



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL

Unconfirmed Minutes  
16 December 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](http://www.woodanilling.wa.gov.au)

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# ORDINARY MEETING OF COUNCIL MINUTES

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.03pm.

### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the *Local Government Act 1995 (Act)* 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 *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".

#### Disclosure of Interest Made:

Councillor	Item	Type of Interest	Nature of Interest
Cr Thomson	12.1, 12.2	Proximity & Financial	Owner of adjoining land to the proposed road construction project.  Director of a Trust which leases a property to a subsidiary of one of the contractors that submitted an offer.
Cr Stephens	16.1	Impartiality	Associated with an organisation nominated for a Community Citizenship Award.

## 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	
<b>Officers:</b>	
Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Judy Stewart	Executive Manager Corporate Services

#### Leave of Absence:

Cr M Trimming

#### 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

#### 6.1. CR MORRIS TRIMMING – DECEMBER 2025 COUNCIL MEETING

Cr Morris Trimming was granted leave of absence at the Ordinary Council Meeting held on 18 November 2025 for the period of December 2025.

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

**Shire President Cr Russel Thomson:**

- Great Southern Zone Meeting
- 4WDL VROC Meeting
- Audit Committee Meeting
- Woodanilling Primary School Presentation Ceremony

The President also held a discussion with the Shire President of Wagin, Cr Phil Blight, regarding the future of the Landcare Officer position.

**Deputy Shire President Cr Sally Vermeulen:**

Attended the WALGA Zone Meeting and the Great Southern Sport and Recreation Group Meeting.

**Cr Ian Garstone:**

Attended the Great Southern Sport and Recreation Group Meeting.

**Cr Rod Marshall:**

Attended the LEMC (Local Emergency Management Committee) Meeting.

**Cr Kahlia Stephens:**

Attended the 4WDL Meeting.

### 8. CONFIRMATION OF COUNCIL MEETING MINUTES

#### 8.1. ORDINARY MEETING OF COUNCIL HELD 18 NOVEMBER 2025

That the Minutes of the Ordinary Meeting of Council held 18 November 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 480/12/2025)**

**Moved: Cr Marshall**

**Seconded: Cr Garstone**

That the Minutes of the Ordinary Meeting of Council held 18 November 2025 be confirmed as a true and correct record of proceedings without amendment.

**CARRIED 5/0**

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

**Against: Nil**

## 9. CONFIRMATION OF OTHER MEETING MINUTES

### 9.1. AUDIT, RISK AND COMMITTEE MEETING HELD 16 DECEMBER 2025

That the Minutes of the Audit, Risk and Committee Meeting held 16 December 2025 be received by Council.

#### **COUNCIL RESOLUTION – 8.2. AUDIT, RISK AND COMMITTEE MEETING HELD 16 DECEMBER 2025 (OCM 481/12/2025)**

**Moved: Cr Garstone**

**Seconded: Cr Marshall**

That the Minutes of the Audit, Risk and Committee Meeting held 16 December 2025 be received by Council.

**CARRIED 5/0**

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

**Against: Nil**

### 9.2. GREAT SOUTHERN REGIONAL ROAD GROUP MEETING HELD 21 NOVEMBER 2025

That the Minutes of the Great Southern Regional Road Group Meeting held 21 November 2025 be received by Council.

#### **COUNCIL RESOLUTION – 9.1. GREAT SOUTHERN REGIONAL ROAD GROUP MEETING HELD 21 NOVEMBER 2025 (OCM 482/12/2025)**

**Moved: Cr Vermeulen**

**Seconded: Cr Marshall**

That the Minutes of the Great Southern Regional Road Group Meeting held 21 November 2025 be received by Council.

**CARRIED 5/0**

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

**Against: Nil**

### 9.3. GREAT SOUTHERN VROC MEETING HELD 3 NOVEMBER 2025

That the Minutes of the Great Southern VROC Meeting held 3 November 2025 be received by Council.

#### **COUNCIL RESOLUTION – 9.2. GREAT SOUTHERN VROC MEETING HELD 3 NOVEMBER 2025 (OCM 483/12/2025)**

**Moved: Cr Stephens**

**Seconded: Cr Vermeulen**

That the Minutes of the Great Southern VROC Meeting held 3 November 2025 be received by Council.

**CARRIED 5/0**

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

**Against: Nil**

#### **9.4. GREAT SOUTHERN SPORT AND RECREATION GROUP MEETING HELD 26 NOVEMBER 2025**

That the Minutes of the Great Southern Sport and Recreation Group Meeting held 26 November 2025 be received by Council.

##### **COUNCIL RESOLUTION – 9.3. GREAT SOUTHERN SPORT AND RECREATION GROUP MEETING HELD 26 NOVEMBER 2025 (OCM 484/12/2025)**

**Moved: Cr Garstone**

**Seconded: Cr Vermeulen**

That the Minutes of the Great Southern Sport and Recreation Group Meeting held 26 November 2025 be received by Council.

**CARRIED 5/0**

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

**Against: Nil**

#### **9.5. GREAT SOUTHERN COUNTRY ZONE MEETING HELD 21 NOVEMBER 2025**

That the Minutes of the WALGA Great Southern Country Zone meeting held on 21 November 2025 be received by Council.

##### **COUNCIL RESOLUTION – 9.4. GREAT SOUTHERN COUNTRY ZONE MEETING HELD 21 NOVEMBER 2025 (OCM 485/12/2025)**

**Moved: Cr Marshall**

**Seconded: Cr Stephens**

That the Minutes of the WALGA Great Southern Country Zone Meeting held on 21 November 2025 be received by Council.

**CARRIED 5/0**

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

**Against: Nil**

#### **10. REPORTS OF OFFICERS**

Nil.

#### **11. REGULATORY SERVICES**

nil.

## 12. INFRASTRUCTURE SERVICES

### Disclosure of Interest:

Cr Thomson declared a proximity interest in Items 12.1 & 12.2, pursuant to Sections 5.60A and 5.60B of the *Local Government Act 1995*. The proximity interest is due to the location of works relative to property he owns. Cr Thomson acknowledged that this interest would be recorded in the minutes and departed the Chamber at 4:08pm. Deputy Shire President Cr Vermeulen assumed the Chair at 4:08pm.

### 12.1. REQUEST FOR QUOTATION – RFQ2025-04: PROVISION OF PLANT AND LABOUR HIRE

<b>File Reference</b>	ADM0384
<b>Date of Report</b>	8 December 2025
<b>Responsible Officer</b>	Ms Anika Serer, Chief Executive Officer
<b>Author/s of Report</b>	Ms Anika Serer, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>ATTACHMENT 12.1.1</b> – RFQ 2025 - 04: Provision of Plant and Labour Hire for Road Construction and Maintenance Works

### BRIEF SUMMARY

This report provides a summary of the recent request for quotation (RFQ) process completed by the Shire to engage a contractor to provide hired road construction plant and equipment with operators for various road construction and maintenance works scheduled as part of the 2025/26 work program.

### BACKGROUND

The Shire has an approved road program for 2025/26. Due to the Shire's limited resources and the specialist nature of some of the works, a portion of the road program requires the services of Contract resources. The jobs that are planned to be completed by a contractor are as follows:

- Robinson Rd West
  - Reconstruct existing failing sealed pavement to provide for a 7.2m wide sealed carriage between Slk 25.46 – 25.96 and Slk 30.87 – 31.25
- Oxley Rd
  - Pavement repair works for various discontinuous segments between Slk 14.0 – 16.5
- Onslow Rd
  - Reconstruct an existing sealed floodway approx. 50m long along Slk 11.15

The specific work areas are subject to variation slightly depending on the pricing. The Shire has a total budget of approx. \$935,000 to complete this work. Of this, approx. \$405,000 is required for gravel push-up, gravel cartage, bitumen surfacing and project management / technical assurance. Therefore, there is approx. \$530,000 available to complete the earthworks and pavement work and purchase materials (cement).

### COMMENT

The Shire ran an RFQ process inviting quotes from 115 vendors for the supply of hired road construction plant and equipment with competent operators (RFQ 2025 - 04) via the WALGA eQuotes panel. The contractor to be engaged under this RFQ will complete the earthworks and pavement work and supply the cement required for the three jobs above.

The RFQ opened on 3 November 2025 and closed on 18 November 2025; three submissions were received as follows:

- GS Hobbs
- Palmer Civil
- Riverhill

The three submissions were first assessed for Compliance with the RFQ requirements. No Compliance concerns were identified with the submissions from GS Hobbs or Riverhill.

However, the submission from Palmer Civil was deemed non-compliant with the required criteria outlined in the RFQ document and, as a result, did not proceed to the evaluation phase. Specifically, the submission failed to provide the required rates for several key non-provisional items such as the padfoot roller, traffic management and GP cement.

The two Compliant RFQ submissions were then evaluated based on the criteria within the RFQ document. A summary of the evaluation scores received by each contractor is shown in the table below.

As the RFQ requested a schedule of hourly rates for the nominated plant and equipment, the total price for each contractor was calculated based on the expected machinery allocation noted in the RFQ over an expected duration of 28 working days. The cost of the preliminary items such as mobilisation / demobilisation and the preparation of the traffic management plan has also been incorporated into the estimated price.

Criteria	GS Hobbs	Riverhill
Demonstrated Relevant Experience and Quality and Completeness of Plant and Equipment (30%)	20	24
Capacity to Complete Contract Works (30%)	20	24
Price (40%)	40	39.3
<b>Total RFQ Score</b>	<b>80</b>	<b>87.3</b>

Based on the qualitative criteria, Riverhill's submission scored higher than the GS Hobbs submission based on the quality and completeness of the submission from Riverhill compared to GS Hobbs.

Specifically, Riverhill provided a high level of detail regarding their experience in completing similar work in similar areas. In comparison, GS Hobbs only provided very basic details of their previous experience with similar work. The Shire has also taken into consideration the performance of GS Hobbs regarding the 2024-25 works they completed in 2Qtr2025.

With regards to the capacity to complete the contract work, Riverhill again provided a high level of detail of their nominated resources for the work and the availability and capacity to complete the work within the required timeframe. Conversely, GS Hobbs provided only limited information and their submission was also notable for the lack of backup resources nominated. A lack of resources impacted the 2024-25 work completed by GS Hobbs for the Shire.

From a price perspective, the two submissions were relatively competitive with Riverhill being approx. 2% more expensive than GS Hobbs over the expected duration of 28 days. As the contract pricing mechanism is a schedule of rates, the actual cost will be based on the actual machines and hours worked however all work will be managed with the Shire's available budget.

## STATUTORY/LEGAL IMPLICATIONS

*Local Government (Functions and General) Regulations 1996*

Part 4 – Provision of goods and services

Division 2 – Tenders for providing goods or services

11 (2) Tenders do not have to be publicly invited according to the requirements of this Division if - ...

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program

## POLICY IMPLICATIONS

Council Policy 54 – Purchasing Policy determines the Purchasing Practice to be applied based on the expected purchase value. The Shire has complied with this by seeking Tender Exempt arrangements via the WALGA Preferred Supplier Arrangement, and receiving three written responses.

## FINANCIAL IMPLICATIONS

The proposed contract does not provide any guaranteed minimum spend or value of work to the successful contractor. The contractor will be engaged on an as-required basis to complete the work. Work via this contract will be managed within the approved budget.

## STRATEGIC IMPLICATIONS

### PILLAR 4: ECONOMIC

**Goal 10: A transport network that responds to the accessibility and connectivity needs of industry and community**

10.1 Develop, deliver and regularly review a 10-year Road Asset Plan that includes roads, verges, drains and culverts

10.2 Pursue and deliver Regional Road Group initiatives

## CONSULTATION/COMMUNICATION

Consultation has been undertaken with Greenfield Technical Services, who provide engineering consultancy services to the Shire.

## RISK MANAGEMENT

The contract will be managed and assessed on a daily basis to ensure quality of work and budget control, the risk is therefore assessed as low.

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council:

Endorses the recommendation to award the contract to Riverhill based on the schedule of hourly rates provided by the Contractor in response to RFQ 2025 – 04 up to a maximum contract value of \$530,000 + GST.

### **COUNCIL RESOLUTION – 12.1. REQUEST FOR QUOTATION – RFQ2025-04: PROVISION OF PLANT AND LABOUR HIRE (OCM 486/12/2025)**

**Moved: Cr Marshall**

**Seconded: Cr Garstone**

**That Council:**

Endorses the recommendation to award the contract to Riverhill based on the schedule of hourly rates provided by the Contractor in response to RFQ 2025 – 04 up to a maximum contract value of \$530,000 + GST.

**CARRIED 4/0**

**For: Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone**

**Against: Nil**

## 12.2. REQUEST FOR QUOTATION – RFQ2025-05 SUPPLY, SPRAY AND COVER BITUMEN SEALING

<b>File Reference</b>	ADM0384
<b>Date of Report</b>	8 December 2025
<b>Responsible Officer</b>	Ms Anika Serer, Chief Executive Officer
<b>Author/s of Report</b>	Ms Anika Serer, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>ATTACHMENT 12.2.1</b> – RFQ 2025 - 05: 2025/26 Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply and Edge Break Repairs

### Disclosure of Interest:

Cr Thomson declared both a proximity interest and an indirect financial interest in Item 12.2, pursuant to Sections 5.60A and 5.60B of the Local Government Act 1995. These interests relate to proximity of works to property he owns and his position as a director of a trust that leases property to a contractor's subsidiary, respectively.

### BRIEF SUMMARY

This report provides a summary of the recent request for quotation (RFQ) process completed by the Shire to engage a contractor to provide spray sealing services for the 2025-26 rural road work program.

### BACKGROUND

The Shire has an approved road program for 2025-26. As part of these works, the following work involves bitumen spray sealing:

- Robinson Rd West
  - Prime and 2-Coat seal (14mm/10mm) between Slk 25.46 – 25.96 and Slk 30.87 – 31.25
- Oxley Rd
  - 14mm Reseal between Slk 14.0 – 16.5
- Onslow Rd
  - Prime and 2-Coat seal (14mm/10mm) along the floodway at Slk 11.15

#### *Provisional items:*

- Oxley Rd
  - Prime and 2-Coat seal (14mm/10mm) for an area of approx. 2,880m<sup>2</sup>
- Robinson Rd West
  - Asphalt Edge Break Repairs for various locations between Slk 0 – 32.42 in either side of the road.

The Shire has a total budget of approx. \$935,000 to complete this work. Of this approx. \$530,000 is required to complete the earthworks and pavement work and purchase materials (cement). Therefore, there is approx. \$405,000 available for gravel push-up, gravel cartage, bitumen surfacing and project management / technical assurance.

### COMMENT

The Shire ran an RFQ process inviting quotes from 39 vendors for the bitumen spray sealing work across the Shire (RFQ 2025 - 05) via the WALGA eQuotes panel. The contractor to be engaged under this RFQ will complete the Bitumen spray sealing works for the jobs listed above.

The RFQ opened on 3 November 2025 closed on 18 November 2025; two submissions were received as follows:

- Asphalttech
- Fulton Hogan

22 contractors responded that they declined to provide a submission.

The two submissions were first assessed for Compliance with the RFQ requirements. No Compliance concerns were identified with the submissions from Asphalttech or Fulton Hogan.

The two Compliant RFQ submissions were then evaluated based on the criteria within the RFQ document. A summary of the evaluation scores received by each contractor is shown in the table below.

Criteria	Asphalttech	Fulton Hogan
Relevant Skills and Experience including seal design (20%)	14	18
Company resources including field resources and availability (20%)	6	20
Workplace OSH practices and procedures (10%)	10	10
Price (50%)	25.3	50
<b>Total RFQ Score</b>	<b>45.3</b>	<b>88.0</b>

Based on the qualitative criteria, Fulton Hogan's submission scored significantly higher than the Asphalttech's submission based on the details of past experience and completeness of the submission.

Specifically, Fulton Hogan provided a detailed breakdown of their experience in completing similar work, including a clear focus on bitumen sealing, which aligns directly with the scope of this project. In comparison, Asphalttech's experience is more focused on asphalt rather than bitumen sealing, and while they provided some details on past projects, the scope of these works does not match the requirements of this contract particularly well.

Additionally, Asphalttech has not listed the key resources required for this specific job, making it difficult to fully assess their capacity for the work. On the other hand, Fulton Hogan provided comprehensive details on their nominated personnel, including their experience with similar work and confirmation of their availability, which strengthens their submission.

Both contractors provided solid evidence of their health, safety, and environmental practices, demonstrating a strong commitment to health, safety, and environmental management.

From a price perspective, Fulton Hogan's submission is significantly more competitive than Asphalttech's. When comparing the submissions based on the same base bitumen price (\$1,535.20/T), Fulton Hogan's price is approx. 97% lower than Asphalttech. The estimated total cost for both contractors based on this normalised price is as follows (all ex-GST):

- Asphalttech: \$630,504.80
- Fulton Hogan: \$318,925.14

Please note the following:

1. Fulton Hogan based their pricing on a base bitumen price of \$1,310/T. Therefore, the quoted price in their submission was \$272,141.70 (ex-GST). The amount shown above is this quoted price adjusted for the same base bitumen price assumed by Asphalttech.

2. The actual price of the work will depend on the gate price (ex-Kwinana) at the time of the work.
3. In addition to the Fulton Hogan quoted price, there is an estimated additional \$20,000 of sealing work (provisional pricing item #2.4) for sealing of pavement repairs. Based on this, the estimated total cost of a contract with Fulton Hogan is \$292,141.70 (ex-GST) based on a \$1,310/T base bitumen price.
4. Fulton Hogan did not provide a rate for asphalt edge break repairs.

As part of the Fulton Hogan quotation, they submitted several clarifications and requests for amendments to the proposed WALGA contract terms. These would need to be negotiated with the Contractor assuming that Council awards the Contract to Fulton Hogan.

#### **Alternative RFQ Submission**

Asphaltech also provided an alternate pricing option for the use of Stone Mastic Asphalt (SMA) in lieu of the standard bitumen seal. However, this alternative did not significantly alter the overall cost comparison.

- Asphaltech (Alternate Pricing for SMA): \$866,747.04

Given that this price significantly exceeds the Shire's budget, there does not appear to be an advantage for the Shire in accepting the alternative treatment.

### **STATUTORY/LEGAL IMPLICATIONS**

*Local Government (Functions and General) Regulations 1996*

Part 4 – Provision of goods and services

Division 2 – Tenders for providing goods or services

11 (2) Tenders do not have to be publicly invited according to the requirements of this Division if - ...

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program

### **POLICY IMPLICATIONS**

Council Policy 54 – Purchasing Policy determines the Purchasing Practice to be applied based on the expected purchase value. The Shire has complied with this by seeking Tender Exempt arrangements via the WALGA Preferred Supplier Arrangement, and receiving 24 written responses (and 2 quotations).

### **FINANCIAL IMPLICATIONS**

The proposed contract does not provide any guaranteed minimum spend or value of work to the successful contractor. The contractor will be engaged on an as-required basis to complete the quantity of work available for spray sealing within the approved budget.

### **STRATEGIC IMPLICATIONS**

#### **PILLAR 4: ECONOMIC**

**Goal 10: A transport network that responds to the accessibility and connectivity needs of industry and community**

10.1 Develop, deliver and regularly review a 10-year Road Asset Plan that includes roads, verges, drains and culverts

10.2 Pursue and deliver Regional Road Group initiatives

## CONSULTATION/COMMUNICATION

Consultation has been undertaken with Greenfield Technical Services, who provide engineering consultancy services to the Shire.

## RISK MANAGEMENT

The contract will be managed and assessed on a daily basis to ensure quality of work and budget control, the risk is therefore assessed as low.

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. Endorses the recommendation to award the contract to Fulton Hogan based on the schedule of rates provided by the Contractor in response to RFQ 2025 – 05 with an estimated value of approx. \$292,141.70 subject to actual quantities sprayed and the rise and fall provisions provided by the contractor for changes in bitumen prices.
2. Authorises the Shire Chief Executive Officer to negotiate the proposed clarifications and changes to the standard contract terms requested by Fulton Hogan.

**COUNCIL RESOLUTION – 12.2. REQUEST FOR QUOTATION – RFQ2025-05 SUPPLY, SPRAY AND COVER BITUMEN SEALING (OCM 487/12/2025)**

**Moved: Cr Garstone**

**Seconded: Cr Stephens**

That Council:

1. Endorses the recommendation to award the contract to Fulton Hogan based on the schedule of rates provided by the Contractor in response to RFQ 2025 – 05 with an estimated value of approx. \$292,141.70 subject to actual quantities sprayed and the rise and fall provisions provided by the contractor for changes in bitumen prices.
2. Authorises the Shire Chief Executive Officer to negotiate the proposed clarifications and changes to the standard contract terms requested by Fulton Hogan.

**CARRIED 4/0**

**For: Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone**

**Against: Nil**

Cr Thomson returned to the Chamber at 4:10pm and resumed the Chair.

### 13. CORPORATE SERVICES

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

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	03 December 2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	Brooke Dellacqua, Senior Finance Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.1.1</b> – List of Accounts for Payment – 30 November 2025

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

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

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

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

#### Payments up to 30 November 2025

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$20,600.30
Cheque Payments	Municipal	\$0.00
EFT Payments #8046 to #8091	Municipal	\$90,211.04
<b>Sub Total</b>	<b>Municipal</b>	<b>\$110,811.34</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$110,811.34</b>

#### STATUTORY/LEGAL IMPLICATIONS

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

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) *the payee's name; and*

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

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

### **PILLAR 3: CIVIC LEADERSHIP**

#### **Goal 8: Accountable and compliant governance**

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

## **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 \$110,811.34 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 November 2025, as contained within **Attachment 13.1.1.**

#### **COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 NOVEMBER 2025 (OCM 488/12/2025)**

**Moved: Cr Stephens**

**Seconded: Cr Garstone**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$110,811.34 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 30 November 2025, as contained within Attachment 13.1.1.

**CARRIED 5/0**

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

**Against: Nil**

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

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	05 December 2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	DL Consulting
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.2.1</b> – Monthly Financial Report 30 November 2025

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

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

The Statement of Financial Activity as at 30 November 2025 shows a closing surplus of \$1,560,297.

#### 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

##### PILLAR 3: CIVIC LEADERSHIP

##### Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

## 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 30 November 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 30 NOVEMBER 2025(OCM 489/12/2025)**

**Moved: Cr Vermeulen**

**Seconded: Cr Marshall**

That Council receive the Monthly Financial Report for the period of 30 November 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 5/0**

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

**Against: Nil**

**14. COMMUNITY SERVICES**

Nil.

## 15. OFFICE OF CEO

### 15.1. ADOPTION OF 2024/2025 ANNUAL REPORT

<b>File Reference</b>	ADM0017
<b>Date of Report</b>	8 December 2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	Anika Serer, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 15.1.1</b> – Shire of Woodanilling Annual Report 2024/2025 <b>Attachment 15.1.2</b> – Final Audit Management Letter Attachment

#### BRIEF SUMMARY

The purpose of this report is for Council to adopt the 2024/2025 Shire of Woodanilling Annual Report.

#### BACKGROUND

The Office of Auditor General (OAG) conducted the Annual Financial Audit for 2024/2025 following production of the Annual Financial Statements, with the process concluding in December 2025. This item discusses the outcomes of the Audit.

The final audited financial statements have been received from the OAG and Lincolns, and the formal audit exit meeting was held on Wednesday 3<sup>rd</sup> December 2025. In attendance at this meeting was:

- Jay Teichert, Director Financial Audit, (OAG);
- Mr Chris Martain, Auditor, Lincolns;
- Mr Darren Long, DL Consulting, Accountant
- Cr Russel Thomson, Shire President;
- Ms Anika Serer, Chief Executive Officer;
- Ms Brooke Dellacqua, Senior Finance Officer.

During this meeting the report was discussed for the year ended 30 June 2025. Following the formal Audit Exit meeting, the Office of Auditor General released the independent auditor's reports.

Under section 5.53 of the Local Government Act 1995, the Shire is required to prepare an Annual Report each financial year. This report is to contain:

- A report from the Shire President and Chief Executive Officer;
- An overview of the Plan for the Future/Community Strategic Plan;
- The 2024/2025 Financial Report;
- The 2024/2025 Auditor Report; and
- Any other prescribed information.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting, it is proposed that the Annual Electors Meeting is scheduled for 7pm on Tuesday 10<sup>th</sup> February 2026 (exactly 56 days from 16<sup>th</sup> December 2025).

The Annual Report has been prepared in accordance with the *Local Government Act 1995*, associated regulations and is contained in **Attachment 15.1.1**.

## Final Audit Management Report

In the Final Audit Management Report for the financial year ended 30 June 2025, the Office of the Auditor General identified the following matters:

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Risk Register Not Maintained	No		✓		✓
2. Employee Provision Calculations	No			✓	✓

### Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

**Significant -** Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

**Moderate -** Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

**Minor -** Those findings that are not of primary concern but still warrant action being taken.

### 1. Risk Register Not Maintained (2024 Finding)

#### Finding:

A risk register was not available for our inspection to reflect identified risks, and if they have been adequately treated. We are informed that the Shire operates within a risk management framework that is not formalised to review and monitor the risks.

We note that this was raised to the Shire's attention in the recently completed Regulation 17 review and is in the process of being reviewed and formalised.

**Rating: Moderate** (2024 Moderate)

#### Implication

Without a comprehensive documented and updated risk register, the Shire has potential exposure to risks that if unmanaged, may have an adverse impact on the achievement of organisational objectives.

#### Recommendation

Risks should be appropriately recorded in a risk register including details of remedial actions and timeframe of the implementation. The Shire should communicate the identified risks within a council meeting, to enable elected members to be fully informed of the identified risks when making decisions.

**Management comment (2024)**

*As per the Shire of Woodanilling Regulation 17 Review findings endorsed in August 2024, the Shire of Woodanilling is required to adopt an updated Risk Management Policy, which accords with ISO 31000:2018. As part of this process I will also develop a Risk Register and Framework. This project has commenced and once complete will be presented to Council for adoption.*

**Management comment (2025)**

*I acknowledge that the updated Policy, Framework and Risk Register has not been implemented due to a review finding significant revision required to the process commenced by the previous CEO. I have prioritised this and recently employed an Executive Manager Corporate Services who will focus on the development and implementation of appropriate measures.*

## **2. Employee Provision Calculations**

**Finding:**

While testing calculations of employee annual and long service leave entitlements the following errors were discovered:

**Long Service Leave**

- Pay rates used to calculate the provision were July 2025 rates, which included a pay rise effective 1 July 2025. This resulted in the provision being overstated by \$5,625.17. This is not material and has been recorded as an unadjusted misstatement.
- Three instances where a terminated employee remained in the worksheet with a leave entitlement balance. The amount was \$13,585.49 which is not considered material to the financial statements as a whole and has been recorded as an unadjusted misstatement.
- Amounts due from other local governments is made up of entitlements for two employees who are no longer employed by the Shire.

**Annual Leave**

- Pay rates used to calculate the provision were July 2025 rates, which included a pay rise effective 1 July 2025. This resulted in the provision being overstated by \$10,393.38. This is not material and has been recorded as an unadjusted misstatement.
- One instance where a terminated employee remained in the worksheet with a leave entitlement balance. The amount was \$3,302.31 which is not considered material to the financial statements as a whole and has been recorded as an unadjusted misstatement.

It also appears that amounts due to and from other local governments has not been reviewed and updated,

**Rating: Minor (2024: Minor)**

**Implication**

Lack of regular review of worksheets to ensure that calculations are being performed correctly, and information contained is current, has the potential for material errors in disclosures to arise.

**Recommendation**

Regular review of all worksheets used in the preparation of any financial disclosures be carried out by the person using the worksheet, along with additional review by a person independent of the process.

**Management comment**

*The Shire had received notification from Wageline on 25 June 2025 that new pay rates would apply to employees on 1 July 2025, the new rates were utilised to calculate annual leave and long service leave*

*provisions. It was our opinion this would provide a more accurate value of the actual leave entitlement provision due, and that would be payable to employees. Management acknowledges the errors in relation to terminated employees and will undertake a detailed review of the leave provisions calculations in 2025-2026 to remove and correct these errors.*

## **STATUTORY/LEGAL IMPLICATIONS**

The *Local Government Act 1995* requires the Council to accept the Annual Report by 31 December each year unless the audit report is not available. If unable to be accepted by 31 December in any given year, then Council must accept the report within two (2) months of the audit report becoming available.

The Annual Electors Meeting must then be held within fifty-six (56) days of Council accepting the Annual Report. A minimum of fourteen days local public notice is required of the date, time, place and purpose of the meeting.

Part 7, Division 3A of the Act requires the Auditor General to conduct a financial audit and report on the financial audit before giving a copy of the President, Chief Executive Officer and Minister for Local Government.

The Local Government (Audit) Regulations 1996 provide for the roles and functions of the Audit, Risk and Improvement Committee which includes:

- Guiding and assisting the Shire in carrying out its financial management functions and its functions related to audits, and
- Promoting transparency and accountability in the Shire's financial reporting and promoting effective and responsible management of risks to protect the Shire's assets.

## **POLICY IMPLICATIONS**

There is no policy associated with this item.

## **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

## **STRATEGIC IMPLICATIONS**

### **PILLAR 3: CIVIC LEADERSHIP**

#### **GOAL 8: Accountable and compliant governance**

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

## **CONSULTATION/COMMUNICATION**

Consultation has been undertaken with the Chief Executive Officer, DL Consulting and finance staff, OAG and Lincolns. The Exit Meeting occurred with the Chair of the Audit, Risk and Improvement Committee held on Wednesday 3<sup>rd</sup> December 2025.

The 2025/26 Annual Report was considered by the Audit, Risk and Improvement Committee at its meeting on 16 December 2025 at 11am.

## **RISK MANAGEMENT**

There is a risk that should the Annual Report not be adopted within the timeframes outlined, Council may be in breach of the *Local Government Act 1995*, and applicable subsidiary legislation. Accordingly, the risk associated with this matter is assessed as "High".

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	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 endorses the Audit, Risk and Improvement Committee's recommendations to:

1. Accept the Shire of Woodanilling 2024/2025 Annual Report for the financial year ended 30 June 2025 as presented in **Attachment 15.1.1**;
2. Convene the Annual Electors Meeting on Tuesday 10<sup>th</sup> February 2026 in the Woodanilling Council Chambers commencing at 7pm; and
3. Publish the Shire of Woodanilling 2024/2025 Annual Report and Notice of Meeting as well as give public notice to the above effect, pursuant to the *Local Government Act 1995*, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire's website, official Notice Boards and Facebook site.

### **COUNCIL RESOLUTION – 15.1. ADOPTION OF 2024/2025 ANNUAL REPORT (OCM 490/12/2025)**

**Moved: Cr Marshall**

**Seconded: Cr Stephens**

That Council endorses the Audit, Risk and Improvement Committee's recommendations to:

1. Accept the Shire of Woodanilling 2024/2025 Annual Report for the financial year ended 30 June 2025 as presented in Attachment 15.1.1;
2. Convene the Annual Electors Meeting on Tuesday 10<sup>th</sup> February 2026 in the Woodanilling Council Chambers commencing at 7pm; and
3. Publish the Shire of Woodanilling 2024/2025 Annual Report and Notice of Meeting as well as give public notice to the above effect, pursuant to the *Local Government Act 1995*, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire's website, official Notice Boards and Facebook site.

**CARRIED 5/0**

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

**Against: Nil**

## 15.2. REVIEW OF DELEGATION 15 – PAYMENTS FROM MUNICIPAL OR TRUST FUNDS

<b>File Reference</b>	ADM0115
<b>Date of Report</b>	09 December 2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	Judy Stewart – Executive Manager Corporate Services
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 15.2.1</b> – Existing Delegation 15 – Payments from the Municipal or Trust Funds <b>Attachment 15.2.2</b> – Draft Delegation 15 – Payments from the Municipal or Trust Funds

### BRIEF SUMMARY

The purpose of this report is for Council to consider a change in role titles, clarification of the monetary payment amount requiring two signatures, and an additional compliance link under the Sub-Delegation within *Delegation 15 – Payments from the Municipal or Trust Funds* (Delegation 15), made under delegated authority.

### BACKGROUND

Section 5.42 of the *Local Government Act 1995* (Act) provides that a Council may delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, other than those referred to in s. 5.43.

There are a range of powers and duties delegated to the CEO in accordance with the powers provided under s. 5.42 (1) (a) and (b) of the Act.

Under s. 5.44 the CEO is provided the power to sub-delegate some powers and duties to other employees.

Delegation 15 was last reviewed and amended in April 2022 (OCM 35/04/22).

### COMMENT

Existing Delegation 15 contains a Sub-Delegation to the now redundant role titles of *Deputy Chief Executive* and *Officer Accountant* and Council is, therefore, requested to endorse the replacement of these redundant role titles with the current role titles of *Executive Manager Corporate Services* and *Executive Assistant (or equivalent)*. This will allow for continued administrative efficiencies involved with payments made from the Municipal and Trust Fund accounts, as per the original intent of the Sub- Delegation.

Other changes for consideration include the clarification of the monetary payment amount requiring two signatures and the addition of reference to *Council Policy 99 – Corporate Credit Card Use* within this Sub-Delegation.

### STATUTORY/LEGAL IMPLICATIONS

#### *Local Government Act 1995*

#### **5.42. Delegation of some powers and duties to CEO**

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –*
  - (a) *this Act other than those referred to in section 5.43; or*
  - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

**5.44. CEO may delegate powers and duties to other employees**

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty—*
  - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
  - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,**are subject to any conditions imposed by the local government on its delegation to the CEO.*
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*  
**conditions** *includes qualifications, limitations or exceptions.*

**POLICY IMPLICATIONS**

Council Policy 54 – Purchasing

Council Policy 56 – Record Keeping

Council Policy 99 – Corporate Credit Card Use

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

**STRATEGIC IMPLICATIONS**

**PILLAR 3**

**Civic Leadership**

**Key Area of Focus**

Good Governance: Upholding ethical standards, clear policies, and sound financial management.

**Goal 8: Accountable and compliant governance**

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations.

8.4 Conduct annual reviews of Council Policies & Delegations

**CONSULTATION/COMMUNICATION**

Nil required

**RISK MANAGEMENT**

The risk created by a lack of delegated roles to perform payment functions in a timely manner (for example, creditors and payroll) has the potential to impact the Shire's reputation whilst lack of clarity with regard to the payment threshold allowed by a relevant officer poses a potential financial risk.

The risk is considered 'medium' should the Sub-Delegation not be supported.

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 s. 5.42 and s. 5.44 of the *Local Government Act 1995*, endorses the:

- 1) replacement of the role titles *Deputy Chief Executive* and *Officer Accountant* with the role titles *Executive Manager Corporate Services* and *Executive Assistant (or equivalent)*;
- 2) addition of the monetary payment amount of more than \$25,000 requiring two signatures including the CEO; and
- 3) addition of the reference to *Council Policy 99 – Corporate Credit Card Use*

within Delegation 15 – Payments from the Municipal or Trust Funds, as per **Attachment 15.2.2**.

### **COUNCIL RESOLUTION – 15.2. REVIEW OF DELEGATION 15 – PAYMENTS FROM MUNICIPAL OR TRUST FUNDS (OCM 491/12/2025)**

**Moved: Cr Marshall**

**Seconded: Cr Vermeulen**

That Council, pursuant to s. 5.42 and s. 5.44 of the *Local Government Act 1995*, endorses the:

- 1) replacement of the role titles *Deputy Chief Executive* and *Officer Accountant* with the role titles *Executive Manager Corporate Services* and *Executive Assistant (or equivalent)*;
  - 2) addition of the monetary payment amount of more than \$25,000 requiring two signatures including the CEO; and
  - 3) addition of the reference to *Council Policy 99 – Corporate Credit Card Use*
- within Delegation 15 – Payments from the Municipal or Trust Funds, as per Attachment 15.2.2.

**CARRIED 5/0**

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

**Against: Nil**

## 16. CONFIDENTIAL REPORTS

### 16.1.AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS 2026

<b>File Reference</b>	ADM0143
<b>Date of Report</b>	9 December 2025
<b>Responsible Officer</b>	Anika Serer, Chief Executive Officer
<b>Author of Report</b>	Anika Serer, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	

The meeting was closed to the public at 4.17pm in accordance with Section 5.23(2)(h) of the Local Government Act 1995.

#### Disclosure of Interest:

Cr Stephens declared an impartiality interest due to her association with one of the nominated recipients. Cr Stephens left the room at 4.19pm.

#### CONFIDENTIALITY

*This matter needs to be considered in accordance with Section 5.23 (2) (h) of the Local Government Act 1995, as this item relates to the matter that if disclosed could reveal information of a matter the Council prefers to conceal until a final determination is made and presented at the Australia Day Awards in January 2026.*

#### BRIEF SUMMARY

This report recommends Council to consider the nominations for the Australia Day Community Citizenship, Long Service and Sports Star Awards to be held in January 2026.

#### BACKGROUND/COMMENT

Australia Day WA calls for participating local governments to nominate members of the community for awards recognising community achievements either on an individual or group level.

This proposal is about recognition of individuals and groups who have made a 'marked' contribution over the past year and celebrate those organisations who have given outstanding service to the community.

Nominations closed on Monday 8<sup>th</sup> December 2025 and all nominations received will be tabled at the December 2025 Ordinary Council Meeting. Where no nominations were received in a particular category, it is recommended that Council nominate an award recipient for those categories.

The awards that are to be considered listed below:

The **Shire of Woodanilling Awards** are:

- Community Citizen of the Year (Youth)
- Community Citizen of the Year (Senior)
- Active Citizenship (Group or Event)
- Shire of Woodanilling Sports Star of the Year (Under 25)
- Shire of Woodanilling Sports Star of the Year (Over 25)
- Long Service Award

#### Selection Criteria Recommendations

- Demonstrates leadership on a community issue.
- Demonstrates Inspiring qualities as a role model
- Contribution to the community over and above their paid employment
- Created significant initiative that brought positive change

The Australia Day Awards are a way for the Shire to formally recognise individuals and Community Groups who contribute to the overall wellbeing and fabric of the Community through a significant contribution to the Shire in the preceding year.

In determining the award recipients, it is recommended that Council review the current nominations and further consider any additional Council nominations that may need to be considered.

### 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

Funds are available for Australia Day Citizenship Ceremony expenses in the GL 041150 – Australia Day

### STRATEGIC IMPLICATIONS

#### PILLAR 1: SOCIAL

##### GOAL 1: A safe and inclusive community for all ages

1.1 Deliver and support events and social activities

##### GOAL 2: Local access to health and education services

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

### CONSULTATION/COMMUNICATION

The Nominations are confidential prior to the Ordinary Council Meeting and therefore the consultation is to be held during the meeting.

### RISK MANAGEMENT

The Australia Day Awards does present some reputational risks in ensuring people or groups most deserving of consideration are nominated and selected. Whilst the risk in relation to this item is considered “Low” Council must ensure a fair process is followed to ensure community trust is maintained.

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 endorses the recipients (with names withheld) for the 2026 Australia Day Awards as reflected and listed below:

1. Shire of Woodanilling Awards 2026
  - a. Community Citizen of the Year (Youth) – Recipient Name \_\_\_\_\_
  - b. Community Citizen of the Year (Senior) – Recipient Name \_\_\_\_\_
  - c. Active Citizenship (Group or Event) – Recipient Name \_\_\_\_\_
  - d. Shire of Woodanilling Sports Star of the Year (Under 25) – Recipient Name \_\_\_\_\_
  - e. Shire of Woodanilling Sports Star of the Year (Over 25) – Recipient Name \_\_\_\_\_
  - f. Long Service Award – Recipient Name \_\_\_\_\_

### **COUNCIL RESOLUTION – 16.1. AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS 2026 (OCM 492/12/2025)**

**Moved: Cr Marshall**

**Seconded: Cr Garstone**

That Council endorses the recipients (with names withheld) for the 2026 Australia Day Awards as reflected and listed below:

1. Shire of Woodanilling Awards 2026
  - a. Community Citizen of the Year (Youth) – Recipient Name \_\_\_\_\_
  - b. Community Citizen of the Year (Senior) – Recipient Name \_\_\_\_\_
  - c. Active Citizenship (Group or Event) – Recipient Name \_\_\_\_\_
  - d. Shire of Woodanilling Sports Star of the Year (Under 25) – Recipient Name \_\_\_\_\_
  - e. Shire of Woodanilling Sports Star of the Year (Over 25) – Recipient Name \_\_\_\_\_
  - f. Long Service Award – Recipient Name \_\_\_\_\_

**CARRIED 4/0**

**For: Cr Thomson, Cr Vermeulen, Cr Marshall, Cr Garstone**

**Against: Nil**

The meeting was reopened, and Cr Stephens returned at 4.20pm.

**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 4.23pm

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

Presiding Member –

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Date.....