



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL

Unconfirmed Minutes
18 November 2025

Disclaimer

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

Agendas and Minutes are available on the Shire website www.woodanilling.wa.gov.au

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
1.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	2
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	2
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
3.1. <i>RESPONSE TO PUBLIC QUESTION – GREG SMITH</i>	3
4. PUBLIC QUESTION TIME	4
5. PETITIONS / DEPUTATIONS / PRESENTATIONS	4
6. APPLICATIONS FOR LEAVE OF ABSENCE	4
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	4
8. CONFIRMATION OF COUNCIL MEETING MINUTES	4
8.1. <i>ORDINARY MEETING OF COUNCIL HELD 21 OCTOBER 2025</i>	4
9. CONFIRMATION OF OTHER MEETING MINUTES	4
10. REPORTS OF OFFICERS	4
11. REGULATORY SERVICES	4
12. INFRASTRUCTURE SERVICES	4
13. CORPORATE SERVICES	5
13.1. <i>LIST OF ACCOUNTS FOR PAYMENT – 31 OCTOBER 2025</i>	5
13.2. <i>MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2025</i>	8
13.3. <i>AMENDMENT OF 2025/26 FEES AND CHARGES FOR GOLF CLUBHOUSE HIRE</i>	10
14. COMMUNITY SERVICES	14
14.1. <i>RENEWAL OF APPLICATION FOR FLORA TAKING (COMMERCIAL) LICENCE CROWN LAND</i>	14
14.2. <i>SHIRE OF WOODANILLING VOLUNTEER BUSH FIRE BRIGADE OPERATING PROCEDURES</i>	19
15. OFFICE OF CEO	22
15.1. <i>PROPOSED COUNCIL MEETING DATES 2026</i>	22
15.2. <i>PROPOSED OFFICE AND WORKS DEPOT CLOSURE – CHRISTMAS/NEW YEAR PERIOD 2025/2026</i>	26
16. CONFIDENTIAL REPORTS	29
17. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	29
18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL	29
19. CLOSURE OF MEETING	29

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 HR Thomson OAM	Shire President
Cr S Vermeulen	Deputy Shire President
Cr R Marshall	
Cr I Garstone	
Cr K Stephens	
Cr M Trimming	
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

3.1. RESPONSE TO PUBLIC QUESTION – GREG SMITH

At the Ordinary Council Meeting held on 21 October 2025, the following question was asked by Mr Greg Smith and taken on notice to allow a detailed response. A written response was provided to Mr Smith on 7 November 2025:

Question (verbatim):

“Thank you, Council, for allowing me to do a question. Congratulations, Russell. I’m sure that the Shire will prosper under your leadership.

At a previous meeting that I attended here—and I’m leading up to a question—I noticed that there was a failure to declare an interest, namely a financial interest. At that meeting, only one Councillor declared an interest. Now, there are a few options to declare an interest: you can write a note to the CEO, you can do it at the meeting, or immediately before the discussion. None of that was done. I do believe that a declaration of interest was made afterwards, but certain factors taken into account will lead me up to—and then I’ll get to the question.

If you have a family member that has an interest, if you have a financial interest, or people who you are closely associated with have an interest in a subject—according to, who is it? Local Government Act 1995—that should be declared.

Now, the problem is, failure to do so requires a mandatory reporting to the Crime and Corruption Misconduct—the CCC—actually under the Crime and Corruption Misconduct Act of 2003.

So, at that meeting, Dale Douglas failed to declare an interest. Only one person declared an interest, and people he is closely associated with—that would be the other six people—for the consortium for buying that pub. Dale and six others, one being, well, I suppose you could call a family member.

And so, with all that taken into account, my question is to the CEO:

Has it been reported to the CCC??”

Response (Chief Executive Officer):

Chief Executive Officers of local governments have a legal responsibility to report suspected misconduct under the Corruption, Crime and Misconduct Act 2003 (CCM Act).

Failure by an Elected Member to declare an interest is considered serious misconduct and must be reported to the Corruption and Crime Commission (CCC).

The Local Government Act 1995 (sections 5.114 and 5.115) also considers failure to declare an interest a serious breach, which must be reported to the Department of Local Government, Industry Regulation and Safety (DLGIRS).

Under section 5.123 of the LGA, it is an offence to disclose whether a complaint has been made, or any details relating to a complaint, until the matter has been dealt with and the State Administrative Tribunal has made an order under section 5.117(1).

The Shire is therefore unable to confirm or deny whether a report has been made, as doing so would compromise the confidentiality requirements.

Any person may lodge a complaint with the CCC or DLGIRS if they reasonably suspect that serious misconduct or a serious breach has occurred.

Further information is available from:

Corruption and Crime Commission – www.ccc.wa.gov.au

or 1800 803 186

Department of Local Government, Sport and Cultural Industries – www.dlgsc.wa.gov.au

or 1800 634 541

4. PUBLIC QUESTION TIME

Nil.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Morris Trimming Requested a leave of absence for the month of December 2025.

COUNCIL RESOLUTION – 6.1. CR MORRIS TRIMMING LEAVE REQUEST (OCM 470/11/2025)

Moved: Cr Marshall

Seconded: Cr Vermeulen

That Council grants Cr Morris Trimming a leave of absence for December 2025.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: 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 21 OCTOBER 2025

That the Minutes of the Ordinary Meeting of Council held 21 October 2025 be confirmed as a true and correct record of proceedings without amendment.

COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 21 OCTOBER 2025 (OCM 471/11/2025)

Moved: Cr Garstone

Seconded: Cr Stephens

That the Minutes of the Ordinary Meeting of Council held 21 October 2025 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

9. CONFIRMATION OF OTHER MEETING MINUTES

Nil.

10. REPORTS OF OFFICERS

Nil.

11. REGULATORY SERVICES

nil.

12. INFRASTRUCTURE SERVICES

Nil.

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 31 OCTOBER 2025

File Reference	ADM0066
Date of Report	06 November 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 October 2025

BRIEF SUMMARY

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

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$20,273.53
Cheque Payments	Municipal	\$0.00
EFT Payments #7954 to #8008	Municipal	\$213,454.24
Sub Total	Municipal	\$233,727.77
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$233,727.77

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 \$233,727.77 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2025, as contained within **Attachment 13.1.1.**

COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 OCTOBER 2025 (OCM 472/11/2025)

Moved: Cr Marshall

Seconded: Cr Garstone

That Council accepts the list of accounts and details of the credit card amounts, totalling \$233,727.77 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 October 2025, as contained within **Attachment 13.1.1.**

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

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

File Reference	ADM0066
Date of Report	7 November 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.2.1 – Monthly Financial Report 31 October 2025

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 October 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 October 2025 shows a closing surplus of \$1,556,948.

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 October 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 OCTOBER 2025 (OCM 473/11/2025)

Moved: Cr Stephens

Seconded: Cr Garstone

That Council receive the Monthly Financial Report for the period of 31 October 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 Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

13.3.AMENDMENT OF 2025/26 FEES AND CHARGES FOR GOLF CLUBHOUSE HIRE

File Reference	ADM0027
Date of Report	12 November 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	

BRIEF SUMMARY

Council is requested to approve the amendment of the 2025/26 Fees and Charges to add provision for the hire of the Golf Clubhouse on Reserve 11066, Yairabin Street, Woodanilling.

BACKGROUND

Interest has been received from the local community to hire the Golf Clubhouse located on Reserve 11066 at Yairabin Street, Woodanilling. The Clubhouse and golf links were relinquished to the Shire in December 2022 following the wind up of the Woodanilling Golf Club.

As the clubhouse has not been used for public purposes since that time, the Shire will arrange for the premises to be inspected by its Environmental Health Officer to ensure it meets health and safety requirements. Subject to passing inspection, it is intended that the facility be made available for hire and changes made to the adopted 2025/2026 Fees and Charges to enable this.

COMMENT

In determining the proposed facility hire fees for the clubhouse, the fees for hire of the sports pavilion, shed and toilets only (no grounds) have been considered:

G/L	Charge Details	Year 2025/2026		2025/2026
		Fee (excl. GST)	GST	Fee (Incl. GST)
113200	Casual Hirers - Pavilion and Rec Shed (no use of grounds) - 24 hours	\$ 181.82	\$ 18.18	\$ 200.00
	AFFILIATED WSRA INC CLUBS:			
113200	Up to 1 day per week (half year only)	\$ 122.73	\$ 12.27	\$ 135.00
113200	> 1 day per week (half year only)	\$ 245.45	\$ 24.55	\$ 270.00
113200	> 2 days per week (half year only)	\$ 368.18	\$ 36.82	\$ 405.00
113200	Up to 1 day per week (full year)	\$ 245.45	\$ 24.55	\$ 270.00
113200	Occasional use (< than 9 times per year)	\$ 42.73	\$ 4.27	\$ 47.00

It is recommended that the following fees be set for the Golf Clubhouse:

G/L	Charge Details	Year 2025/2026		2025/2026
		Fee (excl. GST)	GST	Fee (Incl. GST)
New	Casual Hirers - 24 hours	\$ 148.18	\$ 14.81	\$ 163.00
113200	Up to 1 day per week (half year only)	\$ 100.00	\$ 10.00	\$ 110.00
113200	> 1 day per week (half year only)	\$ 245.45	\$ 24.55	\$ 270.00
113200	> 2 days per week (half year only)	\$ 301.90	\$ 30.19	\$ 332.00
113200	Up to 1 day per week (full year)	\$ 200.00	\$ 20.00	\$ 220.00
113200	Occasional use (< than 9 times per year)	\$ 42.73	\$ 4.27	\$ 47.00

It should be noted that the shire does not have a budget allocation for electricity at the property, which has been considered in the setting of fees but it is not expected that income received will offset this. There also is not a budget allocation for repairs, which may impact the availability of the facility if the inspection finds it in need of upgrades or repairs or they are required during the course of the financial year. Council will be asked to consider this if required.

Policy 81 'Use of Shire of Woodanilling Facilities' will apply including the provision of bond, it also provides for the following:

Subsidised use of Facilities and Reserves

The following groups automatically qualify for a 75% discount on the scheduled hire fee for the use of facilities and reserves:

- *Community User Groups;*
- *Service Clubs;*
- *Charitable Institutions; and*
- *Emergency Service organisations*

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 6.16 – Imposition of fees and charges

A local government can, by an absolute majority decision, impose fees and charges for goods and services it supplies. Fees and charges are to be imposed when adopting the annual budget and may be imposed during the financial year and / or amended from time to time during the financial year.

Local Government Act 1995

Section 6.17 – Setting level of fees and charges

In determining the amount of a fee or charge the local government is to consider the provision cost, the community importance and alternative provider pricing of those goods and services.

Local Government Act 1995

Section 6.19 (Local government to give notice of fees and charges)

The local government is to provide local public notice of proposed new fees and the date the new fee will be applied from.

POLICY IMPLICATIONS

Policy 81 'Use of Shire of Woodanilling Facilities' will apply including the provision of bond and conditions of hire, it also provides for the following:

Subsidised use of Facilities and Reserves

The following groups automatically qualify for a 75% discount on the scheduled hire fee for the use of facilities and reserves:

- *Community User Groups;*
- *Service Clubs;*
- *Charitable Institutions; and*
- *Emergency Service organisations*

FINANCIAL IMPLICATIONS

The Shire does not have a budget allocation for electricity or regular cleaning at the property, which has been considered in the setting of fees but it is not expected that income received will offset this. There

also is not a budget allocation for repairs, which may impact the availability of the facility if the inspection finds it in need of upgrades or repairs. Council will be asked to consider this if required.

STRATEGIC IMPLICATIONS

The Woodanilling Way:

PILLAR 1: SOCIAL

Goal 1: A safe and inclusive community for all ages

Goal 3: Active and healthy community

CONSULTATION/COMMUNICATION

Consultation has taken place with Councillors, staff responsible for hiring administration and the Shire's consultant EHO.

RISK MANAGEMENT

Should Council not proceed on the officer's recommendation, there is a risk to the Shire's reputation should it be seen as not supporting community requests to access facilities. Therefore, it is assessed that the risk is "Low" as reflected below.

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:

- a) In accordance with section 6.16 of the *Local Government Act 1995* amends the current Schedule of Fees and Charges to include hire fees for the Golf Clubhouse as per the below table;

G/L	Charge Details	Year 2025/2026		2025/2026
		Fee (excl. GST)	GST	Fee (Incl. GST)
New	Casual Hirers - 24 hours	\$ 148.18	\$ 14.81	\$ 163.00
113200	Up to 1 day per week (half year only)	\$ 100.00	\$ 10.00	\$ 110.00
113200	> 1 day per week (half year only)	\$ 245.45	\$ 24.55	\$ 270.00
113200	> 2 days per week (half year only)	\$ 301.90	\$ 30.19	\$ 332.00
113200	Up to 1 day per week (full year)	\$ 200.00	\$ 20.00	\$ 220.00
113200	Occasional use (< than 9 times per year)	\$ 42.73	\$ 4.27	\$ 47.00

In accordance with section 6.19 of the *Local Government Act 1995*, gives local public notice of the amendment to the fees and charges, with the amendment taking effect from Friday 5 December 2025.

COUNCIL RESOLUTION – 13.3. AMENDMENT OF 2025/26 FEES AND CHARGES FOR GOLF CLUBHOUSE HIRE (OCM 474/11/2025)

Moved: Cr Vermeulen

Seconded: Cr Garstone

That Council:

- a) In accordance with section 6.16 of the *Local Government Act 1995* amends the current Schedule of Fees and Charges to include hire fees for the Golf Clubhouse as per the below table;

G/L	Charge Details	Year 2025/2026		2025/2026
		Fee (excl. GST)	GST	Fee (Incl. GST)
New	Casual Hirers - 24 hours	\$ 148.18	\$ 14.81	\$ 163.00
113200	Up to 1 day per week (half year only)	\$ 100.00	\$ 10.00	\$ 110.00
113200	> 1 day per week (half year only)	\$ 245.45	\$ 24.55	\$ 270.00
113200	> 2 days per week (half year only)	\$ 301.90	\$ 30.19	\$ 332.00
113200	Up to 1 day per week (full year)	\$ 200.00	\$ 20.00	\$ 220.00
113200	Occasional use (< than 9 times per year)	\$ 42.73	\$ 4.27	\$ 47.00

In accordance with section 6.19 of the *Local Government Act 1995*, gives local public notice of the amendment to the fees and charges, with the amendment taking effect from Friday 5 December 2025.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

14. COMMUNITY SERVICES

14.1.RENEWAL OF APPLICATION FOR FLORA TAKING (COMMERCIAL) LICENCE CROWN LAND

File Reference	ADM0052
Date of Report	12 November 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 : Application for Flora Taking (Commercial) Licence Crown Land

BRIEF SUMMARY

Council to consider an application from Wendy Hayward from the Jeert Mia Aboriginal Corporation for a renewal of licence to collect native plant seed (Quandongs) from the road reserve on Shenton Road in Woodanilling for a period of 3 years.

BACKGROUND/COMMENT

A request has been received from Mrs Hayward to the Shire of Woodanilling to approve her application to the Department of Biodiversity, Conservation and Attraction to collect Quandongs on the Road Reserve located on Shenton Road in the Shire of Woodanilling. Mrs Hayward is looking to pick the fruit so that she can make jam and sell from her Bush Tucker Business Jeert Mia Aboriginal Corporation.

The application is for a renewal of licence, which was previously approved by Council at the Ordinary Council Meeting held on 23 August 2022 for a period of three years.

About the Quandong

The Quandong (*Santalum Acuminatum*) is a very slow growing plant it is a parasitic plant and generally hosts on Sheoak trees or Jam Trees. Quandong have been an important traditional aboriginal fruit, the fruit is highly nutritious and contains twice the vitamin C of an orange. There is a prolific Quondong grove on Shenton Road and seasonally the fruit has been keenly harvested by local and neighbouring community members. The Quondong plants in this area as said to be 70 to 100 years old.

Site Locations

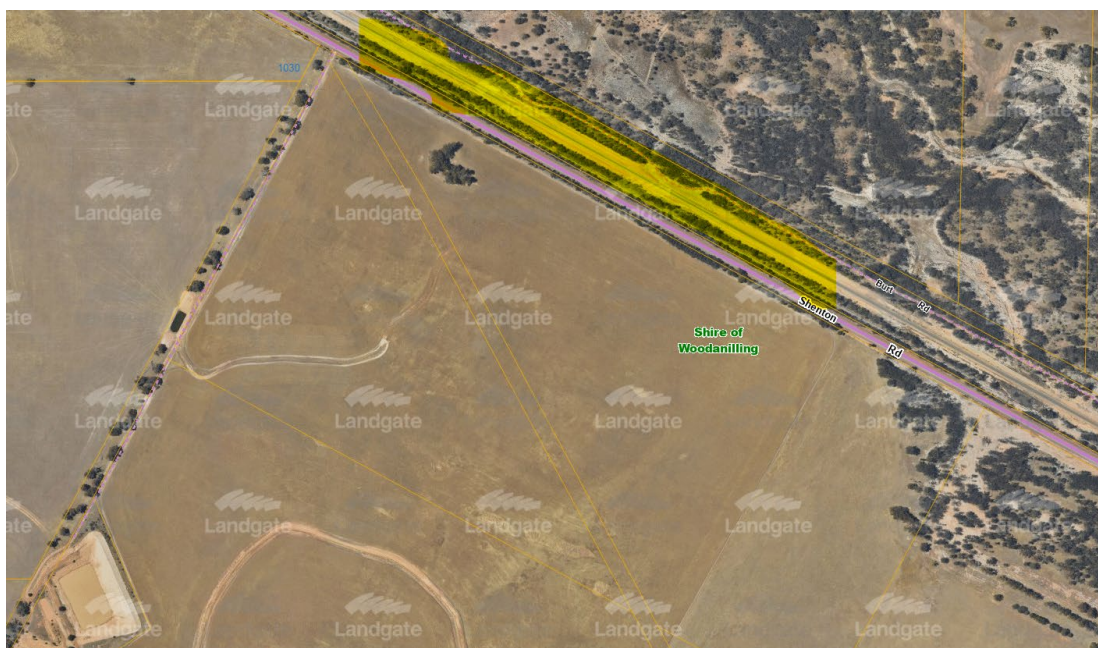


Figure One – Shenton Road, near Town Dam Entrance



Figure Two – Facing South on Shenton Road



Figure Three – Facing North on Shenton Road

The picking season for the Quandong is generally over a 3 to 4 week period late in the year. The concern for the Shire Officers with regarding the harvesting, is the road safety along this reasonable busy stretch of road. It will be a requirement for the applicant to abide by the guidelines of the Work Health and Safety Act 2020 and associated Regulations and any traffic management requirements that will need to be considered. The applicant will also require their own public liability insurance to cover any persons undertaking the harvest of Quandongs.

STATUTORY/LEGAL IMPLICATIONS

Regulation 60 of the Biodiversity Conservation Regulations 2018

Section 60. Flora taking (commercial purposes) Crown land licence

- (1) *In this regulation — flora does not include specifically controlled sandalwood.*
- (2) *A flora taking (commercial purposes) Crown land licence authorises the holder of the licence to do 1 or more of the following for a commercial purpose —*
 - (a) *take flora on Crown land;*
 - (b) *supply flora taken under the licence to a person who holds —*
 - (i) *a flora dealing licence; or*
 - (ii) *a flora processing licence;*
 - (c) *supply flora taken under the licence to another person who does not intend to supply, process or deal in the flora.*

Regulation 101 Biodiversity Conservation Regulations 2018

101. Access to land (licensees)

- (1) *In this regulation —*
 - designated activity means any of the following activities —*
 - (a) *taking, disturbing, releasing, feeding, or processing fauna;*
 - (b) *taking, possessing for supply, or processing flora.*
- (2) *A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without the written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity. Penalty for this sub regulation: a fine of \$5 000.*

POLICY IMPLICATIONS

There are no policies related to this report.

FINANCIAL IMPLICATIONS

There are no financial implications to this item.

STRATEGIC IMPLICATIONS

The Woodanilling Way 2025-2035

PILLAR 2 – ENVIRONMENT

The Environment Pillar focuses on protecting natural and built environments, promoting sustainable land use, and encouraging responsible environmental management.

CONSULTATION/COMMUNICATION

The CEO has consulted Ian Garstone (neighbouring Farmer and Wagin Woodanilling Landcare community member) who has not identified any concerns over the last three years.

RISK MANAGEMENT

The risk has been assessed and identified as “Low”

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
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. Supports the Chief Executive Officer to grant permission for Mrs Wendy Hayward on behalf of Jeert Mia Aboriginal Corporation to harvest the Quandong fruit for a period of 3 years; and
2. Advises the CEO to include the following conditions as part of this application process:
 - a) All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will abide by the conditions of this licence;
 - b) Abide by any Work Health and Safety requirements including road traffic management and the persons harvesting are to wear high vis clothing whilst on site.

**COUNCIL RESOLUTION – 14.1. RENEWAL OF APPLICATION FOR FLORA TAKING (COMMERCIAL)
LICENCE CROWN LAND (OCM 475/11/2025)**

Moved: Cr Garstone

Seconded: Cr Stephens

That Council:

1. Supports the Chief Executive Officer to grant permission for Mrs Wendy Hayward on behalf of Jeert Mia Aboriginal Corporation to harvest the Quandong fruit for a period of 3 years; and
2. Advises the CEO to include the following conditions as part of this application process:
 - a) All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will abide by the conditions of this licence;
 - b) Abide by any Work Health and Safety requirements including road traffic management and the persons harvesting are to wear high vis clothing whilst on site.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

14.2. SHIRE OF WOODANILLING VOLUNTEER BUSH FIRE BRIGADE OPERATING PROCEDURES

File Reference	ADM0042
Date of Report	13 November 2025
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Hannah Wilson, Executive Assistant
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 14.2.1 – Shire of Woodanilling Bush Fire Brigade Operating Procedures

BRIEF SUMMARY

The purpose of this report is to request that Council endorse the updated Bush Fire Brigade Operating Procedures for the management of Bush Fire Brigades throughout the Shire of Woodanilling.

BACKGROUND/COMMENT

The Shire of Woodanilling Bush Fire Brigade Operating Procedures were endorsed by Council at the December 2024 Ordinary Council Meeting. The operating procedures were reviewed and updated in November 2025 with the addition of information regarding Standalone Power Supplies on page 15 of **Attachment 14.2.1**.

Bushfire Advisory Committee

The Operating Procedures were presented to the Shire of Woodanilling Bushfire Advisory Committee meeting held on 16th October 2025 with the following recommendation made to Council:

BFAC'S RECOMMENDATION AGENDA ITEM 7.4 – SOPS

Moved: Evan Hall

Seconded: Lachlan Patterson

That the Shire of Woodanilling Bush Fire Advisory Committee recommends that Council adopts the amended SOPs to include Standalone Power Systems.

CARRIED 5/0

STATUTORY/LEGAL IMPLICATIONS

There are no legislative/statutory implications relative to this report.

POLICY IMPLICATIONS

There are no current policies that relate to this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

STRATEGIC IMPLICATIONS

The Woodanilling Way 2025-2035

PILLAR 1 - SOCIAL

Goal 4: Mitigate the impact of natural events

4.1 Support the training and leadership development of local emergency service volunteers

4.2 Improve community awareness of fire preparedness and response

4.4 Update and deliver Council's Fire Management Plan – Apply for grant funding where possible

CONSULTATION/COMMUNICATION

The Shire of Woodanilling Bush Fire Advisory Committee were consulted at the 16 October 2025 meeting.

RISK MANAGEMENT

The risk in relation to this item is considered “Medium” as Council has a key role in conducting reducing the risk posed by Bushfires. Following the officer’s recommendation will ensure the reviewed Standard Operating Procedures are shared with the Volunteer Brigades.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
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 1

That Council:

1. Endorses the reviewed and updated Shire of Woodanilling Volunteer Bush Fire Brigade Operating Procedures **Attachment 14.2.1.** and,
2. Authorises the Chief Executive Officer and Shire President to sign the document and make it available on the Shire’s website.

**COUNCIL RESOLUTION – 14.2. SHIRE OF WOODANILLING VOLUNTEER BUSH FIRE BRIGADE
OPERATING PROCEDURES (OCM 476/11/2025)**

Moved: Cr Marshall

Seconded: Cr Garstone

That Council:

1. Endorses the reviewed and updated Shire of Woodanilling Volunteer Bush Fire Brigade Operating Procedures **Attachment 14.2.1.** and,
2. Authorises the Chief Executive Officer and Shire President to sign the document and make it available on the Shire's website.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

15. OFFICE OF CEO

15.1. PROPOSED COUNCIL MEETING DATES 2026

File Reference	ADM0368
Date of Report	11 November 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	Nil

BRIEF SUMMARY

The purpose of this report is for Council to consider the Ordinary Council Meeting dates, times and schedule for the 2026 calendar year. All nominated meeting dates fall on the 3rd Tuesday of the month, except for January when a meeting has not generally been held.

BACKGROUND/COMMENT

The *Local Government (Administration) Regulations 1996* requires a local government, at least once a year, to give local public notice of the dates, times and places at which Ordinary meetings of Council are to be held for the next twelve months.

Currently all Council meetings are held in the Council Chambers at the Shire of Woodanilling Administration Building at 3316 Robinson Road, Woodanilling. Council meetings commence at 4:00pm. Council meetings are open to the public. Council has the option to choose an alternative location, such as Kenmare Hall to hold one meeting, if they so decide.

Accordingly, Council is requested to adopt the following dates on which Ordinary Council Meetings are to be held in 2026:

2026 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2026			
Tuesday	17th February 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th March 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st April 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th May 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th June 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st July 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th August 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th September 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th October 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th November 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th December 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

STATUTORY/LEGAL IMPLICATIONS

Section 5.25(1)(g) of the Local Government Act 1995 (the Act) provides for the giving of public notices of the date and agenda for Council meetings.

Regulation 12(2) of the Local Government (Administration) Regulations 1996 provides -

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

a) Ordinary council meetings;

b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.”

Section 5.3(2) of the Act requires that a local government hold Ordinary Council Meetings no more than three months apart.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications to the organisation as monthly Council Meetings have been factored into the annual budget

STRATEGIC IMPLICATIONS

The Woodanilling Way 2025-2035

PILLAR 3: CIVIC LEADERSHIP

Goal 7: Deliver a high standard of service for our community

Goal 9: Enhance strong civic leadership

CONSULTATION/COMMUNICATION

Subject to Council’s approval, in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996, an advertisement regarding Council meetings will be placed on the Shire’s website, as well as the Shire’s Facebook page and Notice Boards.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” within the Risk Management Table.

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 requests the Chief Executive Officer to give local public notice in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 for the Shire's 2026 Ordinary Council Meetings to be held at 4:00pm in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling on the following dates:

2026 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2026			
Tuesday	17th February 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th March 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st April 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th May 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th June 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st July 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th August 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th September 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th October 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th November 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th December 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

COUNCIL RESOLUTION – 15.1. PROPOSED COUNCIL MEETING DATES 2026 (OCM 477/11/2025)**Moved: Cr Marshall****Seconded: Cr Garstone****ORIGINAL MOTION:**

That Council requests the Chief Executive Officer to give local public notice in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 for the Shire's 2026 Ordinary Council Meetings to be held at 4:00pm in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling on the following dates:

2026 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2026			
Tuesday	17th February 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th March 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st April 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th May 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th June 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st July 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th August 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th September 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th October 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th November 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th December 2026	4:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

CARRIED 6/0**AMENDMENT:****Moved: Cr Garstone****Seconded: Cr Stephens**

That the meeting start time be changed from 4:00pm to 5:00pm.

CARRIED 6/0**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming****Against: Nil****SUBSTANTIVE MOTION (AS AMENDED):**

That Council requests the Chief Executive Officer to give local public notice in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 for the Shire's 2026 Ordinary Council Meetings to be held at 5:00pm in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling on the following dates:

2026 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2026			
Tuesday	17th February 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th March 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st April 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th May 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th June 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st July 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th August 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th September 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th October 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th November 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th December 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

CARRIED 6/0**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming****Against: Nil**

15.2. PROPOSED OFFICE AND WORKS DEPOT CLOSURE – CHRISTMAS/NEW YEAR PERIOD 2025/2026

File Reference	
Date of Report	11 November 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	Nil

BRIEF SUMMARY

Council is asked to consider the closure of the Administration Office and Works Depot from 4pm on Friday 19 December 2025, with staff returning on Monday 5 January 2026. An early decision will inform the community well in advance of the office closure and thus allow residents to make arrangements to meet their commitments.

BACKGROUND/COMMENT

Traditionally the Administration Office and Depot have closed over the Christmas and New Year period, and there is no record of this closure causing any inconvenience to the community. The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transaction during this period has been low.

The Depot crew also take leave during this period, however, there will be staff available to attend to any emergencies that may be required to be attended to. The Refuse and Recycling Site is historically open over the Christmas / New Year period to allow residents to access this service. It is proposed that the site operates on a reduced basis over this period being open on Saturday 27 December, Sunday 28 December, Saturday 3 January and Sunday 4 January. The Waste Collection contractor has advised that at this time, the usual Thursday collection (25th December and 1st January) will continue and restricted access to the refuse site will be made available for those services.

The proposed closure dates are as detailed below:

2025/26 Proposed Christmas / New Years Closure Dates				
Day	Date	Administration/Office	Shire Depot	Refuse and Recycling Site
Monday	22/12/2025	Leave Day		
Tuesday	23/12/2025	Leave Day		
Wednesday	24/12/2025	Leave Day		
Thursday	25/12/2025	Christmas Public Holiday		CLOSED – BIN COLLECTION ONLY
Friday	26/12/2025	Boxing Day Public Holiday		
Saturday	27/12/2025			OPEN
Sunday	28/12/2025			OPEN
Monday	29/12/2025	Leave Day		
Tuesday	30/12/2025	Leave Day		
Wednesday	31/12/2025			
Thursday	1/01/2026	New Years Day Public Holiday		CLOSED – BIN COLLECTION ONLY
Friday	2/01/2026	Local Government Day per Award		
Saturday	3/01/2026			OPEN
Sunday	4/01/2026			OPEN
Monday	5/01/2026	Open for Business		
Tuesday	6/01/2026	Depot Staff Return		

It is the Officer's Recommendation to support this request for Christmas and New Year's closure period with emergency numbers to be available and distributed for any significant emergencies or requirements that may be needed to be addressed over this period.

STATUTORY/LEGAL IMPLICATIONS

There is no statutory environment related to this item.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications to the organisation as all staff are entitled to leave which has been factored into the annual budget and any salary and wage considerations are budgeted.

STRATEGIC IMPLICATIONS

The Woodanilling Way 2025-2035

PILLAR 3: CIVIC LEADERSHIP

Goal 7: Deliver a high standard of service for our community

Goal 9: Enhance strong civic leadership

CONSULTATION/COMMUNICATION

Staff have been consulted and will be informed in relation to the designated public holidays and Local Government public holiday.

RISK MANAGEMENT

The risk in relation to this matter is assessed as "Low" within the Risk Management Table.

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 authorises the Chief Executive Officer to:

- a. close the Administration Office and the Works Depot from 4pm on Friday 19 December 2025,
- b. resume operations in 2026 with Administration staff returning to work on Monday 5 January 2026 and Shire Depot staff returning on Tuesday 6 January 2026,
- c. open the Woodanilling Refuse and Recycling Site on Saturday 27 December, Sunday 28 December, Saturday 3 January and Sunday 4 January,
- d) advertise the closure details on the Shire's website, Facebook page and Notice Boards leading up to the Christmas period,
- e) ensure that there will be staff available for call outs in the event of an emergency.

COUNCIL RESOLUTION – 15.2. PROPOSED OFFICE AND WORKS DEPOT CLOSURE – CHRISTMAS/NEW YEAR PERIOD 2025/2026 (OCM 478/11/2025)

Moved: Cr Vermeulen

Seconded: Cr Stephens

That Council authorises the Chief Executive Officer to:

- a. close the Administration Office and the Works Depot from 4pm on Friday 19 December 2025,
- b. resume operations in 2026 with Administration staff returning to work on Monday 5 January 2026 and Shire Depot staff returning on Tuesday 6 January 2026,
- c. open the Woodanilling Refuse and Recycling Site on Saturday 27 December, Sunday 28 December, Saturday 3 January and Sunday 4 January,
- d) advertise the closure details on the Shire's website, Facebook page and Notice Boards leading up to the Christmas period,
- e) ensure that there will be staff available for call outs in the event of an emergency.

CARRIED 6/0

For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming

Against: Nil

16. CONFIDENTIAL REPORTS

Nil.

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

Nil.

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

19. CLOSURE OF MEETING

There being no further business the President declared the meeting closed at 4.17pm.

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

Presiding Member –

.....

Date.....