



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 16 June 2026

### 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 UNCONFIRMED MINUTES

The Shire President, Cr Thomson opened the meeting at 5.10pm. Cr Thomson advised that the meeting would be recorded in accordance with current requirements.

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Recording of Meeting In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, Members of Council and members of the gallery are advised that this meeting will be audio recorded. The recording will be made publicly available on the Shire of Woodanilling website within 14 days of the meeting taking place.

### 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".

#### Disclosure of Interest Made:

Councillor	Item	Type of Interest	Nature of Interest
Cr Garstone	15.1	Impartiality	Committee member of Wagin Woodanilling Landcare Zone.
Chief Executive Officer – Anika Serer	15.1	Impartiality	Committee member of Wagin Woodanilling Landcare Zone.

## 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 K Stephens	
CR I Garstone	
Cr M Trimming	
<b>Officers:</b>	
Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Judy Stewart	Executive Manager Corporate Services
<b>Leave of Absence:</b>	
Nil.	
<b>Apologies:</b>	
Nil.	

**Observers:**

Mike Fitzgerald  
Dale Douglas  
Alex Douglas

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. PUBLIC QUESTION TIME**

Nil.

**5. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

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

The Shire President advised that he had attended a meeting in Albany of regional Shire Presidents and the Mayor, with discussions focused on opportunities to improve efficiency in local government across the Great Southern.

**8. CONFIRMATION OF COUNCIL MEETING MINUTES**

**8.1. ORDINARY MEETING OF COUNCIL HELD 19 MAY 2026**

That the Minutes of the Ordinary Meeting of Council held 19 May 2026 be confirmed as a true and correct record of proceedings.

**COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 19 MAY 2026 (OCM 545/06/2026)**

**Moved: Cr Stephens**

**Seconded: Cr Vermeulen**

That the Minutes of the Ordinary Meeting of Council held 19 May 2026 be confirmed as a true and correct record of proceedings.

**CARRIED 6/0**

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

**Against: Nil**

**9. RECEIVAL OF OTHER MEETING MINUTES**

**9.1. STATE COUNCIL SUMMARY MINUTES HELD 7 MAY 2026**

That the Minutes of the State Council Summary held 7 May 2026 be received by Council.

**COUNCIL RESOLUTION – 9.1. STATE COUNCIL SUMMARY MINUTES HELD 7 MAY 2026 (OCM 546/06/2026)**

**Moved: Cr Garstone**

**Seconded: Cr Stephens**

That the Minutes of the State Council Summary held 7 May 2026 be received by Council.

**CARRIED 6/0**

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

**Against: Nil**

**10. RECOMMENDATIONS FROM COMMITTEE**

Nil.

**11. REPORTS OF OFFICERS**

Nil.

**12. REGULATORY SERVICES**

Nil.

## 13. CORPORATE SERVICES

### 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 MAY 2026

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	09 June 2026
<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 – 31 May 2026

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 May 2026, 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 May 2026

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$25,154.08
Cheque Payments	Municipal	\$0.00
EFT Payments #8181 to #8211	Municipal	\$299,801.51
<b>Sub Total</b>	<b>Municipal</b>	<b>\$324,955.59</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$324,955.59</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 “Minor- Moderate” 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	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Woodanilling Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk acceptable with effective controls, managed by executive management/CEO and subject to monthly monitoring	Executive Manager/CEO
Extreme	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	CEO/Council

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$324,955.59 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 May 2026, as contained within Attachment 13.1.1.

#### **COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 MAY 2026 (OCM 547/06/2026)**

**Moved: Cr Garstone**

**Seconded: Cr Vermeulen**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$324,955.59 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 May 2026, as contained within Attachment 13.1.1.

**CARRIED 6/0**

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

**Against: Nil**

## 13.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2026

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	8 June 2026
<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 31 May 2026

### BRIEF SUMMARY

The Monthly Financial Report for period ending 31 May 2026 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 May 2026 shows a closing surplus of \$719,524.

### 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	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Woodanilling Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk acceptable with effective controls, managed by executive management/CEO and subject to monthly monitoring	Executive Manager/CEO
Extreme	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	CEO/Council

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 31 May 2026, 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 MAY 2026**  
**(OCM 548/06/2026)**

**Moved: Cr Garstone**

**Seconded: Cr Marshall**

That Council receive the Monthly Financial Report for the period of 31 May 2026, 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 Trimming, Cr Garstone**

**Against: Nil**

### 13.3 COUNCIL POLICY 54 - PURCHASING POLICY - AMENDMENTS

<b>File Reference</b>	ADM0019
<b>Date of Report</b>	09 June 2026
<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 13.3.1</b> - Policy 54 - Purchasing Policy - showing amendments

#### BRIEF SUMMARY

The purpose of this report is for Council to consider amendments to Council Policy 54 – Purchasing Policy (Policy) to formally recognise purchases that are exempt from Policy requirements and to provide instruction on how those exempt purchases will be dealt with to ensure due process and transparency.

#### BACKGROUND

Since the inception of Council’s Purchasing Policy, amendments have been made to meet various legislative changes and to ensure continued relevance and value is achieved during the procurement process.

The recommended changes to Council’s Purchasing Policy were discussed with councillors at the 19 May 2026 Concept Forum.

#### COMMENT

To rectify a lack of purchasing policy exemptions recognised within Council’s Purchasing Policy, that occur within day to day operations as well as on more rare occasions, the Chief Executive Officer and author have perused various local government purchasing policies (as per Policy 88 *Policies – Process for adopting, amending or repealing*) to identify exempt purchases applicable to the Shire of Woodanilling.

The following recommended exemptions provide formal recognition of types of purchases where it is not always practicable, efficient or practical to follow standard Policy procedure:

- Fuel for internal combustion engines (including the use of a fuel or credit card)
- Reactive maintenance of plant and machinery
- Annual Subscriptions and Memberships
- Freight and Postage
- Telephone and Utilities
- Artwork
- Software support/licences/subscriptions/renewals/maintenance
- Eligible staff reimbursements
- Specialist Legal or Consultancy services
- Road making materials from a landowner
- Advertising of employment opportunities
- Pre-employment medicals and staff medical services
- Provision of temporary personnel

In addition to the above, clauses have been added to Purchasing Practices relating to various Purchase Value Thresholds within the Policy to ensure robust process is followed and transparency ensured when Policy compliance is not reasonably able to be achieved. A further clause has also been included allowing the use of similar quotation processes that, having occurred within a two-year timeframe or having involved a local supplier, are still considered financially or operationally beneficial and negate the need to seek new quotations.

Further detail pertaining to the above can be found within Attachment 13.3.1.

Other exclusions exist within r. 11 of the Local Government (Functions and General) Regulations 1996, some of which are noted within the Policy.

## **STATUTORY/LEGAL IMPLICATIONS**

### **Local Government Act 1995:**

#### *2.7. Role of council*

- (1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) The council's governing role includes the following —*
  - (b) determining the local government's policies;*

### **Local Government (Functions and General) Regulations 1996:**

#### *11A. Purchasing policies for local governments*

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250,000 or less.*
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) A purchasing policy must make provision in respect of —*
  - (a) the form of quotations acceptable; and*
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and*
  - (b) the recording and retention of written information, or documents, in respect of —*
    - (i) all quotations received; and*
    - (ii) all purchases made.*

## **POLICY IMPLICATIONS**

Policy 54 – Purchasing Policy

## **FINANCIAL IMPLICATIONS**

Nil

## **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.

## **CONSULTATION/COMMUNICATION**

Concept Forum – 19 May 2026

Chief Executive Officer

## **RISK MANAGEMENT**

Should Council not proceed with the Officer's Recommendation, a lack of formal recognition of purchasing policy exemptions occurs in addition to a lack of formalised process that provides a level of transparency when normal purchasing functions are not applicable or able to be met; the risk is assessed as "Low".

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Woodanilling Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk acceptable with effective controls, managed by executive management/CEO and subject to monthly monitoring	Executive Manager/CEO
Extreme	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	CEO/Council

#### VOTING REQUIREMENTS

Absolute Majority

#### OFFICER'S RECOMMENDATION

That Council adopts revised Council Policy 54 – *Purchasing Policy*, as presented.

**COUNCIL RESOLUTION – 13.3 COUNCIL POLICY 54 - PURCHASING POLICY - AMENDMENTS (OCM 549/06/2026)**

**Moved: Cr Marshall**

**Seconded: Cr Garstone**

That Council adopts revised Council Policy 54 – *Purchasing Policy*, as presented.

**CARRIED 6/0**

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

**Against: Nil**

**CLOSURE OF MEETING TO THE PUBLIC**

**Moved: Cr Garstone**

**Seconded: Cr Marshall**

That the meeting be closed to the public at 5.18pm to consider the confidential item.

**CARRIED 6 /0**

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

**Against: Nil**

Dale Douglas and Alex Douglas left the meeting at 5.18pm.

**13.4 APPOINTMENT OF INDEPENDENT PRESIDING MEMBER AND INDEPENDENT DEPUTY OF PRESIDING MEMBER - AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)**

<b>File Reference</b>	ADM390
<b>Date of Report</b>	09 June 2026
<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 13.4.1</b> – Excerpt s. 5.11 – s. 5.14 of the <i>Local Government Act 1995</i> <b>Attachment 13.4.2</b> – ARIC Terms of Reference – updated to include length of term for Independent Presiding Member roles – showing amendment <b>Attachment 13.4.3 - UNDER SEPARATE COVER</b> – 2 (two) Expressions of Interest - Independent Presiding Member/Independent Deputy of Presiding Member of ARIC

**BRIEF SUMMARY**

The purposes of this report are for Council to consider:

- 1) Expressions of Interest for the positions of Independent Presiding Member and Independent Deputy of Presiding Member of Council’s Audit, Risk and Improvement Committee (Committee), in accordance with the *Local Government Act 1995 (Act)* as amended by the *Local Government Amendment Act 2024*; and
- 2) length of term for ARIC Independent Presiding Member roles.

**BACKGROUND**

The above amendment legislation, whilst in force since 6 December 2024, has transitional provisions allowing local governments until 30 June 2026 to transition to *Audit, Risk and Improvement Committees* inclusive of an Independent Presiding Member (required) and an Independent Deputy of Presiding Member (if desired).

An Audit, Risk and Improvement Committee must comprise of three (3) or more persons appointed by absolute majority by a local government. A majority of the Committee members must be Council members and may not include the Chief Executive Officer or a local government employee. Local governments may share an Independent Presiding Member or Independent Deputy of Presiding Member with another local government/s.

At its 21 April 2026 Ordinary Council meeting, Council resolved to update the Terms of Reference for its Audit Committee to comply with the new legislative requirements noted above. Council also approved a meeting attendance fee of \$220 per meeting, payable to the Independent Presiding Member or

Independent Deputy of Presiding Member, and an Expression of Interest to seek submissions for the above-mentioned positions.

A call for Expressions of Interest to fill the Independent Presiding Member and Independent Deputy of Presiding Member roles was advertised locally through the Wongi newsletter, Shire website and social media posts, bulk local email and a poster at the Woodanilling General Store.

### **COMMENT**

The introduction of Independent Presiding and Deputy of Presiding Members for ARIC provides for increased community confidence by way of transparency and may, dependent upon appointments, increase risk and/or financial management expertise within the Committee.

The appointment of an Independent Deputy of Presiding Member, whilst not required by legislation, aims to assist in ensuring that, should a meeting be required when the Independent Presiding Member is unavailable, it would not be necessary to appoint a proxy Independent Presiding Member at short notice (providing that the Independent Deputy of Presiding Member is able to attend in the Independent Presiding Member's absence). It is recommended, therefore, that the Independent Deputy of Presiding Member be appointed to act on a standby basis for those occasions when the appointed Independent Presiding Member is unable to attend a meeting (as also noted in Item 4.3 of Council's 21 April 2026 Ordinary Meeting).

Expressions of Interest were received from two independent persons, both with prior local government councillor, finance and Audit Committee experience (please see Attachment 13.4.3). Due to containing personal information, both Expressions of Interest are provided to Council on a confidential basis. Should Council wish to discuss matters relating to the confidential information contained within the attachments, Council will be required to resolve to close the meeting to members of the public in accordance with s. 5.23 (2) (b) of the *Local Government Act 1995* (as follows):

#### **5.23. Meetings generally open to public**

2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*

(b) *the personal affairs of any person; and*

It is recommended that the term of appointment for the inaugural ARIC Independent Presiding Member roles be until the next ordinary local government election scheduled for October 2027 and that future appointments align with local government election cycles, as optioned in s. 5.11 (2) of the *Act*, providing for stability and consistency in governance and periodic review by the Council in office at the time. An update to the ARIC Terms of Reference to reflect the recommended length of term for the presiding member roles is shown at Attachment 13.4.2.

### **STATUTORY/LEGAL IMPLICATIONS**

***Local Government Act 1995 – s. 5.11 – 5.14 – Committees and presiding members and deputies/Part 7 s. 7.1A. Audit Committee***

***Local Government Amendment Act 2024 – s. 39 – s. 5.12 replaced/s. 87 – various amendments to s. 7 of the Act regarding audit, risk and improvement committees***

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

There is nil difference in financial implications associated with the choosing of either candidate with regard to meeting attendance fees (set at \$220 for each Committee meeting attended by whomever is the

Independent Presiding Member at a given Committee meeting). However, a difference exists between the travel reimbursement for each candidate due to their residential addresses being different. As per the 21 April 2026 Ordinary Council Meeting item relating to this matter, an Independent Presiding or Deputy of Presiding Member can be reimbursed for actual travel and associated costs incurred, as demonstrated to the satisfaction of the local government.

### STRATEGIC IMPLICATIONS

#### PILLAR 3

Civic Leadership

#### GOAL

8: Accountable and compliant governance

#### STRATEGIES

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

### CONSULTATION/COMMUNICATION

Chief Executive Officer

### RISK MANAGEMENT

Failure to comply with the amended *Local Government Act 1995* would result in non-compliance risk potentially impacting reputational damage and incurring legal consequences; risk is considered 'Low'.

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Woodanilling Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk acceptable with effective controls, managed by executive management/CEO and subject to monthly monitoring	Executive Manager/CEO
Extreme	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	CEO/Council

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER’S RECOMMENDATION**

That Council:

- 1) appoints .....to be the Independent Presiding Member of its Audit, Risk and Improvement Committee (ARIC) until the 2027 local government election;
- 2) appoints.....to be the Independent Deputy of Presiding Member of its ARIC until the 2027 local government election attending ARIC meetings when the Independent Presiding Member is unable to attend;
- 3) includes the length of term for the roles of Independent Presiding Member and Independent Deputy of Presiding Member of its ARIC to be aligned with local government election cycles following the 2027 local government election; and
- 4) that the Terms of Reference for the ARIC be updated with the above role terms, as presented.

**COUNCIL RESOLUTION – 13.4 APPOINTMENT OF INDEPENDENT PRESIDING MEMBER AND INDEPENDENT DEPUTY OF PRESIDING MEMBER - AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) (OCM 550/06/2026)**

**Moved: Cr Marshall**  
**Seconded: Cr Garstone**

That Council:

- 1) appoints Greg Ball to be the Independent Presiding Member of its Audit, Risk and Improvement Committee (ARIC) until the 2027 local government election;
- 2) appoints Dale Douglas to be the Independent Deputy of Presiding Member of its ARIC until the 2027 local government election attending ARIC meetings when the Independent Presiding Member is unable to attend;
- 3) includes the length of term for the roles of Independent Presiding Member and Independent Deputy of Presiding Member of its ARIC to be aligned with local government election cycles following the 2027 local government election; and
- 4) that the Terms of Reference for the ARIC be updated with the above role terms, as presented.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Trimming, Cr Garstone**  
**Against: Nil**

**REOPENING OF MEETING TO THE PUBLIC**

**Moved: Cr Marshall**

**Seconded: Cr Garstone**

That the meeting be reopened to the public at 5.21pm.

**CARRIED 6/0**

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

**Against: Nil**

Dale Douglas and Alex Douglas returned to the meeting at 5.21pm.

## **14. COMMUNITY SERVICES**

Nil.

## 15. OFFICE OF CEO

### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Anika Serer declared an interest affecting impartiality in Item 15.1 on the basis that she is a committee member of the Wagin Woodanilling Landcare Zone.

Cr I Garstone declared an interest affecting impartiality in Item 15.1 on the basis that he is a committee member of the Wagin Woodanilling Landcare Zone.

#### 15.1. WAGIN WOODANILLING LANDCARE ZONE – FUTURE ARRANGEMENTS AND VEHICLE

<b>File Reference</b>	ADM0105
<b>Date of Report</b>	8 June 2026
<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> - Request from WWLZ <b>Attachment 15.1.2</b> - Extract Ordinary Council Meeting Minutes November 2023 <b>Attachment 15.1.3</b> - Isuzu D-Max Valuation

#### BRIEF SUMMARY

The purpose of the report is to note the change to future arrangements with Wagin Woodanilling Landcare Zone (WWLZ) and seek Council's approval to transfer the vehicle used by it to the organisation's ownership, noting that the purchase of the vehicle was reimbursed by WWLZ in 2024.

#### BACKGROUND

WWLZ has operated under a 3-way Memorandum of Understanding with the Shire of Wagin and Shire of Woodanilling since 2007. Under this agreement the Shires had respective responsibilities and financial contributions, including Wagin acting as the employing authority of WWLZ staff and financial management; and Woodanilling arranging the purchase/trade/operating cost of a vehicle on a cost-recovery basis.

Following the resignation of the Natural Reserves Coordinator in January 2025, the WWLZ went into a maintenance phase as basic functions were administered by the executive members of the committee. Planning with the WWLZ noted that the organisation's viability depended on the outcome of a large State NRM grant application.

In November 2025, the WWLZ was advised that it would receive a grant of \$449,992 to deliver a revegetation programme over three years. The grant will fund fencing and revegetation of approximately 28 sites in Wagin and Woodanilling over three years.

The organisation has also received a grant in 2026 of \$36,911 to deliver natural resource education programmes in Woodanilling.

The large grant in particular has provided a much-needed injection of funding to the organisation and enabled the employment of an Environmental Project Officer (employed direct by WWLZ) and capacity for a part time Finance and Administration Officer.

WWLZ has identified that this funding injection provides an opportunity to transition away from reliance on Shire support. The President and Secretary of the WWLZ support this proposal as it

returns ownership and management of WWLZ back to the community. In November 2025 the Shire of Wagin resolved to transition away from the current arrangement back to a community organisation, including removal from the MOU, compulsory membership on the board and fixed annual funding contributions.

In light of this, the Committee has reviewed the MOU and Constitution to streamline future arrangements and recognise reduced reliance on the Shires, with the proposal as follows:

1. The Memorandum of Understanding between WWLZ, Shire of Wagin and Shire of Woodanilling to cease from 1 July 2026; and
2. The Constitution to be reviewed and reduce compulsory representation from the Shires and encourage community participation and representation.

The WWLZ vehicle was purchased by the Shire of Woodanilling in 2024, funded by the trade of WWLZ's previous vehicle and a cash difference paid by WWLZ (ie this vehicle was completely financed by WWLZ). The details of the purchase of the Isuzu D-Max, registration WO 022, are outlined in the attached extract of Council Minutes from November 2023. The vehicle is registered to the Shire, and insurance, fuel, servicing and operational costs are arranged by the Shire and then reimbursed by WWLZ. With the cessation of the MOU and to streamline arrangements, it is proposed to transfer the vehicle (and all responsibilities) to WWLZ.

In accordance with S3.58 Local Government Act (Disposal of Property), despite the vehicle being paid for by WWLZ, the transfer is considered disposal of property and subject to requirements including a valuation of the property, giving local public notice of the proposed disposition and inviting submissions to be made. Council will need to consider any submissions prior to the decision to dispose of the vehicle to WWLZ.

The vehicle is valued at \$39,212 as at June 2026 (see attached Valuation Certificate).

As part of the MOU, the Shire of Woodanilling has also contributed \$15,000 each year to WWLZ for operating costs. It is proposed that, in lieu of the formal agreement, WWLZ make a written request to the Shire each year prior to the annual budget considerations, outlining their funding request and purposes. A request of \$15,000 has been received for the 26/27 budget year.

The WWLZ Environmental Project Officer works from the Woodanilling office one day a week per average, and arrangements such as this are not expected to change.

### **STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995 – Sect. 3.58 Disposing of Property:

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

*(a) it gives local public notice of the proposed disposition —*

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
  - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
  - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Disposal of property requires a valuation, which is expected to be around \$40. This is incidental and will be included in the 26/27 budget. All other costs including transfer of registration will be payable by WWLZ.

**STRATEGIC IMPLICATIONS**

The Woodanilling Way Strategic Community Plan 2025-2035, Corporate Business Plan 2024/25-2027/28

Strategic Pillar 2: Environment

- Support Natural Resource Management Programs in the Shire

Strategic Pillar 4: Economic

- 12.1 Participate in Tourism initiatives with Great Southern Treasures and 4WDL

**CONSULTATION/COMMUNICATION**

- Wagin Woodanilling Landcare Zone Committee

**RISK MANAGEMENT**

There is a low risk to the Shire if it declines to transfer the ownership of the vehicle to WWLZ as existing arrangements will continue.

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Woodanilling Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk acceptable with effective controls, managed by executive management/CEO and subject to monthly monitoring	Executive Manager/CEO
Extreme	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	CEO/Council

### VOTING REQUIREMENTS

Absolute Majority

### OFFICER'S RECOMMENDATION

That Council:

1. Notes that the Memorandum of Understanding between Wagin Woodanilling Landcare Zone, Shire of Wagin and Shire of Woodanilling will cease on 30 June 2026;
2. Notes the request from WWLZ for a \$15,000 financial contribution in 2026/27 and includes this in its draft budget deliberations;
3. Authorises the CEO to give local public notice of the intent to dispose of the Isuzu D-Max 24MY SX 4x2 crew cab vehicle, registration WO 022 to Wagin Woodanilling Landcare Zone for the sum of \$0; and
4. If no submissions are received in response to the local public notice, authorises the CEO to proceed with the disposal of the vehicle as outlined above.

### **COUNCIL RESOLUTION – 15.1. WAGIN WOODANILLING LANDCARE ZONE – FUTURE ARRANGEMENTS AND VEHICLE (OCM 551/06/2026)**

**Moved: Cr Stephens**

**Seconded: Cr Vermeulen**

That Council:

1. Notes that the Memorandum of Understanding between Wagin Woodanilling Landcare Zone, Shire of Wagin and Shire of Woodanilling will cease on 30 June 2026;
2. Notes the request from WWLZ for a \$15,000 financial contribution in 2026/27 and includes this in its draft budget deliberations;
3. Authorises the CEO to give local public notice of the intent to dispose of the Isuzu D-Max 24MY SX 4x2 crew cab vehicle, registration WO 022 to Wagin Woodanilling Landcare Zone for the sum of \$0; and  
If no submissions are received in response to the local public notice, authorises the CEO to proceed with the disposal of the vehicle as outlined above.

**CARRIED 6/0**

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

**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 Presiding Member declared the meeting closed at 5.26pm