



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 16 September 2025

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 16 September 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

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
Leave of Absence:	
Nil	
Apologies:	
Nil	
Observers:	
Nil	

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

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

Nil.

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY MEETING OF COUNCIL HELD 19 AUGUST 2025

That the Minutes of the Ordinary Meeting of Council held 19 August 2025 be confirmed as a true and correct record of proceedings without amendment.

8.2. ADJOURNED ORDINARY MEETING OF COUNCIL FROM 15 JULY 2025 HELD 19 AUGUST 2025

That the Minutes of the Adjourned Ordinary Meeting of Council from 15 July 2025 held 19 August 2025 be confirmed as a true and correct record of proceedings without amendment.

9. CONFIRMATION OF OTHER MEETING MINUTES:

9.1. GREAT SOUTHERN REGIONAL ROAD GROUP MEETING HELD 22 AUGUST 2025

That the Minutes of the Great Southern Regional Road Group Meeting held 22 August 2025 be received by Council.

9.2. GREAT SOUTHERN COUNTRY ZONE MEETING HELD 22 AUGUST 2025

That the Minutes of the Great Southern Country Zone Meeting held 22 August 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 – 31 AUGUST 2025

File Reference	ADM0066
Date of Report	3 September 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 August 2025

BRIEF SUMMARY

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

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$17,760.68
Cheque Payments	Municipal	\$0.00
EFT Payments #7931 to #7953	Municipal	\$127,921.31
Sub Total	Municipal	\$145,681.99
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$145,681.99

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 \$145,681.99 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 August 2025, as contained within **Attachment 13.1.1.**

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

File Reference	ADM0066
Date of Report	10 September
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 August 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 August 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 August 2025 shows a closing surplus of \$746,449.

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

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 August 2025, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.2.1**.

14. COMMUNITY SERVICES

14.1. WOODANILLING COMMUNITY EVENTS GRANT FUND – CWA SENIORS CHRISTMAS LUNCH

File Reference	ADM 0332
Date of Report	10 September 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 14.1.1 - Shire of Woodanilling Community Events Grant Fund - Application Form CWA

BRIEF SUMMARY

This report is for Council to consider an application for the Community Event Fund received from the Woodanilling CWA for \$800. This is to assist in financing the running of the Annual Seniors Christmas Lunch to be held at the Woodanilling Pavilion on 12 December 2025.

BACKGROUND/COMMENT

Council adopted a Council Policy – 32 Community Financial Assistance Grant Program in 2015 (reviewed 2018). Recognising that community funding provides financial assistance for organisations and/or projects, which benefit the community. The objective of this funding is to maintain and build on Woodanilling's vibrant community spirit and welfare by providing financial support for local events which involve people coming together in the celebration and enjoyment of their culture or a common interest.

Minor Community Grants Guidelines (up to \$5,000)

Groups, individuals, organisations or clubs are not to expect, as of right, any financial assistance from the Council. Requests will only be considered in respect to the overall priorities of other projects within the Shire and will also be subject to the availability of finance.

- 1. Projects must be completed in the financial year for which funding has been approved. Funds not expended by the end of the financial year in which they were approved, will be forfeited.*

This event is to be held on 12 December 2025 so funds will be expended well before the end of the financial year. Any unspent funds will be reimbursed to the shire.

- 2. Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source and that funding application is unsuccessful or the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall.*

The CWA is not applying for or receiving funding money from any outside source.

- 3. Council's contribution is limited to 1/3 of the total project cost and may include the provision of materials, and loans of plant and equipment, calculated at private works rates, so long as the combination of the dollar value of the in-kind support plus financial contribution does not exceed 1/3 of the total project cost.*

The CWA will be contributing more than half of the costs associated with this event as in-kind contributions.

- 4. 50% of the approved grant will be paid on approval of the project and the balance following successful acquittal of the project.*

Council may consider payment in full prior to the event.

5. *Prior approval must be sought for any substantial change of proposal.*

No changes at present for this item.

6. *Acquittal of the grants funds must be submitted to the Shire in a timely manner.*

Confirmed with CWA that the acquittal for this application will be provided after the event.

7. *Acknowledgement that “This project was made possible through financial assistance from the Shire of Woodanilling” must be made in all publicity associated with the project. Use of the Shire of Woodanilling Logo is encouraged.*

CWA supports this request. Shire officers will provide the appropriate logo for the event.

STATUTORY/LEGAL IMPLICATIONS

Council is able to offer a donation or financial grant through the adopted budget and policy framework for the Community Events Fund and associated Policy, which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Policy No 32 Community Financial Assistance Grant Program applies to this application.

FINANCIAL IMPLICATIONS

The Community Financial Assistance Program is allocated from within the Council’s budget each year, once funds have been fully allocated no further funds will be available until the following financial year. No allocations have been made by Council at this point. The general ledger 041150 – Donations has been identified to assist with this grant and was adopted in the 2025/26 annual budget (\$6,622).

STRATEGIC IMPLICATIONS

Pillar 1: Social

Goal 1: A safe and inclusive community for all ages

- Deliver and support events and social activities

Goal 2: Local access to health and education services

- Support events that benefit our community wellbeing, foster participation and volunteering

Goal 3: Active and healthy community

- Work with the community to develop social outlets in the Shire

CONSULTATION/COMMUNICATION

Chief Executive Officer consulted with the CWA President Pauline Edgcumbe on this grant request.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the recommendation places the Woodanilling CWA with the lack of financial support to provide a Seniors Christmas lunch. This could affect the long-term aspect of the CWA being able to be financially viable to continue to support the community and residents of Woodanilling.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	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:

1. Approves the application from the Woodanilling Country Women's Association under Council Policy 32 – Community Events Fund grant approval for \$800 for the Senior Citizens Xmas Luncheon to be held on 12 December 2025 with the following conditions;
 - a) Grant acquittal required after the event submitted in a timely manner.
 - b) The Shire of Woodanilling logo and/or acknowledgement of support to be encouraged to be used on all advertising.

15. OFFICE OF CEO

Nil.

16. CONFIDENTIAL REPORTS

16.1.CONFIDENTIAL ITEM - CEO PROBATION PERFORMANCE CRITERIA

File Reference	ADM0088
Date of Report	8 September 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 performance criteria is directly related to the employment contract of the CEO and this item considers key performance indicators for the 2025-2026 period.
Voting Requirement	Simple Majority
Attachments	Confidential Attachment 16.1.1 – CEO Probation Performance Criteria Summary Report

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”

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

Nil.

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

19. CLOSURE OF MEETING