administration fee and instalment interest charge

Section 6.45 of the Act permits Council to impose an administration charge where a payment of rate or service charge is made by instalments.

Regulations 67 and 68 of the *Local Government (Financial Management) Regulations 1996* limit how much can be imposed as an administration charge and as an instalment interest charge.

Traditionally the Shire has imposed an administration fee of \$5.00 on the second, third and fourth instalment payments.

It is suggested that a \$5.00 administration fee continue to apply to the second instalment under Payment Option 2, and to the second, third and fourth instalment payments under Payment Option 3.

The Shire has also previously imposed an instalment interest charge of 3.0% when option 2 and option 3 is utilised by ratepayers.

Regulation 68 of the *Local Government (Financial Management) Regulations 1996* limits the maximum interest component to be imposed as an instalment interest charge to 5.5%.

It is suggested that Council impose an instalment interest charge of 4.0% in 2025/2026.

Accrual of interest on overdue rates or service charges

Section 6.51 of the Act permits Council to impose an interest charge on overdue rates or service charges.

Regulation 70 of *Local Government (Financial Management) Regulations 1996* limits the maximum rate of interest that can be imposed on overdue rates or service charges to 11%.

The State Government did not publish a *Local Government (COVID-19 Response) Amendment Order* this year, meaning the maximum late payment penalty interest now defaults to the 11% under Regulation 70.

It is suggested that Council impose a late payment interest charge of 11% on overdue rates or service charges not paid by the due date.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s.6.45, 6.50, 6.51.

Local Government (Financial Management) Regulations 1996, Regulations 67, 68, 70 and 71.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

This report forms part of the 2025-2026 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

3. Pursuant to Section 6.45 of the Local Government Act 1995, offer three payment options for rates and service charges for the 2025-2026 financial year, being-
 - (a.) Option 1 – Payment in full by a single instalment by the due date, being 35 days from the date of issue of the rate notice;
 - (b.) Option 2 – Payment in two equal instalments, being
 - (i) Instalment 1 - 50% of the rates and service charges due within 35 days of the date of issue of the rate notice;
 - (ii) Instalment 2 - 50% of the rates and service charges due within 4 months of (i).
 - (c.) Payment in four equal instalments, being
 - (i) Instalment 1 - 25% of the rates and service charges due within 35 days of the date of issue of the rate notice;
 - (ii) Instalment 2 - 25% of the rates and service charges within 2 months of (i);
 - (iii) Instalment 3 - 25% of the rates and service charges due within 2 months of (ii); and
 - (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii).
4. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$5.00 (GST Free), which is to apply to Instalments 2, 3 and 4.
5. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment interest charge of 4.0% on payment options 2 and 3, which is to apply to Instalments 2, 3 and 4.

Pursuant to Section 6.51 of the Local Government Act 1995, impose a 11.00% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

COUNCIL RESOLUTION – 13.6. PAYMENT OF RATES OPTIONS AND INTEREST CHARGES FOR 2025-2026 ANNUAL BUDGET (OCM 447/08/2025)

Moved: Cr Thomson

Seconded: Cr Stephens

That Council:

3. Pursuant to Section 6.45 of the Local Government Act 1995, offer three payment options for rates and service charges for the 2025-2026 financial year, being-

(a.) Option 1 – Payment in full by a single instalment by the due date, being 35 days from the date of issue of the rate notice;

(b.) Option 2 – Payment in two equal instalments, being

(i) Instalment 1 - 50% of the rates and service charges due within 35 days of the date of issue of the rate notice;

(ii) Instalment 2 - 50% of the rates and service charges due within 4 months of (i).

(c.) Payment in four equal instalments, being

(i) Instalment 1 - 25% of the rates and service charges due within 35 days of the date of issue of the rate notice;

(ii) Instalment 2 - 25% of the rates and service charges within 2 months of (i);

(iii) Instalment 3 - 25% of the rates and service charges due within 2 months of (ii); and

(iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii).

4. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$5.00 (GST Free), which is to apply to Instalments 2, 3 and 4.

5. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment interest charge of 4.0% on payment options 2 and 3, which is to apply to Instalments 2, 3 and 4.

Pursuant to Section 6.51 of the Local Government Act 1995, impose a 11.00% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.7. WASTE COLLECTION RATE AND KERBSIDE COLLECTION FEE FOR 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	7 August 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	Absolute Majority
Attachments	Attachment 13.3.1. – Draft 2025-2026 Annual Budget

BRIEF SUMMARY

The proposed waste collection rate and kerbside collection fees for 2025-2026 are presented for Council's consideration.

BACKGROUND/COMMENT

Section 66 of the *Waste Avoidance and Resource Recovery Act 2007* permits a local government to impose an annual rate on rateable land for the purposes of providing for the performance of waste services.

Section 66 *Waste Avoidance and Resource Recovery Act 2007* states-

66 Local government may impose waste collection rate

- (1) *A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.*
- (2) *The annual rate must not exceed —*
 - (a) *12 cents in the dollar on the gross rental value; or*
 - (b) *where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.*
- (3) *The provisions of the Local Government Act 1995 relating to the making, payment and recovery of general rates apply with respect to rates referred to in subsection (1).*

Section 66(3) of the *Waste Avoidance and Resource Recovery Act 2007* requires that a local government comply with the provisions of the *Local Government Act 1995* that relate to the making, payment and recovery of general rates.

This means the relevant provisions within Division 6 of Part 6 of the *Local Government Act 1995* that relate to the making, payment and recovery of general rates, apply to a waste collection rate imposed under the *Waste Avoidance and Resource Recovery Act 2007*. As the Waste Collection Rate is imposed as a Minimum Payment of \$55 per assessment, Section 6.35 of the Act applies.

Section 6.35 of the *Local Government Act 1995* states-

6.35. Minimum payment

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) *50% of the total number of separately rated properties in the district; or*
 - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*

- (a) the number of separately rated properties in the district; or
- (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

This also triggers the application of Regulations 52 and 53 of the *Local Government (Financial Management) Regulations 1996*.

Regulation 52 states-

52. Percentage prescribed for minimum payment (Act s. 6.35(4))

The percentage prescribed for the purposes of section 6.35(4) is 50%.

Regulation 53 states-

53. Amount prescribed for minimum payment (Act s. 6.35(4))

The amount prescribed for the purposes of section 6.35(4) is \$200.

The proposed Waste Collection Rate for 2025-2026 is a Rate in the Dollar of \$0.000001, and a Minimum Payment of \$55.00 per assessment. If adopted the rate will be imposed on 389 properties, providing a yield of \$21,395.

The annual kerbside collection fee is proposed to be increased to \$420 . The \$420 fee does not fully cover the cost of the domestic and recycling service to Council.

STATUTORY/LEGAL IMPLICATIONS

Waste Avoidance and Resource Recovery Act 2007.

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

This report forms part of the 2025-2026 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “High” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

1. That Council, pursuant to Section 66 of the Waste Avoidance and Resource Recovery Act 2007, and Section 6.35 of the Local Government Act 1995, impose a Waste Collection Rate for 2025-2026 on rateable land as follows-

GRV properties	\$0.000001 Rate in the Dollar
UV properties	\$0.000001 Rate in the Dollar
GRV properties	\$55 per rateable assessment
UV properties	\$55 per rateable assessment

That Council, pursuant to Section 6.16 of the *Local Government Act 1995*, impose a kerb side waste collection fee of \$420 per service for 2025-2026.

COUNCIL RESOLUTION – 13.7. WASTE COLLECTION RATE AND KERBSIDE COLLECTION FEE FOR 2025-2026 ANNUAL BUDGET (OCM 448/08/2025)

Moved: Cr Smith

Seconded: Cr Stephens

1. That Council, pursuant to Section 66 of the Waste Avoidance and Resource Recovery Act 2007, and Section 6.35 of the Local Government Act 1995, impose a Waste Collection Rate for 2025-2026 on rateable land as follows-

GRV properties \$0.000001 Rate in the Dollar

UV properties \$0.000001 Rate in the Dollar

GRV properties \$55 per rateable assessment

UV properties \$55 per rateable assessment

That Council, pursuant to Section 6.16 of the Local Government Act 1995, impose a kerb side waste collection fee of \$420 per service for 2025-2026.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.8.IMPOSITION OF FEES AND CHARGES FOR 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	7 August 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	Absolute Majority
Attachments	Attachment 13.8.1. – Draft Schedule of Fees & Charges 2025-2026

BRIEF SUMMARY

The proposed Schedule of Fees and Charges for 2025-2026 are presented for Council's consideration.

BACKGROUND/COMMENT

Sections 6.16 to 6.19 of the Local Government Act 1995 govern how a local government may impose fee and charges for the provision of goods or services.

Sections 6.16 to 6.19 state:

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*** Absolute majority required.**

- (2) *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

*** Absolute majority required.**

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
- (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

This report forms part of the 2025-2026 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “High” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the fees and charges, as listed in the Schedule of Fees and Charges for 2025-2026, and incorporates the Schedule of Fees and Charges into its 2025-2026 annual budget.

COUNCIL RESOLUTION – 13.8. IMPOSITION OF FEES AND CHARGES FOR 2025-2026 ANNUAL BUDGET (OCM 449/08/2025)

Moved: Cr Smith

Seconded: Cr Garstone

That Council, pursuant to Section 6.16 of the Local Government Act 1995, adopts the fees and charges, as listed in the Schedule of Fees and Charges for 2025-2026, and incorporates the Schedule of Fees and Charges into its 2025-2026 annual budget.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

13.9.ADOPTION OF 2025-2026 ANNUAL BUDGET

File Reference	ADM0059
Date of Report	7 August 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	Absolute Majority
Attachments	Attachment 13.3.1. – Draft 2025-2026 Annual Budget

BRIEF SUMMARY

The Draft Annual Budget for 2025-2026 is presented for Council's consideration.

BACKGROUND/COMMENT

The draft budget has been prepared in accordance with the presentations made to Councillors at the workshops held. The following draft Annual Budget is presented to Council, as a balanced budget, for consideration and adoption.

The 2025-2026 Annual Budget has been prepared in accordance with Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33.

The 2025-2026 Annual Budget comprises the following information-

1. Budget Statement of Comprehensive Income by Nature/Type for the Year Ending 30 June 2026;
2. Budget Statement of Cash Flows for the Year Ending 30 June 2026;
3. Budget Statement of Financial Activity by Nature/Type for the Year Ending 30 June 2026;
4. Notes to the Budget

Materiality Threshold for reporting purposes

Each year the Council is required to adopt a percentage or value for the purposes of reporting material variances in the monthly Statement of Financial Activity.

This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenues and expenditures that vary significantly from Council's budget estimates. The early identification of these potential variances and their cause can assist in better budget management and increased utilisation and allocation of Council funds and resources.

Council has previously used a value of (+) or (-) \$5,000 and a percentage of (+) or (-) 10% for each of the revenue and expenditure nature/type categories listed on the Statement of Financial Activity.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The 2025-2026 budget is presented as a balanced budget.

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

Executive Officers and Councillors have been consulted on the preparation of the draft budget.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not adopt the Budget by 31 August it would result in 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

Absolute Majority

OFFICER'S RECOMMENDATION

1. That Council Pursuant to Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2025-2026 Annual Budget (as contained in Attachment 13.3) for the Shire of Woodanilling, including the following-
 - (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2026 showing a net result of (\$1,004,500);
 - (b) Budget Statement of Cash Flows for the year ending 30 June 2026;
 - (c) Budget Statement of Financial Activity for the year ending 30 June 2026;
 - (d) Basis of Preparation;
 - (e) Rates and Service Charges;
 - (f) Net Current Assets;
 - (g) Reconciliation of Cash;
 - (h) Property, Plant and Equipment;
 - (i) Depreciation;
 - (j) Borrowings;
 - (k) Reserve Accounts;
 - (l) Other Information;
 - (m) Council Member Remuneration;
 - (n) Revenue and Expenditure;
 - (o) Program Information;
 - (p) Fees and Charges;
 - (q) Schedule of Fees and Charges for 2025-2026.
2. That Council pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2025-2026:
 - (a) \$5,000 or 10%, whichever is the lowest, for the purposes of reporting material variances.

COUNCIL RESOLUTION – 13.9. ADOPTION OF 2025-2026 ANNUAL BUDGET (OCM 450/08/2025)

Moved: Cr Thomson

Seconded: Cr Smith

1. That Council Pursuant to Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2025-2026 Annual Budget (as contained in Attachment 13.3) for the Shire of Woodanilling, including the following-

(a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2026 showing a net result of (\$1,004,500);

(b) Budget Statement of Cash Flows for the year ending 30 June 2026;

(c) Budget Statement of Financial Activity for the year ending 30 June 2026;

(d) Basis of Preparation;

(e) Rates and Service Charges;

(f) Net Current Assets;

(g) Reconciliation of Cash;

(h) Property, Plant and Equipment;

(i) Depreciation;

(j) Borrowings;

(k) Reserve Accounts;

(l) Other Information;

(m) Council Member Remuneration;

(n) Revenue and Expenditure;

(o) Program Information;

(p) Fees and Charges;

(q) Schedule of Fees and Charges for 2025-2026.

2. That Council pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2025-2026:

(a) \$5,000 or 10%, whichever is the lowest, for the purposes of reporting material variances.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

14. COMMUNITY SERVICES

Nil.

15. OFFICE OF CEO

Confidential Reports

At 4:25 pm, the meeting was closed to the public to discuss two confidential reports in accordance with s.5.23(2) of the Local Government Act 1995.

Moved: Cr Marshall

Seconded: Cr Garstone

That Council moves behind closed doors to consider two confidential reports.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

16. CONFIDENTIAL REPORTS

16.1. CONFIDENTIAL – ORGANISATIONAL RESTRUCTURE

File Reference	ADM0088
Date of Report	10 August 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	Absolute Majority
Attachments	Confidential Attachment 16.1.1 – Business Case for Organisational Restructure

REASON FOR CONFIDENTIALITY

This matter is to be considered behind closed doors pursuant to Section 5.23(2)(a), (b) and (c) of the *Local Government Act 1995* as the subject matter relates to:

“Section 5.23(2)(a), (b) and (c) a matter affecting an employee or employees, the personal affairs of any person and 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”

COUNCIL RESOLUTION – 16.1. CONFIDENTIAL – ORGANISATIONAL RESTRUCTURE (OCM 451/08/2025)

Moved: Cr Marshall

Seconded: Cr Thomson

That Council approves the Organisational Restructure as detailed in Confidential Attachment 16.1.1.

Considered behind closed doors under Section 5.23(2)(a)(b)(c) of the Local Government Act 1995.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: Nil

16.2. CONFIDENTIAL – CEO PROBATION REVIEW

File Reference	ADM0088
Date of Report	15 August 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, Chief Executive Officer
Disclosure of any Interest	Anika Serer Direct Financial Interest The Chief Executive Officer probation performance criteria is directly related to the employment contract of the CEO and this item considers the CEO's Probation, Contract and Key Performances Indicators.
Voting Requirement	Absolute Majority
Attachments	Confidential Attachment 16.2.1 – Summary Report to Council-CEO Probation Performance Review

REASON FOR CONFIDENTIALITY

This matter is to be considered behind closed doors pursuant to Section 5.23(2)(a), (b) and (c) of the *Local Government Act 1995* as the subject matter relates to:

"Section 5.23(2)(a), (b) and (c) a matter affecting an employee or employees, the personal affairs of any person and 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"

COUNCIL RESOLUTION – 16.2. CONFIDENTIAL – CEO PROBATION REVIEW (OCM 452/08/2025)

Moved: Cr Smith

Seconded: Cr Garstone

That Council endorses the outcomes of the CEO Probation Review as detailed in Confidential Attachment 16.2.1.

*Considered behind closed doors under **Section 5.23(2)(a)(b)(c)** of the Local Government Act 1995.*

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Stephens, Cr Marshall, Cr Smith, Cr Garstone

Against: 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 4.38pm

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.....